

# Attachment D

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**PARKS DEPARTMENT  
POLICIES/PROCEDURES**

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| PAGE <u>1</u> OF <u>3</u>          | FILE CODE NO.<br><b>0110</b>         |
| DIVISION<br><b>ADMIN.</b>          | EFFECTIVE DATE<br><b>Rev. 4/4/91</b> |
| AUTHORIZED BY:                     |                                      |
| APPROVED BY:<br><i>[Signature]</i> |                                      |

SUBJECT: **SELECTING PARK NAMES AND IDENTIFYING PARK AREA**

It shall be County policy to establish County park names and identifying park areas, utilizing the following principles:

**Naming Park Sites**

- (A) Geographical, historical, or local names will be used in naming County parks, with the exception of "B" below.
- (B) Family names may be considered for a park name if the donors give the entire park parcel without any further deed restrictions.
- (C) Partial donations of land for park purposes shall not constitute an obligation by the County to name the park or any portion thereof after a family name.
- (D) In selecting a family name for a park site, the County shall consider only those that have some relationship to the property donated.
- (E) The use of the names of living persons will not be considered except as noted in "B" above.

**Proposals for Park Facilities by Groups**

- 1. The Parks Commission shall be guided by the following policies when considering proposals for a park facility.
  - a) No facility for the exclusive use of any group shall be allowed.
  - b) The County shall have absolute authority and control over all lands and facilities in the park and shall not delegate such authority and control to any individual, group, or organization, either public or private.
- 2. Upon receiving a written request from a group interested in presenting a proposal for a facility within a park, the Commission shall advise said group at least two weeks in advance as to when it can make its formal presentation to the Commission.

- a) When good evidence has been presented to substantiate such a request, upon recommendation of the County Parks Commission, the Board of Supervisors may permit the naming of a park area honoring a person or organization who has worked for and distinguished himself involving the dedication, acquisition, or development of a park site.
  - b) Identification of selected areas in "a" above will be acknowledged by use of a plaque, signs, or other appropriate method determined by the Parks Commission.
  - c) Identification of memorial areas shall not be granted to individuals unless it is determined by the Parks Commission that the individuals have contributed to a countywide public activity worthy of perpetuating the names.
  - d) The establishment of memorial areas shall be on the basis of total public value and acceptance, and be proposed by more than one individual or organization.
3. The Commission, after the presentation, may recommend to the Board of Supervisors such a facility if:
- a) It is in keeping with the master plan of the park.
  - b) Plans, specifications, and construction of the facility comply with County standards.
  - c) Funding for the partial or total cost of the facility, as is agreed to by the County, is pledged by the sponsoring group.
  - d) It is recognized and thoroughly understood by the sponsoring group that all structures constructed in whole or in part are the sole property of the County.
  - e) Operating procedures are in strict accordance with County policy.
4. Use of facility. The County shall in its discretion provide that:
- a) The public will have general access to the facility at all times except for special occasions when the facility has been reserved for specific groups.
  - b) The donor will have priority in the use of the facility for special occasions, provided the need is made known before another group reserves the facility.

PROPOSALS FOR GIFTS OF FUNDS OR IMPROVEMENTS  
FOR PARK FACILITIES BY INDIVIDUALS

1. All proposals for gift of funds or park improvements shall be reviewed by Park Staff to determine if the improvement is needed and is in keeping with the plan of the park.
2. If the gift is less than \$500, a Certificate of Appreciation shall be issued by the Parks Foundation or the Parks Commission.
3. If the gift is over \$500, the name of the donor and the name of the person the gift honors shall be placed on a plaque board at the individual park where the funds were used. The plaque board shall be placed in a prominent place accessible to the public.
4. If the gift is a major facility, such as a building, playground equipment, or other improvement which is in keeping with the plan of the park, individual plaques shall be affixed to the improvement in such a way that they will be visible to the public when the park is open. The Board of Supervisors will also receive an acknowledge all major gifts of this type.

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