February 6, 2007

Honorable Mayor and Members of
the Hermosa Beach City Council

Regular Meeting of
February 13, 2007

MEMORIAL DONATION PROGRAM

Recommendation:

It is recommended that the City Council approve the updated Memorial Donation Program.

Summary:

The City has a long history of accepting donations to install memorials. The last time this program was updated was in 1999. Costs have changed with time as well as some of the options offered. At this time staff accepts donations to cover all of the material and labor costs for the installation of memorial benches and trees. Public Works staff approves the locations and performs the installations. Each donation is presented to Council for final acceptance by the Finance Department. The following lists the costs for each memorial as well as setting a standard size for the memorial plaque.

MEMORIAL BENCHES

Memorial benches are typically installed in our parks, on the Greenbelt, and on the pier. These are very heavy duty wooden (teak) benches with a 2-inch high by 10-inch long bronze plaque which allows for 2 – 3 lines of text. Total cost for materials and labor is $1,600.

MEMORIAL TREES

Memorial trees are typically located in our parks and on the Greenbelt. The tree is to be a 24-inch box of a species approved by Public Works. A 5-inch high by 8-inch long bronze plaque with up to 5 lines of text is mounted on a stone and placed in front of the tree. The total cost for materials and installation varies from $1,185 to $1,585, depending upon species of tree selected. Cost breakdown is as follows:

Tree – purchase price is $100 - $500	labor is $225 for 24-inch box
Plaque – purchase price is $300 for plaque plus $60 for stone	labor to mount plaque on stone and install is $500

Staff recommends standardization of plaque size to avoid their becoming too large. Any requests which deviating from the above standards will require approval by Council.

Fiscal Impact:

All costs are covered by private donation.

Respectfully submitted,

Richard D. Morgan, P.E.
Director of Public Works/City Engineer

Concur:

Stephen R. Burrell
City Manager

Noted for fiscal impact:

Viki Copeland
Finance Director