



# CITY OF COSTA MESA

## REGULAR CITY COUNCIL AND HOUSING AUTHORITY\*

### Agenda

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Tuesday, April 2, 2024

6:00 PM

City Council Chambers  
77 Fair Drive

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**\*Note: All agency memberships are reflected in the title "Council Member"**  
**5:00 P.M. Closed Session**

The City Council 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 technical difficulties or experiencing any other critical issues, and unless required by the Brown Act, the meeting will continue only 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 City Council 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](http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true) and online at [youtube.com/costamesatv](https://www.youtube.com/costamesatv).

As a courtesy, the public may participate via the Zoom option.

Zoom Webinar: (For both 5:00 p.m. and 6:00 p.m. meetings)

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/81879579049?](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

[pwd=\\_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

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

Enter Webinar ID: 818 7957 9049/ Password: 608584

- 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: (For both 5:00 p.m. and 6:00 p.m. meetings)

Call: 1 669 900 6833 Enter Webinar ID: 818 7957 9049/ Password: 608584

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.

Note, if you have installed a zoom update, please restart your computer before participating in the meeting.

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 City Clerk at [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov). Comments received by 12:00 p.m. on the date of the meeting will be provided to the City Council, 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](mailto: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, for both videos and pictures. Please e-mail to the City Clerk at [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov) NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the City Clerks office at 714-754-5225.

Note regarding agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5): Any related documents provided to a majority of the City Council after distribution of the City Council 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].

**CLOSED SESSION - 5:00 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENTS** Members of the public are welcome to address the City Council only on those items on the Closed Session agenda. Each member of the public will be given a total of three minutes to speak on all items on the Closed Session agenda.

**CLOSED SESSION ITEMS:**

1. CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION - ONE CASE  
Pursuant to California Government Code Section 54956.9 (d)(4), Potential Litigation.
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Pursuant to California Government Code Section 54956.8  
APN: 420-012-16  
Agency Negotiators: Lori Ann Farrell Harrison, City Manager  
Negotiating Parties: State of California  
Under Negotiation: Price and Terms of Payment

**REGULAR MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY**

**APRIL 2, 2024 – 6:00 P.M.**

**JOHN STEPHENS**  
Mayor

**JEFFREY HARLAN**  
Mayor Pro Tem - District 6

**ANDREA MARR**  
Council Member - District 3

**MANUEL CHAVEZ**  
Council Member - District 4

**LOREN GAMEROS**  
Council Member - District 2

**ARLIS REYNOLDS**  
Council Member - District 5

**DON HARPER**  
Council Member - District 1

**KIMBERLY HALL BARLOW**  
City Attorney

**LORI ANN FARRELL HARRISON**  
City Manager

**CALL TO ORDER**

**NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE**

**MOMENT OF SOLEMN EXPRESSION**

[Per Council Policy 000-12, these presentations are made by community volunteers stating their own views. The City Council disclaims any intent to endorse or sponsor the views of any speaker.]

**ROLL CALL**

**CITY ATTORNEY CLOSED SESSION REPORT**

**PRESENTATIONS:**

1. Presentation: Active Transportation Committee Update

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA**

Comments on Consent Calendar items may also be heard at this time.  
Comments are limited to 3 minutes, or as otherwise directed.

**COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS**

Each council member is limited to 3 minutes. Additional comments will be heard at the end of the meeting.

1. Council Member Chavez
2. Council Member Gameros
3. Council Member Harper
4. Council Member Marr
5. Council Member Reynolds
6. Mayor Pro Tem Harlan
7. Mayor Stephens

**REPORT – CITY MANAGER**

**REPORT – CITY ATTORNEY**

**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 City Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion.

1. [PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL 24-105 ORDINANCES AND RESOLUTIONS](#)

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive full reading of Ordinances and Resolutions.

2. [READING FOLDER](#) [24-106](#)

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Morgan & Morgan (Heidi Kearns), Eli Navarette, Gary Reynolds.

3. [ADOPTION OF WARRANT RESOLUTION](#) [24-104](#)

RECOMMENDATION:

City Council approve Warrant Resolution No. 2714.

**Attachments:** [Summary Check Register 03-14-2024](#)  
[Summary Check Register 03-21-2024](#)

4. [MINUTES](#) [24-107](#)

RECOMMENDATION:

City Council approve the minutes of the regular meeting of March 19, 2024.

**Attachments:** [03-19-2024 Draft Minutes](#)

5. [DESIGNATION OF VOTING DELEGATE FOR THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS \(SCAG\) 2024 REGIONAL CONFERENCE AND GENERAL ASSEMBLY](#) [24-112](#)

RECOMMENDATION:

Staff recommends the City Council designate Council Member Arlis Reynolds as the delegate for the upcoming 2024 Annual Southern California Association of Governments (SCAG) Regional Conference and General Assembly.

6. [AMENDMENT TO THE CITYWIDE TRAFFIC SIGNAL MAINTENANCE CONTRACT](#) [24-103](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Approve the First Amendment (Attachment 1) to the Maintenance Services Agreement (MSA) with Yunex LLC to provide maintenance of the City's traffic signals, increasing the annual compensation for current and future years of the MSA by \$100,000, for an annual amount not to exceed \$500,000.
2. Authorize the City Manager and the City Clerk to execute the agreement and future amendments to the agreement.

**Attachments:** [1. Amendment No. 1 to MSA](#)  
[2. MSA for signal maintenance with Yunex](#)

7. [REJECT ALL BIDS - WILSON, WAKEHAM, AND TEWINKLE PARKS 24-114  
BRIDGES REPLACEMENT PROJECT, CITY PROJECT NO. 23-12](#)

RECOMMENDATION:

Staff recommends the City Council reject all bids for the Wilson, Wakeham, and TeWinkle Parks Bridges Replacement Project, City Project No. 23-12.

**Attachments:** [1. Bid Abstract](#)

**AT THIS TIME COUNCIL WILL ADDRESS ANY ITEMS PULLED FROM THE CONSENT  
CALENDAR**

-----END OF CONSENT CALENDAR-----



**PUBLIC HEARINGS:**

(Pursuant to Resolution No. 05-55, Public Hearings begin at 7:00 p.m.)

1. [SECOND READING OF ORDINANCE NO. 2024-02 AMENDING TITLE 24-102 13 \(PLANNING, ZONING AND DEVELOPMENT\) OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH AFFORDABLE HOUSING REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENT PROJECTS AND FEE RESOLUTION TO ESTABLISH THE AFFORDABLE HOUSING IN-LIEU FEE SCHEDULE](#)

**RECOMMENDATION:**

Staff recommends the Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) (“General Rule”).
2. Give second reading to and adopt Ordinance No. 2024-02 approving the Affordable Housing Ordinance and amending Title 13 to establish the affordable housing requirements for new residential development projects.
3. Adopt a fee resolution establishing the affordable housing in-lieu fee schedule.

**Attachments:** [Agenda Report](#)

1. [Draft Ordinance](#)
2. [In-Lieu Fee Resolution](#)
3. [City Council AHO Changes](#)
4. [Housing Plan Programs](#)
5. [HCD Compliance Info](#)
6. [Information Bulletin 532](#)

**OLD BUSINESS:**

1. [CITY COUNCIL FIRST READING OF ORDINANCES TO AMEND TITLE 24-113 13 \(PLANNING, ZONING AND DEVELOPMENT\) AND TITLE 9 \(LICENSES AND BUSINESS REGULATIONS\) OF THE COSTA MESA MUNICIPAL CODE TO MODIFY THE CITY'S RETAIL CANNABIS PROVISIONS AND FIND THIS PROJECT TO BE CATEGORICALLY EXEMPT FROM CEQA](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) ("General Rule").
2. Introduce for first reading, by title only, Ordinance No. 2024-03 amending Title 13 (Planning, Zoning and Development) and Ordinance No. 2024-04 amending Title 9 (Licenses and Business Regulations) of the Costa Mesa Municipal Code to modify the City's retail cannabis provisions.

**Attachments:** [Agenda Report](#)

1. [Draft Ordinance Title 13](#)
2. [Draft Ordinance Title 9](#)
3. [Exhibit A Title 13](#)
4. [Exhibit A Title 9](#)
5. [Track changes Title 13](#)
6. [Track changes Title 9](#)

**NEW BUSINESS: (Next Page)**

1. [AWARD OF FIRE STATION NO. 4 TRAINING TOWER AND SITE 24-098 IMPROVEMENTS PROJECT, CITY PROJECT NO. 23-04, AND FINDING OF A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT \(CEQA\)](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Find that the Fire Station No. 4 Training Tower and Site Improvements Project, City Project No. 23-04, is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301.
2. Adopt plans, specifications, and working details for the Fire Station No. 4 Training Tower and Site Improvements Project, City Project No. 23-04.
3. Authorize the City Manager and City Clerk to execute a Public Works Agreement (PWA) in a not to exceed amount of \$3.5 million and future contract amendments as approved by the City Attorney within City Council authorized limits to Caliba, Inc., 8031 Main Street, Stanton, California 90680.
4. Authorize the City Manager and City Clerk to execute a Professional Services Agreement (PSA) in the amount of \$347,241 and future contract amendments as approved by the City Attorney and within City Council authorized limits to STV Construction, Inc., 1055 West 7th Street, Suite 2900, Los Angeles, California 90017.
5. Authorize the City Manager to negotiate change orders, as needed, to split the project into phases based on available funding, and explore financing options, including bond financing, with final bond documents to be brought to the City Council for final adoption, to fund the remaining unfunded portion of the project's construction costs currently totaling \$1.5 million for the second phase of the project.

**ENVIRONMENTAL DETERMINATION:**

The proposed action is exempt from the California Environmental Quality Act (CEQA). The action involves an organizational or administrative activity of government that will not result in direct or indirect physical change in the environment. In addition, the proposed action is exempt under Section 15301 relating to the operation, repair, maintenance, permitting, and/or minor alteration of existing public facilities.

- Attachments:** [1. Bid Abstract](#)  
[2. Kazoni's Bid Protest](#)  
[3. Caliba's Response](#)  
[4. STV's Proposal](#)

2. [FISCAL YEAR 2023-24 MID-YEAR BUDGET UPDATE AND 24-051 ADJUSTMENTS](#)

RECOMMENDATION:

The Finance Department is undergoing the mid-year budget review for Fiscal Year 2023-24 that began on July 1, 2023. Certain staffing changes are recommended to assist in achieving City Council goals and priorities as soon as possible. In addition, Funds in the Capital Improvement Program (CIP) that need to be carried over into Fiscal Year 2023-24 require City Council approval.

1. Amend the Table of Organization to add 3.27 new FTEs in the Economic and Development Services Department (2.0 FTEs); Parks and Community Services (0.75 FTE); and the Police Department (0.52 FTEs) to help achieve City Council goals and priorities related to housing, park and environmental resources management, and public safety.
2. Approve FY 2023-24 Staffing title changes and compensation adjustments to realign positions with current operational needs in multiple departments (Attachment 2).
  - a. Approve Resolution No. 2024-XX, approving new classification and salary/pay ranges for an Animal Services Coordinator, new title for Multimedia Specialist and new title and pay ranges for Finance Officer.
  - b. Approve Resolution No. 2024-XX approving compensation adjustments for Finance Officer (Confidential).
  - c. Approve Resolution No. 2024-XX creating new classification and salary/pay ranges for Graduate Intern and compensation adjustments for Intern classification, absorbed within the existing adopted budget, in order to create a more viable pipeline of applicants to recruit City employees.
3. Approve FY 2023-24 Budget Carryovers from the prior year in the General Fund and the various Capital Projects Funds (Attachment 1) for outstanding capital projects.

**Attachments:** [1. Mid year CIP](#)  
[2. Confidential Resolution](#)  
[3. Part Time Resolution](#)  
[4. CMCEA Resolution](#)  
[5. 4.2.24 Org chart](#)

3. [APPOINTMENTS TO VARIOUS CITY COMMITTEES](#)

[24-086](#)

RECOMMENDATION:

Staff recommends the City Council make appointments as follows:

1. Animal Services Committee - Make four (4) member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Mayor Stephens, Council Member Harper).
2. Active Transportation Committee - Make six (6) member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan and, two at large appointments, the two at-large members should ensure broad representation of different mobility options and experiences (e.g., walk, bike, bus, and age ability). A Council Member may defer his nomination to the Council Liaison (Council Member Reynolds).
3. Finance and Pension Advisory Committee - Make four (4) member appointments with a term expiration of April 2028. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Mayor Stephens, Alternate Council Member Marr, and Council Member Harper).
4. Housing and Public Service Grants Committee - Make four (4) regular member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Council Member Chavez, Alternate Council Member Harper).
5. Mobile Home Park Advisory Committee - Make one (1) Park Owner or Representative appointment, two (2) Mobile Home Park Resident appointments, and one (1) Independent Citizen At-large appointment, all with a term expiration of April 2028. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Council Member Reynolds, Alternate Council Member Chavez).
6. Approve the recommendation from the Historical Preservation Committee to formally dissolve in lieu of merging with the Costa Mesa Historical Society and transferring the Committee's funds to the Costa Mesa Historical Society.

- Attachments:** [1. Animal Services Committee Applications](#)  
[2. Active Transportation Committee Applications](#)  
[3. Finance and Pension Advisory Committee Applications](#)  
[4. Housing and Public Service Grants Committee](#)  
[5. Mobile Home Park Advisory Committee](#)

**ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND  
SUGGESTIONS**

**ADJOURNMENT**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-105

**Meeting Date:** 4/2/2024

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**TITLE:**

**PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS**

**RECOMMENDATION:**

City Council and Housing Authority approve the reading by title only and waive full reading of Ordinances and Resolutions.





# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-106

**Meeting Date:** 4/2/2024

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**TITLE:**

**READING FOLDER**

**DEPARTMENT:** City Manager's Office/City Clerk's Division

**RECOMMENDATION:**

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Morgan & Morgan (Heidi Kearns), Eli Navarette, Gary Reynolds.



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-104

**Meeting Date:** 4/2/2024

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**TITLE:**

**ADOPTION OF WARRANT RESOLUTION**

**DEPARTMENT:** FINANCE DEPARTMENT

**PRESENTED BY:** CAROL MOLINA, FINANCE DIRECTOR

**CONTACT INFORMATION:** CAROL MOLINA, FINANCE DIRECTOR, (714) 754-5243

**RECOMMENDATION:**

City Council approve Warrant Resolution No. 2714.

**BACKGROUND:**

In accordance with Section 37202 of the California Government Code, the Director of Finance or their designated representative hereby certify to the accuracy of the following demands and to the availability of funds for payment thereof.

**FISCAL REVIEW:**

Funding Payroll Register No. 24-06 On Cycle for \$3,420,334.44 and City operating expenses for \$2,085,703.56.

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247137	03/15/24	O	Galls LLC <i>Line Description: Overflow</i>	0000002297	0.00
0247138	03/15/24	O	Galls LLC <i>Line Description: Overflow</i>	0000002297	0.00
<b>TOTAL</b>					<b>0.00</b>

293,598.67  
 1,133,586.64  
 1,062.87  
 (1,501.90)  
 (220.00)  
 (1,072.00)  
 (1,892.25)  


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 1,423,562.03

City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
Cycle: APAY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247245	03/15/24	P	CalPERS Long-Term Care Program	0000006287	85.42
			<i>Line Description:</i> Payroll Deduction 24-06		
0247246	03/15/24	P	Pamela Lilly	0000025324	750.00
			<i>Line Description:</i> Payroll Deduction 24-06		
0247247	03/15/24	P	State of California	0000001546	227.45
			<i>Line Description:</i> Payroll Deduction 24-06		
<b>TOTAL</b>					<b>\$1,062.87</b>

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Cancel Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Date</u>	<u>Payment Amt</u>
0244414	3/14/2024	V	Enterprise Rent A Car <i>Line Description: 3/14/24 Vendor did not receive payment. Void &amp; Reissue</i>	0000002131	09/08/23	(1,501.90)
0245150	3/14/2024	V	Carly Holton <i>Line Description: 3/14/24: Incorrect Address/Check Lost</i>	0000030385	10/27/23	(220.00)
0245963	3/14/2024	V	B & H Photo Video Inc <i>Line Description: 3/14/24: Vendor did not receive check. Void &amp; Reissue</i>	0000006056	12/22/23	(1,072.00)
0245986	3/14/2024	V	Dekra-Lite <i>Line Description: 3/14/24: Vendor did not receive check. Void &amp; Reissue</i>	0000016194	12/22/23	(1,892.25)
<b>TOTAL</b>						<b>(\$4,686.15)</b>

City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247130	03/15/24	P	Admin Sure Inc	0000021568	16,640.00
			<i>Line Description:</i> Workers Comp Admin March 24		
0247131	03/15/24	P	BrightView Landscape Services Inc	0000026055	215,605.93
			<i>Line Description:</i> Installation-Drains @ Sr Ctr Repair-Backflow @ TeWinkle Prk Repair Backflow @ City Hall Replace Backflow Device-FS4 CW Landscape Maint Svs-Feb 24		
0247132	03/15/24	P	Cabco Yellow Inc	0000028576	16,266.80
			<i>Line Description:</i> SR MED TRANSPORTATION JAN 24 HOMELESS TRANSPORTATION Jan 24		
0247133	03/15/24	P	City of Huntington Beach	0000002599	18,396.00
			<i>Line Description:</i> Helicopter Svc January 24		
0247134	03/15/24	P	Costa Mesa Sanitary District	0000001821	70,401.44
			<i>Line Description:</i> Storm Drain Plan-336 American		
0247135	03/15/24	P	Federal Technology Solutions Inc	0000024174	21,724.87
			<i>Line Description:</i> SALES TAX (7.75%) CABLE INSTALLATION		
0247136	03/15/24	P	Galls LLC	0000002297	17,303.79
			<i>Line Description:</i> Uniform-OFC A Alegado Jon Neal-Uniform Uniform Uniform-Aide J Luque Uniform-Lt D Casarez Uniform-Recruit M Ott		

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:*

- Uniform-OFC H Gallegos
- Uniform-Sgt J Barnes
- Uniform-Recruit T Blanchard
- Uniform-Recruit B Coutts
- Uniform-OFC N Harbert
- Uniform-OFC C Greeley
- Uniform-Cpt B Wadkins
- Uniform-Comm Spvsr J Phipps
- Uniform-CSI Spvsr L Olson
- Uniform-Detective N Wilson
- Uniform-Sr Records Tech L Cast
- Uniform-OFC A Melendez
- Uniform-CSS J Peters
- Uniform-Sgt S Luczkiewics
- Uniform-ACO L Reeker
- Uniform-OFC I Gallardo
- Uniform-OFC R South
- Uniform-OFC E Nippert
- Uniform-OFC P Garrett
- Uniform-OFC K Sapida
- Uniform-OFC J Osborn
- Uniform-OFC J Jacobi
- Uniform-CSS D Werkmeister
- Uniform-Sgt N Wilson
- Uniform-OFC T Maloata
- Uniform-OFC T Scott
- Uniform-ACO D Cattouse
- Uniform-Recruit S Munoz
- Uniform-Sgt D Holl
- Uniform-Lt C Diaz
- Uniform-Custody OFC M Lopez
- Uniform-Comm Sprvsr M Holt
- Safety Vest-CSI J Hartert
- Uniform-P/E Specialist M Truji
- Uniform-Custody Sprvsr F Diaz
- Uniform-CSS D Gonzalez
- Uniform-Civilian Investigator
- Uniform-Sgt B Le

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Uniform-OFC J Johnson Uniform-Det J Korte Uniform-ACO L Reeker Uniform-Aide D Gruenthal Uniform-Sgt B Le Uniform-CSS L Ramirez Uniform-OFC S Baker Uniform-Lt D Casarez Uniform-OFC S Baker		
0247139	03/15/24	P	Liebert Cassidy Whitmore	0000002960	15,549.50
			<i>Line Description:</i> LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR		
0247140	03/15/24	P	One 44 Construction	0000030319	45,380.00
			<i>Line Description:</i> Custom Locker Room Towel Cabin Two workstations @ PD for Anim		
0247141	03/15/24	P	Pinnacle Petroleum, Inc	0000029315	26,963.14
			<i>Line Description:</i> Unleaded Fuel-PD		
0247142	03/15/24	P	Southern California Edison Company	0000004088	181,906.43
			<i>Line Description:</i> Joann St Bike Trail Feb 24 SD Fwy On/Off Feb 24 Npt Fwy/Baker Feb 24 19th/Npt Feb 24 Baker/Royal Palm Feb 24		



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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Loan ID 8690-EE/OBF Charge Street Lights Fac/Equip 1/1-2/29/24 Loan ID 8670-EE/OBF Charge Sunflower/Plaza Feb 24 Parks Maint 1/6-2/29/24 3129 Harbor 1/31-2/29/24 900 Arlington 2/1-3/3/24 980 Arlington 2/1-3/3/24 970 Arlington 2/1-3/3/24 2750 Fairview 2/1-3/3/24 Tennis Center 2/1-3/3/24 885 Junipero 2/1-3/3/24 1035 Park Crest 2/1-3/3/24 Signals 1/7/23-2/29/24		
0247143	03/15/24	P	WLC Architects Inc	0000023955	19,500.00
			<i>Line Description:</i> Fire Station #4 Training Facil		
0247144	03/15/24	P	Ware Disposal Inc	0000000255	39,641.66
			<i>Line Description:</i> James St Trash Srvs Jan 24 James St Trash Srvs Feb 24 City Facilites Feb 2024 Bulky Item Pick Up		
0247145	03/15/24	P	West Coast Arborists Inc	0000004498	166,858.25
			<i>Line Description:</i> Tree Maint 12/1-12/15/23 Tree Maint 2/1-2/15/24 Tree Maint 10/16-10/31/23 Tree Maint 11/1-11/15/23 Tree Maint 1/1-1/15/24		
0247146	03/15/24	P	Yunex LLC	0000029573	51,183.14
			<i>Line Description:</i> Callout December 2023		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Routine for Jan 2024 Placentia-Estancia-Wire Pull Placentia-Estancia-Flash Bristol-Newport Cabinet KD		
0247147	03/15/24	P	AGA Engineers Inc	0000028838	5,250.00
			<i>Line Description:</i> Baker @ Babb Signal Mod Design		
0247148	03/15/24	P	AT & T	0000001107	145.83
			<i>Line Description:</i> WSS Alarm Lions Park Baseball Field NCC Fire Alarm		
0247149	03/15/24	P	AT & T Mobility	0000001107	94.20
			<i>Line Description:</i> Comm Cell Phones 1/12-2/11/24		
0247150	03/15/24	P	Aetna	0000028711	223.37
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247151	03/15/24	P	Agriserve Pest Control Inc	0000025268	1,675.00
			<i>Line Description:</i> Fruit Suppression		
0247152	03/15/24	P	Amber Salinas	0000030603	250.00
			<i>Line Description:</i> Refund Rec Dep 2008022.002		
0247153	03/15/24	P	American Alarm Systems Inc	0000008900	765.00
			<i>Line Description:</i> 24HR CENTRAL STATION SECURITY		
0247154	03/15/24	P	Anthem BC Life & Health Ins Co	0000030605	1,621.67

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247155	03/15/24	P	Atkinson Andelson Loya Ruud & Romo	0000027289	388.58
			<i>Line Description:</i> General Legal		
0247156	03/15/24	P	B & H Photo Video Inc	0000006056	1,072.00
			<i>Line Description:</i> CMTV Portable Drives CMTV Portable Drives		
0247157	03/15/24	P	Blue Shield of California	0000028683	2,982.23
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247158	03/15/24	P	Bureau Veritas North America Inc	0000016616	8,068.59
			<i>Line Description:</i> Consulting Plan Check Srvs		
0247159	03/15/24	P	CBE	0000015149	1,638.54
			<i>Line Description:</i> COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24 COPIER MAINT 2/5-3/4/24		
0247160	03/15/24	P	CDS Moving Equipment Inc.	0000030373	243.52
			<i>Line Description:</i> EZ CRATE SYSTEM		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247161	03/15/24	P	CalOptima <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000027839	174.23
0247162	03/15/24	P	California Physicians Service <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000028683	80.48
0247163	03/15/24	P	California Surveying & Drafting Supply <i>Line Description:</i> Trimble Forensics Quick Respon	0000030420	3,281.42
0247164	03/15/24	P	Canon Financial Services Inc <i>Line Description:</i> COPIER LEASE March 24 Copier Maint Feb 24 Copier Lease March 24 COPIER LEASE March 24 COPIER LEASE March 24	0000023241	5,358.01
0247165	03/15/24	P	Carly Holton <i>Line Description:</i> Refund Towing Fee DR 23-013832 Refund Towing Fee DR 23-013832	0000030385	220.00
0247166	03/15/24	P	Chris Panaia <i>Line Description:</i> Refund Citation CM050027456	0000030592	111.50
0247167	03/15/24	P	Cintas Corporation #640 <i>Line Description:</i> KITCHEN CLEANING SUPP JAN 24 KITCHEN CLEANING SUPP Feb 24	0000023262	398.24
0247168	03/15/24	P	Coastal Corridor Alliance	0000030600	250.00

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Refund Rec Dep 2008015.002		
0247169	03/15/24	P	Colleen Councilman	0000030606	100.00
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247170	03/15/24	P	Continental Interpreting Services Inc	0000024355	650.00
			<i>Line Description:</i> Interpreter Svs Council Meetin		
0247171	03/15/24	P	Costa Mesa Lock & Key	0000001817	218.28
			<i>Line Description:</i> Remove and Replace Deadlock Keys		
0247172	03/15/24	P	County of Orange	0000003486	5,171.32
			<i>Line Description:</i> AFIS Fees-February 2024 Teletype Svc-February 2024		
0247173	03/15/24	P	Dekra-Lite	0000016194	1,892.25
			<i>Line Description:</i> Holiday Decor Snoopy House Holiday Decor Snoopy House		
0247174	03/15/24	P	Dixon Resources Unlimited	0000027441	2,731.25
			<i>Line Description:</i> Res Prmt Prkng Spprt Svs Jan24		
0247175	03/15/24	P	Donna Thompson-Becker	0000030594	43.50
			<i>Line Description:</i> Refund Citation CM070030983		
0247176	03/15/24	P	Donnoe & Associates Inc	0000010228	1,070.00
			<i>Line Description:</i> Test Rental Services		

City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247177	03/15/24	P	Ecolab Pest Elimination <i>Line Description: Monthly Pest Control</i>	0000024420	1,364.69
0247178	03/15/24	P	Emmanuel Saavedra <i>Line Description: Refund Rec Dep 2008024.002</i>	0000030601	500.00
0247179	03/15/24	P	Erica Naxi <i>Line Description: Refund Rec Dep 2008023.002</i>	0000030602	100.00
0247180	03/15/24	P	Everbridge Inc <i>Line Description: NIXLE ENGAGE - SUBSCRIPTION</i>	0000026884	7,049.00
0247181	03/15/24	P	Farhan Chowdhury <i>Line Description: Basketball Referee</i>	0000030269	90.00
0247182	03/15/24	P	Ferguson Enterprises Inc #1350 <i>Line Description: Plumbing Supplies Plumbing Supplies Plumbing Supplies Plumbing Supplies Plumbing Supplies Plumbing Supplies Plumbing Supplies</i>	0000007785	1,051.81
0247183	03/15/24	P	Ford Fleet Care <i>Line Description: Parts-Feb 24 Repairs-Feb 24</i>	0000026262	6,494.05
0247184	03/15/24	P	Fuel Pros Inc <i>Line Description: Repair-Veeder Root Printer</i>	0000026476	707.50

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Diagnose Repair-Pump Breaker		
0247185	03/15/24	P	G & W Towing	0000002289	108.00
			<i>Line Description:</i> 716-Tow		
0247186	03/15/24	P	Grainger	0000002393	1,377.69
			<i>Line Description:</i> Fleet Shop Tool- Battery Pack MCV Parking Blocks Stock-Grommet Open Back		
0247187	03/15/24	P	Ham Radio Outlet Inc	0000002438	14,995.19
			<i>Line Description:</i> High Frequency Radios & Access		
0247188	03/15/24	P	Hanks Electrical Supplies	0000002445	1,194.25
			<i>Line Description:</i> Electrical Supplies		
0247189	03/15/24	P	Hector Brizuela	0000030598	166.92
			<i>Line Description:</i> Refund Permit B23-00064		
0247190	03/15/24	P	Hoodman Corporation	0000030487	452.75
			<i>Line Description:</i> Supplies-Traffic		
0247191	03/15/24	P	Irv Seaver Motorcycles	0000010272	1,023.61
			<i>Line Description:</i> 636-PD Helmet		
0247192	03/15/24	P	Irvine Ranch Water District	0000005112	732.19
			<i>Line Description:</i> 308 University 2/8-3/7/24 258 Brentwood 2/7-3/8/24		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> 261 Monte Vista 2/7-3/8/24 2603 Elden 2/7-3/6/24 106 Del Mar 2/8-3/7/24 170 Del Marr Irr 2/8-3/6/24 220 E 23rd 2/7-3/8/24		
0247193	03/15/24	P	James Snordan	0000029974	90.00
			<i>Line Description:</i> Basketball Referee		
0247194	03/15/24	P	John E Pizzini	0000030593	84.00
			<i>Line Description:</i> Refund Citation CM030014484		
0247195	03/15/24	P	John Ferguson	0000030607	825.00
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247196	03/15/24	P	Kaiser Foundation Health Plan	0000030569	537.04
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247197	03/15/24	P	Kato Landscape Inc	0000021744	2,891.90
			<i>Line Description:</i> W 19th Beautification Project		
0247198	03/15/24	P	Lizbeth Melgarejo	0000030599	750.00
			<i>Line Description:</i> Refund Rec Dep 2008016.002		
0247199	03/15/24	P	Loomis	0000019082	475.71
			<i>Line Description:</i> ARMORED CAR SERVICES		



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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247200	03/15/24	P	MAG-TROL	0000029306	2,984.68
			<i>Line Description:</i> HVAC Supplies		
0247201	03/15/24	P	MK Electric Inc	0000029674	13,933.53
			<i>Line Description:</i> New Wiring Installation @ Fair New Wiring Installation @ Mari		
0247202	03/15/24	P	Manufactured Home Inspection, INC.	0000030219	9,011.25
			<i>Line Description:</i> Rehab Loan Frances Hoffman 212		
0247203	03/15/24	P	Mark Rapparport	0000030597	1,058.64
			<i>Line Description:</i> Refund Permit BC23-00439		
0247204	03/15/24	P	Martin Greenberg	0000030608	39.50
			<i>Line Description:</i> Refund Citation CM010027667		
0247205	03/15/24	P	Matthew Bender & Co Inc	0000010987	3,013.05
			<i>Line Description:</i> 2024 CA Penal Code Books		
0247206	03/15/24	P	Medical Gas Resources	0000030609	400.00
			<i>Line Description:</i> Refund Permit FGCC-24-0001		
0247207	03/15/24	P	Medina Builders	0000030468	7,475.00
			<i>Line Description:</i> Partial Wall Demo & Door Reloc		
0247208	03/15/24	P	Monarch Health Plan	0000028699	236.40
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247209	03/15/24	P	National Energy Installers	0000030591	542.08
			<i>Line Description:</i> Refund Permit BXPV-23-0020		
0247210	03/15/24	P	National Safety Compliance Inc	0000020714	673.78
			<i>Line Description:</i> Controlled Substances & Alcoho Controlled Substances & Alcoho		
0247211	03/15/24	P	OC ATAC	0000030080	280.00
			<i>Line Description:</i> OC ATAC Awards Breakfast		
0247212	03/15/24	P	Oracle America Inc	0000003419	2,586.12
			<i>Line Description:</i> MICROFOCUS VISUAL COBOL		
0247213	03/15/24	P	Orange County Dept of Education	0000000442	500.00
			<i>Line Description:</i> Refund Rec Dep 2008026.002		
0247214	03/15/24	P	Orange County Mosquito & Vector Control	0000021750	82.70
			<i>Line Description:</i> Mosquito&Vector Aug 23		
0247215	03/15/24	P	Orange County United Way	0000017837	200.00
			<i>Line Description:</i> Access Point Fee		
0247216	03/15/24	P	Permit Management Solutions	0000024925	897.00
			<i>Line Description:</i> Consulting Staff Srvs		
0247217	03/15/24	P	Prudential Overall Supply	0000025480	1,166.64
			<i>Line Description:</i> Fleet Uniform Feb 24		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Towel Svc Feb 24 Parks Uniform Feb 24 Fleet Towel Svs Feb 24 Facilities Uniform Feb 24 St Traffic Op Uniforms Feb 24		
0247218	03/15/24	P	Pyxis Water Systems Inc	0000015837	5,000.00
			<i>Line Description:</i> Tewinkle Lake Maintenance Tewinkle Lakes Maintenance		
0247219	03/15/24	P	RJ Noble Company	0000003828	116.00
			<i>Line Description:</i> Asphalt Potholes Sidewalks		
0247220	03/15/24	P	Renewage Energy Solutions	0000030596	1,547.82
			<i>Line Description:</i> Refund Permit BX22-00909		
0247221	03/15/24	P	Renewal by Andersen LLC	0000030610	289.36
			<i>Line Description:</i> Refund Permit BXWN-23-0057		
0247222	03/15/24	P	Robert Plant	0000030611	2,031.62
			<i>Line Description:</i> Refund Permit BPCC-23-0100		
0247223	03/15/24	P	SiteOne Landscape Supply LLC	0000024133	492.53
			<i>Line Description:</i> Irrigation Supplies Irrigation Supplies		
0247224	03/15/24	P	Skanska USA Building	0000030595	35.00
			<i>Line Description:</i> Refund Permit RCON-24-0651		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247225	03/15/24	P	SoftwareONE Inc	0000024168	7,845.50
			<i>Line Description:</i> ESET SECURE BUSINESS LICENSE R		
0247226	03/15/24	P	South Coast Air Quality Mgmt District	0000003939	5,299.26
			<i>Line Description:</i> Generator Permit FS1		
0247227	03/15/24	P	South Coast Emergency Vehicle Services	0000003643	3,637.21
			<i>Line Description:</i> Stock-Tailpipe Adapter Stock-Switch and Actuator Stock-Belt		
0247228	03/15/24	P	Staples Advantage	0000024532	8,898.70
			<i>Line Description:</i> Fire-Office Supplies NCC-Office Supplies IT-Office Supplies HR-Office Supplies Parks-Office Supplies Public Service-Office Supplies City Manager-Office Supplies City Clerk-Office Supplies Planning-Office Supplies Building-Office Supplies Balearic-Office Supplies Police-Office Supplies Finance-Office Supplies		
0247229	03/15/24	P	T-Mobile USA	0000021384	50.00
			<i>Line Description:</i> Record Retrieval for Investiga Phone Record Retrieval for Inv		
0247230	03/15/24	P	Talimar Systems Inc	0000025939	933.11
			<i>Line Description:</i> Sales Tax 7.75%		

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Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Task Chairs Installation/Delivery		
0247231	03/15/24	P	Tesla	0000026502	270.00
			<i>Line Description:</i> Refund Permit 15921 001-003723		
0247232	03/15/24	P	The Counseling Team International	0000026352	250.00
			<i>Line Description:</i> Counseling Srvs May 2023		
0247233	03/15/24	P	Thomas J Broxtermann Ph D	0000021394	450.00
			<i>Line Description:</i> Criminal Personality-3/4/24 Suicide in Jails/Instn 3/4/24		
0247234	03/15/24	P	Time Warner Cable	0000011202	1,544.99
			<i>Line Description:</i> Cable Box Upgrade for 2nd Fl Bridge Shelter Fiber Cable Services City Hall Cable Services City Hall HVAC Alarm-Library Cable Services Bridge Shelter Ethernet Fiber4 Svs-City Hall 2310 Placentia A Internet/Cabl		
0247235	03/15/24	P	UL Verification Services Inc	0000030396	8,624.00
			<i>Line Description:</i> Environmental Testing Environmental Testing Environmental Testing		
0247236	03/15/24	P	US Postal Service	0000004376	10,000.00
			<i>Line Description:</i> Prepaid Item-Postage Meter		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247237	03/15/24	P	UniFirst Holdings Inc <i>Line Description:</i> Shelter Cleaning	0000030616	70.16
0247238	03/15/24	P	United Industries <i>Line Description:</i> Safety Items @ Warehouse	0000010867	244.38
0247239	03/15/24	P	Verified First LLC <i>Line Description:</i> Pre-Employment Credit Checks Pre-Employment Credit Checks	0000027240	120.00
0247240	03/15/24	P	Verizon Wireless <i>Line Description:</i> Calnet NextGen Through 1/31/24	0000008717	1,795.89
0247241	03/15/24	P	Verizon Wireless <i>Line Description:</i> Broadband 1/18-2/17/24 WIRELESS PHONE 1/18-2/17/24 PD Cell Phones 1/16-2/15/24 WIRELESS PHONE 1/18-2/27/24 WIRELESS PHONE 1/18-2/17/24	0000008717	14,349.26
0247242	03/15/24	P	West Coast Fence Co <i>Line Description:</i> Replace Missing Picket Skate P	0000021495	450.00
0247243	03/15/24	P	Williams Data Management <i>Line Description:</i> DATA STORAGE Feb 24	0000018803	508.24
0247244	03/15/24	P	Yolanda Michaels <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000030612	1,101.98
<b>TOTAL</b>					<b>\$1,133,586.64</b>

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
017265	03/15/24	P	Anthony Melendez	0000026153	40.00
			<i>Line Description:</i> Interview & Interrogation		
017266	03/15/24	P	Barbara Carpenter	0000000976	25.00
			<i>Line Description:</i> OC Chapter Holiday Award		
017267	03/15/24	P	CHC: Creating Healthier Communities	0000008015	10.00
			<i>Line Description:</i> Payroll Deduction 24-06		
017268	03/15/24	P	Candyce McMorris	0000026552	24.00
			<i>Line Description:</i> CA Narcotic Canine Assoc Conf		
017269	03/15/24	P	Complex Appellate Litigation Group LLP	0000030056	18,787.05
			<i>Line Description:</i> Ohio House Vs Costa Mesa		
017270	03/15/24	P	Costa Mesa Employees Association	0000006284	4,281.01
			<i>Line Description:</i> Payroll Deduction 24-06		
017271	03/15/24	P	Costa Mesa Executive Club	0000006286	140.00
			<i>Line Description:</i> Payroll Deduction 24-06		
017272	03/15/24	P	Costa Mesa Firefighters Association	0000001812	8,227.39
			<i>Line Description:</i> Payroll Deduction 24-06		
017273	03/15/24	P	Costa Mesa Police Association	0000001819	7,200.00
			<i>Line Description:</i> Payroll Deduction 24-06		
017274	03/15/24	P	Costa Mesa Police Management Assn	0000005082	315.00

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Payroll Deduction 24-06		
017275	03/15/24	P	Eloisa Peralta	0000026154	16.00
			<i>Line Description:</i> Advanced Peer Support		
017276	03/15/24	P	Enterprise Rent A Car	0000002131	6,475.52
			<i>Line Description:</i> Undercover Car Rental		
			Undercover Car Rental		
			Undercover Car Rental		
			Undercover Car Rental		
			Undercover Car Rental		
			Undercover Car Rental		
017277	03/15/24	P	Jacob Banks	0000030484	24.00
			<i>Line Description:</i> Drug Alcohol Recognition		
017278	03/15/24	P	Jacob Sieder	0000030542	24.00
			<i>Line Description:</i> Drug Alcohol Recognition		
017279	03/15/24	P	Jaime Santibanez	0000015126	80.00
			<i>Line Description:</i> Arrest/Control Instructor		
017280	03/15/24	P	Jenette Martinez	0000029968	259.00
			<i>Line Description:</i> Adv Crime Prevention-Env Desig		
017281	03/15/24	P	Joe Lopez	0000026113	24.00
			<i>Line Description:</i> Cell Phone Investigations		
017282	03/15/24	P	Kathleen Sapida	0000029556	172.31



Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Interview & Interrogation		
017283	03/15/24	P	Michelle Bradbury	0000014380	40.00
			<i>Line Description:</i> Management Seminar A		
017284	03/15/24	P	Mikelle Daily	0000029937	28.25
			<i>Line Description:</i> Refreshments-PS Community Mtg		
017285	03/15/24	P	Monica Trujillo	0000029969	50.00
			<i>Line Description:</i> OC Chapter Holiday Award		
017286	03/15/24	P	Monique Pham	0000026754	19.10
			<i>Line Description:</i> IAPE Property Supervisors' Cla		
017287	03/15/24	P	Ramon Hernandez	0000024528	80.00
			<i>Line Description:</i> Arrest/Control Instructor		
017288	03/15/24	P	Robert Rondinella	0000029998	250.00
			<i>Line Description:</i> Paramedic License Recertificat		
017289	03/15/24	P	Scott Baker	0000029458	32.00
			<i>Line Description:</i> Agitator Course Advanced Traffic Stops Mental Health Decision Making		
017290	03/15/24	P	Travel Costa Mesa	0000024750	246,975.04
			<i>Line Description:</i> BIA Receipts Feb 2024		
<b>TOTAL</b>					<b>\$293,598.67</b>

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Gvt Acct-Non-Acctnts Training		
017297	03/22/24	P	Monica Trujillo	0000029969	407.00
			<i>Line Description:</i> CAPE Conf-Rohnert Park		
<b>TOTAL</b>					<b>\$108,155.81</b>

553,985.72  
 108,155.81  


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 662,141.53  


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Bank: DDP1  
Cycle: ADDEP1

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
017291	03/22/24	P	Alma Reyes	0000021563	1,644.72
		<i>Line Description:</i>	ICMA Conf-Lodging ICMA Conf-Meals Charging Cable ICMA Conf-Transportation		
017292	03/22/24	P	Ashraf Hassan	0000030586	25.00
		<i>Line Description:</i>	CSFMFO Conf Parking		
017293	03/22/24	P	Christopher Greeley	0000026152	333.00
		<i>Line Description:</i>	Bicycle Patrol Instructor-BH		
017294	03/22/24	P	Jack R. Sweeney	0000030173	4,197.53
		<i>Line Description:</i>	3190 Airport Loop Apr 24		
017295	03/22/24	P	Jones & Mayer	0000014653	101,463.56
		<i>Line Description:</i>	121317-227 Mesa Dr 121321-734 W. 20th 121360-Police Dept 121315-1963 Wallace 121331-City Manager 121358-Peper, Aidia 121362-Public Works 121328-City Attorney 121348-Mood, Ivin #3 121316-2162 Maple St. 121319-544 Bernard St 121322-AAA-Martindale 121323-Animal Control 121324-Becker, Noreen 121334-DBO Invest. CM 121339-Hernandez, Joe 121329-City Clerk		

Bank: DDP1  
Cycle: ADDEP1

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
			<i>Line Description:</i> 121337-Fire Dept		
			121363-Schaefer		
			121364-Tippett		
			121342-Housing		
			121336-Finance		
			121333-Council		
			121340-High Seas Writ		
			121361-Police Dept/440 Fair DR		
			121346-Leaman, Carrin		
			121347-Lehman/Freeman		
			121350-Munoz, Armando		
			121354-Olive, Nicolas		
			121355-One Metro West		
			121356-Oshiro, Maxine		
			121494-Noble, Jeffery		
			121338-Garten, Jessica		
			121343-Human Resources		
			121344-Hurtado, Landon		
			121349-Moyer, Danielle		
			121352-Nasiri, Soheila		
			121353-Niles, Michelle		
			121320-599 W. Wilson St		
			121332-Code Enforcement		
			121351-Murtaugh, Leslie		
			121313-1095 Sea Bluff Dr		
			121314-1269 & 1273 Baker		
			121327-Cervantes, Martha		
			131335-Development Serv.		
			121326-Carrera, Francisco		
			121318-440 Fair Dr/1179 NP		
			121325-Bernard/Charles St.		
			121341-Homeless Task Force		
			121359-Planning Commission		
			121345-Information Technology		
			121357-Parks & Community Svcs		
017296	03/22/24	P	Mikelle Daily	0000029937	85.00

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247248	03/22/24	P	All City Management Services Inc <i>Line Description:</i> School Crossing Gaurd Svs	0000009480	17,507.26
0247249	03/22/24	P	BCS Consultants <i>Line Description:</i> VERKADA SOLAR CAMERAS	0000029856	45,949.20
0247250	03/22/24	P	NeWave Construction Inc <i>Line Description:</i> Remodel of EOC Interior North Remodeling Fire Admin Offices	0000024108	17,518.13
0247251	03/22/24	P	Public Consulting Group LLC <i>Line Description:</i> DATA COLLECTION	0000030160	35,000.00
0247252	03/22/24	P	SCA of CA, LLC <i>Line Description:</i> Clean Street Power Washing Bi-Weekly Pressure Washing Clean Street Powerwashing Clean Street Sweeping	0000029971	130,257.87
0247253	03/22/24	P	West Coast Arborists Inc <i>Line Description:</i> Tree Maint 2/16-2/29/24	0000004498	35,645.05
0247254	03/22/24	P	32nd District Agricultural Assn <i>Line Description:</i> Officer Training Feb 2024	0000003432	1,500.00
0247255	03/22/24	P	ARC <i>Line Description:</i> IT-Notepads	0000022726	85.12
0247256	03/22/24	P	Akeso Occupational Health	0000029274	4,170.51

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Safety Physicals		
			Safety Physicals		
			DOT Physical		
			Safety Physicals		
			DOT Testing		
			Pre Employment Physical		
			Safety Physicals		
			DOT Drug Testing		
			Pre Employment TB Testing		
			Pre EMployment TB Testing		
			Safety Physical		
			Pre-Employment Physical		
			Pre-Employment Physical		
			Drug Tresting		
			DMV DOT Physical		
			Pre-Employment Physical		
			Safety Physicals		
			Pre-Employment Physical		
			DOT Physical		
			Pre-Employment Physical		
			DOT Physical		
			Pre Employment Physical		
			Safety Physicals		
			Safety Physicals		
			DOT Physical		
0247257	03/22/24	P	Angeli-Ann Kim	0000030618	100.00
			<i>Line Description:</i> Refund Rec Dep 2007996.002		
0247258	03/22/24	P	BPS Tactical Inc	0000023962	4,136.41
			<i>Line Description:</i> Code Enforcement Vest Cover		
			Sales Tax 7.75%		
			Shipping Fee		
0247259	03/22/24	P	BSI EHS Services & Solutions	0000024535	300.00

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
			<i>Line Description:</i> Consulting-Safety		
0247260	03/22/24	P	Barr & Clark Environmental	0000009300	565.00
			<i>Line Description:</i> LBP Inspection-1845 Monrovia		
0247261	03/22/24	P	Beau Hossler	0000029714	120.00
			<i>Line Description:</i> Basketball Referee Basketball Referee		
0247262	03/22/24	P	Blue Cross of California	0000005329	2,667.63
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247263	03/22/24	P	Blue Shield of California	0000028683	1,821.32
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247264	03/22/24	P	Bob Hall & Associates	0000027193	6,600.00
			<i>Line Description:</i> Ex Recruitment Consultants		
0247265	03/22/24	P	Bonnie Frasier	0000030619	114.31
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247266	03/22/24	P	Bracken's Kitchen Inc	0000029468	14,015.63
			<i>Line Description:</i> CMBS Meal Svc 2/26-3/10/24		
0247267	03/22/24	P	Brian C Rottschafer	0000030620	6,500.00
			<i>Line Description:</i> Refund Permit EENC-23-0055		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247268	03/22/24	P	CDS Packaging Solutions	0000030373	615.19
			<i>Line Description:</i> EZ CRATE SYSTEM EZ CRATE SYSTEM		
0247269	03/22/24	P	CalOptima	0000027839	668.36
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247270	03/22/24	P	Cali Nguyen	0000023750	1,938.54
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247271	03/22/24	P	California Physicians Service	0000028683	535.74
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247272	03/22/24	P	Canon Financial Services Inc	0000023241	203.74
			<i>Line Description:</i> COPIER LEASE 3/20-4/19/24 COPIER LEASE March 24		
0247273	03/22/24	P	Carelon Behavioral Health of California	0000030107	988.47
			<i>Line Description:</i> Employee Assistance Prog Feb24		
0247274	03/22/24	P	Carl Warren & Company	0000001578	2,100.00
			<i>Line Description:</i> Claim Admin Consulting		
0247275	03/22/24	P	Chandlers Air Conditioning &	0000001640	557.51
			<i>Line Description:</i> Child's Pace Fridge Repair Svc CMSC REFRIGERATOR SERVICE		



Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247276	03/22/24	P	Christine Williams	0000030621	88.82
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247277	03/22/24	P	City Net	0000029222	1,381.20
			<i>Line Description:</i> After Hrs Outreach Svs-Jan 24		
0247278	03/22/24	P	City of Newport Beach	0000003327	2,040.44
			<i>Line Description:</i> Shared Maint/Op July-Dec 2023		
0247279	03/22/24	P	CityGreen Consulting, LLC	0000030471	7,263.75
			<i>Line Description:</i> Solid Waste Consult Srvs Feb24		
0247280	03/22/24	P	Connell Chevrolet	0000001763	73.43
			<i>Line Description:</i> 771-Sensor		
0247281	03/22/24	P	Continental Interpreting Services Inc	0000024355	2,277.50
			<i>Line Description:</i> 2 Spanish Interpreters 2 Interpreters-Council Meeting		
0247282	03/22/24	P	Costa Mesa Auto Glass	0000010001	476.97
			<i>Line Description:</i> 220-Rock Chip Repair 698-Window Tint		
0247283	03/22/24	P	Costa Mesa Democratic Club	0000022268	100.00
			<i>Line Description:</i> Refund Rec Dep 2008028.002		
0247284	03/22/24	P	Costa Mesa Lock & Key	0000001817	53.88
			<i>Line Description:</i> Duplicate Keys, Comm		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247285	03/22/24	P	Dang Pham <i>Line Description:</i> Refund ROCKS Prog 2008033.002	0000026278	466.00
0247286	03/22/24	P	Department of Health Care Services <i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt	0000027110	352.74
0247287	03/22/24	P	Division of the State Architect <i>Line Description:</i> Disability Aecess Ed Fee Disability Aecess Ed Fee	0000021296	2,337.52
0247288	03/22/24	P	Eagle Print Dynamics <i>Line Description:</i> CMO Uniforms Sweaters Risk Promo Materials	0000026736	2,923.39
0247289	03/22/24	P	Ecolab Pest Elimination <i>Line Description:</i> Coackroach/Rodent Prog-Parks	0000024420	587.66
0247290	03/22/24	P	Entenmann Rovin Company <i>Line Description:</i> Hat Badge	0000002130	129.83
0247291	03/22/24	P	Fed Ex <i>Line Description:</i> Overnight Shipping	0000002190	8.78
0247292	03/22/24	P	Fyona Wase <i>Line Description:</i> Refund Rec Dep 2008035.002	0000030622	400.00

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247293	03/22/24	P	Galls LLC	0000002297	6,547.65
		<i>Line Description:</i>	Ben Castillo Leather Boot		
			Jon Neal Uniform		
			Uniform-OFC J Tripp		
			Uniform-OFC J Torres		
			Uniform-OFC J Torres		
			Uniform-OFC Z Robertson		
			Uniform-OFC J Smith		
			Uniform-OFC B Nabong		
			Uniform-OFC R Novikoff		
			Jon Neal-Uniform		
			Uniform-Pk Ranger M Wharton		
			Safety Vest-OFC N Brown		
			Uniform-OFC A Alegado		
			Uniform-Lt M Bradbury		
			Uniform-OFC C Cordero		
			Uniform-OFC C Cordero		
0247294	03/22/24	P	Grainger	0000002393	731.27
		<i>Line Description:</i>	Hardware		
			Hardware		
			Hardware		
			Hardware		
			Hardware		
0247295	03/22/24	P	Gregory O'Loughlin	0000030623	90.94
		<i>Line Description:</i>	Refund Ambulance Fee Overpymnt		
0247296	03/22/24	P	Hinderliter De Llamas & Associates	0000002537	9,240.00
		<i>Line Description:</i>	Cannabis Mgmt Program Jan 24		
0247297	03/22/24	P	Inland Engineering Services Inc	0000029606	5,500.00
		<i>Line Description:</i>	Refund Dep Permit PS21-00110		

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247298	03/22/24	P	Inna Ort <i>Line Description:</i> Refund Dep Permit PS22-01744	0000030624	8,500.00
0247299	03/22/24	P	JFK Transportation Co., Inc. <i>Line Description:</i> TRANSPORTATION SERVICES TRANSPORTATION Day Camp Srvs	0000030141	1,518.00
0247300	03/22/24	P	James Snordan <i>Line Description:</i> Basketball Referee Basketball Referee	0000029974	120.00
0247301	03/22/24	P	Joan Clark <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000030625	1,966.50
0247302	03/22/24	P	John Pepping <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000030626	94.32
0247303	03/22/24	P	Jose Chavez <i>Line Description:</i> Refund Ambulance Fee Overpymnt	0000030627	275.00
0247304	03/22/24	P	Josue Miralrio <i>Line Description:</i> Refund Time Change 2008001.002	0000030628	90.00
0247305	03/22/24	P	Kaiser Foundation Health Plan <i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt	0000030569	2,882.54

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247306	03/22/24	P	Kelly Baker	0000021956	223.00
			<i>Line Description:</i> Refund ROCKS Prog 2008029.002		
0247307	03/22/24	P	Kelly Spicers Stores	0000029500	188.00
			<i>Line Description:</i> Presentation Bond-March 24		
0247308	03/22/24	P	Kenton Buck	0000030644	120.00
			<i>Line Description:</i> Rfnd Garden Mbrshp 2008032.002		
0247309	03/22/24	P	Keri Schultz	0000030629	14,000.00
			<i>Line Description:</i> Refund Dep Permit PS23-00251		
0247310	03/22/24	P	Kristen Cushin	0000030630	50.00
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247311	03/22/24	P	Kristy MacFarland	0000028414	69.00
			<i>Line Description:</i> Prtl Rfd Mssd Clss 2000800.002		
0247312	03/22/24	P	LN Curtis & Sons	0000002983	538.59
			<i>Line Description:</i> Fightfighting Equipment (FFE)		
0247313	03/22/24	P	Landscape Structures Inc	0000024524	11,450.87
			<i>Line Description:</i> Playground equipment & parts o Playground equipment & parts o		
0247314	03/22/24	P	Laurie Laurin	0000030631	1,067.36
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247315	03/22/24	P	Liliana Tapia	0000030645	600.00
			<i>Line Description:</i> Refund Rec Dep 2008030.002		
0247316	03/22/24	P	LineGear Fire & Rescue Equipment	0000026007	2,030.01
			<i>Line Description:</i> PPE AND FFE EQUIPMENT		
0247317	03/22/24	P	Lion Truck Body Incorporated	0000030531	13,355.61
			<i>Line Description:</i> Liftage for Warehouse Truck Un		
0247318	03/22/24	P	Los Angeles Times	0000003000	2,329.66
			<i>Line Description:</i> Legal Publications Feb 24 Legal Advertising Feb 24		
0247319	03/22/24	P	Louise Snell	0000030632	2,095.30
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247320	03/22/24	P	Lucas Crowe	0000030633	8,000.00
			<i>Line Description:</i> Refund Dep Permit PS23-00821		
0247321	03/22/24	P	Lyons Security Service Inc	0000027168	4,173.17
			<i>Line Description:</i> Security Senior Center Feb 24		
0247322	03/22/24	P	Martha Grove	0000030634	121.65
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247323	03/22/24	P	Martha Huerta Estrada	0000030635	64.50
			<i>Line Description:</i> Refund Citation CM050027714		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0247324	03/22/24	P	Mary Tellez Sandoval	0000030646	120.00
			<i>Line Description:</i> Rfnd Garden Mbrshp 2008031.002		
0247325	03/22/24	P	Miguel A Betancourt	0000030636	8,000.00
			<i>Line Description:</i> Refund Dep Permit PS22-00603		
0247326	03/22/24	P	Monarch Health Plan	0000028699	118.20
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247327	03/22/24	P	Moore Iacofano Goltsman Inc	0000016407	1,531.27
			<i>Line Description:</i> FVP Master Plan Update PSA		
0247328	03/22/24	P	Napa Auto & Truck Parts	0000012968	13,260.03
			<i>Line Description:</i> Auto and Truck Parts		
0247329	03/22/24	P	Noridian Medicare JE Part B Refunds	0000028718	1,588.42
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt Refund Ambulance Fee Overpymnt		
0247330	03/22/24	P	O Neil Storage	0000018395	275.26
			<i>Line Description:</i> Document Storage Offsite Records Storage		
0247331	03/22/24	P	Onepro Landscape & Lighting System Inc	0000030643	500.00
			<i>Line Description:</i> Refund App Fee PLPC-23-0002		
0247332	03/22/24	P	Orange County Dept of Education	0000000442	1,575.00

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Refund Rec Dep 2008036.002 Refund Rec Dep 2008034.002 Refund Cncl'd Event 2007998.002		
0247333	03/22/24	P	Orange County Health Care Agency	0000000492	20.00
			<i>Line Description:</i> Hazmat Fees FS1 Hazmat Fees		
0247334	03/22/24	P	Paula Arico	0000009725	92.87
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247335	03/22/24	P	Permit Management Solutions	0000024925	780.00
			<i>Line Description:</i> Consulting Staffing Svcs		
0247336	03/22/24	P	Prosurface Inc	0000029488	2,390.00
			<i>Line Description:</i> Sports Court Resurfacing- Vari		
0247337	03/22/24	P	Regal Medical Group	0000027848	391.68
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247338	03/22/24	P	Ruben Penafiel	0000030642	43.50
			<i>Line Description:</i> Refund Citation CM050028154		
0247339	03/22/24	P	SHI International Corp	0000016007	4,011.41
			<i>Line Description:</i> Shipping Fee Sales Tax 7.75% Logitech Rally Bar and Video C		
0247340	03/22/24	P	Sean Simon	0000029869	60.00



Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Basketball Referee		
0247341	03/22/24	P	Shaw HR Consulting Inc	0000021706	2,785.00
			<i>Line Description:</i> Reasonable Accommodation Reasonable Accommodation Reasonable Accommodation Reasonable Accomodation		
0247342	03/22/24	P	Sheila Gore	0000030637	50.00
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247343	03/22/24	P	Siemens Industry Inc	0000002904	5,687.76
			<i>Line Description:</i> Controls for HVAC Humidity @ F		
0247344	03/22/24	P	SiteOne Landscape Supply LLC	0000024133	597.84
			<i>Line Description:</i> Irrigation Supplies Supplies		
0247345	03/22/24	P	Southern California Edison Company	0000004088	2,723.49
			<i>Line Description:</i> 740 James 2/6-3/6/24 734 James 2/6-3/6/24 711 W 18th 2/6-3/6/24 707 W 18th 2/6-3/6/24 1990 Placentia 2/5-3/5/24 1587 Sunflower 2/7-3/7/24 Shalimar Park 2/7-3/7/24 744 James 2/6-3/6/24 745 W 19th 2/2-3/4/24 567 W 18th 2/2-3/4/24 1350 S Coast 2/7-3/7/24 1940 Placentia 2/6-3/6/24 Balearic Center 2/6-3/6/24 Vet Hall 2/6-3/6/24		

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Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
			<i>Line Description:</i> 2590 Placentia 2/6-3/6/24 717-721 James 2/6-3/6/24 744 James 2/6-3/6/24 745 W 18th 2/6-3/6/24 2293 Canyon 2/6-3/6/24		
0247346	03/22/24	P	Southern California Shredding Inc	0000025605	40.00
			<i>Line Description:</i> On-Site Shredding Services HR		
0247347	03/22/24	P	Sparkletts	0000015725	730.39
			<i>Line Description:</i> Water Delivers Svcs - Dev. Svc Water Delivery Svcs - Finance Water Delivery Svcs - Parks Water Delivery Svcs - Public W Water Delivery Svcs - Fire Water Delivery Svcs - City Man Water Delivery Svcs - City Cou Water Delivery Svcs - City Cle Water Delivery Svcs - HR		
0247348	03/22/24	P	State of California Dept of Justice	0000001534	814.00
			<i>Line Description:</i> Livescan/Fingerprinting Servic		
0247349	03/22/24	P	Steven Nguyen	0000030335	250.00
			<i>Line Description:</i> Refund Rec Dep 2007997.002		
0247350	03/22/24	P	Sumiko Maehara	0000029473	216.55
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247351	03/22/24	P	Terrell Thorogood	0000030424	60.00
			<i>Line Description:</i> Basketball Referee		

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0247352	03/22/24	P	The Intersect Group, LLC <i>Line Description: Staff-Alexis L Week End 2/23</i>	0000030170	924.96
0247353	03/22/24	P	The Natelson Dale Group Inc <i>Line Description: Review Financial Analysis Dev</i>	0000026801	3,300.00
0247354	03/22/24	P	Time Warner Cable <i>Line Description: Internet Svcs for Senior Cente Intrnet Svcs Fire Sta#4 3175 Airway Ave B Intrnet BS</i>	0000011202	557.77
0247355	03/22/24	P	Titan Fire Protection, Inc <i>Line Description: Valve Replacement &amp; Auxillary</i>	0000030488	950.00
0247356	03/22/24	P	US Bank <i>Line Description: Payroll 24-05</i>	0000002228	4,809.46
0247357	03/22/24	P	United Healthcare Oxford <i>Line Description: Refund Ambulance Fee Overpymnt</i>	0000028700	1,940.35
0247358	03/22/24	P	United Industries <i>Line Description: Safety Items @ Warehouse Safety Items @ Warehouse</i>	0000010867	1,257.36
0247359	03/22/24	P	Verizon Wireless <i>Line Description: WIRELESS PHONE 1/18-2/17/24 FIRE IPADS WIRELESS PHONE IT</i>	0000008717	14,938.47

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> SOFTWARE RENEWAL		
0247360	03/22/24	P	Vortex Industries Inc	0000004437	7,200.70
			<i>Line Description:</i> Rolling Doors PM-FS1		
0247361	03/22/24	P	Walter Newman	0000030638	314.50
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247362	03/22/24	P	Waxie Sanitary Supply	0000004480	8,501.59
			<i>Line Description:</i> Sanitary Supply Sanitary Supply Warehouse Floor Stock Credit on Account		
0247363	03/22/24	P	William C Harader	0000030639	123.91
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247364	03/22/24	P	William Voss	0000030640	183.14
			<i>Line Description:</i> Refund Ambulance Fee Overpymnt		
0247365	03/22/24	P	Yunex LLC	0000029573	9,095.00
			<i>Line Description:</i> Callout January 2024		
<b>TOTAL</b>					<b>\$553,985.72</b>



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-107

**Meeting Date:** 4/2/2024

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**TITLE:**

**MINUTES**

**DEPARTMENT:** City Manager's Office/City City's Division

**RECOMMENDATION:**

City Council approve the minutes of the regular meeting of March 19, 2024.



## REGULAR CITY COUNCIL AND HOUSING AUTHORITY MARCH 19, 2024 – MINUTES

**CALL TO ORDER** –The Closed Session meeting was called to order by Mayor Stephens at 4:00 p.m.

### ROLL CALL

Present: Council Member Chavez, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: Council Member Gameros and Council Member Harper.

### PUBLIC COMMENTS

Dennis D'Alessio spoke on Closed Session Item No. 2 regarding 1963 Wallace Ave.

Steve Sheldon spoke on Closed Session Item No. 2 regarding 1963 Wallace Ave.

### CLOSED SESSION ITEMS:

#### 1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6 (a)

Agency Designated Representative: Lori Ann Farrell Harrison, City Manager; Alma Reyes, Deputy City Manager; Kasama Lee, Human Resources Manager; Fanni Acosta, Human Resources Administrator; Carol Molina, Finance Director

Name of Employee Organization: Costa Mesa Firefighters Management Association (CMFMA).

#### 2. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION—ONE CASE

Pursuant to California Government Code Section 54956.9 (d)(1)

Name of Case: City of Costa Mesa v. D'Alessio; 1963 Wallace Ave.

Orange County Superior Court Case No. 30 2020 01133479.

#### 3. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION—ONE CASE

Pursuant to California Government Code Section 54956.9 (d)(1)

Name of Case: Garten v. City of Costa Mesa

Orange County Superior Court Case No. 30-2021-01235189-CU-PA-CJC.

#### 4. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION—ONE CASE

Pursuant to California Government Code Section 54956.9 (d)(1)

Name of Case: Noble v. City of Costa Mesa

Orange County Superior Court Case No. 30-2023-01336982-CU-FR-CXC.

5. Public Employment, Workers' Compensation Claim  
Pursuant to California Government Code Section 54956.9 (b)(1)  
WCAB NO. ADJ12812911, ADJ12812910, ADJ18260334.
6. Public Employment, Workers' Compensation Claim  
Pursuant to California Government Code Section 54956.9 (b)(1)  
WCAB NO. ADJ15545669.
7. Public Employment, Workers' Compensation Claim  
Pursuant to California Government Code Section 54956.9 (b)(1)  
WCAB NO. ADJ11380560.
8. Public Employment, Workers' Compensation Claim  
Pursuant to California Government Code Section 54956.9 (b)(1)  
WCAB NO. ADJ13462798.

City Council recessed at 4:08 p.m. for Closed Session.

Closed Session adjourned at 5:38 p.m.

**CALL TO ORDER** –The Regular City Council and Housing Authority meeting was called to order by Mayor Stephens at 6:00 p.m.

**NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE**

A video was played of the National Anthem and Mayor Stephens led the Pledge of Allegiance.

**MOMENT OF SOLEMN EXPRESSION** – Led by Pastor Monica Corsaro, Fairview Community Church.

**ROLL CALL**

Present: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: None.

**CITY ATTORNEY CLOSED SESSION REPORT** – No reportable action.

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA**

Speaker, praised the Fire Department, paramedics, and the Police Department.

Ida Wolf spoke on the maintenance issues at the senior center and the proposed development at the senior center.

Speaker, spoke on enforcement for the street vendors that are not permitted.

Jay Humphrey, Costa Mesa, spoke on safety issues associated with electric bikes.

Speaker, spoke on enforcement for the street vendors that are not permitted.

Wendy Leece, Costa Mesa, spoke on the Costa Mesa 311 application, spoke on street sweeping, and maintenance issues at the Senior Center.

Speaker, spoke on issues associated with the recovery home on Joann Street.

Speaker, spoke on 19th street traffic concerns, bike lanes, and requested information on the permit parking program.

## **COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS**

Council Member Reynolds requested improvements at the Senior Center, spoke on attending the CivicWell Conference and reflecting on the work that the City has done, spoke on bike safety, spoke on an e-bike ordinance, spoke on Victoria School opening for parks space, and streamlining the process for small community events.

Council Member Chavez requested an update on street vendor issues and requested to adjourn in memory of Officers Ketchum and Libolt and Huy Pham.

Council Member Gameros thanked staff for mitigating measures at the dog park, spoke on street vendor issues, and spoke in memory of Officers Ketchum and Libolt.

Council Member Harper requested to speak to Ida Wolf, spoke on Senior Center issues that need to be addressed, and spoke on addressing street vendor issues.

Council Member Marr requested an update on the Joann Street property, spoke on attending the CivicWell Conference, spoke on emergency management, and requested to agendize parking requirements in commercial zones.

Chief Lawrence provided an update on crime and safety in the community.

Mayor Pro Tem Harlan reported on attending the opening of the Costa Mesa Pony Little league, spoke on attending the CivicWell Conference, and requested the status of an e-bike ordinance.

Mayor Stephens spoke on visiting the equestrian center at the Orange County Fairgrounds, presented the Woman of the Year proclamation to Deputy Chief LaPointe, spoke on hosting multi mayor happy hours with Will O'Neil, Mayor of Newport Beach, from 5:00 p.m. to 7:00 p.m. on Thursday, March 28<sup>th</sup> at Country Club Restaurant and on May 22<sup>nd</sup> at Muldoon's Irish Pub in Newport Beach, spoke on presenting a certificate at Shen Yun, spoke on the work being done for an e-bike ordinance, requested an update on street vendor issues.

**REPORT – CITY MANAGER** – Ms. Farrell Harrison spoke on housing and the Fair Housing Foundation workshop on March 20<sup>th</sup>, spoke on the Earth Day festival on Saturday, April 20<sup>th</sup>, spoke on bringing back a report on street vendors, spoke on maintenance issues at the senior center, spoke on providing an updated emergency services handbook, and the forthcoming e-bike ordinance.



**REPORT – CITY ATTORNEY – NONE.**

**CONSENT CALENDAR**

**MOVED/SECOND:** Council Member Chavez/Mayor Pro Tem Harlan

**MOTION:** Approve the Consent Calendar except for Item No. 5.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**1. PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS**

**ACTION:**

City Council and Housing Authority approved the reading by title only and waived full reading of Ordinances and Resolutions.

**2. READING FOLDER**

**ACTION:**

City Council received and filed Claims received by the City Clerk and authorized staff to reject any and all Claims: Enrique Aceves, Noreen Becker, Loya Casualty Insurance Company (Brittany Smith), Kathia Powers.

**3. ADOPTION OF WARRANT RESOLUTION**

**ACTION:**

City Council approved Warrant Resolution No. 2713.

**4. MINUTES**

**ACTION:**

City Council approved the minutes of the regular meetings of February 20, 2024 and March 5, 2024, the Special Study Session meeting of February 27, 2024, and the regular Study Session meeting of March 12, 2024.

**6. AUTOMATED LICENSE PLATE READER (ALPR) CAMERA SYSTEM LEASE AND MAINTENANCE AGREEMENT**

**ACTION:**

1. City Council authorized the lease of 31 existing Flock Safety Inc. automated license plate reader (ALPR) camera systems from the Omnia Partners Cooperative Agreement No. 23-6692-03 with Insight Public Sector in an amount not to exceed \$306,900 utilizing general funds from the department's budget for a term of three years.

2. Authorized the lease of 15 new Flock Safety Inc. automatic license plate reader (ALPR) camera systems from the Omnia Partner Cooperative Agreement No. 23-6692-03 with Insight Public Sector in an amount not to exceed \$153,750 utilizing funds from the awarded Organized Retail Theft (ORT) grant for a term of three years.
3. Authorized the City Manager or designee to execute two separate agreements for maintenance of the automated license plate reader (ALPR) camera systems with Flock Safety Inc., in a form approved by the City Attorney.

**7. AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT (PSA) WITH CABCO YELLOW, INC. FOR SENIOR TRANSPORTATION PROGRAMS**

**ACTION:**

1. City Council approved and authorized the City Manager and the City Clerk to execute Amendment No. 1 to the Professional Services Agreement (PSA) with CabCo Yellow, Inc, DBA California Yellow Cab, for the Senior Transportation Programs and NHS Transportation Program to increase the not-to-exceed amount by \$130,000 for a total of \$300,000 annually with a 10% contingency.
2. Authorized the City Manager and City Clerk to execute future amendments to the agreement within Council authorized limits.

**ITEMS PULLED FROM THE CONSENT CALENDAR**

**5. AWARD OF THE ADAMS AVENUE IMPROVEMENT PROJECT, CITY PROJECT NO. 23-07, AND FINDING OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CATEGORICAL EXEMPTION**

**Public Comments:**

Jay Humphrey, Costa Mesa, spoke on coordination of the project with undergrounding the utilities.

Kianna Parviz spoke on problems at the youth home on Joann Street.

**MOVED/SECOND:** Mayor Stephens/Council Member Reynolds

**MOTION:** Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council found that the project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301.
2. Adopted plans, specifications, and working details for the Adams Avenue Improvement Project, City Project No. 23-07.
3. Awarded a Public Works Agreement (PWA) for construction to All American Asphalt, 400 East Sixth Street, Corona, California 92879 in the amount of \$2,327,723.20.
4. Authorized the City Manager and City Clerk to execute the PWA for All American Asphalt and future amendments to the agreements within Council authorized limits.
5. Authorized a ten percent (10%) contingency in the amount of \$232,772 for construction and unforeseen costs related to this project.

-----**END OF CONSENT CALENDAR**-----

City Council recessed into a break at 6:54 p.m.

City Council reconvened at 7:00 p.m.

**PUBLIC HEARINGS:**

1. **CITY COUNCIL FIRST READING OF ORDINANCES TO AMEND TITLE 13 (PLANNING, ZONING AND DEVELOPMENT) AND TITLE 9 (LICENSES AND BUSINESS REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE TO MODIFY THE CITY'S RETAIL CANNABIS PROVISIONS AND FIND THIS PROJECT TO BE CATEGORICALLY EXEMPT FROM CEQA**

Presentation by Ms. Halligan, Senior Planner.

Public Comments:

Speaker, spoke on drivers under the influence.

Zachery Blauvelt, High Seas, spoke on the badge fees, the fingerprinting process, removing the 24-hour security guard requirement, and signage requirements.

Jay Humphrey, Costa Mesa, spoke on setting precedents for other businesses and affecting the future of the community.

Speaker, requested the cannabis administrative regulations to be published on the website, spoke on the badge fees, state compliance, the word "cannabis" on signage, and the 24-hour security guard requirement.

Karen Hannawi, MedLeaf, spoke on the application process and delays.

Michael Moussalli, owner of HighSeas and Se7enLeaf, spoke on the use of the word “cannabis” on signage, the 24-hour security guard requirement, and spoke on various fees associated with the process.

Randy Olsen, MedLeaf, spoke on the application process and delays.

Keith Scheinberg spoke on the application process.

Speaker, MedLeaf, spoke on the application process and delays.

Speaker, United Food and Commercial Workers, spoke on the badge fees.

Speaker, spoke on signage, placing a map on the city website locating all cannabis dispensaries, and providing a sign with the city logo stating that the location is a city approved store.

Speaker, spoke on increasing the proposed distance between retail cannabis storefronts and residences to at least 500 feet.

Mike Hannegan, Secret Garden, spoke on marketing and advertising of legal cannabis.

Marianne Orr, Costa Mesa, spoke on increasing the proposed distance between retail cannabis storefronts and residences to at least 500 feet, and spoke on sensitive use areas.

Christopher Kopech, Secret Garden, spoke on the badge fees, signage issues, and the 24-hour security guard requirement.

Speaker, spoke on fees and for-profit businesses, and spoke on the buffer between residential areas and storefronts.

Speaker, representing the bicycling community, spoke on safe driving and in opposition of more cannabis storefronts.

Wendy Leece, spoke on the mailers that were sent out in 2020, spoke on a cap on the number of storefronts, spoke on a 1000 foot distance between storefronts, and spoke on taking into consideration the residents and their concerns.

Speaker, Costa Mesa resident, spoke on setting a cap, storefronts in industrial areas, and a 1000 foot buffer.

Speaker, spoke on setting a cap, setting a distance between storefronts, and distance between storefronts and residences.

Janet Loftus, spoke in support of the Planning Commissions recommendations, spoke on setting a cap, setting a distance between storefronts, and a distance between storefronts and residences.

Schellie Walsh, spoke on setting a cap, setting a distance between storefronts, a distance between storefronts and residences, and a distance between sensitive use areas.

Devon Julian, Culture Cannabis Club, thanked council for their support of the industry, spoke on reducing fees and secondary review fees, and allowing a grace period during background checks.

Cynthia McDonald, spoke on regulating cannabis land use, spoke on a cap of 12, spoke on not reducing the badge fees, and spoke on signage.

City Council recessed into a break at 9:26 p.m.

City Council reconvened at 9:44 p.m.

Ms. Hall Barlow clarified what changes can be made by resolution and/or by a super majority vote.

**MOVED/SECOND:** Council Member Gameros/Council Member Chavez

**MOTION:** Maintain the Police Department badge fee of \$81 and reduce the Development Services fee from \$550 to \$225, and allow the use of a temporary badge.

**SUBSTITUTE MOTION/SECOND:** Mayor Stephens/Council Member Harper

**SUBSTITUTE MOTION:** Continue the item, staff to investigate methods to improve efficiency in badge processing (including State-compliant design and the use of temporary badges), and consider outsourcing background checks and badging to the City's cannabis consultant (HDL).

Council Member Gameros requested streamlining badging for employees of multiple Costa Mesa cannabis operations.

Mayor Stephens (1<sup>st</sup>) and Council Member Harper (2<sup>nd</sup>) agreed to the change.

**SUBSTITUTE MOTION/SECOND:** Mayor Stephens/Council Member Harper

**SUBSTITUTE MOTION:** Continue the item, staff to investigate methods to improve efficiency in badge processing (including State-compliant design and the use of temporary badges), and consider outsourcing background checks and badging to the City's cannabis consultant (HDL), and streamlining badging for employees of multiple Costa Mesa cannabis operations.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council continued the item, staff to investigate methods to improve efficiency in badge processing (including State-compliant design and the use of temporary badges), and consider outsourcing background checks and badging to the City's cannabis consultant (HDL), and streamlining badging for employees of multiple Costa Mesa cannabis operations.

**MOVED/SECOND:** Council Member Harper/Council Member Chavez

**MOTION:** Encourage all cannabis storefronts to have a licensed security guard onsite 24 hours per day and requires, at a minimum, all cannabis storefront operations to have a licensed security guard onsite during hours of operation.

Mayor Stephens clarified that the Chief of Police can make a determination to require a licensed security guard onsite for 24 hours a day, if in his/her professional opinion this is needed to ensure public safety.

Council Member Gameros requested that a licensed security guard be present during hours of operation, including when any cash, cannabis, or cannabis products are shipped from or received at the facility.

Council Member Harper (1<sup>st</sup>) and Council Member Chavez (2<sup>nd</sup>) agreed to the change.

**MOVED/SECOND:** Council Member Harper/Council Member Chavez

**MOTION:** Modified the 24-hours licensed security guard requirement to: Encourage all cannabis storefronts to have a licensed security guard onsite 24 hours per day and requires, at a minimum, all cannabis storefront operations to have a licensed security guard onsite during hours of operation, including when any cash, cannabis, or cannabis products are shipped from or received at the facility. Additionally, the Chief of Police can make a determination to have a licensed security guard onsite for 24 hours a day, if in his/her professional opinion this is needed to ensure public safety.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: Council Member Marr and Council Member Reynolds.

Absent: None.

Abstain: None.

Motion carried: 5-2

**ACTION:**

2. Modified the 24-hours licensed security guard requirement to: Encourage all cannabis storefronts to have a licensed security guard onsite 24 hours per day and requires, at a minimum, all cannabis storefront operations to have a licensed security guard onsite during hours of operation, including when any cash, cannabis, or cannabis products are shipped from or received at the facility. Additionally, the Chief of Police can make a determination to have a licensed security guard onsite for 24 hours a day, if in his/her professional opinion this is needed to ensure public safety.

**MOVED/SECOND:** Council Member Harper/Council Member Chavez  
**MOTION:** Allow the processing of 34 cannabis storefront applications.

Council Member Marr clarified if the motion was wording from slide 10 of the staff presentation reading: After 30 approvals, discontinue processing applications until there are fewer than 15 storefront CUP's.

Mayor Stephens requested clarification on the "discontinue processing applications until there are fewer than 15 storefront CUP's."

Council Member Harper changed his motion from 15 to 10.

Council Member Marr requested the change from Conditional Use Permit to Cannabis Business Permit.

Council Member Harper (1<sup>st</sup>) and Council Member Chavez (2<sup>nd</sup>) agreed to the change.

Mayor Pro Tem Harlan clarified that the maximum number would be 35 which includes all applications that have moved past the pre-application phase.

Council Member Harper (1<sup>st</sup>) and Council Member Chavez (2<sup>nd</sup>) agreed.

Council Member Reynolds requested the change to continue to process the applications that are past the "pre-application" stage up to 35 applications.

Council Member Harper (1<sup>st</sup>) and Council Member Chavez (2<sup>nd</sup>) agreed.

Council Member Harper amended the motion to allow the city to refund the \$1500 pre-application fee to applicants in the pre-application phase.

Council Member Chavez (2<sup>nd</sup>) agreed.

**MOVED/SECOND:** Council Member Harper/Council Member Chavez  
**MOTION:** Directed staff to prepare revisions to allow processing of only pending applications which have moved past the pre-application phase, up to a cap of 35 cannabis storefronts, and thereafter, suspend processing applications for new storefronts until such time when the number of operating licensed cannabis storefronts falls below 10, and allow the City to refund the \$1,500 pre-application fee to all applicants in the pre-application phase.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, and Mayor Pro Tem Harlan.

Nays: Mayor Stephens.

Absent: None.

Abstain: None.

Motion carried: 6-1

**ACTION:**

3. Directed staff to prepare revisions to allow processing of only pending applications which have moved past the pre-application phase, up to a cap of 35 cannabis storefronts, and thereafter, suspend processing applications for new storefronts until such time when the number of operating licensed cannabis storefronts falls below 10, and allow the City to refund the \$1,500 pre-application fee to all applicants in the pre-application phase.

**MOVED/SECOND:** Council Member Marr/Council Member Reynolds

**MOTION:** The separation requirement between cannabis storefronts and residential zones shall be 250 feet.

Council Member Chavez clarified that any completed applications would be exempted from the new residential zone separation requirement.

**MOVED/SECOND:** Council Member Marr/Council Member Reynolds

**MOTION:** The separation requirement between cannabis storefronts and residential zones shall be 250 feet.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, and Mayor Pro Tem Harlan.

Nays: Mayor Stephens.

Absent: None.

Abstain: None.

Motion carried: 6-1

**ACTION:**

4. The separation requirement between cannabis storefronts and residential zones shall be 250 feet.

**MOVED/SECOND:** Council Member Reynolds/Council Member Marr

**MOTION:** The minimum separation between cannabis storefronts and youth centers (as defined in the CMMC) shall be 1000 feet.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

5. The minimum separation between cannabis storefronts and youth centers (as defined in the CMMC) shall be 1000 feet.



**MOVED/SECOND:** Council Member Marr /Council Member Reynolds

**MOTION:** Existing tenants shall be notified when a cannabis statement is proposed to occupy an existing tenant space.

Mayor Pro Tem Harlan requested that the property owner provide notice to the tenant.

**MOVED/SECOND:** Council Member Marr /Council Member Reynolds

**MOTION:** Property owners shall notify an existing tenant when a cannabis storefront is proposed to occupy an existing tenant space.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

6. Property owners shall notify an existing tenant when a cannabis storefront is proposed to occupy an existing tenant space.

**MOVED/SECOND:** Council Member Gameros/Council Member Reynolds

**MOTION:** Allow the word cannabis to be used up to two times with a maximum letter height of one inch on the entrance notice.

Mayor Stephens requested the letter height on the notice be limited to 2 inches in size.

Council Member Gameros (1<sup>st</sup>) agreed to the change.

Council Member Reynolds requested to include an official Costa Mesa certification or logo on the signage.

Council Member Gameros agreed to the change.

Discussion ensued on including a Costa Mesa logo.

Council Member Reynolds withdrew the request.

Council Member Reynolds requested clarification of the motion.

Council Member Reynolds withdrew her second.

Council Member Chavez seconded the motion.

**MOVED/SECOND:** Council Member Gameros/Council Member Chavez

**MOTION:** Allow the word cannabis to be used up to two times with a maximum letter height of two inches on the entrance notice.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: Council Member Reynolds.

Absent: None.

Abstain: None.

Motion carried: 6-1

**ACTION:**

7. Allow the word cannabis to be used up to two times with a maximum letter height of two inches on the entrance notice.

**MOVED/SECOND:** Council Member Gameros/Council Member Chavez

**MOTION:** Publish the Cannabis Business Administrative Regulations on the City's website.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

8. Publish the Cannabis Business Administrative Regulations on the City's website.

**MOVED/SECOND:** Council Member Reynolds

**MOTION:** Approve the Planning Commission's recommendation specifying that advertising and marketing would not depict or suggest the consumption of cannabis or cannabis products.

Mayor Stephens requested to incorporate specifically State regulations for cannabis advertising and marketing into the CMMC.

Council Member Reynolds did not agree to the change.

**SUBSTITUTE MOTION/SECOND:** Mayor Stephens/Council Member Chavez  
**SUBSTITUTE MOTION:** Incorporate specifically State regulations for cannabis advertising and marketing into the CMMC.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: Council Member Marr.

Absent: None.

Abstain: None.

Motion carried: 6-1

**ACTION:**

9. Incorporate specifically State regulations for cannabis advertising and marketing into the CMMC (California Code of Regulations Title 4 Section 15040).

**OLD BUSINESS: NONE.**

**NEW BUSINESS: NONE.**

**ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS – NONE.**

**ADJOURNMENT** – Mayor Stephens adjourned the meeting at 10:28 p.m. in memory of officers Ketchum and Libolt and Huy Pham.

**Minutes adopted on this 2<sup>nd</sup> day of April, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

\_\_\_\_\_  
Brenda Green, City Clerk

DRAFT



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-112

**Meeting Date:** 4/2/2024

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**TITLE:**

**DESIGNATION OF VOTING DELEGATE FOR THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) 2024 REGIONAL CONFERENCE AND GENERAL ASSEMBLY**

**DEPARTMENT:** CITY MANAGER'S OFFICE/CITY CLERK DIVISION

**PRESENTED BY:** BRENDA GREEN, CITY CLERK

**CONTACT INFORMATION:** BRENDA GREEN, (714) 754-5221

**RECOMMENDATION:**

Staff recommends the City Council designate Council Member Arlis Reynolds as the delegate for the upcoming 2024 Annual Southern California Association of Governments (SCAG) Regional Conference and General Assembly.

**BACKGROUND:**

The annual SCAG Regional Conference & General Assembly will be held Thursday, May 2, 2024 through Friday, May 3, 2024 at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. SCAG requests that each member city appoint a delegate to vote at the Assembly.

**ANALYSIS:**

It is during the Annual General Assembly that resolutions are adopted, setting the legislative platform for SCAG in the coming year. SCAG by-laws entitle each city to one vote in matters affecting municipal or SCAG policy. Each member city is entitled to designate a delegate to participate in the voting.

**ALTERNATIVES:**

City Council may choose to not appoint a delegate or may select another City Council member as the delegate.

**FISCAL REVIEW:**

The funding for the conference is included in the Fiscal Year 2023-24 City Council budget.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this report and has approved it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item is administrative in nature.

**CONCLUSION:**

Staff recommends the City Council designate Council Member Arlis Reynolds as the delegate for the upcoming 2024 Annual Southern California Association of Governments (SCAG) Regional Conference & General Assembly.



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-103

**Meeting Date:** 4/2/2024

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**TITLE:**

**AMENDMENT TO THE CITYWIDE TRAFFIC SIGNAL MAINTENANCE CONTRACT**

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

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** JENNIFER ROSALES, TRANSPORTATION SERVICES  
**MANAGER (714) 754-5343**

**RECOMMENDATION:**

Staff recommends the City Council:

1. Approve the First Amendment (Attachment 1) to the Maintenance Services Agreement (MSA) with Yunex LLC to provide maintenance of the City's traffic signals, increasing the annual compensation for current and future years of the MSA by \$100,000, for an annual amount not to exceed \$500,000.
2. Authorize the City Manager and the City Clerk to execute the agreement and future amendments to the agreement.

**BACKGROUND:**

On May 3, 2022, the City Council awarded an MSA with Yunex, LLC (Attachment 2) to perform routine and extraordinary traffic signal maintenance services for the City's traffic operations equipment. The contract term is for an initial term of three (3) years with two (2) one-year renewal options for a total of five years. The City is currently in the second year of the initial term of the signal maintenance contract with an annual amount not to exceed \$400,000 and a 10% contingency.

**ANALYSIS:**

Yunex, LLC has successfully provided reliable and continuous traffic signal maintenance services to the City for the past nine years. The necessary services include the performance of "routine" as well as "extraordinary" maintenance of the City's 131 traffic signals, three (3) pedestrian hybrid beacons/fire station signals, six (6) rectangular rapid flashing beacons, 54 radar speed feedback signs, six (6) flashing crosswalks, 47 Closed Circuit Television cameras, sixteen (16) battery backup systems, ten (10) school warning flashers, and approximately 36 miles of underground communications cable and associated hardware.

The City recently added two (2) new pedestrian hybrid beacons (HAWK signals), one (1) new traffic signal for pedestrians, six (6) new rectangular rapid flashing beacons, and two (2) new radar speed feedback signs. In addition, Transportation Services has seen a significant increase in the cost of traffic signal equipment over the past two years. This increase is due to a number of factors including the rising costs of raw materials, supply chain disruptions, freight costs and economic factors. In addition to the increased cost of traffic signal equipment, the City's traffic signal infrastructure and equipment are aging, requiring more frequent repairs. The current purchase limits are already close to being met this fiscal year due to the above factors.

With the additional signal installations and continued increase in equipment cost including damaged communication equipment, staff requests City Council approval of the First Amendment to the MSA to increase the annual compensation for current and future years of the agreement by \$100,000 to ensure sufficient funding to continue and provide proper care of the City's traffic signal infrastructure and operations.

**ALTERNATIVES:**

An alternative to awarding this agreement would be to reject the proposed amendment and redirect staff to proceed with the contract as is. This would require staff to reduce the maintenance of traffic signal equipment to preserve funding for urgent special requests and emergency responses. This alternative is not recommended at this time as it would severely impact public safety and daily operations.

**FISCAL REVIEW:**

Funding for the Amendment to the MSA with Yunex, LLC for traffic signal maintenance is available in the annually appropriated operations budget of the Public Works Department/Transportation Services Division.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this agenda report, prepared the proposed Amendment to the MSA and approves them both as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goal:

- Strengthen the public's safety and improve the quality of life.

**CONCLUSION:**

Staff recommends the City Council:

1. Approve the First Amendment (Attachment 1) to the MSA with Yunex LLC to provide maintenance of the City's traffic signals, increasing the annual compensation for current and future years of the MSA by \$100,000 for an annual amount not to exceed \$500,000.
2. Authorize the City Manager and the City Clerk to execute the agreement and future amendments to the agreement.



**AMENDMENT NUMBER ONE TO  
MAINTENANCE SERVICES AGREEMENT  
WITH  
YUNEX, LLC**

This Amendment Number One (“Amendment”) is dated April 2, 2024, (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”) and Yunex, LLC a Delaware limited liability company (“Consultant”).

WHEREAS, City and Consultant entered into an agreement on May 3, 2022 for Consultant to provide traffic signal maintenance services (the “Agreement”); and

WHEREAS, City and Consultant originally established an annual not-to-exceed amount of \$400,000; and

WHEREAS, City and Consultant desire to increase the annual not-to-exceed amount to \$500,000.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The second sentence in section 2.1 of the Agreement is revised to state, “Contractor’s annual compensation shall not exceed \$500,000.00 annually.”
2. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
3. All other terms, conditions, and provisions of the Agreement shall remain in full force and effect.
4. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first above written.

**CONSULTANT**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

**CITY OF COSTA MESA**

\_\_\_\_\_  
Lori Ann Farrell Harrison  
City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Brenda Green  
City Clerk

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Kimberly Hall Barlow  
City Attorney

Date: \_\_\_\_\_

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Ruth Wang  
Risk Management

Date: \_\_\_\_\_

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Jennifer Rosales  
Project Manager

Date: \_\_\_\_\_

DEPARTMENTAL APPROVAL:

\_\_\_\_\_  
Raja Sethuraman  
Public Works Director

Date: \_\_\_\_\_

PURCHASING APPROVAL:

\_\_\_\_\_  
Carol Molina  
Finance Director

Date: \_\_\_\_\_

**CITY OF COSTA MESA  
MAINTENANCE SERVICES AGREEMENT  
WITH  
YUNEX LLC**

THIS MAINTENANCE SERVICES AGREEMENT ("Agreement") is made and entered into this 3rd day of May, 2022 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and YUNEX LLC, a Delaware limited liability company ("Contractor").

**WITNESSETH:**

A. City proposes to utilize the services of Contractor as an independent contractor to provide traffic signal maintenance services, as more fully described herein; and

B. Contractor represents that it has the experience and expertise to properly perform such services and holds all necessary licenses to practice and perform the services; and

C. City and Contractor desire to contract for the services and desire to set forth their rights, duties and liabilities in connection with the performance of such services; and

D. No official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONTRACTOR**

1.1. Scope of Services. Contractor shall provide the services described in the Scope of Work, attached hereto as Exhibit "A," and Contractor's Proposal, attached hereto as Exhibit "B," both incorporated herein (the "Services"). Contractor shall provide the Services for the signals and devices set forth in Exhibit "C," attached hereto and incorporated herein.

1.2. Prevailing Wage Requirements.

(a) Prevailing Wage Laws. Contractor is aware of the requirements of Chapter 1 (beginning at Section 1720 et seq.) of Part 7 of Division 2 of the California Labor Code, as well as Title 8, Section 16000 et seq. of the California Code of Regulations ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. This project is a "maintenance" project and requires compliance with the Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

(b) Payment of Prevailing Wages. Contractor shall pay the prevailing wage

rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification. A copy of the general prevailing wage rate determination is on file in the Office of the City Clerk and is incorporated into this Agreement as if fully set forth herein. Contractor shall post a copy of such wage rates at all times at the project site(s).

- (c) Legal Working Day. In accordance with the provisions of Labor Code Section 1810 et seq., eight (8) hours is the legal working day. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of the Labor Code regarding eight (8)-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Work performed by Contractor's or any subcontractor's employees in excess of eight (8) hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight (8) hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City Twenty-Five Dollars (\$25.00), or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight (8) hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.
- (d) Apprentices. Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code Section 1777.5.
- (e) Payroll Records. Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any subcontractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Sections 1771, 1881, and 1815 of the Labor Code for any work performed by his or her employees on this project. The payroll records shall be certified and shall be available for inspection at all reasonable hours in accordance with the requirements of Labor Code Section 1776.
- (f) Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code Section 1771 and Labor Code Section 1725.5 requiring registration with the DIR.

1.3. Performance to Satisfaction of City. Contractor agrees to perform all the work to

the complete satisfaction of City. Evaluations of the work will be done by City's Transportation Services Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Contractor to review the quality of the work and resolve the matters of concern;
- (b) Require Contractor to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Compliance with Applicable Law. Contractor shall perform the services required by this Agreement in compliance with all applicable federal and state employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other applicable federal, state and local laws and ordinances applicable to the services required under this Agreement. Contractor shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other contractors for services similar to the Services in this Agreement or may have its own employees perform services similar to those Services contemplated by this Agreement.

1.7. Delegation and Assignment. Contractor may not delegate or assign this Agreement, in whole or in part, to any person or entity without the prior written consent of City. Contractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Contractor's sole cost and expense.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Contractor shall be paid in accordance with the fee schedule set forth in Exhibit "D," attached hereto and incorporated herein. Contractor's annual compensation shall not exceed Four Hundred Thousand Dollars (\$400,000.00). Contractor shall not increase its fees at any time during the initial term or any extension periods, unless otherwise agreed to in writing by City and Contractor.

2.2. Additional Services. Contractor shall not receive compensation for any services provided outside the Scope of Services set forth in this Agreement without amending this

Agreement as provided herein. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Contractor may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Contractor's services which have been completed to City's sole satisfaction. City shall pay Contractor's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the Services performed, the date of performance, and the associated time for completion.

2.4. Records and Audits. Records of Contractor's Services shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times throughout the term of this Agreement through three (3) years after its termination.

### **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. Contractor shall commence providing the Services on July 1, 2022 ("Commencement of Work"). The Services shall be performed in strict compliance with Exhibits A and B. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of three (3) years from the Commencement of Work, ending on June 30, 2025, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by two (2) additional one (1) year periods upon written agreement of the parties.

4.2. Notice of Termination. City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Contractor. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Contractor for reasonable costs incurred and Services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein.

## 5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Contractor shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Contractor agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Contractor for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of Contractor pursuant to its contract with City; products and completed operations of Contractor; premises owned, occupied or used by Contractor; automobiles owned, leased, hired, or borrowed by Contractor."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "Contractor's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not

affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.

- (e) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Contractor shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-limiting. The insurance provisions contained in this Agreement shall not be construed as limiting in any way, the indemnification provisions contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

## 6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Contractor or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail



and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery; and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONTRACTOR:

Yunex LLC  
2250 Business Way  
Riverside, CA 92501  
Tel: (951) 784-6600  
Attn: Michael Hutchens

IF TO CITY:

City of Costa Mesa  
77 Fair Drive  
Costa Mesa, CA 92626  
Tel: (714) 754-5298  
Attn: Noel Casil

Courtesy copy to:

City of Costa Mesa  
77 Fair Drive  
Costa Mesa, CA 92626  
Attn: Finance Dept. | Purchasing

6.5. Drug-free Workplace Policy. Contractor shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "E" and incorporated herein. Contractor's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Contractor agrees to defend, with counsel of City's choosing, indemnify, and hold harmless the City, its elected officials, officers, agents and employees, at Contractor's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and

employees arising out of the performance of the Contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Contractor, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Contractor, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not the Contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Contractor shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Contractor's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of City. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Contractor shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Contractor shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to

any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Cooperation. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

6.13. Conflict of Interest. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this Agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractors shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.14. Prohibited Employment. Contractor will not employ any regular employee of City while this Agreement is in effect.

6.15. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.16. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.17. Binding Effect. This Agreement binds and benefits the parties and their respective permitted successors and assigns.

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signature page follows.]

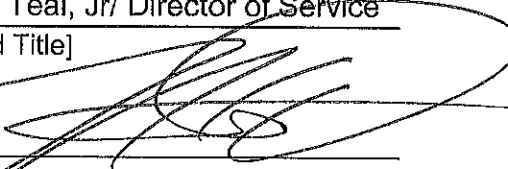
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

**CONTRACTOR**

  
Signature

Date: May 9th, 2022

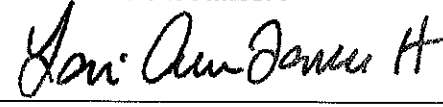
Steven M Teal, Jr/ Director of Service  
[Name and Title]

  
Signature

Date: May 9th, 2022

Michael J. Hutchens/ Western Operations Manager  
[Name and Title]

**CITY OF COSTA MESA**

  
Lori Ann Farrell Harrison  
City Manager

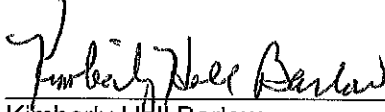
Date: 6/02/2022

ATTEST:

Brenda Green 6/3/2022  
Brenda Green  
City Clerk

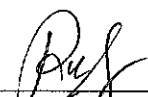


APPROVED AS TO FORM:

  
Kimberly Hall Barlow  
City Attorney

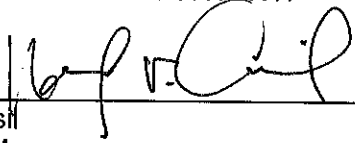
Date: 6/2/22

APPROVED AS TO INSURANCE:

  
Ruth Wang  
Risk Management


Date: 5/17/22

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Noel Casil  
Project Manager

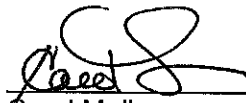
Date: 5/16/22

DEPARTMENTAL APPROVAL:

  
\_\_\_\_\_  
Raja Sethuraman  
Public Services Director

Date: 5-18-22

APPROVED AS TO PURCHASING:

  
\_\_\_\_\_  
Carol Molina  
Finance Director

Date: May 16, 2022

**EXHIBIT A**  
**SCOPE OF WORK**

## TRAFFIC SIGNAL SYSTEM MAINTENANCE SCOPE OF WORK

THIS SCOPE OF WORK relates to maintenance of traffic signals, safety lighting, closed circuit television cameras (CCTV), flashing crosswalks, radar speed signs, flashing beacons, battery backup systems (BBS), field communications equipment, and associated traffic safety devices under the City of Costa Mesa jurisdiction, hereinafter referred to as "City".

Services provided shall be as follows:

### SECTION I. GENERAL

#### A. QUALIFICATIONS

The Traffic Signal Maintenance Contractor, here in after referred to as "Contractor" shall have available and readily accessible all required tools, materials, equipment, apparatus, facilities and skilled labor services to perform all work necessary to maintain the various traffic facilities in a good workmanlike manner.

All work, materials and equipment shall conform to current Caltrans Standard Plans and Specifications, the California Manual of Uniform Traffic Control Devices (CA MUTCD), the International Municipal Signal Association (IMSA), and City Standards.

The Contractor shall provide at least one full-time signal maintenance technician certified as a Level II Traffic Signal Technician by IMSA with bucket truck for City traffic maintenance purposes. The Contractor shall have available adequate skilled personnel and proper lab testing facilities to perform inspection and repair of signal cabinets, controller assemblies, auxiliary equipment and traffic control appurtenances.

The Contractor shall have on hand at all times at least three of each of the following spare equipment:

- Econolite Cobalt controllers.
- NEMA conflict monitors with LED display, as needed for replacement.
- Etherwan ethernet switch, model EX78802-0VBT

The Contractor shall maintain a single local telephone number where they can be directly reached daily on a twenty-four (24) hour basis for emergency service for response to damage, malfunctions, or to correct conditions that may create a public hazard. Response service to specified location shall be within thirty (30) minutes to correct malfunction, damage or risk to public safety. The Contractor telephone number shall be made available to all persons designated by City.

#### B. RECORDS

1. Intersection Records: The Contractor shall maintain at each intersection a permanent service record documenting all ongoing work, operations and hardware malfunctions, repair and configuration work. The record shall log both monthly preventive maintenance and all extraordinary maintenance work, and specify the date and nature of all repairs to the controller assembly and field hardware. Serial numbers of



controller units shall be logged when laboratory maintenance is required. The intersection maintenance record shall be in a format acceptable to the City and retained by the Contractor for a seven-year period. Separate signal timing and hardware documents shall additionally be retained in each cabinet, including a cabinet wiring diagram, signal phase and pedestrian timings, detectors, interconnect equipment, preempt control, etc.

2. Office Records: The Contractor shall maintain a complete record of all laboratory repairs to controllers and hardware showing all parts or components replaced with serial numbers. Each service truck shall keep a daily record covering time chargeable for each twenty-four (24) hour period. This record shall include the time and day work was performed at each intersection and a description of the work, equipment and manpower provided.
3. Activities Report: A monthly activities report shall be submitted to the City Transportation Services Division by the fifteenth working day of each month in conjunction with the monthly billing statement. The report shall include a complete record of all work performed for City during the prior month. This compiled record shall include the location, day and time of each separate service, the reason for the service, whether routine, extraordinary or emergency, and the number of staff hours and equipment for each service. Copies of laboratory reports showing repairs to controller, detector, conflict monitor units, etc., shall be included in the activities report. The Contractor and the City Transportation Services staff shall meet to review the report at a mutually agreed upon time. Immediately prior to each meeting the Contractor shall deliver to City a copy of the "Activities Report."

## **SECTION II. ROUTINE MAINTENANCE**

The Contractor shall provide a program of continued comprehensive preventive maintenance (PM) to eliminate or reduce the incidence of malfunctions, promote public safety, reduce public complaints, and extend the longevity of equipment.

On a monthly basis, each signalized intersection, BBS unit, HAWK signal and flashing stop sign shall be inspected, based on the following maintenance program. City will compensate Contractor monthly at the unit bid prices defined in the Fee Proposal. Said price shall include all services rendered for labor, materials, equipment, overhead and profit. The program shall include, but not be limited to, the following:

- a. Clean cabinet interior and exterior, remove dirt and foreign material. Replace or clean cabinet filters and light bulbs. Ensure watertight seal exists on cabinet base and provide additional sealant as needed to maintain a moisture proof bond to protect the cabinet interior. Lubricate locks and hinges.
- b. Maintain an accurate chronograph and set all controller, conflict monitor and BBS clocks to National Bureau of Standards real time and dates.
- c. Check signal and pedestrian phase and interval timing and circuits for correct operations, including yellow and "flashing don't walk" intervals by chronograph or stopwatch.
- d. Check voltage at main power supply. Verify tightness of connectors at power panel,

ground buss, loop and field terminal panels.

- e. Check all detection equipment including cabinet detector amp units, individual field loops, pedestrian buttons, and bicycle push buttons. Check that the video detection and components are working and detecting vehicles and bicyclists properly.
- f. Check operation of the signal conflict monitor every six months by shorting / conflicting the field output terminals for vehicle and pedestrian phases, or by City- approved method. Contractor shall submit detailed report of findings for each signal conflict monitor unit to City upon completion of tests.
- g. Visually inspect all relays, power supplies, fuses, clocks, dials, switches, etc., and make routine adjustments or minor repairs as necessary.
- h. Field inspect signal poles, traffic signal, pedestrian heads and Light Emitting Diode (LED) quality of brightness, signal pole mounted signs, pedestrian buttons, safety lights, illuminated street name signs, vehicle detectors, etc., and remove dirt and any foreign material.
- i. Test each BBS unit by bypassing existing electrical service and power signal directly from BBS during each intersection PM. Verify battery condition and voltage continuity.
- j. Maintain monthly log of BBS test results and City shall be notified of any deficiencies affecting BBS unit performance.
- k. Contractor shall perform a monthly maintenance inspection of each flashing traffic control system (flashing stop signs) in the City based on the following:
  - If applicable, clean cabinet inside and outside and remove any foreign material.
  - If applicable, check power supply voltage, solar equipment, and replace any batteries as necessary.
  - If applicable, clean and wipe down solar panels to ensure continuous power is generated.
  - If applicable, check settings for on/off timing, flashing rate, flashing duration, and time of day.
  - If applicable, maintain all digital time clocks to National Bureau of standards time.
  - If applicable, observe each pole, head, traffic control sign, etc., and remove foreign material.
  - If applicable, check push button condition and replace push button if necessary.
- l. Contractor shall perform a monthly maintenance inspection of each pedestrian hybrid beacon (HAWK signal) system in the City based on the same methods used for signalized intersections.
- m. Immediately correct all safety deficiencies found during inspection and schedule non-emergency work, which shall be completed within 14 calendar days.

- n. In carrying out the above described tasks, Contractor shall immediately notify the City of any conditions that constitutes a public hazard or may affect efficient signal timing or coordination. The Contractor shall repair or replace parts and lamps, and keep all traffic systems hardware in good working condition.
- o. City traffic signals, flashers and City-owned streetlights shall be inspected by the Contractor once per month at night (night-ride). A list of all burned-out or malfunctioning signals, illuminated street name signs, flashers and street lighting shall be submitted to the City directly following the monthly night patrol. Upon City receipt and approval of listed repair work, repairs shall be performed within 5 business days.

### **SECTION III. EXTRAORDINARY MAINTENANCE**

Extraordinary maintenance includes work tasks to repair/replace defective or obsolete equipment and perform modification work not directly covered by routine maintenance. Work shall be performed at the direct request of City unless emergency or public safety conditions require a direct response. Should emergency or public safety conditions exist, Contractor shall undertake immediate repairs. Extraordinary maintenance includes the following:

- Failure or malfunction of the signal system if caused by vehicle collision, vandalism, civil disorder, windstorm, natural disasters, power outage, street construction, or excavation.
- Maintenance of safety lighting at signalized intersections.
- Maintenance of internally illuminated street name signs and bulbs at signalized intersections.
- Upgrades or installations as directed by the City.
- Replace damaged loop detectors including sawcut and lead-in conduit.
- Replacement of Walk/Don't Walk pedestrian indications with modular, countdown LED type per ITE specifications.
- Repainting of signal heads, backplates, visors, frameworks, pedestrian push button housing and signs, electric meter service cabinets, and controller cabinets as directed by the City. Controller cabinets shall be painted with a white vinyl finish coat and pretreatment vinyl wash primer with anti-graffiti coating.
- Maintenance of City-owned streetlights as directed by the City.
- Maintenance of City-owned electronic radar speed feedback signs, rectangular rapid flashing beacons (RRFB's), flashing beacons, flashing crosswalks, and associated equipment as directed by the City.
- Maintenance of City-owned CCTV, GPS EVP, signal interconnect (SIC), single-mode fiber-optic (SMFO) cable, and associated communication and ITS equipment and infrastructure as directed by the City.

**Notification:** The Contractor shall contact the Transportation Services Manager or representative regarding any extraordinary maintenance work and seek prior approval before the work is scheduled. The Contractor shall notify Transportation Services by telephone at least four (4) hours in advance before any work is commenced, except in emergencies where injury or property damage may result without prompt response. No permanent or temporary change of control mechanisms shall be performed without prior approval of the City. When equipment is removed from the controller cabinet, the City shall be notified by phone within 24 hours or the next working day.

**Emergencies:** The Contractor shall respond immediately to emergency calls such as a total blackout, when directed by the City, and dispatch the qualified personnel and equipment to reach the site within thirty (30) minutes under normal circumstances. The replacement of burned-out signal lamps, internally illuminated street name sign lamps, or safety lights need not be on an emergency basis provided at least two signal indications operate for each direction of travel, or two intersection safety lights remain functional. Replacement of these items shall be in a routine manner within 5 days. For the emergency repair of a signal, which is totally blacked out, the following procedure of traffic control shall apply:

1. The Contractor shall dispatch qualified personnel and equipment to reach the site within thirty (30) minutes under normal circumstances. The Contractor's vehicles shall carry traffic cones, flashing arrow boards, traffic warning and stop signs, etc., which shall be used when directing traffic during an emergency and/or when deemed necessary by the signal technician, the Transportation Services Manager or representative. The Contractor shall conform to Caltrans and CA MUTCD Standards for all emergency and routine work.
2. If no police officer is present and temporary stop signs have been set up when the Contractor arrives at the site, the Contractor shall set up more traffic warning and control devices, as deemed necessary, and proceed to repair the signal. After the signal is back to normal operation, the Contractor shall remove all of the temporary traffic control devices and promptly return devices owned by City to the City Yard.
3. If a police officer is at the site when the Contractor arrives, the Contractor shall quickly examine the signal, evaluate the situation and discuss it with the police officer. If the repair will take only a few minutes, the police officer may stay to continue to direct traffic while the Contractor repairs the signal. If the repair will take longer than the officer can wait, the Contractor shall immediately set up temporary stop signs and all other necessary warning devices and relieve the police officer.

#### **SECTION IV. HARDWARE MAINTENANCE AND OPERATIONS**

Contractor shall repair, replace or otherwise render in good working order any and all defective parts of the traffic control equipment with like make and model parts as the need arises and as directed by the City. Controller mechanisms, auxiliary equipment and appurtenances such as detectors, MMU conflict monitors, BBS and related items shall be serviced and overhauled as recommended by the manufacturer.

Overhaul shall include cleaning, lubrication, testing, timing checks, necessary adjustments replacement of non-functioning or degraded lamps, LED lights and other hardware. All equipment shall be maintained as recommended by the manufacturer. Certifications, warranties and product types for new hardware shall be furnished to the City.

##### **A. REPAIR AND REPLACEMENT**

The Contractor shall replace or repair any and all defective parts, which cause failure or malfunction, as the occasion arises, including signal controller and components, detector amplifiers, pedestrian timers, bicycle logic components, pedestrian and bicycle push buttons, relays, timing clocks, master controllers, coordination units, synchronizer and signal interconnect, flashers, burnouts, detector loops, video

detection cameras, sensing units, safety lights, illuminated street name signs and lights, wiring system, etc. Malfunctioning components affecting signal operations shall be repaired or replaced immediately. Non-essential non-safety related equipment shall be replaced within 14 days. Repair costs shall conform to prices defined in the "Fee Proposal."

Contractor agrees to notify City Transportation Services at least forty-eight (48) hours in advance of any traffic signal turn-offs or turn-ons necessitated by Contractor's operations. Contractor shall not make said turn-offs or turn-ons until a police officer is present, unless permission to proceed without police control is granted by the City.

B. LAMPS AND LIGHTING

The Contractor shall furnish and replace all signal lamps at all traffic signals and flashers based upon an 80% depletion curve. Incandescent lamps shall be replaced with GE VLA "incandescent look" LED brand lamps or City approved equal, meeting Caltrans Testing Lab, ITE, ETL certifications immediately as they occur. The Contractor shall temporarily retain all existing low or nonfunctional LED lenses under warranty for replacement and dispose them after warranty replacement is completed. Any lens obstructed by dirt or debris shall be cleaned immediately. In-pavement flashers shall be inspected with each monthly PM and replaced per manufacturer installation specifications as extraordinary work.

C. LOOP DETECTOR REPLACEMENT

All loop installation work shall conform to Caltrans Standard Plans and Specifications. The Contractor shall clean and fill deteriorated loop detector sawcuts with City approved epoxy. When determined by the City and the Contractor that the sawcut or detector loop cable (DLC) has deteriorated to a point that epoxy application is insufficient, the detector shall be replaced at the price stated in the contract. Loop wire shall be Type 2, Detector lead-in cable shall be Type B. Front loops shall be located 1' behind crosswalk line or limit line, and shall be Type 'F'. All loop installations shall commence with prior City approval.

D. PEDESTRIAN SIGNALS

The Contractor shall replace Walkman/Hand pedestrian signal lamps as they become dim or inoperative with "GE GTX" LED Countdown Pedestrian Signals or City approved equal meeting Caltrans Testing Lab ITE, and EIL certifications. Certifications, warranties and product specifications shall be furnished to the City. Pedestrian signals shall be routinely inspected and replaced as necessary. Existing housings should be reused where feasible and repainted.

E. AIR FILTERS

The Contractor shall replace the air filter elements in all cabinets a minimum of every six (6) months, or more frequently as needed. Air filters in all cabinets shall be initially replaced within four (2) months of this contract.

F. SCHOOL WARNING FLASHING BEACONS, FLASHING CROSSWALKS AND ELECTRONIC RADAR SPEED FEEDBACK SIGNS

The Contractor shall perform maintenance inspection or repair of school warning flashing beacons, HAWK signals, flashing crosswalks, and electronic radar feedback signs as directed by the City Maintenance. Inspection shall be based on the following:

1. Clean cabinet inside and outside and remove any foreign material.
2. Check power supply voltage, solar equipment, and replace any batteries as necessary.
3. Check settings for on/off timing, flashing rate, flashing duration, and time of day.
4. Maintain all digital time clocks to National Bureau of standards time.
5. Observe each pole, head, traffic control sign, etc., and remove foreign material.
6. Special attention shall be given to update Holiday, Daylight Savings Time, and shut-down periods.
7. Replace damaged or malfunctioning lamps, LED indications, in-road warning lights (IRWL), detection bollards, and pressure pads meeting manufacturer's specifications with prior City approval.

G. BATTERY SUPPORT SYSTEMS

The Contractor shall perform a monthly test on each traffic signal BBS and battery-powered flasher during routine maintenance work in accordance with the manufacturer's testing procedures. The Contractor shall notify the City of non-operable or low output batteries. Replacement batteries shall meet Caltrans Laboratory Standards or City-approved equivalent. The Contractor shall submit the battery brand and type to City for review and approval, prior to purchase of new batteries.

H. CCTV, COMMUNICATION, AND ITS EQUIPMENT

The Contractor shall perform maintenance and repair of CCTV, communication, and ITS equipment as directed by the City. Work shall include, and not be limited to, maintenance and repair of signal interconnect, single-mode fiber optic cable, conduit runs, splice kits and cabinets, CCTV camera assemblies, PTZ motor writs, video/data transceivers, ethernet switches, terminal servers, and distribution units. All work, materials, and equipment shall conform to latest Caltrans Standard Plans, Specifications, and Federal Communication Commission (FCC) specifications. Personnel performing work shall be certified and properly equipped to fully address maintenance and repair as directed by the City.

I. DAMAGED EQUIPMENT

The Contractor shall notify the City of the type and condition of all damaged equipment, and shall remove all damaged equipment to Contractor's premises as directed by the City. Upon approval by the City, the Contractor shall deliver select reusable equipment to the Costa Mesa Corporation Yard located at 2310 Placentia Avenue, Costa Mesa CA 92627.

J. NEW INSTALLATIONS

The Contractor shall include routine maintenance of new traffic devices upon installation consistent with unit fee identified in the Fee Proposal. In the event that notification is made of a new installation other than at the beginning of a monthly period, the unit cost will be prorated from the day the Contractor is notified.

K. WARRANTY SERVICE

During the period of warranty for new Contractor furnished equipment, the Contractor shall be responsible for covering hardware warranties and coordinating warranty service repair work. Contractor shall notify the City of any warranty repair delays and details of each incident.

L. TRAFFIC CONTROL

The Contractor shall provide safe and continuous passage for pedestrian and vehicular traffic at all times. All warning lights, signs, flares, barricades, delineators, detours and other facilities for the sole convenience and direction of public traffic shall be furnished and maintained in a neat and clean manner by the Contractor. All traffic control shall conform to, and be placed in accordance with, the current Caltrans Traffic Manual, the CA MUTCD, and the latest updated version of the "Work Area Traffic Control Handbook."(WATCH).

During working hours, a minimum of one 10-foot wide travel lane in each direction, and all existing left-turn pockets whenever feasible shall be maintained. No lane closures on arterial highways will be permitted between the hours of 7:00AM to 8:30AM and between 3:30PM to 6:00PM, unless an emergency situation exists and such a closure is necessary to safeguard the public. Separation between travel lanes, channelization and delineation of the maintenance area shall be accomplished by the use of delineators and/or cones placed in conformance with Standards.

Each vehicle used to place and remove components of a traffic control system on multi-lane highways shall be equipped with a flashing arrow board, which shall be in operation when the vehicle is being used for placing, maintaining or removing said components. The flashing arrow boards shall be in place before implementing lane closure(s). Upon completion of maintenance, all traffic control signs, barricades, delineators, etc., shall be immediately removed and site returned to original condition.

**EXHIBIT B**  
**CONTRACTOR'S PROPOSAL**



# YUNEX TRAFFIC


A Siemens Business

Helping Our Communities Become Vibrant,  
Growing & Green

---

**Proposed to:**

City of Costa Mesa  
Attn: Stephanie Urueta  
Finance Department  
77 Fair Drive, 1st Floor  
Costa Mesa, CA 92626



Costa Mesa  
*City of the Arts*



City of Costa Mesa  
Proposal for: Traffic Signal Maintenance Services (RFP 22-11/C03983)

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December 15<sup>th</sup>, 2021

YUNEX  
TRAFFIC

A Siemens Business

Stephanie Urueta  
Finance Department  
City of Costa Mesa  
77 Fair Drive, 1<sup>st</sup> Floor  
Costa Mesa, CA 92626

**RE: Proposal for: Traffic Signal Maintenance Services (RFP 22-11 / C03983)**

Ms. Urueta,

Yunex LLC (a Siemens Business) would like to express our sincere appreciation for the opportunity to participate in the proposal process for providing Traffic Signal Maintenance and Repair Services for the City's traffic signal system. The prices and terms stated in our proposal package will remain in effect for 180-days from the date of submission, December 15<sup>th</sup>, 2021.

Yunex LLC is a corporation, incorporated in the State of Delaware on February 17<sup>th</sup>, 2021. Yunex LLC is a wholly owned subsidiary of Siemens Mobility, Inc. Our federal tax employer I.D. number is 86-2136678 and our corporate address is 9225 Bee Cave Road, Building B, Austin, TX 78733.

Yunex LLC is an electrical contracting firm who is a California licensed A & C-10 contractor (CA License #1080007) and is also a registered Public Works Contractor (DIR No. 1000815000), who provides leading edge traffic technology for the fast-paced Intelligent Transportation Systems world. Whether providing maintenance services, local controllers, controller firmware, central systems, system analysis, design, or integration, Yunex LLC brings innovative and reliable solutions to customers.

Yunex LLC's local office is located at: 1026 E. Lacy Ave., Anaheim, CA 92805, which is located just 15 miles from the Costa Mesa City Hall, near Disneyland. All account management and field staff assigned to this contract will be based out of this office. Contact information: (714) 456-9902 (office) / (714) 456-9905 (fax).

*Yunex LLC (formerly Siemens Mobility, Inc.) has been successfully servicing this contract for the City of Costa Mesa since 03/01/2011 (over 10 years);* therefore, we believe we are well-versed in the city's equipment, staff, operations, and expectations.

During the evaluation, if there are any questions regarding this proposal, please feel free to contact either of us using the contact information listed below. We look forward to continuing to serve the needs of the City of Costa Mesa and would like to thank you in advance for your consideration.

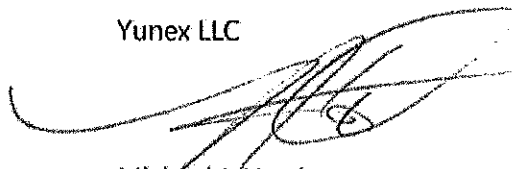
Respectfully,

Yunex LLC



Steven Teal  
Director of Service  
1026 E. Lacy Ave.  
Anaheim, CA 92805  
(714) 456-9902 Office  
(714) 456-9905 Fax  
[steven.teal@siemens.com](mailto:steven.teal@siemens.com)

Yunex LLC

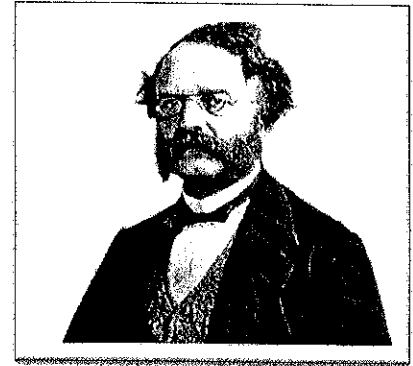


Michael J. Hutchens  
Operations Manager  
1026 E. Lacy Ave.  
Anaheim, CA 92805  
(714) 456-9902 Office  
(714) 456-9905 Fax  
[michael.hutchens@siemens.com](mailto:michael.hutchens@siemens.com)

## Background and Project Summary Section

### Our Past

Founded by Werner Von Siemens (pictured right) in 1847, Yunex Traffic (a Siemens Business) has become a global powerhouse in electronics and electrical engineering, operating in the industry, energy, and healthcare sectors. Siemens AG (Berlin and Munich) entered the traffic industry market in 1924 with the implementation of the first signal system with red, yellow, and green in Berlin, Germany. Innovation continued when Siemens introduced the first centrally controlled light signal system in 1926 and a tradition of developing ground-breaking technology in the traffic industry began. With its many years of presence in the world markets, Yunex Traffic possesses extensive international know-how and proven technical platforms in the areas of traffic management and guidance.



Yunex Traffic entered the US transportation market in 1995 through the acquisition of two industry leaders in the United States: Eagle Traffic Control Products and Gardner Transportation Systems. In 2010 Siemens acquired Republic ITS, a U.S. leader in traffic signal and streetlight maintenance services to enhance its presence in the intelligent traffic solutions (ITS) market in the USA. With these business acquisitions, along with our extensive dealer network, Yunex Traffic can solve traffic problems throughout the country and around the world.



### Our Present

Yunex Traffic currently services over 14,000 traffic signalized intersections and 560,000 streetlights under long-term maintenance agreements nationwide. We are dedicated to meeting and exceeding the challenging public safety requirements associated with our industry. Yunex Traffic has been in the traffic signal maintenance industry worldwide for over 50 years. Locally, Yunex Traffic (formerly Siemens Mobility, Inc., Republic ITS, & Signal Maintenance, Inc.) has been in business for over 40 years servicing numerous contracts throughout the state of California. Currently, in California alone Yunex Traffic maintains intersections for over 115 agencies encompassing over 4,000 locations of various sizes from full function intersections to in-pavement flashing crosswalks and rapid flashing beacons.

### Our Future

At Yunex Traffic we are always looking to the future and for our ITS division, the future is bright. With infrastructure improvement being the focus for many municipal governments these days, it is imperative that Yunex Traffic stays on the cutting edge of technology to remain relevant. Whether the agency is looking for connected vehicle, smart street lighting solutions, service/ support contracting, ITS software and controllers or complete infrastructure management, Yunex Traffic is constantly evolving the industry. We look to the future with the foresight that can only be gained through 174 years of experience and more importantly, we aim to shape it.

## Project Summary

Yunex Traffic is uniquely qualified to achieve the goals and targets that have been established by the City of Costa Mesa in this RFP. Our core business is traffic signal and streetlight maintenance and repair services. We have a long history of providing exceptional traffic solutions and services for municipal agencies throughout the United States.

### Our experience:



Yunex Traffic continues to successfully execute long-term service agreements in over 200 communities nationwide, which include maintenance programs for:

- 14,000 Signalized Intersections
- 560,000 Streetlights



In California, Yunex Traffic maintains traffic signals and street lighting for 115 communities, encompassing:

- 4,000 Signalized Intersections
- 100,000 Streetlights

As the leader in the private traffic signal and streetlight maintenance industry in the United States, Yunex Traffic can provide unparalleled expertise and outstanding value in traffic signal and street lighting related services. Among the most beneficial:

- ✓ *Yunex Traffic has been successfully servicing this contract for the City of Costa Mesa since 03/01/2011 (over 10 years);* therefore, we believe we are well-versed in the city's equipment, staff, operations, and expectations
- ✓ Yunex Traffic has the largest workforce of IMSA Level III Certified Technicians, NEC Certified Electricians, and construction personnel in the industry. All technicians are assigned vehicles which are taken home daily to ensure rapid response in case of emergency. Yunex Traffic employees live in geographical areas, which allow them to respond quicker than our competition. This provides our customers with the most efficient response times in the industry.
- ✓ Yunex Traffic has strategically positioned field offices with an abundance of inventory and technical resources, should the need arise.
- ✓ Yunex Traffic owns and operates approximately 100 service vehicles of various types and sizes in the State of California, the bulk of which are in Southern California. Yunex Traffic currently has 3 cranes in Southern California, which are stationed for quicker response times.
- ✓ Yunex Traffic will provide and maintain emergency service response on a three hundred and sixty-five (365) day basis, including all holidays.

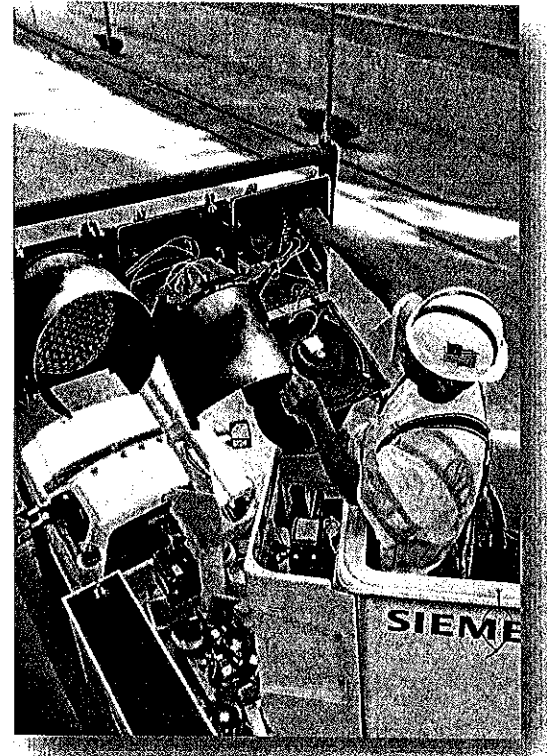
In conclusion, Yunex Traffic is focused on delivering what your city needs the most today; safe, reliable infrastructure solutions that help decrease costs, increase revenue, and have a positive environmental impact for the city of Costa Mesa and its residents. Whether you choose to commute by foot, bike, car, bus, or light rail, Yunex Traffic management solutions can help you arrive safely, more efficiently and with less impact on the environment.

## Method of Approach

### Our Understanding

It is always the goal of Yunex Traffic is to hone our service around a customer's needs. We understand that throughout the term of a contract of this type, those needs may change. We approach all our contracts with the same simple vision; build a partnership with the City's staff and work towards achieving common goals set forth through that partnership. We realize that this is an ever-evolving process and that is why we believe that the only successful route is through establishing these common goals. This methodology and a commitment to service will be applied to every aspect of our services for the City of Costa Mesa.

We understand that the general scope of the work to be done consists of maintaining the city's traffic signal system, which consists of Routine Maintenance, Extraordinary Maintenance, and Emergency Repair Services. Yunex Traffic will have available and readily accessible qualified personnel, all required tools, equipment, apparatus, facilities, and material and will perform all work necessary to maintain in good workmanlike manner, all city owned traffic signals, as outlined in the Scope of Work and in compliance with current City and State Standards.



### Our Approach / Response Times

To be able to respond immediately to emergency calls, Yunex Traffic's field technicians are authorized to take their work vehicles home daily. All work vehicles are stocked with the proper field equipment so he/she may sufficiently address most problems they encounter while responding.

Emergency response call outs and unscheduled/non-emergency repairs are initiated by calling our toll-free emergency phone number **1-800-229-6090** (live dispatcher 24 hours a day, 7 days a week), report the traffic signal location, the problem, and leave your call back information. Our dispatcher will create a work order in our visual planning board. Once the work order is released by our dispatcher it will immediately transfer to our technicians' queue on their Android or Apple device. As part of our quality control practice, our dispatcher will follow up with a phone call to our technician to confirm that he/she is in receipt of the call out/work order. The technician will arrive at the location within the contracted response time to assess and correct the reported problem. Once the problem is corrected, the technician will inform the Customer of the repair actions.

Throughout the term of this agreement, Yunex Traffic will provide and maintain emergency service response on a twenty-four (24) hour, three-hundred and sixty-five (365) day basis, including all holidays. All personnel for Yunex Traffic that may be dispatched will have continuous communication access through cellular phone. **The response time for emergency calls will not exceed thirty minutes (30) minutes** as noted in the RFP. In cases of major malfunction or damage, Yunex Traffic will contact the Public Works Department to receive further direction.

## Scope of Work

THIS SCOPE OF WORK defines terms of a five (5) year contract for maintenance of traffic signals, safety lighting, closed circuit television cameras (CCTV), flashing crosswalks, radar speed signs, flashing beacons, battery backup systems (BBS), field communications equipment, and associated traffic safety devices under the City of Costa Mesa jurisdiction, herein after referred to as "CITY".

Services provided will be as follows:

### SECTION I. GENERAL

#### A. QUALIFICATIONS

Yunex LLC here in after referred to as "Company" will have available and readily accessible all required tools, materials, equipment, apparatus, facilities, and skilled labor services to perform all work necessary to maintain the various traffic facilities in a good workmanlike manner.

All work, materials and equipment will conform to current Caltrans Standard Plans and Specifications, the California Manual of Uniform Traffic Control Devices (CA MUTCD), the International Municipal Signal Association (IMSA), and CITY Standards.

Yunex LLC will provide at least one full-time signal maintenance technician certified as a Level II Traffic Signal Technician by IMSA with bucket truck for CITY traffic maintenance purposes. Yunex LLC will available adequate skilled personnel and proper lab testing facilities to perform inspection and repair of signal cabinets, controller assemblies, auxiliary equipment, and traffic control appurtenances.

Yunex LLC will always have on hand at least three of each of the following spare equipment:

- Econolite Cobalt controllers.
- NEMA conflict monitors with LED display, as needed for replacement.
- Etherwan ethernet switch, model EX78802-0VBT

Yunex LLC will maintain a single local telephone number where we can be directly reached daily on a twenty-four (24) hour basis for emergency service for response to damage, malfunctions, or to correct conditions that may create a public hazard. Response service to specified location will be within thirty (30) minutes to correct malfunction, damage, or risk to public safety. Yunex LLC's telephone number will be made available to all persons designated by CITY.

#### B. RECORDS

1. Intersection Records: Yunex LLC will maintain at each intersection a permanent service record documenting all ongoing work, operations and hardware malfunctions, repair, and configuration work. The record will log both monthly preventive maintenance and all extraordinary maintenance work and specify the date and nature of all repairs to the controller assembly and field hardware. Serial numbers of controller units will be logged when laboratory maintenance is required. The intersection maintenance record will be in a format acceptable to the CITY and retained by Yunex LLC for a seven-year period. Separate signal timing and hardware documents will additionally be retained in each cabinet, including a cabinet wiring diagram, signal phase and pedestrian timings, detectors, interconnect equipment, preempt control, etc.
2. Office Records: Yunex LLC will maintain a complete record of all laboratory repairs to controllers and hardware showing all parts or components replaced with serial numbers. Each service truck will keep a daily record covering time chargeable for each twenty-four (24) hour period. This record will include the time and day work was performed at each intersection and a description of the work, equipment and manpower provided.

3. Activities Report: A monthly activities report will be submitted to the City Transportation Services Division by the fifteenth working day of each month in conjunction with the monthly billing statement. The report will include a complete record of all work performed for CITY during the prior month. This compiled record will include the location, day and time of each separate service, the reason for the service, whether routine, extraordinary or emergency, and the number of staff hours and equipment for each service. Copies of laboratory reports showing repairs to controller, detector, conflict monitor units, etc., will be included in the activities report. Yunex LLC and the City Transportation Services staff will meet to review the report at a mutually agreed upon time. Immediately prior to each meeting Yunex LLC will deliver to CITY a copy of the "Activities Report."

## **SECTION II. ROUTINE MAINTENANCE**

Yunex LLC will provide a program of continued comprehensive preventive maintenance (PM) to eliminate or reduce the incidence of malfunctions, promote public safety, reduce public complaints, and extend the longevity of equipment.

On a monthly basis, each signalized intersection, BBS unit, HAWK signal and flashing stop sign will be inspected, based on the following maintenance program. CITY will compensate Yunex LLC monthly at the unit bid prices defined in the Fee Proposal. Said price will include all services rendered for labor, materials, equipment, overhead and profit. The program will include, but not be limited to, the following:

- a) Clean cabinet interior and exterior, remove dirt and foreign material. Replace or clean cabinet filters and light bulbs. Ensure watertight seal exists on cabinet base and provide additional sealant as needed to maintain a moisture proof bond to protect the cabinet interior. Lubricate locks and hinges.
- b) Maintain an accurate chronograph and set all controller, conflict monitor and BBS clocks to National Bureau of Standards real time and dates.
- c) Check signal and pedestrian phase and interval timing and circuits for correct operations, including yellow and "flashing don't walk" intervals by chronograph or stopwatch.
- d) Check voltage at main power supply. Verify tightness of connectors at power panel, ground buss, loop, and field terminal panels.
- e) Check all detection equipment including cabinet detector amp units, individual field loops, pedestrian buttons, and bicycle push buttons. Check that the video detection and components are working and detecting vehicles and bicyclists properly.
- f) Check operation of the signal conflict monitor every six months by shorting / conflicting the field output terminals for vehicle and pedestrian phases, or by City approved method. Yunex LLC will submit detailed report of findings for each signal conflict monitor unit to City upon completion of tests.
- g) Visually inspect all relays, power supplies, fuses, clocks, dials, switches, etc., and make routine adjustments or minor repairs as necessary.
- h) Field inspect signal poles, traffic signal, pedestrian heads, and Light Emitting Diode (**LED**) quality of brightness, signal pole mounted signs, pedestrian buttons, safety lights, illuminated street name signs, vehicle detectors, etc., and remove dirt and any foreign material.
- i) Test each BBS unit by bypassing existing electrical service and power signal directly from BBS during each intersection PM. Verify battery condition and voltage continuity.
- j) Maintain monthly log of BBS test results and City will be notified of any deficiencies affecting BBS unit performance.
- k) Yunex LLC will perform a monthly maintenance inspection of each flashing traffic control system (flashing stop signs) in the city based on the following:
  - If applicable, clean cabinet inside and outside and remove any foreign material.



- If applicable, check power supply voltage, solar equipment, and replace any batteries as necessary.
  - If applicable, clean and wipe down solar panels to ensure continuous power is generated.
  - If applicable, check settings for on/off timing, flashing rate, flashing duration, and time of day.
  - If applicable, maintain all digital time clocks to National Bureau of standards time.
  - If applicable, observe each pole, bead, traffic control sign, etc., and remove foreign material.
  - If applicable, check push button condition and replace push button if necessary.
- l) Yunex LLC will perform a monthly maintenance inspection of each pedestrian hybrid beacon (HAWK signal) system in the city based on the same methods used for signalized intersections.
- m) Immediately correct all safety deficiencies found during inspection and schedule nonemergency work, which will be completed within 14 calendar days.
- n) In carrying out the above-described tasks, Yunex LLC will immediately notify the CITY of any conditions that constitutes a public hazard or may affect efficient signal timing or coordination. Yunex LLC will repair or replace parts and lamps and keep all traffic systems hardware in good working condition.
- o) CITY traffic signals, flashers and CITY-owned streetlights will be inspected by Yunex LLC once per month at night (night-ride). A list of all burned-out or malfunctioning signals, illuminated street name signs, flashers and street lighting will be submitted to the CITY directly following the monthly night patrol. Upon City receipt and approval of listed repair work, repairs will be performed within 5 business days.

### **SECTION III. EXTRAORDINARY MAINTENANCE**

Extraordinary maintenance includes work tasks to repair/replace defective or obsolete equipment and perform modification work not directly covered by routine maintenance. Work will be performed at the direct request of CITY unless emergency or public safety conditions require a direct response. Should emergency or public safety conditions exist, Yunex LLC will undertake immediate repairs. Extraordinary maintenance includes the following:

- Failure or malfunction of the signal system if caused by vehicle collision, vandalism, civil disorder, windstorm, natural disasters, power outage, street construction, or excavation.
- Maintenance of safety lighting at signalized intersections.
- Maintenance of internally illuminated street name signs and bulbs at signalized intersections.
- Upgrades or installations as directed by the CITY.
- Replace damaged loop detectors including sawcut and lead-in conduit.
- Replacement of Walk/Don't Walk pedestrian indications with modular, countdown LED type per ITE specifications.
- Repainting of signal heads, backplates, visors, frameworks, pedestrian push button housing and signs, electric meter service cabinets, and controller cabinets as directed by the CITY. Controller cabinets will be painted with a white vinyl finish coat and pretreatment vinyl wash primer with anti-graffiti coating.
- Maintenance of City-owned streetlights as directed by the CITY.
- Maintenance of City-owned electronic radar speed feedback signs, rectangular rapid flashing beacons (RRFB's), flashing beacons, flashing crosswalks, and associated equipment as directed by the city.

- Maintenance of City-owned CCTV, GPS EVP, signal interconnect (SIC), single-mode fiber-optic (SMFO) cable, and associated communication and ITS equipment and infrastructure as directed by the city.

Notification: Yunex LLC will contact the Transportation Services Manager or representative regarding any extraordinary maintenance work and seek prior approval before the work is scheduled. Yunex LLC will notify Transportation Services by telephone at least four (4) hours in advance before any work is commenced, except in emergencies where injury or property damage may result without prompt response. No permanent or temporary change of control mechanisms will be performed without prior approval of the CITY. When equipment is removed from the controller cabinet, the CITY will be notified by phone within 24 hours or the next working day.

Emergencies: Yunex LLC will respond immediately to emergency calls such as a total blackout, when directed by the CITY, and dispatch the qualified personnel and equipment to reach the site within thirty (30) minutes under normal circumstances. The replacement of burned-out signal lamps, internally illuminated street name sign lamps, or safety lights need not be on an emergency basis provided at least two signal indications operate for each direction of travel, or two intersection safety lights remain functional. Replacement of these items will be in a routine manner within 5 days. For the emergency repair of a signal, which is totally blacked out, the following procedure of traffic control will apply:

1. Yunex LLC will dispatch qualified personnel and equipment to reach the site within thirty (30) minutes under normal circumstances. Yunex LLC's vehicles will carry traffic cones, flashing arrow boards, traffic warning and stop signs, etc., which will be used when directing traffic during an emergency and/or when deemed necessary by the signal technician, the Transportation Services Manager or representative. Yunex LLC will conform to Caltrans and CA MUTCD Standards for all emergency and routine work.
2. If no police officer is present and temporary stop signs have been set up when Yunex LLC arrives at the site, Yunex LLC will set up more traffic warning and control devices, as deemed necessary, and proceed to repair the signal. After the signal is back to normal operation, Yunex LLC will remove all the temporary traffic control devices and promptly return devices owned by CITY to the CITY Yard.
3. If a police officer is at the site when Yunex LLC arrives, Yunex LLC will quickly examine the signal, evaluate the situation, and discuss it with the police officer. If the repair will take only a few minutes, the police officer may stay to continue to direct traffic while Yunex LLC repairs the signal. If the repair will take longer than the officer can wait, Yunex LLC will immediately set up temporary stop signs and all other necessary warning devices and relieve the police officer.

#### **Section IV. Hardware Maintenance and Operations**

Yunex LLC will repair, replace, or otherwise render in good working order all defective parts of the traffic control equipment with like make and model parts as the need arises and as directed by the CITY. Controller mechanisms, auxiliary equipment, and appurtenances such as detectors, MMU conflict monitors, BBS and related items will be serviced and overhauled as recommended by the manufacturer.

Overhaul will include cleaning, lubrication, testing, timing checks, necessary adjustments replacement of non-functioning or degraded lamps, LED lights and other hardware. All equipment will be maintained as recommended by the manufacturer. Certifications, warranties, and product types for new hardware will be furnished to the city.

Proposed Schedule

Costa Mesa - Traffic Signal Maintenance - Proposed Schedule									
Project Lead: City of Costa Mesa									
Start Date: 2/1/2022									
Tuesday									
WBS	Tasks	Task Lead	Start	End	Duration (Days)	% Complete	Working Days	Days Complete	Days Remaining
1	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			30	20	0		30
1.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
1.2	Extraordinary Maintenance - As-Needed								
1.3	Emergency Response - As-Needed								
2	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	25	0		31
2.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
2.2	Extraordinary Maintenance - As-Needed								
2.3	Emergency Response - As-Needed								
3	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	21	0		31
3.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
3.2	Extraordinary Maintenance - As-Needed								
3.3	Emergency Response - As-Needed								
4	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			30	29	0		30
4.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
4.2	Extraordinary Maintenance - As-Needed								
4.3	Emergency Response - As-Needed								
5	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	23	0		31
5.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
5.2	Extraordinary Maintenance - As-Needed								
5.3	Emergency Response - As-Needed								
6	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			30	21	0		30
6.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
6.2	Extraordinary Maintenance - As-Needed								
6.3	Emergency Response - As-Needed								
7	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	25	0		31
7.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
7.2	Extraordinary Maintenance - As-Needed								
7.3	Emergency Response - As-Needed								
8	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	22	0		31
8.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
8.2	Extraordinary Maintenance - As-Needed								
8.3	Emergency Response - As-Needed								
9	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			30	21	0		30
9.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
9.2	Extraordinary Maintenance - As-Needed								
9.3	Emergency Response - As-Needed								
10	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	22	0		31
10.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
10.2	Extraordinary Maintenance - As-Needed								
10.3	Emergency Response - As-Needed								
11	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			30	28	0		30
11.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
11.2	Extraordinary Maintenance - As-Needed								
11.3	Emergency Response - As-Needed								
12	Routine Preventive Maintenance: Traffic Signals, Pedestrian Hybrid Beacons (Walk), Battery Backup Systems, and Flashing LED Stop Signs (Monthly)	Yancy			31	27	0		31
12.1	Night Inspection: City Owned Traffic Signals, Beacons, and City-Owned Streetlights (Monthly)								
12.2	Extraordinary Maintenance - As-Needed								
12.3	Emergency Response - As-Needed								

### **What Sets Yunex Traffic Apart**

Though there are many reasons we feel that we are the best choice, listed on the following pages are just some of the highlights that we feel we make us the better prepared and more qualified service provider to continue to serve the needs of the City of Costa Mesa.

### **Communication and Teamwork**

At Yunex Traffic, we are your partner. Our project management team as well as our field personnel will be in constant communication with City representatives, and we will follow all communication/notification requirements as set forth and agreed upon. Routine meetings will be key to ensure that everyone is on the same page, not only for system status but to make sure that we are on track with the city's budget and that we are serving the citizens of the City of Costa Mesa to the highest level possible.

Yunex Traffic employees working for the city will always be equipped with any necessary communication devices to keep our city liaison(s) informed. Currently, all our staff is outfitted with an Android or Apple device that will enable them to send, and receive real-time information, as well as text, email, and phone capabilities.

### **Material Inventory**

Yunex Traffic maintains an extensive inventory of new traffic signal equipment including traffic signal poles, controllers, cabinets, signals, LED indications, luminaires, wiring, and most necessary ancillary devices. This extensive inventory combined with our vast experience and testing facilities enables Yunex Traffic to repair or replace damaged equipment expeditiously and professionally.

Yunex Traffic employees will be equipped with all spare parts necessary to place a traffic signal back in operation for all trouble calls. Yunex Traffic will notify the city that the equipment was removed and replaced with approved spare equipment. Inventory levels are maintained to accommodate each individual customer's needs. Yunex Traffic continually monitors and modifies inventory levels as required by current maintenance and repair.



### **USA Dig Alert**

Yunex Traffic has in-house underground utility locators that will respond to all Underground Service Alert (USA) requests/notices or at the request of city staff for the marking and protection of traffic signal underground facilities such as traffic signal and electrical conduits, interconnect facilities, loops, and other appurtenant equipment which may conflict with other right-of-way construction or repairs. Our technicians are equipped and certified with the proper locating devices provided by Metrotech.



### Employee Activity Tracking

Yunex Traffic utilizes an in-house application and management system that enables our contract management team to track individual employee utilization and production. This system is directly tied to our payroll system which ensures 100% accuracy for hours paid to our employees and charged to our customers for work performed. In addition to our Customer Portal, you will receive a detailed billing report with each invoice that lists labor and equipment hours billed for each service order.

TS B - Merrill / Bloomington / Riverside

Date Completed: Fri, MAR/19/2016 01:00      Work Order #: 8092744108      Detail Memo Req: 3881177197

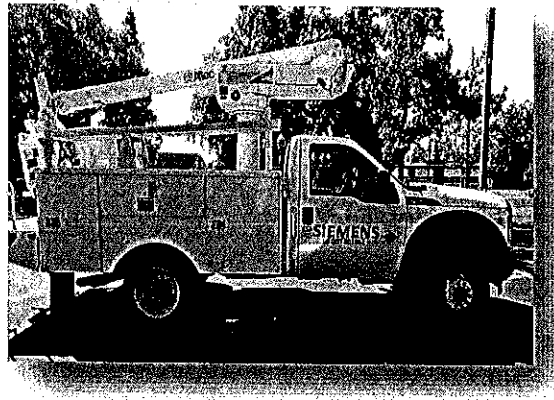
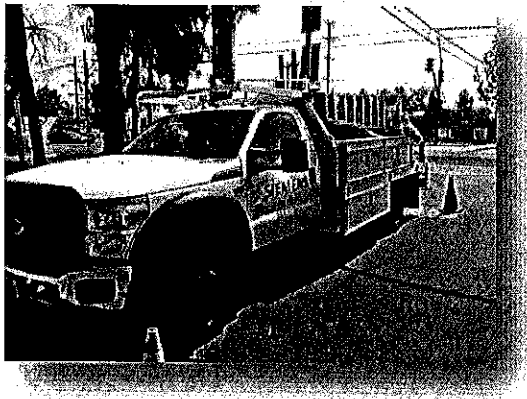
Description: NEG POLE KD - CALLER: PD  
 Response: REMOVED DAMAGED EQUIPMENT, DRILLED & INSTALLED NEW 1D POLE, TV2T, TWO 3 SEC. PV HEAD S WITH ARROW LENSES, 2 R, 2 Y & 2 G PV LEDS, COUNT-DOWN COMBO M8 LED, RE-USED PEDHEAD & PPB ASSY, REPLACED PPB AND DIRECTIONAL PLATE. OLD SH WERENT PROGRAM, WILL FOLLOW UP WITH BALL LENSES & PROGRAM SH'S IF CITY WANT THEM PROGRAMMED.

Item	City and Unit Cost	Extra Charges	Routine Maint
ELECTRICIAN (RT)	12.000 H @ per H	\$	\$ 0.00
ELECTRICIAN (OT)	8.000 H @ per H	\$	\$ 0.00
ELECTRICIAN (PT)	6.000 H @ per H	\$	\$ 0.00
SERVICE BUCKET TRUCK	26.000 H @ per H	\$	\$ 0.00
MATERIALS	1 PC @ per PC	\$	\$ 0.00
	Visit Total	\$	\$ 0.00
	Total	\$	\$ 0.00

### Safety Training

Yunex Traffic administers a comprehensive company-wide safety program to ensure that safety on all job sites is the top priority. Our employees are required to read and understand "Safety Rules for the Outside Electrical Industry" by the National Electrical Contractors Association (NECA). Yunex Traffic has a zero-tolerance policy on all safety violations. Yunex Traffic will provide copies of any safety history documentation upon request.

Yunex Traffic employees are given CPR and First Aid training to provide treatment in the event of an emergency. We believe it is critical that members of our field staff are properly trained and enabled to help both themselves and others in the event of an emergency.

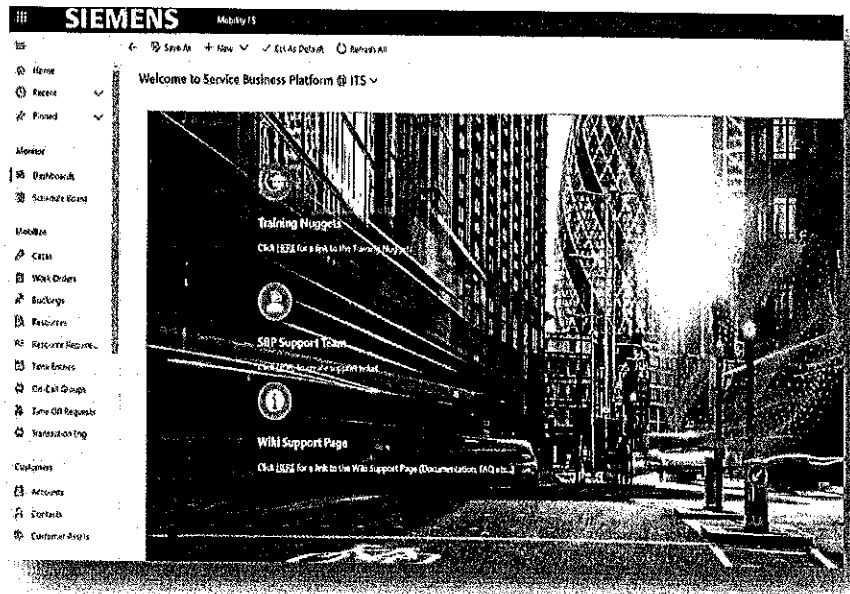


## Information Technology

### Service Business Platform @ITS

Yunex Traffic has rolled out a new service tool called Service Business Platform (SBP), which is a proprietary management system designed to effectively manage all service order progress and remotely update our ERP system (SAP) as work is performed.

- SBP allows us to monitor many key performance items such as time arrived onsite, time of completion, materials used, and vehicle/equipment used.
- SBP keeps historical records for every location which allows the technicians an additional resource when troubleshooting.
- When creating a new service request, the SBP will query the location history and will flag the order if it appears to be a repeated call out or duplicate order.
- Technicians transmit response and routine maintenance items in real-time using IOS or Android devices.
- The contractual Scope of Work and all maintenance activities are also available for technicians to review to ensure all tasks are completed within the specified timeframe.



### Customer Portal



The SBP Customer Portal gives our customers access to:


- Monitor real-time status of routine maintenance and service calls
- Location history (sort/filter by date, location, call type, etc.)
- Overall historical maintenance and repair data
- Real-time equipment inventories, maps, event reporting
- Asset management (including digital photographs, GIS data, etc.)

## Qualifications & Experience of Yunex LLC

### Contractor's License / Public Works Contractor Registration

Yunex Traffic is a corporation, incorporated in the State of Delaware on February 17<sup>th</sup>, 2021. Yunex Traffic has over 40 years of previous experience under Siemens Mobility, Inc., Republic ITS, and Signal Maintenance, Inc. Yunex Traffic is a wholly owned subsidiary of Siemens Mobility, Inc. Our **federal tax employer I.D. number is 86-2136678** and our corporate address is: 9225 Bee Cave Road, Building B, Austin, TX 78733. Corporate officer information has been included in the required forms "Appendix C" under "Vendor Application Form".

Yunex Traffic is an electrical contracting firm who is California licensed and bonded as an **A & C-10 contractor (License #1080007 – expiration 08/31/2023)**. Our company specializes in construction and maintenance of traffic signals, streetlights, and associated equipment. Yunex Traffic's national staff of 200+ employees include an array of professional engineers and technicians with International Brotherhood of Electrical Workers (IBEW), IMSA, and numerous industry manufacturer and systems certifications.



**DEPARTMENT OF CONSUMER AFFAIRS  
CONTRACTORS  
STATE LICENSE BOARD**

<https://www.cslb.ca.gov/OnlineServices/CheckLicense/LLicenseDetail.aspx?LicNum=1080007>

### Contractor's License Detail for License # 1080007

Business Information

**YUNEX LLC**  
 2250 BUSINESS WAY  
 RIVERSIDE, CA 92501  
 Business Phone Number: (951) 784-6600

**Entity** Ltd Liability  
**Issue Date** 08/18/2021  
**Expire Date** 08/31/2023



License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ C-10 - ELECTRICAL
- ▶ A - GENERAL ENGINEERING

State of California  
**Department of Industrial Relations**

<p><b>YUNEX LLC</b></p> <p><b>Business Information</b></p> <p>Registration Number: 1080007          Status: Active          Issue Date: 08/18/2021          Expire Date: 08/31/2023</p> <p><b>Classification</b></p> <p>C-10 - ELECTRICAL          A - GENERAL ENGINEERING</p> <p><b>Contractor Information</b></p> <p>Contractor Name: YUNEX LLC          Address: 2250 BUSINESS WAY          City: RIVERSIDE, CA 92501          Phone: (951) 784-6600          Website: www.yunexllc.com</p>	<p><b>Registration Information</b></p> <p>Registration Number: 1080007          Status: Active          Issue Date: 08/18/2021          Expire Date: 08/31/2023</p>	<p><b>Financial Information</b></p> <p>Contractor Bond: \$1,000,000          Surety: [Name]          License Fee: \$1,000          Renewal Fee: \$1,000</p>
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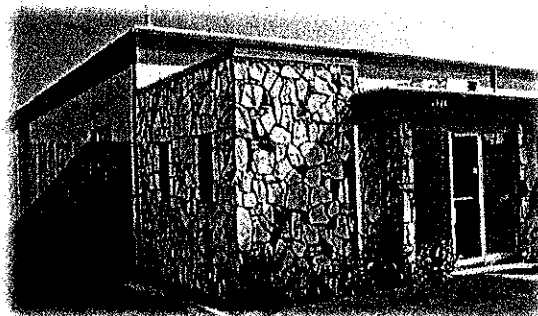
**Primary Facilities and Staff Supporting the City of Costa Mesa:**

*If re-selected, all contract management, coordination and field technicians will be based out of this office:*

**Yunex – Anaheim, CA Office (est. 2018)**

*Warehouse, Office, & Contract Administration*

1026 E. Lacy Ave  
Anaheim, CA 92805  
Phone (714) 456-9902  
Fax (714) 456-9905



**Our Anaheim location is located just 15 miles from Costa Mesa City Hall** near Disneyland. The warehouse at this location stocks over \$500,000.00 in inventory including new controllers, cabinets, signals, LED indications, luminaires, wiring, and most necessary ancillary devices. Though most of our staff keeps plenty of equipment on their trucks, if the need arises, this location can be easily accessed around the clock 365 days a year as a source of additional inventory. We also have our Riverside location east of the city near the intersection of the 91 and 60 freeways, which houses another \$600,000.00 in readily available equipment as an additional resource.

***Other Local Yunex Facilities:***

**Yunex – Riverside, CA Office**

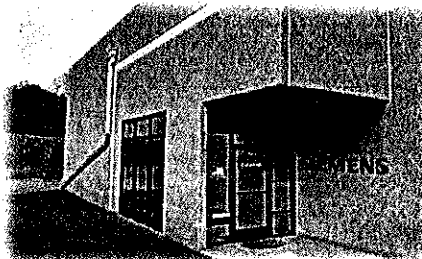
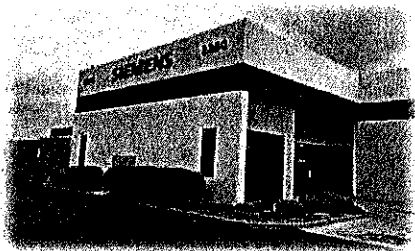
*Warehouse, Office, & Testing Facility*

2250 Business Way  
Riverside, CA 92501  
Phone (951) 784-6600  
Fax (951) 784-6700

**Yunex - San Diego, CA Office**

*Warehouse, Office, & Contract Administration*

1820 John Towers Ave., Suite A  
El Cajon, CA 92020  
Phone (619) 562-1104  
Fax (619) 562-1125



**Key Contact**

During the evaluation, if the city should have any inquiries regarding this proposal, please feel free to contact:

Michael J. Hutchens  
Operations Manager  
2250 Business Way, Riverside, CA 92501  
Office (951) 784-6600 / Fax (951) 784-6700  
Email: [michael.hutchens@yunextraffic.com](mailto:michael.hutchens@yunextraffic.com)



## References

Yunex Traffic has been extremely successful in retaining traffic signal, streetlight, and engineering customers due to our desire to offer the best possible customer service. We have an exemplary customer service track-record highlighted by our well-qualified field personnel, knowledgeable customer service representatives, and proprietary detailed monthly reports. We understand what is required to maintain a community's infrastructure and strive to exceed our customer's expectations.


Client/Agency	Customer Address	Type of Work	Agency Contact Person	Telephone Number	Email Address	Customer Since	Contract Status	Contract Amount
Allamira, City of	311 South First St Allamira, CA 91801	On-Call Traffic Signal Maintenance	Ed Wright	(926) 570-3062	EWRIGHT@cityofallamira.org	Jun-07	Ongoing	\$15,000.00
Anaheim, City of	201 South Anaheim Boulevard Suite 502 Anaheim, CA 92805	On-Call Traffic Signal Maintenance	John Tim Jeff Swanson	(714) 765-5202 (714) 412-9233	Jtim@anaheim.net jswanson@anaheim.net	Oct-04	Ongoing	\$1,080,000.00
Apple Valley, Town of	14955 Dale Burns Pkwy Apple Valley, CA 92307	Traffic Signal Maintenance	Mike Cooley	(760) 240-7000 Ext 576	mcooley@applevalley.org	Oct-04	Ongoing	\$183,305.00
Arcadia, City of	11809 Bolding Road Arcadia, CA 91006	On-Call Traffic Signal Maintenance	Tyler Ballioff	(626) 256-2710	tyballioff@arcadia.gov	Oct-04	Ongoing	\$44,470.00
Artesia, City of	18747 Clarkdale Ave. Artesia, CA 90701	Traffic Signal Maintenance		(562) 865-6282		Dec-97	Ongoing	\$25,000.00
Atase, City of	213 E. Fourth St Blvd. Atase, CA 91702	Traffic Signal Maintenance	Daniel Bobadilla	(626) 812-5264	dbobadilla@ci.atase.ca.us	Sep-08	Ongoing	\$65,000.00
Baldwin Park, City of	14403 E. Pacific Ave Baldwin Park, CA 91706	Traffic Signal Maintenance	David Lopez	(626) 960-4011 Ext 455	dlopez@baldfwpark.com	Oct-18	Ongoing	\$140,000.00
Banning, City of	99 Ramsey Street Banning, CA 92221	Traffic Signal Maintenance	Laine Sampson	(951) 923-3139	lsampson@ci.banning.ca.us	Feb-06	Ongoing	\$250,000.00
Barstow, City of	230 East Mountain View St. Suite A Barstow, CA 92311	Traffic Signal Maintenance	Tom Alva	(760) 755-5141	talva@barstowca.org	May-11	Ongoing	\$245,670.00
Cal Poly Pomona	3801 West Temple Avenue Pomona, CA 91768	Traffic Signal Maintenance	Christopher Harris	(909) 860-4267	cmharris@cp.edu	Jul-10	Ongoing	\$1,000.00
Canabasis, City of	100 Civic Center Way Canabasis, CA 91302	Traffic Signal Maintenance	Benjamin Chan	(818) 224-1608	bchan@cityofcanabasis.com	Jun-11	Ongoing	\$50,000.00
Callimesa, City of	909 Park Avenue Callimesa, CA 92320	Traffic Signal Maintenance	Marjaret Mohsan	(809) 798-9801 Ext 235	mmohsan@cityofcallimesa.net	Oct-04	Ongoing	\$25,000.00
Carlsbad, City of	405 Oak Ave Carlsbad, CA 92008	Contract Repair Work As Needed	Douglas Tom Tran	(760) 502-7504 (760) 502-2236	douglas@ci.carlsbad.ca.gov tom.tran@ci.carlsbad.ca.gov	Apr-18	Ongoing	TBD
Cathedral City, City of	68700 Avenida Luis Guerrero Cathedral City, CA 92234	Traffic Signal Maintenance	Destina Pessagrove	(760) 770-0369	DPessagrove@ci.cathedralcity.gov	Jul-18	Ongoing	\$100,000.00
Chino, City of	13220 Central Ave Chino, CA 91710	Traffic Signal Maintenance	Mario Flores	(909) 591-9026	mflores@cityofchino.org	Jul-12	Ongoing	\$918,374.00
Colton, City of	650 N La Cadena Drive Colton, CA 92324	Traffic Signal Maintenance	Victor Ortiz	(909) 370-5065	vortiz@coltonca.gov	Jul-08	Ongoing	\$87,120.00
Commerce, City of	2535 Commerce Way Commerce, CA 90040	Traffic Signal Maintenance	Gabe Nila	(525) 722-4802 Ext 2839	gnila@ci.commerce.ca.us	Oct-04	Ongoing	\$50,000.00
Coronado, City of	1895 Strand Way Coronado, CA 92118	Traffic Signal Maintenance	Ed Wallen Drew Johnson	(619) 522-7389 (619) 522-2425	ewallen@ci.coronado.ca.us djohnson@ci.coronado.ca.us	Nov-17	Ongoing	\$25,000.00
** Costa Mesa, City of	PO Box 1200 COSTA MESA, CA 92626	Traffic Signal Maintenance	Mike Sampson	(714) 754-5017	mhsampson@ci.costamesa.ca.gov	Mar-11	Ongoing	\$347,016.00
Cudahy, City of	5220 Santa Anna Street Cudahy, CA 90201	Traffic Signal & Streetlight Maintenance	Aaron Hernandez Torrey	(323) 773-5143 Ext 228	ahernandez@cityofcudahy.ca.gov	Jun-05	Ongoing	\$15,000.00
Cypress, City of	5775 Orange Ave. Cypress, CA 90630	Traffic Signal Maintenance	Nick Mangkalat	(714) 329-6729	N.Mangkalat@cypressca.org	Oct-18	Ongoing	\$385,000.00
Dana Point, City of	33282 Golden Lantern Dana Point, CA 92628	Traffic Signal Maintenance	Matt Shaonif	(949) 348-3574	mshaonif@ci.danapoint.org	Jul-07	Ongoing	\$25,000.00
Dartmouth Hot Springs, City of	65950 Pherson Blvd Dartmouth Hot Springs, CA 92240	Traffic Signal Maintenance	Scott Wittig	(760) 328-6411	swittig@ci.dartmouth.org	Mar-11	Ongoing	\$4,000.00
Diamond Bar, City of	21821 E. Copley Drive Diamond Bar, CA 91765	Traffic Signal Maintenance	Daryl Liu Christian Malgara	(909) 839-7041 (909) 839-7042	dlu@ci.diamondbar.ca.gov cmalgara@ci.diamondbar.ca.gov	Sep-00	Ongoing	\$150,000.00
El Cajon, City of	201 E Main St. El Cajon, CA 92020	St. Retrofit Contract/ No Maintenance at this time	Mario Sanchez	(619) 441-1051	msanchez@cityofelcagon.us	Apr-18	Ongoing	\$18,995.00
El Monte, City of	3527 Santa Anita El Monte, CA 91731	On-Call Traffic Signal Maintenance	Vincent Ramirez	(626) 580-6258	vramirez@ci.elmonte.ca.gov	Dec-17	Ongoing	\$25,000.00
Fountain Valley, City of	PO Box 8030 Fountain Valley, CA 92728	Traffic Signal Maintenance	Tenno Galvez John Nguyen	(714) 493-4517 (714) 593-4443	tennogalvez@ci.fountainvalley.org john.nguyen@ci.fountainvalley.org	Oct-00	Ongoing	\$160,000.00
Fullerton, City of	303 W. Commonwealth Fullerton, CA 92632	Traffic Signal Maintenance	Dave Langstaff	(714) 738-6558	davel@ci.fullerton.ca.us	Apr-19	Ongoing	\$125,000.00
Garden Grove, City of	PO Box 3070 Garden Grove, CA 92640	On-Call Traffic Signal Maintenance	Jose Vasquez	(714) 719-0278	jvasq@ci.gardengrove.ca.us	Feb-12	Ongoing	\$360,000.00
Gardena, City of	1700 West 162nd Street Gardena, CA 90247	On-Call Traffic Signal Maintenance	Jon Felix	(310) 217-9642	jfelix@ci.gardena.ca.us	Sep-08	Ongoing	\$5,000.00
Golden Rain Foundation	PO Box 3519 Seal Beach, CA 90740	Traffic Signal Maintenance	Mark Weaver	(562) 441-6586	mweaver@tush.com	Dec-97	Ongoing	\$5,000.00
Hermosa Beach, City of	1315 Valley Drive Hermosa Beach, CA 90254	On-Call Traffic Signal Maintenance	Ells Freeman	(310) 319-0259	efreeman@ci.hermosabeach.org	Apr-08	Ongoing	\$1,000.00
Hesperia, City of	13276 Main Street Hesperia, CA 92345	On-Call Traffic Signal Maintenance	Scott Smith	(760) 947-1814	ssmith@ci.hesperia.ca.us	Jul-03	Ongoing	\$15,000.00
Highland, City of	22238 Breez Lane Highland, CA 92346	Traffic Signal Maintenance	Carlos Zamora	(909) 964-8732 Ext 254	czamora@cityofhighland.org	Jul-02	Ongoing	\$5,000.00
Huntington Beach, City of	2000 Main St Huntington Beach, CA 92648	Streetlight Maintenance	Bob Stachelski	(714) 530-5523	bstachelski@ci.huntington-beach.org	Jul-17	Ongoing	\$2,251,800.00
Indio, City of	93401 Avenue 45 Indio, CA 92201	On-Call Traffic Signal Maintenance	Ricardo Mercado	(760) 625-1817	rmercado@ci.indio.org	Jul-06	Ongoing	\$25,000.00
Irwin, City of	6427 Oak Canyon #3 Irwin, CA 92618	Traffic Signal Maintenance	Joan Nguyen Dave Flanagan	(949) 724-6000 (949) 724-7664	jnguyen@ci.irwin.ca.us dflanagan@ci.irwin.ca.us	Sep-08	Ongoing	\$850,826.00


Client/Agency	Customer Address	Type of Work	Agency Contact Person	Telephone Number	Email Address	Customer Since	Contract Status	Contract Amount
La Habra, City of	207 West Le Habra Blvd La Habra, Ca, 90633	Traffic Signal Maintenance	Michael Plotnik	(562) 303-4162	plotnik@lahabra.gov	Aug-16	Ongoing	\$93,000.00
La Puente, City of	15000 E. Main Street La Puente, CA 91744	Traffic Signal Maintenance	Ricardo Centillo	(626) 855-1500	rcen@lapuente.org	Jan-09	Ongoing	\$35,000.00
La Quinta, City of	78-495 Calle Tampico La Quinta, CA 92253	On-Call Traffic Signal Maintenance	Kris Gustafson	(760) 777-7051	kgustafson@laquinta.org	Sep-08	Ongoing	\$1,000.00
Laguna Beach, City of	505 Forest Ave Laguna Beach, CA 92651	SL Maintenance	Wade Brown	(949) 497-0360	wbrown@lagunabeachcity.net	Feb-18	Ongoing	\$40,000.00
Laguna Niguel, City of	30117 Crown Valley Pkwy Laguna Niguel, CA 92677	Traffic Signal Maintenance	Eduy Abrenda	(949) 362-4338	edubrenda@cityoflagunaniguel.org	Nov-15	Ongoing	\$165,000.00
Lomita, City of	24300 Narbonne Lomita, CA 90717	Traffic Signal & Streetlight Maintenance	Virginia Lutz	(310) 325-9830	vlutz@lomita.org	Feb-03	Ongoing	\$5,000.00
Malibu, City of	23815 Stuart Ranch Road Malibu, CA 90265	Traffic Signal Maintenance	Travis Hart	(310) 456-2489 Ext 341	thart@malibu.org	May-98	Ongoing	\$7,023.00
Magnolia, City of	4319 Fern Siywood Avenue Magnolia, CA 90270	Traffic Signal Maintenance	Art Ramirez	(310) 562-5723	ar Ramirez@cityofmagnolia.org	Aug-79	Ongoing	\$20,000.00
Manteca, City of	603 South Mountain Avenue Manteca, CA 95110	Traffic Signal Maintenance	Sean Sullivan	(626) 932-5522	ssullivan@cityofmanteca.ca.us	Jul-07	Ongoing	\$20,000.00
Marlborough, City of	1800 West Beverly Blvd. Marlborough, CA 91360	Traffic Signal Maintenance	Sam Kouri	(323) 687-1462	skouri@cityofmarlborough.com	Sep-99	Ongoing	\$190,000.00
Moorestown, City of	789 Moorpark Ave Moorestown, CA 93021	Traffic Signal Maintenance	Ashraf Rostom	(805) 208-5609	Arstom@moorparkCA.gov	Jul-87	Ongoing	\$20,000.00
Newport Beach, City of	3300 Newport Blvd Newport Beach, CA 92663	Traffic Signal Maintenance	Bryan Loo	(949) 544-3324	bloo@newportbeachca.gov	Oct-04	Ongoing	\$280,000.00
Newport Beach, City of	903 Box 1758 Newport Beach, CA 92660-3267	Streetlight Maintenance	Jim Auger Dawn Lefkowitz	(949) 544-3324 (949) 718-3481	jauger@newportbeachca.gov dlefkow@newportbeachca.gov	Atty-17	Ongoing	\$20,000.00
Norco, City of	1281 Pitt Street Norco, CA 92860	Traffic Signal Maintenance	Chad Bliss	(951) 770-5678	cb bliss@cityofnorco.ca.us	Dec-06	Ongoing	\$25,000.00
Ontario, City of	303 E. B Street Ontario, CA 91764	Traffic Signal Maintenance	Johnson Hua	(909) 385-2151	jhuang@ontario.ca.gov	Jul-06	Ongoing	\$497,124.50
Ontario, City of	303 E. B Street Ontario, CA 91764	Streetlight Maintenance	Patrick Malloy	(909) 395-2612	pmalloy@ontario.ca.gov	Oct-04	Ongoing	\$66,445.00
Orange, City of	617 W. Street Orange, CA 92667	On Call TS Maintenance	Finny Rocha	(714) 981-9367	fr Rocha@cityoforange.org	Apr-11	Ongoing	\$45,000.00
Orange County Transportation Authority	550 SOUTH MAIN STREET Orange, CA 92663	Call Box Maintenance	Patrick Sampson	(714) 560-5425	psampson@octa.net	Jul-09	Ongoing	\$300,000.00
Palm Desert, City of	73510 Fred Waite Drive Palm Desert, CA 92260	Traffic Signal Maintenance	Robert Becerra	(760) 346-0611	rbecerra@cityofpalmdesert.org	Feb-96	Ongoing	\$100,000.00
Port Huachuca, City of	746 Industrial Ave Port Huachuca, CA 93041	Traffic Signal Maintenance	Terr Fafille	(805) 986-6577	tfafille@cityofporthuachuca.org	Jul-96	Ongoing	\$25,000.00
Poway, City of	14467 Lake Poway Road Poway, CA 92104	Park Lighting (Item 15) Street Lighting (Item 10) Traffic Signals (Item 9)	Diane Moran Dora Valentin Mike Bernd	(619) 568-4777 (619) 568-4784 (619) 568-4738	dmoran@poway.org dvalentin@poway.org mbernd@poway.org	Jul-13	Ongoing	\$300,000.00
Rancho Cucamonga, City of	10500 Civic Center Dr. Rancho Cucamonga, CA 91729	Traffic Signal Maintenance	Pat Gallagher	(909) 477-2740 Ext 4109	patgallagher@cityofca.us	Oct-04	Ongoing	\$828,050.00
Rancho Mirage, City of	09-825 Highway 111 Rancho Mirage, CA 92270	Traffic Signal Maintenance	Austin Ruberg	(760) 343-0581 Ext 530	justin@cityofranchoirage.gov	May-04	Ongoing	\$10,000.00
Rancho Santa Margarita, City of	22112 El Paseo Rancho Santa Margarita, CA 92688	Traffic Signal Maintenance	Terry Gregory	(949) 635-1800 Ext 102	terregory@cityofrsm.org	Aug-16	Ongoing	\$161,139.00
Rialto, City of	935 W. Hilltop Ave Rialto, CA 92376	LED Streetlight Conversion	Azzam Jabsoh	(909) 820-2525 Ext 2082	ajabsoh@rialtoca.gov	May-17	Ongoing	\$1,420,230.54
Rolling Hills Estates, City of	4845 Palms Verdel Drive N. Rolling Hills, CA 90274	Traffic Signal Maintenance	Greg Granter	(310) 377-1577	gregg@cityofrollinghills-estates.ca.us	Feb-00	Ongoing	\$50,000.00
San Bernardino, City of	222 West Hospitality San Bernardino, CA 92415	Traffic Signal Maintenance	Steven Thom	(909) 396-0997	stevethom@cityofsbcounty.gov	Nov-06	Ongoing	\$15,000.00
San Diego, County of	9560 Overland Ave Suite 270 San Diego, CA 92123	Traffic Signal Maintenance	Kristen Meacham	(619) 515-8367	kristinmeacham@sdcounty.ca.gov	Jul-18	Ongoing	\$405,000.00
San Fernando, City of	117 Macneil Street San Fernando, CA 91340	On-Call Traffic Signal Maintenance	Michael Walker	(818) 898-1297	mwalker@cityofsf.org	Oct-04	Ongoing	\$55,000.00
San Marino, City of	2400 Huntington Drive San Marino, CA 91108	Traffic Signal Maintenance	Owen Weiner	(626) 968-1888	Oweiner@SanMarinoCA.gov	Jan-93	Ongoing	\$25,000.00
Santa Paula, City of	970 Ventura St. Santa Paula, CA 93050	Traffic Signal Maintenance	Jonas Basin	(805) 832-4212 Ext 307	jbasin@cityofsp.org	Jan-06	Ongoing	\$100,000.00
Seal Beach, City of	211 Eighth Street Seal Beach, CA 90740	Traffic Signal Maintenance	David Spitz	(562) 431-2527 Ext 1531	dspitz@sealbeachca.gov	Oct-04	Ongoing	\$49,763.00
Shafter, City of	330 Pacific Avenue Shafter, CA 93263	Traffic Signal Maintenance	Michael James	(661) 746-5002 Ext 118	mjames@shafter.ca.com	Mar-92	Ongoing	\$2,500.00
Shim Valley, City of	2020 Inyo Canyon Road Shim Valley, CA 91083	Traffic Signal Maintenance	Dove Medina	(805) 583-6700	dmedina@shimvalley.org	Aug-03	Ongoing	\$200,000.00
Solana Beach, City of	835 South Highway 101 Solana Beach, CA 92075	Traffic Signal Maintenance	Steve Kerr	(858) 720-2400	skerr@cosb.org	Jul-11	Ongoing	\$24,700.00
Solana Beach, City of	835 South Highway 101 Solana Beach, CA 92075	Streetlight Maintenance	Vanesa Rivera	(858) 720-2470	vrivera@cosb.org	Jul-11	Ongoing	\$29,700.00
South El Monte, City of	1415 Santa Anita Ave South El Monte, CA 91733	Traffic Signal Maintenance	Harold Lang	(626) 579-6540	hlang@cityofmontebello.com	Aug-95	Ongoing	\$50,000.00
South Pasadena, City of	629 Mission Street South Pasadena, CA 91030	Traffic Signal Maintenance	Francis Brand	(626) 403-7370	frbrand@cityofsouthpasadena.gov	Mar-87	Ongoing	\$45,000.00
Southern California Edison	5000 Pacific Coast Highway San Clemente, CA 92672	Traffic Signal Maintenance	Ruth Alvarez (RUI)na	(949) 368-6131	ruth.alvarez@sca.com	Jan-03	Ongoing	\$2,500.00
Twinning Park, City of	P.O. Box 998 Twinning Park, CA 92277	Traffic Signal Maintenance	Nigel Perdue	(760) 367-7023	nperdue@cityoftwinnings.org	Jul-88	Ongoing	\$5,000.00
University of California, Irvine (UCI)	200 Public Services Building Irvine, CA 92697	Traffic Signal Maintenance	Daniel Herrera Kevin Tobin	(909) 824-8531 (949) 824-0967	dherrera@uci.edu ktobin@uci.edu	Oct-04	Ongoing	\$50,000.00
University of California, Los Angeles (UCLA)	585 Westwood Plaza, Suite 185 Los Angeles, CA 90095	Traffic Signal & Court Station Maintenance	Ryan Chaudhuri	(310) 208-8564	rchaudhuri@ucla.edu	May-12	Ongoing	\$12,000.00



## Key Personnel

### Contract Management Team

If re-selected, Josh Ferras *will continue* to be the Service Account Manager for the City of Costa Mesa. Josh, his Service Coordinator, Jennifer Hall, and the Maintenance Field Supervisor, Fred Molina, will be responsible for maintaining communication with the city regarding daily operation and maintenance of all traffic signal equipment. Our account management team as well as our field staff will work closely with you and your team to ensure that all your requests are being effectively addressed.

 <p><b>Joshua Ferras, Service Account Manager</b></p> <p>Josh has over 13 years of experience in the Intelligent Transportation Systems industry related to the installation of traffic signals, street lights, and fiber optic communication in both new construction applications and existing modifications. He has served as a Transportation Systems Journeyman Electrician, Foreman, General Foreman and Superintendent. Josh is well versed in managing construction projects from simple traffic signal modifications to more complex design build or value engineering applications.</p> <p>Josh is the current Service Account Manager for the Traffic Signal Maintenance Services Contract for the City of Costa Mesa, and has been servicing it since 2020.</p>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Service Account Manager, Yunex LLC – 2021 to Present</li> <li>- Service Account Manager, Siemens – 2020 to 2021</li> <li>- Superintendent, Crosstown Electrical &amp; Data, Inc. – 2018 to 2019</li> <li>- General Foreman, Crosstown Electrical &amp; Data, Inc. – 2016 to 2018</li> <li>- Field Foreman, Crosstown Electrical &amp; Data, Inc. – 2014 to 2016</li> <li>- ITS Electrician, Crosstown Electrical &amp; Data, Inc. – 2011 to 2014</li> <li>- ITS Apprentice, Crosstown Electrical &amp; Data, Inc. – 2008 to 2011</li> </ul>	<p><b>Industry Certifications:</b></p> <ul style="list-style-type: none"> <li>- NEC Certified General Electrician                             <ul style="list-style-type: none"> <li>▪ Cert No. 155125</li> <li>▪ Expires 08/03/2024</li> </ul> </li> <li>- Transportation Systems Electrician</li> <li>- Corning "Certified Fiber Installer"</li> <li>- Trench &amp; Excavation Safety</li> <li>- Osha 10 &amp; 30</li> <li>- Lead Safety &amp; Asbestos Safety</li> </ul>



 <p><b>Jennifer Hall, Service Coordinator</b></p> <p>Jen has over 9 years of experience maintaining customer contracts and providing support to the management and field execution team. She is well versed in many software applications and systems including, but not limited to, Microsoft Excel, Word, Outlook, Live Meeting, SAP ERP systems, Mcompanion, and SharePoint. Jen is responsible for day-to-day coordination, dispatching, Customer billing, and support for Jeff and the field technicians with all other topics.</p> <p>Jennifer is the current Service Coordinator for the Traffic Signal Maintenance Services Contract for the City of Costa Mesa and has been servicing it since 2014.</p>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Service Coordinator, Yunex LLC – 2021 to Present</li> <li>- Service Coordinator, Siemens – 2014 to 2021</li> <li>- Administrative Support, Siemens – 2012 to 2014</li> </ul>	<p><b>Other Certifications:</b></p> <ul style="list-style-type: none"> <li>- Licensed Notary</li> </ul>

 <p><b>Fred Molina, Maintenance Field Supervisor</b></p> <p>Fred has 31 years of experience in traffic signal and street lighting maintenance, with extensive experience on all types of systems. He is extremely knowledgeable with all field elements including, but not limited to: construction, modifications, installations, maintenance, troubleshooting, and repairs to both traffic signal and street lighting systems. Fred will be responsible for supporting the Service Account Management Team with monitoring maintenance field activities, site inspections, and scheduling/supervision of maintenance technicians.</p>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Field Supervisor, Yunex – September 2021 to Present</li> <li>- Field Supervisor, Siemens – 2019 to 2021</li> <li>- Traffic Signal and Street Lighting Technician/Inspector, City of Corona – 2006-2019</li> <li>- Technician / Construction Foreman / Area Supervisor, Republic Electric – 2001-2006</li> <li>- Construction Foreman, Computer Service Company – 1990-2001</li> </ul>	 <ul style="list-style-type: none"> <li>- IMSA Work Zone Safety</li> <li>- IMSA Level I, II, III Certified Traffic Signal Technician</li> </ul>

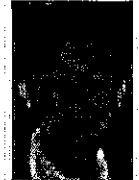
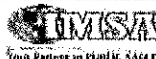
## Field Maintenance Team

Yunex Traffic will assign a primary traffic signal technician to handle routine preventative maintenance for the city's traffic signals. Your primary technician will also be responsible for responding to calls outside normal business hours. We will assign an additional traffic signal technician to provide back up support in the event your primary technicians are unavailable (i.e., vacation, sick days, jury duty, etc.).

## Primary Technician

	<p><b>Naim Yanie, Traffic Signal Technician</b>          Yanie has 12 years of experience with all facets of traffic signal maintenance and repair. He is extremely knowledgeable with all traffic signal control equipment, specifically Econolite controllers (ASC/2070) and Econolite software systems. He also has a vast understanding of the field elements such as traffic signal wiring, loop detection, video detection, emergency vehicle and railroad preemption, etc.</p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Traffic Signal Technician, Yunex LLC – September 2021 to Present</li> <li>- Traffic Signal Technician, Siemens - 2016 to 2021</li> <li>- Traffic Signal Specialist, City of Irvine – 2014 to 2016</li> <li>- Traffic Signal Technician, Siemens - 2010 to 2014</li> <li>- Traffic Signal Technician, Republic ITS - 2009 to 2010 <i>(acquired by Siemens in 2010)</i></li> </ul>	<div style="text-align: center;">  <p><b>IMSA</b>  <small>Your Partner in PUBLIC SAFETY</small></p> </div> <ul style="list-style-type: none"> <li>- IMSA Work Zone Safety</li> <li>- IMSA Level I, II, III Certified Traffic Signal Technician</li> </ul> <p><b>Other Industry Certifications:</b></p> <ul style="list-style-type: none"> <li>- NEC Certified             <ul style="list-style-type: none"> <li>▪ Cert. No. 157902</li> <li>▪ Expires 06/09/2023</li> </ul> </li> <li>- Econolite ASC3 Controller Certified</li> <li>- Econolite Autoscope Certified</li> <li>- IteRis Video Detection Certified</li> <li>- Bucket Truck Certified</li> <li>- ATSI CMU/MMU Test Equipment Certified</li> </ul>

## Backup Technician

	<p><b>Minh Tran, Engineering Technician/ Lab Manager</b>          Minh has over 34 years' experience in the traffic signal systems industry. Minh provides technical support assistance for our Traffic Signal Technicians and is responsible for our local test and repair laboratory. Minh also has extensive knowledge in the installation, diagnosis, and repair of CMS and CCTV systems, and is proficient with fiber optics terminating, splicing, and testing. Minh also received an associate degree in Electrical Engineering from Cal State Fullerton.</p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Engineering Technician, Yunex LLC - 2021 to Present</li> <li>- Engineering Technician, Siemens - 2010 to 2021</li> <li>- Engineering Technician, Republic ITS - 2006 to 2010 <i>(acquired by Siemens in 2010)</i></li> <li>- Foreman/Senior Traffic Signal Technician, Republic ITS - 2001 to 2006</li> <li>- Traffic Signal Maintenance Supervisor, Computer Service Company - 1987 to 2001</li> </ul>	<div style="text-align: center;">  <p><b>IMSA</b>  <small>Your Partner in PUBLIC SAFETY</small></p> </div> <ul style="list-style-type: none"> <li>- IMSA Work Zone Safety</li> <li>- IMSA Level I, II, III Certified Bench Traffic Signal Technician</li> <li>- IMSA Traffic Signal Inspector</li> </ul> <p><b>Other Industry Certifications:</b></p> <ul style="list-style-type: none"> <li>- NEC Certified             <ul style="list-style-type: none"> <li>▪ Cert. No. E-118510-G</li> <li>▪ Expires 11/29/2024</li> </ul> </li> <li>- Econolite ASC3 Controller Certified</li> <li>- Econolite Autoscope Certified</li> </ul>

## IMSA Certifications



IMSA re-certification classes are currently behind due to the COVID-19 Pandemic. Naim Yanie is in the process of renewing his certificate and is just waiting for in-person instruction classes to be available to schedule. Full size copies of certificates can be provided upon request (reduced size is to conform to page limitations of Proposal).

### Key Staff Members Contact Information

Director of Service: Steven Teal ([steven.teal@yunextraffic.com](mailto:steven.teal@yunextraffic.com) / Cell: 714-497-5043)  
Operations Manager: Michael J. Hutchens ([michael.hutchens@yunextraffic.com](mailto:michael.hutchens@yunextraffic.com) / Cell: 714-448-6943)  
Service Account Manager: Joshua Ferras ([joshua.ferras@yunextraffic.com](mailto:joshua.ferras@yunextraffic.com) / Cell: 951-367-7023)  
Service Account Coordinator: Jennifer Hall ([jennifer.hall@yunextraffic.com](mailto:jennifer.hall@yunextraffic.com) / Cell: 619-820-1075)  
Maintenance Field Supervisor: Fred Molina ([fred.molina@yunextraffic.com](mailto:fred.molina@yunextraffic.com) / Cell: 714-273-0942)  
Primary Traffic Signal Technician: Naim Yanie ([naim.yanie@yunextraffic.com](mailto:naim.yanie@yunextraffic.com) / Cell: 714-306-8347)  
Backup Traffic Signal Technician: Minh Tran ([minh.tran@yunextraffic.com](mailto:minh.tran@yunextraffic.com) / Cell: 951-538-8681)

### Additional Staffing

Yunex Traffic has over 20 additional technicians (mostly IMSA III certified) located in Orange, Los Angeles, Riverside, San Bernardino, Ventura, and San Diego County areas. We also employ over 20 key construction personnel for major repairs. These include certified crane operators, dedicated utility locators for (USA) Dig Alert service, Corning certified fiber optic technicians, and our own in-house loop crew.

### Subcontractors

All services as outlined in the RFP will be provided and performed by Yunex Traffic as the Prime Contractor. With that stated, we at Yunex Traffic do maintain relationships with numerous specialty contractors throughout the industry to be able to respond to our customer's needs as a complete one stop solution for all things traffic signal and street lighting related.

## Financial Capacity

Yunex LLC, a Delaware corporation is fully owned by Siemens Mobility, Inc., a 100% subsidiary of the Siemens AG corporate group, a multinational, multi-billion-dollar company listed on the New York Stock Exchange. As such, Siemens AG files consolidated financial reports with the US Securities & Exchange Commission. A copy of Siemens, A.G. most recent annual report can be found at [www.siemens.com](http://www.siemens.com) through "Investor Relations". All required financial reports and filings are available at the SEC's website <http://sec.gov/edgar.shtml>. Siemens Mobility, Inc. and its subsidiaries are not publicly traded companies and do not release separate annual financial statements.

## Cost Proposal

As requested in the RFP, all costs will be entered into the provided "Cost Proposal" and submitted as a separate document on PlanetBids. Pricing will be valid for 180 days from date of submission.

Should there be a need for additional pricing, please feel free to contact us.

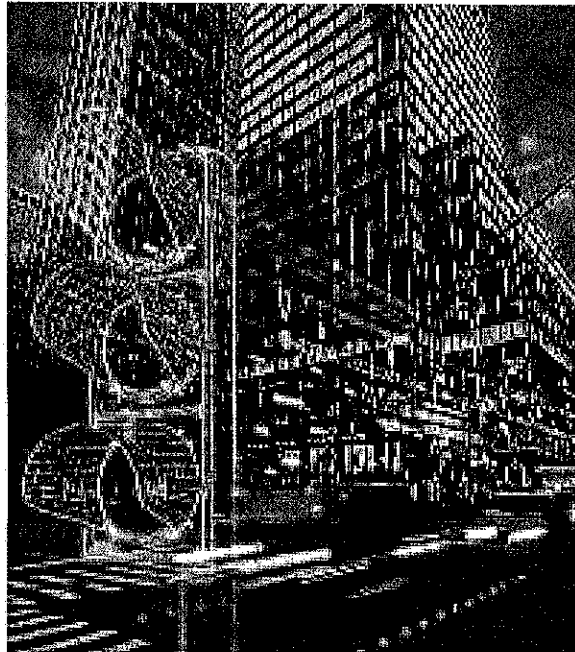
## Disclosures

**Current Business:** Yunex LLC has been successfully servicing the Traffic Signal Maintenance Services contract for the City of Costa Mesa, since 2011.

**Personal Relationships:** To our knowledge, our staff doesn't have any personal relationships with any Costa Mesa elected officials, appointed officials, city employees, or any family members of the previously mentioned.

## Sample Maintenance Services Agreement

Yunex LLC (a Siemens Business) has carefully reviewed the Sample Maintenance Services Agreement and confirms all terms and conditions are understood and acknowledged by the undersigned. No exceptions or conditions are requested.





VENDOR APPLICATION FORM  
FOR  
RFP No. 22-11 for TRAFFIC SIGNAL MAINTENANCE SERVICES

TYPE OF APPLICANT:  NEW  CURRENT VENDOR

Legal Contractual Name of Corporation: Yunex LLC

Contact Person for Agreement: Michael J. Hutchens

Title: Operations Manager E-Mail Address: michael.hutchens@yunextraffic.com

Business Telephone: (951) 784-6600 Business Fax: (951) 784-6700

Corporate Mailing Address: 2250 Business Way

City, State and Zip Code: Riverside, CA 92501

Contact Person for Proposals: Robert Paquette

Title: Sales Manager E-Mail Address: robert.paquette@yunextraffic.com

Business Telephone: (951) 784-6600 Business Fax: (951) 784-6700

Is your business: (check one)

NON PROFIT CORPORATION  FOR PROFIT CORPORATION

Is your business: (check one)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP |
| <input type="checkbox"/> INDIVIDUAL             | <input type="checkbox"/> SOLE PROPRIETORSHIP           |
| <input type="checkbox"/> PARTNERSHIP            | <input type="checkbox"/> UNINCORPORATED ASSOCIATION    |

**Names & Titles of Corporate Board Members**

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
<u>Rodney Mathis</u>	<u>President</u>	<u>(512) 837-8313</u>
<u>Dirk Rauber</u>	<u>CFO</u>	<u>(512) 837-8313</u>
<u>Steven Teal</u>	<u>Director of Service</u>	<u>(951) 784-6600</u>
<u>Michael J. Hutchens</u>	<u>Operations Manager</u>	<u>(951) 784-6600</u>

Please see "Delegation of Approval Authority" for signature authorization later in this proposal.

Federal Tax Identification Number: 86-2136678

City of Costa Mesa Business License Number: Account #: 60872

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

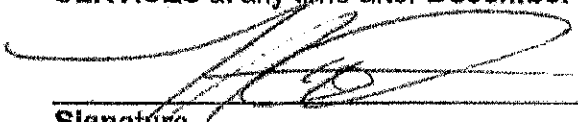
City of Costa Mesa Business License Expiration Date: 05/31/2022



**EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning Informal RFP No. 22-11 FOR TRAFFIC SIGNAL MAINTENANCE SERVICES at any time after December 1, 2021.



Date: 12/15/2021

Signature

Michael J. Hutchens (Operations Manager)

Print

OR

I certify that Proposer or Proposer's representatives have communicated after December 1, 2021 with a City Councilmember concerning Informal RFP No. 22-11 FOR TRAFFIC SIGNAL MAINTENANCE SERVICES. A copy of all such communications is attached to this form for public distribution.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print

## DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes \_\_\_\_\_ No X

If the answer is yes, explain the circumstances in the following space.

N/A

### DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of Contractor currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None

**COMPANY PROFILE & REFERENCES**

**Company Legal Name:** Yunex LLC

**Company Legal Status (corporation, partnership, sole proprietor etc.):** Corporation (Delaware)

**Active licenses issued by the California State Contractor's License Board:** A & C-10 (License # 1080007, expires 08/31/2023)

**Business Address:** 1026 E. Lacy Ave., Anaheim, CA 92805

**Website Address:** <https://www.yunextraffic.com/global/en/>

**Telephone Number:** (714) 456-9902

**Facsimile Number:** (714) 456-9905

**Email Address:** michael.hutchens@yunextraffic.com

**Length of time the firm has been in business:** 29 years under Yunex LLC, Siemens Mobility, Inc., Siemens ITS, Republic Electric, and Republic ITS

**Length of time at current location:** 4 years

**Is your firm a sole proprietorship doing business under a different name:** \_\_\_Yes  No

**If yes, please indicate sole proprietor's name and the name you are doing business under:** N/A

**Federal Taxpayer ID Number:** 86-2136678

**Regular Business Hours:** Monday - Friday: 7:00AM - 4:30PM / **On-Call Services:** 24 hours per day, 365 days per year

**Regular holidays and hours when business is closed:** Monday - Friday: 4:30PM - 7:00AM  
Saturdays/Sundays/Holidays: 24 hours per day

**Contact person in reference to this solicitation:** Michael J. Hutchens

**Telephone Number:** (951) 784-6600

**Facsimile Number:** (951) 784-6700

**Email Address:** michael.hutchens@yunextraffic.com

**Contact person for accounts payable:** Josh Spandiary

**Telephone Number:** (737) 230-6091

**Facsimile Number:** N/A

**Email Address:** josh.spandiary@yunextraffic.com

**Name of Project Manager:** Joshua Ferras

**Telephone Number:** (714) 456-9902

**Facsimile Number:** (714) 456-9905

**Email Address:** joshua.ferras@yunextraffic.com

**COMPANY PROFILE & REFERENCES (Continued)**

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least three clients, preferably other municipalities for whom comparable projects have been completed or submit letters from your references which include the requested information.

**Company Name:** City of Anaheim  
(714) 412-9233

**Contact Name:** Jeff Swanson

**Contract Amount:** \$1,080,000.00

**Email:** jswanson@anaheim.net

**Address:** 201 South Anaheim Boulevard, Anaheim, CA 92805

**Brief Contract Description:** On-Call Traffic Signal Maintenance and Repair Services

**Company Name:** City of Cypress

**Telephone Number:** (714) 229-6729

**Contact Name:** Nick Mangkalakiri

**Contract Amount:** \$385,000.00

**Email:** n.mangkal@cypressca.org

**Address:** 5775 Orange Ave., Cypress, CA 90630

**Brief Contract Description:** Traffic Signal Maintenance and Repair Services

**Company Name:** City of Fullerton

**Telephone Number:** (714) 738-6858

**Contact Name:** Dave Langstaff

**Contract Amount:** \$125,000.00

**Email:** davel@ci.fullerton.ca.us

**Address:** 303 W. Commonwealth, Fullerton, CA 92832

**Brief Contract Description:** Traffic Signal Maintenance and Repair Services

**Company Name:** City of Irvine

**Telephone Number:** (949) 724-7684

**Contact Name:** Kevin Tobin

**Contract Amount:** \$850,826.00

Email: [ktobin@cityofirvine.org](mailto:ktobin@cityofirvine.org)

Address: 6427 Oak Canyon #3, Irvine, CA 92618

Brief Contract Description: Traffic Signal Maintenance and Repair Services

**Company Name: City of Newport Beach**

Telephone Number: (949) 644-3324

Contact Name: Brian Loo

Contract Amount: \$280,000.00

Email: [bloo@newportbeachca.gov](mailto:bloo@newportbeachca.gov)

Address: 3300 Newport Blvd., Newport Beach, CA 92663

Brief Contract Description: Traffic Signal Maintenance and Repair Services

**Our complete list of references has been placed earlier in the Proposal for your review and consideration**



BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION  
DISCLOSURE FORM

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount
N/A	N/A	N/A	N/A	N/A

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder/Applicant/Proposer **Michael J. Hutchens (Operations Manager, Yunex LLC)**

12/15/2021  
Date

# ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside )

On 12-15-2021 before me, Candace Gallaher - Notary Public  
(Insert name and title of the officer)

personally appeared MICHAEL J. HITCHENS  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

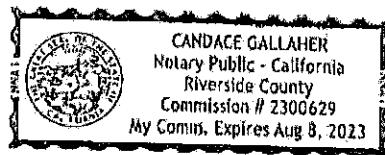
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Candace Gallaher

(Seal)





**THIS DELEGATION ONLY APPLIES TO YUNEX, LLC. ALL CONTRACTS, BIDS, CERTIFICATES, AFFIDAVITS OR ANCILLARY DOCUMENTS TO BE SIGNED ON BEHALF OF SIEMENS MOBILITY, INC. MUST BE SIGNED BY RODNEY MATHIS AND DIRK RAUBER WITHOUT EXCEPTION**

**DELEGATION OF APPROVAL AUTHORITY FROM  
PRESIDENT RODNEY MATHIS AND CFO DIRK RAUBER**

**YUNEX, LLC.**

- A. The undersigned Rodney Mathis, President and Dirk Rauber, CFO of the Yunex, LLC. (the "Corporation"), a corporation duly organized and existing under the laws of the State of Delaware, by virtue of the authority vested as President and CFO to sign or countersign and otherwise execute in the name, or on behalf of the Corporation, any bids, projects, contracts, agreements and any certificates, affidavits or ancillary documents in connection therewith to the extent the foregoing instruments and are consistent with the limits of authority granted under LoA guidelines and grants of release for and on behalf of the Corporation, do hereby delegate to and acknowledge that the following person(s) may exercise such authority for and on our behalf up to \$10 million.

AUTHORIZED SIGNATORIES	
<u>Business Operations</u> (Name/Position)	<u>Finance/Central Support Function</u> (Name/Position)

- B. It is further acknowledged that the following individuals are hereby authorized to sign or countersign and otherwise execute in the name or on behalf of the Corporation the same documents as referenced in paragraph A, up to and including a transactional limit of \$5 million. Any such delegation extends to but is limited to the same scope, documents and subject matter as referenced and granted in paragraph A, limited to the monetary amount stated in this paragraph.

AUTHORIZED SIGNATORIES	
<u>Business Operations</u> (Name/Position)	<u>Finance/Central Support Function</u> (Name/Position)
Jaskaran Dhiman Singh Manager, Procurement	

- C. It is further acknowledged that the following individuals are hereby authorized to sign or countersign and otherwise execute in the name, or on behalf of the Corporation, the same documents as referenced in paragraph A, up to and including a transactional limit of \$3 million. Any such delegation extends to but is limited to the same scope, documents and subject matter as referenced and granted in paragraph A, limited to the monetary amount stated in this paragraph.

<b>AUTHORIZED SIGNATORIES</b>	
<u>Business Operations</u> (Name/Position)	<u>Finance/Central Support Function</u> (Name/Position)
Michael Gaertner Director, PLM/R&D	Anchal Bansal Commercial Manager, Service
Goutham Lingannagari Head of Bids & Projects	Craig Debevoise Projects Commercial
Nils Soyke Project Manager	Manuel Gufo Villarreal Commercial Project Manager
Steve Teal Director, Service	

- D. It is further acknowledged that the following individuals are hereby authorized to sign or countersign and otherwise execute in the name, or on behalf of the Corporation, the same documents as referenced in paragraph A, up to and including a transactional limit of \$1 million. Any such delegation extends to but is limited to the same scope, documents and subject matter as referenced and granted in paragraph A, limited to the monetary amount stated in this paragraph.

<b>AUTHORIZED SIGNATORIES</b>	
<u>Business Operations</u> (Name/Position)	<u>Finance/Central Support Function</u> (Name/Position)
Michael Hutchens Operations Manager	James Barker Commercial Project Manager
Venkatesh Jadhav Project Manager	Claudia Thiele Commercial Project Manager
Gary Kochetkov Project Manager	
Sari Mahli Project Manager	
Scott McCarthy Material Manager	
Del Nichols Project Manager	
Carlota Oteyza Hafner Project Manager	
Syed Rahman Project Manager	
Clint Schuckel Operations Manager	
Mejosh Thomas Project Manager TG2	
William Tucker Operations Manager	

- E. It is further acknowledged that the following individuals are hereby authorized to sign or countersign and otherwise execute in the name, or on behalf of the Corporation, the same documents as they are referenced in paragraph A, up to and including a transactional limit of \$250 thousand. Any such delegation extends to but is limited to the same scope, documents and subject matter as referenced and granted in paragraph A, limited to the monetary amount stated in this paragraph.

<b>AUTHORIZED SIGNATORIES</b>	
<u>Business Operations</u> (Name/Position)	<u>Finance/Central Support Function</u> (Name/Position)
All Aga, Bid Manager	Josh Spandary Commercial Service Manager
Joshua Ferras Service Account Manager	Frank Werner Commercial Service Manager
Deana Flynn Service Account Manager	
Michelle Flynn Service Account Manager	
Candace Gallaher Service Account Manager	
Diana Johnson Bid Manager	
Joshua Lippincott Service Account Manager	
Robert Paquette Sales Manager	
Jeffrey Pierce Service Account Manager	
Melissa Rodriguez Sales Manager	

- F. It is further acknowledged that each of the signatures of the persons referred to in paragraphs A, B, C, D, and E are binding upon the Corporation.
- G. It is further acknowledged that any document shall require the signature of two (2) of the above Authorized Signatories, one each from Business Operations and from Finance/Central Support Functions, whom shall have the requisite signature authority to be legally binding upon the Corporation.
- H. It is further acknowledged that each of the persons referred to herein is authorized to delegate such person's authority hereunder to additional members of his or her management team up to the limit of such person's delegation of authority, provided that such delegation is in written form signed by the delegator and filed with the Legal Department.
- I. It is further acknowledged that the Secretary or an Assistant Secretary of the Corporation is authorized to issue certifications attesting to the incumbency, authority and status of any of the persons referred to in this resolution.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed the corporate seal of the said Corporation, as of the 2<sup>nd</sup> day of November, 2021.



*[Handwritten Signature]* 11-8-21

Rodney Mathis  
President  
Yunex, LLC.

Digitally signed by Rauber  
Dirk  
Date: 2021.11.08 13:04:25  
-08'00'

Dirk Rauber  
CFO  
Yunex, LLC.

**EXHIBIT C**  
**LIST OF SIGNALS AND DEVICES**

**COST PROPOSAL  
FOR TRAFFIC SIGNAL SYSTEM MAINTENANCE**

1. Routine Maintenance:	Quantity	Unit <del>(monthly)</del>	(monthly)
a. Traffic Signal	131	\$ 78.50	\$10,283.50
b. Pedestrian Hybrid Beacon (HAWK)	4	\$43.00	\$ 172.00
c. Battery Backup System	23	\$ 14.50	\$ 333.50
d. Flashing L E D Stop Sign (Future)	1	\$ 14.50	\$ 14.50
Routine Maintenance Monthly Sub Total:			\$10,803.50
2. Extraordinary Maintenance   Hardware:			
(Unit is "each" unless noted. Hardware shall conform to the Scope of Work. Price quoted shall include all labor, equipment costs, and mark-up.)			
a. Replace luminaire safety light lamp with LED			\$ <u>602.00</u>
b. Replace luminaire safety light ballast			\$ <u>131.50</u>
c. Replace ISNS florescent lamp			\$ <u>47.25</u>
d. Replace ISNS florescent lamp with LED			\$ <u>343.00</u>
e. Replace ISNS florescent ballast			\$ <u>101.50</u>
f. Install 12" red LED lens	Ball \$ 102.00		Arrow \$ <u>102.00</u>
g. Install 12" yellow LED lens	Ball \$ 101.00		Arrow \$ <u>102.00</u>
h. Install 12"green LED lens	Ball \$ 101.00		Arrow \$ <u>101.00</u>
i. Replace 3-section 12" vehicle head assembly with LED complete			\$ <u>421.00</u>
J. Replace 5-section 12" vehicle head assembly with LED complete			\$ <u>1,192.00</u>
k. Replace backplate for vehicle head		3-section	\$ <u>140.00</u>
		5-section	\$ <u>235.00</u>

### Costa Mesa Traffic Signals

No.	Main Street	Side Street	Controller	BBS	EVP
1	Adams	Pinecreek	ASC/3-2100		Yes
2		Royal Palm	ASC/3-2100		Yes
3		Mesa Verde E	ASC/3-2100		Yes
4		Mesa Verde W/Placentia	ASC/3-2100	Myers	Yes
5		Albatross/Shantar	ASC/3-2100		No
6	Anton	Experian-Enclave	ASC/3-2100		No
7		Sakioka	820A		Yes
8		Avenue of the Arts	820A		Yes
9		Park Center	ASC/3-2100		Yes
10	Baker	Red Hill	ASC/3-2100		No
11		Pullman	Cobalt		No
12		Fire Station 2	ASC/3-2100		No
13		Milbro	ASC/3-2100		No
14		Babb	ASC/3-2100		No
15		Mendoza	ASC/3-2100		No
16		Coolidge	ASC/3-2100		No
17		College	ASC/3-2100		Yes
18		Royal Palm	ASC/3-2100		No
19	Bear	Sunflower	Cobalt (ex.) (EOS FUTURE)		Yes
20		Crystal Court-Town Center	Cobalt (EOS)		Yes
21		South Coast-Macy's	Cobalt (EOS)		Yes
22		Metro Pointe E	Cobalt (EOS)		Yes
23		Yukon-Paularino	Cobalt (EOS)		Yes
24		Baker	ASC/3-2100		Yes
25		Bristol	Sunflower	Cobalt	
26	Town Center		Cobalt	Myers	Yes
27	Anton		Cobalt	Clary	Yes
28	Hotel Way		Cobalt		Yes
29	Paularino		Cobalt	Clary	Yes
30	Baker		Cobalt	Clary	Yes
31	SOBECA Way		Cobalt		Yes
32	Randolph		Cobalt		Yes

### Costa Mesa Traffic Signals

No.	Main Street	Side Street	Controller	BBS	EVP
33		Bear	Cobalt		Yes
34		Newport SB	ASC/3-2100	Clary	Yes
35		Newport NB/Ganahl	ASC/3-2100	Clary	Yes
36		Santa Ana/Red Hill	Cobalt		Yes
37	Fair	Loyola	Cobalt		No
38		Vanguard	Cobalt		No
39		Fairgrounds/Civic Ctr	820A		No
40	Fairview	Sunflower	ASC/3-2100	Clary	Yes
41		South Coast	ASC/3-2100	Clary	Yes
42		McCormack	ASC/3-2100		Yes
43		Paularino	ASC/3-2100		Yes
44		Baker	ASC/3-2100	Clary	Yes
45		Adams	ASC/3-2100	Clary	Yes
46		Monitor	ASC/3-2100		Yes
47		OCC/Mustang	ASC/3-2100		Yes
48		Arlington	Cobalt (EOS?)		Yes
49		Merrimac	ASC/3-2100		Yes
50		Fair	ASC/3-2100	Clary	Yes
51	Wilson	ASC/3-2100		Yes	
52	Harbor	Scenic/Lake Center	ASC/3-2100	Myers	Yes
53		Sunflower	ASC/3-2100		Yes
54		Law Court	ASC/3-2100		Yes
55		South Coast	ASC/3-2100		Yes
56		Gisler	ASC/3-2100	Myers	Yes
57		Date	ASC/3-2100	Myers	Yes
58		Nutmeg	ASC/3-2100	Myers	Yes
59		Baker	ASC/3-2100		Yes
60		Adams	ASC/3-2100		Yes
61		Mesa Verde E/Peterson	ASC/3-2100		Yes
62		Merrimac	Cobalt		Yes
63		Fair	Cobalt		Yes
64		Harbor Center	ASC/3-2100		Yes
65		Wilson	ASC/3-2100	Myers	Yes



### Costa Mesa Traffic Signals

No.	Main Street	Side Street	Controller	BBS	EVP
66		Victoria	ASC/3-2100		Yes
67		Hamilton	ASC/3-2100	Clary	Yes
68		Bay	ASC/3-2100		Yes
69		19th	ASC/3-2100		Yes
70	Newport NB	Mesa	ASC/3-2100		No
71		Del Mar	ASC/3-2100		Yes
72		Santa Isabel	ASC/3-2100		Yes
73		Wilson	ASC/3-2100		No
74		22nd	ASC/3-2100	Myers	Yes
75		Bay	ASC/3-2100		No
76	Newport SB	Mesa	ASC/3-2100		No
77		Fair/Del Mar	ASC/3-2100		Yes
78		Vanguard	ASC/3-2100		Yes
79		Wilson	ASC/3-2100		No
80		Fairview	ASC/3-2100		Yes
81		Victoria	ASC/3-2100	Myers	Yes
82		Bay	ASC/3-2100		No
83	Paularino	Jian	Cobalt		No
84	Placentia	Fairview Park	ASC/3-2100		No
85		Estancia North	ASC/3-2100		No
86		Estancia South	ASC/3-2100		No
87		Wilson	ASC/3-2100		Yes
88		Victoria	ASC/3-2100		Yes
89		19th	ASC/3-2100		Yes
90		18th	ASC/3-2100		Yes
91		17th	ASC/3-2100		Yes
92	16th	ASC/3-2100		No	
93	Red Hill	Kalmus	820A		No
94		Paularino	820A		No
95	Sakioka	Vista Way	820A		No
96	South Coast	Susan	820A		No
97		Metro Pointe W	Cobalt (EOS)		No
98		Metro Pointe E	Cobalt (EOS)		No
99	flower	Anton	ASC/3-2100	Myers	Yes
100		Flower/Sakioka	Cobalt		Yes
101		Avenue of the Arts	Cobalt		Yes
102		Park Center	Cobalt		Yes
103		S Plaza	Cobalt		Yes

## HAWK Signals

Arlington Drive	w/o	Junipero Drive	Existing
Fire Station #1	&	Adams Ave	Existing
OCC Driveway	&	Merrimac Way	Existing
18th St	w/o	Park Drive	Future

## Flashing LED Stop Sign

Junipero	&	Arlington	Future
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### **Costa Mesa Traffic Signals**

No.	Main Street	Side Street	Controller	BBS	EVP
104	Sun	Fuchsia/Raitt	Cobalt		No
105		Greenville/Wimbledon	Cobalt		No
106		Susan	Cobalt		No
107		Hyland	Cobalt		No
108	Victoria	Valley/Pacific	ASC/3-2100		Yes
109		Canyon	ASC/3-2100 Cobalt (future)		Yes
110		American	ASC/3-2100		Yes
111		National	ASC/3-2100		Yes
112		Pomona	ASC/3-2100		Yes
113		Maple	ASC/3-2100		Yes
114	Wilson	Pomona	ASC/3-2100		No
115		Center Way	ASC/3-2100		Yes
116	16th	Pomona/Industrial/Superior	820A		No
117	17th	Anaheim/Superior	ASC/3-2100		Yes
118		Orange	ASC/3-2100		Yes
119		Westminster	ASC/3-2100		Yes
120		Santa Ana	ASC/3-2100		Yes
121		Tustin	ASC/3-2100		Yes
122	19th	Park	ASC/3-2100		Yes
123		Anaheim	ASC/3-2100		Yes
124		Meyer	ASC/3-2100		Yes
125		Pomona	ASC/3-2100		Yes
126	Placentia	Bike Xing	ASC/3-2100		No
127	Baker	Randolph	Cobalt (EOS)		Yes
128	19th	Wallace	Cobalt (EOS)		Yes
129	South Coast	The Press	Cobalt (EOS)	Clary	Yes
130	Hyland	Vans	Cobalt (EOS)	Clary	Yes
131	Fairview	Village Way	Cobalt		Yes

**Caltrans (For Reference Only)**

Baker Street	&	Newport Frontage NB-SR-55
Baker Street	&	Newport Frontage SB - SR-55
Paularino Avenue	&	Newport Frontage NB-SR-55
Paularino Avenue	&	Newport Frontage SB - SR-55
Bear Street	&	SR-73 NB Ramp
Bear Street	&	SR-73 SB Ramo
Bristol Street	&	I-405 NB Ramp
Bristol Street	&	I-405 SB Ramp
Fairview Road	&	I-405 SB Ramp
Fairview Road	&	I-405 NB Ramp
Harbor Blvd	&	I-405 SB Ramp
Harbor Blvd	&	I-405 NB Ramp
Newport Blvd	&	16th Street
Newport Blvd	&	17th Street
Newport Blvd	&	18th Street-Rochester
Newport Blvd	&	19th Street
Newport Blvd	&	Broadway
Newport Blvd	&	Harbor Blvd
Newport Blvd	&	Industrial
South Coast Drive	&	I-405 NB Off-Ramp
Hyland/South Coast	&	I-405 NB On-Ramp
Anton	&	I-405 NB On-Ramp
Avenue of the Arts	&	I-405 NB Off-Ramp
Susan	&	I-405 NB Off-Ramp

**County of Orange (For Reference Only)**

Santa Avenue	&	Mesa Drive
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# YUNEX TRAFFIC

A Siemens Business

Helping Our Communities Become Vibrant,  
Growing & Green

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**Proposed to:**

City of Costa Mesa  
Attn: Stephanie Urueta  
Finance Department  
77 Fair Drive, 1st Floor  
Costa Mesa, CA 92626



**City of Costa Mesa**  
**Cost Proposal for: Traffic Signal Maintenance Services (RFP 22-11/C03983)**

### School Flashers

Baker Street	e/o	Labrador Drive/Andros Street	Existing
Baker Street	w/o	Labrador Drive/Andros Street	Existing
Placentia Avenue	n/o	18th street	Existing
Placentia Avenue	s/o	19th street	Existing
Victoria Street	e/o	Canvon Drive	Existing
Victoria Street	w/o	Canvon Drive	Existing
Killybrooke	s/o	Belfast	Existing
Killybrooke	s/o	Garlingford	Existing
Sonora	e/o	La Salle	Existing
Velasco	e/o	Sonora	Existing

### Flashing Crosswalks

Placentia	&	20th Street	Existing
Town Center	&	e/o Bristol	Existing
East 17th	&	Ravrmond	Existing
Santa Ana	&	Rose	Existing
Pomona	&	Sterling	Existing
Paularino	&	Coolidge	Existing
Gisler	w/o	w/o Iowa	Existing

### Existing Electronic Speed Feedback Signs

Index	Main Street	Direction	Near	Side Street
1	Adams	EB	W/O	Albatross
2	Adams	WB	E/O	Mesa Verde East
3	Arlington	EB	E/O	Fairview
4	Arlington	WB	W/O	Junipero
5	Baker	EB	E/O	Fairview St
6	Baker	WB	@	Babb St
7	Baker	WB	W/O	Royal Palm
8	Baker	EB	W/O	Bimini
9	Bear	NB	S/O	Saint Claire
10	California	SB	E/O	Colorado
11	Fairview	NB	S/O	Merrimac
12	Fairview	SB	N/O	Monitor
13	Fairview	NB	S/O	Wake Forest
14	Fairview	SB	N/O	Loyola
15	Fairview	SB	S/O	Fair
16	Gisler	WB	E/O	California
17	Gisler	EB	@	Sicily
18	Hamilton	WB	E/O	Pomona
19	Hamilton	EB	W/O	Pomona
20	Irvine	SB	S/O	E 19th
21	Mendoza	SB	S/O	Baker
22	Paularino	EB	W/O	Coolidge
23	Paularino	WB	@	Johnson
24	Placentia	NB	N/O	Victoria
25	Placentia	SB	@	Newton (S/O-18th)
26	Placentia	NB	@	Newton (S/O-18th)
27	Placentia	NB	@	Towne (S/O-19th)
28	Placentia	SB	N/O	Wilson
29	Placentia	NB	N/O	W 19th
30	Placentia	NB	N/O	Congress
31	Placentia	SB	S/O	Fairview Park
32	Placentia	SB	@	Towne (S/O-19th)
33	Placentia	NB	N/O	16th
34	Pomona	SB	S/O	Hamilton
35	Pomona	NB	@	Sterling
36	Santa Ana	NB	@	Robin Hood (S/O-21s0
37	Santa Ana	SB	@	Cecil PJ (S/O-23rd)
38	Susan	NB	@	South Coast
39	Susan	SB	@	Sunflower
40	Victoria	WB	@	National
41	Victoria	EB	E/O	Tidewater
42	Victoria	WB	E/O	Valley/Pacific
43	Victoria	EB	W/O	Valley/Pacific
44	E 18th	EB	E/O	Tustin
45	W.18th St	WB	E/O	Whittier
46	W 19th	WB	W/O	Park
47	W 19th	EB	E/O	Wallace
48	Whittier	NB	N/O	W 18th
49	Whittier	SB	S/O	19th
50	Wilson	EB	E/O	College
51	Wilson	WB	E/O	Placentia
52	Wilson	EB	W/O	Columbia
53	Wilson	WB	@	Wallace

l.	Replace ped head with LED countdown complete with framework	\$ <u>530.00</u>
m.	Replace ped module with LED countdown module (retain head)	\$ <u>175.00</u>
n.	Replace standard Type "E" detector loop complete (4 or Less)	\$ <u>503.00</u>
	(more than 4)	\$ <u>430.00</u>
o.	Replace standard Type "F" detector loop complete (4 or Less)	\$ <u>503.00</u>
	(more than 4)	\$ <u>430.00</u>
p.	Replace 5' x 50' detector loop complete (4 or Less)	\$ <u>1,815.00</u>
	(more than 4)	\$ <u>1,670.00</u>
q.	Replace pull box with Christy Fiberlite	No.3 \$ <u>578.00</u>
		No. 5 \$ <u>818.00</u>
		No. 6 \$ <u>1,195.00</u>
r.	Paint pedestrian head	\$ <u>60.00</u>
s.	Paint vehicle head	\$ <u>150.00</u>
t.	Paint controller cabinet	\$ <u>300.00</u>
u.	Paint electrical service cabinet	\$ <u>300.00</u>
v.	Test traffic signal cabinet	\$ <u>875.00</u>
	(with Full Caltrans Environmental Cert)	\$ <u>1,870.00</u>
w.	Install City furnished cabinet on existing foundation	\$ <u>2,390.00</u>
x.	Replace NEMA conflict monitor with LED	\$ <u>1,100.00</u>
y.	Replace PPB (Polara "Bulldog" or City approved equal)	\$ <u>136.00</u>
z.	Replace ISNS (name panels shall be City furnished) 6' \$ <u>73.00</u> 8' \$ <u>73.00</u>	
aa.	Conduct city-wide night ride of traffic signals and street lighting	\$ <u>962.00</u>
ab.	Clean CCTV camera lens	\$ <u>79.00</u>
ac.	Replace BBS Battery	\$ <u>296.00</u>
ad.	Markup on all other materials over supplier invoice amount: (conforming to Section 2.04.19)	<u>15%</u>



**EXHIBIT D**  
**FEE SCHEDULE**

3. Extraordinary Maintenance / Labor:	<u>Regular Time Per Hour</u>	<u>Overtime Per Hour</u>	<u>Premium Per Hour</u>
Superintendent	\$ <u>85.00</u>	\$ <u>85.00</u>	\$85.00
Engineering Technician	\$ <u>127.00</u>	\$ <u>159.00</u>	\$190.00
Laboratory Technician	\$ <u>88.00</u>	\$ <u>105.00</u>	\$123.00
Maintenance Technician - Lead	\$ <u>122.00</u>	\$ <u>154.00</u>	\$186.00
Maintenance Technician	\$ <u>116.00</u>	\$ <u>144.00</u>	\$173.00
Utility Technician - Lead	\$ <u>127.00</u>	\$ <u>159.00</u>	\$190.00
Utility Technician	\$ <u>104.00</u>	\$ <u>147.00</u>	\$147.00
Street Light Technician	\$ <u>116.00</u>	\$ <u>144.00</u>	\$173.00
Laborer	\$ <u>104.00</u>	\$ <u>147.00</u>	\$147.00
4. CCTV, Communication, & ITS	<u>Regular Time Per Hour</u>	<u>Overtime Per Hour</u>	<u>Premium Per Hour</u>
Fiber Optic Cable Technician	\$ <u>117.00</u>	\$ <u>145.00</u>	\$174.00
Network Technician	\$ <u>102.00</u>	\$ <u>123.00</u>	\$123.00

Labor rates shall include all fringe benefits, markup, overhead, etc. for all job classifications performing extraordinary maintenance work.

**Premium Hours are: Monday thru Friday after four hours of OT on any one job, Saturdays after 8 hours on any one job, all day Sunday starting at 12:00am until Monday at 7:30am and all Holidays starting at 12:00am until the next morning at 7:30am.**

5. Extraordinary Maintenance / Equipment (per job trip):

Pick-Up Truck	\$ <u>40.00</u>
Service Truck	\$ <u>100.00</u>
Service/Ladder Truck	\$ <u>NOT SAFE</u>
Boom/Ladder Truck	\$ <u>60.00</u>
50' Height Boom Truck	\$ <u>180.00</u>
Crane	\$ <u>260.00</u>
Water Truck	\$ <u>10.00</u>
Dump Truck	\$ <u>100.00</u>
Complete Paint Rig	\$ <u>160.00</u>
Concrete Saw and Truck	\$ <u>100.00</u>
Trencher and Backhoe	\$ <u>1,500.00</u>
Air Compressor with Tools	\$ <u>10.00</u>
Vacuum Truck	\$ <u>40.00</u>
Boring Machine	\$ <u>950.00</u>

It is agreed that submission of a proposal shall be considered prima facie evidence that the bidder has carefully examined the scope of services; areas of responsibility; and field conditions, and is therefore satisfied as to the character, quantity and quality of work to be performed, materials to be furnished and requirements of this contract.

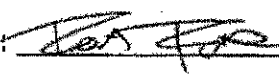
Bidder:

Firm: Yunex LLC

Address: 1026 E. Lacy Ave.

Anaheim, CA 92805

Phone: (714) 456-9902

Signature:  Robert Paquette, Sales Manager

Date: 12/15/2021

**EXHIBIT E**  
**CITY COUNCIL POLICY 100-5**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	1 of 3

BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa's commitment to a drug-free society.
2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

**POLICY**

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's and/or sub-grantee's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	2 of 3

- b. Establishing a Drug-Free Awareness Program to inform employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;
- d. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:
  - 1. Abide by the terms of the statement; and
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- e. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;
- f. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:
  - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	3 of 3

- g. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.
- 2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:
  - a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;
  - b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;
  - c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.
- 3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.





# CITY OF COSTA MESA

CALIFORNIA 92628-1200

P O. BOX 1200

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FROM THE OFFICE OF THE CITY CLERK

June 06, 2022

Yunex LLC  
Attn: Michael Hutchens  
2250 Business Way  
Riverside, CA 92501

Enclosed, for your records, is the Maintenance Services Agreement made between the City of Costa Mesa and Yunex LLC for traffic signal maintenance services.

This agreement is entered into on 05/03/2022.

If you have any questions, please contact the City Clerk's Office at (714) 754-5225.

Sincerely,

Sarah Bravo  
Office Specialist  
City Clerk's Office

Enclosure (1)

77 Fair Drive

PHONE: (714) 754-5225 • TDD: (714) 754-5244 • [www.costamesaca.gov](http://www.costamesaca.gov)



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-114

**Meeting Date:** 4/2/2024

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**TITLE:**

**REJECT ALL BIDS - WILSON, WAKEHAM, AND TEWINKLE PARKS BRIDGES REPLACEMENT PROJECT, CITY PROJECT NO. 23-12**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335

**RECOMMENDATION:**

Staff recommends the City Council reject all bids for the Wilson, Wakeham, and TeWinkle Parks Bridges Replacement Project, City Project No. 23-12.

**BACKGROUND:**

The Wilson, Wakeham, and TeWinkle Parks Bridges Replacement Project consisted of replacing all the wooden bridges at Wilson Park and the single wooden bridge at TeWinkle Park and Wakeham Park with new pedestrian bridges.

The existing pedestrian bridges at these parks have been in steady deterioration over time. Exposure to the natural elements has caused rotting and decay in certain areas of the bridges. Temporary repairs have been made over the years, which only endure for a short period of time.

The initial scope of this project was to replace the existing pedestrian bridges by awarding a contractor to procure, deliver, and install new bridges at Wilson, Wakeham, and TeWinkle Parks.

**ANALYSIS:**

On February 8, 2024, staff received twenty (20) bids for this project. The bid abstract is shown in Attachment 1. Staff has reviewed all bids and determined the lowest responsive bid from Boulder Contracting Company with a bid of \$294,089. The first two bidders, 3M Construction Corporation and Harbor Coating & Restoration were deemed non-responsive.

The third lowest bidder, Boulder Contracting Company, protested the first two low bidders citing a violation of the General Provision that no person, company, or entity can submit more than one bid. In this case, both companies, 3M Construction Corporation and Harbor Coating & Restoration shared a corporate officer that was listed in both bids and had financial interest in both companies. Therefore, staff determined that 3M Construction Corporation and Harbor Coating & Restoration were non-responsive.

The lowest responsive bid submitted by Boulder Contracting for \$294,089 is approximately 47% over the allotted budget of \$200,000. Hence, staff recommends that the City Council reject all bids at this time and authorize staff to pursue other options including use of alternative materials and phased implementation of bridge repairs by park.

**ALTERNATIVES:**

The alternative is to reject staff's recommendation and award to the lowest responsive bidder, Boulder Contracting Company. Staff has determined that this alternative is not recommended since the current budget does not support the amount required for the lowest responsive bidder.

**FISCAL REVIEW:**

There is no fiscal impact at this time if all bids are rejected.

**LEGAL REVIEW:**

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

**CITY COUNCIL GOALS AND PRIORITIES:**

This item is administrative in nature.

**CONCLUSION:**

Staff recommends the City Council reject all bids for the Wilson, Wakeham, and TeWinkle Parks Bridges Replacement Project, City Project No. 23-12.

# ATTACHMENT 1

## CITY OF COSTA MESA PUBLIC SERVICES DEPARTMENT

### WILSON, WAKEHAM, AND TEWINKLE PARKS BRIDGES REPLACEMENT CITY PROJECT NO. 23-12

**BID OPENING RESULTS: February 8, 2024**

<b>Bidder</b>	<b>City</b>	<b>Total Base Bid</b>
1. 3M Construction Corporation	<i>Anaheim</i>	** \$249,743.00 Non-responsive bid
2. Harbor Coating & Restoration	<i>Orange</i>	** \$292,763.00 Non-responsive bid
3. Boulder Contracting Company	<i>Escondido</i>	\$294,089.00
4. Oppenheimer National	<i>San Juan Capistrano</i>	\$303,992.29
5. A2ZConstruct Inc	<i>Rancho Santa Margarita</i>	\$312,000.00
6. IO Environmental & Infrastructure Inc	<i>San Diego</i>	** \$329,575.20
7. Leonida Builders Inc	<i>Action</i>	\$332,999.60
8. Sol Construction, Inc	<i>Riverside</i>	\$367,279.00
9. M-RE Construction, Inc.	<i>El Monte</i>	** \$365,000.00
10. Cheloletty Engineering, Inc.	<i>Villa Park</i>	\$399,400.00
11. Metrocell Construction	<i>Ontario</i>	** \$402,522.14
12. Wright Construction Engineering Corp	<i>San Marcos</i>	\$421,330.00
13. Houalla Enterprises, Ltd.	<i>Newport Beach</i>	\$487,146.00
14. Beador Construction Company, Inc.	<i>Costa Mesa</i>	\$534,700.00
15. M.S. Construction Management Group	<i>Dana Point</i>	\$567,953.00
16. R.E. Schultz Construction, Inc.	<i>Orange</i>	\$638,400.00
17. Los Angeles Engineering, Inc.	<i>Covina</i>	** \$649,500.00
18. MBC Enterprises Inc.	<i>Huntington Beach</i>	** \$745,600.00
19. Kazoni Inc	<i>Kazoni Construction</i>	** \$772,018.55
20. PUB Construction, Inc.	<i>Diamond Bar</i>	** \$854,156.00

\*\* Bid calculation error or discrepancy identified in proposal sheets of contractors bid.

**AVERAGE BID: \$466,008.34**

**RESPONSIBLE LOW BIDDER: \$294,089.00**  
**BY: Boulder Contracting Company**



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-102

**Meeting Date:** 4/2/2024

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**TITLE:**

**SECOND READING OF ORDINANCE NO. 2024-02 AMENDING TITLE 13 (PLANNING, ZONING AND DEVELOPMENT) OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH AFFORDABLE HOUSING REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENT PROJECTS AND FEE RESOLUTION TO ESTABLISH THE AFFORDABLE HOUSING IN-LIEU FEE SCHEDULE**

**DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES  
DEPARTMENT/PLANNING DIVISION**

**PRESENTED BY: NANCY HUYNH, PRINCIPAL PLANNER**

**CONTACT INFORMATION: NANCY HUYNH, PRINCIPAL PLANNER, (714) 754-5609**

**RECOMMENDATION:**

Staff recommends the Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) ("General Rule").
2. Give second reading to and adopt Ordinance No. 2024-02 approving the Affordable Housing Ordinance and amending Title 13 to establish the affordable housing requirements for new residential development projects.
3. Adopt a fee resolution establishing the affordable housing in-lieu fee schedule.



## Agenda Report

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Item #: 24-102

Meeting Date: 4/2/2024

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**TITLE: SECOND READING OF ORDINANCE NO. 2024-02 AMENDING TITLE 13 (PLANNING, ZONING AND DEVELOPMENT) OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH AFFORDABLE HOUSING REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENT PROJECTS AND FEE RESOLUTION TO ESTABLISH THE AFFORDABLE HOUSING IN-LIEU FEE SCHEDULE**

**DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION**

**PRESENTED BY: NANCY HUYNH, PRINCIPAL PLANNER**

**CONTACT INFORMATION: NANCY HUYNH, PRINCIPAL PLANNER, (714) 754-5609**

### **RECOMMENDATION:**

Staff recommends the Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) (“General Rule”).
2. Give second reading to and adopt Ordinance No. 2024-02 approving the Affordable Housing Ordinance and amending Title 13 to establish the affordable housing requirements for new residential development projects.
3. Adopt a fee resolution establishing the affordable housing in-lieu fee schedule.

### **BACKGROUND:**

Based on recent housing data analyzed in the adopted 2021-2029 Housing Element, it has been shown that half of renters in Costa Mesa experience housing cost burdens. Because these lower income households are “priced out”, they tend to move into more crowded living conditions to reduce their housing expenses, move further away for cheaper housing at the expense of longer commute times, move out of the state, or unfortunately, enter into homelessness. An affordable, or inclusionary, housing policy is a key tool that cities throughout the United States have adopted to address housing affordability in their communities. To address this affordable housing issue, Housing Program 2A (Inclusionary Housing Ordinance) of the Housing Element was included to “analyze the market impacts and potential affordability requirements for an inclusionary housing requirement for specific projects” in the City.

### ***2021-2029 Housing Element***

While the State Department of Housing and Community Development (HCD) approved the City’s adopted Housing Element, it has not been deemed in substantial compliance with State housing law until specific housing programs have been implemented. The 40 housing programs included in the Housing Element are intended to increase housing production while also addressing housing affordability for all income levels. These housing programs would remove barriers to housing developments and reform current zoning regulations that may currently encumber housing production in the City.

Implementation of Program 2A (adoption of an inclusionary housing ordinance) is required for the City to maintain compliance with State housing laws. If the City does not implement Program 2A, the State could find the City’s Housing Element out of compliance and in violation of State housing laws. This could leave the City vulnerable to legal challenges from the State and potentially result in significant legal fees to defend against any litigation. In addition, the HCD has the ability to penalize the City with fines up to \$100,000 per month if the City’s Housing Element is determined to be in violation of State housing law. The City could also lose local control over land use and permitting decisions including the authority to issue building permits for any type of projects or improvements. Such has been the case in the City of Beverly Hills and more locally, San Clemente. Lastly, without a certified Housing Element, the City risks continued ineligibility for receipt of State and County funding sources or loan programs that could support housing programs including gap funding assistance for 100% affordable housing projects such as Jamboree Housing’s proposed Senior Center housing project.

**Regional Housing Needs Assessment (RHNA)**

California’s RHNA is the basis for determining the State’s future housing need by income category and is based on growth in population, households, and employment. For the 2021-2029 6<sup>th</sup> Housing Element, the City was allocated 11,760 housing units to accommodate the City’s projected housing needs, with more than half of those housing units required to be affordable. The City’s RHNA allocation is divided amongst four income categories, which are benchmarked on the County of Orange’s median income for a family of four. Table 1 below identifies the four income categories by which the City’s RHNA allocation is divided.

**Table 1 – City of Costa Mesa RHNA by Income Category**

Income Category	Percent of Median Family Income (MFI)	Costa Mesa’s RHNA Allocation for the 2021-2029 Planning Period
Very Low Income	0-50% MFI	2,919 units
Low Income	51-80% MFI	1,794 units
Moderate Income	81-120% MFI	2,088 units
Above Moderate Income	>120% MFI	4,959 units
<b>Total</b>		<b>11,760 units</b>

Adoption of an Affordable Housing Ordinance (AHO) would assist in achieving the City’s RHNA for the very-low-, low-, and moderate-income categories, coupled with the other Housing Element programs intended to remove or reduce existing barriers and constraints to market-rate housing developments.

**An “Incentive-Based” Program**

The City's proposed Affordable Housing Program has been structured as an "incentive-based program".

To implement the Affordable Housing Program, the City would rezone non-residentially zoned properties located along major corridors to allow for higher density housing with reduced parking requirements and the allowance of affordable rents for low income units to be calculated based on 80% of the area median income (AMI) where 60% is required under state density bonus law. Adding residential development as an allowed use at higher densities creates land value and incentivizes housing production overall. That value is coupled with a requirement to provide a portion of the project's units as affordable housing. This program structure is in effect a local density bonus program.

The rezone and increase in density create opportunities for new homes that presently do not exist because of the lack of available properties that allow residential uses and the historically low maximum allowable density in Costa Mesa (maximum of 20 units per acre pursuant to the City's General Plan). Rezoning would create value and thus, incentivizing landowners to sell commercial and industrial properties to housing developers and incentivize housing developers to build.

## **DISCUSSION**

### ***City Council First Reading***

On January 16, 2024, the City Council considered the Planning Commission's recommendations, discussed the draft ordinance, and made further changes to the draft including:

- Establishing a minimum threshold project size for application of the affordability requirements;
- Requiring the onsite production of affordable units for rental projects with over 50 units;
- Allowing payment of in-lieu affordable housing fees for rental projects with fewer than 50 units;
- Allowing payment of in-lieu affordable housing fees for ownership projects; and
- Allowing a residential project for which the City enters into a development agreement to provide affordable housing or other community benefits equivalent to the Affordable Housing Ordinance requirements.

The City Council voted 4-2 (Councilmember Chavez and Mayor Pro Tem Harlan voting no; Councilmember Harper absent) to give first reading of Ordinance No. 2024-02. The January 16, 2024 City Council agenda report, meeting video, and public comments are included in the links below:

- January 16, 2024 City Council Agenda Report:  
<https://costamesa.legistar.com/View.ashx?M=F&ID=12583737&GUID=46F95F9D-81D5-4D12-9292-3369710C4230>
- January 16, 2024 City Council Meeting Video:  
[https://costamesa.granicus.com/player/clip/4078?view\\_id=14&redirect=true](https://costamesa.granicus.com/player/clip/4078?view_id=14&redirect=true)
- January 16, 2024 City Council Public Comments:  
<https://costamesa.legistar.com/View.ashx?M=E3&ID=1144863&GUID=584645D0-2AD4-4EB6->



[9E72-78009403D0D6](#)

The City Council’s modifications to the draft ordinance are included as Attachment 3. Their changes are shown as underlined and ~~strikethrough~~. Table 2 below provides a summary of the Affordable Housing Program components and requirements included in the City Council’s first reading.

**Table 2 – Proposed Affordable Housing Program Components and Requirements**

Program Component	Proposed Requirements
<b>Project Threshold</b>	15 units
<b>Number of Affordable Units/Required Income – Rental Project</b>	<ul style="list-style-type: none"> <li>• 60+ dwelling unit (du)/acre: 11% at low-income or 7% at very-low income</li> <li>• Under 60 du/acre: 6% at low-income or 4% at very-low income</li> </ul>
<b>Number of Affordable Units/Required Income – Ownership Project</b>	Payment of in-lieu fee
<b>Covenant Period – Rental</b>	At least 55 years
<b>Covenant Period – Ownership</b>	45 years (if producing affordable units onsite)
<b>Affordable Unit Minimum Size</b>	No more than 15% smaller than average market rate unit
<b>Affordable Unit Bedroom Mix</b>	Proportional to market rate units
<b>Affordable Unit Location</b>	Evenly distributed/dispersed throughout residential project
<b>Alternatives for Compliance</b>	<ul style="list-style-type: none"> <li>• Land dedication</li> <li>• Offsite construction of affordable units</li> <li>• Payment of in-lieu fees:               <ul style="list-style-type: none"> <li>○ <i>Ownership</i>: All ownership projects can pay in-lieu fee</li> <li>○ <i>Rental</i>: Rental projects fewer than 50 units can pay in-lieu fee</li> </ul> </li> <li>• Onsite construction of rental units (ownership only)</li> </ul>
<b>Incentives</b>	<ul style="list-style-type: none"> <li>• Allow residential uses in commercial/industrial corridors</li> <li>• Increased densities</li> <li>• Allow low-income rents to be charged based on 80% AMI vs. 60% AMI (required by State density bonus)</li> <li>• Reduced parking requirements</li> <li>• Concurrent processing</li> </ul>

**City Council Study Session on Proposed In-Lieu Fee Amounts**

As part of their first reading discussion, the City Council directed staff to provide an in-lieu housing fee analysis for their review and consideration at the second reading of the ordinance. The proposed in-lieu fee analysis has been presented to the City Council at a study session on February 27, 2024. During the study session, staff and Keyser Marston Associates (KMA) presented the proposed fee schedule as well as an explanation of the fee calculations. The City Council also received public

comments, asked staff and KMA follow-up questions, and provided their comments on the proposed fees and overall vision for the proposed AHO.

The February 27, 2024 City Council study session agenda report, meeting video, and public comments are included in the links below:

- February 27, 2024 City Council Agenda Report:  
<https://costamesa.legistar.com/View.ashx?M=F&ID=12707839&GUID=649FCC95-B510-4D3F-92E7-9C400FFDF63>
- February 27, 2024 City Council Meeting Video:  
[https://costamesa.granicus.com/player/clip/4093?view\\_id=14&redirect=true](https://costamesa.granicus.com/player/clip/4093?view_id=14&redirect=true)
- February 27, 2024 City Council Public Comments:  
<https://costamesa.legistar.com/View.ashx?M=E3&ID=1171565&GUID=B7C4B0DD-7AD7-4ADC-B8C3-392422409AF7>

Public comments as well as the City Council’s feedback from the February 27, 2024 study session expressed the need to ensure Costa Mesa is competitive with nearby cities and can attract housing developers for the creation of housing in the community. Discussions included comparing the City’s proposed in-lieu fee amounts with the City of Santa Ana (who has seen success with their affordable housing program) and concerns that the City’s proposed fee amounts were too high. The City’s expert housing consultant, KMA, clarified that Santa Ana did not determine their in-lieu fee amounts based on a fee study or financial impact analysis; and therefore, is not equivalent to their onsite production requirements. In contrast, Costa Mesa’s proposed fee amounts are derived from the proposed AHO requirements so that the fees are equivalent to producing the affordable units onsite. While the City Council could consider lowering the in-lieu fee amounts, doing so would result in less onsite production of affordable units, and housing developers would likely choose to pay the in-lieu fees instead. KMA also recommends that the AHO requirements should, therefore, also be lowered for the fee amount to be equivalent to the onsite production of affordable units.

### ***Fee Resolution to Establish the Affordable Housing In-Lieu Fee Amounts***

Included with this Agenda Report is a fee resolution to adopt the in-lieu fee amounts (as shown in Table 3 below) with adoption of the AHO. The proposed fee amounts are based on the proposed AHO requirement set aside percentages.

**Table 3 – Proposed Affordable Housing In-Lieu Fee Amounts**

Recommended In-Lieu Fee Payment Schedule Per Square Foot of Total Leasable or Saleable Area in a Residential Development			
Total Units	Apartment Development		Ownership Housing Development
	Density: 60+ Units Per Acre	Density: <60 Units Per Acre	
15	\$3.73	\$1.97	\$2.53
16	\$7.46	\$3.94	\$5.06
17	\$11.19	\$5.91	\$7.59
18	\$14.91	\$7.89	\$10.11
19	\$18.64	\$9.86	\$12.64
20	\$22.37	\$11.83	\$15.17
21+	\$26.10	\$13.80	\$17.70

To provide the City Council with additional comparisons of other cities’ affordable housing in-lieu fee amounts, refer to Table 4. As shown in the table, there is no standard to establish an affordable housing in-lieu fee amount or fee structure. The in-lieu fees could be based on a sliding scale (as proposed in the AHO), flat fee per square foot, incremental increase over time, or a formula based on certain variables. The City of Encinitas more recently increased their fees from \$20 per square foot to \$23.79 per square foot. Encinitas also adjusts their fee administratively based on the percentage change in the most current Engineering News Record Construction Cost Index for the Los Angeles region. The City of San Diego adopted a program that included an incremental increase to their in-lieu fee amounts each fiscal year with the current fee set at \$25 per square foot.

**Table 4 – Comparison of Other Cities In-Lieu Fee Amounts**

<b>Encinitas</b>	<ul style="list-style-type: none"> <li>• 1 – 6 units: sliding scale<sup>1</sup></li> <li>• 7+ units: \$23.79 per sq. ft.</li> <li>• Affordability Requirement:                             <ul style="list-style-type: none"> <li>○ 10% Very Low or 15% Low</li> </ul> </li> </ul>
<b>Irvine</b>	<ul style="list-style-type: none"> <li>• Formula based and calculated per project<sup>2</sup></li> <li>• Affordability Requirement:                             <ul style="list-style-type: none"> <li>○ 5% Very Low + 5% Low + 5% Moderate</li> </ul> </li> </ul>
<b>Long Beach</b>	<ul style="list-style-type: none"> <li>• Rental: \$38 per sq. ft.</li> <li>• Ownership: \$29.10 per sq. ft.</li> <li>• Affordability Requirement:                             <ul style="list-style-type: none"> <li>○ 11% Very Low – Rental</li> <li>○ 10% Moderate – Ownership</li> </ul> </li> </ul>
<b>Oceanside</b>	<ul style="list-style-type: none"> <li>• 2023 in-lieu fee set at \$15 per sq. ft.</li> <li>• 2024 in-lieu fee increased to \$20 per sq. ft.</li> <li>• Affordability Requirement:                             <ul style="list-style-type: none"> <li>○ 10% Low – Rental</li> <li>○ 10% Moderate – Ownership</li> </ul> </li> </ul>
<b>Santa Monica</b>	<ul style="list-style-type: none"> <li>• Rental: \$35.70 per sq. ft.</li> <li>• Ownership: \$41.70 per sq. ft.</li> </ul>

	<ul style="list-style-type: none"> <li>• Affordability Requirement:               <ul style="list-style-type: none"> <li>○ 5% to 30% Very Low, Low, and Moderate</li> </ul> </li> </ul>
<p><b>San Diego</b></p>	<ul style="list-style-type: none"> <li>• Incremental increase from July 1, 2020 through June 30, 2024<sup>3</sup></li> <li>• 2024 in-lieu fee increased to \$25 per sq. ft.</li> <li>• Affordability Requirement:               <ul style="list-style-type: none"> <li>○ 10% Very Low or Low – Rental</li> <li>○ 10 to 15% Moderate – Ownership</li> </ul> </li> </ul>
<p><sup>1</sup> Sliding scale is based on a percentage of the adopted in-lieu fee amount depending on the number of units. For example, one unit project would be required to pay 14% of the in-lieu fee dollar amount.</p> <p><sup>2</sup> Formula is based on land value, density, and percentage share of cost related to affordable units not being produced.</p> <p><sup>3</sup> Prior to July 1, 2020, the in-lieu fee was established at \$12.73 per sq. ft. and has increased every fiscal year (2021 - \$15.18, 2022 - \$17.64, 2023 – \$20.09)</p>	

**Stakeholders Meeting on Proposed In-Lieu Fee Amounts**

At the direction of the City Council, staff met with several housing developers in early March for additional feedback on the proposed in-lieu fee amounts. The housing developers included representatives from Irvine Company, City Ventures, Legacy, Sakioka Company, and Meritage Homes. These housing developers specialize in both for-sale homes within in-fill locations, and developers with experience in rental housing.

The housing developers provided their general thoughts on the City’s proposed ordinance. The developers were supportive of the Planning Commission’s recommendation to reduce the affordable requirement for the 60+ du/ac rental projects to 10% low or 5% very-low income. They stated that if the ordinance is adopted, housing developers will likely utilize the State’s Density Bonus Law given the flexible incentives and waivers provided under the law. The State’s Density Bonus would help developers achieve their project goals and return on investment. When asked about suggestions for any additional incentives that the City could provide, the developers identified expedited processing to reduce the entitlement and plan check time which would allow developers to commence construction at a faster pace and therefore reduce carrying costs. In this regard, the currently proposed AHO allows housing developers to simultaneously process construction plans while also processing their required entitlement planning applications.

The housing developers indicated that a high in-lieu fee amount would encourage the production of affordable housing units onsite. One of the for-sale housing developers with recent experience in developing for-sale units in Huntington Beach indicated that they did have success there with producing affordable units onsite within their market-rate project. However, that developer also mentioned that property owner equity is more difficult to build on the for-sale affordable units, as compared to market rate ownership. As such, they would prefer to pay an in-lieu fee. Developers stated that an in-lieu fee amount between \$10 and \$15 per leasable/saleable square feet would be the “breaking point” for a land development deal. However, it was acknowledged that it is difficult to determine an appropriate in-lieu fee amount because each housing project would have different variables (e.g., land costs, permitting review time, site preparation, and construction costs, etc.). In addition, changes in interest rates can significantly impact a developer’s proforma. The developers also commented on the proposed “sliding scale fee” approach. While they understood that the sliding scale is intended to protect smaller projects with less units to “spread the cost”, they felt that it may be punitive towards higher density housing projects that are building more units in the City. A flat fee, regardless of project

size, was preferred. The developers did appreciate the option to pay a fractional in-lieu fee in a situation where the number of required units would result in a fraction.

### ***State Density Bonus and Local Affordable Housing Program Strategies***

It is important to note that residential developers can choose by right to use California's Density Bonus Law, which is codified in Government Code §65915 et seq. (State Density Bonus) for projects that adhere to the minimum criteria defined below:

- 5% units restricted to "Very Low Income"
- 10% units restricted to "Low Income" rental units or 10% "Moderate Income" for sale units
- 100% affordable units (excluding manager's units) with a maximum of 20% moderate units
- 10% "Very Low Income" units restricted for transitional foster youth, disabled veterans, or homeless
- 20% "Low Income" units for student housing at accredited colleges.
- A senior housing development.
- An age-restricted mobile home park
- The project donates at least one acre of land to the jurisdiction for very low-income units, the land has the appropriate permits and approvals, and has access to needed public facilities
- Projects which include a childcare facility

State Density Bonus allows for increased housing density on a property above the maximum allowed under the City's General Plan Land Use Element, a statutorily defined number of concessions/incentives, and potentially reductions and/or waivers to the City's development standards. The draft affordable housing ordinance is proposed to be designed to specifically include similar and in certain situations potentially greater housing development incentives than allowed by State Density Bonus Law. For example, the proposed AHO, while State Density Bonus requires the rents to be calculated based on 60% of AMI. In addition, the City's amended parking standards are proposed to be based on demonstrated market demand. The intention of the AHO is to create sufficient incentives through the proposed zoning code amendments to incentivize affordable housing construction that serves the local households at all income levels and is also consistent with the communities housing values.

### ***Costa Mesa Community's Input on Need for Affordable Housing***

More recently with the passage of Measure K (Ordinance to Revitalize Commercial and Industrial Areas and Protect Residential Neighborhoods), the Costa Mesa community recognized the impact of high housing costs in the City that has made it challenging to attract teachers, police officers, firefighters, and other professionals. During the community survey polling for the Measure K ballot initiative, the majority of Costa Mesa residents surveyed were in favor of addressing the City's housing needs as well as supporting more affordable housing options for all income levels. The Costa Mesa community has also identified that there is a benefit to provide an opportunity for current and future generations to find affordable housing in the community they grew up in. In the same community survey polling, residents also expressed support for an inclusionary housing requirement. The survey results from the community polling included the following findings:

- 81% in favor of addressing housing needs;
- 74% in favor of providing housing at all income levels for seniors, families, and young adults;

- 83% in favor of helping ensure more affordable housing is available for middle income and working-class families; and
- 71% in favor of requiring up to 15% of new and redeveloped housing units to be affordable housing.

Since the passage of Measure K, the Planning Division has also seen an increase in inquiries and interest in developing housing projects along the corridor areas. The Planning Division has received approximately 30 inquiries and met with many of these prospective housing developers which include City Ventures, Meritage Homes, and Toll Brothers. While Measure K promotes more housing development opportunities, it does not directly address the City's housing affordability issues.

### **PUBLIC NOTICE:**

Pursuant to Government Code Section 36933, a summary of the proposed Ordinance was published once in the newspaper no less than five days prior to the April 2, 2024 second reading. A summary of the adopted ordinance will also be published within 15 days after the adoption.

Pursuant to Government Code Section 66016, the proposed fee schedule and fee study was made available to the public 15 days prior to the April 2, 2024, City Council meeting.

Public comments received prior to the April 2, 2024 City Council meeting may be viewed at this link: [CITY OF COSTA MESA - Calendar \(legistar.com\)](https://legistar.com/CITY_OF_COSTA_MESA)

### **ALTERNATIVES:**

The City Council may give second reading and adopt the Ordinance as proposed, modify the Ordinance, or not adopt the Ordinance. If the City Council chooses to make substantive modifications to the Ordinance, the modified Ordinance would need to return at a future meeting for second reading and adoption.

Similarly, the City Council may adopt the fee resolution, modify the proposed fee schedule, or not adopt the fee resolution.

The City Council may also consider implementing the in-lieu fee schedule incrementally, similar to the City of San Diego. The City of San Diego set the in-lieu fee at a lower amount and over a five-year period, increased the fee to its eventual rate. The fee increased \$12.27 over the five-year period. The fee is then updated annually based on the annual increase in the Construction Costs Index (CCI) published by Engineering News Record for Los Angeles, or similar construction industry index selected by the City Manager if the CCI index is discontinued. See Attachment 6, Information Bulletin 532, Requirements for Inclusionary Affordable Housing, City of San Diego. The Council could consider setting the fee at a lower rate and establish a schedule for increases over any specified period of time until the preferred maximum fee amount is met. For example, the Council may evaluate a fee of \$12 in year one, with increases over a 10-year period to an eventual amount of \$22.00 per applicable square foot and include an annual update to the fee based on CCI or similar construction industry index.

**FISCAL REVIEW:**

Should the City Council adopt the Affordable Housing Ordinance and in-lieu housing fee resolution, the City could potentially receive funding from payment of fees that would be deposited into a Housing Trust Fund to support and promote affordable housing programs in the City, including the administration of the City's Affordable Housing Program.

**LEGAL REVIEW:**

The proposed Ordinance, fee resolution, and this report have been prepared in conjunction with and approved by the City Attorney's Office.

**CONCLUSION:**

Addressing housing needs for all income levels has been identified as one of the main housing goals by the Costa Mesa community and City Council. The community profile described in the 2021-2029 Housing Element showed that approximately half of Costa Mesa residents are overpaying for housing costs due to the lack of housing options especially affordable housing. Adoption of an Affordable Housing Ordinance would be a step towards addressing this issue coupled with the other Housing Element programs intended to remove or reduce existing barriers and constraints to market-rate housing developments. Furthermore, the ordinance would help towards achieving the City's RHNA for the very-low-, low-, and moderate-income categories. Its adoption would also fulfill the objective of Program 2A of the Housing Element and help achieve City Council's goal to "diversify, stabilize and increase housing to reflect community needs".

**ORDINANCE NO. 2024-02****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA AMENDING TITLE 13 (PLANNING, ZONING, AND DEVELOPMENT) OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH AFFORDABLE HOUSING REQUIREMENTS FOR NEW RESIDENTIAL PROJECTS**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FIND AND DECLARE AS FOLLOWS:

SECTION 1: Findings. The City Council finds and declares as follows:

WHEREAS, the City compiled a community housing characteristics report which found that approximately 47-percent of the Costa Mesa community earns a lower income and approximately 29-percent of the community qualify for very low or extremely low-income housing. Based on housing prices, lower income households cannot afford to own or rent in Costa Mesa without experiencing overpayment;

WHEREAS, on September 27, 2021, the City Council adopted a Strategic Plan identifying five key goals to address specific community issues and needs which included to “diversify, stabilize, and increase housing to reflect community needs.” To address this goal, Council identified considering a draft affordable housing ordinance as a priority;

WHEREAS, the City’s adopted 2021-2029 Housing Element includes Program 2A which calls for the City to adopt an affordable housing ordinance;

WHEREAS, the City retained an expert consultant, Keyser Marston Associates Inc. (KMA), to prepare a Financial Evaluation in order to evaluate supportable affordable housing requirements and make policy recommendations for a potential affordable housing ordinance;

WHEREAS, the City Council held two joint study sessions with the Planning Commission on May 16, 2023 and July 11, 2023 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, a draft affordable housing ordinance has been prepared based on the direction of the City Council and Planning Commission, and considering KMA’s Financial Evaluation and feedback received during public comments and during stakeholders meetings with housing advocates and housing developers;



WHEREAS, a duly noticed public hearing was held by the Planning Commission on November 13, 2023 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, the Planning Commission voted 4-0 (Chair Ereth, Commissioner Rojas, and Commissioner Klepack absent) to continue the item to December 11, 2023;

WHEREAS, a public hearing was held by Planning Commission on December 11, 2023 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, the Planning Commission voted 5-2 (Commissioners Zich and Andrade voting no) to recommend that the City Council give first reading to adopt an ordinance amending Title 13 of the Costa Mesa Municipal Code to establish minimum affordable housing requirements; and

WHEREAS, a duly noticed public hearing was held by the City Council on January 16, 2024 with all persons having the opportunity to speak for and against the proposal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY ORDAINS AS FOLLOWS:

SECTION 2: Code Amendment. Title 13 (Planning, Zoning and Development). Title 13, Planning, Zoning and Development of the Costa Mesa Municipal Code, as specified in Exhibit A, attached hereto and incorporated herein by this reference, is hereby amended as set forth therein.

SECTION 3. Compliance with CEQA. Adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule). Under Section 15061(b)(3), the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the project is exempt from CEQA. This Ordinance will not affect the physical environment by permitting a new use or intensifying an existing use. Instead, the Ordinance establishes affordable housing requirements through a range of means for individual projects. There is no potential for the changes to result in significant impact on the environment. Furthermore, the Ordinance is not considered a project as defined pursuant to Public Resource Code 21065 because the Ordinance will not cause either direct

physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Costa Mesa hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

SECTION 5. Effective Date. This Ordinance shall take effect on the 31st day after adoption.

SECTION 6. Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

**PASSED AND ADOPTED this 2nd day of April, 2024**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2024-02 was duly introduced for first reading at a regular meeting of the City Council held on the 16<sup>th</sup> day of January 2024, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the 2<sup>nd</sup> day of April, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3<sup>rd</sup> day of April, 2024.

---

Brenda Green, City Clerk

## **EXHIBIT A**

### **ARTICLE 1. RESIDENTIAL DISTRICTS**

#### **13-38.1. Affordable housing requirements for new residential developments.**

For any proposed residential or mixed-use project with fifteen (15) or more dwelling units, the affordable housing requirements set forth in Chapter XVII (Affordable Housing Ordinance) shall apply unless otherwise exempted.

## **CHAPTER XVII. AFFORDABLE HOUSING ORDINANCE**

### **13-326. Purpose.**

The purpose of this chapter is to establish an affordable housing program that facilitates the development and availability of housing affordable to a broad range of households with varying income levels within the City to meet current and future affordable housing needs.

### **13-327. Applicability.**

This chapter shall apply to:

- (a) properties that are located in areas for which the City completed a Zone Change and/or General Plan Amendment that allows for residential development after the effective date of this chapter; and/or
- (b) properties that receive City approval of a General Plan Amendment, Zone Change or other discretionary land use or development approval including but not limited to Master Plan, Specific Plan, or subdivision after the effective date of this chapter and which allows for residential development and/or an increase in residential density as compared to the land uses and density that exists on the site at the time of the effective date of this chapter; and
- (c) provided, however, that this chapter shall not be applied in a manner that conflicts with applicable State law.

### **13-328. Exemptions.**

The requirements of this chapter shall not apply to the following:

- (a) Residential projects with less than fifteen (15) dwelling units;
- (b) Conversions of existing multi-family residential developments such as apartments to residential common interest developments (condominiums) for ownership housing pursuant to section 13-42;
- (c) The reconstruction of any residential structures that have been destroyed by fire, flood, earthquake or other act of nature;
- (d) Residential building additions, repairs or remodels;

- (e) Residential projects or mixed-use projects having residential units and located within the boundaries of the Fairview Development Center Specific Plan; and
- (f) Any residential project for which the city enters into a development agreement pursuant to California Government Code Section 65964 that provides affordable housing obligations comparable to this chapter.

**13-328. Fairview Developmental Center Specific Plan.**

All residential projects or mixed-use development projects having residential units and located within the boundaries of the Fairview Development Center Specific Plan shall be subject to the affordability requirements established by the provisions of the Specific Plan at the time of its adoption and are not subject to the requirements of this chapter.

**13-329. Definitions.**

As used in this chapter the following terms shall have the meanings set forth below. Terms not specifically defined herein shall have the meanings ascribed to them elsewhere in this code:

*Affordable Housing Agreement.* A legally binding recorded agreement and/or deed restriction in a form satisfactory to the director and the city attorney setting forth those provisions necessary to ensure that the requirements of the chapter are met, including but not limited to those specified in section 13-332.

*Affordable Housing Plan.* A plan containing all of the information specified and submitted in conformance with this chapter specifying the manner in which affordable units will be provided.

*Affordable Housing Trust Fund.* The fund into which all collected in-lieu fees are deposited for the purposes of furthering affordable housing goals within the City.

*Affordable Rent.* The maximum affordable housing cost minus any housing costs that are imposed on the tenant on a mandatory basis. The affordable housing cost is based on the percentages of AMI identified in the following table, as adjusted for household size appropriate for the unit (as defined in California Health and Safety Code Section 50052.5), times 30%:

Income Category	Percentage of AMI
Low Income	80%
Very Low Income	50%

*Affordable Sales Price.* The maximum price that can be charged to a moderate income household based on the calculation methodology defined in California Health and Safety Code Section 50052.5.

*Affordable Unit.* A dwelling unit that is required to be rented at the affordable rent or sold at the affordable sales price to very low, low- and moderate-income households.

*Applicant.* A person or entity that applies for approval or approvals for a residential project and/or owns the property or properties on which a residential project is proposed.

*Area Median Income (AMI).* The median household income of households in Orange County, adjusted for household size, as determined by the California Housing and Community Development department (HCD).

*Director.* The Director of Economic and Development Services or his or her designee.

*Density Bonus.* An increase in the number of units permitted in a proposed Residential Project provided pursuant to California State Density Bonus Law as set forth in Government Code Section 65915 et seq.

*Extremely Low-Income Household.* A household with a gross annual household Income that does not exceed 30% of AMI for Orange County as defined in California Health and Safety Code Section 50106.

*Gross Annual Household Income.* As defined in 25 Cal. Code Regs. Section 6914 including any successor section thereto.

*In-lieu Fee.* The fee payable as an alternative to the construction of on-site affordable units.

*Low-income Households.* A household with a gross annual household income between 51% and 80% of AMI for Orange County as defined in California Health and Safety Code Section 50079.5.

*Market-rate Unit.* A dwelling unit offered on the open market at the prevailing market-rate for purchase or rental.

*Moderate-income Household.* A household with a gross annual household income between 81% and 120% of AMI for Orange County as defined in California Health and Safety Code Section 50093.

*Ownership Project.* A residential project that is intended to be sold for homeownership.

*Rental Project.* A residential project that is intended to be rented to tenants.

*Residential Project.* A project undertaken for the purpose of development of land for residential purposes that requires the issuance of a discretionary approval or permit, including a permit for construction, and that will include fifteen (15) or more dwelling units.

*Very Low-income Households.* A household with a gross annual household income that does not exceed 50% of AMI for Orange County, as defined in California Health and Safety Code Section 50105.

*Zone Change.* Any proposed change to the official zoning map. The terms rezone and zoning amendment shall also have the same meaning.

### **13-330. Affordable Housing Requirements.**

The following requirements and standards shall apply to any residential project subject to this chapter:

(a) *Project Threshold.* The affordable housing requirement is applicable to any proposed residential project with fifteen (15) dwelling units or more.

(b) *Number of Affordable Units.* The minimum number of dwelling units required to be set aside as affordable units and the required affordability level(s) of the units are specified as follow:

(1) *Rental Projects.* An applicant of a rental project shall fulfill their obligation with onsite production of affordable rental units at either low or very-low income levels and the minimum required number of units shall be calculated based on the proposed project's base density.



- a. For residential projects either rezoned to or located in the areas designated to be rezoned in the General Plan and/or within the boundaries of Figure 13-200.106 of section 13.200.106 at 60 or more dwelling units per acre: at least 11% of the total applicable dwelling units proposed shall be affordable at the low-income level or at least 7% at the very-low income level.
- b. For residential projects either rezoned to or located in the areas to be rezoned in the General Plan and/or within the boundaries of Figure 13-200.106 of section 13.200.106 at under 60 dwelling units per acre: at least 6% of the total applicable dwelling units proposed shall be affordable at the low-income level or at least 4% at the very-low income level.
- c. For any partial affordable unit calculated, the applicant shall pay a fractional in-lieu fee payment in accordance with the adopted in-lieu fee schedule or round up the calculation to the highest whole number.

(2) *Ownership Projects.* Onsite production of affordable units is not required for ownership projects. An applicant of an ownership project may choose to fulfill their obligation with payment of in-lieu fees, onsite production of affordable ownership or rental units, offsite production of affordable ownership or rental units, or dedication of land.

- a. The applicable in-lieu fee calculation for ownership residential projects shall be based on the requirements set forth in section 13-331(a).
- b. Should an applicant choose to fulfill their obligation with on-site production of affordable ownership units, the minimum set-aside requirement shall be at least 8% at the moderate-income level. All applicable requirements pursuant to this chapter for onsite production of affordable units shall also apply.

(3) *Residential Projects with Mixed Housing Types.* If an applicant proposes a residential project that includes both ownership and rental units, the provisions of this chapter that apply to ownership projects shall apply to that portion of the development that consists of ownership units, while the provisions of this chapter

that apply to rental projects shall apply to that portion of the development that consists of rental units.

(4) *Parcel or Lot Merger.* An applicant shall not avoid the requirements of this chapter by submitting piecemeal planning permit applications. At the time of the application for first approval for the residential project, the applicant shall identify all contiguous property under common ownership and control. The applicant shall not be required to construct dwelling units upon the contiguous property at the time of the application for first approval; however, the applicant shall be required to include the contiguous property under common ownership or control in its affordable housing plan. The affordable housing agreement shall be recorded against the residential project and all contiguous property under common ownership or control and shall require compliance with this chapter upon development of each contiguous property at such time as there are planning permit applications that would authorize residential units for the residential development and the contiguous property under common ownership or control.

(c) *Covenant Period.* The affordable units shall remain affordable for a minimum period as specified in the subsection below or as stated in the affordable housing agreement or other agreement(s).

(1) For rental projects, the affordable units must remain affordable for not less than fifty-five (55) years. After fifty-five (55) years the affordability covenant may be removed only if the property is redeveloped as a non-residential use.

(2) For ownership projects that fulfill their obligation with onsite production of affordable units, the affordable units must remain affordable for not less than forty-five (45) years.

(d) *Timing of Construction.* The affordable units shall be constructed concurrently with or prior to the construction of market rate units.

(1) In phased developments, the affordable units shall be constructed in proportion to the number of dwelling units in each phase of the market rate project. The applicant shall provide a Construction Phasing Plan as part of their project

plans for review by the director or their designee prior to the submittal of plans for a building permit.

- (e) *Unit Size*. The size of the affordable units shall be the same size as the market rate units but the final review authority may consider and approve affordable units no more than 15% smaller in square footage than the average square footage of the market rate units.
- (f) *Bedroom Mix*. The bedroom mix of the affordable units shall be proportional to the market rate units or as otherwise agreed in the affordable housing agreements or other approved agreements with the City.
- (g) *Design*. All exterior and interior improvements including floor plan design, finishes/materials, etc. for the affordable units shall be comparable, if not same, to the market rate units. The affordable units shall have same access to and enjoyment of all community amenities/facilities in the residential project. The final review authority may consider and approve alternative exterior and/or interior design improvements for the affordable units as long as it is comparably the same to the market rate units.
- (h) *Location*. Affordable Units shall be dispersed and evenly distributed throughout a residential project and not clustered in a particular area of the development or as otherwise agreed at the City's discretion in an affordable housing agreement. Affordable units within a residential project that share a common entrance or access shall not have separate entrances or access for market rate and affordable units.
- (i) *Certificate of Occupancy*. No certificate of occupancy will be issued for any corresponding market rate unit in a new residential project prior to completion of the required affordable units (including offsite) and/or payment of in-lieu fees.

### **13-331. Alternative Compliance Procedures.**

The following are the alternative options to fulfill the requirements of this chapter if onsite production of affordable units is determined by the director or their designee to be economically infeasible.

- (a) *In-Lieu Fees*. The payment of in-lieu fees may be used to fulfill the affordable housing requirement for the following residential projects: Ownership projects of any size;

rental projects with fewer than fifty (50) dwelling units and any fractional number of affordable units required.

(1) In-lieu fees shall be paid prior to the issuance of the first building permit for the residential project unless specified and/or agreed elsewhere in recorded agreement(s) with the City. For phased developments, the applicant may pay a pro rata share of the in-lieu fee concurrently with the issuance of a building permit for each phase.

(2) In-lieu fees shall be paid according to a fee schedule adopted by the City Council. The in-lieu fee schedule shall be adjusted periodically on an annual basis or as determined by the City Council or their designee and shall be adopted by resolution.

(3) All in-lieu fees collected shall be deposited into the City's housing trust fund.

(b) *Offsite Construction.* Affordable units may be constructed offsite only upon a determination by the director or their designee that onsite production of affordable units is economically infeasible. If this alternative compliance option is chosen, then the offsite affordable units must be constructed prior to or concurrently with construction of the market rate residential project.

(1) The offsite affordable units shall comply with all applicable requirements pursuant to this chapter for onsite production of affordable units.

(2) The offsite location shall be located within the City of Costa Mesa boundaries and shall be located within a reasonable distance from the market rate residential project that is subject to the affordable housing requirement.

(3) For residential projects for which a master plan is required, the affordable units may either be provided onsite or offsite on a separate parcel within the residential project's approved master plan boundaries.

(c) *Onsite Construction of Rental Units for Ownership Projects.* An applicant of a market rate ownership project may construct affordable rental units concurrently with the market rate ownership units. The affordable rental units may be interspersed or located on a separate parcel within the market rate ownership project site and shall

comply with all applicable requirements pursuant to this chapter for onsite production of units.

(d) *Land Dedication.* An applicant may dedicate, without cost to the City, land (single or multiple parcels) within the City of Costa Mesa boundaries that is sufficient to accommodate the number of affordable units required by the market rate project. The following requirements are applicable to any land proposed to be dedicated to the City to fulfill the affordable housing requirement:

- (1) The land to be dedicated to the City shall be located in the City of Costa Mesa;
- (2) The General Plan and zoning standards shall allow for residential use at a density sufficient to allow for the market rate project's required number of affordable units to be constructed;
- (3) The land shall be suitable in terms of size, configuration, and physical characteristics including existing utilities, streets, and other infrastructure improvements necessary to allow for the market rate project's required number of affordable units to be constructed;
- (4) The value of the land shall be equivalent or comparable to the in-lieu fee payment that would be applicable to the proposed residential project;
- (5) The applicant shall provide property related report(s) to demonstrate the suitability and value of the land to be dedicated including but not limited to title report, appraisal report, and environmental site assessment(s).

### **13-332. Affordable Housing Agreement and Affordable Housing Plan.**

The applicant shall prepare and submit a draft affordable housing agreement and affordable housing plan as part of the proposed residential project's planning application(s). The director shall review and determine if the plan and agreement are complete and in substantial conformance with the requirements of this chapter. This section shall not apply to residential projects where the developer fulfills their obligation with payment of in-lieu fees or land dedication.

(a) *Affordable Housing Plan Requirements.* The applicant shall submit a plan detailing how the requirements of this chapter will be implemented. The plan shall include the following information but not limited to:

- (1) The location, structure, proposed tenure and size of the proposed market rate and affordable units;
- (2) The total number of affordable units to be provided and the calculations used to determine the number of required affordable units;
- (3) A floor plan and site plan depicting the location of the affordable units;
- (4) The income level targets for each affordable unit;
- (5) The mechanisms that will be used to assure that the affordable units remain affordable for the required term as specified in section 13-330(b);
- (6) A marketing plan for the process by which qualified households will be reviewed and selected to either purchase or rent affordable units; and
- (7) Construction phasing plan schedule with the anticipated completion and opening date and as applicable for phased residential projects.

(b) *Affordable Housing Agreement Requirements.* Upon final project approval, the developer shall execute and record an affordable housing agreement in a form approved by the City Attorney, prior to approval of any final or parcel map or issuance of any building permit, whichever occurs first, and that at a minimum specifies the number, type, location, size, and phasing of all affordable units, provisions for income certification and screening of potential purchasers or renters of the affordable units, and resale control mechanisms including the financing of ongoing administrative and monitoring costs, consistent with the approved affordable housing plan and any administrative procedures adopted pursuant to section 13-338.

- (1) An affordable housing agreement will not be required for projects which will be satisfying their affordable housing requirement through payment to the City of an in-lieu fee.
- (2) The City Council, by resolution, may establish fees for the ongoing administration and monitoring of the affordable units, which fees may be updated periodically, as required.

**13-333. Affordable Housing Trust Fund.**

All in-lieu fees, promissory note repayments, shared appreciation payments and other funds collected under this chapter shall be deposited into a separate account to be designated as the City of Costa Mesa Affordable Housing Trust Fund. The City may elect to deposit funds from other sources into this affordable housing trust fund. The moneys and all earnings from investments of the moneys in the affordable housing trust fund shall be expended exclusively to provide or assure continued provision of affordable housing in the City through, including but not limited to, acquisition, construction, development assistance, rent subsidies, or first-time homebuyer programs, and for the associated costs of administering and monitoring these programs.

**13-334. Density Bonus.**

Pursuant to the California State Density Bonus Law (Government Code Section 65915, et seq.), if the applicant is proposing to provide affordable units in exchange for an increase in density, concessions, incentives, or waivers/modifications of development standards, the affordable units required to fulfill the density bonus may also count as affordable units required in this chapter provided they also meet, or exceed, the requirements outlined in section 13-330.

**13-335. Parking Requirements.**

An applicant that provides affordable units pursuant to this chapter is not required to comply with the parking requirements set forth in section 13-85. A lower parking requirement may be allowed if supported by a parking study prepared by a traffic engineering firm with expertise in parking trends and demands, unless otherwise prohibited by state law. The parking study shall be reviewed and approved by the director or their designee.

**13-336. Concurrent Processing.**

Concurrent processing of planning application(s) and plan check application(s) may be allowed at the discretion of the director or their designee when the planning application(s) have been deemed complete. The applicant shall be required to enter into a hold harmless agreement with the City prior to any concurrent review.

**13-337. Compliance Monitoring.**

To ensure that affordable units constructed pursuant to this chapter are properly maintained and continue to comply with the applicable provisions of this chapter, the applicant or responsible party at the time shall submit annual compliance reports to the City for review. In addition, the City shall conduct periodic onsite audits to ensure compliance with all applicable laws, policies, and agreements. The City Council may adopt fees for the costs of monitoring and compliance review, which shall be deposited into the affordable housing trust fund for that purpose.

**13-338. Administrative Procedures.**

The City Manager is authorized to adopt administrative rules, regulations, policies, guidelines, standards, and/or procedures necessary to implement the provisions of this chapter including but not limited to eligibility requirements and/or preference standards that may be applied in the selection of homebuyers and tenants.

**13-339. Enforcement.**

- (a) Violations of this chapter may be enforced by all available remedies at law or in equity, including, but not limited to those set forth in section 1-33 of this code.
- (b) Failure of any city official, employee, or agent to fulfill and/or enforce the requirements of this chapter shall not excuse any person or property from the requirements of this chapter.



**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING AND ADOPTING AFFORDABLE HOUSING IN-LIEU FEE SCHEDULE FOR THE AFFORDABLE HOUSING ORDINANCE**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, the City Council adopted the 2021-2029 Housing Element on November 15, 2022; and

WHEREAS, the City's adopted 2021-2029 Housing Element includes Housing Plan Program 2A which calls for the City to adopt an inclusionary housing ordinance; and

WHEREAS, the City retained an expert consultant, Keyser Marston Associates Inc. (KMA), to prepare a Financial Evaluation in order to evaluate supportable affordable housing requirements and make policy recommendations for a potential affordable housing ordinance; and

WHEREAS, on January 16, 2024, the City Council gave first reading of the Affordable Housing Ordinance (Ordinance No. 2024-02) and as part of their motion directed staff to present the Affordable Housing In-Lieu Fee Resolution with the second reading of the ordinance; and

WHEREAS, Government Code Section 65850(g) states that ...The ordinance shall provide alternative means of compliance that may include, but are not limited to, in-lieu fees...; and

WHEREAS, KMA prepared the Affordable Housing In-Lieu Fee Analysis based on the proposed affordable housing requirements pursuant to Ordinance No. 2024-02; and

WHEREAS, the City Council held a study session on February 27, 2024 to separately discuss the proposed affordable housing in-lieu fee amounts prior to the second reading of Ordinance No. 2024-02 and with all persons having the opportunity to speak for and against the proposal; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Costa Mesa is authorized to adopt and implement rates,

fees, and charges for municipal services; provided, however, that such rates, fees, and/or charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, Government Code Section 66016 requires notice to be given and data made available at specified times prior to the adoption of certain increases in rates, fees, and charges, or the adoption of new rates, fees, and charges for use permits and inspections; and

WHEREAS, the City has complied with the noticing requirements of Government Code Section 66016; and

WHEREAS, although the City is not required to comply with the noticing requirements of Government Code Section 66018, the City has nevertheless published all notices consistent with the requirements of that section, including having published notice in accordance with Government Code Section 6062a and having made the data available concerning rates, fees, and charges prior to conducting a public hearing on the fees; and

WHEREAS, the City Council has held at least one public hearing and received oral and written presentations with respect to the proposed fees before adopting this Resolution; and

WHEREAS, the City Council is currently considering adopting an ordinance titled “An Ordinance of the City Council of the City of Costa Mesa Amending Title 13 (Planning, Zoning, and Development) of the Costa Mesa Municipal Code to Establish Affordable Housing Requirements for New Residential Projects” (“Affordable Housing Ordinance”); and

WHEREAS, the City Council desires to establish the Affordable Housing In-Lieu Fee as an alternative means of compliance for the Affordable Housing Ordinance; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES as follows:

Section 1. Findings. The City Council hereby finds that based upon the data, information, analysis, oral and written documentation presented to the City Council concerning the fees described in Exhibit "A" attached hereto and by this reference incorporated herein, do not exceed the established reasonable cost of providing the service

for which the fees are levied and that the fees solely recover an objectively reasonable approximation of the city's actual and reasonable costs.

Section 2. Exhibit A. The fees set forth in Exhibit "A" are hereby adopted and approved.

Section 3. Effective Date. The fees set forth in Exhibit "A" shall be effective on the later to occur of (a) 60 days after Council adoption of this Resolution; or (b) the effective date of the Affordable Housing Ordinance or any other ordinance which authorizes the fees set forth in this resolution.

Section 4. Certification. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED AND ADOPTED this 2nd day of April, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-10 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 2<sup>nd</sup> day of April, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3<sup>rd</sup> day of April, 2024.

---

Brenda Green, City Clerk

## EXHIBIT A

### Affordable Housing In-Lieu Fee Schedule

#### In-Lieu Fee Payment Schedule – Rental and Ownership Housing Projects

Recommended In-Lieu Fee Payment Schedule Per Square Foot of Total Leasable or Saleable Area in a Residential Development			
Total Units	Apartment Development		Ownership Housing Development
	Density: 60+ Units Per Acre	Density: <60 Units Per Acre	
15	\$3.73	\$1.97	\$2.53
16	\$7.46	\$3.94	\$5.06
17	\$11.19	\$5.91	\$7.59
18	\$14.91	\$7.89	\$10.11
19	\$18.64	\$9.86	\$12.64
20	\$22.37	\$11.83	\$15.17
21+	\$26.10	\$13.80	\$17.70

#### Fractional In-Lieu Fee Payment Schedule – Rental Housing Projects

Fractional In-Lieu Fee Payment Calculations Per Square Foot of the Leasable Area of One Unit in an Apartment Development @ Density: 60+ Units Per Acre	
Fraction	Fractional In-Lieu Fee: Per Square Foot of One Unit
0.10	\$23.80
0.20	\$47.50
0.30	\$71.30
0.40	\$95.00
0.50	\$118.80
0.60	\$142.60
0.70	\$166.30
0.80	\$190.10
0.90	\$213.80
1.00	\$237.60

Fractional In-Lieu Fee Payment Calculations Per Square Foot of the Leasable Area of One Unit in an Apartment Development @ Density: <60 Units Per Acre	
Fraction	Fractional In-Lieu Fee: Per Square Foot of One Unit
0.10	\$23.70
0.20	\$47.50
0.30	\$71.20
0.40	\$95.00
0.50	\$118.70
0.60	\$142.40
0.70	\$166.20
0.80	\$189.90
0.90	\$213.70
1.00	\$237.40

#### Fractional In-Lieu Fee Payment Schedule – Ownership Housing Projects

Fractional In-Lieu Fee Payment Calculations Per Square Foot of the Saleable Area of One Unit in the Ownership Housing Development Prototype	
Fraction	Per Square Foot of One Unit
0.10	\$37.53
0.20	\$75.06
0.30	\$112.59
0.40	\$150.12
0.50	\$187.66
0.60	\$225.19
0.70	\$262.72
0.80	\$300.25
0.90	\$337.78
1.00	\$375.31

**ARTICLE 1. RESIDENTIAL DISTRICTS**

**13-38.1. Affordable housing requirements for new residential developments.**

For any proposed residential or mixed-use project with fifteen (15) ~~60~~ or more dwelling units ~~per acre and with a minimum project site size of two (2) acres~~, the affordable housing requirements set forth in Chapter XVII (Affordable Housing Ordinance) shall apply unless otherwise exempted.

## CHAPTER XVII. AFFORDABLE HOUSING ORDINANCE

### 13-326. Purpose.

The purpose of this chapter is to establish an affordable housing program that facilitates the development and availability of housing affordable to a broad range of households with varying income levels within the City to meet current and future affordable housing needs.

### 13-327. Applicability.

This chapter shall apply to:

- (a) properties that are located in areas which the City completed a Zone Change and/or General Plan Amendment that allows for residential development after the effective date of this chapter; and/or
- (b) properties that receive City approval of a General Plan Amendment, Zone Change or other discretionary land use or development approval including but not limited to Master Plan, Specific Plan, or subdivision after the effective date of this chapter and which allows for residential development and/or an increase in residential density as compared to the land uses and density that exists on the site at the time of the effective date of this chapter; and
- (c) provided, however, that this chapter shall not be applied in a manner that conflicts with applicable State law.

### 13-328. Exemptions.

The requirements of this chapter shall not apply to the following:

- (a) Residential projects with less than fifteen (15) ~~60~~ dwelling units ~~per acre~~;
- ~~(b) Residential projects with a site size under two (2) acres regardless of proposed density;~~
- ~~(c) Any ownership residential project;~~
- (b) Conversions of existing multi-family residential developments such as apartments to residential common interest developments (condominiums) for ownership housing pursuant to section 13-42;
- (c) The reconstruction of any residential structures that have been destroyed by fire, flood, earthquake or other act of nature;
- (d) Residential building additions, repairs or remodels;

- (e) Residential projects or mixed-use projects having residential units and located within the boundaries of the Fairview Development Center Specific Plan; and
- (f) Any residential project for which the city enters into a development agreement pursuant to California Government Code Section 65964 that provides affordable housing obligations comparable to this chapter.

**13-328. Fairview Developmental Center Specific Plan.**

All residential projects or mixed-use development projects having residential units and located within the boundaries of the Fairview Development Center Specific Plan shall be subject to the affordability requirements established by the provisions of the Specific Plan at the time of its adoption and are not subject to the requirements of this chapter.

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As used in this chapter the following terms shall have the meanings set forth below. Terms not specifically defined herein shall have the meanings ascribed to them elsewhere in this code:

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*Affordable Housing Trust Fund.* The fund into which all collected in-lieu fees are deposited for the purposes of furthering affordable housing goals within the City.

*Affordable Rent.* The maximum affordable housing cost minus any housing costs that are imposed on the tenant on a mandatory basis. The affordable housing cost is based on the percentages of AMI identified in the following table, as adjusted for household size appropriate for the unit (as defined in California Health and Safety Code Section 50052.5), times 30%:

Income Category	Percentage of AMI
Low Income	80%
Very Low Income	50%



*Affordable Sales Price.* The maximum price that can be charged to a moderate income household based on the calculation methodology defined in California Health and Safety Code Section 50052.5.

*Affordable Unit.* A dwelling unit that is required to be rented at the affordable rent or sold at the affordable sales price to very low, low- and moderate-income households.

*Applicant.* A person or entity that applies for approval or approvals for a residential project and/or owns the property or properties on which a residential project is proposed.

*Area Median Income (AMI).* The median household income of households in Orange County, adjusted for household size, as determined by the California Housing and Community Development department (HCD).

*Director.* The Director of Economic and Development Services or his or her designee.

*Density Bonus.* An increase in the number of units permitted in a proposed Residential Project provided pursuant to California State Density Bonus Law as set forth in Government Code Section 65915 et seq.

*Extremely Low-Income Household.* A household with a gross annual household Income that does not exceed 30% of AMI for Orange County as defined in California Health and Safety Code Section 50106.

*Gross Annual Household Income.* As defined in 25 Cal Code Regs. Section 6914 including any successor section thereto.

*In-lieu Fee.* The fee payable as an alternative to the construction of on-site affordable units.

*Low-income Households.* A household with a gross annual household income between 51% and 80% of AMI for Orange County as defined in California Health and Safety Code Section 50079.5.

*Market-rate Unit.* A dwelling unit offered on the open market at the prevailing market-rate for purchase or rental.

*Moderate-income Household.* A household with a gross annual household income between 81% and 120% of AMI for Orange County as defined in California Health and Safety Code Section 50093.

*Ownership Project.* A residential project that is intended to be sold for homeownership.

*Rental Project.* A residential project that is intended to be rented to tenants.

*Residential Project.* A project undertaken for the purpose of development of land for residential purposes that requires the issuance of a discretionary approval or permit, including a permit for construction, and that will include fifteen (15) ~~ten (10)~~ or more dwelling units.

*Very Low-income Households.* A household with a gross annual household income that does not exceed 50% of AMI for Orange County, as defined in California Health and Safety Code Section 50105.

*Zone Change.* Any proposed change to the official zoning map. The terms rezone and zoning amendment shall also have the same meaning.

### **13-330. Affordable Housing Requirements.**

The following requirements and standards shall apply to any residential project subject to this chapter:

(a) *Project Threshold.* The affordable housing requirements is applicable to any proposed residential project with fifteen (15) ~~60~~ dwelling units or more ~~and with a project site size of two (2) acres.~~

(b) *Number of Affordable Units.* The minimum number of dwelling units required to be set aside as affordable units and the required affordability level(s) of the units are specified as follow:

(1) *Rental Projects.* An applicant of a rental project shall fulfill their obligation with onsite production of affordable rental units at either low or very-low income levels and the minimum required number of units shall be calculated based on the proposed project's base density.

a. For residential projects either rezoned to or located in the areas designated to be rezoned in the General Plan and/or within the boundaries of Figure 13-200.106 of section 13.200.106 at 60 or more dwelling units per acre: at least 11% ~~10%~~ of the total applicable dwelling units proposed shall be affordable at the low-income level or at least 7% ~~5%~~ at the very-low income level.

b. For residential projects either rezoned to or located in the areas to be rezoned in the General Plan and/or within the boundaries of Figure 13-200.106 of section 13.200.106 at under 60 dwelling units per acre: at least 6% of the total applicable dwelling units proposed shall be affordable at the low-income level or at least 4% at the very-low income level.

- c. For any partial affordable unit calculated, the applicant shall pay a fractional in-lieu fee payment in accordance with the adopted in-lieu fee schedule or round up the calculation to the highest whole number.
- (2) Ownership Projects. Onsite production of affordable units is not required for ownership projects. An applicant of an ownership project may choose to fulfill their obligation with payment of in-lieu fees, onsite production of affordable ownership or rental units, offsite production of affordable ownership or rental units, or dedication of land.
- a. The applicable in-lieu fee calculation for ownership residential projects shall be based on the requirements set forth in section 13-331(a).
  - b. Should an applicant choose to fulfill their obligation with on-site production of affordable ownership units, the minimum set-aside requirement shall be at least 8% at the moderate-income level. All applicable requirements pursuant to this chapter for onsite production of affordable units shall also apply.
- (3) Residential Projects with Mixed Housing Types. If an applicant proposes a residential project that includes both ownership and rental units, the provisions of this chapter that apply to ownership projects shall apply to that portion of the development that consists of ownership units, while the provisions of this chapter that apply to rental projects shall apply to that portion of the development that consists of rental units.
- (4) *Parcel or Lot Merger.* An applicant shall not avoid the requirements of this chapter by submitting piecemeal planning permit applications. At the time of the application for first approval for the residential project, the applicant shall identify all contiguous property under common ownership and control. The applicant shall not be required to construct dwelling units upon the contiguous property at the time of the application for first approval; however, the applicant shall be required to include the contiguous property under common ownership or control in its affordable housing plan. The affordable housing agreement shall be recorded against the residential project and all contiguous property under common ownership or control and shall require compliance with this chapter upon development of each contiguous property at such time as there are planning permit applications that would authorize residential units for the residential development and the contiguous property under common ownership or control.

- (c) *Covenant Period.* The affordable units shall remain affordable for a minimum period as specified in the subsection below or as stated in the affordable housing agreement or other agreement(s).
- (1) For rental projects, the affordable units must remain affordable for not less than fifty-five (55) years. After fifty-five (55) years the affordability covenant may be removed only if the property is redeveloped as a non-residential use.
  - (2) For ownership projects that fulfill their obligation with onsite production of affordable units, the affordable units must remain affordable for not less than forty-five (45) years.
- (d) *Timing of Construction.* The affordable units shall be constructed concurrently with or prior to the construction of market rate units.
- (1) In phased developments, the affordable units shall be constructed in proportion to the number of dwelling units in each phase of the market rate project. The applicant shall provide a Construction Phasing Plan as part of their project plans for review by the director or their designee prior to the submittal of plans for a building permit.
- (e) *Unit Size.* The size of the affordable units shall be the same size as the market rate units but the final review authority may consider and approve affordable units no more than 15% smaller in square footage than the average square footage of the market rate units.
- (f) *Bedroom Mix.* The bedroom mix of the affordable units shall be proportional to the market rate units or as otherwise agreed in the affordable housing agreements or other approved agreements with the City.
- (g) *Design.* All exterior and interior improvements including floor plan design, finishes/materials, etc. for the affordable units shall be comparable, if not same, to the market rate units. The affordable units shall have same access to and enjoyment of all community amenities/facilities in the residential project. The final review authority may consider and approve alternative exterior and/or interior design improvements for the affordable units as long as it is comparably the same to the market rate units.
- (h) *Location.* Affordable Units shall be dispersed and evenly distributed throughout a residential project and not clustered in a particular area of the development or as otherwise agreed at the City's discretion in an affordable housing agreement. Affordable units within a residential project that share a common entrance or access shall not have separate entrances or access for market rate and affordable units.

- (i) *Certificate of Occupancy*. No certificate of occupancy will be issued for any corresponding market rate unit in a new residential project prior to completion of the required affordable units (including offsite) and/or payment of in-lieu fees.

**13-331. Alternative Compliance Procedures.**

The following are the alternative options to fulfill the requirements of this chapter if onsite production of affordable units is determined by the director or their designee to be economically infeasible ~~and would impose an extreme hardship. The director or their designee's determination shall be made based upon evidence of economic hardship provided by the applicant.~~

- (a) *In-Lieu Fees*. The payment of in-lieu fees may be used to fulfill the affordable housing requirement for the following residential projects: Ownership projects of any size; rental projects with fewer than fifty (50) ~~one hundred (100) or fewer~~ dwelling units and any fractional number of affordable units required.

- (1) In-lieu fees shall be paid prior to the issuance of the first building permit for the residential project unless specified and/or agreed elsewhere in recorded agreement(s) with the City. For phased developments, the applicant may pay a pro rata share of the in-lieu fee concurrently with the issuance of a building permit for each phase.

- (2) In-lieu fees shall be paid according to a fee schedule adopted by the City Council. The in-lieu fee schedule shall be adjusted periodically on an annual basis or as determined by the City Council or their designee and shall be adopted by resolution.

- (3) All in-lieu fees collected shall be deposited in to the City's housing trust fund.

- (b) *Offsite Construction*. Affordable units may be constructed offsite only upon a determination by the director or their designee that onsite production of affordable units is economically infeasible. If this alternative compliance option is chosen, then the offsite affordable units must be constructed prior to or concurrently with construction of the market rate residential project.

- (1) The offsite affordable units shall comply with all applicable requirements pursuant to this chapter for onsite production of affordable units.

- (2) The offsite location shall be located within the City of Costa Mesa boundaries and shall be located within a reasonable distance from the market rate residential project that is subject to the affordable housing requirement.

- (3) For residential projects for which a master plan is required, the affordable units may either be provided onsite or offsite on a separate parcel within the residential project's approved master plan boundaries.
- (c) *Onsite Construction of Rental Units for Ownership Projects.* An applicant of a market rate ownership project may construct affordable rental units concurrently with the market rate ownership units. The affordable rental units may be interspersed or located on a separate parcel within the market rate ownership project site and shall comply with all applicable requirements pursuant to this chapter for onsite production of units.
- (d) *Land Dedication.* An applicant may dedicate, without cost to the City, land (single or multiple parcels) within the City of Costa Mesa boundaries that is sufficient to accommodate the number of affordable units required by the market rate project. The following requirements are applicable to any land proposed to be dedicated to the City to fulfill the affordable housing requirement:
- (1) The land to be dedicated to the City shall be located in the City of Costa Mesa;
  - (2) The General Plan and zoning standards shall allow for residential use at a density sufficient to allow for the market rate project's required number of affordable units to be constructed;
  - (3) The land shall be suitable in terms of size, configuration, and physical characteristics including existing utilities, streets, and other infrastructure improvements necessary to allow for the market rate project's required number of affordable units to be constructed;
  - (4) The value of the land shall be equivalent or comparable to the in-lieu fee payment that would be applicable to the proposed residential project;
  - (5) The applicant shall provide property related report(s) to demonstrate the suitability and value of the land to be dedicated including but not limited to title report, appraisal report, and environmental site assessment(s).

### **13-332. Affordable Housing Agreement and Affordable Housing Plan.**

The applicant shall prepare and submit a draft affordable housing agreement and affordable housing plan as part of the proposed residential project's planning application(s). The director shall review and determine if the plan and agreement are complete and in substantial conformance with the requirements of this chapter. This section shall not apply to residential projects where the developer fulfills their obligation with payment of in-lieu fees or land dedication.

(a) *Affordable Housing Plan Requirements.* The applicant shall submit a plan detailing how the requirements of this chapter will be implemented. The plan shall include the following information but not limited to:

- (1) The location, structure, proposed tenure and size of the proposed market rate and affordable units;
- (2) The total number of affordable units to be provided and the calculations used to determine the number of required affordable units;
- (3) A floor plan and site plan depicting the location of the affordable units;
- (4) The income level targets for each affordable unit;
- (5) The mechanisms that will be used to assure that the affordable units remain affordable for the required term as specified in section 13-330(b);
- (6) A marketing plan for the process by which qualified households will be reviewed and selected to either purchase or rent affordable units; and
- (7) Construction phasing plan schedule with the anticipated completion and opening date and as applicable for phased residential projects.

(b) *Affordable Housing Agreement Requirements.* Upon final project approval, the developer shall execute and record an affordable housing agreement in a form approved by the City Attorney, prior to approval of any final or parcel map or issuance of any building permit, whichever occurs first, and that at a minimum specifies the number, type, location, size, and phasing of all affordable units, provisions for income certification and screening of potential purchasers or renters of units, and resale control mechanisms including the financing of ongoing administrative and monitoring costs, consistent with the approved affordable housing plan and any administrative procedures adopted pursuant to section 13-338.

- (1) An affordable housing agreement will not be required for projects which will be satisfying their affordable housing requirement through payment to the City of an in-lieu fee.
- (2) The City Council, by resolution, may establish fees for the ongoing administration and monitoring of the affordable units, which fees may be updated periodically, as required.

**13-333. Affordable Housing Trust Fund.**

All in-lieu fees, promissory note repayments, shared appreciation payments and other funds collected under this chapter shall be deposited into a separate account to be designated as the City of Costa Mesa Affordable Housing Trust Fund. The City may elect to deposit funds from other sources into this affordable housing trust fund. The moneys and all earnings from investments of the moneys in the affordable housing trust fund shall be expended exclusively to provide or assure continued provision of affordable housing in the City through including but not limited to acquisition, construction, development assistance, rent subsidies, or first-time homebuyer programs, and for the associated costs of administering and monitoring these programs.

**13-334. Density Bonus.**

Pursuant to the California State Density Bonus Law (Government Code Section 65915 et seq), if the applicant is proposing to provide affordable units in exchange for an increase in density, concessions, incentives, or waivers/modifications of development standards, the affordable units required to fulfill the density bonus may also count as affordable units required in this chapter provided they also meet, or exceed, the requirements outlined in section 13-330.

**13-335. Parking Requirements.**

An applicant that provides affordable units pursuant to this chapter is not required to comply with the parking requirements set forth in section 13-85. A lower parking requirement may be allowed if supported by a parking study prepared by a traffic engineering firm with expertise in parking trends and demands, unless otherwise prohibited by state law. The parking study shall be reviewed and approved by the director or their designee.

**13-336. Concurrent Processing.**

Concurrent processing of planning application(s) and plan check application(s) may be allowed at the discretion of the director or their designee when the planning application(s) have been deemed complete. The applicant shall be required to enter into a hold harmless agreement with the City prior to any concurrent review.

**13-337. Compliance Monitoring.**

To ensure that affordable units constructed pursuant to this chapter are properly maintained and continue to comply with the applicable provisions of this chapter, the applicant or responsible party at the time shall submit annual compliance reports to the City for review. In addition, the City shall conduct periodic onsite audits to ensure compliance with all applicable laws, policies,



and agreements. The City Council may adopt fees for the costs of monitoring and compliance review, which shall be deposited into the affordable housing trust fund for that purpose.

**13-338. Administrative Procedures.**

The City Manager is authorized to adopt administrative rules, regulations, policies, guidelines, standards, and/or procedures necessary to implement the provisions of this chapter including but not limited to eligibility requirements and/or preference standards that may be applied in the selection of homebuyers and tenants.

**13-339. Enforcement.**

- (a) Violations of this chapter may be enforced by all available remedies at law or in equity, including, but not limited to those set forth in section 1-33 of this code.
- (b) Failure of any city official, employee, or agent to fulfill and/or enforce the requirements of this chapter shall not excuse any person or property from the requirements of this chapter.

<b>2021-2029 Adopted Housing Element Program Summary</b>	
<b>Program No.</b>	<b>Housing Program</b>
1A	Owner-Occupied Housing Rehabilitation
1B	Mobile Home Rehabilitation
1C	Monitoring and Preservation of At-Risk Housing Units
2A	Inclusionary Housing Ordinance
2B	Affordable Housing Development
2C	Supportive Services for Persons with Special Needs
2D	Facilitate Development of Senior Housing Options
2E	Encourage Development of Housing Options for Large-Family Households
2F	Persons with Physical and Development Disabilities
2G	Safety Element Update and Adoption of Environmental Justice Policies
2H	Farmworker Housing
2I	Promote State Density Bonus Incentives
2J	Transitional and Supportive Housing
2K	Planning Application Fees
2L	Development of Housing for Extremely Low and Lower-Income Households
2M	Parking Standards for Residential Developments
2N	Reasonable Accommodation
2O	Definition of Single Housekeeping Unit
2P	Group Homes
3A	Adequate Sites
3B	Fairview Development Center
3C	Update the North Costa Mesa Specific Plan
3D	Update the City's Urban Plans and Overlays
3E	Promote the Development of Accessory Dwelling Units
3F	Motel Conversions, Efficiency Units, and Co-Living Housing Types
3G	Address City-wide Vote Relation to Housing Element Compliance
3H	Analyze the Potential of Establishing an Overlay to Permit Residential Use in the Airport
3I	Analyze the Potential of Establishing an Overlay to Permit Residential Uses in the 17th Street Corridor Area
3J	Analyze the Potential of Modifying the Newport Boulevard Specific Plan to Promote Residential Uses Along Newport Blvd
3K	Explore Potential Future Housing Opportunities on Church Sites
3L	Annual Progress Reports
3M	ADU and JADU Monitoring Program
3N	Candidate Sites Used in Previous Housing Elements
3O	Water and Sewer Resources
3P	Federal/State Housing Programs
3Q	Lot Consolidation
3R	Development of Large Sites
3S	Review and Revise Findings
4A	Fair Housing
4B	Rental Housing Assistance
4C	Ownership Housing Assistance
4D	Fair Housing Assistance
4E	Low Barrier Navigation Centers
4F	Homeless Shelter
4G	Assembly Bill 139
4H	Housing Education and Outreach Program
4I	Partnership with local Organizations and Community Groups



# Housing Element Compliance Incentives

**Incentives for Housing Element Compliance:** Various state grant and loan programs require an HCD-certified housing element. Examples of active state funding sources that require housing element compliance for eligibility include the following:

**Permanent Local Housing Allocation (PLHA):** Helps cities and counties increase the supply of housing for households at or below 60% of area median income, increase assistance to affordable owner-occupied workforce housing, assist persons experiencing or at risk of homelessness, facilitate housing affordability, meet RHNA requirements, and ensure geographic equity in fund distribution.

**Affordable Housing and Sustainable Communities (AHSC):** The AHSC Program funds land-use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas ("GHG") emissions. Funding for the AHSC Program is provided from the Greenhouse Gas Reduction Fund (GGRF), an account established to receive Cap-and-Trade auction proceeds.

**SB 1 Planning Grants:** State-funded Sustainable Communities grants help cities pay for local transportation improvements.

**CalHOME Program:** The purpose of the CalHOME Program is to enable low- and very low-income households to become or remain homeowners through grants to local public agencies and nonprofit developers to assist individual first-time homebuyers through deferred-payment loans for down payment assistance, home rehabilitation, including manufactured homes not on permanent foundations, acquisition and rehabilitation, homebuyer counseling, self-help mortgage assistance, or technical assistance for self-help homeownership.

**Infill Infrastructure Grants (IIG):** IIG provides grant assistance, available as gap funding for infrastructure improvements necessary for specific residential or mixed-use infill development projects or areas.

**Prohousing Designation Program:** Prohousing designated jurisdictions will be awarded preference points on competitive funding applications (e.g. IIG, AHSC, Transformative Climate Communities (TCC), etc.). Local Early Action Planning (LEAP) and Regional Early Action Planning (REAP) grants can be utilized to establish prohousing policies for the purposes of eventually earning a Prohousing Designation.

**Local Housing Trust Fund Program (LHTF):** The LHTF Program provides matching funds to local and regional housing trust funds dedicated to the creation, rehabilitation, or preservation of affordable housing, transitional housing and emergency shelters.

**Regional Transportation Funding:** Transportation funding for some regions depend on local jurisdiction housing element compliance (e.g. **One Bay Area Grant funding (OBAG)**, **SANDAG's Active Transportation Grant Program**, etc.).

# Housing Element Noncompliance Consequences

## Penalties and Consequences of Housing Element Noncompliance

HCD is authorized to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. **HCD may revoke housing element compliance** if the local government's actions do not comply with state law. Examples of penalties and consequences of housing element noncompliance:

**General Plan Inadequacy:** The housing element is a mandatory element of the General Plan. When a jurisdiction's housing element is found to be out of compliance, its General Plan could be found inadequate, and therefore invalid. Local governments with an invalid General Plan can no longer make permitting decisions.

**Legal Suits and Attorney Fees:** Local governments with noncompliant housing elements are vulnerable to litigation from housing rights' organization, developers, and HCD. If a jurisdiction faces a court action stemming from its lack of compliance and either loses or settles the case, it often must pay substantial attorney fees to the plaintiff's attorneys in addition to the fees paid by its own attorneys. Potential consequences of lawsuits include: mandatory compliance within 120 days, suspension of local control on building matters, and court approval of housing developments.

**Loss of Permitting Authority:** Courts have authority to take local government residential and nonresidential permit authority to bring the jurisdiction's General Plan and housing element into substantial compliance with State law. The court may suspend the locality's authority to issue building permits or grant zoning changes, variances, or subdivision map approvals – giving local governments a strong incentive to bring its housing element into compliance.

## Newer Consequences of Housing Element Noncompliance

**Financial Penalties:** Court-issued judgement directing the jurisdictions to bring its housing element in substantial compliance with state housing element law. If a jurisdiction's housing element continues to be found out of compliance, courts can multiply financial penalties by a factor of six.

**Court Receivership:** Courts may appoint an agent with all powers necessary to remedy identified housing element deficiencies and bring the jurisdiction's housing element into substantial compliance with housing element law.

## Requirements for Inclusionary Affordable Housing

## INFORMATION BULLETIN

532

February 2023

[View All Information Bulletins](#)

## IN THIS BULLETIN:

- [Inclusionary Affordable Housing Ordinance Applicability](#)
- [Exemptions from the Inclusionary Housing Ordinance](#)
- [Development of Inclusionary Dwelling Units](#)
- [Inclusionary In Lieu Fee](#)
- [Other Methods of Compliance](#)
- [Variances and Waivers](#)
- [Affordable/In-fill Housing and Sustainable Buildings Expedite Program](#)

This bulletin summarizes the City of San Diego's Inclusionary Affordable Housing Ordinance. For more details, please see [San Diego Municipal Code \(SDMC\) Chapter 14, Article 2, Division 13](#), as well as the San Diego Housing Commission's [Inclusionary Affordable Housing Implementation and Monitoring Procedures Manual](#) (Procedures Manual).

*Note: The information in this bulletin reflects amendments adopted by [O-21432](#) N.S. and certified within the Coastal Overlay Zone as of August 2022.*

### **Inclusionary Affordable Housing Ordinance Applicability**

The Inclusionary Affordable Housing Ordinance applies to all new residential development of 10 or more dwelling units outside the Coastal Overlay Zone, five or more dwelling units within the Coastal Overlay Zone, and all condominium conversions of two or more dwelling units. Developments are required to provide a certain percentage of affordable units in the development. Applicants may also choose to pay an Inclusionary In Lieu Fee for all or a portion of the inclusionary dwelling units; rehabilitate existing dwelling units or SRO Hotel Rooms; convert hotel or motel guest rooms to inclusionary dwelling units; or donate land.

Residential development that provides affordable dwelling units as a condition of the development and has an application for a development permit, for a subdivision, or for a Building Permit deemed complete before July 1, 2020, shall be subject to the version of the Inclusionary Affordable Housing Regulations in effect prior to July 1, 2020, as set forth in the Procedures Manual.

The Inclusionary In Lieu Fee applicable to residential development that has an application for a development permit, for a subdivision, or for a Building Permit deemed complete before July 1, 2020, shall be \$12.73 per square foot multiplied by the net building area of the unrestricted market-rate residential development.

**Exemptions from the Inclusionary Housing Ordinance**

The following types of residential development projects are exempt from the Inclusionary Housing Ordinance as outlined in [SDMC §142.1303](#):

- Projects subject to the North City Future Urbanizing Area inclusionary housing requirements.
- Rehabilitation of an existing building that does not result in a net increase of dwelling units.
- Density bonus units constructed in accordance with Chapter 14, Article 3, Division 7.

**Development of Inclusionary Dwelling Units**

The Inclusionary Affordable Housing Regulations may be satisfied by setting aside 10% of the total dwelling units in the development for households earning at or below certain income levels. As the Procedures Manual outlines, these requirements shall be implemented incrementally from July 1, 2020, through June 30, 2024.

**Inclusionary In Lieu Fee**

From July 1, 2020, through June 30, 2024, the Inclusionary In Lieu Fee requirements shall be implemented incrementally. This fee is the product of the applicable square foot charge (rate) as shown below, multiplied by the net building area defined in the San Diego Municipal Code (SDMC). Net building area means the aggregate gross floor area of all the unrestricted dwelling units within a development, excluding areas outside the dwelling unit’s habitable space such as garages, carports, parking areas, porches, patios, open space, and excluding common areas such as lobbies, common hallways, stairways, elevators and equipment spaces.

Deemed Complete Date	Applicable Square Foot Charge (Rate) to Calculate Fee
Prior to July 1, 2020	\$12.73
July 1, 2020 - June 30, 2021	\$15.18
July 1, 2021 - June 30, 2022	\$17.64
July 1, 2022 - June 30, 2023	\$20.09
July 1, 2023 - June 30, 2024	\$22.55

Deemed Complete Date	Applicable Square Foot Charge (Rate) to Calculate Fee
July 1, 2024 and after	\$25.00 <sup>1</sup>

<sup>1</sup>Lieu Fee shall be updated annually in accordance with [SDMC §142.1306](#).

**Other Methods of Compliance**

The requirements of the Inclusionary Affordable Housing Ordinance may also be satisfied by the following methods:

- Rehabilitation of Existing Dwelling Units, SRO Hotel Rooms, or Conversion of Guest Rooms**  
Existing dwelling units and SRO Hotel Rooms can be rehabilitated, or existing guest rooms in a motel or hotel could be converted to inclusionary dwelling units to satisfy the requirements in accordance with [SDMC §142.1307](#). This provision is not eligible for use within the Coastal Overlay Zone.
- Land Donation**  
Land may be donated if the value of the land is equal to or greater than the applicable Inclusionary In Lieu Fee as outlined in [SDMC §142.1308](#).

**Variances and Waivers**

The Inclusionary Housing Ordinance allows applicants to request a Variance (Process 4) or Waiver (Process 5) from the affordable housing requirements. A Variance is required to deviate from specific portions of the Ordinance, and a Waiver must be exempted entirely from the Ordinance. The City decision-maker may approve a Variance or Waiver only if specific findings can be substantiated (see [SDMC §142.1311](#)).

**Affordable/In-fill Housing and Sustainable Buildings Expedite Program**

This program is an optional service available for a fee and provides reduced project processing times in the development review process for both discretionary and ministerial projects that provide affordable housing. This Expedite Program significantly streamlines the City review process and typically results in time savings in excess of 50%. For more information, please see [Information Bulletin 538](#).



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-113

**Meeting Date:** 4/2/2024

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**TITLE:**

**CITY COUNCIL FIRST READING OF ORDINANCES TO AMEND TITLE 13 (PLANNING, ZONING AND DEVELOPMENT) AND TITLE 9 (LICENSES AND BUSINESS REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE TO MODIFY THE CITY'S RETAIL CANNABIS PROVISIONS AND FIND THIS PROJECT TO BE CATEGORICALLY EXEMPT FROM CEQA**

**DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES  
DEPARTMENT/PLANNING DIVISION**

**PRESENTED BY: MICHELLE HALLIGAN, SENIOR PLANNER**

**CONTACT INFORMATION: MICHELLE HALLIGAN, SENIOR PLANNER, 714-754-5608**

**RECOMMENDATION:**

Staff recommends the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) ("General Rule").
2. Introduce for first reading, by title only, Ordinance No. 2024-03 amending Title 13 (Planning, Zoning and Development) and Ordinance No. 2024-04 amending Title 9 (Licenses and Business Regulations) of the Costa Mesa Municipal Code to modify the City's retail cannabis provisions.





# City of Costa Mesa

## Agenda Report

77 Fair Drive  
Costa Mesa, CA  
92626

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Item #: 24-113

Meeting Date: 04/2/2024

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**TITLE: CITY COUNCIL FIRST READING OF ORDINANCES TO AMEND TITLE 13 (PLANNING, ZONING AND DEVELOPMENT) AND TITLE 9 (LICENSES AND BUSINESS REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE TO MODIFY THE CITY'S RETAIL CANNABIS PROVISIONS AND FIND THIS PROJECT TO BE CATEGORICALLY EXEMPT FROM CEQA**

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### **BACKGROUND:**

At the March 19, 2024, City Council meeting, the City Council considered the Planning Commission's recommendations, as well as other issues raised by members of the cannabis industry and the public. The City Council passed nine motions for staff to modify and return with a revised Ordinance for "first reading". The March 19, 2024, City Council report and video are linked below:

March 19, 2024 City Council Report:

<https://costamesa.legistar.com/LegislationDetail.aspx?ID=6576096&GUID=EF1D8EE8-A9A0-4153-82A6-19FFB634CE53>

Video: [https://costamesa.granicus.com/player/clip/4107?view\\_id=14&redirect=true](https://costamesa.granicus.com/player/clip/4107?view_id=14&redirect=true)

**ANALYSIS:**

On March 19, 2024, City Council directed amendments to Title 13 and Title 9 of the CMMC which are reflected in draft City Council Ordinances contained in Attachments 3 and 4, respectively. The proposed amendments are distinctly shown in “track changes” versions, where added text is identified by an underline and text removal is shown in ~~strikethrough~~ format in Attachments 5 (Title 13) and 6 (Title 9).

A summary of the City Council motions is provided below:

**Limit on Cannabis Storefronts**

After considering the Planning Commission’s recommendation and hearing public testimony, the City Council voted 6 to 1 to direct staff to prepare revisions to allow processing of only pending applications which have moved past the pre-application phase, up to a cap of 35 cannabis storefronts, and, thereafter, suspend processing applications for new storefronts until such time when the number of operating licensed cannabis storefronts falls below 10. The motion included allowing the City to refund the \$1,500 pre-application fee to all applicants in the pre-application phase.

A “track changes” version of the City Council’s proposed modification to Section 9-494.5 is provided in Attachment 6.

**Separation between Cannabis Storefronts and Youth Centers**

The currently adopted minimum separation between youth centers, as defined in the CMMC, and cannabis storefronts is 600 feet in accordance with the State’s minimum requirement (California Business and Professions Code Section 26054(b)). After considering the Planning Commission’s recommendation and hearing public testimony, the City Council voted to support the Planning Commission’s recommendation to increase the minimum separation between cannabis storefronts and youth centers, as defined in the CMMC, from 600 feet to 1,000 feet. No currently proposed cannabis storefront applications are located within 1,000 feet from a youth center, as defined in the CMMC.

The proposed text change regarding separation from youth centers is provided in Section 13-200.93(e) in Attachment 5.

**Separation Between Cannabis Storefronts and Residential Zones**

The currently adopted CMMC conditionally allows cannabis storefronts in commercial zones without a separation from residential zones. After considering the Planning Commission’s recommendation and hearing public testimony, the City Council approved a motion to increase the Planning Commission’s 100-foot recommended storefront separation requirement from a residentially zoned property to 250 feet. Pursuant to City Council direction, any completed applications would be exempted from the new residential zone separation requirement.

The proposed residential separation amendment to Section 13-200.93(e) is provided in “track changes” format in Attachment 5.

**Allowing the word “Cannabis” on Storefront Signage**

As adopted, CMMC Section 9-495(g)(6) contains provisions for signage and notices at cannabis storefronts to limit cannabis signage to what is necessary for identification only.

Additionally, retail cannabis storefronts have also been subject to a condition of approval limiting cannabis business signage and symbols to ensure cannabis dispensaries maintain a high-quality aesthetic and limit cannabis advertising in the City to persons under 21 years of age. Rather than allowing the word cannabis on business signage, the Planning Commission recommended allowing the word cannabis to be used up to two times with a maximum letter height of one inch on the entrance notice. The City Council voted to increase the maximum recommended letter height from one inch to two inches to improve visibility.

A “track changes” version of the City Council’s modification to Section 9-495(g)(6b) is provided in Attachment 6.

### **Advertising and Marketing Restrictions Related to Youths**

The proposed Planning Commission recommendation specified that advertising and marketing would not depict or suggest the consumption of cannabis or cannabis products. After considering the Planning Commission’s recommendation and hearing public testimony, the City Council voted 6 to 1 to instead incorporate specifically the State regulations for cannabis advertising and marketing into the CMMC (California Code of Regulations Title 4 Section 15040).

The proposed modification to Section 9-495(6) is provided in Attachment 6.

### **Tenant Notification**

At the March 19, 2024, City Council meeting, the City Council voted to direct staff to prepare an amendment to the City’s cannabis provisions that require a property owner to notify existing tenants when a cannabis storefront is proposed to occupy an existing occupied tenant space.

The City Council’s proposed modification to Title 9-487 is provided in Attachment 6.

### **Onsite Security Guard**

Pursuant to CMMC Title 9-495(h)(1), all cannabis storefronts must currently have at least one licensed private security guard at the premises 24 hours per day. At the March 19, 2024, City Council meeting, the City Council voted to direct staff to draft amendments to modify the overnight security guard requirement. The amendment encourages all cannabis storefronts to have a licensed security guard onsite 24 hours per day and requires, at a minimum, all cannabis storefront operations to have a licensed security guard onsite during hours of operation, including when any cash, cannabis or cannabis products are shipped from or received at the facility. As described in the motion, the amendment also requires select storefront operations, as determined by the Chief of Police or designee, to have a licensed security guard onsite for 24 hours per day, if in his/her professional opinion this is needed to ensure public safety.

The proposed modification to Title 9-495(h)(1) is provided in Attachment 6.

### **Cannabis Business Administrative Regulations**

Costa Mesa’s Cannabis Business Administrative Regulations are policies that set forth and clarify internal procedures necessary for implementing the City’s cannabis ordinances such as processing applications. The authority of the City Manager to establish administrative regulations is contained in CMMC Section 9-497, “Promulgation of Administrative Regulations”.

At the March 19, 2024, City Council meeting, the Council voted unanimously to publish the cannabis business adopted Administrative Regulations on the City's website. The Administrative Regulations governing cannabis businesses are posted online and are accessible via the following link:

<https://www.costamesaca.gov/trending/cannabis/cannabis-business-permits>

### **State Law Updates**

In addition to the items outlined above, staff has retained proposed language in the ordinances which require disclosures relating to "financial interest holders" in cannabis businesses to reflect new changes in state law on this issue. These changes are still included in the proposed amendments.

### **Employee Background Check/Badge Fee**

At the March 19, 2024, City Council meeting, a motion was approved that directed staff to reduce the employee badge fees, and for staff to investigate methods to improve efficiency in badge processing (including State-compliant design and the use of temporary badges), determine average time required for Department of Justice and Federal Bureau of Investigation background checks, consider outsourcing background checks and badging to the City's cannabis consultant (HDL), and streamlining badging for employees of multiple Costa Mesa cannabis operations. Staff is addressing the Council's recommendations and will bring the revised employee badge fees and additional information to the City Council at the next regularly scheduled meeting.

### **ENVIRONMENTAL DETERMINATION:**

The proposed Ordinances are exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) ("General Rule") in that the updates to the City's Municipal Code provisions for retail cannabis storefronts will not have a significant impact on the environment.

### **ALTERNATIVES:**

The City Council has the following alternatives:

1. Give first reading. The City Council may give first reading to the draft Ordinances.
2. Give first reading with modifications. The City Council may modify the draft Ordinances and give first reading.
3. Not adopt the changes to the City's retail cannabis provisions. The City Council may choose to not adopt the proposed Code amendments.
4. Continue the Ordinances review to a date certain. The City Council may continue the item to a date certain with direction for staff to return with additional information, changes and/or clarifications.

### **FISCAL REVIEW:**

The adoption of the proposed Ordinances is not anticipated to have any fiscal impact on the City's budget.

**LEGAL REVIEW:**

The draft Ordinances and staff report have been prepared in conjunction with and reviewed by the City Attorney's Office.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goal:

- Strengthen the public's safety and improve the quality of life.

**CONCLUSION:**

The proposed retail cannabis ordinance amendments are intended to address issues of potential over concentration, land use compatibility, as well as improving economic and business conditions. The City Council's proposed revisions to the retail cannabis provisions are reflected in the attached exhibits.

**ORDINANCE NO. 2024-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING TITLE 13 (PLANNING, ZONING, AND DEVELOPMENT), CHAPTER IX (SPECIAL LAND USE REGULATIONS), ARTICLE 21 (LOCATION OF CANNABIS DISTRIBUTING, MANUFACTURING, RESEARCH AND DEVELOPMENT, TESTING LABORATOIES, RETAIL STOREFRONT AND RETAIL NONSTOREFRONT USES) OF THE COSTA MESA MUNICIPAL CODE OF THE COSTA MESA MUNICIPAL CODE PERTAINING TO CANNABIS STOREFRONTS**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FIND AND DECLARE AS FOLLOWS:

WHEREAS, in November 2020, the Costa Mesa voters approved Measure Q; which allows for storefront and non-storefront retail cannabis uses on commercially zoned properties meeting specific location requirements, and non-storefront retail cannabis uses on Industrial Park (MP) and Planned Development Industrial (PDI) zoned properties;

WHEREAS, Measure Q authorizes the City Council to adopt ordinances to regulate cannabis retail uses;

WHEREAS, on June 15, 2021, the City Council adopted Ordinance No. 21-08 and No. 21-09 to amend Titles 9 and 13 of the Costa Mesa Municipal Code (CMMC) to establish regulations for cannabis retail uses;

WHEREAS, at the July 18, 2023 City Council meeting, a Councilmember requested that an item be agendaized to discuss the potential for exploring amendments to the City's cannabis ordinances in response to public input;

WHEREAS, on September 5, 2023, the City Council directed the Planning Commission to explore potential amendments to the City's cannabis retail storefront provisions specific to eight topics;

WHEREAS, the Planning Commission discussed potential amendments to the City's cannabis retail storefront provisions at the November 27, 2023, December 11, 2023, and January 22, 2024, Planning Commission meetings;

Now, therefore, THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Title 13, of the Costa Mesa Municipal Code is hereby amended to read as specified in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. Compliance with CEQA. Pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15061(b)(3) (“General Rule”), as this action will not have any significant effect on the environment.

Section 3. Inconsistencies. Any provision of the Costa Mesa Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

Section 4. Severability. If any chapter, article, section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, or the application thereof to any person, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance or its application to other persons. The City Council hereby declares that it would have adopted this Ordinance and each chapter, article, section, subsection, subdivision, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, phrases, or portions of the application thereof to any person, be declared invalid or unconstitutional. No portion of this Ordinance shall supersede any local, State, or Federal law, regulation, or codes dealing with life safety factors.

Section 5. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

Section 6. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

**PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney



STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2024-03 was duly introduced for first reading at a regular meeting of the City Council held on the \_\_\_ day of \_\_\_\_\_ 2024, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the \_\_\_ day of \_\_\_\_\_, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Brenda Green, City Clerk

**ORDINANCE NO. 2024-04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING TITLE 9 (LICENSES AND BUSINESS REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE PERTAINING TO CANNABIS BUSINESSES**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FIND AND DECLARE AS FOLLOWS:

WHEREAS, in November 2020, the Costa Mesa voters approved Measure Q; which allows for storefront and non-storefront retail cannabis uses on commercially zoned properties meeting specific location requirements, and non-storefront retail cannabis uses on Industrial Park (MP) and Planned Development Industrial (PDI) zoned properties;

WHEREAS, Measure Q authorizes the City Council to adopt ordinances to regulate cannabis retail uses;

WHEREAS, on June 15, 2021, the City Council adopted Ordinance No. 21-08 and No. 21-09 to amend Titles 9 and 13 of the Costa Mesa Municipal Code (CMMC) to establish regulations for cannabis retail uses;

WHEREAS, at the July 18, 2023 City Council meeting, a Councilmember requested that an item be agendaized to discuss the potential for exploring amendments to the City's cannabis ordinances in response to public input;

WHEREAS, on September 5, 2023, the City Council directed the Planning Commission to explore potential amendments to the City's cannabis retail storefront provisions specific to eight topics;

WHEREAS, the Planning Commission discussed potential amendments to the City's cannabis retail storefront provisions at the November 27, 2023, December 11, 2023, and January 22, 2024, Planning Commission meetings;

Now, therefore, THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Title 13, of the Costa Mesa Municipal Code is hereby amended to read as specified in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. Compliance with CEQA. Pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15061(b)(3) ("General Rule"), as this action will not have any

significant effect on the environment.

Section 3. Inconsistencies. Any provision of the Costa Mesa Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

Section 4. Severability. If any chapter, article, section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, or the application thereof to any person, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance or its application to other persons. The City Council hereby declares that it would have adopted this Ordinance and each chapter, article, section, subsection, subdivision, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, phrases, or portions of the application thereof to any person, be declared invalid or unconstitutional. No portion of this Ordinance shall supersede any local, State, or Federal law, regulation, or codes dealing with life safety factors.

Section 5. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

Section 6. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

**PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2024-04 was duly introduced for first reading at a regular meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2024, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Brenda Green, City Clerk

**EXHIBIT A****CHAPTER IX. SPECIAL LAND USE REGULATIONS. ARTICLE 21. LOCATION OF CANNABIS DISTRIBUTING, MANUFACTURING, RESEARCH AND DEVELOPMENT, TESTING LABORATORIES, RETAIL STOREFRONT AND RETAIL NON-STOREFRONT USES****13-200.90. Purpose.**

The purpose of this article is to regulate the location of and standards for cannabis distributing facilities, manufacturing sites, research and development laboratories, testing laboratories, retail storefront and retail non-storefront uses in order to promote the health, safety, morals and general welfare of the residents and the businesses within the city by maintaining local control over the ability to authorize and regulate the location of cannabis businesses.

**13-200.91. Applicability.**

- (a) Nothing in this article is intended, nor shall it be construed, to burden any defense to criminal prosecution under the Compassionate Use Act of 1996.
- (b) All the provisions of this article shall apply to all property, public and private, within the city.
- (c) All the provisions of this article shall apply indoors and outdoors.
- (d) Unless otherwise provided herein or in this title, the terms used in this article shall have the meaning ascribed to them in Title 9, Chapter VI of this Code.

**13-200.92. Cannabis distributing facilities, manufacturing sites, research and development laboratories, and testing laboratories.**

- (a) Cannabis distribution, manufacturing, research and development and testing is prohibited in all zone districts within the city, except for those portions of the manufacturing park (MP) and planned development industrial (PDI) zones that are located both north of South Coast Drive and west of Harbor Boulevard, excluding any portion of the South Coast Collection (the "Green Zone").
- (b) A conditional use permit shall be required and may be issued to allow the location of any business engaged in the distribution, manufacturing, researching and developing, or testing of cannabis in the MP or PDI zones pursuant to subsection (a) of this section, subject to the following conditions:
  - (1) The requirements of Chapter III of this title have been met;
  - (2) The findings for granting a conditional use permit in accordance with section 13-29(g) are met;
  - (3) The applicant obtains a cannabis business license pursuant to Chapter VI of Title 9 of this Code; and
  - (4) The use is conducted in compliance with all applicable state and local laws.
- (c) No person shall engage in any use set forth in this article unless that use is specifically authorized by Chapter VI of Title 9 of this Code.

**13-200.93. Cannabis retail storefront and non-storefront uses.**

- (a) Cannabis retail storefront uses are prohibited in all zone districts within the city, except for the commercial zone districts.
- (b) Cannabis retail non-storefront uses are prohibited in all zone districts within the city, except for the commercial zone districts and within the Green Zone.
- (c) The following planning application shall be required for cannabis retail uses:
  - (1) A conditional use permit shall be required for retail storefronts and non-storefronts; and
  - (2) An amendment to the approved conditional use permit shall be required for existing licensed cannabis distribution or manufacturing businesses to operate a retail non-storefront under the existing business and within the same licensed premise. The amendment shall be processed as a minor conditional use permit.
- (d) A conditional use permit may be issued to allow the location of a retail cannabis use pursuant to subsections (a) and (b) of this section, subject to the following conditions:
  - (1) The requirements of Chapter III of this title have been met;
  - (2) The findings for granting conditional use permit pursuant to section 13-29(g) are met;
  - (3) The applicant obtains a cannabis business licensed for the location pursuant to Chapter VI of Title 9 of this Code; and
  - (4) The use is conducted in compliance with all applicable state and local laws, regulations, and all applicable conditional use permit conditions of approval.
- (e) Cannabis retail storefront location.
  - (1) No cannabis retail storefront use shall be located within one-thousand (1,000) feet from a K-12 school, playground, child daycare, homeless shelter, or youth center, that is in operation at the time of submission of a completed Cannabis Business Permit application, or within two hundred fifty (250) feet from a property zoned for residential use;
    - i. For the purpose of identifying separations from cannabis storefronts and properties zoned for residential use, properties zoned for residential use are within the following zoning districts: R1 Single-Family Residential District, R2-MD Multiple-Family Residential District, Medium Density, R2-HD Multiple-Family Residential District, High Density, R3 Multiple-Family Residential District, TC Town Center District, PDR-LD Planned Density Residential—Low Density, PDR-MD Planned Development Residential—Medium Density, PDR-HD Planned Development Residential—High Density, and PDR-NCM Planned Development Residential—North Costa Mesa.
    - ii. Where a non-residential property was developed for residential or mixed residential use in accordance with an overlay, urban plan, or specific plan, and the residential development and use remains, the property would be considered residential when establishing a separation from cannabis storefronts.
    - iii. Where an overlay, urban plan, or specific plan allows residential development on a property zoned for residential use, but residential

- development has not been constructed, such property would not be considered a property zoned for residential use pursuant to this provision.
- iv. Where a legal nonconforming residential unit or units have been developed on a property zoned for non-residential use, the property would not be considered residential when establishing a separation from cannabis storefronts.
- (2) All distances referenced in (e)(1) shall be measured in a straight line from the premises where the cannabis retail use is to be located to the closest property line of a K-12 school, playground, child daycare, homeless shelter, youth center or property zoned for residential use, or from the premises of a lawfully existing cannabis retail storefront use.
    - i. For purposes of this sub-sub-section, the property line of a playground shall be a thirty (30) foot radius from the exterior physical boundaries of the playground equipment area;
  - (3) All distances shall be measured without regard to the boundaries of the city and and/or intervening structures or other barriers;
  - (4) At a property as for which the zoning administrator, director or planning commission determines, based on a preponderance of the evidence, that unpermitted and/or illegal cannabis activity involving sales, delivery and/or dispensing has taken place at any time in the 365 days preceding an application under this Article. If an unpermitted and/or illegal cannabis activity has existed on a property no cannabis business may be permitted on that property unless 365 days has elapsed since that unpermitted and/or illegal cannabis activity has vacated the property, and the owner of that property has compensated the City for any and all expenditure of public funds and resources, including all costs, expenses (including but not limited to the salaries of peace and/or code enforcement officers) and/or attorney's fees, incurred in investigating, abating or attempting to abate the unpermitted use or uses, whether or not any type of civil, criminal or administrative proceedings have been commenced against the property, provided however if the owner of the property is required to evict that use, the 365 days shall begin to run from the date of the filing of an unlawful detainer complaint, in which case a permit may be issued after the 365 days had elapsed and that use is no longer occupying the property.
  - (5) A determination and/or finding under sub-section (e)(4) is subject to the appeal provisions of Chapter IX of Title 2 of this Code.
  - (6) The nonconforming provisions contained in Chapter X of this Code pertain to cannabis uses except as follows:
    - i. When an approved retail cannabis storefront conditional use permit location which lawfully met separation requirements at the time of the submission of a cannabis business permit application for the subject property does not conform to the separation and the permitted cannabis retail operation is discontinued or abandoned for more than one hundred eighty (180) days, or when a permitted cannabis use is replaced in whole or part for any period of time by any other use, the conditional use permit shall be null and void after the permittee has had an opportunity for a hearing before the issuing officer as provided in Chapter II of Title 9.



- (f) Retail storefront uses shall be subject to the following development standards in addition to those contained in Chapter VI of Title 9:
  - (1) Opaque window coverings unless required by the City for security purposes are prohibited;
  - (2) Permanent security or safety bars shall not be placed on any interior or exterior windows or door, unless required by the City for security purposes;
  - (3) Directional signage to the use including but not limited to A-frame signs, sandwich board signs, banners, or flags are prohibited;
  - (4) No use shall advertise by having a person holding a sign and advertising the business to passersby, whether such person is on the premises of the commercial cannabis business or elsewhere including, but not limited to, the public right-of-way;
  - (5) Uses shall comply with the landscaping requirements set forth in Chapter VII of this title including bringing the site landscaping into conformance when feasible as determined by the director;
  - (6) Parking requirements shall be subject to Section 13-89;
  - (7) The hours of operation may be established as part of the planning application subject to the final review authority and may be more restrictive than those set forth in Chapter VI of Title 9. Modification of operation hours when established as part of the planning application shall be subject to an amendment of the planning application;
  - (8) Drive-through services or walk-up window services are prohibited;
  - (9) Outdoor seating or patio areas are prohibited;
  - (10) Special events that include live entertainment, dancing, and/or amplified music, or that are otherwise visible and/or audible from the public right-of-way, are prohibited;
  - (11) All cannabis products shall be secured after business hours in a locked container under 24-hour video surveillance; and
  - (12) For uses within two hundred (200) feet of a residential zone, all exterior lighting shall be shielded and/or directed away from residential areas. In addition, trash facilities shall be screened from view and designed and located appropriately to minimize potential noise and odor impacts to adjacent residential areas.
- (g) Non-storefront uses shall be subject to the following development standards in addition to those contained in Chapter VI of Title 9:
  - (1) Uses may operate independently from a retail storefront or as a part of, and in conjunction with, a permitted storefront, distribution, or manufacturing facility;
  - (2) Parking requirements shall be subject to Section 13-89 and shall also include sufficient parking spaces for delivery vehicles;
  - (3) All deliveries to customers shall be completed by 10:00 p.m.; and
  - (4) The general public shall not be permitted to enter the premises of a non-storefront retail use.
- (h) Except as specifically authorized in this article, all other cannabis retail uses such as but not limited to lounges and cafes are expressly prohibited in the city.
- (i) No person shall engage in any use set forth in this article unless that use is specifically authorized by Chapter VI of Title 9 of this Code.

- (j) Any cannabis use, including but not limited to those involving sale, delivery and/or dispensing, that is not permitted, licensed and otherwise in full compliance with all applicable provisions of this Code and state and local law, shall not be considered a legally non-conforming use pursuant to, and notwithstanding any contrary provisions of, Chapter IX of this title.

**13-200.94. Declaration of public nuisance.**

Any use, structure, or property that is altered, enlarged, erected, established, maintained, moved, or operated contrary to the provisions of this article, is hereby declared to be unlawful and a public nuisance and may be abated by the city through civil and/or administrative proceedings by means of a restraining order, preliminary or permanent injunction, or in any other manner provided by law for the abatement of such nuisances.

**13-200.95. Violations.**

Violations of this article shall be punishable pursuant to the provisions of section 13-16 in addition to any other remedy available at law or in equity.

**EXHIBIT A****CHAPTER VI. CANNABIS BUSINESS PERMITS****9-481. Purpose and intent.**

It is the purpose and intent of this chapter to regulate the distributing, manufacturing, processing, research and development, retail sale, testing and transporting of cannabis and cannabis-related products in a manner which is responsible, which protects the health, safety, and welfare of the residents of Costa Mesa, and to enforce rules and regulations consistent with state law. In part to meet these objectives, a permit shall be required in order to own and/or to operate a cannabis business within the city. Nothing in this chapter is intended to authorize the possession, use, or provision of cannabis for purposes which violate state or federal law. The provisions of this chapter are in addition to any other permits, licenses, and approvals which may be required to conduct business in the city, and are in addition to any permits, licenses and approvals required under state law.

**9-482. Legal authority.**

Pursuant to Sections 5 and 7 of Article XI of the California Constitution and the provisions of Division 10 of the Business and Professions Code, the city is authorized to adopt ordinances that establish standards, requirements and regulations for local licenses and permits for cannabis and cannabis-related activity.

**9-482.5 Authority of the City Manager**

The City Manager is authorized to make reasonable rules, policies, and procedures consistent with the intent and spirit of this Chapter as may be necessary to administer and enforce the provisions of this Chapter and any other ordinances, regulations or laws relating to and affecting the permitting and operations of commercial cannabis businesses.

The City Manager is authorized to make reasonable rules, policies, and procedures consistent with the intent and spirit of this Chapter concerning the applications, the application process, the information required of applicants, the application procedures, and the administration and procedures to be used and followed in the application process for permit applications and requests for permit changes or modifications pursuant to this Chapter, and the implementation and administration of social equity programs.

**9-483. Cannabis business activities prohibited unless specifically authorized by this chapter.**

Except as specifically authorized in this chapter, the manufacture, processing, storing, laboratory testing, labeling, transporting, dispensing, furnishing, distribution, delivery, or sale of cannabis or a cannabis product is expressly prohibited in the city.

**9-484. Compliance with laws.**

It is the responsibility of the owners and operators of the cannabis business to ensure that it is, at all times, operating in a manner compliant with all applicable state and local laws, and any regulations promulgated thereunder.

### **9-485. Definitions.**

Unless otherwise defined in this chapter or in chapter I of Title 13, the words used in this chapter shall have the same definitions ascribed to them in Division 10 of the Business and Professions Code or the definitions of the Health and Safety Code applicable to school and child daycare. Any reference to California statutes includes any regulations promulgated thereunder and is deemed to include any successor or amended version of the referenced statute or regulatory provision.

*Cannabis* means all parts of the *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from marijuana. “Cannabis” also means marijuana as defined by section 11018 of the California Health and Safety Code as enacted by Chapter 14017 of the Statutes of 1972. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this chapter, “cannabis” does not mean industrial hemp as that term is defined by section 81000 of the California Food and Agricultural Code or section 11018.5 of the California Health and Safety Code.

*Cannabis business permit* means a regulatory permit issued by the city pursuant to this chapter to a cannabis business, and is required before any cannabis activity may be conducted in the city.

*Cannabis goods* means cannabis and/or cannabis products.

*Cannabis product* or *manufactured cannabis product* or *product* means cannabis that has undergone a process whereby the plant material is transformed into a concentrate for internal consumption or topical application, including, but not limited to, concentrated cannabis, an edible cannabis product, or a topical cannabis product containing cannabis or concentrated cannabis in combination with other ingredients.

*Caregiver* or *primary caregiver* has the same meaning as that term is defined in section 11362.7 of the California Health and Safety Code.

*City manager* shall mean the city manager of the city or designee.

*Director* shall mean the city’s Director of the Economic and Development Services department or designee, unless otherwise specified.

*Dispensing* means any activity involving the retail sale of cannabis or cannabis products.

*Distributor* means a person or entity that engages in distribution. The direct and/or retail sale, distribution, or furnishing of any cannabis or cannabis product to any consumer or end user by a distributor is expressly prohibited, unless otherwise authorized pursuant to this chapter.

*Edible cannabis product* means manufactured cannabis that is intended to be used, in whole or in part, for oral human consumption including, but not limited to, chewing gum, but excluding products set forth in Division 15 (commencing with Section 32501) of the California Food and Agricultural Code. An edible cannabis product is not considered food as defined by California Health and Safety Code Section 109935 or a drug as defined by California Health and Safety Code Section 109925.

*Financial interest holder* shall have the same meaning as set forth in Title 4, Division 19, section 15004 of the California Code of Regulations.

*Free sample* means any amount of cannabis goods provided to a patron of a business or member of the public without cost or payment or exchange for any other thing of value.

*Green Zone* means those portions of the manufacturing park (MP) and planned development industrial (PDI) zones that are located both north of South Coast Drive and west of Harbor Boulevard, excluding any portion of the South Coast Collection.

*Homeless shelter* has the same meaning as *emergency shelter*.

*Labor Peace Agreement* has the same meaning set forth in Business and Professions Code section 26001.

*Manufacturing site* means a location where cannabis products are manufactured.

*Marijuana* means “cannabis,” as that term is defined in this chapter.

*Marijuana activity* and/or *cannabis activity* includes manufacture, processing, laboratory testing, research and development, transporting, delivery, dispensing, distribution, furnishing, giving away or sale, or arranging and/or directing any of the foregoing, or any other activity involving cannabis or a cannabis product.

*Marijuana business* and/or *cannabis business* means any business or operation which engages in any marijuana or cannabis activity.

*Marijuana business permit* has the same meaning as *cannabis business permit*.

*Patient* or *qualified patient* shall have the same definition as California Health and Safety Code section 11362.7 et seq., as it may be amended, and which means a person who is entitled to the protections of California Health and Safety Code section 11362.5. For purposes of this chapter, a qualified patient shall include a person with an identification card as that term is defined by California Health and Safety Code section 11362.7 et seq.

*Person with an identification card* shall have the meaning given that term by California Health and Safety Code section 11362.7.

*Playground* shall mean and include both a public playground located in a city park and a private playground. A private playground shall mean a privately-owned outdoor recreation area, including a tot lot, containing playground equipment or amenities such as swings, slides, sandboxes, or similar installations designed for use by minors and serving either the general public or residents of a development where the playground equipment is located, including residential subdivisions and/or developments such as apartments, townhomes and/or condominium complexes, mobile home parks or other similar residential uses, as well as playground equipment serving registered guests at hotels and motels. A private playground does not include a playground or playground equipment installed at a single-family residence, or play equipment that is part of a privately-owned commercial business or place of worship, or a playground that is access-controlled during operating hours or does not have direct access from the public right-of-way. A private playground does not include areas designated for use as a playing field or court, pool, or skate facility.

*Premises* shall have the same meaning as set forth in Business and Professions Code section 26001 sub-section (ap) for purposes of measuring the required distance from retail storefront uses to those uses set forth in section 13-200.93(e)(1).

*Processing and processor* shall have the same meaning as manufacturing and manufacturer, respectively.

*Property* shall mean any single development lot that has been subdivided bearing its own assessor's parcel number or with an approved subdivision map or condominium map unless the context clearly indicates a different meaning.

*Research and development laboratory* means a facility, entity, or site in the city that performs research into and/or the development of cannabis or cannabis products, where cannabis in any amount is located on-site, and that is both of the following:

1. Accredited by an accrediting body that is independent of all other persons involved in the cannabis industry in the state.
2. Registered with the State Department of Public Health, and is owned and operated by a person issued a valid cannabis business permit for laboratory testing from the city and is currently in compliance with all applicable state and local laws and regulations pertaining to the cannabis business and cannabis activities.

*South Coast Collection* or *SoCo* means all properties located at 3303 through 3323, inclusive, Hyland Avenue, in the City of Costa Mesa, commonly known as "SoCo" or "SOCO."

*State* means the State of California, including any of its departments, divisions, and/or bureaus.

*State license* means a permit or license issued by the state to engage in cannabis activity.

*Youth center* means any public or private facility that is primarily used to host recreation or social activities for minors, specifically private youth membership organizations or clubs, social services teenage club facilities, video arcades where ten (10) or more games or game machines or devices

are operated or similar amusement park facilities, but does not include dance studios, tutoring, martial arts studios or similar type of uses.

**9-486. Type of authorized cannabis businesses permitted.**

- (a) One (1) or more of the following types of adult (A-license) and/or medical (M-license) cannabis business may be permitted to operate within the city:
  - 1. Cannabis distributor (includes license classification type 11);
  - 2. Cannabis manufacturer (includes license classification type 6 and 7);
  - 3. Cannabis testing laboratory (includes license classification type 8);
  - 4. Cannabis retail - storefront (includes license classification type 10);
  - 5. Cannabis retail - non-storefront (includes license classification type 9); and
  - 6. Cannabis research and development laboratory.
- (b) Businesses permitted pursuant to this chapter shall not engage in the retail sale, delivery or dispensing of cannabis, cannabis product, hemp or hemp products unless expressly permitted to do so pursuant to the terms of their cannabis business permit.
- (c) No person may engage in any type of cannabis business that is not specifically authorized pursuant to this section and this code, including, but not limited to, cultivating cannabis.
- (d) The City Council may by resolution limit and/or restrict the number of cannabis retail permits available for issuance and/or renewal.

**9-487. Cannabis business permit required to engage in a cannabis business.**

No person may engage in any cannabis business or in any cannabis activity within the city including manufacturing, processing, laboratory testing, transporting, dispensing, distribution, or sale of cannabis or a cannabis product unless the person: 1) has a valid cannabis business permit from the city that authorizes the specific business and activity at specific location; 2) has a valid business license issued to the entity that is listed on the cannabis business permit; and 3) is currently in compliance with all other applicable state and local laws and regulations pertaining to the cannabis business and cannabis activity. All cannabis business permits shall include a copy of a written notice to any existing tenant of the proposed business premises from the owner of the property of the intent to file a cannabis business permit application for those premises.

**9-487.3. Disclosure of Financial Interest Holders Required.**

Any and all financial interest holders must be disclosed to the City as part of any application for issuance and/or renewal of a cannabis business permit.

**9-487.5. Change in business name.**

No operator shall operate, conduct, manage, engage in, or carry on a cannabis business under any name other than the business name specified in the permit and/or any “doing business as” or “DBA”, or “fictitious business name” or “FBN”, provided in the permit application and/or business license. Proof of the “DBA” or “FBN” filing with the County Clerk Recorder shall be required. Any approved changes and/or updates to the permit may require payment of fees as set by resolution of the City Council.

**9-488. Term of permit-Fees.**

- (a) A cannabis business permit shall be valid for two (2) years from the date of issue, unless otherwise suspended or revoked, and may be renewed bi-annually thereafter, provided the permittee and application for renewal are in compliance with all of the provisions of this chapter as well as all administrative regulations adopted pursuant to section 9-497.
- (b) Cannabis business permit application fees and renewal fees shall be established by resolution of the city council as may be amended from time to time. Failure to timely submit fees and/or comply with the administrative regulations governing applications and/or renewals shall be grounds for denial of application and/or renewal.

**9-489. Effect of state license suspension, revocation, or termination.**

Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the city, until the State of California, or its respective departments or divisions, reinstates or reissues the State license within 90 days. Should the state license remain suspended for 90 days or longer, any permit issued pursuant to this chapter shall expire and be of no further force and effect. Should the State of California, or any of its departments or divisions, revoke or terminate the license of a cannabis business, such revocation or termination shall also revoke or terminate the ability of a business permitted pursuant to this chapter including the persons and entities set forth in section 9-490(c) to operate any cannabis business within the city for a period of five years from the date of such revocation or termination.

**9-490. Denial and revocation.**

- (a) Revocation. A cannabis business permit may be revoked and/or suspended pursuant to the procedures of section 9-120, and/or deemed abandoned or forfeited pursuant to the procedures of section 9-495, for failing to comply with the terms of the permit, the applicable provisions of this chapter, this Code, city regulations, state law or regulations and/or any conditions of any other permit issued pursuant to this Code.
- (b) Denial. An application for a cannabis business permit may be denied where it fails to provide all required information, documentation and/or fees and/or where it does not or would not be able to comply with the applicable provisions of this chapter, this Code, city regulations and/or state law or regulations and/or where the applicant is otherwise ineligible for such permit.
- (c) Effect of revocation and denial. Whenever an application for a permit is denied, no other similar application by such applicant or permittee will be considered for a period of one (1) year from the date of the denial of an application. Whenever a permit has been revoked, no other similar application by such permittee shall be considered for a period of five (5) years from either the date the notice of the permit revocation was mailed or the date of the final decision of the city to revoke the permit, whichever is later. The prohibitions of this subsection shall also apply to the following:
  - 1. Any individual whose permit was revoked or whose application was denied who later becomes a director or officer of a corporation, profit or nonprofit, or a member



of a partnership or a person owning or possessing any portion of the shares of a corporation seeking to obtain a new permit.

2. A corporation, profit or nonprofit, whose permit was revoked, or application was denied, to any of its directors or officers or to any person who owned any portion of its shares, who attempts by way of a new corporation or using their individual names or becoming a member of a partnership or a director or officer or a person owning or possessing any portion of the shares in another corporation seeking to obtain a new permit.
- (d) **Ineligibility.** In addition to any other law, no person or entity shall be eligible for and/or receive a cannabis business permit if that person or entity, or any director or officer of that entity or a person who owned any portion of that entity's shares, or any financial interest holder of that entity, engaged or engages in unpermitted and/or illegal cannabis activity involving sales, delivery and/or dispensing in the city, or had an ownership interest in any property set forth in section 13-200.93(e)(5), in the five (5) years preceding an application under this chapter or during the application process. A determination of ineligibility under this sub-section (d) may be made by the City Manager and shall be based on the preponderance of the evidence. This prohibition shall not apply to a natural person who would otherwise be ineligible based on a criminal conviction that has been dismissed, withdrawn, expunged or set aside or is otherwise exempted pursuant to sections 9-495(g)(10) and/or 9-496(b).

**9-491. Appeals.**

Notwithstanding any other provision of this code, only a decision by the city manager to suspend, revoke or deny a cannabis business permit under this chapter shall be subject to appeal, which shall be governed by the procedures set forth in Chapter IX of Title 2 of this code.

**9-492. Prohibition on transfer of cannabis business permits.**

In the event a permit holding cannabis business sells or transfers the business to a new owner and/or operates the business under a new entity and/or name not listed on the permit, the new owner must obtain a new cannabis business permit and business license prior to commencing or continuing operations. A cannabis business shall be deemed to have transferred to a new owner within the meaning of this section if person(s) or entities with controlling interest at the time the permit was first issued cease(s) at any time to possess controlling ownership interest and/or hold an ownership interest of less than fifty-one (51) percent.

**9-493. City business license required.**

Prior to commencing operations, a cannabis business and any financial interest holder therein shall each separately obtain and thereafter maintain a valid city business license pursuant to Chapter I of this title. Failure to hold a valid business license at all times shall render the cannabis business permit invalid.

**9-494. Conditional use permit required.**

No cannabis business permit shall be issued, and no person shall conduct a cannabis business unless a conditional use permit has been issued therefore pursuant to the provisions of Title 13, Chapter IX, Article 21 of this Code. Approval of a conditional use permit shall not waive any other

requirements of State or local law or regulation, including, but not limited, to the requirement to obtain a building permit, certificate of occupancy, cannabis business permit and/or city business license.

**9.494.5 Maximum cannabis retail storefront cannabis business permits.**

A maximum of thirty five (35) storefront retail cannabis business permits may be issued by the City; provided, however, that City will only process applications which have passed the pre-application phase as of the effective date of this ordinance. Thereafter, no further storefront retail cannabis business permits for new locations may be issued by the City until the total number of operating licensed storefront retail establishments falls below ten (10), after which time the City may issue further cannabis business permits not to exceed ten (10) total active storefront retail cannabis business permits operating at one time.

**9-495. Operating requirements for all cannabis businesses permitted under this chapter.**

(a) *Records and recordkeeping.*

1. Each owner and operator of a cannabis business shall maintain accurate books and records, detailing all of the revenues and expenses of the business, and all of its assets and liabilities. On no less than a quarterly basis or at any time upon reasonable request of the city, each cannabis business shall file a sworn statement detailing the number of sales by the cannabis business during the previous three (3) month period (or shorter period based upon the timing of the request), provided on a per-month basis. The statement shall also include gross sales for each month, and all applicable taxes paid or due to be paid.  
Each owner and operator shall keep and preserve for a period of no less than seven (7) years, all records as may be necessary to determine the amount of such tax the operator may have been liable to collect and remit to the city.
2. Each owner and operator of a cannabis business shall maintain a current register of the names and the contact information (including the name, address, telephone number, a copy of that person's government issued identification, and email address) of anyone owning or holding an interest in the cannabis business, and separately of all the officers, managers, employees, agents and volunteers currently employed or otherwise engaged by the cannabis business. The register required by this paragraph shall be provided to the city manager upon a reasonable request.
3. All cannabis businesses shall maintain an inventory control and reporting system that accurately documents the present location, amounts, and descriptions of all cannabis and cannabis products for all stages of the production or manufacturing, laboratory testing and distribution processes.
4. Subject to any restrictions under the Health Insurance Portability and Accountability Act (HIPAA), each cannabis business shall allow city officials to have access to the business's books, records, accounts, together with any other data or documents relevant to its permitted cannabis activities, for the purpose of conducting an audit or examination. Books, records, accounts, and any and all relevant data or documents

will be produced no later than twenty-four (24) hours after receipt of the city's request, unless otherwise stipulated by the city.

5. Each owner and operator of a cannabis business shall disclose to the City the names and addresses of each and every financial interest holder of that business within ten (10) calendar days of that person becoming a financial interest holder of the cannabis business, and thereafter shall notify the City within ten (10) business days if that person or entity ceases to be a financial interest holder. Each financial interest holder shall obtain a business license pursuant to section 9-493 within thirty (30) days of becoming a financial interest holder of that business.

(b) *Security measures.*

1. A permitted cannabis business shall implement sufficient security measures to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the cannabis business. These security measures shall include:
  - a. Establishing limited access areas accessible only to authorized cannabis business personnel;
  - b. All cannabis and cannabis products shall be stored in a secured and locked room, safe, or vault, and shall be kept in a manner as to prevent diversion, theft, and loss;
  - c. Sensors shall be installed to detect entry and exit from all secure areas;
  - d. Having a professionally installed, maintained, and monitored alarm system;
  - e. Any bars to be installed on the windows or the doors of the cannabis business for security purposes, if permitted by the city, shall be installed only on the interior of the building;
  - f. Security personnel if utilized must be licensed by the State of California Bureau of Security and Investigative Services Personnel, shall comply with the requirements of California Business and Professions Code Chapters 11.4 and 11.5 of Division 3, and have a valid business license from the city; and
  - g. Each cannabis business shall have the capability to remain secure and operational during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.
2. Each cannabis business shall identify a designated security representative/liaison to the city, who shall be reasonably available to meet with the city manager regarding any security related measures or and operational issues.
3. A cannabis business shall notify the city manager within twenty-four (24) hours after discovering any of the following:
  - a. Significant discrepancies identified during inventory, as set forth in the city's administrative regulations;
  - b. Diversion, theft, loss, or any criminal activity involving the cannabis business or any agent or employee of the cannabis business; or
  - c. The loss or unauthorized alteration of records related to cannabis, registering qualifying patients, primary caregivers, or employees or agents of the cannabis business and/or cannabis sales.

- (c) *Restriction on alcohol sales.* No person shall cause or permit the sale, dispensing, or consumption of alcoholic beverages on or about the premises of the cannabis business.
- (d) *Compliance with laws.* It is the responsibility of the owners and operators of the cannabis business to ensure that it is, at all times, operating in a manner compliant with all applicable state and local laws, and any regulations promulgated thereunder. Nothing in this chapter shall be construed as authorizing any actions which violate state law or local law with respect to the operation of a cannabis business or any site-specific, additional operating procedures or requirements which may be imposed as conditions of approval of the location of the cannabis business.
- (e) *Taxes.* All cannabis businesses authorized to operate under this chapter shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees required under federal, state and local law. Each cannabis business shall cooperate with the city with respect to any reasonable request to audit the cannabis business's books and records for the purpose of verifying compliance with this section, including, but not limited to, a verification of the amount of taxes required to be paid during any period.
- (f) *Insurance.* Permittee shall obtain and maintain at all times during the term of the permit comprehensive general liability insurance and comprehensive automotive liability insurance protecting the permittee in an amount of not less than one million dollars (\$1,000,000.00) per occurrence, combined single limit, including bodily injury and property damage and not less than one million dollars (\$1,000,000.00) aggregate for each personal injury liability, products-completed operations and each accident, issued by an insurance provider rated at least A-VIII in A.M. Best and Company's Insurance Guide and either admitted and authorized to do business in California or is listed on the California Department of Insurance's List of Approved Surplus Line Insurers.
- (g) *Miscellaneous operating requirements.*
  - 1. *Restriction on consumption.* Cannabis shall not be consumed on the premises of any cannabis businesses or elsewhere in the city other than within private residences.
  - 2. No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of any property issued a cannabis business permit, or on any of the vehicles owned or used as part of the cannabis business except as otherwise expressly allowed by this chapter. No outdoor storage of cannabis or cannabis products is permitted at any time.
  - 3. *Reporting and tracking of product and of gross sales.* Each cannabis business shall have in place a point-of-sale tracking system to track and report on all aspects of the cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, and gross sales (by weight and by sale). The cannabis business shall ensure that such information is compatible with the city's record-keeping systems. The system must have the capability to produce historical transactional data for review by the city manager.
  - 4. All cannabis and cannabis products sold, distributed or manufactured shall be cultivated, manufactured, and transported by licensed facilities that maintain operations in full conformance with all state and local regulations.
  - 5. There shall not be a physician located in or around any cannabis business at any time for the purpose of evaluating patients for the issuance of a cannabis prescription or card.

6. *Signage, notices, and advertising.*
  - a. In addition to the requirements otherwise set forth in this section, business identification signage for a cannabis business shall conform to the requirements of this Code, including, but not limited to, seeking the issuance of a city sign permit.
  - b. Each entrance to a cannabis retail business shall be visibly posted with one clear and legible notice up to twelve (12) inches by eighteen (18) inches in size, indicating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited. The word “cannabis” is allowed to be used up to two times on each of these specific notices. Letter height in the notice shall be limited to up to two (2) inches in size. All notice lettering shall be the same font and color.
  - c. Business identification signage shall be limited to that needed for identification only.
  - d. The business shall at all times comply with the advertising and marketing restrictions of Business and Professions Code sections 26150-26156, in addition to the requirements of this code.
  - e. Cannabis business advertising and/or marketing materials in the city shall comply with advertising, marketing and merchandising restrictions provided in California Code of Regulations sections 15040-15041.1.
7. *Minors.*
  - a. Persons under the age of twenty-one (21) years shall not be allowed on the premises of a cannabis business, except as otherwise specifically provided for by state law. It is unlawful and a violation of this chapter for any person to employ any person at or for a cannabis business who is not at least twenty-one (21) years of age.
  - b. The entrance to the cannabis business shall be clearly and legibly posted with a notice that no person under the age of twenty-one (21) years of age is permitted to enter upon the premises of the cannabis business except as specifically provided for herein.
8. *Odor control.* Odor control devices and techniques shall be incorporated in all cannabis businesses to ensure that odors from cannabis are not detectable off-site.
9. *Display of permit and city business license.* The original copy of the cannabis business permit issued by the city pursuant to this chapter and the city-issued business license shall be posted inside the cannabis business in a conspicuous location.
10. *Background check.* Every owner, manager, supervisor or employee of the cannabis business must submit fingerprints and other information deemed necessary by the city manager for a background check by the Costa Mesa police department to verify that person’s criminal history. No person shall be issued a permit to operate a cannabis business who has been convicted of a felony within the past seven (7) years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant to Penal Code section 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance. Exempted from this prohibition is a conviction for a felony involving cannabis

and/or marijuana for which the underlying cannabis or marijuana offense has subsequently been designated a misdemeanor or infraction or decriminalized pursuant to the provisions of the Control, Regulate and Tax Adult Use of Marijuana Act or federal law.

11. *Loitering.* The owner and/or operator of a cannabis business shall prohibit loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises.
12. *Permits and other approvals.* Prior to the establishment of any cannabis business or the operation of any such business, the person intending to establish a cannabis business must first obtain all applicable planning, zoning, building, and other applicable permits from the relevant governmental agency which may be applicable to the zoning district in which such cannabis business intends to operate.
13. *Free samples.* No cannabis business shall provide or cause to be provided any free sample of cannabis goods to any person within the city.
14. A licensed retailer may only sell cannabis goods, cannabis accessories, and licensees' branded merchandise or promotional materials.

(h) *Additional operating requirements for retail sale (storefront) businesses.* In addition to every other requirement of this section, other than those set forth in subsection (i) (*retail sale, non-storefront*) that are expressly inapplicable, every business that sells cannabis as a storefront retailer shall comply with the following requirements:

1. All cannabis retail storefront operators are encouraged to have a licensed private security guard present at the premises twenty-four (24) hours per day. The security plan shall include at least one (1) licensed private security guard or guards who shall be present at the premises at all times during operations, deliveries of any cannabis product to or from the premises, and transportation of cash to or from the premises, exterior lighting, and continuous video monitoring and recording of the interior and exterior of the premises. Video surveillance recordings must also include video of all entryways and exits of the premises. All video recordings shall be maintained for a minimum of ninety (90) days. At the request of the Chief of Police or designee, based upon site-specific concerns or safety incidents, at least one (1) licensed private security guard or guards may be required to be present at the premises twenty-four (24) hours per day.
2. Both the private security guard and the business personnel shall monitor the premises and the immediate vicinity of the premises to ensure that patrons immediately leave the premises and do not consume cannabis in the vicinity of the retail business or on the property or in the parking lot, and shall ensure that persons do not loiter, linger, or otherwise congregate within fifty (50) feet of the premises.
3. There shall be no on-site sales of alcohol or tobacco products, (excluding rolling papers and lighters) and no on-site consumption of food, alcohol, cannabis or tobacco by patrons.
4. Hours of operation shall be limited to: 7:00 a.m. to 10:00 p.m. daily, unless further restricted by conditions of approval. No licensed retail business shall be open to the public between the hours of 10:01 p.m. and 6:59 a.m. of any day.

5. The cannabis retail business shall notify patrons of the following both verbally and through posting of a sign in a conspicuous location:
  - a. Unlawful sale, barter or distribution of cannabis is a crime and subject to a fine or arrest.
  - b. Loitering on and around the retail premises is prohibited by California Penal Code section 647 and that patrons must immediately leave the premises and not consume cannabis in the vicinity and/or on the property or in the parking lot.
  - c. A warning that patrons and/or employees may be subject to prosecution under federal cannabis laws, if applicable.
  - d. That the use of cannabis may impair a person's ability to drive a motor vehicle or operate machinery and that doing so is illegal.
6. No one under the age of twenty-one (21) shall be allowed to enter the premises of a cannabis business unless the business holds a retail medical cannabis license (M-license) issued by the State.
7. No person shall be permitted to enter the premises without government-issued identification, and cannabis goods may not be provided to any person, whether by purchase, trade, gift, or otherwise, who does not possess a valid government-issued identification and who does not meet the age requirements of this Chapter.
8. Electronic age verification device required. Proof of age of every person other than employees entering the business shall be verified with an electronic age verification device, prior to entry of the retail area or delivery to that person. The electronic age verification device may be mobile or fixed, and shall be able to retain a log of all scans that includes the following information: date, time, and age. Said log shall be kept for a minimum of one hundred eighty (180) business days and all records shall be made available to the City Manager upon request.
9. Point-of-sale tracking required. The business shall facilitate the sale, making available, furnishing and/or delivery of cannabis goods with a technology platform that uses point-of-sale technology to track, and database technology to record and store, the following information for each transaction involving the exchange of cannabis goods between the business and consumer:
  - a. The date and time of transaction.
  - b. The first name and employee number of the employee who processed the sale of cannabis goods on behalf of the business.
  - c. A list of all the cannabis goods purchased, including the quantity purchased.
  - d. The total amount paid for the sale, including the individual prices paid for cannabis or cannabis products purchased, and any amounts paid for taxes.
10. Cannabis retail businesses shall also record on the video surveillance system point-of-sale areas and areas where cannabis goods are displayed for sale.
11. Adequate signage shall clearly state who has inspected any cannabis product for pesticides, or other regulated contaminants, distributed at this location.
12. Shipments of cannabis goods may only be accepted during regular business hours.
13. Inventory shall be secured using a lockable storage system during non-business hours.
14. No cannabis product shall be visible from the exterior of the business.

15. All required labelling shall be maintained on all product, as required by State law, at all times.
  16. A permitted commercial cannabis retail business shall have one hundred eighty (180) days after permit issuance by the city to commence operations, after which the permit shall be void and of no further force and effect. A cannabis retail business shall be considered nonoperational and abandoned after failing to report income and/or reporting no income to the city in any one quarter, ceasing to operate, losing the right to occupy the permitted premises or otherwise failing to maintain an ongoing permitted business at the premises for a total of ninety (90) days in any twelve (12) month period. A notice of determination of abandonment shall be delivered to the premises of the retail business and is subject to appeal pursuant to Chapter IX of Title 2. The forgoing notwithstanding, a permitted commercial cannabis business may temporarily suspend operations for a period of time not to exceed ninety (90) days as may be reasonably required to affect upgrades, modifications, repairs, and/or to remedy other real property related problems, as approved in writing by the director or city manager.
  17. Obtain and maintain at all times during the term of the permit the insurance required pursuant to subsection (f) of this section in the minimum amounts of two million dollars (\$2,000,000.00), and enter into an agreement approved by the city attorney to defend, with attorneys of city's choosing, indemnify, release and hold harmless the city, its city council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to the permittee or the permittee's activities. This indemnification shall include, but not be limited to, damages awarded against the city, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, or proceeding whether incurred by the permittee, city, and/or the parties initiating or bringing such proceeding, and shall not be limited by the types and/or amounts of insurance required herein;
  18. For an applicant with two or more employees, provide a notarized statement that the applicant will enter into, or demonstrate that it has already entered into, and abide by the terms of a labor peace agreement as otherwise required by Business and Professions Code section 26105.5.
- (i) *Additional operating requirements for retail sale (non-storefront) delivery businesses.* In addition to every other requirement of this section, except only for subsection (h)(1) through (5) and (10) (*retail sale, store-front*), every business that sells and/or delivers cannabis as a non-store front retailer shall comply with the following requirements:
1. Commercial cannabis retail deliveries may be made only from a commercial cannabis retail business permitted by the City in compliance with this chapter, and in compliance with all State regulations.
  2. All employees who deliver cannabis shall have valid identification and a copy of the retail business' cannabis business permit and State license at all times while making deliveries.



3. All commercial cannabis retail businesses shall maintain proof of vehicle insurance for any and all vehicles being used to transport cannabis goods as required by State law.
4. Deliveries may only take place during normal business hours of the commercial cannabis retail business.
5. During delivery, the delivery employee shall maintain a physical or electronic copy of the delivery request and shall make it available upon request by the licensing authority and law enforcement officers. The delivery request documentation shall comply with State law.
6. A licensed delivery employee shall not leave the State of California while possessing cannabis products while performing his or her duties for the cannabis retailer.
7. A commercial cannabis retail business shall maintain a list of all deliveries, including the address delivered to, the amount and type of product delivered, and any other information required by the State.
8. A manifest with all information required in this section shall accompany any delivery person at all times during the delivery process and delivery hours.
9. Any delivery method shall be made in compliance with State law, as amended, including use of a vehicle that has a dedicated GPS device for identifying the location of the vehicle (cell phones and tablets are not sufficient).
10. Each delivery request shall have a receipt prepared by the commercial cannabis retail business with the following information:
  - a. Name and address of the commercial cannabis retail business.
  - b. The name of the employee who delivered the order.
  - c. The date and time the delivery request was made.
  - d. The complete delivery addresses.
  - e. A detailed description of the cannabis goods requested for delivery including the weight or volume, or any accurate measure of the amount of cannabis goods requested.
  - f. The total amount paid for the delivery including any fees or taxes.
  - g. At the time of the delivery, the date and time delivery was made, and the signature of the person who received the delivery.
  - h. No cannabis delivery vehicle shall display signs, decals or any other form of advertisement.
  - i. Inspections by an authorized City representative may be conducted anytime during regular business hours.
11. Delivery must be made to a physical address that is not on publicly owned land, a school, a day care, or a youth center.
12. The delivery employee shall not carry cannabis goods valued in excess of \$5,000 at any time with no more than \$3,000 of cannabis goods that are not already part of a customer order that was processed prior to leaving the premises.
13. Delivery must be made in person by a direct employee of the licensed retailer. An independent contractor, third-party courier service, or an individual employed through a staffing agency would not be considered directly employed by the licensed retailer.

**9-496. Cannabis employees.**

- (a) Any person who is an employee or who otherwise works within a cannabis business must be legally authorized to do so under applicable state law.
- (b) No cannabis business or owner thereof may employ any person who has been convicted of a felony within the past seven (7) years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant to Penal Code section 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance. Exempted from this prohibition is a conviction for a felony involving cannabis and/or marijuana for which the underlying cannabis or marijuana offense has subsequently been designated a misdemeanor or infraction or decriminalized pursuant to the provisions of the Control, Regulate and Tax Adult Use of Marijuana Act or federal law.
- (c) All employees must wear an identification badge while on the premises of the business, in a format authorized by the city manager. Any person employed by a single employer at multiple locations in the City may be required to obtain only one identification badge.

**9-497. Promulgation of administrative regulations.**

- (a) The city manager is also authorized to establish any additional administrative rules, regulations, policies, procedures and/or standards governing the issuance, denial or renewal of cannabis business permits, or concerning any other subject necessary to carry out the purposes of this chapter.
- (b) Regulations promulgated by the city manager shall become effective upon the date of publication. Cannabis businesses shall be required to comply with all state and local laws and regulations, including, but not limited to, any rules, regulations policies, procedures and/or standards adopted by the city manager.
- (c) Such administrative rules, regulations and/or standards may include establishing standards and timing for application processing, including but not limited to providing priority for existing licensees in good standing.

**9-498. Inspection and enforcement.**

- (a) The city manager is charged with enforcing the provisions of the Costa Mesa Municipal Code, or any provision thereof, and may enter the location of a cannabis business at any time during the hours of operation without notice, and inspect the location of any cannabis business as well as any recordings and records required to be maintained pursuant to this title or under applicable provisions of state law.
- (b) It is unlawful for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the city to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law.

#### **9-499. Violations.**

- (a) *Violations declared a public nuisance.* Each and every violation of the provisions of this chapter is hereby deemed unlawful and a public nuisance.
- (b) *Each violation a separate offense.* Each and every violation of this chapter shall constitute a separate violation and shall be subject to all remedies and enforcement measures authorized by the Costa Mesa Municipal Code. Additionally, as a nuisance per se, any violation of this chapter shall be subject to injunctive relief, any permit issued pursuant to this chapter being deemed null and void, disgorgement and payment to the city of any monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or in equity. The city may also pursue any and all remedies and actions available and applicable under state and local laws for any violations committed by the cannabis business or persons related to, or associated with, the cannabis activity. Additionally, when there is determined to be an imminent threat to public health, safety or welfare, the city manager, or the chief of police, may take immediate action to temporarily suspend a cannabis business permit issued by the city, pending a hearing before the city council.
- (c) *Criminal penalties.* Each and every violation of the provisions of this chapter may be prosecuted as a misdemeanor and upon conviction be subject to a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment in the County Jail for a period of not more than twelve (12) months, or by both such fine and imprisonment. Each day a violation is committed or permitted to continue shall constitute a separate offense.
- (d) *Remedies cumulative and not exclusive.* The remedies provided herein are not to be construed as exclusive remedies. The city is authorized to pursue any proceedings or remedies provided by law.

**CHAPTER IX. SPECIAL LAND USE REGULATIONS. ARTICLE 21. LOCATION OF CANNABIS DISTRIBUTING, MANUFACTURING, RESEARCH AND DEVELOPMENT, TESTING LABORATORIES, RETAIL STOREFRONT AND RETAIL NON-STOREFRONT USES**

**13-200.90. Purpose.**

The purpose of this article is to regulate the location of and standards for cannabis distributing facilities, manufacturing sites, research and development laboratories, testing laboratories, retail storefront and retail non-storefront uses in order to promote the health, safety, morals and general welfare of the residents and the businesses within the city by maintaining local control over the ability to authorize and regulate the location of cannabis businesses.

**13-200.91. Applicability.**

- (a) Nothing in this article is intended, nor shall it be construed, to burden any defense to criminal prosecution under the Compassionate Use Act of 1996.
- (b) All the provisions of this article shall apply to all property, public and private, within the city.
- (c) All the provisions of this article shall apply indoors and outdoors.
- (d) Unless otherwise provided herein or in this title, the terms used in this article shall have the meaning ascribed to them in Title 9, Chapter VI of this Code.

**13-200.92. Cannabis distributing facilities, manufacturing sites, research and development laboratories, and testing laboratories.**

- (a) Cannabis distribution, manufacturing, research and development and testing is prohibited in all zone districts within the city, except for those portions of the manufacturing park (MP) and planned development industrial (PDI) zones that are located both north of South Coast Drive and west of Harbor Boulevard, excluding any portion of the South Coast Collection (the “Green Zone”).
- (b) A conditional use permit shall be required and may be issued to allow the location of any business engaged in the distribution, manufacturing, researching and developing, or testing of cannabis in the MP or PDI zones pursuant to subsection (a) of this section, subject to the following conditions:
  - (1) The requirements of Chapter III of this title have been met;
  - (2) The findings for granting a conditional use permit in accordance with section 13-29(g) are met;
  - (3) The applicant obtains a cannabis business license pursuant to Chapter VI of Title 9 of this Code; and
  - (4) The use is conducted in compliance with all applicable state and local laws.
- (c) No person shall engage in any use set forth in this article unless that use is specifically authorized by Chapter VI of Title 9 of this Code.

**13-200.93. Cannabis retail storefront and non-storefront uses.**

- (a) Cannabis retail storefront uses are prohibited in all zone districts within the city, except for the commercial zone districts.
- (b) Cannabis retail non-storefront uses are prohibited in all zone districts within the city, except for the commercial zone districts and within the Green Zone.
- (c) The following planning application shall be required for cannabis retail uses:
  - (1) A conditional use permit shall be required for retail storefronts and non-storefronts; and
  - (2) An amendment to the approved conditional use permit shall be required for existing licensed cannabis distribution or manufacturing businesses to operate a retail non-storefront under the existing business and within the same licensed premise. The amendment shall be processed as a minor conditional use permit.
- (d) A conditional use permit may be issued to allow the location of a retail cannabis use pursuant to subsections (a) and (b) of this section, subject to the following conditions:
  - (1) The requirements of Chapter III of this title have been met;
  - (2) The findings for granting conditional use permit pursuant to section 13-29(g) are met;
  - (3) The applicant obtains a cannabis business licensed for the location pursuant to Chapter VI of Title 9 of this Code; and
  - (4) The use is conducted in compliance with all applicable state and local laws, regulations, and all applicable conditional use permit conditions of approval.
- (e) Cannabis retail storefront location.
  - (1) No cannabis retail storefront use shall be located within one-thousand (1,000) feet from a K-12 school, playground, child daycare, homeless shelter, or youth center, that is in operation at the time of submission of a completed Cannabis Business Permit application, or within two hundred fifty (250) feet from a property zoned for residential use;
    - i. For the purpose of identifying separations from cannabis storefronts and properties zoned for residential use, properties zoned for residential use are within the following zoning districts: R1 Single-Family Residential District, R2-MD Multiple-Family Residential District, Medium Density, R2-HD Multiple-Family Residential District, High Density, R3 Multiple-Family Residential District, TC Town Center District, PDR-LD Planned Density Residential—Low Density, PDR-MD Planned Development Residential—Medium Density, PDR-HD Planned Development Residential—High Density, and PDR-NCM Planned Development Residential—North Costa Mesa.
    - ii. Where a non-residential property was developed for residential or mixed residential use in accordance with an overlay, urban plan, or specific plan, and the residential development and use remains, the property would be considered residential when establishing a separation from cannabis storefronts.
    - iii. Where an overlay, urban plan, or specific plan allows residential development on a property zoned for residential use, but residential development has not been constructed, such property would not be considered a property zoned for residential use pursuant to this provision.

- iv. Where a legal nonconforming residential unit or units have been developed on a property zoned for non-residential use, the property would not be considered residential when establishing a separation from cannabis storefronts.
- (2) All distances referenced in (e)(1) shall be measured in a straight line from the premises where the cannabis retail use is to be located to the closest property line of a K-12 school, playground, child daycare, homeless shelter, ~~or~~ youth center or property zoned for residential use, or from the premises of a lawfully existing cannabis retail storefront use.
    - i. For purposes of this sub-sub-section, the property line of a playground shall be a thirty (30) foot radius from the exterior physical boundaries of the playground equipment area;
  - (3) All distances shall be measured without regard to the boundaries of the city and and/or intervening structures or other barriers;
  - (4) At a property as for which the zoning administrator, director or planning commission determines, based on a preponderance of the evidence, that unpermitted and/or illegal cannabis activity involving sales, delivery and/or dispensing has taken place at any time in the 365 days preceding an application under this Article. If an unpermitted and/or illegal cannabis activity has existed on a property no cannabis business may be permitted on that property unless 365 days has elapsed since that unpermitted and/or illegal cannabis activity has vacated the property, and the owner of that property has compensated the City for any and all expenditure of public funds and resources, including all costs, expenses (including but not limited to the salaries of peace and/or code enforcement officers) and/or attorney's fees, incurred in investigating, abating or attempting to abate the unpermitted use or uses, whether or not any type of civil, criminal or administrative proceedings have been commenced against the property, provided however if the owner of the property is required to evict that use, the 365 days shall begin to run from the date of the filing of an unlawful detainer complaint, in which case a permit may be issued after the 365 days had elapsed and that use is no longer occupying the property.
  - (5) A determination and/or finding under sub-section (e)(4) is subject to the appeal provisions of Chapter IX of Title 2 of this Code.
  - (6) The nonconforming provisions contained in Chapter X of this Code pertain to cannabis uses except as follows:
    - i. When an approved retail cannabis storefront conditional use permit location which lawfully met separation requirements at the time of the submission of a cannabis business permit application for the subject property does not conform to the separation and the permitted cannabis retail operation is discontinued or abandoned for more than one hundred eighty (180) days, or when a permitted cannabis use is replaced in whole or part for any period of time by any other use, the conditional use permit shall be null and void after the permittee has had an opportunity for a hearing before the issuing officer as provided in Chapter II of Title 9.
- (f) Retail storefront uses shall be subject to the following development standards in addition to those contained in Chapter VI of Title 9:

- (1) Opaque window coverings unless required by the City for security purposes are prohibited;
  - (2) Permanent security or safety bars shall not be placed on any interior or exterior windows or door, unless required by the City for security purposes;
  - (3) Directional signage to the use including but not limited to A-frame signs, sandwich board signs, banners, or flags are prohibited;
  - (4) No use shall advertise by having a person holding a sign and advertising the business to passersby, whether such person is on the premises of the commercial cannabis business or elsewhere including, but not limited to, the public right-of-way;
  - (5) Uses shall comply with the landscaping requirements set forth in Chapter VII of this title including bringing the site landscaping into conformance when feasible as determined by the director;
  - (6) Parking requirements shall be subject to Section 13-89;
  - (7) The hours of operation may be established as part of the planning application subject to the final review authority and may be more restrictive than those set forth in Chapter VI of Title 9. Modification of operation hours when established as part of the planning application shall be subject to an amendment of the planning application;
  - (8) Drive-through services or walk-up window services are prohibited;
  - (9) Outdoor seating or patio areas are prohibited;
  - (10) Special events that include live entertainment, dancing, and/or amplified music, or that are otherwise visible and/or audible from the public right-of-way, are prohibited;
  - (11) All cannabis products shall be secured after business hours in a locked container under 24-hour video surveillance; and
  - (12) For uses within two hundred (200) feet of a residential zone, all exterior lighting shall be shielded and/or directed away from residential areas. In addition, trash facilities shall be screened from view and designed and located appropriately to minimize potential noise and odor impacts to adjacent residential areas.
- (g) Non-storefront uses shall be subject to the following development standards in addition to those contained in Chapter VI of Title 9:
- (1) Uses may operate independently from a retail storefront or as a part of, and in conjunction with, a permitted storefront, distribution, or manufacturing facility;
  - (2) Parking requirements shall be subject to Section 13-89 and shall also include sufficient parking spaces for delivery vehicles;
  - (3) All deliveries to customers shall be completed by 10:00 p.m.; and
  - (4) The general public shall not be permitted to enter the premises of a non-storefront retail use.
- (h) Except as specifically authorized in this article, all other cannabis retail uses such as but not limited to lounges and cafes are expressly prohibited in the city.
- (i) No person shall engage in any use set forth in this article unless that use is specifically authorized by Chapter VI of Title 9 of this Code.
- (j) Any cannabis use, including but not limited to those involving sale, delivery and/or dispensing, that is not permitted, licensed and otherwise in full compliance with all applicable provisions of this Code and state and local law, shall not be considered a

legally non-conforming use pursuant to, and notwithstanding any contrary provisions of, Chapter IX of this title.

**13-200.94. Declaration of public nuisance.**

Any use, structure, or property that is altered, enlarged, erected, established, maintained, moved, or operated contrary to the provisions of this article, is hereby declared to be unlawful and a public nuisance and may be abated by the city through civil and/or administrative proceedings by means of a restraining order, preliminary or permanent injunction, or in any other manner provided by law for the abatement of such nuisances.

**13-200.95. Violations.**

Violations of this article shall be punishable pursuant to the provisions of section 13-16 in addition to any other remedy available at law or in equity.



**EXHIBIT A****CHAPTER VI. CANNABIS BUSINESS PERMITS****9-481. Purpose and intent.**

It is the purpose and intent of this chapter to regulate the distributing, manufacturing, processing, research and development, retail sale, testing and transporting of cannabis and cannabis-related products in a manner which is responsible, which protects the health, safety, and welfare of the residents of Costa Mesa, and to enforce rules and regulations consistent with state law. In part to meet these objectives, a permit shall be required in order to own and/or to operate a cannabis business within the city. Nothing in this chapter is intended to authorize the possession, use, or provision of cannabis for purposes which violate state or federal law. The provisions of this chapter are in addition to any other permits, licenses, and approvals which may be required to conduct business in the city, and are in addition to any permits, licenses and approvals required under state law.

**9-482. Legal authority.**

Pursuant to Sections 5 and 7 of Article XI of the California Constitution and the provisions of Division 10 of the Business and Professions Code, the city is authorized to adopt ordinances that establish standards, requirements and regulations for local licenses and permits for cannabis and cannabis-related activity.

**9-482.5 Authority of the City Manager**

The City Manager is authorized to make reasonable rules, policies, and procedures consistent with the intent and spirit of this Chapter as may be necessary to administer and enforce the provisions of this Chapter and any other ordinances, regulations or laws relating to and affecting the permitting and operations of commercial cannabis businesses.

The City Manager is authorized to make reasonable rules, policies, and procedures consistent with the intent and spirit of this Chapter concerning the applications, the application process, the information required of applicants, the application procedures, and the administration and procedures to be used and followed in the application process for permit applications and requests for permit changes or modifications pursuant to this Chapter, and the implementation and administration of social equity programs.

**9-483. Cannabis business activities prohibited unless specifically authorized by this chapter.**

Except as specifically authorized in this chapter, the manufacture, processing, storing, laboratory testing, labeling, transporting, dispensing, furnishing, distribution, delivery, or sale of cannabis or a cannabis product is expressly prohibited in the city.

**9-484. Compliance with laws.**

It is the responsibility of the owners and operators of the cannabis business to ensure that it is, at all times, operating in a manner compliant with all applicable state and local laws, and any regulations promulgated thereunder.

### **9-485. Definitions.**

Unless otherwise defined in this chapter or in chapter I of Title 13, the words used in this chapter shall have the same definitions ascribed to them in Division 10 of the Business and Professions Code or the definitions of the Health and Safety Code applicable to school and child daycare. Any reference to California statutes includes any regulations promulgated thereunder and is deemed to include any successor or amended version of the referenced statute or regulatory provision.

*Cannabis* means all parts of the *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from marijuana. “Cannabis” also means marijuana as defined by section 11018 of the California Health and Safety Code as enacted by Chapter 14017 of the Statutes of 1972. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this chapter, “cannabis” does not mean industrial hemp as that term is defined by section 81000 of the California Food and Agricultural Code or section 11018.5 of the California Health and Safety Code.

*Cannabis business permit* means a regulatory permit issued by the city pursuant to this chapter to a cannabis business, and is required before any cannabis activity may be conducted in the city.

*Cannabis goods* means cannabis and/or cannabis products.

*Cannabis product* or *manufactured cannabis product* or *product* means cannabis that has undergone a process whereby the plant material is transformed into a concentrate for internal consumption or topical application, including, but not limited to, concentrated cannabis, an edible cannabis product, or a topical cannabis product containing cannabis or concentrated cannabis in combination with other ingredients.

*Caregiver* or *primary caregiver* has the same meaning as that term is defined in section 11362.7 of the California Health and Safety Code.

*City manager* shall mean the city manager of the city or designee.

*Director* shall mean the city’s Director of the Economic and Development Services department or designee, unless otherwise specified.

*Dispensing* means any activity involving the retail sale of cannabis or cannabis products.

*Distributor* means a person or entity that engages in distribution. The direct and/or retail sale, distribution, or furnishing of any cannabis or cannabis product to any consumer or end user by a distributor is expressly prohibited, unless otherwise authorized pursuant to this chapter.

*Edible cannabis product* means manufactured cannabis that is intended to be used, in whole or in part, for oral human consumption including, but not limited to, chewing gum, but excluding products set forth in Division 15 (commencing with Section 32501) of the California Food and Agricultural Code. An edible cannabis product is not considered food as defined by California Health and Safety Code Section 109935 or a drug as defined by California Health and Safety Code Section 109925.

*Financial interest holder* shall have the same meaning as set forth in Title 4, Division 19, section 15004 of the California Code of Regulations.

*Free sample* means any amount of cannabis goods provided to a patron of a business or member of the public without cost or payment or exchange for any other thing of value.

*Green Zone* means those portions of the manufacturing park (MP) and planned development industrial (PDI) zones that are located both north of South Coast Drive and west of Harbor Boulevard, excluding any portion of the South Coast Collection.

*Homeless shelter* has the same meaning as *emergency shelter*.

*Labor Peace Agreement* has the same meaning set forth in Business and Professions Code section 26001.

*Manufacturing site* means a location where cannabis products are manufactured.

*Marijuana* means “cannabis,” as that term is defined in this chapter.

*Marijuana activity* and/or *cannabis activity* includes manufacture, processing, laboratory testing, research and development, transporting, delivery, dispensing, distribution, furnishing, giving away or sale, or arranging and/or directing any of the foregoing, or any other activity involving cannabis or a cannabis product.

*Marijuana business* and/or *cannabis business* means any business or operation which engages in any marijuana or cannabis activity.

*Marijuana business permit* has the same meaning as *cannabis business permit*.

*Patient* or *qualified patient* shall have the same definition as California Health and Safety Code section 11362.7 et seq., as it may be amended, and which means a person who is entitled to the protections of California Health and Safety Code section 11362.5. For purposes of this chapter, a qualified patient shall include a person with an identification card as that term is defined by California Health and Safety Code section 11362.7 et seq.

*Person with an identification card* shall have the meaning given that term by California Health and Safety Code section 11362.7.

*Playground* shall mean and include both a public playground located in a city park and a private playground. A private playground shall mean a privately-owned outdoor recreation area, including a tot lot, containing playground equipment or amenities such as swings, slides, sandboxes, or similar installations designed for use by minors and serving either the general public or residents of a development where the playground equipment is located, including residential subdivisions and/or developments such as apartments, townhomes and/or condominium complexes, mobile home parks or other similar residential uses, as well as playground equipment serving registered guests at hotels and motels. A private playground does not include a playground or playground equipment installed at a single-family residence, or play equipment that is part of a privately-owned commercial business or place of worship, or a playground that is access-controlled during operating hours or does not have direct access from the public right-of-way. A private playground does not include areas designated for use as a playing field or court, pool, or skate facility.

*Premises* shall have the same meaning as set forth in Business and Professions Code section 26001 sub-section (ap) for purposes of measuring the required distance from retail storefront uses to those uses set forth in section 13-200.93(e)(1).

*Processing and processor* shall have the same meaning as manufacturing and manufacturer, respectively.

*Property* shall mean any single development lot that has been subdivided bearing its own assessor's parcel number or with an approved subdivision map or condominium map unless the context clearly indicates a different meaning.

*Research and development laboratory* means a facility, entity, or site in the city that performs research into and/or the development of cannabis or cannabis products, where cannabis in any amount is located on-site, and that is both of the following:

1. Accredited by an accrediting body that is independent of all other persons involved in the cannabis industry in the state.
2. Registered with the State Department of Public Health, and is owned and operated by a person issued a valid cannabis business permit for laboratory testing from the city and is currently in compliance with all applicable state and local laws and regulations pertaining to the cannabis business and cannabis activities.

*South Coast Collection* or *SoCo* means all properties located at 3303 through 3323, inclusive, Hyland Avenue, in the City of Costa Mesa, commonly known as "SoCo" or "SOCO."

*State* means the State of California, including any of its departments, divisions, and/or bureaus.

*State license* means a permit or license issued by the state to engage in cannabis activity.

*Youth center* means any public or private facility that is primarily used to host recreation or social activities for minors, specifically private youth membership organizations or clubs, social services teenage club facilities, video arcades where ten (10) or more games or game machines or devices

are operated or similar amusement park facilities, but does not include dance studios, tutoring, martial arts studios or similar type of uses.

**9-486. Type of authorized cannabis businesses permitted.**

- (a) One (1) or more of the following types of adult (A-license) and/or medical (M-license) cannabis business may be permitted to operate within the city:
  - 1. Cannabis distributor (includes license classification type 11);
  - 2. Cannabis manufacturer (includes license classification type 6 and 7);
  - 3. Cannabis testing laboratory (includes license classification type 8);
  - 4. Cannabis retail - storefront (includes license classification type 10);
  - 5. Cannabis retail - non-storefront (includes license classification type 9); and
  - 6. Cannabis research and development laboratory.
- (b) Businesses permitted pursuant to this chapter shall not engage in the retail sale, delivery or dispensing of cannabis, cannabis product, hemp or hemp products unless expressly permitted to do so pursuant to the terms of their cannabis business permit.
- (c) No person may engage in any type of cannabis business that is not specifically authorized pursuant to this section and this code, including, but not limited to, cultivating cannabis.
- (d) The City Council may by resolution limit and/or restrict the number of cannabis retail permits available for issuance and/or renewal.

**9-487. Cannabis business permit required to engage in a cannabis business.**

No person may engage in any cannabis business or in any cannabis activity within the city including manufacturing, processing, laboratory testing, transporting, dispensing, distribution, or sale of cannabis or a cannabis product unless the person: 1) has a valid cannabis business permit from the city that authorizes the specific business and activity at specific location; 2) has a valid business license issued to the entity that is listed on the cannabis business permit; and 3) is currently in compliance with all other applicable state and local laws and regulations pertaining to the cannabis business and cannabis activity. All cannabis business permits shall include a copy of a written notice to any existing tenant of the proposed business premises from the owner of the property of the intent to file a cannabis business permit application for those premises.

**9-487.3. Disclosure of Financial Interest Holders Required.**

Any and all financial interest holders must be disclosed to the City as part of any application for issuance and/or renewal of a cannabis business permit.

**9-487.5. Change in business name.**

No operator shall operate, conduct, manage, engage in, or carry on a cannabis business under any name other than the business name specified in the permit and/or any “doing business as” or “DBA”, or “fictitious business name” or “FBN”, provided in the permit application and/or business license. Proof of the “DBA” or “FBN” filing with the County Clerk Recorder shall be required. Any approved changes and/or updates to the permit may require payment of fees as set by resolution of the City Council.

**9-488. Term of permit-Fees.**

- (a) A cannabis business permit shall be valid for two (2) years from the date of issue, unless otherwise suspended or revoked, and may be renewed bi-annually thereafter, provided the permittee and application for renewal are in compliance with all of the provisions of this chapter as well as all administrative regulations adopted pursuant to section 9-497.
- (b) Cannabis business permit application fees and renewal fees shall be established by resolution of the city council as may be amended from time to time. Failure to timely submit fees and/or comply with the administrative regulations governing applications and/or renewals shall be grounds for denial of application and/or renewal.

**9-489. Effect of state license suspension, revocation, or termination.**

Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the city, until the State of California, or its respective departments or divisions, reinstates or reissues the State license within 90 days. Should the state license remain suspended for 90 days or longer, any permit issued pursuant to this chapter shall expire and be of no further force and effect. Should the State of California, or any of its departments or divisions, revoke or terminate the license of a cannabis business, such revocation or termination shall also revoke or terminate the ability of a business permitted pursuant to this chapter including the persons and entities set forth in section 9-490(c) to operate any cannabis business within the city for a period of five years from the date of such revocation or termination.

**9-490. Denial and revocation.**

- (a) Revocation. A cannabis business permit may be revoked and/or suspended pursuant to the procedures of section 9-120, and/or deemed abandoned or forfeited pursuant to the procedures of section 9-495, for failing to comply with the terms of the permit, the applicable provisions of this chapter, this Code, city regulations, state law or regulations and/or any conditions of any other permit issued pursuant to this Code.
- (b) Denial. An application for a cannabis business permit may be denied where it fails to provide all required information, documentation and/or fees and/or where it does not or would not be able to comply with the applicable provisions of this chapter, this Code, city regulations and/or state law or regulations and/or where the applicant is otherwise ineligible for such permit.
- (c) Effect of revocation and denial. Whenever an application for a permit is denied, no other similar application by such applicant or permittee will be considered for a period of one (1) year from the date of the denial of an application. Whenever a permit has been revoked, no other similar application by such permittee shall be considered for a period of five (5) years from either the date the notice of the permit revocation was mailed or the date of the final decision of the city to revoke the permit, whichever is later. The prohibitions of this subsection shall also apply to the following:
  - 1. Any individual whose permit was revoked or whose application was denied who later becomes a director or officer of a corporation, profit or nonprofit, or a member

of a partnership or a person owning or possessing any portion of the shares of a corporation seeking to obtain a new permit.

2. A corporation, profit or nonprofit, whose permit was revoked, or application was denied, to any of its directors or officers or to any person who owned any portion of its shares, who attempts by way of a new corporation or using their individual names or becoming a member of a partnership or a director or officer or a person owning or possessing any portion of the shares in another corporation seeking to obtain a new permit.
- (d) **Ineligibility.** In addition to any other law, no person or entity shall be eligible for and/or receive a cannabis business permit if that person or entity, or any director or officer of that entity or a person who owned any portion of that entity's shares, or any financial interest holder of that entity, engaged or engages in unpermitted and/or illegal cannabis activity involving sales, delivery and/or dispensing in the city, or had an ownership interest in any property set forth in section 13-200.93(e)(5), in the five (5) years preceding an application under this chapter or during the application process. A determination of ineligibility under this sub-section (d) may be made by the City Manager and shall be based on the preponderance of the evidence. This prohibition shall not apply to a natural person who would otherwise be ineligible based on a criminal conviction that has been dismissed, withdrawn, expunged or set aside or is otherwise exempted pursuant to sections 9-495(g)(10) and/or 9-496(b).

**9-491. Appeals.**

Notwithstanding any other provision of this code, only a decision by the city manager to suspend, revoke or deny a cannabis business permit under this chapter shall be subject to appeal, which shall be governed by the procedures set forth in Chapter IX of Title 2 of this code.

**9-492. Prohibition on transfer of cannabis business permits.**

In the event a permit holding cannabis business sells or transfers the business to a new owner and/or operates the business under a new entity and/or name not listed on the permit, the new owner must obtain a new cannabis business permit and business license prior to commencing or continuing operations. A cannabis business shall be deemed to have transferred to a new owner within the meaning of this section if person(s) or entities with controlling interest at the time the permit was first issued cease(s) at any time to possess controlling ownership interest and/or hold an ownership interest of less than fifty-one (51) percent.

**9-493. City business license required.**

Prior to commencing operations, a cannabis business and any financial interest holder therein shall each separately obtain and thereafter maintain a valid city business license pursuant to Chapter I of this title. Failure to hold a valid business license at all times shall render the cannabis business permit invalid.

**9-494. Conditional use permit required.**

No cannabis business permit shall be issued, and no person shall conduct a cannabis business unless a conditional use permit has been issued therefore pursuant to the provisions of Title 13, Chapter IX, Article 21 of this Code. Approval of a conditional use permit shall not waive any other

requirements of State or local law or regulation, including, but not limited, to the requirement to obtain a building permit, certificate of occupancy, cannabis business permit and/or city business license.

**9.494.5 Maximum cannabis retail storefront cannabis business permits.**

A maximum of thirty ~~five~~ (3~~5~~0) storefront retail cannabis business permits may be issued by the City; provided, however, that City will only process applications which have passed the pre-application phase as of the effective date of this ordinance. Thereafter, no further storefront retail cannabis business permits for new locations may be issued by the City until the total number of operating licensed storefront retail establishments falls below ~~ten~~ ~~fifteen~~ (10~~5~~), after which time the City may issue further cannabis business permits not to exceed ~~ten~~ ~~fifteen~~ (10~~5~~) total active storefront retail cannabis business permits operating at one time.

**9-495. Operating requirements for all cannabis businesses permitted under this chapter.**

(a) *Records and recordkeeping.*

1. Each owner and operator of a cannabis business shall maintain accurate books and records, detailing all of the revenues and expenses of the business, and all of its assets and liabilities. On no less than a quarterly basis or at any time upon reasonable request of the city, each cannabis business shall file a sworn statement detailing the number of sales by the cannabis business during the previous three (3) month period (or shorter period based upon the timing of the request), provided on a per-month basis. The statement shall also include gross sales for each month, and all applicable taxes paid or due to be paid.  
Each owner and operator shall keep and preserve for a period of no less than seven (7) years, all records as may be necessary to determine the amount of such tax the operator may have been liable to collect and remit to the city.
2. Each owner and operator of a cannabis business shall maintain a current register of the names and the contact information (including the name, address, telephone number, a copy of that person's government issued identification, and email address) of anyone owning or holding an interest in the cannabis business, and separately of all the officers, managers, employees, agents and volunteers currently employed or otherwise engaged by the cannabis business. The register required by this paragraph shall be provided to the city manager upon a reasonable request.
3. All cannabis businesses shall maintain an inventory control and reporting system that accurately documents the present location, amounts, and descriptions of all cannabis and cannabis products for all stages of the production or manufacturing, laboratory testing and distribution processes.
4. Subject to any restrictions under the Health Insurance Portability and Accountability Act (HIPAA), each cannabis business shall allow city officials to have access to the business's books, records, accounts, together with any other data or documents relevant to its permitted cannabis activities, for the purpose of conducting an audit or examination. Books, records, accounts, and any and all relevant data or documents



will be produced no later than twenty-four (24) hours after receipt of the city's request, unless otherwise stipulated by the city.

5. Each owner and operator of a cannabis business shall disclose to the City the names and addresses of each and every financial interest holder of that business within ten (10) calendar days of that person becoming a financial interest holder of the cannabis business, and thereafter shall notify the City within ten (10) business days if that person or entity ceases to be a financial interest holder. Each financial interest holder shall obtain a business license pursuant to section 9-493 within thirty (30) days of becoming a financial interest holder of that business.

(b) *Security measures.*

1. A permitted cannabis business shall implement sufficient security measures to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the cannabis business. These security measures shall include:
  - a. Establishing limited access areas accessible only to authorized cannabis business personnel;
  - b. All cannabis and cannabis products shall be stored in a secured and locked room, safe, or vault, and shall be kept in a manner as to prevent diversion, theft, and loss;
  - c. Sensors shall be installed to detect entry and exit from all secure areas;
  - d. Having a professionally installed, maintained, and monitored alarm system;
  - e. Any bars to be installed on the windows or the doors of the cannabis business for security purposes, if permitted by the city, shall be installed only on the interior of the building;
  - f. Security personnel if utilized must be licensed by the State of California Bureau of Security and Investigative Services Personnel, shall comply with the requirements of California Business and Professions Code Chapters 11.4 and 11.5 of Division 3, and have a valid business license from the city; and
  - g. Each cannabis business shall have the capability to remain secure and operational during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.
2. Each cannabis business shall identify a designated security representative/liaison to the city, who shall be reasonably available to meet with the city manager regarding any security related measures or and operational issues.
3. A cannabis business shall notify the city manager within twenty-four (24) hours after discovering any of the following:
  - a. Significant discrepancies identified during inventory, as set forth in the city's administrative regulations;
  - b. Diversion, theft, loss, or any criminal activity involving the cannabis business or any agent or employee of the cannabis business; or
  - c. The loss or unauthorized alteration of records related to cannabis, registering qualifying patients, primary caregivers, or employees or agents of the cannabis business and/or cannabis sales.

- (c) *Restriction on alcohol sales.* No person shall cause or permit the sale, dispensing, or consumption of alcoholic beverages on or about the premises of the cannabis business.
- (d) *Compliance with laws.* It is the responsibility of the owners and operators of the cannabis business to ensure that it is, at all times, operating in a manner compliant with all applicable state and local laws, and any regulations promulgated thereunder. Nothing in this chapter shall be construed as authorizing any actions which violate state law or local law with respect to the operation of a cannabis business or any site-specific, additional operating procedures or requirements which may be imposed as conditions of approval of the location of the cannabis business.
- (e) *Taxes.* All cannabis businesses authorized to operate under this chapter shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees required under federal, state and local law. Each cannabis business shall cooperate with the city with respect to any reasonable request to audit the cannabis business's books and records for the purpose of verifying compliance with this section, including, but not limited to, a verification of the amount of taxes required to be paid during any period.
- (f) *Insurance.* Permittee shall obtain and maintain at all times during the term of the permit comprehensive general liability insurance and comprehensive automotive liability insurance protecting the permittee in an amount of not less than one million dollars (\$1,000,000.00) per occurrence, combined single limit, including bodily injury and property damage and not less than one million dollars (\$1,000,000.00) aggregate for each personal injury liability, products-completed operations and each accident, issued by an insurance provider rated at least A-VIII in A.M. Best and Company's Insurance Guide and either admitted and authorized to do business in California or is listed on the California Department of Insurance's List of Approved Surplus Line Insurers.
- (g) *Miscellaneous operating requirements.*
  1. *Restriction on consumption.* Cannabis shall not be consumed on the premises of any cannabis businesses or elsewhere in the city other than within private residences.
  2. No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of any property issued a cannabis business permit, or on any of the vehicles owned or used as part of the cannabis business except as otherwise expressly allowed by this chapter. No outdoor storage of cannabis or cannabis products is permitted at any time.
  3. *Reporting and tracking of product and of gross sales.* Each cannabis business shall have in place a point-of-sale tracking system to track and report on all aspects of the cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, and gross sales (by weight and by sale). The cannabis business shall ensure that such information is compatible with the city's record-keeping systems. The system must have the capability to produce historical transactional data for review by the city manager.
  4. All cannabis and cannabis products sold, distributed or manufactured shall be cultivated, manufactured, and transported by licensed facilities that maintain operations in full conformance with all state and local regulations.
  5. There shall not be a physician located in or around any cannabis business at any time for the purpose of evaluating patients for the issuance of a cannabis prescription or card.

6. *Signage, notices, and advertising.*
  - a. In addition to the requirements otherwise set forth in this section, business identification signage for a cannabis business shall conform to the requirements of this Code, including, but not limited to, seeking the issuance of a city sign permit.
  - b. Each entrance to a cannabis retail business shall be visibly posted with one clear and legible notice up to twelve (12) inches by eighteen (18) inches in size, indicating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited. The word “cannabis” is allowed to be used up to two times on each of these specific notices. Letter height in the notice shall be limited to up to ~~one (1)~~ two (2) inches ~~in~~ in size. All notice lettering shall be the same font and color.
  - c. Business identification signage shall be limited to that needed for identification only.
  - d. The business shall at all times comply with the advertising and marketing restrictions of Business and Professions Code sections 26150-26156, in addition to the requirements of this code.
  - e. Cannabis business advertising and/or marketing materials in the city shall ~~not encourage persons under 21 years of age to consume cannabis or cannabis products and shall not depict and/or suggest in any way the consumption of cannabis or cannabis products~~ comply with advertising, marketing and merchandising restrictions provided in California Code of Regulations sections 15040-15041.1.
7. *Minors.*
  - a. Persons under the age of twenty-one (21) years shall not be allowed on the premises of a cannabis business, except as otherwise specifically provided for by state law. It is unlawful and a violation of this chapter for any person to employ any person at or for a cannabis business who is not at least twenty-one (21) years of age.
  - b. The entrance to the cannabis business shall be clearly and legibly posted with a notice that no person under the age of twenty-one (21) years of age is permitted to enter upon the premises of the cannabis business except as specifically provided for herein.
8. *Odor control.* Odor control devices and techniques shall be incorporated in all cannabis businesses to ensure that odors from cannabis are not detectable off-site.
9. *Display of permit and city business license.* The original copy of the cannabis business permit issued by the city pursuant to this chapter and the city-issued business license shall be posted inside the cannabis business in a conspicuous location.
10. *Background check.* Every owner, manager, supervisor or employee of the cannabis business must submit fingerprints and other information deemed necessary by the city manager for a background check by the Costa Mesa police department to verify that person’s criminal history. No person shall be issued a permit to operate a cannabis business who has been convicted of a felony within the past seven (7) years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant

to Penal Code section 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance. Exempted from this prohibition is a conviction for a felony involving cannabis and/or marijuana for which the underlying cannabis or marijuana offense has subsequently been designated a misdemeanor or infraction or decriminalized pursuant to the provisions of the Control, Regulate and Tax Adult Use of Marijuana Act or federal law.

11. *Loitering.* The owner and/or operator of a cannabis business shall prohibit loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises.
  12. *Permits and other approvals.* Prior to the establishment of any cannabis business or the operation of any such business, the person intending to establish a cannabis business must first obtain all applicable planning, zoning, building, and other applicable permits from the relevant governmental agency which may be applicable to the zoning district in which such cannabis business intends to operate.
  13. *Free samples.* No cannabis business shall provide or cause to be provided any free sample of cannabis goods to any person within the city.
  14. A licensed retailer may only sell cannabis goods, cannabis accessories, and licensees' branded merchandise or promotional materials.
- (h) *Additional operating requirements for retail sale (storefront) businesses.* In addition to every other requirement of this section, other than those set forth in subsection (i) (*retail sale, non-storefront*) that are expressly inapplicable, every business that sells cannabis as a storefront retailer shall comply with the following requirements:
1. All cannabis retail storefront operators are encouraged to have a licensed private security guard present at the premises twenty-four (24) hours per day. The security plan shall include at least one (1) licensed private security guard or guards who shall be present at the premises at all times during operations, deliveries of any cannabis product to or from the premises, and transportation of cash to or from the premises, exterior lighting, and continuous video monitoring and recording of the interior and exterior of the premises. Video surveillance recordings must also include video of all entryways and exits of the premises. All video recordings shall be maintained for a minimum of ninety (90) days. At the request of the Chief of Police or designee, based upon site-specific concerns or safety incidents, at least one (1) licensed private security guard or guards may be required to be present at the premises twenty-four (24) hours per day.
  2. Both the private security guard and the business personnel shall monitor the premises and the immediate vicinity of the premises to ensure that patrons immediately leave the premises and do not consume cannabis in the vicinity of the retail business or on the property or in the parking lot, and shall ensure that persons do not loiter, linger, or otherwise congregate within fifty (50) feet of the premises.
  3. There shall be no on-site sales of alcohol or tobacco products, (excluding rolling papers and lighters) and no on-site consumption of food, alcohol, cannabis or tobacco by patrons.

4. Hours of operation shall be limited to: 7:00 a.m. to 10:00 p.m. daily, unless further restricted by conditions of approval. No licensed retail business shall be open to the public between the hours of 10:01 p.m. and 6:59 a.m. of any day.
5. The cannabis retail business shall notify patrons of the following both verbally and through posting of a sign in a conspicuous location:
  - a. Unlawful sale, barter or distribution of cannabis is a crime and subject to a fine or arrest.
  - b. Loitering on and around the retail premises is prohibited by California Penal Code section 647 and that patrons must immediately leave the premises and not consume cannabis in the vicinity and/or on the property or in the parking lot.
  - c. A warning that patrons and/or employees may be subject to prosecution under federal cannabis laws, if applicable.
  - d. That the use of cannabis may impair a person's ability to drive a motor vehicle or operate machinery and that doing so is illegal.
6. No one under the age of twenty-one (21) shall be allowed to enter the premises of a cannabis business unless the business holds a retail medical cannabis license (M-license) issued by the State.
7. No person shall be permitted to enter the premises without government-issued identification, and cannabis goods may not be provided to any person, whether by purchase, trade, gift, or otherwise, who does not possess a valid government-issued identification and who does not meet the age requirements of this Chapter.
8. Electronic age verification device required. Proof of age of every person other than employees entering the business shall be verified with an electronic age verification device, prior to entry of the retail area or delivery to that person. The electronic age verification device may be mobile or fixed, and shall be able to retain a log of all scans that includes the following information: date, time, and age. Said log shall be kept for a minimum of one hundred eighty (180) business days and all records shall be made available to the City Manager upon request.
9. Point-of-sale tracking required. The business shall facilitate the sale, making available, furnishing and/or delivery of cannabis goods with a technology platform that uses point-of-sale technology to track, and database technology to record and store, the following information for each transaction involving the exchange of cannabis goods between the business and consumer:
  - a. The date and time of transaction.
  - b. The first name and employee number of the employee who processed the sale of cannabis goods on behalf of the business.
  - c. A list of all the cannabis goods purchased, including the quantity purchased.
  - d. The total amount paid for the sale, including the individual prices paid for cannabis or cannabis products purchased, and any amounts paid for taxes.
10. Cannabis retail businesses shall also record on the video surveillance system point-of-sale areas and areas where cannabis goods are displayed for sale.
11. Adequate signage shall clearly state who has inspected any cannabis product for pesticides, or other regulated contaminants, distributed at this location.
12. Shipments of cannabis goods may only be accepted during regular business hours.

13. Inventory shall be secured using a lockable storage system during non-business hours.
  14. No cannabis product shall be visible from the exterior of the business.
  15. All required labelling shall be maintained on all product, as required by State law, at all times.
  16. A permitted commercial cannabis retail business shall have one hundred eighty (180) days after permit issuance by the city to commence operations, after which the permit shall be void and of no further force and effect. A cannabis retail business shall be considered nonoperational and abandoned after failing to report income and/or reporting no income to the city in any one quarter, ceasing to operate, losing the right to occupy the permitted premises or otherwise failing to maintain an ongoing permitted business at the premises for a total of ninety (90) days in any twelve (12) month period. A notice of determination of abandonment shall be delivered to the premises of the retail business and is subject to appeal pursuant to Chapter IX of Title 2. The forgoing notwithstanding, a permitted commercial cannabis business may temporarily suspend operations for a period of time not to exceed ninety (90) days as may be reasonably required to affect upgrades, modifications, repairs, and/or to remedy other real property related problems, as approved in writing by the director or city manager.
  17. Obtain and maintain at all times during the term of the permit the insurance required pursuant to subsection (f) of this section in the minimum amounts of two million dollars (\$2,000,000.00), and enter into an agreement approved by the city attorney to defend, with attorneys of city's choosing, indemnify, release and hold harmless the city, its city council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to the permittee or the permittee's activities. This indemnification shall include, but not be limited to, damages awarded against the city, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, or proceeding whether incurred by the permittee, city, and/or the parties initiating or bringing such proceeding, and shall not be limited by the types and/or amounts of insurance required herein;
  18. For an applicant with two or more employees, provide a notarized statement that the applicant will enter into, or demonstrate that it has already entered into, and abide by the terms of a labor peace agreement as otherwise required by Business and Professions Code section 26105.5.
- (i) *Additional operating requirements for retail sale (non-storefront) delivery businesses.* In addition to every other requirement of this section, except only for subsection (h)(1) through (5) and (10) (*retail sale, store-front*), every business that sells and/or delivers cannabis as a non-store front retailer shall comply with the following requirements:
1. Commercial cannabis retail deliveries may be made only from a commercial cannabis retail business permitted by the City in compliance with this chapter, and in compliance with all State regulations.

2. All employees who deliver cannabis shall have valid identification and a copy of the retail business' cannabis business permit and State license at all times while making deliveries.
3. All commercial cannabis retail businesses shall maintain proof of vehicle insurance for any and all vehicles being used to transport cannabis goods as required by State law.
4. Deliveries may only take place during normal business hours of the commercial cannabis retail business.
5. During delivery, the delivery employee shall maintain a physical or electronic copy of the delivery request and shall make it available upon request by the licensing authority and law enforcement officers. The delivery request documentation shall comply with State law.
6. A licensed delivery employee shall not leave the State of California while possessing cannabis products while performing his or her duties for the cannabis retailer.
7. A commercial cannabis retail business shall maintain a list of all deliveries, including the address delivered to, the amount and type of product delivered, and any other information required by the State.
8. A manifest with all information required in this section shall accompany any delivery person at all times during the delivery process and delivery hours.
9. Any delivery method shall be made in compliance with State law, as amended, including use of a vehicle that has a dedicated GPS device for identifying the location of the vehicle (cell phones and tablets are not sufficient).
10. Each delivery request shall have a receipt prepared by the commercial cannabis retail business with the following information:
  - a. Name and address of the commercial cannabis retail business.
  - b. The name of the employee who delivered the order.
  - c. The date and time the delivery request was made.
  - d. The complete delivery addresses.
  - e. A detailed description of the cannabis goods requested for delivery including the weight or volume, or any accurate measure of the amount of cannabis goods requested.
  - f. The total amount paid for the delivery including any fees or taxes.
  - g. At the time of the delivery, the date and time delivery was made, and the signature of the person who received the delivery.
  - h. No cannabis delivery vehicle shall display signs, decals or any other form of advertisement.
  - i. Inspections by an authorized City representative may be conducted anytime during regular business hours.
11. Delivery must be made to a physical address that is not on publicly owned land, a school, a day care, or a youth center.
12. The delivery employee shall not carry cannabis goods valued in excess of \$5,000 at any time with no more than \$3,000 of cannabis goods that are not already part of a customer order that was processed prior to leaving the premises.
13. Delivery must be made in person by a direct employee of the licensed retailer. An independent contractor, third-party courier service, or an individual employed

through a staffing agency would not be considered directly employed by the licensed retailer.

**9-496. Cannabis employees.**

- (a) Any person who is an employee or who otherwise works within a cannabis business must be legally authorized to do so under applicable state law.
- (b) No cannabis business or owner thereof may employ any person who has been convicted of a felony within the past seven (7) years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant to Penal Code section 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance. Exempted from this prohibition is a conviction for a felony involving cannabis and/or marijuana for which the underlying cannabis or marijuana offense has subsequently been designated a misdemeanor or infraction or decriminalized pursuant to the provisions of the Control, Regulate and Tax Adult Use of Marijuana Act or federal law.
- (c) All employees must wear an identification badge while on the premises of the business, in a format authorized by the city manager. Any person employed by a single employer at multiple locations in the City may be required to obtain only one identification badge.

**9-497. Promulgation of administrative regulations.**

- (a) The city manager is also authorized to establish any additional administrative rules, regulations, policies, procedures and/or standards governing the issuance, denial or renewal of cannabis business permits, or concerning any other subject necessary to carry out the purposes of this chapter.
- (b) Regulations promulgated by the city manager shall become effective upon the date of publication. Cannabis businesses shall be required to comply with all state and local laws and regulations, including, but not limited to, any rules, regulations policies, procedures and/or standards adopted by the city manager.
- (c) Such administrative rules, regulations and/or standards may include establishing standards and timing for application processing, including but not limited to providing priority for existing licensees in good standing.

**9-498. Inspection and enforcement.**

- (a) The city manager is charged with enforcing the provisions of the Costa Mesa Municipal Code, or any provision thereof, and may enter the location of a cannabis business at any time during the hours of operation without notice, and inspect the location of any cannabis business as well as any recordings and records required to be maintained pursuant to this title or under applicable provisions of state law.
- (b) It is unlawful for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the city to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any



records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law.

**9-499. Violations.**

- (a) *Violations declared a public nuisance.* Each and every violation of the provisions of this chapter is hereby deemed unlawful and a public nuisance.
- (b) *Each violation a separate offense.* Each and every violation of this chapter shall constitute a separate violation and shall be subject to all remedies and enforcement measures authorized by the Costa Mesa Municipal Code. Additionally, as a nuisance per se, any violation of this chapter shall be subject to injunctive relief, any permit issued pursuant to this chapter being deemed null and void, disgorgement and payment to the city of any monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or in equity. The city may also pursue any and all remedies and actions available and applicable under state and local laws for any violations committed by the cannabis business or persons related to, or associated with, the cannabis activity. Additionally, when there is determined to be an imminent threat to public health, safety or welfare, the city manager, or the chief of police, may take immediate action to temporarily suspend a cannabis business permit issued by the city, pending a hearing before the city council.
- (c) *Criminal penalties.* Each and every violation of the provisions of this chapter may be prosecuted as a misdemeanor and upon conviction be subject to a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment in the County Jail for a period of not more than twelve (12) months, or by both such fine and imprisonment. Each day a violation is committed or permitted to continue shall constitute a separate offense.
- (d) *Remedies cumulative and not exclusive.* The remedies provided herein are not to be construed as exclusive remedies. The city is authorized to pursue any proceedings or remedies provided by law.



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-098

**Meeting Date:** 4/2/2024

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**TITLE:**

**AWARD OF FIRE STATION NO. 4 TRAINING TOWER AND SITE IMPROVEMENTS PROJECT, CITY PROJECT NO. 23-04, AND FINDING OF A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335

**RECOMMENDATION:**

Staff recommends the City Council:

1. Find that the Fire Station No. 4 Training Tower and Site Improvements Project, City Project No. 23-04, is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301.
2. Adopt plans, specifications, and working details for the Fire Station No. 4 Training Tower and Site Improvements Project, City Project No. 23-04.
3. Authorize the City Manager and City Clerk to execute a Public Works Agreement (PWA) in a not to exceed amount of \$3.5 million and future contract amendments as approved by the City Attorney within City Council authorized limits to Caliba, Inc., 8031 Main Street, Stanton, California 90680.
4. Authorize the City Manager and City Clerk to execute a Professional Services Agreement (PSA) in the amount of \$347,241 and future contract amendments as approved by the City Attorney and within City Council authorized limits to STV Construction, Inc., 1055 West 7th Street, Suite 2900, Los Angeles, California 90017.
5. Authorize the City Manager to negotiate change orders, as needed, to split the project into phases based on available funding, and explore financing options, including bond financing, with final bond documents to be brought to the City Council for final adoption, to fund the remaining unfunded portion of the project's construction costs currently totaling \$1.5 million for the second phase of the project.

**ENVIRONMENTAL DETERMINATION:**

The proposed action is exempt from the California Environmental Quality Act (CEQA). The action involves an organizational or administrative activity of government that will not result in direct or indirect physical change in the environment. In addition, the proposed action is exempt under

Section 15301 relating to the operation, repair, maintenance, permitting, and/or minor alteration of existing public facilities.

**BACKGROUND:**

In 2022, the Governor's Office of Emergency Services (Cal OES), in conjunction with the office of state Assemblymember Cottie Petrie-Norris, earmarked funding for Costa Mesa Fire and Rescue to upgrade the existing training tower facility at Fire Station No. 4, located at 2300 Placentia Avenue.

The primary purpose of this project is to replace the existing training tower facility built in 1966 with a new tower structure, along with other supporting improvements.

The project is divided into two phases:

The first phase was the purchase of a prefabricated tower, together with its installation inside the Fire Station No. 4 grounds, which was approved by City Council on July 18, 2023. The prefabricated training tower was delivered to the City on February 6, 2024, for installation at a future date following completion of on-site improvements.

The second phase includes demolition of the existing training tower, grading, concrete pavement in a portion of the Fire Station 4 parking lot, a separate structure with restrooms and showers, a water recirculation system for onsite operations, carport with solar panels, and other miscellaneous improvements.

**ANALYSIS:**

**Project Construction:**

On February 15, 2024, staff received three (3) bids for this project. The bid abstract is shown as Attachment 1.

The low bidder, Global Builders, Inc., elected to withdraw its bid and did so within five (5) working days of the bid opening, which is allowed under Section 5103 of the Public Contract Code.

The next lowest responsive bid was submitted by Caliba, Inc. (Caliba) at a bid amount of \$3,486,000. This amount is approximately 63% over the Engineer's estimate of \$2,140,000. Rising construction costs and the increased scope of work account for the higher amount.

The third and last-placed bidder, Kazoni, Inc. (Kazoni), submitted a bid in the amount of \$7,103,000. Kazoni also submitted a protest claiming that the first and second lowest bids are non-responsive due to their failure to list trade contractors, failure to meet bid specification requirements, and "troubling" bid spreads. Kazoni's bid protest is included as Attachment 2. Subsequently, the second bidder, Caliba, submitted its response to Kazoni's bid protest and is included as Attachment 3. The low bidder, Global Builders, did not respond to the bid protest since it had voluntarily withdrawn its bid.

The City Attorney's office reviewed Kazoni's bid protest and Caliba's response with the City Engineer and determined that the bid submitted by Caliba was responsive and that Kazoni's bid protest was without merit, and therefore, rejected. Under the provisions of the Bid Documents, the City

Engineer's decision is final and not subject to appeal.

The license and references of Caliba were checked and found to be in good standing. Therefore, staff recommends that City Council award the PWA to Caliba, as the lowest responsible bidder.

Following City Council award of the PWA, Caliba, will furnish the necessary bonds and insurance, which will be approved as to form by Risk Management. After the award and subsequent execution of the agreement, a "Notice to Proceed" will be issued.

The contractor is required to complete all of the tasks necessary to perform the scope of work as outlined in the contract documents, plans, and specifications. A copy of the specifications and working details is available for review in the Office of the City Clerk.

In addition, this project is subject to the City's Community Workforce Agreement (CWA). The City Council approved the CWA on February 1, 2022 in order to promote efforts to increase employment opportunities for residents of Costa Mesa and to facilitate training and employment for the City's students and veterans in the construction trades through apprenticeships and to encourage efficiency in construction operations.

On March 7, 2023, the City Council awarded a Professional Services Agreement (PSA) to The Solís Group (Solís) to assist the City in administering the CWA. Solís will render its services to manage the provisions of the CWA for this project, including the preparation and submission of the final report.

### **Project Construction Management and Inspection Support:**

On December 6, 2023, the City issued a Request for Proposals (RFP) for Construction Management and Inspection Support Services for the Fire Station No. 4 - Training Facility Project. Eight (8) consultant proposals were received on January 12, 2024.

Proposals were reviewed for compliance with the City's RFP process, and the proposed consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated evaluation criteria. After careful review of the proposals, staff determined that STV Construction, Inc. (STV), was well qualified to perform the requested construction management and inspection services for the project. The proposal submitted by STV represents a thorough understanding of the project, complies with City requirements, and documents STV's technical ability and experience with similar projects. The fees proposed by STV were determined to be competitive and commensurate with the requested services. A copy of STV's proposal is included as Attachment 4.

Therefore, staff recommends that the City Council authorize the City Manager to execute the PSA to STV, in the amount of \$347,241 for construction management and special inspection support services.

### **ALTERNATIVES:**

The alternative would be to reject all bids, reduce the scope of work, and re-bid the project. Staff has

determined that re-bidding the project will significantly delay the project.

**FISCAL REVIEW:**

The Fire Station 4 Training Tower project is a phased construction project that has a total cost of \$5.0 million in construction costs of which \$2.5 million is budgeted in the State Grant Fund made available from the State of California through Assembly Member Cottie Petrie-Norris, and \$2.5 million is already budgeted in the City's Capital Improvement Fund. An additional \$1.5 million is requested in the Capital Improvement Fund in the Public Works Department as an appropriation to cover all projected construction and project management expenses for a project total of \$6.5 million to be offset by future bond financing with the larger Station 4 project to modernize the Fire Station itself along with the outdated living quarters (in addition to the Training Tower Project).

To address the shortfall, staff is proposing to phase certain elements of the project (i.e. (restrooms, showers, and carports with solar panels) into the future bond financing of Fire Station 4's apparatus bay upgrades, living headquarters modernization and other needed improvements. Based on staff estimates, the total cost of these improvements that could be addressed in future phases is approximately \$1.5 million. If staff is successful in negotiating a contract change order to split the project into two phases, the estimated cost of construction and construction management services may be further reduced.

Staff requests City Council approval for award of the contracts for both construction and project management services, and the phasing of the project to maximize State grant funds, previously approved City capital project funds, and future bond financing (phase two of the project to be achieved by a change order splitting the project into phases) to achieve the best pricing and keep the project on track without further delays. This is imperative in order to utilize State grant funds within the time allotted without risk of losing the funds.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this agenda report and approves it as to form. The City Attorney's office will prepare the PWA and PSA for execution by the City Manager and City Clerk.

**CITY COUNCIL GOALS AND PRIORITIES:**

This project works toward achieving the following City Council goals:

- Strengthen the Public's Safety and Improve the Quality of Life
- Maintain and Enhance the City's Facilities, Technology and Equipment

**CONCLUSION:**

Staff recommends the City Council:

1. Find that the Fire Station No. 4 Training Tower and Site Improvements Project, City Project No. 23-04, is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301.
2. Adopt plans, specifications, and working details for the Fire Station No. 4 Training Tower and

Site Improvements Project, City Project No. 23-04.

3. Authorize the City Manager and City Clerk to execute a Public Works Agreement (PWA) in a not to exceed amount of \$3.5 million and future contract amendments as approved by the City Attorney within City Council authorized limits to Caliba, Inc., 8031 Main Street, Stanton, California 90680.
4. Authorize the City Manager and City Clerk to execute a Professional Services Agreement (PSA) in the amount of \$347,241 and future contract amendments as approved by the City Attorney and within City Council authorized limits to STV Construction, Inc., 1055 West 7th Street, Suite 2900, Los Angeles, California 90017.
5. Authorize the City Manager to negotiate change orders, as needed, to split the project into phases based on available funding, and explore financing options, including bond financing, with final bond documents to be brought to the City Council for final adoption, to fund the remaining unfunded portion of the project's construction costs currently totaling \$1.5 million for the second phase of the project.





Colin K. McCarthy  
 Attorney at Law  
 ckmccarthy@lanak-hanna.com

File No. 24855

February 23, 2024

**VIA E-MAIL AND OVERNIGHT MAIL**

Raja Sethuraman  
 Public Services Director  
 City of Costa Mesa  
 77 Fair Drive  
 Costa Mesa, CA 92626  
 raja.sethuraman@costamesaca.gov

**RE: KAZONI, INC.'S BID PROTEST OF GLOBAL BUILDERS, INC. AND CALIBA, INC.  
Project: Fire Station 4- Training Facility, City Project No. 23-04**

Dear Mr. Sethuraman,

We represent Kazoni, Inc. dba Kazoni Construction (“Kazoni”) with regards to its bid to the City of Costa Mesa (the “City”) for the Fire Station 4-Training Facility (“Project”). This letter serves as Kazoni’s formal protest against the bids of both Global Builders, Inc. and Caliba, Inc. This bid protest follows the City’s Protest Instructions set forth in Section 23 of the Instructions to Bidders. Both Global Builders and Caliba’s bids on the Project are non-responsive and thus must be rejected, as addressed in detail below. Kazoni requests that the City reject Global Builders and Caliba’s Bids and award the Project to Kazoni as the lowest responsive and responsible bidder.

We note that Kazoni has requested Bid information from the City on this Solicitation and not received responsive documents. Kazoni is submitting this Protest to meet the timing deadlines set forth in the Bidder’s Instructions. However, Kazoni reserves the right to supplement its Protest upon receipt of additional documentation from the City.

**I. BOTH GLOBAL BUILDERS AND CALIBA’S BIDS ARE NON-RESPONSIVE  
 BECAUSE THEY FAILED TO LIST TRADE CONTRACTORS**

A bid is responsive if it promises to do what the bidding instructions demand. *Taylor Bus Service, Inc. v. San Diego Bd. of Education* (1987) 195 Cal.App.3d 1331, 1341. Usually, whether a bid is responsive can be determined from the face of the bid without outside investigation or information. *Id.* at 1342. A basic rule of competitive bidding is that bids must conform to specifications, and that if a bid does not so conform, it may not be accepted. A truly nonresponsive bid may be summarily denied by a public entity even if the bid is otherwise monetarily the best for the entity. *Great West Contractors, Inc. v. Irvine Unified School Dist.* (2010) 187 Cal.App.4th 1425, 1428.

{2617 24855}



Raja Sethuraman  
Page 2 of 2

In California, public works bids must comply with California's Subcontractor Listing Law. *Cal. Pub. Contr. Code* §4104. Section 4104 specifically requires a bidding contractor to list: (a) name, (b) location, (c) Contractor's State License Number and (d) Department of Industrial Relations (DIR) number for any trade subcontractor whose value of work exceeds one half of one percent of the bid price. §4104(a)(1).

Failure to list a subcontractor renders a bid non-responsive and rejection of the bid is mandatory. *MCM Construction, Inc. v. City and County of San Francisco* (1998) 66 Cal.App.4th 359.

Both Global Builders and Caliba failed to list several critical trades on the Project:

- Electrical - No listed subcontractor and no license information (Caliba does have C-10).
- Plumbing/Site Utilities - No listed subcontractor and no license information.
- HVAC- No listed subcontractor and no license information.
- No listed subcontractor for specified work for the installation of the following bid items:
  - 3,000 gallon Jensen Clarifier;
  - 13,000 gallon Xerxies Fiberglass underground tank;
  - Gas/propane pipes for training tower; and
  - Water detention system.

Both Global Builders and Caliba's Bids are fatally non-responsive and must be rejected. As these mistakes are not clerical in nature, they cannot be waived by the City, therefore rendering both Bids non-responsive.

**II. BOTH GLOBAL BUILDERS AND CALIBA'S BIDS ARE ALSO NON-RESPONSIVE BECAUSE THEY CANNOT MEET THE BID SPECIFICATION REQUIREMENT FOR 24-HOUR A DAY EMERGENCY MANAGEMENT**

In addition to these deficiencies, the Bid Specifications mandate that the successful bidder must have qualified staff on-hand for site utility emergencies (gas, water, sewer, fire water, etc.) This requirement includes 24-hour a day responsiveness. This is a critical safety component of the Project work and exists to protect the public. This requirement cannot be met without trade subcontractors.

Because neither Global Builders, nor Caliba have specialty licenses in the above-referenced areas, they cannot self-perform this work and therefore, cannot meet this important Specification requirement.

Again, both Global Builders and Caliba's Bids are fatally non-responsive and must be rejected. As these mistakes are also not clerical in nature, they cannot be waived by the City and therefore render the Bids non-responsive.

Raja Sethuraman  
Page 2 of 2

**III. THE TROUBLING BID SPREADS FURTHER ILLUSTRATE GLOBAL BUILDERS AND CALIBA'S FAILURE TO LIST TRADE SUBCONTRACTORS**

There is a significant bid spread on this Project. We note the significant discrepancy between both Global Builders and Caliba's Bid price, and Kazoni. That discrepancy can be attributed to the two low bidders' failure to list trade subcontractors to perform the Project work. This is further evidence that both Global Builders and Caliba missed listing subcontractors, to the detriment of the Project and in violation of the *Public Contract Code*.

Once again, both Global Builders and Caliba's Bids must be rejected as non-responsive.

**IV. KAZONI IS THE ONLY BIDDER WHO FULLY MEETS THE BID SPECIFICATION REQUIREMENTS**

Kazoni is the only bidder on this Project that properly listed trade subcontractors and therefore, is the only bidder that can successfully perform this work. Kazoni's bid is fully responsive. Therefore, the City should award this Project to Kazoni.

**V. CONCLUSION**

Kazoni respectfully requests that the City uphold its Bid Protest and award this Project to Kazoni as the lowest responsive and responsible bidder. In the alternative, the District may elect to re-bid this Project based on the non-responsiveness of two its bidders.

Kazoni is appreciative of the City's attention to this matter, and we look forward to hearing from you.

Sincerely,



COLIN K. MCCARTHY, LEED A.P.  
Principal Attorney at Law for the Firm

cc: Global Builders, Inc. (via overnight mail)  
Attn: Walid Timory  
23276 S. Point Drive, Unit 206  
Laguna Hills, CA 92653

Caliba, Inc., (via overnight mail)  
Attn: Adam Othman  
8031 Main Street  
Stanton, CA 90680

**FELDMAN & ASSOCIATES, INC.**

ATTORNEYS AT LAW  
11030 SANTA MONICA BOULEVARD  
SUITE 109  
LOS ANGELES, CALIFORNIA 90025  
(310) 312-5401  
FACSIMILE (310) 312-5409

February 26, 2024

**VIA E-MAIL ONLY**

Raja Sethuraman  
Public Services Director  
City of Costa Mesa  
77 Fair Drive  
Costa Mesa, CA 92626  
[Raja.Sethuraman@costamesaca.gov](mailto:Raja.Sethuraman@costamesaca.gov)

Re: **CALIBA / COSTA MESA – FIRE**  
CALIBA, INC.’S RESPONSE TO KAZONI, INC.’S BID PROTEST  
PROJECT: Fire Station 4 – Training Facility, City Project No 23-04.

Dear Mr. Sethuraman:

Our office represents Caliba, Inc. (“Caliba”) with regard to its bid to the City of Costa Mesa (“City”) for the above referenced project (“Project”). This letter serves as Caliba’s response to Kazoni, Inc.’s (“Kazoni”) bid protest dated February 23, 2024. Caliba’s bid is responsive because it did not omit anything that would render the bid non-responsive.

**I. CALIBA WILL SELF-PERFORM MOST OF THE SCOPE OF WORK WITHOUT A LISTED SUBCONTRACTOR**

In its bid protest letter, Kazoni lists a number of trades for which Caliba listed no subcontractors for. This was intentional on Caliba’s part. Caliba intends to self-perform the following scope of work:

- Electrical
- Plumbing / Site Utilities
- The installation of:
  - 3,000-gallon Jensen Clarifier
  - 13,000-gallon Xerxies Fiberglass underground tank
  - Gas / Propane piper for training tower

- Water detention system.

There is nothing in the law that limits “B” license holders, such as Caliba, from self-performing as many trades as it wants (with the exception of “C-16” and “C-57” work). (*See Business and Professions Code* section 7057). Therefore, it is entirely appropriate for Caliba to self-perform the above listed scope.

Additionally, Caliba fully intends to self-perform all work in excess of 0.5% of the bid price and employs professionally skilled personnel for such work.

**II. THE VALUE OF THE HVAC WORK IS LESS THAN OR EQUAL TO 0.5% OF THE BID PRICE**

Caliba is not required to list subcontractors whose value of work is less than or equal to one half of one percent of the bid price. *California Public Contract Code* section 4104(a)(1). Accordingly, Caliba’s HVAC subcontractor’s value of work does not exceed the one half of one percent requirement, and therefore, does not need to be listed on its bid.

**III. CALIBA EMPLOYS QUALIFIED STAFF WHO ARE CAPABLE OF MEETING THE 24-HOUR A DAY EMERGENCY MANAGEMENT REQUIREMENT**

The bid requires that the successful bidder must have qualified staff on-hand for site utility emergencies, with 24-hour a day responsiveness. Any general contractor who has qualified staff who are capable of performing underground utilities can meet this requirement. Caliba is able to meet this requirement as it has done so in numerous K-12 public work projects.

**IV. KAZONI’S BID WAS NON-RESPONSIVE**

The City’s online bid form required the bidding general contractors to list the price of their subcontractors. Attached as **Exhibit “A”** is a true and correct copy of Caliba’s online bid form showing the pricing for its listed subcontractors. In contrast, Kazoni failed to include the pricing for its subcontractors in the online bid form it submitted to the City. A true and correct copy of Kazoni’s online bid form is attached as **Exhibit “B.”**

Caliba respectfully requests that the City find Kazoni’s bid to be non-responsive for its failure to include its subcontractors’ pricing in its online bid form.

**V. CONCLUSION**

Caliba complied with all requirements set forth by the City’s bid documents and the Public Contract Code. Caliba respectfully requests that the City deny Kazoni’s bid protest and award this Project to Caliba as the lowest responsive and responsible bidder.

Please contact the undersigned at [ameyers@feldmanandassoc.com](mailto:ameyers@feldmanandassoc.com) or at (310) 312-5407

ATTACHMENT 3

should you have any further questions.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read 'Adam H. Meyers', written in a cursive style.

Adam H. Meyers, Esq.  
for FELDMAN & ASSOCIATES, INC.

Cc: Mark A. Feldman, Esq.; Client

# EXHIBIT A

# FIRE STATION NO. 4 - TRAINING FACILITY (SITE IMPROV...

## Bid Result Detail

*Showing 6 Subcontractors*

Continental Marble & Tile Company   License #: 394   License Type: C-54   \$60,829.00  
Porcelain Tile

**Grand Total**  
\$3,486,000.00

Done

Name

Address

ATTACHMENT 3

<p>Name</p> <p>Continental Marble &amp; Tile Company</p>		<p>Address</p> <p>2460 Anselmo Drive</p>
<p>Amount</p> <p>\$60,829.00</p>	<p>Percent</p> <p>1.74%</p>	
<p>Description</p> <p>Porcelain Tile</p>		<p>City</p> <p>Corona</p>
<p>Vendor Code</p>		<p>State</p> <p>California</p>
<p>License Type</p> <p>C-54</p>		<p>Country</p> <p>United States</p>
<p>License #</p> <p>394</p>		<p>Zip</p> <p>92879</p>
<p>Exp. Date</p> <p>10/31/2024</p>		
<p>CADIR</p> <p>1000002594</p>		


DIAMOND CRETE CONCRETE COATINGS INC License #: 1067348 License Type: B,C-15  
 \$35,675.00 Quartz Flooring


<p>Name</p> <p>DIAMOND CRETE CONCRETE COATINGS</p>		<p>Address</p> <p>1684 BENTON WAY</p>
<p>Amount</p> <p>\$35,675.00</p>	<p>Percent</p> <p>1.02%</p>	
<p>Description</p> <p>Quartz Flooring</p>		<p>City</p> <p>PERRIS</p>
		<p>State</p>

**Grand Total**  
 \$3,486,000.00




ATTACHMENT 3

License Type  
 B, C-15 

Country  
 United States 

License #  
 1067348

Zip  
 92571

Exp. Date  
 06/30/2025 

CADIR  
 1000701616

---

Heyden Contracting License #: 1110191 License Type: B \$196,000.00 Concrete, Rebar, Steel

**Grand Total**  
 \$3,486,000.00

Name

Address

ATTACHMENT 3

Name Heyden Contracting		Address 19152 Shoreline Ln	
Amount \$196,000.00	Percent 5.62%	Unit 6	
Description Concrete, Rebar, Steel		City Huntington Beach	
Vendor Code		State California	
License Type B		Country United States	
License # 1110191		Zip 92648	
Exp. Date 09/30/2025			
CADIR 1001119616			

NH Environmental Inc License #: 984458 License Type: A,B,C-21,C-22 \$134,000.00  
Abatement & Demo

Name NH Environmental Inc		Address 229 N. California Ave	
Amount \$134,000.00	Percent 3.84%		
Description Abatement & Demo		City City of Industry	
		State	

**Grand Total**  
\$3,486,000.00

ATTACHMENT 3

License Type  
A, B, C-21, C-22

Country  
United States

License #  
984458

Zip  
91744

Exp. Date  
06/30/2025

CADIR  
1000011312

Solar Power Supply License #: 1008748 License Type: B \$140,777.00 PV System

Name  
Solar Power Supply

Address  
12000 Magnolia Ave

Amount  
\$140,777.00

Percent  
4.04%

Suite 100A

Description  
PV System

City  
Riverside

Vendor Code

State  
California

License Type  
B

Country  
United States

License #  
1008748

Zip  
92503

Exp. Date  
11/30/2025

CADIR  
1000011312

**Grand Total**  
\$3,486,000.00

**ATTACHMENT 3**

Stumbaugh and Associates Inc. License #: 288724 License Type: C-61,D24,D34  
\$10,802.00 Toilet Accessories

Name  
Stumbaugh and Associates Inc.

Address  
3303 N. San Fernando Blvd.

Amount  
\$10,802.00

Percent  
0.31%

Description  
Toilet Accessories

City  
Burbank

Vendor Code

State  
California

License Type  
C-61, D24, D34

Country  
United States

License #  
288724

Zip  
91504

Exp. Date  
04/30/2024

CADIR  
1000004145

**Grand Total**  
\$3,486,000.00

# **EXHIBIT B**

## FIRE STATION NO. 4 - TRAINING FACILITY (SITE IMPROV...

## Bid Result Detail

*Showing 12 Subcontractors*

ABC Resources, Inc. License #: 538680 \$0.00 asphalt paving

Concrete Protection Systems West Inc License #: 988985 \$0.00 Epoxy

Danny Letner Inc, License #: 689961 License Type: B,C-39,C-43 \$0.00 roofing

Empire Steel Erectors License #: 1072887 License Type: C-51 \$0.00 Structural Stell

HPS Mechanical, Inc. License #: 793014 License Type: A,B,C-2,C-4,C-10,C-16,C-20,C-34,C-36,C-42,C-43,C-46,HAZ \$0.00 Plumbing, site utilities

J Colavin &amp; Sons License #: 260803 \$0.00 ceramic tile

JG Concrete Inc License #: 699433 \$0.00 Concrete

Modern Metal Framing License #: 1073632 \$0.00 Drywall

Option One Corporation License #: 985340 \$0.00 Solar Panels

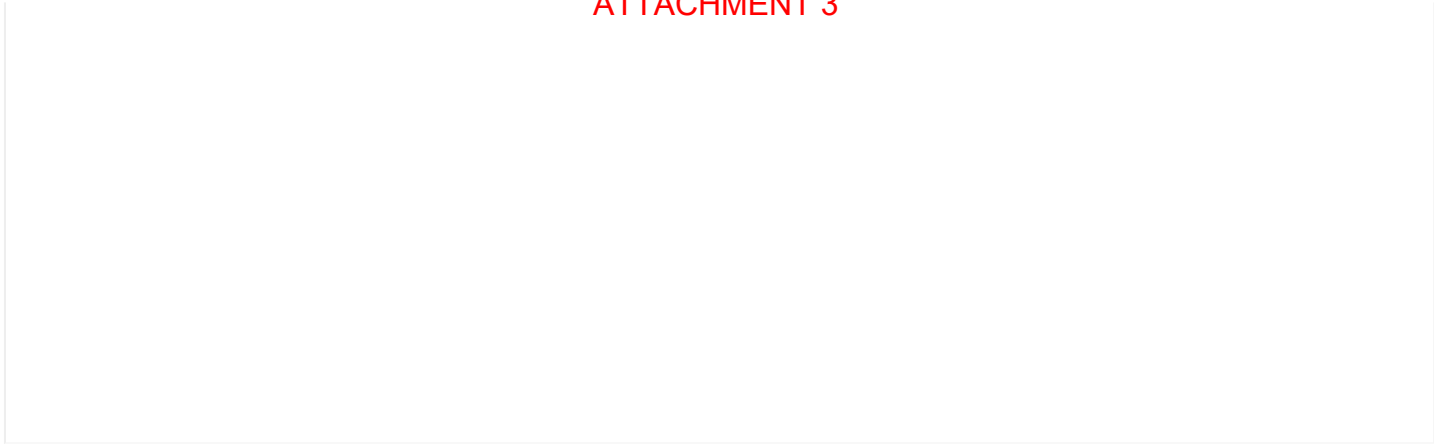
Picture Painting License #: 1002685 \$0.00 Painting

Siege Electric License #: 1001521 \$0.00 Electrical

T3 Contractors Inc. License #: 867365 License Type: C-21,ASB,HAZ,C-22 \$0.00  
demolition & abatement**Grand Total**  
\$7,103,000.00

Done

**ATTACHMENT 3**



**Grand Total**  
\$7,103,000.00



PROPOSAL



PROFESSIONAL CONSTRUCTION MANAGEMENT AND  
SPECIAL INSPECTION SUPPORT SERVICES FOR

# **FIRE STATION NO. 4 TRAINING TOWER FACILITY**







1055 West Seventh Street, Suite 2900  
Los Angeles, CA 90017  
o. 213.482.9444 | f. 213.482.5278  
stvinc.com

January 12, 2024

Mr. Hector Soriano, Associate Engineer  
City of Costa Mesa  
Via Planet Bids

**Reference: Construction Management and Special Inspection Support Services for Fire Station No. 4 - Training Tower Facility (City Project No. 23-04)**

Dear Mr. Soriano:

The City of Costa Mesa (City) is seeking a consultant to provide construction management and inspection services to replace the existing fire tower. STV Construction Inc. (STV) is the right team to provide the technical expertise, innovation, and collaboration to place your objectives for this project at the heart of every decision made. Our vision for delivering this project will be to work with the City, the site and prefabrication contractors, the community, and additional project stakeholders as **One Team**. We will mobilize quickly upon award to facilitate coordination, synergy, and teamwork for efficient project delivery.

**VALUE OFFERED TO THE CITY BY THE STV TEAM**

**A Proven Team.** STV's team of highly skilled construction management professionals can draw upon the multidisciplinary resources of the STV organization, including construction, engineering, and architectural specialists, which will prove invaluable throughout the project delivery process as we address your complex challenges. James (Jim) Adams, AIA, CCM, will lead our integrated team. With more than 25 years of experience, Jim previously led the City's multifaceted Donald Dungan Library and Costa Mesa Neighborhood Community Center Reconstruction project to a successful outcome. Our teaming partner, Delta Group, provided all inspection services for the City's library project, and they will serve in the same capacity for this project. As project manager, Jim will lead the entire design and construction team and be a reliable partner for City staff.

**A Relevant Portfolio.** Having shaped some of Southern California's most exciting projects for more than 30 years, STV is committed to creating exceptional value for our clients. We offer a portfolio of municipal buildings and facilities and high-profile projects.

**Commitment to the City.** As principal-in-charge for this project, I assure you that our local team fully understands its impact and importance. To deliver a solid management approach to provide comprehensive construction management services, you have STV's and my commitment to bringing top industry staff to assist the City. We commit that every person designated as key to the project will not be removed or replaced without your written concurrence. All key staff members identified on our organization chart are available for this assignment and will be committed for the project's duration when needed for successful completion.

Should you require any further information, please get in touch with me at (530) 802-6911 or david.watson@stvinc.com.

We acknowledge receipt of Addendum 1 and 2, issued 12/11 and 12/28.

Sincerely,

**STV Construction, Inc.**

A handwritten signature in blue ink, appearing to read 'David Watson', is written over a light blue horizontal line.

David Watson, CCM, MBA  
Vice President, Principal-in-Charge

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Fee Proposal (submitted separately)



# PROJECT UNDERSTANDING



# PROJECT UNDERSTANDING

## QUALIFICATIONS AND EXPERIENCE

### *Providing a Core Team with the Right Experience*

We have developed a staffing/organizational approach for the City that draws upon the experience of a core team to provide continuity of construction expertise as the project transitions from pre-construction activities through project closeout and certification. Our staff will be supported throughout the project delivery process by project controls, project management, field management, and technical services professionals. Our team's proposed schedule is directly linked to the staffing resources we have proposed. The resumes of our team members also highlight the relevance of their backgrounds to meet the City's programmatic and project needs successfully.

### **We Recognize Your Challenges**

This project presents challenging logistical interfaces. Communication and transparent information will be critical, and the STV team will work closely to recommend and support the City of Costa Mesa with the professional resources necessary to enhance the construction of the center FS No. 4 TT Facility.

The STV team recognizes that project success takes work and effort; it results from hard work, focus, diligence, and communication among all project stakeholders. Our approach is founded on proper planning, partnering, communication, and collaboration.

### *Our Commitment to the City*

The recipe for success weighs heavily on our unyielding commitment to support our core team throughout the life of the Fire Station No. 4 Training Tower (FS No. 4 TT) project. In doing so, we establish not only continuity but also optimize our ability to complete each of the identified milestones within the City's preliminary schedule, which includes pre-construction review activities from March 2024 through the construction of the new FS No. 4 TT, classroom addition, and related utilities within the 180 allocated work days to make sure the project remains eligible to receive all anticipated outside funds.

### *Comprehensive Project and Construction Management Services*

- **Focused on SAFETY FIRST!!!**
- Program/project management
- Design management
- Construction management
- Asset management
- Project controls – eBuilder, Sharepoint
- Sustainability – Leader in Energy and Environmental Design (LEED)
- Risk management, modeling
- Value engineering/cost management
- Earned value management
- Constructability/ bidability reviews
- Estimating (Southern California Database)
- Timberline estimating – quantity extraction
- Scheduling (Primavera P6) – cost/time management
- Financial reporting (budget vs. actuals, forecast cost)
- Community outreach/public relations
- Owner representative services

## STANDARD SERVICES, TECHNICAL APPROACH, AND WORK PLAN

### *FS No. 4 TT Overview*

STV has offices across the United States, including Southern California offices in downtown Los Angeles, Irvine, and Rancho Cucamonga. STV will mobilize qualified resources and deploy strategies that have repeatedly proven effective in managing projects similar in size and complexity.

### *Approach to Project Delivery Planning and Execution*

#### **FS No. 4 TT – Project Phase**

Our proposed team will provide the appropriate level of service to manage this project through successful completion and will rely on sound planning, communication, and an effective management approach outlined as follows:

- Establish our team as a trusted partner to help the City make informed decisions, as we have done on previous Costa Mesa projects
- Provide leadership and proactive communication at all levels
- Enable on-time completion of all deliverables
- Challenge the technical merits of proposed solutions, while also examining cost and schedule ramifications both short- and long-term
- Maintain a safe and non-disruptive construction site
- Examine short- and long-term operational life cycle costs
- Minimize unnecessary changes during design and construction
- Comply with the quality standards expected by the City
- Validate architectural/infrastructure requirements, site logistics, and any potential impacts to the FS No. 4 TT project
- Validate the schedule of both the tower fabricator and the general contractor for compliance with the contract requirements and coordination.

### *Project Approach*

We have structured our delivery approach using the scope of consultant services, RFP Section 9.0, to showcase our project delivery in more detail. We have indicated next to each approach section what RFP sections they relate to for easy reference and understanding of our approach to deliver our services.

#### **An Established Team**

Executive oversight of the FS No. 4 TT project will be led by STV's Construction Management Vice President, David Watson. We will reunite our construction management team from the Lions Park Donald Dungan Library, with Jim Adams as our lead construction manager, Group Delta's Jessie Iniquez as lead site special inspector, along with the entire Group Delta Anaheim Lab, and STV's Bob Quickel as scheduling engineer. All of our proposed team members have established a solid and trusted relationship with the City through our previously delivered Multi-Award Winning Lion Park project. Additionally, our proposed project engineer, Gabe McCreary, will be new to Costa Mesa but has worked successfully with Jim Adams on other projects, which will complete the overall synergy this project requires.

#### **Construction Management Administration, Quality Assurance, and Special Staffing** <sup>RFP</sup> SOW 9.2, 9.8

Our team will function as the City's "eyes" in the field and coordinate and facilitate construction-required services with our designated project inspector. STV maintains a company-wide Quality Management System (QMS) conforming to ISO 9001:2015 Quality System Standards. Central to our QMS are independent audits and a corporate quality manual, which defines our quality policy and how we manage, control, document, and improve our quality processes through the project life cycle.

A significant element of our quality manual is a series of standard procedures that guide project execution from start to finish. These procedures are stored on our company intranet and available to all employees.

In addition, a project-specific quality plan (PQP) is prepared for each project, which establishes and describes the interactions between the quality system processes and identifies the personnel responsible. The PQP describes the quality methods related to, at a minimum, the following:

### A Committed Team

We are committed to providing excellent, integrated services as a capable, effective, and local partner. The STV team will provide continuity of key personnel (subject to reasonable control) assigned to this project engagement through the completion of the work.

- Document control as it applies to all quality-related documentation of a magnitude that control of such documents is necessary for compliance with contractual requirements
- Process control, the planning and development of which considers quality objectives and requirements; the need to establish processes; required verification, monitoring, inspection, testing, and acceptance criteria; records needed to provide evidence of conformity to requirements; and client communication
- Inspection and testing to describe the procedures for planning, implementing, and controlling inspections and test activities necessary to verify field conformance to design/construction and installation criteria required per approved contract documents
- Non-conformance, preventive action, and corrective action to describe the processes used to identify, analyze, and control non-conformance, as well as to implement corrective actions designed to prevent the recurrence of such non-conformance

Quality is dependent upon a clear understanding and examination of project requirements. Subsequently, a project manual is prepared for each project that addresses how the higher-tiered directives of the PQP will be implemented in the field. The project manual includes:

- Pre-construction elements include project contacts, scope of services, contract summary form, permitting and codes, etc.
- QA/QC elements include a project organization chart, management decision/review flow chart, document control and distribution, retention of project records, etc.
- Construction elements include roles and responsibilities, daily/weekly/monthly reporting, safety/ emergency/ facility communications, schedule, budget, change order control, noncompliant work, etc.

- Project closeout as established within the contract documents for substantial/final completion, punch list management, as-builts, O&M Manuals, warranties, etc.

### Pre-construction phase services <sup>RFP SOW 9.2:</sup>

- Schedule: Carefully review the project sequence regarding the established end date and interim milestones and obtain approval from the City. Conduct project schedule workshop for the contractor's development of the project's baseline schedule. Our team will make sure that the individual components within the overall master schedule verifies that any alternative phasing as proposed by the project team and/or the general contractor complies with the established parameters as outlined in the contract.
- Establish the Inspector's Monitoring of the Special Inspection and Materials Testing Program in accordance with Group Delta's Anaheim Testing Lab procedures
- Perform a thorough review of the construction documents and conduct a constructability analysis
- Conduct construction document reviews for economy and efficiency of design and construction operations
- Evaluate and minimize construction impact on operations and minimization
- Review site logistics
- Provide final construction document review so that requirements are clearly defined and add/deduct alternates are delineated accurately for the City's review and approval
- Schedule and conduct an initial pre-construction meeting with the contractor, utilities, other City divisions and departments, and potentially adjacent community and neighbors
- Prepare and distribute pre-construction minutes to attendees and other parties. The pre-construction meeting will cover, as a minimum, the overall project objectives, responsibilities of key personnel and agencies, schedules, schedule of values (bid breakdown), procedures for handling submittals, correspondence, utility relocations, local agency permit requirements, requests for clarification, progress payments, change orders, safety issues, emergency response requirements, and other pertinent topics
- Allow opportunities to have the contractor's questions answered
- Collect from the contractor the submittal items required to be submitted at the pre-construction meeting
- Review project schedule and analyze progress and progress analytics (earned vs. actual duration)

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- Evaluate long-lead item procurement
- Capture meeting attendance with the City and all regulatory state agencies to make sure approvals are obtained efficiently
- Maintain correspondence and any other communication files as required to advance the project
- Conduct reviews that address coordination, cost impact on agency operations, time of performance, compliance with the required scope of services, and compliance with the City's comments
- Review and assist the general contractor and the pre-fab manufacturer/installer in aligning the critical scheduling activities to verify schedule alignment and reduce potential project delivery risks
- Prepare RFPs and cost estimates, negotiate proposals and CORs for work to be performed on a change order basis, and recommend approval to the City's project management staff
- Maintain accurate, orderly, and detailed files, as well as written records and documents concerning the project during all stages of construction, including project correspondence, meeting minutes of job conferences, progress reports, shop drawings, and other submissions, contract documents, Architect's Bulletins, as-built record drawings, and all other project-related documents. Provide all records, documents, and information regarding the project upon completion of the work

### Construction phase services RFP SOW 9.0:

- Assist in obtaining all necessary permits, certificates, licenses, and approvals, and advise the City that work does not proceed without these documents
- Review preliminary construction schedules with the selected contractor, develop start-up construction schedules, and verify compliance with progress scheduling requirements
- Provide technical supervision and coordination of the work until final completion and acceptance by the City, verifying that the materials furnished and work performed are in accordance with the plans, drawings, specifications, and approved contractor submittals
- Prevent work installation or furnishing of materials or equipment that has not been adequately approved or otherwise fails to conform to the plans, drawings, specifications, and construction documents
- Along with our Group Delta Inspection team, verify that all inspection, quality control tests, or any other tests required by law, rule, or regulation, or by the construction documents, are performed satisfactorily and on time, including off-site inspections and controlled on-site inspections, by our Inspector's Monitoring of Special Inspection and Materials Testing Program. Make sure that soils compaction testing, welding, concrete testing, and masonry, structural, or reinforcing steel inspections are procured as specified and scheduled, and that final reports are obtained and this information is conveyed back to the contractor
- Conduct job meetings with contractors, consultants, and stakeholders to discuss procedures, performance, progress, problems, and scheduling; minutes of such meetings will be distributed to all attendees in a format authorized by the City
- Review the contractor's daily production report describing all of the activities that occurred on the site, including the number of workers identified by trade, contractors employed at the site by each contractor, the number of hours worked, material deliveries, labor difficulties, weather conditions, visits by officials, testing that has occurred, decisions reached, action items to be resolved, and any other observations pertinent to the work. (If we are not on-site full-time, one of the options in question/response addendum we could offer to monitor the contractor's daily field reports.)
- Maintain accurate, orderly, and detailed cost accounting records concerning all work performed, including RFPs/CORs, scope of work development, cost control spreadsheet, and change order summary log
- Coordinate with the City to verify that all temporary facilities and utilities are provided as necessary for the performance of the work
- Review and address, as appropriate, RFIs, requests for extensions of time, change order requests, and disputes from the contractor
- Implement a Quality Management and Inspection Program that will make sure that construction activities are performed in accordance with approved drawings, specifications, applicable codes and standards, and contractual requirements. Responsibilities and authority for the administration of the program and completion of work and the standards of quality to be applied will be clearly defined
- As needed, prepare daily inspection reports that will be filed within one day following the inspection of any work performed. In addition, our team will prepare regular weekly and monthly reports to describe the progress and conditions of the project
- Observe the construction activities and monitor the

schedule to identify any interface issues between the general contractor and the pre-fabrication contractor/installer. Focused scheduling using Fragnet Net scenarios may be developed as necessary to verify the proper sequencing of fabrication, delivery, storage, installations, utility connections, and on-site construction activities are successfully implemented. Our STV scheduling team has many years of participating in and developing these types of schedule oversight activities to help verify the project's timely completion

- Resolve constructability problems, day-to-day construction issues, and investigate claims
- Provide monthly progress reports, including project progress photos, and prepare weekly and monthly reports to describe the progress and conditions of the project
- Maintain a daily field report describing all of the activities that were observed on the site, including monitoring the contractor's superintendent's daily report for the number of workers identified by trade, contractors employed at the site by each contractor, the number of observed hours worked, material deliveries, labor difficulties, weather conditions, visits by officials, testing that has occurred, decisions reached, action items to be resolved, and any other observations pertinent to the work
- Review the safety program developed by the general contractor and coordinate safety programs for the project. Contractor deviance from the safety programs will be pointed out to the general contractor's superintendent for immediate resolution of the safety issue, and precautions will be taken to minimize the risk of injury to persons and damage to property from the work. The weekly progress meetings will also discuss any observed safety issues or concerns

## **Correspondence, Reports, and Other Forms of Communication** RFP SOW 9.3 and 9.4

Our team will establish recommended protocols for creating and issuing daily, weekly, and monthly reports to the City and the general contractor. Maintaining effective communication will be essential to the FS No. 4 TT success, and the following tools and methodology will be implemented consistently.

- **Daily Reports:** Field management staff will generate daily reports with a minimum of the information below identified:
  - Description of observed work performed and major

*quantities installed*

- Key project developments or milestones completed
  - Photo documentation of progress and work-in-place construction
  - Equipment at the site, material deliveries or shortages, and workforce
  - Issue resolution
  - Safety issues
- **Monthly Executive Progress Reports:** This report is typically circulated to a broad audience, many of whom do not have day-to-day contact with the program. It is also intended to summarize progress and trends so that even day-to-day management can step back regularly and assess where the program is going from a more global perspective. Monthly reports typically include:
    - Executive summary including construction milestones, look-ahead schedule, and photos of progress made during the month
    - Detailed schedule analysis
    - Detailed budget and expenditures report
    - Project open issues and resolution status
    - Environmental mitigation measures report
    - Project design information
    - Project control documents summary

Reports are available both in hard copy and electronically on the program website. In addition, an online project management system (e-Builder) will be implemented (pending approval by the City) to provide real-time status.

## **Site Conditions and Progress Documentation** RFP SOW 9.4

### **Field Engineering Investigations, Assessments, and Reports** RFP SOW 9.4

- Coordinate and review the contractor's video and photos of pre-construction site conditions and utilities before beginning any construction operation
- Confirm existing conditions within the limits of the work in adjacent areas and along access and haul roads. The contractor's documentation will depict the pre-existing conditions of public and private improvements, including, but not limited to, street, drainage, utilities, landscaping, and irrigation improvements
- Compare the contractor's pre-construction site surveys



to the site surveys performed under this scope of work. Note any discrepancies and resolve issues

- Describe in a memorandum, submitted before any construction operation, pre-existing damage identified within the limits of work and along access and haul roads
- Meet with owners of pre-existing damage to document and confirm existing conditions. Document any damage to public and private improvements incurred during construction operations and meet with owners immediately after the damage discovery to resolve repair requirements and responsibilities. As part of this task, it is required to document all the existing utilities for any needed utility adjustment/relocation coordination and planning

## Meetings RFP SOW 9.5

Our team will organize and lead project kick-off meetings to establish proper project expectations and to create working relationships with the architect, engineers, contractors, major vendors/subcontractors (TT pre-fab manufacturer and installer), the City, stakeholders, and agency staff. These meetings will also catalyze the creation and review of design and construction work plans, safety expectations, traffic management plans, stormwater pollution prevention plans (SWPPP), and various procedures, including hauling the demolished existing training tower for offsite disposal. We will prepare an agenda listing the most important items during a particular phase, such as regulatory agency, peer review/design, bid strategy, award, construction, and post-construction.

### Project Meetings:

- **Weekly Project Team Meetings:** Our team will convene and chair weekly design and construction meetings, including representatives of the City, contractor, design team, and any other stakeholders required to participate. These meetings will be action-oriented and cover general status, cost and schedule status, design and construction issues, open issues from the issue/action log, pending changes, and any other critical issues.
- **Phase-Specific Meetings:** We will plan and convene other regular meetings that will occur during specific phases of the project when a particular subject requires either more attention or a different group of attendees (e.g., pre-demolition of an existing training tower, hauling off debris, pre-construction storage and installation of a new pre-fabricated training tower, commissioning or move-in). If necessary and requested, we can bring in specialists to provide specific expertise for these types of meetings.

- **Special and Workshop Meetings:** Occasionally, special meetings may be required for issues that impact operational changes or major problems, such as responding to mid-project regulatory changes, delivery issues of pre-fabricated towers, or force-majeure events. The meetings may be one-time events or go on for a period of time. We will convene and chair these meetings, track issue resolution, and issue meeting minutes similarly to other meetings.

### Meeting Agendas

STV will prepare a written agenda for all meetings. The agenda will be issued to meeting participants in advance, allowing all attendees to prepare appropriately for the meeting and request modifications if required.

### Meeting Minutes RFP SOW 9.5

All meetings are documented via meeting minutes. Issuing meeting minutes is the responsibility of the STV team initiator. Such minutes are essential to open communication between all parties that systematically record, identify, and define project goals and responsibilities. Proper meeting minutes will record the meeting number, date of the meeting, participants, distribution list, all documents that are exchanged in the meeting, specific weekly discussed items (i.e., three-week look-ahead-schedule, RFIs, change orders, etc.), informational items discussed during the meeting, past action items, past resolved items, and new action items. Meeting minutes will record all activities throughout the project. They will live as an organic document that will clarify the project's goals to keep the project progressing as required. Though the RFP states the meeting minutes are to be distributed to the attendees within five calendar days of the meeting, it is our practice to distribute the meeting minutes by the next day, as we previously did on the Donald Dungan Library (DDL) and Neighborhood Community Center (NCC) projects. All parties will have a chance to review such meeting minutes and make revisions as needed in the time allotted for changes. Once meeting minutes have been finalized and posted, they will become a legal document that can be referenced by all team members.

STV uses e-Builder as its preferred Project Management Information System (PMIS), and our proposed team has additional expertise in other comparable systems if the City should currently work within an established system or reserve a preferred platform.

## Shop Drawing and Submittal Review

RFP SOW 9.6A, 9.6B

### Project Shop Drawings

We will use the management information system e-Builder, which our construction management teams have successfully used on many projects, including the City's DD/NNC projects. We also used the contractor's Pro-Core informational software to monitor daily contractor issues such as RFIs, submittal, manpower reports, potential claims, pay applications and scheduling status. Alternatively, we can use another type of Construction Management Information software system that the City would prefer. We will create a submittal log/register for the FS No. 4 TT project before the start of construction. Our staff will receive and review all shop drawings, product data, samples, and other submittals from the contractor and will coordinate them with information contained in related documents.

In collaboration with the City, we will establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples, and other submittals. We will work with the contractor to develop the submittal schedule (as required by the contract documents) and invite the architect and associated team to review submittal dates for proper review time and to avoid revisions and re-submittals. By tracking submittals, our team can expedite turnaround time and determine if a project shows early signs of schedule slips.

### Project Submittals RFP SOW 9.6

Our team will maintain a submittal log to record and track all submittals. In conjunction with the City's contractor, we will develop an initial list of required submittals and establish the submittal format and number of copies necessary for each submittal item based on the contract documents. Our team will define the procedures and coordinate the processing, reviewing, and returning all submittals to the contractor. We will monitor the date that submittals are made against the contractor's performance in reviewing and returning documents that include but are not limited to, shop drawings, working drawings, material samples, and equipment catalog cuts.

Our team will expedite the flow of drawings and materials through the approval process. We will maintain a current set of approved submittals at the job site. The submittal status will be a regular agenda item at the weekly construction progress meetings. Submittal delay will be identified as a potential risk, and the contractor will be alerted to its potential impact on the project. We will also recommend ways to resolve any delays or mitigate their effects.

## Plan and Specification Interpretation and Control RFP SOW 7.1

### RFIs RFP SOW 9.7A

We will consult with the architect/designer if the contractor asks for interpretations of the meaning and intent of drawings and specifications, and we will help resolve questions. Our team will maintain an RFI (also known as Request for Clarification) tracking system that analyzes the cost and schedule implications for the RFIs and coordinates all requests for survey information. Our close communication with the City will help avoid potential delays. This information will be tracked in e-Builder to provide complete transparency in a collaborative, web-based environment.

### Change Control RFP SOW 9.7B, 9.7C, and 9.7D

Our team recognizes the importance of an effective, systematic process for managing change throughout the project's life cycle. Once a project baseline WBS, scope, cost, and schedule have been established, the most important project management task will be managing change.

If the City permits, our team will use e-Builder as our integrated project management platform to manage the change control process. The e-Builder provides a complete change management workflow processing center that captures and tracks each change, from the initial change request phase to final approval. It facilitates an effective process to track and route supporting documentation using standard "ball-in-court" and date-driven approvals and custom workflow in which parties are required to review and approve/disapprove before implementation. The program effectively enables analysis of financial and schedule impacts a change may have at any stage in the negotiation process.

## Project Schedule Updates and Progress Payment Applications RFP SOW 9.9

### Project Schedule Updates

As noted in the RFP and during the pre-bid job site walk, the City indicated the schedule is critical in securing and receiving funds for this specific project. The construction manager must take the lead in managing this project's successful overall time frame. To that end, STV uses various scheduling tools (Primavera P6, Sure Trak, and Microsoft Project) to document critical elements of the project. Our in-house STV professional project scheduler will support our on-site project management team on an as-needed basis, at least during the monthly pay application review. Our scheduler's review comments will be included in our monthly reports. Our project scheduler,

Bob Quickel, also performed the schedule reviews for the DDL project. The master project schedule includes permitting, contractor procurement of prefabricated materials, including the TT, and other activities.

### Progress Payment Applications

Our team will also confirm and validate monthly construction progress and work with our assigned project inspector to determine the percentage of work completed each month. This will allow our team to review the contractor's monthly progress invoices and determine whether the submitted percentages align with the work progress completed for that particular month's invoice or if revisions will be required. Our team will recommend our concurrence of the progress shown in the monthly invoice to the City and process the invoice for approval signature(s).

### Earned Value Management

Earned Value Analysis (EVA) is an industry-standard method of measuring a project's progress at any given time, forecasting its completion date and final cost, and analyzing variances in the schedule and budget as the project proceeds. It compares the planned amount of work with what has been completed to determine if the cost, schedule, and work accomplished are progressing according to the plan. As work is completed, it is considered "earned." Three measurements are used in the EVA:

- The actual cost of work performed
- The budget cost of work performed
- The budget cost of work scheduled

STV has the proven cost engineering expertise and the necessary EVM software programs — such as Microsoft.

STV will use MS Project, Timberline, and e-Builder along with Primavera P6 Project Planning to manage client contractors and consultants effectively.

### Change Control Management RFP SOW 9.10 Change Management RFP SOW 9.10

Our team will identify and track changes, evaluate contractors' requests for extra work, evaluate and prepare written recommendations for the justification for additional work or changes, and prepare change orders.

Our team will review and be thoroughly familiar with the contract requirements and scope of work to manage what is entitled and what is not. We will always refer to the contract to mitigate potential claims arising from requested changes. Scope, schedule, and budget always

go hand-in-hand, and the ability to control scope and changes will be a critical factor in completing the project on time and within budget. A well-implemented change control process considers the impact on cost and schedule for each change in scope.

The STV team will apply proven "change order management techniques" to minimize costs and schedule impacts associated with changes in scope. All changes in scope will be thoroughly investigated and substantiated before being recommended for acceptance and implementation.

Our team will also make sure that all changes in scope are thoroughly investigated and substantiated before recommending for acceptance and implementation. Key stages within this process include:

- **Finding of Fact (FOF):** The FOF provides information on the basis, analysis, and reasoning of a change order. Our team will evaluate the reasons for the change in scope and whether a change order is justified
- **Discretionary or Non-Discretionary Determination:** The critical distinction between a discretionary and non-discretionary change in scope is vital to determining whether or not the change is implemented. A discretionary change is one in which the project can do without and still meet design criteria and other requirements. A non-discretionary change must be performed to meet project objectives
- **Development of Alternatives:** Our team will evaluate cost- and time-saving alternatives to the changed work scope. These alternatives will be developed and presented to the City's project manager for review and approval
- **Potential Change Order:** A potential change order that includes the new additive and/or deductive scope will be prepared
- **Cost Estimates and Schedule Analysis:** An independent cost estimate and schedule analysis will be performed on the changed work scope and the alternatives to be considered
- **Request for Quote:** In parallel with our team's evaluation, a quote request will be issued for the item of work to be performed. All estimates obtained from the contractor will require full details of supporting costs and a report of any schedule impacts
- **Pre-negotiation Position:** By comparing the contractor's cost and time estimates to those prepared by our team, a pre-negotiation position will be developed, and

### Past Cost Savings Success

Our STV team successfully negotiated tens of thousands of dollars in savings for the City from the contractor/sub-contractor claims for additional scope of work on our DD/NCC project, which helped keep the project within its original budget.

maximum cost/schedule negotiation amounts will be obtained through discussion with the City

- **Negotiation of Change Order:** A formal negotiation process will be instituted to scrutinize and agree on change order costs with the contractor
- **Approval of Change Order:** A change order will be issued once the changed work is identified and justified. Plans and specifications for the revised work will be included in the change order document
- **Monitor Change Order:** Change order work, especially time and materials-based, will be monitored closely in the field, with complete and accurate documentation of labor, equipment, and materials. This is critical if any disputes arise

### Claims Management RFP SOW 9.11

STV will strive to reduce or avoid claims by gaining the commitment of all parties involved to collaborate closely and communicate regularly throughout the project by resolving day-to-day issues as they arise. Our team will identify and track claims, provide a written explanation of each claim, find facts about the issues, propose resolution alternatives, and recommend resolution actions. Our field team is highly conversant in resolving potential claims. Our typical approach to claims resolution relies on our field staff, who have access to our multidisciplinary staff of engineers, architects, estimators, and scheduling specialists if needed. Such a range of expertise is essential to analyzing a claim's often complex liability, causation, and damage components.

Our team's claims expertise includes preparing cost estimates in sufficient detail to allow reasonable negotiations with the contractor for added scope beyond what was indicated in the base contract documents, with impact (delay) costs separately identified where necessary. Through review and analysis of supporting financial documentation, our team will ascertain whether the dollar amounts claimed are reasonable in nature and quantity, properly allocable, and by sound and generally accepted

cost accounting principles and practices. Our team will draw upon our collective knowledge and experience to verify that we minimize any chance of duplication in our review and that the costs presented by the contractor are in line with our team's independent and unbiased estimates.

### Specialized Inspection Services RFP SOW 9.1

Our team will prepare the Project's Inspector's Monitoring of the Special Inspection and Materials Testing Program. It will verify that approved contract documents, including plans, specs, procedures, applicable codes, standards, and the testing and inspection sheet/list perform testing and inspections. We will monitor the contractor's Construction Quality Control (CQC) plans and coordinate/facilitate inspection of all general contractor subcontractors' work for compliance with the Quality Management Program.

Our team will be the primary liaison with the contractor's team for identifying corrective actions and administering open items resolution. Our designated project inspector, Jesse Iniguez, will conduct inspections, perform and witness tests, and monitor subcontractors' activities related to quality in all areas, including, but not necessarily limited to, civil, structural, architectural, mechanical, plumbing, fire protection, and electrical. Inspections will be performed under the approved, current plans, drawings, specifications, and referenced codes and standards.

During construction, when on-site, and when inspections are performed, Jesse's observation will be followed by a same-day summary field report outlining observations relative to the progress and quality of the work. The field report will be forwarded to the contractor's quality manager, with copies to our team on-site. It is the responsibility of the contractor's quality manager and our staff to make sure that all deficiencies and defects are corrected. The site observation personnel will verify that deficiencies noted in the previous field reports have been updated. The weekly quality management will discuss any outstanding issues to identify inspection requests further, coordinate with the contractor team's superintendents for inspections, and correct defective work. Our team and the inspector will immediately inform the contractor's quality control manager of any defects and deficiencies in the work.

**Off-Site Source Inspections:** During the FS No. 4 TT project, certain items may require source inspections, such as concrete plant and off-site raw materials inspections. Our team will review the specifications and determine the scope and extent of those items requiring source inspections. Source inspections required by code, such as for shop structural steel fabrication and welding,

## ATTACHMENT 4

will be performed by the designated independent testing laboratory and associated personnel. The contractor's quality manager and superintendents will coordinate with the appropriate suppliers and subcontractors to determine a schedule for timely source inspections.

**Requirements:** During any construction operation or required source inspection, and in addition to performing inspections and tests as outlined by the appropriate inspection plan, the contractor's field staff will verify the following requirements are met before submitting an inspection request:

- The latest approved construction document drawings, submittals, and reviewed shops are being used for the construction, fabrication, or installation of the item being inspected and tested
- The equipment and materials are available for testing and inspection, are in good condition, and the equipment calibration is current
- Personnel performing special inspections are qualified and certified to perform the specific assignment where such qualification or certification is required per the approved contract documents

**Field Sign-off Inspection:** To maintain quality assurance throughout the project, certain portions of the work will require completion inspection sign-off before final acceptance. The contractor's quality manager will identify these portions before completion, which will be mutually agreed upon with our on-site staff and signed off on by our project inspector. This procedure is necessary for operations when the progress of the work will result in concealed conditions. An example of this is the pouring of concrete footings and slabs. Concrete slabs may contain embeds for various electrical conduits, duct openings, pipe sleeves, etc. This type of work requires inspection and sign-off before enclosing the work.

### Startup, Closeout, and Acceptance Services RFP SOW 9.12

Success on any project depends on the completeness of the entire system and all stakeholders' acceptance. This means that we all work together towards a common goal. The final project inspection is the last opportunity to address deficiencies and discrepancies and adjust and incorporate ideas generated during construction. Once contract work is completed, our team will coordinate and schedule final inspections for every aspect of the project. The final inspections will include members of the

City, project-related personnel, including our architects and engineers, and our inspection team. Our team will compile a comprehensive punch list with comments from all parties involved throughout the final inspection and the following days. Our team will notify the City in writing upon completing the original master punch list. It will update as specific items are completed and signed off for final acceptance.

Our inspection team will be able to monitor the correction of punch list items until work is completed by the contract documents and to the satisfaction of the City. Maintaining an updated punch list will inform all parties of outstanding and completed work. Final punch list reports will be generated, and copies will be distributed to all project team members for accurate record documentation, making sure all deficiencies were identified, the work was completed, and our project manager and project inspector signed off on final corrections.

### Post Construction RFP SOW 9.13

Our team will prepare a detailed plan and schedule for the substantial and final completion, acceptance, and closeout of the construction contract, which will contain the following:

- Assist with the implementation of the commissioning program
- Review operations and maintenance manuals with manual and spare parts (attic stock) delivery to the City
- Review warranties and guarantees
- Provide contractor's red-line drawings to the City for 'as-built' drawings. Review and certify that the record drawings are complete and provide drawings to the architect
- Conduct punch list management
- Manage final inspection
- Prepare the closing out of the contract and a letter of acceptance in association the City's Inspection Department
- Turn over final project records and documents to the City upon completion
- Final progress payment report and retention release
- Final payment checklist
- Release and waiver of lien

Our team will prepare a final payment checklist that will be completed before preparing the final progress and payment report. A release and waiver of lien will then be

## ATTACHMENT 4

required before payment of the contract retention. This will document that no outstanding liens, claims, or stop notices are filed against the City.

Following our team's notification to the City of the contractor's final completion, there will be a final inspection. We will transmit the required guarantee affidavits, releases, bonds, waivers, keys, manuals, record drawings, and stock maintenance to the City. Our team will certify that all work was performed and completed by the plans and specifications and that the final payment estimates to the contractors are correct. We will also initiate a final progress payment report and retention release form. When completed, these will be sent to the City, thereby requesting issuance of the final progress payment or retention release. Finally, all project records and documents will be inventoried and turned over to the City in archive condition. A detailed index of these records will be prepared and submitted as well.

### Project Record Drawings RFP SOW 9.13B and 9.9B

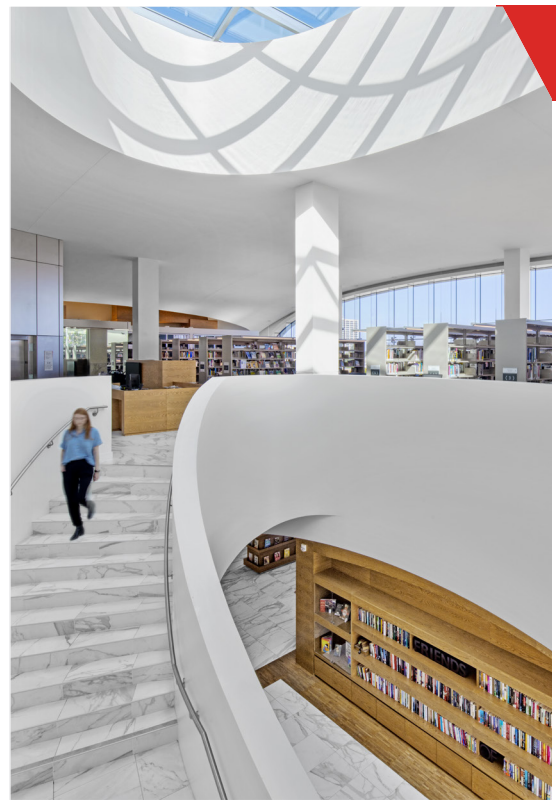
During the project, our team will work with the contractor team to maintain accurate sets of as-built drawings and specifications. Our team will recommend a monthly

workshop with the entire contractor team to review the status of their ongoing as-builts so that the team maintains both accurate and timely record drawings. The status of this requirement will be part of the weekly team meetings so the contractor understands the importance of this task and the strict adherence to this requirement.

The recorded drawings will be returned to the City after the FS No. 4 TT project. The contractor team will certify the drawings as "as-built," and the STV team will accept them as "as-built" by reviewing them for accuracy and completeness before submission to the City. Our team will consistently update and keep a marked-up set of field drawings on file during construction. This record will be used to check the required compliance of the contractor's as-built drawings. Our team's "field set" drawings will be turned over to the City at the project's closeout.



Costa Mesa's Donald Dugan Library





# PROJECT TEAM ORGANIZATION



# PROJECT TEAM ORGANIZATION

## WHY THIS TEAM

The team assembled for this project is our “A” team, and we expect these seasoned members will provide comprehensive construction management services focused on the needs of the community and the City of Costa Mesa. Our team members have the direct relevant expertise, capacity, and lessons learned to offer the City of Costa Mesa practical solutions for successful project completion.

Professional resumes of our key staff can be found in the appendix.

## EXPERIENCED TEAM TO DELIVER THIS PROJECT

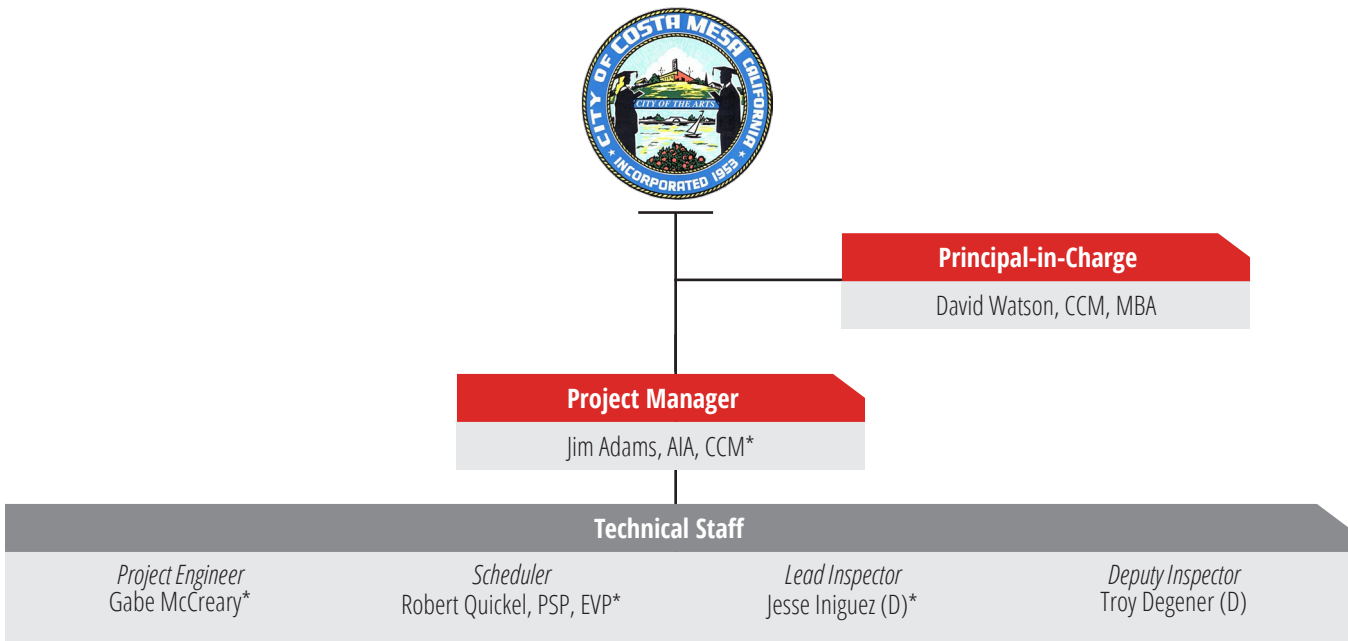
### James Adams, AIA, CCM - Project Manager

Jim offers more than 25 years of experience leading projects where he applies sound leadership qualities with specific expertise in program management, master planning, design management, and on-site construction management services. A results-oriented individual, Jim

Jim Adams, our project manager, led the STV/Group Delta team that successfully completed the City’s Donald Dungan Library and Costa Mesa Neighborhood Community Center Reconstruction project.

works with staff at all organizational levels, from consulting architects and engineers to government agencies and owners, to effectively manage complex and challenging projects.

**Group Delta Consultants, Inc.** is a full-service engineering and materials testing firm providing materials testing and inspection services for this project. With approximately 110 employees, the firm has been providing services to cities, agencies, and public firms throughout Southern California for 30 years. Group Delta currently has seven offices and two certified laboratories in California.



(D) Group Delta  
\* indicates resume included







## SIMILAR PROJECTS



## SIMILAR PROJECTS

STV and Group Delta have provided construction, project, and program management services for many notable projects relevant to the City. The highlights of our relevant projects include participation by our proposed key personnel and team members. These demonstrate our team's competence in providing the services required to complete this project successfully. Please also refer to the photo gallery in our appendix, which includes STV's additional relevant experience as a full-service engineering, architectural, planning, environmental, and construction management services firm.



### LA ISD Construction Project Management and Support Services Los Angeles County, CA

Client:	County of Los Angeles Internal Services Department
Reference:	Tom DeSantis
Telephone:	(323) 267-3467
Year Complete:	2023
STV Fee:	\$10.5 million
Construction Cost:	\$750 million

The County of Los Angeles Internal Services Department (ISD) is committed to confirming staff and the public's safety, comfort, and productivity using county buildings. To assist LA ISD in making sure the quality of its more than 200 facilities is upheld while continuing to meet the evolving needs of staff and local residents, LA ISD contracted STV, in joint venture, to provide construction project management and support services to its Facilities Operations Service, Program and Project Management Division. This comprehensive initiative included estimating, scheduling support, cost control, bid and procurement,

program and project controls, and document control for systems replacement, repair, and refurbishment of county-owned and leased facilities.

STV oversaw a team of 13 professionals, including project managers, construction managers, design managers, schedulers, estimators, project control experts, and administration personnel. Their collective role was to augment ISD staff in executing projects for the FRP and Client Funded Projects, with diligent management of key performance indicators for budget, schedule, quality, and safety.

Types of maintenance, refurbishment, and repair projects STV was responsible for managing included ADA, hazardous material remediation, HVAC, tenant improvement and office renovations, and telecommunication projects.

STV's additional responsibilities included e-Builder system administration, the configuration of business processes, and the automation of processes previously tracked on paper. The implementation of a web-based Project Management Information System enhanced document processing and retrieval, reduced errors, and enabled precise forecasting, providing comprehensive tracking of program financials.



**Donald Dungan Library & Costa Mesa Neighborhood Community Center Reconstruction**

Costa Mesa, CA

Client:	City of Costa Mesa
Reference:	Arash Rahimian
Telephone:	(714) 754-5096
Year Complete:	2020
STV Fee:	\$3,044,056
Construction Cost:	\$36.5 million

The size and amenities of the Donald Dungan Library (DDL) were limiting the types of programs that the city was able to make available to the public. STV provided CM services for a \$36.5 million project to build a new library, convert the old one into a new Neighborhood Community Center (NCC), and make significant site improvements to the adjacent the 10-acre Lions Park property.

Phase 1 included CM oversight for the demolition of the existing 20,000-sf NCC and construction of the new two-story, 23,355-sf DDL. Work also involved redevelopment of Lions Park. Additional improvements involved approximately 2.45 acres of site improvements, including new landscaping, hardscaping, and irrigation systems that increased the usable park open space by approximately 1-acre, as well as site utility work, including installing underground utility connections and preparing points of connection to facilitate future construction work. The firm also oversaw streetfront improvements, including construction of new sidewalk, entrance driveway, curb, and gutter; parkway landscaping; street tree planting and street furniture; and 27 new parking spaces.

Phase 2 included renovation of the 8,700-sf DDL for reuse as the new NCC. STV's team managed the renovations, which involved floor area modifications to accommodate

a catering kitchen. The work also entailed the installation of new exterior glazing and entrance doors, mechanical equipment, electrical panels, lighting, audiovisual equipment, and infrastructure. Also included in this phase was a new loading/delivery area to serve the facility, and site landscaping surrounding the building.

During both phases, STV managed the day-to-day construction activities, working closely with city project staff, the architect, and the general contractor to oversee the budget, schedule, quality, and overall safety of the project site. The firm was responsible for constructability, bidability, and peer reviews; value engineering; construction cost estimating; project scheduling; long-lead item procurement evaluation; bid support, including extensive contractor prequalification; permitting; and technical supervision and coordination of construction through closeout.

The detailed constructability review provided by STV during the 90% design was appreciated by the city and facilitated the process of obtaining permit approvals. The trust and relationships built during this process will also help future proposed street improvement projects for the city to progress smoothly.

The team used Procore project management software to track the CM process and Primavera P6 for scheduling. Final documentation was provided to the city through the e-Builder document management platform. Implementation of the e-Builder project management information system enabled the city to store and manage access to more than 12,000 project documents, including the schedule, RFIs, submittals, shop drawings, photographs, and reports.

Group Delta supported the STV team by providing on-call special inspection and materials testing services for this project.



## Renovations Bond Program CM Freemont, CA

Client:	Fremont Unified School District
Reference:	Kevin Arthur
Telephone:	(510) 657-076
Year Complete:	varies by project (2015 - 2025)
STV Fee:	\$2,445,47
Construction Cost:	\$650 million - \$1.6 billion

The Fremont Unified School District (FUSD) in California's San Francisco Bay area serves nearly 35,000 students in grades K-12, and also includes an adult school. The district's mission is to provide equitable opportunities to educate, challenge, and inspire students of all ages, talents, and ability levels while striving to prepare each with the skills required to adapt and succeed.

STV, in joint venture, is providing CM services for additions and renovations to multiple FUSD schools. Projects to date include six new buildings, support facilities, hardscape, track and field facilities, and site utilities at Horner Middle School, valued at \$78.9 million; modernization of 10 existing classroom buildings and construction of three new buildings housing 22 classrooms at Walters Junior High School, valued at \$27.2 million; a \$9.4 million, 2-story, 12-classroom building addition at Irvington High School; and a \$6.7 million, 2-story, 8-classroom building addition at Patterson Elementary School.

Additional efforts include renovations and IT infrastructure upgrades at Walters Junior High School, Fred E. Weibel Elementary School, Millard Elementary School, Hirsch Elementary School, Robertson Vista High School, Green Elementary School, and E.M. Grimmer Elementary School, along with IT upgrades at 10 other schools.

The firm's services include all aspects of construction management, such as procurement and bid services; recommendations for awards of contracts; coordinating vendors and AE teams; meeting and communicating with project stakeholders and community leaders; coordinating project requirements, schedules, submittals, and purchase orders; providing QC reviews; processing change order requests and payment applications; supporting the client with the completion of closeout requirements; and managing moving services.

## HORNER JUNIOR HIGH SCHOOL CAMPUS CONVERSION

The JV is provided CM services for the construction of a new middle school campus on existing school property. The construction of six new structures, underground utilities, playfields, outdoor spaces, and a new parking lot houses an estimated student population of 1,900 students.

## WALTERS JUNIOR HIGH SCHOOL MODERNIZATION

The JV is providing CM services for the modernization of 10 existing classroom buildings at Walters Junior High School as well as for the construction of 3 new classroom buildings in preparation for campus conversion into a middle school and the addition of a 6th grade student population.

## DISTRICTWIDE IT UPGRADES

The JV is managing several IT upgrade projects involving 17 schools simultaneously. The scope includes site work; installation of new conduits, wire-mold, and other pathways; installation, termination, and testing of new Cat 6 and Cat 6A conductors; installation, termination, and testing of new fiber-optic cabling and copper backbone; installation of new equipment racks for MDFs and IDF; and general electrical and mechanical as required.

## GROUP DELTA PROJECT EXPERIENCE



**GROUP DELTA**  
www.GroupDelta.com

### CITY OF ANAHEIM, FIRE STATION NO. 12 - GEOTECHNICAL INVESTIGATION Anaheim, CA

Client: City of Anaheim  
Reference: Tim Cho  
Telephone: (714) 765-4937  
Year Complete: 2021  
Group Delta Fee: \$10,000  
Construction Cost: N/A

Group Delta provided the geotechnical investigation for Fire Station No. 12 for the City of Anaheim.



Anaheim FS No. 5

### FIRE DEPARTMENT TRAINING FACILITY Ontario, CA

Client: City of Ontario  
Reference: Charity Hernandez  
Telephone: (909) 395-2000  
Year Complete: 2020  
Group Delta Fee: \$262,500  
Construction Cost: N/A



Ontario Training Facility

The work performed under this contract by Group Delta consists of constructing several multi-story CMU-block buildings, which will comprise the Ontario Fire Department – Training Facility and Tower in Ontario, CA. The improvements included site work, remodeling of existing facilities, and new construction. Site work included demolition, grading, stormwater runoff improvements, utility extensions, repaving, and landscaping. Remodel work included the renovation of an existing classroom building. Renovations included demolishing interior areas, new walls and ceilings, new HVAC equipment, and electrical upgrades. New construction included several multi-story masonry buildings with concrete floors, steel pan stairs, and burn areas.

### EL CAJON FIRE STATION, BRADLEY AVENUE El Cajon, CA

Client: San Miguel Fire Protection District  
Reference: George Tockstein  
Telephone: (619) 972-2765  
Year Complete: 2018  
Group Delta Fee: \$780  
Construction Cost: N/A

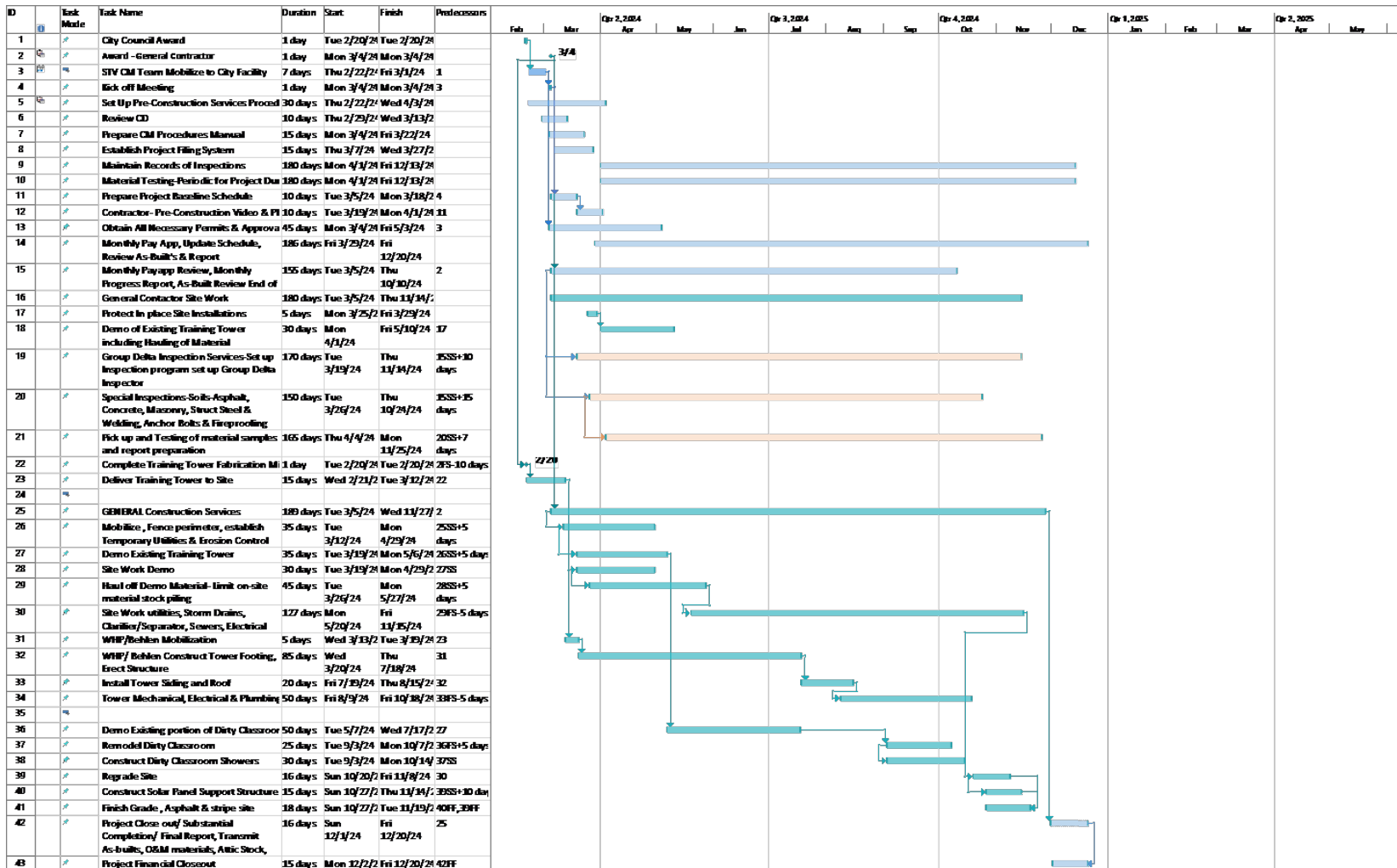
Group Delta provided special inspection services for the proposed temporary fire station in El Cajon, CA. The temporary site improvements will be constructed interim until a new fire station can be designed and built later. A new concrete slab on grade has been constructed to support a steel-framed sprung structure for equipment storage. The County of San Diego requires special inspection of the soil ground anchors that support the structure.



# SCHEDULE



# SCHEDULE





# APPENDIX/KEY STAFF RESUMES



## **JAMES H. ADAMS, AIA, CCM** Project Manager

### **FIRM** STV

### **EDUCATION**

Bachelor of Architecture;  
California Polytechnic State  
University

Bachelor of Science,  
Construction Engineering;  
California Polytechnic State  
University

### **PROFESSIONAL REGISTRATIONS**

Licensed Architect: California

Licensed Contractor:  
California, General  
Engineering - A; General  
Building - B

Registered Architect: Nevada

### **TRAINING**

OSHA 30-hour Construction  
Health and Safety

### **MEMBERSHIPS**

American Institute of  
Architects (AIA)

Construction Management  
Association of America  
(CMAA)

Construction Specifications  
Institute (CSI)

International Code Council  
(ICC)

SCARAB National Honorary  
Architectural Fraternity

Jim is a licensed California architect and Certified Construction Manager with more than 25 years of experience who has led projects for public buildings, airports, public schools, universities, libraries, and commercial and industrial facilities. He applies sound leadership qualities with specific experience in program management, master planning, design management, and on-site construction management (CM) services. A results-oriented individual, Jim is capable of working with staff at all organizational levels, from consulting architects and engineers to government agencies and owners, to effectively manage complex and challenging projects. His accumulated experience includes successfully completing a wide and varied range of construction and contract types, including design-bid-build and guaranteed maximum price.

### **Project Experience**

#### ***City of Costa Mesa Donald Dungan Library & Costa Mesa Neighborhood Community Center | Senior Project Manager/ Owner's Representative***

Coordinated CM services for a \$36.5 million design-bid-build project at Lions Park in Costa Mesa, CA. The project involved five sub-projects completed in two successive construction phases. Jim oversaw each phase, which involved the demolition of the existing 20,000-sf Neighborhood Community Center (NCC); construction of a new two-story, 23,355-sf library, including site utilities; redevelopment of the Lions Park property, including new landscaping, irrigation, streetfront improvements, and construction of a new surface parking lot; construction of a snack and beverage service kiosk; and renovations to the existing 9,300-sf Donald Dungan Library facility for use as the new NCC, including landscape and parking lot improvements. Along with managing day-to-day construction activities and overseeing the budget, schedule, quality, and overall safety of the project site, services Jim was responsible for included constructability, bidability, and peer reviews; value engineering; construction cost estimating; project scheduling; long-lead item procurement evaluation; bid support, including extensive contractor prequalification; permitting; and technical supervision and coordination of construction, testing and inspections through closeout. He also oversaw the LEED® certification and commissioning processes for the library and NCC. Under Jim's management of site safety and safety orientations.

#### ***Metro Emergency Security Operations Center Design-Build | LA County Metro Licensed Resident Engineer***

Supporting CM services for a new Los Angeles Metropolitan Transportation Authority (Metro) facility in the City of Los Angeles Arts District that will serve as a central location for security operations, dispatch, and emergency coordination. The building will incorporate sustainable design features to minimize non-renewable energy consumption, reduce waste, and conserve water.

#### ***City of Anaheim Convention Center Expansion | Senior Project Manager***

Oversaw owner's representation, project management, and construction management services to the City of Anaheim, CA, for the \$190 million design-build expansion of the Anaheim Convention Center. The expansion encompasses 400,000 sf of space for exhibit halls; ballrooms; flexible meeting space; office and meeting rooms; and an interior bridge/skyway, of which approximately 200,000 sf will be devoted to leasable, eliminate

controlled, flexible multipurpose space. The scope of work included all necessary front-of-house, back-of-house, and circulation; outdoor areas to maximize special event activity and existing views; replacement of the existing parking inventory on the project site with 1,400 spaces; loading docks to accommodate needs of the new space; climate controlled connection to existing space; finish quality equal to or above that of most recently constructed existing space at the center; and sustainable building features intended to earn LEED® Silver certification. Working closely with the city, Jim was responsible for managing all aspects of the project, including preconstruction, project controls, community outreach planning, construction phasing planning, inspections, and QA/QC. He also provided claims mitigation measures representing the city's interest.

***City of Anaheim DPW Anaheim Regional Transportation  
Intermodal Center (ARTIC) | Deputy Program Manager***

Responsible for oversight of the development of the Program Management Plan and Program Procedures Manual in accordance with FTA guidelines for the Anaheim Regional Transportation Intermodal Center (ARTIC) project in Anaheim, CA. The 68,000-sf center functions as a regional intermodal gateway and mixed-use destination, offering convenient travel via train, car, intercity bus, taxi, and local transit to facilitate transportation throughout Orange County and the Southern California region. It also provides easy connections to the nearby Angel Stadium, Honda Center, and Disneyland, and space is reserved to accommodate the state's future high-speed rail service. Jim worked as an extension of staff to the program director during the program launch phase. He also oversaw the development of a unique procurement strategy for the early fabrication and erection of the facility's state-of-the-art structural arched frame and ethylene-tetrafluoroethylene (ETFE) pneumatic membrane building envelope system. The Anaheim Department of Public Works (DPW) project earned LEED® Platinum certification.

***BGPAA Bob Hope Airport RITC PM/CM | Senior Project Manager/  
Design-Build Coordinator***

Oversaw design of the \$87.5 million Consolidated Rental Car (ConRAC) Facility and the Regional Intermodal Transportation Center (RITC) in Burbank, CA, on behalf of the Burbank-Glendale-Pasadena Airport Authority (BGPAA). The design provides a state-of-the-art, three-level, 505,000-sf transit hub with a ConRAC; a bus transit area; a 1,100-foot-long elevated pedestrian walkway connecting the ConRAC to the airport's main terminal; a compressed natural gas station; and a five-level, 1,043-space valet parking structure. The project is intended to achieve LEED® Silver certification. The scope of work included providing program management (PM) and CM services, for which Jim directed all technical reviews of the drawings and specifications, and managed coordination of all owner and technical reviewer comments with the Architect of Record and design-builder. He also led constructibility/bidability review efforts on behalf of the BGPAA.

**FIRM**  
STV**EDUCATION**

Bachelor of Science,  
Construction Science; Texas  
A&M University

**PROFESSIONAL  
TRAINING**

OSHA 30-hour Construction  
Safety and Health

**GABE MCCREARY**  
Project Engineer

Gabe is a construction management (CM) professional with experience providing office engineering services on projects in the Los Angeles and Dallas metropolitan areas, including airport, educational, and commercial facilities. His site supervision and project management skill sets include managing the submittal, RFI, and materials delivery processes; site logistics planning; and performing quality inspections to confirm that contractors meet design and schedule obligations. A skilled communicator, Gabe excels in coordinating across teams, managing subcontractors, and training junior staff in project controls procedures.

**Project Experience*****Metro Emergency Security Operations Center Design-Build PM/CM  
| Assistant Project Manager***

Supporting the team providing program management and construction management (PM/CM) services for a new Los Angeles County Metropolitan Transportation Authority (Metro) security facility in the City of Los Angeles Arts District. The single-story, 26,000-sf facility will house Metro's Emergency Security Operations Center (ESOC) and serve as a central location to support daily security operations and as an emergency coordination facility to mitigate and prevent disruptions to Metro services. Gabe is responsible for managing submittals and RFIs requiring review by the ownership team. In addition, Gabe supports the project team by tracking and reviewing change orders, performing document control, and managing the closeout process.

***Delta Airlines Sky Way at LAX Terminals 2 & 3 Reconstruction |  
Office Engineer***

Provided project management support as part of the CM team for the \$2.3 billion renovation of Terminals 2 and 3 at Los Angeles International Airport (LAX) as part of the carrier's move from Terminals 5 and 6. The Delta Sky Way project upgraded and connected Terminals 2 and 3 while also providing a direct, secure connection to the Tom Bradley International Terminal. The new headhouse facility includes a centralized check-in lobby with 32 self-serve kiosks and 46 check-in positions, as well as expanded security check-point and baggage claim areas. The effort was designed to earn LEED® Silver certification. Gabe furnished contract administration for construction subcontracts valued at up to \$60 million; coordinated with project stakeholders to resolve issues; facilitated field operations by maintaining a material delivery schedule and performing QC inspections; and trained junior office engineers.

***Texas A&M Dentistry Clinical Education Facility CM | Assistant  
Superintendent***

Assisted the lead superintendent during construction of the Texas A&M University Dentistry Clinical Education Facility on the school's Dallas campus. The 9-level building provides 292,000 sf of clinics with facilities that range from general practice to prosthodontics and implant surgery. The building, attached to a new three-story, 250-space parking garage, contains laboratories, classrooms, student spaces, offices, and a rooftop central utility plant. Gabe coordinated the activities of multiple trades to facilitate construction consistent with scheduling, QA, safety, and other project goals; assisted in the development and execution of the site logistics plan; supervised field operations; and performed QC inspections to verify that contractors fulfilled obligations.

***Dallas Cowboys World Headquarters P3 CM | Project Engineer Intern***

Supported CM activities for the construction of the new \$1.5 billion Dallas Cowboys World Headquarters in Frisco, TX — an 8-story, 396,000-sf Class-A commercial office building with a 600,000-sf below-grade parking garage. Constructed as a public-private partnership (P3) involving the Dallas Cowboys, the City of Frisco, and Frisco Independent School District, the facility includes 105,000 sf of retail and conference center space on its first three levels and employed 22,000 cy of cast-in-place concrete, 4 million pounds of reinforcing steel, and 142,000 sf of exterior curtain wall glass. Gabe reviewed subcontractor submittals and shop drawings for adherence to plans and specification; managed document controls, including updating and distributing new contract documents; crafted RFIs to resolve discrepancies in the plans and recommend solutions; and assisted the MEP project engineer in plumbing and mechanical coordination.

***FISD Frisco Independent School District Multi-Use Special Events Center P3 CM | Project Engineer Intern***

Provided CM support for the construction of the new Multi-Use Events Center (MUEC) in Frisco, TX. Constructed as a public-private partnership (P3) involving the Frisco Independent School District (FISD), the Dallas Cowboys, and the City of Frisco, the facility is now known as The Ford Center at the Star. Serving as the Dallas Cowboys' world headquarters, the facility is a 12,000-seat indoor events center, as well as a sports training facility currently being used by both the Cowboys and FISD students. Gabe reviewed subcontractor submittals and shop drawings for adherence to plans and specification; managed document controls, including updating and distributing new contract documents; crafted RFIs to resolve discrepancies in the plans and recommend solutions; and assisted the MEP project engineer in plumbing and mechanical coordination.

**FIRM**

Group Delta

**EDUCATION**

Bachelor of Science,  
Business Administration;  
California State University

**CERTIFICATIONS**

ICC California Commercial  
Building Special Inspector

ICC Reinforced Concrete  
Special Inspector

ACI Field Technician Grade 1

## **JESSE INIGUEZ**

### **Lead Inspector**

Jesse is experienced in performing inspections on steel reinforcement and concrete quality control, epoxy embedments in slabs, wall footings, pool, and shear wall wood framing to approved plans and code with commercial, residential, and public works projects. He routinely works with inspectors, superintendents, engineers, and trade foremen to resolve issues. His communication efforts includes daily official written reports, meetings, emails, text communication, telephone communication, and on-site verbal corrective directions to verify proper construction practices. Jesse demonstrates expert knowledge in applying approved plan details, code interpretation, and testing. He has the proven ability to work independently, effectively communicate, and maintain a high level of inspection proficiency.

### **Project Experience**

#### ***City of Costa Mesa Donald Dungan Library & Costa Mesa Neighborhood Community Center | Field Inspector***

Provided special inspection services for the proposed two-story library, renovation, and conversion of the existing Donald Dungan Library building to include a new neighborhood community meeting center, park expansion, and new parking lots.

#### ***Metro Emergency Security Operations Center Design-Build PM/CM | Field Inspector***

Provided special inspection services for the construction of this new \$83.6-million facility in Los Angeles's Arts District that will serve as a central location for Metro's emergency preparedness and security operations.

#### ***Metro 20 Portal Widening | Field Inspector***

Provided special inspection services for the proposed division 20 portal widening improvement project, which aims to accommodate increased service levels on the Metro Red and Purple lines.

#### ***Symphony Halcyon House Building A and B | Field Inspector***

Provided material testing and special inspection services during the construction of this mixed-use apartment/retail community in Costa Mesa, CA. The project includes one level of subterranean parking, a large on-grade public courtyard between the buildings, a pedestrian bridge connecting the two buildings at the podium level, and retail at the ground level.

**FIRM**  
STV**EDUCATION**

Bachelor of Arts, Psychology;  
University of California, San  
Diego

**CERTIFICATIONS**

Earned Value Professional  
(EVP); Association for  
the Advancement of  
Cost Engineering (AACE)  
International

Planning and Scheduling  
Professional (PSP); AACE  
International

**TRAINING**

Primavera for Engineering and  
Construction (P3 e/c) Training  
Program; ETrac Solutions

**ROBERT QUICKEL, PSP, EVP**  
**Scheduler**

Robert has 25 years of experience developing, implementing, and maintaining complex schedules and project controls for significant transportation, facility, and infrastructure projects. He is adept at creating and maintaining cost- and resource-loaded design and construction schedules, reviewing contractors' baseline schedules and schedule updates, and coordinating closely with design and construction management (CM) groups to create and maintain schedule analysis reports. Robert has updated schedules based on firsthand knowledge of the construction progress gained from on-site visits. He has experience controlling project costs through earned value management and is proficient in the use of Primavera and Microsoft Project software to develop and maintain schedules.

**Project Experience*****City of Costa Mesa Donald Dungan Library & Costa Mesa  
Neighborhood Community Center Reconstruction | Scheduler***

Reviewed contractor's monthly schedule updates in support of CM services for a new two-story, 23,355-sf library and renovation of the existing 8,700-sf Donald Dungan Library facility for use as a Neighborhood Community Center at the Lions Park property in Costa Mesa, CA. Robert also performed delay analyses for the multi-phased \$27.5 million project.

***City of Anaheim Convention Center Expansion | Scheduler***

Reviewed the contractor's construction schedule for the \$190 million design-build expansion of the Anaheim Convention Center for the City of Anaheim, CA. The project included approximately 400,000 sf of space to be used for exhibit halls; ballrooms; flexible meeting space; office and meeting rooms; and an interior bridge/skyway, of which approximately 200,000 sf will be devoted to leasable flexible multipurpose space. Robert closely reviewed and tracked the contractor's progress; participated in bi-weekly progress meetings to review detailed schedules and track key interim milestones so that the firm could closely monitor how much work the contractor was accomplishing; and suggested strategies for making up lost time. This intense schedule review and tracking over the final several months of the project helped the contractor to ultimately complete the expansion in time for the client to use the space for previously scheduled large events.

***Anaheim Regional Transportation Intermodal Center (ARTIC) |  
Scheduler***

Created and maintained updates to the baseline master project schedule for the 68,000-sf Anaheim Regional Transportation Intermodal Center (ARTIC) in Anaheim, CA. The \$185 million facility offers convenient access to various travel options, including train, intercity bus, automobile, and taxi, and will accommodate planned high-speed train service.

***NYCDDC Firehouse Engine Co. 258/Ladder Co. 115 Renovation |  
Scheduler***

Created and maintained construction schedules for the \$4 million renovation of the historic four-story Firehouse Engine Co. 258/Ladder Co. 115 building in Long Island City, which encompassed the renovation of an apparatus floor, dormitories, a kitchen, lounges, and weight rooms. This was part of a CM/build requirements task order contract with the New York City Department of Design and Construction.

***NYCDDC Engine Co. 73/Ladder Co. 42 Renovation | Scheduler***

Created and updated schedules for the \$4 million renovation of this Bronx firehouse as part of a CM/build requirements task order contract with the New York City Department of Design and Construction (NYCDDC). The project included complete construction services including holding four Wicks Law subcontracts. The scope of work consisted of the renovation of an apparatus floor, dormitories, a kitchen, lounges, and weight rooms. The project also included new roof and windows, masonry restoration, apparatus floor replacement, and rehabilitation of all interior spaces, as well as new heating and central air conditioning systems, a wet pipe sprinkler system throughout the building, electrical power/lighting systems, and a communication system.

***NYCDDC New York City Police Training Academy CM | Scheduler***

Created a baseline construction schedule for a \$760 million police academy in Queens, NY, for the New York City Department of Design and Construction (NYCDDC). The 720,000-sf Phase I facility comprises a new academic building, a physical training facility, and a central utility plant. The project earned LEED Gold certification. Robert performed his work as part of the firm's comprehensive CM services.

***Metro Active Transportation Rail to River Corridor | Scheduler***

Developed the design schedule for the preliminary design phase of Los Angeles County Metropolitan Transportation Authority (Metro)'s two-phase plan to convert approximately 10 miles of railroad ROW between Inglewood, CA, and the Los Angeles River into a multi-use bicycle and pedestrian corridor. Robert also provided schedule updates in support of the preparation of design alternatives.

***Metro Airport Metro Connector AA/Draft EIR/EA | Scheduler***

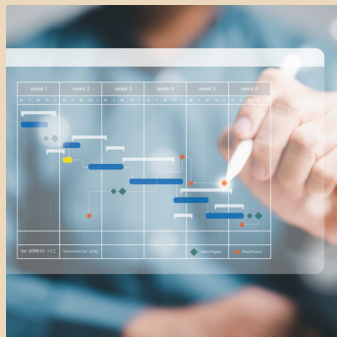
Developed and maintained the design schedule for planning, environmental services, and conceptual design to prepare an AA/Draft EIR/environmental assessment (EA) for the Los Angeles County Metropolitan Transportation Authority (Metro) Airport Metro Connector project. The project will link a planned Metro station at Century Boulevard and Aviation Boulevard, about 1.5 miles from Los Angeles International Airport (LAX), with the Central Terminal Area of LAX by an extension of the Green Line light rail transit line, a bus rapid transit connection, an automated people mover, or a transportation systems management alternative.

***BGPAA Bob Hope Airport RITC PM/CM | Scheduler***

Prepared the master schedule and provided schedule updates for the program management (PM) and CM of the \$87.5 million Regional Intermodal Transportation Center (RITC) in Burbank, CA, on behalf of the Burbank-Glendale-Pasadena Airport Authority (BGPAA). The project included a three-level, 505,000-sf consolidated rental car facility and five-level, 1,043-space valet parking structure.



FEE PROPOSAL



PROFESSIONAL CONSTRUCTION MANAGEMENT AND  
SPECIAL INSPECTION SUPPORT SERVICES FOR

**FIRE STATION NO. 4  
TRAINING TOWER FACILITY**







1055 West Seventh Street, Suite 2900  
Los Angeles, CA 90017  
o. 213.482.9444 | f. 213.482.5278  
stvinc.com

January 12, 2024

Mr. Hector Soriano, Associate Engineer  
City of Costa Mesa  
Via Planet Bids

**Reference: Construction Management and Special Inspection Support Services for Fire Station No. 4 - Training Tower Facility (City Project No. 23-04) - Fee Proposal**

Dear Mr. Soriano:

STV is pleased to submit our Fee Proposal for this project.

STV's not-to-exceed total lump sum fee is: *\$347,241*

STV's mission is to deliver the Fire Station No. 4 Training Tower Facility project using high-quality tried and tested construction management services that meet the City of Costa Mesa's expectations. We look forward to serving you on this assignment.

Should you require any further information, please contact me at (530) 802-6911 or [david.watson@stvinc.com](mailto:david.watson@stvinc.com).

Sincerely,

**STV Construction, Inc.**

A handwritten signature in blue ink, appearing to read "David Watson", with a long horizontal flourish extending to the right.

David Watson, CCM, MBA  
Vice President, Principal-in-Charge





# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-051

**Meeting Date:** 4/2/2024

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**TITLE:**

**FISCAL YEAR 2023-24 MID-YEAR BUDGET UPDATE AND ADJUSTMENTS**

**DEPARTMENT:** FINANCE DEPARTMENT

**PRESENTED BY:** CAROL MOLINA, FINANCE DIRECTOR

**CONTACT INFORMATION:** CAROL MOLINA, FINANCE DIRECTOR (714) 754-5243

**RECOMMENDATION:**

The Finance Department is undergoing the mid-year budget review for Fiscal Year 2023-24 that began on July 1, 2023. Certain staffing changes are recommended to assist in achieving City Council goals and priorities as soon as possible. In addition, Funds in the Capital Improvement Program (CIP) that need to be carried over into Fiscal Year 2023-24 require City Council approval.

1. Amend the Table of Organization to add 3.27 new FTEs in the Economic and Development Services Department (2.0 FTEs); Parks and Community Services (0.75 FTE); and the Police Department (0.52 FTEs) to help achieve City Council goals and priorities related to housing, park and environmental resources management, and public safety.
2. Approve FY 2023-24 Staffing title changes and compensation adjustments to realign positions with current operational needs in multiple departments (Attachment 2).
  - a. Approve Resolution No. 2024-XX, approving new classification and salary/pay ranges for an Animal Services Coordinator, new title for Multimedia Specialist and new title and pay ranges for Finance Officer.
  - b. Approve Resolution No. 2024-XX approving compensation adjustments for Finance Officer (Confidential).
  - c. Approve Resolution No. 2024-XX creating new classification and salary/pay ranges for Graduate Intern and compensation adjustments for Intern classification, absorbed within the existing adopted budget, in order to create a more viable pipeline of applicants to recruit City employees.
3. Approve FY 2023-24 Budget Carryovers from the prior year in the General Fund and the various Capital Projects Funds (Attachment 1) for outstanding capital projects.

**BACKGROUND:**

The FY 2022-23 Year-End Financials were presented to City Council on February 20, 2024. The financial statements were prepared in conformity with generally accepted accounting principles (GAAP) as set by the Governmental Accounting Standards Board (GASB) and the audit was performed in accordance with auditing standards generally accepted in the United States of America. The City received an unmodified opinion on the financial statements, the best and highest audit opinion the City could receive. The General Fund's Fund Balance increased by \$1.3 million, increasing the total General Fund Balance Reserves to a total of \$59 million. In addition, almost \$4.7 million in General Fund surplus funds were transferred into other funds and reserves to address other projects and priorities as recommended by FiPAC and approved by the City Council.

Mid-Year Report

On June 6, 2023, the City Council approved a General Fund (Fund 101) balanced budget of \$180.3 million and the All Funds (including Restricted Funds) budget totaled \$234 million with a total of 588 Full-Time Equivalents (FTEs) across City Departments. Staff is providing a mid-year status of General Fund revenues and expenditures.

Personnel Requests

Costa Mesa is a full service City providing services through multiple departments and programs. In order to ensure the continuity of these critical services, the City is requesting mid-year approval of key positions in Economic and Development Services, Parks and Community Services and Public Safety. The position augmentation request has a net full-time equivalent (FTE) of 3.27 positions.

Carryovers

Each fiscal year, there are budgeted programs, activities and capital improvement projects that have not been completed by the close of the fiscal year. Previously approved, but unspent appropriations (carryovers) and contingent liability reserves for current CIP projects, purchases, or contracts that are paid in the following fiscal year (encumbrances) are financial obligations against reserves. Attachment 1 details the breakdown of projects that are requested to carry over into FY 2023-24. Fiscal prudence requires that such obligations be limited and approved by City Council.

**ANALYSIS:**

**FY2023-24 MID-YEAR REPORT**

Overall, the FY 2023-24 Second Quarter Financial Report indicates that revenues and expenditures are consistent with projections made in the FY 2023-24 Amended Budget. Since a significant portion of our revenues and expenses do not occur evenly throughout the year, the remaining third and fourth quarter numbers cannot simply be extrapolated to arrive at the full year's amounts. However, we do utilize the best information available and historical data to provide an estimate of the fiscal year-end performance. As of December 31, 2023, the General Fund recorded 37% of the projected revenues and 53% of budgeted expenditures. These percentages are consistent with projections for this time of the fiscal year.

As of December 31, 2023, total General Fund revenues are \$66.3 million and expenditures are \$95.5 million, representing 53% of total expenditure budget. City departments strive towards achieving City

Council's goals for long-term fiscal sustainability by monitoring revenues and identifying strategies to improve performance. Moreover, departments exercise prudence with the budget to deliver effective and efficient benefits to the residents of Costa Mesa. As of this writing, the City continues to have a balanced budget, and existing vacancy savings can be used to fund these changes, with ongoing funding added to the Fiscal Year 2024-25 Proposed Budget.

## **Requested Amendments to the Table of Organization**

### **Economic and Development Services Department**

The Economic and Development Services Department is requesting one (1) additional full-time Planning and Sustainable Development Manager to lead a team focused on development and implementation of the City's long range planning work programs. A manager position is necessary to lead and administer the numerous long range planning programs at the City including implementation of the Housing Element in order to achieve State Housing Element certification. These efforts include responsibility and staff/consultant oversight for the intensive zoning code amendments, re-zoning and General Plan amendments required to implement Measure K, lead the effort to develop objective design standards, oversee the development and implementation of work programs identified in the City's approved Housing Element, along with the associated Environmental Impact Report (EIR) efforts.

The Planning and Sustainable Development Manager would also implement, manage, monitor, and enforce the proposed inclusionary/affordable housing ordinance. The tasks would include but are not limited to the collection and management of in-lieu fees, preparation of requests for proposals for housing projects funded by in-lieu fees, agenda reports for the allocation of in-lieu housing funds, development of community development partnerships, preparation and monitoring of affordable housing agreements for each inclusionary project, annual rent certifications to ensure required units are rented to households at the appropriate income levels, and appropriate tracking and reporting of units to the State annually. This manager position is a companion position to the recently approved Planning and Sustainable Development Manager position that leads the Current Planning and Project Entitlement team.

The Development Services Department is also requesting to add one (1) Building Technician. The Development Services Department's Building Division provides plan review, permitting and inspection services to ensure compliance with mandatory state guidelines. The Development Services Department's Building Division provides plan review, permitting and inspection services to ensure compliance with mandatory state use and occupancy of private and public buildings and properties. The additional staff will assist in providing and processing information through TESSA for property owners, developers, contractors, architects, and others.

Some of the essential functions include: provide general and technical information to permit applicants, receive and review building permit applications for completeness and compliance with established regulations, routing plans to different departments for review, calculate and collect fees. The City Clerk's Office has been taking on these additional workload overflow duties since Permit Technicians must prioritize in-person customers. Based on the above responsibilities, an additional technician is necessary and will improve the customer service experience in the City.

### **Parks and Community Services Department**

The Parks and Community Services Department is requesting to convert a part-time Sr. Community Services Leader (0.25) to one (1.0) full-time Recreation Specialist. This Recreation Specialist will assist with support in park restoration projects and public education programs. Converting the position will help in coordinating and supporting a variety of conservation, restoration, outreach and resource management activities for the City's natural parklands to ensure environmental compliance with federal, state and local laws and regulations and the preservation and operations of Fairview Park. In addition, the large amount of grant funded projects for Fairview Park will require additional assistance to complete while continuing to provide regular park programming. The current workload related to Fairview Park management requires at least one additional staff person to fulfill those obligations. This is an issue that has been raised by the CMCEA (general employees) Association as well. They are supportive of this position.

### **Police Department**

The Police Department is requesting to convert a part-time Property and Evidence Specialist position (0.75), to one (1) full-time Property & Evidence Specialist. The Property and Evidence Bureau is responsible for securely storing and preserving all property and evidence acquired by the Police Department. During the past three years, the Property and Evidence Bureau received and processed an annual average of 12,836 items booked into property and evidence. Ensuring adequate staffing for the volume of property and evidence is crucial. Converting the position to full-time will assist the Bureau in meeting the increased demands and workload including maintaining the property warehouse, booking and purging property and evidence, coordinating fleet maintenance, purchasing, issuing and tracking police issued duty gear and equipment and will assist with retention.

The Police Department is also requesting to convert a part-time Sr. Community Services Leader (0.48) and part-time Office Specialist II (0.25) to one (1) full-time Permit Processing Specialist and retitle the full-time Recreation Coordinator position in the Police Department to a newly created Animal Services Coordinator classification with no fiscal impact. As part of the FY 2023-24 adopted budget, Animal Services was moved from the Parks and Recreation Department to the Police Department. This move included the transfer of a Recreation Coordinator and a Sr. Community Services Leader to the Police Department.

The City is on pace to have over 3,000 animal control calls for service and process over 3,100 animal license applications. As the "recreation coordinator" and "community services leader" classifications are aligned with the Parks and Community Services Department, the two new position titles have been created to better align with the Police Department and its functions. The Permit Processing Specialist will assist in processing animal licensing and provide administrative support to the Animal Services Bureau. The new Animal Services Coordinator classification will better align to the classification structure for the Animal Services Bureau. This action is cost neutral.

### **Summary**

In summary, the total net increase to the Citywide Table of Organization of these changes including the new positions, reallocations of classifications and part-time to full-time conversion is 3.27 FTE for all Departments. The updated Table of Organization for each affected Division is reflected in Attachment 3. A summary of the proposed updates and resultant costs is contained below.

Department	Staff Update	Net FTE	Current Year Prorated Impact	Annual Impact
Economic and Development Services	Add 1.0 full-time Planning and Sustainable Development Manager	1.00	42,817	171,267
Economic and Development Services	Add 1.0 full-time Building Technician	1.00	26,739	106,956
Parks and Community Services	Convert 0.25 part-time Sr. Community Services Leader to 1.0 full-time Recreation Specialist	0.75	20,152	80,606
Police	Convert 0.75 part-time Property & Evidence Specialist to 1.0 full-time Property & Evidence Specialist	0.25	7,224	28,897
Police	Convert 0.48 part-time Sr. Community Services Leader and 0.25 Office Specialist II to 1.0 full-time Permit Processing Specialist	0.27	5,963	23,850
<b>TOTAL FTE</b>		<b>3.27</b>	<b>\$ 102,895</b>	<b>\$411,576</b>

**Compensation Adjustments / Classification Updates**

The Human Resources Division makes recommendations to the City Manager that may require adjustments based on input from City departments and labor associations along with recruitment and retention trends.

Hard-to-fill positions include positions that are currently vacant, positions that are not currently vacant but are traditionally hard to fill, and positions which are currently filled but are expected to be difficult to fill in the future or retain for long term due to their relative position in the marketplace as being well under market compensation. Further, certain positions would adversely impact City operations if the position were to become vacant and would be difficult to fill at current salaries. Some adjustments are also recommended to maintain internal alignment or to address compaction issues with supervisory classifications.

The City Manager’s Office has requested a title change from Video Production Specialist to Multimedia Specialist. Updating the title will attract more candidates, during the recruitment process, who have experience working with a variety of media including various social media platforms. There is no fiscal impact for this update.

On September 19, 2023, the City Council approved market adjustments for positions in the Analyst series including an adjustment for Financial Analyst. In order to address compaction issues between

the Revenue Supervisor and Financial Analyst which it supervises, an adjustment is being recommended for the Revenue Supervisor classification. The estimated fiscal impact is \$76,407 annually. This recommendation is for all the Finance Department Supervisors to include Revenue Supervisor, Accounting Supervisor, Purchasing Supervisor and Payroll Supervisor to maintain internal alignment.

The Finance Department is also requesting a new job classification titled Finance Officer to replace the department's supervisor classification. This will realign the compensation and duties to allow for succession planning in the department. The Finance Officers oversee the duties and responsibilities of the analysis series, including Finance Analyst and Sr. Budget Analyst. This will prepare the Finance Officers for the next Finance Management series, thereby ensuring internal staff has the opportunity to develop leadership skills to ensure successful succession planning for the City. Finance is a critical component of the City's infrastructure, as staff manages, processes, and implements financial transactions and strategies to ensure long term fiscal sustainability for the City.

The Human Resources Division is developing a new internship program to create a pipeline for identifying and nurturing local talent. Providing opportunities for students and recent graduates to gain practical experience within a municipality cultivates a pool of skilled individuals who can later become valuable employees. The Human Resources Division has been partnering with and attending job fairs at local universities and the most asked question at these fairs is regarding internship opportunities. Currently, the City offers one internship level paid at minimum wage. To encourage local students and recent graduates to participate in our internship program, it is recommended to increase the intern pay range and create two levels of internships: one geared towards undergraduate students and one geared towards recent graduates or graduate students.

The Human Resources Division is requesting to increase the compensation for the Intern (undergraduate) classification and create a new classification of Graduate Intern. Departments will absorb the fiscal impact within their budget if they choose to hire interns.

**ALTERNATIVES:**

The alternative to the Council action would be to refrain from approving the requested items. Staff does not recommend this action as certain City services, programs, activities or projects may be delayed.

**FISCAL REVIEW:**

The Fiscal Year 2022-23 carryovers are detailed in Attachment 1. The fiscal impact related to the approval of position requests will be absorbed by each affected Department in the current fiscal year. The annual estimated impact of \$487,983 will be included in the respective departments' FY 2024/25 proposed budget.

**LEGAL REVIEW:**

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



**CITY COUNCIL GOALS AND PRIORITIES:**

Strengthen the Public's Safety and Improve the Quality of Life

- Achieve Long-term Fiscal Sustainability
- Recruit and Retain High Quality Staff
- Diversify, Stabilize and Increase Housing to Reflect Community Needs
- Advance Environmental Sustainability and Climate Resiliency

**CONCLUSION:**

- 1) Approve FY 2023-24 Budget Carryovers from the prior year in the General Fund and the various Capital Projects Funds (Attachment 1).
- 2) Approve FY 2023-24 Staffing Realignments and compensation adjustments in multiple departments citywide (Attachment 2).
  - a) Approve Resolution No. 2024-XX, approving new classification and salary/pay ranges for an Animal Services Coordinator, new title for Multimedia Specialist and new title and pay ranges for Finance Officer.
  - b) Approve Resolution No. 2024-XX approving compensation adjustments for Finance Officer (Confidential).
  - c) Approve Resolution No. 2024-XX approving new classification and salary/pay ranges for Graduate Intern and compensation adjustments for Intern.

# FY 2022-23 CIP Rollover

PROJECT/ ACCOUNT
200009-Corp Yard Fleet Shop Epoxy Fl
200105-Housing Element and Visioning
210013-Fire Station 4 Training Tower
280001-Fire Engine Apparatus
300174-Adams at Pinecreek Imp
300174-Adams at Pinecreek Imp
300181-Fairview Road Improvement
370010-Mesa Del Mar Multimodal Access
370034-Fairview Traffic Signal Sync
370039-Baker/Placntia/19th/Victr TSSP
370039-Baker/Placntia/19th/Victr TSSP
370042-Bus Shelter Improvement
370056-Bear St Traffic Sig Synch Proj
370056-Bear St Traffic Sig Synch Proj
370056-Bear St Traffic Sig Synch Proj
370059-W 19th St Wallace Av Traf Sig
370059-W 19th St Wallace Av Traf Sig
400012-Alley Improvements Citywide
400015-Street Maintenance Citywide
400015-Street Maintenance Citywide
450010-Class II and III Bicycle Proj
450013-Adams Ave Multi Purp Des Trail
450015-Bicycle/Pedestrian Infra Imp
500010-Parkway Maint Program Citywide
500010-Parkway Maint Program Citywide
510600-Maintenance and Construction
530200-Consulting
530200-Consulting/ Grants, Loans and Subsidies
530200- Consulting/590800 - Other Equipment
530200-Consulting/ Grants, Loans and Subsidies
530300- Legal/Consulting /Building
535500-Grants, Loans and Subsidies
535500-Grants, Loans and Subsidies
535500- Grants, Loans and Subsidies
540100- General Liability
550008-Catch Basin Inserts-Var Locatn -
550011-Citywide Storm Drain Imprv
590500-Automotive Equipment
590800- Other Equipment
700027-TeWinkle Skate Park Expansion
700110-Open Space Master Plan Update

700128-Park Sidewalk Access Program  
 700132-Fairview Park Vernal Pool Rest  
 700139-Ketchum-Libolt Park Expansion  
 700139-Ketchum-Libolt Park Expansion  
 700154-Golf Course & Tennis Ctr Imp  
 800031-Westside Police Sub-Station Im  
 800032-Lion Park Cafe  
 200013-FS#2 Reconstruction  
 200040-HVAC Replac Various Facilities  
 200062-Building Maintenance Projects  
 200066-PD-Removal Undrg Fuel Tank  
 200072-FS#1 Dehumidifier Install  
 200077-Cty Hall Cast Iron Drain  
 200080-City Hall Training Room  
 200085-IT Department Relocation  
 200086-Land Management System  
 200087-ERP HR Finance Payroll  
 200091-City Hall Elevators Modern  
 200092-Fire Suppression System  
 200094-Range Remodel/Update  
 200097-EV Fleet and Infrastructure  
 200099-Finance Security/Eff. Remodel  
 200103-VOIP(VoiceOvrInternetProtocol  
 210001-Police L3 Car Video System  
 210004-FS Minor Projects FS 2-6  
 210005-Citywide Parking Study  
 210007-Disastr Recv Bus Cntinuity Pln  
 210008-Phys/Cybr Security Assessm/Imp  
 210009-Police Vehicle Computers  
 210010-Citywid Com Choice Energy Study  
 210012-City Hall-Paint, Carpet & Misc  
 210013-Fire Station 4 Training Tower  
 210014-Fire Station 6 Roof Replacement  
 210015-PD- Emergency Comm Facilities  
 210016-Police Dept Parking Lot Reconf  
 210017-PD Structural Foundation Rep  
 210018-Citywide Security Camera Repl  
 250001-Code Enforcement Complaint  
 250002-Parks Com Services Application  
 250003-Desktop Replacement Program  
 250004-Office 365 Assessmnt/Implemnt  
 250005-Fire Mobile Data Computers  
 250006-Enterprise GIS Master Plan  
 250007-Print Management Services  
 300005-Adams Ave Imp RMRA  
 300008-Wilson Street Imp  
 300148-Bicycle Racks Citywide

300162-I-405 Improvement  
 300163-Neighborhood Traffic Improvement  
 300169-Newport(Victoria/22nd to 19th  
 300171-SB Newp BI Impr Mesa Victoria  
 300172-Pavement Mitigation I-405 Pro  
 300173-Newp NB 22thBrist SB BristMesa  
 300174-Adams at Pinecreek Imp  
 300177-CDBG Westside St Impr. Wilson  
 300178-Sunflower Ave Rehabilitation  
 300179-Adams Ave Active Transp. Proj  
 300180-Bicycle Safety Education  
 300181-Fairview Road Improvement  
 350030-Westside Restoration Project  
 360003-Citywid Bicyc Trail Wayfnd Sig  
 370010-Mesa Del Mar Multimodal Access  
 370034-Fairview Traffic Signal Sync  
 370039-Baker/Placntia/19th/Victr TSSP  
 370056-Bear St Traffic Sig Synch Proj  
 370057-RedHill Ave TSSP  
 370059-W 19th St Wallace Av Traf Sig  
 400012-Alley Improvements Citywide  
 400015-Street Maintenance Citywide  
 400023-Clean CA Beautification Prog  
 450009-West 19th Bike Trail  
 450010-Class II and III Bicycle Proj  
 450013-Adams Ave Multi Purp Des Trail  
 450015-Bicycle/Pedestrian Infra Imp  
 450016-Mesa/Santa Ana Bicycl Fac Imp  
 450017-MV/Peterson PI Class II Bicycle  
 470002-West 18th & Wilson Crosswalks  
 500009-New Sidewalks Citywide  
 500010-Parkway Maint Program Citywide  
 500017-Priority Sidewalk Repair  
 550008-Catch Basin Inserts-Var Location  
 550011-Citywide Storm Drain Imprv  
 550021-Bristol St Storm Drain Divers  
 550022-Westside Storm Drain Improve  
 550023-Placentia Ave. Stormwater  
 700021-Wilson TeWinkle Prk Bridg Rep  
 700027-TeWinkle Skate Park Expansion  
 700054-Westside Park Development  
 700080-Pk SecurityLightingReplacement  
 700106-Sidewalk Replacment -Var Parks  
 700110-Open Space Master Plan Update  
 700111-Various Parks Rehab  
 700115-Jack Hammett Field Upgrade  
 700128-Park Sidewalk Access Program

700129-Shalimar Park Improvement  
700132-Fairview Park Vernal Pool Rest  
700133-Canyon Pk Invntr Mgmt Restore  
700134-Fairview Pk Fence Sign Trail  
700135-Fairview Pk Master Plan Update  
700137-TeWinkle Park Lakes Repairs  
700139-Ketchum-Libolt Park Expansion  
700140-Costa Mesa Tennis Center Impro  
700141-CM Country Club Modernization  
700142-Brentwood Park Improvements  
700143-Butterfly Gardens  
700144-Fairview Park-Pump Station  
700145-Shalimar Park Expansion  
700146-Various Parks - Playground Rep  
800015-NCC - Library Development  
800029-EOC Equipment Update  
800030-Senior Center Fire Alarm Panel  
800031-Westside Police Sub-Station Im  
911033-ARPA Mercy House Rental Assist

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**Grand Total**

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# s into FY 2023-24

<b>FUND</b>	<b>Rollover Amount</b>
401-Capital Improvements Fund	75,000
222-Costa Mesa Housing Authority	2,400,000
401-Capital Improvements Fund	1,027,989
602-Equipment Replacement Fund	300,000
401-Capital Improvements Fund	688,425
416- Measure "M2" Fairshare	18,063
230- Grants - Federal	331,116
401-Capital Improvements Fund	195,929
415- Measure "M2" Fund	47,106
214- Traffic Impact Fees Fund	99,125
415- Measure "M2" Fund	725,538
401-Capital Improvement Fund	300,000
214- Traffic Impact Fees Fund	31,000
401-Capital Improvements Fund	1,765
415- Measure "M2" Fund	5,063
401-Capital Improvements Fund	287,631
416- Measure "M2" Fund	6,329
416-Measure "M2" Fairshare	139,112
401-Capital Improvements Fund	1,300,592
416- Measure "M2" Fund	3,906,795
401-Capital Improvements Fund	11,896
416- Measure "M2" Fund	17,837
416- Measure "M2" Fund	25,103
401-Capital Improvements Fund	183,757
416- Measure "M2" Fund	488,330
413-Golf Course Improvement Fund	150,000
101-General Fund	879,072
222-Costa Mesa Housing Authority	1,287,508
208-Park Dvelopment	287,515
231- Grants - State	1,147,413
223-CMHA James/ 18th ST Property	207,260
204-American Rescure Plan Fund	1,560,000
205-Home Program Fund	290,532
216-Rental Rehab Program Fund	80,000
602-Self Insurance Fund	2,177,540
209-Drainage Fees Fund	30,000
401-Capital Improvements Fund	889,750
601-Equipment Replacement Fund	5,148,580
601-Equipment Replacement Fund	160,000
401-Capital Improvements Fund	32,158
401-Capital Improvements Fund	16,592

401-Capital Improvements Fund	104,000
401-Capital Improvements Fund	57,857
231- Grants - State	247,520
401-Capital Improvements Fund	1,000,000
401-Capital Improvement Fund	1,200,000
401-Capital Improvements Fund	150,000
401-Capital Improvement Fund	1,100,000
401-Capital Improvements Fund	2,092,430
401-Capital Improvements Fund	165,643
401-Capital Improvements Fund	126,981
401-Capital Improvements Fund	123,733
401-Capital Improvements Fund	229,283
401-Capital Improvements Fund	271,652
401-Capital Improvements Fund	429,959
401-Capital Improvements Fund	233,162
603- IT Replacement Fund	1,257,580
603- IT Replacement Fund	4,741,190
401-Capital Improvements Fund	95,219
401-Capital Improvements Fund	85,261
401-Capital Improvements Fund	1,068,112
203- Quality Improvement Fund	266,525
401-Capital Improvements Fund	251,359
603-Replacement Fund	450,000
601-Equipment Replacement Fund	456,450
401-Capital Improvements Fund	26,474
401-Capital Improvements Fund	13,540
603- IT Replacement Fund	121,458
603- IT Replacement Fund	77,678
603- IT Replacement Fund	9,514
401-Capital Improvements Fund	150,000
401-Capital Improvements Fund	53,085
231- Grants - State	2,500,000
401-Capital Improvements Fund	192,500
401-Capital Improvements Fund	278,999
401-Capital Improvements Fund	203,500
401-Capital Improvements Fund	326,150
603- IT Replacement Fund	2,857
603- IT Replacement Fund	130,000
603- IT Replacement Fund	110,000
603- IT Replacement Fund	231
603- IT Replacement Fund	450,000
603- IT Replacement Fund	238,859
603- IT Replacement Fund	50,000
603- IT Replacement Fund	116,000
251- RMRA Fund	2,278,862
201-Gas Tax Fund	435,000
214- Traffic Impact Fees Fund	178,482

401-Capital Improvements Fund	54,139
401-Capital Improvements Fund	77,661
251- RMRA Fund	1,084,324
251- RMRA Fund	1,868,612
232-Grants - Other	661,980
251- RMRA Fund	2,039,960
214- Traffic Impact Fees Fund	58,566
201- Gas Tax Fund	257,000
251- RMRA Fund	2,570,782
401-Capital Improvements Fund	1,120,000
401-Capital Improvements Fund	150,000
214- Traffic Impact Fees Fund	232,100
401-Capital Improvements Fund	532,430
401-Capital Improvements Fund	28,034
214- Traffic Impact Fees Fund	100,000
214- Traffic Impact Fees Fund	5,377
203- Quality Improvement Fund	82,011
203- Quality Improvement Fund	748
203- Quality Improvement Fund	66,080
214- Traffic Impact Fees Fund	192,037
201- Gas Tax Fund	900,000
201- Gas Tax Fund	4,662,529
231- Grants - State	136,464
203- Quality Improvement Fund	58,213
214- Traffic Impact Fees Fund	903,281
201- Gas Tax Fund	174,218
214- Traffic Impact Fees Fund	348,024
214- Traffic Impact Fees Fund	100,000
214- Traffic Impact Fees Fund	100,000
214- Traffic Impact Fees Fund	375,316
201- Gas Tax Fund	200,001
201- Gas Tax Fund	461,299
201- Gas Tax Fund	125,272
209-Drainage Fees Fund	25,883
209-Drainage Fees Fund	554,455
401-Capital Improvements Fund	65,524
209-Drainage Fees Fund	1,522,790
415- Measure "M2" Fund	383,831
208-Park Development Fees Fund	177,099
208-Park Development Fees Fund	100,000
208-Park Development Fees Fund	250,000
208-Park Development Fees Fund	62,252
401-Capital Improvements Fund	64,686
208-Park Development Fees Fund	75,000
401-Capital Improvements Fund	70,000
208-Park Development Fees Fund	309,263
201- Gas Tax Fund	40,000



208-Park Development Fees Fund	243,060
231- Grants - State	109,811
208-Park Development Fees Fund	60,000
208-Park Development Fees Fund	144,103
208-Park Development Fees Fund	254,744
208-Park Development Fees Fund	14,585
208-Park Development Fees Fund	43,060
401-Capital Improvements Fund	300,000
413-Golf Course Improvement Fund	350,000
401-Capital Improvements Fund	250,000
401-Capital Improvements Fund	100,000
401-Capital Improvements Fund	98,810
401-Capital Improvements Fund	1,000,000
401-Capital Improvements Fund	17,571
401-Capital Improvements Fund	451,349
401-Capital Improvements Fund	127,813
401-Capital Improvements Fund	71,500
231- Grants - State	61,125
222-Costa Mesa Housing Authority	902,738
	<b>\$ 79,132,036</b>

## FY 2022-23 CIP Rollovers into FY 2023-24

PROJECT/ ACCOUNT	FUND	Rollover Amount
200009-Corp Yard Fleet Shop Epoxy Fl	401-Capital Improvements Fund	75,000
200013-FS#2 Reconstruction	401-Capital Improvements Fund	2,092,430
200040-HVAC Replac Various Facilities	401-Capital Improvements Fund	165,643
200062-Building Maintenance Projects	401-Capital Improvements Fund	126,981
200066-PD-Removal Undrg Fuel Tank	401-Capital Improvements Fund	123,733
200072-FS#1 Dehumidifier Install	401-Capital Improvements Fund	229,283
200077-Cty Hall Cast Iron Drain	401-Capital Improvements Fund	271,652
200080-City Hall Training Room	401-Capital Improvements Fund	429,959
200085-IT Department Relocation	401-Capital Improvements Fund	233,162
200086-Land Management System	603- IT Replacement Fund	1,257,580
200087-ERP HR Finance Payroll	603- IT Replacement Fund	4,741,190
200091-City Hall Elevators Modern	401-Capital Improvements Fund	95,219
200092-Fire Suppression System	401-Capital Improvements Fund	85,261
200094-Range Remodel/Update	401-Capital Improvements Fund	1,068,112
200097-EV Fleet and Infrastructure	203- Quality Improvement Fund	266,525
200099-Finance Security/Eff. Remodel	401-Capital Improvements Fund	251,359
200103-VOIP(VoiceOvrInternetProtocol	603-Replacement Fund	450,000
200105-Housing Element and Visioning	222-Costa Mesa Housing Authority	2,400,000
210001-Police L3 Car Video System	601-Equipment Replacement Fund	456,450
210004-FS Minor Projects FS 2-6	401-Capital Improvements Fund	26,474
210005-Citywide Parking Study	401-Capital Improvements Fund	13,540
210007-Disastr Recv Bus Continuity Pln	603- IT Replacement Fund	121,458
210008-Phys/Cybr Security Assessm/Imp	603- IT Replacement Fund	77,678
210009-Police Vehicle Computers	603- IT Replacement Fund	9,514
210010-Citywid Com Choice Energy Study	401-Capital Improvements Fund	150,000
210012-City Hall-Paint, Carpet & Misc	401-Capital Improvements Fund	53,085
210013-Fire Station 4 Training Tower	401-Capital Improvements Fund	2,527,989
210013-Fire Station 4 Training Tower	231- Grants - State	2,500,000
210014-Fire Station 6 Roof Replacement	401-Capital Improvements Fund	192,500
210015-PD- Emergency Comm Facilities	401-Capital Improvements Fund	278,999
210016-Police Dept Parking Lot Reconf	401-Capital Improvements Fund	203,500
210017-PD Structural Foundation Rep	401-Capital Improvements Fund	326,150
210018-Citywide Security Camera Repl	603- IT Replacement Fund	2,857
250001-Code Enforcement Complaint	603- IT Replacement Fund	130,000
250002-Parks Com Services Application	603- IT Replacement Fund	110,000
250003-Desktop Replacement Program	603- IT Replacement Fund	231
250004-Office 365 Assessmnt/Implemnt	603- IT Replacement Fund	450,000
250005-Fire Mobile Data Computers	603- IT Replacement Fund	238,859
250006-Enterprise GIS Master Plan	603- IT Replacement Fund	50,000
250007-Print Management Services	603- IT Replacement Fund	116,000
280001-Fire Engine Apparatus	602-Equipment Replacement Fund	300,000
300005-Adams Ave Imp RMRA	251- RMRA Fund	2,278,862
300008-Wilson Street Imp	201-Gas Tax Fund	435,000
300148-Bicycle Racks Citywide	214- Traffic Impact Fees Fund	178,482
300162-I-405 Improvement	401-Capital Improvements Fund	54,139
300163-Neighborhood Traffic Improvement	401-Capital Improvements Fund	77,661
300169-Newport(Victoria/22nd to 19th	251- RMRA Fund	1,084,324
300171-SB Newp Bl Impr Mesa Victoria	251- RMRA Fund	1,868,612
300172-Pavement Mitigation I-405 Pro	232-Grants - Other	661,980
300173-Newp NB 22thBrist SB BristMesa	251- RMRA Fund	2,039,960
300174-Adams at Pinecreek Imp	401-Capital Improvements Fund	688,425
300174-Adams at Pinecreek Imp	214- Traffic Impact Fees Fund	58,566
300174-Adams at Pinecreek Imp	416- Measure "M2" Fairshare	18,063

300177-CDBG Westside St Impr. Wilson	201- Gas Tax Fund	257,000
300178-Sunflower Ave Rehabilitation	251- RMRA Fund	2,570,782
300179-Adams Ave Active Transp. Proj	401-Capital Improvements Fund	1,120,000
300180-Bicycle Safety Education	401-Capital Improvements Fund	150,000
300181-Fairview Road Improvement	230- Grants - Federal	331,116
300181-Fairview Road Improvement	214- Traffic Impact Fees Fund	232,100
350030-Westside Restoration Project	401-Capital Improvements Fund	532,430
360003-Citywid Bicyc Trail Wayfnd Sig	401-Capital Improvements Fund	28,034
370010-Mesa Del Mar Multimodal Access	401-Capital Improvements Fund	195,929
370010-Mesa Del Mar Multimodal Access	214- Traffic Impact Fees Fund	100,000
370034-Fairview Traffic Signal Sync	415- Measure "M2" Fund	47,106
370034-Fairview Traffic Signal Sync	214- Traffic Impact Fees Fund	5,377
370039-Baker/Placntia/19th/Victr TSSP	415- Measure "M2" Fund	725,538
370039-Baker/Placntia/19th/Victr TSSP	214- Traffic Impact Fees Fund	99,125
370039-Baker/Placntia/19th/Victr TSSP	203- Quality Improvement Fund	82,011
370042-Bus Shelter Improvement	401-Capital Improvement Fund	300,000
370056-Bear St Traffic Sig Synch Proj	214- Traffic Impact Fees Fund	31,000
370056-Bear St Traffic Sig Synch Proj	415- Measure "M2" Fund	5,063
370056-Bear St Traffic Sig Synch Proj	401-Capital Improvements Fund	1,765
370056-Bear St Traffic Sig Synch Proj	203- Quality Improvement Fund	748
370057-RedHill Ave TSSP	203- Quality Improvement Fund	66,080
370059-W 19th St Wallace Av Traf Sig	401-Capital Improvements Fund	287,631
370059-W 19th St Wallace Av Traf Sig	214- Traffic Impact Fees Fund	192,037
370059-W 19th St Wallace Av Traf Sig	416- Measure "M2" Fund	6,329
400012-Alley Improvements Citywide	201- Gas Tax Fund	900,000
400012-Alley Improvements Citywide	416-Measure "M2" Fairshare	139,112
400015-Street Maintenance Citywide	201- Gas Tax Fund	4,662,529
400015-Street Maintenance Citywide	416- Measure "M2" Fund	3,906,795
400015-Street Maintenance Citywide	401-Capital Improvements Fund	1,300,592
400023-Clean CA Beautification Prog	231- Grants - State	136,464
450009-West 19th Bike Trail	203- Quality Improvement Fund	58,213
450010-Class II and III Bicycle Proj	214- Traffic Impact Fees Fund	903,281
450010-Class II and III Bicycle Proj	401-Capital Improvements Fund	11,896
450013-Adams Ave Multi Purp Des Trail	201- Gas Tax Fund	174,218
450013-Adams Ave Multi Purp Des Trail	416- Measure "M2" Fund	17,837
450015-Bicycle/Pedestrian Infra Imp	214- Traffic Impact Fees Fund	348,024
450015-Bicycle/Pedestrian Infra Imp	416- Measure "M2" Fund	25,103
450016-Mesa/Santa Ana Bicycl Fac Imp	214- Traffic Impact Fees Fund	100,000
450017-MV/Peterson Pl Class II Bicycle	214- Traffic Impact Fees Fund	100,000
470002-West 18th & Wilson Crosswalks	214- Traffic Impact Fees Fund	375,316
500009-New Sidewalks Citywide	201- Gas Tax Fund	200,001
500010-Parkway Maint Program Citywide	416- Measure "M2" Fund	488,330
500010-Parkway Maint Program Citywide	201- Gas Tax Fund	461,299
500010-Parkway Maint Program Citywide	401-Capital Improvements Fund	183,757
500017-Priority Sidewalk Repair	201- Gas Tax Fund	125,272
510600-Maintenance and Construction	413-Golf Course Improvement Fund	150,000
530200- Consulting/590800 - Other Equipment	208-Park Dvelopment	287,515
530200-Consulting	101-General Fund	879,072
530200-Consulting/ Grants, Loans and Subsidies	222-Costa Mesa Housing Authority	1,287,508
530200-Consulting/ Grants, Loans and Subsidies	231- Grants - State	1,147,413
530300- Legal/Consulting /Building	223-CMHA James/ 18th ST Property	207,260
535500- Grants, Loans and Subsidies	216-Rental Rehab Program Fund	80,000
535500-Grants, Loans and Subsidies	204-American Rescure Plan Fund	1,560,000
535500-Grants, Loans and Subsidies	205-Home Program Fund	290,532
540100- General Liability	602-Self Insurance Fund	2,177,540
550008-Catch Basin Inserts-Var Location	209-Drainage Fees Fund	25,883
550008-Catch Basin Inserts-Var Locatn -	209-Drainage Fees Fund	30,000
550011-Citywide Storm Drain Imprv	401-Capital Improvements Fund	889,750

550011-Citywide Storm Drain Imprv	209-Drainage Fees Fund	554,455
550021-Bristol St Storm Drain Divers	401-Capital Improvements Fund	65,524
550022-Westside Storm Drain Improve	209-Drainage Fees Fund	1,522,790
550023-Placentia Ave. Stormwater	415- Measure "M2" Fund	383,831
590500-Automotive Equipment	601-Equipment Replacement Fund	5,148,580
590800- Other Equipment	601-Equipment Replacement Fund	160,000
700021-Wilson TeWinkle Prk Bridg Rep	208-Park Development Fees Fund	177,099
700027-TeWinkle Skate Park Expansion	208-Park Development Fees Fund	100,000
700027-TeWinkle Skate Park Expansion	401-Capital Improvements Fund	32,158
700054-Westside Park Development	208-Park Development Fees Fund	250,000
700080-Pk SecurityLightingReplacement	208-Park Development Fees Fund	62,252
700106-Sidewalk Replacment -Var Parks	401-Capital Improvements Fund	64,686
700110-Open Space Master Plan Update	208-Park Development Fees Fund	75,000
700110-Open Space Master Plan Update	401-Capital Improvements Fund	16,592
700111-Various Parks Rehab	401-Capital Improvements Fund	70,000
700115-Jack Hammett Field Upgrade	208-Park Development Fees Fund	309,263
700128-Park Sidewalk Access Program	401-Capital Improvements Fund	104,000
700128-Park Sidewalk Access Program	201- Gas Tax Fund	40,000
700129-Shalimar Park Improvement	208-Park Development Fees Fund	243,060
700132-Fairview Park Vernal Pool Rest	231- Grants - State	109,811
700132-Fairview Park Vernal Pool Rest	401-Capital Improvements Fund	57,857
700133-Canyon Pk Invntr Mgmt Restore	208-Park Development Fees Fund	60,000
700134-Fairview Pk Fence Sign Trail	208-Park Development Fees Fund	144,103
700135-Fairview Pk Master Plan Update	208-Park Development Fees Fund	254,744
700137-TeWinkle Park Lakes Repairs	208-Park Development Fees Fund	14,585
700139-Ketchum-Libolt Park Expansion	401-Capital Improvements Fund	1,000,000
700139-Ketchum-Libolt Park Expansion	231- Grants - State	247,520
700139-Ketchum-Libolt Park Expansion	208-Park Development Fees Fund	43,060
700140-Costa Mesa Tennis Center Impro	401-Capital Improvements Fund	300,000
700141-CM Country Club Modernization	413-Golf Course Improvement Fund	350,000
700142-Brentwood Park Improvements	401-Capital Improvements Fund	250,000
700143-Butterfly Gardens	401-Capital Improvements Fund	100,000
700144-Fairview Park-Pump Station	401-Capital Improvements Fund	98,810
700145-Shalimar Park Expansion	401-Capital Improvements Fund	1,000,000
700146-Various Parks - Playground Rep	401-Capital Improvements Fund	17,571
700154-Golf Course & Tennis Ctr Imp	401-Capital Improvement Fund	1,200,000
800015-NCC - Library Development	401-Capital Improvements Fund	451,349
800029-EOC Equipment Update	401-Capital Improvements Fund	127,813
800030-Senior Center Fire Alarm Panel	401-Capital Improvements Fund	71,500
800031-Westside Police Sub-Station Im	401-Capital Improvements Fund	150,000
800031-Westside Police Sub-Station Im	231- Grants - State	61,125
800032-Lion Park Cafe	401-Capital Improvement Fund	1,100,000
911033-ARPA Mercy House Rental Assist	222-Costa Mesa Housing Authority	902,738
<b>Grand Total</b>		<b>\$ 80,632,036</b>

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING RESOLUTIONS NO. 2022-73 AND 2022-74 TO RENAME AND REVISE THE PAY RANGE FOR PAYROLL SUPERVISOR IN THE CONFIDENTIAL UNIT.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on November 15, 2022, the City Council adopted Resolutions No. 2022-72, 2022-73, and 2022-74 revising the pay ranges for job classifications in the Confidential Unit; and

WHEREAS, on September 19, 2023, the City Council adopted Resolution 2023-46 amending Resolutions No. 2022-73 and 2022-74 approving updates to various classifications; and

WHEREAS, the City Council desires to rename the existing “Payroll Supervisor” as the “Finance Officer (Confidential)” classification; and

WHEREAS, the City Council further desires to amend Resolutions 2022-73 and 2022-74 to revise the pay ranges for the Finance Officer (Confidential).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. The existing “Payroll Supervisor” classification is hereby renamed as the “Finance Officer (Confidential)” classification.

SECTION 2. The following pay ranges and monthly rates of pay for the identified job classification are hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes September 24, 2023. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0173	Finance Officer (Confidential)	CON	559	\$9,265	\$9,728	\$10,214	\$10,725	\$11,261	\$11,824	\$12,415	Monthly
				\$111,180	\$116,736	\$122,568	\$128,700	\$135,132	\$141,888	\$148,980	Annual
				\$53.45	\$56.12	\$58.93	\$61.88	\$64.97	\$68.22	\$71.63	Hourly

**SECTION 3.** The following pay ranges and monthly rates of pay for the identified job classifications are hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes July 1, 2024. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0173	Finance Officer (Confidential)	CON	559	\$9,542	\$10,019	\$10,520	\$11,046	\$11,598	\$12,178	\$12,787	Monthly
				\$114,504	\$120,228	\$126,240	\$132,552	\$139,176	\$146,136	\$153,444	Annual
				\$55.05	\$57.80	\$60.69	\$63.73	\$66.91	\$70.26	\$73.77	Hourly

**SECTION 4.** Except as modified by this Resolution, Resolutions No. 2022-72, 2022-73, 2022-74 and 2023-46 shall remain in full force and effect.

**PASSED AND ADOPTED this 2<sup>nd</sup> day of April, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 2<sup>nd</sup> day of April, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Brenda Green, City Clerk

(SEAL)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA REVISING THE RATES OF PAY FOR PART-TIME CLASSIFICATIONS.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on June 18, 2019, the City Council adopted Resolution No. 19-33 revising the pay ranges for part-time job classifications; and

WHEREAS, on December 7, 2021, the City Council adopted Resolution No. 2021-52 revising pay ranges in the Community Services Leader and Lifeguard series; and

WHEREAS, on March 21, 2023, the City Council repealed and replaced Resolution No. 2021-52 with Resolution 2023-16 further revising pay ranges in the Community Services Leader and Lifeguard series; and

WHEREAS, on September 19, 2023, the City Council adopted Resolution No. 2023-48 revising pay ranges for and renaming the existing “Police Aide” as the “Police Cadet” classification; and

WHEREAS, the City Council desires to amend Resolution No. 19-33 to establish the new classification of Graduate Intern and establish the pay ranges for the new classification; and

WHEREAS, the City Council desires to amend Resolution No. 19-33 to revise the pay ranges for the classifications specified herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. Section 1 of Resolution No. 19-33 is hereby amended to establish the new job classification of Graduate Intern and to establish the pay ranges for the new job classification as set forth herein.

SECTION 2. The following pay ranges and hourly rates of pay for the identified job classifications are hereby established and placed under the Part-Time Salary Schedule effective the pay period that includes April 7, 2024. The hourly rate of pay may also be in increments between the hourly minimum and maximum pay step.

Class Code	Class Title	Grade	Step					
			1	2	3	4	5	
0601	Intern	462	\$23.00	\$24.15	\$25.36	\$26.63	\$27.96	Hourly
0603	Graduate Intern	329	\$25.00	\$26.25	\$27.56	\$28.94	\$30.39	Hourly



SECTION 3. Except as modified by this Resolution, Resolutions No. 19-33, 2023-16 and 2023-48 shall remain in full force and effect.

**PASSED AND ADOPTED this 2<sup>nd</sup> day of April, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 2<sup>nd</sup> day of April, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Brenda Green, City Clerk

(SEAL)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING RESOLUTIONS NO. 2022-70 AND 2022-71 TO ESTABLISH A NEW CLASSIFICATION, RENAME AND REVISE THE PAY RANGES FOR VARIOUS CLASSIFICATIONS OF EMPLOYEES REPRESENTED BY THE COSTA MESA CITY EMPLOYEES ASSOCIATION.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on November 15, 2022, the City Council adopted Resolutions No. 2022-69, 2022-70, and 2022-71 revising the pay ranges for job classifications represented by the Costa Mesa City Employees Association; and

WHEREAS, on March 21, 2023, the City Council adopted Resolution 2023-15 amending Resolutions No. 2022-69, 2022-70, and 2022-71 approving updates to various classifications; and

WHEREAS, on June 6, 2023, the City Council adopted Resolution 2023-27 to establish the new job classifications of Animal Services Supervisor and Cyber Security Analyst and to establish the pay ranges for the new classifications; and

WHEREAS, on June 20, 2023, the City Council adopted Resolution 2023-37 approving updates to various classifications; and

WHEREAS, on September 19, 2023, the City Council adopted Resolution 2023-45 to establish the new job classification of Code Enforcement Officer I and to establish the pay ranges for the new classification and approving updates to various classifications; and

WHEREAS, the City Council further desires to rename the existing "Video Production Specialist" as the "Multimedia Specialist" classification; and

WHEREAS, the City Council further desires to rename the existing "Accounting Supervisor", "Revenue Supervisor" and "Purchasing Supervisor" to "Finance Officer"; and

WHEREAS, the City Council desires to amend Resolutions 2022-70 and 2022-71 to establish the new job classification of Animal Services Coordinator and to establish the pay ranges for the new classification; and

WHEREAS, the City Council further desires to amend Resolutions 2022-70 and 2022-71 to revise the pay ranges for the Finance Officer classification; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

**SECTION 1.** The existing “Video Production Specialist” classification is hereby renamed as the “Multimedia Specialist” classification.

**SECTION 2.** The existing “Accounting Supervisor”, “Revenue Supervisor” and “Purchasing Supervisor” classifications are hereby renamed as the “Finance Officer” classification.

**SECTION 3.** Section 1 of Resolution 2022-70 and 2022-71 are hereby amended to establish the new job classification of Animal Services Coordinator and to establish the pay ranges for the new job classifications as set forth herein.

**SECTION 4.** The following pay ranges and monthly rates of pay for the Finance Officer job classification is hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes September 24, 2023. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0172	Finance Officer	CMC	448	\$9,129	\$9,585	\$10,064	\$10,567	\$11,095	\$11,650	\$12,232	Monthly
				\$109,548	\$115,020	\$120,768	\$126,804	\$133,140	\$139,800	\$146,784	Annual
				\$52.67	\$55.30	\$58.06	\$60.96	\$64.01	\$67.21	\$70.57	Hourly

**SECTION 5.** The following pay ranges and monthly rates of pay for the Animal Services Coordinator job classification is hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes April 7, 2024. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0471	Animal Services Coordinator	CMC	447	\$5,816	\$6,107	\$6,412	\$6,733	\$7,070	\$7,424	\$7,795	Monthly
				\$69,792	\$73,284	\$76,944	\$80,796	\$84,840	\$89,088	\$93,540	Annual
				\$33.55	\$35.23	\$36.99	\$38.84	\$40.79	\$42.83	\$44.97	Hourly

**SECTION 6.** The following pay ranges and monthly rates of pay for the identified job classifications are hereby revised and placed under the Basic Salary Administration

Plan effective the pay period that includes July 1, 2024. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0172	Finance Officer	CMC	448	\$9,402	\$9,872	\$10,366	\$10,884	\$11,428	\$11,999	\$12,599	Monthly
				\$112,824	\$118,464	\$124,392	\$130,608	\$137,136	\$143,988	\$151,188	Annual
				\$54.24	\$56.95	\$59.80	\$62.79	\$65.93	\$69.23	\$72.69	Hourly
0471	Animal Services Coordinator	CMC	447	\$5,991	\$6,291	\$6,606	\$6,936	\$7,283	\$7,647	\$8,029	Monthly
				\$71,892	\$75,492	\$79,272	\$83,232	\$87,396	\$91,764	\$96,348	Annual
				\$34.56	\$36.29	\$38.11	\$40.02	\$42.02	\$44.12	\$46.32	Hourly

**SECTION 7.** Except as modified by this Resolution, Resolutions No. 2022-69, 2022-70, 2022-71, 2023-15, 2023-27, 2023-37 and 2023-45 shall remain in full force and effect.

**PASSED AND ADOPTED this 2<sup>nd</sup> day of April, 2024.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 2<sup>nd</sup> day of April, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Brenda Green, City Clerk

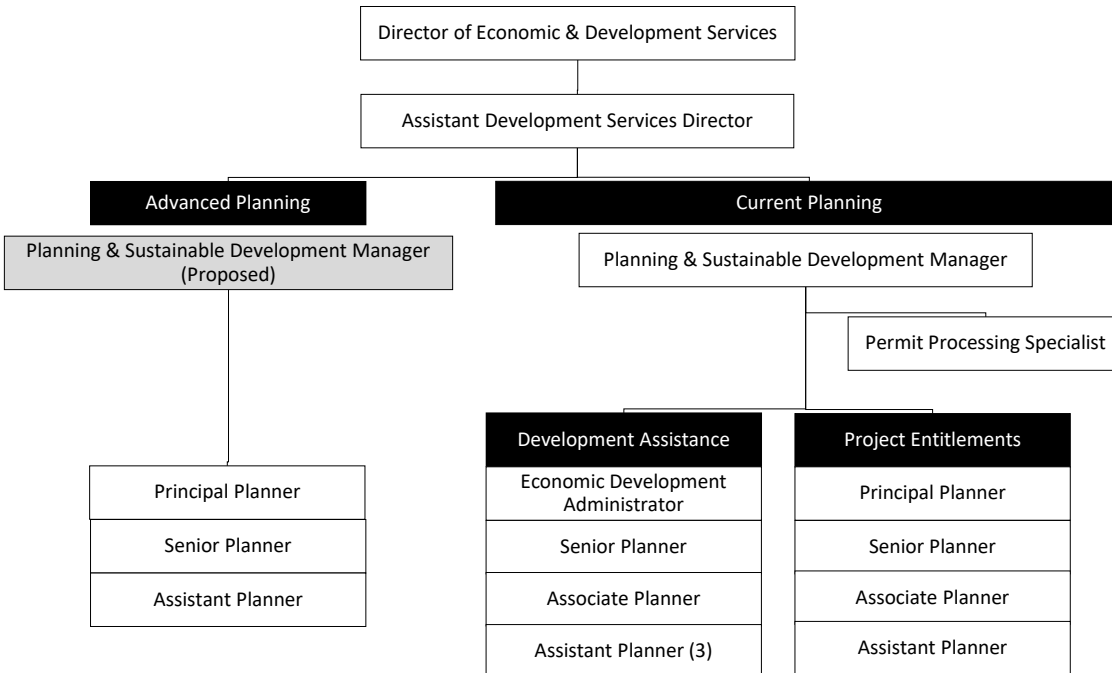
(SEAL)

**Economic & Development Services - Planning**

**CURRENT**

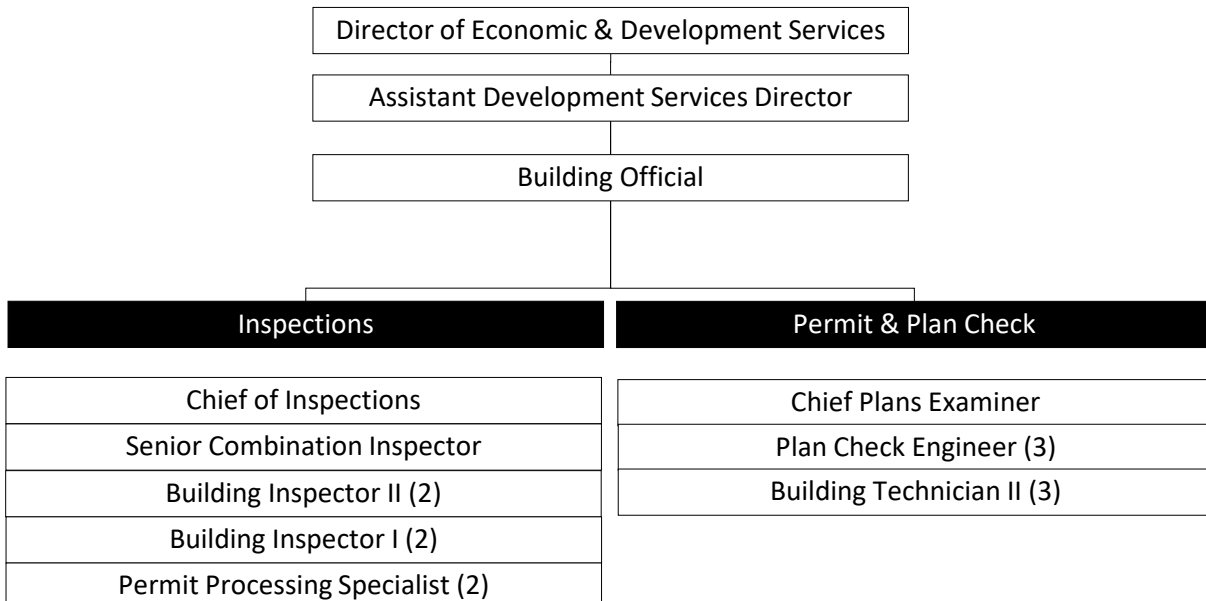


**PROPOSED**

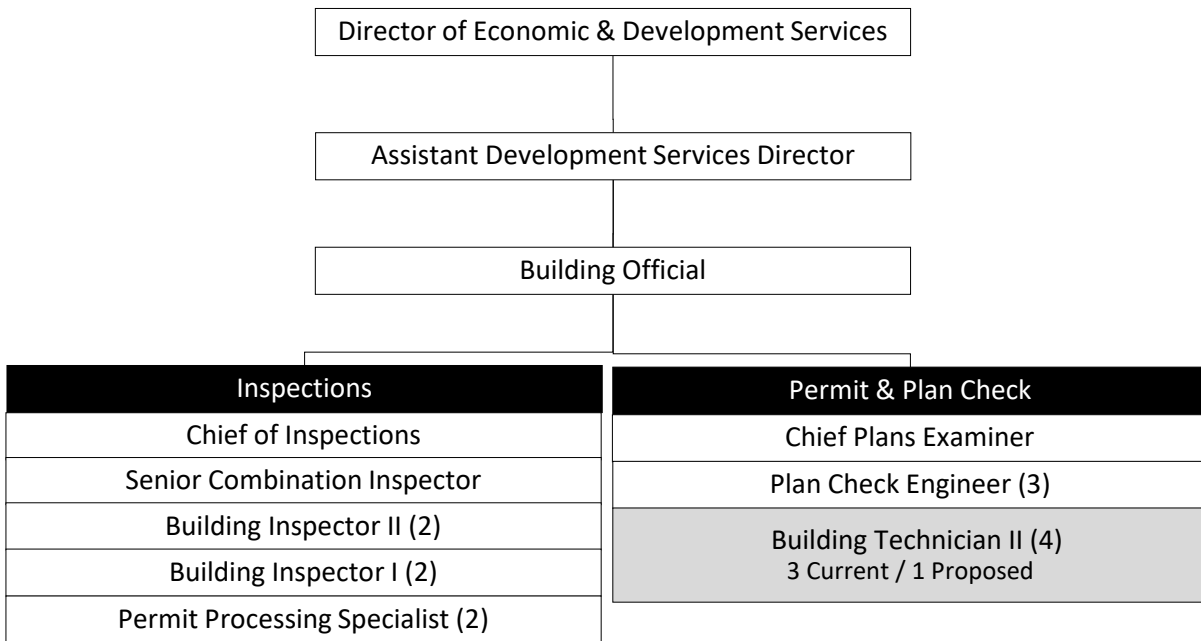


**Economic & Development Services - Building Safety**

**CURRENT**

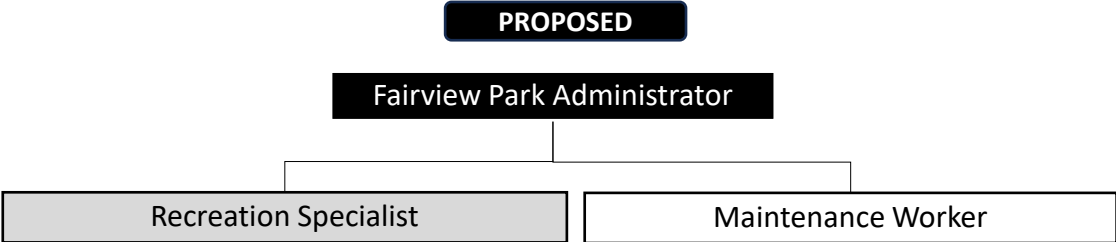
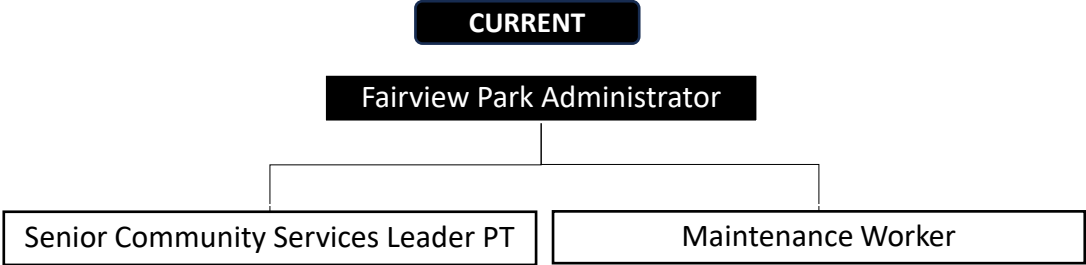


**PROPOSED**





Parks & Community Services - Fairview Park



**Police - Property & Evidence**

**CURRENT**

Property & Evidence Supervisor (1)
Property & Evidence Specialist (2)
Property & Evidence Specialist PT (2)

**PROPOSED**

Property & Evidence Supervisor (1)
Property & Evidence Specialist (3) 2 Current / 3 New
Property & Evidence Specialist PT (1) 2 Current / 1 Proposed

**Police - Animal Services**

**CURRENT**

Animal Control Supervisor (1)
Animal Control Officer (3)
Recreation Coordinator (1)
Senior Community Services Leader (1)

**PROPOSED**

Animal Control Supervisor (1)
Animal Control Officer (3)
Animal Services Coordinator (1)
Permit Processing Specialist (1)



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-086

**Meeting Date:** 4/2/2024

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**TITLE:**

**APPOINTMENTS TO VARIOUS CITY COMMITTEES**

**DEPARTMENT:** CITY MANAGER'S OFFICE/CITY CLERK DIVISION

**PRESENTED BY:** BRENDA GREEN, CITY CLERK

**CONTACT INFORMATION:** BRENDA GREEN, CITY CLERK, (714) 754-5221

**RECOMMENDATION:**

Staff recommends the City Council make appointments as follows:

1. Animal Services Committee - Make four (4) member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Mayor Stephens, Council Member Harper).
2. Active Transportation Committee - Make six (6) member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan and, two at large appointments, the two at-large members should ensure broad representation of different mobility options and experiences (e.g., walk, bike, bus, and age ability). A Council Member may defer his nomination to the Council Liaison (Council Member Reynolds).
3. Finance and Pension Advisory Committee - Make four (4) member appointments with a term expiration of April 2028. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Mayor Stephens, Alternate Council Member Marr, and Council Member Harper).
4. Housing and Public Service Grants Committee - Make four (4) regular member appointments with a term expiration of April 2026. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Council Member Chavez, Alternate Council Member Harper).
5. Mobile Home Park Advisory Committee - Make one (1) Park Owner or Representative appointment, two (2) Mobile Home Park Resident appointments, and one (1) Independent Citizen At-large appointment, all with a term expiration of April 2028. One nomination by Mayor Stephens, Council Member Harper, Council Member Gameros, and Mayor Pro Tem Harlan. A Council Member may defer his nomination to the Council Liaison (Council Member Reynolds, Alternate Council Member Chavez).

6. Approve the recommendation from the Historical Preservation Committee to formally dissolve in lieu of merging with the Costa Mesa Historical Society and transferring the Committee's funds to the Costa Mesa Historical Society.

**BACKGROUND:**

At the City Council meeting of September 5, 2023 the City Council approved that each Council Member shall have the opportunity to either nominate a member or to defer his or her nomination to the City Council liaison. City Council also requested staff to meet with the Costa Mesa Historical Society on a potential merger of the Society and the Historical Preservation Committee.

At the City Council of October 17, 2023, Council Member Marr (District 3), Council Member Chavez (District 4), and Council Member Reynolds (District 5) made their appointments. Nominations for this round will be made by Mayor Stephens, Council Member Harper (District 1), Council Member Gamos (District 2), and Mayor Pro Tem Harlan (District 6). In addition, on February 17, 2024, the Historical Preservation Committee held a special meeting and unanimously voted to dissolve the committee in lieu of merging with the Costa Mesa Historical Society.

**Animal Services Committee - 7 Members**

4 Appointments/2-year terms (Term Expiration April 2026)

Liaisons - Mayor Stephens, Alternate Council Member Harper

The Animal Services Committee meets monthly and provides advice and recommendations to the City Council on animal services issues, promotes pet licensing, and assists with planning and execution of animal-related community events. Staff received eight (8) applications (attached) for four vacancies to be filled.

1. Sean Healey - District 1
2. Syed Zia Hussain - District 2
3. Caley Turner - District 2
4. Cara R. Stewart - District 2
5. Danielle Mills - District 3
6. Paul Lancaster - District 4
7. Angela Minjares - District 5 (Incumbent)
8. Debra Lee - District 5

**Active Transportation Committee - 9 Members**

6 Appointments/2-year terms (Term Expiration of April 2026)

Liaison - Council Member Reynolds

The Active Transportation Committee meets monthly and helps plan and implement an Active Transportation network for the City by improving bicycle and pedestrian connectivity throughout the City. The committee also assists with the review, update and implementation of the city's Active Transportation Plan and evaluates the bikeability and walkability for the City in order to make recommendations to the City Council. Staff received ten (10) applications (attached) for six vacancies to be filled.

1. Syed Zia Hussain - District 2
2. Florence Nedeff Martin - District 3 (Incumbent)
3. Arthur Alderete - District 3
4. Michael Moses Nolf - District 4
5. Paul Lancaster - District 4
6. Andrew Barnes - District 5 (Incumbent)
7. Jay C. McGlinchey - District 5
8. Alex Campoli - District 6
9. Robert Morse - District 6
10. Farhad Edward Khrosravi - District 6

**Finance and Pension Advisory Committee - 7 Members**

4 Appointments/4-year terms (Term Expiration of April 2028)

Liaisons - Mayor Stephens, Alternate Council Member Marr, and Council Member Harper

The Finance and Pension Advisory Committee meets monthly and provides advice to the City Council on issues related to significant financial matters. The committee advises annually on the adoption of the City's budget, the allocation of any budget surpluses, the City's investment performance and policies, multi-year forecasts presented by City staff to the City Council, and adjustments under consideration at the time of the mid-year budget report. Staff received five (5) applications (attached) for four vacancies to be filled.

1. Quinn Callanan - District 1
2. Sean Healey - District 1
3. Syed Zia Hussain - District 2
4. James Andrews - District 3
5. Kathryn Grant - District 6

**Housing and Public Service Grants Committee - 7 Members**

4 Appointments/2-year terms (Term Expiration of April 2026)

Liaisons - Council Member Chavez, Alternate Council Member Harper

The Housing and Public Service Committee meets twice a year and helps to promote understanding of the community development process and activities funded by the U.S. Housing and Urban Development Department (HUD) and Community Development Block Grants (CDBG). Additionally, the committee rates and ranks applications for CDBG public service grants, ultimately developing funding recommendations for City Council recommendations. Staff received seven (7) applications (attached) for four vacancies to be filled.

1. Gloria A. Fallon - District 1
2. Syed Zia Hussain - District 2
3. Ricardo Ramirez - District 3
4. Arthur Alderete - District 3
5. Paul Lancaster - District 4
6. Michael Tou - District 4 (Incumbent)
7. Kathryn Grant - District 6

**Mobile Home Park Advisory Committee**

4 Appointments/4-year terms (Term Expiration of April 2028)

1 Costa Mesa Park Owners or Representative

2 Mobile Home Park Residents

1 Independent Resident Citizen At-large

Liaisons - Council Member Reynolds, Alternate Council Member Chavez

The Mobile Home Park Advisory Committee meets quarterly and addresses issues that will help improve the quality of life in mobile home parks and review matters concerning mobile home parks in the City. Staff received eleven (11) applications (attached) for four vacancies to be filled.

1. Paul Lancaster - District 4 (Independent Citizen At-Large)
2. Gregory Harold - District 4 (Costa Mesa Park Owner or Rep.)
3. Leslie E Chaney-Eames - District 5 (Mobile Home Park Resident - Incumbent)
4. Georgette M. Quinn - District 5 (Mobile Home Park Resident)
5. Michael Dougher - District 5 (Mobile Home Park Resident - Incumbent)
6. Mary Lamas - District 5 (Costa Mesa Park Owner or Rep.)
7. Wyatt Lin - District 5 (Costa Mesa Park Owner or Rep.)
8. Lucia Salinas Holt - District 5 (Mobile Home Resident)
9. Debra Lee - District 5 (Mobile Home Resident)
10. Laurie Beverage - Non-Resident (Independent Citizen At-Large)
11. Vickie M. Talley - Non-Resident (Costa Mesa Park Owner or Rep. - Incumbent)

**ANALYSIS:**

The City opened the recruitment for the five Committees on February 9, 2024 and press releases were sent on February 9, 2024, February 15, 2024, February 19, 2024, February 26, 2024, February 29, 2024, March 4, 2024, March 6, 2024, and March 8, 2024. The recruitment was also featured on the City Hall Snapshot on February 16, 2024, February 23, 2024, March 1, 2024, and March 8, 2024.

On March 8, 2024, the City extended the recruitment deadline to March 18, 2024. Additional press releases were sent on March 8, 2024, March 12, 2024, March 15, 2024, and March 18, 2024. The extended recruitment was also featured on the City Hall Snapshot on March 15, 2024. A total of 31 applications were received in response to the City's outreach efforts.

**ALTERNATIVES:**

City Council may choose not to make appointments to the Committees or to extend the recruitment period.

**FISCAL REVIEW:**

Appropriate an estimated total of \$13,000 from uncommitted Costa Mesa Community Foundation Fund and authorize a transfer from the Costa Mesa Historical Preservation Committee to the Historical Society.

**LEGAL REVIEW:**

City Attorney has reviewed this report and has approved it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item is administrative in nature.

**CONCLUSION:**

Staff recommends that the City Council make appointments to various City Committees.

#25

COMPLETE

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**Started:** Friday, March 08, 2024 2:36:56 PM  
**Last Modified:** Friday, March 08, 2024 3:06:15 PM  
**Time Spent:** 00:29:18  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Sean Healey

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**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Finance and Pension Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Animal Service Committee - I am resident with three rescue terriers. I have a love of all animals and want to ensure that they are the raised in a proper environment and want to be part of the city's effort to help in that regard.

Finance and Pension Advisory Committee - My major and employment background have been in Finance and Banking. Although I don't have a background in Pension or Retirement forecasting I am very analytical and have experience making various forecasting models.

---



**Q4**

As a Committee member, what ideas or projects are of interest to you?

Animal Service Committee - Outreach and pet licensing - Admittedly I have not been the best about licensing my dogs and I think a huge part of it is that it is just not on my mind. So my goal would be to spread outreach possibly partnering with vets in the area to ensure that pets get licensed. I also want people to see what the benefits of what they get when they license their pet. Our community nextdoor posts are 35% lost pets and if we can implement something like an AI match of found pets to the photos of licensed ones I think we can be able to help with that. Another way to promote licensing is to do chip events. A lot of people think their pet is chipped but they don't know for certain and if their pet is chipped, a lot of times it could be outdated information. By holding an event where we can scan and assist residents in updating their pets chips we can demonstrate tangible value of getting their pet licensed.

Finance and Pension Advisory Committee - Besides reviewing the city's budgets, finances, investments and contracts I am not sure what specific projects the committee normally takes on. I am however, very eager to learn more about our city's financial operations and contribute in any way I can.

**Q5**

**Respondent skipped this question**

Optional Resume:

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	<b>Sean Healey</b>
Address:	████████████████████
City/Town:	██████████
ZIP/Postal Code:	████
Email Address:	██
Phone (cell):	██████████

**Q7**

**By checking this box and typing my name below, I am electronically signing my application.**

Signature Required:

**Q8**

Full Name:

Sean Healey

# SEAN HEALEY

## WORK HISTORY

### **PORTFOLIO MANAGER** 03/2023 to Current

#### **CommerceWest Bank**, Irvine, CA

- Managed diverse commercial loan portfolio of C&I and CRE loans.
- Underwrote complex C&I deals for core prospects which involved financial analysis, term and covenant structuring and preparation of credit recommendations

### **SENIOR UNDERWRITER** 10/2021 to 03/2023

#### **Integro Bank**, Remote

- In charge of setting up the Loan Origination System for Integro Bank including bank processes related to credit applications, underwriting, presentation, loan documentation and boarding of commercial loans
- In charge of structuring and underwriting Integro Bank's commercial loans including lines of credit, term loans and real estate
- Helped build a platform for providing Integro Bank's business customers with actionable insights (scenario forecasting, valuation, ratio analysis) based on a customer's financials and peer data

### **PORTFOLIO MANAGER, AVP** 06/2018 to 07/2021

#### **Pacific Mercantile Bank**

- Underwrote complex C&I deals for core prospects which involved financial analysis, term and covenant structuring and preparation of credit recommendations
- Managed Pacific Mercantile Bank's Irvine portfolio including preparing modifications and renewals of existing credits
- Facilitated collection, spreading and analysis of customer reporting items
- Leader in the transition and implementation of the Bank's spreading and monitoring software from CASH suite to CreditTrack, requiring advance knowledge of excel and bank operations
- Improved automated and created reports and procedures for the loan monitoring group.

### **FINANCIAL ANALYST** 11/2015 to 05/2018

#### **Western National Group**

- Maintained and updated financial models for WNG's two multifamily funds analyzing key financial ratios and projected fund returns
- Reviewed and compiled quarterly financial statements and presentations for fund investors
- Maintained and improved asset and financial models with accounting information and market projections
- Assisted acquisitions team in underwriting potential multifamily acquisitions.

### **CREDIT ANALYST** 06/2014 to 10/2015

#### **Federal Home Loan Bank of Chicago**

- Monitored and determined security haircuts using credit model components such as Value

at Risk, Model Risk, Liquidation Risk, Management Discretion and Financial Strength Adjustments

- Created back testing database and procedures to monitor member's security collateral portfolios
- Assisted in running the OTTI process using CoreLogic's Risk Model software to determine quarterly Credit losses on the Bank's private-label MBS portfolio
- Actively managed collateral portfolios for members, which include loans, securities and cash positions
- Processed and handled members' security payments and transactions including sales, purchases and account transfers.

---

## EDUCATION

**University of California Irvine - Data Analytics Boot Camp**

**Other**, Data Science, 11/2021

**University of Notre Dame**, Notre Dame, IN

**Bachelor's**, Finance, 05/2014

# #1

**COMPLETE**

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**Time Spent:** 00:42:34  
**IP Address:** [REDACTED]

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Page 1

## Q1

Full Name:

Syed Zia Hussain

---

## Q2

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Finance and Pension Advisory Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a fresh graduate from Cal Poly Pomona State University undergraduate degree in Urban Planning. I have volunteered with Civic Well Climate Forum 2023, I am also serving at the Mobile Housing Committee City of Costa Mesa at this moment. I have conducted couple of research in Costa Mesa, CA voluntarily. I find Costa Mesa one of the best cities within Orange County and believe it has a lot potential to improve and imply sustainable solutions for future growth.

---

## Q4

As a Committee member, what ideas or projects are of interest to you?

I would like to serve as a Costa Mesa resident. I have been living here for 11 years. As a City of Costa Mesa Committee member, I would be able to play my part in finding better and sustainable solution to further improving the Costa Mesa.

---

## Q5

Optional Resume:

**URP-Full%20Resume.pdf (272.5KB)**

---

# Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA. 2023.  
[Ziahussain2019@gmail.com](mailto:Ziahussain2019@gmail.com). Cell phone: 1-714-280-3730

## Education

<b>Cal Poly Pomona, California, CA.</b> Bachelors of Urban Planning. GPA 3.16	<b>Dec 2023</b>
<b>Orange Coast College. California, United States.</b> Associate degree in Architecture (Honors) GPA 3.36	<b>Dec 2019</b>
<b>Orange Coast College. California, United States.</b> Associate Degree (Honors) in Event Management GPA 3.36	<b>Dec 2016</b>

## Relevant Coursework

**CEQA 101** online Course (Gov. Office Planning and Research).  
**URP 4040 Place-making** – Study Florence-Graham city. In final research presentation proposed solutions to the S. Central Ave and E. 74 Street. Focus of the research was to make the site more safer, and children friendly because of the Wisdom Elementary School.  
**Advance Project Management** from Coastline Community College.

## Freelance Projects

**2023 –To-date**

Community Enrichment Program, Civic Well 2023 Adaptation Climate Forum – Support to recruit volunteers, Videography on “Impact of McBride Park Long Beach on Youth”  
[McBride Park Impacts on the Youth Community Long Beach, California. - YouTube](#)

## Work Experience

<b>Community Service Leader II</b> Work for R.O.C.K Program, it is after school program served by Recreation Department, City of Costa Mesa, CA. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.	<b>Jan '24 - update</b>
<b>Student Connect SoCal Community Outreach: SCAG Project</b> Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey	<b>May '23-June '23</b>
<b>Planning Aide Intern:</b> Cal Poly Pomona Facility Planning and Management, CA. Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.	<b>June '22-July '22</b>
<b>Administrative Intern</b> City of Tustin Department of Community Planning, Tustin, CA. Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.	<b>Oct '21- Feb '22</b>
<b>Recreation leader</b> <b>City of San Clemente, San Clemente.</b> Supervised Summer campus games and activity for children, manage inventory, customer service, games, and setups and breakdowns.	<b>June'20 –Oct'21</b>
<b>Event Planner Unpaid Intern</b> <b>American Family Housing, Tustin, CA</b> Outreach, promotion, and marketing for “Summer Festival for Homeless Veterans”. Sold out a stall and raise more than \$ 3,000 through bringing in vendors.	<b>June'15 –Dec'15</b>

**Awards and Recognitions:**

Research on Walkability, presented at OCC Symposium 2019 and 2020 and Cal Poly Pomona 2023.

Topic: *"Effects of New High-Density Residency on Walkability in Costa Mesa, CA"*.

Topic: *"How Mix-Use Land Contributes to Walkability in 19<sup>th</sup> Street, Costa Mesa, CA."* 2023.

**Administration Skill:** Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

# #10

**COMPLETE**

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**Last Modified:** Thursday, February 22, 2024 11:26:16 AM  
**Time Spent:** 00:07:28  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Caley Turner

---

**Q2**

**Animal Services Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a Costa Mesa resident and licensed attorney with a huge love for animals. I have volunteered with various animal shelters and other animal related organizations throughout my life and and would love to be able to contribute to my local community in this regard.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

I am very interested in animal related community events, specifically helping to promote pet adoption and teach residents more about proper animal care and the local resources available to them. I am also interested in finding ways to improve upon the city's current animal services and potential collaborations with private and public entities that could benefit local residents and animal service organizations.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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# #30

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, March 18, 2024 12:06:22 PM  
**Last Modified:** Monday, March 18, 2024 12:26:50 PM  
**Time Spent:** 00:20:28  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Cara R. Stewart

---

**Q2**

**Animal Services Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

As a career storyteller and owner of a top OC public relations firm since 2001, I have always been deeply passionate about using my skills to advocate for causes close to my heart, particularly animal welfare. My genuine love and concern for the well-being of animals have driven me to actively engage in various initiatives to promote responsible pet ownership and improve the lives of animals in our community.

Throughout my career, I have had the privilege of writing for animal welfare organizations and contributing to pet owner education materials developed by a nationwide pet veterinary organization. Additionally, I have organized numerous pet adoption events, focusing on connecting returning service members with loving companions. These experiences have not only allowed me to witness the profound impact of the human-animal bond but have also reinforced my commitment to advocating for the welfare of animals.

As a storyteller and community leader, I have always prioritized community engagement and collaboration. I firmly believe in the power of dialogue and cooperation in addressing pet safety and animal control issues. As a member of the board of directors of the Alzheimer's Association Orange County, I have witnessed firsthand the importance of the pet-human bond in enhancing the quality of life for individuals impacted by dementia and other brain health disorders. This experience has further fueled my determination to ensure that all members of the Costa Mesa community, including our four-legged friends, are supported and valued.

My commitment to the City of Costa Mesa runs deep. Having lived in Costa Mesa for over a decade and owning businesses in the city, I am deeply invested in its growth and development. I previously served on the Fairview Park Committee and participated in the cannabis working group, demonstrating my dedication to contributing to the betterment of our community. Despite a brief absence from the city in 2021, I have returned with renewed enthusiasm and a steadfast commitment to building up my community. Pets are family, and I am committed to ensuring that Costa Mesa remains a welcoming and inclusive environment for all types of families.

---



**Q4**

As a Committee member, what ideas or projects are of interest to you?

Looking ahead, I envision a future where responsible pet ownership is prioritized and the number of stray animals is significantly reduced through the promotion of adoption events and spay/neutering programs. Additionally, I am passionate about exploring ways to enhance the pet-friendly amenities in Costa Mesa, allowing residents to enjoy more of our beautiful city with their beloved pets while ensuring that all members of our community can safely interact with well-trained, four-legged companions. With my passion for animal welfare, extensive community engagement experience, and collaborative approach, I am confident that I can make a meaningful contribution to the committee's efforts to improve the lives of animals and residents in our city.

---

**Q5**

Optional Resume:

**Resume-Cara-Stewart.pdf (159.5KB)**

---

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	<b>Cara R. Stewart</b>
Address:	████████████████████
Address 2:	████
City/Town:	██████████
ZIP/Postal Code:	████
Email Address:	████████████████████
Phone (cell):	██████████

---

**Q7**

Signature Required:

**By checking this box and typing my name below, I am electronically signing my application.**

---

**Q8**

Full Name:

Cara R. Stewart

---

# Cara R. Stewart

Orange County, California

[cara@altalunas.com](mailto:cara@altalunas.com)

949-290-5563

[linkedin.com/in/cararstewart](https://www.linkedin.com/in/cararstewart)

<http://www.altalunas.com>

## Summary

Listen up, pioneers and trailblazers of the Innovation Economy: If you're looking to shine a megawatt spotlight on your breakthroughs while expertly sidestepping any PR landmines, you've come to the right place.

I'm a real-life fusion of Olivia Pope's crisis swagger, Sarah Jane Smith's insatiable curiosity and Samantha Jones' bold PR prowess.

Cara R. Stewart here — armed with strategy, creativity and a bulldog determination, just like those iconic characters, but in the real world. From rewriting narratives to outsmarting snags, I'm all about acing challenges, no matter the odds. A boundless innovator, strategic communicator and relentless advocate for positive change, I'm right at home in the Innovation Economy.

My career kicked off in 1994 as a journalist, capturing the novel and notable in Orange County, California — from everyday heroes to trust-eroding wrongdoers.

Fast forward to my early career at hypergrowth giants, visionary startups and government agencies. Think global corporate communications, ghostwriting for FORTUNE 50 CXOs, launching game-changers, handling IPOs and M&As, and guarding the reputations of thought leaders.

In 2001, entrepreneurship beckoned, and I responded with WunderMarx. We soared to be OC's third-largest PR firm and earned a "best places to work" nod. Jump to 2018, when I cofounded MyJane, sparking women to have candid conversations about cannabis. I crafted branding, captained PR and orchestrated market research that led to an acquisition.

With more than two decades as a creative entrepreneur, I've honed the art of psychology-fueled storytelling.

In my role as a strategic adviser to CXOs and boards of directors, I become your covert asset, adept at uncovering concealed opportunities. To the esteemed circle of advisors who rally behind them — the network of attorneys, investors, coaches, accountants, M&A brokers and others — regard me as an extension of your brain trust, the dependable partner you rely on to execute strategies and bring them to life.

As the founder and CEO of Altalunas International, I lead a team of strategists, advocates, brand journalists and crisis handlers. We're in the business of helping the companies and people driving the global Innovation Economy share their stories of impact with the world, driving tangible results.

Public relations, crisis communications, reputation management, M&A communications and brand journalism? Consider them our playground.

Call/text me at +1 949-290-5563 or email me at [cara@altalunas.com](mailto:cara@altalunas.com) to collaborate.

## Experience



## **Founder & CEO**

### **Altalunas International**

Jan 2021 - Present (3 years 3 months)

Altalunas International is a strategic advisory and integrated public relations firm specializing in high-stakes communications and crisis management. With offices in Southern California, Chicago, Washington D.C. and Toronto, we accelerate the growth of vision-driven lifestyle, tech, food and beverage, wellness, cannabis and advocacy brands and the changemakers leading these innovations.

## **Executive Communications Consultant + Freelance Writer**

### **The Brand Journalist**

Jan 2010 - Present (14 years 3 months)

Cara is an award-winning Jungian brand strategist, brand journalist, executive ghostwriter and freelance writer. Using research and interviewing skills honed as a reporter, she is able to quickly simplify diverse and complex subjects into easy-to-understand and persuasive content. Cara writes long- and short-form articles, websites, social media, speeches, scripts, brand messaging, blogs, crisis communications and more for wide-ranging industries, including disruptive technologies, lifestyle innovations, CBD and cannabis, personal finance, aesthetic medicine, medical device, pet care, wellness, healthcare, beauty, professional services, distribution, nonprofit and advocacy. Her clients have included Carrington Real Estate Services, CoreLogic, ECCU (credit union), Profit Recovery Partners, Providence Medical, San Francisco International Airport, Tandem Diabetes and Team Logic IT.



## **Vice President of Marketing and Communications**

### **ManifestSeven**

Jun 2019 - Dec 2020 (1 year 7 months)

At the first integrated omnichannel platform for legal cannabis and CBD — merging compliant distribution with a retail superhighway — Cara led a large, multigenerational and multilocation marketing, brand and communications team comprised of specialists in public relations, consumer marketing, B2B marketing, digital marketing, creative, social media/influencer relations, content marketing, ecommerce and customer service. Developed and oversaw branding, GTM and strategic marketing/sales integration for eight D2C, B2C and B2B brands, including corporate relations for parent company; a distribution and logistics company; a women's lifestyle and wellness CPG company spanning skincare and holistic self-care; and several ecommerce companies selling fast-moving consumer goods. Onboarded and integrated acquired brands into one global strategy through brand relaunches or refreshes, change management and GTM planning. Created and managed a multimillion-dollar P&L based on KPIs, market research and ROI. Pivoted to a digital-first strategy that increased ecommerce sales YOY. Took initiative to forge company's first community relations, cause marketing and brand partner relationships. Developed crisis communications protocols for identifiable industry threats as well as the COVID-19 pandemic. Surpassed retail lead generation KPIs and retail guest retention KPIs. Launched retail education events in store and through social media with measurable ROI. Spearheaded first retail guest experience survey and loyalty program.



## **Co-Founder & Chief Creative Officer**

### **MyJane LLC**

May 2018 - May 2019 (1 year 1 month)

Recognizing that women are the new targets of the adult-use cannabis wellness sector — yet their needs are not being addressed — Cara sped MyJane through the innovation cycle to a successful acquisition.

Ideation: Developed brand to serve as the honest broker between women and the industry to normalize cannabis usage. Launched industry's first premium box company showcasing CBD/cannabis-based wellness solutions for sleep, stress, pain and skincare, created by women for women.

Incubation & Validation: Led market research among 42,000 Gen X and baby boomer women in Southern California. Developed a successful focus group and speaker series to educate target markets about cannabis/CBD and create pre-launch demand for service.

Acceleration: Focused fundraising on securing seed investment and maximizing brand equity, which led to an acquisition by ManifestSeven.

## **Vice President**

Reveille, Inc.

Mar 2018 - May 2018 (3 months)

Cara was responsible for bringing together brand-building and performance marketing to tell clients' stories of innovation using omnimedia channels. She championed the growth of the branding, content, marketing communications and creative services staff and assisted in the business development of the agency.

## **Director of Brand Strategy and Content**

Reveille, Inc.

Mar 2014 - Mar 2018 (4 years 1 month)

In this fast-paced, cross-functional agency role, Cara served as a member of Reveille's senior leadership. She was responsible for developing and executing omnimedia strategic plans encompassing public relations, influencer relations, social media, marketing communications, crisis communications, executive visibility and thought leadership, and branding. She also led content development efforts to ensure message continuity across channels and audiences.

## **Founder and Chief Executive Officer**

WunderMarx

2002 - 2009 (7 years)

Cara founded and grew her solo consultancy into one of the top three marketing and PR agencies in Orange County, Calif., in less than four years. She differentiated WunderMarx among the Southern California agency ecosystem by offering robust business consulting services and integrated marketing communications consulting. The firm served distribution and logistics; semiconductor; enterprise SaaS, fintech, governance, risk and compliance (GRC); and med device brands, and specialized in developing the brand reputation of emerging-growth companies. Among the agency's highlights, Cara and her team created brand equity for six companies that contributed to their successful mergers, acquisitions and institutional investments. Clients included Axiom Microdevices (acquired by Skyworks), DexCom, EON Reality, GloNav (acquired by Broadcom), California's Thank You Ocean Campaign, National Oceanic and Atmospheric Administration, Enclarity (acquired by LexisNexis), EON Reality, OptionEase (acquired by Solium Capital), Printronix and Webvisible. OC METRO recognized

WunderMarx as one of the best places to work in Orange County in 2008 based on its commitment to corporate social responsibility.



### **Director, Client Services**

HKA Marketing Communications

2001 - 2001 (less than a year)

At this public relations agency focused on Orange County companies, Cara collaborated with the agency founder and president to formulate comprehensive business development strategies and attract a portfolio of technology clients. She also mentored young professionals on staff to aid in their development of required media relations, client relations and writing skills.

### **Director, Corporate and Marketing Communications**

Ethentica

2000 - 2001 (1 year)

Cara led communications strategies for this early-stage developer of fingerprint biometric software technology. She wrote the comprehensive PR, sales communications and employee communications strategy to launch Ethentica and complement the company's product development, product marketing and business development efforts. Among her achievements, Cara secured 30 positive product reviews among top-tier technology, business, consumer and local media during a one-year campaign.

### **Account Manager**

1999 - 1999 (less than a year)

Cara managed the corporate PR account team for Toshiba Computer Systems Group.



### **Manager, Worldwide Public Relations**

Ingram Micro

1996 - 1999 (3 years)



### **Public Information Officer, City of Anaheim Public Utilities**

City of Anaheim

1997 - 1998 (1 year)



### **Senior Copywriter, Marketing Services**

Ingram Micro

1995 - 1997 (2 years)



### **Reporter**

Orange County Register

1994 - 1996 (2 years)

## **Education**



### **Green Flower**

Ganjier Certified Level Online Training, <https://www.ganjier.com/online-curriculum/>

## National University

Bachelor of Arts, Communications

1994 - 1996

### Skills

Brand journalism • B2C e-commerce • Business-to-Business (B2B) • Team Leadership • Branding & Identity • Journalism • Blogging • Writing • Copywriting • Feature Articles

### Honors & Awards

**Best Public Service Announcement** - BLUE Ocean Film Festival and Conservation Event

2012

Best PSA for "Don't Trash the Beach," created for Thank You Ocean and featuring actor and activist Edward James Olmos ([thankyouocean.org](http://thankyouocean.org))

**PROTOS** - PRSA Orange County

2007

PROTOS, Total Program, Business-to-Business for "Find Yourself Anywhere" launch campaign created for GloNav Inc., a fabless semiconductor company developing single-chip GPS solutions

#27

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Page 1

**Q1**

Full Name:

Danielle Mills

---

**Q2**

**Animal Services Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I have worked in the veterinary field for over 20 years, as well as have fostered cats/kittens and dogs/puppies many times through a few different rescues.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Interested in being on the committee and supporting adoption and wellness events.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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#9

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Page 1

**Q1**

Full Name:

paul lancaster

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Housing and public service grants committee is my interest. With previous contracting experience I can apply here I think the technical aspects are well served. I live in councilman Chavez's district. As one of few homeowners on my block, Weelo Drive, I can provide valuable feedback from other residents who are often ignored in simple things like permit parking which is only accessible to owners. As a bilingual resident, I find that my neighbors are often ignored. Its not fair and I can help.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

The bike lane, the master plan redevelopment of my district. Adjusting the city's master plan. Opening a street vendor location and offering case workers to navigate the permit process with the county and to allocate funds for doing so. It shouldn't be the fairgrounds. Fairview developmental is also interesting.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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# #18

**COMPLETE**

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Page 1

## Q1

Full Name:

Angela Minjares

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## Q2

### Animal Services Committee

Indicate the name of the Committee you are interested in serving on:

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## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

As a member of the Animal Services Committee since its inception, I have seen a lot of positive changes and some challenges that still need to be addressed. Being on the committee for has given me a lot of experience and I've seen what works and what doesn't work. As a long-standing member, I have served as Vice-Chair, have rarely been absent from meetings, have contributed suggestions and ideas to try and improve the city's Animal Services, and question and follow up on concerns regarding Animal Services and its partners so they are held to a high caliber. Currently Costa Mesa's Animal Services is experiencing a lot of change and uncertainty after being placed back under the purview of Animal Control and the sudden separation from the city's previous animal shelter. I have had the opportunity to meet with top Costa Mesa Police personnel and one of many points we all agreed on is the importance of continuity with committee members and Animal Control. With this, my previous experience, and passion I have for animals and the city of Costa Mesa, I believe I would be a great asset to see Costa Mesa's Animal Services through the current changes and be able to establish a stable and flourishing service for the community.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

As a member of the Animal Services Committee, there are several projects and ideas that need our attention to build on and grow into a well established and well-known program for the city of Costa Mesa for our two-legged and four-legged residents.

1) Strengthen the public view of Animal Control: to make the public comfortable in calling Animal Control for strays and animals found

A) Create videos of animal control officers showing how they pick up animals through the process of transferring to shelter/rescue

B) Create video "interviews" to get to know animal control officers on a more personable level and show their love of animals

C) Create print info on animal control officers, possibly in baseball card format, to have at events; have staff or volunteers talk to people about animal control in a positive way

D) Include an article about animal control officers in Costa Mesa's City Hall weekly snapshot

E) Include animal control officers in "coffee with a cop"

F) See if animal control officers can attend events to do a "meet and greet" with the public

2) TNR Program

A) Make a recommendation to city council using the vast amount of information and research collected by the committee so we can conclude this item one way or another

3) Educate the public on responsible pet ownership and care

A) Provide ongoing resources and information to the public regarding shelter and adoption services on cities social media, the Scoop newsletter, city and Animal Services websites, City Hall's weekly snapshot, etc.

B) Provide print info, flyers, etc to be posted and rotated at parks and city public spaces:

a) educational flyers, or "for more info" flyers at parks to educate public on varying topics (importance of licensing, basic training tips, steps for responsible ownership, coyotes, etc)

b) Create informational piece on the new process of how to rescue and get stray cats to the Costa Mesa Animal Shelter

3) Also include info on where to find other educational resources, i.e. Paws 101 series, Animal Services website, the Scoop newsletter, etc.

4) Create mailers with information on animal adoptions, resources, what to do if an animal is found, etc.

**Q5**

Optional Resume:

[resume%20current%202024%20-%20Animal%20Services%20Committee.docx \(25.7KB\)](#)

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:

**Angela Minjares**

Address:

[REDACTED]

City/Town:

[REDACTED]

ZIP/Postal Code:

[REDACTED]

Email Address:

[REDACTED]

Phone (cell):

[REDACTED]

## ANGELA MINJARES

Costa Mesa, CA

(805) 291-2260

[minjaresperez@gmail.com](mailto:minjaresperez@gmail.com)

### Summary

Detail oriented and results driven with over 10 years experience in non-profit. Over 10 years supervisory experience managing a large volunteer program. Over two years supervisory experience managing student employees. Over six years of increasing administrative and human resources experience. Passion for helping others and making a difference in the community.

### Skills

Vastly proficient in Microsoft Outlook and Office	Strong problem solving abilities
Experience with Adobe Illustrator and Photoshop	Work well independently and in a team environment
Highly successful interpersonal skills	Proficient in a variety of clerical duties
Excellent written and verbal communication	Considerable experience working with diverse populations
Multitasking projects with varying deadlines	Community outreach and volunteer management experience
Taking initiative to develop and complete projects	Skilled in public speaking
Use of modern office equipment	Work in a fast paced environment with multiple interruptions

### Community Service Engagement

January 2018 - Present

#### City of Costa Mesa

##### Animal Services Committee Member

- Appointed by the City Council to 5-member volunteer panel charged with educating residents on responsible pet ownership and care with regard to City ordinances and frequently asked questions
- Established fundraising initiatives to support Animal Care Services, the Bark Park, and public education through the Costa Mesa Foundation
- Completed and approved contractual agreements with Newport Center Animal Hospital and Priceless Pet Rescue to establish a new Animal Shelter and Pet Adoption Center for the City of Costa Mesa.
- Promoted animal adoptions at various community events
- Produced public service announcement in print and video regarding the three-pronged partnership with Animal Control, Newport Center Animal Hospital and Priceless Pet Rescue
- Worked on recommendations to the City Council regarding ordinances related to a Trap Neuter Release (TNR) program for community cats
- Worked with other shelters, cities, and organizations to develop or improve practices and policies related to shelter care, TNR programs, and community education
- Assist Animal Control with promotion and education related to coyotes and the City's Coyote Management Plan
- Coordinate with Parks and Community Services and Animal Care Services on community events, initiatives and projects

### Experience

#### Officer Coordinator

February 2017 - Present

##### UC Irvine Health

- Provided administrative support for Human Resources, created search plans in UC Recruit database to recruit staff, faculty and postdoctoral fellows
- Requested onboarding, renewal, and separation requests through Service Now system
- Assisted in the recruitment, interview process, and hiring of student assistants who support the various divisions throughout the department

- Created and maintained accurate staff, visiting scholar, and Volunteer Clinical Faculty personnel files and records, maintained strict security and confidentiality for all files
- Assisted in supervision of HR/Personnel student assistants, assigned tasks, oversaw completion of work, and provided coaching and direction when needed
- Coordinated the Volunteer Clinical Faculty program, established and implemented written policies and procedures, prepared and submitted applications for new and renewal appointments, tracked participation and performance using spreadsheets,
- Provided administrative support for Academic Affairs, assisted with preparation and submission of files for new faculty appointments, merit increases, and promotional reviews
- Created and processed files in Academic Review Personnel database for academic review actions for appointments and promotions
- Assisted faculty and visiting scholars with preparation and submission of appointment and renewal files, prepared and submitted visa requests for visiting scholars and their dependents, acted as liaison for visiting scholars providing assistance and information throughout the process
- Managed front desk duties, greeted and provided assistance to all visitors in a professional and welcoming manner, served as back-up to Office Manager for calendar management of department meeting spaces, and distributed mail, packages, and deliveries

### **Volunteer Manager**

**June 2007 – February 2017**

American Red Cross, Blood Services

- Managed and oversaw an average of 120 volunteers and interns from a diverse population addressing performance issues, providing volunteer support, managing scheduling issues, and recognizing volunteers on a regular basis
- Performed community outreach efforts to develop and maintain partnerships with local universities and community colleges, local organizations, government agencies, churches, and other non-profits
- Recruited volunteers through social media, local newspapers, print ads, flyers, and brochures
- Gave public presentations to individuals and groups at school and college fairs, in the form of informational sessions, and offsite training events
- Conducted volunteer interviews and assessments to ensure volunteers are qualified and appropriate for various volunteer positions
- Provided orientation and training to individuals and groups ensuring proper placement and qualification to assist donors in a health setting
- Coordinated the scheduling of volunteers for daily blood drives occurring at varying times of day and locations in North Orange County
- Managed the online volunteer database regarding volunteer schedule, hours, updating important information, and ongoing recognition of volunteers
- Maintained accurate and updated volunteer records while maintaining secure and confidential volunteer files
- Supported volunteers by providing coaching and re-direction when needed, adjusting their schedule to best suit their needs, and promoted those with leadership potential to lead positions
- Organized, planned, and coordinated quarterly volunteer recognition events
- Collaborated with colleagues to ensure proper placement of potential volunteers and worked closely to provide additional support to one another and internal customers
- Performed a variety of clerical duties in support of the volunteer program including intake of phone calls, filing, maintain a variety of files and records, word processing, creating a range of reports, and data entry

### **Enrollment Case Manager**

**February 2006 – June 2007**

Big Brothers Big Sisters of Orange County

- Conducted interviews with child enrollees, at-risk youth, and parents or guardians
- Performed in-depth screenings and interviews of prospective adult volunteers to determine their suitability as a mentor
- Oriented and trained prospective adult volunteers on their role and responsibilities involved in the program and mentoring youth
- Assessed, screened, and evaluated each applicant's suitability and placement into the program
- Matched appropriate adult volunteers to mentor the most suitable child based on varying factors

- Tracked, recorded, and reported any allegations made by the child enrollee or the parent/guardian
- Managed, arranged, and supervised monthly community group events for matched volunteers and children

**After School Instructor**

**August 2005 – February 2006**

Camp Fire USA – Tustin, CA

- Supervised and instructed at-risk youth who had been identified as benefiting from an after school program
- Instructed sixth, seventh, and eighth grade students in supplementary math, science and English lessons
- Assisted students in completing homework assignments and improved their understanding of various subjects
- Developed and implemented lesson plans for extracurricular classes such as nutrition, cooking, fashion design, community service and performing arts
- Provided mentorship to students by showing understanding, concern and modeling positive behavior
- Monitored and assisted students during sports events and outdoor games

**Volunteer Development Specialist**

**September 2004 – August 2005**

Americorps Member/Camp Fire USA - Tustin, CA

- Created a volunteer development program for the entire agency including development of policies, procedures, a volunteer tracking system, and promotional print and media materials
- Developed and implemented a volunteer program supporting after school programs for at-risk youth at nine sites
- Worked within collaborative program that included the school district and other non-profit agencies
- Conducted outreach and recruitment of volunteers through partnerships with local agencies and organizations
- Interviewed, screened, and placed volunteers in appropriate positions
- Created and facilitated orientation and training sessions, including production of a volunteer handbook
- Supervised over 20 volunteers during the course of the program year
- Planned and designed a countywide, web-based volunteer placement system for the Orange County Americorps Alliance

**Education**

University of California, Irvine  
**Bachelor of Arts in Psychology**  
**Bachelor of Arts in Dance**

**December 2004**  
**June 2005**

Allan Hancock College, Santa Maria, CA  
**Associates of Arts in Liberal Arts**

**May 2001**

# #24

**COMPLETE**

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Page 1

**Q1**

Full Name:

Debra Lee

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**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Mobile Home Park Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I wish to help protect my interest and the interest of my neighbors in being treated fairly within our mobile home community.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Keeping the residence, safe and guarding the elderly against theft and fraud.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

---

#1

COMPLETE

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Page 1

Q1

Full Name:

Syed Zia Hussain

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Q2

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Finance and Pension Advisory Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a fresh graduate from Cal Poly Pomona State University undergraduate degree in Urban Planning. I have volunteered with Civic Well Climate Forum 2023, I am also serving at the Mobile Housing Committee City of Costa Mesa at this moment. I have conducted couple of research in Costa Mesa, CA voluntarily. I find Costa Mesa one of the best cities within Orange County and believe it has a lot potential to improve and imply sustainable solutions for future growth.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

I would like to serve as a Costa Mesa resident. I have been living here for 11 years. As a City of Costa Mesa Committee member, I would be able to play my part in finding better and sustainable solution to further improving the Costa Mesa.

---

Q5

Optional Resume:

**URP-Full%20Resume.pdf (272.5KB)**

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# Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA. 2023.  
[Ziahussain2019@gmail.com](mailto:Ziahussain2019@gmail.com). Cell phone: 1-714-280-3730

## Education

<b>Cal Poly Pomona, California, CA.</b> Bachelors of Urban Planning. GPA 3.16	<b>Dec 2023</b>
<b>Orange Coast College. California, United States.</b> Associate degree in Architecture (Honors) GPA 3.36	<b>Dec 2019</b>
<b>Orange Coast College. California, United States.</b> Associate Degree (Honors) in Event Management GPA 3.36	<b>Dec 2016</b>

## Relevant Coursework

**CEQA 101** online Course (Gov. Office Planning and Research).  
**URP 4040 Place-making** – Study Florence-Graham city. In final research presentation proposed solutions to the S. Central Ave and E. 74 Street. Focus of the research was to make the site more safer, and children friendly because of the Wisdom Elementary School.  
**Advance Project Management** from Coastline Community College.

## Freelance Projects

**2023 –To-date**

Community Enrichment Program, Civic Well 2023 Adaptation Climate Forum – Support to recruit volunteers, Videography on “Impact of McBride Park Long Beach on Youth”  
[McBride Park Impacts on the Youth Community Long Beach, California. - YouTube](#)

## Work Experience

<b>Community Service Leader II</b> Work for R.O.C.K Program, it is after school program served by Recreation Department, City of Costa Mesa, CA. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.	<b>Jan '24 - update</b>
<b>Student Connect SoCal Community Outreach: SCAG Project</b> Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey	<b>May '23-June '23</b>
<b>Planning Aide Intern:</b> Cal Poly Pomona Facility Planning and Management, CA. Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.	<b>June '22-July '22</b>
<b>Administrative Intern</b> City of Tustin Department of Community Planning, Tustin, CA. Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.	<b>Oct '21- Feb '22</b>
<b>Recreation leader</b> <b>City of San Clemente, San Clemente.</b> Supervised Summer campus games and activity for children, manage inventory, customer service, games, and setups and breakdowns.	<b>June'20 –Oct'21</b>
<b>Event Planner Unpaid Intern</b> <b>American Family Housing, Tustin, CA</b> Outreach, promotion, and marketing for “Summer Festival for Homeless Veterans”. Sold out a stall and raise more than \$ 3,000 through bringing in vendors.	<b>June'15 –Dec'15</b>



**Awards and Recognitions:**

Research on Walkability, presented at OCC Symposium 2019 and 2020 and Cal Poly Pomona 2023.

Topic: *"Effects of New High-Density Residency on Walkability in Costa Mesa, CA"*.

Topic: *"How Mix-Use Land Contributes to Walkability in 19<sup>th</sup> Street, Costa Mesa, CA."* 2023.

**Administration Skill:** Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

#2

COMPLETE

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Page 1

Q1

Full Name:

Florence Nedeff Martin

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Q2

Active Transportation Committee

Indicate the name of the Committee you are interested in serving on:

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Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

As an original member of this committee (2015-present), I have participated in every initiative, every walk audit, every community event (Concerts in the Park, Earth Day) that the ACT members have been involved. We helped the Active Transportation Plan and the Pedestrian Master Plan. We participated in the Kimly Horn LOCAL ROADS SAFETY PLAN and the Berkeley Safe Trec walk audits and the written report. I have rarely missed a ACT meeting and speak regularly at City Council meetings in support of safe streets. As a Costa Mesan since 1967, I have lived in/walked all parts of town. Currently, I walk between 30-60 miles a month. I report concerns to CMPD, Maintenance and now My Costa Mesa 311. I am also an original member of the Costa Mesa Alliance for Better Streets, an organization that has worked hand-in-hand with the City to create a safe environment for all users of our streets and bikeways.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

Fairview Road improvements! Adams Ave improvements! Del Mar improvements! Lower speed limits for drivers! Eliminating Right Turn on Reds at major intersections.

---

Q5

Optional Resume:

[r%C3%A9sum%C3%A9%20CV%20Florence%20Martin%202019.pdf \(71.4KB\)](#)

---

## Florence Nedeff Martin

2442 Andover Place, Costa Mesa, CA 92626

949-933-3699

floseppi@gmail.com

### EMPLOYMENT

- September 2013: Reviewer, California Language Review Network, OCDE
- July 2007- July 2009: Consultant (K-12 curriculum writing) UCLA Language Materials Project
- January 2006- September 2008: Instructor of French, Chapman University, Orange Campus
- September 2006 – May 2008: Instructor of Foreign Language Education, Single Subject Credential Program, **California State University, Long Beach**
- August 2003 to December 2006: Instructor of Foreign Language Education, Supervisor of FL candidates, Single Subject Credential Program, **California State University, Fullerton**
- Sept. 1981 to June 2003: Teacher, Garden Grove Unified School District  
**Pacifica High School:** French 1-4, German 1-AP, English 1-3, Speech
- August 1992 to present: Team member of **California Language Project- COACH**
- fall semester, 1994: **Golden West College:** Instructor, French 108
- Feb. 1972-June 1981: Teacher, Newport-Mesa Unified School District  
**Corona Del Mar High School:** French 1-3, German 1, English, Speech 1-2.  
**Sonora Elementary:** Library resource teacher, M.G.M; instructional aide.
- Sept. 1971-Jan. 1972: Instructional aide, Garden Grove Unified School District,  
**Morningside Elementary**
- Sept. 1964-Feb. 1967: Teacher of French, **Santa Catalina School for Girls**

### EDUCATION

- 1969-1988: **University of California-Irvine**, extension courses in teaching methodology, *Lifetime Secondary Teaching Credential* in French, German, English and Library Science
- 1964-1966: **Monterey Institute of International Studies**, M.A., French Language and Literature
- 1961-1964: **University of California-Berkeley**, B.A. French Language and Literature
- 1959-1961: **Monterey Peninsula College**, A.A.

### PROFESSIONAL GROWTH & DEVELOPMENT

- Authored a 100-page handbook, ***Second Language Acquisition in Theory and Practice*** as a State of California Mentor Teacher, 1985.
- Developed **in-services for L2 teachers** as a California mentor teacher, 1986.
- Presented a **workshop for the O.C. Dept. of Education** on co-operative learning and teaching for proficiency, 1986.
- As California mentor teacher for the Garden Grove Unified School District for 2 years, presented workshops on the writing process, ELD and language acquisition methodology.
- Attended an 8-week course at the **Goethe-Institute- Munich** in advanced German language studies, summer 1987.
- Attended six week-long summer institutes at **UC, Santa Barbara** sponsored by the California State Department of Education from 1986 to 1994.
- Presented 15 **California Language Teachers' Association Statewide Conference** half-day workshops and several interest sessions on incorporating music, art, graphic organizers, dance, and children's literature) into foreign language instruction, as well as stress and time management for teachers, and wrote accompanying materials for these seminars, 1984-2013
- Took students to some forty **French and German language immersion camps** (FLA-OC), 1982 – 2003, and was Director of German Camp for five years.
- Presented day-long workshops on the **Classroom Oral Competency Interview**, (California Language Project) for the following: UC, Irvine - **COACH** team, San Diego **SAILN** team, Huntington Beach Union High School District, Garden Grove Unified, Newport-Mesa Unified, Mesa College, Orange Coast College and the statewide conference of the California Community College

Instructors' Association, 1995 – 1999.

- Co-authored two foreign language teachers' manuals, *Moi-Même* and *Français Pour La Vie*, providing lessons and teaching strategies that focus on the California Foreign Language Standards, 1999 and 2006 (Project-COACH, U.C.-Irvine).
- Wrote and published 20 extensive units of language instruction curriculum for the UCLA Language Materials Project, 2008-2009
- Member (volunteer), Accreditation Teams for the California Credentialing Commission, Sacramento Department of Education, 2008-2009
- Instructor (volunteer) for Chapman University Extended Education courses, 2010-present
- Member (volunteer), **WASC** Accreditation Teams, 2010-2013

### VOLUNTEER/ COMMUNITY SERVICE

- Speech and Debate Coach, Pacifica High School, 1982 - 1985
- Mock Trial Coach, Pacifica High School, 1985-1993, 1996-1997
- Faculty Advisory Committee, Pacifica High School, 1984-1995
- International Club Advisor, Pacifica High School, 1982 - 2003
- Member of the teacher training team, **PROJECT COACH**, [www.coachflproject.org](http://www.coachflproject.org) 1993 – 2016
- Member, **Foreign Language Association of Orange County**, [www.flaoc.com](http://www.flaoc.com), 1982-2015
- Member, **California Language Teachers Association**, [www.clta.net](http://www.clta.net) 1982 – 2015. Has presented training workshops annually with both FLAOC regional and CLTA statewide conferences since 1988.
- Member of choir at Mariners Church, Irvine, 1995-2003
- Committee Chairperson, CLTA Statewide Conference, Irvine, CA., 2008
- Contributing Editor, **THE ZEST**, a quarterly publication of the FLA-OC, 2000 – 2008.
- Member, **Board of Directors, California Language Teachers Association**, 2006 - 2009
- Contributing columnist, **The Daily Pilot** (newspaper in Newport Beach and Costa Mesa), 2004-2006
- Volunteer for **FRISTERS**, [www.fristers.org](http://www.fristers.org) a support team for pregnant teens and teen mothers, 2004 – 2013
- Justice Ministry Leader, Fairview Community Church, Costa Mesa, 2010-2012
- Representative for Fairview Community Church, **Churches Consortium**, (now called Trellis) 2011-2013
- Participant in **One Church for Our City**, [www.ocforoc.org](http://www.ocforoc.org), 2011 – 2013
- Member, Costa Mesans 4 Responsible Government, 2011 – present
- Member, City of Costa Mesa Bikeway and Walkability Committee, 2015 – present
- Member, Costa Mesa Women's Club, 2016 -- present. Treasurer, 5/2018 -- present

### HONORS

- **Most Valuable Teacher**, Pacifica High School PTA - 1986
- **California Mentor Teacher**, Garden Grove Unified SD - 1985, 1986, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996
- Certificate of Appreciation, Garden Grove Education Association, for service on the **Board of Directors** and on the **Advocate** (monthly newsletter) **editorial board**, 1984 -1988
- Certificate of Recognition and Appreciation, LA Olympic Organizing Committee, for service as a **volunteer interpreter (Bulgarian)**, 1984
- California Language Teachers Association: **Mary Dufort Scholarship Study Grant**, 1991
- California Language Teachers Association: **Outstanding Teacher of the Year**, 1993
- California Language Teachers Association: annual **Goethe Institute Study Grant**, 1996
- Foreign Language Association of Orange County: **Exemplary Life Service Award**, 2009
- California Language Teachers Association, **McGraw Hill Education Outstanding Teacher-Leader Award**, 2013

#26

**COMPLETE**

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**Time Spent:** 00:03:48  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Arthur Alderete

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Active Transportation Committee,  
Housing and Public Service Grants Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Contribute to Public Safety and Housing Options

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Contribute to Public Safety and Housing Options

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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#5

COMPLETE

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Thursday, February 15, 2024 2:56:34 PM  
**Time Spent:** 00:07:20  
**IP Address:** [REDACTED]

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Page 1

Q1

Full Name:

Michael Moses Nolf

---

Q2

Active Transportation Committee

Indicate the name of the Committee you are interested in serving on:

---

Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I love Costa Mesa, own a home on the west side, and most days I cycle around town to commute and run errands instead of driving. I have a soon-to-be eight year old son who loves riding on my bike with me. I would love to see it become more efficient and even more important, safer, to get around town via bike.

I was a committee member from March 2018 through April 2022 and would love to continue to be a part of this committee to learn from the others who have been leading the way in making our city a better place, as well as bring my 20+ years of bicycling around Costa Mesa and bring fresh ideas to the table so future generations can enjoy the benefits of safely biking in their town.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

- Filling in the gaps where safe and efficient bike routes do not currently exist.
  - Coming up with solutions to problem intersections so cars, cyclists, and pedestrians can safely coexist.
  - Getting creative with funding so we can complete more projects.
- 

Q5

Respondent skipped this question

Optional Resume:

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 20, 2024 7:29:10 PM  
**Last Modified:** Tuesday, February 20, 2024 7:41:17 PM  
**Time Spent:** 00:12:07  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

paul lancaster

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Housing and public service grants committee is my interest. With previous contracting experience I can apply here I think the technical aspects are well served. I live in councilman Chavez's district. As one of few homeowners on my block, Weelo Drive, I can provide valuable feedback from other residents who are often ignored in simple things like permit parking which is only accessible to owners. As a bilingual resident, I find that my neighbors are often ignored. Its not fair and I can help.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

The bike lane, the master plan redevelopment of my district. Adjusting the city's master plan. Opening a street vendor location and offering case workers to navigate the permit process with the county and to allocate funds for doing so. It shouldn't be the fairgrounds. Fairview developmental is also interesting.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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#4

COMPLETE

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Wednesday, February 14, 2024 11:01:23 AM  
**Time Spent:** 00:40:45  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Andrew Barnes

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**Q2**

**Active Transportation Committee**

Indicate the name of the Committee you are interested in serving on:

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am currently completing my first term on the Active Transportation Committee (ATC) and am applying for a second term to continue my efforts to promote the City Council's active transportation goals and objectives. The City of Costa Mesa's transition to a multi-modal transportation municipality will improve the quality of life for most Costa Mesans and enhance the social and economic well-being of our city.

During my first term on the ATC I brought ideas and energy to our proceedings, provided actionable input to City staff, and actively participated in community-based events that are consistent with the City Council's goals and objectives and compliment the progress made by our Public Works Department. I engaged with our residents and business community to better understand issues that need to be addressed as we make progress on our AT goals, including the need for e-bike education and enforcement. As a result, I was able to help develop and coordinate partnerships with non-profit groups, principally Walk 'n' Rollers, local e-bike businesses and volunteers to develop the first e-bike skills and safety training course in Orange County.

I would appreciate the Council's support for a second term on the ATC so that I can leverage my energies, experience and efforts promote City AT initiatives such as the bicycle and e-bike safety program that will be developed and rolled-out in 2024.

Thank you for your consideration.

Sincerely,  
Andrew Barnes

---



**Q4**

As a Committee member, what ideas or projects are of interest to you?

The following are elements of the ATC that I am interested including the following:

- E-bike and bicycle safety training;
- Coordination between CMPD, Public Works, NMUSD and county agencies (e.g., OCTA, SCAG, Board of Supervisors) to scaffold efforts into comprehensive and coordinated analysis and funding of AT needs and public outreach/education.
- Improved infrastructure including way-finding signage, complete crosswalks, reduction of posted speed limits (where appropriate), and new and refurbished bike lane striping and signage.
- Implementation plans for the PMP and ATP.
- Connection of existing bike and pedestrian infrastructure to reduce the danger currently presented by the terminal ends of existing protections which usually occur in high conflict zones with automobiles.

**Q5**

Respondent skipped this question

Optional Resume:

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name: **Andrew Barnes**  
Address: [REDACTED]  
City/Town: [REDACTED]  
ZIP/Postal Code: [REDACTED]  
Email Address: [REDACTED]  
Phone (cell): [REDACTED]

**Q7**

By checking this box and typing my name below, I am electronically signing my application.

Signature Required:

**Q8**

Full Name:

Andrew Barnes

# #29

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, March 16, 2024 4:09:50 PM  
**Last Modified:** Saturday, March 16, 2024 4:19:08 PM  
**Time Spent:** 00:09:17  
**IP Address:** [REDACTED]

---

Page 1

### Q1

Full Name:

JAY C MCGLINCHEY

---

### Q2

**Active Transportation Committee**

Indicate the name of the Committee you are interested in serving on:

---

### Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I'm interested in making it easier and safer to get around Costa Mesa without a car. I have traveled extensively to other cities and countries with extensive biking and alternative infrastructure.

---

### Q4

As a Committee member, what ideas or projects are of interest to you?

I am particularly interested in fostering the movement away from automobiles by making it easier to use alternatives.

---

### Q5

**Respondent skipped this question**

Optional Resume:

---

City of Costa Mesa, Active Transportation Committee,

In addition to the narrative contained in the online survey, please consider:

- 1) that I have been president of my homeowners' association for over 20 years
- 2) that I have retired from the local real estate industry with almost 30 years of experience in land planning, development, architecture, public spaces, landscape architecture, approval processes, etc.

Thank you,

Jay McGlinchey

#7

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, February 19, 2024 8:16:00 PM  
**Last Modified:** Monday, February 19, 2024 8:25:53 PM  
**Time Spent:** 00:09:52  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Alex Campoli

---

**Q2**

**Active Transportation Committee**

Indicate the name of the Committee you are interested in serving on:

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I'm deeply passionate about urban planning and the transformative power of accessible, enjoyable pedestrian, bicycle, and vehicle infrastructure. Costa Mesa's dedication to active transportation, especially through the innovative work of the Active Transportation Committee, truly inspires me. While I haven't had formal experience in this specific field, I bring a strong analytical mind and problem-solving skills honed through my in the medical device field where I work in product development and marketing.

I'm also a confident communicator and collaborator, thriving in diverse team settings. More importantly, I'm a fast learner and eager to contribute my fresh perspective and genuine enthusiasm to the committee's work. I've been closely following Costa Mesa's efforts to address pedestrian and bicycle infrastructure connectivity.

I'm confident that my passion, transferable skills, and eagerness to learn would make me a valuable asset to the Active Transportation Committee. I'm dedicated to collaborating with the committee and contributing to Costa Mesa's vision for a vibrant, bikeable, and walkable city.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Here are some that I have thought of that Costa Mesa can continue to develop:

1. Expand protected bike lanes and pathways: Connect existing networks and prioritize high-traffic corridors (Bristol to Santa Ana)
2. Upgrade sidewalk quality and accessibility: Increase width, improve lighting, and remove barriers.
3. Implement "complete streets" principles: Design/redesign roads with all users in mind, including pedestrians, cyclists, and transit users.
4. Create traffic calming measures: Reduce car speeds and prioritize safety for vulnerable road users in certain areas.
5. Develop a network of interconnected greenways: Connect existing bike infrastructure to help provide safe and scenic recreational routes.
6. Install bike parking infrastructure: Provide secure and convenient parking options at key destinations.

**Q5**

**Respondent skipped this question**

Optional Resume:

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	<b>Alex Campoli</b>
Address:	[REDACTED]
Address 2:	[REDACTED]
City/Town:	[REDACTED]
ZIP/Postal Code:	[REDACTED]
Email Address:	[REDACTED]
Phone (cell):	[REDACTED]

**Q7**

**By checking this box and typing my name below, I am electronically signing my application.**

Signature Required:

**Q8**

Full Name:

Alex Campoli

# #12

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, February 29, 2024 4:56:20 PM  
**Last Modified:** Thursday, February 29, 2024 5:06:37 PM  
**Time Spent:** 00:10:17  
**IP Address:** [REDACTED]

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Page 1

## Q1

Full Name:

Robert Morse

---

## Q2

**Active Transportation Committee**

Indicate the name of the Committee you are interested in serving on:

---

## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Was an alternate to this committee

---

## Q4

As a Committee member, what ideas or projects are of interest to you?

I'm interested in

Continuing increase in replacing cars with ebikes

I am a 74 year old ebike rider with over 5,000 miles of experience. Interested in keeping bike riders safe.

---

## Q5

**Respondent skipped this question**

Optional Resume:

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# #31

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, March 18, 2024 11:17:02 PM  
**Last Modified:** Monday, March 18, 2024 11:23:20 PM  
**Time Spent:** 00:06:18  
**IP Address:** [REDACTED]

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Page 1

### Q1

Full Name:

Farhad Edward Khosravi

---

### Q2

**Active Transportation Committee**

Indicate the name of the Committee you are interested in serving on:

---

### Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a retired Caltrans Transportation Engineer

---

### Q4

As a Committee member, what ideas or projects are of interest to you?

Complete streets project

---

### Q5

Optional Resume:

**Farhad%20Edward%20Khosravi%20Resume%203-24.docx (15.1KB)**

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260 Santa Isabel Ave.  
Costa Mesa, CA 92627  
Cel. (949) 632-9126  
Fax. (949) 548-6990  
[edkhosravi@yahoo.com](mailto:edkhosravi@yahoo.com)

# **Farhad Edward Khosravi**

**Objective**                      Improve living in Costa Mesa, California and United States

**Experience**                      1984- 2023, Retired Transportation Engineer, California Department  
Transportation.

1998-Present Real Estate and Mortgage Broker

**Education**                      1986-1988      San Diego State University, California

- M.S. Civil Engineering

1978-1982      Portland State University, Oregon

- B.S. Civil Engineering

**Licenses**                      Professional Engineering, General Contractor, Real Estate and Mortgage Broker

**Interests**                      Tennis, Walking, Movies



# #19

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Wednesday, March 06, 2024 7:48:54 PM  
**Time Spent:** 00:03:37  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Quinn Callanan

---

**Q2**

**Finance and Pension Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I'm an active Chartered Financial Analyst. I currently work as a Investor Relations Consultant. In my prior role I serviced Corporate and Public pension plans for a large investment manager.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Finance and Pension Advisory

---

**Q5**

Optional Resume:

[Quinn%20Callanan%20Resume%202023%20FINAL.pdf \(154.7KB\)](#)

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## INVESTOR RELATIONS / STRATEGIC COMMUNICATIONS

Investor Relations professional with extensive experience analyzing and consolidating complex economic data into key messages, reports and publications for clients, industry partners and the media. Particular expertise distilling complex topics into strategic communications while building a firm's reputation and industry position. Expert-level fluency in financial presentations with the ability to manage all aspects of the investor relations function for an organization.

### KEY COMPETENCIES

- Investor Relations / Strategic Communications
- Investor Relations / Reputation Management
- Economic Commentary / Market Outlooks
- Analyst Engagement / Surveys / Presentations
- Corporate Positioning / Key Messaging
- Financial Commentary / Whitepapers
- Complex Economic Topics / Technical Writing
- Industry Snapshots / Press Releases / Media
- Market Research / Economic Research / Bloomberg
- Content Development / Writing / Marketing
- Meeting Organization / Hosting / Public Speaking
- Data Analysis / SQL / Excel / VBA / Python

### PROFESSIONAL EXPERIENCE

#### **SVP Investor Relations, MZ Group - MZ North America**

**3/2022 - present**

Manage a corporate client list of 9 organizations spanning technology, defense, FinTech, and healthcare. Manage comprehensive Investor Relations programs designed to articulate a company's position, brand, news and reputation.

- Craft narratives and messaging to express company updates including scripts, investor decks, key talking points, briefs, summaries, and other storytelling modalities for the investor audience
- Author press releases and ensure all communications adhere to SEC regulations
- Synthesize management and investor KPIs and help executive leaders bridge gaps to create new angles and stories
- Work directly with clients and manage C-Suite expectations, keeping stakeholders up to date on investor feedback
- Expand investor base and facilitate equity raises by engaging bankers and investors within calls, meetings, and events
- Plan conferences and investor days with onsite, conference activities, breakouts, and one-to-one meetings with C-Suite

#### **Senior Client Service Associate, Corporate - Western Asset Management Company**

**2015 - 2022**

Published complex and sophisticated communications on behalf of Chief Economist to position firm's reputation and voice to clients, industry consultants and media. Key representative of the firm, improving communications and data used for key messaging.

- Produced 30+ thought leadership pieces a year in collaboration with the firm's Senior Economist
- Wrote whitepapers, proposals, market commentaries, client reports and position papers to demonstrate leadership and influence across the organization and to protect the firm's industry-facing reputation
- Composed regular commentary, wrote marketing and web copy, built investor packages and supported global sales
- Communicated with the investment team to create strategies for communicating portfolio themes with clients
- Increased website interactions 5x by optimizing layout of whitepapers and improving user experience
- Implemented Adobe Analytics to track, measure and create new metrics for user interactions and engagement
- Automated workflows for producing complex economic materials, documents and spreadsheets to reduce workload for Chief Economist and SMEs, improving schedule performance by 12%
- Worked directly with Chief Economist to calculate, benchmark and communicate pension liability returns for custom LDI portfolios, acting as subject matter expert with responsibilities for developing key messages and materials
- Automated reporting, improved dashboards and CRM, wrote Python queries, streamlined RFP processes and benchmarks

#### **Business Development Associate, Fixed Income - Pacific Investment Management Company (PIMCO)**

**2012 - 2015**

Responsible for strategic communications between clients and firm regarding views on markets and strategies, fund and account proposals, marketing materials, and product development initiatives.

- Authored 50-200 page requests for proposals for separate account, mutual fund, and commingled funds with detailed information about investment process, key leadership staff, and outlining investment strategy specifics
- Standardized presentations, marketing materials and website content, and restructured reporting tools

#### **Universal Banker - US Bank**

**2008 - 2012**

Interfaced with a wide audience of clients and prospects to position mortgage land business lending services. Negotiated between clients and underwriters to assess risk, provide guidance and advance deals in alignment with bank policies.

### EDUCATION, CFA AND LICENSURE

B.A. Political Science and Government - University of California, Los Angeles (2007)  
Chartered Financial Analyst (2015), FINRA Series 7 and 63 (2012 - present)

#25

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Friday, March 08, 2024 3:06:15 PM  
**Time Spent:** 00:29:18  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Sean Healey

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Finance and Pension Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Animal Service Committee - I am resident with three rescue terriers. I have a love of all animals and want to ensure that they are the raised in a proper environment and want to be part of the city's effort to help in that regard.

Finance and Pension Advisory Committee - My major and employment background have been in Finance and Banking. Although I don't have a background in Pension or Retirement forecasting I am very analytical and have experience making various forecasting models.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Animal Service Committee - Outreach and pet licensing - Admittedly I have not been the best about licensing my dogs and I think a huge part of it is that it is just not on my mind. So my goal would be to spread outreach possibly partnering with vets in the area to ensure that pets get licensed. I also want people to see what the benefits of what they get when they license their pet. Our community nextdoor posts are 35% lost pets and if we can implement something like an AI match of found pets to the photos of licensed ones I think we can be able to help with that. Another way to promote licensing is to do chip events. A lot of people think their pet is chipped but they don't know for certain and if their pet is chipped, a lot of times it could be outdated information. By holding an event where we can scan and assist residents in updating their pets chips we can demonstrate tangible value of getting their pet licensed.

Finance and Pension Advisory Committee - Besides reviewing the city's budgets, finances, investments and contracts I am not sure what specific projects the committee normally takes on. I am however, very eager to learn more about our city's financial operations and contribute in any way I can.

**Q5**

Respondent skipped this question

Optional Resume:

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	Sean Healey
Address:	[REDACTED]
City/Town:	[REDACTED]
ZIP/Postal Code:	[REDACTED]
Email Address:	[REDACTED]
Phone (cell):	[REDACTED]

**Q7**

By checking this box and typing my name below, I am electronically signing my application.

Signature Required:

**Q8**

Full Name:

Sean Healey

# SEAN HEALEY

## WORK HISTORY

### **PORTFOLIO MANAGER** 03/2023 to Current **CommerceWest Bank**, Irvine, CA

- Managed diverse commercial loan portfolio of C&I and CRE loans.
- Underwrote complex C&I deals for core prospects which involved financial analysis, term and covenant structuring and preparation of credit recommendations

### **SENIOR UNDERWRITER** 10/2021 to 03/2023 **Integro Bank**, Remote

- In charge of setting up the Loan Origination System for Integro Bank including bank processes related to credit applications, underwriting, presentation, loan documentation and boarding of commercial loans
- In charge of structuring and underwriting Integro Bank's commercial loans including lines of credit, term loans and real estate
- Helped build a platform for providing Integro Bank's business customers with actionable insights (scenario forecasting, valuation, ratio analysis) based on a customer's financials and peer data

### **PORTFOLIO MANAGER, AVP** 06/2018 to 07/2021 **Pacific Mercantile Bank**

- Underwrote complex C&I deals for core prospects which involved financial analysis, term and covenant structuring and preparation of credit recommendations
- Managed Pacific Mercantile Bank's Irvine portfolio including preparing modifications and renewals of existing credits
- Facilitated collection, spreading and analysis of customer reporting items
- Leader in the transition and implementation of the Bank's spreading and monitoring software from CASH suite to CreditTrack, requiring advance knowledge of excel and bank operations
- Improved automated and created reports and procedures for the loan monitoring group.

### **FINANCIAL ANALYST** 11/2015 to 05/2018 **Western National Group**

- Maintained and updated financial models for WNG's two multifamily funds analyzing key financial ratios and projected fund returns
- Reviewed and compiled quarterly financial statements and presentations for fund investors
- Maintained and improved asset and financial models with accounting information and market projections
- Assisted acquisitions team in underwriting potential multifamily acquisitions.

### **CREDIT ANALYST** 06/2014 to 10/2015 **Federal Home Loan Bank of Chicago**

- Monitored and determined security haircuts using credit model components such as Value

at Risk, Model Risk, Liquidation Risk, Management Discretion and Financial Strength Adjustments

- Created back testing database and procedures to monitor member's security collateral portfolios
- Assisted in running the OTTI process using CoreLogic's Risk Model software to determine quarterly Credit losses on the Bank's private-label MBS portfolio
- Actively managed collateral portfolios for members, which include loans, securities and cash positions
- Processed and handled members' security payments and transactions including sales, purchases and account transfers.

---

## EDUCATION

**University of California Irvine - Data Analytics Boot Camp**

**Other**, Data Science, 11/2021

**University of Notre Dame**, Notre Dame, IN

**Bachelor's**, Finance, 05/2014

#1

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, February 10, 2024 8:08:23 PM  
**Last Modified:** Saturday, February 10, 2024 8:50:58 PM  
**Time Spent:** 00:42:34  
**IP Address:** [REDACTED]

---

Page 1

Q1

Full Name:

Syed Zia Hussain

---

Q2

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,**  
**Active Transportation Committee,**  
**Finance and Pension Advisory Committee,**  
**Housing and Public Service Grants Committee ,**  
**Mobile Home Park Advisory Committee**

---

Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a fresh graduate from Cal Poly Pomona State University undergraduate degree in Urban Planning. I have volunteered with Civic Well Climate Forum 2023, I am also serving at the Mobile Housing Committee City of Costa Mesa at this moment. I have conducted couple of research in Costa Mesa, CA voluntarily. I find Costa Mesa one of the best cities within Orange County and believe it has a lot potential to improve and imply sustainable solutions for future growth.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

I would like to serve as a Costa Mesa resident. I have been living here for 11 years. As a City of Costa Mesa Committee member, I would be able to play my part in finding better and sustainable solution to further improving the Costa Mesa.

---

Q5

Optional Resume:

**URP-Full%20Resume.pdf (272.5KB)**

---

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name: **Syed Zia Hussain**  
Address: [REDACTED]  
Address 2: [REDACTED]  
City/Town: [REDACTED]  
ZIP/Postal Code: [REDACTED]  
Email Address: [REDACTED]  
Phone (cell): [REDACTED]

---

**Q7**

By checking this box and typing my name below, I am electronically signing my application.

Signature Required:

---

**Q8**

Full Name:  
Syed Zia Hussain

---



# Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA. 2023.  
[Ziahussain2019@gmail.com](mailto:Ziahussain2019@gmail.com). Cell phone: 1-714-280-3730

## Education

<b>Cal Poly Pomona, California, CA.</b> Bachelors of Urban Planning. GPA 3.16	<b>Dec 2023</b>
<b>Orange Coast College. California, United States.</b> Associate degree in Architecture (Honors) GPA 3.36	<b>Dec 2019</b>
<b>Orange Coast College. California, United States.</b> Associate Degree (Honors) in Event Management GPA 3.36	<b>Dec 2016</b>

## Relevant Coursework

**CEQA 101** online Course (Gov. Office Planning and Research).  
**URP 4040 Place-making** – Study Florence-Graham city. In final research presentation proposed solutions to the S. Central Ave and E. 74 Street. Focus of the research was to make the site more safer, and children friendly because of the Wisdom Elementary School.  
**Advance Project Management** from Coastline Community College.

## Freelance Projects

**2023 –To-date**

Community Enrichment Program, Civic Well 2023 Adaptation Climate Forum – Support to recruit volunteers, Videography on “Impact of McBride Park Long Beach on Youth”  
[McBride Park Impacts on the Youth Community Long Beach, California. - YouTube](#)

## Work Experience

<b>Community Service Leader II</b> Work for R.O.C.K Program, it is after school program served by Recreation Department, City of Costa Mesa, CA. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.	<b>Jan '24 - update</b>
<b>Student Connect SoCal Community Outreach: SCAG Project</b> Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey	<b>May '23-June '23</b>
<b>Planning Aide Intern:</b> Cal Poly Pomona Facility Planning and Management, CA. Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.	<b>June '22-July '22</b>
<b>Administrative Intern</b> City of Tustin Department of Community Planning, Tustin, CA. Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.	<b>Oct '21- Feb '22</b>
<b>Recreation leader</b> <b>City of San Clemente, San Clemente.</b> Supervised Summer campus games and activity for children, manage inventory, customer service, games, and setups and breakdowns.	<b>June'20 –Oct'21</b>
<b>Event Planner Unpaid Intern</b> <b>American Family Housing, Tustin, CA</b> Outreach, promotion, and marketing for “Summer Festival for Homeless Veterans”. Sold out a stall and raise more than \$ 3,000 through bringing in vendors.	<b>June'15 –Dec'15</b>

**Awards and Recognitions:**

Research on Walkability, presented at OCC Symposium 2019 and 2020 and Cal Poly Pomona 2023.

Topic: *"Effects of New High-Density Residency on Walkability in Costa Mesa, CA"*.

Topic: *"How Mix-Use Land Contributes to Walkability in 19<sup>th</sup> Street, Costa Mesa, CA."* 2023.

**Administration Skill:** Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 13, 2024 3:51:20 PM  
**Last Modified:** Tuesday, February 13, 2024 4:11:15 PM  
**Time Spent:** 00:19:55  
**IP Address:** [REDACTED]

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Page 1

Q1

Full Name:

James Andrews

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Q2

Finance and Pension Advisory Committee

Indicate the name of the Committee you are interested in serving on:

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Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a Costa Mesa resident with a young family, I plan to live here for the next 30+ years. Costa Mesa is an incredible city with charm and soul, I simply want to make myself available to be helpful - should the leadership team have the need. I am a financial advisor for The Bahnsen Group and spend my days advising families and institutions on how to best deploy their resources. I serve on the Board of a local non-profit as well. I have no political motivations beyond making myself available as a resource for the city.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

Prudent financial management of the budget, investment portfolio, and general financial planning. Wealth is a tool to be used in a way that maximizes the projects and goals that are important to CM leadership.

---

Q5

Optional Resume:

James%20Andrews%20Resume%20for%20Costa%20Mesa%20Committee.pdf (63.7KB)

---

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name: **James Andrews**  
Address: [REDACTED]  
City/Town: [REDACTED]  
ZIP/Postal Code: [REDACTED]  
Email Address: [REDACTED]  
Phone (cell): [REDACTED]

---

**Q7**

Signature Required:

**By checking this box and typing my name below, I am electronically signing my application.**

---

**Q8**

Full Name:  
James Andrews

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# James Andrews, CFP®

I am deeply passionate about holistic financial planning for families and institutions; providing tailored advice to help clients meet their unique goals. Drawing from my years of experience in the RIA industry, I also bring a unique perspective on growth opportunities available to independent firms. My off-hours are spent helping my wife chase our two boys and enjoying the occasional pick-up hockey game.

Costa Mesa, CA

(949) 284-5313

jandrews@thebahnsengroup.com

## SOFTWARE

eMoney Advisor

MoneyGuide Pro

Schwab

Fidelity

Salesforce

Envestnet

## HOBBIES

Chess

Volunteering

Hockey

Family

## EDUCATION

### California Polytechnic University

Pomona, CA

2010 — 2014

B.S. Entrepreneurial Finance

## CERTIFICATIONS & AWARDS

CERTIFIED FINANCIAL PLANNER™

Eagle Scout

## WORK EXPERIENCE

### Private Wealth Advisor, The Bahnsen Group

2022 — Present

- Advise clients in the areas of investment, tax, retirement, education, insurance and estate planning; working closely with the advisory team to support overall planning needs as well as company objectives.
- Construct custom portfolio allocations in light of client's risk profile, cash-flow needs, and long-term objectives.
- Actively monitor financial markets, specific investments in client's portfolios, and keep abreast of new investment strategies.
- Proactively identify client's issues and/or opportunities identified as a result of having an intimate knowledge of the client's entire financial life.

### Wealth Manager, Goldman Sachs Personal Financial Management

2022 — 2023

- Advise clients in the areas of investment, tax, retirement, education, insurance and estate planning; working closely with the advisory team to support overall planning needs as well as company objectives.
- Successfully lead clients through the client experience process resulting in gathering significant and pertinent data as it relates to the clients entire financial life.
- Actively monitor financial markets, specific investments in client's portfolios, and keep abreast of new investment strategies.
- Proactively identify client's issues and/or opportunities identified as a result of having an intimate knowledge of the client's entire financial life.

### Relationship Manager, Goldman Sachs Personal Financial Management

2020 — 2022

- Directly responsible for the management and monitoring of client relationships under the direction of the advisory team.
- Track 100% of client interactions including requests, inbound/outbound calls and emails.
- Actively prepare for and participate in client meetings as requested by the advisory team.
- Prepare all deliverable materials associated with the meeting type.

### Business Development Analyst, United Capital Financial Advisers

2015 — 2020

- Conduct financial analysis, including the development of detailed financial models, valuations and ad hoc analyses.
- Collaborated across the organization with Marketing, Legal, Technology and Operations to execute delivery of business development initiatives.
- Worked closely with the C-suite on a pricing strategy based on changing market trends and a spectrum of opportunity profiles.

# #13

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 01, 2024 9:23:43 AM  
**Last Modified:** Friday, March 01, 2024 9:46:22 AM  
**Time Spent:** 00:22:38  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Kathryn Grant

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Finance and Pension Advisory Committee,  
Housing and Public Service Grants Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am interested in 2 committees. I love all things finance because I am a high school math teacher. I am interested in making sure our city stays on budget and is fair to its employees regarding pension. The housing and public service committee interests me because I have remodeled and custom built 2 homes of my own in Costa Mesa and gone through all the planning/permitting and construction process. I also want to help our city with housing issues and help solve any problems we have.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

- Building/expanding housing in our city meanwhile ensuring our current homeowners & citizens have little negative impact .
  - Keeping finances in order and preventing debt
  -
- 

**Q5**

**Respondent skipped this question**

Optional Resume:

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# #15

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, March 03, 2024 2:26:10 PM  
**Last Modified:** Sunday, March 03, 2024 2:40:56 PM  
**Time Spent:** 00:14:45  
**IP Address:** [REDACTED]

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Page 1

## Q1

Full Name:

Gloria A. Fallon

---

## Q2

**Housing and Public Service Grants Committee**

Indicate the name of the Committee you are interested in serving on:

---

## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I moved to Costa Mesa 4 years ago.

Coming to Costa Mesa our housing plans were upended due to COVID, complications with COVID, mental illness in my family, Ana's not realizing how complicated the housing market in Costa Mesa was and is. After a pending all of our savings and down payment for a home in the hotel and motels here and in Orange County we realized that even though living in Costa Mesa was our dream it wasn't happening as we expected. But that did not stop Costa Mesa from becoming our home.

The housing situation here is in crisis. Costa Mesa is our home and I have recently went into real estate to better develop an understanding on how to help Costa Mesans own their homes, protect their businesses and learn the levels of ownership and how to make best use of the land. With my experience of being unhoused and among the working under-employed, I now have education in Real Estate and Real Estate law through University of California Irvine. With education, experience, and a love and commitment to Costa Mesa; I have an understanding of the crisis nature and want to be a part of the best possible solutions as we continue to build a beautiful Costa Mesa. Thank you for your consideration.

---

## Q4

As a Committee member, what ideas or projects are of interest to you?

Housing developments, unhoused population assistance or even relocation, housing solutions, potential Fairview Developmental Center housing project. Real Estate in general.

---

#1

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, February 10, 2024 8:08:23 PM  
**Last Modified:** Saturday, February 10, 2024 8:50:58 PM  
**Time Spent:** 00:42:34  
**IP Address:** [REDACTED]

---

Page 1

Q1

Full Name:

Syed Zia Hussain

---

Q2

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,**  
**Active Transportation Committee,**  
**Finance and Pension Advisory Committee,**  
**Housing and Public Service Grants Committee ,**  
**Mobile Home Park Advisory Committee**

---

Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a fresh graduate from Cal Poly Pomona State University undergraduate degree in Urban Planning. I have volunteered with Civic Well Climate Forum 2023, I am also serving at the Mobile Housing Committee City of Costa Mesa at this moment. I have conducted couple of research in Costa Mesa, CA voluntarily. I find Costa Mesa one of the best cities within Orange County and believe it has a lot potential to improve and imply sustainable solutions for future growth.

---

Q4

As a Committee member, what ideas or projects are of interest to you?

I would like to serve as a Costa Mesa resident. I have been living here for 11 years. As a City of Costa Mesa Committee member, I would be able to play my part in finding better and sustainable solution to further improving the Costa Mesa.

---

Q5

Optional Resume:

**URP-Full%20Resume.pdf (272.5KB)**

---



# Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA. 2023.  
[Ziahussain2019@gmail.com](mailto:Ziahussain2019@gmail.com). Cell phone: 1-714-280-3730

## Education

<b>Cal Poly Pomona, California, CA.</b> Bachelors of Urban Planning. GPA 3.16	<b>Dec 2023</b>
<b>Orange Coast College. California, United States.</b> Associate degree in Architecture (Honors) GPA 3.36	<b>Dec 2019</b>
<b>Orange Coast College. California, United States.</b> Associate Degree (Honors) in Event Management GPA 3.36	<b>Dec 2016</b>

## Relevant Coursework

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**URP 4040 Place-making** – Study Florence-Graham city. In final research presentation proposed solutions to the S. Central Ave and E. 74 Street. Focus of the research was to make the site more safer, and children friendly because of the Wisdom Elementary School.  
**Advance Project Management** from Coastline Community College.

## Freelance Projects

**2023 –To-date**

Community Enrichment Program, Civic Well 2023 Adaptation Climate Forum – Support to recruit volunteers, Videography on “Impact of McBride Park Long Beach on Youth”  
[McBride Park Impacts on the Youth Community Long Beach, California. - YouTube](#)

## Work Experience

<b>Community Service Leader II</b> Work for R.O.C.K Program, it is after school program served by Recreation Department, City of Costa Mesa, CA. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.	<b>Jan '24 - update</b>
<b>Student Connect SoCal Community Outreach: SCAG Project</b> Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey	<b>May '23-June '23</b>
<b>Planning Aide Intern:</b> Cal Poly Pomona Facility Planning and Management, CA. Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.	<b>June '22-July '22</b>
<b>Administrative Intern</b> City of Tustin Department of Community Planning, Tustin, CA. Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.	<b>Oct '21- Feb '22</b>
<b>Recreation leader</b> <b>City of San Clemente, San Clemente.</b> Supervised Summer campus games and activity for children, manage inventory, customer service, games, and setups and breakdowns.	<b>June'20 –Oct'21</b>
<b>Event Planner Unpaid Intern</b> <b>American Family Housing, Tustin, CA</b> Outreach, promotion, and marketing for “Summer Festival for Homeless Veterans”. Sold out a stall and raise more than \$ 3,000 through bringing in vendors.	<b>June'15 –Dec'15</b>

**Awards and Recognitions:**

Research on Walkability, presented at OCC Symposium 2019 and 2020 and Cal Poly Pomona 2023.

Topic: *"Effects of New High-Density Residency on Walkability in Costa Mesa, CA"*.

Topic: *"How Mix-Use Land Contributes to Walkability in 19<sup>th</sup> Street, Costa Mesa, CA."* 2023.

**Administration Skill:** Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

#22

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Thursday, March 07, 2024 10:11:57 PM  
**Time Spent:** 03:11:58  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Ricardo Ramírez

---

**Q2**

**Housing and Public Service Grants Committee**

Indicate the name of the Committee you are interested in serving on:

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Given the Housing and Public Services Grant Committee's mission of promoting understanding of key housing-related opportunities, I believe that my expertise in communications and my deep commitment to equal opportunity makes me a strong candidate for an appointment.

I have worked in the advocacy and campaign communications field for more than 17 years. As part of my work, I've designed and implemented strategies to disseminate messages on issues that improve the lives of everyday people. Along the way, I have worked on communications for organizations including President Obama's reelection campaign and civil rights coalitions led by formerly incarcerated people fighting for the right to vote. This experience has given me the ability to identify communications goals from broader projects, as well as a keen sense for segmenting audiences and formulating tactics to reach them. If appointed to the Housing and Public Services Grant Committee, my professional experience would add value to the committee.

I also believe that it's important to regularly probe whether communications practices are grounded in the values and realities of the communities that entities such as the committee intend to serve. In my work as a communications professional, I've trained hundreds of advocates and community members, from members of the judiciary to immigrants fighting for their rights, on how to formulate their own communications strategies and use spokesperson tactics in order to further the causes they work on. Ultimately, when impacted people are involved, the work becomes stronger, and the same goes for the work of the committee.

Lastly, I am interested in joining the committee because I deeply believe in its mission. While my family and I are lucky to live in Costa Mesa, too many of our neighbors feel the enormous pressure of a difficult housing market. The committee's work is an important component of a broader network of solutions to bring more opportunities and relief for Costa Mesans. It would be deeply meaningful for me to be a part of this work and I hope you'll consider my application.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

I would like to promote the following:

Strong execution. I would like to do my part in strengthening the essentials of the committee's work in promoting community understanding of the community development process and activities funded by the U.S. Housing and Urban Development Department (HUD), and the Community Development Block Grant (CDBG)

Promoting inclusivity. I'd like to promote that organizations and individuals are increasingly aware of the key HUD-funded priorities with local impacts regardless of their background, language, or communities they serve.

---

**Q5**

Optional Resume:

**CM%20RR%20Resume.pdf (112.1KB)**

---

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	<b>Ricardo Ramírez</b>
Address:	██████████
City/Town:	██████████
ZIP/Postal Code:	██████
Email Address:	████████████████████
Phone (cell):	██████████

---

**Q7**

Signature Required:

**By checking this box and typing my name below, I am electronically signing my application.**

---

**Q8**

Full Name:

Ricardo Ramírez

---

# Ricardo Ramírez

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## PERSONAL PROFILE

Seasoned communications consultant with political and advocacy background.

---

## AREAS OF EXPERTISE

- Media Relations
- Managing a communications team
- Strategic Planning
- Cross-team Collaboration
- Messaging
- Crisis Communications
- Spokesperson training
- Writing communications materials: Op-eds, messaging documents, press releases, toolkits

---

## WORK EXPERIENCE

### Founder & Principal | Forward Shift Strategies

February 2020 – Present

- Lead communications strategies, crisis communications, writing, and strategic planning for diverse array of clients in racial justice, democracy, and other progressive issues

### Managing Director, Democracy | ReThink Media

September 2018 – January 2020

- Led team of five communicators supporting democracy advocates across the country, from national to grassroots levels, with communications strategies, capacity building efforts, coalition management, rapid response and media relations
- Devised strategies for productive, poll-tested winning messages to take among the democracy sector
- Designed and executed trainings and webinars on voting rights messaging and communications skills such as building communications plans, serving as spokespersons, and writing op-eds, training approximately 800 people in total
- Directed team planning exercises, liaised democracy team's strategy with other parts of the organization

### Deputy Communications Director | Advancement Project, National Office

October 2015 – September 2018

- Led aggressive communications strategy and rapid response for highly active civil rights and racial justice programs including voting rights and immigrant justice
- Devised communications strategy for programs in partnership with communications team and program staff
- Coordinated and led communications for sensitive state-level voting rights litigation
- Fostered a culture where program staff better understood value of strategic communications, the role of the communications team, and how to integrate team into strategy early and productively
- Supported grassroots groups throughout the country with communications strategy, trainings, and coaching
- Continuously placed articles and mentions on high-level media outlets including The Washington Post, The New York Times, La Opinión/Impremedia, Huffington Post, The Intercept, MSNBC, local media outlets, and Univision, Telemundo, Estrella TV, and more
- Directed crisis communications, implementing proactive plans, staff trainings, and monitoring media outlets
- Gained exposure for organization by proactively seeking speaking roles and panels for program staff
- Advised senior leadership on communications strategy and prepared principals for media appearances
- Oversaw digital media strategy, including launch of two websites, organizing vendor search, contractual and budgetary needs, and internal structure for site rebuilding process

---

## WORK EXPERIENCE (CONT'D.)

### Press Secretary | Center for Popular Democracy

January 2015 – October 2015

- Worked as a single-staff communications office, leading communications strategy and implementation for eight grassroots campaigns on racial equity, education, environmental and economic justice
- Directed crisis- and day-to-day communications, achieving regular coverage on numerous major news outlets including MSNBC, The New York Times, The Washington Post, Univision, and many others

### Press Secretary for Immigration Campaign | Center for Community Change

January 2013 – October 2014

- Served as on-the-record spokesperson for immigration campaign at Center for Community Change (CCC) during effort to win comprehensive immigration reform following the 2012 presidential election
- Advised leadership on media strategies while delivering steady national coverage for CCC's immigration campaign on outlets including The Washington Post, The New York Times, CNN, The Wall Street Journal, NBC, Univision, Telemundo and MSNBC
- Wrote press releases, talking points, op-eds, oversaw translation; managed paid media

### Florida Deputy Press Secretary | Obama for America

April 2012 – November 2012

- Served as the on-the-record spokesperson and lead media strategist for the Obama campaign in Central Florida, which included some of the campaign's most crucial media markets in the country.
- Developed and leveraged relationships with reporters
- Planned and executed daily press events amplifying President Obama's vision for Florida while exploiting national and local weaknesses of rival campaign
- Served as main press contact and directed media access for campaign rallies with President Obama, then-Vice President Biden, First Lady Michelle Obama, and President Clinton
- Organized press events for cabinet officials visiting eastern Central Florida on their personal time
- Increased awareness of President Obama's vision within Florida's crucial Latino voter electorate by including Latino media outreach at every level of broader strategic planning and execution
- Handled influx of reporters from national media outlets visiting or inquiring about Central Florida for campaign stories, including The Associated Press, Los Angeles Times, Bloomberg, National Journal, The Washington Post, Newsweek/The Daily Beast, and The Boston Globe
- Worked with local reporters to strategically place stories with Pres. Obama's message on broadcast, online, and print outlets, while working to avoid negative coverage
- Led planning and execution of events rebutting Mitt Romney and Paul Ryan visits to Central Florida
- Wrote media advisories, press releases, talking points, speeches, scripts, and op-eds

### Southwest Press Secretary & National Press Secretary for Latino Media | Democratic National Committee

May 2009 – April 2012

- Served as on-the-record spokesperson for the Democratic National Committee (DNC)
- Coordinated messaging and communications strategy in nine states and for Latino media outlets nationwide, supporting President Obama's first-term legislative battles, the 2010 midterms elections, and the 2012 Republican primary
- Oversaw planning and execution of media events for DNC and state Democratic parties drawing contrast between Republican presidential primary candidates and President Obama's accomplishments and vision
- Advised DNC leadership on Latino media strategy for midterm elections and President Obama's reelection

### Deputy Press Secretary for Latino Media | Senate Majority Leader Harry Reid

April 2007 – June 2008

- Helped craft and implement communication strategy for U.S. Latino media and international Spanish-language media on behalf of the late Sen. Harry Reid and the Senate Democratic Caucus
- Briefed foreign policy staff on developments of interest in Latin America

---

## OTHER SKILLS & EXPERIENCE

- Fully bilingual: Native Spanish speaker with the ability to write, and edit in Spanish
- Have written and published op-eds in Spanish.
- Seasoned spokesperson
- Strong grasp of French language
- Intermediate graphic designer

---

## EDUCATION

- Texas Tech University: B.A. and M.A. in French & Francophone Literature, 2001 – 2006
- Syracuse University: Earned 30 of 36 credit hours required for M.A. in Magazine, Newspaper & Online Journalism before taking leave of absence to accept DNC position, 2008 – 2009

#26

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Tuesday, March 12, 2024 8:03:27 AM  
**Time Spent:** 00:03:48  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Arthur Alderete

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Active Transportation Committee,  
Housing and Public Service Grants Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Contribute to Public Safety and Housing Options

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Contribute to Public Safety and Housing Options

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 20, 2024 7:29:10 PM  
**Last Modified:** Tuesday, February 20, 2024 7:41:17 PM  
**Time Spent:** 00:12:07  
**IP Address:** [REDACTED]

---

Page 1

**Q1**

Full Name:

paul lancaster

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Housing and public service grants committee is my interest. With previous contracting experience I can apply here I think the technical aspects are well served. I live in councilman Chavez's district. As one of few homeowners on my block, Weelo Drive, I can provide valuable feedback from other residents who are often ignored in simple things like permit parking which is only accessible to owners. As a bilingual resident, I find that my neighbors are often ignored. Its not fair and I can help.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

The bike lane, the master plan redevelopment of my district. Adjusting the city's master plan. Opening a street vendor location and offering case workers to navigate the permit process with the county and to allocate funds for doing so. It shouldn't be the fairgrounds. Fairview developmental is also interesting.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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# #21

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Thursday, March 07, 2024 1:26:20 PM  
**Time Spent:** 00:39:34  
**IP Address:** [REDACTED]

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Page 1

### Q1

Full Name:

Michael Tou

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### Q2

**Housing and Public Service Grants Committee**

Indicate the name of the Committee you are interested in serving on:

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### Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Thank you for the opportunity to reapply as a member of the Housing and Public Service Grants Committee. I have served one-term on the committee representing Council District 4 in Westside Costa Mesa. It has been a wonderful opportunity to be part of the process recommending to the City Council our annual Community Development Block Grant (CDBG) public service grant awards to nonprofit organizations addressing housing, homelessness and economic development needs for vulnerable populations in our community.

I believe my service on the committee, as well as my professional experience in federal and state government and health care leadership lends to the committee's mission in helping distribute CDBG funding and promoting accountability and key outcomes for the services delivered by grantees in our community.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Expand outreach and engagement in helping identify housing, economic development and public service needs, as well grant solicitations from local and regional CBOs to address those key needs.

Ensure accountability through key metrics and outcomes for each grantee, as well as identifying opportunities for the city to profile programs, services and beneficiaries.

Inform the community and residents about CDBG funding, particularly those who could benefit from the programs and services provided by grantee

**Q5**

Respondent skipped this question

Optional Resume:

**Q6**

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

Name:	Michael Tou
Address:	[REDACTED]
City/Town:	[REDACTED]
ZIP/Postal Code:	[REDACTED]
Email Address:	[REDACTED]
Phone (cell):	[REDACTED]

**Q7**

By checking this box and typing my name below, I am electronically signing my application.

Signature Required:

**Q8**

Full Name:

Michael Tou

# #13

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 01, 2024 9:23:43 AM  
**Last Modified:** Friday, March 01, 2024 9:46:22 AM  
**Time Spent:** 00:22:38  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Kathryn Grant

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**Q2**

Indicate the name of the Committee you are interested in serving on:

**Finance and Pension Advisory Committee,  
Housing and Public Service Grants Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am interested in 2 committees. I love all things finance because I am a high school math teacher. I am interested in making sure our city stays on budget and is fair to its employees regarding pension. The housing and public service committee interests me because I have remodeled and custom built 2 homes of my own in Costa Mesa and gone through all the planning/permitting and construction process. I also want to help our city with housing issues and help solve any problems we have.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

- Building/expanding housing in our city meanwhile ensuring our current homeowners & citizens have little negative impact .  
- Keeping finances in order and preventing debt  
-

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**Q5**

**Respondent skipped this question**

Optional Resume:

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 20, 2024 7:29:10 PM  
**Last Modified:** Tuesday, February 20, 2024 7:41:17 PM  
**Time Spent:** 00:12:07  
**IP Address:** [REDACTED]

---

Page 1

**Q1**

Full Name:

paul lancaster

---

**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Active Transportation Committee,  
Housing and Public Service Grants Committee ,  
Mobile Home Park Advisory Committee**

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

Housing and public service grants committee is my interest. With previous contracting experience I can apply here I think the technical aspects are well served. I live in councilman Chavez's district. As one of few homeowners on my block, Weelo Drive, I can provide valuable feedback from other residents who are often ignored in simple things like permit parking which is only accessible to owners. As a bilingual resident, I find that my neighbors are often ignored. Its not fair and I can help.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

The bike lane, the master plan redevelopment of my district. Adjusting the city's master plan. Opening a street vendor location and offering case workers to navigate the permit process with the county and to allocate funds for doing so. It shouldn't be the fairgrounds. Fairview developmental is also interesting.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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# #28

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 15, 2024 6:49:36 PM  
**Last Modified:** Friday, March 15, 2024 7:07:50 PM  
**Time Spent:** 00:18:13  
**IP Address:** [REDACTED]

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Page 1

## Q1

Full Name:

Gregory Harold

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## Q2

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a Costa Mesa resident and small business owner 20 +years.  
And a mobile home owner in Costa Mesa . I have supported ,volunteered and help build grassroots of the Costa Mesa mobile home coalition . I currently serve as vice president on the board . I care about affordable housing and families.

---

## Q4

As a Committee member, what ideas or projects are of interest to you?

Open discussion with residents of family mobile home parks . Present and current affairs of daily living in parks. Feature concerns, questions.

---

## Q5

**Respondent skipped this question**

Optional Resume:

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#6

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, February 18, 2024 11:55:18 AM  
**Last Modified:** Sunday, February 18, 2024 12:41:06 PM  
**Time Spent:** 00:45:47  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Leslie E Chaney-Eames

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**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I returned to Orange County 12 years ago to retire from a 35-year career in education. My husband and I live in Playport Mobile Home Park where I have served as the secretary for our Mobile Home H.O.A. for the past 8 years. My husband and I are also very active members of the Costa Mesa Mobile Home Coalition through which I and other members of the coalition proposed and drafted the idea for the Costa Mesa Mobile Home Advisory Committee.

I have had extensive experience as an administrator and board membership. I have served many years as an administrator in various schools both in the for-profit and non-profit industries. I have worked at the state level in the Office of Education where I help publish the Professional Development Standards for early childhood professionals, launched and was the project manager for the state Child Care Apprenticeship Program and spearheaded a pilot program that tested a state quality improvement system for licensed child development centers around the state. I have sat on many boards and committees at the local, state, and national level including the National Association for the Education of Young Children. Recently, since moving into a mobile home park in Costa Mesa, I have served as a member of the Costa Mesa Mobile Home Advisory Committee for the past 4 years and have been active in programs that will enhance and/or improve the quality of life for residents of mobile home parks in Costa Mesa.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

To bring awareness to residents of mobile home park the many resources and opportunity available to them and to improve their lives as mobile home residents by advocating on their behalf.

---

Leslie Chaney-Eames

Costa Mesa, CA 92627

Cell 702-416-4167

lcappleofhiseye@gmail.com

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**Professional Profile** Seeking a voluntary opportunity with organizations that will allow me to fully utilize my communication, organizational, and education skills:

- ❖ Collaborated with various internal and external parties (e.g. company and school personnel, parents, students, other schools, community organizations, etc.) for the purpose of conveying and/or gathering information required to ensure the efficient, effective operations of the school
- ❖ Maintained a variety of manual and electronic documents, files, and records (e.g. administrative and financial records, student files and cumulative folders; testing materials; worksite personnel records; school website; building schedules; maintenance requests, various forms; calendars; office procedures, etc.) for the purpose of providing up-to-date reference in compliance with federal, state, and county guidelines
- ❖ Processed a wide variety of manual and electronic documents and materials (e.g. various schedules and reports; correspondence, minutes, surveys, advertising, handbooks, notices, bulletins, calendars; time sheets, certified comp time, extra-curricular contracts; student-related files, records, and requests; work orders, etc.) for the purpose of updating information, documenting activities and/or providing written reference, and/or disseminating information to appropriate parties for action.
- ❖ Analyzed department budgets (e.g. petty cash, deposits, and disbursements, requisitions, supply orders, capital purchases, leases, insurance, funding sources, etc.) for the purpose of meeting school objectives within budget and maintaining accurate records in compliance with company recordkeeping practices.
- ❖ Supervised assigned personnel and volunteers (e.g. hiring, evaluating, terminating, scheduling/coordinating activities, training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and school objectives, and ensuring the provision of excellent customer service.

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**Education**

**Masters of Education**

University of Nevada, Las Vegas, NV

**Certificate of Non-Profit Management**

University of Nevada, Las Vegas, NV

**Bachelor of Science Social Work**

University of Nevada, Las Vegas, NV

**Associates of Science Early Childhood Education**

Mt. San Jacinto College, Mt. San Jacinto, CA

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<b>Certifications</b>	<b>Certified reliable in ECERS, FCCERS, ITERS and CLASS Teacher &amp; classroom Assessments California Child Development Program Director Permit</b>
-----------------------	--

- Volunteer work, Memberships & Professional Affiliations**
- Member and recently appointed Chair of Costa Mesa Mobile Home Advisory Committee
  - Secretary of Costa Mesa Mobile Home Association
  - Secretary of Playport Mobile Home Park HOA
  - United Way loaned campaign chairman
  - Member, National Association for the Education of Young Children
  - Member, State of Early Childhood conference committee

**Career History**

**Retired from Professional work 9-24-2020**

**Teacher Assistant- Carden Hall Private School 2019-2021**

- Tutor and assist children individually or in small groups
- Helped the children master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.

**TeachStone Class Assessor – Dana International Head Start Programs 2016-2019**

- Traveled domestically and internationally throughout school year conducting Class assessments in Head Start classrooms.
- Achieved and maintained reliability on all assessment tools used by the program. This requires a minimum of 80% on the Infant, Toddler, and Pre-K CLASS tools, as well as calibrations on each tool.
- Conducted training for providers and Head Start staff as needed.
- Maintained a score of 80% or above when performing inter-rater reliability checks on at least 2/3 of the assigned CLASS tools.
- Attended meetings, trainings, conferences, and Author reliability checks as required by Head Start.
- Evaluated and/or audited data protecting the integrity of clients, employees, and company information.
- Established systems to achieve, monitor, and maintain efficiencies, ensuring continuous flow of information to appropriate parties.
- Completed the required number of assessments per month, preparing and finalizing the required report within contract periods.
- Complied with quality standards in the completion of summary reports on each assessment completed.
- Completed assessments in such a manner that attends to quality, efficiency, cost-effectiveness, positive outcomes, and innovative methods of service delivery.
- Ensured all documentation is thorough, accurate and completed within prescribed periods.
- Demonstrated cultural and age-specific competencies in interactions with clients, coworkers, and customers.

- Worked collaboratively with other Head Start program staff to complete all CLASS Assessments in a timely, positive manner.
- Provides community resources to providers when appropriate.

**Professional Education Consultant Services, Consultant 10/2014 - 2016**

- Developed an impeccable reputation as a director, owner, trainer, and consultant that has established me as an expert in, programming, curriculum, environments, administration, finance, and management in education.
- Provided dynamic hands-on on-site training, coaching and consultation to educational teachers and administrators in education settings in over 50 research-based education topics.
- Certified reliable and have 10 years' experience in conducting Educational and classroom assessments certified reliable by TEACHSTONE on CLASS teacher assessment.
- Provided interactive, up to date, accurate information for, administrators, teachers, and support staff in the education industry.
- Provided consultations that are supported by current research and are designed to motivate educational staff, encourage the use of best practices, and promote pride and professionalism in the field of education.
- Assisted educational providers with startups or continuously improving the quality of existing educational programs including, public, private, faith-based, and non-profit education centers.

**Director of Quality Assessments, Los Angeles Universal Preschool 3/2013–10/2014 Los Angeles CA**

- Administration of Education Quality Assessment Department which includes supervision of up to 30 quality rating education assessors and 7-9 Quality Anchors (editor/proofreaders).
- Managed, education quality assessors who Conduct ECERS-R, FCCERS-R, ITERS, and/or CLASS Educational assessments according to TEACHSTONE protocols.
- Ensures that the reports that accompany assessments are legible and have sufficient notes/documentation on score sheets to support the scores given
- Assures the Summary/Observation Report for each assessment is usable by quality coaches to improve overall quality of classrooms in over 300 educational centers.
- Participation in the Internal Strategic Design Team, to develop and implement 5-year strategic plan for company.
- Certified and trained to reliable by Thelma Harms in ECERS (Education Environmental Ratings Scale) and Certified and trained to reliable by TEACHSTONE on CLASS (Classroom Assessment Scoring System).

**Private Christian school Administrator, Trinity U.M. Elementary & Preschool 2007-2012 Las Vegas NV**

- Assumed responsibility for the daily operation of the elementary & preschool program.
- Developed and managed Afterschool, school break and summer camp programs.
- Acted as liaison between the preschool staff, and the preschool families.
- Knowledge of generally accepted accounting principles and standard financial statements.
- Knowledge of various lesson planning formats
- Provided instructional leadership
- Served on the preschool board of directors, attending monthly meetings, participated, and reported to the finance committee, future planning/enrollment committee and the staff relationship committee.

- Maintain records and prepare reports -Ability to plan, develop and implement educational and assessments experiences for children cared for in elementary and preschool program
- Expertise in adult learning techniques, facilitation skills, and technical assistance learning systems.
- Detail-oriented, flexible, and decisive with excellent customer service skills.
- Directs, supervised, and evaluated school personnel within areas of responsibility.
- Provided community outreach, by becoming involved in relevant organizations and educational programs relevant to school.
- Maintained policies and procedures for program operation in a prompt and efficient manner.
- Maintained policies and procedures for program operation including; supervising registration and enrollment, managed program data including school lists using ProCARE and Admin, software.
- Develops and implements a program intervention plan based on multidisciplinary developmental theory to address relevant IFSP, IPP, or IEP outcome/goals.
- Oversaw the fiscal management of a \$650,000 annual budget
- Directly responsible for all marketing and public relations.

**Education Mentor/Apprenticeship Coordinator/ Trainer, State of Nevada office of Early Care & Education.2004-2007Las Vegas Nevada**

- Supervised 26 master teacher/mentors and 52 apprentice teachers in 42 classrooms where the mentor/apprentice relationship was cultivated until successful completion of the program
- Presented at local and statewide education conferences and performed as an education trainer for the Office of Early Care & Education Development Program.
- Assisted Program Director in the supervision of teacher/mentors, preschool apprentice teachers in childcare centers where the mentor/apprentice relationship was cultivated until successful completion of the program
- Presented at local and statewide early childhood education conferences and performed as an early childhood education trainer for the Office of Early Care & Education Child Development Program.
- Taught undergraduate courses in early childhood education including professional development in early childhood education, preschool teaching essentials, and designing preschool classrooms using environmental classroom rating scales (ECERS) and infant & toddler environmental rating scales (ITERS)

**Child Care Program Director Young Men's Christian Association (YMCA) 1995–2004 Riverside CA**

- Directly responsible for the management of the Youth Development department Managed child care programs such as preschools, after school child care, Youth and Government, Leaders Club, Earth Service Corp., summer & weekend camps, children's theater, and Youth-Achievers.
- Managed, developed, and implemented the Work Force Development Initiative Act Youth Opportunity Grant which had over 150 participants between the ages of 12 -18 at four county locations.
- Implemented programs that taught leadership skills that included: Basic learning skills, life skills, work readiness skills, leadership, and occupational skills. Wrote and executed United Way Priority Venture Grant for Youth Development Program "U.P.L.I.F.T. "for special needs & youth.
- Directly responsible for the development and management of the "Challenges of Youth Grant"

#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Tuesday, February 20, 2024 12:38:45 PM  
**Time Spent:** 00:02:44  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Georgette M. Quinn

---

**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I manage one of the mobile home parks in the city. Since I am in the middle of Owner and Residents I think it would be beneficial

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Senior rights and services for us in mobile home parks.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

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#14

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, March 02, 2024 11:47:14 AM  
**Last Modified:** Saturday, March 02, 2024 11:49:59 AM  
**Time Spent:** 00:02:44  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Michael Dougher

---

**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

---

**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

No sense changing wats already working. I have served and will be of service.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Keeping our lifestyle safe and affordable.

---

**Q5**

**Respondent skipped this question**

Optional Resume:

---

# #17

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 06, 2024 11:49:30 AM  
**Last Modified:** Wednesday, March 06, 2024 12:08:23 PM  
**Time Spent:** 00:18:52  
**IP Address:** [REDACTED]

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Page 1

### Q1

Full Name:

Mary Lamas

---

### Q2

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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### Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

As a life long resident of Costa Mesa and a new mobile home owner in Playport I would like the opportunity to make a positive impact for mobile home parks and their residents. My experience I bring to the table is being a home owner several times throughout my life and always wanting to give back to the community I live in which is why I started a Neighborhood Watch (at my previous residence prior to Playport) and am part of CERT team.

---

### Q4

As a Committee member, what ideas or projects are of interest to you?

A couple of ideas that interest me most are park safety and creating events and educational materials to help get residents more involved.

---

### Q5

Optional Resume:

[Mary%20Lamas%20Executive%20Sales%20Leader%20Jan%202024.pdf \(141.1KB\)](#)

---


# Mary J. Lamas

## Executive Sales Leader

 949.300.3620

 [mjlamas@yahoo.com](mailto:mjlamas@yahoo.com)

 Costa Mesa, CA

 [linkedin.com/in/marvlamas](https://www.linkedin.com/in/marvlamas)

### EXPERTISE

Enterprise Solution Sales  
Enterprise Account Management  
Business Model Innovations  
Strategic Planning  
Solution Selling  
Design Thinking  
Customer Relationship Management  
Performance Management  
Budgeting & Forecasting  
Business Intelligence  
Profitability Management  
Cross Functional Team Leadership  
Creative Problem Solving  
Development & Retention  
Process Improvement  
Change Management  
Go To Market Execution  
Competitive Market Analysis  
Training & Mentorship  
Customer Service Excellence  
Negotiations Management  
Presentation and Delivery  
Pipedrive, SaaS

### EDUCATION

Bachelor of Arts, Liberal Studies,  
Economics, Cum Laude: California  
State University Long Beach

### PROFESSIONAL SUMMARY

18+ years of experience in Enterprise Sales and Business Development with a proven track record of consistent revenue growth, cross-team collaboration and relationship management.

### EXPERIENCE

#### Sales Executive, Western United States

Reynolds and Reynolds Co., IMN & Auto Data Direct Divisions (07/2013-present)

- **164%** of sales quota YTD up **228%** from previous year
- **300 Club Achiever 2022**
- Manage ADD's & IMN's enterprise accounts including Penske, Hendrick, and Valvoline (1100+ Corporate and Franchise stores) adding more than 170 stores.
- Closed Lucid Motors & Upgrade (over 1M+ customers/\$10B loaned) managing convoluted sales cycle with multiple stakeholders
- Superseded sales revenue goals by **110%** in 2020
- Executed unprecedented agreement totaling **\$500K** with Senegence
- Lead and coordinate multiple projects with internal and external key stakeholders

#### International Sales Manager, Western United States & Australia

Reynolds and Reynolds Co., IMN Division Direct Selling (06/2016-12/2017)

- Exceeded sales quota by **155%**
- Strategically developed several key accounts, continually presenting and training sales force leading to continual annual growth averaging **55%** every year
- Executed end-to-end sales process through engagement of appropriate internal resources including subject matter experts, implementation team, and executives
- Conducted quarterly strategic meetings with business owners and category managers, presenting new ways of growing business and adding new items

#### National OEM Account Executive

Reynolds and Reynolds Co. (12/2015-06/2016)

- Created a **\$2M** opportunity with Hyundai Western Region for services to be placed in **64** of their dealerships
- Developed vertically aligned and cohesive business partnerships with Kia Executives through team collaboration, which produced multiple revenue streams

#### Western Regional Sales Manager

Reynolds and Reynolds Co. (01/2015-12/2015)

- Generated incremental new business revenue through strategic positioning, quality client relationships and effective negotiation
- Exceeded annual quota by **187%** for FY2015 in new business
- Mentored and trained ongoing support for Western Regional Sales Team
- Coordinated and conducted monthly team meetings

#### Territory Sales Manager

Reynolds and Reynolds Co. (07/2013-01/2015)

- Created processes that improved retention and collaboration of teams, now used company-wide

#20

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, March 07, 2024 11:39:03 AM  
**Last Modified:** Thursday, March 07, 2024 11:44:14 AM  
**Time Spent:** 00:05:10  
**IP Address:** ██████████

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Page 1

**Q1**

Full Name:

Wyatt Lin

**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:



**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am writing to express my keen interest in serving on the Mobile Home Advisory Committee for the City of Costa Mesa, California. My interest in this committee stems from my deep commitment to the well-being and prosperity of the mobile home community in Costa Mesa, as well as my desire to leverage my extensive experience in the sector to benefit the city and its residents.

For over a decade, I have been intricately involved in the management and ownership of mobile home parks within Costa Mesa. This experience has afforded me a comprehensive understanding of the unique challenges and opportunities faced by mobile home residents and park operators. I have successfully navigated issues related to zoning, affordability, community relations, and infrastructure improvements, demonstrating a consistent ability to balance the needs of residents with the operational requirements of mobile home parks.

Throughout my tenure as a mobile home park owner and manager, I have prioritized the creation of safe, welcoming, and vibrant communities. My efforts have included implementing sustainable practices, enhancing community facilities, and fostering a sense of belonging among residents. These initiatives have not only improved the quality of life for residents but have also contributed to the broader community's cohesion and resilience.

My experience has also enabled me to develop strong relationships with city officials, residents, and other stakeholders. I am adept at facilitating constructive dialogue and building consensus among diverse groups, skills I believe would be invaluable to the Committee. I am particularly interested in contributing to discussions around policy development, regulatory compliance, and strategic planning to ensure that Costa Mesa remains a model city for mobile home living.

I am passionate about ensuring that mobile home parks in Costa Mesa continue to be affordable, safe, and desirable places to live. I believe my background equips me with a unique perspective and a wealth of knowledge that can help guide the Committee's work. By serving on this Committee, I aim to contribute to meaningful change that enhances the quality of life for mobile home residents and supports the sustainable development of these communities within Costa Mesa.

I am enthusiastic about the opportunity to contribute to the Mobile Home Advisory Committee and look forward to the possibility of working together to make Costa Mesa an even better place for its mobile home residents. Thank you for considering my application

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#### Q4

As a Committee member, what ideas or projects are of interest to you?

As a prospective member of the Mobile Home Advisory Committee, I am deeply interested in developing and supporting initiatives that enhance the quality of life for residents of mobile home parks, ensure the sustainability of these communities, and foster inclusivity and resilience. Drawing from my experience in managing and owning mobile home parks in Costa Mesa, I have identified several key areas where I believe impactful projects can be initiated:

**Affordability and Financial Assistance Programs:** One of my primary interests lies in exploring and expanding affordability and financial assistance programs for mobile home residents. This could include developing subsidies or grants for low-income families, creating partnerships with local banks for favorable loan conditions, or establishing emergency funds to assist residents facing financial hardships.

**Infrastructure Improvement and Sustainability Projects:** I am keen on leading projects focused on infrastructure improvements within mobile home parks, such as upgrading utility systems, enhancing connectivity and accessibility, and incorporating green spaces and recreational facilities. Sustainability projects could also include solar panel installations and water conservation systems to reduce utility costs for residents and promote environmental stewardship.

**Community Engagement and Empowerment Initiatives:** Building strong, cohesive communities is essential. I am interested in creating programs that encourage community engagement, such as organizing town hall meetings, establishing resident advisory boards, and hosting community events. Empowerment initiatives could also involve providing residents with education and training opportunities on topics such as homeownership, financial literacy, and legal rights.

**Policy Advocacy and Regulatory Reform:** Given the regulatory challenges often faced by mobile home communities, I aim to advocate for policy changes that provide clearer protections for residents and park owners alike. This could involve working with local government officials to revise zoning laws, improve safety regulations, and streamline the permit process for renovations and upgrades.

**Technology and Innovation for Mobile Home Living:** I believe there is significant potential to leverage technology to improve the mobile home living experience. Projects could include developing a mobile app for community communication, implementing smart home technologies for energy efficiency, and exploring modular and prefabricated housing options to enhance affordability and design flexibility.

By focusing on these areas, I aim to contribute to the development of sustainable, vibrant, and inclusive mobile home communities in Costa Mesa. I am committed to leveraging my experience, along with input from residents and stakeholders, to identify and prioritize projects that will have the most meaningful and lasting impact.

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#### Q5

Optional Resume:

**Wyatt%20Lin%20Resume.pdf (37.1KB)**

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# Wyatt Lin

## 📁 Employment History

### Real Estate Consultant and Licensed California Real Estate Broker at Stormm Development Group, San Francisco

March 2008 — Present

- Advised clients on real estate investment opportunities, including property acquisition, leasing and management, and commercial loan financing.
- Conducted market research and analysis to identify value-added real estate opportunities.
- Negotiated and closed deals with property owners, landlords, and tenants.
- Led the development of multiple cannabis retail stores, overseeing site selection, design, and construction.
- Partnered with architects, engineers, and local SF government agencies to ensure compliance with zoning and building regulations. Facilitated effective communication between various stakeholders.
- Oversaw the full project lifecycle, from initial concept to final completion. Managed budgets and timelines, ensuring projects were delivered on schedule and within financial parameters.
- Built and maintained strong relationships with local communities, public agencies, and business partners. Skilled in navigating complex regulatory environments and public hearings.
- Financial Analysis: Conducted cost-benefit analyses for real estate investments and identified strategies to maximize ROI while minimizing operational expenses
- Conducted financial/fiscal analysis and prepared grant submissions for various SF social equity grant recipients.

### First Vice-President of Commercial Real Estate at Sterling Bank & Trust, San Francisco

August 2006 — February 2008

- Underwrote and participated commercial real estate loans
- Perform underwriting on commercial real estate and construction loans in Northern and Southern California.
- Maintained and reviewed a portfolio of commercial real estate loans for structural analysis and credit risk rating.
- Developed relationships with a network of Bay Area banks to co-lend on TIC and commercial real estate properties.
- Sold \$20MM of construction real estate loans to smaller banks whereby receiving a 0.25% servicing fee premium.

### Vice-President of Commercial Real Estate at United Commercial Bank, San Francisco

January 2004 — July 2006

- Underwrote and participated commercial real estate loans
- Underwrote over \$100MM real estate loans in Northern & Southern California
- Performed cash flow valuation analysis on real estate properties and middle-market companies for debt service coverage ratios and leverage scenarios (LTV) other key financial ratios (A/R).
- Researched California real estate markets and other small manufacturing outsourcing export companies for critical success factors and key revenue growth drivers.

## Details

San Francisco  
(415) 690-6354  
[wyatt.lin@alumni.upenn.edu](mailto:wyatt.lin@alumni.upenn.edu)

## Skills

- Construction
- Underwriting
- Site Selection
- Financial Statement Analysis
- Real Estate
- Leverage
- Timelines
- Discounted Cash Flow
- Communications
- Sourcing
- Financial Analysis
- Real Estate Investments
- Revenue Growth
- Due Diligence
- Investments
- Loans
- Structural Analysis
- Credit Risk
- Construction Loans
- Management
- Market Research
- Research
- Outsourcing

## **Vice-President of Real Estate Acquisitions at Vista Investments, San Diego**

January 1997 — August 2001

- Responsible for sourcing and executing acquisitions of retail shopping centers and apartment buildings.
- Active in all aspects of investment process including evaluating investment opportunities, conducting due diligence, determining appropriate valuation and capital structure, and preparing internal investment memorandums.
- Acquired \$20MM portfolio of retail shopping centers from a REO division of United National Bank at 40% discount.
- Refinanced \$55MM in multi-family loans from 9.50% to 7.00%, resulting in annual interest savings of \$200K.

## **Financial Analyst (M&A and Real Estate) at Bankers Trust, Los Angeles**

May 1993 — December 1996

Active Member in numerous transactions ranging from \$20MM to \$300MM for retail and industrial properties.

- Worked on leverage buyouts for financial sponsors considering potential acquisitions.

Performed extensive due diligence and financial statement analysis including development of leveraged DCF model analysis, leveraged ratio analysis, and interest coverage ratio analysis.

- Analyzed proposed transactions based on pro forma/ projection modeling, optimal capital structure analysis, comparable mezzanine debt transactions and strategic considerations.
- Conducted demographic research, identified key credit risks and strengths, and drafted internal screening memorandums and capital commitment memorandums for potential transactions.

## **Education**

**Master of Business Administration, University of Southern California, Marshall School of Business, Los Angeles, CA**

**Bachelor of Science, University of Pennsylvania, Wharton School of Business, Philadelphia, PA**

# #23

**COMPLETE**

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**Last Modified:** Friday, March 08, 2024 11:43:26 AM  
**Time Spent:** 00:07:03  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Lucia Salinas Holt

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**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I am a senior living in a mobile home. I have years of working during the elections in Costa Mesa. I have been living in Costa Mesa over 20 years. I want to get involved in helping with problems & making Costa Mesa a better place.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

I am interested in the Mobile Homes projects or finding solutions to problems.

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**Q5**

**Respondent skipped this question**

Optional Resume:

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# #24

**COMPLETE**

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**Last Modified:** Friday, March 08, 2024 1:11:35 PM  
**Time Spent:** 00:07:08  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Debra Lee

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**Q2**

Indicate the name of the Committee you are interested in serving on:

**Animal Services Committee ,  
Mobile Home Park Advisory Committee**

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I wish to help protect my interest and the interest of my neighbors in being treated fairly within our mobile home community.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Keeping the residence, safe and guarding the elderly against theft and fraud.

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**Q5**

**Respondent skipped this question**

Optional Resume:

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# #11

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, February 24, 2024 3:03:20 PM  
**Last Modified:** Saturday, February 24, 2024 3:11:39 PM  
**Time Spent:** 00:08:19  
**IP Address:** [REDACTED]

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Page 1

**Q1**

Full Name:

Laurie Beverage

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**Q2**

**Mobile Home Park Advisory Committee**

Indicate the name of the Committee you are interested in serving on:

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**Q3**

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I have lived in a mobile home park in the past and would like to advocate on behalf of the residents. Based on my prior experience as a former resident and my experience assisting a seasoned real estate agent for the last 12 years I have gained some insight and would hope to bring a fresh perspective to the committee.

---

**Q4**

As a Committee member, what ideas or projects are of interest to you?

Advocating for the rights of the residents and helping to find solutions to the problems specially experienced by mobile home owners.

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**Q5**

**Respondent skipped this question**

Optional Resume:

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# #16

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, March 04, 2024 5:23:16 PM  
**Last Modified:** Monday, March 04, 2024 5:50:43 PM  
**Time Spent:** 00:27:26  
**IP Address:** [REDACTED]

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Page 1

## Q1

Full Name:

Vickie M. Talley

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## Q2

### Mobile Home Park Advisory Committee

Indicate the name of the Committee you are interested in serving on:

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## Q3

Indicate why you wish to serve on this Committee. Provide any experience or qualifications you may possess that you think would be beneficial to this Committee. A resume (optional) may be attached.

I represent the Costa Mesa mobile home community owners and have served as Chair of the Committee and just elected to serve as the Vice Chair of the Committee.

I am respectfully requesting to be reappointed for another term of service on the committee. During my service on the committee I have had an opportunity to share my over 42 years of experience in working with the manufactured housing industry as the Executive Director of the Manufactured Housing Educational Trust. I have been able to bring valuable resources to the committee that have allowed the committee members to focus on improving communication and understanding of issues facing Costa Mesa mobile home parks.

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## Q4

As a Committee member, what ideas or projects are of interest to you?

As a committee member, I have participated in working with the committee and city staff to improve the City's Website so that it provides accurate and complete information on mobile home community living. As Chair and Vice Chair I supported and joined with my fellow committee members in dedicating time at each meeting to provide important education and information on programs such as rental assistance for park residents, the services provided by the California Department of Housing and Community Development, and on regulations that impact mobile home parks. and

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