CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES	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 and money 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.

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 service, equipment or plantings shall be submitted to the Parks and Recreation Commission for consideration.

PROCEDURES AND GUIDELINES

TREE DONATIONS AND THE PLACEMENT OF MEMORIAL PLAQUES

1. All donations accepted by the City shall be acknowledged by the Mayor at a regular City Council meeting or by response from the Mayor in writing, thanking the donor.

2. 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.

3. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Application forms for Memorial Plaques, or Circle of Service, are available at the Recreation Services Division counter.

4. Park plaques shall be bronze with a minimum size of 4" x 8". All plaques shall have standard wording to include "In Memory Of" or "In Honor Of".

5. All park plaques shall be located in areas specifically designated for this purpose at each park. This typically would be at the park entrance. In the event an area has not been designated for this purpose, or park improvements cannot accommodate the installation of plaques, plaques may be installed on concrete pads at the base of donated trees. The tree species shall be consistent with the planting for the park.

6. 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.

ADOPT-A-BENCH PROGRAM

1. Donated park benches shall be of the type specified in the approved Streetscape and Median Development Standards.

2. The donated park benches will be used to replace old benches at existing locations. 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, as well as the plaque and installation of the plaque.

4. Plaques with memorial messages such as "In Memory Of", "In Honor Of" or other similar wording will not be allowed on park benches.

5. Plaques shall be plastic or acrylic material with a maximum size of 12" x 4".

6. Application forms to donate a park bench are available at the Public Services Department counter and the City's website.

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.

5. Application forms to Adopt-A-Park are available at the Public Services Department counter and the City's website.

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 individual must have been deceased a minimum of one (1) year prior to being nominated and considered by the Parks and Recreation Commission.

3. The applicant must have been a resident of Costa Mesa for a minimum of ten (10) years.

4. The applicant 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. 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".

7. 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 MEMORIAL PLAQUES AND CIRCLE OF SERVICE

1. Submit the application to the Recreation Services Division of the Administrative Services Department, City Hall, 3rd Floor for review and approval of Memorial Plaque Application 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 first available agenda.

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 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.

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.