



# *PARKS AND RECREATION COMMISSION AGENDA REPORT*

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MEETING DATE: JUNE 23, 2004

ITEM NUMBER: 9d

**SUBJECT: CIRCLE OF SERVICE NOMINATIONS CRITERIA REVIEW**

**DATE: JUNE 8, 2004**

**FROM: ADMINISTRATIVE SERVICES DEPARTMENT, RECREATION DIVISION**

**PRESENTATION BY: JANA M. RANSOM, RECREATION MANAGER**

**FOR FURTHER INFORMATION CONTACT: RUTH A. RAHEB, RECREATION SUPERVISOR  
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## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission review the criteria for induction into the Circle of Service and recommend to City Council to maintain or revise the current criteria.

## **BACKGROUND**

At the July 15, 1996 meeting, City Council adopted an amendment to Council Policy Number 800-4 (Attachment 1) on page 3 that established the Circle of Service in Lions Park to honor those citizens who have provided significant service to the City of Costa Mesa, made an extraordinary contribution to the City; or contributed to the history of Costa Mesa.

City Council established criteria so that the nominated individual must have been deceased a minimum of six (6) months prior to the nomination; must have been a resident of Costa Mesa for minimum of eight (8) years; must have been involved in community service for a minimum of five (5) consecutive years or have given their life in the service of the nation or community.

The application must be completed by a family member or 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 is required. The nomination must include the honoree's name, time of death, nearest family member or friend as our contact, a brief description of their contribution to the community, the name of the person submitting the nomination, phone number and the date submitted.

At the City Council meeting of May 17, 2004 Council Member Mike Scheafer commented that he would like to see additional criteria for higher standards for induction into the Circle of Service. Another opinion was expressed, equally strongly, by Council Member Cowan, who endorsed the criteria as established.

Realizing that City Council set the criteria, the Parks and Recreation Commission is requested to review the criteria for induction into the Circle of Service and recommend to City Council new standards or recommend that they are comfortable with established criteria.

## **ANALYSIS**

There have been 17 people inducted into the Circle of Service since its inception in 1996 including the three inductees for 2004. The Circle of Service in Lions Park can accommodate up to 50 citizens who have provided significant service to the City of Costa Mesa, made an extraordinary contribution to the City; or contributed to the history of Costa Mesa, therefore allowing 33 more inductees. While this is the capacity of the initial circle, conceivably additional circles or spokes or other design elements could be integrated to accommodate more inductees once the initial circle is filled.

After investigation of similar programs (and there aren't very many!), staff compiled a few suggestions for Commission consideration if Circle of Service criteria revisions are desired (Attachment 2).

## **ALTERNATIVES CONSIDERED**

1. Suggest to City Council revised criteria for induction into the Circle of Service.
2. Do not suggest revised criteria for induction into the Circle of Service.

## **FISCAL REVIEW**

None

## **LEGAL REVIEW**

The City Council approved the establishment of the Circle of Service as part of Council Policy 800-4. All requests for induction into the Circle of Service are submitted to the Parks and Recreation Commission. The Commission shall make a recommendation to City Council to approve or deny the application.

## **CONCLUSION**

Staff recommends that the Parks and Recreation Commission review the criteria for induction into the Circle of Service and recommend to City Council to maintain or revise the current criteria.

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**JANA M. RANSOM**  
Recreation Manager

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**STEVEN E. HAYMAN**  
Administrative Services Director

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**RUTH A. RAHEB**  
Recreation Supervisor

Attachments: 1 [Council Policy 800-4](#)  
2 [Suggestions for Commission Consideration If Revisions Are Desired](#)