



CITY OF COSTA MESA

PARKS AND COMMUNITY SERVICES COMMISSION

Agenda

Thursday, February 8, 2024

6:00 PM

**City Council Chambers
77 Fair Drive**

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).

Zoom Webinar:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/99993346354?pwd=ZXgrQ0xScIBLRVBleIBHN2U3TkNpdz09>

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

Enter Webinar ID: 999 9334 6354 / Password: 945795

- 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: 999 9334 6354 / Password: 945795

During the Public Comment Period, press *9 to add yourself to the queue 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.

4. 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 pacsccomments@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.

5. 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 pacscomments@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 REGULAR MEETING

FEBRUARY 8, 2024 – 6:00 P.M.

ELIZABETH DORN PARKER
District 6 - Chair

SCOTT GLABB
District 1 - Commissioner

KELLY BROWN
District 5 - Vice Chair

CASSIUS RUTHERFORD
District 2 - Commissioner

CRISTIAN GARCIA ARCOS
District 4 - Commissioner

TERRY WALL
District 3 - Commissioner

SHAYANNE WRIGHT
At-Large - Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION:

1. **[CAPITAL IMPROVEMENT PROJECTS UPDATE](#)** **[24-054](#)**

RECOMMENDATION:

Staff will be providing a verbal update on various grant funded and high priority park improvement projects.

Attachments: [Parks CIP Status February 2024 Update](#)

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.

OLD BUSINESS:

1. [MINUTES](#) [24-055](#)

RECOMMENDATION:

Approval of the minutes of January 11, 2024, Parks & Community Services Commission meeting.

Attachments: [01/11/24 PACS Draft Minutes](#)

NEW BUSINESS:

1. [DONATION OF TWO TREES, MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK](#) [24-036](#)

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of two trees, a memorial bench and a plaque to be installed in Fairview Park, in memory of Dr. Anthony Caciagli.

Attachments: [1. Memorial Donation Request](#)
[2. Council Policy 800-4](#)

MONTHLY REPORTS

1. [PARK RANGER REPORT](#) [24-056](#)

Attachments: [Monthly Parks Report - January 2024](#)

2. [DIRECTOR'S REPORT](#) [24-057](#)

Attachments: [Director's Report - January 2024](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: THURSDAY, March 14, 2024



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-054

Meeting Date: 2/8/2024

TITLE:

CAPITAL IMPROVEMENT PROJECTS UPDATE

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff will be providing a verbal update on various grant funded and high priority park improvement projects.

Capital Improvement Program Park Improvements

Note: This is a tentative schedule for discussion purposes only. Dates are subject to change.

DRAFT

Phase 1 – Grant Funded Projects					
PROJECT	PROJECT MANAGER	PHASE	FUNDING	STATUS AND SCHEDULE	ANTICIPATED COMPLETION
<p>Costa Mesa Tennis Center – LED Lighting Improvements – This project will convert existing lighting to LED lights utilizing existing poles and infrastructure. The project will improve lighting and safe play.</p>	Rob Ryan	Planning	State Grant funds via Senator Dave Min	<p>The purchasing of the lights was approved by City Council on September 19, 2023.</p> <p>The contract for the installation of the lights was approved by City Council on January 16, 2024</p> <p>Installation is to begin in the Spring of 2024.</p>	Summer/Fall 2024
<p>Jack Hammett LED Lighting Retrofit – This project will convert existing lighting to LED lights utilizing existing poles and infrastructure. The project will improve energy efficiency, reliability and field safety while reducing operating costs.</p>	Rob Ryan	Design	State Grant funds from Senator Dave Min	<p>The purchasing of the lights was approved by City Council on September 19, 2023.</p> <p>The contract for the installation of the lights was approved by City Council on January 16, 2024</p> <p>Installation is to begin in the Spring of 2024.</p>	Summer/Fall 2024
<p>Ketchum Libolt Park Expansion – this project will expand the existing footprint of the park by incorporating the parkway between the park and the Victoria Street sidewalk. The expansion will allow for additional play elements.</p>	Rob Ryan & Raja Sethuraman	Community Outreach and Preliminary Design	City CIP funds and Grant Funds from State Assembly Member Cottie Petrie-Norris	<p>PSA for design was approved by City Council on January 16, 2024.</p> <p>The design phase could take up to six (6) months.</p>	<p>Design - Fall 2024</p> <p>Construction - Early 2025</p>

<p>Shalimar Park Improvements – This project will add additional play elements to the park and potentially increase park space.</p>	<p>Rob Ryan & Raja Sethuraman</p>	<p>Community Outreach and Preliminary Design</p>	<p>State Grant funds from Senator Dave Min</p>	<p>PSA for design was approved by City Council on January 16, 2024. The design phase could take up to six (6) months.</p>	<p>Design - Fall 2024 Construction - Early 2025</p>
<p>TeWinkle Athletic Complex Improvements – This project will address ongoing drainage issues on the fields and add batting cages.</p>	<p>Rob Ryan</p>	<p>Planning</p>	<p>State Grant funds from Senator Dave Min</p>	<p>This project is currently in the preliminary planning and design process. Staff is working to develop a scope of work for the project(s).</p>	<p>TBD</p>
<p>TeWinkle Park LED Retrofit – (Athletic Complex, Bark Park and Tennis Center) - This project will convert existing lighting to LED lights utilizing existing poles and infrastructure. The project will improve energy efficiency, reliability and field safety while reducing operating costs.</p>	<p>Rob Ryan</p>	<p>Planning</p>	<p>State Grant funds from Senator Dave Min</p>	<p>The purchasing of the lights was approved by City Council on September 19, 2023. The contract for the installation of the lights was approved by City Council on January 16, 2024 Installation is to begin in the Spring of 2024.</p>	<p>Summer/Fall 2024</p>
<p>TeWinkle Park Lake Repairs – This project will replace damaged shoreline and lake liner, provide a water treatment system, upgrade the pump system and enhance landscape and surrounding environment.</p>	<p>Rob Ryan</p>	<p>Design</p>	<p>City CIP funds and State Grant funds from Senator Dave Min</p>	<p>The design is now complete. Bidding process is underway and the bids are due on February 12, 2024.</p>	<p>Construction to begin Summer 2024</p>
<p>TeWinkle Skate Park Expansion – This project will expand the footprint of the existing skate park. Goals for the project include: providing a dedicated area for young and beginning skaters and add new elements like a pump track.</p>	<p>Irina Gurovich</p>	<p>Design</p>	<p>Grant funds from OC Supervisor Katrina Foley</p>	<p>This project is currently in the design phase. Community outreach meeting planned for March/April Design phase is expected to take up to ten (10) months.</p>	<p>Design – Fall 2024 Construction - Summer 2025</p>

Phase 1 – CIP Funded Project					
Brentwood Park Improvements – This project will upgrade the playground equipment, provide additional play elements, provide walkways, replace the existing shelter, upgrade park lighting to LED and add site furnishings.	Rob Ryan	Planning and Design	City CIP funds	Developing the scope of work and preliminary design with the official design phase to begin in mid-2024.	Design - Summer 2024 Construction - Summer 2025

DRAFT



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-055

Meeting Date: 2/8/2024

TITLE:

MINUTES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Approval of the minutes of January 11, 2024, Parks & Community Services Commission meeting.

JANUARY 11, 2024
6:00 P.M. – UNOFFICIAL MINUTES

CALL TO ORDER by Chair Rutherford at 6:01pm.

PLEDGE OF ALLEGIANCE by Commissioner Wright.

ROLL CALL

= Present = Absent

Commissioners

- Kelly Brown
- Cristian Garcia Arcos
- Scott Glabb
- Terry Wall
- Shayanne Wright
- Elizabeth Dorn Parker, Vice Chair
- Cassius Rutherford, Chair

City Staff

- Alma Reyes, City Deputy Manager
- Monique Villasenor, Recreation Manager
- Robert Ryan, Maintenance Services Manager
- Kelly Dalton, Fairview Park Administrator
- Laura Fautua, Executive Assistant

PUBLIC COMMENTS

Hank Castignetti: Notified the Commission the train rides Orange County Model Engineers gave for 2023. Thanked the Costa Mesa Police explorers for handling the parking for train rides in December.

Mat Garcia: Wished everyone a Happy New Year on behalf of the Harbor Soaring Society. Invited the Commission to come out during a flying day (first or third Saturdays of the month).

COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Glabb: No comment.

Vice Chair Dorn Parker: Happy to see the expansion of activities at Snoopy House and congratulated the City on the successful Snoopy year.

Commissioner Brown: Encouraged public engagement for the Fairview Park Master Plan Update. Would like to see youth input for future public engagements.

Commissioner Wall: Acknowledged police Appreciation Day that took place on January 10, and highlighted Chief Lawrence great work.

Commissioner Wright: Would like to know what some department goals for the year and any support she can provide as a Commissioner to report back to Councilmembers. Would like to see signage of Mobile Recreation at parks to help notifying residents of the program.

Chair Rutherford: Spoke about Harper Park fencing and Park Ranger presence, and Downtown Recreation Center Pickleball sun glare. Thanked staff for the quick response for the pickleball sun glare.

OLD BUSINESS

1. Minutes – 10/12/2023 PACS Draft Minutes

MOTION: Approve the amended minutes of October 12, 2023 Commission meeting.

MOVED/SECOND: Vice Chair Dorn Parker/Commissioner Wall.

The motion carried by the following roll call vote:

Ayes: Commissioner Brown, Commissioner Glabb, Commissioner Wall, Commissioner Wright, Vice Chair Dorn Parker, Chair Rutherford

Nays: none

Absent: Commissioner Garcia Arcos

Motion Carried: 6 – 0

NEW BUSINESS:

1. FAIRVIEW PARK OVERVIEW

Mr. Kelly Dalton, Fairview Park Administrator presented.

Commission discussion ensued with Mr. Dalton about Fairview Park activity, projects, and input on future public engagement.

Public Comment:

Jay Humphrey (resident): Dedicated to Fairview Park and drew concern of e-bike activity at Fairview Park, would like to see more enforcement occur regarding e-bike activity at the park. Would like to see the presentation available to the public prior to the agenda and/or a more descriptive report so the public who cannot attend has opportunity to place public comment.

2. 2023 DEPARTMENT PROGRAM HIGHLIGHTS

Ms. Alma Reyes, Deputy City Manager, Ms. Monique Villasenor, Recreation Manager, and Mr. Robert Ryan, Maintenance Services Manager presented.

Commission inquired about program number increases, public engagement and the importance of aesthetics for updates being made, maintenance thefts, and program subsidizing availability for the public.

Public Comment: none.

3. ELECTION OF CHAIR, VICE CHAIR, AND LIAISON ASSIGNMENT

Public Comment: none.

MOTION: Elect Commissioner Dorn Parker as Chair and Commissioner Brown as Vice Chair .

MOVED/SECOND: Commissioner Rutherford/Commissioner Wright.

The motion carried by the following roll call vote:

Ayes: Commissioner Brown, Commissioner Glabb, Commissioner Wall, Commissioner Wright, Commissioner Dorn Parker, Commissioner Rutherford

Nays: none

Absent: Commissioner Garcia Arcos

Motion Carried: 6 – 0

MOTION: Elect Commissioner Brown to continue the PACS Liaison role for Fairview Park Steering Committee.

MOVED/SECOND: Commissioner Rutherford/Commissioner Dorn Parker.

The motion carried by the following roll call vote:

Ayes: Commissioner Brown, Commissioner Glabb, Commissioner Wall, Commissioner Wright, Commissioner Dorn Parker, Commissioner Rutherford

Nays: none

Absent: Commissioner Garcia Arcos

Motion Carried: 6 – 0

MOTION: Elect Commissioner Wall as a Senior liaison.

MOVED/SECOND: Commissioner Rutherford/Commissioner Dorn Parker.

The motion carried by the following roll call vote:

Ayes: Commissioner Brown, Commissioner Glabb, Commissioner Wall, Commissioner Wright, Commissioner Dorn Parker, Commissioner Rutherford

Nays: none

Absent: Commissioner Garcia Arcos

Motion Carried: 6 – 0

MONTHLY REPORTS

1. PARK RANGER REPORT October/November/December 2023

Ms. Reyes and Ms. Villasenor, presented.

Public Comment: None.

2. DIRECTOR'S REPORT – October/November/December 2023

Ms. Reyes and Ms. Villasenor, presented.

Public Comment: None.

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS

Commissioner Wright would like the Capital Improvement Project Chart easily accessible to the public.

ADJOURNMENT by Chair Rutherford at 8:10 P.M.

NEXT REGULAR ARTS COMMISSION MEETING: THURSDAY, February 8, 2024 at 6:00 P.M.



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 24-036

Meeting Date: 2/8/2024

TITLE:

DONATION OF TWO TREES, MEMORIAL BENCH AND PLAQUE AT FAIRVIEW PARK

**DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES
DIVISION**

PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER

**CONTACT INFORMATION: ROBERT RYAN, MAINTENANCE SERVICES MANAGER, (714)
327-7499**

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of two trees, a memorial bench and a plaque to be installed in Fairview Park, in memory of Dr. Anthony Caciagli.

BACKGROUND:

The City is in receipt of a letter from Michael and Denise Moon (Attachment 1) requesting permission from this Commission to donate two trees, a bench, and a plaque at Fairview Park in memory of Dr. Anthony Caciagli. The request includes the following plaque language: "In Loving Memory of Dr. Anthony Caciagli".

Dr. Caciagli was born in Manhattan in 1929 and was a U.S. Army veteran who fought in the Korean War. He married his only wife Lillian and had three (3) children, including Michael's wife, Denise Moon. He graduated from Cornell University with a degree in Veterinary medicine in 1958. He loved parks, trees, and especially the birds of our town and often adopted pets that were rejected by their previous owners and pets from his office that had ailments and injuries.

Dr. Caciagli returned to California to be near his children in Costa Mesa and lived with Mike and Denise Moon for four (4) years. He liked to walk, especially around the park. As Anthony grew older, his ability to walk gradually decreased. He had to stop and rest more frequently and appreciated a bench along a walking path, especially if it had a shade tree.

Michael and Denise Moon spoke with Dr. Caciagli about his remembrance and he fully supported the idea of a memorial bench with a tree that would be provided to the City of Costa Mesa.

Michael and Denise Moon have lived in Costa Mesa since 2001. Their daughter Michelle, has resided in Costa Mesa for most of her forty (40) years. The bench and trees will provide them a spot to gather and remember their father and grandfather.

ANALYSIS:

The request meets the requirements as set forth by City Council Policy 800-4. (Attachment 2). Staff has reviewed the proposed locations in Fairview Park and determined that these are suitable for the donation. Staff will work with the donors to schedule the installations.

The applicant has been notified of the Parks and Community Services Commission meeting and has been sent a copy of the staff report.

ALTERNATIVES:

The Commission may deny the request for the donation of a bench and two trees or may suggest alternate locations.

FISCAL REVIEW:

Upon approval by this Commission, the installation will be coordinated by City staff and will have minimal fiscal impact on the City, as the donor will incur the costs of the donated items.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission approve the request for the donation of a memorial bench, two trees and a plaque to be installed at Fairview Park in memory of Dr. Anthony Caciagli.

November 6, 2023

City of Costa Mesa
Public Services Department
77 Fair Drive
P.O. Box 1200
Cost Mesa, CA 92628-1220

ATTN: Jim Ortiz

RE; request to donate bench and tree

Dear Mr. Ortiz,

We are writing once again to request the opportunity to donate a bench in honor of Dr. Anthony Caciagli at a location in Fairview Park.

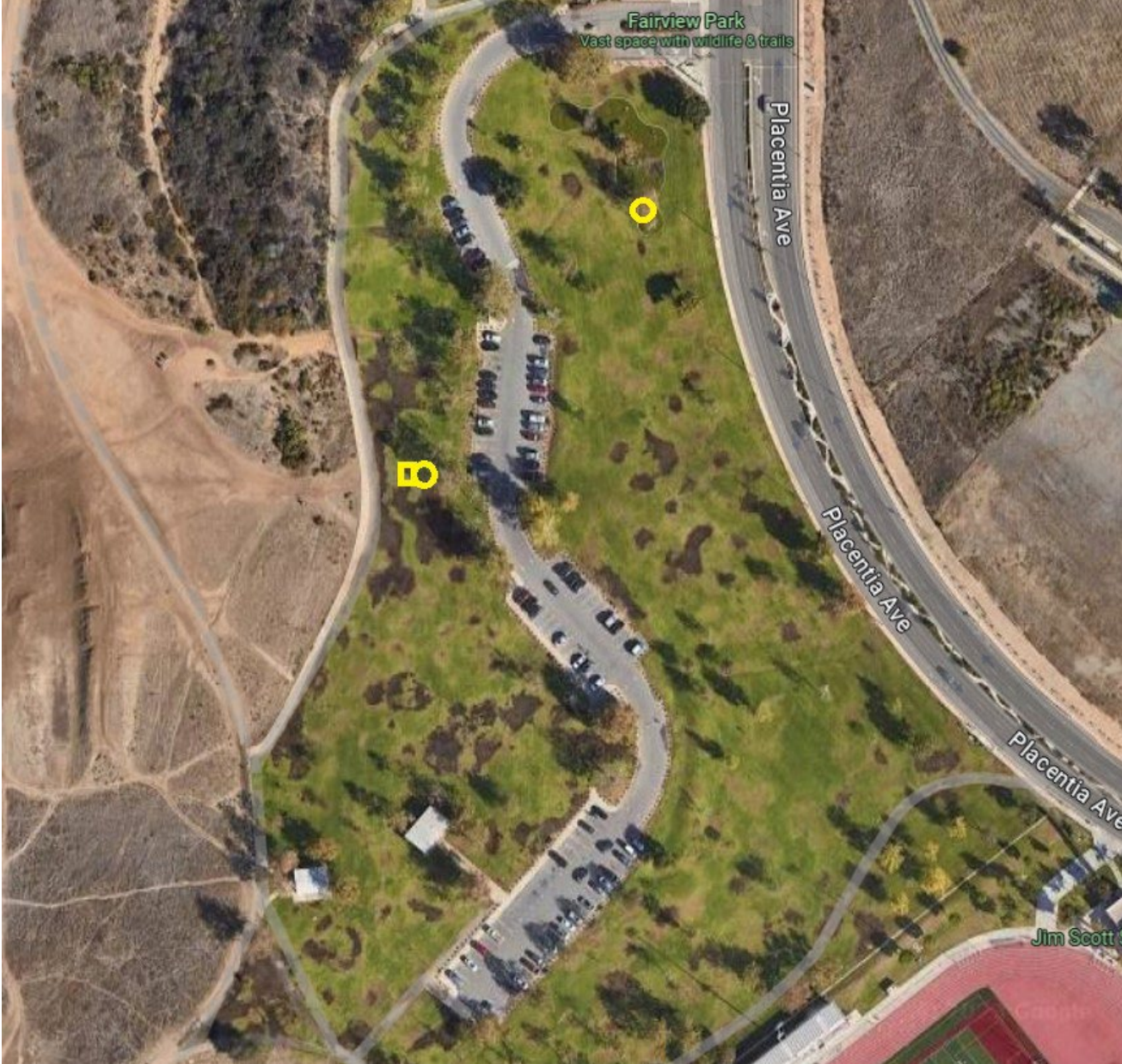
Anthony was my father in law and lived with Denise and I at our house on the west side of Costa Mesa for the last 4 years of his life. Anthony had been a veterinarian and loved parks, trees, and especially the birds of our town. Anthony was born in Manhattan in 1929 and was a US Army veteran of the Korean War. He graduated from Cornell with a degree in veterinary medicine in 1958. He married his only wife, Lillian, and had three children including my wife Denise. His love of living things and education in life science were exceptional. He often adopted pets that were rejected by their owners after those pets had come into his office with ailments and injuries. He came out to California to be near his children. He moved to Costa Mesa, to our house, because he needed help with daily living tasks.

He liked to walk, especially in or near a park. As he grew older his ability to walk gradually decreased. He had to stop and rest more often and really appreciated a bench along a path, especially if it had a shade tree. We believe older people enjoy the time walking in our park and it becomes even better if they can find a place to rest during their walks. To rest and view old Saddleback off in the distance can be a real comfort when all else is wearing out. We spoke with Anthony about his desire for remembrance, and he fully supported the 'bench with a tree' that we would like to provide the city of Costa Mesa.

Denise and I have lived in Costa Mesa since 2001. Our daughter Michelle, also lives in Costa Mesa and has for most of her 40 years.

Sincerely,

Michael & Denise Moon



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 Rev. 07/13/04	1 of 4

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. 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.
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

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 Rev. 07/13/04	2 of 4

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”.

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.

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 Rev. 07/13/04	3 of 4

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.
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.

CITY OF COSTA MESA, CALIFORNIA

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

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 Rev. 07/13/04	4 of 4

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.

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.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-056

Meeting Date: 2/8/2024

Costa Mesa Police Department

Memorandum



DATE: February 02, 2024

TO: Bryan Wadkins, Field Operations Captain

FROM: Stanley Garcia, Park Ranger

RE: **PARK RANGER MONTHLY REPORT
January 2024**

Fairview Park Activities/Highlights:

- Harbor Soaring Society Flying Field was open on Saturday the 6th and 20th of January. Park Rangers were present during the events. No violations were observed, and there were no complaints made to the Park Rangers.
- Park Rangers located 4 small camp fires within Talbert Park from unhoused persons living within the park.
- Park Rangers and maintenance crews continue to address homelessness issues and unlawful camp sites. There were no encampments located this month.
- Costa Mesa Park Rangers collaborated with OC Park Rangers to address new encampments at Talbert Park North, Talbert Park South, and along the Santa Ana River Bike Trail. Four (4) encampments were located this month. Due to weather and dirt road conditions, Rangers and OC Parks staff were limited in seeking out encampments and removal efforts.

Park Activities/Highlights:

- Increased enforcement on leash law violations: a reduction in violations was observed this month.
- At Fairview Park, a stabbing incident occurred. CMPD Officers responded to the location however were unsuccessful in locating the assailant. One victim.

Harper Park:

- Park Rangers began all day patrols at Harper Park/ Harper School on November 10th. During January, while Park Rangers were on patrol the number of subjects contacted in regards to dog off leash violations has decreased to near zero. Park Rangers are actively engaging the public to educate them on the schools shared use agreement and rules and restrictions. Several parents have voiced concerns over the safety of their children while at school, without a fully enclosed perimeter fence.

MONTHLY PARKS ACTIVITY / ENFORCEMENT SUMMARY

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Talbert Regional Park	10	14	25	0	1	50
Joann Street Bike Trail	15	17	18	0	3	53

District 1

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Balearic Park	1	9	0	0	0	10
Estancia Park	0	16	0	0	0	16
Mesa Verde Park	3	2	0	0	0	5
Moon Park	3	7	0	2	0	10
Smallwood Park	2	3	0	0	0	5
Suburbia Park	3	4	0	0	0	7
Tanager Park	4	7	0	0	0	11
Wakeham Park	0	5	0	1	3	8
Wimbledon Park	0	3	0	0	0	3
Total						

District 2

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Del Mesa Park	1	6	0	0	0	7
Gisler Park	1	24	0	0	0	25
Shiffer Park	3	14	0	0	0	17
Paularino Park	0	0	0	0	1	1
Total						

District 3

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Neth Park	0	14	0	0	0	14
TeWinkle Park	13	32	3	0	1	49
Bark Park	5	16	0	0	0	21
Skate Park	7	16	0	0	0	23
Wilson Park	7	55	2	0	0	64
Jack Hammet Sports Complex	0	3	0	0	0	3
Total						

District 4

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Ketchum-Libolt Park	3	16	2	0	1	22
Shalimar Park	1	0	1	0	0	2
Total						

District 5

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Canyon Park	5	23	1	0	0	29
Fairview Park	24	17	0	0	6	47
Lions Park	22	47	6	5	3	83
Marina View Park	1	9	0	0	0	10
Vista Park	3	6	0	0	0	9
Total						

District 6

Location	Calls for Service	Patrol Checks	Citations	Arrests	Reports	Total
Brentwood Park	1	20	0	0	0	21
Harper Park	2	61	0	1	0	64
Heller Park	2	22	0	0	0	24
Jordan Park	0	18	0	0	0	18
Lindbergh Park	0	22	0	0	0	22
Pinkley Park (Ogle)	2	20	0	0	0	22
Perez Park	0	0	0	0	0	0
Total						



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-057

Meeting Date: 2/8/2024



PARKS & COMMUNITY SERVICES COMMISSION REPORT

MEETING DATE: FEBRUARY 8, 2024

ITEM NUMBER: MR – 2.2

SUBJECT: DIRECTOR’S REPORT – JANUARY 2024

DATE: FEBRUARY 5, 2024

FROM: ALMA REYES, DEPUTY CITY MANAGER

FOR FURTHER INFORMATION CONTACT: (714) 754 - 5009

❖ **Adaptive Programming**

- Access Costa Mesa hosted a Conversation Over Coffee event on Saturday, January 27 at Blackmarket Bakery at The Camp in Costa Mesa. Program staff met with community members to discuss community interest in additional inclusive, adaptive, and accessible programs. Blackmarket Bakery graciously donated drink coupons for a free drip coffee, tea, lemonade, or soda to Access Costa Mesa and our community members involved in the Conversation.

❖ **Adult Sports**

• **Adult Sports**

- Softball League – Operated by Major League Softball
 - Spring 2024 begins Feb. 1 – April 29
- Senior Softball League – Operated by City Staff
 - Spring 2024 begins Feb. 1 – Aug. 3

Adult Basketball League - Operated by City Staff				
Season YYYY	Duration	Mon. Teams	Wed. Teams	Participant Total
Winter 2024	Jan. 8 - March 25	6	5	106

• **Fields**

Field Usage	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
# of Organizations	48	48	44	44	44	44	47
Hours	11,265.75	12,601	32,222	18,418	13,462	11,978	6,443

❖ **Community Gardens**

Garden Location	Parcel Quantity	Parcels Rented	Waitlisted
Del Mar	57	57	110
Hamilton	42	42	26

❖ **Contract Classes**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Youth & Adult Totals:	598	339	351	393	291	132	356

- New Classes for December: Code Your Own Robot in Minecraft, Modding with Minecraft, Become a Youtuber, College Affordability and Financial Aid (free), Keep Calm and Make a Plan: An Overview of the College Application Process (free)

❖ **Costa Mesa Senior Center**

- The January monthly newsletter was mailed to 3,131 members. This is an increase of 110 members since December 2023.
- On January 11 Senior Center Members welcomed the new year and indulged in a hot cup of cocoa with the works that included marshmallows, peppermint, and whipped cream. Members also had a choice of delicious pastry and enjoyed fellowship.

Senior Programs	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Meals on Wheels OC - Meals	3,196	4,929	3,841	4,075	4,511	4,098	3,528
Meals on Wheels OC - Seniors	1,609	2463	1,941	2,084	2,245	2,018	1,732
Second Harvest Grocery Boxes	134	447	335	174	330	347	180
Wellness Calls	1,264	1,833	1,256	1,652	1,741	1,711	1,356
Transportation Program Trips	1,164	1,595	705	743	1,453	1,374	1,079

❖ **Downtown Aquatics Center**

Aquatics Programs	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Adult Lap Swim Participants	456	657	135	114	106	90	119
Total Lap Swim Visits	510	893	994	599	508	445	441
Instructional Class Participants	293	427	272	225	176	N/A	N/A
Instructional Class Attendance	688	1,667	1,257	570	196	N/A	N/A

❖ **Facility Rentals**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Number of Rentals	17	16	16	19	24	17	33

❖ **Fairview Park**

- The Fairview Park Master Plan Update project team is preparing for its next community outreach session. The next meeting is tentatively scheduled for a date in Spring 2024; time and location details will be provided to the Commission and distributed on the City’s social media platforms once meeting details are confirmed.
- The City hosted its Second Saturday restoration day on Saturday, January 13, in partnership with the Fairview Park Alliance, focusing on non-native vegetation removal in the vernal pool 5/6/7 buffer area. The next Second Saturday restoration day is scheduled for Saturday, February 10.

- The City has partnered with the Banning Ranch Conservancy (BRC) in hosting monthly restoration days on the 3rd Saturday of each month. These 3rd Saturday Restoration days focus on the coastal sage scrub areas in the upper canyon. The next third Saturday restoration day is scheduled for Saturday, February 17.

❖ **Permits**

Park Rental Permits				
Park Location	Permits Issued		Park Location	Permits Issued
Del Mesa	1		Heller	4
Estancia	2		Tanager	1
Fairview	2		TeWinkle	13
Gisler	1		Wakeham	2

Film Permits	
Permits Issued for January	2
Permits at City Facilities	0
Permits at Private Commercial Property	2
Pending Permits on TESSA	3
Total Permits Issued for 2024	2

Special Event Permits	
Permits Issued for January	2
Permits at City Facilities	0
Permits at Private Commercial Property	2
Pending Permits on TESSA	5
Total Permits Issued for 2024	2

❖ **Youth Programs**

- **L.E.A.P. Program**
 - August 21, 2023 – May 24, 2024
 - Held at Balearic Community Center in 2 classrooms
 - Operates Monday – Friday for all ages

Age (Days)	Capacity	January
4-5 year old	20	14
3-4 year old	20	20

- **R.O.C.K.S Afterschool Program**

- August 22, 2023 – June 9, 2024
- Registration open now for nine (9) NMUSD school sites

School Site	January
Adams	43
California	102
College Park	47
Davis	165
Killybrooke	58
Paularino	26
Sonora	39
Victoria	48
Whittier	35

- **Youth Sports**

- **Basketball**

- Free clinic-based instruction at the Downtown Recreation Center Gym
- Season: January 16 – March 16, 2024

Divisions / Grade level	Capacity	Enrolled
A. 6th - 8th Grade	40	25
B. 4th - 5th Grade	40	28
C. 1st - 3rd Grade	40	40

- **Cheer**

- Free clinic-based instruction at the Balearic Community Center
- Season: January 17 – March 16, 2024

Divisions / Grade level	Capacity	Enrolled
A. 6th - 8th Grade	40	2
B. 4th - 5th Grade	40	20
C. 1st - 3rd Grade	40	38

- **Mobile Recreation**

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

Day of the Week	Location	Monthly Attendance
Monday	Paularino Park	20
Tuesday	Shalimar Park	0
Wednesday	Ketchum-Libolt Park	2
Thursday	Wilson Park	0
Weekends	City Events	N/A

- **Camp Costa Mesa**

- **1-Day Camp**

- Occurs during NMUSD non-holiday school closures
 - Held at Balearic Community Center
 - Registration began on July 31, 2023

Age (Days)	Capacity	Enrolled
October 25	50	28
November 1	50	46

- **Winter Camp**

- Occurs during NMUSD winter recess
 - Held at Balearic Community Center
 - Registration began on October 31, 2023

Week/Dates	Capacity	Enrolled
Week 1: December 26-29	50	50
Week 2: January 2-5	50	50

- **Teen Program**

- Free afterschool care for 7th - 12th grades from August 21, 2023 – June 6, 2024
 - 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)

Program Location	January
Downtown Recreation Center (DRC)	61
TeWinkle Middle School	241
Shuttle Service	January
Downtown Recreation Center (DRC)	61
Save Our Youth (SOY)	63

Upcoming Events	Dates	Location
Lunar New Year Social	Thursday, February 8	Costa Mesa Senior Center
A Friendship Dance	Friday, February 9	Costa Mesa Senior Center
Spring Fest	Saturday, March 30	Lions Park Event Lawn
Spring Bark Bash	Saturday, April 13	Costa Mesa Dog Park