



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: OCTOBER 27, 2016

ITEM NUMBER: **7a**

SUBJECT: DONATION OF TWO MEMORIAL PLAQUES AND TREES IN ESTANCIA PARK

DATE: OCTOBER 14, 2016

FROM: PUBLIC SERVICES DEPARTMENT/ADMINISTRATION DIVISION

PRESENTATION BY: RAJA SETHURAMAN, INTERIM PUBLIC SERVICES MANAGER

FOR FURTHER INFORMATION CONTACT: PAUL SCIONTI, MANAGEMENT ANALYST
(714) 754-5024

RECOMMENDATION

Accept the donation of two (2) trees and memorial plaques at Estancia Park as living memorials for Beverly Barck and Katharine Bequette.

BACKGROUND

The Public Services Department is in receipt of a request for the donation of two (2) trees and memorial plaques at Estancia Park (Attachment 1). The donation is being made as living memorials for Beverly Barck and Katharine Bequette who have both demonstrated exceptional volunteer service.

Beverly Barck is a former athletic teacher at both Orange Coast College and Golden West College, has contributed many service hours to the local community, and was one of the founding members of the Costa Mesa Historical Society. Ms. Barck served as the president of the historical society and was very active in arranging events and activities to promote the society.

Katharine Bequette is a former volunteer and Board member of the Costa Mesa Historical Society. She has been with the historical society for 16 years. As one of the docents, Ms. Bequette conducts tours of the downtown museum and the Diego Sepulveda Adobe.

ANALYSIS & DISCUSSION

On September 29, 2016, staff received a letter from Bob Palazzola of the Costa Mesa Historical Society requesting the donation of two (2) memorial trees and corresponding memorial plaques to be installed at Estancia Park.

The Applicant selected a Chinese Pistache tree consistent with the plant palette for Estancia Park and will purchasing two (2) 24" box trees.

The wording on the plaques to be placed at the tree locations are as follows:

IN LIVING MEMORIAL
KATHARINE BEQUETTE
2007

IN LIVING MEMORIAL
BEVERLY BARCK
2006

Per the requirements set forth by the City Council Policy 800-4 (Attachment 2), under the procedures and guidelines for tree donations and the placement of donor or memorial plaques, the standard plaque specifications are as follows: *Donor or 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.*

Staff requests Commission's direction on the request for the acceptance of the tree donations and installation of the memorial plaques with the proposed wording to be installed at Estancia Park.

ALTERNATIVES

The Commission can deny the request for the donation of the trees and memorial plaques as proposed by the donor.

FISCAL REVIEW

Upon approval by the Commission, the **installation** of the trees and memorial plaques will have minimal fiscal impact on the City. The donor will incur the cost of the trees and memorial plaques. Per the City Council Donation Policy, the City will incur only the installation cost of the memorial plaque, which will be conducted by City staff at an approximate cost of \$200, including materials and labor.

LEGAL REVIEW

There is no legal review required with this item.

CONCLUSION

Staff recommends the Parks and Recreation Commission's approval of the donation of two (2) trees installed at Estancia Park and the installation of two (2) memorial plaques at the same location.



RAJA SETHURAMAN
Interim Public Services Director

Attachments: 1. Tree and Memorial Plaque Donation Request (Dated September 29, 2016)
2. City Council Policy 800-4

Distribution: Paul Scionti, Management Analyst



COSTA MESA HISTORICAL SOCIETY

POST OFFICE BOX 1764
COSTA MESA, CALIFORNIA 92628

ATTACHMENT 1

Member:

NATIONAL TRUST FOR
HISTORIC PRESERVATION

CONFERENCE OF
CALIFORNIA HISTORICAL
SOCIETIES

September 29, 2016

Jim Ross
Director of Public Services
City of Costa Mesa
P.O. Box 1200
Costa Mesa, Ca. 92628-1200

Mr. Ross

Every year we select one or more people, who demonstrate exceptional volunteer service, to receive a living memorial plaque. Each plaque is 8" long by 3" high and made of bronze. An example of the plaques and exact wording are shown below.

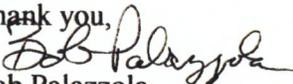
We request to have two Living Memorial plaques installed along with two trees in Estancia Park. The Costa Mesa Historical Society understands that they are responsible for the cost of the trees. Following is example of plaques to be installed:

IN LIVING MEMORIAL
KATHARINE BEQUETTE
2007

IN LIVING MEMORIAL
BEVERLY BARCK
2006

Beverly Barck, a former athletic teacher at both Orange Coast College and Golden West College, contributed many service hours to the local community and was one of the founding members of the Costa Mesa Historical Society. As president of the historical society, Beverly was very active in arranging events and activities to promote the society.

Katharine Bequette is a volunteer and former Board member of the Costa Mesa Historical Society. She has been with the historical society for 16 yaers. As one of our docents, she conducts tours at our downtown museum, manages the newspaper clipping area and helps with other office duties weekly. She also gives tours of the Diego Sepulveda Adobe during regular weekend operating hours and by special arrangements. Kathy has contributed many community service hours of volunteer service to the historical society.

Thank you,

Bob Palazzola
Costa Mesa Historical Society

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 Open 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, 3rd 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.