



CITY OF COSTA MESA

PARKS AND COMMUNITY SERVICES COMMISSION

Agenda

Thursday, January 8, 2026

6:00 PM

**City Council Chambers
77 Fair Drive**

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Or sign into Zoom.com and "Join a Meeting"

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PARKS AND COMMUNITY SERVICES COMMISSION REGULAR MEETING

JANUARY 8, 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

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA

Comments are limited to three (3) minutes, or as otherwise directed.

COMMISSIONER COMMENTS AND SUGGESTIONS

Comments are limited to three (3) minutes, or as otherwise directed.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the Parks and Community Services Commission, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion. The public can make this request via email at PACSCComments@costamesaca.gov and should include the item number to be addressed. Items removed from the Consent Calendar will be discussed and voted upon immediately following Parks and Community Services Commission action on the remainder of the Consent Calendar.

1. **MINUTES** **26-100**

RECOMMENDATION:

Approval of the minutes of the November 13, 2025 Parks and Community Services Commission meeting.

Attachments: [11/13/25 PACS Draft Minutes](#)

2. **DEPARTMENT REPORT** **26-101**

Attachments: [Department Report - November & December 2025](#)

MONTHLY REPORTS

1. PARKS AND COMMUNITY SERVICES DIRECTOR'S UPDATE

OLD BUSINESS: NONE

NEW BUSINESS:

1. **DONATION OF A MEMORIAL BENCH AND PLAQUE AT FAIRVIEW 25-628 PARK**

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a bench and plaque to be installed in Fairview Park in memory of Ryan Fenley.

Attachments: [Agenda Report](#)

[1. Correspondence, Council Policy and Proposed Location](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: Thursday, February 12, 2026.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 26-100

Meeting Date: 1/8/2026

TITLE:

MINUTES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Approval of the minutes of the November 13, 2025 Parks and Community Services Commission meeting.

NOVEMBER 13, 2025
6:00 P.M. – UNOFFICIAL MINUTES

CALL TO ORDER by Chair Brown at 6:00 PM.

PLEDGE OF ALLEGIANCE by Commissioner Dorn Parker.

ROLL CALL

☒ = Present ☐ = Absent

Commissioners	City Staff
<input checked="" type="checkbox"/> Cristian Garcia Arcos	<input checked="" type="checkbox"/> Brian Gruner, Parks and Community Services Director
<input checked="" type="checkbox"/> Jake Husen	<input checked="" type="checkbox"/> Monique Villasenor, Recreation Manager
<input checked="" type="checkbox"/> Jason Komala	<input checked="" type="checkbox"/> Raja Sethuraman, Public Works Director
<input checked="" type="checkbox"/> Brandine Leger	<input checked="" type="checkbox"/> Robert Ryan, Maintenance Services Manager
<input checked="" type="checkbox"/> Elizabeth Dorn Parker	<input checked="" type="checkbox"/> Anna Partida, Administrative Assistant
<input checked="" type="checkbox"/> Shyanne Wright, Vice Chair	
<input checked="" type="checkbox"/> Kelly Brown, Chair	

PUBLIC COMMENTS

[Correspondence received.](#)

Ralph Taboada: Longtime resident, commended the Commission on its values document, the five-year parks forecast frequently changes without clear transparency or explanation, and urged the Commission to actively collaborate with staff in developing, prioritizing, and recommending park capital projects.

COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Husen: None.

Commissioner Garcia Arcos: Thanked City staff for supporting a six-week youth financial literacy program, noting strong community participation, helpful logistical support, and expressing appreciation for the collaboration as a foundation for future programming.

Commissioner Dorn Parker: Highlighted the upcoming Brentwood Park groundbreaking and requested staff coordination with community leaders. Also raised safety concerns about suspicious, unmarked vehicles photographing and videotaping park users, urging the public to report incidents through 311 App.

Commissioner Komala: Expressed gratitude for the strong community turnout and engagement at the Fairview Park Master Plan Update item, thanked City Council, the Fairview Park Steering Committee, and staff for their work, and shared reminders about upcoming community bike workshops and monthly Fairview Park cleanup events.

Commissioner Leger: Noted that it was National Kindness Day and encouraged the community to understand the difference between being kind and being nice, emphasizing the importance of teaching true kindness to future generations.

Vice Chair Wright: Highlighted the Fairview Park item for its unprecedented level of public engagement, commended the Commission for living up to its stated values, and expressed appreciation for the substantive staff presentations and anticipation for the upcoming City Council discussion.

Chair Brown: Echoed appreciation for the strong public participation at the previous meeting, highlighted the usefulness of staff's matrix for advancing the master plan discussion, shared insights from a recent Costa Mesa Police Department ride-along, and suggested future discussions on police data and reporting.

CONSENT CALENDAR

1. **Minutes – October 9, 2025 PACS Draft Minutes**
October 30, 2025 PACS Draft Minutes
2. **Department Report – October 2025**

Chair Brown thanked city staff for making updates to the minutes.

Public Comment: None.

MOTION: To approve consent calendar items

MOVED/SECOND: Commissioner Dorn Parker / Commissioner Leger

The motion carried by the following roll call vote:

Ayes: Commissioner Dorn Parker, Commissioner Husen, Commissioner Garcia Arcos, Commissioner Komala, Commissioner Leger, Vice Chair Wright, Chair Brown

Nays: None

Absent: None

Motion Carried: 7 – 0

MONTHLY REPORTS

1. **PARKS AND COMMUNITY SERVICES DIRECTOR'S UPDATE**

Mr. Brian Gruner, Parks and Community Services Director presented.

Commissioner Garcia Arcos thanked staff for the presentation, supported the affordability and community-focused programming. Encouraged expanding Police Department–youth sports interactions, explored offering CPR and safety training, and inquired about the location of the AED at City Hall.

Chair Brown expressed enthusiasm for the high demand for senior events and asked how interest compares to current capacity and what potential program expansion could look like.

OLD BUSINESS: NONE

NEW BUSINESS:

1. **DONATION OF A TREE, BENCH AND MEMORIAL PLAQUE AT CANYON PARK**
Mr. Robert Ryan, Maintenance Services Manager presented.

Public Comment:

Danielle Sanford: Stated that she requested approval to donate a memorial bench and plaque, along with a tree, at Canyon Park in memory of her brother, Jacob Sandifer, noting the park's deep personal significance to her family and expressing appreciation for staff assistance in selecting the location.

Vice Chair Wright expressed appreciation for the memorial bench proposal, noting it was a meaningful way to honor Mr. Sandifer and that the park location and setting made it a fitting and thoughtful tribute.

Chair Brown thanked the family for sharing something so personal, emphasized the significance of the memorial, and expressed appreciation for being able to engage on a topic meaningful to both the family and the Commission.

MOTION: To ensure intentional tree care over the next three years by providing consistent watering as needed, requiring a certified arborist to properly plant the tree, and if a defective tree be returned and replaced with the same species.

MOVED/SECOND: Commissioner Garcia Arcos/ Commissioner Dorn Parker

The motion carried by the following roll call vote:

Ayes: Commissioner Dorn Parker, Commissioner Husen, Commissioner Garcia Arcos, Commissioner Komala, Commissioner Leger, Vice Chair Wright, Chair Brown

Nays: None

Absent: None

Motion Carried: 7 – 0

2. DONATION OF A MEMORIAL BENCH AND PLAQUE AT BRENTWOOD PARK

Mr. Robert Ryan, Maintenance Services Manager presented.

Public Comment: None

Commissioner Garcia Arcos asked whether the existing staked tree behind the proposed bench was still viable or stressed and inquired on memorial location/view.

Vice Chair Wright sought clarification on the existing dirt walkway and bench orientation, recalling prior support for benches along that path, and questioned whether the bench could be positioned so it naturally faced pedestrians using the walkway.

MOTION: To approve staff recommendation that the Parks and Community Services Commission accept the donation of a memorial bench and plaque to be installed in Brentwood Park in memory of Brandon Beach.

MOVED/SECOND: Commissioner Leger / Commissioner Husen

The motion carried by the following roll call vote:

Ayes: Commissioner Dorn Parker, Commissioner Husen, Commissioner Garcia Arcos, Commissioner Komala, Commissioner Leger, Vice Chair Wright, Chair Brown

Nays: None

Absent: None

Motion Carried: 7 – 0

3. REVIEW OF THE CITY OF COSTA MESA URBAN CANOPY AND LAND ASSESSMENT

Mr. Robert Ryan, Maintenance Services Manager presented.

Public Comment:

Eric: Thanked the City and Commissioner Garcia Arcos for supporting youth programming in District Four, he cited research on the civic, health, and safety benefits of urban trees and urged the City to pilot a green equity program in District Four by prioritizing tree planting in rights-of-way and reclassifying limited impervious land using grant funding and community partnerships.

David Martinez: Found the canopy assessment informative, he recommended adding detailed, publicly accessible maps showing existing canopy and potential planting areas to better evaluate tree needs at specific sites and future developments.

Chair Brown encouraged commissioners to frame their questions and recommendations through the lens of the Commission's values document, noting this as an opportunity to reflect on the document's practical use.

Commissioner Leger advocated for closer collaboration with the school district to prioritize tree planting over shade structures, suggested using underutilized school grounds for trees, and proposed involving students and families in community planting efforts.

Commissioner Komala asked clarifying questions about trees rated in poor condition, whether those conditions, preventions, and partnerships with private properties to meet canopy goals.

Commissioner Dorn Parker called for courageous, intentional planning around tree species selection, wildfire risk, and water use, and proposed strategic collaborations with schools, water providers, private property owners, and a reevaluation of golf course land to significantly expand canopy and green space.

Commissioner Husen thanked staff for the presentation and inquired whether the city had previously established canopy goals, how the city planned to increase canopy from current levels, and what past or existing tree-planting programs could inform future efforts.

Commissioner Garcia Arcos supported investing in more detailed canopy mapping, asked about Arbor Day and tree-planting seasons, and spoke about the importance of mulching to improve tree survival.

Vice Chair Wright praised the canopy assessment as a strong data foundation and encouraged translating it into a strategic, CIP-driven approach, with enhanced and user-friendly maps focused on major corridors, pedestrian opportunity zones, and high-need neighborhoods to guide equitable investment and future Council action.

Chair Brown proposed consolidating commissioner suggestions into recommendations for Council, raised questions about equity and public-health outcomes related to tree canopy distribution, highlighted concerns about low canopy coverage at public schools, and emphasized prioritizing high-density, underserved districts while better understanding how large park areas affect district-level canopy data. Also inquired how District Five's tree canopy statistics would change if Fairview Park were excluded, expressed interest in concepts such as urban forest bathing, and emphasized the need to align mapping, outreach, and equity-focused priorities into clear, actionable recommendations.

Commissioner Leger stressed the importance of budgeting and suggested partnerships with local businesses to "adopt a tree," highlighted health and safety benefits of trees, including air quality and traffic safety, and urged evaluation of where trees have been removed without replacement.

Vice Chair Wright proposed leveraging existing interagency liaison meetings to advance collaboration with schools and water districts, and emphasized prioritizing low-canopy, low-opportunity areas through equity-driven strategies that may require greater creativity and investment. Emphasized the Commission's local knowledge of neighborhoods and recommended formally supporting a dedicated maintenance plan and budget to preserve and sustain the existing assessment.

Commissioner Dorn Parker cited research demonstrating health benefits of green space, highlighted the need to address tree loss on private property through incentive-based programs, and advocated for collaborations with private owners and water districts to reimagine and expand tree planting in currently unsuitable areas.

Commissioner Garcia Arcos questioned how water-resistant land could be reclassified to support tree planting, supported developing detailed maps to identify underserved areas, and recommended launching a pilot program in high-need districts while pursuing available grants and external resources to expand canopy coverage.

Commissioner Garcia Arcos emphasized the success of community forestry efforts in District Four, highlighting high tree survival rates due to resident stewardship, and urged greater attention to mulching—particularly in underserved areas—while encouraging replication of successful tree and fruit tree planting models citywide.

Item was received and filed.

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS

ADJOURNMENT by Chair Brown at 8:13 PM.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 26-101

Meeting Date: 1/8/2026



PARKS & COMMUNITY SERVICES COMMISSION REPORT

MEETING DATE: JANUARY 8, 2025

ITEM NUMBER: CC 2

SUBJECT: DEPARTMENT REPORT – NOVEMBER AND DECEMBER 2025

DATE: NOVEMBER 6, 2025

FROM: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR

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

❖ **Adult Sports**

• **Adult Sports**

- Softball League – Operated by Major League Softball
 - Fall 2025 began September 22 – December 4
- Senior Softball League – Operated by City Staff
 - Spring 2025 began August 16 – December 7

Adult Basketball League - Operated by City Staff				
Season YYYY	Duration	Mon. Teams	Wed. Teams	Participant Total
Spring 2025	May 12 – July 21	8	7	156
Fall 2025	Sept. 15 – Dec. 1	8	0	96

• **Fields**

Field Usage	June	July	July	Aug.	Sept.	Oct.	Nov.	Dec.
# of Organizations	54	54	54	59	59	59	59	61
Hours	16,889	11,072	11,072	20,128	38,324	44,499	25,745	21,615

❖ **Community Gardens**

Garden Location	Parcel Quantity	Parcels Rented	Waitlisted
Del Mar	65*	65	170
Hamilton	42	42	58

*5 raised bed parcels

❖ **Contract Classes**

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Youth & Adult Totals:	362	206	291	335	406	311	237

❖ **Costa Mesa Senior Center**

- The December 2025 monthly newsletter was provided to 5128 members. This is an increase of 159 members since October 2025.
- Seniors enjoyed the annual Thanksgiving Luncheon, where they were treated to a full-service meal graciously served by Costa Mesa's Fire and Police Departments. The celebration featured live classical music by a violinist, along with games, photo opportunities, and raffle prizes—creating a warm and festive occasion for everyone to be thankful this year.
- The Senior Center hosted its largest event of the year, Breakfast with Snoopy. Snoopy and Santa made special appearances as participants enjoyed a full-service breakfast served by the Costa Mesa Fire and Police Departments. Senior Center staff prepared a selection of favorite homestyle recipes and shared a holiday cookbook with attendees. The celebration also featured a DJ with karaoke, photo opportunities with Santa and Snoopy, games, and original handmade décor created by the Senior Center team.

Senior Programs	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Meals on Wheels OC - Meals	1,122	1,367	1,273	1,233	1,375	1,233	1,233
Meals on Wheels OC - Seniors	1,157	1,287	1,261	1,175	1,172	1,175	1,175
Second Harvest Grocery Boxes	371	400	370	410	400	415	208
Wellness Calls	571	617	558	561	875	557	540
Transportation Program Trips	2,404	2,580	2,422	2,568	2,731	2,199	2,495

❖ **Downtown Aquatic Center**

Aquatics Programs	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Drop-In Participants	204	259	260	135	126	126	109
Total Drop-In Visits	1,016	1,162	917	556	529	556	410
Instructional Class Participants	390	652	232	394	100	N/A	N/A
Instructional Class Attendance	1,601	2,546	386	969	703	N/A	N/A

* Instructional classes closed during winter season.

❖ **Downtown Recreation Center**

	November		December	
Gym Programs	Participants	Total Visits	Participants	Participants
Pickleball	143	771	143	143
Youth Open Gym	36	103	36	36
Basketball	79	258	79	79
Volleyball	50	60	50	50

❖ Facility Rentals

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Number of Rentals	35	37	37	22	30	39	33

❖ Fairview Park

- City Council provided direction on the Draft Fairview Park Master Plan Update during the December 2, 2025, City Council meeting. The consultant is currently preparing the CEQA documentation for the project. The CEQA document and updated Draft will be posted on the project website upon completion of the CEQA analysis. Please visit the link below to review the Draft and other project information: <https://www.costamesaca.gov/fvpmp>
- The City hosts monthly 2nd Saturday restoration events in partnership with Fairview Park Alliance, and 3rd Saturday Restoration days in partnership with Coastal Corridor Alliance. The City will be hosting planting days on January 10 and January 17 in the community-based restoration areas of the upper canyon.
- The Fairview Park section has initiated a new Fairview Park restoration volunteering opportunity on alternating Fridays. The volunteers are working on a new restoration site. The City currently has openings for a limited number of committed long-term volunteers. Visit the City's Fairview Park website to learn more.

❖ Permits

November - Park Rental Permits				
Park Location	Permits Issued		Park Location	Permits Issued
Canyon	1		Marina View	1
Del Mesa	4		Shiffer	4
Estancia	5		Smallwood	3
Heller	4		TeWinkle	13
Jordan	1		Wakeham	13

December - Park Rental Permits				
Park Location	Permits Issued		Park Location	Permits Issued
Del Mesa	3		TeWinkle	14
Estancia	2		Wakeham	3
Jordan	1			

Film Permits		
	November	December
Permits Issued for the month	2	0
Permits at City Facilities	0	0
Permits at Private Commercial Property	2	0
Pending Permits on TESSA	1	1
Total Permits Issued for 2025	27	27

Special Event Permits		
	November	December
Permits Issued for the month	5	4
Permits at City Facilities	3	1
Permits at Private Commercial Property	2	3
Pending Permits on TESSA	6	2
Total Permits Issued for 2025	61	65

❖ **Youth Programs**

• **L.E.A.P.**

- August 18, 2025 – May 22, 2026
- Held at Balearic Community Center in 2 classrooms of 22
- Operates Monday – Friday from 8:00 AM – 1:00 PM

Age (Days)	Capacity	November	December
3-5 year old	44	27	27

• **R.O.C.K.S Afterschool Program**

- August 19, 2024 – June 6, 2025
- Registration open now for nine (9) NMUSD school sites

School Site	Nov.	Dec.
Adams	28	29
California	101	104
College Park	69	67
Davis	216	216
Killybrooke	51	51
Paularino	26	27
Sonora	44	37
Victoria	28	25
Whittier	37	38

• **Mobile Recreation**

- Free drop-in program providing recreation to elementary-age children at neighborhood parks with limited access to summer programs
- Registration is not required
- Attends City events to provide interactive games and crafts to the public

Day of the Week	Location	Nov.	Dec.
Monday	Lions Park Event Lawn	N/A	N/A
Tuesday	Lions Park Event Lawn	N/A	N/A
Wednesday	Lions Park Event Lawn	N/A	N/A
Thursday	Lions Park Event Lawn	N/A	N/A
Weekends	City Events	N/A	N/A

- **Youth Sports**

- **BeFIT Pickleball**

- Free clinic-based instruction at the Downtown Recreation Center
 - Season: September 16 – November 6, 2025

Divisions / Grade level	Capacity	Enrolled
A. 6th - 8th Grade	20	21
B. 4th - 5th Grade	20	19
C. 1st - 3rd Grade	20	20

- **Winter Camp Costa Mesa**

- Fee-based program during NMUSD's winter recess
 - Held at Balearic Community Center

Dates	Capacity	Enrolled
Week 1: December 22-26	50	46
Week 2: December 29 – January 2	50	50

- **Teen Program**

- Free afterschool care for 7th - 12th grades from August 19, 2024 – June 5, 2025
 - Teen Centers at TeWinkle Middle School and Downtown Recreation Center (DRC)
 - Offers shuttle transportation from Ensign Inter./Newport Harbor High School to the DRC Teen Center and Save Our Youth (SOY)
 - Held a Winter Drop-in program at the Downtown Recreation Center, which serviced 95 participants in an six-day duration.

Program Location	Nov.	Dec.
Downtown Recreation Center (DRC)	15	14
TeWinkle Middle School	14	15
Snowball Fight Dodgeball Tournament Teens vs. Costa Mesa Police		57
Shuttle Service	Nov.	Dec.
Downtown Recreation Center (DRC)	14	12
Save Our Youth (SOY)	8	7

Upcoming Events	Dates	Location
CMSC Lunar New Year Celebration	Tuesday, February 17	Costa Mesa Senior Center
Access Resource Fair	Saturday, February 28	Costa Mesa Senior Center



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-628

Meeting Date: 1/8/2026

TITLE:

DONATION OF A MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

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 in Fairview Park in memory of Ryan Fenley.

BACKGROUND:

The City is in receipt of a letter from the Fenley family requesting permission from this Commission to donate a bench and plaque to be installed in Fairview Park in memory of Ryan Fenley who passed away June 1, 2024 (Attachment 1).

Ryan Fenley grew up in Costa Mesa, attending California Elementary and TeWinkle Middle School, and was a graduate of Estancia High School. Ryan is survived by his wife, Pam and their two sons, Carter (24) and Colby (22) who all reside in Mesa Verde. The Fenley family were members of the Mesa Verde Country Club when their kids were younger. Ryan loved golf and would golf with his childhood friends at the Costa Mesa Golf Course every Saturday. He also worked at the golf course when he was a teenager picking up range balls at night.

The Fenley family spent many evenings at Fairview Park walking the bluffs at sunset with their dogs and enjoying the beautiful environment of Fairview Park. The family would love to have a bench in a place where they have so many precious memories together. The bench would serve as a place to gather and to 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 in Fairview Park and determined that the proposed location is suitable for the memorial bench and plaque (Attachment 3). The request was presented to the Fairview Park Steering Committee on December 10, 2025 as an opportunity to provide feedback. The Committee posed several questions regarding process and policies, but did not express any concerns regarding the bench or proposed location. 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 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 in Fairview Park in memory of Ryan Fenley.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-628

Meeting Date: 1/8/2026

TITLE:

DONATION OF A MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

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 in Fairview Park in memory of Ryan Fenley.

BACKGROUND:

The City is in receipt of a letter from the Fenley family requesting permission from this Commission to donate a bench and plaque to be installed in Fairview Park in memory of Ryan Fenley who passed away June 1, 2024 (Attachment 1).

Ryan Fenley grew up in Costa Mesa, attending California Elementary and TeWinkle Middle School, and was a graduate of Estancia High School. Ryan is survived by his wife, Pam and their two sons, Carter (24) and Colby (22) who all reside in Mesa Verde. The Fenley family were members of the Mesa Verde Country Club when their kids were younger. Ryan loved golf and would golf with his childhood friends at the Costa Mesa Golf Course every Saturday. He also worked at the golf course when he was a teenager picking up range balls at night.

The Fenley family spent many evenings at Fairview Park walking the bluffs at sunset with their dogs and enjoying the beautiful environment of Fairview Park. The family would love to have a bench in a place where they have so many precious memories together. The bench would serve as a place to gather and to 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 in Fairview Park and determined that the proposed location is suitable for the memorial bench and plaque (Attachment 3). The request was presented to the Fairview Park Steering Committee on December 10, 2025 as an opportunity to provide feedback. The Committee posed several questions regarding process and policies, but did not express any concerns regarding the bench or proposed location. 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 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 in Fairview Park in memory of Ryan Fenley.

ATTN: Robert Ryan

Re: Request for Memorial Bench

Dear Mr. Ryan,

I am writing to request the opportunity to donate a bench in honor of my late husband, Ryan Fenley, at a location in Fairview Park.

My late husband, Ryan Fenley, grew up in Costa Mesa and lived in the state streets of Costa Mesa as a child. He attended California and Tewinkle schools, and graduated high school from Estancia. He absolutely loved Mesa Verde and when we got married we bought our first house in the state streets as well. We love Mesa Verde and have many friends of my late husband that are still living here and raising their families and grandchildren. We then bought a house in the upper birds where I continue to live with my two sons Carter-24 and Colby-22.

My late husband loved to golf and we were members of the Mesa Verde Country Club when our kids were younger. Ryan would also golf with his friends from childhood at Costa Mesa Golf Course every Saturday. Fun fact, Ryan also worked at the Costa Mesa Golf Course when he was a teenager and would pick up range balls at night. 😊

Our family spent many evenings up in the “bluffs” at sunset taking walks with our dogs and enjoying the beautiful area of Fairview Park that we are so blessed to have in our “backyard”. Unfortunately my late husband was diagnosed with Pancreatic Cancer in October 2022 and fought courageously, but unfortunately passed away June 1, 2024. My family and I would be honored to have a bench placed in honor of Ryan’s amazing, adventurous life. We know that he is always with us in our hearts forever. We would love to have a bench overlooking the bluffs to go to where we have so many precious memories together, and to share with our family and friends, many who still live here in Costa Mesa.

We appreciate your time and consideration and look forward to hearing from you.

Sincerely,
Pam, Carter, and Colby Fenley

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

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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".

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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.

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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

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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.

Fairview Park
Proposed location for Memorial Bench and Plaque

