



CITY OF COSTA MESA

PARKS AND COMMUNITY SERVICES COMMISSION

Agenda

Thursday, June 12, 2025

6:00 PM

**City Council Chambers
77 Fair Drive**

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PARKS AND COMMUNITY SERVICES COMMISSION REGULAR MEETING

JUNE 12, 2025 – 6:00 P.M.

KELLY BROWN
Chair

SHAYANNE WRIGHT
Vice Chair

ELIZABETH DORN PARKER
Commissioner

CRISTIAN GARCIA ARCOS
Commissioner

JAKE HUSEN
Commissioner

JASON KOMALA
Commissioner

BRANDICE LEGER
Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA

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

COMMISSIONER COMMENTS AND SUGGESTIONS

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

CONSENT CALENDAR

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

1. **MINUTES** **25-347**

RECOMMENDATION:

Approval of the minutes of the May 8, 2025, Parks and Community Services Commission meeting.

Attachments: [050825 PACS Draft Minutes](#)

2. **DEPARTMENT REPORT** **25-348**

Attachments: [Department Report - May 2025](#)

MONTHLY REPORTS

1. PARKS AND COMMUNITY SERVICES DIRECTOR'S UPDATE

OLD BUSINESS:

1. **PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES 25-349 WORKSHOP**

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) discuss and develop a framework for the recommendation of future Capital Improvement Program (CIP) park projects.

Attachments: [Agenda Report](#)

[1. Chair Brown Submission](#)

[2. Commissioner Dorn Parker Submission](#)

[3. Vice Chair Wright Submission](#)

NEW BUSINESS:

1. [DONATION OF A MEMORIAL TREE AND PLAQUE AT TANAGER 25-316 PARK](#)

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree and plaque to be installed in Tanager Park in memory of Claudine Rosine Hastings.

Attachments: [Agenda Report](#)

[1. Applicant's Letter](#)

[2. Council Policy 800-4](#)

[3. Proposed Location](#)

2. [APPROVE PROPOSED DESIGN IMPROVEMENTS FOR 25-346 BRENTWOOD PARK](#)

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission approve the conceptual design plan, and other park components for the proposed improvements at Brentwood Park, 265 Brentwood Street, Costa Mesa.

Attachments: [1. Brentwood Park Playground Design](#)

[2. Brentwood Park Playground Proposal](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: Thursday, August 14, 2025.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-347

Meeting Date: 6/12/2025

TITLE:

MINUTES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Approval of the minutes of the May 8, 2025, Parks and Community Services Commission meeting.

MAY 8, 2025
6:00 P.M. – UNOFFICIAL MINUTES

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

PLEDGE OF ALLEGIANCE by Commissioner Leger.

ROLL CALL

☒ = Present ☐ = Absent

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

*Vice Chair Wright attended the meeting via Zoom

**Commissioner Garcia Arcos arrived at 6:05 PM

PUBLIC COMMENTS - None

COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Husen: highlighted the success of the “Songs in the Canyon” concert and strong Earth Day booth turnout, expressing interest in improving future booth visibility. He shared insights from his ride-along with a park ranger, underscoring their critical role in park safety and advocating for additional ranger vehicles and more strategic resource allocation to enhance coverage.

Commissioner Komala: Thanked City staff in organizing Spring Fest, shared his family’s enjoyment of the pirate-themed activities and games, and he appreciated the overall success of the event. He also highlighted the Earth Day event and the memorable opportunity to plant a tree alongside Congressman Min, Senator Choi, Mayor Stevens, and City Council, expressing gratitude for the event’s coordination and fun atmosphere.

Commissioner Leger: reflected on the Earth Day event, noting a lack of signage and materials but emphasized meaningful public engagement and recommended setting up a booth at summer concerts for continued outreach. She also provided updates on Senior Center events, discussed park visits—including challenges at Paularino Park and off-leash dogs.

Vice Chair Wright: Shared her ride-along experience and visited several East Side parks, Lions Park, and the Aquatic Center before departing on a work trip to Japan. She expressed appreciation for the outgoing City Manager, noting her leadership and the respect she held for her. While uncertain of staff sentiment, the commissioner remained hopeful that the City would find a strong successor.

Commissioner Garcia Arcos: Shared his Earth Day experience planting trees in Tucson, AZ, noting how drought-impacted cities make strategic choices in tree care and suggesting similar practices for Costa Mesa. He also promoted the upcoming Love Costa Mesa Day on May 17, emphasizing planned plantings in underused areas to enhance community resources and long-term benefits.

Chair Brown: Expressed gratitude for the Earth Day event and emphasized the value of direct public interaction, suggesting future booths include engaging features like a bubble machine. She shared community feedback on park needs, supported continued outreach at summer concerts, raised concerns about Fairview Park's habitat sensitivity and equity in ride-along experiences, and acknowledged the City Manager's departure with appreciation.

CONSENT CALENDAR

1. Minutes – APRIL 10, 2025 PACS Draft Minutes

2. Department Report – APRIL 2025

Chair Brown pulled the Department Report and Mr. Brian Gruner, Parks and Community Services Director presented Department updates.

Commissioner Garcia Arcos inquired about expanding opportunities to the community gardens.

Commissioner Leger advocated to expand community gardens spaces within the City and spoke about how we can expand on engagement to highlight City resources available for the community.

Commissioner Husen requested more information about the project list and how that ties in with the CIP list.

Public Comment: None.

MOTION: To receive and file Consent Calendar items

MOVED/SECOND: Commissioner Leger / Commissioner Husen.

The motion carried by the following roll call vote:

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

Nays: none

Absent: Commissioner Dorn Parker

Motion Carried: 6 – 0

OLD BUSINESS:

1. PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES WORKSHOP

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

Chair Brown appreciated the ongoing discussion and recognized the importance of the initial conversation from the previous month. She encouraged commissioners to consider new ideas, assess the sufficiency of existing categories, and provide input on both content and formatting to ensure the document effectively supports City Council decision-making.

Public Comment: None.

Commissioner Husen expressed support for the current categories and viewed the framework as a strong first step. He raised the question of how to apply the criteria in future years with varying budget levels and referenced prior suggestions from Vice Chair Wright and Commissioner Dorn Parker regarding the role of budget in planning. He proposed incorporating both short-term and long-term goals to balance immediate fiscal constraints with aspirational priorities, allowing flexibility without limiting vision based on annual funding.

Chair Brown appreciated that the draft was on the agenda and posed key questions about how it would be used moving forward. She asked whether the categories should be prioritized or presented equally and suggested adding narrative descriptions to clarify the meaning behind each value, particularly for equity and access. She emphasized that community-centered planning and equity should be treated as foundational principles rather than separate criteria, noting these values should be integrated across all projects—except perhaps basic maintenance.

Commissioner Komala praised the draft and suggested viewing the framework as a pyramid, with equity, access, and community-centered planning as the base supporting all other values. He emphasized these core principles should guide the evaluation of all other criteria like sustainability and innovation, arguing that without them, a project should not move forward.

Chair Brown agreed and reiterated that community input should be embedded in most projects, distinguishing foundational values from more conditional ones like innovation. She acknowledged the framework was still evolving and called for a clearer introduction to explain its purpose and use. She noted the need to define core values that everything else builds upon and to consider flexibility for maintenance projects.

Commissioner Komala added that, similar to Maslow's Hierarchy of Needs, if the fundamental values like equity and community-centered planning aren't present, it should be a non-starter. He stressed that these foundational elements must be community-led and responsive to varying neighborhood needs.

Leger: I do like doing this like a pyramid, a hierarchy, but I also think that goes back to what you were saying with the rating system.

Vice Chair Wright stated that the draft effectively summarized the Commission's agreed-upon values and praised the organic direction of the discussion. She emphasized the need to shift toward implementation, suggesting a visual framework (e.g., pyramid) and separating short- and long-term priorities based on budget realities. She also recommended assigning focused outcomes to each value for clarity and proposed that commissioners help define these outcomes for practical use in future decision-making.

Chair Brown distinguished between values and priorities, noting that values guide big-picture thinking while priorities guide action. She questioned whether all items in the document were true values or some were priorities (e.g., safety and maintenance).

Brown encouraged openness to continuing the discussion another month and suggested exploring alternative formats or individual contributions, while avoiding unnecessary staff revisions or premature finalization.

Commissioner Leger proposed an email-based approach where commissioners could individually rank or expand on the values and priorities, such as applying a pyramid format. She believed this could help identify areas of agreement or divergence without the pressure of in-person discussion.

Vice Chair Wright agreed with Brown's distinction and stated that while starting with values was helpful, shifting toward a prioritization framework would better support the Commission's advisory role, particularly regarding CIP and park assessments. She proposed defining short-term priorities—like safety, maintenance, optimization, and community-centered planning—versus long-term priorities tied to expansion and equity. She emphasized incorporating community engagement and resource optimization into current projects and aligning long-term decisions with sustainability, equity, and funding opportunities.

Chair Brown emphasized the importance of separating values from priorities, noting that values guide her decision-making process and influence what gets prioritized. She raised concerns about equity in park access and asked how commissioners could remain actively involved in shaping the framework rather than relying solely on staff. Brown later supported the creation of a subcommittee, stating it would allow a smaller group to incorporate commissioner, staff, and public feedback without excluding broader input. She ultimately made a motion for commissioners to submit comments over the next few weeks and to include interest in joining a subcommittee, which would be formally proposed at the next meeting.

Commissioner Garcia Arcos suggested applying the core values to existing programs, like the mobile recreation unit, to assess their real-world application. She highlighted a missed outreach opportunity in Shalimar and stressed the importance of incorporating community input. She also advocated for using safety and maintenance as educational tools and requested a future definition of "community forestry." Arcos supported forming a subcommittee to reduce individual workload, provided it allows equitable input from all commissioners.

Vice Chair Wright proposed that each commissioner independently draft a version of the framework—including visuals or practical examples—to present at the next meeting. She believed this approach would reduce staff workload and encourage diverse perspectives in a structured, public setting.

Commissioner Leger was hesitant about both the individual assignment and subcommittee ideas. She preferred a method like an email survey to allow broader commissioner input before finalizing the document and expressed concern that a subcommittee could limit participation and create bias.

Commissioner Komala recommended forming a subcommittee instead of assigning individual drafts. He believes a small group could collaboratively align on a direction and produce a polished product, especially with someone skilled in design tools.

Commissioner Husen expressed uncertainty about creating visual frameworks and shared that he might struggle with individual drafting due to limited creativity. He did not take a firm position but wanted to voice his concern about the assignment-based approach.

Chair Brown clarified that the topic's origin could justify forming a subcommittee and sought staff input on how best to proceed. She reiterated that the process should avoid excluding anyone and encouraged staff-collected input before subcommittee formation.

Commissioner Leger inquired about ad hoc size permitted.

These exchanges culminated in Chair Brown's motion: commissioners would send their feedback to staff within a few weeks, indicate if they wished to join a subcommittee, and revisit the topic next month with a recommendation to form a subcommittee to develop the next draft over the summer.

MOTION: To receive and file Consent Calendar items

MOVED/SECOND: Chair Brown / Commissioner Leger.

The motion carried by the following roll call vote:

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

Nays: none

Absent: Commissioner Dorn Parker

Motion Carried: 6 – 0

NEW BUSINESS:

1. DONATION OF A MEMORIAL TREE, BENCH AND PLAQUE AT TEWINKLE PARK

Mr. Rober Ryan, Public Works Maintenance Manager presented.

Public Comment:

Family member: Expressed heartfelt appreciation for the Commission's efforts in maintaining Costa Mesa parks, sharing how much their daughter enjoys daily visits to TeWinkle Park and specifically the Lower Fill Pond area. They supported the idea of adding a bench to that location and thanked the Commission for their dedication.

Commissioner Leger asked whether city staff conducts background checks or online research on individuals before approving memorial bench or tree dedications, clarifying that the question was general and not related to the current request.

MOTION: To approve the tree, bench and plaque at TeWinkle Park.

MOVED/SECOND: Commissioner Komala / Commissioner Leger

The motion carried by the following roll call vote:

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

Nays: none

Absent: Commissioner Dorn Parker

Motion Carried: 6 – 0

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS

Mr. Gruner provided a follow-up regarding Earth Day, acknowledging it was the first event with active commission participation and committing to improvements for future events, especially during the summer. He also noted that staff would follow up on the ride-along program.

Commissioner Husen asked whether there is a limit to how many memorial benches can be placed in parks and whether memorial plaques have a set timeframe or expiration, expressing concern about long-term park space usage

ADJOURNMENT by Chair Brown at 7:42 PM.

DRAFT



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-348

Meeting Date: 6/12/2025



PARKS & COMMUNITY SERVICES COMMISSION REPORT

MEETING DATE: June 12, 2025

ITEM NUMBER: CC 2

SUBJECT: DEPARTMENT REPORT – MAY 2025

DATE: JUNE 5, 2025

FROM: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR

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

❖ **Adaptive Programming**

- Access Costa Mesa's 2025 All-Abilities Resource Fair took place on Saturday May 3 from 10am-12pm at the Costa Mesa Senior Center. Community Agency vendors included Regional Center of Orange County, Coastline College, No Limits Creative Arts, Mental Health Association of Orange County, and others. Costa Mesa Fire & Rescue also brought a fire engine out for attendees to visit and interact with. Costa Mesa businesses Better Buzz Coffee, Panificadora Bakery, A&R Roofing, and La Espiga de Oro Bakery, provided in-kind donations of coffee and pastries for our attendees and vendors to enjoy.

❖ **Adult Sports**

• **Adult Sports**

- Softball League – Operated by Major League Softball
 - Winter 2025 began February 3 – April 18
- Senior Softball League – Operated by City Staff
 - Spring began February 1- August 3

Adult Basketball League - Operated by City Staff				
Season YYYY	Duration	Mon. Teams	Wed. Teams	Participant Total
Winter 2025	Feb. 4 – April 14	8	7	173

• **Fields**

Field Usage	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
# of Organizations	51	51	52	52	52	53	54	54
Hours	45,604	30,672	15,566	9,761	21,216	31,072	42,384	50,660

❖ **Community Gardens**

Garden Location	Parcel Quantity	Parcels Rented	Waitlisted
Del Mar	57	57	149
Hamilton	42	42	52

❖ Contract Classes

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
Youth & Adult Totals:	381	282	199	337	290	320	349	293

- New classes for March: Spring Break Rollerskating & Skateboarding Camp

❖ Costa Mesa Senior Center

- The May 2025 monthly newsletter was mailed to 4,616 members. This is an increase of 80 members since April 2025.
- On May 6, the Senior Center's Veterans Group welcomed Howard Medina, a U.S. Army veteran with over 20 years of active-duty service and the Post Commander of the local chapter of the Jewish War Veterans of the U.S.A. Medina delivered an engaging presentation on his military experience, the organization's rich history as well as the vital role Jewish Americans have played in the military. The session sparked thoughtful discussion and strengthened bonds among attendees. To sweeten the experience, members took home delicious Girl Scout Cookies, generously donated by the Huntington Beach Elks Lodge.
- On May 8, the Senior Center held its annual Mother's Day Luncheon, celebrating the incredible women who fill our community with love, strength, and wisdom. The Fairy theme event brought together residents, families, and staff for an afternoon filled with joy, laughter, and heartfelt moments. Guests enjoyed a catered lunch from Pizza D'Oro, entertainment by violinist Brooksley Bishop, and a photo booth provided by Fun Photos.

Senior Programs	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Meals on Wheels OC - Meals	1,268	1,384	1,234	1,250	1,297	1,332	1,286	1,213
Meals on Wheels OC - Seniors	1,154	1,291	1,169	1,235	1,130	1,332	1,158	1,255
Second Harvest Grocery Boxes	379	420	208	395	367	420	420	334
Wellness Calls	1,790	1,903	1,769	2,179	1,868	1,788	1,684	2,088
Transportation Program Trips	1,829	2,252	2,082	2,101	2,149	2,380	2,300	2,565

❖ Downtown Aquatic Center

Aquatics Programs	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Drop-In Participants	141	124	87	87	98	125	134	168
Total Drop-In Visits	534	482	326	322	363	500	553	592
Instructional Class Participants	238	9	0	6	5	60	233	258
Instructional Class Attendance	502	78	0	27	31	326	842	1,305

- Of the 258 instructional class participants, 48 participants were part of the new Swim Safe Initiative, providing free swimming and water safety lessons to Costa Mesa youth:

Participants	Program
9	SOY Swim
48	NMUSD After-School Swim & Water Safety

- The City of Costa Mesa's Parks and Community Services Department is excited to partner with the Newport-Mesa Unified School District to introduce a new opportunity for students at College Park Elementary School this spring. This program is being piloted as part of the Aquatics Program's new Swim Safe Initiative, in collaboration with NMUSD's Expanded Learning Program. It will provide free after-school swimming and water safety lessons for students in grades 2 through 6.
- On May 17th, we hosted the first-ever Safe Splash Bash event from 2:00-4:00 p.m. This free, family-friendly water safety event allowed participants of all ages to learn about water safety, practice hands-only CPR, and participate in interactive demos to make strides towards a water-smart Costa Mesa.

Participants	Program
43	Safe Splash Bash

❖ **Downtown Recreation Center**

	May	
Gym Programs	Participants	Total Visits
Pickleball	133	703
Youth Open Gym	45	140
Basketball	48	119
Volleyball	144	274

❖ **Facility Rentals**

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Number of Rentals	42	30	32	34	35	54	39	50

❖ **Fairview Park**

- The City hosts monthly 2nd Saturday restoration events in partnership with Fairview Park Alliance, and 3rd Saturday Restoration days in partnership with Coastal Corridor Alliance. The next second Saturday restoration day is scheduled for June 14, and the next third Saturday restoration day is scheduled for June 21.
- The Fairview Park section has initiated a new Fairview Park restoration volunteering opportunity on alternating Fridays. The City currently has openings for a limited number of committed long-term volunteers.
- The City has created a new landing page for Fairview Park Activities and Volunteer Opportunities, which includes information on all restoration volunteer opportunities: [Activities and Volunteer Opportunities | City of Costa Mesa](#)

❖ Permits

May - Park Rental Permits			
Park Location	Permits Issued		Park Location
Del Mesa	7		Smallwood
Estancia	7		Tanager
Heller	6		TeWinkle
Jordan	2		Vista
Shiffer	5		Wakeham

Film Permits	
	May
Permits Issued in May	4
Permits at City Facilities	1
Permits at Private Commercial Property	3
Pending Permits on TESSA	0
Total Permits Issued for 2025	20

Special Event Permits	
	May
Permits Issued in May	8
Permits at City Facilities	4
Permits at Private Commercial Property	4
Pending Permits on TESSA	9
Total Permits Issued for 2025	26

❖ Youth Programs

• L.E.A.P. Program

- August 19, 2024 – May 23, 2025
- Held at Balearic Community Center in 2 classrooms of 22
- Operates Monday – Friday for all ages

Age (Days)	Capacity	May
3-5 year old	40	38

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

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

School Site	May
Adams	31
California	122
College Park	68
Davis	190
Killybrooke	62
Paularino	33
Sonora	50
Victoria	31
Whittier	41

- **Mobile Recreation**

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

Day of the Week	Location	May
Monday	Shalimar Park	9
Tuesday	Shalimar Park	10
Wednesday	Shalimar Park	10
Thursday	Shalimar Park	6
Weekends	City Events	150*

*Love Costa Mesa Day

- **Youth Sports**

- **BeFIT Volleyball**

- Free clinic-based instruction at the Downtown Recreation Center Gym
- Season: March 25 – May 24, 2025

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

- **Teen Program**

- Free afterschool care for 7th - 12th grades from August 19, 2024 – June 5, 2025
- Teen Centers at TeWinkle Middle School and Downtown Recreation Center (DRC)
- Offers shuttle transportation from Ensign Inter./Newport Harbor High School to the DRC Teen Center and Save Our Youth (SOY)

Program Location	May
Downtown Recreation Center (DRC)	166
TeWinkle Middle School	206
Excursions	19
Shuttle Service	May
Downtown Recreation Center (DRC)	186
Save Our Youth (SOY)	75

Upcoming Events	Dates	Location
Community Health Resource Fair	June 7, 2025	Lions Park
Movie in the Park Sonic 3 The Hedgehog	June 14, 2025	Shiffer Park
Independence Day Celebration Lunch	June 26, 2025	Costa Mesa Senior Center



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-349

Meeting Date: 6/12/2025

TITLE:

PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES WORKSHOP

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) discuss and develop a framework for the recommendation of future Capital Improvement Program (CIP) park projects.



Agenda Report

Parks and Community Services Commission

File #: 25-349

Meeting Date: 6/3/2025

TITLE: PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES WORKSHOP

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES

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

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) discuss and develop a framework for the recommendation of future Capital Improvement Program (CIP) park projects.

BACKGROUND:

In previous years, PACS received updates on CIP projects in a quasi-pre-approved format, with limited opportunity to contribute to the development of Parks and Community Services Commission CIP initiatives. As a result, City Council would often adopt proposed CIP projects without receiving substantial input or recommendations from PACS.

In response, staff presented at the April 10, 2025, meeting a workshop to define core principles and values that would guide the process in developing recommendations for future CIP projects in a philosophical framework. In the beginning of the process, staff recommended the commission discuss and identify core principles and values which included questions such as, what principles and values drive the commission's decision-making.

During the May 8, 2025, Parks and Community Services Commission meeting, the Commission discussed various approaches for establishing the framework, including the use of charts, pyramids, descriptive narratives, and other formats. Following this discussion, Commissioners were invited to submit any alternative perspectives or comments on the proposed core principles and values to staff for preparation.

ANALYSIS:

To support the Commission's ongoing efforts to establish a clear and consistent framework for evaluating Capital Improvement Projects (CIP), staff is providing reference materials, including examples from other City programs and submissions from individual Commissioners. The Commissioners submittals are included as Attachments 1 through 3. These resources are intended to inform and guide the development of a unified evaluation framework.

In response to this effort, the Commission is requesting the formation of an Ad Hoc Committee tasked with developing and refining a framework that reflects the Commission's shared vision and values. The committee would play a key role in synthesizing input from Commissioners, identifying core evaluation criteria, and proposing a practical structure to support future CIP recommendations.

Forming an Ad-Hoc committee, consisting of no more than three Commissioners, would allow for focused, collaborative discussions and drafting, while remaining in compliance with the Brown Act due to its limited scope and temporary nature. If an Ad-Hoc committee is formed, it is proposed for the committee to report back to the full Commission at the August 14, 2025 meeting.

FISCAL REVIEW

There is no fiscal review at this time.

LEGAL REVIEW

There is no legal review required since this item is administrative in nature.

CONCLUSION:

Staff recommends the Parks and Community Services Commission (PACS) discuss and develop a framework for the recommendation of future Capital Improvement Program (CIP) park projects.

Kelly Anne Brown
Chair, PACS Commission

Overall considerations

Language

I think it's important to be specific about how we're thinking about values versus principles or priorities, and want to make sure that whatever we create for City Council acknowledges that these aspects are not interchangeable.

For me, when we talk about "values," we're talking about those aspects of the park priorities, for example, that are the most important. Drawing upon some standard dictionary definitions of "values," our PACS values should be as "permanent" and "central" as anything can be for a body composed of appointed residents. They should represent broad consensus if possible, and if not, a clear majority of PACS members. Our values should not be open to change based upon the city's financial situation, for example. They are the foundation or bedrock of our decision making. They stay as constant as possible.

Priorities, however, change according to the situation—which could be financial or related to new opportunities unforeseen in earlier situations, etc. Priorities should always be guided by the Commission's values, but may fluctuate according to a variety of factors and needs (unlike values, which stay constant).

Multiple languages

I'd really love for a document like this to be translated into Spanish as early as possible into the process, so that residents who don't read English can participate in any feedback sessions that we may organize. Is there another language that's widely spoken in Costa Mesa other than English and Spanish?

Organization of document

Need for an introduction. The document needs an introduction of some kind. This introduction might speak briefly to how the document came about (brief background on process), and could also provide a bit of context for how to provide feedback (for earlier stages of the document). I do think it's important for the document to be clear as to why it exists, and this could use some attention from PACS.

Ordering. I'd encourage us to think carefully about how we order the various categories in the document. What's the logic of our ordering system? That should be clear.

Need for narrative descriptions. I think that when discussing the higher level concerns of values or priorities, we should try to give concise but descriptive narratives as a part of the document. For example, categories of priorities like sustainability or innovation should have these 3-5 sentence descriptions as part of the document, so that most anyone from the community could pick up the document and have a decent sense of what we're discussing, and why. These

descriptions serve almost like headings, and help provide context for the priorities.

Specific Edits

Values. I would argue that from our conversations, there is broad consensus that “community-centered planning” (this term might need some revision) is a core value for PACS, and should be listed as such. Is there consensus around “equity and access” as a core value as well? I’m not sure, though it has risen to the top of our discussions. If it’s not a core value, I’d argue that it represents a critical priority. We may need a discussion around this.

Listing of projects. Is there a way to make our ultimate document even more tangible as a tool for decision makers? What will the document ultimately look like? Is it part cover sheet (discussion of values and priorities) and part checklist (how to think about making the decisions)? For real-time decisions, I’d urge us to consider how this document will be attached to specific recommendations for CIP projects, for example. And in these rough budgetary times, annotating or referencing projects in this way might be both expedient and a helpful way to explain why we’re making the recommendations we’re making (for the upcoming CIP).

Community-Centered Planning. I’d like to see this value built out in some innovative ways so that it acts as something that we can also aspire to, as a city.



Agenda Report

Parks and Community Services Commission

File #: 25-296

Meeting Date: 5/8/2025

TITLE: PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES WORKSHOP

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES

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

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) review, discuss, and approve core principles and values along with key criteria for the development and recommendation of future Capital Improvement Program (CIP) park projects (Attachment 1).

BACKGROUND:

In previous years, PACS received updates on CIP projects in a quasi-pre-approved format, with limited opportunity to contribute to the development of Parks and Community Services Commission CIP initiatives. As a result, City Council would often adopt proposed CIP projects without receiving substantial input or recommendations from PACS.

In response, staff presented at the April 10, 2025, meeting a workshop to define core principles and values that would guide the process in developing recommendations for future CIP projects in a philosophical framework. In the beginning of the process, staff recommended the commission discuss and identify core principles and values which included questions such as, what principles and values drive the commission's decision-making.

ANALYSIS:

The next step of this process is to finalize the principles and values and to identify key criteria for each. This could include cost-effectiveness, environmental impact, public demand, or long-term benefits.

Staff defined a comprehensive list of principles and values based on the commissioner's discussion at the April 10, 2025, meeting. In addition, staff identified some preliminary key defining criteria for each value and principle. Once finalized staff will develop a rubric and worksheet for prioritization based on these decided elements.

FISCAL REVIEW

There is no fiscal review at this time.

LEGAL REVIEW

There is no legal review required since this item is administrative in nature.

CONCLUSION:

Staff recommends the Parks and Community Services Commission (PACS) review, discuss, and approve core principles and values along with key criteria for the development and recommendation of future Capital Improvement Program (CIP) park projects.

Key Criteria for Park Capital Improvements

Equity & Access

I would add: including those parts of the city defined as 'underparked' (i.e. those sections that rely on non-city facilities for open space)

- Serves underserved or marginalized communities.
- Improves ADA accessibility and reduces disparities.
- Reflects actual community needs beyond vocal input.

We need to address the lack of bathrooms around parks and open space plans, for example Long Beach has solutions that are working well

Sustainability

- Uses native plants and climate-resilient infrastructure.
- Includes solar, stormwater, and water-saving elements.
- Promotes long-term environmental health.

I would update this to include plantings reflecting changing climate, as now 'native' plants may not survive the state of climate change nor be safe -I want more flexibility in this statement

Community-Centered Planning

- Incorporates broad, inclusive public engagement.
- Engages youth and multilingual populations.
- Built upon feedback from events, surveys, or local partners.

Safety & Maintenance

- Improves safety features like lighting and signage.
- Considers long-term maintenance and durability.
- Addresses current safety concerns in the park.

Also add in additional needs of health of users: including water stations and shade that meets safety, health, and maintenance

Innovation & Optimization

- Provides multi-use, cross-functional solutions.
- Includes innovative design or technology.
- Leverages partnerships or shared spaces.

Economic and Social Benefit

- Enhances local economic vitality and property values.
- Serves renters, seniors, and lower-income groups.
- Creates inclusive and welcoming community spaces.

Overall: I agree with these 6 core values, I see this as a identified priority as we evaluate the CIP's priorities and projects that come before us from staff - for example: if our priority is are these 6 values, as each project is proposed how does it 'score' on each of these core values - I do see this as evolving depending on the project presented

PARKS COMMISSION – VALUES & PRIORITIES

By Shayanne Wright

VALUES (in order of priority for myself)**1. Safety**

At a bare minimum, our parks and programs must be safe. We have a fundamental responsibility to protect the health and well-being of our community members. This is the baseline from which everything else builds.

2. Maintenance & Optimization

Many of our existing facilities and programs are underutilized or in need of attention. In times of limited funding, we can still make meaningful improvements by maintaining and optimizing what we already have: increasing access, visibility, and usefulness.

3. Community-Centered

The feedback, needs, and ideas of the community should be at the heart of every decision we make. We serve the public, and often, their solutions are simpler and more effective than we expect.

4. Equity

To me, equity means ensuring equal access to parks and city programming regardless of income, location, or physical ability. That includes affordability, ADA compliance, and ensuring every neighborhood can reach a park safely.

5. Sustainability

We must protect our natural and open spaces especially unique areas like Fairview Park. But sustainability also means smart, long-term choices: using drought-tolerant landscaping, preserving water, installing LED lighting, and designing parks that serve future generations.

6. Innovation

Let's reimagine what parks can be — spaces that serve all ages and purposes. Whether it's dog parks, public gardens, youth skate spots, shaded gathering areas, or spaces that support food, art, or active transportation.

HOW I PRIORITIZE THESE VALUES

I believe in balancing **practical responsibility** with **community-driven vision**. Using a “hierarchy of needs” model helps clarify how we make decisions when values are in tension:

1. **Start with Safety**
Reducing liability and protecting public safety must always come first.
 2. **Then, Maximize What We Already Have**
Whether we have a budget surplus or nothing at all, we can always improve how we use our existing parks and programs. Optimization is key to stewardship.
 3. **Always Center the Community**
Even as we prioritize safety and responsible use of resources, we must always reflect the will of the community. Listening to residents ensures our values translate into what people actually need.
-

HOW THIS SHOWS UP IN REAL LIFE

Here are some scenarios that illustrate the tension between values and decision-making:

Scenario 1: Off-Leash Dogs at a Community Park

Some residents want a dedicated dog run; others want stricter enforcement of leash laws. We have the budget for only one.

Tension: Community-centered values are in conflict. How do we weigh safety, equity of use, and community input?

Scenario 2: Events & Environmental Use at Fairview Park

Model airplane flying and summer concerts are beloved by many, but environmental groups argue Fairview Park should remain untouched.

Tension: Sustainability vs. community enjoyment and historical use. How do we balance preservation with active use?

Scenario 3: Budget Surplus Allocation

In the event of a budget surplus, we are offered 3 options:

1. Revamp a park in an underserved neighborhood
2. Replace unsafe playground equipment
3. Fix up a revenue-generating sports complex.
4. All options have equally strong community support.

Tension: Safety vs. equity vs. financial sustainability. Which value guides the final choice?

IN CONCLUSION

For me, the most important part of this values exercise is applying it **practically**. These aren't just big ideas — they're tools to guide the hard decisions we face as Parks Commissioners.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-316

Meeting Date: 6/12/2025

TITLE:

DONATION OF A MEMORIAL TREE AND PLAQUE AT TANAGER PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES DIVISION

PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER

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

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree and plaque to be installed in Tanager Park in memory of Claudine Rosine Hastings.

BACKGROUND:

The City is in receipt of a letter from Natalie Hill, requesting permission from this Commission to donate a memorial tree and plaque in memory of her mother, Claudine Rosine Hastings (Attachment 1).

Mr. and Mrs. Hastings have been longtime residents of Costa Mesa, having lived in their home for 53 years. They had three children who attended Estancia High School and Orange Coast College. Claudine was a dedicated educator, teaching French at Golden West College for over 25 years, as well as at the Orange County Lingual Institute.

She was an active member at Alliance Française de la Riviera Californienne and at Orange County Accueil (OCA). She was very passionate about teaching French and led many French activities throughout California.

Claudine had many passions; her passion for the Arts brought her to be very active at the Segerstrom Hall in Costa Mesa and the Orange County Museum of Art. She loved her garden and the outdoors. Tanager Park held special significance for her and her family, serving as the setting for many family traditions and a place she walked regularly. It is a fitting location to commemorate her life and legacy.

ANALYSIS:

The request meets the requirements set forth by City Council Policy 800-4 (Attachment 2). Staff has reviewed the proposed location in Tanager Park and determined a suitable location for the memorial tree and plaque (Attachment 3). Staff will work with the donor to schedule the installation.

ALTERNATIVES:

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

FISCAL REVIEW:

Upon approval by this Commission, the installation of the tree and plaque will have minimal fiscal impact on the City, as the donor will incur the cost of the items.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree and plaque to be installed in Tanager Park in memory of Claudine Rosine Hastings.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

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She was an active member at Alliance Française de la Riviera Californienne and at Orange County Accueil (OCA). She was very passionate about teaching French and led many French activities throughout California.

Claudine had many passions; her passion for the Arts brought her to be very active at the Segerstrom Hall in Costa Mesa and the Orange County Museum of Art. She loved her garden and the outdoors. Tanager Park held special significance for her and her family, serving as the setting for many family traditions and a place she walked regularly. It is a fitting location to commemorate her life and legacy.

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No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree and plaque to be installed in Tanager Park in memory of Claudine Rosine Hastings.

City of Costa Mesa
Public Service Department
77 Fair Drive
P.O. Box 1200
Costa Mesa, CA 926262

April 7, 2025

Dear Valente Martinez,

Our beloved Mother, Claudine Rosine Hastings passed away February 12, 2025 in her home at [REDACTED] in Costa Mesa. Our parents lived in our home for over 58 years. Our parents loved Costa Mesa and were active community residents.

Jim and Claudine had three children that all attended Estancia High School and Orange Coast College. Claudine taught French at Golden West college for over 25 years. Claudine also taught at The Orange County Lingual Institute. She was very passionate teaching French.

She was an active member at Alliance Française de la Riviera Californienne as well at Orange County Accueil (OCA). She led many French activities throughout California. Her passion for the Arts brought her to being very active at the Segerstrom Hall Costa Mesa as well as Orange County Museum of Art.

Claudine had many passions. She loved her garden and would love to go to Home Depot or Armstrongs and select her plants and would have neighbors' comment on what a beautiful garden she had. She loved the outdoors and we would walk regularly at the park where we would like to plant a tree in her honor, at Tanager Park, located on 1780 Hummingbird Dr. in Costa Mesa. Tanager Park has been a place that our family has had many traditions: high school basketball games, fun Easter Day's at Tanager Park with the kids and our weekly walks at the park. We would love to have a tree planted in her honor at Tanager Park in Costa Mesa with a plaque.

Sincerely,

Natalie Hill
Daughter of Claudine Hastings

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	1 of 5

BACKGROUND

The City of Costa Mesa has, over a period of many years, received donations of time, money, materials, and park furniture/equipment, as well as requests for the placement of memorial plaques at City parks and public facilities. No formal process has existed for the acceptance of same, which has led to a disjointed, confusing practice. Due to the lack of a consistently applied policy, there are few records available to substantiate the basis upon which donations and/or the placement of memorial plaques were accepted.

PURPOSE

The purpose of this policy is to establish a consistent procedure for the acceptance and recognition of donations to City parks and public facilities and requests for memorial plaques and Circle of Service recognition.

POLICY

It is the policy of the City of Costa Mesa to encourage donations by individuals, civic groups, and businesses for the purpose of improving City parks and public facilities. Such donations, including the placement of memorial plaques and volunteer efforts for clean-up projects, shall be accomplished in a consistent fashion in accordance with this policy. Any donation of equipment, park furniture, or plantings that include a request for a donor or memorial plaque shall be submitted to the Parks and Recreation Commission for consideration or approval before installation. The exception to this is sponsorships and donations to the K-9 Cleanup program for dog dispensers and bags. Donations and sponsorships to the K-9 Cleanup program can be made to the K-9 Cleanup account through the Costa Mesa Community Foundation. Circle of Service nominations will be reviewed by the Parks and Recreation Commission and approved by the City Council. Financial donations or payments for donated items can be made to the City of Costa Mesa or the Costa Mesa Community Foundation. The Foundation Chair will acknowledge the donation in writing for those donations received by the Costa Mesa Community Foundation.

PROCEDURES AND GUIDELINES**TREE DONATIONS AND THE PLACEMENT OF DONOR OR MEMORIAL PLAQUES**

1. All donations of trees or other planting shall be in accordance with the Parks and Open Space Master Plan and/or comply with the approved park-planting palette. Donated trees shall be a minimum 15-gallon size.

CITY OF COSTA MESA, CALIFORNIA

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

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	2 of 5

2. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Memorial plaques for pets are not allowed within City Parks. However, trees and/or park furniture may be donated in memory of a pet without a plaque.
3. Donor and memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. All plaques shall have standard wording to include "Donated By", "In Memory Of" or "In Honor Of". Donors are responsible for the acquisition and cost of the plaque. The City will incur the cost of installation.
4. All donor and memorial plaques for tree donations shall be located in areas specifically designated for this purpose at each park. In the event an area has not been designated for this purpose, plaques may be installed on concrete pads at the base of donated trees. Plaques will be installed flush with the ground for ease of maintenance and liability purposes.

ADOPT-A-BENCH PROGRAM AND DONATION OF PARK FURNITURE

1. Donated park benches or picnic tables shall be of the type specified in the approved Streetscape and Median Development Standards.
2. The donated park benches or picnic tables will be used to replace old benches and picnic tables at existing locations or placed at new locations that are already Americans with Disabilities Act (ADA) accessible. The Maintenance Services Manager will give the donor the choice of existing locations with approval of the ultimate location by the Maintenance Services Manager.
3. Donor is responsible for the cost of the bench or picnic table. Upon receipt of payment, City staff will acquire the furniture and install it.
4. Donor or Memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. Plaques will be imbedded flush in the concrete pad near the park bench and/or picnic table and are not allowed to be attached to the bench. All plaques shall have standard wording to include, "Donated By", "In Memory Of", or "In Honor Of".

CITY OF COSTA MESA, CALIFORNIA

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

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	3 of 5

ADOPT-A-PARK PROGRAM

1. The Adopt-A-Park Program is open to interested individuals, businesses, or groups for the clean up and beautification of the City's parks. Adopt-A-Park events are limited to half or one-half day events for litter pick-up, painting and planting projects.
2. The participating individual or group is responsible for providing gloves and tools, such as paintbrushes, trowels, shovels, etc.
3. The City will provide paint, planting materials, trash bags, the removal of filled trash bags, and a staff person for supervision at the event.
4. All participants will be required to complete and sign a Registration and Waiver and Release of Liability form as provided in the application package. Applications are subject to review by the Maintenance Services Manager and approval by the Public Services Director.

CIRCLE OF SERVICE

1. The Circle of Service has been established in Lions Park to commemorate citizens who have provided significant service to the City; made an extraordinary contribution to the City; or contributed to the history of Costa Mesa.
2. The nominee must have been deceased a minimum of one (1) year prior to being nominated and considered by the Parks and Recreation Commission.
3. The nominee must have been a resident of Costa Mesa for a minimum of ten (10) years.
4. The nominee must have been involved in community service for a minimum of seven (7) consecutive years or have given their life in the service of the nation or community.
5. The application shall be completed by a family member, a member of the community, a member of a non-profit organization, or someone from the business community. If service to an organization is identified, corresponding written support from the organization served by the applicant is required.
6. The applicant is responsible for the cost of the plaque and payment must be submitted with the application.

CITY OF COSTA MESA, CALIFORNIA

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

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	4 of 5

7. Circle of Service plaques shall be circular, bronze and be twelve (12) inches in diameter. All plaques shall have standard wording to include "In Memory Of" or "In Honor Of".
8. Plaques shall be installed at Lions Park for candidates approved by City Council once a year in July.

PROCEDURE TO NOMINATE CIRCLE OF SERVICE HONOREES

1. Application forms are available at the Recreation Division Counter. Submit the completed application to the Recreation Division, City Hall, 3rd Floor for review by the Parks and Recreation Commission. The Commission will make a recommendation to the City Council to deny or approve an application. Commission meetings are held on the fourth Wednesday of the month. Agenda items require three weeks to prepare and mail for each meeting. Therefore, information must be received during the first week of the month in order to be placed on the agenda for that month.
2. If the City Council approves the request, the plaque will be purchased by the requesting party and installed by City staff. Staff will also arrange for a dedication ceremony for Circle of Service inductees and notification of all interested parties.
3. The City assumes no liability for the replacement or repair of plaques, but will assume responsibility for normal maintenance.

K-9 CLEANUP PROGRAM

Sponsorships

1. Sponsorship information for dog dispensers and bags and application forms are available in the City Manager's Office. Submit the completed forms to the City Manager's Office, along with the sponsorship donation, made payable to the Costa Mesa Community Foundation. Sponsorship tiered funding amounts shall be adjusted, as necessary, by the Community Foundation. The Public Services staff will purchase the dispenser and bags, create the sponsorship sign, and assign the location of the dispenser. The applicant will be advised of the location of the dispenser.
2. The City assumes no liability for the replacement or repair of the sponsorship sign, but will assume responsibility for normal maintenance.

CITY OF COSTA MESA, CALIFORNIA

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

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES AND CIRCLE OF SERVICE RECOGNITION	800-4	6/17/02 12/5/02 7/13/04 6/21/05 REV. 12/1/09	5 of 5

Donations

Donations to the K-9 Cleanup program shall be submitted to the Costa Mesa Community Foundation. The donations may also be submitted at the Finance Department counter. Each donation shall be placed in the K-9 Cleanup account for future use to offset costs for bags, dispensers, costs for stocking dispensers, and/or repairs.

PROCEDURE TO ACCEPT FINANCIAL DONATIONS

1. Any donation of a strictly financial nature shall be submitted to the City Council or the Costa Mesa Community Foundation. The donation shall be placed in a special account for future use.
2. Donors may specify that the money be used for a specific project or for purchase of a specific item.
3. If the donor does not identify the donation for a specific project, it shall be used as deemed appropriate by the City Council or the Foundation Board.
4. The Foundation Chair shall acknowledge all donations to the Foundation in writing.

Tanager Park Memorial Tree and Plaque Donation

Proposed Location ●





CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 25-346

Meeting Date: 6/12/2025

TITLE:

APPROVE PROPOSED DESIGN IMPROVEMENTS FOR BRENTWOOD PARK

DEPARTMENT: PUBLIC WORKS DEPARTMENT/MAINTENANCE SERVICES
DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

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

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission approve the conceptual design plan, and other park components for the proposed improvements at Brentwood Park, 265 Brentwood Street, Costa Mesa.

BACKGROUND:

Brentwood Park, originally constructed in 1978 as a 1.5-acre park, was expanded to 2.6 acres after the City acquired the additional space following the closing of Park Private Day School in 2007. The playground equipment currently in use was installed in 1995, making it one of the longest serving playgrounds in the City. Although the playground equipment and rubberized surface remain safe for use, the playground has become outdated and unsightly due to its age, with significant fading and deterioration of metal components and paint.

The park presently features a single playground structure intended for children aged 5-12, a sand volleyball court, a reservable picnic shelter, lighting and a large turf area. Brentwood Park is an integral part of the community in serving the nearby residents with recreational amenities. The proposed improvements will enhance the playground equipment, add swings, improve lighting, and provide seating options to support the playground.

The replacement of the playground equipment was added by City Council in Fiscal Year 2021-22 as a Capital Improvement Project. In April of 2025, staff was made aware of a potential grant opportunity offered through a partnership between GameTime/Great Western Recreation, a playground equipment design and manufacturing company and California Park and Recreation Society (CPRS). The grant would fund half of the cost for qualifying equipment included in the design.

ANALYSIS:

GameTime/Great Western Recreation provided a qualifying conceptual design based on feedback

obtained directly from staff, Brentwood Park community group as well as through the review of public comments from several Council and PACS Commission meetings held on the matter (Attachment 1). A survey provided by the community group as well as comments from the public at regularly scheduled Council and Commission meetings prioritized the need for separate, age-appropriate play areas for children aged 2-5 years and 5-12 years, slides and a rock-climbing wall. The survey highlighted additional facility needs such as shade, benches, pathways and picnic tables.

In order to obtain additional community feedback, a City-sponsored online opinion survey was commissioned over the last two weeks to obtain further input. Signs were posted at Brentwood Park to notify the community of the survey. Notices of the on-line survey and scheduled Commission meeting and design presentation were canvased out to neighboring residents of the park.

In addition, staff conducted three separate pop-up community feedback events at Brentwood Park. The events were held on June 3rd, 4th and 5th at varied times to capture a diverse range of park user feedback. The events were promoted through social media and courtesy emails were emailed to the distribution list gathered from the survey responses.

The proposed design includes the amenities most requested by the community and offers a large variety of play and interactive equipment that fits within the existing footprint of the current playground area and sand volleyball courts. It also provides a significant amount of shade covering over the equipment, which is extremely desirable to keep the play equipment cool to the touch during hot, summer months.

The total cost of the play equipment as currently proposed in the conceptual layout is \$314,398.78 (Attachment 2). If the City of Costa Mesa is approved for the grant, it would cover up to half of the cost of certain qualifying equipment. A separate construction contract will be executed for the installation of the playground, surfacing, shade structure, lighting and access improvements.

ALTERNATIVES:

The Commission may choose to provide suggestions to revise the proposed conceptual design plan or recommend staff to pursue a different design plan. Staff does not recommend this alternative as this would significantly delay the project, jeopardize grant funding and increase costs of the project.

FISCAL REVIEW:

Funding for this project includes \$250,000 from the Capital Improvement Fund (Fund 401) as adopted in the Fiscal Year 2022-23 budget as well as \$400,000 from the Park Development Fees Fund (Fund 208) as adopted in the Fiscal Year 2023-24 budget.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends the Parks and Community Services Commission approve the conceptual design plan, and other park components for the proposed improvements at Brentwood Park, 265 Brentwood Street, Costa Mesa.

ATTACHMENT 1

5-12 Play Counts	TOTAL	REQ'D
ELEVATED	12	-
ELEVATED BY RAMP	-	-
ELEVATED BY TRANSFER	12	6
ACCESSIBLE GROUND LEVEL SHOWN	6	5
ACCESSIBLE GROUND LEVEL TYPES	4	3

29' LF CONCRETE AGAINST PIP

Existing Sidewalk
Demo and Replace with New Sidewalk
97 SF Concrete

New Sidewalk Extension from Playground Pit
to Street Sidewalk
318 SF Concrete
166 LF Edge

PIP SURFACING AGAINST CONCRETE
22 LF INTERIOR ARC
193 LF TOTAL ARC + PERIMETER

2-5 STRUCUTRE / SWINGS PIP SURFACING
1479 SF
8' CFH

5-12 PLAYGROUND PIT
PIP SURFACING
AGAINST CONCRETE
1676 SF
190 LF

NEW CONCRETE HALF-ROUND
SEATING PAD
80 SF

NEW CONCRETE BORDER
107 SF
6" WIDE

SWINGS / PLAYHOUSE EWF
1166 SF @ 12" COMPACTED DEPTH

2-5 Play Counts	TOTAL	REQ'D
ELEVATED	3	-
ELEVATED BY RAMP	-	-
ELEVATED BY TRANSFER	3	2
ACCESSIBLE GROUND LEVEL SHOWN	3	1
ACCESSIBLE GROUND LEVEL TYPES	2	1



City of Costa Mesa
Brentwood Park Playground Opt6
Costa Mesa, CA
Representative
Great Western Recreation

SALES REP
KJ LeCESNE
619-876-6623
KJ@GWPARK.COM

Total Elevated Play Components	-	Required	-
Total Elevated Play Components Accessible By Ramp	-	Required	-
Total Elevated Components Accessible By Transfer	-	Required	-
Total Accessible Ground Level Components Shown	-	Required	-
Total Different Types Of Ground Level Components	-	Required	-

This play
equipment is
recommended
for children ages
2-5/5-12

Minimum Area Required:
Scale: -
This drawing can be
scaled only when in
an 18" x 24" format

IMPORTANT: Soft resilient surfacing
should be placed in the use zones of all
equipment, as specified for each type of
equipment, and at depths to meet the
critical fall heights as specified by the U.S.
consumer Product Safety Commission,
ASTM standard F 1487 and Canadian
Standard CAN/CSA-Z-614

Drawn By:
KD
Date:
6/4/2025
Drawing Name:
109981-01-Opt 6



www.gwpark.com

Brentwood Park Playground Option 6A

City of Costa Mesa
Attn:

Ship to Zip 92627

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08	\$92.08
		5-12 Play Structure			
1	RDU	GameTime - Custom Playground Ages 5-12- Reference Drawing 109981-01-Opt6	\$143,816.00	\$109,427.12	\$109,427.12
1	5179	GameTime - Welcome Sign (5-12)	\$774.00	\$727.56	\$727.56
1	14927	GameTime - NDS Play On Sign Package			
4	4118RP	GameTime - Clubhouse Gable	\$1,936.00	\$1,936.00	\$7,744.00
1	4752RP	GameTime - Square Gable Roof w Smoke Stack	\$13,012.00	\$13,012.00	\$13,012.00
1	6229RP	GameTime - Lemon Tree Shadow Play Topper	\$14,540.00	\$14,540.00	\$14,540.00
		5-12 Playground Pit Freestanding & Site Amenities			
1	6263	GameTime - Inclusive Whirl - Natural	\$16,933.00	\$16,425.01	\$16,425.01
1	6299	GameTime - Inclusive Seesaw	\$9,633.00	\$9,633.00	\$9,633.00
1	QRI433	GT-Shade - HYU101008IG HYPERBOLIC UMB 10X10X8	\$4,516.00	\$4,380.52	\$4,380.52
2	S611	GT-Site - 6'S600 BNCH w/BCK,PC	\$2,088.00	\$1,900.08	\$3,800.16
		2-5 Playground Structure			
1	RDU	GameTime - Custom Playground Ages 2-5- Reference Drawing 109981-01-Opt6	\$19,824.00	\$15,186.30	\$15,186.30
1	5178	GameTime - Welcome Sign (2-5)	\$774.00	\$727.56	\$727.56
		2-5 Playground Pit Freestanding & Site Amenities			
1	38115	GameTime - Tree Swing	\$10,393.00	\$9,769.42	\$9,769.42
1	39024I	GameTime - Bingo's Playhouse	\$9,299.00	\$9,299.00	\$9,299.00
2	5145	GameTime - Expression Swing 5" X 8'	\$2,017.00	\$1,694.28	\$3,388.56
1	5192	GT-Shade - Double Bay Swing Shade	\$14,072.00	\$13,649.84	\$13,649.84
2	8696	GameTime - Encl Seat 3 1/2"(8696)	\$495.00	\$415.80	\$831.60
2	8918	GameTime - Belt Seat Pkg 5"Od(8918)	\$402.00	\$337.68	\$675.36
2	QRI433	GT-Shade - HYU101008IG HYPERBOLIC UMB 10X10X8	\$4,516.00	\$4,380.52	\$8,761.04
3	S612	GT-Site - 8'S600 BNCH w/BCK,PC	\$2,272.00	\$2,067.52	\$6,202.56
3	12022	GameTime - 3 1/2" Uppt Ass'Y Alum 7'	\$352.00	\$267.52	\$802.56
1	18881	GameTime - Flower Spinner Panel (Below Deck)	\$1,810.00	\$1,375.60	\$1,375.60
1	18924	GameTime - Nature Sensory Panel (Below Deck)	\$2,408.00	\$1,830.08	\$1,830.08
1	FFEIG	Freenotes Harmony - Freenotes Flowers Ensemble IG	\$6,127.00	\$6,127.00	\$6,127.00

GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057

06/05/2025
Quote #
109981-01-06

OMNIA
P A R T N E R S

Brentwood Park Playground Option 6A

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
Contract: OMNIA #2017001134				Sub Total	\$258,407.93
				Material Surcharge	\$9,068.55
				GT-Shade Freight	\$5,330.66
				GT-Site Freight	\$1,319.04
				Freenotes Harmony Freight	\$375.00
				GameTime OMNIA Freight	\$19,168.17
				Tax	\$20,729.43
				Total	\$314,398.78

Comments

Your Sales Rep is KJ LeCesne. Please reach out to KJ at 619-876-6623 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

Shipping to Site Address:
Brentwood Park
260 Brentwood St
Costa Mesa, CA 92627

Owners Kit Ship to address:
Brentwood Park
260 Brentwood St
Costa Mesa, CA 92627

Shipping Contact:
KJ LeCesne
619-876-6623

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Customer is responsible for offloading.

Permitting not included, unless otherwise noted

Installation not included.

****Material Surcharge reflects raw material price increase. Subject to change at time of order.****

OMNIA Contract Number: 4001667