

City of Costa Mesa
Parks & Recreation Commission
November 16, 2011 Meeting

Agenda Item Number: 10h

INFORMATION

ON THE

CHAIRPERSON AWARD

PROGRAM

**CITY OF COSTA MESA, CALIFORNIA
PARKS AND RECREATION COMMISSION
P O L I C Y**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CHAIRPERSON AWARD PROGRAM	1	06-28-2006	1 of 2

PURPOSE

The purpose of this policy is to establish and maintain a program that will formally recognize and acknowledge outstanding efforts in the City of Costa Mesa as they relate to development, promotion, improvement, education, innovation, sponsorship and/or maintenance within the field of recreation programs and facilities, parks and parkways. This program is meant to supplement, and not replace, any recognition or award program the City Council may have in this regard.

POLICY

At the sole discretion of the Parks and Recreation Commission Chairperson, an individual or a group of individuals may be selected for recognition and acknowledgement of outstanding effort at a regularly scheduled Commission meeting. The outstanding effort must relate to development, promotion, improvement, education, innovation, sponsorship and/or maintenance within the field of recreation programs and facilities, parks and parkways in the City of Costa Mesa.

Nominations must be submitted in written form (city forms, letters, emails, etc.) to the City by any individual or group (i.e., Council members, Commissioners, city employees, city residents/citizens, community organizations, institutions, businesses, athletic organizations, etc.). The nominee(s) can be any individual, city employee(s), business, group, organization, institution, etc., involved in parks, recreation and/or parkways within the City. The submitted information must indicate the outstanding work performed in and/or for the City, and the reason(s) why the individual or group should be recognized and acknowledged by the Chairperson for this effort.

Information regarding the Program shall be disseminated to the public through the City's website, the Community News and Recreation Review brochure, the city's cable channel, press releases, and all other means available in order to foster interest in the Program.

In the absence of the Chairperson for two or more consecutive regular meetings, the Vice Chairperson may assume the duties of the Chairperson in carrying out this policy.

PROCEDURES AND GUIDELINES

1. The Recreation Manager's Office shall be responsible for assisting the Chairperson as needed in the overall administration of the "Chairperson Award Program."
2. Application/nomination forms will be made available through city offices (Recreation Division and Public Services Department at City Hall), community centers, city website, and upon request by telephone, mail or email.

**CITY OF COSTA MESA, CALIFORNIA
PARKS AND RECREATION COMMISSION
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PROCEDURES AND GUIDELINES

3. Completed application forms may be submitted to the Parks and Recreation Commission Chairperson or to the Recreation Division or the Public Services Department personnel at City Hall. Where possible, nomination forms and written correspondence received by city staff, and related to the program, will not be opened, and will be delivered directly to the Chairperson as soon as possible.
4. The Chairperson will inform the Recreation Manager by the second Wednesday of the month, for any Nominee(s) to be recognized at the regular Commission meeting that month.
5. The selected Nominee(s) will be invited by the Chairperson (or by staff at the Chairperson's request) to attend the regular Commission meeting for that month, in order to be recognized.
6. If the Nominee(s) is/are able to attend the Commission meeting, staff will place the presentation item on the agenda for that month. The Chairperson will provide a draft "Letter of Recognition" to the Recreation Manager by the third Wednesday of the month in which the selected Nominee(s) is/are to be recognized. If the Nominee(s) is/are not able to attend the Commission meeting, the Chairperson will provide direction to staff for a possible presentation at a future meeting.
7. At the Commission meeting, the selected Nominee(s) will be recognized by the Chairperson for his/her/their effort to further the goals and objectives of Parks and Recreation in Costa Mesa.
8. The selected Nominee(s) shall have information concerning the award and recognition posted and published in appropriate city media venues for a minimum period of one (1) month from the date of recognition at the Commission meeting.

cc: City Council



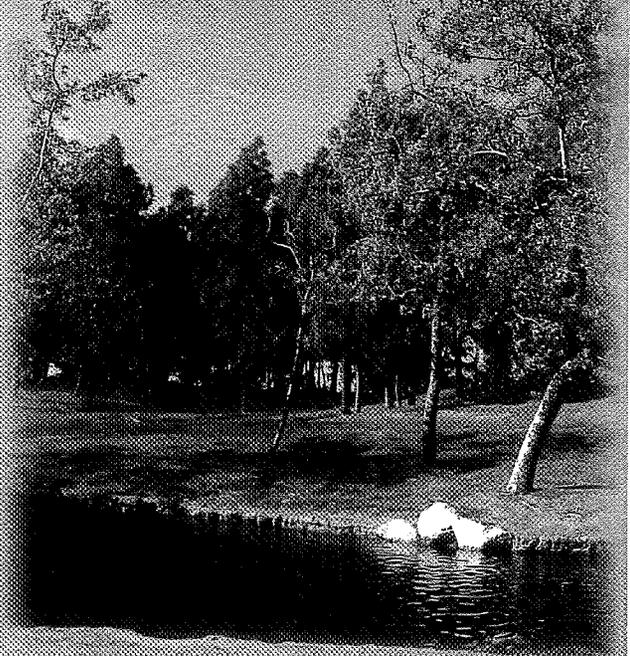
Help
Recognize
&
Encourage
Good Service
&
Community
Involvement!

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Costa Mesa Parks & Recreation Commission
Chairperson Award
77 Fair Drive
Costa Mesa, CA 92626

ATTN: Commission Chairperson
Costa Mesa Parks & Recreation Commission
Chairperson's Award
P. O. Box 1200, 77 Fair Drive
Costa Mesa, CA 92628-1200

Announcing
**City of Costa Mesa
Parks & Recreation
Commission**
*Chairperson's
Award*



*Making Costa Mesa a better place
to live, work and play.*



The Costa Mesa Parks and Recreation Commission introduces the Chairperson's Award, which recognizes citizens, employees, groups, or businesses who make an outstanding contribution to the City Parks System or Recreation Programs. If you received outstanding service, special education programs, or maintenance related to parks, facilities, or recreation, we would like to hear from you. Complete this form and mail to:

Commission Chairperson
Costa Mesa Parks & Recreation Commission
Chairperson's Award
P. O. Box 1200, 77 Fair Drive
Costa Mesa, CA 92628-1200

For questions, please call: 714-754-5300

Is there an Outstanding Person in your Parks or Recreation Experience?

The City of Costa Mesa Parks and Recreation Chairperson's Award is intended to recognize and acknowledge outstanding efforts in the City for the development, promotion, improvement, education, innovation, sponsorship and/or maintenance of the City parks, facilities, parkways and recreation programs. The Award is open to everyone who makes Costa Mesa a better place to play.

Nominations Due 2nd Wednesday of each month!

Dear Parks and Recreation Commission Chairperson:

I wish to nominate: _____

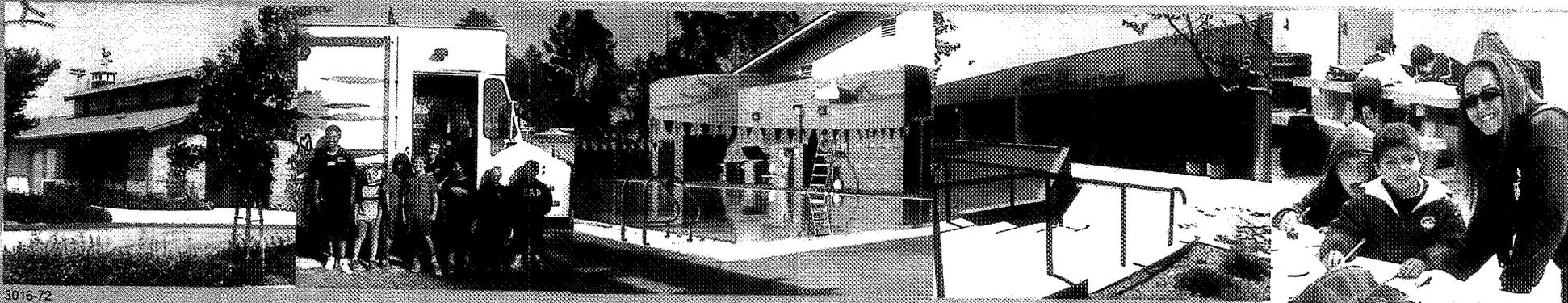
Please describe why you are nominating this individual/team:

Your Name: _____

Address: _____

Telephone No.: _____ E-mail: _____

Nomination form is also available online at: www.ci.costa-mesa.ca.us



PARKS AND RECREATION COMMISSION
CHAIRPERSON AWARD

Certificate of
Appreciation

This certificate is awarded to

Mark Taylor

for outstanding service and exceptional contributions
to Parks and Recreation in the City of Costa Mesa.

June 20, 2006



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: JUNE 28, 2006

ITEM NUMBER: 10c

**SUBJECT: CONSIDERATION OF IMPLEMENTATION OF COMMISSION POLICY #1 -
"CHAIRPERSON AWARD PROGRAM"**

DATE: JUNE 19, 2006

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

PRESENTATION BY: WILLIAM J. MORRIS, DIRECTOR OF PUBLIC SERVICES

FOR FURTHER INFORMATION CONTACT: WILLIAM J. MORRIS AT (714) 754-5343

RECOMMENDATION

Approve Parks and Recreation Commission Policy #1, "Chairperson Award Program" (Attachment 1), and direct staff to implement the program.

BACKGROUND

At the May 24, 2006 regular meeting, the Commission provided input and directed staff on the possible implementation of a "Chairperson Award Program" (Minutes excerpts, Attachment 2).

This program would recognize outstanding performance and/or work done within the City and within the field of Parks and Recreation.

ANALYSIS

Staff has prepared a draft "Parks and Recreation Commission Policy" for consideration. This format is modeled after the existing programs, which the City Council has for recognition of an "Employee of the Month Recognition Program" (Policy 300-3), and the Mayor's Award Program.

Also, attached is a sample nomination form (Attachment 3) that could be handed out at the counter or provided on the City's website. Attachment 4 is a sample certificate of appreciation that could be handed out to the recipient (or recipients) at the Commission meeting presentation, along with the Chairperson's letter of recognition.

ALTERNATIVES CONSIDERED

No other alternatives were considered for this item, as the Commission has previously reviewed the program and provided input and direction to staff. However, the Commission may want to provide further direction to staff on the program and modify Attachment 1 accordingly before consideration of adoption.

The Commission may elect to establish the program in a format other than the "Commission Policy" format as presented in this report.

FISCAL REVIEW

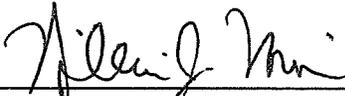
If the program is implemented, staff estimates that approximately one-half (1/2) to one (1) hour of staff time will be spent each month.

LEGAL REVIEW

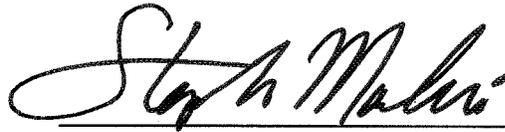
No legal review is required for this item. The City Council is aware of the Commission's desire to establish a parks and recreation recognition program.

CONCLUSION

Based on prior Commission input, staff has developed a draft "Chairperson Award Program" for possible adoption by the Commission.



WILLIAM J. MORRIS
Director of Public Services



STEPHEN N. MANDOKI
Director of Administrative Services

- Attachments:
1. Proposed Parks and Recreation Commission Policy #1, "Chairperson Award Program"
 2. Excerpts of Minutes from May 24, 2006 Commission Meeting
 3. Sample Nomination Form
 4. Sample Certificate of Appreciation

cc: Allan L. Roeder, City Manager
Thomas Hatch, Assistant City Manager
Jana Ransom, Recreation Manager
Bruce Hartley, Maintenance Services Manager

CITY OF COSTA MESA, CALIFORNIA
 PARKS AND RECREATION COMMISSION
 POLICY

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cc: City Council

"Excerpts of Minutes from the Parks and Recreation Commission Meeting of May 24, 2006"

**CONSIDERATION OF
INSTITUTING A PARKS AND
RECREATION COMMISSION
"CHAIRPERSON AWARD
PROGRAM"**

Mr. William Morris presented the report.

Commissioner de Arakal expanded on his request for the program with the following suggestions:

- Would like to elevate the value and awareness of the parks and recreation programs and facilities.
- Encourage the public to be more involved in the recreation programs.
- Recognize people who made outstanding contributions to the City.
- Award to have value to it.
- Open to any person, business or City employee within the City.
- Publicize the award on Channel 24, City newsletter and City's website.
- Chair to consider the nominations and make a decision.
- Chair to present a letter and certificate to awardee.

Commissioner Harris believes that the award program is a worthy program and recommends that the Chair establish a letter congratulating the awardee.

Commissioner de Arakal requested that staff return to the Commission with a criteria and a nomination form for the award program.

Commissioner Stiller stated that he foresees, that on any given month, the Commission may have more than one awardee and, on other months, no awardee.

Commissioner de Arakal concurs with Commissioner Stiller's statement.

Commissioner Stiller requested that the Commission also include institutions in the nomination process.

MOTION

Motion made by Commissioner de Arakal, seconded by Commissioner Harris and carried five to zero, to establish a recognition award program and direct staff, at a future date, to bring the proposed program back to the Commission for consideration. As stipulated in the discussion, the Parks and Recreation Commission requested the following as part of the proposed "Chairperson Award Program:"

- Recognize people, businesses, institutions and organizations that have made an outstanding contribution to parks and recreation in Costa Mesa.
- Nominations may be made by any person, business, institution or organization.
- Chairperson to consider nomination for the award.
- Chairperson to establish a letter congratulating the awardee.
- Chairperson would present awardee with a congratulatory letter and certificate at a Commission meeting.

**Parks and Recreation Commission
CHAIRPERSON'S AWARD NOMINATION FORM**

The Parks and Recreation Commission Chairperson's Award recognizes individuals or groups of individuals in the community who have performed outstanding work in Costa Mesa as it relates to the development, promotion, improvement, education, innovation, sponsorship and/or maintenance within the field of recreation programs and facilities, parks and parkways. The program is open to all Costa Mesa residents and individuals, community organizations, institutions, businesses, athletic groups, etc., who work or volunteer in the City. The Parks and Recreation Commission Chairperson will select individuals based upon nomination letters received from the public. The Chairperson will recognize the recipient(s) of the award at a Parks and Recreation Commission meeting. More information may be obtained by requesting a copy of the Parks and Recreation Commission Policy #1 from City staff or from the City's website at www.ci.costa-mesa.ca.us.

If you wish to nominate an individual or individuals for the Chairperson's Award, submit the name of your nominee(s) as well as a brief statement as to why you think this individual(s) deserves recognition. Please include your name, address and a telephone number at which you can be contacted. This information may be submitted by mail to:

Parks and Recreation Commission Chairperson's Award
City of Costa Mesa
P.O. Box 1200
Costa Mesa, CA 92628-1200

By fax to (714) 754-5166 or by email using the following form:

() Indicates a required field*

I wish to nominate: (*)

For the following reasons: (*)

Your Name: (*)

Your Address:

City, State, Zip Code:

Your Telephone Number: (*)

Your Email Address:

Before you submit this email form, we would like you to be aware of the City's policy on the use of its email systems. The policy states that the email message you are about to send: (1) is subject to public disclosure under the Public Records Law, and (2) is not private or confidential.

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PARKS AND RECREATION COMMISSION CHAIRPERSON AWARD

Certificate of
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June 20, 2006

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Creating community through people, parks and programs!

June 20, 2006

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