



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: February 5, 2019
TO: Christine Daniel, City Manager
FROM: Pedro Jimenez, Community Services Director
SUBJECT: Resolution Of The City Council Of The City Of Emeryville Amending Council Policy 001 For Naming/Dedication Of City Facilities

RECOMMENDATION

Staff recommends Council approve the Resolution Amending the Council Policy 001 for Naming/Dedication of City Facilities.

BACKGROUND

From time to time the City receives requests for a memorial bench and plaque at a City park to honor someone. Staff are recommending amendments to the current policy for Naming and Dedication of City Facilities to add procedures to handle bench and plaque requests. The proposed additions to the policy would set standards for memorial benches, establish a process for accepting requests and authorize the City Manager or a designee to approve or reject requests for donations of memorial benches. Once approved, the City Manager or designee would be authorized to install memorial benches in accordance with the proposed City Bench Dedication Plan and Policy.

The attached policy is for Council consideration.

FISCAL IMPACT

Fees for memorial benches would be set forth in the Master Fee Resolution.

STAFF COMMUNICATION WITH THE PUBLIC

There was no staff communication with the public concerning the proposed policy; however the City Clerk's Office is currently in receipt of a request for a memorial bench which prompted the need for this policy proposal.

PREPARED BY: Pedro Jimenez, Community Services Director

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Redline Amended Council Policy 001
- Proposed Council Policy 001