

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY PARK NAMES	800-1	5/17/99	1 OF 1

PURPOSE

The purpose of this plan is to provide Public and Administrative Services Departments with the responsibility for recommending names of all public parks and recreation facilities within the corporate limits of the City of Costa Mesa. The Public Services Department for parks and the Administrative Services Department for recreational facilities will review all recommended names and make its recommendations through the City manager to the City Council for review and final adoption.

POLICY

A statement of the City Council of the City of Costa Mesa adopting certain policy, objectives and principles, as a guide for the naming of public parks and recreation facilities to:

1. Establish a uniform procedure regarding the naming of existing and future parks and recreation facilities which will be appropriate and assure community compatibility.
2. Name parks and recreation facilities so they will be easily identified and complement the area in which they are located.
3. Encourage the dedication of land or funds for public recreation use by individuals or groups to perpetuate their names in a useful manner.
4. Provide special recognition to local citizens who have made outstanding contributions to the betterment of the City of Costa Mesa.

PROCEDURE

1. All neighborhood parks adjacent to schools shall be named after the school.
2. All community parks and neighborhood parks not adjacent to schools may be named according to the following:
 - a. After the donor, be it an individual or group, which dedicates land, facilities, or more than fifty percent of the purchase price to the City of Costa Mesa.
 - b. After a prominent citizen having made outstanding contributions to the City of Costa Mesa as determined by the City Council.
 - c. Due to the local historical significance of the site.
 - d. Because of the unique geographical or environmental nature of the site.
 - e. As part of a selected park them.
3. Park names should not be similar in sound or spelling to avoid confusing identification.
4. Citizen participation through organized homeowners associations or other citizens living in the vicinity of the park or facility should be encouraged to recommend their selection according to the adopted principles.
5. A park identification sign shall be installed at each public park and shall include the park name as well as the words "City of Costa Mesa".
6. It is the desire of the City of Costa Mesa that park names assigned by the Council be permanent. However, upon strong justification, a park name can be changed by a majority vote of the City Council.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
COSTA MESA COUNTRY CLUB COMPLIMENTARY GOLF ROUNDS POLICY	800-2	3/2/10	1 of 1

PURPOSE

In 1992, the City of Costa Mesa contracted with Mesa Verde Partners for the operation of Los Lagos and Mesa Linda golf courses and the facilities at the Costa Mesa Country Club. An Amendment to the contract in 1999 added the requirement that the City be allocated one hundred rounds of complimentary golf per year to be used at its discretion.

PURPOSE

The purpose of this policy is to provide guidelines for the distribution of 100 complimentary rounds of golf at Costa Mesa Country Club annually as specified in the contract between the City of Costa Mesa and Mesa Verde Partners.

POLICY

1. Beginning July 1 of every year through June 30 of the following year, one hundred (100) free rounds of golf, plus carts, shall be allocated to the City for use Mondays through Thursdays.
2. Each Council Member shall receive twenty (20) rounds. Rounds may be used or donated, but may not be sold. Council Members may allocate all or a number of their rounds to the City Manager or his/her designee for distribution per this Policy.
3. Upon receiving the complimentary rounds, the City Council and City Manager or his/her designee shall comply with federal and state reporting requirements.
4. Rounds must be used on an annual basis and will not roll over or be accrued in the following year.
5. Gift Certificates for rounds must be used within a year's time.
6. At the end of each Fiscal Year (June 30), Mesa Verde Partners shall provide a written annual report to the City Council and City Manager on the number and specific users of the rounds used during that year.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT

CULTURAL PROGRAM FUNDING

POLICY
NUMBER

800-3

EFFECTIVE
DATE

2-4-91

PAGE

1 of 3

BACKGROUND

Over the years, the community has experienced a significant growth in cultural and artistic activities. While the City has been a financial participant in supporting the Costa Mesa Civic Playhouse and South Coast Repertory Theatre, no specific guidelines have been used in evaluating requests for funding by these organizations. With the increase in new cultural organizations in the community and a resulting demand for financial assistance from the City, it is appropriate that a policy be adopted which sets forth a basic framework for considering such requests.

PURPOSE

It is the purpose of this Policy to:

1. Clearly delineate the role of the City of Costa Mesa in supporting cultural and artistic organizations.
2. Set forth minimum standards for considering requests for financial and other support for such organizations.

POLICY

1. Generally, the City will assume the role of a "broker" in providing support to the Arts. This role is consistent with the City's support of private, nonprofit organizations to provide services to the community as opposed to providing the service directly itself.
2. The concept "support" to artistic and cultural organizations is broad-based and all-inclusive. This shall include direct financial assistance, advertising, sponsorship of special programs, City Staff assistance, allocation of revenues received from Cable Television franchise fees, and use of City facilities.
3. In general, the following criteria will be utilized in considering requests for City support of cultural and artistic organizations.
 - (a) All eligible cultural and artistic groups should be nonprofit and tax exempt under Section 501 (CM) (3) of the Internal Revenue Code.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT

CULTURAL PROGRAM FUNDING

POLICY
NUMBER

800-3

EFFECTIVE
DATE

2-4-91

PAGE

2 of 3

- (b) Eligibility of cultural institutions may be broad in the early years of funding with more specific categories to be developed (i.e., museums, theatre companies, zoos, scholarships, etc.).
- (c) Beyond the preceding basic considerations, the City shall also consider the following criteria:
- (1) Artistic excellence
 - (2) Size of audience
 - (3) Make-up of audience
 - (4) Relevance to City's concerns
 - (5) Public and critical reaction to the organization
 - (6) Quality of fiscal management
 - (7) Longevity in the City of Costa Mesa
 - (8) Percentage of request to organization's annual budget
 - (9) Community leadership and support
 - (10) Education and outreach programming
- (d) Education and outreach programs are defined as those programs which extend an arts organization's service, especially to underserved or disadvantaged segments of the community. Such programs include, but are not necessarily limited to, those which partially or fully subsidize ticket costs for students, seniors, and others with limited financial means; educational programs taken directly to the public in schools and neighborhoods; and programs meant to enhance the public's experience and understanding of artistic works.
- (e) City funding support for private organization operational expenses and for special events will be established so as to contribute to a balance of community cultural, recreational, and promotional programs designed to enhance the well-being of the community.
- (f) The functions or services to be provided must be of such a nature that the interests of the City are better served by an agreement with the private organization than by the performance of the service or function by the City.
- (g) The City will only provide support to a legally constituted nonprofit organization completely directing and in complete control of its own affairs through its officers and members.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CULTURAL PROGRAM FUNDING	800-3	2-4-91	3 of 3

- (h) The City will not provide funding support to a private organization for the conduct of any religious or political activity.
- (i) City funds will be used only to assist an organization in its annual operating program or in its sponsorship of special events. City funding will not be used for the purchase of awards, trophies, gifts, or uniforms, nor the buildup of reserves.
- (j) No expenditure may be made out of any appropriation until a written agreement, setting out the terms and conditions of the parties, has been consummated. This agreement will specify in detail the services or functions to be performed, the nature of the payment or reimbursement schedule, and the financial reporting requirements.

PROCEDURE

The City Council shall approve a process for considering requests made pursuant to this Policy. Organizations requesting support from the City shall do so in accordance with the approved process so as to ensure fair and equal treatment for all involved parties.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	1 of 5

BACKGROUND

The City of Costa Mesa has, over a period of many years, received donations of time, money, materials, and park furniture/equipment, 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 and Circle of Service recognition.

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 equipment, park furniture, or plantings that include a request for a donor or memorial plaque shall be submitted to the Parks and Recreation Commission for consideration or approval before installation. The exception to this is sponsorships and donations to the K-9 Cleanup program for dog dispensers and bags. Donations and sponsorships to the K-9 Cleanup program can be made to the K-9 Cleanup account through the Costa Mesa Community Foundation. Circle of Service nominations will be reviewed by the Parks and Recreation Commission and approved by the City Council. Financial donations or payments for donated items can be made to the City of Costa Mesa or the Costa Mesa Community Foundation. The Foundation Chair will acknowledge the donation in writing for those donations received by the Costa Mesa Community Foundation.

PROCEDURES AND GUIDELINES

TREE DONATIONS AND THE PLACEMENT OF DONOR OR MEMORIAL PLAQUES

1. 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. Donated trees shall be a minimum 15-gallon size.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	2 of 5

2. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Memorial plaques for pets are not allowed within City Parks. However, trees and/or park furniture may be donated in memory of a pet without a plaque.
3. Donor and memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. All plaques shall have standard wording to include "Donated By", "In Memory Of" or "In Honor Of". Donors are responsible for the acquisition and cost of the plaque. The City will incur the cost of installation.
4. All donor and memorial plaques for tree donations shall be located in areas specifically designated for this purpose at each park. In the event an area has not been designated for this purpose, plaques may be installed on concrete pads at the base of donated trees. Plaques will be installed flush with the ground for ease of maintenance and liability purposes.

ADOPT-A-BENCH PROGRAM AND DONATION OF PARK FURNITURE

1. Donated park benches or picnic tables shall be of the type specified in the approved Streetscape and Median Development Standards.
2. The donated park benches or picnic tables will be used to replace old benches and picnic tables at existing locations or placed at new locations that are already Americans with Disabilities Act (ADA) accessible. 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 or picnic table. Upon receipt of payment, City staff will acquire the furniture and install it.
4. Donor or Memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. Plaques will be imbedded flush in the concrete pad near the park bench and/or picnic table and are not allowed to be attached to the bench. All plaques shall have standard wording to include, "Donated By", "In Memory Of", or "In Honor Of".

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	3 of 5

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.

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 nominee must have been deceased a minimum of one (1) year prior to being nominated and considered by the Parks and Recreation Commission.
3. The nominee must have been a resident of Costa Mesa for a minimum of ten (10) years.
4. The nominee 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. The applicant is responsible for the cost of the plaque and payment must be submitted with the application.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	4 of 5

7. 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".
8. Plaques shall be installed at Lions Park for candidates approved by City Council once a year in July.

PROCEDURE TO NOMINATE CIRCLE OF SERVICE HONOREES

1. Application forms are available at the Recreation Division Counter. Submit the completed application to the Recreation Division, City Hall, 3rd Floor for review 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 agenda for that month.
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 for Circle of Service inductees 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.

K-9 CLEANUP PROGRAM

Sponsorships

1. Sponsorship information for dog dispensers and bags and application forms are available in the City Manager's Office. Submit the completed forms to the City Manager's Office, along with the sponsorship donation, made payable to the Costa Mesa Community Foundation. Sponsorship tiered funding amounts shall be adjusted, as necessary, by the Community Foundation. The Public Services staff will purchase the dispenser and bags, create the sponsorship sign, and assign the location of the dispenser. The applicant will be advised of the location of the dispenser.
2. The City assumes no liability for the replacement or repair of the sponsorship sign, but will assume responsibility for normal maintenance.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	5 of 5

Donations

Donations to the K-9 Cleanup program shall be submitted to the Costa Mesa Community Foundation. The donations may also be submitted at the Finance Department counter. Each donation shall be placed in the K-9 Cleanup account for future use to offset costs for bags, dispensers, costs for stocking dispensers, and/or repairs.

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 or for purchase of a specific item.
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.