



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: MAY 27, 2009

ITEM NUMBER:

SUBJECT: PUBLIC SERVICE MEMORIAL

DATE: MAY 20, 2009

FROM: PUBLIC SERVICES DEPARTMENT

PRESENTATION BY: BRUCE A. HARTLEY, MAINTENANCE SERVICES MANAGER

FOR FURTHER INFORMATION CONTACT: BRUCE A. HARTLEY (714) 754-5123

RECOMMENDATION

Provide direction to staff regarding the request for the creation of a Public Service Memorial to recognize individuals that have served the City of Costa Mesa through paid or volunteer service and have passed away.

BACKGROUND

At the April 2009 meeting of the Parks and Recreation Commission, staff provided to the Commission for discussion, information and alternatives regarding the development of an employee memorial program. Additional information from previous efforts to develop an employee memorial program was discovered by staff, but not before the deadline to be included in the agenda report prepared for the April meeting. At the meeting, the Commission discussed the concept of a public service memorial and made the decision to continue the item until the next meeting to provide staff an opportunity to review the new information and include any relevant items in a subsequent report.

Staff reviewed the documents provided by the Administrative Services Department. A memorandum prepared by Steve Hayman, Administrative Services Director in October 2000, outlined the efforts and conclusions made by an Ad Hoc Committee (Committee) reporting to the City's Management Advisory Committee (MAC). See Attachment 1.

At that time, the Committee established three goals to be accomplished in an effort to move the concept of an employee memorial forward:

- Identify a location for the memorial somewhere on the grounds of the Civic Center.
- Establish criteria for enshrinement of an employee in the memorial.
- Develop a design for the memorial.

To that end, the Committee determined the 'ideal location' would be adjacent to the Japanese Garden located at the main entrance to City Hall. The criteria proposed by the Committee to determine who would be enshrined were intended to be "inclusive, simple and basic". The Committee recommended:

- The deceased employee must have been a full time staff member.

- The employee must have passed away prior to separation from employment with the City.

At the time the Committee completed their efforts, sixteen employees were identified that had passed away while employed with the City. Two others were identified in a memorandum dated 2001. Some of these employees may have been part time staff members. Others may have passed away since 2001 that have not been counted.

The third component of the Committee's work was to develop an initial conceptual design for the memorial. This was completed. Two designs were developed. The first concept was described as a pedestal supported monument with a surface of light granite stone, of a color that would be consistent with the stones and rocks found in the Japanese Garden. The top or viewable portion of the monument would have a smooth surface. Each deceased employee's name or other pertinent information would be acid etched into the face of the monument. See Attachment 2.

The second concept was an aluminum framed structure with plaques made of black walnut colored "Corian" material. The edges of each plaque would be beveled and the lettering would be sand blasted into each one. The memorial would be mounted in a similar manner as the previously discussed memorial, as a free standing, slanted structure with benches placed around it. See Attachment 3.

The title of the monument and the information that would be included were not finalized by the Committee.

ANALYSIS

The Commission voiced support for the following guiding principals to be included as the proposed monument program is presented for further consideration:

Criteria for enshrinement into the memorial:

- 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 would consider any nominations once each year and would have the ability to approve or disapprove those nominations and waive any qualifying criteria by majority vote.
- Nominations may be required to include funding for any plaque or other related City expenses.

The conceptual design for the memorial could include:

- A wall-mounted memorial placed on the exterior of the City Council Chambers.
- A stand alone monument to be placed in or around the Japanese Garden or other landscaped area near the entrance to City Hall.

ALTERNATIVES CONSIDERED

The Commission could consider the following alternatives or recommend additional options:

- Approve the proposed name of the memorial as one of the following or recommend additional names for consideration:
 - “City of Costa Mesa Public Service Memorial”
 - “City of Costa Mesa Employee Memorial”
 - “Employee Memorial Dedicated to Those Who Died While in Service to the Community”
- Approve the criteria for enshrinement as proposed or modify them to exclude part time employees or those former employees that have retired; to include only those persons that pass away while still employed by the City.
- Modify or eliminate additional qualifying criteria that provides for the inclusion of Council Members, Commissioners or members of City Council appointed Ad Hoc Committees
- Approve one of the existing two conceptual designs for a Public Service Memorial and designate a location where the memorial shall be constructed or placed.
- Propose additional design concepts for consideration.

FISCAL REVIEW

There are no fiscal impacts related to the discussion of this item. Costs for the development and implementation of a Public Service Memorial would vary depending on the direction given. The cost estimate prepared in 2001 for a memorial board and several benches was \$10,000. Cost estimates would be prepared and included in any subsequent report to Commission or City Council based on the direction of the Commission.

LEGAL REVIEW

No legal review is required for this item.

CONCLUSION

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

BRUCE A. HARTLEY
Maintenance Services Manager

PETER NAGHAVI
Public Services Director

- ATTACHMENTS:
1. Memorandum Re: Employee Memorial
 2. Artist Rendering – Memorial Monument Concept
 3. Design Concept #2 – Aluminum & Corian Structure

File Name Public Service Memorial

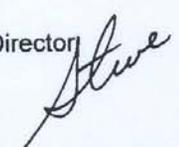
Date 05/21/09

Time 4:00 p.m.

CITY OF COSTA MESA
Administrative Services Department
INTEROFFICE MEMORANDUM

DATE: October 17, 2000

TO: Management Advisory Committee (MAC)

FROM: Steve Hayman, Administrative Services Director 

SUBJECT: Employee Memorial

Dave Snowden, Stacia Mancini, Carol Proctor, and I comprise an ad hoc committee charged with moving the concept for the establishment of a memorial, for City employees who passed away during their employment, to fruition. Specifically, we were charged with accomplishing three goals.

1. Location of a memorial somewhere within the Civic Center
2. Criteria for enshrinement of an employee in the memorial
3. Design of the memorial

1 - Location

Where such a monument should be located was driven by several factors including: Should the monument be attached to some exterior structure, or be free standing? What should its orientation be? Will it conflict with future development or structural changes at the Civic Center? Ultimately, the Committee reached agreement that the monument should be located adjacent to the existing Japanese Memorial Garden in front of City Hall. The Committee believes that this location will not be impacted by any future development within the Civic Center, nor will it be in conflict with any potential facade or exterior finish changes that could occur in the future.

The Committee feels that to intergrade the employee memorial into the existing garden would be the perfect match, given the garden's peaceful and tranquil qualities. We hope this location will bring attention to both the employee memorial, as well as the garden. The Committee believes that the proposed memorial would be consistent with existing development within the Civic Center, and would be aesthetically pleasing. The location is inviting to current employees, and the public, for quiet contemplation and reflection.

At this point, a brief video will be shown to identify the proposed location.

2 - Criteria

The Committee proposes that any criteria be inclusive, as opposed to exclusive. That no distinction be made between those who passed away while being employed verses those who passed away in the "line of duty". One possible exception would be to note those who die in the line of duty, such as with a star. The Committee recommends that the criteria for inclusion be very simple and basic: (a) employed full time, and; (b) employee passed away before separation from employment. To date, we believe, there are 16 deceased employees who meet this criteria. The Committee considered including part-time employees and/or volunteers, rejecting both suggestions. As will be discussed shortly, the proposed location would allow the monument to accommodate 30 employees. However, one or two more monuments could be added should the need arise.

3 - Design

I would like to draw your attention to the artist's rendering, which identifies the memorial monument location as discussed earlier and indicated in the video. The memorial area will tie into the structure surrounding the Council Chambers, and blend into the existing garden.

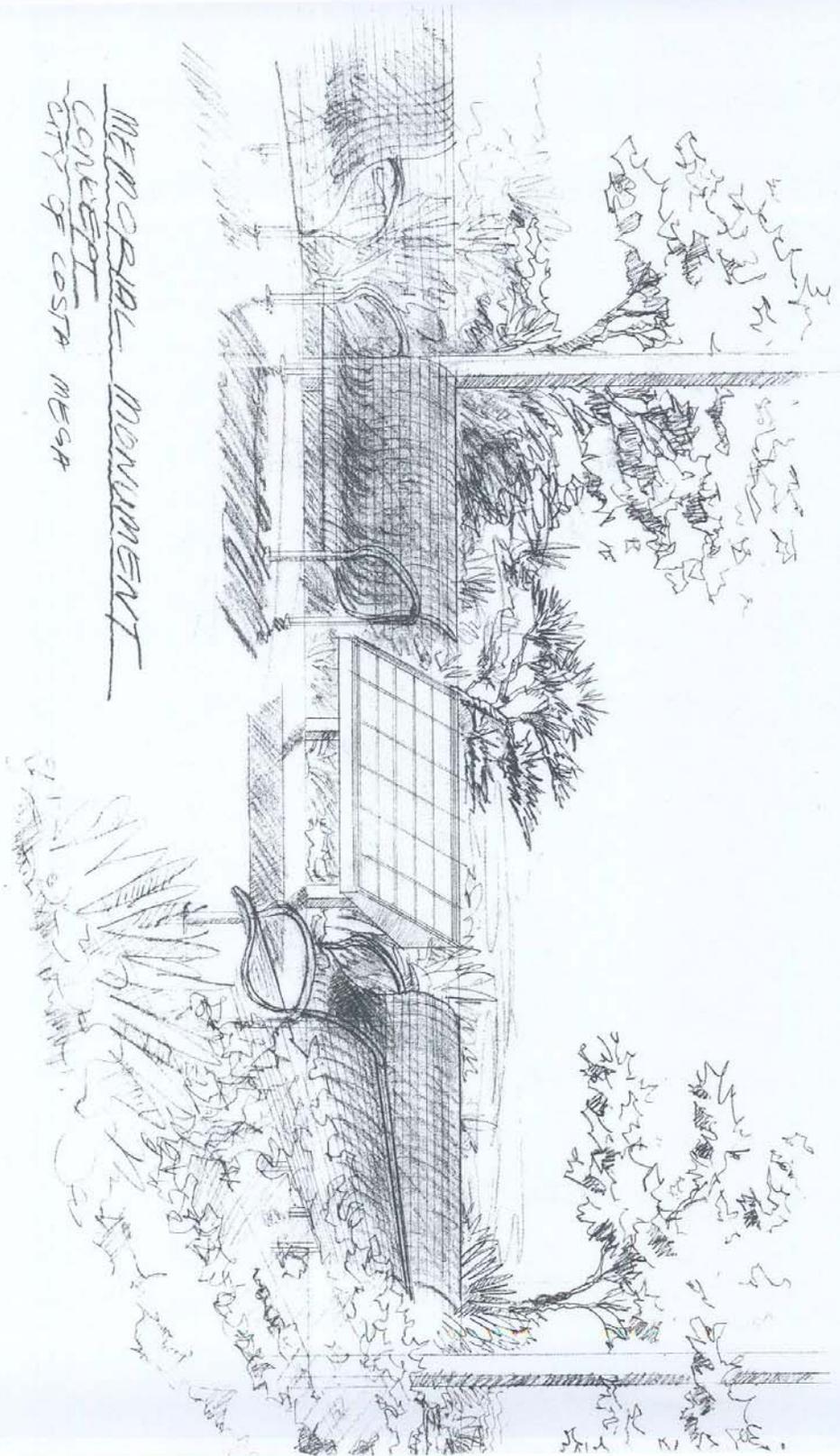
The pedestal supporting the monument itself will be white enamel to match the pillars supporting the roof of the breezeway outside the Chambers. The monument will be a light granite stone that will reflect the colors consistent with the stones and rocks used in the garden. It is proposed that the top or "viewable" surface be smooth. It will be acid etched to distinguish each individual's memorial section, with each deceased employee's name, and pertinent information also acid etched into the face of the monument. The monument will need a title. The Committee has discussed a few options, and remains open for suggestions. At this time, it is proposed that the title be "Employee Memorial Dedicated to Those Who Died While in Service to the Community". The Committee has discussed several options regarding the "pertinent information" to be included in the employee's memorial, which I have illustrated below.

<p style="text-align: center;">John Doe 1980 - 1995</p>	<p style="text-align: center;">John Doe Administrative Services Dept. 1980 - 1995</p>	<p style="text-align: center;">John Doe Administrative Services Dept. Personnel Div. 1980 - 1995</p>
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Several options that were considered were; Should the Department in which the employee last worked be used? Should years of services vs. year of death be listed? Should both Department and Division be included? The Committee also discussed the creation of a book or pamphlet that would contain a bio and photo of each inductee, composed by a relative or friend. It was suggested that perhaps visitors to the Civic Center would be curious regarding the background of the employees on the memorial.

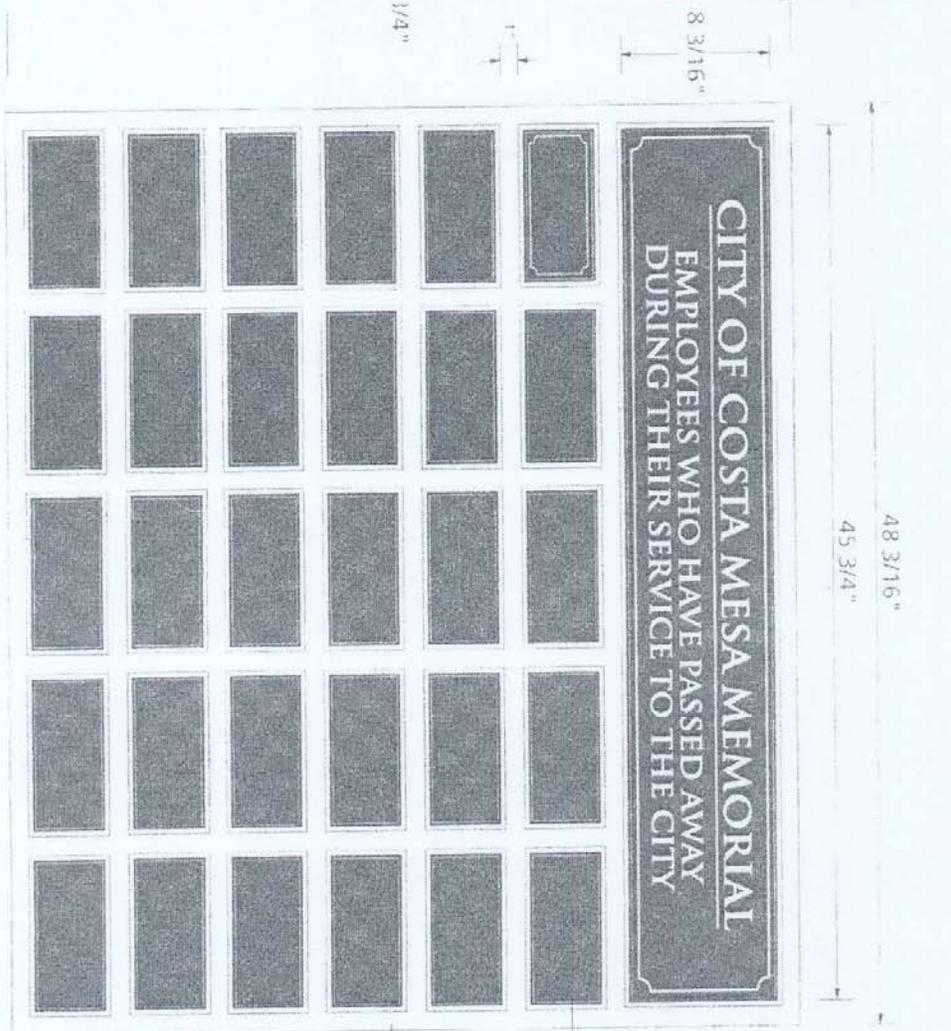
ATTACHMENT #1

Last, but not least by any means. Some would consider this recognition of our departed employees long over due, and if this proposal is acceptable, the Committee will proceed to secure construction estimates, and move this project forward to completion,



MEMORIAL MONUMENT
CONCEPT
CITY OF COSTA MESA

ATTACHMENT #3



S/F ALUM. STRUCTURE W/ INSET INVERT-BLASTED CORIAN PLAQUES

1/32" SCALE 100% VIEW

48 3/16"
45 3/4"

CITY OF COSTA MESA MEMORIAL
EMPLOYEES WHO HAVE PASSED AWAY
DURING THEIR SERVICE TO THE CITY

1 1/4"

8 3/16"

3 1/8" CORIAN PLAQUES
W/ REVELED EDGE
"BLACK QUARTZ"
PMS 9981
STRUCTURE

PROJECT:	MEMORIAL
CLIENT:	CITY OF COSTA MESA
NAI'S REF:	CA
DESIGNER:	JW
DATE:	1/12/00
REVISIONS (DATE)	
SCALE:	NOTED
SHOW EDGE:	
CLIENT APPROVAL:	
<input type="checkbox"/> AS SHOWN <input type="checkbox"/> WITH CHANGES	

CLIENT SIGNATURE: _____ DATE: _____

YOUR SIGNATURE ALONG WITH THIS PERMIT IS REQUIRED FOR THE APPROVAL OF DESIGN, MATERIALS AND CONDITIONS RELATING TO THE PROJECT. DIMENSIONS FROM RESPONSIBILITY TO THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

OUTDOOR DIMENSIONS

1818 E. Orangebluff Ave.
Fullerton, CA 92831
714.978.9555 Fax: 714.978.9578