City of Bellevue

MEMORANDUM

DATE: July 5, 2016

TO: Parks & Community Services Boardmembers

FROM: Terry Smith, Assistant Director/Parks & Community Services

SUBJECT: Memorial Bench Donation Process

At your request, I'm attaching the Parks Department's Donation Bench Procedure Guide. During a few recent Board meetings, various Park Boardmembers have asked about the process for citizens to honor someone in this way.

Please note that currently we are not accepting applications for memorial bench donations at the Downtown Park or Meydenbauer Beach Park.

Volume

1

CITY OF BELLEVUE

Parks & Community Services Department

Donation Bench Procedure Guide 2016

Revision 1

City of Bellevue – Parks & Community Services Department

Donation Bench Procedure Guide

City of Bellevue
Parks & Community Services Departments
2901 115th Ave
Bellevue, WA 98008
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Section 1

Donation Bench Program

Overview:

The Donation Bench Program is a great program that allows individuals or organizations to place memorials in our parks. The acceptance, placement, and installation decisions are made by the Parks & Community Services Department and must fit with the parks master plans, &/or existing conditions within the park site. The cost of a bench donation is $2,800.00 (Additional costs many be incurred due to the location installation reqirements.) All other donations are reviewed on a case by case basis.

Frequently Asked Question:

What does the plaque look like? All plaques are ¼" thick cast bronze and 8" x 2" in size.

Can I put a longer/bigger plaque in? No, the City of Bellevue's current guidelines state that the plaque must be a 2" x 8" bronze plaque.

What type of payments do you accept & when is the payment due? Visa & MasterCard are accepted. After the Application has been approved you will be contacted for your payment information. (Do NOT write credit card information on any paperwork.)

Can I get a Refund? Sorry there are no refunds after your donation has been charged to your credit card.

Is the donation tax deductible? All donations are considered "public donations"; you will need to consult your tax consultant.

Can I provide the bench? No, in compliance with the policy the bench types are selected according to the Master Plan and the current bench type of the location site.

Are there only certain sites I can choose from? No, any site that is requested will be considered as long as it fits with the Master Plan of the site. In all cases, the Parks &

Community Services Department is the final decision-maker. Applicant will be informed throughout the process.

When does the process start? Once the Application and Credit Card Authorization Forms are submitted the review & approval process will begin.

How long will the review, approval & installation process take. Once all the paperwork/forms have been submitted it will take approximately 4-6 weeks. (Seasonal variations/impacts may delay some installations. E.g. Snow, wind, rain, etc.)

Will I be contacted upon installation? Yes, the applicant will be informed throughout the process. Typically, the applicant will be given a 3-day window of when the Bench is being installed. (Seasonal variations/impacts may delay some installations. E.g. Snow, wind, rain, etc.)

Can I be there upon installation? Options can be discussed with program staff. Requests must be noted on application.

Who is responsible for maintaining the Donation Bench? The City will maintain the benches for its natural lifetime. The bench will be removed when it becomes too unsafe to sit on or if it is vandalized in a manner that makes it visually unacceptable. All costs associated with the installation of a new or replacement Donation Bench will be the responsibilities of the donor.

If you need further information:

Main Contact:
Sheryl Humphrey (Office hours vary so email is best.)
Administrative Assistant
Bellevue Parks – Structural BSC
Phone 425.452.4433
Fax 425.452.7941
shumphrey@bellevuewa.gov

Section

2

Donation Bench Program Guidelines 2016

DONATION BENCH DONATION POLICY:
Donations are considered on a case by case, first come first serve basis. The acceptance, placement, and installation decisions are made by the Parks & Community Services Department.

All donations to the City of Bellevue will become the Property of the City of Bellevue.

1. Donations must fit the parks Master Plan or needs, and existing conditions within the park site.
2. All donation requests must be submitted in writing.
3. Recognition of the donation is only memorialized by a plaque on the Bench.
4. In all cases, the Parks & Community Services Department is the final decision-maker. After the City's acceptance and installation, the Bench shall vest with City and the City may remove, relocate and shall otherwise have sole control over the Donation Bench. All Donation Benches are maintained on a regular basis by the Parks & Community Services Department. The City does not guarantee park benches and plaque longevity. The City will maintain the benches for its natural lifetime. The bench will be removed when it becomes too unsafe to sit on or if it is vandalized in a manner that makes it visually unacceptable. All costs associated with the installation of a new or replacement Donation Bench will be the responsibility of the donor.
5. While the City appreciates donations for benches, the City is under no obligation to accept donations even if the request meets all of the criteria set forth in the Policy.
6. The City of Bellevue procedures, policies & fees outlined in this Procedure Guide are subject to periodic review and changes; therefore these procedures, policies & fees are subject to the Parks & Community Services changes and effective dates.

PLAQUES:

The plaque will be furnished by the City. The plaque will be:

1. Material - ¼" thick cast bronze
2. Size - 8" x 2"
3. All verbiage/text on plaques must be in the form indicated on the application.

COST/FEES:

The total cost of placing a donated bench & plaque is the sole responsibility of the Applicant/donor. The cost of a Bench Donation is $2,800.00. The cost includes: Bench, plaque, installation & maintenance. (Additional costs/fees may be incurred due to the site/location installation reqirements.) Any other requests are assessed on a case by case basis.

PLACEMENT:

The applicant can request a park site/location on the Application however the final approval will be determined by the Parks & Community Services Department. The Application will not proceed until a location is agreed upon.

MAINTENANCE OF DONATED FURNISHINGS:

After City's acceptance and installation, the Bench shall vest with City and the City may remove, relocate and shall otherwise have sole control over the Donation Bench. All Donation Benches are maintained on a regular basis by the Parks & Community Services Department. The City will maintain the bench for its natural lifetime. The City does not guarantee park benches and plaque longevity. If vandalism should occur to any donated furnishing, the Parks & Community Services Department will make every effort to correct an/or make it visually exceptable again. The bench will be removed when it becomes too unsafe to sit on or if it is vandalized in a manner that makes it visually unacceptable. All costs associated with the installation of a new or replacement Donation Bench will be the responsibility of the applicant.

PROCEDURES:

Complete and submit all forms: (One per plague/donation)

1. 1 - "Donation Bench Program Application Form"
2. 1 - "Credit Card Authorization Form Donation Bench Program" (Once application has been approved you will be contact to obtain Card Card information. For your security, do NOT write your Credit Card information on the authorization form.)

Submit to:
Sheryl Humphrey, Administrative Assistant
Resource Management Division
16023 NE 8th Street
Bellevue, WA 98008
Phone 425-452-4433
shumphrey@bellevuewa.gov

city of bellevue

DONATION BENCH PROGRAM APPLICATION FORM

Date: _____

Applicant/Donor Name: _____

Address:

_____

Day Time Phone Number: _____ Cell Phone Number:_____

Email Address:_____

Plaque Verbiage: (Please print clearly and double check your spelling.)

- ❑ **"In Loving Memory of _____"**
- ❑ **"Donated by _____"**
- ❑ Name: **"_____"**
- ❑ **"In Remembrance of _____"**
- ❑ **"_____Loved/Enjoyed this Park/Place/Spot"**
  Circle one Circle one
- ❑ **"Rest In Peace _____"**

Park/Site Name: _____

Address/Location: _____

Bench Location (Include Photos if possible): _____

Applicant/Donor Signature:

_____

I have received, read and understand all the policies and procedures outline in the Donation Bench Program Guide. **(2015 Version 1)**

In order to process your request please complete and submit both the "Application Form" & the "Credit Card Authorization Form". <u>Do NOT write or note your Credit Card number on any paperwork!</u>

City of Bellevue Use Only/Application Approved By:

_____ _____

CREDIT CARD AUTHORIZATION FORM
DONATION BENCH PROGRAM

Cardholder Name:

_____

(Please Print)

Organization Name (if applicable): _____

Billing Address:

_____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: **(If different then above)**

_____

City: _____ **State:** _____ **Zip:** _____

Circle One: VISA or MasterCard
(*For your safety, we will call you for card number and Expiration Date when we are ready to take payment.*)

Amount: _____ **(Additional costs could be incurred depending on location/site installation requirements. Customer will be informed of final cost prior to billing.)**

Cardholder Daytime Phone Number: _____

Cardholder Cell Phone Number: _____

Cardholder Signature: _____

Date: _____

City of Bellevue Use Only: **(2015 Version 1)**

Payment processed: _____
Staff Signature Date CLASS Receipt #

Examples of Donations (Bench type subject to each Park's Master Plan.):

FIGURE 1: IRON MOUNTAIN FORGE/SINGLE PEDESTAL.

FIGURE 2: ENGLISH GARDEN TEAK BENCH

FIGURE 3: FRANCIS ANDREW TYPE 1

FIGURE 4: TIMBER FORM GREEN WAY

Section

3

Process Overview

4-6 weeks from application submital date.

1. Customer/applicant will ascertain a "Donation Bench Procedure Guide" from the City of Bellevue via email, phone or on the City of Bellevue's web site www.ci.bellevue.wa.us
2. The applicant will then need to submit the Application & Credit Card Authorization Froms to the City of Bellevue.
3. The Application is reviewed by a City of Bellevue representative.
4. A City of Bellevue representative will contact the applicant to discuss &/or schedule a meeting at the park site to discuss futher. At this time the applicant will be informed if any addition cost due to specific location installation requirements prior to processing their payment.
5. City of Bellevue will place order for plaque.
6. Applicant will be required to approve a "plaque sample" to confirm proper verbiage & spelling.
7. Once "plaque sample" is approved by the Applicant the City Representative will contact the applicant to process payment.
8. Plaque is then created, installed in bench and bench will be installed at location. At this time the applicant will be notified when the bench is installed.