



# *PARKS AND RECREATION COMMISSION AGENDA REPORT*

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MEETING DATE: NOVEMBER 17, 2004

ITEM NUMBER:

**SUBJECT: DONATION OF TREE AND MEMORIAL PLAQUE**

**DATE: NOVEMBER 10, 2004**

**FROM: PUBLIC SERVICES DEPARTMENT, MAINTENANCE SERVICES DIVISION**

**PRESENTATION BY: BRUCE A. HARTLEY, MAINTENANCE SERVICES MANAGER**

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

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## **RECOMMENDATION**

It is recommended that the Parks and Recreation Commission accept the donation of a tree and memorial plaque to be placed in Estancia Park.

## **BACKGROUND**

A letter was received from Geoff Kindel requesting permission to donate a tree and a memorial plaque to be placed in Estancia Park in memory of his father, a long-time resident of Costa Mesa (see Attachment 1).

## **ANALYSIS**

The requested donation meets the requirements as set forth in City Council Policy 800-4 (see Attachment 2). Therefore, staff recommends approval of this request.

## **ALTERNATIVES CONSIDERED**

1. The Commission could approve the request to accept a tree and memorial plaque to be installed in Estancia Park.
2. The Commission could deny the request.

## **FISCAL REVIEW**

The donation of a tree and memorial plaque would have no fiscal impact on the City. The requesting party would pay for costs associated with the donation.

## **LEGAL REVIEW**

No legal review is required for this item.

## **CONCLUSION**

It is recommended the Commission accept the donation of a tree and a memorial plaque to be installed in Estancia Park.

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BRUCE A. HARTLEY  
Maintenance Services Manager

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WILLIAM J. MORRIS  
Public Services Director

ATTACHMENTS: 1 [Letter date from Geoff Kindel](#)  
2 [City Council Policy 800-4](#)

C: Geoff Kindel  
C/o Burgundy Accessories  
20177 Fortuna Del Este  
Elfin Forest, CA 92029

William J. Morris, Public Services Director

File Name 111704-Tree Donation-Estancia Park Staff Report

Date 11/05/04

Time 4:00 p.m.