



CITY COUNCIL AGENDA REPORT

MEETING DATE: AUGUST 16, 2004

ITEM NUMBER:

SUBJECT: CIRCLE OF SERVICE CRITERIA RECOMMENDATIONS

DATE: JULY 13, 2004

FROM: ADMINISTRATIVE SERVICES DEPARTMENT/RECREATION DIVISION

PRESENTATION BY: JANA M. RANSOM, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT: RUTH RAHEB, RECREATION SUPERVISOR,
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RECOMMENDATION:

Accept the recommendation of the Parks and Recreation Commission to amend Council Policy 800-4 criteria for induction into the Circle of Service.

BACKGROUND:

At the July 15, 1996 meeting, City Council adopted an amendment to Council Policy Number 800-4 (Attachment 1, 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 explore further defining the criteria for induction into the Circle of Service. Council Member Cowan expressed another opinion, equally strongly, that the criteria are fine as established.

At the Parks and Recreation Commission meeting of June 23, 2004, after much discussion, Vice Chairperson De Arakal made a motion that was seconded by Commissioner Fisler to 1) extend the required time to nominate an individual after their death from 6 months to 1 year; 2) extend the length of residency requirement for living in Costa Mesa from 8 years to 10 years; and 3) extend the length of community service from 5 years to 7 years. The motion carried 5 to 0.

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). The Parks and Recreation Commissioners, during their discussion, indicated that adding additional burden to the nominating process, by answering additional questions, may deter potential nominations, and were not in favor of "going that direction".

ALTERNATIVES CONSIDERED:

1. Accept some of the recommended criteria revisions for induction into the Circle of Service.
2. Add to the recommended criteria for induction into the Circle of Service.
3. Do not revised criteria for induction into the Circle of Service.

FISCAL REVIEW:

Funding for this event is included in the 2004-2005 fiscal year adopted budget (Special Recreation Events, Program #40244). The nominating party submits payment to cover the cost to purchase plaque.

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 and the Commission makes a recommendation to City Council to approve or deny the application. Council Policy 800-4 would need to reflect updated information if revisions are made.

CONCLUSION:

City Council is requested to accept the Parks and Recreation Commission's recommendation to amend the criteria for induction into the Circle of Service as described in Council Policy 800-4.

JANA M. RANSOM
Recreation Manager

STEVEN E. HAYMAN
Administrative Services Director

RUTH A. RAHEB
Recreation Supervisor

DISTRIBUTION: City Council
City Manager
Public Services Director
Recreation Commission

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

File Name

Date

Time