

**City of Calistoga – Public Works Department**

Attention: Melissa Velasquez

414 Washington Street, Calistoga CA 94515

Ph: 707-942-2828 Email: [mvelasquez@ci.calistoga.ca.us](mailto:mvelasquez@ci.calistoga.ca.us)

**Memorial Bench Donations**

As residents and tourists alike, we are grateful to those that have donated memorial benches honoring a loved one, friend, community Samaritan or an organization. Memorial benches are donated by family members, friends, the business community or civic organizations. We are fortunate to be the recipients of a place to rest as we make our way around Calistoga or sit in a park under the trees. Next time you find yourself resting on one of these memorial benches, take the time to read the plaque’s inscription because you may find that you know the honoree.

The bench and plaque products are Council approved and cannot be altered. Information regarding the pricing, ordering, and placement of memorial benches begins with a written request forwarded to **Melissa Velasquez ([mvelasquez@ci.calistoga.ca.us](mailto:mvelasquez@ci.calistoga.ca.us))**, c/o the Public Works Department. In your written request, please state your bench location preference. You will then be put in contact with staff for a site meeting.

Benches are black cast iron with armrests. Memorial plaques are zinc metal based and are permanent insets in the middle of the backrest. City staff installs the benches and the installation fee is determined by location and current staff’s hourly time.



BENCH	BENCH	PLAQUE	TAX		ESTIMATED	ESTIMATED	ESTIMATED
SIZE	PRICE	PRICE	7.75%	SUBTOTAL	FREIGHT	INSTALLATION	TOTAL
4'	1,334.00	395.00	134.00	1,863.00	480.00	1,662.00	\$4,005.00
6'	1,596.00	395.00	154.30	2,145.30	550.00	1,662.00	\$4,357.30
8'	1,858.00	395.00	174.61	2,427.61	880.00	1,662.00	\$4,969.61

**Prices are representative only.**

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**Council Approved Bench by Dumor (58 Series)**

**The process is as follows:**

1. Obtain a Memorial Bench information packet from Public Works or print off this entire document.
2. Submit a written request or email to Melissa Velasquez (Attention: Council Members / Public Works Director) stating size of the desired bench, its desired location and if a plaque is needed. Provide donor's contact name, phone number(s) and any pertinent information about the memorialized individual (or other entity). Public Works staff will then contact you to discuss and / or set up a site meeting regarding the location request. If the location you've requested is not available by some unforeseen reason, the City will do its best to offer other locations if at all possible.
3. Public Works staff will then schedule the bench location (& donation) request on the next *available* Council meeting date. A staff report will be readied for Council's review at that meeting. You will be made aware of the Council date.
4. If Council approves the location, you will be notified shortly thereafter; at this point the process moves forward with Step 5.
5. Staff confirms bench size with or without a plaque - Installation is provided by the City for a fee to be determined by bench location and current staff time. – Please note the addition of the installation fee on top of the bench/plaque's purchase price.
6. Provide donation payment in full.
7. At the time of payment, donor would provide a written example of the plaque's engraved verbiage (approximately (20) words total). Staff will then submit the draft to the vendor; the vendor creates the plaque as it would be in finalized form. Staff would then acquire donor's initials of approval or rejection. If rejected, a draft redo would be necessary.
8. Once the plaque's verbiage is approved, staff would then order the bench. ***The ordering process (once approved by Council) may take up to 6 weeks, or more***, before the bench arrives and is ready to be placed. We will notify the donor when the bench arrives and then again when the bench is planned for installation.