



# **PARKS AND RECREATION COMMISSION AGENDA REPORT**

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MEETING DATE: OCTOBER 22, 2015

ITEM NUMBER: 6b

**SUBJECT: DONATION OF TREE AND PLAQUE AT ESTANCIA PARK**

**DATE: OCTOBER 12, 2015**

**FROM: PUBLIC SERVICES DEPARTMENT**

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

**FOR FURTHER INFORMATION CONTACT: MIKE KOZIEL, MANAGEMENT ANALYST  
(714) 754-5024**

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## **RECOMMENDATION**

Accept the donation of a memorial tree and plaque at Estancia Park in memory of Katherine Libel.

## **BACKGROUND**

The City is in receipt of a request (Attachment 1) from Costa Mesa resident Melissa R. Douglass who would like to donate a memorial tree and plaque to be installed at Estancia Park. The donation is being made in memory of Katherine Libel, a community member who was a member of the Master Gardeners at UCI. Ms. Douglas has coordinated the effort to collect donations from her fellow community members to fund this memorial to Ms. Libel. Katherine Libel was "always working in her garden and giving away a majority of the fruits and vegetables she had grown to her neighbors." She was "always giving back to the community by giving plants that she had grown away and by helping others who didn't have a green thumb. If she was not out gardening she could be found walking her dog at Balearic Park, Fairview Park, or within the streets of our community." The plaque will state "In Memory of Katherine Libel."

## **ANALYSIS & DISCUSSION**

The submitted request meets the requirements as set forth by City Council Policy 800-4 (Attachment 2). Staff has reviewed the suggested location at Estancia Park and has determined that this location is suitable for the donated tree. The donated tree will be a 24" box-size tree in an approved species for Estancia Park. Staff will work with the donor to select an appropriate location in the park for the tree and plaque.

## **ALTERNATIVES**

The Commission could deny the request for the donation of a tree and memorial plaque at Estancia Park or may suggest an alternate location.

## FISCAL REVIEW

Upon approval by the Commission, the installation of the tree and plaque will have minimal fiscal impact on the City. The donor will incur the cost of the tree and plaque. Installation of the tree will be conducted by City staff at an approximate cost of \$250 to the donor, including materials and labor; and the donor funds the purchase of the plaque through an approved vendor. The cost for City staff to install the plaque is estimated to be less than \$100.

## LEGAL REVIEW

There is no legal review required with this item.

## CONCLUSION

Staff recommends that the Parks and Recreation Commission accept the donation of a memorial tree and plaque to be installed at Estancia Park in memory of Costa Mesa Master Gardener Katherine Libel.



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**MIKE KOZIEL**  
Management Analyst



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**ERNESTO MUNOZ**  
Public Services Director

- Attachments:
1. Tree Donation Request (Dated August 20, 2015)
  2. City Council Policy 800-4

RECEIVED

SEP - 3 - 2015

PUBLIC SERVICES

Melissa R. Douglas

Costa Mesa, CA 92626

August 20, 2015

Public Services Director Ernesto Munoz  
Attn: Mike Koziel, Management Analyst  
77 Fair Drive  
Costa Mesa CA 92628-1200

Dear Mr. Koziel,

I am writing on behalf of a dear friend that has passed away in our community. Katherine Libel was loved in our community for her upbeat attitude and love for the outdoors. She was always working in her garden and giving away a majority of the fruits and vegetables she had grown to her neighbors. She was part of a group at UCI called master gardeners and was known for her beautiful garden at her house. She was always giving back to the community by giving plants that she had grown away and by helping others who didn't have a green thumb. If she wasn't out gardening she could be found walking her dog at either Balearic Park, Fairview park or within the streets of our community.

While attending the "Celebration of Life" for Katherine, it became clear that we as a community needed to do something in her name to honor her. Since she was clearly the type of person who spent every second outside enjoying what life had to offer, we thought planting a tree in her name would be a good way to remember her by. We have collected donations for a 24" box tree and would love to have it planted at Estancia or Balearic Park by her house. It would represent what a wonderful woman Katherine was and be a spot for her family that could help bring some peace. Being that she was known for her gardening talents a growing tree would be a great reminder to us that her spirit lives on.

Thank you,



Melissa R. Douglas

## CITY OF COSTA MESA, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	1 of 5

**BACKGROUND**

The City of Costa Mesa has, over a period of many years, received donations of time, money, materials, and park furniture/equipment, as well as requests for the placement of memorial plaques at City parks and public facilities. No formal process has existed for the acceptance of same, which has led to a disjointed, confusing practice. Due to the lack of a consistently applied policy, there are few records available to substantiate the basis upon which donations and/or the placement of memorial plaques were accepted.

**PURPOSE**

The purpose of this policy is to establish a consistent procedure for the acceptance and recognition of donations to City parks and public facilities and requests for memorial plaques and Circle of Service recognition.

**POLICY**

It is the policy of the City of Costa Mesa to encourage donations by individuals, civic groups, and businesses for the purpose of improving City parks and public facilities. Such donations, including the placement of memorial plaques and volunteer efforts for clean-up projects, shall be accomplished in a consistent fashion in accordance with this policy. Any donation of equipment, park furniture, or plantings that include a request for a donor or memorial plaque shall be submitted to the Parks and Recreation Commission for consideration or approval before installation. The exception to this is sponsorships and donations to the K-9 Cleanup program for dog dispensers and bags. Donations and sponsorships to the K-9 Cleanup program can be made to the K-9 Cleanup account through the Costa Mesa Community Foundation. Circle of Service nominations will be reviewed by the Parks and Recreation Commission and approved by the City Council. Financial donations or payments for donated items can be made to the City of Costa Mesa or the Costa Mesa Community Foundation. The Foundation Chair will acknowledge the donation in writing for those donations received by the Costa Mesa Community Foundation.

**PROCEDURES AND GUIDELINES****TREE DONATIONS AND THE PLACEMENT OF DONOR OR MEMORIAL PLAQUES**

1. All donations of trees or other planting shall be in accordance with the Parks and Oper. Space Master Plan and/or comply with the approved park-planting palette. Donated trees shall be a minimum 15-gallon size.

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2. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Memorial plaques for pets are not allowed within City Parks. However, trees and/or park furniture may be donated in memory of a pet without a plaque.
3. Donor and memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. All plaques shall have standard wording to include "Donated By", "In Memory Of" or "In Honor Of". Donors are responsible for the acquisition and cost of the plaque. The City will incur the cost of installation.
4. All donor and memorial plaques for tree donations shall be located in areas specifically designated for this purpose at each park. In the event an area has not been designated for this purpose, plaques may be installed on concrete pads at the base of donated trees. Plaques will be installed flush with the ground for ease of maintenance and liability purposes.

**ADOPT-A-BENCH PROGRAM AND DONATION OF PARK FURNITURE**

1. Donated park benches or picnic tables shall be of the type specified in the approved Streetscape and Median Development Standards.
2. The donated park benches or picnic tables will be used to replace old benches and picnic tables at existing locations or placed at new locations that are already Americans with Disabilities Act (ADA) accessible. The Maintenance Services Manager will give the donor the choice of existing locations with approval of the ultimate location by the Maintenance Services Manager.
3. Donor is responsible for the cost of the bench or picnic table. Upon receipt of payment, City staff will acquire the furniture and install it.
4. Donor or Memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. Plaques will be imbedded flush in the concrete pad near the park bench and/or picnic table and are not allowed to be attached to the bench. All plaques shall have standard wording to include, "Donated By", "In Memory Of", or "In Honor Of".

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**ADOPT-A-PARK PROGRAM**

1. The Adopt-A-Park Program is open to interested individuals, businesses, or groups for the clean up and beautification of the City's parks. Adopt-A-Park events are limited to half or one-half day events for litter pick-up, painting and planting projects.
2. The participating individual or group is responsible for providing gloves and tools, such as paintbrushes, trowels, shovels, etc.
3. The City will provide paint, planting materials, trash bags, the removal of filled trash bags, and a staff person for supervision at the event.
4. All participants will be required to complete and sign a Registration and Waiver and Release of Liability form as provided in the application package. Applications are subject to review by the Maintenance Services Manager and approval by the Public Services Director.

**CIRCLE OF SERVICE**

1. The Circle of Service has been established in Lions Park to commemorate citizens who have provided significant service to the City; made an extraordinary contribution to the City; or contributed to the history of Costa Mesa.
2. The nominee must have been deceased a minimum of one (1) year prior to being nominated and considered by the Parks and Recreation Commission.
3. The nominee must have been a resident of Costa Mesa for a minimum of ten (10) years.
4. The nominee must have been involved in community service for a minimum of seven (7) consecutive years or have given their life in the service of the nation or community.
5. The application shall be completed by a family member, a member of the community, a member of a non-profit organization, or someone from the business community. If service to an organization is identified, corresponding written support from the organization served by the applicant is required.
6. The applicant is responsible for the cost of the plaque and payment must be submitted with the application.

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7. Circle of Service plaques shall be circular, bronze and be twelve (12) inches in diameter. All plaques shall have standard wording to include "In Memory Of" or "In Honor Of".
8. Plaques shall be installed at Lions Park for candidates approved by City Council once a year in July.

**PROCEDURE TO NOMINATE CIRCLE OF SERVICE HONOREES**

1. Application forms are available at the Recreation Division Counter. Submit the completed application to the Recreation Division, City Hall, 3<sup>rd</sup> Floor for review by the Parks and Recreation Commission. The Commission will make a recommendation to the City Council to deny or approve an application. Commission meetings are held on the fourth Wednesday of the month. Agenda items require three weeks to prepare and mail for each meeting. Therefore, information must be received during the first week of the month in order to be placed on the agenda for that month.
2. If the City Council approves the request, the plaque will be purchased by the requesting party and installed by City staff. Staff will also arrange for a dedication ceremony for Circle of Service inductees and notification of all interested parties.
3. The City assumes no liability for the replacement or repair of plaques, but will assume responsibility for normal maintenance.

**K-9 CLEANUP PROGRAM**

**Sponsorships**

1. Sponsorship information for dog dispensers and bags and application forms are available in the City Manager's Office. Submit the completed forms to the City Manager's Office, along with the sponsorship donation, made payable to the Costa Mesa Community Foundation. Sponsorship tiered funding amounts shall be adjusted, as necessary, by the Community Foundation. The Public Services staff will purchase the dispenser and bags, create the sponsorship sign, and assign the location of the dispenser. The applicant will be advised of the location of the dispenser.
2. The City assumes no liability for the replacement or repair of the sponsorship sign, but will assume responsibility for normal maintenance.

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**Donations**

Donations to the K-9 Cleanup program shall be submitted to the Costa Mesa Community Foundation. The donations may also be submitted at the Finance Department counter. Each donation shall be placed in the K-9 Cleanup account for future use to offset costs for bags, dispensers, costs for stocking dispensers, and/or repairs.

**PROCEDURE TO ACCEPT FINANCIAL DONATIONS**

1. Any donation of a strictly financial nature shall be submitted to the City Council or the Costa Mesa Community Foundation. The donation shall be placed in a special account for future use.
2. Donors may specify that the money be used for a specific project or for purchase of a specific item.
3. If the donor does not identify the donation for a specific project, it shall be used as deemed appropriate by the City Council or the Foundation Board.
4. The Foundation Chair shall acknowledge all donations to the Foundation in writing.