



A G E N D A
CHINO HILLS PARKS AND RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 20, 2023

6:00 P.M. PUBLIC MEETING

CIVIC CENTER, CITY COUNCIL CHAMBERS
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Parks and Recreation Commission makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The Commission Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Community Services Department, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the City's website at www.chinohills.org/Agendas. Materials related to an item on this Agenda submitted to the Parks and Recreation Commission after distribution of the agenda packet are available for public inspection in the Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Parks and Recreation Commission on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Commission Secretary a "Request to Speak" form available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Commission Secretary to call upon you.** Comments will be limited to three minutes per speaker.

Emails and documents submitted will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Parks and Recreation Commission meeting, please contact the Community Services Department, (909) 364-2712, at least 48 hours prior to the meeting to enable the City to make reasonable arrangements. [Click here](#) to view the City's Reasonable Accommodations Policy or contact the City Clerk's office to obtain a copy.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COMMISSION IS IN SESSION.
Thank you.

PARKS AND RECREATION COMMISSION MEMBERS

ROBERT GAVELA, CHAIR
AL JACKSON, VICE CHAIR
GREG HIGGINS
JENNIFER HOLTKAMP
SAMANTHA JAMES-PEREZ

DONALD L. BRIDGE, EX-OFFICIO
SAVANNAH ANDERSON, STUDENT MEMBER

JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MARLENE SIU, SECRETARY

6:00 P.M. - CONVENE MEETING / ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

1. Summer Volunteer Recognition
2. **PUBLIC COMMENTS:** At this time members of the public may address the Parks and Recreation Commission regarding any items within the subject matter jurisdiction of the Parks and Recreation Commission, whether or not the item appears on the agenda, except testimony on Public Hearing items must be provided during those hearings. Please complete and submit a speaker card to the Parks and Recreation Commission Secretary. Comments will be limited to three minutes per speaker.

CONFLICT OF INTEREST ANNOUNCEMENTS: Commission Members abstentions shall be stated at this time for recordation on the appropriate item.

CONSENT CALENDAR - *All matters listed on the Consent Calendar are considered routine by the Parks and Recreation Commission and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Parks and Recreation Commission votes on the motion to adopt, Members of the Parks and Recreation Commission or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

3. Approve August 16, 2023, Meeting Minutes

DISCUSSION CALENDAR - *This portion of the Parks and Recreation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Commission Secretary. Comments will be limited to three minutes per speaker.*

4. Approve Updates to the Donation Acceptance Policy

STAFF INFORMATION

5. Update on Community Services Monthly Calendar
6. Updates on Community Services and Park Projects

COMMISSION COMMENTS

Student Member Anderson

- Teen Advisory Board Update

ADJOURNMENT:

MINUTES
PARKS AND RECREATION COMMISSION MEETING
August 16, 2023
City of Chino Hills

CALL TO ORDER

Chair Gavela called the Parks and Recreation Commission Meeting of the City of Chino Hills to order at 7:00 p.m.

ROLL CALL

PRESENT:	Chair	Robert Gavela
	Vice Chair	Al Jackson
	Commissioner	Greg Higgins
	Commissioner	Jennifer Holtkamp
	Commissioner	Samantha James-Perez
	Ex-Officio	Donald L. Bridge
	Student Member	Savannah Anderson

ALSO PRESENT:	Melissa Armit	Community Services Manager
	Michael Adams	Community Services Supervisor
	Sean O'Connor	Maintenance and Operations Manager
	Marlene Siu	Commission Secretary

ABSENT: None.

PLEDGE OF ALLEGIANCE TO THE FLAG

Led by Vice Chair Jackson.

PUBLIC COMMENTS

Sunita Arora, resident, spoke regarding the need for fencing, benches, and lights, at the Crossroads Park tennis courts, and the lack of complete fencing at the Grand Avenue Park tennis courts. Commissioner James-Perez and Chair Gavela questioned if these suggestions could be considered, and if there is room in the budget for the current renovations occurring at these parks. Community Services Manager Armit replied she would discuss options with Community Services Director Marshall.

CONFLICT OF INTEREST ANNOUNCEMENTS

There were no conflict of interest announcements to record.

COMMISSION BUSINESS

Approve July 20, 2023, Meeting Minutes

Vice Chair Jackson mentioned a typo in the meeting adjournment which read Thursday, instead of Wednesday, for the scheduled day of the next meeting. Secretary Siu stated she would correct the minutes to reflect the correct day of the week.

A motion was made by Vice Chair Jackson and seconded by Commissioner Holtkamp, to approve the July 20, 2023, meeting minutes, as amended, the motion carried as follows:

AYES: Gavela, Higgins, Holtkamp, Jackson, James-Perez.

NOES: None.

ABSENT: None.

ABSTAIN: None.

STAFF PRESENTATIONS / COMMENTS

Adopted Capital Improvement Program for Fiscal Year 2023-24

Engineering Manager Carl Hassel gave a presentation on the Adopted Capital Improvement Program for Fiscal Year 2023-24.

Commissioner James-Perez questioned if additional sidewalks will be installed in the Los Serranos area. Engineering Manager Hassel replied the department is working on receiving additional grant money to continue the project.

Commissioner Higgins questioned if the Pavement Management System project includes the pavement rehabilitation projects. Engineering Manager Hassel responded that the project is a state mandated evaluation to uncover which areas require re-slurry, that should be completed every seven to eight years.

Commissioner Holtkamp questioned when the Splash Pad would be complete. Engineering Manager Hassel stated there is a lot of work to be done before the timeline can be set.

Vice Chair Jackson questioned why the lanes on Rock Springs Drive were narrowed. Engineering Manager Hassel responded that engineering staff have received complaints about speeding down the street, and the hope is that the visual of the narrow striping will cause drivers to slow down.

Commissioner Higgins and Commissioner James-Perez thanked the Public Works Department for the updates to Woodview Road.

Commissioner Holtkamp asked if the City's water lines are connected to other cities. Engineering Manager Hassel replied that he believes we are connected to the City of Chino.

Commissioner James-Perez asked if there are plans for a Veterans Park Amphitheater. Community Services Manager Armit explained that the project is ongoing, and the department has yet to receive funding to move forward, but the project will remain on the list for future planning.

Update of Community Services Monthly Calendar

Community Services Supervisor Adams, assisted by staff, delivered a PowerPoint presentation for the update of the Community Services Monthly Calendar, which is on file with the Community Services Department.

Commissioner James-Perez is looking forward to the Paws in the Park event, she is pleased to see the hockey classes, and asked if the instructor will make it to the winter Recreation Guide. Community Services Manager Armit confirmed it will be featured. Commissioner James-Perez invited everyone to attend the Chino Hills Community Foundation's upcoming Lynne Fiddmont concert and Wine Walk.

Commissioner Higgins questioned if only staff oversee the Paws in the Park event, or does the Dog Park for Chino Hills group assist with the event. Community Services Supervisor Adams replied Dog Park for Chino Hills is welcome to host a booth, but the event is fully operated by city staff. Commissioner Higgins questioned the hours for the pickleball league, and Community Services Supervisor Adams replied it is from 6 p.m. to 9 p.m. Commissioner Higgins questioned how staff acquired a roller hockey instructor for the classes, and level of interest in the class so far. Community Services Supervisor Adams explained that staff advertised the need for an instructor at the rink, and he contacted staff regarding the ad. Community Services Manager Armit responded that the registration just began for hockey classes, and for those interested, she can provide an update on registration numbers. He questioned how heavily utilized the Community Center is, or how much open time there is for classes and rentals. Community Services Manager Armit responded it varies by season. During Fall, she stated non-profits rentals tend to increase but will usually decrease around the holidays. Commissioner Higgins is interested in studying the department's annual rentals/class utilization, to foresee the need for a new facility. He suggested reviewing usage quarterly.

Vice Chair Jackson questioned how the new pickleball league will impact roller hockey and skating at Grand Avenue Park. He questioned why it was decided to host the pickleball league at Grand Avenue Park instead of Vellano Park. Community Services Supervisor Adams responded Vellano Park does not have any staff on site, in addition it is heavily utilized, therefore closing open play there would affect a large amount of community players, compared to the light play on Tuesday nights, at Grand Avenue Park. Community Services Supervisor Adams added there is a calendar posted at the Grand Avenue Park rink with availability for open rink time, and Sunday evenings, beginning September 12th, have been added for open play.

Commissioner James-Perez questioned how the roller hockey program will be marketed. Community Services Manager Armit responded flyers were printed and posted at the rink.

Update on Community Services and Park Projects

Community Services Supervisor Adams, assisted by staff, delivered an oral presentation on the updates for the Community Services and Park Projects List, which is on file with the Community Services Department.

Maintenance and Operations Manager O'Connor announced weed abatement is complete, and due to the rain this season, staff had to complete a second round of maintenance. He added that there was an issue with the new mower, but the company covered the problem under the warranty, and replaced the mower with a newer model. He informed the Commission Meadows Park will receive new fitness equipment at the end of the month. The Public Works Department is also in the process of applying for a grant to receive funding to clean out the drainage area in the park, replace some turf with decomposed granite, and plant additional trees. He concluded that the Cinnamon Park walkway updates have been complete.

Vice Chair Jackson requested an update regarding the public speaker, Mr. Frank Vargas, from the July Parks and Recreation meeting, and his concerns on tree trimming. Maintenance and Operations Manager O'Connor responded staff have addressed his concerns, and provided additional trimming, ahead of the normal schedule.

COMMISSIONER COMMENTS

Student Member Anderson updated the Commission that the Teen Advisory Board (TAB) held their first meeting, which discussed an overview of duties and held introductions. The next meeting will be in September.

Commissioner Holtkamp questioned how it is decided when an item is placed on the agenda. Community Services Manager Armit explained staff are always in discussion regarding upcoming projects and resident's concerns, and not every suggestion returns to the Commission level, but Community Services Director Marshall will provide direction when the items should return to the Commission for approval.

Commissioner James-Perez asked if the Community Center will be a cooling station. Community Services Manager Armit responded that when the temperature reaches 100 degrees, cooling centers will be opened.

Commissioner Jackson thanked staff for the roller hockey updates and Maintenance and Operations Manager O'Connor for his updates.

Commissioner Higgins guided staff to research the feasibility of the public speakers' request for lights at Crossroads Park. He asked Community Services Manager Armit about the Sleepy Hollow 100-year anniversary event. She informed the Commission that on October 15th there will be a community event put on by the Sleepy Hollow Community

and the Chino Hills Historical Society, with historical information for review. He thanked Community Services Manager Armit for her assistance with the event and suggested an art display at the event.

Ex-Officio Bridge updated staff that the second week of school is in session. This week is the first week of high school football games. He encouraged participation in the events, and to be attentive to the new scoreboards. He concluded he will not attend the September Parks and Recreation meeting.

All Commissioners thanked staff for their reports, Ms. Arora for her public comment, Engineering Manager Hassel for his presentation, and Student Member Anderson for her TAB update.

ADJOURNMENT

Chair Gavela adjourned the meeting at 8:15 p.m. to the next regular Parks and Recreation Commission Meeting on Wednesday, September 20, 2023.

Respectfully submitted,

Marlene Siu, Commission Secretary



PARKS AND RECREATION COMMISSION STAFF REPORT

TO: PARKS AND RECREATION COMMISSION DATE: 09/20/2023
FROM: COMMUNITY SERVICES DIRECTOR ITEM NO: 4
SUBJECT: UPDATES TO THE ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL SECTION 5.12 - DONATION ACCEPTANCE POLICY

RECOMMENDATION:

Recommend for City Council's approval, updates to the Administrative Policies and Procedures Manual Section 5.12 Donation Acceptance policy.

BACKGROUND/ANALYSIS:

The Donation Acceptance Policy was last adopted by City Council on September 9, 2014. Since the adoption of the policy, the Parks and Recreation Commission has accepted various park and trail amenities in accordance with the policy. The Commission has asked for revisions and/or clarifications to the policy regarding the vagueness of memorial plaques. Staff is recommending the changes listed below to clarify the policy and make the process more efficient.

The major changes to Section 4.4.3 Park, Trail, and Open Space Amenities which is under the Parks and Recreation Commission's purview, include:

Pre-Approved Amenities

The addition of a section that would designate trees and benches as pre-approved amenities that would align with the standard at City parks and trails. These items would not be presented to the Parks and Recreation Commission for consideration, but would be handled by the Public Works Department. A fixed donation amount would be set for these items that would include the direct cost of the item, and/or the cost of the labor, and any additional costs associated with the installation.

Plaques

The addition of a section that provides guidance on what may or may not be placed on a plaque. It sets a standard of up to four lines with 26 characters per line. It also gives the Public Works Department discretion on the location of the plaque and the Community Relations Manager final approval of the wording on the plaque.

Replacements and Renewals

The addition of a section that provides guidance on the replacement and/or renewal of previously donated amenities. A donated amenity will have a life of up to ten years beginning on the date of installation. At the end of that period, the donor may renew their donation for another ten years or the City may remove the amenity including the plaque. This section also clarifies that the City is not responsible for replacing donated items that have been stolen, damaged, or destroyed due to sun, weather, age, vandalism, or any other act. It also gives discretion to the Public Works Department to remove or relocate the item for maintenance purposes.

Other changes to the policy include:

- Increasing the donation acceptance/approval threshold to align with other City policies.
- Updating other sections for clarification and efficiency purposes.

This policy has been reviewed by the City's Administrative Policy Committee and the City Attorney.

Respectfully Submitted,


Jonathan Marshall
Community Services Director

Attachments Donation Acceptance Policy_Redlined
 Donation Acceptance Policy
 Presentation

CITY OF CHINO HILLS

ADMINISTRATIVE POLICIES AND PROCEDURES

GUIDELINES MANUAL

Date Adopted: 09/09/14

Last Revised: xx/xx/23

DONATION ACCEPTANCE ~~POLICY~~

Section: 5.12

1. PURPOSE

To provide guidelines and establish procedures for the acceptance of donations made to the City. Staff must acknowledge and account for all cash, equipment, in-kind services, or materials donated to the City in accordance with the procedures in this policy.

This policy does not include the following:

- ~~Ce~~ircumstances when employees, during the course of their work, receive offers of gifts, favors, or gratuities. Please refer to Policy Section 5.4 – Accepting Gifts and Gratuities.
- Grants received by the City in the ordinary course of business ~~shall not be treated as donations and shall not be subject to this Policy.~~
- Sponsorships where there is an expectation that any person or business will receive a benefit, such as acknowledgement of the name or logo of such person's trade or business in connection with a specific event.
- Donations solicited by the City for City run programs and and/or events.
- Works of art including, but not limited to, tangible art that may be an integral part of a public site or building, or art that may be integrated with the work of other design professionals.

2. DEFINITIONS

2.1 Donation - A donation may consist of cash, real property (land), or in-kind contribution that is given without return consideration.

2.2 In-Kind Contribution - Any item or object other than cash or real property, which would serve a useful purpose for the City.

2.3 Memorial - an item, object, or monument established to preserve the memory and to honor a deceased person(s) or an event that occurred in the past

2.4 Non-program Donation - a donation not directly supporting existing City programs. This includes donations that may not align with the City's mission; unique or unusual donations; and, donations accompanied by a potential administrative, financial, or other burden by the City.

2.5 Park, Trail, or Open Space Amenity - a feature or structure that improves and contributes to the traditional use of a park, parkland, trail, and/or open space. An amenity may include, but is not limited to, items such as benches, play structures, picnic tables/shelters, trails, and trees.

2.6 Program Donation – a donation (i.e., supplies or cash) in support of existing City programs, for example, the Mobile Recreation Program or Adopt-A-Family Program.

2.7 Restricted Donation - a donation for a specified purpose indicated by the donor.

2.8 Unrestricted Donation - a donation without any specific intent or purpose indicated by the donor for its use.

2.3. RESPONSIBILITY

3.12.4 It is the responsibility of the ~~receiving department~~ City Clerk's Office to (a) intake donation offers from the public (except for donations of park, trail, or open space amenities), (b) route donation requests to the appropriate department for review and a decision regarding acceptance, and (c) retain records as appropriate. ~~to document donations received in accordance with this policy.~~

3.22.2 It is the responsibility of the Finance Department to determine (a) accounting procedures for record keeping purposes, (b) send acknowledgement letters when a donation is received, and (c) to compile a Quarterly Summary Report of all for new donations received by the City in that are valued between the amount of \$1,000 and \$50,000 or more.

3.32.3 It is the responsibility of the Community Relations Division to approve plaque inscriptions, and recognize donors, as appropriate, in accordance with this policy.

3.4 It is the responsibility of the Public Works Department to accept pre-approved park, trail and open space amenities and to determine if a park, trail, or open space amenity donation has reached its useful life.

- ~~3.5 It is the responsibility of the City Council, City Manager and/or receiving Department Director to review donation requests and accept donations in accordance with this policy.~~
- ~~3.6 It is the responsibility of the City Attorney to review real property donations and when there is a reason to believe that a potential donation may present a conflict of interest for the City or its employees.~~
- ~~3.7 It is the responsibility of the Parks and Recreation Commission to review non pre-approved amenity donation requests for parks, trails, and open space.~~

3.4. POLICY

~~3.1 DEFINITION~~

- ~~3.1.1 Donation – A donation may consist of cash, real property (land), or in-kind contribution that is given without return consideration.~~
- ~~3.1.2 In-Kind Contribution – any item or object other than cash or real property, which would serve a useful purpose in the provision of City services~~
- ~~3.1.3 Memorial – an item, object, or monument established to preserve the memory and to honor a deceased person(s) or an event that occurred in the past~~
- ~~3.1.4 Non-program Donation – a donation not directly supporting existing City programs. This includes donations that may not align with the City's mission; unique or unusual donations; and, donations accompanied by a potential administrative, financial, or other burden by the City.~~
- ~~3.1.5 Park, Trail, or Open Space Amenity – a feature or structure that improves and contributes to the traditional use of a park, parkland, trail, and/or open space. An amenity may include, but is not limited to, such items as benches, play structures, picnic tables/shelters and trails.~~
- ~~3.1.6 Program Donation – a donation in support of existing City programs, for example, the Mobile Recreation Program or Adopt-A-Family Program.~~
- ~~3.1.7 Restricted Donation – a donation for a specified purpose indicated by the donor.~~

~~3.1.8 Unrestricted Donation -- a donation without any specific intent or purpose indicated by the donor for its use.~~

~~3.1.9 Works of Art -- a piece of creative work in the arts, especially a painting or sculpture. A work of art includes, but is not limited to, tangible art that may be an integral part of a public site or building, or art that may be integrated with the work of other design professionals. Public works of art may be permanent, fixed, temporary, or portable.~~

~~4.13.2~~ Donations will only be accepted if they have a valid use to the City. The City's policy is to encourage donors to give unrestricted donations. ~~Where the City Manager determines that receipt or administration of a designated donation may be burdensome on City resources, the City Council will decide whether the City will accept or reject the donation.~~

~~4.23.3~~ All donations become City property upon formal acceptance by the City of Chino Hills. The City is not responsible for replacing donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism or any other act.

~~4.33.4~~ Donation Acceptance Review Process

~~*A Donation Review Form (which can be obtained from the City Clerk's office) or Park Amenity Donation Application (which can be obtained from the Community Services Department) is required to be completed by the donor. The Donation Review Form and the Park Amenity Donation Application, including the donor names and donation amounts, are public information subject to disclosure pursuant to the California Public Records Act. Acknowledgement of the donation shall be in writing and must include the amount of a cash contribution, a description (but not value) of any non-cash contribution, and statement that no goods or services were provided by the City in exchange for the contribution, as required by the Internal Revenue Service. The donor is solely responsible for determining donation valuations for their purposes.*~~

~~4.3.1~~ Donation Acceptance/Approval

- ~~• Program donations in cash or in-kind \$25,000 or less. The Department Director determines whether to accept program donations that are \$25,000 or less. The Department Director will determine if recognition of the donor will be appropriate for the donation.~~

- Program donation in cash or in-kind over \$25,000 and up to \$50,000. The City Manager determines whether to accept program donations that are over \$25,000 and up to \$50,000. The City Manager will determine if recognition of the donor will be appropriate for the donation.
- Unrestricted and restricted cash or in-kind donations \$50,000 or less. ~~Department directors, in consultation with the Finance Department, determine whether to accept a program donation, where appropriate.~~ The City Manager determines whether to accept non-program donations that are \$50,000 or less ~~than \$10,000.~~ The City Manager will determine if recognition of the donor will be appropriate for the donation.
- Program, unrestricted and restricted cash or in-kind donations over \$50,000. The City Council determines whether to accept ~~all non-program~~ donations that are over \$50,000 ~~or above, as appropriate.~~ In such cases, the City Council will determine if recognition of the donor will be appropriate for the donation.

4.3.2 Assessment of Potential Donations

~~The following factors are applied to determine if a donation is appropriate for acceptance~~ The City of Chino Hills reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined, in the sole discretion of the City, not to be in the City's best interest. The factors below should be taken into consideration in determining whether a donation should be accepted:

- Is the use of the item or money for a designated purchase consistent with existing City policy, program outcomes, and goals?
- Does restriction(s) upon the use of the item or funds make it practical to accept?
- Does restriction(s) on disposal or retention of the item or funds make it practical to accept?
- Is the required accounting for the item or funds excessively difficult?

- Would the equipment require extensive repair or maintenance? In addition, would maintenance support be available?
- Does the use of equipment or materials require the purchase of additional items to be useful?
- Does acceptance of funds, equipment, or in-kind services or materials, present a conflict of interest for the City or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor, or if there is reason to believe that there may be, or perceive to be, a conflict of interest, then the City Attorney will review and render a legal opinion before acceptance by the City. The City Manager or Designee, in consultation with the City Attorney, will determine if the City should accept, reject, or present the donation to the City Council for approval.
- Would the donation result in an increase to the City's budget? Donations should generally be considered "one-time donations" and not be used to develop new programs or services which would require budget supplements from the City in the current or subsequent years.

4.4.5 Types of Donations

4.4.13-5.4 Unrestricted Donations

- Cash. The City will accept donations in the form of cash and checks regardless of amount. Donors should make checks payable to the City of Chino Hills. ~~and~~ Donors should never make checks payable to an employee or Council Member ~~for the credit of the City.~~ Unrestricted cash donations are revenue to the General Fund. All cash donations shall be submitted to the Finance Department for processing and should be accompanied by supporting documentation.
- Tangible Personal Property. The City will consider a number of factors in determining whether to accept a donation of personal property including, but not limited to, whether the gift will advance program outcomes, department goals and needs, usefulness, costs of potential replacement, another party's possession of any type of lien or interest in the property, the marketability of the property, any carrying costs for the property, and the presence of any restrictions on the

use, display, or sale of the property. If there is any question as to the legal owner of the donated item, proof of ownership may be requested. The City shall not furnish property appraisals or donation valuations to donors for tax purposes. The donor, not City staff, must place a value on the donation.

~~3.5.1.1 Unrestricted donations of cash less than \$10,000 will be accepted by the City Manager or Designee, who shall determine the best use.~~

~~3.5.1.2 Unrestricted donations of cash in the amount of \$10,000 or more will be officially accepted by the City Council, and the City Council shall determine the best use.~~

~~3.5.1.3 Unrestricted cash donations are revenue to the General Fund.~~

~~3.5.1.4 For Restricted donations of cash, see Section 3.5.6.~~

~~3.5.2 Tangible Personal Property~~

~~The following policies apply to donations of tangible personal property.~~

~~3.5.2.1 The City will consider a number of factors in determining whether to accept a donation of personal property including, but not limited to, whether the gift will advance program outcomes, department goals and needs, usefulness, costs of potential replacement, another party's possession of any type of lien or interest in the property, the marketability of the property, any carrying costs for the property, and the presence of any restrictions on the use, display, or sale of the property.~~

~~3.5.2.2 If there is any question as to the legal owner of the donated item, proof of ownership may be requested.~~

~~3.5.2.3 Unrestricted personal property donations, except for works of art valued under \$10,000, shall be presented to the City Manager or Designee to make a determination whether to accept.~~

~~3.5.2.4 Unrestricted personal property donations, valued at \$10,000 or above, shall be presented to the City Council to determine whether to accept.~~

~~3.5.2.5 For Restricted donations of personal property, see Section 3.5.6.~~

~~3.5.2.6 The City shall not furnish property appraisals or donation valuations to donors for tax purposes. The donor, not City staff, must place value on the donation.~~

4.4.2 Real Property

Real property donations shall be reviewed, and a legal opinion rendered thereto, by the City Attorney, before acceptance by the City. Generally, a title report shall be obtained on real property. The City Council shall be responsible for the acceptance of all real property donations. If the City chooses to accept the donation, it shall be accompanied by a legal instrument of conveyance of title. Any conditions the City or donor places on a donation shall be stated in writing and attached to the legal conveyance of title.

4.4.3 Park, Trail, and Open Space Amenities

~~Any donation or memorial to the City must be deemed by the City Council to enhance a park, trail, open space or facility without hindering the quality of the open parkland.~~ The City will consider acceptance of donations of fountains, memorials, or other park amenities based on its potential benefits to the City's Parks and Recreation Program. The amenity or memorial must enhance a park, trail, open space, or facility without hindering its quality or purpose.

a. Donation Evaluation. A Park Amenity Donation Application must be completed by the donor. Donations will only be accepted with the full understanding and agreement of the donor that the City of Chino Hills may dispose of any donated item when it reaches the end of its useful life as determined by the Public Works Department. Each donation shall be evaluated for acceptance considering, but not limited to, the following factors:

- Usefulness

- Long-term cost of maintenance
- Cost(s) of potential replacement
- Sensitivity to all park and trail users
- Design standards required for public spaces.

b. Approval. The Parks and Recreation Commission will consider the donation review—proposed donations and make a recommendation to the City Council based on design standards and other factors stated above, except for the pre-approved amenities below.

c. Pre-Approved Amenities. To allow for a coordinated and consistent program, the items listed below have been pre-approved as standard amenities and do not require the approval of the Parks and Recreation Commission or City Council. The Public Works Department will calculate a fixed donation amount for each amenity. The donation amount may include the direct cost of the item, and/or the cost of the labor, and any additional costs associated with the installation.

- Benches - Different benches are used in the various City parks. The Public Works Department, in accordance with City guidelines, will determine the type of bench used. The life of a park bench is approximately ten years. If the bench is broken, or otherwise rendered unfit for continued use or exhibition before its useful life, the City may dispose of it as determined by the Public Works Department. A small plaque may be included in the bench design.
- Trees – The Public Works Department will select the tree species that is most suitable for the site. Trees are planted once a year, generally in the fall. A plaque may be installed at the base of the tree. A tree donation is for the life of the tree. If the tree dies, the City will not replace it. If after ten years, the health of the tree declines or the site is needed for another use, the City may remove the tree and plaque. If the health of the tree declines or the site is needed for another use before the end of the ten-year period, the City may remove the tree and plaque but will plant another tree in an alternate location and place the plaque at

the base of the tree for the remainder of the initial ten-year period.

d. Final Approval. Final approval or denial of any memorial and other park, trail, or open space amenity is at the discretion of the City Council. No individual or organization has any authority or right to make any improvements or changes, or to install or place items in public parks or open space.

e. Location. The location of an amenity depends on proposed future development within a park, the location of underground utilities, and other site restrictions. Although requests by the donor will be considered for a particular location and/or placement of park amenity, the final decision as to location will be determined by the Public Works Department.

f. Plaques. Small plaques may be installed along with the donated amenity. The plaque can have up to four lines with 26 characters per line (including spaces). Birth/death rates are not permitted. The City shall specify the size, style, suggested wording, font size, and location of the memorial plaque. The City reserves the right to refuse any plaque or inscription, which, in the City's opinion, contains unacceptable language. The language on the plaque is to be approved by the Community Relations Manager. Placement of the plaque is to be approved by the Public Works Department.

g. Replacements and Renewals. The donation will be accepted by the City for a term of ten years beginning on the date of installation. At the end of the term, the donation may be renewed for an additional ten years at the then current cost established by the City for the purpose of covering associated maintenance costs over the ensuing ten-year period. If the donor chooses not to renew their donation, or the City is unable to contact the donor, the plaque will be removed, and the site may be offered to a new donor.

The City is not responsible for replacing donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism, or any other act. during the ten-year term. Donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism, or any other act may be removed at the City's option. If the donor wishes to replace the stolen, damaged, or destroyed item, they will be responsible for all associated costs.

The Public Works Department reserves the right to remove or relocate any donated item for maintenance purposes. The City will attempt to contact the donor at least 30 days prior to any permanent relocation. If staff are unable to contact the donor then removal or relocation will proceed, and any removed plaque will be kept by the Public Works Department for a minimum of 90 days.

i. ~~Works of Art~~

~~Guidelines and procedures for the acceptance of works of art are outlined in the Art Display Policy.~~

4.4.4 Restricted Donations

Restricted donations may be made to the City in cash or by in-kind contributions for specific purposes. Restricted funds may only be spent for the purpose to which they are designated. Conditions of the donation shall be reviewed The City shall review the conditions of the restrictive donations and shall be evaluated on determine whether if the benefits derived from the donation warrant its acceptance. -If at any time the City accepts custody of designated funds and does not intend to use the funds for the purposes designated, the City shall return the monies to the donor.

1.—

2.—

~~Restricted funds may only be spent for the purpose to which they are designated.~~

3.—

~~If at any time the City accepts custody of designated funds and does not intend to use the funds for the purposes designated, the City shall return the monies to the donor.~~

~~4. Restricted donations of cash or in-kind contributions under \$10,000 may be accepted by the City Manager or Designee.~~

~~5. Restricted donations of cash or in-kind contributions in the amount of \$10,000 or above shall be presented to the City Council for acceptance.~~

4.53.6

Donor Recognition

The City realizes that certain donors and/or donations deserve recognition. The Community Relations Division shall be responsible for carrying out such a program for recognition of ~~major~~ donors. Recognition opportunities can be offered to individuals, foundations, or corporations in honor of their donation. It is the responsibility of the authority tasked with approving the donation –receiving–department–level” to inform the Community Relations Division when donors and/or donations should be recognized.

- ~~3.6.1~~ Recognition opportunities for donations with a value of under \$2510,000 or less may include recognizing donors on the City’s website, social media, promotional materials, at a city special event, and/or the quarterly City News & Recreation brochure.
- ~~3.6.2~~ Recognition opportunities for donations with a value of in the amount of more than \$2510,000 or above may include the opportunities listed above. Any additional recognition will be at the discretion of the City Council.

4.5. PROCEDURES

~~4.1 The receiving department shall complete a Donation Receipt Form, which shall be signed by the donor, upon the City’s receipt of the donation. A copy of the receipt shall be provided to the donor, the affected Department Director, and the Finance Department.~~

~~4.2 All cash donations shall be processed immediately for deposit by the Finance Department, accompanied by a copy of the Donation Receipt Form, in accordance with the City’s policy.~~

~~4.3 The receiving department shall administer donations properly and send an acknowledgment letter to the donor by mail. Acknowledgment letters must include the amount of the donation if made in cash, check, or other monetary form, or if required by applicable law. Otherwise, the~~

~~donor is solely responsible for determining donation valuations for his/her/its own purposes.~~

~~4.4 Donations must be supported by a Donation Receipt Form signed by the donor and retained in department files stating the name of the donor, a description of the donation, and the nature of any spending restrictions.~~

~~4.5 The receiving department shall be responsible for overseeing the expenditures of the donation. Cash donations may be carried over from fiscal year to the next until funds have been expended for its intended purpose.~~

~~4.6 The receiving department shall submit quarterly summary reports of donations in the amount of \$1,000 or more to the Finance Department, which oversees the deposits and expenditures of funds. The Finance Department will notify the City Manager's Office. The City Manager's Office will provide an update to the City Council.~~

5.1 General Donations (except for Park, Trail, and Open Space Amenities)

- a. The donor must complete a Donation Review Form and submit it to the City Clerk's Office.
- b. The City Clerk's Office will route as appropriate for review and acceptance/rejection of the donation.
- c. The approving department will be responsible for notifying the donor if the donation has been accepted/rejected.
- d. If the donation is accepted, the approving department will notify the Finance Department.
 - Donations must be supported at a minimum by a copy of the Donation Review Form and acceptance letter.
 - For cash donations, the Finance Department will send the donor an acknowledgement letter and receipt. Cash donations may be carried over fiscal years until funds have been expended for its intended purpose. The Finance Department shall be responsible for overseeing the expenditures of the donation.
- e. The approving department will forward the original Donation Review Form to the City Clerk's Office. The City Clerk's Office will be responsible for maintaining the donor's contact information. It is the donor's responsibility to advise the City of changes to their contact information to that the City can keep them informed of any changes.

5.2 Donations of Park, Trail, and Open Space Amenities

-
- a. The donor must complete a Park Amenity Donation Application and submit it to the Community Services Department.
 - b. The Community Services Department will route as appropriate.
 1. Pre-Approved Amenities
 - The Park Amenity Donation Application will be routed to the Public Works Department for processing.
 - The Public Works Department will be responsible for notifying the donor if the donation has been accepted/rejected.
 - If the donation is accepted, they will notify the Finance Department to send the Donor an invoice.
 - Once the donation is received, the Finance Department will send an acknowledgement letter.
 - The donation and the expenditure will be recorded in the Public Works Department budget.
 2. Non Pre-Approved Amenities
 - The Park Amenity Donation Application will be routed to the Parks and Recreation Commission for approval.
 - If the Parks and Recreation Commission approves the donation, the Community Services Department will prepare a staff report for City Council consideration.
 - The Community Services Department will be responsible for notifying the donor if the donation was accepted/rejected.
 - If the donation is accepted, the Community Services Department will notify the Finance Department to send the Donor an invoice.
 - Once the donation has been received, the Finance Department will send the Donor an acknowledgement letter.
 - The donation and the expenditure will be recorded in the Community Services budget.
 - c. The Public Works Department must notify the Community Services Department when a donated amenity is in need of replacement or the end of its useful life has been reached.
 - d. The Community Services Department will be responsible for maintaining the donor's contact information. It is the donor's responsibility to advise the City of changes to their contact information so that the City can keep them informed of any changes.
-

5.3 Donation Report

The Finance Department will prepare a quarterly report on new donations received between \$1,000 and \$50,000. Donations received in increments should not be reported, if the total donation amount has already been approved by the City Council.

CITY OF CHINO HILLS

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: 09/09/14

Last Revised: xx/xx/23

DONATION ACCEPTANCE

Section: 5.12

1. **PURPOSE**

To provide guidelines and establish procedures for the acceptance of donations made to the City. Staff must acknowledge and account for all cash, equipment, in-kind services, or materials donated to the City in accordance with the procedures in this policy.

This policy does not include the following:

- Circumstances when employees, during the course of their work, receive offers of gifts, favors, or gratuities. Please refer to Policy Section 5.4 – Accepting Gifts and Gratuities.
- Grants received by the City in the ordinary course of business.
- Sponsorships where there is an expectation that any person or business will receive a benefit, such as acknowledgement of the name or logo of such person's trade or business in connection with a specific event.
- Donations solicited by the City for City-run programs and/or events.
- Works of art including, but not limited to, tangible art that may be an integral part of a public site or building, or art that may be integrated with the work of other design professionals.

2. **DEFINITIONS**

- 2.1. Donation – A donation may consist of cash, real property (land), or in-kind contribution that is given without return consideration.
- 2.2. In-Kind Contribution – Any item or object other than cash or real property, which would serve a useful purpose for the City.
- 2.3. Memorial – An item, object, or monument established to preserve the memory and to honor a deceased person(s) or an event that occurred in the past.

- 2.4. Non-program Donation – A donation not directly supporting existing City programs. This includes donations that may not align with the City’s mission; unique or unusual donations; and donations accompanied by a potential administrative, financial, or other burden by the City.
- 2.5. Park, Trail, or Open Space Amenity – A feature or structure that improves and contributes to the traditional use of a park, parkland, trail, and/or open space. An amenity may include, but is not limited to, such items as benches, play structures, picnic tables/shelters, trails, and trees.
- 2.6. Program Donation – A donation (i.e., supplies or cash) in support of existing City programs, for example, the Mobile Recreation Program or Adopt-A-Family Program.
- 2.7. Restricted Donation – A donation for a specified purpose indicated by the donor.
- 2.8. Unrestricted Donation – A donation without any specific intent or purpose indicated by the donor for its use.

3. RESPONSIBILITY

- 3.1. It is the responsibility of the City Clerk’s Office to (a) intake donation offers from the public (except for donations of park, trail, or open space amenities), (b) route donation requests to the appropriate department for review and a decision regarding acceptance, and (c) retain records as appropriate.
- 3.2. It is the responsibility of the Finance Department to (a) determine accounting procedures for record keeping purposes, (b) send acknowledgment letters when a donation is received, and (c) compile a Quarterly Summary Report of all new donations received by the City that are valued between \$1,000 and \$50,000.
- 3.3. It is the responsibility of the Community Relations Division to approve plaque inscriptions, and recognize donors, as appropriate, in accordance with this policy.
- 3.4. It is the responsibility of the Public Works Department to accept pre-approved park, trail, and open space amenities and to determine if a park, trail, or open space amenity donation has reached its useful life.
- 3.5. It is the responsibility of the City Council, City Manager and/or receiving Department Director to review donation requests and accept donations in accordance with this policy.

- 3.6. It is the responsibility of the City Attorney to review real property donations and when there is a reason to believe that a potential donation may present a conflict of interest for the City or its employees.
- 3.7. It is the responsibility of the Parks and Recreation Commission to review non pre-approved amenity donation requests for parks, trails, and open space.

4. POLICY

- 4.1. Donations will only be accepted if they have a valid use to the City. The City's policy is to encourage donors to give unrestricted donations.
- 4.2. All donations become City property upon formal acceptance by the City of Chino Hills. The City is not responsible for replacing donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism or any other act.
- 4.3. Donation Acceptance Review Process

A Donation Review Form (which can be obtained from the City Clerk's Office) or Park Amenity Donation Application (which can be obtained from the Community Services Department) is required to be completed by the donor. The Donation Review Form and the Park Amenity Donation Application, including the donor names and donation amounts, are public information subject to disclosure pursuant to the California Public Records Act. Acknowledgement of the donation shall be in writing and must include the amount of a cash contribution, a description (but not value) of any non-cash contribution, and statement that no goods or services were provided by the City in exchange for the contribution, as required by the Internal Revenue Service. The donor is solely responsible for determining donation valuations for their own purposes.

4.3.1. Donation Acceptance/Approval

- Program donations in cash or in-kind \$25,000 or less. The Department Director determines whether to accept program donations that are \$25,000 or less. The Department Director will determine if recognition of the donor will be appropriate for the donation.
- Program donations in cash or in-kind over \$25,000 and up to \$50,000. The City Manager determines whether to accept program donations that are over \$25,000 and up to \$50,000.

The City Manager will determine if recognition of the donor will be appropriate for the donation.

- Unrestricted and restricted cash or in-kind donations \$50,000 or less. The City Manager determines whether to accept non-program donations that are \$50,000 or less. The City Manager will determine if recognition of the donor will be appropriate for the donation.
- Program, unrestricted and restricted cash, or in-kind donations over \$50,000. The City Council determines whether to accept donations that are over \$50,000. In such cases, the City Council will determine if recognition of the donor will be appropriate for the donation.

4.3.2. Assessment of Potential Donations

The City of Chino Hills reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined, in the sole discretion of the City, not to be in the City's best interest. The factors below should be taken into consideration in determining whether a donation should be accepted:

- Is the use of the item or money for a designated purchase consistent with existing City policy, program outcomes, and goals?
- Does restriction(s) upon the use of the item or funds make it practical to accept?
- Does restriction(s) on disposal or retention of the item or funds make it practical to accept?
- Is the required accounting for the item or funds excessively difficult?
- Would the equipment require extensive repair or maintenance? In addition, would maintenance support be available?
- Does the use of equipment or materials require the purchase of additional items to be useful?
- Does acceptance of funds, equipment, or in-kind services or materials present a conflict of interest for the City or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor, or if there is reason to

believe that there may be, or perceive to be, a conflict of interest, then the City Attorney will review and render a legal opinion before acceptance by the City. The City Manager or Designee, in consultation with the City Attorney, will determine if the City should accept, reject, or present the donation to the City Council for approval.

- Would the donation result in an increase to the City's budget? Donations should generally be considered "one-time donations" and not be used to develop new programs or services, which would require budget supplements from the City in the current or subsequent years.

4.4. Types of Donations

4.4.1. Unrestricted Donations

- Cash. The City will accept donations in the form of cash and checks regardless of amount. Donors should make checks payable to the City of Chino Hills. Donors should never make checks payable to an employee or Council Member. Unrestricted cash donations are revenue to the General Fund. All cash donations shall be submitted to the Finance Department for processing and should be accompanied by supporting documentation.
- Tangible Personal Property. The City will consider a number of factors in determining whether to accept a donation of personal property including, but not limited to, whether the gift will advance program outcomes, department goals and needs, usefulness, costs of potential replacement, another party's possession of any type of lien or interest in the property, the marketability of the property, any carrying costs for the property, and the presence of any restrictions on the use, display, or sale of the property. If there is any question as to the legal owner of the donated item, proof of ownership may be requested. The City shall not furnish property appraisals or donation valuations to donors for tax purposes. The donor, not City staff, must place a value on the donation.

4.4.2. Real Property

Real property donations shall be reviewed, and a legal opinion rendered thereto, by the City Attorney before acceptance by the City. Generally, a title report shall be obtained on real property. The City Council shall be responsible for the acceptance of all real

property donations. If the City chooses to accept the donation, it shall be accompanied by a legal instrument of conveyance of title. Any conditions the City or donor places on a donation shall be stated in writing and attached to the legal conveyance of title.

4.4.3. Park, Trail, and Open Space Amenities

The City will consider acceptance of donations of fountains, memorials, or other park amenities based on its potential benefits to the City's Parks and Recreation Program. The amenity or memorial must enhance a park, trail, open space, or facility without hindering its quality or purpose.

a. Donation Evaluation. A *Park Amenity Donation Application* must be completed by the donor. Donations will only be accepted with the full understanding and agreement of the donor that the City of Chino Hills may dispose of any donated item when it reaches the end of its useful life as determined by the Public Works Department. Each donation shall be evaluated for acceptance considering, but not limited to, the following factors:

- Usefulness
- Long-term cost of maintenance
- Cost(s) of potential replacement
- Sensitivity to all park and trail users
- Design standards required for public spaces.

b. Approval. The Parks and Recreation Commission will consider the donation and make a recommendation to the City Council based on design standards and other factors stated above, except for the pre-approved amenities below.

c. Pre-Approved Amenities. To allow for a coordinated and consistent program, the items listed below have been pre-approved as standard amenities and do not require the approval of the Parks and Recreation Commission or City Council. The Public Works Department will calculate a fixed donation amount for each amenity. The donation amount may include the direct cost of the item, and/or the cost of the labor, and any additional costs associated with the installation.

- Benches. Different benches are used in the various City parks. The Public Works Department, in accordance with City guidelines, will determine the type of bench used. The life of a park bench is approximately ten years. If the bench is broken, or otherwise rendered unfit for continued use or

exhibition before its useful life, the City may dispose of it as determined by the Public Works Department. A small plaque may be included in the bench design.

- Trees. The Public Works Department will select the tree species that is most suitable for the site. Trees are planted once a year, generally in the fall. A plaque may be installed at the base of the tree. A tree donation is for the life of the tree. If the tree dies, the City will not replace it. If after ten years the health of the tree declines or the site is needed for another use, the City may remove the tree and plaque. If the health of the tree declines or the site is needed for another use before the end of the ten-year period, the City may remove the tree and plaque but will plant another tree in an alternate location and place the plaque at the base of the tree for the remainder of the initial ten-year period.
- d. Final Approval. Final approval or denial of any memorial and other park, trail, or open space amenity is at the discretion of the City Council. No individual or organization has any authority or right to make any improvements or changes, or to install or place items in public parks or open space.
- e. Location. The location of an amenity depends on proposed future development within a park, the location of underground utilities, and other site restrictions. Although requests by the donor will be considered for a particular location and/or placement of park amenity, the final decision as to location will be determined by the Public Works Department.
- f. Plaques. Small plaques may be installed along with the donated amenity. The plaque can have up to four lines with 26 characters per line (including spaces). Birth/death dates are not permitted. The City shall specify the size, style, suggested wording, font size, and location of the memorial plaque. The City reserves the right to refuse any plaque or inscription, which, in the City's opinion, contains unacceptable language. The language on the plaque is to be approved by the Community Relations Manager. Placement of the plaque is to be approved by the Public Works Department.
- g. Replacements and Renewals. The donation will be accepted by the City for a term of ten years beginning on the date of installation. At the end of the term, the donation may be renewed for an additional ten years at the then-current cost established by the City for the purpose of covering associated

maintenance costs over the ensuing ten-year period. If the donor chooses not to renew their donation, or the City is unable to contact the donor, the plaque will be removed, and the site may be offered to a new donor.

The City is not responsible for replacing donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism, or any other act during the ten-year term. Donated items that have been stolen, damaged or destroyed due to sun, weather, age, vandalism, or any other act may be removed at the City's option. If the donor wishes to replace the stolen, damaged, or destroyed item, they will be responsible for all associated costs.

The Public Works Department reserves the right to remove or relocate any donated item for maintenance purposes. The City will attempt to contact the donor at least 30 days prior to any permanent relocation. If staff is unable to contact the donor, then removal or relocation will proceed and any removed plaque will be kept by the Public Works Department for a minimum of 90 days.

4.4.4. Restricted Donations

Restricted donations may be made to the City in cash or by in-kind contributions for specific purposes. Restricted funds may only be spent for the purpose to which they are designated. Conditions of the donation shall be reviewed and shall be evaluated on whether the benefits derived from the donation warrant its acceptance. If at any time the City accepts custody of designated funds and does not intend to use the funds for the purposes designated, the City shall return the monies to the donor.

4.5. Donor Recognition

The City realizes that certain donors and/or donations deserve recognition. The Community Relations Division shall be responsible for carrying out such a program for recognition of donors. Recognition opportunities can be offered to individuals, foundations, or corporations in honor of their donation. It is the responsibility of the authority tasked with approving the donation to inform the Community Relations Division when donors and/or donations should be recognized.

- Recognition opportunities for donations with a value of \$25,000 or less may include recognizing donors on the City's website, social media,

promotional materials, at a city special event, and/or the quarterly Recreation Guide & City News.

- Recognition opportunities for donations with a value of more than \$25,000 may include the opportunities listed above. Any additional recognition will be at the discretion of the City Council.

5. PROCEDURES

5.1. General Donations (except for Park, Trail, and Open Space Amenities)

- a. The donor must complete a *Donation Review Form* and submit it to the City Clerk's Office.
- b. The City Clerk's Office will route as appropriate for review and acceptance/rejection of the donation.
- c. The approving department will be responsible for notifying the donor if the donation has been accepted/rejected.
- d. If the donation is accepted, the approving department will notify the Finance Department.
 - Donations must be supported at a minimum by a copy of the *Donation Review Form* and acceptance letter.
 - For cash donations, the Finance Department will send the donor an acknowledgement letter and receipt. Cash donations may be carried over fiscal years until funds have been expended for its intended purpose. The Finance Department shall be responsible for overseeing the expenditures of the donation.
- e. The approving department will forward the original *Donation Review Form* to the City Clerk's Office. The City Clerk's Office will be responsible for maintaining the donor's contact information. It is the donor's responsibility to advise the City of changes to their contact information so that the City can keep them informed of any changes.

5.2. Donations of Park, Trail, and Open Space Amenities

- a. The donor must complete a *Park Amenity Donation Application* and submit it to the Community Services Department.
- b. The Community Services Department will route as appropriate.

1. Pre-Approved Amenities

- The *Park Amenity Donation Application* will be routed to the Public Works Department for processing.
- The Public Works Department will be responsible for notifying the donor if the donation has been accepted/rejected.
- If the donation is accepted, the Public Works Department will notify the Finance Department to send the donor an invoice.
- Once the donation is received, the Finance Department will send an acknowledgement letter.
- The donation and the expenditure will be recorded in the Public Works Department budget.

2. Non-Pre-Approved Amenities

- The *Park Amenity Donation Application* will be routed to the Parks and Recreation Commission for approval.
- If the Parks and Recreation Commission approves the donation, the Community Services Department will prepare a staff report for City Council consideration.
- The Community Services Department will be responsible for notifying the donor if the donation was accepted/rejected.
- If the donation is accepted, the Community Services Department will notify the Finance Department to send the donor an invoice.
- Once the donation has been received, the Finance Department will send the Donor an acknowledgement letter.
- The donation and the expenditure will be recorded in the Community Services budget.

- c. The Public Works Department must notify the Community Services Department when a donated amenity is in need of replacement or the end of its useful life has been reached.
- d. The Community Services Department will be responsible for maintaining the donor's contact information. It is the donor's

responsibility to advise the City of changes to their contact information so that the City can keep them informed of any changes.

5.3. Donation Report

The Finance Department will prepare a quarterly report on new donations received between \$1,000 and \$50,000. Donations received in increments should not be reported if the total donation amount has already been approved by the City Council.

ADMINISTRATIVE POLICIES AND PROCEDURES
DONATION ACCEPTANCE

Section 5.12



The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't code § 6250 et seq.) and the City's discretion, may be posted/published on the City's website.

CITY OF CHINO HILLS
Donation Review Form

Complete and submit this form by email to cityclerk@chinohills.org or by mail or drop off to: City of Chino Hills, City Clerk's Office, Attn: Donation Program, 14000 City Center Drive, Chino Hills, CA 91709. Please do NOT submit donation with this form. You will be contacted once a decision to accept or reject the donation has been made. The City of Chino Hills reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City. The City Council must formally accept any donations made to the City of Chino Hills for items valued over \$25,000.

Name of Donor _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Description and Estimated Value of Donation:

☐ Cash Amount: \$ _____
☐ In-Kind Description: _____ Est. Value \$ _____
☐ Other Description: _____ Est. Value \$ _____

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost:

Intended use: _____

Conditions of acceptance or donor designation: _____

Remarks: _____

The City of Chino Hills cannot guarantee future funding for repair, maintenance, use or replacement of donated items. It is the Donor's responsibility to advise the City of any changes to their contact information so that the City can keep them informed of any changes.

FOR OFFICE USE ONLY:

Received by: _____ Date: _____

Routed to: _____

Approved: ☐ Yes ☐ No

Authorized Signature: _____ Date: _____

Return form to City Clerk's Office

14000 City Center Drive, Chino Hills, CA 91709 (909) 364-2600 www.chinohills.org

Section 5.12

Thank you for considering the donation of an amenity to enhance a City of Chino Hills park.

37/51

PROCESS

- 1 Complete, save, and send this application by email to communityservices@chinohills.org or by mail or drop off to: City of Chino Hills, Community Services Department, Attn: Park Amenity Donation Program, 14000 City Center Drive, Chino Hills, CA 91709
- 2 Please do NOT submit payment with this application. Once this application has been reviewed and accepted by the City you will receive an invoice with payment information.
- 3 Before installation the Community Services staff will forward a proof of the plaque for your approval.

TERMS AND CONDITIONS

- 1 The donation will be accepted for a period of ten years beginning on the date of installation.
- 2 New Amenities: The City of Chino Hills will arrange for the purchase and installation of the donated amenity and the inscription and installation of the plaque. Please allow up to ten (10) weeks for the amenity to be installed.
- 3 City of Chino Hills public park amenities are intended to enhance the use and enjoyment of all visitors, therefore:
 - a. Donors are encouraged to choose plaque wording that is positive and respectful in tone.
 - b. Donated amenities cannot be embellished with wreaths or other items which may discourage public use and/or interfere with regular maintenance.
- 4 The donation can be made via cash or check. Once the application has been reviewed and accepted by the City, an invoice will be sent to the donor with payment information.
- 5 The donated amenity is property of the City of Chino Hills. The City will maintain the donated amenity for the ten year term. The City may, in its sole discretion, relocate the amenity for reasons such as safety, maintenance or park redevelopment. The City will use reasonable efforts to notify the donor of significant changes.
- 6 It is the responsibility of the donor of the amenity to contact the City before the end of the ten-year donation term. Donors have the option to:
 - a. Renew the donation - the renewal donation amount provides a ten year period of maintenance and will reflect the current maintenance costs at the time of the renewal.
 - b. Renew the donation and replace the plaque - the donation amount includes a new plaque and inscription and a ten year period of maintenance.
 - c. Replace the amenity and plaque - the donation amount includes the costs to purchase and install a new plaque and amenity at the market price, with a ten year period of maintenance. The donor has first priority on the original amenity site.
- 7 If the donor does not contact the City, or chooses not to renew or replace the amenity, the plaque will be removed and the amenity and/or site may become available for a new donation. The plaque will be returned if the donor contacts the City within 60 days after the end of the term. If the donor does not contact the City within that period, City may dispose of the plaque.
- 8 Tree Donations: The City will choose specimen trees that are most suitable for the site. Trees are planted once a year, generally in the Fall. The plaque will be installed at the base of the tree. A tree donation is for the life of the tree. If the tree dies, the City will NOT replace it. After ten years, if the tree declines or the site is needed for another use, the City may remove the tree and plaque. The City will use reasonable efforts to notify the donor of significant changes.

PRIVACY

I hereby acknowledge that by submitting this form to the City of Chino Hills, I am consenting to the voluntary collection of my personal information in accordance with Section 26(d) of the Freedom of Information and Protection of Privacy Act (the 'Act'). The City acknowledges that the personal information you provide will only be used in accordance with the Act by authorized staff for the purpose of the Donation Policy. Your personal information will only be disclosed as required by law or with your authorization.

I, _____, the
donor, have read, and understand and agree to the Terms and Conditions.

DONATION ACCEPTANCE POLICY



Background

- Adopted September 9, 2014
- Authorized the Parks and Recreation Commission to review park, trail and open space amenities donation requests
- Policy was vague in some areas, including the verbiage on plaques
- Updates will clarify the policy and make the process more efficient

Pre-Approved Amenities

- Designate city standard tree and bench donations as pre-approved amenities
- Set fixed donation amount to include direct cost of the item, and/or direct cost of the labor, and any additional costs associated with installation
- Authorization for approval delegated to the Public Works Department
- Authorization will remain with the Parks and Recreation Commission for any non pre-approved amenities

Plaques

- Set standard of up to 4 lines with up to 26 characters per line; birth/death dates will not be permitted
- Authorization to approve verbiage delegated to the Community Relations Manager
- Authorization to approve placement of plaque delegated to the Public Works Department

Replacement and Renewals

- Life of the donation up to ten years; donor may renew their donation
- The City is not responsible for replacing donated items that have been stolen, damaged, or destroyed due to sun, weather, age, or vandalism
- Discretion is given to the Public Works Department to remove or relocate a donated item for maintenance purposes; donor will be contacted prior to removal

Other Changes:

- Final decision of location of an amenity is delegated to the Public Works Department
- Increased threshold amount for Director, City Manager, and City Council approval to be consistent with other policies
- Created Donation Review Form and Park Amenity Donation Application
- Updated Responsibility and Procedures section
- Formatting changes to match the revised policy template (ex: moved definitions to section 2)

Community Services Monthly Calendar of Events

September – October 2023

www.chinohills.org/Recreation



The 26th Annual
CELEBRATE
The Family

Poster & Essay Contest

Theme:

"This is Why I Love My Family"

Categories

Kindergarten
Grades 1-3
Grades 4-6

Must use official art entry form
and hand-applied mediums
(pens, crayons, paints, pencils).

Grades 7-8

Essay – One page, typed,
double-spaced.

Submit entries to the Chino Hills
Community Center by 4:00 p.m. on
Friday, September 29.

Winners will be recognized at the
Tuesday, November 14 City Council
Meeting.

Winning entries will be displayed
at the Community Center from
November through January.

1st, 2nd, and 3rd place
prize packages for
each age category!

For official rules and entry form, visit www.chinohills.org/CelebrateTheFamily.



VETERANS DAY



RECOGNITION VIDEO

HONORING ALL WHO SERVED

BE A PART OF OUR VETERANS DAY RECOGNITION VIDEO!

Veterans or their family members can submit a photo online at www.chinohills.org/Veterans by Friday, October 6.

The video will be shared during the event as well as on the City's website, social media, and TV channel.



Veterans Day SIGN CAMPAIGN

★ ★ **HONORING ALL WHO SERVED**

**Show your support for our veterans by ordering a
Veterans Day lawn sign for your home!**

**Signs are free to Chino Hills veterans and/or active
duty members and \$15 for Chino Hills households
wanting to show their support.**

More information at www.chinohills.org/Veterans



• Chino Hills

wine walk

OCTOBER 14

THE SHOPPES AT CHINO HILLS

5:00 – 8:00 P.M.

Wine Walk Pass

\$60 - Includes: wine glass & 12 tasting tickets

VIP Pass

\$95 - Includes: 16 tasting tickets, wine glass,
& 1-hour **EARLY ACCESS** to the Hop & Vine Garden
including exclusive food, wine, & craft beer!

ChinoHillsWineWalk.com



NEED A NIGHT OUT? WE'LL WATCH THE KIDS!

KIDS NIGHT OUT

Join our City Recreation staff for a fun-filled night of activities including craft projects, games, a light dinner, and more!

Friday, October 13

Ages 6 - 12

\$25 per child (all sales final)

Chino Hills Community Center

14250 Peyton Drive

6:00 - 10:00 P.M.

Registration:

Chino Hills Community Center,

Chino Hills Government Center,

or online at www.chinohills.org/Events

CITY OF CHINO HILLS
Community Services & Parks Projects
9/20/2023

PROJECT NAME	STATUS
Crossroads Park	Council approved additional funding at the September 12, 2023 meeting. Project now scheduled to be completed late December/early January.
Torrey Pines Park	Project moving forward, will be complete end of calendar year.
Splash Pad	Architect to provide cost estimates by the end of September, after on-site meeting with city staff.
Community Park	Phase 2 repairs in process and Phase 3 to begin November 2023.
Skate Park	Meeting on site with consultant on September 21, 2023, regarding the process.
Grand Avenue Park - Resurfacing	Pending City Manager direction.
Bike Repair Station	Awaiting delivery, installation end of calendar year.
Dog Park Shade Structure	November installation.
General Park Updates	Sean O'Connor, Maintenance and Operations Manager