



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** May 13, 2014

From: Kathie Martin, Marketing & Public Affairs **Item No:** 11
Public Information Department

Subject: MEMORIAL PLAQUE FOR LAWRENCE “CHOPS” AGUAYO

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

That the Town Council approve purchase and installation of a bronze memorial plaque in memory of Lawrence “Chops” Aguayo.

SUMMARY:

On April 27, 2014, the Town of Apple Valley suffered the sudden loss of Lawrence “Chops” Aguayo, Grounds Services Worker II, when he died at home from a massive heart attack. Chops first started with the Recreation and Parks District on July 2, 1988 and became a Town employee in February 2001, when the parks and recreation function became a department of the Town. Chops received his 25-year service award last year.

His co-workers are reeling from the loss of a man who by all accounts was friendly and hard-working, with a big heart for his family, friends and community. Because of his long service to Apple Valley, and to parks and recreation in particular, the grounds crew, with the agreement of Chops’ family, have asked for installation of a bronze memorial plaque on the outside of the James Woody Community Center gymnasium at 13413 Navajo Road. Chops not only helped maintain the gym through the years, he was also an active participant in the youth basketball programs with his children.

The request conforms to the memorial policy established by Town Council (attached). However, the policy requires that the requesting party pay all associated costs.

Because of the length of service to the Town of Apple Valley through his employment, staff is requesting permission to pay for the plaque from Town funds. The estimated cost is not to exceed \$400.

In addition to the plaque, Home Depot has donated a tree that will be planted in his honor as well.

FISCAL IMPACT:

Approximately \$400. Funds are available in the Recreation Department budget, Special Department Supplies.

ATTACHMENT:

Town of Apple Valley Memorial Policy



TITLE: RECOGNITION PLAQUES and MEMORIALS	NO. PR12
APPROVED BY: Town Council	DATE: 01/08/08

The Town Council believes it appropriate to memorialize, recognize and thank individuals and organizations for services and/or donations made to the Town park system. This can be accomplished through the mounting of appropriate plaques within the park or facility.

The plaque should detail the following:

1. The name of the individual or organization being recognized.
2. The reason the individual or organization is recognized.
3. The specific date the facility was dedicated or the individual or organization was recognized.
4. All memorial donations must be applied to the programs or facilities that are of a current interest to the Town. Such interests may appear in the Master Plan or have been discussed and deemed appropriate by Town Council action.
5. All memorial plaques must be financially tied to a specific term or program in addition to the plaque itself. Items such as benches, group areas, furniture, trees, drinking fountains, planters etc., are standard types of memorial items.
6. All costs related to the memorial must be covered by the group or individual making the request. This may include the cost of the memorial item, the plaque, other materials and the cost of installation by Town Staff or independent contractors.

Procedures and Guidelines

All requests for the placement of memorial items or plaques should be made in writing to the Town of Apple Valley, Attention: Community Services Manager

Requests should contain the following information at a minimum:

- Name and contact information of the person making the request
- The name of the individual/organization being recognized.
- A description of the memorial item and its proposed placement.

Assessing and approving memorial item or plaque requests

Upon receipt of a naming request to the Town of Apple Valley, the Community Services Manager will review the request to ensure its adherence to the policies of the Town of Apple Valley and if applicable organize an informational meeting between the requesting party and appropriate town staff to discuss the proposal. After the informational meeting, the proposal will be taken to the Park and Recreation Commission for review and recommendation. Lastly, the proposal will be taken to the Town Council for review and approval.