



CITY OF COSTA MESA
PARKS AND COMMUNITY SERVICES COMMISSION
Agenda

Thursday, April 10, 2025

6:00 PM

City Council Chambers
77 Fair Drive

AMENDED to reflect report New Business 1

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

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PARKS AND COMMUNITY SERVICES COMMISSION REGULAR MEETING

APRIL 10, 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

PRESENTATION:

1. BRIDGING THE GAP OF SOCIAL SERVICES IN AGING SERVICES

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](#) [25-257](#)

RECOMMENDATION:

Approval of the minutes of the March 13, 2025, Parks & Community Services Commission meeting.

Attachments: [03/13/25 PACS Draft Minutes](#)

2. [DEPARTMENT REPORT](#) [25-258](#)

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

MONTHLY REPORTS

1. PARKS AND COMMUNITY SERVICES DIRECTOR'S UPDATE

OLD BUSINESS: NONE

NEW BUSINESS:

1. [DONATION OF A MEMORIAL TREE, BENCH AND PLAQUE AT 25-262 TEWINKLE PARK](#)

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree, bench and plaque to be installed at TeWinkle Park, in memory of Ciera D'Alessandro.

Attachments: [Agenda Report](#)

[1. D'Alessandro Memorial Donation](#)

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

[3. Proposed Location](#)

2. [**CAPITAL IMPROVEMENT PROGRAM \(CIP\) PARK PROJECTS 25-259 UPDATE**](#)

RECOMMENDATION:

1. Receive and file information about Capital Improvement Program (CIP) Budget
2. Receive and file the proposed Fiscal Year (FY) 2025-26 Draft Capital Improvement Program (CIP) Budget (Attachment 1) and the proposed Five-Year Draft Capital Improvement Program (CIP) through FY 2029-30 (Attachment 2) as it pertains to Parks, Parkways and Medians.

Attachments: [Agenda Report](#)

- [1. CIP Budget Summary Draft 1 Year 25-26](#)
- [2. CIP Budget Summary Draft 5 Year 25-26](#)

3. [**PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES 25-260 WORKSHOP**](#)

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) engage in a discussion to establish core principles and values for the development and recommendation of future Capital Improvement Program (CIP) park projects.

Attachments: [Agenda Report](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: Thursday, May 8, 2025.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-257

Meeting Date: 4/10/2025

TITLE:

MINUTES

DEPARTMENT: **PARKS AND COMMUNITY SERVICES**

RECOMMENDATION:

Approval of the minutes of the March 13, 2025, Parks & Community Services Commission meeting.

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

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

PLEDGE OF ALLEGIANCE by Commissioner Husen.

ROLL CALL

= Present = Absent

Commissioners

- Cristian Garcia Arcos
- Jake Husen
- Jason Komala
- Brandine Leger
- Elizabeth Dorn Parker
- Shayanne Wright, Vice Chair
- Kelly Brown, Chair

City Staff

- Brian Gruner, Parks and Community Services Director
- Monique Villasenor, Recreation Manager
- Raja Sethuraman, Public Works Director
- Robert Ryan, Public Works Maintenance Manager
- Laura Fautua, Executive Assistant
- Kathia Viteri, Office Specialist II

PUBLIC COMMENTS – [Correspondence received.](#)

Scott Glabb: Reflected on his service on the Parks and Community Services Commission. Thanked staff and fellow commissioners, emphasizing his appreciation for their work and the opportunity to serve. Shared a personal incident where he was nearly attacked by two unleashed pit bulls while walking his dog, highlighting the importance of leash regulations.

Cynthia McDonald (Zoom): Costa Mesa resident advocated for park update to help enhance the park's functionality, such as restroom and drinking fountain installation and safety updates for community use.

COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Dorn Parker: Spoke about the increasing problem of dogs off-leash, called for strategic approach to addressing the concern. Highlighted recent park improvement projects like pickleball courts, praising the focus on local residents' needs and priorities.

Commissioner Komala: Expressed gratitude for the accessibility of staff and commission members, highlighting their support in addressing community concerns. Spoke about his recent community interactions and exploration of parks and the use of the 311 to report any concerns.

Commissioner Leger: Shared her observations from visiting parks in District 2. Shared experience of unleashed dog encounters and dog training business operating with some dogs off-leash, but also praised the parks for their cleanliness, expressing appreciation for the staff's maintenance efforts.

Commissioner Husen: Expressed gratitude to a colleague for directing him to the Open Space Master Plan. Shared his efforts to visit various parks with his sons to gather insight about park equipment. Also expressed excitement about upcoming projects like Ketchum

Libolt Park, which he believed needed improvement, and the skate park expansion, drawing on his personal skateboarding background. Concluded by thanking community members for their regular participation and comments, finding their involvement inspiring and helpful in his role as a commissioner.

Commissioner Garcia Arcos: Announced an upcoming community event. Shared his excitement about partnering with OC Resilience and discussed meeting with Mr. Gruner and Think! together board to collaborate on ways of reconnecting the community through expansion of resources.

Vice Chair Wright: Welcomed everyone and emphasized that commissioners serve at the pleasure of the City Council. Encouraged commissioners to stay informed about City Council agendas to ensure their commission's work stays relevant and timely. Spoke about the recent budget and finance study session as an example of why staying informed is important and concluded by expressing her appreciation and enthusiasm for the meeting.

Chair Brown: Highlighted the City's social media presence, acknowledged Mat Vito's contributions. Echoed Vice Chair Wright's earlier remarks regarding councilmember relationships and recent city council budget session. She highlighted that City Council expressed a need for more context and historical background on certain Capital Improvement Program (CIP) projects and wanted input from commissions and committees on CIP priorities. Chair Brown requested agenda posting and information updates be made sooner to help prepare for meetings.

CONSENT CALENDAR

- 1. Minutes – February 13, 2025 PACS Draft Minutes**
- 2. Department Report – February 2025**

MOTION: to approve Consent Calendar items

MOVED/SECOND: Commissioner Leger / Commissioner Wright.

The motion carried by the following roll call vote:

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

Nays: none

Absent: none

Motion Carried: 7 – 0

MONTHLY REPORTS

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

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

Chair Brown inquired how many kids were on the waitlist for swim lessons.

Commissioner Leger asked if staff were reaching out to schools regarding the walk more, bike more events.

Vice Chair Wright highlighted the swim program as a successful example of collaboration with the school district. Also sought clarity on the current status of park

joint use agreements with the school district, expressing curiosity about the frequency and depth of their collaborative efforts.

Public Comment: None.

Vice Chair Wright inquired where presentations and minutes can be found for the public.

OLD BUSINESS: NONE

NEW BUSINESS:

1. CONCEPTUAL PLAN FOR COSTA MESA SKATEPARK EXPANSION

Mr. Raja Sethuraman, Public Works Director, and Bryant Avalos from David Volz Design Landscape Architects, Inc. presented.

Commissioner Dorn Parker asked for clarification on what "minor input" meant following the previous day's meeting. She expressed interest in understanding what specific changes were being made and how feasible they would be to incorporate at this stage. Raised concerns about how the city would reconnect with invested community members—particularly regarding specific design requests, such as round vs. flat features—and how those preferences would be communicated and confirmed moving forward. She emphasized the importance of ensuring that the changes reflected broad consensus, not just individual opinions, and worried that approaching deadlines might prevent thorough follow-up.

Commissioner Husen expressed concerns about the proposed 9ft. bowl in the skate park, questioning its advanced nature and potential usage, especially given an existing bowl. He raised liability considerations and sought feedback on the decision regarding the bowl's size and whether less advanced options had been discussed.

Commissioner Leger inquired about the meaning of "Euro gap" and sought information about the demographic breakdown of participants in the outreach meeting, specifically asking about the balance between youth and adult attendees. She also questioned whether the skatepark received more patrolling compared to other parks.

Commissioner Garcia Arcos inquired if there is active signs at the park addressing safety.

Vice Chair Wright raised questions about the skate park conceptual plan, including the transition from a previously discussed beginner area to the current design and whether it still met initial criteria. She inquired about the incomplete sidewalk, potential 24/7 access or lighting, and the possibility of incorporating mural art into the space, referencing both her own observations and public comments.

Commissioner Komala sought clarification about the existing skate park fence, asking if it would be removed. He also raised concerns about parking and if parking considerations were part of the skate park design discussions.

Chair Brown focused her questions on youth involvement in the skate park project, seeking information about youth utilization and specific outreach efforts. She asked

about the adequacy of spaces for younger skaters, requested demographic usage data (particularly the percentage of skaters under 18 on weekends), and inquired whether the local skateboard club was consulted during the planning process.

Public Comment:

Ralph Taboada: Commented on the discussion of age demographics and then sought financial details about the skate park project. He asked about the total budget, including the \$2 million grant mentioned by Orange County Supervisor Katrina Foley and the city's contribution, and requested the estimated cost of the current design and construction.

David Martinez (Zoom): Emphasized the importance of youth outreach, suggested strategies like announcing outreach meetings at high school announcements or collaborating with government teachers to encourage student participation for civic credits. He also supported incorporating arts into the park's initial design, viewing it as an opportunity to showcase Costa Mesa as a *City of Arts*, rather than adding art as an afterthought.

Vice Chair Wright asked if the existing skate areas will remain open while under construction or would the entire park be closed.

Chair Brown inquired about the total budget for this, the cost of the design and would it be possible to get this before the Arts Commission, to take a look at how art could be woven in.

Commissioner Leger asked if we have any type of skate contests as it might be a good way to raise funds for art or other more expansions or whatever.

Commissioner Husen inquired on the relationship with Volcom and the skate park.

Vice Chair Wright stepped away momentarily during the voting of this item.

MOTION: to approve the adoption of the Costa Mesa skate park expansion, with the note that staff will try to get item before the Arts Commission and do some youth outreach.

MOVED/SECOND: Commissioner Dorn Parker / Commissioner Komala

The motion carried by the following roll call vote:

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

Nays: none

Absent: Vice Chair Wright

Motion Carried: 6 – 0

2. CAPITAL IMPROVEMENT PROGRAM (CIP) PARK PROJECTS UPDATE

Mr. Robert Ryan, Public Works Maintenance Manager, and Raja Sethuraman, Public Works Director presented.

Dorn Parker Project inquired on project commencement.

Vice Chair Wright asked if there are staff concern for other projects, or if there is a

different approach when item goes out for the bidding process and if it includes all the beautification components.

Chair Brown inquired if staff can foresee project coming in under budget.

Commissioner Garcia Arcos inquired on construction phases for Shalimar Park.

Public Comment:

Ralph Taboada: Followed up on his previous comments about the CIP process. He referenced a letter he had sent to the commission summarizing his points. Voice the current CIP approach lacks measurable baselines or context, omits some already approved CIP projects without explanation, and prevents PACs from fully understanding the broader picture. This, he said, limits their ability to evaluate or suggest alternative projects. Recommended that staff include both the forecasted projects from the CIP and the proposed list in their presentations. Emphasized the need for a more collaborative process involving commissioners, staff, and public input to make better-informed decisions.

Commissioner Dorn Parker stressed the need for a comprehensive, data-driven assessment of park needs to replace reactive decision-making, using Moon Park as an example to illustrate the importance of identifying specific issues. She acknowledged public concerns about amenities like drinking fountains and restrooms but noted the complexities involved, particularly around bathroom access. Also emphasized the importance of using the upcoming year to build an assessment system that guides long-term planning and funding, urging commissioners to gather public input and ensure identified priorities remain consistent despite resource limitations.

Garcia Arcos encouraged staff to attend conferences that highlight tree maintenance.

Vice Chair Wright raised detailed questions about the city's park maintenance and capital improvement processes, seeking clarity on how often assessments are conducted, how their value is determined, and the standards used for prioritization. She expressed concern about whether the process is reactive or influenced by specific neighborhoods or council members and asked for transparency regarding project selection criteria, funding sources, and the prioritization of projects like the Jack Hammett field restoration. Wright also requested explanations for cost discrepancies between past and current project lists and sought insight into how grant eligibility influences project inclusion in the Capital Improvement Plan (CIP), as well as how previously approved projects are being reevaluated. Requested for more transparent CIP document, suggesting a ledger or key that explains project funding sources and grant opportunities. She emphasized the need for clarity, noting that the current format can be confusing for public members who cannot see the intentional reasoning behind project placement. Wright also proposed cross-referencing the tree canopy assessment with the pedestrian master plan to align tree planting with walkability initiatives.

Chair Brown thanked staff for their project overview and emphasized how helpful the document is, especially for new commissioners, noting it provided structure that has not existed. She highlighted the importance of responding to the City Council's request

for input on project prioritization, referencing Ralph Taboada's broader planning document and suggesting additions like funding sources, health and safety criteria, and project difficulty levels. Chair Brown stressed the need to include underserved neighborhoods in planning, advocated for thoughtful budget review, and proposed a study session or April meeting to help the commission align its recommendations with the Council's decision-making timeline.

Commissioner Dorn Parker emphasized the importance of commissioners conducting personal observations within their districts to identify local park needs and a more collaborative approach where commissioners and staff both contribute to identifying priorities for park improvements.

Chair Brown advocated for an opportunity before the city council meets to talk about CIP priorities.

Vice Chair Wright proposed holding a study session on the draft Capital Improvement Plan (CIP) to help commissioners better understand the projects before formal review. She recommended including a presentation that outlines project sources over three years, clearly marked as a draft. The goal of the session would be informational, aligning the commission's preparation with the City Council's timeline without requiring immediate decisions.

Chair Brown noted a study session requires City Manager approval.

Commissioner Wright hopes there is some alignment with the assessment and commission discussion when it becomes available.

Commissioner Garcia Arcos like the idea of reaching out to members of their district to get more feedback from the public.

Commissioner Leger inquired if her comments should wait until a meeting or an email of her observations to the city.

Staff encouraged any reporting of safety concerns be addressed sooner rather than later to help address the concerns in a timely manner.

Vice Chair Wright expressed that having a five-year plan chart showing City Council priorities, maintenance need, and financial/grant eligibility. Echoed commission engagement with parks and residents.

Item received and filed no action needed.

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS

Staff clarified *New Business 1. Conceptual Plan for the Costa Mesa Skate Park* carried with majority votes, so no additional votes are needed.

Chair Brown highlighted the lunar eclipse for tonight.

Dorn Parker mentioned Orange Coast College planetarium has an event tonight in the planetarium, with telescopes.

ADJOURNMENT by Chair Brown at 8:59 PM.

DRAFT



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-258

Meeting Date: 4/10/2025



PARKS & COMMUNITY SERVICES

COMMISSION REPORT

MEETING DATE: APRIL 10, 2025

ITEM NUMBER: CC 2

SUBJECT: DEPARTMENT REPORT - MARCH 2025

DATE: APRIL 4, 2025

FROM: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR

FOR FURTHER INFORMATION: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES

CONTACT: DIRECTOR, (714) 754 - 5009

❖ 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	169

- **Fields**

Field Usage	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
# of Organizations	51	51	51	51	52	52	52	53
Hours	16,821	37,518	45,604	30,672	15,566	9,761	21,216	31,072

❖ Community Gardens

Garden Location	Parcel Quantity	Parcels Rented	Waitlisted
Del Mar	57	57	139
Hamilton	42	42	45

❖ Contract Classes

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Youth & Adult Totals:	291	319	381	282	199	337	290	320

- New classes for March: Preschool Ninjastastics, Homeschool Skateboarding Lessons

❖ **Costa Mesa Senior Center**

- The March 2025 monthly newsletter was mailed to 4,484 members. This is an increase of 161 members since February 2025.
- On Tuesday, March 18, Senior Center members learned all about preventative care and risk factors for colorectal cancer from the UCI Chao Family Comprehensive Cancer Center.
- On Wednesday, March 19, 2025, Community Outreach Worker, LCSW Lucy Tseng and Recreation Coordinator Enyelber Franco took the stage at the highly anticipated Connections CPRS Conference and Expo in Sacramento. Their presentation, Bridging the Gap of Social Services in Aging Services, addressed a critical need in the aging services sector. With a packed room of 80 attendees, Lucy and Enyelber explored practical solutions for local agencies that lack on-site social workers but wish to establish social services programs for seniors.

Senior Programs	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Meals on Wheels OC - Meals	4,216	1,627	1,268	1,384	1,234	1,250	1,297	1,332
Meals on Wheels OC - Seniors	2,202	1,519	1,154	1,291	1,169	1,235	1,130	1,332
Second Harvest Grocery Boxes	430	422	379	420	208	395	367	420
Wellness Calls	1,692	2,111	1,790	1,903	1,769	2,179	1,868	1,788
Transportation Program Trips	2,147	2,517	1,829	2,252	2,082	2,101	2,149	2,380

❖ **Downtown Aquatic Center**

Aquatics Programs	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Drop-In Participants	265	124	141	124	87	87	98	125
Total Drop-In Visits	961	549	534	482	326	322	363	500
Instructional Class Participants	782	429	238	9	0	6	5	60
Instructional Class Attendance	1,697	1,192	502	78	0	27	31	326

❖ **Downtown Recreation Center**

Gym Programs	March	
	Participants	Total Visits
Pickleball	156	761
Youth Open Gym	61	162
Basketball	53	122
Volleyball	109	188

❖ **Facility Rentals**

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Number of Rentals	45	31	42	30	32	34	35	54

❖ **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 April 12, and the next third Saturday restoration day is scheduled for April 19. The City has created a new landing page for Fairview Park Ecological Restoration, which includes information on both Saturday restoration volunteer opportunities: <https://www.costamesaca.gov/community/fairview-park/habitat-restoration>
- The Fairview Park section is initiating a new Fairview Park restoration volunteering opportunity on alternating Fridays. The City currently has openings for a limited number of committed long-term volunteers. Please see the attached flyer for additional details and a registration link.

❖ **Permits**

March - Park Rental Permits				
Park Location	Permits Issued		Park Location	Permits Issued
Canyon	1		Shiffer	1
Del Mesa	6		Smallwood	2
Estancia	1		Tanager	1
Heller	3		TeWinkle	17
Jordan	2		Vista	4
Marina View	1		Wakeham	7

Film Permits	
	March
Permits Issued	3
Permits at City Facilities	1
Permits at Private Commercial Property	2
Pending Permits on TESSA	2
Total Permits Issued for 2024/2025	10

Special Event Permits	
	March
Permits Issued for October	4
Permits at City Facilities	1
Permits at Private Commercial Property	3
Pending Permits on TESSA	6
Total Permits Issued for 2025	17

❖ **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	March
3-5 year old	40	36

• **R.O.C.K.S Afterschool Program**

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

School Site	March
Adams	33
California	121
College Park	65
Davis	189
Killybrooke	63
Paularino	29
Sonora	47
Victoria	33
Whittier	40

• **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	March
Monday	Shalimar Park	10
Tuesday	Shalimar Park	8
Wednesday	Shalimar Park	9
Thursday	Shalimar Park	11
Weekends	City Events	0

• **Youth Sports**

○ **BeFIT Basketball**

- Free clinic-based instruction at the Downtown Recreation Center Gym
- Season: January 14 – March 15, 2025
- Due to an extensive waitlist, there are two C-Division groups

Divisions / Grade level	Capacity	Enrolled
A. 6th - 8th Grade	40	29
B. 4th - 5th Grade	40	32
C. 1st - 3rd Grade	40	80

- **Cheer**

- Free clinic-based instruction at the Balearic Community Center
- Season: January 13 – March 15, 2025

Divisions / Grade level	Capacity	Enrolled
A. 6th - 8th Grade	40	13
B. 4th - 5th Grade	40	16
C. 1st - 3rd Grade	40	45

- **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	March
Downtown Recreation Center (DRC)	248
TeWinkle Middle School	362
Excursions	18
Shuttle Service	March
Downtown Recreation Center (DRC)	134
Save Our Youth (SOY)	127
Teen Camp (February 18-21)	March
Downtown Recreation Center (DRC)	41

Upcoming Events	Dates	Location
Teen Event: Color Rush! Capture the Flag	Saturday, March 15	Downtown Recreation Center
Access Costa Mesa Wild, Wild West Dance	Friday, April 11	Costa Mesa Senior Center
Restoration Saturday	Saturday, April 12	Fairview Park
Access Costa Mesa's 2025 All-Abilities Resource Fair	Saturday, May 3	Costa Mesa Senior Center



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 25-262

Meeting Date: 4/10/2025

TITLE:

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

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

PRESENTED BY: ROBERT RYAN, MAINTENANCE SERVICES MANAGER

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

RECOMMENDATION:

Staff recommends that the Parks and Community Services Commission accept the donation of a memorial tree, bench and plaque to be installed at TeWinkle Park, in memory of Ciera D'Alessandro.

BACKGROUND:

The City is in receipt of a letter from Mike D'Alessandro, father of Ciera D'Alessandro, requesting permission from this Commission to donate a tree, bench and plaque at TeWinkle Park, in memory of his daughter, who passed away June 21, 2024 (Attachment 1). The request includes the following plaque language: "In Memory of Ciera D'Alessandro".

Ciera was a lifelong resident of Costa Mesa and a graduate of Estancia High School (Class of 2017). She was a scholar athlete who played a key role in leading the Lady Eagles to the CIF basketball playoffs. Her first job was also in Costa Mesa, working at Balearic Park.

Ciera is survived by her parents Mike and Caryl, and her siblings Haley, Kyle, and Gianna.

The D'Alessandro family has deep roots in Costa Mesa, with all four children having participated in local youth sports and education programs. Mike D'Alessandro has been a dedicated community leader, serving as the President of the Davis Magnet School Education Foundation and a member on the Mesa Del Mar HOA board of directors.

The D'Alessandro family have lived in their Mesa Del Mar home since May 1998. Though Balearic Park was a special place for Ciera, after a family discussion, they chose TeWinkle Park for the memorial location due to its proximity to their home, allowing them to visit regularly.

ANALYSIS:

The submitted request meets the requirements as set forth by City Council Policy 800-4 (Attachment 2). Staff has reviewed the suggested location in TeWinkle Park and determined that the location is suitable for the memorial tree, bench, and plaque (Attachment 3). Staff will work with the donor to

schedule the installation.

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

ALTERNATIVES:

The Commission may deny the request for the donation of a memorial tree, bench and plaque at TeWinkle Park or may suggest an alternate location.

FISCAL REVIEW:

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

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission approve the request for the donation of a memorial tree, bench, and plaque for installation at TeWinkle Park in memory of Ciera D'Alessandro.



CITY OF COSTA MESA

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LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

Staff recommends that the Parks and Community Services Commission approve the request for the donation of a memorial tree, bench, and plaque for installation at TeWinkle Park in memory of Ciera D'Alessandro.

Email Received by Mayor John Stephens:

Greetings all...As the Mayor mentioned - our daughter Ciera Elise D'Alessandro passed away suddenly and tragically on June 21st. She was born and raised in Costa Mesa and graduated from Estancia HS.

We would like to plant a tree and perhaps place a memorial bench for her now in TeWinkle Park.

Though Balearic Park was a special place for Ciera - After a family discussion we would like to do TeWinkle Park instead since it is down the street for us in Mesa Del Mar. A place we could visit regularly.

We really like the memorial bench that was placed at the corner of Junipero and Arlington in honor of Noel, the young child tragically run down a few years ago.

Please let us know how we can proceed. At your convenience...

Regards,

Mike D'alessandro

Email Received by Public Works

Greetings Valente,

We have been living in Costa Mesa at our current address in Mesa Del Mar (2784 Cibola Ave) since May 1998. Ciera Elise D'Alessandro is survived by her mother, Caryl, sister Haley (23), brother Kyle (19) and sister Gianna (17). Ciera graduated from Estancia High School in 2017. She was a scholar athlete and helped lead the Lady Eagles to the CIF basketball playoffs. All four kids started off at the OCC Childhood lab program and then attended Prince of Peace school in Mesa Verde. Both Gianna and Kyle attended Davis Magnet School. I served as President of the Davis Magnet School Education Foundation for 3 years, responsible for raising over \$100K per year for additional school resources. I served on our MDM HoA board of Directors for 4 years and helped in the redevelopment of the MDM shopping center. All of our kids played soccer in Region 120 and Lyle also played football at Jack Hammett Sport Park. Haley graduated from Orange County School of the Arts in 2019, Kyle graduated from Newport Harbor High School in 2022 and is now serving in the US Army. Gianna is now a Junior at Mater Dei High School. Gianna is a competitive rower at Newport Aquatic Center. I have plans in the future of serving Costa Mesa on the planning commission and perhaps the City Council.

Thank you Valente and the city for all your support!

Regards,

Mike D'Alessandro



CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

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

BACKGROUND

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

PURPOSE

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

POLICY

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

PROCEDURES AND GUIDELINES

TREE DONATIONS AND THE PLACEMENT OF DONOR OR MEMORIAL PLAQUES

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

CITY OF COSTA MESA, CALIFORNIA

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

ADOPT-A-BENCH PROGRAM AND DONATION OF PARK FURNITURE

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

CITY OF COSTA MESA, CALIFORNIA

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

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ADOPT-A-PARK PROGRAM

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

CIRCLE OF SERVICE

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

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

PROCEDURE TO NOMINATE CIRCLE OF SERVICE HONOREES

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

K-9 CLEANUP PROGRAM

Sponsorships

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

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Donations

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

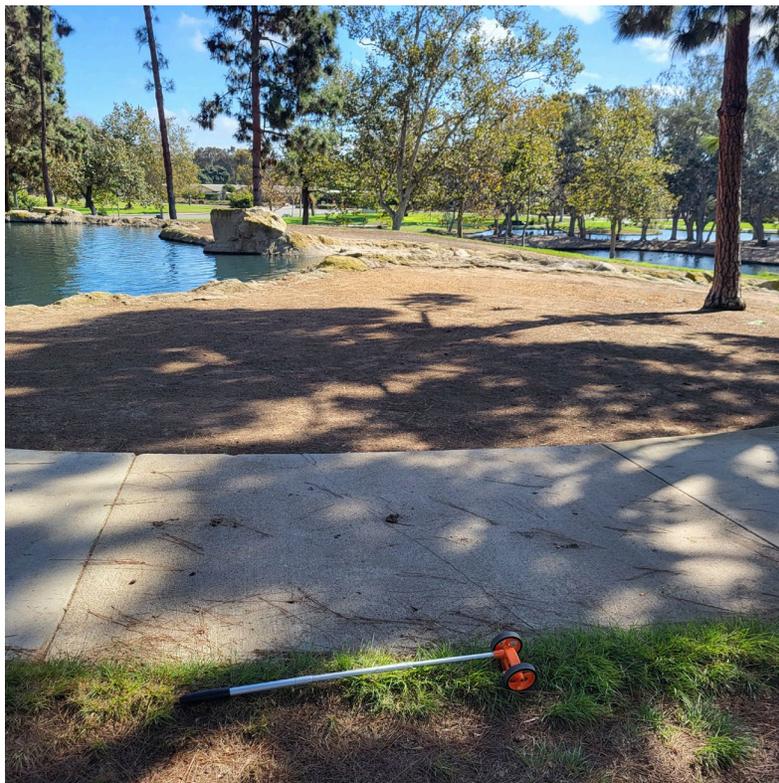
PROCEDURE TO ACCEPT FINANCIAL DONATIONS

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

TeWinkle Park Memorial Tree Donation Proposed Tree Location



Proposed Bench Location





CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 25-259

Meeting Date: 4/10/2025

TITLE:

CAPITAL IMPROVEMENT PROGRAM (CIP) PARK PROJECTS UPDATE

DEPARTMENT: PUBLIC WORKS

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

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

RECOMMENDATION:

1. Receive and file information about Capital Improvement Program (CIP) Budget
2. Receive and file the proposed Fiscal Year (FY) 2025-26 Draft Capital Improvement Program (CIP) Budget (Attachment 1) and the proposed Five-Year Draft Capital Improvement Program (CIP) through FY 2029-30 (Attachment 2) as it pertains to Parks, Parkways and Medians.

BACKGROUND:

A Capital Improvement Plan (CIP) is a long-term financial plan used by local governments to manage large infrastructure and public service projects. These plans help ensure that essential facilities are built, maintained, and improved over time. CIP projects are funded using a combination of local, state, federal, and private resources.

Each year, the City Council reviews and adopts an annual Capital Improvement Program (CIP) to allocate funds for essential public improvements. The City Council also approves a longer-term outlook in the Five-Year CIP in order to anticipate future funding needs, maintain eligibility for grant funding, and identify future priority demands.

There are several park improvement projects that were approved in previous fiscal years. Staff initiated work on several of these projects and are in various stages.

ANALYSIS:

The CIP budget for Fiscal Year 2025-26 begins on July 1, 2025 and was developed based on input from various departments, community needs identified over the past year, as well as consideration of City Council priorities and economic forecasts. The Five-Year CIP runs through FY 2029-30. The Fiscal Year 2025-26 proposed Draft CIP budget is approximately \$28.7 million. Please note that significant share of that proposed budget (approximately \$19 million) includes bond for Fire Station 2 and grants received for Active Transportation Improvements. "Parks" and "Parkway & Median" categories represent approximately \$550,000 in funding.

Attached for the Commission's review are the following:

1. Proposed One-Year Draft CIP for FY 2025-26 (Attachment 1); and
2. Proposed Five-Year Draft CIP (Attachment 2) that runs through FY 2029-30.

Input received from public comments and from the Parks and Community Services Commission will be forwarded to the City Council for budget consideration. The final approval is expected during an upcoming City Council meeting in June 2025.

ALTERNATIVES:

No alternatives were considered for this item.

FISCAL REVIEW:

The FY 2024-25 CIP and the Five-Year CIP being reviewed by the Commission are proposed to be funded through various revenues.

LEGAL REVIEW:

No legal review is required since this item is administrative in nature

CONCLUSION:

Staff has developed the FY 2025-26 Draft Capital Improvement Program, along with the proposed Five-Year Draft Capital Improvement Program budget, for City Council consideration. These CIP's are being submitted to the Commission for review. Any feedback provided will be presented to the City Council during its upcoming budget discussions.



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CAPITAL IMPROVEMENT PROGRAM

DRAFT

Capital Improvement Projects by Funding Source
Proposed Fiscal Year 2025-26

Category/Project Title	Gas Tax (HUTA) Fund 201	CDBG Fund 207	Traffic Impact Fee Fund 214	Cannabis Traffic Impact Fees Fund 240	Gas Tax (RMRA) Fund 251	Capital Improve. Fund 401	Measure M2 Fairshare Fund 416	Jack Hammett Fund 417	Grant Fund 230/231/232	Future Bond/Financing	Total
PARKS											
Citywide Tree Maintenance (in Public Right-of-Way)	\$ 200,000										\$ 200,000
Jack Hammett Sports Complex - Field Restoration								\$ 100,000			\$ 100,000
Park Parking Lot and Playground Rehabilitation						\$ 100,000					\$ 100,000
Park Security Lighting Replacement						\$ 75,000					\$ 75,000
Park Sidewalk Replacement						\$ 75,000					\$ 75,000
TOTAL PARKS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 550,000

DRAFT Five-Year Capital Improvement Program

From Proposed Fiscal Year 2025-26 Through Fiscal Year 2029-2030

Category/Project Title		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Future	Total
PARKS								
74	Balearic Community Center - Tot Lot Playground Maintenance	-	-	-	-	-	\$ 250,000	\$ 250,000
75	Bark Park Turf Renovation	-	-	-	-	-	\$ 530,000	\$ 530,000
76	Bike Trail Lighting Cornerstone/Joann	-	-	-	-	-	\$ 400,000	\$ 400,000
77	Butterfly Gardens	-	-	\$ 50,000	\$ 50,000	\$ 50,000	-	\$ 150,000
78	Citywide Tree Maintenance (in Public Right-of-Way)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
79	Estancia Park Covered Picnic Shelters/Pavilions	-	-	-	-	-	\$ 75,000	\$ 75,000
80	Fairview Park - Asphalt Trail Rehabilitation	-	-	-	\$ 200,000	-	-	\$ 200,000
81	Fairview Park - Educational Hubs and Signage	-	-	-	\$ 88,000	-	-	\$ 88,000
82	Fairview Park - Fencing, Signage, and Trail Restoration	-	-	-	\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000
83	Fairview Park - Master Plan Implementation	-	-	-	\$ 150,000	\$ 150,000	\$ 150,000	\$ 450,000
84	Fairview Park - Mesa Restoration & Cultural Resource Preservation CA-ORA-58	-	-	-	-	-	\$ 8,000,000	\$ 8,000,000
85	Fairview Park - Replace Service Road Asphalt	-	\$ 200,000	-	-	\$ 200,000	-	\$ 400,000
86	Gisler Park - Light Poles Replacement	-	-	\$ 95,000	-	-	-	\$ 95,000
87	Harper Park - Playground Replacement	-	-	-	\$ 250,000	-	-	\$ 250,000
88	Jack Hammett Sport Complex - Field Restoration	\$ 100,000	-	-	-	-	-	\$ 100,000
89	Marina View Park - Playground Replacement	-	-	-	\$ 275,000	-	-	\$ 275,000
90	Moon Park - Replace Existing Playground Equipment (2 areas)	-	-	-	\$ 350,000	-	-	\$ 350,000
91	Neth Park Sculpture Garden	-	-	-	-	\$ 400,000	-	\$ 400,000
92	Park Parking Lot and Playground Rehabilitation	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 650,000
93	Park Security Lighting Replacement	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 975,000
94	Park Sidewalk Replacement	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
95	Shalimar Park Expansion	-	\$ 350,000	-	-	-	\$ 3,500,000	\$ 3,850,000
96	Shiffer Park - Replace Existing Playground Equipment (2 Areas)	-	-	-	-	-	\$ 350,000	\$ 350,000
97	Shiffer Park - Restroom Improvements	-	-	-	-	-	\$ 150,000	\$ 150,000
98	Skate Park Parking Lot and Parking Spaces Expansions	-	\$ 40,000	-	\$ 160,000	-	-	\$ 200,000
99	TeWinkle Park - Amphitheater	-	-	-	-	-	\$ 1,200,000	\$ 1,200,000
100	TeWinkle Park - Athletic Complex Drainage Improvements	-	-	-	\$ 200,000	-	-	\$ 200,000
101	Tree Planting and Small Tree Care	-	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
102	Various Parks - Rainbird Irrigation Controller Replacement	-	-	-	\$ 100,000	-	-	\$ 100,000
103	Victoria Corridor Park Development	-	-	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000
104	Wakeham Park - Playground and Planter Improvements	-	-	-	-	-	\$ 350,000	\$ 350,000
105	Westside Park Development	-	-	-	-	-	\$ 12,000,000	\$ 12,000,000
	TOTAL PARKS	\$ 550,000	\$ 1,265,000	\$ 1,070,000	\$ 2,823,000	\$ 1,800,000	\$ 28,355,000	\$ 35,863,000
PARKWAYS & MEDIANS								
106	Arlington Dr. at Newport Blvd. - Streetscape Improvements	-	-	-	-	-	\$ 180,000	\$ 180,000
107	Arlington Drive - Bark Park Parking Lot Landscape Improvements	-	-	-	-	-	\$ 150,000	\$ 150,000
108	Fair Drive	-	-	-	\$ 160,000	-	-	\$ 160,000

Category/Project Title		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Future	Total
PARKWAYS & MEDIANS (continued)								
109	Gisler Avenue - Bike Trail Landscape	-	-	-	-	-	\$ 165,000	\$ 165,000
110	Gisler Avenue - Landscape Improvements	-	-	-	-	-	\$ 350,000	\$ 350,000
111	Newport Boulevard Landscape Improvements - 19th St. to Bristol St	-	-	-	-	-	\$ 1,100,000	\$ 1,100,000
112	Newport Boulevard Landscape Improvements - S/O 17th Street	-	-	-	-	\$ 25,000	\$ 250,000	\$ 275,000
	<i>TOTAL PARKWAYS AND MEDIANS</i>	\$ -	\$ -	\$ -	\$ 160,000	\$ 25,000	\$ 2,195,000	\$ 2,380,000



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-260

Meeting Date: 4/10/2025

TITLE:

PARK CAPITAL IMPROVEMENTS PRINCIPLE AND VALUES WORKSHOP

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Parks and Community Services Commission (PACS) engage in a discussion to establish core principles and values for the development and recommendation of future Capital Improvement Program (CIP) park projects.



Agenda Report

Parks and Community Services Commission

File #: 25-260

Meeting Date: 4/10/2025

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) engage in a discussion to establish core principles and values for the development and 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 CIP initiatives. As a result, Council would often adopt proposed CIP projects without receiving substantial input or recommendations from PACS.

To address this, Commissioners have expressed interest in revising the process—ensuring that PACS recommendations are considered alongside CIP proposals during the budget development cycle.

In response, staff met with the PACS Chair and Vice Chair to establish a CIP evaluation process that allows for the commission to evaluate and make recommendations for parks projects to City Council. The first step in this new approach is to define core principles and values that will guide the process in developing recommendations for future CIP projects.

ANALYSIS:

Our parks serve as vital community spaces, providing recreational opportunities, environmental benefits, and social connections. With limited resources, it's important that the commission have clear principles and values to guide decisions and recommendations to ensure the City invests in projects that have the greatest impact.

Staff have identified areas for the commission to have a discussion that will focus on:

1. Identifying Core Principles and Values – What principles and values drive the commission's decision-making? Examples might include accessibility, sustainability, equity, or community engagement.

2. Defining Key Criteria – What specific factors should be considered when recommending projects? This could include cost-effectiveness, environmental impact, public demand, or long-term benefits.
3. Prioritization – Once values and criteria are established, how does the commission weigh them to make informed decisions?

The purpose is to develop a shared framework that reflects the needs and aspirations of the community to help ensure that park improvements are meaningful, equitable, and aligned with City Council's long-term vision.

In this process, staff will facilitate a series of open dialogue meetings with commission by discussing the three areas mentioned above beginning with core principles and values.

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 engage in a discussion to establish core principles and values for the development and recommendation of future CIP park projects.