



CITY COUNCIL AGENDA REPORT

MEETING DATE: AUGUST 18, 2009

ITEM NUMBER:

SUBJECT: PUBLIC SERVICE MEMORIAL

DATE: AUGUST 6, 2009

FROM: PUBLIC SERVICES DEPARTMENT – MAINTENANCE SERVICES DIVISION

PRESENTATION BY: PETER NAGHAVI, PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: BRUCE HARTLEY 714-754-5123

RECOMMENDATION

Consider the request from the Parks and Recreation Commission for the creation of a “City of Costa Mesa Public Service Memorial” to recognize individuals that have served the City of Costa Mesa through paid or volunteer service and have passed away; authorize additional staff time to be directed toward this project.

BACKGROUND

At the May 2009 meeting of the Parks and Recreation Commission staff provided for discussion, a report with information and alternatives regarding the development of an employee memorial program, as directed by the Commission. See Attachment 1. At this meeting, the Commission approved staff recommended concepts and guidelines for the subject Public Service Memorial and directed staff to forward the concept to the City Council for consideration.

ANALYSIS

The Commission unanimously voted the following guiding principals for Council consideration:

- City employees (full and part time), Council Members, Commissioners and members of City Council Ad Hoc Committees who pass away after leaving City service would be eligible for recognition only if they had provided a minimum of 10 years of cumulative service to the City.
- The City Council could consider nominations once each year for approval.
- The nominating party may be required to include funding for any plaque or other related City expenses.
- The memorial would be either a wall-mounted memorial placed on the exterior of the City Council Chambers or a stand alone monument to be placed in or around the Japanese Garden or other landscaped area near the entrance to City Hall.

It is estimated that the project may require up to 40 hours of staff time to develop, obtain competitive pricing and implement. On-going administration of the program is not included in the initial 40-hour request.

ALTERNATIVES CONSIDERED

1. The City Council could consider the following alternatives or recommend additional options:
 - a) The City Council could approve a different name for the proposed memorial.
 - b) The City Council could modify the criteria shown in this report.
 - c) The City Council could approve either one of the staff recommended existing conceptual designs, or direct staff to produce alternative designs, as well as designating a different location for the said memorial.
 - d) The City Council could take no action at this time, and direct staff to include the cost of the memorial in the Fiscal Year 2010-11 Proposed Budget for Council consideration.
2. The City Council could deny the request for the development of an employee memorial.

FISCAL REVIEW

The estimated costs for the development and implementation of a Public Service Memorial would vary depending on which design is approved. The cost estimate prepared for a wall-mounted memorial board would be approximately \$10,000. The cost to add a memorial plaque is estimated to be \$150 - \$200 and would be funded by the nominating party.

The cost estimate for the free standing memorial with benches is \$25,000.

There currently is no funding identified in the City's 2009-10 Operating or Capital Improvement Budgets for this purpose.

LEGAL REVIEW

No legal review is required for this item.

CONCLUSION

There currently is no established program for recognizing public service by long-term employees, Council Members, Commissioners and ad-hoc committee members to the City of Costa Mesa. A Public Service Memorial would provide a means to provide recognition. The development of a recognition program could be undertaken if approved by the City Council.

MARC R. PUCKETT
Director of Finance

PETER NAGHAVI
Public Services Director

BRUCE HARTLEY
Maintenance Services Manager

ATTACHMENTS: 1. [Parks and Recreation Agenda Report from May 27, 2009](#)

File Name Public Service Memorial

Date 08/6/09

Time 2:00 p.m.