



Policies and Procedures

City of Long Beach, Department of Parks, Recreation and Marine

Subject: TRIBUTE BENCH PROGRAM

Number: 1.24.1

1.0 PURPOSE

- 1.1 To provide an opportunity for residents to honor and recognize those close to them who have passed away by placing a personalized Tribute Bench at a City park site under the jurisdiction of the Department of Parks, Recreation and Marine (Department). Benches are also available to Long Beach based nonprofit organizations to celebrate a milestone.
- 1.2 This program raises funds to support Parkers of Parks, a 501(c)³ organization whose mission is to support Long Beach Parks, Recreation and Marine programs.

2.0 POLICY

- 2.1 The following provides additional Tribute Bench Program specifics not included in the Donation of Funds for Minor Park Assets Policy and Procedure 1.24.
- 2.2 On an annual basis, the Director of Parks, Recreation and Marine (Director) or designee(s) shall provide Partners of Parks (POP) a listing of available locations (program inventory) for the Tribute Benches.
- 2.3 Tribute benches shall not be allowed for living individuals, commercial businesses or political organizations.
- 2.4 In consultation with the Director, POP shall determine the donation amount for benches. The amount shall cover all costs associated with the purchase and installation, for example bench, plaque, bench pad (if needed), and equipment rental for installation (if needed).
- 2.5 The Department does not warranty benches against vandalism or destruction.
- 2.6 The selected location is provided to the donor for a period of 10-years and 3 months from the date approved by the applicable Commission or Committee. Upon expiration of this placement term, donors are given first right of refusal for one additional 10-year period, for a donation in the amount listed in the current schedule. Payment shall be required within 30 days of accepting the renewal option. The renewal option donation includes an additional placement term of 10-years at the same location. It does not include the purchase of a new bench to replace the original one. Should the original donor waive this opportunity, remain non-responsive or if POP is

unable to contact the donor within 90 days, the location will be placed into available program inventory and the bench will be removed.

- 2.7 Tribute Benches on public space become the property of the City. Therefore, the Department reserves the right to relocate the bench at any time. Should this become necessary, the Department shall coordinate with POP to provide notice to the donor.
- 2.8 To provide a public forum for residents and other interested parties to comment on the program and to serve to document the starting date of the guaranteed period, requests shall be presented for final approval to the applicable governing body.
 - 2.8.1 Golf Advisory Committee: Golf Course Benches
 - 2.8.2 Marine Advisory Commission: Tideland Park Benches
 - 2.8.3 Parks and Recreation Commission: Uplands Park Benches
- 2.9 As stated in Section 1.2, this program raises funds to support Department programs, all proceeds shall be allocated accordingly.
 - 2.9.1 Cover the costs of the bench, plaque, delivery, etc.
 - 2.9.2 Upland Park Maintenance Fund (\$) or Marine Bureau Maintenance Fund allocation (\$)
 - 2.9.2.1 Funds from these accounts shall be released upon request of the Director.
 - 2.9.3 Youth Scholarship Fund
 - 2.9.4 POP Administration Fund

3.0 PROGRAM ELEMENTS

- 3.1 Bench Style: The style shall be selected to coordinate with the park design. The Department shall select the standard style of all benches.
- 3.2 Plaque Inscriptions: POP shall have the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of a third party, promotes sale/use of alcohol, tobacco or illegal drugs/paraphernalia or is otherwise inappropriate. Wording, artwork or symbols shall not violate Section 16.55 of the Long Beach Municipal Code.
- 3.3 Installation: The bench vendor may install the bench, if access for a heavy truck is available and with approval of the designated maintenance manager. If access requires a lighter truck, then the Department will install the bench.
- 3.4 Prevailing Wage: Prevailing wage shall apply to private contractors hired to pour pads in City parks if the cost is over \$1,000.

- 3.5 Program Inventory: It is not the intent to turn public parks into memorial parks, therefore as stated under Section 2.2, The Director or designee(s) shall provide and maintain a program inventory of available and appropriate locations. Designated staff shall review program inventory on an annual basis.

When areas within the City reach a maximum number of benches allowable, no benches will be offered in that area. Program inventory is replenished when: (1) the condition of a current bench deteriorates and can no longer be maintained, or (2) the placement term on a bench expires and the original donor declines the option for renewal.

- 3.6 New Parks and Art Installations: Should new parks be developed; the Department shall identify new locations when appropriate. Whenever possible the Department shall identify a location adjacent to art exhibits such as murals; providing the opportunity for a donor to provide a bench for viewing purposes.
- 3.7 Environmentally Sensitive Areas: Locations within environmentally sensitive areas such as wetlands, mitigation sites, trail heads and along nature trails shall not be provided, including replacement of benches currently provided in these areas.
- 3.8 Park Property Renovation: When park property is under renovation or reconstruction, the Department retains the right to remove the bench. Reinstallation is guaranteed under these circumstances. Upon construction and/or renovation completion, the Department shall make every effort to reinstall the bench as close to the original location as possible. Should this become necessary, the Department shall coordinate with POP to provide notice to the donor.
- 3.9 Special Requests: In rare instances, applications to place a tribute bench in an area not listed on the program inventory, shall be approved at the sole discretion of the Director. The donation amount to accommodate these special requests will equal 2-times the current donation amount, plus any additional costs associated with the preparation of the location. Examples include relocation of irrigation lines, access improvements, etc. Applicant is responsible for the cost of labor, materials, and supplies associated with preparation of the site.

4.0 PARTNERS OF PARKS RESPONSIBILITIES

- 4.1 POP shall operate the Tribute Bench Program (Program) in accordance with the provisions of Agreement No. 20623.
- 4.2 Promote and operate the Program, as approved by the Department.
- 4.3 Develop and make available an application and advertising documents.

4.4 Review applications and work with applicants throughout the process.

4.4.1 Confirm information on the application.

4.4.2 Discuss available program inventory, plaque options, donation requirements, Commission or Committee approval process, provide on-site tour, obtain vendor and/or contractor quote, and notify donor of completed installation.

4.4.3 Should the applicant desire a bench dedication ceremony at the location, it is the applicant's responsibility to obtain required permits and incur all costs associated with the ceremony.

4.4.4 Review and approve plaque inscriptions per Section 3.2.

4.4.5 POP shall send a letter of IRS substantiation to the donor for tax files.

4.4.6 Upon completion of the process, provide a statement showing the amount deposited into either the Upland Park Maintenance Assistance Fund or the Marine Bureau Maintenance Assistance Fund accounts.

4.5 Function as liaison between the applicant and the Department.

4.5.1 Coordinate placement on the Commission or Committee agenda and submit documentation to the Park Planning and Partnership liaison. Backup documentation shall include the application and other documents submitted by the donor.

4.5.2 Communicate with Maintenance Operations Bureau (MOB) regarding items before the Parks and Recreation Commission and other bench installation logistics, for benches in the Uplands parks.

4.5.3 Communicate with Marine Bureau (MB) regarding items before the Marine Advisory Commission and other bench installation logistics for benches in the tideland areas.

4.5.4 Communicate with the Regional Manager of the American Golf Corporation for available bench locations and other bench installation logistics, for benches in the City's golf courses. Coordinate with the Park Planning and Partnerships Bureau regarding items before the Golf Committee.

4.6 Purchase and installation coordination of benches.

4.6.1 Upon Commission or Committee approval work with vendor on bench purchase, plaque ordering, installation of concrete pad, delivery and if necessary, installation of bench.

- 4.6.2 Arrange installation of concrete pad and/or bench with the Department contact. Vendor installation requires access to location for heavy equipment. Should heavy equipment access not be available, Marine Maintenance, using a lighter truck with a crane shall drive on and install benches in turf areas.
- 4.7 Annual Report – In January of each year, POP shall submit an annual report to the Director which includes at minimal the following data: number of benches placed, location, contact information, funds donated, and allocation of funds.

5.0 DEPARTMENT RESPONSIBILITIES

- 5.1 At the beginning of the calendar year, the MOB and MB managers shall provide the program inventory of available benches for that year and contact information for the Tribute Bench Program Coordinator in their bureaus to the Director. The Director shall transmit this information to POP.
- 5.2 MOB shall maintain a map depicting the location of all currently installed benches and available bench locations in the Upland Parks Areas. The map shall be made available for viewing on the Department shared R:\drive.
- 5.3 MB shall maintain a map depicting the location of all currently installed benches and available bench locations in the Upland Parks Areas. The map shall be made available for viewing on the Department shared R:\drive
- 5.4 The Park Planning and Partnership Bureau (PPP) shall draft the Commission or Committee letter and coordinate with the Executive Assistant and Marine Bureau Secretary to identify an agenda date and submit the required paperwork. Inform POP of the Commission or Committee approval date and meeting location.
- 5.5 Install Tribute Bench when heavy equipment access is not available or when bench vendor is unable to access the location. City staff shall use lighter equipment when driving and installing benches in turf areas.

6.0 DONOR POST BENCH INSTALLATION RESPONSIBILITIES

- 6.1 It is the applicant's responsibility to provide updated contact information to POP. Failure to do so may result in the loss of the applicant's first rights of refusal option as set forth in Section 6.3.
- 6.2 Timely response to City and POP communications regarding the donation.

7.0 ANNUAL PROGRAM INVENTORY REVIEW

- 7.1 On an annual basis, the Maintenance Operations and Marine Bureau Managers shall review the program inventory and identify the benches that have reached their guaranteed term. This list of “potential reentry locations” shall be submitted to POP.
- 7.2 Upon receipt of the “potential reentry locations” list, POP shall contact the original donor(s) to discuss the sunset of the placement term and the available renewal option.
- 7.3 As stated under Section 2.8
- 7.3.1 Should the donor choose to exercise the renewal option, a donation in the same amount of the original donation shall be required within 30 days. This renewal option includes only an additional placement term of 10-years. It does not include the purchase of a new bench to replace the original one.
- 6.3.1.1 When the donor exercises the renewal option, POP shall follow the protocols established in Section 4.4 and Section 4.5.
- 7.3.2 Should the original donor waive this opportunity, remain non-responsive or if POP is unable to contact the donor within 90 days, the location will be placed into available program inventory and the bench will be removed.
- 6.3.1.2 When it is determined that a location shall reenter the available program inventory, POP shall inform the program coordinator.
- 6.3.1.3 MOB and MB shall update the inventory maps to reflect the changes. These locations shall become part of the annual list submitted to POP under Section 5.1.

8.0 REFERENCES

The above policy follows the guidelines and regulations listed in the following documents. For further information, refer to such documents.

1. Department of Parks, Recreation and Marine, Policy 1.24 - Donation of Funds for Minor Park Amenities
2. Partners of Parks Agreement No. 2062
3. Municipal Code, Chapter 16.55 – Advertising on Public Property and Facilities

9.0 REVIEW AND REVISION

It is the responsibility of the Department to review and revise this policy and procedure as needed.

APPROVED:

AUTHORIZED ON:

BRENT DENNIS
DIRECTOR OF PARKS, RECREATION AND MARINE

DRAFT



TRIBUTE BENCH PROGRAM

Long Beach Department of Parks, Recreation and Marine
And
Partners of Parks

The Tribute Bench Program is an opportunity for residents to honor and recognize those close to them who have passed by placing a personalized bench at a City park site or golf course. This program is also available to Long Beach based nonprofit organizations, IRS 501(c)³ to celebrate a milestone.

The Department of Parks, Recreation and Marine has predetermined locations and quantities of commemorative items that are available for placement. Partners of Parks will be happy to assist you with your selection. The placement term for a Tribute Bench is 10 years. During this time, bench maintenance will include graffiti removal, paint touch up and periodic cleaning. At the end of the display time, the bench location will be available for renewal, with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated bench may be removed.

If you are interested in the program, please complete and return the following application. Upon receipt of your application a Partners of Parks representative will contact you and walk you through the process. For any questions, please call Partners of Parks at (562) 570-3209.

DONATION REQUIREMENTS

The donation covers the bench purchase price, personalized bronze plaque and installation.

Dedicated Park Bench & Plaque (Upland Parks):	\$7,500
Dedicated Park Bench & Plaque (Ocean/Marina/Beach Waterway View Parks):	\$10,000
Dedicated Park Bench with engraved name in back:	Additional \$500
Dedicated Park Bench concrete slab:	Additional \$3,500

(Required to hold the weight of the bench, if one does not already exist in the location)

APPLICATION PROCESS

Please note that the application, approval, ordering, and installation process can take 10 to 16 weeks. Partners of Parks cannot guarantee a bench installation date.

STEP 1: Please complete the following application and email to executivedirector@partnersofparks.org or mail/drop off to Partners of Parks, ATTN: Tribute Bench Program, 2760 N. Studebaker Road, Long Beach, 90815. Checks are due at time of application and are made out to Partners of Parks, the non-profit organization that manages donations for the Department of Parks, Recreation and Marine.

STEP 2: Partners of Parks will review your application, provide a tour of the available locations, assist with the inscription, answer any questions and obtain all required final approvals with the Parks and Recreation or Marine Advisory Commission.

STEP 3: Once your application has been approved by the applicable governing body, Partners will order the bench and plaque. You will be notified when the bench has been installed.



**TRIBUTE BENCH APPLICATION
RESIDENT HONOREE**

APPLICANT INFORMATION:

Name:

Phone Number:

Email Address:

IN HONOR OF:

Name:

Resident of Long Beach:

Number of Years:

Requested Location:

HONOREE HISTORY: Please provide a brief history of the deceased individual include any significant life and community accomplishments. Attach additional sheets if necessary.

PLAQUE INSCRIPTION: Please provide desired inscription. Plaques accommodate 4 lines of text. Partners of Parks shall approve the inscription to ensure compliance with Municipal Code 16.55.

1st Line:

2nd Line:

3rd Line:

4th Line:

TRIBUTE BENCH APPLICATION RESIDENT HONOREE

PARK BENCH AND PLAQUE STYLES

Unless otherwise required to keep with the park/landscape design, the City installs the “Palm” bench style with either a square, rectangular or oval plaque. Benches are available with or without an engraved name on the back.



Please acknowledge that you have read, understand and agree to the following:

- _____ Donation of a bench confers no legal rights or benefits to the requestor or donor(s). City reserves the right to place park benches in a style and location suitable for the City.
- _____ Partners of Parks and the City do not warranty the bench against damage or destruction.
- _____ The placement term for a Tribute Bench is 10 years. At the end of this term, the bench location will be available for renewal, with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated bench may be removed.
- _____ It is the responsibility of the applicant to provide current and updated contact information.

Please note this donation may be tax deductible. Please contact your tax professional for determination.

For Office Use Only:

DATE

Application Received:

Location Chosen:

Plaque Inscription Approved:

Commission or Committee Approved:

Payment Received/Amount:

Bench Installed: