

City of Cotati
City Council Policy No. 2001-01

**Donation and Installation of Benches and Picnic Tables within the
Public Right-of-Way**

POLICIES FOR DONATIONS OF CITY BENCHES AND PICNIC TABLES

1. All benches and picnic tables shall be ordered and installed by the public works department of the City of Cotati.
2. Prospective donor shall be required to pay for a bench, picnic table and an accompanying plaque if desired by the donor. Prices shall be set by the public works department and shall be based on actual costs for product and installation. All plaques shall be factory installed to ensure long-term viability.
3. The language for all plaques shall be approved by the City Manager prior to installation. Typically, the language shall be limited to a name and date, or a brief quote.
4. Bench and picnic table locations are the sole responsibility of the City Council.
5. All bench and picnic table donations shall conform with designs and styles approved by the City Council.

Y:\POLICIES AND PROCEDURES SOPS (CCLK)\CCPolicyCover.merge.docx	City Council Policy No. 2001-01 Donation and Installation of Benches and Picnic Tables within the Public Right-of-Way Adopted November 14, 2001 City Council Motion
--	---