
Costa Mesa City Council

Tuesday, April 4

Council Approval for Costa Mesa's
Local Hazard Mitigation Plan



Office of Emergency Management

- Local Hazard Mitigation Plan 2023
 - Process
 - Approval
 - 5-Year Update Plan

Office of Emergency Management

- Emergency Operations Plan
 - 2023 Update Draft - Completed
 - Hazard Annexes



Questions?



REVIEW OF CITY COMMITTEES

City Council Meeting

April 4, 2023





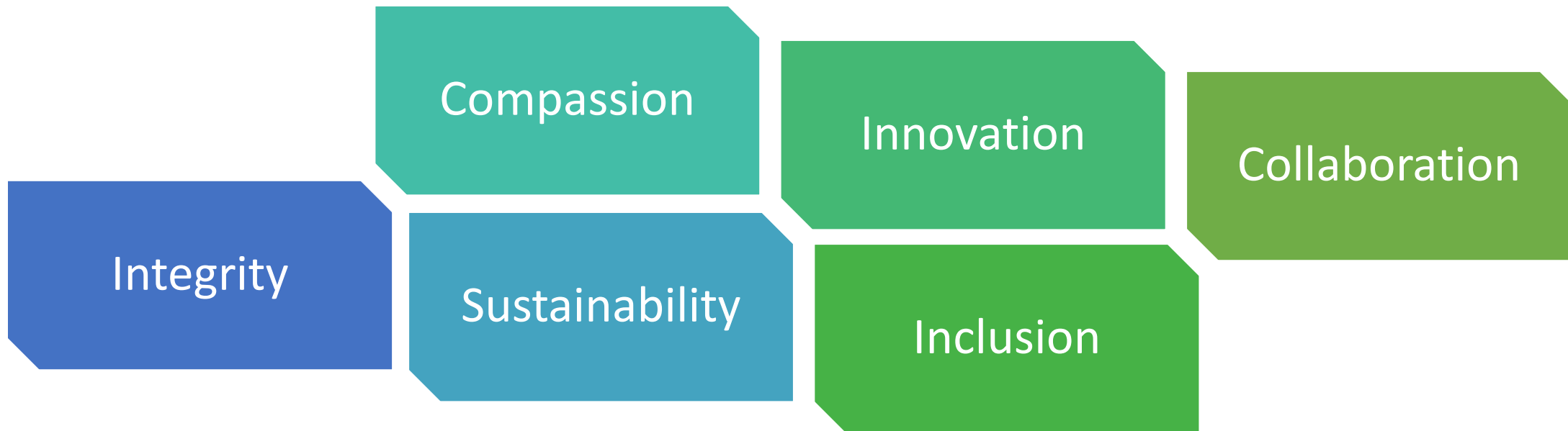
Overview

1. Review of existing eight (8) committees and eleven (11) ad hoc committees.
2. Recommend revisions to ensure compliance with the Brown Act, ensure staff are focused stated City Council approved goals and objectives, and enhance overall efficiency.



City's Mission Statement & Core Values

“The City of Costa Mesa serves our residents, businesses, and visitors while promoting a safe, inclusive, and vibrant community.”



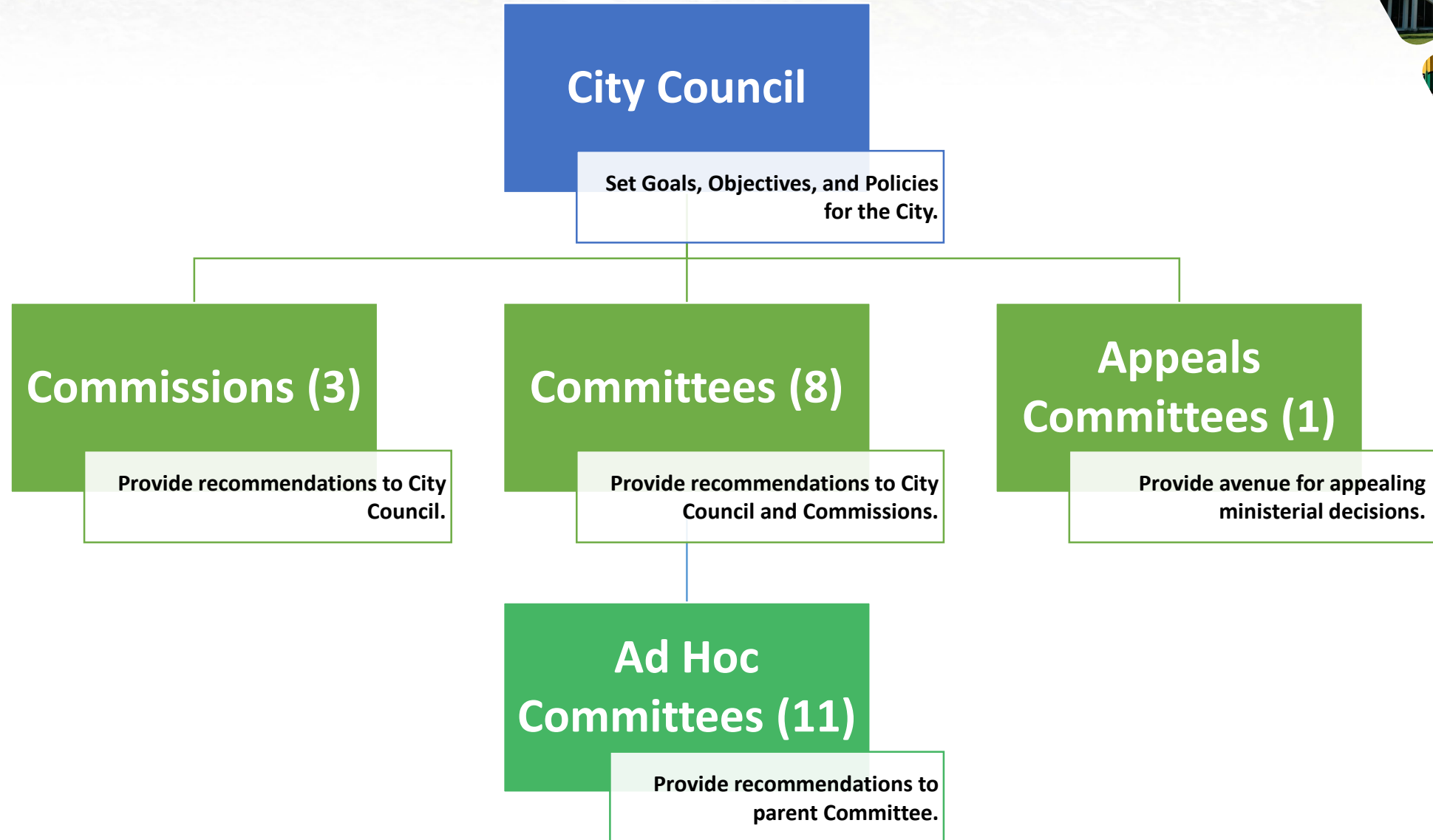
Committees

- Play a pivotal role in advancing the City Council's adopted Strategic Plan, goals and objectives.
- Promote public input on various topics and recommendations to the City Council.
- Enhance community engagement and participation on major public policy initiatives.
- Help ensure staff and City Council receive feedback and recommendation from a diverse group of stakeholders.

Objectives of the Review

- As with any government process, best practices that guide policies and procedures should be reviewed routinely.
- Policies, procedures, and responsibilities of City Committees have not been reviewed for some time.
- Ensure Committee activities and operations do not inadvertently violate relevant regulations and/or statutes.

Overview



Overview of Committees & Ad Hoc Committees

Active Transportation Committee

Active Transportation Plan
Ad Hoc Committee

Open Street
Ad Hoc Committee

Pedestrian Master Plan
Ad Hoc Committee

Economic Growth
Ad Hoc Committee

Education & Safety Training
Ad Hoc Committee

Finance and Pension Advisory Committee

Appropriations
Ad Hoc Committee

Pension and Investments
Ad Hoc Committee

General Fund Revenue
Ad Hoc Committee

Fairview Park Steering Committee

Annual Report
Ad Hoc Committee

Animal Services Committee

Beekeeping Ordinance
Ad Hoc Committee

Historical Preservation Committee

Social Media
Ad Hoc Committee

Housing and Public Service Grants Committee

Mobile Home Park Advisory Committee

Traffic Impact Fee Committee

**Note: Additional Ad Hoc Committees have been requested, but have not been created due to potential Brown Act violations.*

Active Transportation Committee

(11 members, 2 alternates, 2 ex officio)

- This Committee consists of eleven (11) regular member positions, two (2) alternate positions, and two (2) Ex Officio members – Chamber of Commerce and NMUSD Representatives, each serving two-year terms. The Committee:
 - a. Focuses on the review and update of the City's Master Plan of Bikeways and improvements to be made to bikeways in the City.
 - b. Evaluates the bikeability and walkability of the City in order to make recommendations for improvement to the City Council.

Active Transportation Ad Hoc Committees

1. Active Transportation Plan Ad Hoc Committee
2. Open Street Ad Hoc Committee
3. Pedestrian Master Plan Ad Hoc Committee
4. Economic Growth Ad Hoc Committee
5. Education and Safety Training Ad Hoc Committee

Finance and Pension Advisory Committee (9 members)

- This Committee consists of nine (9) regular member positions each serving two-year terms. The Committee:
 - a. Provides advice to the City Council regarding events and issues which may affect the financial status of the City, including proposed state or federal legislation.
 - b. Reviews short term and long range financial planning, including retirement benefits and/or actuarials and strategies on reducing unfunded liabilities.
 - c. Reviews the City's financial documents and statements.
 - d. Makes recommendations to the City Council regarding amendments to financial policies and processes.
 - e. Annually reviews the City's investment policy and recommends any changes, if any; and reviews the investment portfolio to ensure compliance with the approved investment policy.

Finance and Pension Ad Hoc Committees

1. Appropriations Ad Hoc Committee
2. Pension and Investments Ad Hoc Committee
3. General Fund Revenue Ad Hoc Committee

Fairview Park Steering Committee

(7 members, 2 alternates, 1 ex officio)

- This Committee consists of seven (7) regular member positions, two (2) alternate member positions, and one (1) Ex Officio member – OCME Representative, each serving four-year terms. The Committee:
 - a. Provides advice to the City Council regarding the implementation of the Fairview Park Master Plan.
 - b. Provides recommendations to the City Council on proposed capital improvement projects and compliance with Measure AA.
 - c. Presents an annual report to the City Council describing the accomplishments and objectives of the Committee.
 - d. Facilitates partnerships, volunteer activities, and educational opportunities to promote local stewardship and engagement with Fairview Park and its environmental resources.
 - e. Provides advice on the interpretive, guide, and regulatory sign program for the park, including cultural and biological resource information and the park's history

Fairview Park Ad Hoc Committees

1. Annual Report Ad Hoc Committee

Animal Services Committee

(7 members, 2 alternates)

- This Committee consists of seven (7) regular members and two (2) alternate positions, each serving two-year terms. The Committee:
 - a. Provides the City with recommendations to improve animal services throughout the City, including pet licensing, animal shelter and adoption services, and responsible pet ownership.
 - b. Support animal related community events, such as pet adoptions, vaccination clinics, micro-chipping, etc.
 - c. Serves as a liaison to the Police Department and California Department of Fish & Wildlife to sponsor coyote public education and related wildlife programs.
 - d. Provides advice regarding the release of live animals within City Limits.

Animal Services Ad Hoc Committees

1. Beekeeping Ordinance Ad Hoc Committee

Housing and Public Service Grants Committee

(9 members, 1 alternate)

- This Committee consists of nine (9) regular member positions and one (1) alternate positions each serving two-year terms.
- Promotes community understanding of the activities funded by the U.S. Housing and Urban Development Department (HUD), and Community Development Block Grants (CDBG) with a focus on social service grants.
- Rates and ranks applications for CDBG public service grants, ultimately developing funding recommendations for City Council.

Mobile Home Park Advisory Committee

(9 members)

- This Committee consists of nine (9) members each serving two-year terms: Two mobile home park owners (or their representative); five mobile home park resident owners; and two independent citizens at-large with no affiliation or relationship with mobile home parks.
- The Committee helps to improve the quality of life in mobile home parks and to review matters concerning mobile home parks in the City through healthy communication with park owners, manufactured home owners, and the City Council.

Traffic Impact Fee Committee

(5 members)

- This Committee consists of five (5) appointed positions each serving four-year terms; one representing the Chamber of Commerce, one representing major developers', one representing small developers and two at-large positions.
- The purpose of the committee is to fund the necessary transportation/circulation improvements, which are related directly to the incremental traffic impacts imposed on the City's transportation system by the development of new and/or changing commercial, industrial, and residential uses as permitted by the General Plan. The committee also assists staff on all aspects related to the updating and revision of traffic impact fees.

Historical Preservation Committee

(9 members, 2 alternates)

- This Committee consists of nine (9) regular member positions and two (2) alternate member positions each serving two-year terms.
- The committee serves to maintain, preserve, educate and promote the city's historical resources.

Historical Preservation Ad Hoc Committees

1. Social Media Ad Hoc Committee



Recommendations



Proposed Committee Revisions

- Consider streamlining the Committees to consist of seven (7) members, except the Access, Building, Fire & Housing Board of Appeal and Traffic Impact Fee Committees, which shall consist of five (5) members.
- Eliminate potential Brown Act violations by requiring Committee members to participate on only one (1) Commission or Committee at a time.
- Reconsider Alternate committee members, as their role is unclear and alternates are precluded from voting, but participate in one other Committee activities that influence policy recommendations to the City Council.
- **Alternative:** If two or more Committees have any common or overlapping purview, there should not be any common members. (Example: FiPAC.)

Proposed Ad Hoc Committee Revisions

- Limit the number of Ad Hoc Committees to one (1) at a time, unless due to special or emergency circumstances, to avoid potential Brown Act violations.
- Ensure that Ad Hoc Committees are set for a specific duration of time, not to exceed six (6) months to avoid inadvertently becoming a Standing Committee and violating the Brown Act.
- **Alternative:** Limit Committee member participation to (1) one Ad Hoc Committee to avoid potential Brown Act violations.

Ralph M. Brown Act Highlights (Government Code Section 54950)

- Requires that public agency actions “be taken openly and that their deliberations be conducted openly.”
- All “meetings” of a “legislative body” must be open and public.
 - §54952.2 defines “meetings” as any convening of a majority of Committee members that deliberates about or discusses “any item that is within the subject matter” of the Committee.
- Assures transparency for residents to “remain informed.”
- Requires the agenda be posted at least 72 hours before a “regular” meeting
- Must include a brief general description of each item

Day to Day Activities that May Violate the Brown Act

Watch out for:

- ❖ E-mails, texts, blogs, social networking sites
- ❖ Telephone conversations for purpose of discussing decisions in advance
- ❖ Informal discussions
- ❖ Disclosing ex parte communications prior to each public hearing agenda item
- ❖ Serial Meetings

Consequences of Brown Act Violations

- Nullification of Committee or City Council decision.
- Criminal sanctions for intentional violations (up to 6 months in jail/\$1,000 fine).
- Adverse media attention and perception of back door dealings that are influencing recommendation outside of publicly noticed meetings.

Meeting Dates and Times

- Committee meetings scheduled no more than bimonthly (once every two months).
- Suggest Committee meetings last no more than two (2) hours.
- Special Committee meetings (in addition to regularly scheduled meetings) to be held with prior authorization from the City Manager to ensure staff adhere to the City Council's Strategic Plan and state Goals and Objectives, and any timelines stated therein.



Conclusion

- Committees play an integral role in **providing feedback and recommendation** to staff the City Council regarding public policy matters
- Committees provide an excellent opportunity for **community engagement** and for residents to provide consistent input to the City Council.
- Committees allow for **public participation and comment** on various, specialized topics.
- It is a **best practice** to review City policies, procedures, and activities routinely to identify areas of improvement.
- Recommendations contained herein are to assist in **streamlining** Committee activities, promote **transparency**, and ensure **compliance** with State law.





Questions?



Costa Mesa City Council

April 4, 2023

Annual Fish Fry at Lions Park





Current License Agreement

Under the 2019 license agreement, the City will continue to:

- Provide a staff person to oversee the property
- Provide staff to assist with production and management
- Assist with marketing and promotional support
- Waive the \$425 Special Event fee
- Provide Police staffing support – all fees waived
- Contribute a \$5,000 Sponsorship
- Waive fees for a golf tournament at CMCC





Agreement Modifications

- Specifies Luke Davis outfield and the Downtown Recreation Center south lawn as the location of the event
- Date change to the last full weekend in June
- Inclusion of the Costa Mesa Senior Center's kitchen (same as 2022)



Fish Fry Location - 2023



Timeline

2023 Key Dates	
Tuesday, June 20	Last day for field permits
Wednesday, June 21	Site Prep Begins
Friday, June 23	Fish Fry opens
Saturday, June 24	Fish Fry
Sunday, June 25	Fish Fry
Monday, June 26	Fish Fry Site Break-Down
Tuesday, June 27	Field Rest/Renovation Begins

Recommendation

1. Approve the license agreement between the City of Costa Mesa and the Costa Mesa-Newport Harbor Lions Club to host the annual Fish Fry event at the Lions Park Campus beginning in 2023.
2. Authorize the City Manager and City Clerk to execute the agreement and all future amendments to the agreement.





Questions?



Fish Fry Location - 2022

