

**RESOLUTION NO. 2011 - 042**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSION OF INDIAN RIVER COUNTY, FLORIDA ESTABLISHING PROCEDURES, GENERAL SPECIFICATIONS AND FEES FOR THE INSTALLATION OF COMMEMORATIVE WORKS**

WHEREAS, the Board of County Commission finds it to be in the best interest of the County to establish a consistent policy to review all applications to plant dedication trees and install commemorative benches (collectively "Commemorative Works") at Indian River County facilities; and

WHEREAS, the Board of County Commission seeks to enhance the beautification of County facilities while encouraging the public to honor the County's most distinguished citizens for their significant contributions to the local community; and

WHEREAS, the purpose of this Resolution is to establish: (1) procedures and general criteria for the review of Commemorative Works applications; (2) fees that shall be paid by all applicants for the procurement and installation of Commemorative Works.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Indian River County, Florida that:

**SECTION 1. DEFINITION OF COMMEMORATIVE WORKS; PROCEDURES AND GENERAL CRITERIA FOR THE REVIEW OF COMMEMORATIVE WORKS APPLICATIONS.**

A. Definition of Commemorative Work

Commemorative Work shall be defined as dedicated tree or bench installed in recognition of individuals, groups, or organizations.

B. Application for Installation of Commemorative Works

An application for dedication of a Commemorative Work, accompanied by the applicable procurement and installation fees, shall be filed with the Director of Public Works. The application shall identify the preferred location of the Commemorative Work and select the form of a dedication tree or bench and whether a tree dedication plaque or bench engraving is desired. The application shall be filed on the form prescribed by the County and may be obtained from the County website, Department of Public Works, or Parks Division of the Department of General Services.

C. Application Review by County Staff

All applications to install Commemorative Works shall be reviewed by the Public Works Director or his designee together with County staff from the applicable County Department charged with maintaining the facility. In evaluating a Commemorative Work application, the Public Works Director or his designee shall make best efforts to accommodate the location preferred by the applicant, however, the standard of review must emphasize the overall

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beautification of the designated County facility and be consistent with the existing landscape design and facility improvements.

**D. Dedication Plaque Specifications**

If a dedication plaque is desired by the applicant, the plaque shall be a cast bronze type with raised letters and border, with a standard size of approximately five inches wide by seven inches long (5" x 7") by two hundredth inches (.02") thick and installed at the base of the tree or affixed to the bench. Variations in plaque dimensions may be approved by the Public Works Director or his designee in order to maintain consistency with existing facility amenities.

**E. Engraving of a Dedication Bench**

If an engraved dedication bench is desired by the applicant, the application shall include the desired language of an appropriate nature not to exceed 32 characters centered on a 6 foot bench or 43 characters centered on an 8 foot bench. The content of the engraved message shall be subject to approval by the Public Works Director or his designee as part of the application review process.

**F. Requests For Name Dedications or Nonconforming Commemorative Works**

Special requests for name dedications or commemorative works outside of the policy may be considered by Board of County Commission on a case by case basis. Only the Board of County Commission is authorized to grant a name dedication or exception to this policy upon a showing of special circumstance or good cause as presented and sponsored by a County Commissioner holding office.

**SECTION 2. ADOPTION OF FEES FOR THE PROCUREMENT AND INSTALLATION OF COMMEMORATIVE WORKS.**

**A. Costs & Fees:**

The cost to the applicant to install a Commemorative Work and Dedication Plaque shall be based on current cost to the County for the requested Commemorative Work. The costs and fees shall include:

- |                                       |             |
|---------------------------------------|-------------|
| 1. Procurement of Commemorative Work: | Actual Cost |
| 2. Dedication Plaque (Optional):      | Actual Cost |
| 3. Bench Engraving (Optional):        | Actual Cost |
| 4. Installation Fee                   | \$100       |

Payment of the Commemorative Work Procurement and Installation Fees shall be made at the time the application is filed. The procurement fee shall be refunded to the applicant if the application is not approved by the Public Works Director or his designee.

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B. Use of Procurement and Installation Fees

The funds collected for the Procurement Fees shall be deposited into the County's General Fund and applied to the Department incurring the procurement cost as a direct reimbursement for the cost of procurement. The Installation Fees shall be deposited into the County's General Fund to offset the labor cost associated with the installation of the Commemorative Work at the facilities upon which they are displayed.

C. Replacement of Dedication Trees:

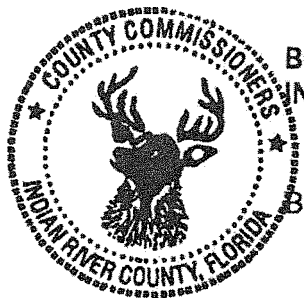
If a Dedication Tree dies within one year of its planting date, the County shall make one replacement of such Dedication Tree only if sufficient funds are available. Any replacement Dedication Tree shall meet the standard set forth by Section 1(C). Replacement of a Dedication Tree by the County shall not include replacement of a damaged or destroyed Dedication Plaque which may be funded by the Applicant to cover the actual cost at the time of replacement.

SECTION 3. ADOPTION

The foregoing resolution was moved for adoption by Commissioner Flescher, and Seconded by Commissioner Davis, and was voted upon as follows:

Bob Solari, Chairman	<u>Aye</u>
Gary C. Wheeler, Vice Chairman	<u>Aye</u>
Peter D. O'Bryan, Commissioner	<u>Aye</u>
Wesley S. Davis, Commissioner	<u>Aye</u>
Joseph E. Flescher, Commissioner	<u>Aye</u>

The Chairman there upon declared the resolution duly passed and adopted this 24th day of May, 2011.



BOARD OF COUNTY COMMISSIONERS  
INDIAN RIVER COUNTY, FLORIDA

By: Bob Solari  
Bob Solari, Chairman

ATTEST: Jeffrey K. Barton  
Clerk of Court

By: Leara Allen  
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: Alan S. Polachwich  
Alan S. Polachwich, County Attorney