



# City of Costa Mesa

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

Fairview Park Steering Committee

**Item #: 3A**

**Meeting Date: 2/14/24**

**TITLE:** DONATION OF TWO TREES, MEMORIAL BENCH AND PLAQUE

**PRESENTED BY:** KELLY DALTON, FAIRVIEW PARK ADMINISTRATOR

**CONTACT INFORMATION:** ROBERT RYAN, MAINTENANCE SERVICES MANAGER,  
(714) 327-7499

**RECOMMENDATION:**

At the request of the Parks and Community Services Commission, staff recommends that the Fairview Park Steering Committee provide feedback on the attached request for donation of the two trees, memorial bench and plaque at Fairview Park (Attachment 1). The Parks and Community Services Commission will revisit this item during its next meeting, scheduled for March 14, 2024.

**BACKGROUND:**

Please see the attached background information on this item in the attached Parks and Community Services Commission agenda report from February 8, 2024.

**RECOMMENDATION:**

Staff recommends that the Fairview Park Steering Committee provide feedback on the request for donation of the two (2) trees, memorial bench and plaque. The Parks and Community Services Commission will revisit this item during its next meeting, scheduled for March 14, 2024.



# CITY OF COSTA MESA

## Agenda Report

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File #: 24-036

Meeting Date: 2/8/2024

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**TITLE:**

**DONATION OF TWO TREES, MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK**

**DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES  
DIVISION**

**PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER**

**CONTACT INFORMATION: ROBERT RYAN, MAINTENANCE SERVICES MANAGER, (714)  
327-7499**

**RECOMMENDATION:**

Staff recommends that the Parks and Community Services Commission accept the donation of two trees, a memorial bench and a plaque to be installed in Fairview Park, in memory of Dr. Anthony Caciagli.

**BACKGROUND:**

The City is in receipt of a letter from Michael and Denise Moon (Attachment 1) requesting permission from this Commission to donate two trees, a bench, and a plaque at Fairview Park in memory of Dr. Anthony Caciagli. The request includes the following plaque language: "In Loving Memory of Dr. Anthony Caciagli".

Dr. Caciagli was born in Manhattan in 1929 and was a U.S. Army veteran who fought in the Korean War. He married his only wife Lillian and had three (3) children, including Michael's wife, Denise Moon. He graduated from Cornell University with a degree in Veterinary medicine in 1958. He loved parks, trees, and especially the birds of our town and often adopted pets that were rejected by their previous owners and pets from his office that had ailments and injuries.

Dr. Caciagli returned to California to be near his children in Costa Mesa and lived with Mike and Denise Moon for four (4) years. He liked to walk, especially around the park. As Anthony grew older, his ability to walk gradually decreased. He had to stop and rest more frequently and appreciated a bench along a walking path, especially if it had a shade tree.

Michael and Denise Moon spoke with Dr. Caciagli about his remembrance and he fully supported the idea of a memorial bench with a tree that would be provided to the City of Costa Mesa.

Michael and Denise Moon have lived in Costa Mesa since 2001. Their daughter Michelle, has resided in Costa Mesa for most of her forty (40) years. The bench and trees will provide them a spot to gather and remember their father and grandfather.

**ANALYSIS:**

The request meets the requirements as set forth by City Council Policy 800-4. (Attachment 2). Staff has reviewed the proposed locations in Fairview Park and determined that these are suitable for the donation. Staff will work with the donors to schedule the installations.

The applicant has been notified of the Parks and Community Services Commission meeting and has been sent a copy of the staff report.

**ALTERNATIVES:**

The Commission may deny the request for the donation of a bench and two trees or may suggest alternate locations.

**FISCAL REVIEW:**

Upon approval by this Commission, the installation will be coordinated by City staff and will have minimal fiscal impact on the City, as the donor will incur the costs of the donated items.

**LEGAL REVIEW:**

No legal review is required for this item.

**CONCLUSION:**

Staff recommends that the Parks and Community Services Commission approve the request for the donation of a memorial bench, two trees and a plaque to be installed at Fairview Park in memory of Dr. Anthony Caciagli.

November 6, 2023

City of Costa Mesa  
Public Services Department  
77 Fair Drive  
P.O. Box 1200  
Cost Mesa, CA 92628-1220

ATTN: Jim Ortiz

RE; request to donate bench and tree

Dear Mr. Ortiz,

We are writing once again to request the opportunity to donate a bench in honor of Dr. Anthony Caciagli at a location in Fairview Park.

Anthony was my father in law and lived with Denise and I at our house on the west side of Costa Mesa for the last 4 years of his life. Anthony had been a veterinarian and loved parks, trees, and especially the birds of our town. Anthony was born in Manhattan in 1929 and was a US Army veteran of the Korean War. He graduated from Cornell with a degree in veterinary medicine in 1958. He married his only wife, Lillian, and had three children including my wife Denise. His love of living things and education in life science were exceptional. He often adopted pets that were rejected by their owners after those pets had come into his office with ailments and injuries. He came out to California to be near his children. He moved to Costa Mesa, to our house, because he needed help with daily living tasks.

He liked to walk, especially in or near a park. As he grew older his ability to walk gradually decreased. He had to stop and rest more often and really appreciated a bench along a path, especially if it had a shade tree. We believe older people enjoy the time walking in our park and it becomes even better if they can find a place to rest during their walks. To rest and view old Saddleback off in the distance can be a real comfort when all else is wearing out. We spoke with Anthony about his desire for remembrance, and he fully supported the 'bench with a tree' that we would like to provide the city of Costa Mesa.

Denise and I have lived in Costa Mesa since 2001. Our daughter Michelle, also lives in Costa Mesa and has for most of her 40 years.

Sincerely,

Michael & Denise Moon



## 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 Rev. 07/13/04	1 of 4

**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. 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.
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

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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”.

**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.

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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.
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.



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**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.

**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.

## DONATION OF TWO TREES, MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK

Public Works Department  
February 8, 2024



1

### Background – Donation Request



- The City received a request from Michael and Denise Moon requesting permission from this Commission to donate two (2) trees, memorial bench and plaque in honor of Dr. Anthony Caciagli.
- The trees, bench and plaque would be installed at Fairview Park
- The species of tree has not yet been determined, but will fit with the existing trees in the park.

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## Background – Donation Request



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## Location – Donation Request



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## Location – Donation Request

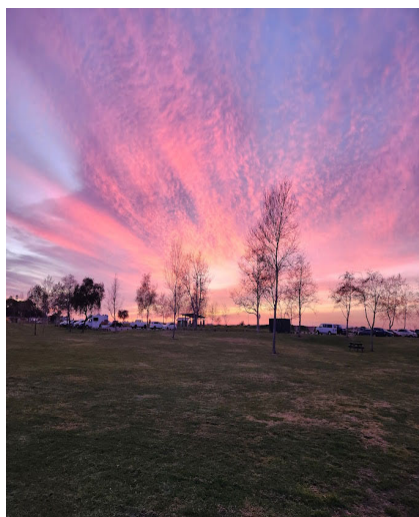


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## Recommendation – Donation Request



- Staff has reviewed the suggested location and determined that it is suitable for the donated bench, plaque, and trees.
- The installation of the bench, plaque, and trees will have minimal fiscal impact on the City. The donor will incur the cost of all the donated items.
- The submitted request meets the requirements as set forth by the City Council Policy 800-4
- Therefore, it is recommended that the Commission approve the request from Mr. and Mrs. Moon for the donation of the memorial to Dr. Caciagli.



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Questions?

