



# COUNTY of VENTURA

## Board of Supervisors

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KELLY LONG**  
Third District

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July 23, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT:** Authorize the General Services Agency (GSA) Director or his designee to Accept the Donation of a Memorial Bench and Tree to be installed adjacent to the Service Building Located at the County of Ventura Government Center, Authorize the GSA Director or Designee to Coordinate the Installation and Final Acceptance of the Bench and Tree upon Completion at the Service Building.

**RECOMMENDATIONS:**

1. Authorize the GSA Director or his designee to accept the donation of a memorial bench (bench with imbedded plaque) and tree including all labor and materials necessary for installation adjacent to the Service Building located at the County of Ventura Government Center; and
2. Authorize the GSA Director or his designee to coordinate and provide oversight and final acceptance of the installation of the memorial bench and tree adjacent to the Service Building. Total donation is valued at approximately \$1500.

**FISCAL IMPACT:**

There is no fiscal impact with this item.

**STRATEGIC PLAN:**

This item is in conformance with the Board's Strategic Plan Priority of cultivating a Diverse and Innovative Workforce Dedicated to Service Excellence.

**DISCUSSION:**

On March 8, 2024, Custodial Services Supervisor Kelli Stewart passed away unexpectedly. Kelli had been a dedicated County employee for 34 years, starting in a custodial role, eventually being promoted to Supervisor.

Kelli's impact on GSA and the staff has been immense. A leader, coach, innovator, and role model, she had an impact on both the staff and management. She was reliable to a fault, often calling to check-in while on vacation, as well as looking out for staff and ensuring that her assigned areas were clean and ready to welcome the County staff and public to their workdays.

Kelli's absence has left a sudden void in the staff, both personally and professionally. Current and former employees have contacted GSA to inquire about honoring Kelli.

As Kelli has no known surviving family, a memorial service or other honor was not planned. GSA staff was in essence Kelli's family and discussion of how she could be memorialized led to the request for this installation.

A memorial bench will be placed on the west side of the GSA Service Building with a shade tree adjacent to the seating. The bench will be positioned to provide a view of the existing landscape to provide a peaceful and pleasant view. Staff have volunteered time to complete the installation and will work to provide funding for the bench and any supplies needed to complete the installation.

This item has been reviewed by the County Executive Office, the Auditor Controller's Office, and County Counsel.

If you have any questions regarding this item, please contact Patrick Squires at (805) 654-2116.

Sincerely,



KELLY LONG, Chair  
Supervisor, 3<sup>rd</sup> District  
County of Ventura