

CITY OF FLUSHING
ADMINISTRATIVE DIRECTIVE 2021-01

Date: May 03, 2020

To: Mayor, City Council Members, Committee & Commission Members And
All Employees

From: Clarence E. Goodlen, City Manager

Subject: Requests and Donations for Memorial Benches - Policy and
Procedure

PURPOSE

The purpose of this directive is to provide the City with a process for the acceptance of donations for placement of memorial benches in City Parks and elsewhere in the City as replacements for benches whose locations have already been approved and that have already been placed. This directive applies exclusively to requests and donations for memorial benches and does not apply to requests for memorial tables. No requests for memorial tables will be accepted.

POLICY

Acceptance of Donations: It is the policy of the City of Flushing to accept requests and donations for memorial benches from persons or organizations. Any request and donation for the placement of a memorial bench must be for a location where a bench has already been placed and must be intended to replace the bench at that location. Under no circumstances will a Memorial Bench be placed at a location where a bench had not been previously placed. All memorial bench placements require a donation of fifteen-hundred dollars (\$1,500) that is used to off-set the cost of the bench, installation, maintenance, procurement of a memorial plaque, and administration and processing of the request and donation. The City reserves the right to accept or reject, in its sole discretion, any application, request, and donation for a Memorial Bench based upon content that it deems to be inconsistent with this directive or public interest, that it deems to be disparaging of any person or group of persons for any reason, that it finds to be in violation of any state or federal law or local ordinance, or that it believes would predictably attract vandalism.

Types of Memorial Benches: Requests and donations for Memorial Benches will be accepted for tribute to an honoree (e.g., In Memory of John Doe) or in recognition of the good provided to the community by the location where the bench is located (e.g., Donated By A Friend of Riverview Park). No other types of memorials or tributes shall be accepted (i.e., no organization or group shall be accepted as an honoree for any Memorial Bench Donation). An honoree of a Memorial Bench

Donation must have been a resident of the City of Flushing and deceased for at least one-year prior to a request, application, and donation for placement of a Memorial Bench.

Available Locations of Memorial Bench Placement: The City will create and maintain a map of available locations at which a request for a Memorial Bench may be accepted.

Term of Memorial: The duration of a Memorial Bench is eight (8) years or the useful life of the bench, whichever comes first. At the end of a bench's term of memorial, the plaque will be removed to allow for other donations and/or removal or replacement of the bench. Plaques containing the tribute to the honoree shall be returned to the person(s) or organization making the donation at the end of a bench's term or memorial. It is the responsibility of the donating person(s) or organization to ensure that the City is in possession of their street address, email address, and phone number so that a plaque's return can be made expeditiously. Should the City be unable to contact the donating person(s) or organization of a Memorial Bench after the term of memorial has expired, then the plaque may be disposed of by the City after 180 days from the City's notice by regular mail, email, or phone message. The City, in its sole discretion and whatever reason that it may deem appropriate, may relocate a Memorial Bench or plaque if unforeseen circumstances arise due to its location or setting or should vandalism or destruction of the Memorial Bench or memorial plaque occur.

PROCEDURE

Memorial Bench Application: It is required that each request and donation for a Memorial Bench be accompanied by a completed Memorial Bench application and the required Memorial Bench donation. Memorial Bench requests, applications, and donations will be processed in the order that they are received.

Acceptance and Approval of a Memorial Bench Application and Donation: Any request, application, and donation for Memorial Bench must be approved by the City Manager, or her/his designee, and are subject to acceptance and approval in her/his sole discretion.

Installation of Memorial Bench: Upon notification that a request, application, and donation for a Memorial Bench has been approved by the City Manager, the Director of Public Services shall arrange for the procurement and installation of the Memorial Bench and its memorial plaque. The style of any Memorial Bench will be consistent with other benches nearby as well as the location and its surroundings. The selection of the style, construction, color, and materials of any Memorial Bench will be in the sole discretion of the City. All benches will meet standards that are established by the Director of Public Works for design, durability, and construction.