



CITY OF COSTA MESA
PARKS AND COMMUNITY SERVICES COMMISSION
Agenda

Thursday, May 21, 2026

6:00 PM

City Council Chambers
77 Fair Drive

SPECIAL MEETING

The Commission meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having system outages or experiencing other critical issues, the meeting will continue in person.

TRANSLATION SERVICES AVAILABLE / SERVICIOS DE TRADUCCIÓN DISPONIBLE

Please contact the City Clerk at (714) 754-5225 to request language interpreting services for City meetings. Notification at least 48 hours prior to the meeting will enable the City to make arrangements.

Favor de comunicarse con la Secretaria Municipal al (714) 754-5225 para solicitar servicios de interpretación de idioma para las juntas de la Ciudad. Se pide notificación por lo mínimo 48 horas de anticipación, esto permite que la Ciudad haga los arreglos necesarios.

Members of the public can view the Commission meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true and online at [youtube.com/costamesatv](https://www.youtube.com/costamesatv).

Closed Captioning is available via the Zoom option in English and Spanish.

Members of the public are welcome to speak during the meeting when the Chair opens the floor for public comment. There is no need to register in advance or complete a comment card. When it's time to comment, line up at one of the two podiums in the room and wait for your turn. Each speaker will have up to 3 minutes (or as directed) to address the Commission.

To maintain a respectful and orderly atmosphere during the meeting, attendees shall refrain from using horns or amplified speakers. Signs and props may be brought into the Chamber, provided they do not exceed 11 inches by 18 inches in size and do not hinder the visibility of other attendees. The possession of poles, sticks, or stakes is strictly prohibited.

All attendees must remain seated while in the chamber until instructed by the Presiding Officer to approach and line up for public comment. To ensure safety and maintain order during the proceedings, standing or congregating in the aisles or foyer is strictly prohibited.

Zoom Webinar:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85860107712?pwd=1kKFVICUfnV66Vnl6Cbu1SWQPPVfGF.1>

Or sign into Zoom.com and “Join a Meeting”

Enter Webinar ID: 879 7428 1574 / Password: 179936

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Participate via telephone:

Call: 1 669 900 6833 Enter Webinar ID: 879 7428 1574 / Password: 179936

During the Public Comment Period, press *9 to "raise your hand" and to be added to the queue to speak and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the paccomments@costamesaca.gov. Comments received by 12:00 p.m. on the date of the meeting will be provided to the Commission, made available to the public, and will be part of the meeting record.

Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or cityclerk@costamesaca.gov and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information.

All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments. Please e-mail to paccomments@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting.

Note regarding agenda-related documents provided to a majority of the Commission after distribution of the agenda packet (GC §54957.5): Any related documents provided to a majority of the Commission after distribution of the Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at <https://costamesa.legistar.com/Calendar.aspx>.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

En conformidad con la Ley de Estadounidenses con Discapacidades (ADA), aparatos de asistencia están disponibles y podrán ser prestados notificando a la Secretaria Municipal. Si necesita asistencia especial para participar en esta junta, comuníquese con la oficina de la Secretaria Municipal al (714) 754-5225. Se pide dar notificación a la Ciudad por lo mínimo 48 horas de anticipación para garantizar accesibilidad razonable a la junta. [28 CFR 35.102.35.104 ADA Title II].

PARKS AND COMMUNITY SERVICES COMMISSION SPECIAL MEETING

MAY 21, 2026 – 6:00 P.M.

KELLY BROWN
Chair

SHAYANNE WRIGHT
Vice Chair

ELIZABETH DORN PARKER
Commissioner

CRISTIAN GARCIA ARCOS
Commissioner

JAKE HUSEN
Commissioner

JASON KOMALA
Commissioner

BRANDICE LEGER
Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL ITEMS

1. [**PARKS AND RECREATION PROPOSED USER FEE INCREASES**](#) [**26-302**](#)

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission review and approve proposed user fee increases to become effective for Fiscal Year 2026-2027.

Attachments: [Agenda Report](#)

[1. Recreation Fee Changes - Proposed](#)

2. [**DONATION OF A MEMORIAL BENCH AND PLAQUE AT TEWINKLE 26-240 PARK**](#)

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a bench and plaque to be installed at TeWinkle Park in memory of Steven Lee Baker.

Attachments: [Agenda Report](#)

- [1. Memorial Donation Request](#)
- [2. Council Policy 800-4](#)
- [3. Proposed Location](#)

3. [**DONATION OF A MEMORIAL TREE, BENCH AND PLAQUE AT 26-278 ESTANCIA PARK**](#)

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a tree, bench and plaque to be installed at Estancia Park in memory of Mary Alice Schureman.

Attachments: [Agenda Report](#)

- [1. Memorial Donation Request](#)
- [2. Council Policy 800-4](#)
- [3. Proposed Location](#)

4. [**PARKS AND COMMUNITY SERVICES COMMISSION ANNUAL 26-290 REPORT**](#)

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission: 1. Review and approve the annual Parks and Community Services Commission presentation to City Council.

Attachments: [Agenda Report](#)

- [1. Costa Mesa Municipal Code 12-71.](#)
- [2. PACs Presentation to CC-2](#)
- [3. PACS Commission CIP Recommendations](#)

5. [NEW COMMUNITY GARDEN LOCATION STUDY](#) [26-293](#)

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS): 1. Review and finalize the Commission members who will be assigned to the new community garden location evaluation team.

Attachments: [Agenda Report](#)

ADJOURNMENT

Next Regularly Scheduled: Thursday, June 11, 2026



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 26-302

Meeting Date: 5/21/2026

TITLE:

PARKS AND RECREATION PROPOSED USER FEE INCREASES

DEPARTMENT: FINANCE

PRESENTED BY: ANNA ACOSTA-REYES, FINANCE MANAGER

CONTACT INFORMATION: ANNA ACOSTA-REYES, FINANCE MANAGER, (714) 754-5219

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission review and approve proposed user fee increases to become effective for Fiscal Year 2026-2027.

BACKGROUND:

Fee-related services typically benefit a particular individual, business, or group. Since these services typically provide a specific benefit, communities often seek to recover all, or a portion of, the costs of providing fee-related services from those benefiting from the service provided. This allows unobligated revenues to be more purposefully directed to funding services provided to the community (e.g., public safety services).

User and regulatory fees are established by the City Council.

On June 6, 2023, the City Council approved the consolidated schedule of user and regulatory fees for various city services. The purpose of this action was to consolidate the City's multiple existing user and regulatory fees into one schedule and implement a practice of annual review and adjustment of fees. Implementing this practice will continue to provide multiple benefits including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all Costa Mesa residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, City staff, and City policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

The consolidated schedule enhances transparency and ease of use for the public when trying to ascertain the cost of City services. The City Council adopted the consolidated schedule and directed staff to implement an annual review of fees as part of the City's normal course of business operations.

The City entered into an agreement with Clear Source Financial Consulting to conduct a comprehensive User Fee Study to determine the cost of providing these services and ensure that user fees and charges do not exceed the costs of providing these services, Attachment 1.

ANALYSIS:

California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services. Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee. California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, to avoid being considered taxes, the fees charged shall not exceed the estimated reasonable cost of providing the services, activities, or materials for which fees are charged.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source - in most cases, the General Fund - subsidizes the individualized activity.

Generally, fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees (e.g., parks and recreation fees). The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

As part of this comprehensive study, recreation fees such as requests for reserved use of City fields and facilities were included. The following table shows the summary of the proposed changes for Recreation fees.

Table 1 – Summary of Changes to Fee Examined

Description	Count
New Fees	1
Fees Proposed to Increase	5
Fees with Changes that Vary Based on Project Criteria (May Result in Increase or Decrease)	1
Fees Proposed to Remain Unchanged	61
Total Fees Examined	69

The amount of projected revenue increase is estimated at \$71,000.

ALTERNATIVES:

1. Continue with current fee levels for Fiscal Year 2026-2027, making no adjustments at this time
2. Implement a consistent, across-the-board fee adjustment for all applicable programs, activities, and facility rentals.

FISCAL REVIEW:

The anticipated revenue is estimated at \$71,000. It is important to note while adjusting fees and billing rates will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing that are recoverable from fees. Authorizing an annual inflationary adjustment to fees simply allows the City to better recoup its costs.

LEGAL REVIEW:

The City Attorney’s Office has reviewed this agenda report and approves as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

- Achieving Long-Term Fiscal Sustainability

CONCLUSION:

Staff recommends that the Parks and Recreation Commission review and approve proposed user fee increases to become effective for Fiscal Year 2026-2027.



CITY OF COSTA MESA

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CONCLUSION:

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City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflation
Fly Field Permits							
1 Adult/Resident	\$50	\$50		No Change	No Change		N
2 Adult/Non-Resident	\$55	\$55		No Change	No Change		N
3 Learners Permit/Resident (Ages 6-14)	\$30	\$30		No Change	No Change		N
4 Learners Permit/Non-Resident (Ages 6-14)	\$35	\$35		No Change	No Change		N
5 Administrative Fee Applicable, in Addition to Base Fee	\$5	\$5		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Sports/Fitness							
6 Open Gym/Drop In (Adult Open Gym)							
a) 1 Visit	\$4	\$4		No Change	No Change		N
b) 10 Visits	\$24	\$24		No Change	No Change		N
c) 20 Visits	\$45	\$45		No Change	No Change		N
d) Non-Resident Fee, In Addition to Base Fee	\$5	\$5		No Change	No Change		N
7 Men's Basketball							
a) League Fee	\$355	\$355	per team	No Change	No Change		N
b) Officials Fee	\$230	\$230	per team	No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Aquatic Programs							
8 Lap Swim / Open Swim							
a) 1 Visit							
i) Adult (16+)	\$4	\$4		No Change	No Change		N
ii) Senior (55+ with ID)	\$2	\$2		No Change	No Change		N
b) 10 Visits							
i) Adult (16+)	\$38	\$38		No Change	No Change		N
ii) Senior (55+ with ID)	\$18	\$18		No Change	No Change		N
c) 20 Visits							
i) Adult (16+)	\$70	\$70		No Change	No Change		N
ii) Senior (55+ with ID)	\$34	\$34		No Change	No Change		N
d) 30 Visits							
i) Adult (16+)	\$90	\$90		No Change	No Change		N
ii) Senior (55+ with ID)	\$42	\$42		No Change	No Change		N
9 Jr. Guard Prep	\$75	\$75		No Change	No Change		N
10 Learn-to-Swim Programs							
a) Private Lessons	\$125	\$125	Four 25 minute classes	No Change	No Change		N
b) Group Lessons							
i) Youth	\$50	\$50		No Change	No Change		N
ii) Adult	\$48	\$48		No Change	No Change		N
c) Adult Water Aerobics	\$48	\$48		No Change	No Change		N
11 Aqua Camp	\$35	\$35		No Change	No Change		N
12 Transfer Fee	\$10	\$10		No Change	No Change		N
13 Cancellation Fee	\$20	\$20		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflation
Youth Programs							
14 L.E.A.P.							
a) Resident M-F	\$500	\$500	per month	No Change	No Change		N
b) Non-Resident	\$505	\$505	per month	No Change	No Change		N
15 Camp Mini Explorers (Summer L.E.A.P.)							
a) Resident: Tue-Thurs	\$192	\$192		No Change	No Change		N
b) Non-resident: Tue-Thurs	\$197	\$197		No Change	No Change		N
c) Resident: Mon-Wed-Fri	\$308	\$308		No Change	No Change		N
d) Non-resident: Mon-Wed-Fri	\$313	\$313		No Change	No Change		N
16 R.O.C.K.S. (school year)							
a) 2 Weeks	\$33	\$33	per session	No Change	No Change		N
b) 3 Weeks	\$47	\$47	per session	No Change	No Change		N
c) 4 Weeks	\$58	\$58	per session	No Change	No Change		N
d) 5 Weeks	\$70	\$70	per session	No Change	No Change		N
e) 6 Weeks	\$83	\$83	per session	No Change	No Change		N
17 Summer R.O.C.K.S.							
a) Resident	Free	Free		No Change	No Change		N
b) Non-resident: 4 Weeks	\$52	\$52	per session	No Change	No Change		N
c) Non-resident: 5 Weeks	\$63	\$63	per session	No Change	No Change		N
18 Camp Costa Mesa							
a) Resident: 4-day week	\$180	\$180	per week	No Change	No Change		N
b) Resident: 5-day week	\$200	\$200	per week	No Change	No Change		N
c) Non-resident: 4-day week	\$185	\$185	per week	No Change	No Change		N
d) Non-resident: 5-day week	\$205	\$205	per week	No Change	No Change		N
19 1-Day Camp (NMUSD non-Holiday Closure Day)							
a) Resident fee	\$51	\$51		No Change	No Change		N
b) Non-resident fee	\$56	\$56		No Change	No Change		N
20 Teen Camp							
a) Resident: 4-day week	\$140	\$140	per week	No Change	No Change		N
b) Resident: 5-day week	\$165	\$165	per week	No Change	No Change		N
c) Non-resident: 4-day week	\$145	\$145	per week	No Change	No Change		N
d) Non-resident: 5-day week	\$170	\$170	per week	No Change	No Change		N
21 Cancellation Fee	\$20	\$20		No Change	No Change		N
22 Late Fee	\$20	\$20		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflation
Senior Programs							
23 Special Events	\$10	Varies		Varies	Varies		N
24 Facility Rentals	Varies	Varies		No Change	No Change		N
25 Senior Travel Administrative Fee	\$5	\$5		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Field Rentals							
26 Group Field Rental Fee							
a) Group 1 - Youth Resident Non-Profit	N/A	N/A	fees waived per City Council ("everyone plays, no child is turned away")	No Change	No Change		N
b) Group 2 - NMUSD	N/A	N/A	fees waived (joint user agreement)	No Change	No Change		N
c) Group 3 - Resident Youth Organization Non-Profit (90%)	\$25	\$25	per hour per field	No Change	No Change		N
d) Group 4 - Resident Youth Organization Non-Profit (75%)	\$25	\$25	per hour per field	No Change	No Change		N
e) Group 5 - Non-Resident Youth Organization Non-Profit (90%)	\$35	\$35	per hour per field	No Change	No Change		N
f) Group 6 - Non-Resident Youth Organization Non-Profit (75%)	\$35	\$35	per hour per field	No Change	No Change		N
g) Resident Adult Private (75%)	\$77	\$77	per hour per field	No Change	No Change		N
h) Non-Resident Private							
i) Youth	\$239	\$239	per hour per field	No Change	No Change		N
ii) Adult	\$239	\$239	per hour per field	No Change	No Change		N
Tournament Fee							
27 Tournament Field Rental Fee	n/a - new	Group Field Rental Fee plus 35%	per hour per field	n/a - new	n/a - new		N
Extra Fees							
28 Softball/Baseball Field Prep	\$40	\$40	per field	No Change	No Change		N
29 Permanent Lights	\$15	\$15	per hour per field	No Change	No Change		N
30 Portable Lights (2 minimum)	\$10	\$10	per unit per hour	No Change	No Change		N
Tournaments and Large Event Deposits (Refundable)							
31 1 Field with 20 or more participants	\$100	\$100	per event	No Change	No Change		N
32 2 Fields	\$100	\$100	per event	No Change	No Change		N
33 3-6 Fields	\$300	\$300	per event	No Change	No Change		N
34 7 or more Fields	\$500	\$500	per event	No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Downtown Recreation Center							
35 Gymnasium Rental							
a) Resident/Non-Profit	\$40	\$40	per hr, 2 hr min	No Change	No Change		N
b) Resident/Private	\$70	\$70	per hr, 2 hr min	No Change	No Change		N
c) Commercial Resident	\$95	\$95	per hr, 2 hr min	No Change	No Change		N
d) Non-Resident	\$80	\$80	per hr, 2 hr min	No Change	No Change		N
e) Commercial Non-Resident	\$125	\$125	per hr, 2 hr min	No Change	No Change		N
36 Multi-Purpose Room							
a) Resident/Non-Profit	\$30	\$30	per hr, 2 hr min	No Change	No Change		N
b) Resident/Private	\$45	\$45	per hr, 2 hr min	No Change	No Change		N
c) Commercial Resident	\$95	\$95	per hr, 2 hr min	No Change	No Change		N
d) Non-Resident	\$55	\$55	per hr, 2 hr min	No Change	No Change		N
e) Commercial Non-Resident	\$140	\$140	per hr, 2 hr min	No Change	No Change		N
37 Pool Rental							
a) Resident/Non-Profit	\$60	\$60	per hr, 2 hr min, + staff time	No Change	No Change		N
b) Resident/Private	\$100	\$100	per hr, 2 hr min, + staff time	No Change	No Change		N
c) Commercial Resident	\$125	\$125	per hr, 2 hr min, + staff time	No Change	No Change		N
d) Non-Resident	\$125	\$125	per hr, 2 hr min, + staff time	No Change	No Change		N
e) Commercial Non-Resident	\$155	\$155	per hr, 2 hr min, + staff time	No Change	No Change		N
38 Refundable Deposit							
a) Room	\$250	\$250	per event for gym and mpr	No Change	No Change		N
b) Pool	\$500	\$500	per event for pool	No Change	No Change		N
39 Cancellation/Transfer of Reservation	\$25	\$25	per cancellation/transfer	No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Balearic Community Center							
40 Adobe Room							
a) Non-Profit	\$35	\$35	per hr, 2 hr min	No Change	No Change		N
b) Resident/Private	\$57	\$57	per hr, 2 hr min	No Change	No Change		N
c) Commercial Resident	\$95	\$95	per hr, 2 hr min	No Change	No Change		N
d) Non-Resident	\$85	\$85	per hr, 2 hr min	No Change	No Change		N
e) Commercial Non-Resident	\$140	\$140	per hr, 2 hr min	No Change	No Change		N
f) Refundable Deposit	\$250	\$250	per event	No Change	No Change		N
41 Sierra Room							
a) Non-Profit	\$27	\$27	per hr, 2 hr min	No Change	No Change		N
b) Resident/Private	\$35	\$35	per hr, 2 hr min	No Change	No Change		N
c) Commercial Resident	\$55	\$55	per hr, 2 hr min	No Change	No Change		N
d) Non-Resident	\$55	\$55	per hr, 2 hr min	No Change	No Change		N
e) Commercial Non-Resident	\$80	\$80	per hr, 2 hr min	No Change	No Change		N
f) Refundable Deposit	\$100	\$100	per event	No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Norma Hertzog Community Center							
42 Costa Mesa Room (MPR)							
a) Non-Profit	\$80	\$80	per hr, 2 hr min	No Change	No Change		N
b) Resident/ Private	\$130	\$130	per hr, 2 hr min	No Change	No Change		N
c) Non-Resident/ Private	\$180	\$180	per hr, 2 hr min	No Change	No Change		N
d) Commercial/ Resident	\$230	\$230	per hr, 2 hr min	No Change	No Change		N
e) Commercial/ Non-Resident	\$255	\$255	per hr, 2 hr min	No Change	No Change		N
f) Partial Kitchen (Flat)	Varies: \$20 - \$45	Varies: \$20 - \$45	per hr, 2 hr min	No Change	No Change		N
g) Coffee Service							
i) 50 Cups	\$35	\$35		No Change	No Change		N
ii) 100 Cups	\$45	\$45		No Change	No Change		N
h) Deposit							
i) No Alcohol	\$500	\$500		No Change	No Change		N
ii) With Alcohol	\$750	\$750		No Change	No Change		N
i) Microphone							
i) Extra Microphones	\$10	\$10		No Change	No Change		N
ii) Extra Lapel Microphone	\$30	\$30		No Change	No Change		N
43 Fairview							
a) Non-Profit Resident	\$25	\$25	per hr, 2 hr min	No Change	No Change		N
b) Resident/ Private	\$30	\$30	per hr, 2 hr min	No Change	No Change		N
c) Non-Resident/ Private	\$55	\$55	per hr, 2 hr min	No Change	No Change		N
d) Commercial/ Resident	\$90	\$90	per hr, 2 hr min	No Change	No Change		N
e) Commercial/ Non-Resident	\$105	\$105	per hr, 2 hr min	No Change	No Change		N
f) Partial Kitchen (Flat)	N/A	N/A		No Change	No Change		N
g) Coffee Service							
i) 50 Cups	\$35	\$35		No Change	No Change		N
ii) 100 Cups	\$45	\$45		No Change	No Change		N
h) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
i) Microphone							
i) Extra Microphones	\$10	\$10		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
44 Capri Courtyard - Addition to MPR or Fairview only							
a) Non-Profit Resident	\$25	\$25	per hr, 2 hr min	No Change	No Change		N
b) Resident/ Private	\$30	\$30	per hr, 2 hr min	No Change	No Change		N
c) Non-Resident/ Private	\$55	\$55	per hr, 2 hr min	No Change	No Change		N
d) Commercial/ Resident	\$90	\$90	per hr, 2 hr min	No Change	No Change		N
e) Commercial/ Non-Resident	\$105	\$105	per hr, 2 hr min	No Change	No Change		N
f) Partial Kitchen (Flat)	N/A	N/A		No Change	No Change		N
g) Coffee Service							
i) 50 Cups	\$35	\$35		No Change	No Change		N
ii) 100 Cups	\$45	\$45		No Change	No Change		N
h) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
i) Microphone							
i) Extra Microphones	\$10	\$10		No Change	No Change		N
45 Event Lawn							
a) Non-Profit	\$80	\$80	per hr, 2 hr min	No Change	No Change		N
b) Resident/ Private	\$130	\$130	per hr, 2 hr min	No Change	No Change		N
c) Non-Resident/ Private	\$180	\$180	per hr, 2 hr min	No Change	No Change		N
d) Commercial/ Resident	\$230	\$230	per hr, 2 hr min	No Change	No Change		N
e) Commercial/ Non-Resident	\$255	\$255	per hr, 2 hr min	No Change	No Change		N
f) Partial Kitchen (Flat)	\$45	\$45	per hr, 2 hr min	No Change	No Change		N
g) Coffee Service							
i) 50 Cups	\$35	\$35		No Change	No Change		N
ii) 100 Cups	\$45	\$45		No Change	No Change		N
h) Deposit							
i) No Alcohol	\$500	\$500		No Change	No Change		N
ii) With Alcohol	\$750	\$750		No Change	No Change		N
i) Microphone							
i) Extra Microphones	\$10	\$10		No Change	No Change		N
ii) Extra Lapel Microphone	\$30	\$30		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
46 Donald Dungan Library							
a) Non-Profit	\$30	\$30		No Change	No Change		N
b) Resident/ Private	\$40	\$40		No Change	No Change		N
c) Non-Resident/ Private	\$65	\$65		No Change	No Change		N
d) Commercial/ Resident	\$100	\$100		No Change	No Change		N
e) Commercial/ Non-Resident	\$120	\$120		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Costa Mesa Senior Center							
47 GH							
a) Non-Profit	\$70	\$70		No Change	No Change		N
b) Resident/ Private	\$120	\$120		No Change	No Change		N
c) Non-Resident/ Private	\$170	\$170		No Change	No Change		N
d) Commercial/ Resident	\$220	\$220		No Change	No Change		N
e) Commercial/ Non-Resident	\$245	\$245		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$500	\$500		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
48 GH1							
a) Non-Profit	\$45	\$45		No Change	No Change		N
b) Resident/ Private	\$95	\$95		No Change	No Change		N
c) Non-Resident/ Private	\$145	\$145		No Change	No Change		N
d) Commercial/ Resident	\$195	\$195		No Change	No Change		N
e) Commercial/ Non-Resident	\$220	\$220		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$500	\$500		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
49 GH2							
a) Non-Profit	\$35	\$35		No Change	No Change		N
b) Resident/ Private	\$80	\$80		No Change	No Change		N
c) Non-Resident/ Private	\$130	\$130		No Change	No Change		N
d) Commercial/ Resident	\$180	\$180		No Change	No Change		N
e) Commercial/ Non-Resident	\$195	\$195		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$250	\$250		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
50 101							
a) Non-Profit	\$25	\$25		No Change	No Change		N
b) Resident/ Private	\$30	\$30		No Change	No Change		N
c) Non-Resident/ Private	\$55	\$55		No Change	No Change		N
d) Commercial/ Resident	\$90	\$90		No Change	No Change		N
e) Commercial/ Non-Resident	\$105	\$105		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
51 102							
a) Non-Profit	\$25	\$25		No Change	No Change		N
b) Resident/ Private	\$30	\$30		No Change	No Change		N
c) Non-Resident/ Private	\$55	\$55		No Change	No Change		N
d) Commercial/ Resident	\$90	\$90		No Change	No Change		N
e) Commercial/ Non-Resident	\$105	\$105		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
52 201							
a) Non-Profit	\$20	\$20		No Change	No Change		N
b) Resident/ Private	\$25	\$25		No Change	No Change		N
c) Non-Resident/ Private	\$50	\$50		No Change	No Change		N
d) Commercial/ Resident	\$85	\$85		No Change	No Change		N
e) Commercial/ Non-Resident	\$100	\$100		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
53 202							
a) Non-Profit	\$20	\$20		No Change	No Change		N
b) Resident/ Private	\$25	\$25		No Change	No Change		N
c) Non-Resident/ Private	\$50	\$50		No Change	No Change		N
d) Commercial/ Resident	\$85	\$85		No Change	No Change		N
e) Commercial/ Non-Resident	\$100	\$100		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
54 203							
a) Non-Profit	\$20	\$20		No Change	No Change		N
b) Resident/ Private	\$25	\$25		No Change	No Change		N
c) Non-Resident/ Private	\$50	\$50		No Change	No Change		N
d) Commercial/ Resident	\$85	\$85		No Change	No Change		N
e) Commercial/ Non-Resident	\$100	\$100		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N
55 Library							
a) Non-Profit	\$15	\$15		No Change	No Change		N
b) Resident/ Private	\$20	\$20		No Change	No Change		N
c) Non-Resident/ Private	\$30	\$30		No Change	No Change		N
d) Commercial/ Resident	\$40	\$40		No Change	No Change		N
e) Commercial/ Non-Resident	\$45	\$45		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
56 Patio							
a) Non-Profit	\$20	\$20		No Change	No Change		N
b) Resident/ Private	\$25	\$25		No Change	No Change		N
c) Non-Resident/ Private	\$50	\$50		No Change	No Change		N
d) Commercial/ Resident	\$85	\$85		No Change	No Change		N
e) Commercial/ Non-Resident	\$100	\$100		No Change	No Change		N
f) Deposit (based on max capacity)							
i) No Alcohol	\$100	\$100		No Change	No Change		N
ii) With Alcohol	Not Allowed	Not Allowed		No Change	No Change		N
g) Projector Deposit	\$500	\$500		No Change	No Change		N

City of Costa Mesa

BEFORE AND AFTER - RECREATION AND FACILITY RENTAL FEES

Fee Description	Current Fee	Proposed Fee	Charge Basis	Proposed Change (\$)	Proposed Change (%)	Note	Yearly Inflator
Park Rental Fees							
57 Private Resident/Non-Profit							
a) 11-50 Attendees	\$15	\$20	per hour, 4-hour min	\$5	33%		N
b) 51 - 150 Attendees	\$40	\$50	per hour, 4-hour min	\$10	25%		N
c) 151+ Attendees	\$63	\$80	per hour, 4-hour min	\$18	28%		N
58 Private Non-Resident							
a) 11-50 Attendees	\$53	\$75	per hour, 4-hour min	\$23	43%		N
b) 51 - 150 Attendees	\$103	\$125	per hour, 4-hour min	\$23	22%		N
c) 151+ Attendees	\$153	\$175	per hour, 4-hour min	\$23	15%		N
59 Commercial Companies/Organization							
a) 11-50 Attendees	\$103	\$125	per hour, 4-hour min	\$23	22%		N
b) 51 - 150 Attendees	\$153	\$175	per hour, 4-hour min	\$23	15%		N
c) 151+ Attendees	\$203	\$225	per hour, 4-hour min	\$23	11%		N
60 Park Utility Fee - Gas or Electric / event	\$40	\$40		No Change	No Change		N
61 Basketball/Volleyball Court Rental - With Shelter	\$15	\$15	per event - not available separately, add-on to reservation space	No Change	No Change		N
62 Vendor Deposit	\$100	\$100	per event	No Change	No Change		N
63 Cancellation/Transfer of Reservation	\$25	\$25	per cancellation/transfer	No Change	No Change		N
64 Deposit (50+ Attendees)	\$100	\$300	if over 50 people	\$200	200%		N
65 Administrative Fee Required Per Transaction	\$5	\$5		No Change	No Change		N
Special Events							
66 Special Event Permit	\$425	\$425	per application	No Change	No Change		N
67 Special Event - Street Banner	\$115	\$115		No Change	No Change		N
Film Permit							
68 Film Permit	\$460	\$500	per location, 7 day max	\$40	9%		N



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 26-240

Meeting Date: 5/21/2026

TITLE:

DONATION OF A MEMORIAL BENCH AND PLAQUE AT TEWINKLE PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES DIVISION

PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER

**CONTACT INFORMATION: ROBERT RYAN, MAINTENANCE SERVICES MANAGER (714)
754-5123**

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a bench and plaque to be installed at TeWinkle Park in memory of Steven Lee Baker.

BACKGROUND:

The City is in receipt of a letter from former Parks and Community Services Commissioner, Sara Fahy, requesting permission from this Commission to donate a bench and plaque to be installed at TeWinkle Park in memory of Steven Lee Baker who passed away July 6, 2025 (Attachment 1).

Mr. Baker was a long-time resident of Costa Mesa who deeply loved the beautiful parks in the community and the nature woven through the neighborhoods. He had many hobbies such as surfing, fishing, camping and especially music. He turned his love for music and vintage instruments into a career, traveling the world, and acquiring a private collection of rare American vintage stringed instruments, particularly banjos, with showrooms in Beverly Hills, Tokyo and Newport Beach.

Mr. Baker's investment in the arts, culture and outdoors of Costa Mesa involved organizing a first of its kind 'Bluegrass and Traditional Music Expo 86', held at the Orange County Fairgrounds. The event featured over 200 exhibits where families and the community gathered to enjoy folk music. On September 5, 1986, the Daily Pilot featured a spread on the event and interviewed Mr. Baker, who spoke of the resurgence of Bluegrass Music and the value of community.

His family has fond memories of this event. His love for music and nature often went hand in hand and you could find him on a park bench playing the banjo or harmonica, bringing joy to those around him. The family would love to have a bench near the lakes at TeWinkle Park, where they have so many precious memories together. The bench would serve as a place to gather and share those memories with family and friends who still reside in Costa Mesa.

ANALYSIS:

The request meets the requirements set forth by City Council Policy 800-4 (Attachment 2). Staff has

reviewed the proposed location at TeWinkle Park and determined it to be suitable for the memorial bench and plaque (Attachment 3). Upon approval by this Commission, staff will work with the donor to schedule the installation.

ALTERNATIVES:

The Commission may deny the request or recommend an alternate location.

FISCAL REVIEW:

The installation of the bench and plaque will have minimal fiscal impact on the City, as the donor will incur the cost of the items.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission accept the donation of a bench and plaque to be installed at TeWinkle Park in memory of Steven Lee Baker.



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 26-240

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CONCLUSION:

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From: Sara Fahy [REDACTED] m>
Sent: Wednesday, January 28, 2026 2:42 PM
To: MARTINEZ, VALENTE
Subject: Re: Memorial Donation Request

City of Costa Mesa
Public Services Department
Costa Mesa, CA 92626

January 28, 2026

Dear Mr. Martinez,

Thank you for taking my call today and for your kindness in supporting our wish to donate a park bench in honor of our father. I present this request, in honor of our father, and on behalf of his three grandchildren and my sister, Logan Baker, and my husband all who are residents of the City of Costa Mesa.

Our beloved father, Steven Lee Baker, passed away peacefully in his sleep on July 6, 2025, in Orange County, California. He lived a full life for 78 years and in his latter years bravely toughed out a long battle with Parkinson's. It was fitting that he went to heaven just a few days after the 4th of July, a holiday he loved and that Costa Mesa celebrates so proudly- representing strength, perseverance and freedom...all so true to the way he lived his life. Though he traveled the world, he was a longtime resident of Costa Mesa over the years and deeply loved the beautiful parks in our community, and the many beautiful trees, wildlife and the nature that is woven through our neighborhoods.

Steve grew up in Southern California and lived many adventures, surfing, skiing, fishing, camping, studying reptiles and nature, loving and making good music, and pursuing various artistic endeavors, breaking hearts with his good looks, towering stature, quick-wit, unmatched sense of humor, fiery spirit and old fashioned country-boy know-how. He grew to love and play folk and bluegrass music, and he played it well, from Grass Valley Bluegrass Festivals to the Swallows Inn in San Juan Capistrano, to the Station Inn in Nashville, and, of course, the front porch at home. Steve was a true businessman, always wheelin' and dealin' and making many lifelong friends along the way. Steve was, in his own words, one of the rare people blessed to have been able to turn his hobby (a love for music and vintage instruments), into a career, where he spent many years travelling the world, to ultimately help amass what would become known as one of the world's largest and most comprehensive private collections of rare American vintage stringed instruments in the world at the time, (particularly Banjos), with showrooms in Beverly Hills, Tokyo and Newport Beach. He was an expert on the details of things, whether it was about a pre-war Martin D45, a 1925 Vega tubaphone 5-string, or just exactly how to prepare a killer Monte Cristo sandwich (And he was sure Dick Church's Restaurant on Newport Blvd had that Monte Cristo down best). He had the eagle eye on spotting things that were truly "one-of-a-kind". Steve was always the most generous to share whatever he had - his knowledge, his passionate faith, or a piece of that perfect sandwich.

Our father's investment in the arts, culture and outdoors of Costa Mesa goes back over 40 plus years when he organized a first of its kind, "Bluegrass and Traditional Music Expo '86" held at the Orange County Fairgrounds in Costa Mesa, just across the street from the lakes at TeWinkle Park. Back then, the event was filled with three days of live music, 200+ exhibits, and packed "campgrounds with lots of trees and grass", families and community. I remember the grassy knolls of the OC Fairgrounds filled with old timers and their mandolins, guitars and banjos and toddlers, including my sister, running around the fields.

The Daily Pilot on Sept 5, 1986 featured a multi-page spread on the event, which I've attached, interviewing dad who spoke of the resurgence of Bluegrass Music and the value of community in walking right up to world

famous players to play you a tune. His love of music and nature often went hand in hand and you could find him on a park bench or on our front porch playing the banjo or the harmonica bringing joy to all who might hear.

As a former Parks & Community Services Commissioner myself, it was an honor to help our city care for some of the parks that our father so often took us to growing up. In his latter years, he never hesitated to set aside his aches and pains to jump on the swings with his granddaughter, or kneel down to discover a new bit of flora or fauna with our little ones. Our parents raised us to believe that preserving and caring for places in nature for our neighbors to enjoy is a responsibility and honor we are blessed to have.

In honor of our father and grandfather, Steven L. Baker, we would like to request approval to donate a bench, similar to those already placed in the park, with an accompanying memorial plaque located near the newly renovated lakes area of TeWinkle Park, where visitors can enjoy the natural setting and peaceful atmosphere and perhaps play a tune on their own instruments for the neighborhood to enjoy. Our proposed plaque wording is as follows (or similar, per City guidelines):

“[PLAQUE TEXT – e.g., ‘In Honor of Steven L. Baker, With Courage, Joy and Faith’]”

A bench in this location would provide a place for rest, reflection, and connection to nature—values our father held dearly. With all of his grandchildren living nearby in Costa Mesa, this will be a place for our family to remember and rejoice in the beauty of nature around us. We believe this would be a meaningful and lasting tribute to his life and his love for the outdoors, and for valuing the little wonders of creation all around us, from the trees to the streams, to the turtles, hummingbirds on the birds of paradise and the ducks and geese in our Costa Mesa community.

I thank you, the Public Services Department, the Parks & Community Services Commission and the City Council and staff for the work you are doing to repair and renovate the treasured Lakes at TeWinkle Park and we would be grateful for the opportunity to work with the City to make this tribute possible. Thank you for your time and thoughtful consideration.

With gratitude,

Sara J. Fahy
Costa Mesa, California

949 267 1176

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

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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

C O U N C I L P O L I C Y

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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

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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

C O U N C I L P O L I C Y

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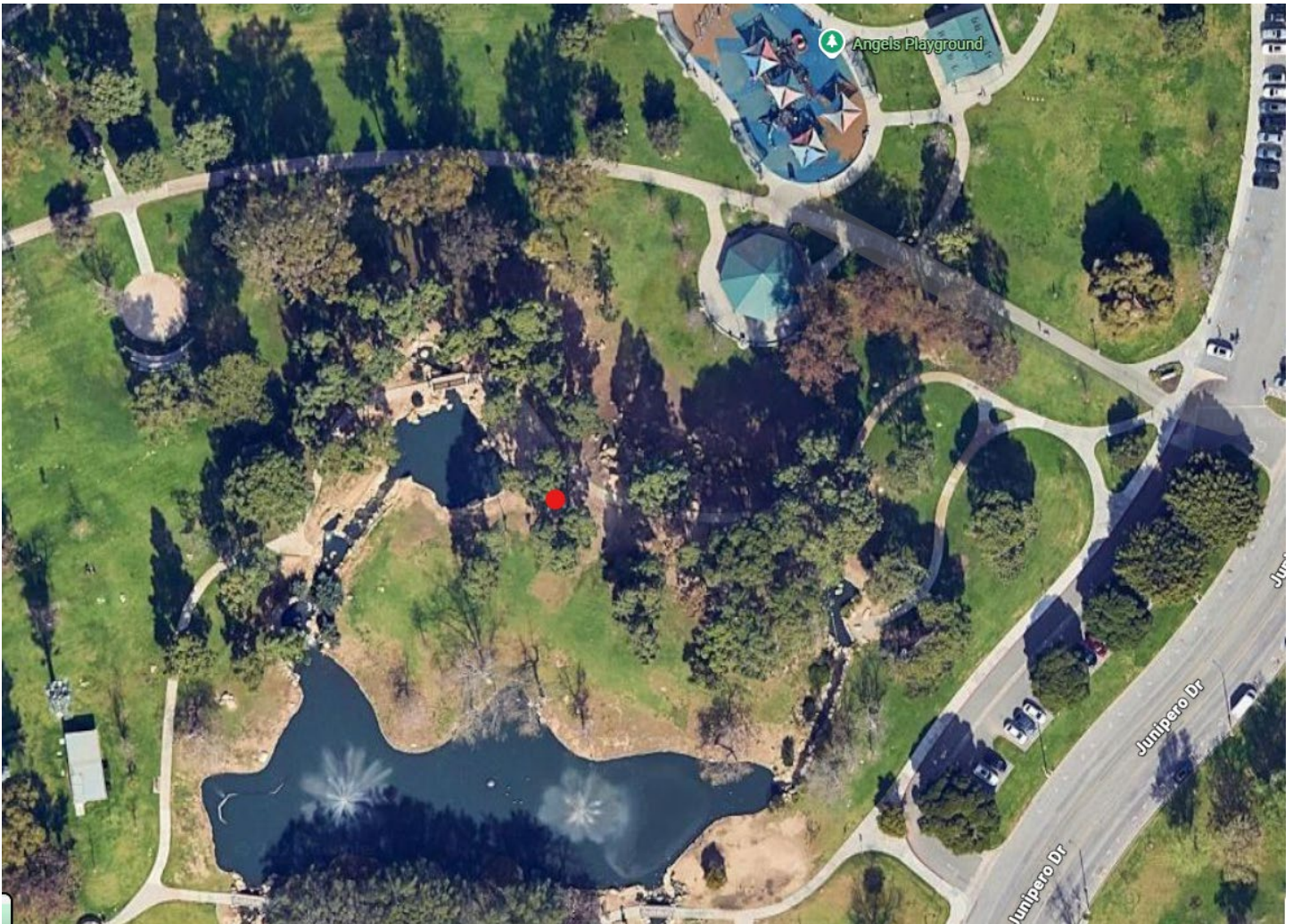
Donations

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.

TeWinkle Park Memorial Donation Proposed Location





CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 26-278

Meeting Date: 5/21/2026

TITLE:

DONATION OF A MEMORIAL TREE, BENCH AND PLAQUE AT ESTANCIA PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES DIVISION

PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER (714) 754-5123

**CONTACT INFORMATION: ROBERT RYAN, MAINTENANCE SERVICES MANAGER (714)
754-5123**

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a tree, bench and plaque to be installed at Estancia Park in memory of Mary Alice Schureman.

BACKGROUND:

The City is in receipt of a letter from Sue Nichols, the daughter of Bob and Mary Alice Schureman, requesting permission from this Commission to donate a tree, bench and plaque to be installed at Estancia Park in memory of her mother, Mary Alice Schureman, who passed away October 28, 2025 (Attachment 1).

The Schureman family lived in their home for sixty-one years and raised five children in Costa Mesa, all of whom attended Adams Elementary, TeWinkle Middle School, Estancia High School and Orange Coast College. Mary was a dedicated educator, teaching preschool at Mesa Verde Preschool for many years before continuing her career in Early Childhood Development for nearly two decades.

According to the request, Mary had many passions, especially gardening. She spent countless hours tending to her garden, creating a peaceful haven filled with hummingbirds and butterflies. She was also an avid animal lover; she and her husband, Bob, cherished their dogs and enjoyed taking them to local parks and the beach.

The request states that planting a Jacaranda tree at Estancia Park and honoring their mother's favorite color, purple, would be a meaningful tribute to her memory and this space would offer a place of reflection and serve as a lasting expression of her love for nature and the community.

ANALYSIS:

The request meets the requirements set forth by City Council Policy 800-4 (Attachment 2). Staff has reviewed the proposed location in Estancia Park and determined it to be suitable for the donated items (Attachment 3). Upon approval by this Commission, staff will work with the donor to schedule

the installation.

ALTERNATIVES:

The Commission may deny the request for the donations or may suggest an alternate location.

FISCAL REVIEW:

The installation of the tree, bench and plaque will have minimal fiscal impact on the City, as the donor will incur the cost of the items.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission accept the donation of a tree, bench and plaque to be installed at Estancia Park in memory of Mary Alice Schureman.



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

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LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission accept the donation of a tree, bench and plaque to be installed at Estancia Park in memory of Mary Alice Schureman.

City of Costa Mesa
Public Works Department
77 Fair Drive
P.O. Box 1200
Costa Mesa, CA 92626

March 18, 2026

Dear Valente Martinez,

Our beloved mother, Mary Alice Schureman, passed away peacefully on October 28, 2025, at her home at [REDACTED] Drive in Costa Mesa. Our parents have lived in that home for over sixty-one years, and my father, Bob Schureman, still resides there today. Both of our parents deeply loved the Costa Mesa community and were active participants in it throughout their lives.

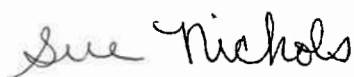
Bob and Mary raised five children, all of whom attended Adams Elementary, TeWinkle Middle School, Estancia High School, and Orange Coast College. Mary was a dedicated educator, teaching preschool at Mesa Verde Preschool for many years before continuing her career in Early Childhood Development with CROP for nearly two decades.

Mary had many passions, especially gardening. She spent countless hours tending to her garden, creating a peaceful haven filled with hummingbirds and butterflies. She was also an avid animal lover—she and Bob cherished their dogs and enjoyed taking them to local parks and the beach.

Since my father spent twenty years teaching at Estancia High School, we thought it would be a meaningful tribute to honor my mother’s memory by planting a Jacaranda tree—her favorite color was purple—and placing a memorial plaque at Estancia Park. This would not only provide comfort for my father but would also serve as a lasting remembrance of my mother’s love for nature and her community. We would like the plaque for the tree to say, “In loving memory of Mary Alice Schureman”. We would also like to purchase a recycled plastic bench with a plaque that says, “In honor of Bob and Mary Schureman”.

Thank you very much for considering our request.

Sincerely,



Sue Nichols

DONOR NAMES – Sue and Russ Nichols
Daughter and Son in Law of Mary Alice Schureman

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
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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

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CITY OF COSTA MESA, CALIFORNIA

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ADOPT-A-PARK PROGRAM

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CIRCLE OF SERVICE

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CITY OF COSTA MESA, CALIFORNIA

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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".
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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.
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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.
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CITY OF COSTA MESA, CALIFORNIA

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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.

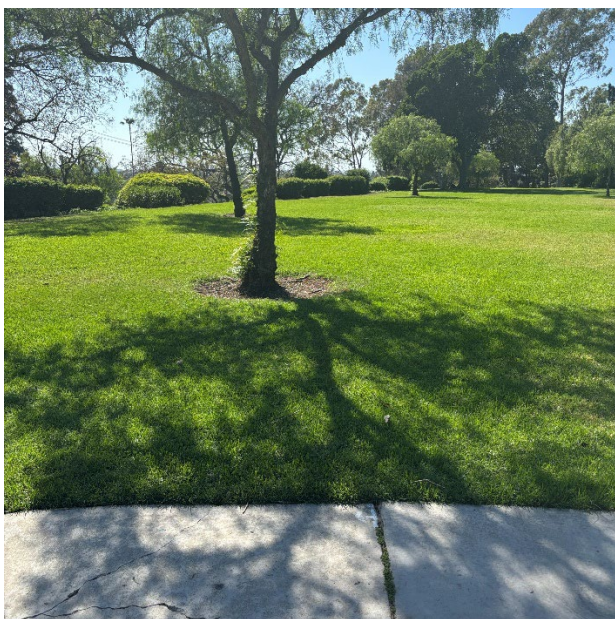
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3. If the donor does not identify the donation for a specific project, it shall be used as deemed appropriate by the City Council or the Foundation Board.
4. The Foundation Chair shall acknowledge all donations to the Foundation in writing.

Estancia Park Memorial Donation Proposed Location



Bench Location (White Arrow)



Tree Location (Green Arrow)





CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 26-290

Meeting Date: 5/21/2026

TITLE:

PARKS AND COMMUNITY SERVICES COMMISSION ANNUAL REPORT

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission: 1. Review and approve the annual Parks and Community Services Commission presentation to City Council.



Agenda Report

Parks and Community Services Commission

File #: 26-290

Meeting Date: 5/21/2026

TITLE: PARKS AND COMMUNITY SERVICES COMMISSION ANNUAL REPORT

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR

CONTACT INFORMATION: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR, (714) 754-5009

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS):

1. Review and approve the annual Parks and Community Services Commission presentation to City Council.

BACKGROUND:

On August 20, 1990, the City Council approved the creation of the Parks, Recreation Facilities and Parkways Commission, a seven-member body. On May 20, 2002, the City Council renamed the commission to the Parks and Recreation Commission and reduced its membership to five members. In 2019, the commission was renamed the Parks, Arts and Community Services Commission and expanded to seven members. In 2022, following the establishment of the Arts Commission, the commission was renamed the Parks and Community Services Commission, maintaining a seven-member structure. The role of the commission is defined in Municipal Code 12-71, Attachment 1.

During the April 23, 2026, PACS Special Meeting, discussion ensued regarding items the Commission would like included in the PACS Commission PowerPoint presentation. Chair Brown and Vice Chair Wright reviewed and compiled the information discussed and created an outline for the presentation, attached as Attachment 2.

ANALYSIS:

Each year, the Parks and Community Services Commission meets monthly to discuss various items related to Parks and Community Services which includes recreational programming, recreation fees, special events, park and parkway related tree appeals and capital improvement projects pertaining to parks.

PACS: Accomplishments 2025 - Year to Date

- Developed a commission evaluation, CIP Values and Goals, to help provide formal commission recommendations to City Council for future Capital Improvement Park Projects.
- Reviewed and approved seven (7) memorial donations
 - Three (3) at TeWinkle Park
 - One (1) at Brentwood Park
 - One (1) at Tanager Park
 - One (1) at Canyon Park
 - One (1) at Fairview Park
- Provided recommendation for the Skate Park conceptual designs
- Approved the conceptual design improvements for Brentwood Park
- Provided recommendations for the Fairview Park Master Plan Update to City Council
- Reviewed the City's Urban Canopy Assessment
- Provided CIP budget recommendations for City Council Review for FY 2026/27 and five-year CIP budget for FY 2030-31(Attachment 3)
- Presented to City Council FY 2026/27 CIP recommendations on March 31, 2026
- Provided recommendations for Senior Transportation Program

Parks and Community Services Commission: Goals and Objectives 2026/27

1. Present an Annual Working Plan to Council
2. Assess and review the Community Garden program to enhance community opportunity
3. Assess and review an additional dog park location
4. Evaluate recreational fees once the consultant review is complete
5. Review park ordinance
6. Review park memorial donations
7. Review Category 3 parkway tree removal and replacement requests
8. Attend community events throughout the calendar year

ALTERNATIVES:

City Council may provide feedback and direction on upcoming year's goals and objectives and budget priorities and recommendations.

FISCAL REVIEW

Funding requests will be discussed and considered by City Council during the FY 2026-27 budget development process.

LEGAL REVIEW

There is no legal review required for this report.

CONCLUSION:

Staff recommends the Parks and Community Services Commission (PACS):

1. Review and approve the annual Parks and Community Services Commission presentation to City Council.

Title 12. Parks and Recreation

Chapter III. PARKS AND COMMUNITY SERVICES COMMISSION

§ 12-71. Commission established.

There is hereby established as a part of the government of the city, a parks and community services commission, which shall:

- (a) Consider and provide advice regarding matters that may be referred to it by the city council, the city manager, the director of parks and community services, or the director of public works;
 - (b) By its own motion, conduct studies and investigations and hold public hearings as it may deem necessary for the formulation of policies, plans, and procedures relating to parks, recreation, senior programs, recreation facilities, community facilities, and parkways, or to determine the wisdom and efficacy of such policies, plans and procedures, or to determine an action plan to pursue in implementing the city's Parks, Recreation and Open Space Master Plan and report its findings and recommendations to the city council, the city manager, the director of parks and community services, and/or the director of public works;
 - (c) Recommend to the city council approval of concept plans for development and/or modification of parks, recreation, community, and open space facilities;
 - (d) Solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies concerned with the parks, recreation, recreation facilities, community facilities, and parkways of the city;
 - (e) Make recommendations and findings on the necessity for removal of parkway trees and the necessity for terms and conditions for retention of trees in accordance with Chapter V of Title **15** of this Code, which decisions shall be final notwithstanding section **2-303**;
 - (f) Set the fees to be charged to participants in recreation and community programs and classes in accordance with the guidelines adopted by the city council;
 - (g) In its discretion, review the annual budget as presented to the city council and advise it on the current operational needs and long-range plans for capital improvements;
 - (h) Periodically visit parks, recreation and community facilities in the city to review established programs and facilities, and to monitor needs in accordance with the Parks, Recreation and Open Space Master Plan;
 - (i) On behalf of the city, actively encourage programs for the cultural enrichment of the community;
 - (j) Solicit partnerships with senior organizations which share the common goal to serve Costa Mesa's senior population; and
 - (k) Seek out and recommend to the city council, city manager or director of parks and community services possible public and private funding opportunities available to implement new or enhance existing senior programs and services.
- (Ord. No. 19-06, § 2, 4-2-19; Ord. No. 22-05, § 2, 7-19-22)

Opening slide: Parks and Community Services Commission
 Chair Kelly Anne Brown
 Vice Chair Shayanne Wright

Commissioners include: Elizabeth Dorn Parker; Jason Komala; Brandice Leger; Jake Husen;
 Cristian Garcia-Arcos

Slide 2

Why we've focused on processes so much:

1. Looking to develop meaningful and substantive ways for Commissioners to weigh in on reports/projects/processes already underway
2. Focus on developing the capacity of Commissioners through thoughtful education (such as around CIP recommendations)

Slide 3: Over the past year we've:

- Convened our first subcommittee to work on the creation of the PACS Values Assessment—a guide for informing all decisions (financial and other)
- Finalized and unanimously approved the PACS Values Assessment
- Piloted a new process to educate Commissioners on budget and held earlier meetings regarding CIP decision making
- Reviewed and made recommendations on pressing issues regarding senior transportation, Parks Assessment, Tree Canopy Assessment, Fairview Developmental Center, Harper Park, Brentwood Park, Skate Park, etc.

Key themes: Robust community engagement | Substantive Commissioner involvement

Slide 4: Looking ahead

Programming

1. Community Gardens. It is our recommendation that PACS create a subcommittee to invest in a comprehensive review of the community gardens program in Costa Mesa, which would include focus groups with current and future gardeners, comparative analysis with other city garden programs, evaluate the financial impacts and opportunities, and more.
2. CIP Recommendations—begin the work earlier, so that best prepared for February/March meetings.

Slide 5: Looking ahead

Budget and Administration

1. CIP Review, but begin earlier in the year
2. Review park ordinances
3. Review the addition of a second dog park
4. Review memorial donations and tree removals
5. Review recreation fees

Slide 6: Looking ahead

Data

1. Making the most of our plans. We see the benefit in understanding how all of the many City plans (Pedestrian Master Plan, Park Assessment, Tree Canopy, etc.) work together so that PACS Commissioners can better make decisions for future investments that have positive long term impact.
2. Successfully advocate for the return of regular, and robust, Park Ranger data reports.

Slide 7: Looking ahead

Events

1. Picnic Day—An event that originated from PACS Commissioners that would activate Lions Park and Neat Coffee (if interested) for an informal downtown gathering. Use this day to connect with neighbors and table in order to solicit community input on community gardens and other issues.
2. Concerts in the Park—Continue the PACS tradition of participating in this event, but with more robust engagement opportunities.

We think it's important that we utilize each and every public event as a way to engage with residents for feedback and input. Advocate for a small amount to fund materials that will be utilized at the events that we attend.

Slide 8: Looking ahead

Education

1. Joint Use Agreement with NMUSD
2. Revisit Bright View contract
3. Senior transportation—Revisit 6 months after revised program is implemented
4. Create professional development opportunities for PACS Commissioners

Slide 9: Vision statement that references the ordinance that created PACS

PACS Commission CIP Recommendations:

Attendees Present: Chair Brown, Vice Chair Wright, Commissioner Garcia Arcos, Commissioner Husen, Commissioner Komala, Commissioner Leger

Absent: Commission Dorn Parker**Left during item discussion, did not vote.*

Commission moved staff recommendations and included the following additional recommendations in the following motions:

Motion to:	First	Second	Motion Carries	Nays
Add Marina View Park - sand and Sidewalk in priorities to FY 26/27)	Chair Brown	Commissioner Husen	6-0	
Add Wilson - restrooms to FY 26/27	Vice Chair Wright	Chair Brown	5-1	Commissioner Komala
Add community gardens to five-year FY 27/28 (\$50,000) and potentially navigate Neth Park in a multi-faceted way	Chair Brown	Commissioner Garcia Arcos	6-0	
Add Westside Development to FY 27/28 (\$400,000)	Chair	Commissioner Leger	5-1	Commissioner Komala
Explore alternative funding sources to reduce City funding for Fairview Park and Skate Park projects	Vice Chair Wright	Chair Brown	4-2	Commissioner Husen, Commissioner Komala
Prioritize C-rated parks in the 5yr. plan	Commissioner Leger	Vice Chair Wright	5-1	Commissioner Husen



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 26-293

Meeting Date: 5/21/2026

TITLE:

NEW COMMUNITY GARDEN LOCATION STUDY

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS): 1. Review and finalize the Commission members who will be assigned to the new community garden location evaluation team.



Agenda Report

Parks and Community Services Commission

File #: 26-293

Meeting Date: 5/21/2026

TITLE: NEW COMMUNITY GARDEN LOCATION STUDY
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR
CONTACT INFORMATION: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR (714) 754-5009

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS):

1. Review and finalize the Commission members who will be assigned to the new community garden location evaluation team.

BACKGROUND:

The City of Costa Mesa has two (2) community gardens, the Del Mar Community Garden on Del Mar Avenue, and the Hamilton Community Garden on Hamilton Street. The Del Mar Community Garden has been in existence for over 20 years and has 60 garden parcels and 5 raised garden beds. The Hamilton Community Garden was established in 2004 and has 42 parcels. The parcels are rented by residents to grow vegetables, fruits, flowers and plants for their consumption and use.

The annual cost to rent a parcel is \$60, plus a one-time \$20 key deposit and a \$100 clean-up deposit. Raised garden beds are a \$20 annual cost, since they are smaller. Each calendar year, gardeners pay the annual fee and sign an acknowledgement that they have read and will abide by the current Community Garden Rules and Agreement (Attachment 1). In late Fall of each year, staff prepares renewal packets that are sent to all gardeners. If the parcel is not renewed by the designated deadline date, the parcel will be assigned to the next person on the waitlist. Currently, Del Mar Community Garden has an average waitlist of 183 names and Hamilton Community Garden has an average waitlist of 59 names.

The Community Gardens were designated by the City as a self-governed entity monitored by the Parks & Community Services Department, with support provided by two (2) part-time City employees. The staff members are responsible for the administrative oversight of the gardens, including on site communication with gardeners, ensuring trash is picked up and portable restrooms are cleaned, and monitoring the tools, equipment, and water in use at the gardens.

Staff provided a Garden Center update on April 23, 2026, to the PACS Commission during a Special Meeting, informing the Commission of recent facility improvements, maintenance projects and the current waiting list.

ANALYSIS:

At the April 23, 2026 meeting, the Commission received and filed the community garden update report, and the Chair inquired whether any Commissioners were interested in participating on the new community garden location evaluation team. The following five (5) Commissioners expressed interest in participating on the evaluation team: Commissioner Husen, Chair Brown, Commissioner Komala, Commissioner Dorn Parker, and Commissioner Garcia Arcos. The evaluation team may consist of up to three (3) Commissioners and must therefore be finalized. Once finalized, the team will meet with staff to evaluate potential alternate locations for future community gardens and return recommendations to the Commission for review and discussion.

FISCAL REVIEW:

The Commission recommended that City Council allocate \$50,000 toward community gardens as part of the Fiscal Year 2027–28 Capital Improvement Program.

LEGAL REVIEW:

There is no legal review required for this report.

CONCLUSION:

Staff recommends the Parks and Community Services Commission (PACS):

1. Review and finalize the Commission members who will be assigned to the new community garden location evaluation team.