

CITY OF COSTA MESA REGULAR CITY COUNCIL AND HOUSING AUTHORITY* Agenda

Tuesday, January 21, 2025

6:00 PM

City Council Chambers 77 Fair Drive

*Note: All agency memberships are reflected in the title "Council Member" 4:00 P.M. Closed Session

The City Council meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having technical difficulties or experiencing any other critical issues, and unless required by the Brown Act, the meeting will continue in person.

TRANSLATION SERVICES AVAILABLE / SERVICIOS DE TRADUCCIÓN DISPONIBLE Please contact the City Clerk at (714) 754-5225 to request language interpreting services for City meetings. Notification at least 48 hours prior to the meeting will enable the City to make arrangements.

Favor de comunicarse con la Secretaria Municipal al (714) 754-5225 para solicitar servicios de interpretación de idioma para las juntas de la Ciudad. Se pide notificación por lo mínimo 48 horas de anticipación, esto permite que la Ciudad haga los arreglos necesarios.

Members of the public can view the City Council meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true and online at youtube.com/costamesatv.

Closed Captioning is available via the Zoom option in English and Spanish.

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

Zoom Webinar: (For both 4:00 p.m. and 6:00 p.m. meetings)

Please click the link below to join the webinar: https://us06web.zoom.us/j/81879579049?

pwd= XoNBT2uciL7zrDsfi4A9Q9srLqExq.bQEU-le6VvXiPDeL

Or sign into Zoom.com and "Join a Meeting"

Enter Webinar ID: 818 7957 9049/ Password: 608584

- If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select "Join Audio via Computer."
- The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.
- During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Participate via telephone: (For both 4:00 p.m. and 6:00 p.m. meetings)
Call: 1 669 900 6833 Enter Webinar ID: 818 7957 9049/ Password: 608584
During the Public Comment Period, press *9 to add yourself to the queue and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

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

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

Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or cityclerk@costamesaca.gov and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information. All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. This includes items submitted for the overhead screen during the meeting. Items submitted for the overhead screen should be 1 page and provided to the City Clerk prior to the start of the meeting. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments, for both videos and pictures. Please e-mail to the City Clerk at cityclerk@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the City Clerks office at 714-754-5225.

Note regarding agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5): Any related documents provided to a majority of the City Council after distribution of the City Council Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at https://costamesa.legistar.com/Calendar.aspx. Las agendas y los informes se pueden ver en español en el sitio web de la Ciudad en

https://www.costamesaca.gov/trending/current-agendas/spanish-city-council-agendas.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

En conformidad con la Ley de Estadounidenses con Discapacidades (ADA), aparatos de asistencia están disponibles y podrán ser prestados notificando a la Secretaria Municipal. Si necesita asistencia especial para participar en esta junta, comuníquese con la oficina de la Secretaria Municipal al (714) 754-5225. Se pide dar notificación a la Ciudad por lo mínimo 48 horas de anticipación para garantizar accesibilidad razonable a la junta. [28 CFR 35.102.35.104 ADA Title II].

CLOSED SESSION - 4:00 P.M.

CALL TO ORDER

ROLL CALL

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

CLOSED SESSION ITEMS:

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - ONE CASE

Pursuant to California Government Code Section 54956.9 (d)(1)
Name of Case: Insight Psychology and Addiction, Inc. v. City of Costa Mesa,
U.S. District Court, Central District of California, Case No. 8:20 cv 00504 JVS
JDE

 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION – ONE CASE

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

Name of Case: City of Costa Mesa v. Ohio House, LLC, a California limited liability corporation; Richard Perlin, Nancy Perlin, Dolores Perlin, and Brandon Stump as individuals

Orange County Superior Court Case No. 30-2018-01006173-CU-OR-NJC

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - ONE CASE

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

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

Orange County Superior Court Case No. 30 2020 01133479

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - ONE CASE

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

Moyer v. City of Costa Mesa, Orange County Supreme Court Case No. 30-2022-01248290

REGULAR MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY

JANUARY 21, 2025 – 6:00 P.M.

JOHN STEPHENS Mayor

MANUEL CHAVEZ
Mayor Pro Tem - District 4

ARLIS REYNOLDS
Council Member - District 5

JEFF PETTIS
Council Member - District 6

KIMBERLY HALL BARLOW
City Attorney

ANDREA MARR
Council Member - District 3

LOREN GAMEROS
Council Member - District 2

MIKE BULEY
Council Member - District 1

LORI ANN FARRELL HARRISON
City Manager

CALL TO ORDER

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

MOMENT OF SOLEMN EXPRESSION

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

ROLL CALL

CITY ATTORNEY CLOSED SESSION REPORT

PRESENTATIONS:

1. Presentation: Vector Control Update

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA Comments on Consent Calendar items may also be heard at this time. Comments are limited to 3 minutes, or as otherwise directed.

COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS Each council member is limited to 3 minutes. Additional comments will be heard at the end of the meeting.

- 1. Council Member Gameros
- Council Member Marr
- 3. Council Member Reynolds
- 4. Council Member Pettis
- 5. Council Member Buley
- 6. Mayor Pro Tem Chavez
- 7. Mayor Stephens

REPORT – CITY MANAGER

REPORT - CITY ATTORNEY

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the City Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion.

1. PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL 25-139 ORDINANCES AND RESOLUTIONS

RECOMMENDATION:

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

2. **READING FOLDER**

25-141

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Hasna Shenai Aini, Ahmad Alamour, Mohammad Alamour, Malik Alrefai, Rami Anabtawi, Tariq "Eric" Assfour, Zayd Aweinat, Brian Brakeville, Hernan Arturo Calderon, Michael Chang, Mark Gradoni, Hani A. Habbas, Brook Haley, Lubna Hammad, Jacob Andrew Hernandez, Anthony Hertel, Adel Hijazi, Brandon Hood, Steven Anthony Hunt, Donavian "Navi" Huskey, Theodores Kapogianis, Faran Kharal, Matthew Leibelt, Ann Makaenamorgan, Glorianne Mendoza, Angie Belen Monreal, Salma Nasoordeen, Julie Nguyen, Savannah Plaskon, James Schwab, Jeff Taylor, Ashley Tfaye, Jaelynn Valez, Nikita Bear Yu, Fatana Zadran, Omar Zegar.

3. ADOPTION OF WARRANT RESOLUTION

<u>25-104</u>

RECOMMENDATION:

City Council approve Warrant Resolution No. 2726.

Attachments: 1. Summary Check Register 11-07-24

2. Summary Check Register 11-14-24

3. Summary Check Register 11-21-24

4. Summary Check Register 11-27-24

5. Summary Check Register 12-05-24

6. Summary Check Register 12-12-24

7. Summary Check Register 12-19-24

4. <u>MINUTES</u> <u>25-142</u>

RECOMMENDATION:

City Council approve the minutes of the regular meeting of November 19, 2024 and special meeting of December 5, 2024.

Attachments: 1. 11-19-2024 Draft Minutes

2. 12-05-2024 Draft Minutes

5. <u>APPROVAL OF MAYOR'S APPOINTMENTS TO THE 24-413</u>
<u>TRANSPORTATION CORRIDOR AGENCIES AND ORANGE COUNTY</u>
VECTOR CONTROL DISTRICT

RECOMMENDATION:

Staff recommends the City Council approve the following Mayor's appointments:

- 1. Transportation Corridor Agencies (TCA): Appointee Mayor John Stephens and Alternate Councilmember Arlis Reynolds.
- 2. Orange County Vector Control District (OCVCD): Appointee Mr. Bill Turpit
- 6. <u>AWARD OF PROFESSIONAL SERVICES AGREEMENT TO DEVELOP 25-129</u>
 A FACILITIES MASTER PLAN FOR CITY OWNED FACILITIES

RECOMMENDATION:

Staff recommends the City Council:

- Approve a Professional Services Agreement (PSA) in the amount of \$299,693 to M. Arthur Gensler Jr. & Associates, Inc., 4675 MacArthur Court, Suite 100, Newport Beach, CA, to develop a facilities master plan for City-owned facilities.
- 2. Authorize a ten percent (10%) contingency in the amount of \$29,970 for unforeseen costs related to the project.
- 3. Authorize the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.

Attachments: 1. RFP Facility Master Plan

2. Proposed PSA

7. <u>ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - 25-131</u>
MULTIPURPOSE TRAILS

RECOMMENDATION:

Staff recommends the City Council:

- 1. Award a Professional Services Agreement (PSA) (Attachment 1) to Onward Engineering in the amount of \$374,517, for professional engineering design services for the Adams Avenue Active Transportation Improvements Multipurpose Trails project, with an initial term period of five years, effective January 21, 2025 January 20, 2030.
- 2. Authorize a ten percent (10%) contingency in the amount of \$37,452 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

Attachments: 1. Proposed PSA with Onward Engineering

2. Location Map

3. Conceptual Rendering

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PUBLIC HEARINGS:

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

1. REVIEW OF THE PLANNING COMMISSION'S DECISION TO UPHOLD 25-134
THE ZONING ADMINISTRATOR'S DECISION TO APPROVE MINOR
CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT
(PODA-24-0001 AND PMCP-24-0008) LOCATED AT 814 WEST 19TH
STREET ("WESTEND")

RECOMMENDATION:

Staff recommends the City Council review the Planning Commission's decision to uphold the Zoning Administrator's decision to approve PODA-24-0001 AND PMCP-24-0008.

Attachments: Agenda Report

- 1. Resolution
- 2. Filed Review Application
- 3. Planning Commission Minutes
- 4. Planning Commission Resolution
- 5. Zoning Administrator and Planning Commission Public

Comments

- 6. Planning Commission Report
- 7. Zoning Administrator Report
- 8. Applicant Letter
- 9. Project Plans

2. SECOND READING OF AN ORDINANCE AMENDING TITLE 3 25-132

(ANIMAL REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE

BY AMENDING CHAPTER I (IN GENERAL) AND CHAPTER VI

(SPECIAL ANIMAL PERMIT) TO PROVIDE FOR BEEKEEPING AND

TO CLARIFY APPEAL PROCEDURES FOR SPECIAL ANIMAL

PERMITS

RECOMMENDATION:

- 1. Staff recommends the City Council give a second reading and adopt Ordinance No. 2025-XX amending Title 3 (Animal Regulations) of the Costa Mesa Municipal Code by amending Chapter I (In General) and Chapter VI (Special Animal Permit) to allow for the lawful keeping of bees and/or hives within the city and to clarify appeal procedures for special animal permits.
- 2. Adopt a Resolution of the City Council of the City of Costa Mesa, California, establishing a beekeeping permit user fee to be added to the City's Consolidated Schedule of User and Regulatory Fees.

Attachments: 1. Beekeeping Ordinance

2. Beekeeping Permit User Fee Resolution

OLD BUSINESS: NONE.

NEW BUSINESS:

1. SAFE ROUTES TO SCHOOL ACTION PLAN

25-130

RECOMMENDATION:

Staff recommends the City Council:

- 1. Award a Professional Services Agreement (PSA) to Kimley-Horn and Associates, Inc. in the annual amount of \$541,774 for professional engineering services for the development of Safe Routes to School Action Plan, with an initial term period of two years, effective January 21, 2025 January 20, 2027, with the option of two one-year renewal periods.
- 2. Authorize a ten percent (10%) contingency in the amount of \$54,177 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

Attachments: 1. Proposed PSA with Kimley-Horn

2. <u>APPOINTMENTS TO THE ARTS, PARKS AND COMMUNITY 25-100</u> SERVICES, AND PLANNING COMMISSIONS

RECOMMENDATION:

Staff recommends the City Council make appointments as follows:

- 1. Arts Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis).
- 2. Parks and Community Services Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis) and one (1) member appointment with a term expiration of January 2027 (Appointment by Council Member Marr).
- 3. Planning Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis).

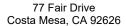
<u>Attachments</u>: 1. Arts Commission Applications

2. Parks and Community Services Commission Applications

3. Planning Commission Applications

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

ADJOURNMENT





CITY OF COSTA MESA Agenda Report

File #: 25-139 Meeting Date: 1/21/2025

TITLE:

PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND

RESOLUTIONS

RECOMMENDATION:

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

77 Fair Drive Costa Mesa, CA 92626



CITY OF COSTA MESA Agenda Report

File #: 25-141 Meeting Date: 1/21/2025

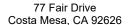
TITLE:

READING FOLDER

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

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Hasna Shenai Aini, Ahmad Alamour, Mohammad Alamour, Malik Alrefai, Rami Anabtawi, Tariq "Eric" Assfour, Zayd Aweinat, Brian Brakeville, Hernan Arturo Calderon, Michael Chang, Mark Gradoni, Hani A. Habbas, Brook Haley, Lubna Hammad, Jacob Andrew Hernandez, Anthony Hertel, Adel Hijazi, Brandon Hood, Steven Anthony Hunt, Donavian "Navi" Huskey, Theodores Kapogianis, Faran Kharal, Matthew Leibelt, Ann Makaenamorgan, Glorianne Mendoza, Angie Belen Monreal, Salma Nasoordeen, Julie Nguyen, Savannah Plaskon, James Schwab, Jeff Taylor, Ashley Tfaye, Jaelynn Valez, Nikita Bear Yu, Fatana Zadran, Omar Zegar.





CITY OF COSTA MESA Agenda Report

File #: 25-104 Meeting Date: 1/21/2025

TITLE:

ADOPTION OF WARRANT RESOLUTION

DEPARTMENT: FINANCE DEPARTMENT

PRESENTED BY: CAROL MOLINA, FINANCE DIRECTOR

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

RECOMMENDATION:

City Council approve Warrant Resolution No. 2726.

BACKGROUND:

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

FISCAL REVIEW:

Funding Payroll Register No. 24-23 On Cycle for 3,720,001.07, 24-24 On Cycle for \$3,756,525.02, 24-25 On Cycle for \$4,136,674.91, and City operating expenses for \$11,838,505.85.

City of Costa Mesa Accounts Payable
CCM OVERFLOW CHECK LISTING

Page No.

Run Date Nov 07,2024

Run Date Nov 07,2024 Run Time 2:21:43 PM

Bank: CITY
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250826	11/08/24	0	Turnout Maintenance Company LLC	0000020182	0.00

TOTAL 0.00

700.00 322,688.03 2,139,077.49 835.42 0.00 26,209.59 \$ 2,489,510.53

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

Page No.

.

Run Date Nov 01,2024 Run Time 2:25:30 PM

Bank: CITY
Cycle: AMNUAL

 Payment Ref
 Date
 Status
 Remit To
 Remit ID
 Payment Amt

 0250800
 11/01/24
 P
 Eduardo Iniestra
 0000029307
 700.00

Line Description: DJ Svc-Scarecrow Fest

TOTAL \$700.00

City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER** Page No.

Run Date Nov 04,2024 Run Time 12:54:04 PM

Bank: CITY

Cycle: AMNUAL

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0250801	11/04/24	P CALIBA INC Line Description: FS#4 Traing Fac-#210013/#23-04 RetentionPayable#23-04/#210013	0000030848	312,165.25
0250802	11/04/24	P Bureau Veritas North America Inc Line Description: Bldg Plan Check	0000016616	7,678.14
0250803	11/04/24	P Calero Software LLC Line Description: Call Log Sys Maint-Auu 21-22	0000024713	1,857.64
0250804	11/04/24	P Steven Schiefelbein Line Description: Refund Towing Fee	0000031029	987.00 TOTAL \$322,688.03

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0250805	11/08/24	P All American Asphalt	0000000971	277,803.25
		Line Description: Retention Payable #23-07 Pavement Rehab #23-07/#400015		
0250806	11/08/24	P BlueAlly Technology Solutions	0000029863	27,967.17
		Line Description: Email Protection Oct 2024-25		
0250807	11/08/24	P BrightView Landscape Services Inc	0000026055	204,688.25
		Line Description: Landscape Maint-Oct 2024		
0250808	11/08/24	P Cal Stripe Inc	0000029093	18,650.00
		Line Description: Bicycle Facility Striping		
0250809	11/08/24	P CalPERS	000008887	665,050.77
		Line Description: 1193 Health Permium-Nov 1193 Health Insurance Premium		
0250810	11/08/24	P Endemic Environmental Services Inc	0000021277	15,834.00
		Line Description: FVP Wetland Maint10/1-10/15/24		
0250811	11/08/24	P FM Thomas Air Conditioning Inc	0000017151	16,444.14
		Line Description: HVAC Maint-Sep 2024 HVAC Maint-Oct 2024 HVAC Maint-Aug 2024		
0250812	11/08/24	P Families Forward Inc	0000024105	17,910.39
		Line Description: 1st Qtr TBRA Prog		
0250813	11/08/24	P Johnson Controls Fire Protection LP	0000026089	18,841.09
		Line Description: Fire Alarm Upgrade		

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

Page No.

2 Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0250814	11/08/24	P Kabbara Engineering	0000002795	68,497.00
		Line Description: Alley Rehab Proj Thru 10/11/24		
0250815	11/08/24	P Mercury Insurance Company	0000009228	18,577.92
		Line Description: Stlmt-Vehicle Damage 12/13/22		
0250816	11/08/24	P Michael Baker International Inc	0000024229	36,700.00
		Line Description: Hive Live Residential Developm		
0250817	11/08/24	P Orange County Treasurer Tax Collector	0000003489	16,417.00
		Line Description: Prkng Citation-Sep 2024		
0250818	11/08/24	P Peckham & McKenney Corp	0000030678	26,500.00
		Line Description: Transptn Svc Mgr Search Transptn Svc Mgr Search Transptn Svc Mgr Search		
0250819	11/08/24	P Place Works Inc	0000023119	51,573.18
		Line Description: Fairview Dev Center Proj Meeti		
0250820	11/08/24	P R&M Electrical Contracting	0000030498	43,302.90
		Line Description: Installation LED Lighting		
0250821	11/08/24	P SCA of CA, LLC	0000029971	127,226.87
		Line Description: Monthly Sweep Pressure Wash Street Sweeping Residential Bi-Weekly Pressure Washing BS		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250822	11/08/24	Р	Scott Fazekas & Associates Inc	0000003961	22,598.45
		Line Descri	iption: Consulting Plan Check Srvs		
0250823	11/08/24	Р	Southern California Edison Company	000004088	21,174.79
		Line Descri	702 Victoria 9/30-10/28/24 702 1/2 Victoria 9/30-10/28/24 745 W 19th 10/3-10/31/24 Sr Ctr 9/27-10/27/24 3129 Harbor 10/1-10/29/24 Davis Field 9/27-10/27/24 885 Junipero 10/2-10/30/24 NHCC 9/27-10/27/24 Sunflower/Plaza Oct 24 Loan 6870 Sunflwr/Plaza Oct 24 1860 Anaheim 9/30-10/28/24 SD Fwy On/Off Oct 24 Npt Fwy/Baker Oct 24 Tennis Ctr 10/2-10/30/24 Baker/Royal Palm Oct 24 900 Arlington 10/2-10/30/24 970 Arlington 10/2-10/30/24 2750 Fairview 10/2-10/30/24 19th/Npt Oct 24		
0250824	11/08/24	P Line Descrip	Specialty Equipment otion: Liftgate Upfit for Unit 425 Liftgate Upfit for Unit 334 Liftgate Upfit for Unite 410 Box Truck 210 upfit HD liftgat	0000022337	27,704.64
0250825	11/08/24	P Line Descrip	Turnout Maintenance Company LLC otion: Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel	0000020182	19,435.55

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

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
		Line Description.	Cleaned Fire Apparel		
0250827	11/08/24	P Vig	ilant LLC CYBERDNA ALERTING & SUBSCRIPTI	0000024878	24,000.00
0250828	11/08/24	P We	est Coast Arborists Inc Tree Mntnc Srvs 10/1-10/15/24	0000004498	38,836.35
0250829	11/08/24	P Zur	nar Industries Inc Prefabed Speed Limit Signs	0000004622	18,154.28

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 07,2024 Run Time 2:21:30 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250830	11/08/24	P Line Descriț	AAA Electric Motor Sales & Service Inc iption: Electrical Supplies	0000019861	185.52
0250831	11/08/24	P	AT & T	000001107	107.00
		Line Descrip	iption: Internet Skate Park Camera		
0250832	11/08/24	Р	AT & T	000001107	963.25
		Line Descrip	Red Phone Fire Sta#3 Red Phone Fire Sta#5 PRI Circuit Inbound Trunk Fire Emergency Line Red Phone Fire Sta#2 Red Phone Fire Sta#1 Red Phone Fire Sta#4 Red Phone Fire Sta#6 Jack Hamett Sports Complex NCC Fire Alarm Lions Park Baseball Field DRC Fire Alarm WSS Alarm		
0250833	11/08/24	Р	AT & T Mobility	000001107	94.44
		Line Descrip	otion: Comm Cell Phones 9/12-10/11/24		
0250834	11/08/24	Р	AT & T Teleconference Services	0000001107	508.59
		Line Descript	tion: Teleconference Svs Sept 24		
0250835	11/08/24	Р	AT&T Mobility LLC	0000030878	925.52
		Line Descript	tion: FirstNet CMFR MCT 8/27-9/26/24		
0250836	11/08/24	Р	AVNI Enterprises Inc	0000030676	3,742.43

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

Page No.

6 Run Date Nov 07,2024

Run Time 2:21:30 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Parts for Fire Apparatus on an Level Switch-#523 Parts for Fire Apparatus on an Parts for Fire Apparatus on an Parts for Fire Apparatus on an		
0250837	11/08/24	P Accord Systems LLC	0000024035	8,500.00
		Line Description: ACA Compliance Tracking/Rpt		
0250838	11/08/24	P Ai Ley Tan	0000029642	1,250.00
		Line Description: Yoga Session-Oct 2024		
0250839	11/08/24	P Amerinat	0000026372	3,103.54
		Line Description: PIRT Policy from Chicago Title Monthly Service Fee-Sep 2024 Monthly Fee-Aug 2024 Montly Fee-Jul 2024		
0250840	11/08/24	P Andrew Yassa	0000031039	184.16
		Line Description: Refund PemritBIEL-24-0005 Refund PemritBIEL-24-0013		
0250841	11/08/24	P Anomaly Squared	0000030491	2,622.71
		Line Description: NHS 27/4 Call Cntr Svc-Oct 24 NHS 27/4 Call Cntr Svc-Jun 24		
0250842	11/08/24	P Ardurra Group, Inc.	0000030147	4,160.40
		Line Description: I-405 Imprv Proj-Jul 2024 I-405 Imprv Proj-Sep 2024 I-405 Imprv Proj-Aug 2024		
0250843	11/08/24	P Arlene Carter	0000031035	20.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

.

Run Date Nov 07,2024 Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Refund Rec Dep 2008621.002		
0250844	11/08/24	P BKF Engineers	0000024944	2,117.00
		Line Description: FS#5 Parking Proj 8/26-9/29/24		
0250845	11/08/24	P Beau Hossler	0000029714	210.00
		Line Description: Basketball Referee-11/4/24 Basketball Referee-10/30/24		
0250846	11/08/24	P Boys & Girls Clubs	0000030522	5,143.62
		Line Description: 1st Qtr-Job Readiness Prog		
0250847	11/08/24	P CA Retired Teachers Association	0000001933	500.00
		Line Description: Refund Rec Dep 2008619.002		
0250848	11/08/24	P CALBO	0000001483	310.00
		Line Description: Ed Week Reg-Ziad Doudar		
0250849	11/08/24	P CAPE	000001569	50.00
		Line Description: 2024 Mbrshp-K Lawson		
0250850	11/08/24	P CAPF	0000004755	4,838.00
		Line Description: Firefighters LTD-Oct 2024 Firefighters LTD-Nov 2024		
0250851	11/08/24	P CDW Government Inc	000005402	3,917.49
		Line Description: SALES TAX (7.75%) KENSINGTON SMARTFIT SURFACE LAPTOP BELKIN USB-C RECYCLE FEE		

Bank: CITY

Cycle: AWKLY

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

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: SOUND BAR USB BATTERY BACK-UP DELL ULTRASHARP U2424H- LED MO SURFACE THUNDERBOLT 4 DOCK		
0250852	11/08/24	P CLEA	000004754	7,200.00
		Line Description: Police Officers LTD-Nov 2024 Police Officers LTD-Oct 2024		
0250853	11/08/24	P California Green Business Network	0000030493	6,772.00
		Line Description: CA Green Prog Mbrshp24-25		
0250854	11/08/24	P California Surveying & Drafting Supply	0000030420	399.00
		Line Description: Forensics Capture Software		
0250855	11/08/24	P Canon Financial Services Inc	0000023241	1,394.26
		Line Description: Copier Lease 10/20-11/19/24 Copier Lease 10/20-11/19/24		
0250856	11/08/24	P Carelon Behavioral Health of California	0000030107	1,011.15
		Line Description: Employee Assistance Prog-Oct24		
0250857	11/08/24	P CentralSquare Technologies LLC	0000028721	2,700.00
		Line Description: Subscription Fee		
0250858	11/08/24	P Chief Leadership	0000030895	2,500.00
		Line Description: Team Buildin Worshop		
0250859	11/08/24	P City Of Santa Ana M-13	0000003917	5,793.93
		Line Description: Fair Housing Assessment		

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

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0250860	11/08/24	P City of Huntington Beach Line Description: Booking Fee-Aug 2024	0000002599	600.00
0250861	11/08/24	P Connell Chevrolet Line Description: Key	0000001763	25.08
0250862	11/08/24	P Continental Interpreting Services Inc Line Description: Interpreting Svc-10/15/24 Interpreting Svc-10/10/24 Interpreting Svc-10/15/24 Interpreting Svc-10/10/24 Interpreting Fee-10/24/24 Interpreting Fee-10/24/24	0000024355	2,700.00
0250863	11/08/24	P County of Orange Line Description: Radio Repair-July 2024	0000007209	683.72
0250864	11/08/24	P County of Orange Line Description: Teletype Svs-Oct 2024 AFIS Fee-Oct 2024	0000003486	4,454.32
0250865	11/08/24	P Data Ticket Inc Line Description: Prkng Citation Processed-Sep24	0000010929	5,196.78
0250866	11/08/24	P Division of the State Architect Line Description: Disability Access Ed Fee	0000021296	963.00
0250867	11/08/24	P Employment Development Department Line Description: Unemployment Jul-Sep 24	0000001543	287.00

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

Page No.

Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To Remit ID	Payment Amt
0250868	11/08/24	P Entenmann Rovin Company 0000002130 Line Description: Flat Badges	9,480.22
0250869	11/08/24	P Erika Padilla 0000031034 Line Description: Refund Rec Dep 2008620.002	100.00
0250870	11/08/24	P Extti Incorporated 0000010491 Line Description: Workplace Invstgtn-Jul 24 Workplace Invstgtn-Aug 2024 Workplace Invstgtn-Sep 2024	4,200.00
0250871	11/08/24	P Faronics Technologies USA Inc 0000018659 Line Description: Annual Maint Renewal	138.60
0250872	11/08/24	P Fun Photos 0000030108 Line Description: Photo Booth-CM Dance	300.00
0250873	11/08/24	P Galls LLC 0000002297 Line Description: Name Strip Uniform-Ramirez Uniform-Villana	358.79
0250874	11/08/24	P General Data Company 0000023334 Line Description: EQUIPMENT MAINTENANCE AGREEMEN	115.00
0250875	11/08/24	P Grainger 0000002393 Line Description: Hardware Hardware Hardware Hardware Hardware	1,619.05

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024
Run Time 2:21:30 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250876	11/08/24	P Line Descrip	Graybar Electric Company Inc otion: Parts & Supplies for Comm	0000002397	689.71
0250877	11/08/24	P Line Descrip	Greg Kennedy otion: Refund Citation CM010030080	0000026205	35.00
0250878	11/08/24	P Line Descrip	Hanks Electrical Supplies	0000002445	139.47
0250879	11/08/24	P Line Descrip	Hinderliter De Llamas & Associates otion: Cannabis Mgnt-Jul 2024 Cannabis Mgnt-Jul 2024	0000002537	6,260.00
0250880	11/08/24	P Line Descrip	Human Options Inc otion: Transitional Housing	0000002593	2,348.94
0250881	11/08/24	P Line Descrip	Interwest Consulting Group Inc ation: Bldg & Safety Plan Check-Oct22 Plan Check 8/1/22-6/23/23 Plan Review-Sep 2024 Bldg Plan Review-Sep 2024 Plan Check-May 23	0000021505	2,754.53
0250882	11/08/24	P Line Descrip	Jeffrey Rimando tion: Refund Rec Dep 2008628.002	0000029393	500.00
0250883	11/08/24	P Line Descript	Joe Mar Polygraph & Investigation tion: Pre Emply Polygraph Exam	0000027462	500.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024 Run Time 2:21:30 PM

Payment Ref	Date	Status R	emit To	Remit ID	Payment Amt
0250884	11/08/24	P LI	INA	0000015623	100.00
		Line Description	n: NYL Admin Fees July 2024 NYL Admin Fees Aug 2024		
0250885	11/08/24	P La	andscape Structures Inc	0000024524	9,664.63
		Line Descriptior	Playground Equipment & Parts Playground Equipment & Parts Playground Equipment & Parts o		
0250886	11/08/24	P La	anglois Fancy Frozen Foods	0000030651	259.20
		Line Description	z: Jail Food Services Oct 24		
0250887	11/08/24	P La	ura Tapia Vargas	0000031038	105.00
		Line Description	: Basketball Referee-11/4/24		
0250888	11/08/24	P Lo	omis	0000019082	334.91
		Line Description	: Armored Car Svc-Oct 24		
0250889	11/08/24	P Ma	anufactured Home Inspection, INC.	0000030219	3,900.00
		Line Description.	Rehab Grant 1973 Newport Blvd		
0250890	11/08/24	P M a	arx Brothers Fire Extinguisher Company	000003073	125.00
		Line Description:	Fire Extinguisher Services		
0250891	11/08/24	P Mo	bile Home Improvement	0000015213	11,740.00
		Line Description:	Rehab Grant-903 W 17th #97		
0250892	11/08/24	P Mo	nument Row	0000030907	400.00
		Line Description:	Relocation Srvs Sept 24		

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

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13 Run Date Nov 07,2024

Run Time 2:21:30 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250893	11/08/24	P Line Descrip	NMAI LLC tion: HQS Reinspections	0000029198	1,540.00
0250894	11/08/24	P Line Descript	National Data & Surveying Services tion: Data & Survey Svc ADT/Speed Counts-Sunflower	0000021249	385.00
0250895	11/08/24	P Line Descript	NeWave Construction Inc tion: Lobby Wall @ City Hall	0000024108	12,000.00
0250896	11/08/24	P Line Descript	Nex Tech Systems Inc ion: Shipping Fee Sales Tax 7.75% Fiber Switch Traffic Cabinets	0000020700	5,486.29
0250897	11/08/24	P Line Descript	Nutrien AG Solutions Inc ion: Fertilizer for Sport Fields Chemicals for Sport Fields	0000026392	6,611.76
0250898	11/08/24	P Line Descript	Office Depot ion: Office Supplies Engineering Office Supplies Police CSI Office Supplies Police Trainin Office Supplies Police Records Office Supplies Police Investi Office Supplies CEO-Comms Mark Office Supplies Admin Srvs Prk Office Supplies Planning Office Supplies Dev Srvs Office Supplies Finance Office Supplies Fire Office Supplies City Manager	000003394	9,043.49

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

Page No.

14 Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Re	f Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Office Supplies Police Admin Office Supplies Police Field Office Supplies Senior Center Office Supplies Transportaion		
0250899	11/08/24	P Orange County Dept of Education	0000000442	600.00
		Line Description: Refund Rec Dep 2008627.002		
0250900	11/08/24	P Orange County Probation Department	0000003491	13,089.07
		Line Description: Overtime for Probation Officer		
0250901	11/08/24	P Patrick Huu	0000031032	1,500.00
		Line Description: Refund Permit EENC-23-0379		
0250902	11/08/24	P Priority Landscape Services LLC	0000026592	13,160.00
		Line Description: Citywide Young Tree Care July Citywide Young Tree Care Aug24 Citywide Young Tree Care Sep		
0250903	11/08/24	P Quinn Company	0000015404	13,174.10
		Line Description: 361-Chisel Tip Maintenance Services Agreement Load Bank Tests Stock-Tube 361-Engine Parts 116-Elect Modular Ctrl Panel Stock-Retainer Pin Stock-Pins 116-Electrical Test 361-Front Window 361-Hydrolic Hard Line Damaged Stock-Grill, Bumpers & Frame 116-New Display/Ctrl Panel Return-Core		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024
Run Time 2:21:30 PM

Bank:	CITY
Cvcle:	AMKIV

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
		Line Description	o: Stock-Tank Cap Stock Retainer Pin		
0250904	11/08/24	P RI	PW Services Inc	0000012440	1,630.00
		Line Description	Rodent Control Community Garde Citywide Weed Control		
0250905	11/08/24	P Re	ed Wing Business Advantage Account	0000003772	225.00
		Line Description.	: Safety Shoes Hector Soriano		
0250906	11/08/24	P Ro	a Abdelrahman	0000031036	506.50
		Line Description:	Refund Rec Dep 2008626.002		
0250907	11/08/24	P SH	Il International Corp	0000016007	3,161.73
		Line Description:	CD62 INDOOR CAMERA SALES TAX (7.75%) BH61 WIRELESS HUB 5-YEAR CAMERA LICENSE SHIPPING		
0250908	11/08/24	P Sar	nuel Weaver	0000031033	6,000.00
		Line Description:	Refund Permit EENC-24-0288		,
0250909	11/08/24	P Sea	an Simon	0000029869	105.00
		Line Description:	Basketball Referee-10/30/24		
0250910	11/08/24	P Sier	mens Industry Inc	0000002904	768.00
		Line Description:	Equipment Repair		
0250911	11/08/24	P Sou	thern California Gas Company	000004092	157.15
		Line Description:	FS#6 9/26-10/28/24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024
Run Time 2:21:30 PM

Bank:	CHY
Cycle:	-AWKLY

Payment Re	f Date	Status Remit To	Remit ID	Payment Amt
0250912	11/08/24	P Southern California Shredding Inc Line Description: On-Site Shredding Services Oct	0000025605	145.00
0250913	11/08/24	P Sparkletts Line Description: Water Delivery Svcs - City Man Water Delivery Svcs - Finance Water Delivers Svcs - Dev. Svc Water Delivery Svcs - Public W Water Delivery Svcs - Parks	0000015725	734.98
0250914	11/08/24	P Spectrum Gas Products Line Description: Medical Lg Cyl Rent Medical Lg Cyl Rent Medical Cyl Rent Medical Lg Cyl Rent Oxygen Medical Oxygen Medical Oxygen Medical Medical Lg Cyl Rent Medical Lg Cyl Rent Medical Lg Cyl Rent Medical Lg Cyl Rent Oxygen Medical Medical Lg Cyl Rent Oxygen Medical Medical Lg Cyl	0000012653	944.14
0250915	11/08/24	P StandUp for Kids, Inc. Line Description: SubRecipient Agreement	0000030323	8,659.99
0250916	11/08/24	P The Code Group Inc Line Description: Consulting Plan Check Srvs	0000025073	1,726.70
0250917	11/08/24	P The Counseling Team International Line Description: Counseling Srvs June 2024 Phychological Assessments	0000026352	2,005.00

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

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17 Run Date Nov 07,2024

Run Time 2:21:30 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Phychological Asse Phychological Asse Phychological Asse	ssments	
0250918	11/08/24	P The Home Depot Credit S	ervices 0000002560	4,818.66
		Line Description: General Supp-Street Electrical Supp-Bldg Plumbing Supp-Bldg Hardware Supp-Part Hardware Supp-Bldg Tools-Fleet Equip M General Supp-Bldg Tools- Fire Respons Promotional Tools-Street Maint	g Maint g Maint k Maint g Maint faint Maint	
0250919	11/08/24	P The Lincoln National Life I	nsurance Co 0000030039	12,879.94
		Line Description: Accident Ins Oct 202 Critical Illness Ins-O		
0250920	11/08/24	P The Lincoln National Life In	nsurance Co 0000030039	14,685.30
		Line Description: Short Term Disability	y-Oct 24	
0250921	11/08/24	P The Sayler Group Corp	0000030033	4,608.00
		Line Description: Trash&Debris Remo	oval Oct 24	
0250922	11/08/24	P Titan Fire Protection, Inc	0000030488	540.00
		Line Description: City Hall Svc Call-Le	eaking Pip	
0250923	11/08/24	P UniFirst Holdings Inc	0000030616	140.94
		Line Description: CMBS Mats CMBS Walk Off Mat	s	

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024 Run Time 2:21:30 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250924	11/08/24	P Line Descri	Verizon Wireless ption: WIRELESS PHONE 9/18-10/17/24 WIRELESS PHONE 9/18-10/17 WIRELESS PHONE9/18-10/17/24 WIRELESS PHONE 9/18-10/17/24 FIRE IPADS 9/18-10/17	000008717	8,230.77
0250925	11/08/24	P Line Descri _l	Verizon Wireless - VSAT otion: Warrant Record Retrieval-PD	0000008717	180.00
0250926	11/08/24	P Line Descriț	Versaterm Public Safety US, Inc otion: MAINONPREM IAPRO NEXTGEN MAINONPREM BLUETEAM NEXTGEN	0000031027	5,750.00
0250927	11/08/24	P Line Descrip	Vulcan Materials Company otion: Asphalt	0000007403	144.65
0250928	11/08/24	P Line Descrip	Ware Disposal Inc tion: Shelter Trash-Aug 24	0000000255	1,079.90
0250929	11/08/24	P Line Descrip	Waterline Technologies Inc tion: DRC Pool Treatment	0000014520	960.96
0250930	11/08/24	P Line Descrip	Wildeck West tion: Super Duty Mobile Ladder for P	. 0000030650	4,774.52
0250931	11/08/24	P Line Descrip	Williams Data Management tion: DATA STORAGE	0000018803	505.61

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Run Date Nov 07,2024

Run Time 2:21:30 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	 Payment Amt
0250932	11/08/24	Р	Winzer	0000026180	10,229.39

Line Description: Black Nitrile Gloves

TOTAL \$2,139,077.49

City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER** Page No.

Run Date Nov 07,2024 Run Time 2:20:46 PM

Bank: CITY
Cycle: APAY

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0250933	11/08/24	Р	CalPERS Long-Term Care Program	000006287		85.42
		Line Desc	ription: Payroll Deduction 24-23			
0250934	11/08/24	Р	Pamela Lilly	0000025324		750.00
0200004	11100124	Line Desc	•	0000025024		750.00
					TOTAL	\$835.42

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024

Run Time 10:52:49 AM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
018823	11/08/24	Р	Aaron Thompson	0000029758	10.00
		Line Desci	ription: CALBO Trng Parking Exp		
018824	11/08/24	Р	Amanda Kim	0000030668	553.85
		Line Desci	ription: Payroll Deduction 24-23		
018825	11/08/24	Р	CHC: Creating Healthier Communities	000008015	10.00
		Line Desci	ription: Payroll Deduction 24-23		
018826	11/08/24	P	Costa Mesa Employees Association	000006284	4,335.01
		Line Desci			
018827	11/08/24	Р	Costa Mesa Executive Club	000006286	165.00
0.002.		Line Desci			
018828	11/08/24	P	Costa Mesa Firefighters Association	000001812	8,227.39
010020	11/00/24	Line Desci	-	000001012	- ,
		_		000004040	6,600.00
018829	11/08/24	P Line Desci	Costa Mesa Police Association ription: Payroll Deduction 24-23	000001819	0,000.00
			,		
018830	11/08/24	P Line Desci	Costa Mesa Police Management Assn ription: Payroll Deduction 24-23	000005082	315.00
		Line Desci	inpuon. Faytoli Deduction 24-23		
018831	11/08/24	Р	Delcie Hynes	0000030712	387.00
		Line Descr	ription: Intrnl Assc of Emergency Mgrs		
018832	11/08/24	Р	Jan Wang	0000027357	322.00
		Line Descr	ription: MMASC Conf		

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

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2 Run Date Nov 07,2024

Run Time 10:52:49 AM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
040022	11/09/24	P	Kevin M Ruhl II	0000020438	250.00
018833	11/08/24			0000020430	200.00
		Line Descripti	ion: Achievement Award Oct 2024		
018834	11/08/24	P	Lily Lorenzana	0000029189	250.00
		Line Descripti	ion: MMASC Conf		
018835	11/08/24	P	Mikelle Daily	0000029937	1,398.20
		Line Descripti	ion: Snacks for CON Plan Comm Mtng Construction Law		
018836	11/08/24	Р	Monique Pham	0000026754	301.00
		Line Descripti	ion: Firearm Tech & Specialist Trng		
018837	11/08/24	Р	Nick Wilson	0000025711	250.00
		Line Descripti	ion: Achievement Award Nov 2024		
018838	11/08/24	Р	Nick Wilson	0000025711	750.00
		Line Descripti	ion: College Tuition Reimb-Summ 24		
018839	11/08/24	Р	Nikki Johnson	0000029591	369.00
		Line Descripti	ion: Fire Marshal 1B		
018840	11/08/24	Р	Raja Sethuraman	000005084	1,299.53
		Line Descripti	ion: Medical Exp Reimb		
018841	11/08/24	P	Rupsi Burman	0000030994	161.61
		Line Descripti	ion: Chair		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 07,2024 Run Time 10:52:49 AM

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
018842	11/08/24	P Line Desc	Silvia Kennerson cription: MMASC Conf	000009041		235.00
018843	11/08/24	P Line Desc	Waqas Khan ription: CALBO Training	0000026162		20.00
				T	OTAL	\$26,209.59

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

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Run Date Nov 12,2024 Run Time 1:29:42 PM

Bank: CITY

Cycle: AMNUAL

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0250935	11/13/24	Р	Sims Orange Welding Supply Inc	000004030		2,280.45
		Line Desc	cription: Discount			
			Shipping Fee			
			Replacement Shop Welder			
			Sales Tax 7.75%			
			Fuel Surcharge			
					TOTAL	\$2.280.45

0· *

2,280.45 + 1,392,565.33 + 334,216.22 + 1,729,062. *

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 14,2024 Run Time 11:51:13 AM

Bank: CITY
Cycle: AWKIY

Payment Ref Date Status Remit To Remit ID Payment Amt 0250936 Ρ 11/15/24 All American Asphalt 0000000971 147,115.30 Line Description: Retention Payable Proj #22-08 0250937 11/15/24 All City Management Services Inc 0000009480 18,065.15 Line Description: Schl Crsng Guard9/29-10/12/24 Р 0250938 11/15/24 Bracken's Kitchen Inc 0000029468 147,493.69 Line Description: CMBS Meal Srvs 7/1-7/14 CMBS Meal Srvs 7/15-7/20 CMBS Meal Srvs 7/29-8/11 CMBS Meal Srvs 8/12-8/25 CMBS Meal Srvs 8/26-9/8 CMBS Meal Srvs 9/23-10/6 CMBS Meal Srvs 9/9-9/22 CMBS Meal Srvs 10/7-10/20 CMBS Meal Srvs 10/21-11/3 0000028576 0250939 11/15/24 Cabco Yellow Inc 20,364.25 SENIOR MEDICAL Line Description: SENIOR MOBILITY PROGRAM 0250940 Р 0000019807 201,496.08 11/15/24 FALCK MOBILE HEALTH CORP. Line Description: Surge Unit Sep 24 Ambulance Svs 10/1-10/15/24 Ambulance Svs 10/16-10/31/24 0000031045 80.000.00 0250941 11/15/24 Р Landon Hurtado Munson Line Description: Sttlement-Claim DOI 4/20/23 330,214.54 0250942 0000003138 11/15/24 Mercy House Line Description: CMBS Ops Aug 2024

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 14,2024 Run Time 11:51:13 AM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: CMBS Ops July 24		
0250943	11/15/24	P NeWave Construction Inc	0000024108	21,500.00
		Line Description: Shade Structure End of Aquatic Lobby Wall @ City Hall		
0250944	11/15/24	P Pinnacle Petroleum, Inc	0000029315	23,689.41
		Line Description: Unleaded Fuel PD		
0250945	11/15/24	P PlanetBids Inc	0000028660	16,869.93
		Line Description: PLANETBIDS E-PROCUREMNET SOFTW		
0250946	11/15/24	P Priceless Pet Rescue	0000026000	40,000.00
		Line Description: Shelter/Adoption Svc-Oct 2024		
0250947	11/15/24	P Siemens Industry Inc	0000002904	25,725.00
		Line Description: Srvc Agrmnt10/15/24-10/14/25		
0250948	11/15/24	P Southern California Edison Company	000004088	90,138.77
		Line Description: Signals 10/7-11/4/24 3190 Airport LpE1 10/9-11/6/24		
		Arlington Ped X 10/9-11/6/24		
		3175 Airway 10/9-11/6/24 1587 Sunflower 10/8-11/5/24		
		1990 Placentia 10/4-11/3/24		
		152 Baker 10/9-11/6/24 Parks Maint 9/6-10/6/24		
		707 W 18th 10/7-11/4/24		
		711 W 18th 10/7-11/4/24		
		734 James 10/7-11/4/24 740 James 10/7-11/4/24		
		744 James HM 10/7-11/4/24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 14,2024 Run Time 11:51:13 AM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: 744 James 10/7-11/4/24 2301 Harbor 8/23-9/23/24 2301 Harbor 9/24-10/22/24 2590 Placentia B 10/7-11/4/24 350 Bristol 10/9-11/6/24 BCC 10/7-11/4/24 Vet Hall 10/7-11/4/24 Fac & Equip Oct 24 360 Ogle 10/10-11/7/24		
0250949	11/15/24	P Wittman Enterprises LLC Line Description: Oct 2024 Billing	0000026639	17,871.00
0250950	11/15/24	P eCivis, Inc Line Description: Software Subscription-Grant Ma	0000030993	35,900.00
0250951	11/15/24	P AGA Engineers Inc Line Description: Fairview Rd Wilson Trffic Sign	0000028838	4,630.00
0250952	11/15/24	P Adam Ereth Line Description: Planning Comm Mtng-Oct 24 Planning Comm Mtng-Sep 24	0000029232	800.00
0250953	11/15/24	P Amtex Manufacturing & Supply Company Inc Line Description: Ambulance Back Window Covers Labor Repair-Bag	0000001038	1,400.84
0250954	11/15/24	P Angely Vallarta Line Description: Planning Comm Mtng-Oct 24 Planning Comm Mtng-Sep 24	0000029193	800.00

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Run Date Nov 14,2024 Run Time 11:51:13 AM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status	Ren	nit To	Remit ID	Payment Amt
0250955	11/15/24	Р	Bay	Alarm Company	0000030239	191.52
		Line Des	cription:	Security Alarm Monitoring-Airp		
0250956	11/15/24	Р	Bea	m Global	0000029415	1,890.00
		Line Desc	cription:	Relocate & Service Beam solar		
0250957	11/15/24	Р	Bee	Busters Inc	000007572	6,690.00
		Line Desc	cription:	Bee Colony Abatement-Park Bee Colony Abatement-Garden Bee Colony Abatement-SportPark Bee Colony Abatement-PublicROW Bee Colony Abatement-Garden Bee Colony Abatement-Park Bee Colony Abatement-Park Bee Colony Abatement-PublicROW 15 Exposed Colony Removal-Resi Bee Colony Abatement-Park		
0250958	11/15/24	Р	Big A	Al's Motors Sales & Services	0000029329	1,609.88
		Line Desc	ription:	Motor-DRC		
0250959	11/15/24	Р	CBE		0000015149	2,115.12
		Line Desci	ription:	Copier Maint 10/5-11/4/24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 14,2024

Run Time 11:51:13 AM

Bank:	CITY
Cycle:	AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Copier Maint 10/5-11/4/24		
0250960	11/15/24	P CDW Government Inc	000005402	608.53
		Line Description: Full Screen Privacy Filter Full Screen Privcy Filter		
0250961	11/15/24	P California Canopy	0000030155	1,239.27
		Line Description: Headquarter Custom Canopy for		
0250962	11/15/24	P Canon Financial Services Inc	0000023241	3,031.53
		Line Description: COPIER LEASE NOV 24 Copier Lease-Nov 24		
		Copier Lease-Nov 2024 Copier Usage-Oct 2024		
		Ooplet Osage-Oct 2024		
0250963	11/15/24	P Chandler Asset Management	0000022081	4,698.76
		Line Description: Investment Mgnt Svc-Oct 2024		
0250964	11/15/24	P Chandlers Air Conditioning &	0000001640	248.00
		Line Description: PD Cooler Repair		
0250965	11/15/24	P City of Huntington Beach	0000002599	7,284.50
		Line Description: Helicopter Svc-Sep 2024 Helicopter Svc-Aug 2024		
0250966	11/15/24	P Continental Interpreting Services Inc	0000024355	350.00
		Line Description: Shalimar Acquising Meeting		
0250967	11/15/24	P David Martinez	0000014476	800.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 14,2024

Run Time 11:51:13 AM

Bank:	CHY
Cycle:	AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Planning Comm Mtng-Sep 24 Planning Comm Mtng-Oct 24		
0250968	11/15/24	P Dell Computer Corp	0000001962	2,087.63
		Line Description: Computer Equipment		
0250969	11/15/24	P Dixon Resources Unlimited	0000027441	425.00
		Line Description: Residential Permit Parking On		
0250970	11/15/24	P Dulux Painting Inc	0000023216	12,350.00
		Line Description: Painting Services @ Park restr		
0250971	11/15/24	P Ecolab Pest Elimination	0000024420	1,432.92
		Line Description: Pest Control Services		,
0250972	11/15/24	P Fieldman Rolapp & Associates Inc	0000024519	812.50
		Line Description: Municipal Advisory-Meritage Ho Municipal Advisory-FDC Project		
0250973	11/15/24	P Ford Fleet Care	0000026262	6,386.30
		Line Description: Vehicle Repair-Oct 2024 Vehicle Parts-Oct 2024		
0250974	11/15/24	P G & W Towing	0000002289	108.00
		Line Description: Towing Svc-#720		
0250975	11/15/24	P Galls LLC	0000002297	4,023.81
		Line Description: Uniform-Lapointe Uniform-Bendezu		

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

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Run Date Nov 14,2024

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Uniform-Taylor Uniform-Perez Uniform-Bruno Uniforms-Vilanueva Uniform-Rubio Uniform-Banks		
0250976	11/15/24	P Grainger Line Description: Hardware Hardware	0000002393	1,271.39
0250977	11/15/24	P Haaker Equipment Company Line Description: Total Parts	0000002433	2,272.29
0250978	11/15/24	P Hanks Electrical Supplies Line Description: Electrical Supplies	0000002445	107.26
0250979	11/15/24	P Hector Soriano Bonilla Line Description: Payroll Replacement #430646	0000029092	1,486.66
0250980	11/15/24	P Hirsch Pipe & Supply Company Inc Line Description: Plumbing Supplies Plumbing Supplies Plumbing Supplies	0000026475	551.04
0250981	11/15/24	P Interwest Consulting Group Inc Line Description: Project Mngmnt Srvs Ketchum-Li	0000021505	4,100.00
0250982	11/15/24	P Irvine Ranch Water District Line Description: 308 University 10/7-11/6/24 258 Brentwood 10/4-11/6/24	0000005112	2,147.51

Bank: CITY

Cycle: AWKLY

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 14,2024

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: 220 23rd 10/7-11/6/24 170 Del Mar 10/4-11/6/24 106 Del Mar 10/4-11/7/24 2603 Elden 10/4-11/6/24 261 Monte Vista 10/4-11/6/24		
0250983	11/15/24	P James Snordan	0000029974	105.00
		Line Description: Basketball Referee		
0250984	11/15/24	P Johnson Fabrication & Controls	0000031019	5,200.00
		Line Description: Replacement of rotating charac		
0250985	11/15/24	P Johnson Favaro LLP	0000023249	12,917.50
		Line Description: Lions Park Projects Arch&Eng		
0250986	11/15/24	P Jonathan Zich	0000026312	800.00
		Line Description: Planning Comm Mtng-Sep 24 Planning Comm Mtng-Oct 24		
0250987	11/15/24	P Jose Rojas	0000029411	800.00
		Line Description: Planning Comm Mtng-Sep 24 Planning Comm Mtng-Oct 24		
0250988	11/15/24	P Karen Klepack	0000030322	800.00
		Line Description: Planning Comm Mtng-Sep 24 Planning Comm Mtng-Oct 24		
0250989	11/15/24	P Kosmont Companies	0000030940	1,807.00
		Line Description: Econ Dev Advisory Svs Oct 24 Econ Dev Advisory Svs Sep 24		

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

Page No.

Run Date Nov 14,2024 Run Time 11:51:13 AM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0250990	11/15/24	P	Kronos Inc	0000013093	13,485.00
			iption: WORKFORCE TELESTAFF	33333,13330	13,465.00
0250991	11/15/24	Р	Lyons Security Service Inc	0000027168	7,200.00
		Line Descri _l	Security Srvs Rea Oct 24 Security Srvs Whittier Oct 24 Security Srvs Wilson Oct 24		
0250992	11/15/24	Р	Melad & Associates	000005068	9,667.56
		Line Descri _l	ption: Plan Check Fee		
0250993	11/15/24	P Line Descrip	Monument Row otion: Tenant Relocation Srvs Nov 24	0000030907	457.50
0250994	11/15/24	P Line Descrip	Noah Holland Torgeson otion: DJ SERVICES	0000030405	300.00
0250995	11/15/24	Р	Pacific Medical Waste	0000029793	193.22
		Line Descrip	otion: Biohazard Disposal Oct 24		
0250996	11/15/24	Р	Paul Nguyen	0000029233	318.69
		Line Descrip	tion: Payroll Replacement #430439		
0250997	11/15/24	P Line Descrip	Premier Security Services Inc stion: Security Monitoring @ Corp Yar	0000002633	1,134.00
0250998	11/15/24	Р	Priority Landscape Services LLC	0000026592	7,640.00

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

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10 Run Date Nov 14,2024

Run Time 11:51:13 AM

Bank:	CITY
Cycle:	AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Citywide Young Tree Care		
0250999	11/15/24	P Russell Toler	0000029127	800.00
		Line Description: Planning Comm Mtng-Sep 24 Planning Comm Mtng-Oct 24		
0251000	11/15/24	P Schindler Elevator Corporation	0000028812	1,507.87
		Line Description: Extended Warranty Agreementy		
0251001	11/15/24	P Southern California Shredding Inc	0000025605	80.00
		Line Description: On-Site Shredding Svc-Oct 24 On-Site Shredding Svc-10/21/24		
0251002	11/15/24	P Sparkletts	0000015725	1,025.37
		Line Description: Water Delivery Svcs - City Man Water Delivers Svcs - Dev. Svc Water Delivery Svcs - Finance Water Delivery Svcs - Parks Water Delivery Svcs - Public W		
0251003	11/15/24	P Staples Advantage	0000024532	9,321.23
		Line Description: Office Supplies HR Office Supplies IT Office Supplies Parks Office Supplies Police Office Supplies Finance Office Supplies Dev Srvs Office Supplies City Manager Office Supplies City Clerk Office Supplies Maint Srvs		
0251004	11/15/24	P TJ Janca Construction Inc	0000015573	5,602.00

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

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Run Time 11:51:13 AM

11 Run Date Nov 14,2024

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Rubber Surface Repais @ Angel'		
0251005	11/15/24	P Terrell Thorogood	0000030424	105.00
		Line Description: Basketball Referee		
0251006	11/15/24	P The Intersect Group, LLC	0000030170	5,987.42
		Line Description: Temp Svc-Dustin w/e 10/18/24 Temp Alexis L Week End 10/31 Temp Dustin C Week End 11/1 Temp Svc-Alexis w/e 10/17/24		
0251007	11/15/24	P Thomas J Broxtermann Ph D	0000021394	150.00
		Line Description: POST-Motivating Negative Empl		
0251008	11/15/24	P Tillmann Forensic Investigation LLC	0000025643	462.00
		Line Description: Fingerprint Services		
0251009	11/15/24	P Trellis	0000025584	1,600.00
		Line Description: GAZEBO ASSEMBLY		
0251010	11/15/24	P Uline	0000010970	291.10
		Line Description: Supplies for Jail		
0251011	11/15/24	P UniFirst Holdings Inc	0000030616	70.16
		Line Description: CMBS Walk-Off Mats		
0251012	11/15/24	P United Site Services of California Inc	0000015552	348.28
		Line Description: Toilet Srvs 8/14-9/10 Hamilton Toilet Srvs 8/14-9/10 Del Mar		

City of Costa Mesa Accounts Payable

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Run Time 11:51:13 AM

12 Run Date Nov 14,2024

Bank: CITY
Cycle: AWKLY

SUMMARY CHECK REGISTER

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Toilet Srvs 9/11-10/8 Del Mar Toilet Srvs 9/11-10/8 Hamilton Toilet Srvs 7/17-8/13 Hamilton		
0251013	11/15/24	P Verified First LLC	0000027240	10.00
		Line Description: Pre-Employment Credit Checks		
0251014	11/15/24	P Verizon Wireless	0000008717	1,206.07
		Line Description: WIRELESS PHONE 9/17-10/18		
0251015	11/15/24	P Vortex Industries Inc	0000004437	2,880.35
		Line Description: Emergency Srv Call FS2		
0251016	11/15/24	P Vulcan Materials Company	000007403	148.59
		Line Description: Asphalt Potholes Ramp Sidewalk		
0251017	11/15/24	P Wallop Water USA LLC	0000030376	1,345.42
		Line Description: WATER STATION RENTALS		
0251018	11/15/24	P Ware Disposal Inc	000000255	1,306.90
		Line Description: Fee Shelter Trash-Nov 24		
0251019	11/15/24	P Waterline Technologies Inc	0000014520	343.72
		Line Description: DRC Pool Treatment		
0251020	11/15/24	P Western DC Systems, Inc.	0000029864	755.00
		Line Description: Inverter Maint Srvs		TOTAL #4 200 505 00
				TOTAL \$1,392,565.33

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

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Run Time 10:26:53 AM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
018844	11/15/24	Р	Christopher Jones	0000026593	40.00
		Line Desci	ription: Identity Theft Investigation		
018845	11/15/24	Р	Dell Marketing LP	0000001963	7,359.38
		Line Desci	ription: APC by Schneider Ecelctric bac 24" Monitor 5yrs Sales Tax 7.75% Enviro Fee		
			Slim Conferencing Soundbar Sales Tax 7.75% PC for Kiosk purposes @ PD Lob Optiplex 7020 SFF+ Wifi Bt 5yr Dual Monitor Arm		
018846	11/15/24	Р	Enterprise Rent A Car	0000002131	5,591.95
		Line Descr	Undercover Car Rental Undercover Car Rental Undercover Car Rental Undercover Car Rental		
018847	11/15/24	P	Jones Mayer	0000014653	30,502.77
		Line Descri	iption: 125600-Rivera, Nathan 125590-Munoz, Armando 125582-DBO Invest. CM 125579-Becker, Noreen 125599-Querry, Jake 125587-Leik, Judith 125580-Capri, Casa 125588-Litigation 125601-Schaefer 125596-Opioid 125578-Atalla, Theresa 125595-Ohio House Abatement 125602-Veramancini, Juan D 125597-Pacific Shores, LLC		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

le Page No.

Run Date Nov 14,2024 Run Time 10:26:53 AM

Bank: DDP1
Cycle: ADDEP1

SOMMANT CHECK REGIST

Payment Ref	Date	Status F	Remit To	Remit ID	Payment Amt
		Line Descriptio	n: 125577-440 Fair Dr/1179 NP 125594-OC Catholic Worker 125586-Insight Psychology 125581-Cervantes, Martha 125598-Percival, Zoe M. 125583-Garten, Jessica 125584-Holland, Justin 125585-Hurtado, Landon 125589-Moyer, Danielle 125592-Nasiri, Soheila 125591-Murtaugh, Leslie		
018848	11/15/24	P J	ustin Pham	0000030485	24.00
		Line Description	n: Report Writing		
018849	11/15/24	P N	lark Khou	0000031037	399.32
		Line Description	n: So Cal Procurement Alliance Mt CalPers Educational Forum OCBC Economic Forecast		
018850	11/15/24	P P	etData, Inc.	0000030347	3,605.40
		Line Description	n: Pet Licensing Program Sep 24 Pet Licensing Program July 24 Pet Licensing Program Aug		
018851	11/15/24	P TI	nomas Scott	0000026255	40.00
		Line Description	n: Identity Theft Investigation		
018852	11/15/24	Tr 9	avel Costa Mesa	0000024750	286,653.40
		Line Description	2: BIA Oct 2024		TOTAL ********
					TOTAL \$334,216.22

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 21,2024

Run Time 12:09:13 PM

Bank: CITY
Cycle: APAY

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0251135	11/22/24	Р	CalPERS Long-Term Care Program	0000006287		85.42
		Line Desc	cription: Payroll Deduction 24-24			
0251136	11/22/24	P	Pamela Lilly	0000025324		750.00
0201100	1 1/22/2 1	Line Desc	•	000020021		7.00.00
		2.70 2000	npuon ayron boundon 24 24		TOTAL	\$835.42

1,482,178.36 835.42 191,714.57 \$ 1,674,728.35

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Page No.

Run Date Nov 21,2024

Run Time 12:40:52 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
018853	11/22/24	P	Amanda Kim	0000030668	553.85
		Line Descri _l	ption: Payroll Deduction 24-24		
018854	11/22/24	Р	Andrew Hoang	0000030995	20.00
		Line Descri	otion: CALBO Training		
018855	11/22/24	Р	Brandon Medeck	0000029125	463.58
		Line Descriț	otion: Fire Instructor1		
018856	11/22/24	P	Bryan Wadkins	000005802	58.50
		Line Descrip	otion: IACP Conf		
018857	11/22/24	Р	CHC: Creating Healthier Communities	000008015	10.00
		Line Descrip	otion: Payroll Deduction 24-24		
018858	11/22/24	Р	Carol Molina	0000029532	138.78
		Line Descrip	tion: League of CA Cities Exp		
018859	11/22/24	Р	Costa Mesa Employees Association	000006284	4,371.01
		Line Descrip	tion: Payroll Deduction 24-24		
018860	11/22/24	Р	Costa Mesa Executive Club	0000006286	370.00
		Line Descrip	tion: Payroll Deduction 24-24		
018861	11/22/24	Р	Costa Mesa Firefighters Association	0000001812	8,227.39
		Line Descrip	tion: Payroll Deduction 24-24		
018862	11/22/24	P	Costa Mesa Police Association	0000001819	6,540.00
		Line Descrip	tion: Payroll Deduction 24-24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 21,2024 Run Time 12:40:52 PM

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
018863	11/22/24		osta Mesa Police Management Assn	0000005082	315.00
		Line Description	: Payroll Deduction 24-24		
018864	11/22/24	P Ek	oisa Peralta	0000026154	28.00
		Line Description.	: Women Leaders In Law Enf Conf		
018865	11/22/24	P Gu	yon Foxwell	0000029370	247.96
		Line Description:	Missing & Unidentified Person		
018866	11/22/24	P Jar	mes A Brown	0000024426	1,250.00
		Line Description:	College Tuition Reimb-Fall 24 College Tuition Reimb-Fall 24 College Tuition Reimb-Fall 24		
018867	11/22/24	P Jar	mes Haney	0000029091	266.26
		Line Description:	Special Weapons & Tactics		
018868	11/22/24	P Jer	nnifer Ruffalo	0000021381	114.27
		Line Description:	CA APCO State Conf & Expo		
018869	11/22/24	P Jor	nes Mayer	0000014653	166,070.84
		Line Description:	#125809-Peper #125777-Becker #125800-Milton #125805-Nasiri #125806-Opioid #125807-Oshiro #125814-Querry #125816-Rivera #125778-Carrera #125789-Finance		

City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER** Page No.

3 Run Date Nov 21,2024

Run Time 12:40:52 PM

DDP1 Bank: Cycle:

Payment Ref

ADDEP1

Date

Status Remit To Remit ID

Payment Amt

Line Description:

#125792-Holland

#125793-Housing

#125795-Hurtado

#12588-Schaefer

#125804-Murtaugh

#125810-Percival

#125808-Park & Community Svc

#125790-Fire Dept

#125791-Hernandez

#125815-Risk Mgnt

#125817-Salehpour

#125781-City Clerk

#125813-Public Svc

#125772-227 Mesa Dr

#125783-City Manger

#125812-Police Dept

#125819-Veramancini

#125769-1963 Wallace

#125785-City Council

#125771-2162 Maple St

#125780-City Atterney

#125776-AAA/Martindale

#125782-City Clerk PRR

#125786-DBO Investment

#125794-Human Resource

#125775-599 W Wilson St

#125787-Development Svc

#125773-374 Woodland Ave

#125774-440 Fair/1179 NP

#125784-Code Enforcement

#125798-Jamboree Housing

#125767-1095 Sea Bluff Dr

#125768-113 Clearbrook Ln

#125796-Insight Psychology

#125811-Planning Commission

#125803-Munoz

#125802-Moyer

#125801-Mood

#125799-Leik

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 21,2024 Run Time 12:40:52 PM

Bank: DDP1

Cycle: ADDEP1

Payment Ref	Date	Status Remit To		Remit ID	Payment Amt
			5788-FDC 5797-IT 5779-Cervantes		
018870	11/22/24	P Joseph Ca	rboni	0000024422	388.40
		Line Description: Armo	orers Course		
018871	11/22/24	P Kathleen S	apida	0000029556	91.26
		Line Description: Won	nen Leaders in Law Enf		
018872	11/22/24	P Miguel Villa	ana Allende	0000030367	18.22
		Line Description: Title	15		
018873	11/22/24	P Monica Elis	sarraraz	0000029328	91.26
		Line Description: Won	nen Leader in Law Enf		
018874	11/22/24	P Monte Pete	ers	0000022201	388.40
		Line Description: Armo	orers Course		
018875	11/22/24	P Natalie Sar	nchez	0000029997	43.07
		Line Description: Civili	an Leadership Institute4		
018876	11/22/24	P Nikki Johns	son	0000029591	369.00
		Line Description: Fire	Marshall 1C		
018877	11/22/24	P Ronald Lav	vrence	0000029540	58.50
		Line Description: IACF	Conf		
018878	11/22/24	P Slawek Luc	czkiewicz	0000021389	844.00

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

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Run Date Nov 21,2024

Run Time 12:40:52 PM

Bank: DDP1

Cycle: ADDEP1

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Sherman Block SLI #8 Sherman Block SLI #7 Sherman Block SLI #6A Sherman Block SLI #5		
018879	11/22/24	P Taylor George Line Description: Title 15	0000030830	17.02
018880	11/22/24	P Zachary Finkelstein Line Description: Intermediate ICS-300	0000029123	360.00
				TOTAL \$191,714.57

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Run Date Nov 21,2024 Run Time 12:10:47 PM

Bank: CITY
Cycle: AWKLY

Payment Ref Date **Status** Remit To Remit ID Payment Amt 0251021 11/22/24 Ρ Advantage Color Graphics 0000025397 20,995.65 Line Description: Winter 2024 Sportlight 0251022 Ρ 11/22/24 Architectural Engineering Technology Inc 0000029448 59,443.85 Line Description: Baker-Placentia-Victoria- TSSP Baker-Placentia-Victoria TSSP 0251023 11/22/24 Ρ Benefit Coordinators Corp 0000029594 86,130.90 Line Description: Vision Ins Prem-Dec 2024 Dental Ins Prem-Dec 2024 Dental Insurance-Nov 2024 Vision Ins Prem-Nov 2024 0251024 11/22/24 Ρ Bracken's Kitchen Inc 0000029468 17,620.69 Line Description: CMBS Meal Srvs 11/4-11/17 0251025 11/22/24 Ρ **Charter Communications** 0000011202 24,860.55 244133301-BCC Internet Svs Line Description: 237940001-CH Hub Network Svs 237926201-City Hall Video Svs 237926701-City Hall Video Svs 237927001-Fire Sta #6 Network 237927101-Parks Admin Network 237930101-City Hall Video Svs 237939101-Fire Sta #1 Network 237939301-Fire Sta #2 Network 240159901-DRC Internet Svs 237940101-NHCC Public WiFi 237938801-NHCC Network Svs 237939201-DRC Network Svs 237927601-BCC Network Svs 237925901-PD Public WiFi 237929301-PD Video Svs 237926501-PD Video Svs

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City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Daymont Dof	Data	01-1			
Payment Ref	Date	Status Remit To		Remit ID	Payment Amt
		Line Description: 23	7939401-Fire Sta #3 Network		
		Ins	stall Fee-273645501 & 244133		
		24	3645501-Code Enforcement Int		
			7940401-Fire Sta #4 Internet		
			7940301-Library Public WiFi		
			7940501-Fire Sta #4 Network		
		23	7926401-City Hall Public WiF		
		237	7926601-Senior Center Intern		
		237	7926801-City Hail Network/Vi		
		237	7927201-Senior Center Networ		
		237	7927301-West Side Substation		
		237	7927401-Corp Yard Network Sv		
		237	7927801-City Hall Internet S		
			7938601-CH Basement Internet		
		237	7938701-Bridge Shelter Publi		
		237	7938901-Bridge Shelter Video		
		237	'939001-Parks @ Corp Yard Pu		
		237	939501-SCP Substation Netwo		
			939601-Bridge Shelter Netwo		
			939701-PD Warehouse Network		
		237	939801-City Hall Network Sv		
			939901-Code Enforcement Net		
251026	11/22/24	P Citygate A	ssociates 00	000012070	23,369.17
		Line Description: Con	sulting Svc-Oct 2024		
			sulting Svc-Sep 2024		
			sulting Svc-Aug 2024		
251027	11/22/24	P Community	y Works Design Group, LLC 006	00030548	27,133.89
		Line Description: Sha	limar Pk Design Svc-May 24		
251028 ·	11/22/24	P Econolite S	Systems, inc 000	00030165	19,246.22
		Line Description: P65	Signal Cabinet		,
		·			

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Payment Ref	Date	Status Rei	mit To	Remit ID	Payment Amt
		Line Description:	PD Parking Lot Reconfiguration		
0251030	11/22/24	P Hin	derliter De Llamas & Associates	0000002537	21,211.18
		Line Description:	Sales Tax Oct-Dec 2024 Sales Tax Audit 2nd Qtr 2024		
0251031	11/22/24	P Nec	ogov	0000018828	89,539.71
		Line Description:	NEOGOV SUBSCRIPTIONS NEOGOV SUBSCRIPTIONS		
0251032	11/22/24	P Per	formance Truck Repair Inc	0000030587	19,803.09
		Line Description:	517 Rebuilt Transmission		
0251033	11/22/24	P Plac	ce Works Inc	0000023119	20,060.35
		Line Description:	Project Management		
0251034	11/22/24	P Pric	celess Pet Rescue	0000026000	40,000.00
		Line Description:	Shelter Adoption Nov 2024		
0251035	11/22/24	P Proj	ject Hope Alliance	0000027373	49,076.56
		Line Description:	Public Svc 2024-25 Grants Homeless CM Students 2024-25		
0251036	11/22/24	P Sou	rthern California Edison Company	000004088	53,474.88
		Line Description:	St Light Install-Adams Bike Pr St Light LuminairUpgrade-ND Rd		
0251037	11/22/24	P Sun:	set Detectives	0000026756	31,500.00
		Line Description:	Pre-Employment Background Inve Pre Employment Background Inve Pre-Employment Background		

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

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Bank: CITY
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
		Line Descrip	otion: Pre-Employment Background		
0251038	11/22/24	D	Theodore Robins Ford	0000004045	F07 F00 07
0251036	11/22/24	Р		0000004245	507,502.27
		Line Descrip			
			Upfitting		
			2024 PD Interceptor-K8A		
			Sales Tax 7.75%		
			CA Tire Fee		
			Upfitting		
			Discount		
			2024 PD Interceptor-K8A		
			Sales Tax 7.75%		
			CA Tire Fee		
			Upfitting		
			Discount		
			2024 PD Interceptor-K8A		
			Sales Tax 7.75%		
			CA Tire Fee		
			Upfitting		
			Discount		
			2024 PD Interceptor-K8A		
			Sales Tax 7.75%		
			CA Tire Fee		
			Upfitting		
			Discount		
			2024 PD Interceptor-K8A		
			Sales Tax 7.75%		
			CA Tire Fee		
			Upfitting		
			Discount		
			2024 PD Interceptor-K8A		
			CA Tire Fee		
			Sales Tax 7.75%		
0054000	44/00/04	5	W D U.	0000000055	45.440.05
0251039	11/22/24	Р	Ware Disposal Inc	0000000255	15,449.95
		Line Descrip	tion: 65 GALLON STORAGE UNIT CARTS		

Professional Services Agreemen

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: DELIVERY SALES TAX (7.75%) Bulky Item Nov 2024 James St Aug James St Nov 24		
0251040	11/22/24	P Yunex LLC	0000029573	35,051.60
		Line Description: Response Call Outs Sept 24 Routine Maint Oct 2024		
0251041	11/22/24	P AT&T	0000001107	166.15
		Line Description: 911 Cama Trunk 11/14-12/13/24		
0251042	11/22/24	P AT&T	0000001107	3,540.90
		Line Description: Outgoing Trunk Line Estancia Park Wakeham Park 800 Mhz Radio Link Cool Line for PD DRC Alarm IT Computer Room DID Trunk Line PD Emergency Line TeWinkle Park Smallwood Park		
0251043	11/22/24	P AT & T Line Description: Phone Record Retrieval Phone Record Retrieval	0000001107	415.00
0251044	11/22/24	P American Alarm Systems Inc	0000008900	127.50
		Line Description: FS #1 Fire Alarm 11/1/24-1/31		

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251045	11/22/24	P Anish Bhaumik	0000031017	105.00
		Line Description: Basketball Referee 11/13/24		
0251046	11/22/24	P Atkinson Andelson Loya Ruud & Romo	0000027289	1,525.14
		Line Description: Legal		
0251047	11/22/24	P Beau Hossler	0000029714	105.00
		Line Description: Basketball Referee 11/13/24		
0251048	11/22/24	P Blue Ridge Consulting Group, LLC	0000030481	5,040.00
		Line Description: IT Consulting Svc-		
0251049	11/22/24	P Brent Johnson	0000031019	3,850.00
		Line Description: Snoopy Character Mechanical Li		
0251050	11/22/24	P Bureau Veritas North America Inc	0000016616	2,063.07
		Line Description: Bldng Plan Check Review Fire Plan Review		
0251051	11/22/24	P CALBO	0000001483	2,715.00
		Line Description: ED Week		
0251052	11/22/24	P CBE	0000015149	1,687.38
		Line Description: Copier Maint 10/5-11/4/24 Copier Maint 9/5-10/4/24 Copier Maint 10/5-11/4/24 Copier Maint 10/5-11/4/24 Copier Maint 19/5-10/4/24		

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Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251053	11/22/24	P Line Desc	CDW Government Inc ription: ELECTRONIC EQUIPMENT	0000005402	178.91
0251054	11/22/24	P Line Desc	Cal Stripe Inc ription: Traffic Mgnt Signing	0000029093	11,236.00
0251055	11/22/24	P Line Desc	California Municipal Statistics Inc ription: Director & Over Lapping Debt	0000001503	550.00
0251056	11/22/24	P Line Desc	Calm.com, Inc ription: Additional subscriptions Annual Subscription for Calm A	0000029324	11,399.00
0251057	11/22/24	P Line Desc	Canon Financial Services Inc ription: Copier Lease-Nov 2024 Copier Lease 9/20-10/19/24 Copier Lease 10/20-11/19/24 Copier Lease 11/20-12/19/24 Copier Lease 10/20-11/19/24 Copier Lease 11/20-12/19/24	0000023241	3,860.14
0251058	11/22/24	P Line Desc	Carl Warren & Company ription: Subrogation Subrogation Subrogation	0000001578	2,619.39
0251059	11/22/24	P Line Desc	CentralSquare Technologies LLC ription: SECURE ALARM PROTOCOL INTERFAC	0000028721	6,000.00
0251060	11/22/24	Р	City Net	0000029222	4,858.31

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Outreach Prog-Aug 2024 Outreach Prog-Sep 2024		
0251061	11/22/24	P City Of Santa Ana M-13	0000003917	10,986.53
		Line Description: Shared Maint 1-12/23 Santa Ana Shared Eng 1-12/23		
0251062	11/22/24	P Cort Business Services Corporation	0000029078	14,324.61
		Line Description: CA Recycling Fee Stackable Twin Beds Sale Tax(7.75%) Stacking Kits Delivery Installation		
0251063	11/22/24	P County of Orange	0000003473	547.20
		Line Description: Refuse Disposal@CO-Oct 24		
0251064	11/22/24	P County of Orange Health Care Agency	0000003488	150.75
		Line Description: NonDisposal Site Annal Penalty		
0251065	11/22/24	P D & R Office Works Inc	0000029056	11,196.85
		Line Description: Office Furniture		
0251066	11/22/24	P Daves Refrigeration Services LLC	0000031030	370.00
		Line Description: Shelter Refrigerator Svc		
0251067	11/22/24	P David Etnire	0000030919	105.00
		Line Description: Basketball Referee 11/18/24		
0251068	11/22/24	P Eagle Print Dynamics	0000026736	4,033.74
		Line Description: City Manger Uniforms		

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251069	11/22/24	P Elite Executive Charter LLC Line Description: Transportation Svc	0000030545	1,759.50
0251070	11/22/24	P Employment Development Dept Line Description: Irrigate and Dugout Screen Rep	0000021495	795.00
0251071	11/22/24	P Ericka Tijerina Line Description: Behavior Mgnt Trng	0000031043	400.00
0251072	11/22/24	P Extti Incorporated Line Description: Workplace Investigations	0000010491	7,948.82
0251073	11/22/24	P Fidel Cabral Line Description: Refund BL RCON-24-1244	0000031051	54.00
0251074	11/22/24	P FireStats LLC Line Description: Firestats Data Analysis Tool	0000026188	2,500.00
0251075	11/22/24	P FleetPride Heavy Duty Parts & Service Line Description: Stock	0000030911	27.91
0251076	11/22/24	P Forensic Nurse Specialists Inc Line Description: Victim Physical 8/3-8/21/24	0000014039	5,100.00
0251077	11/22/24	P Fuel Pros Inc Line Description: Servoce Call @ CY	0000026476	346.50

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251078	11/22/24	P Galls LLC	0000002297	1,135.53
		Line Description: Uniform-Soto Uniform-Gutierrez Uniform-Lara Uniform-Lemus		
0251079	11/22/24	P General Data Company	0000023334	601.58
		Line Description: Printer Repair		
0251080	11/22/24	P Golden West College	0000002367	1,180.00
		Line Description: SWAT Training		
0251081	11/22/24	P Grainger	0000002393	1,705.45
		Line Description: Hardware Hardware Hardware Hardware		
0251082	11/22/24	P HdL Coren & Cone	000007882	4,868.75
		Line Description: Property Tax Oct-Dec 2024		
0251083	11/22/24	P Hirsch Pipe & Supply Company Inc	0000026475	248.02
		Line Description: Plumbing Supplies		
0251084	11/22/24	P Interstate Batteries of California Coast	0000002700	475.39
		Line Description: Batteries Stoc		
0251085	11/22/24	P J R Grease Trap Corp	0000031011	985.00
		Line Description: GREASE REMOVAL		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251086	11/22/24	P JC Motors	0000020143	676.13
		Line Description: Warehouse Stock		
0251087	11/22/24	P Jennifer Nieto	0000031047	473.00
		Line Description: Stlmnt-Vehicle Towed Wrongly		
0251088	11/22/24	P Jesse Mendez	0000031049	111.50
		Line Description: Refund Citation CM070033348		
0254090	11/22/24	P Jonathan Moossai	0000031050	111.50
0251089	11/22/24	P Jonathan Moossai Line Description: Refund Citation CM050030656	0000031030	111.50
		·		
0251090	11/22/24	P LSA Associates Inc	0000003007	4,593.75
		Line Description: Consulting Srvs Senior Center		
0251091	11/22/24	P Langlois Fancy Frozen Foods	0000030651	259.20
		Line Description: Jail Food Services Nov 2024		
0251092	11/22/24	P Linscott Law & Greenspan Engineers Inc	0000010877	7,585.00
		Line Description: On-Call Srvs 24-25		
0251093	11/22/24	P Long & Delis	0000029603	275.00
0231033	10222	Line Description: Rfnd Subpoena Dep 001-00377248		
				145104
0251094	11/22/24	P Los Angeles Times	000003000	4,454.61
		Line Description: Legal Advertising Legal Publications		
0251005	11/22/24	P Lyons Security Service Inc	0000027168	4,755.00
0251095	11/22/24	F Lyons Security Service Inc	0000027 100	1,7 33.30

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Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Rer	mit To	Remit ID	Payment Amt
		Line Description:	Sr Cntr Security Svc-Sep 2024		
0251096	11/22/24	P Mei	lad & Associates	000005068	8,376.67
		Line Description:	Consulting Plan Check Srvs		
0251097	11/22/24	P Mes	sa Smog	0000020735	350.00
		Line Description:	698 Smog 774 Smog 769 Smog 735 Smog 734 Smog 703-Smog 789 Smog		
0251098	11/22/24	P Mic	hael Baker International Inc	0000024229	2,805.00
		Line Description:	Consulting Srvs		
0251099	11/22/24	P Nat	ional Data & Surveying Services	0000021249	430.00
		Line Description:	Volume Speed Counts 5 Location Volume Speed Counts Belfast Av		
0251100	11/22/24	P Nat	ional Safety Compliance Inc	0000020714	747.37
		Line Description:	DOT Random Drug Testing Controlled Substances & Alcoho		
0251101	11/22/24	P Noe	emi Torres Avila	0000031044	220.00
		Line Description:	FACE PAINTING		
0251102	11/22/24	.P Nor	man A Traub Associates Inc	0000013815	4,360.72
		Line Description:	Workplace Investigation		

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Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251103	11/22/24	Р	O Neil Storage	0000018395	137.63
		Line Desci	ription: Offsite Records Storage Oct24		
0251104	11/22/24	Р	Pacific Advanced Civil Engineering Inc	0000014386	6,510.00
		Line Desci	ription: Desigv Svcs. for Tewinkle Lake		
0251105	11/22/24	Р	Pacific Plumbing of Southern California	0000030657	2,416.00
		Line Desci	ription: Citywide Plumbing Services		
0251106	11/22/24	Р	Panish Shea Ravipudi LLP	0000031052	112.67
		Line Desci	ription: Rfnd Subpoena Dep 001-00377762		
0251107	11/22/24	Р	Perfect Party LA LLC	0000031046	2,000.00
		Line Desci	ription: Snoopy House Train Deposit		
0251108	11/22/24	Р	Pivot Solutions LLC	0000030415	8,989.09
		Line Desci	ription: 786 Paint and Body Repair		
0251109	11/22/24	Р	Post Alarm Systems Inc	0000026907	720.48
		Line Desci	ription: Fire Alarm System Sep 24 Fire Alarm System Aug 24 Fire Alarm System July Fire Alarm System Oct 24 Fire Alarm System Dec 24 Fire Alarm System Nov 24		
0251110	11/22/24	Р	Quadient Inc	0000028798	776.66
		Line Desci	ription: Quadient Credit Oct 2024		
0251111	11/22/24	Р	Rafael Rodriguez	0000031018	105.00

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

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Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
		Line Desci	ription: Basketball Referee 11/18/24		
0251112	11/22/24	Р	SHI International Corp	0000016007	10,365.11
		Line Descr	ciption: SHIPPING CAMERA LICENSE SALES TAX (7.75%) MULTISENSOR CAMERA		
0251113	11/22/24	Р	SVT Fleet Solutions	0000030535	1,704.18
		Line Descr	ription: 515-Foam Manifold Replaced 181-Check Engine Light		
0251114	11/22/24	Р	Scott Fazekas & Associates Inc	000003961	1,529.77
		Line Descr	iption: Consulting Plan Check Srvs		
0251115	11/22/24	Р	Shaw HR Consulting Inc	0000021706	4,967.50
		Line Descr	Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations		
0251116	11/22/24	Р	Sims Orange Welding Supply Inc	000004030	2,934.41
		Line Descr	iption: Replacement Shop Welder Discount Shipping Fee Fuel Surcharge Sales Tax 7.75%		
0251117	11/22/24	Р	Smith Manufacturing Co Inc	000004048	12,806.12
		Line Descr	iption: LANE LINE REMOVER AND DRUM ASS		

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

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Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251118	11/22/24	Р	SoftwareONE Inc	0000024168	970.35
		Line Desc	eription: M365 G3 SUB USER		
0251119	11/22/24	Р	Southern California Edison Company	000004088	9,256.22
		Line Desc	St Lights Oct 24 Loan 8690 St Lights Oct 24 3190 1/2 Red Hill 10/9-11/7/24 2944 Bristol 10/15-11/13/24 1040 Paularino 10/16-11/14/24		
0251120	11/22/24	Р	Southern California Gas Company	000004092	900.58
		Line Desc	ription: 3175 Airway 10/9-11/8/24		
0251121	11/22/24	P	Southern California Shredding Inc	0000025605	40.00
		Line Desc	ription: On-Site Shredding Services		
0251122	11/22/24	Р	State of California Dept of Justice	0000001534	245.00
		Line Desc	ription: Livescan/Fingerprinting Servic		
0251123	11/22/24	Р	Sutton & Murphy	0000030939	112.67
		Line Desc	ription: Rfnd Subpoena Dep 001-00377254		
0251124	11/22/24	Р	Switzer Assoc Leadership Solutions	0000029731	950.00
		Line Desc	ription: Executive Coaching-Oct 24		
0251125	11/22/24	Р	The Code Group Inc	0000025073	10,522.38
		Line Desci	ription: Consulting Staffing Srvs Consulting Plan Check Srvs		
0251126	11/22/24	Р	The Intersect Group, LLC	0000030170	3,883.11

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Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status F	emit To	Remit ID	Payment Amt
	Line Description: Temp Alexis L Week End 11/7 Temp Dustin C Week End 11/7 Temp Dustin C w/e 10/27/24				
0251127	11/22/24	Р Т	homas E Chaplin	0000030725	5,700.00
		Line Description	n: Team Building Workshop		
0251128	11/22/24	Р Т	ime Warner Cable	0000011202	31.74
		Line Description	n: Cable Services-City Hall		
0251129	11/22/24	P U	S Bank	0000002228	7,465.40
		Line Description	n: Payroll 24-22		
0251130	11/22/24	P U	SI Inc	000005890	129.95
		Line Description	a: Laminating Materials		
0251131	11/22/24	P V	azquez Espiritu	0000031048	39.50
		Line Description	Refund Citation CM050031310		
0251132	11/22/24	P W	axie Sanitary Supply	000004480	1,130.05
		Line Description	Sanitary Supplies Sanitary Supplies		
			Sanitary Supplies		
0251133	11/22/24	P W	est Coast Arborists Inc	0000004498	12,677.45
		Line Description	: Tree Maint Srvs 10/16-10/31/24		
0251134	11/22/24	P W	ex Bank	0000014258	1,881.36
		Line Description	: Fuel 10/7-11/6/24		
					TOTAL \$1,482,178.36

Report ID: CCM2001V

City of Costa Mesa Accounts Payable CCM VOID CHECK LISTING

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Bank: CITY
Cycle: AWKLY

Payment Ref	Cancel Date	Status	Remit To	Remit ID	Payment Date	Payment Amt
0250528	11/26/2024	V	Williams Data Management	0000018803	10/11/24	(522.38)
		Line De	scription: acccount number on the check is not legible	and coded to incorrect bank accou	nt. Void & Re-issue.	
0250608	11/25/2024	٧	West Coast Mobile Home Improvement	0000031014	10/18/24	(14,513.00)
		Line De	scription: Check number was not lgible and bank code	d to incorrect number . Void and re	e-issue.	
					TOTAL	(\$15,035.38)

20,832.65 52,968.06 471,700.61 (522.38) (14,513.00) \$ 530,465.94

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251137	11/29/24	P All City Management Services Inc	0000009480	16,289.23
		Line Description: Schl Crsng Guard10/13-10/26/24		
0251138	11/29/24	P Architerra Design Group	0000030581	24,507.81
		Line Description: Libolt Pk Expension 8/25/24 Libolt Pk Expension 724/24		
0251139	11/29/24	P Endemic Environmental Services Inc	0000021277	15,379.88
		Line Description: FVP Wetland Maint 10/15-10/31		
0251140	11/29/24	P LINA	0000015623	34,961.79
		Line Description: NYL Admin Fees Oct 24 LTD Ins Prem Nov 24 Retiree Life Nov 24 Active Life/AD&D Ins Prem Nov Voluntary Life Ins Prem Nov 24		
0251141	11/29/24	P National Auto Fleet Group	0000021631	34,199.85
		Line Description: Approved Replace Vehicle Unit		
0251142	11/29/24	P Performance Truck Repair Inc Line Description: 525-Suspension	0000030587	39,683.57
0251143	11/29/24	P Pinnacle Petroleum, Inc	0000029315	20,768.31
		Line Description: Unleaded Fuel PD Tank#7		
0251144	11/29/24	P Prosurface Inc	0000029488	58,545.00
		Line Description: PW Agreement - Sports Court Re		
0251145	11/29/24	P Waxie Sanitary Supply	0000004480	16,802.23

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2 Run Date Nov 27,2024

Run Time 11:04:01 AM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Sanitary Supply		
0251146	11/29/24	P AT & T Line Description: Internet-Fleet Svs	0000001107	117.70
0251147	11/29/24	P AVNI Enterprises Inc	0000030676	3,086.97
		Line Description: Parts for Fire Apparatus on an		
0251148	11/29/24	P Adlerhorst International Line Description: On-Site Trng Recert 10/24-25	0000000906	450.00
0251149	11/29/24	P Angel Auto Spa LLC Line Description: PD Car Wash-Oct 2024 City Car Wahs-Oct 2024	0000027465	3,668.02
0251150	11/29/24	P Badge Behavior Line Description: Courtroom Testimony	0000031054	300.00
0251151	11/29/24	P Badge Frame Inc Line Description: Badge Frame	0000031053	1,440.59
0251152	11/29/24	P Blue Cosmo Line Description: Satellite Phone Svc-Nov 2024	0000026920	684.92
0251153	11/29/24	P Brent Johnson Line Description: Snoopy House Platform repairs	0000031019	2,250.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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3 Run Date Nov 27,2024

Run Time 11:04:01 AM

Bank: CITY Cycle: AWKLY

Payment Amt Remit ID Payment Ref Date Status Remit To 0000026055 7,212.66 Ρ 11/29/24 BrightView Landscape Services Inc 0251154 Line Description: Irrigation Repair-Oct 2024 Ρ CBE 0000015149 7.17 11/29/24 0251155 Line Description: Copier Maint 10/20-11/119/24 0000001887 846.91 Ρ CSG Consultants Inc 0251156 11/29/24 Line Description: Bldg Plan Review-Oct 2024 6,574.00 0000001500 0251157 11/29/24 Ρ California Forensic Phlebotomy Inc Line Description: Blood Draw Svc-Oct 2024 996.69 0000023150 0251158 11/29/24 Ρ Commercial Electric Systems Inc Line Description: Tri Reflectors Antenna Kits 1,612.38 0000001763 Ρ Connell Chevrolet 0251159 11/29/24 Duplicate Keys-#750 Line Description: Engine Light-#510 80.00 0000024355 Ρ Continental Interpreting Services Inc 0251160 11/29/24 Line Description: Interpreting Fee 2.12 0000004774 11/29/24 CoreLogic Information Solutions Inc 0251161 Line Description: Property Related Data/Rpt-Oct 636.97 0000010001 Costa Mesa Auto Glass 11/29/24 0251162 Line Description: Window Tint-Unit #775

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Nov 27,2024

Run Time 11:04:01 AM

Bank:	CITY
Cycle:	-AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251163	11/29/24	Р	Costa Mesa Lock & Key	0000001817	184.86
		Line Descrip	tion: 2nd Interior OfficeDoor Repair		
0251164	11/29/24	Р	D & R Office Works Inc	0000029056	765.03
		Line Descrip	tion: Office Furniture		
0251165	11/29/24	Р	Daniels Tire Service	0000001922	2,212.61
		Line Descripi	tion: Recycle Tire Pick Up Recycle Tire Pick Up Warehouse Stock Warehouse Stock		
0251166	11/29/24	Р	Eagle Print Dynamics	0000026736	808.64
		Line Descrip	tion: Shelter Staff Uniforms		
0251167	11/29/24	Р	Employment Development Dept	0000021495	995.00
		Line Descript	tion: Pickleball Gate		
0251168	11/29/24	Р	Fuel Pros Inc	0000026476	750.00
		Line Descript	fion: FS #6 DO Inspctn-11/20/24 FS #2 DO Monthly Inspctn-11/20 Monthly DO Inspctn-Nov 24		
0251169	11/29/24	Р	Fully Promoted	0000029208	2,938.99
		Line Descript	tion: Ball Caps		
0251170	11/29/24	Р	Galls LLC	0000002297	2,309.63
		Line Descript	tion: Uniform-Holl Code Enforcement Uniform-Polo Uniform-Pierini Uniform-Kanginan		

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

Page No.

5 Run Date Nov 27,2024

Run Time 11:04:01 AM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251171	11/29/24	P Glenn Lukos & Associates Inc Line Description: Vernal Pool Proj 9/7-10/18/24	0000011626	13,991.68
0251172	11/29/24	P Graybar Electric Company Inc Line Description: Electrical Supplies	0000002397	475.80
0251173	11/29/24	P Hoag Executive Health Line Description: HOAG Wellness Program-Oct 24	0000030617	6,550.00
0251174	11/29/24	P Hoag Memorial Hospital Presbyterian Line Description: EMS Supplies Apr-Jun 2024 EMS Supplies July-Sep 2024	0000002546	98.05
0251175	11/29/24	P ICMA Line Description: Mbrshp Renewal 2024-25	0000002623	1,200.00
0251176	11/29/24	P James Snordan Line Description: Basketball Referee-11/20/24	0000029974	105.00
0251177	11/29/24	P Laura Tapia Vargas Line Description: Basketball Referee11/20/24	0000031038	105.00
0251178	11/29/24	P Mesa Smog Line Description: Smog Check-#713 Unit 104-Smog	0000020735	100.00
0251179	11/29/24	P MetLife Legal Plans Inc Line Description: Metlife Legal Nov 2024	0000014707	4,557.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 27,2024 Run Time 11:04:01 AM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251180	11/29/24	P Moore lacofano Goltsman Inc Line Description: FVP Mesa Restoration Oct24	0000016407	2,280.43
0251181	11/29/24	P Napa Auto & Truck Parts Line Description: Parts Oct 24 Warehouse Auto Stock Oct 24	0000012968	10,701.76
0251182	11/29/24	P Office Depot Line Description: Office Supplies CC Office Supplies CM Office Supplies PS Office Supplies Fire Office Supplies Transportation Office Supplies Police Office Supplies Finance Office Supplies Dev Srvs Office Supplies Treasury Office Supplies City Clerk Office Supplies Parks	0000003394	8,321.43
0251183	11/29/24	P Orange Coast Plumbing Inc Line Description: Estancia Park	0000009431	2,195.00
0251184	11/29/24	P Priority Landscape Services LLC Line Description: Fairview Pk Maint-Oct 2024	0000026592	3,968.00
0251185	11/29/24	P Quadient Inc Line Description: METER RENTAL SALES TAX (7.75%) ANNUAL MAINTENANCE POSTAGE MACHINE SUPPLIES Q1	0000028798	2,489.67

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 27,2024 Run Time 11:04:01 AM

Payment Ref	Date	Status Remit To)	Remit ID	Payment Amt
		Line Description: NE	EOSHIP CARRIER RENTAL SUBSCRI		
0251186	11/29/24	P Shaw HR	R Consulting Inc	0000021706	180.00
		Line Description: Rea	asonable Accomodations		
0251187	11/29/24	P Sims Ora	inge Welding Supply Inc	0000004030	158.48
			elding Supplies elding Supplies		
0251188	11/29/24	P South Coa	ast Fire Equipment Inc	0000021616	9,620.62
		517	ck-Switch 7- Dual Dome, Switch Ass ock-Compressor, Tiller Steer		
0251189	11/29/24	P Southern	California Edison Company	000004088	2,288.13
		334 312 735 555	51 Sakioka 10/24-11/22/24 19 Sakioka 10/24-11/22/24 20 Manistee 10/22-11/20/24 5 Baker 10/21-11/19/24 5 1/2 Paularino 10/22-11/20/ #1 10/21-11/19/24		
0251190	11/29/24	P Southern (California Gas Company	000004092	5,149.53
		721 Tele 187(231) 2300 PD FS# FS#	7 James 10/21-11/20/24 James 10/21-11/20/24 ecomm 10/22-11/21/24 70 Anaheim 10/21-11/20/24 70 Placentia 10/22-11/21/24 70 Placentia 2 10/22-11/21/2 70 Placentia 2 10/22-11/21/2 710/22-11/21/24 74 10/22-11/21/24 75 10/21-11/20/24 76 W 18th 10/21-11/20/24 76 10/22-11/21/24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No. Run Date Nov 27,2024 Run Time 11:04:01 AM

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Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: DRC 10/21-11/20/24 Sr Ctr 10/21-11/20/24 Pool 10/21-11/20/24 NHCC 10/21-11/20/24		
0251191	11/29/24	P The Lincoln National Life Insurance Co Line Description: Accident Ins Nov 2024 Critical Illness Ins-Nov 24	0000030039	12,845.75
0251192	11/29/24	P The Lincoln National Life Insurance Co Line Description: Short Term Disability-Nov 24	0000030039	14,337.00
0251193	11/29/24	P Third Wave Corporation Line Description: ERP System Procurement	0000025874	14,492.00
0251194	11/29/24	P Townsend Public Affairs Inc Line Description: Grant Writing Lef Svc-Nov 2024	0000021510	6,500.00
0251195	11/29/24	P Triton Technology Solutions Inc Line Description: MSA-Aug&Nov MSA Materials	0000021687	9,775.05
0251196	11/29/24	P USI Inc Line Description: LAMINATING MATERIALS	0000005890	183.93
0251197	11/29/24	P Verizon Wireless Line Description: WIRELESS PHONE	0000008717	5,556.23
0251198	11/29/24	WIRELESS PHONE 10/18-11/17/24 P Vortex Industries Inc Line Description: Overhead Gate Repair FS 1	0000004437	1,256.19

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

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Run Date Nov 27,2024

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0251199 11/29/24 P Vortex Industries Inc 0000004437 Line Description: FS5 Rolling Door PM	850.30
Line Description: FS5 Rolling Door PM	
0251200 11/29/24 P Vulcan Materials Company 0000007403	534.02
Line Description: Asphalt Potholes Sidewalk Ramp Asphalt Potholes Sidewalk Ramp	
0251201 11/29/24 P WLC Architects Inc 0000023955	13,275.00
Line Description: FS #3 Reconstruction-Oct 24	
0251202 11/29/24 P Waterline Technologies Inc 0000014520	429.65
Line Description: DRC Pool Treatment	
0251203 11/29/24 P West Coast Mobile Home Improvement 0000031014	14,513.00
Line Description: Rahab Grant-1750 Whittier SP65 Rahab Grant-1750 Whittier SP65	
0251204 11/29/24 P Williams Data Management 0000018803	547.38
Line Description: Check Return Fee Data Storage-Sep 2024	
Data Storage-Sep 2024 Data Storage-Sep 2024	
TOTAL	\$471,700.61

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 25,2024
Run Time 3:19:57 PM

Bank: DDP1 Cycle: AEOM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018881	11/27/24	P Alan F Kent	0000006393	2,174.79
		Line Description: 1% Supplemental Pay Dec 24		
018882	11/27/24	P Beckee Cost	0000016309	946.08
		Line Description: 1% Supplemental Pay Dec 24		
018883	11/27/24	P Chris Morris	0000007439	2,500.00
		Line Description: Monthly LTD Payment-Dec 24		
018884	11/27/24	P Danny Hogue	000006802	1,137.03
,		Line Description: 1% Supplemental Pay Dec 24		·
018885	11/27/24	P Darlene Bell	000005602	580.54
		Line Description: 1% Supplemental Pay Dec 24		
018886	11/27/24	P David A Dye	000002065	260.90
		Line Description: 1% Supplemental Pay Dec 24		
018887	11/27/24	P Edward Dryzmala	000006886	1,377.28
		Line Description: 1% Supplemental Pay Dec 24		,,
018888	11/27/24	P Gale Tuso	0000017460	233.08
		Line Description: 1% Supplemental Pay Dec 24		
018889	11/27/24	P George J Yezbick Jr	000005045	1,164.00
		Line Description: 1% Supplemental Pay Dec 24		7
018890	11/27/24	P Harlan Pauley	000003569	232.12
		Line Description: 1% Supplemental Pay Dec 24		202.12

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Nov 25,2024 Run Time 3:19:57 PM

Bank: DDP1
Cycle: AEOM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018891	11/27/24	P James M Miller Line Description: Monthly LTD Payment-Dec 24	0000007440	2,500.00
018892	11/27/24	P Kathleen Zuorski Line Description: 1% Supplemental Pay Dec 24	0000025225	504.52
018893	11/27/24	P Linda Boylan Line Description: 1% Supplemental Pay Dec 24	0000023340	57.98
018894	11/27/24	P Matthew J Collett Line Description: 1% Supplemental Pay Dec 24	0000001720	856.58
018895	11/27/24	P Paul A Cappuccilli Line Description: 1% Supplemental Pay Dec 24	0000007705	1,214.50
018896	11/27/24	P Phil Dickens Line Description: 1% Supplemental Pay Dec 24	0000005801	511.76
018897	11/27/24	P Richard J Johnson Line Description: 1% Supplemental Pay Dec 24	0000005620	1,255.66
018898	11/27/24	P Thomas J Lazar Line Description: 1% Supplemental Pay Dec 24	0000002925	1,703.25
018899	11/27/24	P William H Bechtel Line Description: 1% Supplemental Pay Dec 24	0000001224	1,622.58 TOTAL \$20,832.65

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

Page No.

Run Date Nov 27,2024 Run Time 9:57:09 AM

Bank: DDP1

Cycle: ADDEP1

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018900	11/29/24	P Alicia Defuria Line Description: Adv Disability-Nov 2024	0000029278	4,411.08
018901	11/29/24	P Daniel Holl Line Description: Uniforms for 4 Police Recruits	0000023321	66.15
018902	11/29/24	P Enterprise Rent A Car Line Description: Undercover Car Rental	0000002131	6,896.15
018903	11/29/24	P Jack R. Sweeney Line Description: 3190 Airport Loop-Dec 2024	0000030173	4,160.00
018904	11/29/24	P Jarrod Carter Line Description: CA APCO State Conf & Expo	0000020622	69.30
018905	11/29/24	P Jason Pyle Line Description: Cal Chiefs Conference	0000013001	600.00
018906	11/29/24	P Jones Mayer Line Description: #126137-Becker #126153-Olive #126149-Munoz #126148-Moyer #126147- Mood #126139-Coats #126145-Leik #126146-Milton #126151-Nasiri	0000014653	36,706.88

City of Costa Mesa Accounts Payable

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Run Date Nov 27,2024

Bank: DDP1

Cycle: ADDEP1

SUMMARY CHECK REGISTER

Run Time 9:57:09 AM

Payment Ref	Date	Status R	emit To	Remit ID		Payment Amt
		Line Description	n: #126154-Oshiro #126156-Querry #126157-Rivera			
			#126142-Holland #126143-Hurtado #126152-Olive 3 #126150-Murtaugh #126155-Percival #126158-Schaefer #126138-Cervantes #126141-DBO Invest #126159-Veramancini #126136-AAA Martindale #126144-Insight Psychology #126140-DAlessio Investment			
018907	11/29/24	P Jo	yce LaPointe	0000006332		58.50
		Line Description	: IACP Conf Exp		TOTAL	\$52,968.06

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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333.29

\$1,168.71

TOTAL

Run Date Dec 05,2024

Run Time 12:21:56 PM

Bank: CITY
Cycle: APAY

0251314

12/06/24

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251312	12/06/24	Р	CalPERS Long-Term Care Program	000006287	85.42
		Line Desc	ription: Payroll Deduction 24-25		
0251313	12/06/24	Р	Pamela Lilly	0000025324	750.00
0.201010		Line Desc	·		

State of California

Line Description: Payroll Deduction 24-25

1,050,883.34 1,168.71 25,005.93

0000001546

\$ 1,077,057.98

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

Page No.

Run Date Dec 05,2024 Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251205	12/06/24	P	Admin Sure Inc	0000021568	17,139.00
		Line Descr	iption: Wks Comp Admin Fee-Dec 2024		
0251206	12/06/24	Р	CALIBA INC	0000030848	176,753.77
		Line Descr	iption: Retention Payable#23-04/#2 FS#4 Training Fac-#210013/#2		
0251207	12/06/24	Р	CDW Government Inc	0000005402	16,549.19
		Line Descr	iption: MS SUR LT6 VMWARE Surver		
0251208	12/06/24	Р	CityGreen Consulting, LLC	0000030471	19,532.50
		Line Descr	ciption: Consulting Consulting Augt 24 Consulting- Sept 24		
0251209	12/06/24	Р	Endemic Environmental Services Inc	0000021277	22,895.25
		Line Descr	iption: FVP Wetlands Maint 11/1-11/15/ FVP Wetlands Maint 11/16-11/30		
0251210	12/06/24	Р	FALCK MOBILE HEALTH CORP.	0000019807	196,621.08
		Line Descr	ription: 11/1-11/15/24 Ambulance Transp 11/16-11/30 Ambulance Transpor		
0251211	12/06/24	Р	Greenfields Outdoor Fitness Inc	0000029260	109,027.76
		Line Descr	ription: Exercise Equipment for Wimbled Remove & Replace all exercise		
0251212	12/06/24	Р	Landscape Structures Inc	0000024524	15,409.44
		Line Descr	ription: Playground Equipment & Parts o		

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

Page No.

2 Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251213	12/06/24	P Line Descri	Lyons Security Service Inc iption: 24 Hr Sec Lions Park Oct 24	0000027168	22,320.00
0251214	12/06/24	P Line Descri	Orange County Treasurer Tax Collector iption: Prkng Citation-Oct 2024	0000003489	18,702.50
0251215	12/06/24	P Line Descri	Selman Chevrolet Company ption: CA Tire Fees 2024 Chevy Equinox EV - 1 for DMV Documentation Sales Tax 7.75% DMV Registration DMV Documentation 2024 Chevy Equinox EV - 1 for CA Tire Fees Sales Tax 7.75% DMV Registration	0000031057	92,259.56
0251216	12/06/24	P Line Descri	Tovey Shultz Construction Inc ption: Retention #17-03/#800032 Lions Pk Proj #17-03/#800032	0000025581	61,177.66
0251217	12/06/24	P Line Descri	Tumble-N-Kids Inc ption: Instructor Pymnt-Fall 2024	0000030098	16,601.00
0251218	12/06/24	P Line Descri	Wittman Enterprises LLC ption: Bill Services Nov 24	0000026639	15,939.00
0251219	12/06/24	P Line Descri	AP Triton LLC otion: EMERGENCY COMMUNICATIONS CENTE	0000023546	1,774.90

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

Page No.

Run Date Dec 05,2024 Run Time 12:23:29 PM

Payment Ref	Date	Status Re	mit To	Remit ID	Payment Amt
0251220	12/06/24	P AR		0000022726	735.94
0251221	12/06/24	P AS	SSA ABLOY Entrance Systems US Inc : Sr Center Service Call Sr Cntr Service Call	0000021745	4,847.98
0251222	12/06/24		· & T : Adams UG Retainer Rule 20B Des	0000001107	5,000.00
0251223	12/06/24	P AT Line Description	2310 Placentia Irrigation Fire Sta#1 Fire Alarm System Lions Park Senior Center Elevator Balearic Center Fax Local Usage Sr Ctr Fire Alarm	0000001107	1,611.89
0251224	12/06/24	P AT	* T Teleconference Services Teleconference Svc Oct 24	0000001107	531.41
0251225	12/06/24	P AT	**EXT Mobility LLC : CMFR MCT 9/27-10/26/24	0000030878	925.52
0251226	12/06/24	P Ad	Ivanced Chemical Transport Inc : Pick up and Disposal hazardous	0000002951	13,883.81
0251227	12/06/24	P Ai	Ley Tan	0000029642	1,000.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No. 4
Run Date Dec 05,2024
Run Time 12:23:29 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Yoga Session-Nov 2024		
0251228	12/06/24	P Beginners Edge Sports Training LLC Line Description: Instructor Pymnt-Fall 2024	0000027270	4,687.80
0251229	12/06/24	P Brian Hillard Karate Line Description: Instructor Pymnt-Fall 2024	0000030959	326.95
0251230	12/06/24	P Bureau Veritas North America Inc Line Description: Costa Mesa Fire Plan Review	0000016616	1,009.56
0251231	12/06/24	P CSG Consultants Inc Line Description: Fire Plan Review Srv10/1-10/31	0000001887	260.16
0251232	12/06/24	P CSUF Extension & International Programs Line Description: Leadershp Dev 8/22-11/30/23	0000018564	3,500.00
0251233	12/06/24	P California Municipal Revenue & Tax Assn Line Description: 2025 Mbrshp-City of Costa Mesa	0000012161	150.00
0251234	12/06/24	P Canon Financial Services Inc Line Description: COPIER LEASE 11/20-12/19/24 COPIER LEASE 11/20-12/19/24	0000023241	1,394.26
0251235	12/06/24	P Carelon Behavioral Health of California Line Description: Employee Assistance Prog-Dec24	0000030107	1,022.49
0251236	12/06/24	P Cintas Corporation #640 Line Description: Kichen Cleaning Supply-Oct 24	0000023262	313.55

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

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5 Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251237	12/06/24	P City Net Line Description: CM Street Outreach CDBG After Hours Outreach July	0000029222	5,185.78
0251238	12/06/24	P Compressed Air Specialties Inc Line Description: Repair Srvs SALES TAX (7.75%) REPAIR SERVICE SALES TAX (7.75%)	0000020784	3,158.06
0251239	12/06/24	P Costa Mesa Lock & Key Line Description: Lock & Key Svc	0000001817	232.52
0251240	12/06/24	P DKS Associates Line Description: Fairview Rd/Belfast TS Design	0000024769	490.00
0251241	12/06/24	P Daniels Tire Service Line Description: Warehouse Stock	0000001922	913.34
0251242	12/06/24	P Demetrius Mayhand Line Description: Basketball Referee	0000030111	105.00
0251243	12/06/24	P Dennis Grubb & Assoc. Willdan Engr. Co Line Description: Oct 2024	0000030346	811.94
0251244	12/06/24	P Ecolab Pest Elimination Line Description: Pest Control Services CP Facil	0000024420	617.04

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251245	12/06/24	P Line Descri _l	Embed Digital otion: Digital Graphic-Aug & Sep 24	0000030082	945.00
0251246	12/06/24	P Line Descrip	Employment Development Dept otion: Fence Installation @ Gisler Pa	0000021495	1,179.65
0251247	12/06/24	P Line Descrip	Entenmann Rovin Company otion: Flat Badges Badges Badges	0000002130	961.37
0251248	12/06/24	P Line Descrip	Entrust Janitorial LLC otion: Janitorial Svcs @ 3190 Airport	0000030309	1,025.00
0251249	12/06/24	P Line Descrip	Everett Dorey LLP otion: Rfnd Sbpn Dep 001-00374920 Rfnd Sbpn Dep 001-00374918 Rfnd Sbpn Dep 001-00374919	0000026882	825.00
0251250	12/06/24	P Line Descrip	Fastenal Company tion: Quick Sorb	0000011159	750.48
0251251	12/06/24	P Line Descrip	Fed Ex tion: Ground Delivery Overnight Shipping-Finance	0000002190	178.13
0251252	12/06/24	P Line Descrip	G & W Towing htion: Towing Svc-#292 Towing Svc	0000002289	490.00

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

Page No.

Run Date Dec 05,2024

Run Time 12:23:29 PM

Bank: CITY Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251253	12/06/24	P	Galls LLC	0000002297	2,964.47
		Line Desc	Code Enforcement Uniform-Belt Code Enforcement Uniform-Pants Code Uniforms Uniform-Pierini Uniform Custody Officer E. Bro Credit Uniform Recruit G. Algi Uniform Recruit G. Algire Unifrom Recruit J. Dias-Edward Unifrom Cadet C. Kanginan Uniform Officer M. Gonzales Code Uniform		
0251254	12/06/24	Р	General Code LLC	0000030264	5,675.00
		Line Desc	cription: Annual Maintenance Supplemental Pages CM Municipa		
0251255	12/06/24	Р	Grainger	0000002393	486.24
		Line Desc	cription: Hardware Hardware Hardware		
0251256	12/06/24	Р	Graybar Electric Company Inc	0000002397	1,956.06
		Line Desc	cription: Electrical Supplies		
0251257	12/06/24	Р	Hanks Electrical Supplies	0000002445	20.33
		Line Desc	cription: Electrical Supplies		
0251258	12/06/24	Р	ITZEN Architects Inc	0000030962	5,075.70

Line Description: CM Comm Cntr 10/15-10/31/24

City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER** Page No.

Run Date Dec 05,2024

Run Time 12:23:29 PM

Bank:	CITY
	AWKL

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251259	12/06/24	P Integrated Impressions	000003403	646.86
		Line Description: Promotional Items		
0251260	12/06/24	P Jennifer W Harrison	0000029300	4,500.00
		Line Description: Snoopy House Backdrops/Stencil		
0251261	12/06/24	P Keegans Concrete Inc	0000030050	1,000.00
0201231	12/00/2	Line Description: Refund Permit EENC-24-0542	00000000	1,000.00
0251262	12/06/24	P Kelly Spicers Stores	0000029500	429.15
		Line Description: Paper Stock		
0251263	12/06/24	P Kimball Midwest	0000006819	936.92
		Line Description: Shop Supplies		
0251264	12/06/24	P Laura Tapia Vargas	0000031038	105.00
		Line Description: Basketball Referee		
0054005	10/00/01		0000000040	5 504 00
0251265	12/06/24	P Learning Tree International	000009019	5,501.00
		Line Description: TRAINING COURSES Kyle Do TRAINING COURSES Jennifer S		•
				444.07
0251266	12/06/24	P Loomis	0000019082	411.27
		Line Description: ARMORED CAR SERVICES Nov 24		
0251267	12/06/24	P Los Angeles Times	0000003000	2,415.91
		Line Description: Bid Advertising HDS Installati		
0251268	12/06/24	P Manufactured Home Inspection, INC.	0000030219	7,500.00
0201200	12100124	i wanulaotuled florile hispection, hvo.	000000210	.,555.00

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

Page No.

Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
		Line Desci	ription: Rehab-Grant 2060 Newport Blvd		
0251269	12/06/24	Р	Media Control Systems LLC	0000014983	1,600.00
		Line Descr	ription: ANNUAL SOFTWARE MAINTENANCE		
0251270	12/06/24	Р	Merrimac Energy Group	0000021566	1,550.00
		Line Descr	ription: FS#3 Tank Rental-December		
0251271	12/06/24	P	Mike Raahauges Shooting Enterprises	0000006853	100.00
		Line Descr	iption: Range Fees SWAT Oct 2024		
0251272	12/06/24	Р	Mobile Home Improvement	0000015213	5,775.00
		Line Descr	iption: Rehab-Grant 1750 Whittier Ave Rehab Grant-903 W 17th St #97		
0251273	12/06/24	Р	Norwood Management LLC	0000029243	13,659.00
		Line Descr	iption: 1940 Placentia Rent-Dec 2024		
0251274	12/06/24	Р	O Neil Storage	0000018395	165.71
		Line Descri	iption: Offsite Records Storage Nov 24		
0251275	12/06/24	Р	Office Depot	0000003394	4,908.61
		Line Descri	office Supplies-Maint Srvs Office Supplies-City Clerk Office Supplies-CEO/Comms Office Supplies-Building Office Supplies-Finance Office Supplies-Police Office Supplies-Fire Office Supplies-PS Office Supplies-Police CSI Office Supplies-Transportation	·	

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

Page No.

10 Run Date Dec 05,2024

Run Time 12:23:29 PM

Bank: CITY

Cycle: AWKIY

Cycle: AWKLY					
Payment Ref	Date	Status Remit To	Remit ID	Payment Amt	
		Line Description: Office Supplies-Police Records Office Supplies-Police Prop&Ev Office Supplies-Police Investi Office Supplies-Animal Control Office Supplies-Senior Center Office Supplies-Police Field Office Supplies-City Manager Office Supplies-City Council Office Supplies-Prop&Eviden Office Supplies-Engineering			
0251276	12/06/24	P Orange County Mosquito & Vector Control Line Description: Inspection&Treatment Pests FVP	0000021750	312.90	
0251277	12/06/24	P Pat Hill Line Description: Instructor Pymnt-Fall 2024	0000002532	546.00	
0251278	12/06/24	P Paulette Suiter Line Description: Instructor Pymnt-Fall 2024	0000026820	689.00	
0251279	12/06/24	P Quadient Inc Line Description: Postage Supplies	0000028798	536.38	
0251280	12/06/24	P Rachel Charest Bertram Line Description: Stage Performance Scarecrow F	0000029455	900.00	
0251281	12/06/24	P Resource Building Materials Line Description: Sand for Sandblasting Graffiti	0000024350	400.51	
0251282	12/06/24	P Ron Gorman	0000025863	299.00	

Line Description: Instructor Pymnt-Fall 2024

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No. 11 Run Date Dec 05,2024

Run Time 12:23:29 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251283	12/06/24	Р	Roy Center	0000002158	3,606.85
		Line Desci	ription: Instructor Pymnt-Fall 2024		
0251284	12/06/24	Р	Shaw HR Consulting Inc	0000021706	4,062.50
		Line Desci	ription: Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations		
0251285	12/06/24	Р	Sims Orange Welding Supply Inc	000004030	66.27
		Line Desci	ription: Shop-Welding Supplies		
0251286	12/06/24	Р	Skyhawks Sports Academy LLC	000004040	541.45
		Line Desci	ription: Instructor Pymnt-Fall 2024		
0251287	12/06/24	P	Southern California Edison Company	0000004088	8,791.02
		Line Descr	niption: 702 Victoria 10/29-11/26/24 Davis Field 10/28-11/25/24 NHCC 10/28-11/25/24 1860 Anaheim 10/29-11/26/24 702 1/2 Victoria 10/29-11/26/2 Sr Ctr 10/28-11/25/24		
0251288	12/06/24	P	Southern California Gas Company	000004092	764.61
		Line Descr	ription: FS# 6 10/28-11/27/24 BCC 10/24-11/25/24 FS#2 10/23-11/22/24 FS#1 10/24-11/25/24		
0251289	12/06/24	Р	Southern California Shredding Inc	0000025605	145.00
		Line Descr	iption: On-Site Shredding Services PD		

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

Page No.

12 Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251290	12/06/24	Р	Sparkletts	0000015725	1,107.40
		Line Desci	water Delivery Svcs - Parks Water Delivery Svcs - Finance Water Delivers Svcs - Dev. Svc Water Delivery Svcs - City Man Water Delivery Svcs - Public W Water Delivery Svcs - Fire Water Delivery Svcs - Fire		
0251291	12/06/24	Р	State of California Dept of Justice	000001534	3,292.00
		Line Desci	ription: Livescan/Fingerprinting Servic		
0251292	12/06/24	Р	Sunset Detectives	0000026756	9,000.00
		Line Descr	iption: Pre-Employment Background		
0251293	12/06/24	Р	Switzer Assoc Leadership Solutions	0000029731	2,256.25
		Line Descr	iption: Executive Coaching Executive Coaching Executive Coaching		
0251294	12/06/24	Р	T-Mobile USA	0000021384	1,050.00
		Line Descr	ription: Phone Record Retrieval Investi Phone Record Retrieval Investi		
0251295	12/06/24	Р	The Braathen Company	0000026501	300.00
		Line Descr	iption: Rfnd Citation CIT-001107-2024		
0251296	12/06/24	P	The Sayler Group Corp	0000030033	7,488.00
		Line Descr	iption: Trash&Debris Removal Nov 24		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

13 Run Date Dec 05,2024

Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251297	12/06/24	Р	Townsend Public Affairs Inc	0000021510	6,500.00
		Line Descrip	tion: Legislative Grant Writing Dec		
0251298	12/06/24	Р	UC Regents	0000022660	800.00
		Line Descrip	tion: Victim Physical		
0251299	12/06/24	P	US Bank	0000002228	7,245.86
		Line Descrip	otion: Payroll 24-23	*	
0251300	12/06/24	Р	UniFirst Holdings Inc	0000030616	70.16
		Line Descrip	otion: CMBS Walkoff Mats 11/18		
0251301	12/06/24	Р	United Site Services of California Inc	0000015552	149.01
		Line Descrip	Portable Toilet Srvs 10/9-11/5 Portable Toilet Srvs 10/9-11/5		
0251302	12/06/24	Р	Veritone, Inc.	0000029794	14,000.00
		Line Descrip	otion: Vertione Contact appplication		
0251303	12/06/24	P	Verizon Wireless	0000008717	1,851.89
		Line Descrip	otion: Calnet NG Broadband Thro 9/30		
0251304	12/06/24	P	Verizon Wireless	0000008717	8,527.64
		Line Descrip	wireless Phone 10/18-11/17 Wireless Phone 10/18-11/17/24 PD Cell Phones 9/16-10/15/24 Wireless Phone 10/18-11/17/24		
0251305	12/06/24	P	Vulcan Materials Company	000007403	140.72
		Line Descrip	otion: Asphalt Sidewalk Pothole Ramps		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

14 oc 05 2024

Run Date Dec 05,2024
Run Time 12:23:29 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251306	12/06/24	P Line Descripti	Walk 'n Rollers ion: Bicylce Safety Education Progr	0000029782	14,100.00
0251307	12/06/24	P Line Descripti	Ware Disposal Inc ion: Nov 2024 City Facilities	0000000255	12,699.47
0251308	12/06/24	P Line Descripti	Waxie Sanitary Supply ion: Sanitary Supply Sanirtary Supplies Warehouse	0000004480	1,601.82
0251309	12/06/24	P Line Descripti	West Coast Dance Arts ion: Instructor Pymnt-Fall 2024	0000021602	591.50
0251310	12/06/24	P Line Descripti	West Coast Fence Co ion: Fence Installation @ Gisler Pa	0000021495	6,784.35
0251311	12/06/24	P Line Descripti	Williams Data Management	0000018803	511.31 TOTAL \$1,050,883.34

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

Page No.

Run Date Dec 05,2024

Run Time 11:02:35 AM

Bank: DDP1

Cycle: ADDEP1

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018908	12/06/24	P Amanda Kim	0000030668	461.54
		Line Description: Payroll Deduction 24-25	•	
018909	12/06/24	P CHC: Creating Healthier Communities	0000008015	10.00
		Line Description: Payroll Deduction 24-25		
018910	12/06/24	P Cathy Hill	0000029893	1,515.92
		Line Description: MMASC Conf Exp Reimb		
018911	12/06/24	P Costa Mesa Employees Association	0000006284	4,365.71
		Line Description: Payroll Deduction 24-25		
018912	12/06/24	P Costa Mesa Executive Club	0000006286	370.00
		Line Description: Payroll Deduction 24-25		
018913	12/06/24	P Costa Mesa Firefighters Association	0000001812	8,227.39
		Line Description: Payroll Deduction 24-25		
018914	12/06/24	P Costa Mesa Police Association	0000001819	6,660.00
		Line Description: Payroll Deduction 24-25		
018915	12/06/24	P Costa Mesa Police Management Assn	000005082	315.00
		Line Description: Payroll Deduction 24-25		
018916	12/06/24	P Lily Lorenzana	0000029189	1,952.23
		Line Description: MMSAC Conf Exp Reimb		
018917	12/06/24	P Ronald Stocking	0000027737	500.00
		Line Description: Clothing Allowance 2024-25		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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628.14

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Run Date Dec 05,2024 Run Time 11:02:35 AM

Bank: DDP1

018918

12/06/24

Ρ

Cycle: ADDEP1

Payment Ref Date Status Remit To Remit ID Payment Amt

0000016007

Line Description: Adobe Photoshop for PD

SHI International Corp

TOTAL \$25,005.93

Report ID: CCM2001V

City of Costa Mesa Accounts Payable CCM VOID CHECK LISTING

Page No. Run Date

Dec 12,2024

Run Time 2:57:53 PM

Bank: DDP1

Cycle: ADDEP1

Payment Ref	Cancel Date	Status	Remit To	Remit ID	Payment Date	Payment Amt
018919	12/12/2024	٧	Dell Computer Corp	0000001962	12/13/24	(100,958.52)
		Line Descri	iption: Vendor number in incorrect. Void & re-issue.		TOTAL	(\$100,958.52)

347,652.74 (100,958.52) 2,432,800.70 800.00 2,680,294.92

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

Bank: DDP1

Cycle: ADDEP1

Page No.

Run Date Dec 12,2024

Run Time 2:40:42 PM

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
018919	12/13/24	P Line Descrip	Dell Computer Corp tion: COMPUTER EQUIPMENT COMPUTER EQUIPMENT	0000001962		100,958.52
018920	12/13/24	P Line Descrip	Hoon Jo tion: GIS Cert Report	0000029756		200.00
018921	12/13/24	P Line Descrip	Lily Lorenzana tion: Small Tools	0000029189		43.08
018922	12/13/24	P Line Descrip	Travel Costa Mesa	0000024750		246,451.14
		s Boosip	3311101 232 1		TOTAL	\$347,652.74

City of Costa Mesa Accounts Payable
CCM OVERFLOW CHECK LISTING

Page No.

Run Date Dec 19,2024 Run Time 1:34:05 PM

Bank: CITY

Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251331	12/13/24	0	Southern California Edison Company Line Description: Overflow	000004088	0.00

TOTAL 0.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024 Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251315	12/13/24	P All City Management Services Inc	0000009480	16,264.41
		Line Description: Schl Crsng Guard 10/22-11/9/24		
0251316	12/13/24	P American Camper Shells & Van Works	0000028888	23,430.26
		Line Description: Van Upfitting - CSI Unit #777		
0251317	12/13/24	P Bracken's Kitchen Inc	0000029468	17,297.16
		Line Description: Shelter Food Svc 11/18-12/1/24		
0251318	12/13/24	P BrightView Landscape Services Inc	0000026055	204,688.25
		Line Description: Landscape Maint Svc-Nov 2024		
0251319	12/13/24	P Cal Stripe Inc	0000029093	16,003.00
		Line Description: Bicycle Route Thru 12/3/24		
0251320	12/13/24	P Cold Star Inc	0000030476	16,470.70
		Line Description: Snow 4 Snoopy House-12/12/24 Snow 4 Snoopy House-12/13/24		
		Snow 4 Snoopy House-12/14/24 Snow 4 Snoopy House-12/15/24		
	10110101		0000014835	60,101.93
0251321	12/13/24	P Crafco Inc Line Description: Bituman Applicator	0000014655	00,101.33
			0000000000	30,415.70
0251322	12/13/24	P ECS Imaging Inc	0000022619	30,415.70
		Line Description: LF RIO USER LF PILOT PUBLIC PORTAL LF RIO IMPORT AGENT LSAP ECS GOLD PRIORITY SUPPORT		
		5% LICENSE PRICING INCREASE		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
		Line Descripti	ion: LASERFICHE ENERGOV INTEGRATION LASERFICHE KEYPAD INTERATORS L		
0251323	12/13/24	Р	Executive Facilities Services Inc	0000029510	316,842.84
0251323	12/13/24	P Line Descripti	Janitorial Services - FS1-6 Janitorial Services - City Hal Janitorial Services - Corp Yar Janitorial Services - PD Commu Janitorial Services - PD Commu Janitorial Services - PD Janitorial Services - PD Janitorial Services - PD Janitorial Services - BCC Janitorial Services - DRC Janitorial Services - WSS Janitorial Services - WHCC Janitorial Services - FS1-6 Janitorial Services - Bridge S Janitorial Services - City Hal Janitorial Services - Corp Yar Janitorial Services - PD Commu Janitorial Services - PD Commu Janitorial Services - Parks Janitorial Services - Fairview Janitorial Services - Fairview Janitorial Services - Parks Janitorial Services - Parks Janitorial Services - Parks Janitorial Services - Parks Janitorial Services - Fairview Janitorial Services - Parks	0000029510	316,842.84
			Janitorial Services - PD Janitorial Services - BCC Janitorial Services - DRC Janitorial Services - WSS		

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

Page No.

Run Date Dec 19,2024 Run Time 1:33:43 PM

Cycle: AWKLY Payment Ref

Bank: CITY

Date

Status

Remit To

Remit ID

Payment Amt

Line Description:

Janitorial Services - NHCC

Janitorial Services - FS1-6

Janitorial Services - CY New

Janitorial Services - CY Old

Janitorial Services - Sr Cntr

Janitorial Services - Bridge S

Janitorial Services - City Hal

Janitorial Services - PD Commu

Janitorial Services - PD

Janitorial Services - BCC

Janitorial Services - DRC

Janitorial Services - WSS

Janitorial Services - NHCC

Janitorial Services - FS1-6

Janitorial Services - Bridge S

Janitorial Services - City Hal

Janitorial Services - Corp Yar

Janitorial Services - PD Commu

Janitorial Services - Senior C

Janitorial Services - PD

Janitorial Services - BCC

Janitorial Services - DRC

Janitorial Services - WSS

Janitorial Services - NHCC

Janitorial Services - FS1-6

Janitorial Services - Bridge S

Janitorial Services - City Hal

Janitorial Services - Corp Yar

Janitorial Services - PD Commu

Janitorial Services - Senior C

Janitorial Services - PD

Janitorial Services - BCC

Janitorial Services - DRC

Janitorial Services - WSS

Janitorial Services - NHCC

Janitorial Services - FS1-6

Janitorial Services - Bridge S

Janitorial Services - City Hal

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024

Run Time 1:33:43 PM

Bank:	CITY
Cycle:	AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Janitorial Services - Corp Yar Janitorial Services - PD Commu Janitorial Services - Senior C Janitorial Services - PD Janitorial Services - BCC Janitorial Services - DRC Janitorial Services - WSS Janitorial Services - NHCC		
0251324	12/13/24	P Gentry General Engineering	0000030532	1,185,000.94
		Line Description: Adam Ave Proj#23-11/300174 Retention Proj#23-11/#300174		
0251325	12/13/24	P Interwest Consulting Group Inc	0000021505	35,715.00
		Line Description: Adams/Pinecreek-Oct 2024		
0251326	12/13/24	P Manufactured Home Inspection, INC.	0000030219	19,500.00
		Line Description: Rehab Grant 2060 Newport Blvd Rehab Grant 1973-Newport Blvd		
0251327	12/13/24	P Pacific Plumbing of Southern California	0000030657	16,533.00
		Line Description: Drinking Fountains w/bottle fi Citywide Plumbing Services		
0251328	12/13/24	P Prosurface Inc	0000029488	64,250.00
		Line Description: Resurfacing of Courts		
0251329	12/13/24	P Quinn Company	0000015404	35,110.22
		Line Description: Replacement Equipment Unit 362		
0251330	12/13/24	P Southern California Edison Company	000004088	63,740.52

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

Page No.

Run Date Dec 19,2024

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Bank: CITY Cycle: AWKLY

> Payment Ref Date

Status

Remit To

Remit ID

Payment Amt

Line Description:

1587 Sunflower 11/6-12/6/24 1035 Park Crest 10/31-12/2/24

1990 Placentia 11/4-12/4/24 3129 Harbor 10/30-12/1/24

Park Maint 10/7-11/30/24

885 Junipero 10/31-12/2/24

707 W 18th 11/5-12/5/24

711 W 18th 11/5-12/5/24

734 James 11/5-12/5/24

740 James 11/5-12/5/24

744 James 11/5-12/5/24

745 W 18th 11/5-12/5/24

2293 Canyon 11/5-12/5/24

744 James A 11/5-12/5/24

Sunflower/Plaza Nov 24

Loan 8670 Sunflower/Plaza Nov

Tennis Ctr 10/31-12/2/24

2750 Fairview 10/31-12/2/24

970 Arlington 10/31-12/2/24

1624 Gisler 10/30-12/1/24

Joann St Bike Trail Nov 24

980 Arlington 10/31-12/2/24

745 W 19th 11/1-12/3/24

567 W 18th 11/1-12/3/24

1940 Placentia 11/5-12/5/24

SD Fwy On/Off Nov 24

Npt Fwy/Baker Nov 24

19th/NPT Nov 24

Baker/Royal Palm Nov 24

Fac & Equip 10/9-11/30/24

Vet Hall 11/5-12/5/24

717&721 James 11/5-12/5/24

2301 Harbor 10/23-11/21/24

Volcom Sk8 Park 10/31-12/2/24

2590 Placentia 11/5-12/5/24

BCC 11/5-12/5/24

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024 Run Time 1:33:43 PM

Payment Ref	Date	Status R	emit To	Remit ID	Payment Amt
0251332	12/13/24	P Ti	heodore Robins Ford	0000004245	81,202.17
		Line Description	7 Replacement PD Units		
			CA Tire Fee		
			Upfitting		
			Discount		
			Vehicle Upfitting		
			Sales Tax 7.75%		
0251333	12/13/24	P Yı	unex LLC	0000029573	21,369.84
		Line Description	: Bristol SO Newport SL Knockdow		
		,	Civic&Fair Inst. 4 Loops		
			Traffic Signal Resp Oct 2024		
0251334	12/13/24	P A	CSA Region 17	0000030758	750.00
		Line Description	n: Refund Rec Dep 2008647.002		
0251335	12/13/24	P AT	Г&Т	0000001107	807.63
		Line Description	Red Phone Fire Sta#6		
			Red Phone Fire Sta#4		
			Red Phone Fire Sta#1		
			Red Phone Fire Sta#2		
			Red Phone Fire Sta#3		
			Red Phone Fire Sta#5		
			Fire Emergency Line		
			Jack Hamett Sports Complex		
			WSS Alarm		
			DRC Fire Alarm	·	
			Lions Park Baseball Field		
			NCC Fire Alarm		
0251336	12/13/24	P AT	Г&Т	0000001107	107.00
		Line Description	: Internet-Skate Park Camera		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251337	12/13/24	P AVNI Enterprises Inc	0000030676	1,685.09
		Line Description: Stock-V Mux Diagnostic Kit		
0251338	12/13/24	P Adam Baxter Campbell	0000031064	100.00
		Line Description: Refund Rec Dep 2008643.002		
0251339	12/13/24	P Aetna	0000028711	242.91
		Line Description: Refund Ambulance Fee		
0251340	12/13/24	P Alyssa Soriano	0000031075	275.00
		Line Description: Refund Ambulance Fee		
0251341	12/13/24	P Amy Hansen Kiyiskan	0000031077	76.24
		Line Description: Refund Ambulance Fee		
0251342	12/13/24	P Anomaly Squared	0000030491	1,322.84
		Line Description: 24/7 NHS Call Cntr-Nov 24		
0251343	12/13/24	P Blue Cross of California	0000005329	1,215.15
		Line Description: Refund Ambulance Fee		
0251344	12/13/24	P Brent Johnson	0000031019	2,250.00
		Line Description: Snoopy House Platform Repair		
0251345	12/13/24	P Briana Estrada	0000031080	835.00
		Line Description: Refund Rec Dep 2008649.002		
0251346	12/13/24	P CALBO	0000001483	275.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024

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Payment Ref	Date	Status Re	mit To	Remit ID	Payment Amt
		Line Description:	Ed Weel-E Marinez Webinar-C Chamoun		
0251347	12/13/24	Р СН	OC Health Alliance	0000031074	1,127.34
		Line Description:	Refund Ambulance Fee		
0251348	12/13/24	P CS	G Consultants Inc	0000001887	12,654.00
		Line Description:	Bldg Inspection Svc 9/28-10/25		
0251349	12/13/24	P Cai	non Financial Services Inc	0000023241	206.34
		Line Description:	Copier Lease-Nov 2023		
0251350	12/13/24	P Chr	ristina Arisohn	0000031079	100.00
		Line Description:	Refund Rec 2008645.002		
0251351	12/13/24	P Chu	urros Los Cuates	0000029483	2,587.50
		Line Description:	Winterfest 2024 Catering Svc		
0251352	12/13/24	P Cig	na	0000028713	1,830.85
		Line Description:	Refund Ambulance Fee		
0251353	12/13/24	P Cig	na	0000028713	919.55
		Line Description:	Refund Ambulance Fee		
0251354	12/13/24		tas Corporation #640	0000023262	334.57
		Line Description:	Kitchen Cleaning Supply-Nov 24		
0251355	12/13/24	P Cos	sta Mesa Auto Glass	0000010001	924.72

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Window Tint-Unit #735 Window Tint-Unit #746		
0251356	12/13/24	P County of Orange	000003473	965.60
		Line Description: Refuse Disposal@CO-Nov 24		
0251357	12/13/24	P Dancing in Harmony Inc	0000031078	600.00
		Line Description: Refund Rec Dep 2008665.002		
0251358	12/13/24	P Data Ticket Inc	0000010929	11,752.33
		Line Description: Ticket Stock, Rolls & Tickets Prkng Citation Processw-Oct 24		
0251359	12/13/24	P David Etnire	0000030919	70.00
		Line Description: Baketball Referee 12/9/24		
0251360	12/13/24	P Demetrius Mayhand	0000030111	70.00
		Line Description: Basketball Referee 12/9/24		
0251361	12/13/24	P Department of Health Care Services	0000022609	482.23
		Line Description: Refund Ambulance Fee		
0251362	12/13/24	P Department of Health Care Services	0000022609	391.83
		Line Description: Refund Ambulance Fee		
0251363	12/13/24	P Department of Health Care Services	0000022609	1,059.69
		Line Description: Refund Ambulance Fee		

Bank: CITY Cycle: AWKLY

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

Page No.

10 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251364	12/13/24	P Department of Health Care Services	0000022609	302.14
		Line Description: Refund Ambulance Fee		
0251365	12/13/24	P Digital Magic Signs	0000012837	1,955.71
		Line Description: Graphics-#700 & #716 Graphics-#790		
0251366	12/13/24	P Ed Hatz	0000029475	3,150.00
		Line Description: Snoopy House Santa Svc		
0251367	12/13/24	P Entenmann Rovin Company	0000002130	272.29
		Line Description: Retirement Flat Badge		
0251368	12/13/24	P Entrust Janitorial LLC	0000030309	1,025.00
		Line Description: Janitorial Svcs @ 3190 Airport		
0251369	12/13/24	P FALCK MOBILE HEALTH CORP.	0000019807	7,950.00
		Line Description: Surge Unit Oct 24 Surge Unit Nov 24		
0251370	12/13/24	P FM Thomas Air Conditioning Inc	0000017151	4,366.87
		Line Description: Shelter Repair-Compressor		
0251371	12/13/24	P Family Choice Health	0000031073	1,075.77
		Line Description: Refund Ambulance Fee		
0251372	12/13/24	P FleetPride Heavy Duty Parts & Service	0000030911	170.18

Line Description: Speed Sensor-#525

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

Page No.

11 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251373	12/13/24	P Line Desc		0000026476	4,425.00
0251374	12/13/24	P	Vapor Line Test@FS#6-11/18/24 Galls LLC	0000002297	11,731.74
		Line Desc	Uniform-Bruno Uniform-Bendezu Uniform-Beck Uniform-Dyas Edwards Uniform-Gonzalez Uniform-Broome Duty Gears		
0251375	12/13/24	P Line Desc	Grainger ription: Hardware Hardware Hardware	0000002393	705.20
0251376	12/13/24	P Line Desc	Hirsch Pipe & Supply Company Inc ription: Plumbing Supplies Plumbing Supplies Plumbing Supplies	0000026475	291.49
0251377	12/13/24	P Line Descr	Home Improvement Specialty Contracting ription: Refund Permit BBRA-24-0117	0000031083	238.80
0251378	12/13/24	P Line Descr	Irvine Ranch Water District ription: 170 Del Mar 11/6-12/5/24 220 23rd 11/6-12/6/24 308 University 11/6-12/6/24	0000005112	1,556.92

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

12

Run Date Dec 19,2024 Run Time 1:33:43 PM

Bank: CITY Cycle: дүүкцү

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: 258 Brentwood 11/6-12/6/24 261 Monte Vista 11/6-12/6/24 2603 Elden 11/6-12/5/24 106 Del Mar 11/7-12/5/24		
0251379	12/13/24	P Jesse Grijalva	0000031063	250.00
		Line Description: Refund Rec Dep 2008642.002		
0251380	12/13/24	P Joao Arduin	0000031070	700.00
		Line Description: Refund Permit PCOA-24-0092 Refund Permit PLUR-24-0059		
0251381	12/13/24	P Julie Whitcomb	0000031082	51.00
		Line Description: Refund Rec Dep 2008653.002		
0251382	12/13/24	P Jump N Bounce LLC	0000029296	3,034.00
		Line Description: Snoopy House InflatablesRental		
0251383	12/13/24	P Kellys Pool Service	0000013443	270.00
		Line Description: DRC Pool Maint Svc-Sep 2024		
0251384	12/13/24	P Keyser Marston Associates Inc	0000002824	8,235.00
		Line Description: Housing Prog Consulting-Aug 24 Housing Prog Consulting-Sep 24		
0251385	12/13/24	P Knorr Systems Inc	000005036	519.50
		Line Description: Carbon Dioxide Refill		
0251386	12/13/24	P LSL CPAS	000004042	350.00

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

Page No.

13 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status R	emit To	Remit ID	Payment Amt
		Line Description	n: Labor Negotiations-Proposal Re		
0251387	12/13/24	P L	eanna Brand	0000029478	2,200.00
		Line Description	n: Snoopy House Caroling		
0251388	12/13/24	P N	larco Estrada	0000031062	120.00
		Line Description	n: Refund Rec Dep 2008641.002		
0251389	12/13/24	P M	lerrimac Energy Group	0000021566	14,975.99
		Line Description	n: FS#6 Diesel Fuel FS #5 Diesel Fuel FS#1 Diesel Fuel Tank# 10 FS#2 Diesel Fuel CY Diesel Fuel Tank# 2 FS#3 Diesel Fuel		
0251390	12/13/24	P M	esa Smog	0000020735	50.00
		Line Description	n: Smog Check-#330		
0251391	12/13/24	P M	id SoCal Area AA	0000030652	700.00
		Line Description	2: Refund Rec Dep 2008651.002		
0251392	12/13/24	P N	ational Data & Surveying Services	0000021249	385.00
		Line Description	Approach Volume Counts 4 Locat Approach Volume Counts 3 Locat		
0251393	12/13/24	P N	ewport Harbor Orchid Society	0000025344	600.00
		Line Description	Refun Rec Dep 2008666.002		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

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Run Date Dec 19,2024 Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251394	12/13/24	P Oracle America Inc	0000003419	2,793.03
		Line Description: MicroFocus Visual COBOL Window		
0251395	12/13/24	P Orange County Dept of Education	0000000442	1,000.00
		Line Description: Refund Rec Dep 2008648.002 Refund Rec Dep 2008664.002		
0251396	12/13/24	P Pacific Medical Waste	0000029793	193.22
		Line Description: Biohazard Disposal Nov 24		
0251397	12/13/24	P Parkhouse Tire Inc	0000003556	848.52
		Line Description: Stock-Tires		
0251398	12/13/24	P Perfect Party LA LLC	0000031046	4,550.00
		Line Description: Snoopy House Train Balance Pym		
0251399	12/13/24	P Peter Jansema	0000031076	626.51
		Line Description: Refund Ambulance Fee		
0251400	12/13/24	P Priority Landscape Services LLC	0000026592	3,224.00
		Line Description: Citywide Young Tree Care		
0251401	12/13/24	P Prospect Health Plan Inc	0000029564	2,172.84
		Line Description: Refund Ambulance Fee		
0251402	12/13/24	P Prudential Overall Supply	0000025480	760.68
		Line Description: Fleet Uniforms-Nov 2024 Parks Uniforms-Nov 2024 Facilities Uniforms-Nov 2024		

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

Page No.

15 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Fleet Towel Svc-Nov 2024 Streets Uniforms-Nov 2024		
0251403	12/13/24	P Rafael Cortes	0000031081	600.00
		Line Description: Refund Rec Dep 2008650.002 Refund Rec Dep 2008652.002		
0251404	12/13/24	P Rhonda Northcutt	0000001535	12.38
		Line Description: Refund Ambulance Fee		
0251405	12/13/24	P Rincon Truck Center Inc	0000013236	635.64
		Line Description: 555-Oil Dipstick Stock-Ing Valve		
0251406	12/13/24	P SVT Fleet Solutions	0000030535	8,294.68
		Line Description: 520-HVAC 515-Exhaust System 514 Replace Foam Manifold		
0251407	12/13/24	P Salsbury Industries	0000009240	904.41
		Line Description: SALES TAX (7.75%) SHIPPING PLASTIC LOCKER		
0251408	12/13/24	P Sean Simon	0000029869	105.00
		Line Description: Basketball Referee 12/9/24		
0251409	12/13/24	P Sharpline Solutions Inc	0000025805	4,012.81
		Line Description: Various Thermoplastic Numbers		

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

Page No.

16 Run Date Dec 19,2024

Run Time 1:33:43 PM

Bank:	CITY
Cvcle:	AWKI Y

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251410	12/13/24	P Sims Orange Welding Supply Inc	0000004030	219.87
		Line Description: Shop Supply		
0251411	12/13/24	P SiteOne Landscape Supply LLC	0000024133	1,759.32
		Line Description: Supplies for Ballfield Mntnce Tree Maint Supplies		
0251412	12/13/24	P Sitescapes Inc	0000022935	4,000.00
		Line Description: Design Drawings - Fair Drive b		
0251413	12/13/24	P Southern California Shredding Inc	0000025605	40.00
		Line Description: Document Shredding Svc		
0251414	12/13/24	P Steven Nguyen	0000030335	250.00
		Line Description: Refund Rec Dep 2008646.002		
0251415	12/13/24	P Studio 6 Architects	0000031061	500.00
		Line Description: Refund Permit PADU-24-0074		
0251416	12/13/24	V Super Fish Tacos	0000031069	0.00
		Line Description: Employee Night Catering Svc Employee Night Catering Svc		
0251417	12/13/24	P Terri Fuqua	0000026098	25.00
		Line Description: Refund Ambulance Fee		
0251418	12/13/24	P The Bank of New York Mellon	000005664	1,820.09
		Line Description: Qtrly Srvs Fee 7/1-9/30/24		

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

Page No.

17 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
0251419	12/13/24		ne Counseling Team International : Phychological Assessments	0000026352	400.00
0251420	12/13/24		ne Rules Guys LLC	0000002952	2,272.50
0251421	12/13/24		ird Wave Corporation : Procurement ERP Systems	0000025874	7,070.00
0251422	12/13/24		p Team Photography : Snoopy House Photo	0000029932	4,750.00
0251423	12/13/24		S Bank : 2017 Bond Trustee Fees	0000002228	1,125.00
0251424	12/13/24	P US Line Description:	S Bank : Payroll 24-24	0000002228	6,651.28
0251425	12/13/24		S Postal Service : Prepaid Item-Postage Meter	0000004376	10,000.00
0251426	12/13/24	P Uni	iFirst Holdings Inc CMBS Walk-Off Mats 11/25	0000030616	70.16
0251427	12/13/24	P Uni	ited Healthcare Refund Ambulance Fee	0000028700	363.15

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

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18 Run Date Dec 19,2024

Run Time 1:33:43 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251428	12/13/24	P Line Desci	United Site Services of California Inc iption: Portable Toilet Srvs July 24	0000015552	72.54
			, parametrial and carry 2.		
0251429	12/13/24	Р	Verified First LLC	0000027240	210.00
		Line Desci	iption: Pre-Employment Credit Checks		
0251430	12/13/24	Р	Verizon Wireless	0000008717	3,050.38
		Line Descr	iption: WIRELESS PHONE 9/18-10/17/24 WIRELESS PHONE 10/18-11/17/24 Fire lpads 10/18-11/17/24 WIRELESS PHONE 10/18-11/17/24		
0251431	12/13/24	P	Ware Disposal Inc	000000255	3,560.39
		Line Descr	iption: James St. Dec 2024 CMBS Trash December 2024		
0251432	12/13/24	Р	West Coast Arborists Inc	0000004498	11,485.90
		Line Descr	iption: Tree Maint 11/1-11/15/24		
0251433	12/13/24	Р	Western DC Systems, Inc.	0000029864	755.00
		Line Descr	iption: Inverter Maint Srvs		
0251434	12/13/24	Р	Yoka Smith	0000031065	4.45
		Line Descr	iption: Subpn Dep Refund 001-00378535		TOTAL \$2,432,800.70

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

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Run Date Dec 19,2024

Run Time 1:38:24 PM

Bank: CITY

Cycle: AMNUAL

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251435	12/13/24	V	City of Costa Mesa	000001674	0.00

Line Description:

Cash Sttlmnt- Alberto Nevarez

Cash Sttlmnt- Alberto Nevarez

TOTAL

City of Costa Mesa Accounts Payable
CCM OVERFLOW CHECK LISTING

Page No.

1 10 2024 مح

Run Date Dec 19,2024 Run Time 12:55:35 PM

Bank:	DDP1
Cycle:	ADDEP

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
018942	12/20/24	0	US Bank Line Description: Overflow	0000002228	0.00
018943	12/20/24	0	US Bank Line Description: Overflow	0000002228	0.00
018944	12/20/24	0	US Bank Line Description: Overflow	0000002228	0.00
018945	12/20/24	0	US Bank Line Description: Overflow	0000002228	0.00

0.00 318,197.34 1,111,329.16 1,991.58 (800.00) (1,220.00) (10,770.69) 238,658.74 \$ 1,657,386.13

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

1

Run Date Dec 19,2024 Run Time 12:55:09 PM

Bank: DDP1
Cycle: ADDEP1

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018923	12/20/24	P Alisa Ochoa Line Description: Arts Comm Mtng Oct-Dec 2024	0000029944	300.00
018924	12/20/24	P Allison Mann Line Description: Arts Comm Mtng Oct-Dec 2024	0000001338	300.00
018925	12/20/24	P Amanda Kim Line Description: Payroll Deduction 24-26	0000030668	461.54
018926	12/20/24	P CHC: Creating Healthier Communities Line Description: Payroll Deduction 24-26	0000008015	10.00
018927	12/20/24	P Charlene M Ashendorf Line Description: Arts Comm Mtng Oct-Dec 2024	0000017428	300.00
018928	12/20/24	P Costa Mesa Employees Association Line Description: Payroll Deduction 24-26	0000006284	4,401.71
018929	12/20/24	P Costa Mesa Executive Club Line Description: Payroll Deduction 24-26	0000006286	370.00
018930	12/20/24	P Costa Mesa Firefighters Association Line Description: Payroll Deduction 24-26	0000001812	8,227.39
018931	12/20/24	P Costa Mesa Police Association Line Description: Payroll Deduction 24-26	0000001819	6,660.00
018932	12/20/24	P Costa Mesa Police Management Assn Line Description: Payroll Deduction 24-26	000005082	315.00

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

2 19 2024

Bank: DDP1

Cycle: ADDEP1

Run Date Dec 19,2024 Run Time 12:55:09 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
018933	12/20/24	P Deborah Wondercheck Line Description: Arts Comm Mtng Oct-Dec 2024	0000029941	300.00
018934	12/20/24	P Enterprise Rent A Car Line Description: Undercover Car Rental	0000002131	7,116.09
018935	12/20/24	P Erica Lucia Line Description: Arts Comm Mtng Oct-Dec 2024	0000029943	300.00
018936	12/20/24	P Evan Rodriguez Line Description: CM Achievement Award Dec 2024	0000031071	250.00
018937	12/20/24	P Heidi Zuckerman Line Description: Arts Comm Mtng Oct-Dec 2024	0000029942	300.00
018938	12/20/24	P Joseph Noceti Line Description: Physical Exam Mileage	000007101	7.77
018939	12/20/24	P Kristina Veneciano Line Description: Red Cross Water Safty Academy	0000031072	20.50
018940	12/20/24	P Silvia Kennerson Line Description: MMASC Conf Exp Reimb	000009041	1,355.77

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

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Run Date Dec 19,2024 Run Time 12:55:09 PM

DDP1 Bank: Cycle: ADDEP1

Payment Ref

12/20/24

018941

Date Status Remit To

US Bank

Remit ID

0000002228

Payment Amt 207,662.97

Line Description:

Ρ

Membership

Registration (2)

Office Supplies-Pen Refills Ergonomic Keyboard and Mouse Registation for League Of CA Department Meeting/Team Buildi Refund 1 Night Stay PERS Educa Registration League of CA Citi Transportation-ICMA Conf

Mesa Water

LAT,OCR,CC,NYT,LAT-Monthly Fee

Working Lunch Monthly Charges ERP Working Lunch **ERP Meeting Snacks** Donuts for Staff on an off Fri

Registration-CM Reynolds Council Mtg Dinner-10/1,10/15 Materials-OC Pride Parade Bann Food for Business&Division Mee

Fuel-City Vehicle Fraudulent Charge Office Supplies

Ride Share-Client Appt

Monthly-Prime, Everlance, iCloud Online Subs Advanced Automatic Planning Commission Business M

Carseat-Motel Family

Reconnection-Client to Housing ICMA Membership Renewal

Online Consolidated Planning P

Wireless Desk Phone Plantronic

Fuel for Rental Car

Car Rental Airport Fire

ReMarkable Monthly

MMASC Conf Reg-Lori Ann

Hotel-ICMA Conf-Alma Reyes

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024

Run Time 12:55:09 PM

Bank: DDP1
Cycle: ADDEP1

Payment Ref

Date

Status Remit To

Remit ID

Payment Amt

Line Description:

State of School Brkfast Reg-8 CitiPAC Reception Reg-Lori Ann Municipal Finance Conf Reg-Lor Npt Sunset Ntwk Reg-Broc Cowar

Staff Business Meeting Wireless Bluetooth Headset Cannabis Cloud Base Storage AICP Membership Planning&Susta Credit California Assoc. Local

Planning Commission Business M FS #4 Classroom Supplies

Subscription-Remarkable Oslo

Conference Lodging (2)

Hotel-ICMA Conf

Transportation-ICMA Conf Parking-League of Cities Conf

PM Assessment

Fuel

Subscription-Leaders Book
Cal Cities Boad of Dir Mtng

Incorrect Charge

Water/Tea-NHS Oct Mtg

Phone Case-DCM Work Phone

CMO Refreshments-SMA 1st Day

League of CalCities Conf Reg-J

Oct m/g

Health Fair

CM Leadership Frames

Recruitment Supplies

m/g Linen's Cleaning

Mistaken Charge

Canva Subscription

First Aid Supp-City Hall

Community Room/Recycling Supp

CST Outreach-OC Res Wkshp-Snac

Parking-Proc OC Hispanic Bar E

Webinar

Longevity

Meet&Greet

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

Page No.

Run Date Dec 19,2024 Run Time 12:55:09 PM

DDP1 Bank: Cycle: ADDEP1

Payment Ref

Date Status

Remit To

Remit ID

Payment Amt

Line Description:

Oral Board Health Fair Postal Service Health&Wellness Office Supplies Retirement Title File Sharing Decal Balance Desk Laptop Stand Cal Chief Conference **Tactical Command Case** Wagon/Laptop Cover Case

Fire Admin-Phone Charger

5 Gallon Water Jug Holder

FS #3 & #4 Appliance Repair

Table Cloth & Power Adapter

Fire Admin Conf Refidgerator

Image/Graphic Design Platform CEAOC Nov Meeting Luncheon Dir

Fire Strike Team Fuel

Dais Snacks

Pride Flags

Coffee Supp-CMO

Phone Screen Protectors

Binding Equipment Charges

ReMarkable Subscription-3

City Council Meal-10/15/24

Giveaways-Snoopy House 2024

Decor/Props-Hispanic Heritage

Refreshment-Hispanic Heritage

City/District Liaison Mtg Meal

Business Meetings

Lodging (ICMA Annual Conference

Meals (ICMA Annual Conference)

Power Strips

Door Operator Eye

Snoopy House-Limit Switch

Snoopy House-Lumber&Materials

TV Stand

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

6

Run Date Dec 19,2024 Run Time 12:55:09 PM

Bank: DDP1

Payment Ref

Cycle: ADDEP1

Status

Date

Remit To

Remit ID

Payment Amt

Line Description:

AV Equipment for Monitor

Arborist Membership Dues V.M.

Cal Chiefs Conf Ladging

Hanging IV Holder

Universal Remote

Water Quality/Sensor Testing

CEAOC Monthly Meeting/Luncheon

DMV Plates

Office Supplies

Fire Sta 5 Hoses

Stock-Set of Electrodes

245-Electrode Assembly Kit

Refreshment-Scarecrow Festival

Shop Stock-Hoses

137-Hose Pressure Washer

Stock-On/Off Toggle Switch

Stock-Drive Tensioner & Belt

515 Check Valve Detroit Diesel

Stock-Check Valve Detroit Dies

Stock-Digital Battery Conducta

Community Garden Supplies

Framing ARTventure Artwork

Community Garden Supp-Credit

Vinyl Wrap Utility Box Repair

Phone Cables

CNG Fuel for 340

Keyboard Mouse Combo

Tarps for Cover Bays

Paint, Goof Off, Glove for Gra

Flashlights

CERT Mtng Supplies

Cal Chief Conf Lodging

Honor Guard Flag Stands

APC BackUPS NS1250

Monthly Fee On-line Queing Sys

Refund-Cambro Dep

Costume-Scarecrow Contest

Teens Halloween Event Decor

Coffee-Knowledge/Health Fair

City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER** Page No.

7

Run Date Dec 19,2024 Run Time 12:55:09 PM

DDP1 Bank: Cycle: ADDEP1

Payment Ref

Date

Status Remit To Remit ID

Payment Amt

Line Description:

Craft Supp-Scarecrow Contest Refund-Teens Halloween Event D

Tombstone Craft Supp-Teens Hal

Portable Battery

Apple HDMI Adapter

Cal Chiefs Conference Paking

Office Supplies

Miscellaneous Firmware

Norton Screen Care Annual

Standard Wildcard SSL Annual S

Fire Investigator Mbhp

Canva Annual Fee

Scarecrow Festival Event Supp

Scarecrow Festival Staff Meals

Cal Chiefs Conf Park

Cal Chief Conf Lodging

Crew Lunch-Lago Fire

Fire Marshal Prof Dev Class

Pre-Meeting Food

Doria's Haus of Pizza

Drinks-Public Meeting

Supplies-Serving Food

Food/Drinks-Staff Dev Training

2 Smart Folio Cases

Computer Mount-CSI Vehicle

Apple Pencil Pro-Traffic Ipad

Office Supplies

Personal Charge

Credit-Office Supplies

Refund for Pakring Fee

Luggage Fee Flight MISAC

Lodging Portola Hotel MISAC

Monthly Fee On-Line Meeting

ICloud Monthly Paymnt

Adobe Suite Subscription

InShot Annual Subscription

Cab Ride for Conference

Cab Fare MISAC Conf Burman

Lodging Portola Hotel MISAC

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

Page No.

8 Run Date Dec 19,2024

Run Time 12:55:09 PM

Bank: DDP1 Cycle: ADDEP1

Payment Ref

Date Status Remit To

Remit ID

Payment Amt

Line Description:

Meals R. Burnman MISAC Conf

Rec Equip-ROCKS

Office Supp-ROCKS

Drawing Supp-ROCKS

Arts/Crafts Supp-ROCKS

SWAT Equipment

SWAT Mtng Supplies

Office Supplies

Supp/Refreshment-Wicked Dance

CM IT Logo Attire for Staff

Name Plate Holders for Staff

Lunch/Drinks ERP Demos for Sta

Food-Veterans Social Group Mtg

Utensil/Food/Drink-Knowledge/H

Rec Equip-Teens

Event Supp-Teens

Fall Excursions-Teens

Office Supplies-Teens

Pro Dev-Certification

Certification-Am Red Cross

Rec Equip-Aquatics

Comp Equip-Aquatics

Special Event Supp-Teens

General Uniforms-Aquatics

Office Supplies

Supp-Special Events

Supp-Scarecrow Festival

Battereis

ALs Holsters

SCCIAA Mbrshp

CNOA Conf Refund

Title 15 Tuition

Filter Replacement

CAPE Mrbhp-Ceballos

Complex LPE Tuition

Credit Card Svc Fee

Firearm Tech Tuition

Pistol Cleaning Kits

Records Clerk Tuition

City of Costa Mesa Accounts Payable

SUMMARY CHECK REGISTER

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Run Date Dec 19,2024

9

Run Time 12:55:09 PM

Bank: DDP1
Cycle: ADDEP1

Payment Ref

Status

Date

Remit To

Remit ID

Payment Amt

Line Description:

Sherman Block Lodging

Asset Forfeiture Lodging

Training Seminar Tuition

Peer Support Conf Lodging

AdvSearch& Seizure Tuition

CLETS Interpretaion Tuition

CLETS Interpretation Tuition

Office Supplies

Supp-Water Station

Supp-Special Events

Supp/Refreshment-Halloween Bas

FT Staff Pro Dev Training Meal

Recruits Uniforms

Peer Support Supplies

Sworn Testing Supplies

Beverage for Testing/Interview

Sworn Tesing Interview Supplie

MS Access Tuition

Euthanasia Injection Tuition

Fairview Park-Equipment

Bike Lock

CPOA Mbrshp

Supp-Special Events

Food/Supp-Health Fair

Refreshment-Staff Mtgs

Halloween Decor-Ctr Lobby

Balloon Equip-Special Events

Plants/Soil-Snr Ctr Entrance

Bag Fee

Plushy for Comm Events

Chiefs Promotional Items

Rec Equip-Teens

Event Supp-Teens

Movie License-Teen Event

Radio Repair Parts

Portable Radio Charger/Mount

Supp-Garden

Supp-Kitchen

Supp-Rec Class

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

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Run Date Dec 19,2024 Run Time 12:55:09 PM

Bank: DDP1
Cycle: ADDEP1

Payment Ref

Date Status

Remit To

Remit ID

Payment Amt

Line Description:

Spotify Subscription
Pro Dev Training-CPRS
Refreshment-Health Fair
Supp-LEAP Trick or Treat
Cricut Design Subscription
Refreshment-Coffee Station
Refreshment-Staff Training
Refreshment-Congregate Lunch

Tools.Equip-Teen Ctr Scarecrow

Event Supplies
Office Supplies

Credit-Event Supplies

Water

Digital Phone

Multi Agency Mtng Lunch

Rec Equip

Ice Machine Additional Payment

Mattress

FTO Testing Lunch

Mobil Comm Trailer Supplies

Sig Sauer Grip Mods

CPOA Mbrshp

Airline Baggage Fee

Supervisor Mtng Lunch

Disinfectant Wipes

ReMarkable Marker Plus

Computer Tools/Supplies

Rec Equip-ROCKS

Rec Equip-Day Camp

Food/Supp-Mobile Rec

Promo Items-Youth Sports

Refund-Rec Equip-Day Camp

Bottled Water-Youth Sports

Kennel Supplies

Customer Stickers

Frames, Camera Equip

Rec Equip-ROCKS

Tools-Youth Sport

Office Supplies-ROCKS

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

Page No.

11

Run Date Dec 19,2024 Run Time 12:55:09 PM

Bank: DDP1 Cycle: ADDEP1

Payment Ref

Date

Status Remit To Remit ID

Payment Amt

Line Description:

WhenToWork Subscription Food/Supp-Trunk or Treat Supervisor TBW Mtng Supplies

Arts/Crafts Supp-ROCKS

Rec Equip-LEAP Office Equip-LEAP Art/Craft Supp-LEAP **EOC Kitchen Supplies** Preparedness Trng Lunch EOC Drill Snack & Supplies Preparedness Lunch Drink&Snack Preparedness Trng Drinks/Snack Recognition Pens Conf Room Water Supplies

Volunteer Items

Heritage Month Event Supplies

Business Meeting

ITE Renewal for R. Sethuraman CEAOC Registration R. Sethuram

TOTAL

\$238,658.74

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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1

Run Date Dec 19,2024 Run Time 2:50:18 PM

Bank: CITY

Cycle: AMNUAL

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251436	12/18/24	Р	Dell Computer Corp	0000001962	295,475.64
		Line Desc	siption: SALES TAX (7.75%) 3460 SMALL FORM FACTOR COMPUTER EQUIPMENT COMPUTER EQUIPMENT COMPUTER EQUIPMENT COMPUTER EQUIPMENT COMPUTER EQUIPMENT SALES TAX (7.75%) MS 365 Licenses 9/1/25-8/31/27 Mobile Workstation LAPTOP ENVIRONMENTAL FEE		
0251437	12/18/24	P Line Descr	Nico Hospitality LLC iption: Housing for Families	0000028926	22,721.70
			Housing for Families Housing for Families		TOTAL \$318,197.34

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

Page No.

Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251438	12/20/24	Р	AP Triton LLC	0000023546	16,329.08
		Line Desc	ription: ECC Dispatch Assessment		
0251439	12/20/24	Р	Admin Sure Inc	0000021568	17,139.00
		Line Desc	ription: Wkrs Comp Admin Fee-Jan 2025		
0251440	12/20/24	Р	All City Management Services Inc	0000009480	28,924.84
		Line Desc	ription: Schl Crsng Guard11/10-11/23/24 Schl Crsng Guard 11/24-12/7/24		
0251441	12/20/24	Р	Bound Tree Medical LLC	0000011695	17,411.54
		Line Desc	ription: EMS Supplies		
0251442	12/20/24	P	Department of Industrial Relations	000001540	75,639.29
		Line Desci	ription: FY24-25 Wkrs Comp Fund Assmnt		
0251443	12/20/24	Р	Dooley Enterprises Inc	0000002026	43,342.44
		Line Desci	ription: Ammunitions Sales Tax 7.75% Ammunitions Sales Tax 7.75%		
0251444	12/20/24	Р	League of California Cities	0000002928	18,041.10
		Line Desci	ription: 2025 City Membership		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

2

Run Date Dec 19,2024 Run Time 2:28:02 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251445	12/20/24	Р	Manufactured Home Inspection, INC.	0000030219	15,500.00
		Line Descri	iption: 1973 Newport Blvd #16		
0251446	12/20/24	Р	Priceless Pet Rescue	0000026000	40,000.00
		Line Descri	iption: Shelter&Adoption Dec 2024		
0251447	12/20/24	Р	Santa Margarita Ford	0000022708	239,188.37
		Line Descri	iption: Mobility Works ADA Conversion Docs, Tire, License Fee Sales Tax 7.75% Ford T350 Transit Mobility Works ADA Conversion Lighting Bed Liner Sales Tax 7.75% Ford F150 Super Cab Ford T350 Transit Medium Roof Sales Tax 7.75% Docs & Tire Fee Docs & Tire Fee		
0251448	12/20/24	Р	Tovey Shultz Construction Inc	0000025581	81,028.25
		Line Descri	iption: Lion Pk Proj #17-03/#800032 Retention Proj #17-03/#800032		
0251449	12/20/24	Р	Triton Technology Solutions Inc	0000021687	80,660.57
		Line Descri _l	iption: CRESTON REPLACEMENT		
0251450	12/20/24	Р	West Coast Arborists Inc	0000004498	17,988.65
		Line Descri _l	ption: Tree Maint 11/16-11/30/24		
0251451	12/20/24	Р	Yunex LLC	0000029573	26,562.36

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER Page No.

Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status Re	mit To	Remit ID	Payment Amt
		Line Description.	Bristol Baker Conduit Troubles Newport & Bay Replacement Type Routine Maint Nov 2024		
0251452	12/20/24	P 4L	eaf Inc : Plan Review-Oct 2024	0000029711	3,018.19
		Line Description.	Figil Neview-Oct 2024		
0251453	12/20/24	P AJ	Portables Inc	0000029728	750.00
		Line Description.	Portable Restroom Rental		
0251454	12/20/24	P Ad	am Ereth	0000029232	800.00
		Line Description.	Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24		
0251455	12/20/24	P Ala	ans Lawnmower & Garden Center Inc	0000019220	25.39
		Line Description:	Chainsaw Chain		
0251456	12/20/24	P All:	star Fire Equipment Inc	000000986	4,207.91
		Line Description:	Leather Sideboard w/Vecro Hook Ratchet Suspension/Flag/Helmet		
0251457	12/20/24	P Am	nerican Alarm Systems Inc	000008900	950.00
		Line Description:	Security Alarm-BCC Fire/Security Alarm-DRC Fire/Security Alarm-NHCC Security Alarm-Historical Soc DRC Alram Service Call-12/10		
0251458	12/20/24	P An	gel Auto Spa LLC	0000027465	3,849.21
		Line Description:	City Car Wash-Nov 2024 PD Car Wash-Nov 2024		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
0251459	12/20/24	P Ai	ngely Vallarta n: Planning Comm Mtng-Dec 24 Planning Comm Mtng-Nov 24	0000029193	800.00
0251460	12/20/24	P At	tkinson Andelson Loya Ruud & Romo n: Legal Legal Svc	0000027289	3,538.50
0251461	12/20/24		& H Photo Video Inc n: AUDIO & VISUAL EQUIPMENT	0000006056	962.99
0251462	12/20/24		ay Alarm Company o: Alarm @3190 Airport Lp E2	0000030239	191.52
0251463	12/20/24		randice Leger o: Park & Comm Svc Oct-Dec 2024	0000030845	300.00
0251464	12/20/24		ightLife Designs LLC r: City Holiday Lightging Svc	0000029463	1,450.00
0251465	12/20/24		ightView Landscape Services Inc : Irrigation Repair-Nov 2024	0000026055	6,720.50
0251466	12/20/24		ureau Veritas North America Inc : Fire Plan Review	0000016616	367.44
0251467	12/20/24	P CE		0000015149	2,125.84

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

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Run Date Dec 19,2024
Run Time 2:28:02 PM

Line Description: Bldng Svc10/16-11/29/24 P California Forensic Phlebotomy Inc 0000001500 4,490.00 Line Description: Blood Drawn Svc-Nov 2024 D251470 12/20/24 P Camping World 0000031058 2,626.91 Line Description: Honda Portable Generator D251471 12/20/24 P Canon Financial Services Inc 0000023241 7,777.38 Line Description: Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024	Payment Ref	Date	Status Rem	it To	Remit ID	Payment Amt
Copier Maint 11/5-12/4/24			Line Description:	Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24 Copier Lasse-Dec 2024 Copier Lasse 12/20/24-11/9/25 Copier Lasse-Dec 2024 Copier Lasse 12/20/24-11/9/25 Copier Lasse-Dec 2024 Copier Lasse				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24 P CSG Consultants Inc. Copier				Copier Maint 11/5-12/4/24		
Copier Maint 11/5-12/4/24 P						
Copier Maint 11/5-12/4/24						
Copier Maint 11/5-12/4/24 P CSG Consultants Inc Copier Maint 11/5-12/4/24 P CSG Consultants Inc Copier Maint 11/5-12/4/24 P California Forensic Phlebotomy Inc Copier Maint 11/5-12/4/24 P California Forensic Phlebotomy Inc Copier Maint 11/5-12/4/24 P Camping World Copier Maint 11/5-12/4/25 Copier Maint 11/5-						
12/20/24 P CSG Consultants Inc 0000001887 14,751.00						
Line Description: Bldng Svc10/16-11/29/24 P California Forensic Phlebotomy Inc Line Description: Blood Drawn Svc-Nov 2024 D251470 12/20/24 P Camping World 0000031058 2,626.91 Line Description: Honda Portable Generator D251471 12/20/24 P Canon Financial Services Inc Line Description: Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024				Copier Maint 11/5-12/4/24		
12/20/24 P California Forensic Phlebotomy Inc 0000001500 4,490.00	0251468	12/20/24	P CSG	Consultants Inc	0000001887	14,751.00
Line Description: Blood Drawn Svc-Nov 2024 D251470 12/20/24 P Camping World 0000031058 2,626.91 D251471 12/20/24 P Canon Financial Services Inc 00000023241 7,777.38 Line Description: Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Usage-Nov 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 2021472 12/20/24 P Carl Warren & Company 0000001578 620.12			Line Description:	Bldng Svc10/16-11/29/24		
12/20/24 P Camping World 0000031058 2,626.91	0251469	12/20/24	P Califo	ornia Forensic Phlebotomy Inc	0000001500	4,490.00
Line Description: Honda Portable Generator 12/20/24 P Canon Financial Services Inc 0000023241 7,777.38 Line Description: Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Usage-Nov 2024 Copier Lease 12/20/24-1/19/25 Copier Lease 12/20/24-1/19/25 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 Copier Lease-Dec 2024 Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 Copier Lease-Dec 20			Line Description:	Blood Drawn Svc-Nov 2024		
D251471 12/20/24 P Canon Financial Services Inc 0000023241 7,777.38 **Line Description:** Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Usage-Nov 2024 Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 **Copier Lease-Dec 2024 Copier Lease-Dec 2024 **Copier Lease-Dec 2024	0251470	12/20/24	P Camp	oing World	0000031058	2,626.91
Line Description: Copier Lease-Dec 2024			Line Description:	Honda Portable Generator		
Copier Lease 12/20/24-1/19/25 Copier Usage-Nov 2024 Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25 Copier Lease-Dec 2024 Copier Lease-Dec 2024 Copier Lease-Dec 2024 P Carl Warren & Company 0000001578 620.12	0251471	12/20/24	P Cano	n Financial Services Inc	0000023241	7,777.38
				Copier Lease 12/20/24-1/19/25 Copier Usage-Nov 2024 Copier Lease-Dec 2024 Copier Lease 12/20/24-1/19/25		
)251472	12/20/24	P Carl V	Varren & Company	0000001578	620.12

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

Page No.

Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
0251473	12/20/24		ity Of Santa Ana M-13 o: PR15-6828 Harbor Corridor #2	0000003917	7,624.82
0251474	12/20/24		ty of Anaheim FY24-25 OCCHMERA Share	0000016211	12,308.00
0251475	12/20/24		tygate Associates : Conduct Standard Assessment	0000012070	387.00
0251476	12/20/24	P Co	onnell Chevrolet : Brakes Repair-#450	0000001763	863.76
0251477	12/20/24	P Co	ontinental Interpreting Services Inc : Interpreting Fee 11/19/24 Interpreting Fee 11/19/24	0000024355	775.00
0251478	12/20/24	P Co	osta Mesa Lock & Key : Lock & Kye Svc Duplicate Keys Service Call	0000001817	257.07
0251479	12/20/24		osta Mesa United : Gordon Bowley Charity Classic	0000015258	5,000.00
0251480	12/20/24		istian Garcia Arcos Park & Comm Svc Oct-Dec 2024	0000030747	300.00
0251481	12/20/24	P Da	niel T Engineering International Inc	0000031059	7,675.60

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024 Run Time 2:28:02 PM

Bank:	CITY
Cycle:	AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Online Subscription		
0251482	12/20/24	P Daniels Tire Service	0000001922	7,007.65
		Line Description: Warehouse Stock Warehouse Stock Warehouse Stock Credit for Returned Items		
0251483	12/20/24	P David Martinez	0000014476	800.00
		Line Description: Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24		
0251484	12/20/24	P Dekra-Lite	0000016194	14,934.31
		Line Description: SALES TAX (7.75%) LIT POLE MOUNTS LIT POLE MOUNTS SALES TAX (7.75%)		
0251485	12/20/24	P Dell Computer Corp	0000001962	7,515.13
		Line Description: DELL LATITUDE SALES TAX (7.75%) ENVIRONMENTAL FEE DC/DC ADAPTER		
0251486	12/20/24	P Demetrius Mayhand	0000030111	70.00
		Line Description: Basketball Referee-12/16/24		
0251487	12/20/24	P Dennis Grubb & Assoc. Willdan Engr. Co Line Description: Precise Grading Plan	0000030346	125.00
0251488	12/20/24	P EMS Technology Solutions LLC Line Description: Annual Service License	0000005819	2,376.00
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City of Costa Mesa Accounts Payable **SUMMARY CHECK REGISTER**

Page No.

Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251489	12/20/24	P Line Descr	Eagle Print Dynamics ription: Promotional Items	0000026736	8,565.95
0251490	12/20/24	Р	Ecolab Pest Elimination ription: Pest Control Svc-Nov 24	0000024420	1,432.92
0251491	12/20/24	P Line Descr	Elizabeth Dorn Parker	0000029192	300.00
0251492	12/20/24	Р	Entenmann Rovin Company iption: Flat Badges for Retirement	0000002130	261.61
0251493	12/20/24	P Line Descri	Everett Dorey LLP	0000026882	3,253.50
0251494	12/20/24	P Line Descri	FM Thomas Air Conditioning Inc	0000017151	11,768.76
		Zino Boodi.	HVAC Maint-Nov 2024 HVAC Maint-Dec 2024		
0251495	12/20/24	P Line Descri	Families Forward Inc iption: Rental Assistance9/23-10/20/24	0000024105	5,462.95
0251496	12/20/24	P Line Descri	Fed Ex iption: Ground Delivery Ground Delivery	0000002190	137.55
0251497	12/20/24	Р	Federal Technology Solutions Inc	0000024174	6,570.34

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

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Run Date Dec 19,2024 Run Time 2:28:02 PM

Payment Ref	Date	Status Re	emit To	Remit ID	Payment Amt
		Line Description	: Network & Cable Installation		
0251498	12/20/24	P Fi	rst Choice Service	0000023961	2,293.46
		Line Description	Coffee & Water Services-PD Coffee & Water Services-PD Coffee & Water Services-D Coffee & Water Services-PD		
0251499	12/20/24	P Fis	sher Derderian	0000030055	300.00
		Line Description	: Arts Comm Mtng Oct-Dec 2024		
0251500	12/20/24	P Fle	eetPride Heavy Duty Parts & Service	0000030911	6,461.80
		Line Description	: OTR HCV F/Cab-#515 Safety Air Valve-#514 Brake/Brake Core Kit Governor Stock Brake Drum, Reman Shoe Kits Fuel Doser Block Core Pick Up Hi Temp Governor Sensor Seal Metal Valve Extension Batteries		
0251501	12/20/24	P Fo	od Smackdown Inc	0000031086	3,986.75
		Line Description.	Refreshment-Hispanic Heritage		
0251502	12/20/24	P Fo	rd Fleet Care	0000026262	11,788.10
		Line Description.	Parts-Nov 2024 Repair-Nov 2024		
0251503	12/20/24	P G	& W Towing	0000002289	189.00
		Line Description:	Towing Svc-uNIT #728		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

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Run Date Dec 19,2024 Run Time 2:28:02 PM

Payment Ref	Date	Status R	emit To	Remit ID	Payment Amt
0054504	40/00/04	Б. О	-II- U.O.	000000007	4 404 42
0251504	12/20/24	P G Line Descriptior	alls LLC n: Uniform-Villanueva Uniform-Leffingwell Uniform-Lemus Uniform-Rodiguez	0000002297	1,484.43
0251505	12/20/24	P G		0000002393	1,332.57
			Hardware Hardware Hardware Hardware Hardware Hardware Hardware Hardware Hardware		
0251506	12/20/24	P Ha	arbor All Glass & Mirror Inc Glass Replacement @ City Hall	0000002453	1,437.21
0251507	12/20/24		inderliter De Llamas & Associates	0000002537	600.00
0251508	12/20/24	P Ho	pag Executive Health b: HOAG Wellness Progr-Nov 2024	0000030617	2,670.00
0251509	12/20/24		ZEN Architects Inc	0000030962	8,034.30
0251510	12/20/24	P Int	terwest Consulting Group Inc Ketchum/Lions Pk-Oct 2024 Proj Mgnt Svc-Oct 2024	0000021505	5,895.00

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

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Run Date Dec 19,2024 Run Time 2:28:02 PM

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Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Plan Check-Oct 2024		
0251511	12/20/24	P James Snordan	0000029974	70.00
		Line Description: Basketball Referee-12/16/24		
0251512	12/20/24	P Joe Mar Polygraph & Investigation	0000027462	3,000.00
		Line Description: Pre Empl Polygraph Test-Nov 24 Pre Empl Polygraph Test-Nov 24	•	
0251513	12/20/24	P Jonathan Zich	0000026312	800.00
		Line Description: Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24		
0251514	12/20/24	P Jose Rojas	0000029411	800.00
		Line Description: Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24		
0251515	12/20/24	P Karen Klepack	0000030322	800.00
		Line Description: Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24		
0251516	12/20/24	P Kelly Brown	0000029489	300.00
		Line Description: Park & Comm Svc Oct-Dec 2024		
0251517	12/20/24	P Kelly Spicers Stores	0000029500	336.87
		Line Description: Bond Paper/Tabs		
0251518	12/20/24	P Kimball Midwest	0000006819	325.55
		Line Description: Shop Supplies		

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

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12 Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251519	12/20/24	P LN Curtis & Sons	0000002983	10,468.95
		Line Description: Firefighter Pants Fightfighting Equipment (FFE) Fightfighting Equipment (FFE) Firefighter Attire Boots Firefighter Attire Firefighter Attire Firefighter Attire		
0251520	12/20/24	P Langlois Fancy Frozen Foods	0000030651	165.70
		Line Description: Jail Food Services Nov 24		
0251521	12/20/24	P Liebert Cassidy Whitmore	0000002960	8,616.00
		Line Description: LEGAL SERVICES - HR		
0251522	12/20/24	P Longevity Inc	000005834	7,900.00
		Line Description: ULTRASOUND SCREENING PROGRAM		
0251523	12/20/24	P MK Electric Inc	0000029674	6,834.75
		Line Description: Electrical Repairs @ Marina Vi		
0251524	12/20/24	P Manuel Victor Gonzalez	0000031069	10,770.69
		Line Description: Employee Night Catering Svc Employee Night Catering Svc		

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

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13 Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251525	12/20/24	P Marie Coleman	0000031088	49.92
		Line Description: Postage-CMFR History Items		
0251526	12/20/24	P Mike Raahauges Shooting Enterprises	0000006853	100.00
		Line Description: Range Fees Swat Nov 2024		
0251527	12/20/24	P Monument Row	0000030907	2,828.75
		Line Description: Tenant Relocation Srvs Nov 24		
0251528	12/20/24	P Moore Iacofano Goltsman Inc	0000016407	8,543.56
		Line Description: FVP Mesa Restoration Nov24 Fairview Park MasterPlan Nov24		
0251529	12/20/24	P Napa Auto & Truck Parts	0000012968	4,972.86
		Line Description: Warehouse Floor Stock Parts-November		
0251530	12/20/24	P National Data & Surveying Services	0000021249	1,325.00
		Line Description: Speed Tube Machine Counts Speed Tube Machine Counts		
		Speed Tube Machine Counts Volume & Speed Machine Count		
		Speed Tube Machine Counts		
0251531	12/20/24	P NeWave Construction Inc	0000024108	3,000.00
		Line Description: Hang & Paint 2 sheets of drywa		
0251532	12/20/24	P Nikkis Flags	0000003354	3,806.60
		Line Description: Variety of Flags used Citywide Variety of Flags used Citywide		

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

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14 Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251533	12/20/24	P	Norman A Traub Associates Inc	0000013815	3,936.44
		Line Descrip	tion: Workplace Investigations		
0251534	12/20/24	Р	Orange County Mosquito & Vector Control	0000021750	111.75
		Line Descrip	tion: Inspection&Treatment Nov24		
0251535	12/20/24	Р	PREFORM LLC	0000031040	10,016.50
		Line Descrip	tion: Purchase of 31 preformed green		
0251536	12/20/24	Р	Priority Landscape Services LLC	0000026592	3,968.00
		Line Descript	tion: Fairview Park Landscape Nov24		
0251537	12/20/24	P	Quadient Inc	0000028798	6,377.09
		Line Descript	tion: Quadient Credit Line Nov 24		
0251538	12/20/24	Р	Quadient Inc	0000028798	228.00
		Line Descript	tion: CONNECTSUITE SOFTWARE SUBSCRIP		
0251539	12/20/24	Р	RPW Services Inc	0000012440	1,630.00
		Line Descript	tion: Citywide Weed Control-Nov 24 Rodent Control at City Garden		
0251540	12/20/24	Р	Rachel Charest Bertram	0000029455	3,600.00
		Line Descript	tion: Snoopy House Entertainment		
0251541	12/20/24	P	Rincon Truck Center Inc	0000013236	1,504.68
		Line Descript	tion: Stock-LED Low Beam Stock-Pressure Switch		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

15

Run Date Dec 19,2024
Run Time 2:28:02 PM

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
0251542	12/20/24	P Russell Toler Line Description: Planning Comm Mtng-Nov 24 Planning Comm Mtng-Dec 24	0000029127	800.00
0251543	12/20/24	P STV Construction Inc Line Description: Lions Park Project-Cafe Buildi	0000024848	6,702.00
0251544	12/20/24	P Schindler Elevator Corporation Line Description: Extended Warranty Agreementy	0000028812	4,980.00
0251545	12/20/24	P Scott Glabb Line Description: Park & Comm Svc Oct-Dec 2024	0000020105	300.00
0251546	12/20/24	P Sean Simon Line Description: Basketball Referee-12/16/24	0000029869	70.00
0251547	12/20/24	P Shaw HR Consulting Inc Line Description: Reasonable Accommodations Reasonable Accommodations	0000021706	567.50
0251548	12/20/24	P Shayanne Wright Line Description: Park & Comm Svc Oct-Dec 2024	0000030053	300.00
0251549	12/20/24	P Sims Orange Welding Supply Inc Line Description: Shop Welding Supplies	000004030	209.17
0251550	12/20/24	P South Coast Air Quality Mgmt District Line Description: City Hall-Emissions Fee City Hall-Annual Renewal	0000003939	1,248.04

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER Page No.

16 Run Date Dec 19,2024

Run Time 2:28:02 PM

Payment Ref	Date	Status F	Remit To	Remit ID	Payment Amt
0251551	12/20/24	Р \$	Southern California Edison Company	000004088	14,568.44
		Line Descriptio	2944 Bristol 11/14-12/8/24 2944 Bristol 11/14-12/12/24 350 Bristol 11/7-12/8/24 St Lights 7/29-11/30/24 Loan 8690 12/5/24 St Lights Prez Park 11/12-12/10/24 3190 Airport Lp E1 11/7-12/8/2 Arlington Ped X 11/7-12/8/24 360 Ogle 11/8-12/9/24 Signals 10/7-11/30/24 3175 Airway 11/7-12/8/24		
0251552	12/20/24	Р 5	Staples Advantage	0000024532	2,977.96
		Line Descriptic	Office Supplies HR Office Supplies-IT Office Supplies-Building Safe Office Supplies-City Manger Office Supplies-City Clerk Office Supplies-Dev Srvs Office Supplies Dev Srvs Office Supplies-Finance Office Supplies-Finance		
0251553	12/20/24	P S	State of California Dept of Justice on: Livescan/Fingerprinting Servic	0000001534	882.00
0251554	12/20/24		Terry Wall	0000030052	200.00
0251554	12120124	Line Description			
0251555	12/20/24	P T	The Counseling Team International on: Pre-Employment Psych	0000026352	2,000.00

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

Page No.

17 Run Date Dec 19,2024

Run Time 2:28:02 PM

Bank:	CITY
Cycle:	-AWKLY

Payment Ref	Date	Status Remit To	Remit ID	Payment Amt
		Line Description: Pre-Employment Psych Pre-Employment Psych Pre-Employment Pysch Evals		
0251556	12/20/24	P Thomas J Broxtermann PhD	0000031054	600.00
		Line Description: POST-Domestic Violence POST-Jail Transportation		
0251557	12/20/24	P Tripepi Smith & Assoices Inc	0000029704	750.00
		Line Description: Bsness Watch Lost Prev Sept24		
0251558	12/20/24	P USI Inc	0000005890	722.46
		Line Description: LAMINATING MATERIALS Dec		
0251559	12/20/24	P UniFirst Holdings Inc	0000030616	210.48
		Line Description: CLEANING SERVICE CLEANING SERVICE CLEANING SERVICE		
0251560	12/20/24	P United Rentals (North America), Inc	0000010121	1,231.42
		Line Description: Price Agreement - Snoopy House		
0251561	12/20/24	P United Site Services of California Inc	0000015552	138.43
		Line Description: Portable Toilet Srvs 11/6-12/3 Portable Toilet Srvs 11/6-12/3		
0251562	12/20/24	P Vortex Industries Inc	0000004437	7,333.10
		Line Description: Fire Sta 5-Rolling Door Repair FS 1-Steel Door Srvs FS 5 Rolling Door Repair		

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

18

Run Date Dec 19,2024 Run Time 2:28:02 PM

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0251563	12/20/24	Р	WLC Architects Inc	0000023955	13,117.00
		Line Desc	ription: FS #1 HVAC Imprv-Nov 2024 FS #2 Proj-Nov 2024		
0251564	12/20/24	Р	Wallop Water USA LLC	0000030376	3,782.02
		Line Desci	ription: LABOR SET-UP DISCOUNT SHIPPING TRAILER BAR SALES TAX (7.75%)		
0251565	12/20/24	P Line Desci	Ware Disposal Inc ription: Bulky Item December 2024	0000000255	7,882.33
0251566	12/20/24	Р	Wex Bank	0000014258	1,502.74
		Line Desci	ription: Fuel 11/7-12/6/24		
0251567	12/20/24	Р	World Oil Environmental Services	0000001088	742.48
		Line Descr	ription: Collection Pick Up Used Oil Pick Up Collection Pick Up		
			·		TOTAL \$1,111,329.16

City of Costa Mesa Accounts Payable SUMMARY CHECK REGISTER

Page No.

Run Date Dec 19,2024 Run Time 2:43:26 PM

Bank: CITY

Cycle: дрду

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0251568	12/20/24	Р	CalPERS Long-Term Care Program	000006287		85.42
		Line Descri	iption: Payroll Deduction 24-26			
0251569	12/20/24	P	Pamela Lilly	0000025324		750.00
		Line Descri	ption: Payroll Deduction 24-26			
0251570	12/20/24	P	State of California	0000001546		760.42
		Line Descri	ption: Payroll Deduction 24-26			
0251571	12/20/24	Р	State of California	000001546		395.74
0201071	1220124	Line Descri		000001010		000.74
					TOTAL	\$1,991.58

Report ID: CCM2001V

City of Costa Mesa Accounts Payable CCM VOID CHECK LISTING

Page No. Run Date

Run Time

(800.00)

1

Dec 19,2024 2:44:09 PM

Bank: CITY

0251435

Cycle: AMNUAL

12/18/2024

Remit ID Payment Date Payment Amt

0000001674

Payment Ref Cancel Date Remit To Status

> City of Costa Mesa Line Description: Incorrect payable name.

TOTAL (\$800.00)

12/13/24

Report ID: CCM2001V

City of Costa Mesa Accounts Payable CCM VOID CHECK LISTING

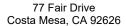
Page No. Run Date

Dec 19,2024

Run Time

2:42:31 PM

Payment Ref	Cancel Date	Status	Remit To	Remit ID	Payment Date	Payment Amt
0250501	12/18/2024	V Line Desc	National Data & Surveying Services cription: Vendor did not recevied payment.	0000021249	10/11/24	(1,220.00)
0251416	12/18/2024	V Line Desc	Super Fish Tacos cription: Vendor wants check payable to owner's na	0000031069	12/13/24	(10,770.69)
		Line Desc	mplon. Vender mane check payable to owner a na	ine instead of business haine.	TOTAL	(\$11,990.69)





CITY OF COSTA MESA Agenda Report

File #: 25-142 Meeting Date: 1/21/2025

TITLE:

MINUTES

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

RECOMMENDATION:

City Council approve the minutes of the regular meeting of November 19, 2024 and special meeting of December 5, 2024.



REGULAR CITY COUNCIL AND HOUSING AUTHORITY TUESDAY, NOVEMBER 19, 2024 - MINUTES

CALL TO ORDER – The Closed Session meeting was called to order by Mayor Stephens at 4:01 p.m.

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Marr

(participating remotely), Council Member Harper, Mayor Pro Tem Harlan, and Mayor

Stephens.

Absent: Council Member Reynolds.

Council Member Marr stated she was participating remotely pursuant to AB 2449 due to an illness and disclosed there were no other adults present.

PUBLIC COMMENTS - NONE.

CLOSED SESSION ITEMS:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8

APN: 424-051-23; Property: 778 Shalimar Drive, Costa Mesa, CA 92627

Agency Negotiators: Lori Ann Farrell Harrison, City Manager

Negotiating Parties: Dominic Bulone

Under Negotiation: Price and Terms of Payment

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - ONE CASE

Pursuant to California Government Code Section 54956.9 (d)(1) Name of Case: City of Costa Mesa v. D'Alessio; 1963 Wallace Ave. Orange County Superior Court Case No. 30 2020 01133479

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8

APN: 424-211-01; Property: 695 W. 19th Street, Costa Mesa, CA 92627

Agency Negotiators: Lori Ann Farrell Harrison, City Manager

Negotiating Parties: Jamboree Housing

Under Negotiation: Price and Terms of Payment

City Council recessed at 4:03 p.m. for Closed Session.

Closed Session adjourned at 5:30 p.m.

Minutes – Regular Meeting November 19, 2024 Page 1 of 15

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

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE – A video was played of the National Anthem and the mayor led the Pledge of Allegiance.

MOMENT OF SOLEMN EXPRESSION – Led by Pastor Christine Nolf, Redemption Church.

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Marr

(participating remotely, left the meeting at 8:48 p.m.), Council Member Harper (left

the meeting at 9:26 p.m.), Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: Council Member Reynolds.

Council Member Marr stated she was participating remotely pursuant to AB 2449 due to an illness and disclosed there were no other adults present.

CITY ATTORNEY CLOSED SESSION REPORT – No reportable action.

PRESENTATIONS:

The City Council recognized Movember and presented a proclamation to representatives from the Costa Mesa Fire & Rescue, Costa Mesa Police Department, Costa Mesa Firefighters Association, and Costa Mesa Police Officer Association.

PUBLIC COMMENTS - MATTERS NOT LISTED ON THE AGENDA

Jay Humphrey, Costa Mesa, spoke on the high cost of housing and rentals.

Maria Teresa Lopez requested information on the timeline for repairs for the alleyway on Center Street, thanked the City for the free shuttle service and requested an earlier start time at 7:00 a.m.

Speaker, requested a crosswalk at Placentia Avenue and Center Street.

Speaker, spoke against a crosswalk at Placentia Avenue and Center Street, spoke on Costa Mesa being a desirable place to live, spoke on safety at Center Street and 19th Street, and recognized Council Member Harper for his service on the City Council.

Speaker, spoke on the 311 Application, the need for targeted outreach explaining the Application, and requested the App to be fully accessible to the Spanish speaking community.

COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS

Council Member Harper expressed gratitude to the public speakers and spoke on the November 5th election.

Council Member Chavez provided an update on the alleyway on Center Street, spoke on the 311 Application and requested being able to report as a guest.

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Council Member Gameros wished everyone a Happy Thanksgiving and spoke on driving sober.

Mayor Pro Tem Harlan expressed gratitude for serving on the City Council and spoke about hearing from the community.

Mayor Stephens spoke on OCTA projects and timelines, spoke on being a steward of the City, and spoke on adjourning the meeting in honor of Larry Campeau.

REPORT – CITY MANAGER – Ms. Farrell Harrison spoke about services provided to the unhoused population and Mr. Inloes, Economic Development Administrator provided an update on TESSA and introduced Insta Permits.

REPORT – CITY ATTORNEY – Ms. Hall Barlow wished everyone a Happy Thanksgiving.

CONSENT CALENDAR

MOVED/SECOND: Council Member Chavez/Council Member Harper **MOTION:** Approve the Consent Calendar except for item nos. 9 and 10.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council

Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

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

ACTION:

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

2. READING FOLDER

ACTION:

City Council received and filed Claims received by the City Clerk: Stacy Mai, Nicholas Meldrum, Norman Meldrum, Jinzi Quan.

3. ADOPTION OF WARRANT RESOLUTION

ACTION:

City Council approved Warrant Resolution No. 2725.

4. MINUTES

ACTION:

City Council approved the minutes of the regular meeting of October 15, 2024.

Minutes – Regular Meeting November 19, 2024 Page 3 of 15

5. REVIEW AND APPROVE RECOMMENDED CITY COUNCIL MEETING CALENDAR FOR 2025

ACTION:

City Council reviewed and approved the City Council Meeting Calendar for 2025.

6. AMENDMENT OF THE MICROSOFT ENTERPRISE AGREEMENT RENEWAL

ACTION:

- 1. City Council approved the purchase of additional Microsoft Enterprise subscription licenses through Dell Technologies in the amount of \$36,383.
- 2. Authorized the City Manager to approve and execute future purchases of additional licenses for staff hires, not to exceed a total amount of \$94,248.

7. AUTHORIZE THE PURCHASE OF VEHICLES FROM SELMAN CHEVROLET

ACTION:

- 1. City Council approved the purchase of two (2) Chevrolet Equinox EV and one (1) Chevrolet Silverado Trail Boss for a total of \$157,970.05 from Selman Chevrolet located at 1800 E. Chapman Avenue, Orange, CA, 92867.
- 2. Authorized the City Manager or designee to execute the necessary documents for the purchase.

8. MEASURE M2 EXPENDITURE REPORT

ACTION:

City Council adopted Resolution No. 2024-45, approving the Measure M2 Expenditure Report and authorizing staff to submit the report to the Orange County Transportation Authority (OCTA).

11. ACCEPTANCE OF THE CONNECTOR PIPE SCREEN INSTALLATION PROJECT, PHASE IV, CITY PROJECT NO. 23-08

ACTION:

- 1. City Council accepted the work performed by United Storm Water, Inc. and authorized the City Clerk to file the Notice of Completion.
- 2. Authorized the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date and release the Labor and Material Bond seven (7) months after the filing date.

12. ACCEPTANCE OF CALRECYCLE SB 1383 LOCAL ASSISTANCE OWR4 GRANT FUNDS

ACTION:

- City Council accepted \$295,972 in grant funds from the California Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance OWR4 Grant Program.
- 2. Authorized the City Manager or designee with signature authority to execute all documents necessary to implement the grant and all grant-related reports to CalRecycle.
- 3. Authorized revenue and expense appropriations in the amounts of \$295,972, respectively, to account for the SB 1383 grant award in the City's State Grant Fund (Fund 231).

13. AWARD THE MAINTENANCE SERVICES AGREEMENT FOR SIDEWALK INSPECTIONS WITH PRECISION CONCRETE CUTTING

ACTION:

- 1. City Council awarded the Maintenance Services Agreement (MSA) for citywide sidewalk inspections with Precision Concrete Cutting, for an initial two-year period with three one-year renewal periods for a not-to-exceed annual amount of \$150,000.
- 2. Authorized the City Manager or designee to execute the agreement and future amendments to this agreement within Council authorized limits.

14. AWARD THE MAINTENANCE SERVICES AGREEMENT FOR TREE MAINTENANCE SERVICES AND TREE CARE WITH WEST COAST ARBORISTS, INC.

ACTION:

- 1. City Council awarded the Maintenance Services Agreement (MSA) with West Coast Arborists, Inc. for tree maintenance services and tree care in the annual amount of \$1,100,000, based on pricing provided through a cooperative agreement with the City of Rialto, for a term for an initial three-year period, effective December 1, 2024 June 30, 2029, with the option of two one-year renewal period.
- 2. Authorized a ten percent (10%) contingency annually for emergency response, special events and other unforeseen costs, and approval for Consumer Price Index (CPI) escalation and de-escalation.
- 3. Authorized the City Manager or designee to execute the agreement and future amendments to this agreement within Council authorized limits.

15. AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH LYONS SECURITY TO PROVIDE SECURITY GUARD SERVICES FOR THE LIONS PARK CAMPUS, THE COSTA MESA SENIOR CENTER, AND OPEN NMUSD CAMPUSES

ACTION:

- 1. City Council awarded the Professional Services Agreement (PSA) to Lyons Security Inc. for an annual amount of \$490,000 towards unarmed security guard services for the Lions Park Campus, the Costa Mesa Senior Center, and three Newport Mesa Unified Campuses.
- 2. Authorized the City Manager and City Clerk to execute the PSA.
- 3. Authorized the City Manager and City Clerk to execute future changes and amendments to the agreement and allow up to an additional 10% contingency in the amount of \$49,000.

ITEMS PULLED FROM THE CONSENT CALENDAR

9. RESOLUTION FOR SUBMITTAL OF A GRANT APPLICATION FOR THE REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM (PROJECT P) FUNDING

Public Comments:

Ralph Taboada requested clarification on the differences between items 9 and 10.

Mr. Nikoui, Senior Engineer, explained that item no. 10 is citywide and part of a grant for safety improvements, whereas item no. 9 is for OCTA and usually for timing and infrastructure, not for safety improvements.

MOVED/SECOND: Council Member Chavez/Council Member Harper

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Aves: Council Member Chavez, Council Member Gameros, Council Member Harper,

Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Navs: None.

Absent: Council Member Reynolds.

Abstain: None.

Motion carried: 6-0

ACTION:

City Council adopted Resolution No. 2024-46, approving the submittal of a grant application for the Regional Traffic Signal Synchronization Program (Project P) under the Orange County Transportation Authority's (OCTA's) Comprehensive Transportation Funding Program (CTFP) for Fiscal Years 2025-2026 to 2027-2028.

10. SIGNAL MODERNIZATION FOR SYSTEMIC SAFETY IMPROVEMENTS

Public Comments:

Ralph Taboada spoke about the funding for design and implementation will be coming from a grant and requested clarification on the funding source for the \$300,000.

Mr. Sethuraman, Public Works Director, responded that the funding is budgeted in the Capital Improvement Funds.

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

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper,

Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

ACTION:

- 1. City Council awarded the Professional Services Agreement (PSA) to Kimley-Horn and Associates, Inc. for professional engineering design services for the Signal Modernization for Systemic Safety Improvements project (Federal Project No. HSIPL-5312(107)) in the amount of \$300,729.75, in substantially the form as attached and in such final form as approved by the City Attorney.
- 2. Authorized a ten percent (10%) contingency in the amount of \$30,073 for any additional services that may be required by the project.
- 3. Authorized the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

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

PUBLIC HEARINGS:

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

1. PUBLIC HEARING ON ISSUANCE OF TAX-EXEMPT BONDS FOR MESA VISTA APARTMENTS AND RESOLUTION APPROVING THE ISSUANCE OF BONDS

Presentation by Mr. Robbins, Neighborhood Improvement Manager.

Public Comments:

Speaker, spoke on the high costs, contacting the developer, and supports affordable housing options.

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

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Marr,

Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: Council Member Harper. Absent: Council Member Reynolds.

Abstain: None. Motion carried: 5-1

ACTION:

- 1. City Council conducted a Tax Equity and Fiscal Responsibility Act Hearing, as required by Section 147(f) of the Internal Revenue Code of 1986 to receive comments in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Costa Mesa M6 LP, to provide financing for the acquisition, construction, improvement, and equipping of an 87-unit multifamily rental housing project generally known as Mesa Vista Apartments.
- 2. Adopted Resolution No. 2024-47 approving the issuance of Bonds by the California Statewide Communities Development Authority not to exceed \$25,000,000 for the benefit of Costa Mesa M6 LP, to provide financing for the acquisition, construction, improvement, and equipping of an 87-unit multifamily rental housing project generally known as Mesa Vista Apartments.
- 2. PUBLIC HEARING REGARDING THE DEVELOPMENT IMPACT FEES ANNUAL REPORT AND THE TRAFFIC IMPACT FEE ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Presentation by Ms. Molina, Finance Director and Mr. Sethuraman, Public Works Director.

Public Comments: None.

MOVED/SECOND: Council Member Chavez/Council Member Harper

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper,

Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

ACTION:

1. City Council received and filed the Development Impact Fees Annual Report for the Fiscal Year ended June 30, 2024.

- 2. Adopted Resolution No. 2024-48 continuing the citywide traffic impact fee for new development that incorporates recommendations from the Traffic Impact Fee Ad Hoc Committee and staff, which include:
 - A traffic impact fee of \$228 per Average Daily Trip (ADT) based on the Capital Improvement Projects and Active Transportation projects in the adopted Active Transportation Plan (ATP).
 - Allocation of up to ten percent (10%) of traffic impact fees towards traffic signal synchronization projects.
 - A five percent (5%) reduction in automobile trips as a result of ATP implementation and an additional five percent (5%) reduction in automobile trips for developments proposing to implement active transportation improvements beyond typical development requirements.
 - The annual accounting of the Citywide Traffic Impact Fee Program.

OLD BUSINESS:

1. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING TITLE 3 (ANIMAL REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE BY AMENDING CHAPTER I (IN GENERAL) AND CHAPTER VI (SPECIAL ANIMAL PERMIT) TO PROVIDE FOR BEEKEEPING AND TO CLARIFY APPEAL PROCEDURES FOR SPECIAL ANIMAL PERMITS

Presentation by Lt. Selinske.

Public Comments:

Paul Wagner, Coastal Corridor Alliance, spoke in support of the ordinance with changes, and spoke on making a key distinction between native bees and honeybees.

Speaker, spoke in agreement with Coastal Corridor Alliance to have a buffer from any native open space, and spoke on the need for the ordinance.

Sandy Tabako spoke on native bees, and that honeybees do not compete with other bees as they feed off of different flowers, spoke on the benefits of beekeeping, and spoke on efforts to protect the native bees at the parks.

Speaker, spoke in support of beekeeping.

Speaker, spoke in support of the ordinance, and is opposed to a one-mile buffer from parks.

Sean Crowley spoke in support of the ordinance, suggested removing the limit of 2 beehives and for it to be a reasonable number of beehives for the space provided, stated Africanized bees are everywhere and routinely get removed from properties, and the limited amount of people that obtain beekeeping permits would not have any influence on the native species.

MOVED/SECOND: Council Member Chavez/Council Member Marr **MOTION:** Approve staff recommendation with the following changes:

- Include in the best practices the mention of native bees.
- Explore a 500-foot buffer at the following locations: Fairview Park, Talbert Park, Randall Preserve, and Newport Back Bay.

Mayor Stephens requested to add to the motion to direct staff to research fees further and bring back for consideration.

Council Member Chavez (1st) and Council Member Marr (2nd) agreed to the addition.

Ms. Molina suggested bringing back a fee resolution with the second reading of the ordinance.

Ms. Hall Barlow noted that wording would need to be added to the ordinance to refer to the fee resolution.

Council Member Chavez (1st) and Council Member Marr (2nd) agreed to the change.

Council Member Harper requested clarification on the number of beehives allowed on a property and to include new language in the ordinance to allow flexibility.

Discussion ensued on the number of beehives allowed on a property and how to reword the ordinance.

MOVED/SECOND: Council Member Gameros/Council Member Chavez

MOTION: Reopen public comment to hear from experts in the audience regarding the number of hives.

The motion carried by the following roll call vote:

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

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

Public Comments:

Speaker, suggested allowing two production hives and allowing additional temporary expansion hives as needed to manage swarming.

Speaker, with Coastal Corridor Alliance, spoke in support of a buffer zone near parks, and spoke on the stewardship of pre-existing plants and animals.

Speaker, stated the 500-foot buffer from Fairview Park is too much as it will exclude many residential properties, spoke on the importance of honeybees as pollinators, and requested no buffer zones.

Speaker, stated the number of beehives should not be limited unless it becomes a nuisance.

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MOVED/SECOND: Council Member Chavez/Council Member Marr **MOTION:** Approve staff recommendation with the following changes:

- Include in best practices the mention of native bees.
- Explore a 500-foot buffer around 4 parks including Fairview Park, Talbert Park, Randall Preserve, and Newport Back Bay.
- Allow City Council to adjust the fees at any time.
- Allow 2 production hives and allow additional temporary expansion hives as needed to manage swarming.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper,

Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

ACTION:

City Council introduced for first reading Ordinance No. 2024-12 amending Title 3 (Animal Regulations) of the Costa Mesa Municipal Code by amending Chapter I (In General) and Chapter VI (Special Animal Permit) to allow for the lawful keeping of bees and/or hives within the City and to clarify appeal procedures for special animal permits.

Council Member Marr left the meeting at 8:48 p.m.

NEW BUSINESS:

1. AWARD OF THE 2024-2025 CITYWIDE PARKWAY MAINTENANCE, STREET REHABILITATION, AND SLURRY SEAL PROJECT, CITY PROJECT NO. 24-03, AND FINDING OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CATEGORICAL EXEMPTION

Presentation by Mr. Yang, City Engineer.

Mayor Stephens clarified that he did not need to recuse himself because the project is Citywide.

Public Comments: None.

MOVED/SECOND: Council Member Harper/Mayor Stephens

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper,

Mayor Pro Tem Harlan, and Mayor Stephens.

Navs: None.

Absent: Council Member Marr and Council Member Reynolds.

Abstain: None. Motion carried: 5-0

ACTION:

- 1. City Council made a finding of California Environmental Quality Act (CEQA) categorical exemption pursuant to CEQA Guidelines Section 15301.
- 2. Adopted plans, specifications, and working details for the 2024-2025 Citywide Parkway Maintenance, Street Rehabilitation, and Slurry Seal Project, City Project No. 24-03.
- 3. Awarded a Public Works Agreement (PWA) for construction to Onyx Paving Company, Inc., 2890 East La Cresta Avenue, Anaheim, California 92806 in the amount of \$9,163,000 (Base Bid).
- 4. Authorized the City Manager and City Clerk to execute the PWA with Onyx Paving Company, Inc., and future amendments to the agreements within Council authorized limits.
- 5. Authorized an additional ten percent (10%) contingency, in the amount of \$916,300 for construction, as needed for any unforeseen costs related to this project.

2. APPROVE THE ACQUISITION OF REAL PROPERTY LOCATED AT 778 SHALIMAR DRIVE, COSTA MESA, CA 92627 FOR EVALUATION OF COMMUNITY SERVING PUBLIC USES

Presentation by Ms. Gallardo-Daly, Assistant City Manager, and Mr. Escobar, Management Analyst.

Public Comments:

Eric Jimenez, spoke in support of the item, expressed concern on demolishing the housing while in a tight housing market, spoke on having a community center on the bottom floor, and spoke on renovating the park and having a community center.

Cristian Garcia Arcos, spoke in favor of investing in the community.

MOVED/SECOND: Mayor Stephens/Council Member Chavez

MOTION: Approve staff recommendation.

Council Member Harper spoke on his intent to vote no, spoke on investing in the community, spoke on code compliance and the items that need to be repaired, and concerned as it is removing housing.

MOVED/SECOND: Mayor Stephens/Council Member Chavez

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

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

Mayor Stephens.

Nays: Council Member Harper.

Absent: Council Member Marr and Council Member Reynolds.

Abstain: None.

Motion carried: 4-1-2

ACTION:

- 1. City Council determined the acquisition of the property is exempt from analysis under the California Environmental Quality Act (CEQA).
- 2. Approved the acquisition of real property located at 778 Shalimar Drive, Costa Mesa, CA 92627 for evaluation of community serving public uses.
- 3. Authorized the release of all contingency items related to the Real Estate Purchase Agreement, including appraisal and inspections.
- 4. Authorized a budget appropriation in the amount of \$1.5 million from audited General Fund Unassigned Fund Balances for the acquisition of 778 Shalimar Drive, Costa Mesa, CA 92627.
- Authorized the City Manager and City Clerk to execute any and all real estate purchase documents, disclosures, escrow paperwork and future authorized changes and amendments necessary.

Council Member Harper left the meeting at 9:26 p.m.

3. ADOPTION OF SALARY AND BENEFIT RESOLUTIONS FOR THE COSTA MESA DIVISION MANAGERS ASSOCIATION (CMDMA), CONFIDENTIAL MANAGEMENT UNIT AND EXECUTIVE EMPLOYEES

Presentation by Ms. Lee, Human Resources Manager.

Public Comments: None.

MOVED/SECOND: Mayor Stephens/Mayor Pro Tem Harlan

MOTION: Approve staff recommendation with the following changes:

- In the Executive Resolution, exempt Sections 6 and 10.
- The City Manager's compensation increases to be consistent with Section 4 of the contract, and adjustments shall be approved subsequent to a performance evaluation.
- Direct City Council and staff to conduct a performance evaluation in the first quarter of 2025.

SUBSTITUTE MOTION/SECOND: Council Member Chavez **SUBSTITUTE MOTION:** Approve staff recommendation.

Substitute motion failed for lack of a second.

SUBSTITUTE MOTION/SECOND: Council Member Gameros/Council Member Chavez **SUBSTITUTE MOTION:** Approve staff recommendation with the following changes:

- The City Manager will receive the increase for year one.
- Any future increases will follow a performance evaluation.

The motion carried by the following roll call vote:

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

Nays: None.

Absent: Council Member Harper, Council Member Marr, and Council Member Reynolds.

Abstain: None.

Motion carried: 4-0-3

ACTION:

- 1. City Council approved and adopted Resolution Number 2024-49 revising the pay ranges and benefits for the Costa Mesa Division Managers Association.
- 2. Approved and adopted Resolution Number 2024-50 revising the pay ranges and benefits for the Confidential Management Unit.
- 3. Approved and adopted Resolution Number 2024-51 revising the pay ranges and benefits for Executive Employees as amended.

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

ADJOURNMENT – Mayor Stephens adjourned the meeting at 9:50 p.m. in honor and memory of Larry Campeau.

John Stephens, Mayor ATTEST: Brenda Green, City Clerk

Minutes adopted on this 21st day of January, 2025.



SPECIAL MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY DECEMBER 5, 2024 – 6:00 P.M. - MINUTES

CALL TO ORDER - The Special City Council meeting was called to order by Mayor Stephens at 6:01 p.m.

AMERICA THE BEAUTIFUL – Led by Brendan Ford

NATIONAL ANTHEM – Led by Chara Wondercheck

PLEDGE OF ALLEGIANCE – Led by Mayor Stephens

MOMENT OF SOLEMN EXPRESSION – Led by Pastor Phil Eyskens

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Marr, Council

Member Harper, Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: Council Member Reynolds.

PRESENTATIONS:

Ms. Farrell Harrison, City Manager, recognized Council Member Harper and Mayor Pro Tem Harlan for their service and presented them with City tiles and street signs.

Mayor Stephens recognized Council Member Harper and Mayor Pro Tem Harlan for their service and presented them with keys to the City.

Orange County Supervisor Katrina Foley recognized Council Member Harper and Mayor Pro Tem Harlan for their service and welcomed the new Council Members.

Assemblywoman Cottie Petrie-Norris recognized Council Member Harper and Mayor Pro Tem Harlan for their service and welcomed the new Council Members.

CITY ATTORNEY REPORT – Ms. Hall Barlow reported on the decision by the United States Court pf Appeals for the Ninth Circuit on Ohio House v. City of Costa Mesa and the decision was in favor of the City.

PUBLIC COMMENTS – ONLY MATTERS LISTED ON THE AGENDA

Jay Humphrey, Costa Mesa, spoke on the importance of local government, thanked the City Council Members for their service, and bid a fond farewell to Council Members Harper and Harlan.

James Peters spoke on the election not complying with State and Federal laws, spoke on problems with the voting machines, and on election fraud.

Speaker, spoke on adopting an ethics policy, spoke on transparency and costs being available pertaining to court cases.

Speaker, requested the Council to not certify the election.

Joe Acosta spoke on election fraud.

Jose Toscano spoke on the election results.

Jo Ito, Concerned Women for America, spoke on election fraud.

Kian Momeny spoke on the fairness of the election.

Marc Vukcevich thanked Mayor Pro Tem Harlan and Council Member Harper for their dedication and service to the City of Costa Mesa.

COUNCIL MEMBER COMMENTS

Council Member Marr spoke on the election and thanked Mayor Pro Tem Harlan and Council Member Harper for their service.

Council Member Chavez spoke on democracy, congratulated the incoming Council Members, and thanked Mayor Pro Tem Harlan and Council Member Harper for their service.

Council Member Gameros expressed thankfulness for opportunities and for representing the community, thanked his wife, family, staff, and constituents, and looks forward to serving the community.

Council Member Harper thanked staff, thanked constituents for speaking and being engaged, spoke on the election results, spoke on voting on various issues, spoke on his service, and congratulated Mike Buley and Jeff Pettis for their election.

Mayor Pro Tem Harlan welcomed Mike Buley and Jeff Pettis to the City Council, spoke on his campaign, thanked staff, spoke in appreciation of his colleagues, spoke on his service, and congratulated Council Member Gameros and Mayor Stephens on their re-election.

Mayor Stephens thanked staff, spoke on Snoopy House, the Ohio House case, and City Council working together.

SPECIAL ITEM:

1. CERTIFICATION OF GENERAL MUNICIPAL ELECTION AND CITY COUNCIL REORGANIZATION

Presentation by Ms. Green, City Clerk.

MOVED/SECOND: Mayor Stephens/Council Member Chavez

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper,

Council Member Marr, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

ACTION:

- 1. City Council adopted Resolution No. 2024-52 to be read by title only and further reading waived: A Resolution of the City Council of the City of Costa Mesa California, reciting the facts of the General Municipal election held on November 5, 2024; declaring the results and such other matters as provided by law.
- 2. Ms. Green, City Clerk administered the Oath of Office to the newly-elected Mayor Stephens and City Council Members Buley and Pettis.

City Council recessed into a break at 7:44 p.m.

City Council reconvened at 7:53 p.m.

Council Member Buley spoke on looking forward to working together as a council, thanked his wife, son, and two daughters for their support, thanked Don Harper, Jon Zich, and Adam Ereth, congratulated Jeff Pettis, spoke on serving on the City Council and thanked various individuals for their assistance with the campaign and for their support.

Council Member Gameros congratulated Jeff Pettis and Mike Buley, spoke on receiving support from his family, and spoke on receiving support from city staff.

Council Member Pettis thanked his wife and family for their support, expressed appreciation to Jeff Harlan for his eight years of service, spoke on reasons for running for council, spoke on serving the community, and the people are part of the process, and spoke on being responsive and transparent.

Mayor Stephens thanked his wife and family for their support, thanked various individuals for their support on his campaign, congratulated Council Members Buley, Pettis, and Gameros, thanked his law firm FBFK, and spoke on Costa Mesa being the best city.

Minutes – Special Meeting December 5, 2024 Page 3 of 5

MOVED/SECOND: Mayor Stephens/Council Member Gameros **MOTION:** Appoint Council Member Chavez as Mayor Pro Tem.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr,

Council Member Pettis, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: Council Member Reynolds.

Abstain: None. Motion carried: 6-0

ACTION:

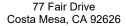
3. City Council selected Council Member Chavez as Mayor Pro Tem.

ADJOURNMENT - Mayor Stephens adjourned the meeting at 8:24 p.m.



John Stephens, Mayor ATTEST: Brenda Green, City Clerk

Minutes adopted on this 21st day of January, 2025.





CITY OF COSTA MESA

Agenda Report

File #: 24-413 Meeting Date: 1/21/2025

TITLE:

APPROVAL OF MAYOR'S APPOINTMENTS TO THE TRANSPORTATION CORRIDOR AGENCIES AND ORANGE COUNTY VECTOR CONTROL DISTRICT

DEPARTMENT: CITY MANAGER'S OFFICE /CITY CLERK DIVISION

PRESENTED BY: BRENDA GREEN, CITY CLERK

CONTACT INFORMATION: BRENDA GREEN, CITY CLERK, 714-754-5221

RECOMMENDATION:

Staff recommends the City Council approve the following Mayor's appointments:

- 1. Transportation Corridor Agencies (TCA): Appointee Mayor John Stephens and Alternate Councilmember Arlis Reynolds.
- 2. Orange County Vector Control District (OCVCD): Appointee Mr. Bill Turpit

BACKGROUND:

The City Council is represented on a number of committees, boards, and agencies throughout the County. In most cases, the Mayor has the authority to appoint the Council representative. However, the by-laws of the Transportation Corridor Agencies (TCA) and Orange County Vector Control District (OCVCD) require formal Council approval of the Mayor's appointments. For the TCA, Mayor John Stephens was the previous appointee and Councilmember Arlis Reynolds was the alternate. For the OCVCD, Mr. Bill Turpit was the previous appointee. The OCVCD appointment can be a resident of Costa Mesa who is registered to vote.

ANALYSIS:

The Mayor has requested the following Council appointments:

<u>AGENCY</u> <u>APPOINTEE</u> <u>ALTERNATE</u>

TCA Mayor John Stephens Councilmember Arlis Reynolds

OCVCD Mr. Bill Turpit No Alternate Required

File #: 24-413 Meeting Date: 1/21/2025

ALTERNATIVES:

City Council may choose to not make an appointment to the TCA and OCVCD, and therefore have no Costa Mesa representation at either of the agencies; however, this alternative is not recommended.

FISCAL REVIEW:

This is an administrative item and has no impact to the City's budget.

LEGAL REVIEW:

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

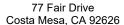
CITY COUNCIL GOALS AND PRIORITIES:

This item is administrative in nature.

CONCLUSION:

Staff recommends the City Council approve the following Mayor's appointments:

- 1. Transportation Corridor Agencies (TCA): Appointee Mayor John Stephens and Alternate Councilmember Arlis Reynolds.
- 2. Orange County Vector Control District (OCVCD): Appointee Mr. Bill Turpit.





CITY OF COSTA MESA

Agenda Report

File #: 25-129 Meeting Date: 1/21/2025

TITLE:

AWARD OF PROFESSIONAL SERVICES AGREEMENT TO DEVELOP A FACILITIES MASTER PLAN FOR CITY OWNED FACILITIES

DEPARTMENT: PUBLIC WORKS DEPARTMENT/GENERAL SERVICES

DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: PATRICK BAUER, DEPUTY PUBLIC WORKS DIRECTOR (714)

754-5688

RECOMMENDATION:

Staff recommends the City Council:

- 1. Approve a Professional Services Agreement (PSA) in the amount of \$299,693 to M. Arthur Gensler Jr. & Associates, Inc., 4675 MacArthur Court, Suite 100, Newport Beach, CA, to develop a facilities master plan for City-owned facilities.
- 2. Authorize a ten percent (10%) contingency in the amount of \$29,970 for unforeseen costs related to the project.
- 3. Authorize the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.

BACKGROUND:

The City of Costa Mesa provides its residents and businesses with a multitude of services that utilize city buildings, structures and facilities. As a full-service City, it is imperative that we maintain safety by ensuring compliance with updated building codes.

The Public Works Department has identified several facilities, detailed in Attachment 1, constructed between 1958 and 2001 that require interim and long-term improvements. To address this, the Department recommends developing a comprehensive Facilities Master Plan, that evaluates the condition of these facilities, assesses their current and future usage, and ensures they align with staffing requirements and public needs. The project will consist of three phases:

File #: 25-129 Meeting Date: 1/21/2025

Phase 1: Facility Condition Assessment

This phase involves a thorough evaluation of each facility listed in Attachment 1. Inspections will focus on observable areas and systems, supplemented by input from City staff regarding facility conditions and historical background.

Phase 2: Space Needs Assessment and Gap Analysis

This phase will analyze current operations, services, and programs of identified facilities to determine their utilization. A survey will also be conducted to identify present and future space requirements, as well as staffing needs for each facility.

Phase 3: Cost Estimates and Funding Strategies

In this final phase, cost estimates and funding strategies will be developed for the recommended improvements. A project budget will be prepared, including estimated costs and proposed phases and timelines. This will enable the City to prioritize improvement projects effectively.

By following this structured approach, the Facilities Master Plan will ensure that City facilities are safe, functional, and equipped to meet both current and future demands.

ANALYSIS:

The City issued a Request for Proposals (RFP) for professional facility assessment services of the City-owned facilities on October 9, 2024. In response, four (4) proposals were received. Proposals were reviewed for compliance with the City's RFP process, and consultants were evaluated based on method of approach, qualifications, experience, staffing, and cost proposal. After careful review and evaluation of all proposals, staff determined that M. Arthur Gensler Jr. & Associates, Inc. is well-qualified to develop a Facilities Master Plan. The consultant will be required to complete all the tasks necessary to perform the scope of work as outlined in the contract document. The consultant will also assist in the construction and construction management services during the construction period.

The firm's team exhibits a thorough understanding of the project scope and has demonstrated the ability and expertise with similar projects that their firm has completed in California including: a comprehensive facilities master plan for Contra Costa County to improve the delivery services and utilization of facilities over a 20-year planning period; an evaluation of the existing Calle Real Campus conditions in the County of Santa Barbara to assess the projected program needs, and create a long-range facilities master plan to guide campus growth and expansion; a long-range, strategic master plan for the County of Los Angeles Civic Center properties; a long-range facilities plan for Napa County to establish a comprehensive framework for future facility investments providing a holistic view of future space needs and a cohesive, long-term vision that can guide facility investments; and a long-range facilities plan for the County of Santa Cruz's 159 individual buildings to establish a comprehensive framework for future facility investments that would directly support and align with the priorities established in the County's Strategic Plan.

Therefore, staff recommends award of a PSA with M. Arthur Gensler Jr. & Associates, Inc., in the amount of \$299,693 and authorize a ten percent (10%) contingency for unforeseen costs related to the project.

File #: 25-129 Meeting Date: 1/21/2025

ALTERNATIVES:

Alternatives to this recommendation include rejecting all proposals and readvertising the RFP. Staff believes this will not result in a better outcome and will delay the project.

FISCAL REVIEW:

The funding for this contract is available in the FY 2024-25 Public Works Department's budget in the Capital Improvement Project (CIP) Fund (Fund 401).

LEGAL REVIEW:

The City Attorney's Office has reviewed this staff report and prepared the Agreement and approves them both as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This project works toward achieving the following City Council goals:

- Maintain and enhance the City's facilities, equipment and technology.
- Strengthen the public's safety and improve the quality of life.

CONCLUSION:

Staff recommends the City Council:

- 1. Approve a Professional Services Agreement (PSA) in the amount of \$299,693 to M. Arthur Gensler Jr. & Associates, Inc., 4675 MacArthur Court, Suite 100, Newport Beach, CA, to develop a facilities master plan for City-owned facilities.
- 2. Authorize a ten percent (10%) contingency in the amount of \$29,970 for unforeseen costs related to the project.
- 3. Authorize the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.

Attachment 1
City Facilities to be Evaluated

BUILDING	ADDRESS	FLOORS	YEAR BUILT	SQ. FT.
Balearic Community Center	1975 Balearic Drive	1	1965	7,680
City Hall - Civic Center	77 Fair Drive	6	1965	73,341
City Hall - Basement	77 Fair Drive		1965	3,800
City Hall - 1st Floor	77 Fair Drive		1965	14,783
City Hall - 2nd Floor	77 Fair Drive		1965	6,464
City Hall - 3rd Floor	77 Fair Drive		1965	6,464
City Hall - 4th Floor	77 Fair Drive		1965	6,464
City Hall - 5th Floor	77 Fair Drive		1965	6,413
Communications Center	79 Fair Drive	1	1981	7,960
Corp Yard Bldg A	2310 Placentia Avenue	1	1989	17,976
Corp Yard Bldg B	2310 Placentia Avenue	1	1989	7,248
Corp Yard Canopy	2310 Placentia Avenue	1	1989	6,004
Corp Yard Warehouse/Fleet	2300 Placentia Avenue	1	1966	23,068
CM Tennis Ctr - Pro Shop	880 Junipero	1	1962-1973	1,025
CM Tennis Ctr - Patio Cover	880 Junipero	1	1962-1973	451
Downtown Recreation Center	1860 Anaheim Avenue	1	2001	19,450
Fire Station #3	1865 Park Avenue	2	1979	6,486
Fire Station #4	2300 Placentia Avenue	1	1967	5,973
Fire Station #5	2450 Vanguard	2	1988	6,500
Fire Station #6	3350 Sakioka Drive	2	1992	9,200
Historical Society Bldg	1870 Anaheim Avenue	1	1980	4,000
Mesa Verde Library	2969 Mesa Verde Drive East	2	1965	5,888
Police Facility	99 Fair Drive	3	1967	50,646
Police Helipad	99 Fair Drive	1	1986	2,464
Police Substation	567 W. 18th Street	1	1958	8,639
Senior Center	695 W. 19th Street	2	1992	20,127

CITY OF COSTA MESA PROFESSIONAL SERVICES AGREEMENT WITH M. ARTHUR GENSLER, JR. & ASSOCIATES, INC.

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 21st day of January 2025 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and M. ARTHUR GENSLER, JR. & ASSOCIATES, INC. a California corporation ("Consultant").

RECITALS

- A. City proposes to utilize the services of Consultant as an independent contractor to provide a long-term Facilities Master Plan that will provide the City with information on current and future facility conditions and needs and establish a framework for the orderly growth of City services, administration, and community program, as more fully described herein; and
- B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and
- C. City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. No official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

- 1.1. <u>Scope of Services</u>. Consultant shall provide the professional services described in City's Request for Proposals, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.
- 1.2. <u>Professional Practices</u>. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.
- 1.3. <u>Performance to Satisfaction of City</u>. Consultant agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:
 - (a) Meet with Consultant to review the quality of the work and resolve the

matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.
- 1.4. <u>Warranty</u>. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.
- 1.5. <u>Non-Discrimination</u>. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.
- 1.6. <u>Non-Exclusive Agreement</u>. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.
- 1.7. <u>Delegation and Assignment</u>. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.
- 1.8. <u>Confidentiality</u>. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. <u>Compensation</u>. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement. Consultant's total compensation shall not exceed Two Hundred Ninety-Nine Thousand Six Hundred Ninety-Two

Dollars and Eighty-Five (85) Cents (\$299,692.85).

- 2.2. <u>Additional Services</u>. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.
- 2.3. <u>Method of Billing</u>. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.
- 2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

- 3.1. <u>Commencement and Completion of Work</u>. Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "B," attached hereto and incorporated herein. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.
- Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, pandemics (excluding COVID-19), material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party (each, a "Force Majeure Event"). If a party experiences a Force Majeure Event, the party shall, within five (5) days of the occurrence of the Force Majeure Event, give written notice to the other party stating the nature of the Force Majeure Event, its anticipated duration and any action being taken to avoid or minimize its effect. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required and the party experiencing the Force Majeure Event shall use best efforts without being obligated to incur any material expenditure to remedy its inability to perform; provided, however, if the suspension of performance continues for sixty (60) days after the date of the occurrence and such failure to perform would constitute a material breach of this Agreement in the absence of such Force Majeure Event, the parties shall meet and discuss in good faith any amendments to this Agreement to permit the other party to exercise its rights under this Agreement. If the parties are not able to agree on such amendments within thirty (30) days and if suspension of performance continues, such other party may terminate this Agreement immediately by written notice to the party experiencing the Force Majeure Event, in which case neither party shall have any liability to

the other except for those rights and liabilities that accrued prior to the date of termination.

4.0. TERM AND TERMINATION

- 4.1. <u>Term.</u> This Agreement shall commence on the Effective Date and continue for a period of sixty (60) months, ending on January 20, 2030, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.
- 4.2. <u>Notice of Termination</u>. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.
- 4.3. <u>Compensation</u>. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.
- 4.4. <u>Documents</u>. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

- 5.1. <u>Minimum Scope and Limits of Insurance</u>. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent A.M. Best's Rating Guide, and approved by City:
 - (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) general aggregate.
 - (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.

- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
- 5.2. <u>Endorsements</u>. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:
 - (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
 - (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
 - (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
 - (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
 - (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5.3. <u>Deductible or Self-Insured Retention</u>. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to

which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

- 5.4. <u>Certificates of Insurance</u>. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.
- 5.5. <u>Non-Limiting</u>. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

- 6.1. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.
- 6.2. <u>Representatives</u>. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

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

6.3. <u>Project Managers</u>. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

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

6.4. <u>Notices</u>. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

IF TO CITY:

M. Arthur Gensler, Jr. & Associates, Inc. 4675 MacArthur Court, Suite 100 Newport Beach, CA 92660 Tel: (213) 327-2902

City of Costa Mesa 77 Fair Drive Costa Mesa, CA 92626 Tel: (714) 754-5688

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M. Arthur Gensler, Jr. & Associates, Inc.

Attn: Kevin Rosenstein Attn: Patrick Bauer

Courtesy copy to:

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

- 6.5. <u>Drug-Free Workplace Policy</u>. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.
- 6.6. <u>Attorneys' Fees</u>. If litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.
- 6.7. <u>Governing Law.</u> This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.
- 6.8. <u>Assignment</u>. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.
- 6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. Consultant shall not be required to provide an upfront defense of professional liability claims, rather, Consultant's defense obligations shall be to reimburse the City, its elected officials, officers, agents and employees for defense costs incurred in proportion to Consultant's negligence. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action,

complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

- 6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.
- 6.11 Conflicts with Independent Contractor. Contractor/consultant's duties and services under this Agreement shall not include preparing or assisting the public entity with any portion of the public entity's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering into this Agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this Agreement.
- 6.12. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

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

- 6.13. <u>Cooperation</u>. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.
- 6.14. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. Consultant's obligation to transfer ownership of work product to the City is conditioned upon City's payment for the work product and excludes any of Consultant's preexisting intellectual property, including design details and standard specifications. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.
- 6.15. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.
- 6.16. <u>Conflict of Interest</u>. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from

a decision under this Agreement pursuant to a conflict of interest statute.

- 6.17. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.
- 6.18. <u>Prohibited Employment</u>. Consultant will not employ any regular employee of City while this Agreement is in effect.
- 6.19. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.
- 6.20. <u>Costs</u>. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.
- 6.21. <u>Binding Effect</u>. This Agreement binds and benefits the parties and their respective permitted successors and assigns.
- 6.22. <u>No Third Party Beneficiary Rights</u>. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.
- 6.23. <u>Headings</u>. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.
- 6.24. <u>Construction</u>. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- 6.25. <u>Amendments</u>. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.
 - 6.26. Waiver. The delay or failure of either party at any time to require performance or

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

- 6.27. <u>Severability</u>. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.
- 6.28. <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.
- 6.29. <u>Corporate Authority</u>. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

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

CONSULTANT

	Date:	
Signature		
[Name and Title]	-	
CITY OF COSTA MESA		
Lori Ann Farrell Harrison City Manager	Date:	
ATTEST:		
Brenda Green City Clerk	_	
APPROVED AS TO FORM:		
Kimberly Hall Barlow City Attorney	Date:	
APPROVED AS TO INSURANCE:		
Ruth Wang Risk Management	Date:	

APPROVED AS TO CONTENT:		
Patrick Bauer Project Manager	Date:	
DEPARTMENTAL APPROVAL:		
Raja Sethuraman Director of Public Works	Date:	
APPROVED AS TO PURCHASING:		
Carol Molina Finance Director	Date:	

EXHIBIT A REQUEST FOR PROPOSALS



REQUEST FOR PROPOSAL

FOR

FACILITIES MASTER PLAN RFP NO. 25-03



PUBLIC WORKS
CITY OF COSTA MESA

Released on

October 9, 2024

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FOR FACILITIES MASTER PLAN

The City of Costa Mesa (hereinafter referred to as the "City") is requesting Proposals from qualified consultants to develop and provide a facilities master plan for the City's Engineering Services Division. The awarded Contractor, (hereinafter referred to as "Contractor") shall be in accordance with the Sample Professional Service Agreement, **Appendix B** terms, conditions, and scope of work. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below, including the Sample Professional Service Agreement and any solicitation appendix/exhibits. The term is expected to be for two years with two one-year renewal options. The City reserves the right to award one or more contracts for this service.

I. GENERAL INFORMATION

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with an annual General Fund budget of approximately over \$189.9 million and a total budget of \$240.10 million for fiscal year 2024-2025.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 115,000 and has a land area of 16.8 square miles. It is located in the northern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a "full service city" providing a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza secures its place as the highest volume regional shopping center in the nation.

The successful Proposer, shall have experience in similar types of services. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost and responsiveness to the needs and concerns of the City of Costa Mesa.

1. Important Notice: The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. Proposers are not to contact other City personnel with any questions or clarifications concerning this Request for Proposal (RFP). Any City response relevant to this RFP other than through or approved by City's Purchasing Department is unauthorized and will be considered invalid.

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If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued and the information will be posted on PlanetBids. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the City's Purchasing Department. It is the responsibility of each Proposer to periodically check PlanetBids website to ensure that it has received and reviewed any and all addenda to this solicitation. The City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

2. Schedule of Events: This Request For Proposal shall be governed by the following schedule:

Release of RFP October 9, 2024 Mandatory Job Walk October 23, 2024

Deadline for Written Questions October 28, 2024, at 11:00 a.m.

Responses to Questions Posted November 1, 2024

Proposals are Due November 6, 2024, at 2:00 p.m.

**All dates are subject to change at the discretion of the City.

Mandatory Job Walk: A mandatory job walk will be held on October 23, 2024, at 9:00 a.m. at City Hall, 77 Fair Drive, Costa Mesa, CA 92626. All proposers shall wait in the lobby area near the elevators. A job walk is held to allow for questions and clarification concerning the City's RFP process, scope of services and subsequent contract award. The job walk will tour City Hall at 77 Fair Drive and the neighboring Police Department Building 99 Fair Drive.

- 3. Proposer's Minimum Requirements: Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Scope of Work, Appendix A, of this RFP are invited to submit a proposal, provided they meet the following requirements. All requirements must be met at the time of the proposal due date. If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the City.
 - a. The consultant must provide five references for municipal projects of similar size and scope that have been completed within the last five years in California.
 - b. The Contractor shall maintain a local office with a competent representative who can be reached during normal working hours or emergencies who is authorized to make decisions on matters pertaining to this contract with the City. Office facilities that support daily operations must be within ninety (90) miles of the City.
 - c. All Proposers must identify the project manager, and the individual authorized to negotiate the contract on behalf of the consulting firm; and provide an organization chart showing all proposed key project team members.

II. GENERAL INSTRUCTIONS AND PROVISIONS

1. Proposal Format Guidelines: Interested entities or contractors are to provide the City of Costa Mesa with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 12 typed pages using a 12-point font size, including cover letter, Index/Table of Contents, tables, charts, and graphic exhibits, but excluding resumes of key people and pricing forms. Each Proposal will adhere to the following order and content of sections. Proposal should

be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Proposer's response:

- <u>Cover Letter:</u> A cover letter, not to exceed two pages in length, should summarize key
 elements of the Proposal. An individual authorized to bind the Contractor must sign the
 letter. Indicate the address and telephone number of the contractor's office located nearest
 to Costa Mesa, California, and the office from which the project will be managed. And include
 proposed working relationship among the offering agency and subcontractors, if applicable.
- **Background and Project Summary Section:** The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to **Scope of Work**, **Appendix A** of this RFP.
- <u>Project Approach and Methodology:</u> Provide a detailed description of the approach and methodology that will be used to fulfill each requirement listed in the Scope of Work of this RFP. The section should include:
 - 1. Describes familiarity of project and demonstrates understanding of work and project objectives moving forward.
 - 2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
 - 3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
 - 4. Identifies the project's potential issues and response to them.
 - 5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, safe, and cost-effective operations or increased performance capabilities.
- Qualifications & Experience of the Firm: Describe the qualifications and experience of the organization or entity performing services/projects within the past eight years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:
 - 1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide design services.
 - 2. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - 3. Overall organization of the team is relevant to City of Costa Mesa needs.

- 4. Team is managed by an individual with appropriate experience in similar project. This person's time is appropriately committed to this project.
- 5. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- 6. If the owner is a corporation please provide: Name of corporation, corporate office street address, city, state, and zip code, state where incorporated, date of incorporation, first and last name of officers, local office address, city, state & zip, and the date local office opened its doors for business.
- 7. If the owner is a partnership or joint venture, please provide: Name of partnership or joint venture, principal office street address, city, state, and zip code, state of organization, date of organization, first and last name of general partner(s), local office address, city, state, and zip code, and date local office opened its doors for.
- 8. Provide a list of current and previous contracts similar to the requirements for this project in Costa Mesa, including all public agencies served (if any). For each, provide a brief description of the scope of work performed, the length of time you have been providing services, and the name, title, and telephone number of the person who may be contacted regarding your organization's service record. Provide a sample of each background investigation for each contract.
- 9. Submit a description of the organization's qualifications, experience and abilities that make it uniquely capable to provide the services specified in the Scope of Work.
- <u>Financial Capacity:</u> The City is concerned about proposers' financial capability to perform, and therefore, is requesting copies of audited financials from the pass three years to allow an evaluation of firm's financial capabilities.
- <u>Key Personnel</u>: It is essential that the Proposer provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Proposer must agree to assign specific individuals to the key positions.
 - Identify the members of the staff who would be assigned to act for Proposer's firm in key management and filed positions providing the services described in the Proposal, and the functions to be performed by each.
 - Include resumes or curriculum vitae of each such staff member, including name, position, telephone number, email address, education, and years and type of relevant experience.
- <u>Cost Proposal:</u> Provide a fee schedule/pricing information for the project including identifying the specific assigned personnel, their hourly rates and their number of hours, and the cost for each work task/deliverable as described in the Scope of Work. If work tasks or deliverable are proposed that are not specifically listed in the City's Scope of Work, please identify those costs as separate and optional. Proposals shall be valid for a minimum of 180 days following submission.

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- <u>Disclosure</u>: Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. **Any past or current business relationship may not disqualify the firm from consideration.**
- <u>Sample Professional Service Agreement:</u> The firm selected by the City will be required to execute a Professional Service Agreement with the City. A sample of the Agreement is enclosed as **Appendix B**, but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.
- Checklist of Forms to Accompany Proposal: As a convenience to Proposers, following is a list of the forms, Appendix C included in this RFP, which should be included with Proposals:
 - 1. Vendor Application Form
 - 2. Company Profile & References
 - 3. Ex Parte Communications Certificate
 - 4. Disclosure of Government Positions
 - 5. Disqualifications Questionnaire
 - 6. Bidder/Applicant/Contractor Campaign Contribution

2. Process for Submitting Proposals:

- <u>Content of Proposal:</u> The Proposal must be submitted using the format as indicated in the Proposal format guidelines.
- <u>Preparation of Proposal:</u> Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- <u>Cost for Preparing Proposal</u>: The cost for developing the Proposal is the sole responsibility of the Proposer. All Proposals submitted become the property of the City. Cost proposal shall be submitted in a **separate** file containing the following:
 - ✓ Cover letter stating the hourly rates of the proposed key personnel.
 - ✓ The cost shall depict individual project tasks, work hours, and basic hourly rates for specific personnel to be used on the project. Personnel hourly rates will reflect all costs for office overhead, including direct and indirect costs. The fee proposal shall reflect all anticipated fee increases during the contract duration.
- Forms to Accompany Proposal: Appendix C forms shall be attached at the end of the Proposal with the exception of the Cost Proposal which shall be submitted in a separate file.
- <u>Number of Proposals:</u> Submit one (1) PDF file format copy of your proposal in sufficient detail for thorough evaluation and comparative analysis.

- <u>Submission of Proposals:</u> Complete written Proposals must be submitted electronically in PDF file format via the planetbids.com website not later than 2:00 p.m. (P.S.T) on November 6, 2024. Proposals will not be accepted after this deadline. Proposals received after the scheduled closing time will not be accepted. It shall be the sole responsibility of the Proposer to see that the proposal is received in proper time. Faxed or e-mailed Proposals will not be accepted. NO EXCEPTIONS.
- <u>Inquiries:</u> Questions about this RFP must be posted in the Q & A tab on Planetbids no later than October 28, 2024, at 11:00 A.M. The City reserves the right not to answer all questions.

The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, Costa Mesa-Official City Web Site, Business-Bids & RFP's. Proposers should check this web page daily for new information. From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any Proposal for violation of this provision. No questions other than posted on Planetbids will be accepted, and no response other than written will be binding upon the City.

- Conditions for Proposal Acceptance: This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the Proposal, it should be clearly identified.
- <u>Insurance & W-9 Requirements:</u> Upon recommendation of contract award, Contractor will be required to submit the following documents with ten (10) days of City notification, unless otherwise specified in the solicitation:
 - Insurance City requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract.
 - W-9 Current signed form W-9 (Taxpayer Identification Umber & Certification) which includes Contractor's legal business name(s).
- **3. Evaluation Criteria:** The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the responsive responsible proposer shall be determined based on evaluation of qualitative factors in addition to cost. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-

criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

- 1. Project Approach & Methodology ------40 %
- 2. Qualifications & Experience of the Firm -----30 %
- 3. Key Personnel ----20%
- 4. Cost Proposal ----10 %
- **4. Evaluation of Proposals and Selection Process:** In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating Proposals. An Evaluation Committee, which may include members of the City's staff and possibly one or more outside experts, will screen and review all Proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.
 - **A.** <u>Responsiveness Screening</u>: Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any Proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.
 - **B.** <u>Initial Proposal Review:</u> The Committee will initially review and score all responsive written Proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any Proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.
 - C. <u>Interviews</u>, <u>Reference Checks</u>, <u>Revised Proposals</u>, <u>Discussions</u>: Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for the week of December 2nd and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92626. The dates are subject to change. The individual(s) from the Proposer's organization that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact

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any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for an award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked organization. The City may recommend an award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

- 5. Protests: Failure to comply with the rules set forth herein may result in rejection of the protest. Any proposals awarded pursuant to the formal procurement procedure set forth in the Proposal procedure may be appealed in accordance with the following procedure:
 - The Proposer shall file the written notice of appeal with the purchasing officer at least ten (10) working days prior to proposal award date specified in the notice of recommendation to award.
 - The written notice of appeal must include specifics as to the nature of the appeal.
 - The Proposer must provide any and all documentation to support the appeal.
 - The purchasing officer will respond in writing to the Proposer within five (5) working days.
 - In the event the appeal is denied by the purchasing officer, the Proposer may appeal the purchasing officer's ruling to the city council at the next available council meeting.
- **6. Accuracy of Proposals:** Proposers shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to the City.

If prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposal unwilling to perform under any resulting contract, the Proposer must immediately notify the facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items.

7. Responsibility of Proposers: The City shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their Proposals. Pre-contractual expenses are

not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Proposer in:

- Preparing Proposal in response to this RFP;
- Submitting that Proposal to the City;
- Negotiating with the City any matter related to the Proposal; and,
- Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.
- **8. Confidentiality:** The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.

Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

9. Ex Parte Communications: Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications Form, **Appendix C** with their Proposals certifying that they have not had or directed prohibited communications as described in this section.

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- 10. Conflict of Interest: The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 et seq., or Sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.
- 11. Disclosure of Governmental Position: In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached Disclosure of Government Positions Form, Appendix C.
- **12. Conditions to Agreement:** The selected Proposer will execute a Professional Service Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as **Appendix B** to this RFP, which may be modified by the City.

All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.

Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement.

- **13. Disqualification Questionnaire:** Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation, **Appendix C**.
- **14. Standard Terms and Conditions:** The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s) and additional information will be posted via PlanetBids. Proposers should check this web page daily for new information.

Appendix A

Scope of Services

The Facilities Master Plan aims to provide the City with information regarding current and future facility needs and establish a framework for the orderly growth of City services, administration, and community programs. The goal of the Facilities Master Plan is to evaluate the condition of City owned facilities, assess their ability to meet the needs of current services, anticipate growth and future service delivery requirements, analyze gaps in providing services, identify any existing or potential problems that could affect the building's performance or integrity, and create an action plan to address these issues. The finalized plan will provide recommendations with cost estimates to guide future decisions, timelines, and steps forward in delivering city services. Ultimately, this effort will improve program and service efficiencies, streamline workflows, and modernize facilities to position the City for effective municipal administration in the years ahead.

The Scope of Services for the Facilities Master Plan includes three (3) primary phases.

- Phase 1: Facility Condition Assessment Evaluations
- Phase 2: Assessment of Future Space Needs and Gap Analysis
- Phase 3: Development of Cost Estimates and Funding Strategies Implementation Plan

The final deliverables will be three-fold, consisting of: a comprehensive Facilities Master Plan report in alignment with the City's short-term, interim, and long-term vision and strategies; all related assessments, evaluations, options and recommendations; and a clear financial plan with a detailed cost estimate and funding strategies. The City will provide the necessary information and support for the Project, and Consultant will facilitate regular meetings with the City's Project Manager and/or Management Team, as designated by the City, to discuss the project's progress and receive direction.

General

- 1. City Facilities Lists Specific Sites Included and Excluded. The intent of the Scope of Services is to develop a Facilities Master Plan for all City owned facilities. The specific facilities relevant to Phases 1 through 3 are listed in Attachment 1 ("City Facilities to be Evaluated") and shown on the map in Attachment 2 ("Location of City Facilities to be Evaluated").
- 2. Additional Scope. The City reserves the exclusive right to amend an agreement entered into between the City and Consultant to add certain qualifying services to the Scope of Services for an additional cost, as mutually agreed upon in writing between the City and Consultant.
- 3. City's Obligations. The City shall provide the following for the Project as needed:
 - a. Project Manager capable of rendering decisions on behalf of the Project in a timely manner.
 - b. As available, any information about:
 - i. Existing site and floor plans for each of the facilities listed in Attachment 1.
 - ii. Relevant previous studies prepared by or for the City of Costa Mesa.
 - iii. Relevant community development information, including current and projected populations.
 - iv. Services of other specialized consultants, such as specialist engineering consultants, if mutually agreed upon.
 - v. Any other information that is reasonably needed for the Project.
- 4. Regular Meetings. During each Phase of the Project, Consultant and the City's Project Manager and/or Project Management Team and other relevant City Staff, as may be identified by the City, shall meet at regular, recurring intervals at a frequency sufficient to fulfill the needs of the Project on task and on time. Action items, summaries of decisions, design direction, and establishment of project requirements may be communicated and documented through written meeting minutes and emails.

Phase 1: Evaluation of Existing Facilities' Conditions

Consultant shall:

- 1. Facilitate kickoff meeting(s) with the City's Project Manager and/or Project Management Team to review the Project, including, but not limited to: Project goals and objectives, the Scope of Services, Consultant's proposed schedule and costs, and confirm project management and communications tools and protocols.
- 2. Review City-provided documents, including existing site and floor plans for each of the facilities; relevant previous studies (e.g., organizational, staffing, facility studies); relevant community development information, including current and projected populations; and conduct a Tier 1 Seismic Assessment on certain buildings to determine compliance.
- 3. Provide a Facility Condition Assessment Evaluation for each facility listed in Attachment 1, to include, at minimum, the following information:
 - a. Site and infrastructure
 - b. Exterior systems including structural frame, building envelope, wall evaluation, curtain wall, and roofing
 - c. Mechanical/HVAC, electrical lighting, plumbing
 - d. Fire protection and life safety
 - e. Elevators, vertical transportation as well as specialized systems and equipment
 - f. Interior elements, food service spaces and equipment
 - g. Limited accessibility compliance
 - h. Environmental features, lead based paint and asbestos
 - i. Energy conservation analysis
 - j. Structural components and seismic compliance
- 4. Assessment of maintenance efforts to date compared with preventative maintenance recommendations including minimum day-to-day maintenance and associated costs based on industry standards. The Consultant will confirm all sources of existing data with the City's Project Manager or its designated City staff and where applicable will provide existing studies and reports to be included in the Facility Conditions Assessment report.
- 5. Comprehensive inspections will be limited to observable areas and systems as well as utilizing input from City staff regarding details of current conditions and facilities background. Inspectors will gather information for each property regarding the building systems components, characteristics, quantity, installation date, life cycle current condition, and level of repair necessary to achieve optimal condition.
- 6. Prepare a draft Facilities Condition Assessment Report for the City's review and comment. Consultant will incorporate the City's comments and prepare a final Facilities Condition Assessment Report.
- 7. Meetings:
 - a. City Project Management meetings
 - b. Facilities tour for all City facilities listed in Attachment 1
- 8. Deliverables:
 - a. Implementation plan and schedule for Phase 1
 - b. Facility Condition Assessment draft and final report for all City facilities in Attachment 1, including a maintenance manual for each facility.
 - c. Meeting agendas, exhibits, and summary notes for all meetings with the City's Project Manager and/or the Project Management Team, as designated by the City

Phase 2: Assessment of Future Space Needs and Gap Analysis

Consultant shall:

- 1. Conduct an analysis of the City's existing operations at all current City owned facilities, gaining an indepth understanding of current services, programs, and operations. Tour City facilities with the City's Project Manager or other knowledgeable staff, as may be designated by the City, to become generally familiar with the City's staff and program scheduling opportunities and the constraints of each building. The City's expectation for Consultant to physically tour every City owned facility is limited to only those listed in Attachment 1.
- 2. Measure the facilities current utilization and intended role and whether it is over or underutilized in its current use and capacity. Note the ability of each facility to serve not only its current needs but also its ability to accommodate the number of employees housed.

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- 3. Summarize industry standards, trends, and industry best practices in community programs and services including, discussing opportunities for operations and facility efficiencies and other benefits, and compiling recommendations aligned with City goals. Compare and analyze communities of similar size and density, using both regional and national accepted standards, to better understand how the City of Costa Mesa compares.
- 4. Review the City's projected growth and assess the demand for services.
- 5. Prepare a department staff space needs survey. The City staff survey will give greater insight regarding current and projected department staffing; current and anticipated future services and work trends; inter-department collaboration needs and goals and current and future participation rates of residents in City services.
- 6. Work with City department staff through the City's Project Manager or the Project Management Team, as designated by the City, at meetings, interviews and surveys to review and confirm information about current and projected use, space needs and staffing levels for each facility and new development within the City that may impact service and staffing needs and any known deficiencies currently affecting these needs.
- 7. Compile and summarize the results of the survey for the City's Project Manager or the Project Management Team's review. Conduct follow-up interviews (in person or via web conference) with key department representatives to confirm our understanding of current and future organizational, service, staffing, and program needs and trends that will shape the development of the facilities' options.
- 8. Summarize current space allocations and prepare a draft Space Needs Assessment Report of current and projected space and adjacency needs for each City facility for the City's review and comment. Incorporate City feedback into a final Space Needs Assessment Report.
- 9. Meetings:
 - a. City Project Management meetings
 - b. Department interviews
- 10. Deliverables:
 - a. Program inventory and analysis
 - b. Draft and final Survey and survey instruments
 - c. Draft and final Space Needs Assessment Report
 - d. Meeting agendas, exhibits, and summary notes for city Project Management meetings

<u>Phase 3: Development of Cost Estimates and Funding Strategies – Implementation Plan</u> Consultants shall:

- 1. Develop a project budget reflecting the recommended option(s) including a rough order of magnitude cost, proposed phases/timelines and associated next steps, as appropriate.
- 2. Prepare an implementation plan summarizing the project process, evaluation, analysis, and recommendations, for the City's review and comment. The plan will contain all necessary elements including issues and challenges, strategies, analysis of budget support and funding mechanics to meet the City's short-term, interim, and long-term vision.
- 3. Incorporate the City's comments and prepare a final Implementation Plan
- 4. Prepare a presentation to City Council of the draft and final Implementation Plan summarizing the process, recommendations, and next steps for review and approval.
- 5. Meetings:
 - a. City Project Management meetings
 - b. City Council presentation(s)
- 6. Deliverables:
 - a. Comparative Cost Estimates and Funding Strategies
 - b. Implementation Plan
 - c. City Council presentation exhibits
 - d. Meeting agendas, exhibits, and summary notes for City Project Management meetings and the City Council Meetings

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ATTACHMENT 1

City Facilities to be Evaluated

BUILDING	ADDRESS	FLOORS	YEAR BUILT	SQ. FT.
Balearic Community Center	1975 Balearic Drive	1	1965	7,680
City Hall - Civic Center	77 Fair Drive	6	1965	73,341
City Hall - Basement	77 Fair Drive		1965	3,800
City Hall - 1st Floor	77 Fair Drive		1965	14,783
City Hall - 2nd Floor	77 Fair Drive		1965	6,464
City Hall - 3rd Floor	77 Fair Drive		1965	6,464
City Hall - 4th Floor	77 Fair Drive		1965	6,464
City Hall - 5th Floor	77 Fair Drive		1965	6,413
Communications Center	79 Fair Drive	1	1981	7,960
Corp Yard Bldg A	2310 Placentia Avenue	1	1989	17,976
Corp Yard Bldg B	2310 Placentia Avenue	1	1989	7,248
Corp Yard Canopy	2310 Placentia Avenue	1	1989	6,004
Corp Yard Warehouse/Fleet	2300 Placentia Avenue	1	1966	23,068
CM Tennis Ctr - Pro Shop	880 Junipero	1	1962-1973	1,025
CM Tennis Ctr - Patio Cover	880 Junipero	1	1962-1973	451
Downtown Recreation Center	1860 Anaheim Avenue	1	2001	19,450
Fire Station #3	1865 Park Avenue	2	1979	6,486
Fire Station #4	2300 Placentia Avenue	1	1967	5,973
Fire Station #5	2450 Vanguard	2	1988	6,500
Fire Station #6	3350 Sakioka Drive	2	1992	9,200
Historical Society Bldg	1870 Anaheim Avenue	1	1980	4,000
Mesa Verde Library	2969 Mesa Verde Drive East	2	1965	5,888
Police Facility	99 Fair Drive	3	1967	50,646
Police Helipad	99 Fair Drive	1	1986	2,464
Police Substation	567 W. 18th Street	1	1958	8,639
Senior Center	695 W. 19th Street	2	1992	20,127

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ATTACHMENT 2

Location of City Facilities to be Evaluated

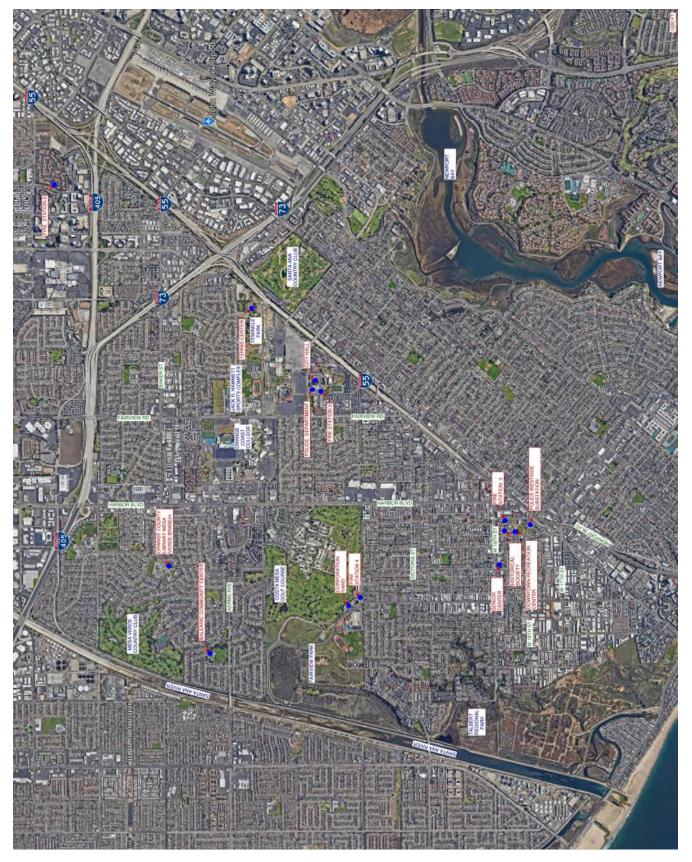
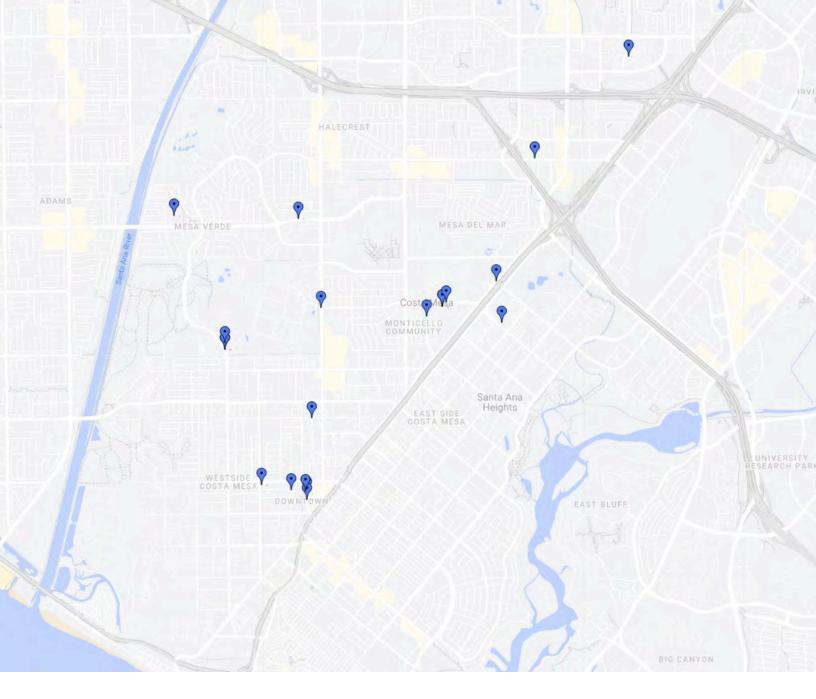


EXHIBIT B CONSULTANT'S PROPOSAL



TECHNICAL PROPOSAL





Facilities Master Plan

Response to Request for Proposal (RFP)

August 14, 2024

Contents

Cover Letter

p.01

Background & Project Summary Section

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Project Approach & Methodology

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Financial Capacity

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Cost Proposal

Submitted as a separate attachment per the RFP

Disclosure

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Sample Professional Service Agreement

p.39

Checklist of Forms

p.40

4675 MacArthur Court Suite 100 Newport Beach CA 92660

Tel 949.863.9434

Gensler

August 14, 2024

Stephanie Urueta Buyer City of Costa Mesa

Subject: Response to Request for Proposal (RFP No. 25-03) for the City of Costa Mesa Facilities Master Plan

Dear Stephanie:

Representing Gensler and its partners, Bureau Veritas, and KPJ Consulting, I am excited to bring our experience in long-range facilities master planning to the City of Costa Mesa. We have studied your Request for Proposal and understand that you are looking for a multi-disciplined team with a broad expertise in public agency facilities assessments and facilities master planning to develop the City's Facilities Master Plan.

Deep Expertise

In response, we have assembled a team led out of Gensler's Los Angeles office- with additional expertise from our Denver and Newport Beach offices to help you meet your planning goals. In addition to Gensler as the prime contract holder, we are joined by our longstanding partners Bureau Veritas (facility condition assessments), and KPJ Consulting (cost estimating). This team has worked together on similar facilities master plans across California for nearly 20 years. We know each other well and have developed a "shorthand" that will lead to an efficient and comprehensive engagement with Costa Mesa. We know how to integrate the work from each phase of the project to complete a comprehensive and actionable plan. Together, we believe you will find our collective experience and expertise hard to beat when measured against our competition.

Deep Experience

Over the last 20 years our firm has prepared similar plans cities and counties across the western US, including Los Angeles, Orange, Alameda, San Luis Obispo, Sonoma, Santa Cruz, Santa Clara, Santa Barbara, and San Bernardino. In addition, several of our clients with particularly large departments have asked us to do follow-up studies stemming from recommendations made in the larger plans, as well as specialized studies, such as civic center plans. Our references will share how we marry this experience and expertise with a collaborative approach to our work. We keep our client's goals at the forefront of our work and we work well within the parameters of the public sector.

Gensler

Tested Project Approach

In the project approach and methodology section, we outline the process that we have refined over time and used successfully in our past projects. Bureau Veritas has completed thousands of facilities assessments with a tested process and standards tools and reporting as required in phase 2. Gensler will lead phases 2 and 3, bringing in the findings from Bureau Veritas' work and bringing in our data collection and engagement process to clearly outline the context for the plan and develop scenarios to review with the city. Finally, we will continue to work with all of our partners to evaluate options and determine funding strategies to implement the plan.

We know that you will have several qualified firms from which to choose. One of the special advantages we bring is that we are passionate about working with our local communities, which has created on-going relationship with our city and county clients. They are always willing to share their knowledge and insights with us, and, by extension with you. We enjoy a collegial rapport and find that lessons learned by others often add an important dimension to our planning efforts.

In the pages that follow, we invite you to get acquainted with the quality of our work and the capacity of our team. Feel free to reach out to either Kevin Rosenstein or Paul Natzke if you have questions or need additional information. As Principal, Kevin Rosenstein is authorized to bind Gensler. We look forward to hearing from you.

Sincerely,



Kevin RosensteinPrincipal
(213) 243-8841
kevin rosenstein@gensler.com

Paul Natzke
Project Director
(213) 243-8841
paul_natzke@gensler.com

Background & Project Summary



We understand that the City of Costa Mesa ("City") is looking to develop a long-term Facilities Master Plan ("FMP") that will provide the City with information on current and future facility conditions and needs and establish a framework for the orderly growth of City services, administration, and community programs. This framework will serve as a roadmap for strategic objectives, service delivery, and utilization of City real estate and facility assets. The FMP will help guide the effective use of the current real estate portfolio as well as plan for the development of future facilities. The FMP will also help define cost projections that will provide a basis for project expenditures and updates to your capital improvements planning. Critical to this process will be an initial investigation into the functional needs of the departments who occupy City facilities, as well as the services they deliver to the community.

Project Approach & Methodology

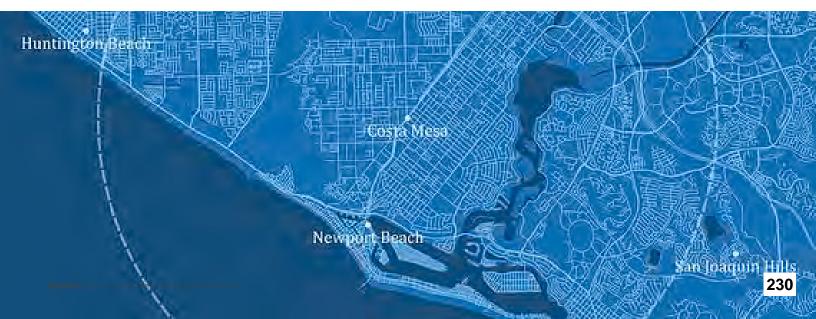
We have reviewed your Request for Proposal and your proposed tasks and have developed a comprehensive project approach, outlined below. We will draw upon our team's collective experience working with many California municipalities performing similar strategic facilities planning studies. From this experience we know the value of bringing a well-defined process that can be customized to the particular situations of each City, in terms of areas of focus and priorities.

Early on in the study, we will develop a set of consensus-driven guiding principles to help ensure our emerging recommendations are aligned with your goals and priorities. We will craft the final strategic facilities plan report to best reflect these principles.

Our approach assumes the creation of two main sets of project stakeholders:

• <u>City Project Team</u>: This group is comprised of the key "day to day" members of both the City and Gensler teams. They will meet regularly to guide the project, discuss schedules, help clear hurdles, and provide general oversight as we move through the study.

• City Steering Committee: If one has not yet been identified, we strongly recommend creating a Steering Committee. The Steering Committee should be comprised of senior City decisionmakers (typically minus the City Council Members) who we will present to several times during the study at key milestones to ensure that issues are thoroughly addressed and decisions made before proceeding from one phase to the next and that we are building to specific, actionable conclusions rather than continuing to investigate a multitude of directions, which only expends time, energy, and funds. The makeup of the group can include any combination of the City Manager and department heads. Alternatively, and to reduce the size of the group, representatives from each of logical grouping of departments could be identified and asked to participate. In either case, this will be an important role in the life of the project, one we consider critical to its success.



Scope

We estimate approximately seven months to complete the project, reflected in our scope below. This duration is based on our experience preparing similar facilities master plans for California municipalities and the amount of analysis, stakeholder engagement, and work required to produce a comprehensive report.

Please know that we are eager to partner with you in this important planning effort. We look forward to discussing this scope with you in detail and tailoring it to best fit your goals, budget, and expectations.

PHASE 1: PROJECT STARTUP 3 weeks

The first step of the proposed process allows our team to collect and review pertinent background materials, confirm a process and data collection methodology, and create the project vision. The first phase is intended to provide a mutual understanding of the process and desired outcomes and ensure that all expectations are aligned.

1.1. TEAM ORGANIZATION

The core project leaders will complete general project start-up activities, including the identification and commitment of other individuals from the Consultant team and the City. During this step, the following will be established:

- Gensler Project Team including an outline of specific roles and responsibilities.
- City Project Team the City's working team who has primary responsibility for the project, including the City's primary point of contact.
- City Steering Committee the departmental liaisons and/or senior stakeholders with whom we will conduct working sessions throughout the project as well as from whom we can collect and qualify macro level data.

1.2. BACKGROUND MATERIALS COLLECTION

Working with the City's Project Team, we will collect relevant background materials and critical data for review and use throughout the project. Methodologies for acquiring requested data not immediately at-hand will be discussed during the Kickoff Meeting. The materials to be requested will include, but may not be limited to:

General Information

- City of Costa Mesa strategic plans
- Department organization charts and mission statements
- 5-year historic headcount and square footages by department
- City budgets for the last 10 years (gathered from public information)
- Current approved budget
- Previous related studies and reports
- Site maps, surveys, and aerial photos, as available
- · GIS data files

Facilities Information

- Current department occupancy by facility
- Floor plans, CAD, PDF, or hard copy format (as needed)
- Existing workplace standards, as available
- Existing appraisals and valuations of owned facilities
- · Parking locations, assignments, and stall counts
- Lease documentation for facilities and parking
- Additional information for the facilities condition assessment (as needed and as available)



1.3. KICK-OFF MEETING

The Kick-off Meeting provides the opportunity for our broader project team to meet with the City Project Team. The session is intended to be an introduction to and confirmation of the process, as well as a facilitated discussion on the principal goals of the project. Specific activities include reviewing and confirming the following:

- Consensus on project goals, conditions, and priority issues,
- · Project team roles and responsibilities,
- Project management review meeting schedule (e.g., weekly meetings) and quality assurance tasks,
- Scope and reach of project,
- Data collection approach and process,
- Communication channels,
- Key project deadlines and milestones,
- · Project deliverables,
- City Steering Committee member confirmation,
- Baseline planning assumptions,

1.4. DATA COLLECTION METHODOLOGY FINALIZATION

Based on the preliminary review of the background information available from the City and direction obtained at the Kick-Off meeting, the Gensler team will begin preparation for several parallel data collection efforts. A detailed description of the anticipated data collection methodology can be found in Phase 2.



1.5. CITY STEERING COMMITTEE WORKSHOP #1 - LONG TERM VISION AND STRATEGIES SESSION

Once the project process is finalized, a Visioning Workshop will be conducted with the City Steering Committee. The objective is to discuss the overall potential for the project while creating consensus among key project participants. The intent is to emerge from the meeting with a shared vision of the future and a clear understanding of roles, responsibilities, and expectations for the broader team and members of their departments. Specifically, the meeting will provide an opportunity to align the City Project Team and City Steering Committee visions for the project goals, objectives, process, and outcome. The following topics may be discussed:

- Explain the overall project, the research process, and expected final outcome,
- Set expectations for the required level of City involvement,
- Discuss the issues that City and individual departments are facing (i.e. growth/real estate development requirements, client service delivery changes/challenges, budget deficits/ constraints, regulatory requirements, overcrowding/ underutilization, parking, technology changes, etc.),
- Share best practice and trend research around real estate approaches, innovative public/private partnerships, sustainability and green energy opportunities, space planning/workplace trends for both the public and private sector,
- stablish preliminary guiding principles for the Facilities Master Plan and overall goals for the project,
- Discuss the role of "hybrid" work in the City workforce and its impact on real estate needs.

PHASE 2: DATA COLLECTION 8 weeks

2.1.1 FACILITIES CONDITION ASSESSMENT

Upon approval of the data collection methodology by the City, our team's facility conditions expert, Bureau Veritas ("BVTA"), will begin their assessment of the facilities. The process will include several parallel tracks of information and data gathering:

Data Gathering Phase

BVTA will need the support of staff who can provide access to drawings and records. The following is a typical list of exhibits requested:

- Inspection Reports (sewer, boiler, chiller, etc)
- Building Systems Maintenance Records
- Owner Elected Repair list (if available)
- Original Building Plans (can be viewed on-site)
- Capital Expenditure Schedules (prior or planned)
- Fire Protection / Life Safety Plans
- Rehabilitation Budget and Scope (draft or final)
- Certificates of Occupancy / Facility License
- Prior Assessments
- Site Plan / Floor Plans
- Accessibility Transition Plans / Studies
- CMMS / IWMS Data Set

Prior to the Site Phase, BVTA will meet with City staff to discuss facility condition data standards and collection standards to be used for this project.

In addition to the drawings and records, BVTA will issue a pre-survey questionnaire for each facility or site. Our expectation is that someone with knowledge of maintenance and operations of the facility will

complete this survey and be prepared to discuss it with us while on-site

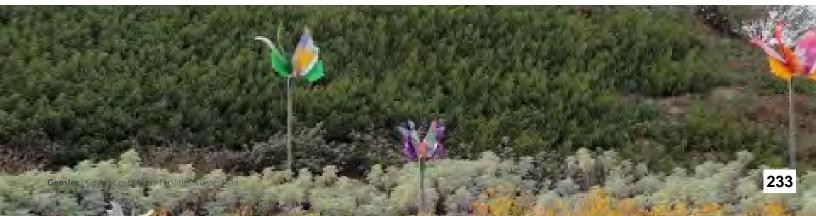
Site Phase

To begin the Site Phase, BVTA proposes a Pilot Program where they will perform an assessment of a single building and prepare a written Draft Report for review. A meeting will be held with Client staff to review the draft report before assessing the remaining buildings. Upon approval of the draft report, BVTA will proceed with the remaining assessments.

BVTA will need support in the form of escorts while in the facilities to help access mechanical areas, to discuss with us any known issues in the facility, and to answer other technical questions.

BVTA will conduct a visual assessment of both sites and facilities to observe systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies

As a part of the survey, BVTA will survey 100% of each facility, including the exterior and grounds, including the building exterior, roofs, sidewalk/pavement, and recreational/other areas as applicable. They will interview the building maintenance staff about the property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements. BVTA will develop opinions based on their site assessment, interviews with City building maintenance staff, and interviews with relevant maintenance contractors, municipal authorities, and experience gained on similar properties previously evaluated.





BVTA will observe and document all applicable existing conditions appropriate for each component, focusing on the following:

- Site + Infrastructure
- Topography
- · Paving, Curbing, and Parking
- Flatwork
- Landscaping and Appurtenances
- Utilities
- Recreational/Community Facilities
- Structural Frame + Building Envelope
- Wall Evaluation
- Curtain Wall As Required
- Roofing (Non-Invasive Visual)
- Plumbing
- Heating
- Air-Conditioning + Ventilation
- Electrical
- Life Safety + Fire Protection
- Elevators + Vertical Transportation
- Interior Elements
- Food Service Spaces and Equipment
- Special Systems and Equipment
- Limited Accessibility Compliance
- Suspected Fungal Growth
- Environmental Features
- Lead-based Paint
- Asbestos
- Energy Conservation Analysis

OPTIONAL

 Preventative Maintenance Routines, Plans, and Analysis

Report Review Stage

BVTA will provide a complete deliverable for each building, including in-depth "report cards" for each building and summary reports from the data collected. The summary reports include:

- Building overview
- Reserve tables (Immediate, 2-year, 5-year, 10-year, 20-year) Reports will include current and anticipated repairs and deficiencies, recommended repair and component life-cycle replacements, and cost estimates for repair/replace recommendations.
- Capital needs breakdown (by system and plan-type)
 Capital Needs analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs.
- Facility Condition Index (also provided portfoliowide) A Facility Condition Index will be calculated for each building. This index will be a function of required repairs compared to building replacement costs. The Facility Condition Index will be generated from the data collection/capital planning database and will be updated as components age or are replaced.

OPTIONAL SERVICE 2.1.2 FACILITIES CONDITION ASSESSMENT - TIER 1 SEISMIC ASSESSMENT

It is our understanding that a Tier 1 seismic assessment has been requested. The governing standard for this assessment is ASCE 41-17 Seismic Evaluation and Retrofit of Existing Buildings. It is unknown if structural drawings are currently available.

The evaluation includes the Screening Phase (Tier 1) to assess primary components and connections in the seismic force-resisting system through the use of standard checklists and simplified structural calculations. If the element is compliant, it is anticipated to perform adequately under seismic loading for the specified performance objective without additional review or strengthening. Items indicated as noncompliant in a Tier 1 checklist are considered potential deficiencies that require further analysis and potentially retrofit. Further analysis is not included in this proposal.

The performance objective is expected to be the basic performance objective for existing buildings (BPOE) which is typically Collapse Prevention at a BSE-2E seismic hazard level. The target performance objective will be confirmed with stakeholders prior to commencing the assessment.

- Review original construction drawings (if available).
- Perform (1) site visit to observe existing conditions.
- Complete the Tier 1 checklist
- Perform structural calculations as required for Tier 1 checklist items
- Prepare a report with findings, deficiencies, and recommendations
- Attend virtual meetings as requested to discuss our findings

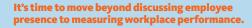
In order to complete the Tier 1 evaluation, it may be required to create general floor plans and elevations of the building if existing drawings are not available. This service will be provided in-house, or subcontracted to an appropriate professional for this task for an add-alternate fee.

The following assumptions have been used to develop this fee proposal.

- Existing structural drawings will be made available for our use prior to starting the assessment. If existing drawings are not available, the Tier 1 assessment will identify unknown items that require further investigation
- A lift or ladder will be provided by others for our use during the field investigation to provide access to elevated areas (if required)

The following items are excluded from this fee proposal:

- Structural drawings for any required repairs or retrofit
- Costs associated with testing and collection of material samples
- Remediation of existing material dilapidation, and shoring installation
- Construction cost estimates for any required repairs.
- No destructive or non-destructive testing or removal of finishes is included, and the evaluation will be based solely on information provided in the existing drawings, and observations made during our site visit





Work cam—and doses—happen anywhere and everywhere today. As a result, organizations and leaders are focused on establishing greater intentionality for office work as they look to build team cohesion, company culture, and business growth, and to establish both virtual and physical growth, and to establish both virtual and physical platforms for this new era of work. This requires a close examination of how, when, and where employees are working today and a redefinition

As we reimignie work and the workplace, the future is about purpose-driven and impactful solutions. Less than a third of workplaces have been redesigned in the past three years according to our Global Workplace Survey 2024 data. It's time to re-evaluate how we design workplaces for office workers today. In an uncertain economic, climate, leaders need the right measures to understand what constitutes today's definition of understand what constitutes today's definition of

Acknowledging this shift, we surveyed more than 15000 office works across 15 countries, and 10 industries. This global study examines top porformers at individual, atom and organizational levels, and highlights what comprises a high-performing work-place within and beyond the officer—including influings at the scale of the building and neighborhood. By evaluating the workplace in its wider context, we dentify where design can elevate a workplace from good, to great, to exception.

Workplace performance is no longer defined only by building efficiency or space effectiveness it is also measured by the emotional response to space: the workplace experience. This study lipsiplish the shift from real estate occupancy to people-centric performance measures, with a goal of better quantifying the design impact on how employees work and feel in the workplace. In doing so, it unlocks the potential to design workplaces that can yield positive outcomes for individuals. Issuam and organizations.



GLOBAL WORKPLACE



OPTIONAL SERVICE 2.2 EMPLOYEE SURVEY (WORKPLACE PERFORMANCE SURVEY)

We will begin our data collection process by issuing our proprietary Workplace Performance Survey to City employees (or a subset thereof). This online tool will allow your users of space to directly tell us how their workplace does and does not support their functional needs, both in the office and while working from home. Gensler's industry leading benchmark database also allows the City to compare the performance of its workplace environment to other leading organizations and provides a functional assessment baseline against which pilot studies, future investments and innovations can be measured.



2.3 DEPARTMENT QUESTIONNAIRE

Your RFP calls developing a survey to identify department needs. The previously mentioned Employee Workplace Performance Survey will focus on employee needs. The department questionnaire will focus on department leadership perspective for workplace needs and will be sent to a representative from each department who is well versed in the quantitative aspects of their respective space and facilities. The questions posed by the survey will focus on such issues as:

- Department's function and mission
- Services provided (both public and internal within the City)
- Key workload indicators/drivers
- Current facility locations
- Projected departmental growth
- Primary locational requirements
- Access / circulation / security needs
- Critical adjacencies with other departments and/or external agencies
- Client/visitor requirements
- Ability for staff to work remotely
- Ability to deliver services remotely
- File storage / record management
- Meeting & support space requirements
- Parking staff & public
- Pressing/critical issues at the facility level

Once the questionnaires are completed and returned, we will conduct follow-up meetings with each representative to review the results and discuss any key issues in more detail (discussed in the next task).



2.4 SENIOR DEPARTMENT LEADERSHIP INTERVIEWS (up to 12)

We will conduct interviews with key department leaders to review the completed questionnaires and discuss high-level qualitative issues. We have assumed one interview for each of the 10 City departments, plus 2 additional (if necessary), but will work with the Project Team to streamline the amount of interviews, if desired. These interactions will provide us with a "view from the top" in terms of the major issues facing City departments. Topics will include:

- Overview and background of department and its mission.
- Service delivery mission and issues,
- How the mission is supported / limited and why,
- How the service or program is delivered currently and how it might be changing,
- Perception/understanding of their clients, including any commonalities among client types (demographic, geographic, socio-economic issues, etc.) and/or commonalities between departments,
- Day-to-day activities and responsibilities, both client- and non client—facing,
- Benefits/challenges of the current office locations, including relation to employee's residence, commute, etc.,
- External partners (community, other government agencies) that they could team with for shared or related services or co-location,
- Impact of emerging technology, including support of mobile work.
- Qualitative and quantitative department needs,
- Department growth (or lack thereof) and the reasons for it,
- Planned development projects,
- Major facilities challenges attendant to space, parking, storage, technology, costs, etc.,
- Collocation opportunities and challenges, centralization vs. decentralization, etc.,
- Review and clarification of survey answers.

2.5 SITE TOURS

In conjunction with the Leadership Interviews or as a separate effort, we will conduct tours of City owned facilities. In preparation for the tours, we will review facility floor plans (as available) along with building condition assessment information provided by the City. During the tours, we will validate layout efficiencies, suitability for the current user, vacancy, overcrowding, storage, and other relevant factors. The results of these assessments will be factored into our options and recommendations.

PHASE 3: ANALYSIS & FINDINGS 6 weeks

Upon completion of the data collection efforts, the Gensler team will analyze the information and conduct a series of interactive work sessions, both internally and with City representatives, to synthesize the collected information. Our approach to both internal work sessions and meetings with the Steering Committee is to have them be as interactive, inclusive, and focused as possible. During our internal work sessions in particular we make use of all the space as a "war room" and work through issues in a dynamic setting. In our meetings with the Steering Committee, we will employ collaboration tools through which we garner feedback and additional input as our recommendations take shape.

3.1 CITY SERVICE POPULATION AND GROWTH PROJECTION

To assist in the process of identifying future city staffing and space needs, we will complete a demographic analysis of the service population and future growth trends. Historical relationships between city staffing levels and the overall service population of Costa Mesa will be described. Statistical analysis will provide perspective on historical growth patterns and factors contributing to city headcount growth. Any available forecasts of future population, household, and employment growth within Costa Mesa will be reviewed. We will then prepare a long-term projection of service population in Costa Mesa.

3.2 STAFFING PROJECTIONS

To assist in the process of developing useful forecasts for City space, we will then perform an analysis of the relationship between historic City employment and overall population trends. This will give us the historical perspective on growth. We will then compare this trend to the headcount projections provided by departments in our department questionnaire. If the two methods show different results, we will discuss the gap during our Findings Workshop and arrive at a supported growth rate. Appropriate space standards will be developed based on current trends and benchmark and applied to the employee growth forecasts to yield estimated square footage requirements.

3.3 DEMAND AND SUPPLY GAP ANALYSIS

One of our initial tasks will be to outline the gaps between the existing City supply of facilities and the demands for space dictated by department operations and growth. This analysis will be one of the key drivers in determining the future direction of the City portfolio as we develop master planning options in the next phase. Among other aspects, we will evaluate the potential impact of continued work from home, and how that impacts the amount of space required to house City employees.

3.4. ADDITIONAL RESEARCH AND SYNTHESIS

During this activity we will incorporate what we learned from the Project Team Meeting into our analysis. We will also augment what has been learned to date with any additional reconnaissance at City facilities, with specific departments or in further researching relevant workplace and service delivery trends.

3.5 CITY STEERING COMMITTEE WORKSHOP #2: FINDINGS

We will facilitate a second meeting with the Steering Committee to present our findings culled from the activities to date. The meeting will focus on of the results of the Facilities Condition Assessments, activities conducted in Phase 2, the current supply of City facilities, the demand for space based on our

questionnaire, interviews, and programming, and the gap between supply and demand as expressed in facility needs. Input from the Steering Committee during this meeting will help our team begin to formulate options and scenarios in the next phase. (This workshop will be a presentation of the findings and is intended to be informational and can be held virtually).

PHASE 4: OPTIONS DEVELOPMENT 8 weeks

This phase sets the framework for the City Facilities Master Plan by pulling together all information obtained in the previous tasks into and presenting City stakeholders.

4.1 DEVELOP SUITABLE ALTERNATIVES

Based on the feedback obtained from the 2nd Steering Committee Workshop, we will develop up to three (3) planning options that address site, programmatic and facility issues. Staff growth and corresponding space needs, and critical adjacencies and separations, infrastructure and parking will be all illustrated in a series of summary diagrams that both capture the existing conditions and convey growth across the 10-year planning horizon and are responsive to service delivery needs. High level costs will be used at this point of the options development as a scale of "highest to lowest cost". The intent of holding off on detailed cost estimates at this point is to ensure the options are analyzed through the lenes of the future needs of the City. (Once an option is approved, detailed cost estimates will be provided.) The "pros and cons" of each scenario will also be identified. The following aspects will be considered:

- Potential new building location(s)
- Parking
- Facility condition
- Security
- Potential "hybrid" work model
- Current and projected space needs
- Current space utilization
- Customer service and office locations
- Organizational and cultural drivers
- Departmental adjacencies Gensler | City of Costa Mesa Facilities Master Plan

- Service delivery geography
- · Staff retention and recruitment
- Sustainable strategies
- Quality of the workspace
- Potential cost

4.2 CITY STEERING COMMITTEE WORKSHOP #3: OPTIONS REVIEW

During the project process we will determine whether the City Steering Committee will be involved in narrowing the list of alternate scenarios. We have found that including a broader group consistently ensures that the project outcomes will have support from a breadth of staff. However, depending on the size of the Steering Committee, it may be more effective to limit this meeting to the City Project Team and Department leaders. In either event, this meeting will be an active dialogue between the Gensler team and the City about the pros and cons of each alternative. During the meeting, we will together narrow the list of options and build consensus for a particular alternative that will ultimately form the basis of the City Facilities Master Plan.

4.3 CITY STEERING COMMITTEE WORKSHOP#4: OPTIONS REFINEMENT

After presenting to the Steering Committee in Workshop #3 and incorporating any feedback, we will present the refined alternatives in a second options workshop with the City Steering Committee and Department leaders to obtain consensus on a final scenario.

PHASE 5: FINAL DOCUMENTATION AND IMPLEMENTATION PLANNING

6 weeks (excluding a City review period)

5.1 IMPLEMENTATION PLANNING

Gensler will develop an implementation plan that identifies the major activities associated with the alternative selected in Phase 4, including potential new buildings, renovations, relocations, and dispositions, as needed. The plans will identify the affected departments and staff, critical adjacencies, parking for staff, City vehicles, and visitors, and the suggested timing of each development activity that reflects milestone sequencing over time.

5.2 COST ESTIMATES

Upon selection of the appropriate options in Workshop #3, cost estimates will be developed and incorporated into the implementation plan. These costs will be escalated to the year recommended by the phasing plan.

5.3 EXISTING REAL ESTATE OCCUPANCY COSTS

To assist in budget development and implementation plan, we will collect and review historical data regarding real estate-related costs incurred by the city to occupy the current portfolio, including annual operating expenses and prior (or currently planned) capital expenditures. A baseline of "occupancy costs" will be developed to include utility expenses, maintenance and janitorial costs, insurance costs, replacement reserves, debt service or bond payments, for the owned facilities. The costs will be expressed in inflation-adjusted dollars relative to historical headcounts and the occupied building space (e.g., costs per workstation, per square foot as well as total costs by type of facility and department/function).

5.4 EVALUATE IMPLEMENTATION OPTIONS AND PREPARE AN IMPLEMENTATION PLAN

We will confer with appropriate City representatives to identify the potential for utilizing debt financing, certificates of participation, or public-private partnerships for the retrofit/rehabilitation or new construction of capital facilities. We will identify the timing and financing techniques and funding

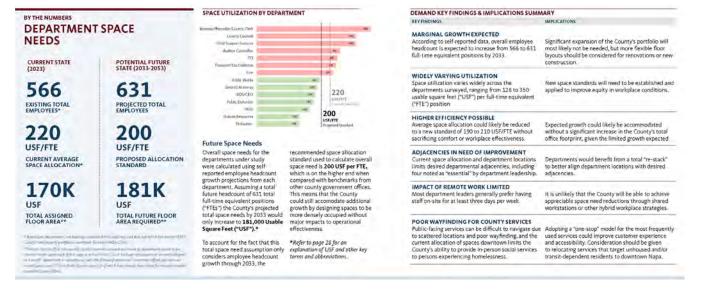
sources necessary to implement the recommended master plan alternative. The outputs of this research and evaluation and coloration will be synthesized into a draft annual budget and funding plan for the implementation of the time-phased recommended master plan alternative will feed into the identification of an annual budget and funding plan. The implementation plan will outline recommended process, strategies, tasks, and challenges and pitfalls to avoid, and issues to monitor or address.

5.6 CITY STEERING COMMITTEE WORKSHOP #5: IMPLEMENTATION REVIEW

We will convene a final meeting with the Steering Committee to review the final recommendations and implementation plan.

5.37 DRAFT CITY FACILITIES MASTER PLAN REPORT

Gensler will document the feedback from the previous Workshop #4 to develop a Draft City Facilities Master Plan Report ("Draft Report") for the City to review. All reports prepared by our team will be delivered as an Adobe PDF file, enabling the City to produce hard copies as needed. Gensler will also deliver relevant Excel files, GIS datasets, and other documents created for this project, as requested. The report will include a discussion of all previous phases of this study, up to and including the final recommendations and implementation plan.



5.8 PRESENTATION TO THE CITY COUNCIL

Upon review and approval of the final master plan report, Gensler will prepare and deliver a presentation for the City Council.

5.9 FINAL STRATEGIC FACILITIES PLAN REPORT

After review by the City, Gensler will revise the Draft Report to include all feedback and comments and develop a Final City Facilities Master Plan ("Final Report"), which may include the following sections:

- Executive Summary,
- Project/Process Narrative,
- Planning and Development Principles,
- · Existing Conditions summary,
- · Program Requirements,
- Options and Recommendations,
- Development Guidelines/Criteria,
- · Costs.
- Implementation Plan

BEST PRACTICES AND LESSONS LEARNED FROM OTHER FACILITY MASTER PLANS

We have learned much in our previous engagements with many of California's cities and counties, both large and small. Key considerations for Costa Mesa may include:

Stakeholder Communications

It is critical that this project is supported at the highest levels of City government. We were pleased to see you are including a Management Team in the process to help ensure that our progress, findings, and recommendations are communicated effectively to the City Council. These interactions will be focused on building consensus to ensure we are developing a responsive and actionable facilities master plan.

Remote Work and Telecommuting

Many organizations need to study new ways of working, including remote work and telecommuting to balance the lifestyles of its employees with the need to physically be in the office. Gensler is at the forefront of this workplace strategy research and

has worked with numerous public and private sector clients helping them develop "hybrid" work policies and their impact on physical space needs. Our engagement with Costa Mesa City will address this question in part through the issuance of a department staff space needs survey issued to employee that sheds a light on how effective remote work has been from the employee perspective coupled with detailed discussions with City department leadership, to understand their POV on the effectiveness of remote work. Ultimately, we will determine each department's current and anticipated future services and work trends, collaboration needs and goals, and suitability for hybrid work and factor that into our space needs analysis.

Data Quality

You will note in our scope that we ask for quite a bit of information at the outset of the project. This is so we can get an early read on the amount and type of data we will have access to and can plan to shore up any data gaps as the study progresses, though we are comfortable using benchmarks if actual data is not available.

Impact of Delays

We have included a fairly robust research phase where, among other things, we survey City employees and send questionnaires to City department heads. It is rare that these surveys are returned within the allotted timeframes. The City should be aware that this can have an impact on the duration of the project., however, to mitigate the potential for delays, we have built in additional time into the schedule. Schedule delays can also occur while calendaring steering committee sessions. We recommend getting those meetings on the calendar as far in advance as possible.

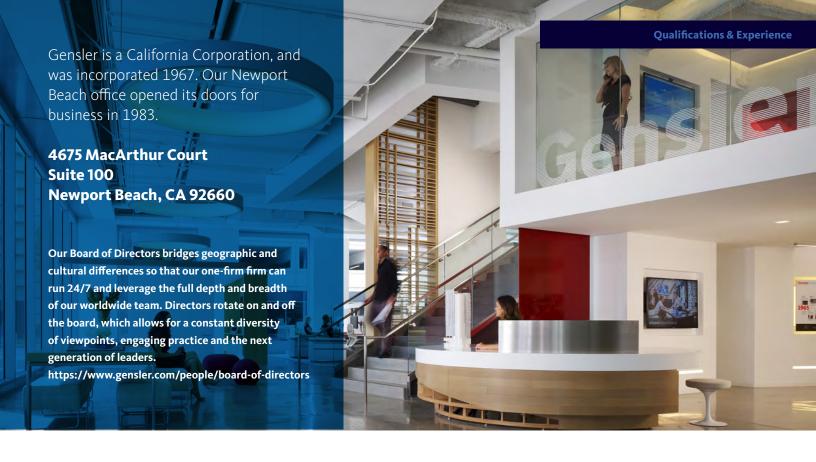
Our approach and scope of services will help you address these and other important issues as they come up through an extensive engagement with City departments, an understanding of how the City delivers services, an evaluation of your existing real estate portfolio, and our own research and best practices gained from performing similar studies with other California municipalities.

Detailed Project Schedule

	Week Date	1 12/2	2 12/9	4 12/16	5* 12/23	6 12/30	9 1/6	10 1/13	11* 1/20	12 1/27	13 2/3	14 2/10	15* 2/17	17 2/24	18 3/3	19 3/10	20 3/17	23 3/24	26 3/31	27 4/7	28 4/14	29 4/21	30 4/28	31 5/5
Phase 1: Project Startup	3 Weeks	12/2	1217	12/10	12/23	12/30	110	1/15	1720	1,2,	213	2/10	2/1/	Z/Z-T	, 3,3	3710	3111	3724	3731	777	7/24	4121	4720	313
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n 2.5 Site Tours		******		·······	-		•	***************************************	·	·			innonnonnonnon -		†~~~~~~~ ! !	}	inamanananananan -	•	************	: :		<u> </u>	флания :	
Phase 3: Analysis & Findings	6 Weeks	• • • • • • • • • • • • • • • • • • • •	2				·····		***************************************	\$. 		·····	····			·····	·				***************************************	2		
3.1 City Demographics Projections			}		:				Ţ	•	}	{	: :		1 : :	}					:	{		
3.2 Staffing Projections			}				!			•		}	!					:		1]	}		
3.3 Demand & Supply Gap Analysis			,,		· · · · · · · · · · · · · · · · · · ·						•		#		*************************************	}		:		:	:		; ;	
3.4 Research & Synthesis							:	***************************************					;		!	}	,	:		:	:	}	<u>;</u>	
3.5 Steering Committee Workshop #2 - Findings Review							:						•		!									7
Phase 4: Options Development	6 Weeks																							
4.1 Design Options Solutions (up to 3)			į.		:					} :	}	{	!			}		-		1	1	1	<u> </u>	
4.2 City Steering Committee Workshop #3: Options Development			{ }				; ;	1	1		}	}	ý		! !	0						}	!	-
City Review/Comment/Approval			}		i i					}		}	! !		(*************************************					:				7
Options Refinment Period			}				(: :	1			}	}	;			}					**************************************	}		-}
4.3 City Steering Committee Workshop #4: Options Refinement and Co	onsensus		}		'		<u> </u>					1	; :		j	}		•		<u> </u>	'		ý	1
Phase 5: Final Documentation	8 Weeks		••••••																				•	
5.1 Implementation/Phased Guide			}		-		!			{	}		!		<u> </u>	1		!		:	•			
5.2 Project Cost Estimates					<u> </u>		!						!		; ; ;	}					•		<u> </u>	
5.3 Financial Analysis/Occupancy Costs	 			<u> </u>			;	T	Ţ				,	<u> </u>	yaaaaaaaaaaa ! !		p	•			•		**************************************	7
5.4 Financial Analysis/Funding Analysis			{				!		}	}		{	,	<u> </u>	; ;	}	,				•		;	7
5.5 Final Implementation Plan	·····		}	Ī			:				}	}	· · ·		 	{		:			•		!	7
5.6 City Steering Committee Workshop #5: Implementation Review			}	_			:			}		}	: :	[(}	,					0		Ţ
5.7 Draft City Facilities Master Plan Report			}		70000000000000000000000000000000000000		<u> </u>	*					••••••••••••••••••••••••••••••••••••••		}^^^^^^^^^		<u>}</u> ! !	••••••		•	,	•		7
n 5.8 Presentation to the City Council	t		}	 	 			1	 			}		 	; ;	 	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	:		:	:]	•	
5.9 Final Facilities Plan Report	····		}	†	· · · · · · · · · · · · · · · · · · ·		(†	***************************************	} <u>-</u>		} }	; :	1	,	·	(!		ř	:		}		

LEGEND

- * Holiday week
- Client meetings
- Client review (provide comments/updates/approval)



About Gensler

At Gensler, the value of our work stems from its positive impact on the human experience. We are a dynamic and collaborative design firm uniting creativity, research, and innovation to solve complex problems for our clients. Our work challenges conventional ideas about architecture and the built environment. We aren't just designing buildings we are reimagining cities and places that make a difference in people's lives. Our team of professionals include a panoramic range of talent and expertise: strategists, economists, technologists, planners, experience designers, analysts, researchers, and more—all working together to create thoughtful, original, and compelling solutions for today's complex and multifaceted projects that put the human experience at the center of everything we do.

Because our strategic planning and real estate portfolio teams are integrated with our design teams, we have a keen awareness of the issues, challenges, and opportunities associated with both the planning and design of space. This broad implementation experience, as well as our focus on creativity, communication, and integrated service delivery differentiate us from other strategists.

Facilities Master Planning Technical Experience

Gensler's comprehensive real estate portfolio strategy services help public and private sector organizations develop portfolios that support optimum client service delivery and changing business directions, whether they are driven by growth, consolidation, regulatory changes, or reorganization.

Our strategists leverage proprietary tools to create real estate portfolio strategies that are efficient, flexible, sustainable, and geared to drive business performance. We gather and analyze qualitative and quantitative data and develop scenarios focused on business strategy alignment and other organizational benefits.

"THE GOVERNMENT WILL DRAMATICALLY EXPAND ITS PARTNERSHIP WITH THE PRIVATE SECTOR TO UPGRADE EXISTING FEDERAL BUILDINGS

- PAYING FOR TODAY'S NEEDED RENOVATIONS WITH TOMORROW'S ENERGY SAVINGS WITHOUT REQUIRING UPFRONT TAXPAYER FUNDING."

—The White House, "White House Takes Action on Climate by Accelerating Energy Efficiency Projects Across Federal Government"











Unique Capabilities

Civic Centered

We deliver effective and timeless design solutions for federal, state, and local government facilities. Our projects evoke pride in public missions, create secure work environments, stimulate community investment, and conserve resources. In uncertain economic and geopolitical times, government architecture serves a dual purpose: aspirational leadership on future-facing issues such as climate action, but also practical leadership in providing the services that support civic life. Design will play an instrumental role in both arenas as leaders explore new models of public service.

The Gensler Research Institute

Clients who partner with Gensler receive more than just the industry's top design talent, they also benefit from the insights, lessons, and data that Gensler has amassed through our in-house research program.

To us, all research is a design opportunity, and all design is a research opportunity. No other design firm is as ambitious or thorough as Gensler at uncovering what's really driving design and real estate decisions across the globe. Our clients recognize the value this knowledge brings to every project knowing that together we are making the most informed strategy and design decisions possible. Research is an investment in the future. The status quo is not an option for us, or our clients. We view research as central to our ability to support our clients, lead our industry, and properly fulfill our role as global citizens and designers.

The Gensler Research Institute is a network of researchers with a singular focus: developing a deeper understanding of the connection between design, business, and the human experience. Through a combination of research grants and external partnerships, we seek insights that will help solve the world's most pressing challenges. We are committed to unlocking new solutions and strategies that will define the future of design.

Unique among design firms, Gensler works with a cross-section of the world's economy. This access provides us insights into the issues driving change across markets. To help businesses navigate the impact of industry trends on the built environment, our publications and thought leadership explore how design turns client challenges into competitive advantages.





Climate Action + Sustainability

Climate change — and its increasingly visible threat to people's lives and cities — continues to elicit a sense of urgency everywhere. According to insights from the Gensler Research Institute, 87% of adults in the United States have been personally impacted by extreme weather events since 2019. At the same time, only 18% of Americans believe their communities are built to withstand climate change. The disconnect between these startling percentages reveals a profound opportunity for leaders in the real estate and building sectors, given that buildings are responsible for some 40% of total global carbon emissions. We know that to bring about a more resilient future, the building industry must act now.

We are taking strategic steps to ensure our clients have access to green materials and key services while offering new research into the effects of climate change on people's lives.

A sustainable materials standard for our projects As architects and designers, selecting more sustainable building materials is one of our most substantial opportunities for impact. Many of our greatest achievements to date have come from exemplary projects for which sustainable materials were a key project priority. However, as the Urban Land Institute recently noted, environmentally progressive organizations have begun to increase their impact beyond individual projects by using their purchasing power to require building materials comply with their rigorous material evaluation frameworks.

As the largest design firm in the industry, we have an opportunity to leverage our size to accelerate progress. We have a responsibility to define clear, impact-based priorities for sustainable materials, and a key step in this mission is publicly sharing a minimum sustainability standard for all our projects.

The Gensler Product Sustainability (GPS) StandardsTM aim to do just that by defining minimum sustainability criteria for high-volume, market-ready material categories used in our architecture and interior projects. They were developed to continually improve over time, provide clear and transparent direction to manufacturers, and align with the industry. We recognize the power of collective action and strive to use our influence responsibly by increasing demand for sustainable materials in the market.

Subconsultants



Bureau Veritas

Facilities Conditions Assessment

Bureau Veritas Technical Assessments LLC ("Bureau Veritas" or "BV") is a professional services consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Registered Architects, Professional Engineers, Certified Energy Managers, Project Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts.

Annually, Bureau Veritas conducts thousands of assessments for Multifamily, Commercial, Industrial, Government, and Educational clients. Having successfully completed billions of square feet of building assessments, we have developed a proven and efficient methodology for the performance of field assessments and data collection.

Bureau Veritas' recommendations are based on knowledge of property conditions, life-cycle analysis, regulations, and client objectives. Bureau Veritas' subject matter expertise and understanding of buildings, parks, and property sites forms the foundation on which we team with clients to create and implement facility and portfolio management solutions.



KPJ Consulting

Cost Estimating

KPJ Consulting is an innovative consultancy firm focused on planning a course of action with relevant strategic alliances and partnerships with aligned companies. KPJ is experienced in all aspects of real estate development and capital improvements, including early planning, procurement, and close-out.

Founded in 2014, KPJ Consulting is MBE/WBE/DBE/SBE certified. KPJ has provided cost estimating services on a variety of project types, including office, hospitality, mixed-use development, temporary homeless shelter and housing, historical buildings refurbishment, retail, education, museums, zoological, and theme parks with budgets ranging in value from less than \$1 million to more than \$900 million. KPJ Consulting is exceptionally skilled in providing accurate budgets at the early programming and conceptual phases of a project when that accuracy is critical to a project's ultimate success.

Team Structure and Adequate Capability

Our dedicated project team has a long-lasted history of working together, and we value our relationship with Costa Mesa. Our intention is to provide the City with the highest levels of service and delivery. Our 100+ professionals located in Newport Beach are supported by 800+ professionals as part of Gensler's Southwest Region and give you access to a broad range of expertise and a deep bench of resources unique to our firm.

Contra Costa County

Comprehensive Facilities Master Plan

In the Fall of 2021, Contra Costa County engaged Gensler to develop a comprehensive facilities master plan to improve the delivery of services and utilization of facilities over a 20-year planning period.

The County covers an area of 800-square-miles with an estimated population of 1.15-million residents. The scope of the master plan spanned 110 facilities, across 1.8 million-square-feet, occupied by over four thousand County employees.

The Gensler team visited 55 facilities, surveyed all employees and department leaders, and interviewed all the department leaders included in the master plan. The team presented various phases of the master plan at two public board meetings and three meetings

with a steering committee comprised of department leaders established for the master plan. These meetings helped solicit feedback from a range of stakeholders early and often.

The Gensler team uncovered significant facility issues spanning poor distribution of facilities to low space utilization and proposed three options to remedy the issues and optimize the portfolio. The options ranged from high impact and change to low impact and change. The board and steering committee voted to implement the high impact and change option. Implementation is expected to reduce the County's portfolio by 10% and lower lease costs by 40%, while accommodating a growth of employee headcount by 18%.

Gensler

1.8 million sq ft 110 facilities

August 2021 -October 2022

Services Provided

Real Estate and
Portfolio Planning
Organizational Assessment
Demand Forecasting
Macro-Level Site Selection

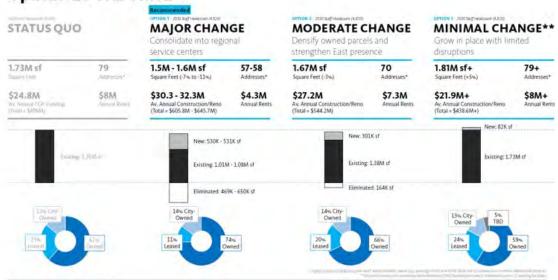
Key Personnel Involved

Kevin Rosenstein, Gensler Paul Natzke, Gensler Michael Adkins, Gensler Phillip Mathur, KPJ

Client Contact

Eric Angstadt
Chief Assistant County
Administrator
County of Contra Costa
(925) 655-2042
eric.angstadt@cao.cccounty.
us

Options: 20-Year Vision



CAMPUS USE

323

acres of land on Campus, including 13.4 acres of Goleta Cemetary.

~782,000 GSF of County real estate on Campus

500+

County employees work on site.*

County of Santa Barbara

Calle Real Campus Master Plan

The County of Santa Barbara retained Gensler to evaluate the existing Calle Real Campus conditions, assess the projected program needs, and create a Long-Range Facilities Master Plan to guide campus growth and expansion in a thoughtful and deliberate manner over the next twenty years.

The Master Plan provides a framework for development at Calle Real over the next twenty years. It reinforces the County's mission to ensure its physical assets support the highest possible service delivery and reflect its underlying ethics. Specific goals and aspirations for the Campus, including realignment with the Renew 22 initiative, were identified through a collaborative visioning process and then distilled into a set of Planning Principles which have guided the development of the Master Plan. The Master Plan represents both the culmination of a 9-10 month planning process and the starting point for the future development of the campus into a destination where county residents, communities, employees, and regional visitors can be safe, healthy, and prosperous.

Since it's purchase in 1910, County facilities have been developed ad-hoc on portions of the site, ranging in use from a health campus to juvenile and adult lockdown to emergency operations. These

facilities have provided essential services to the County; however, the campus's current overall design has not allowed it to be used to its fullest potential. A step back is required to evaluate how to use these valuable properties to best serve Santa Barbara residents. The Calle Real Master Plan addresses this urgent need to revisit the vision for Calle Real Campus.

As the County looks toward the future, it seeks to identify the highest and best use of its Calle Real campus, as well as limitations imposed by (but not limited to) geography, topography, seismic, fire and other life safety risks, cultural resources, adjacent existing land uses, operational concerns of the subject facilities, environmental and residential concerns, reuse options for the existing facilities, and County growth and development concerns particular to this site and in conjunction with public services offered at the Downtown campus.

Gensler

782,000 sq ft

August 2019 -March 2023

Services Provided

Real Estate and Portfolio Strategy Organizational Assessment Demand Forecasting Macro-Level Site Selection

Key Personnel Involved

Kevin Rosenstein, Gensler Paul Natzke, Gensler Phillip Mathur, KPJ

Client Contact

Ashton Ellis Project Manager County of Santa Barbara (805) 568-3400 aellis@countyofsb.org



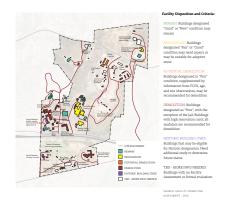
INCREASE DEVELOPABLE AREA FOR NEW AND ENHANCED WORKSPACES

Harchillanis mil ius, sint qui consecta quos diti omniae qui ad et libusan destibusam faccum quidi vi et fuga. Ex cos alicate aut volctat iosserocest aut au ius volor adis et fugiamus et quiae aspisquumi lam es qui ra solupi asperti, aut verectae. Ataeped mil i modi raturio. Et ut porrum dero te coerram, sunt



Total development area = 147.73 acres
ADDITIONAL AREA AFTER Demolition

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2 **249**

County of Napa

Facilities Master Plan

Napa County (the "County") hired Gensler to develop a Long-range Facilities Plan ("LRFP") for their County's 170,000 square feet of owned space across 5 individual buildings, including their administrative headquarters and Hall of Justice buildings. The overarching goal of the LRFP was to establish a comprehensive framework for future facility investments providing a holistic view of future space needs and a cohesive, long-term vision that can guide facility investments over the next 20 to 30 years.

To develop a deeper understanding of the County's strategic priorities, drivers of growth, and individual department needs, Gensler facilitated a project kick-off meeting, a half-day visioning workshop with key stakeholders across all County departments, a comprehensive facility needs survey for all departments, and a series of small-group interviews with department leaders. In total, 15 departments were interviewed and surveyed, 5 properties were evaluated, 500+ employee survey responses were collected, and 3 steering committee meetings and 1 virtual townhall with 30+ community members in attendance were conducted. Gensler, in collaboration with its subconsultants, executed additional processes of data collection which included facilities condition assessments. seismic evaluations as well as real estate market analyses.

During the initial phase of the project, the County identified certain areas that needed attention, such as aging infrastructure in specific locations. The possibility of constructing a new building in downtown Napa or consolidating operations to a Southern Campus also needed evaluation. Gensler's study further revealed that Napa County has been steadily increasing its staff for several decades but has not expanded its facilities proportionately. This has resulted in a strain on its aging facilities portfolio, affecting the County's ability to operate and deliver services effectively.

Additionally, the study highlighted pressing concerns for other County downtown properties, such as lack of adequate parking, shortage of collaboration and training spaces, issues with security and access control measures, and current real estate market conditions that limit the potential redevelopment or sale value of County properties. The findings also revealed that there will be marginal workforce growth over the next 10 years, and with more efficient space allocations, the expected growth could likely be accommodated without a significant increase in the County's overall office footprint.

Gensler

May 2023 - April 2024

Services Provided

Real Estate and
Portfolio Planning
Organizational Assessment
Demand Forecasting
Macro-Level Site Selection

Key Personnel Involved

Kevin Rosenstein, Gensler Paul Natzke, Gensler

Client Contact

Steven Lederer
Director, County of Napa
Department of Public Works
(707) 253-4351
steven.lederer@
countyofnapa.org

OPTION 1: NEW SULLIVAN BUILDING FINAL STATE



BY THE NUMBERS

DEPARTMENT SPACE NEEDS

CURRENT STATE (2023)

566

EXISTING TOTAL EMPLOYEES*

220

CURRENT AVERAGE SPACE ALLOCATION*

170K

USF

TOTAL ASSIGNED FLOOR AREA**

POTENTIAL FUTURE STATE (2033-2053)

631

PROJECTED TOTAL EMPLOYEES

200

JSF/FTE

PROPOSED ALLOCATION STANDARD

181K

USF

TOTAL FUTURE FLOOR AREA REQUIRED** SUBJECT PROPERTIES

5

PRIMARY SUBJECT PROPERTIES

242K USF

TOTAL AVAILABLE FLOOR AREA*

170K USF

TOTAL ASSIGNED FLOOR AREA**

566

TOTAL EMPLOYEES* (2023)

- * Figures reflect only properties or departments included in this study and not the entirety of the County's real property portfolio or workforce.
- ** Includes typical office and specialty spaces currently assigned and in-use by departments included in this study. Excludes any spaces not currently assigned to a specific department or specialty use, with the following exceptions: formections, Juli, and ITS Core Radio System (all of which will be relocated under existing plans).



DOWNTOWN PARKING FACILITIES IN USE BY COUNTY EMPLOYEES

FACILITY	ADDRESS / LOCATION	NO. OF STALLS*
Second Street Garage	1100 2nd St.	177
Three-Hour Lot	Corner 4th St. & Coombs St.	58
Fifth Street Garage	1100 5th St.	480
Sullivan Lot	725 Coombs St.	180

*Stall counts based upon City of Napa "Downtown Napa Public Parking" map, with exception of the Three-Hour Lot, which is based upon a visual inspection.

3.3

EMPLOYEE SATISFACTION RATING OF PARKING

(Mean score on scale of 1 to 5, with 5 meaning "highly effective")

^{*} Based upon departments and buildings included in this study only and does not reflect the entirety of the County's real property portfolio or workforce. Excludse HHSA CSOA.

^{**}Includes typical office and specialty spaces currently assigned and in-use by departments noted in the chart on to the upper right of this page as well as HHSA CSOA. Excludes any spaces not currently assigned to a specific department or specialty use, with the following exceptions: Corrections offices, Jall cells and related spaces, and JTS Core Radio System space (all of which have already been slated for relocation under a parallel County effort).

County of Los Angeles

Civic Center Master Plan

In response to the recent convergence of issues, opportunities, and decision points related to the County of Los Angeles' downtown real estate and facilities portfolio, it became necessary to develop a long-range, strategic master plan for these Civic Center properties.

The final LRFP recommendations include changes to improve service delivery, streamline operations, and offer a more holistic vision for County facilities. Five plan options were developed for the County's consideration with each option accommodating the future space needs of all 15 County departments involved in this study. The options varied in approach, cost, and time needed for implementation. The portfolio of recommendations included the implementation of uniform space standards, centralizing shared resources for departments such as conferencing spaces, a multi-center service center to function as a 'one-stop' model for

customers as well as exploring alternate parking solutions.

This plan was driven by the County's desire to improve service delivery and optimize operations and, where possible, provide sustainable revenue by monetizing the underlying value of parcels not needed for County use. The County engaged the Gensler team to develop options that reflected possible development scenarios related to three key County-owned properties.

The areas of investigation were focused on identifying ramifications and costs associated with developing each option, driven by department growth, service delivery, and adjacencies as a reflection of optimum work process. The County also desired to terminate as many leases as possible, consolidating these fragmented groups into their primary department facilities

Gensler

Completed 2020

Services Provided

Real Estate and Portfolio Planning Demand Forecasting Economic Modeling

Key Personnel

Kevin Rosenstein, Gensler Paul Natzke, Gensler

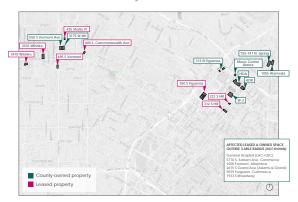
Client Reference

Kelly Quinn
CEO, Asset
Management Branch
County of Los Angeles
(213) 974-2318
kquinn@ceo.lacounty.gov

Civic Center Options - Summary

Option numbering from 1 to 5 does not reflect preference of Project Team RELOCATE HOA Re Hall of Administration Monetization of Entire Renovated HOA Renovated HOA HOA Parcel of HOA Pa Temporary Swing Temporary Swing Parcel W-2 New HOA Building³ County Admin Building 313 N Figuero Health Admin Public Health Consolidated Health Agency HQ Consolidated Health Agency HQ Renovated HOR for County Office Use Potential consolidation of Children and Family Services and Child Support Services if the Health Agency consolidation is implemented LEASES 7 leases totaling 360,000 RSF can be completely eliminated, yielding \$7.3 million in annual lease cost avoidance

Current Portfolio Under Study



County of Santa Cruz

Long-Range Facilities Master Plan

The County of Santa Cruz (the "County") hired Gensler to develop a Long-Range Facilities Plan ("LRFP") for the County's 1.4 million square feet of owned and leased space across 159 individual buildings, including their administrative headquarters building.

The overarching goal of the LRFP was to establish a comprehensive framework for future facility investments that would directly support and align with the priorities established in the County's 2018-2024 Strategic Plan.

To develop a deeper understanding of the County's strategic priorities, drivers of growth, and individual department needs, Gensler began the project with a series of robust data collection activities, which included a project kick-of meeting, a half-day visioning workshop with key stakeholders across all County departments, a comprehensive facility needs survey for all departments, and a series of small-group interviews with department leaders. In total, Gensler collected 20 departmental surveys, conducted 19 department interviews, and completed 14 site tours.

Key issues that emerged from this data collection process included the desire to consolidate operations into Countyowned facilities, the urgent need for housing workforce and affordable housing development across the County, and the need for more strategic placement of the County's most used public services. in order to address the County's shifting demographics. These and several other key themes served as the basis upon which recommendations were made.

As the County had not engaged in a holistic evaluation of its facilities strategy in several decades, the final LRFP recommendations include some major changes to improve service delivery, streamline operations, and offer a more holistic vision for County facilities.

Gensler

1,400,000 sq ft

September 2019 -October 2020

Services Provided

Real Estate and Portfolio Planning Organizational Assessment **Demand Forecasting** Macro-Level Site Selection

Key Personnel

Kevin Rosenstein, Gensler Paul Natzke, Gensler

Client Reference

Travis Cary County of Santa Cruz Director of Capital Projects (831) 454-2339 travis.cary santacruzcounty.us















Key Personnel

We believe there are two essential reasons for Gensler's success. One is the quality of the work we produce and the other is the quality of our people—our staff. Ultimately, our ability to meet the project objectives will depend upon the Gensler professionals who represent us and work with you on this project.

The following team has been carefully selected with your project requirements in mind. We have assembled a team of expert strategists and designers skilled in facility planning, but it doesn't stop there. Our team is passionate about civic and government work. We view this as an opportunity to give back to our communities, where we live, work and play. This isn't just another project for this team, its an opportunity to help shape the future of our backyard.





NICHOLAS ACEVEDO AIA, LEED AP, CDT **Local Advisor**



CORE TEAM



KEVIN ROSENSTEIN Principal in Charge



PAUL NATZKE Project Director, Main Point of Contact



MICHAEL ADKINS LEED GA **Strategy Director**



LINDSAY HOSKINS Strategist

SUBCONSULTANT TEAM



BUREAU VERITAS Facility Conditions Assessments

MATT ANDERSON Program Manager

MARY VENABLE Quality Assurance Manager

KPI CONSULTING Cost Estimating

PHILIP MATHUR Senior Cost Estimator

NICHOLAS ACEVEDO

Local Advisor

Nicholas is a critical part of the leadership team in Gensler's Newport Beach office, the closest office to Costa Mesa. Nicholas will advocate for best practices that serve the community within the context of Costa Mesa and Southern California and lead the long-term client relationship with the City as the team's local advisor.

KEVIN ROSENSTEIN

Principal in Charge

As Principal-In-Charge, Kevin will provide leadership and oversight to the entire team, ensuring that the City's master planning goals are being met. He will advise the core project leadership on issues and concerns related to the planning and management of the project and ensure that the project represents the firm's best work.

PAUL NATZKE

Project Director, Primary Contact

As a Strategy Studio Director and Government Practice Area Leader, Paul will work closely with the full Gensler team in his role as Project Director, bringing his 20 years of experience in leading complex municipal projects. As Costa Mesa's Primary Contact, Paul will be the Gensler Team's day-to-day contact and will work to ensure the optimum performance of the entire project team and the successful, on-time, on-budget completion of this project.

MATT ANDERSON

Program Manager

Matt is a registered architect and brings more than 30 years of experience in assessment projects. He will partner with Mary as they evaluate Costa Mesa's facilities. As Program Manager, Matt will assist Mary by providing QA/QC review on the data collection and reports.

MARY VENABLE, RA, CEM, LEED AP **Quality Assurance Manager**

Mary is a registered architect and brings more than 30 years of experience in assessment projects. She will partner with Matt in evaluting City facilities. As Quality Assurance Manager, Mary will lead Matt and BV by providing QA/QC review on the data collection and reports.

MICHAEL ADKINS

Strategy Director

As Strategy Director, Michael will also utilize his expertise in strategic planning and portfolio assessment to help realize the highest and best use of the City's portfolio. He leads large and complex accounts where with an emphasis on strategic planning and work place analysis, effectively identifying millions in potential real estate savings.

LINDSAY HOSKINS

Strategist

As the team's strategist, based in Newport Beach, Lindsay will bring her significant experience to the team as we collect and evaluate a robust set of data, engage with stakeholders, and evaluate opportunities for City service delivery and its impact on department and real estate needs.

PHILIP MATHUR

Senior Cost Estimator

Philip is another of our long-standing subconsultant partners, bringing his expertise working with Gensler on many previous city and county facility master plans. Phillip's work will be instrumental as he develops master plan-level construction cost estimates.

Kevin Rosenstein Principal in Charge

kevin_rosenstein@gensler.com (213) 243-8841

Gensler



Kevin Rosenstein

Principal

Principal-in-Charge

A global leader of Gensler's Strategy practice, Kevin brings 25 years of diverse experience with specific expertise in organizational development, change management, and training. Kevin is passionate about helping clients successfully adapt to changes in their organization's workplaces, culture, practices, and business strategies. Kevin's work extends to Strategy's core services of workplace strategy and real estate portfolio planning.

Kevin has worked on a wide range of projects from change management services for large scale facility relocation to global and site-specific workplace strategy programs for Fortune 500 companies. Solutions for each client are highly unique. In his time at Gensler, he has coupled this varied experience with the firm's deep focus on design. This coupling has sparked a unique perspective on the role that space, facilities, and the built environment can play in supporting or creating a successful organizational transformation.

25 Years of Experience

Joined Gensler 2004

Background

Master of Business Administration, Dartmouth College Tuck School, Hanover, New Hampshire

Bachelor of Science, Biology, Stanford University

Palo Alto, California

Former Co-Director, Corporation for National Service, Presidio Leadership

Selected Project Experience

County of Los Angeles

As-Needed Master Plan and Strategic Facilities Planning

Consulting Services, Los Angeles, CA

Civic Center Master Plan, Los Angeles, CA

Department of Public Social Services Space Facility Master Plan,

Los Angeles, CA

Health & Human Services Multi-Agency, Family Service Center Strategy,

Los Angeles, CA

Rancho Los Amigos Campus Planning, Downey, CA

County of Contra Costa Master Plan Services

County of Santa Barbara Calle Real Master Plan, Santa Barbara, CA County of Santa Cruz Long Range Facilities Master Plan, Santa Cruz, CA County of San Luis Obispo Facilities Master Plan, San Luis Obispo, CA County of Sonoma

County Comprehensive Facilities Plan (CCFP), Santa Rosa, CA County Junior College District Facilities Master Plan

City of Long Beach Schroeder Hall Redevelopment Plan, Long Beach, CA The Children's Assessment Center Facilities Master Plan, Houston, TX California Department of Corrections and Rehabilitation,

Reentry Facility Siting Services, Sacramento, CA

California Department of Motor Vehicles, Strategic Facilities Plan

Sacramento, CA

BART Lighting Enhancement Project, Oakland, CA Belkin Logistics Strategic Programming, Playa Vista, CA

DHS Mobile Readiness Program, Washington, D.C.

E&J Gallo, Change Management, Modesto, CA

Ericsson Change Management, Tokyo, Japan

Getty Museum, Occupancy Planning, Los Angeles, CA

GlaxoSmithKline Change Management Services, Raleigh, NC

GSA Whitepapers

The New Federal Workplace

Managing Mobility, Leveraging Place

GSA Workplace 20.20 Requirements Development Process

DOI, National Business Center, Lakewood, CO

Paul Natzke Project Director

paul_natzke@gensler.com (213) 327-3815

Gensler



Paul Natzke

Senior Associate

Project Director

Paul's work focuses on exploring how real estate and facilities can better support organizational goals and workplace performance.

Since joining Gensler, Paul has successfully led many large, complex, multi-disciplined teams in real estate and workplace strategies for private and public sector entities.

Paul's work focuses on formulating alternatives that align an organization's real estate and facilities with its business plans. He facilitates the realization of goals pertinent to constituent service delivery, staff recruitment and retention, and the creation of community within and among organizations.

27 Years of Experience

Joined Gensler 1999

Background

Bachelor of Arts, University of California, Los Angeles, Los Angeles, California

Relevant Project Experience

County of Los Angeles

As-Needed Master Plan and Strategic Facilities Planning

Consulting Services, Los Angeles, CA

Civic Center Master Plan, Los Angeles, CA

Department of Public Social Services Space Facility Master Plan,

Los Angeles, CA

Health & Human Services Multi-Agency, Family Service Center Strategy,

Los Angeles, CA

Rancho Los Amigos Campus Planning, Downey, CA

County of Contra Costa Master Plan Services

County of San Luis Obispo Facilities Master Plan, San Luis Obispo, CA

County of Sonoma

County Comprehensive Facilities Plan (CCFP), Santa Rosa, CA

County Junior College District Facilities Master Plan

County of Santa Barbara Calle Real Master Plan, Santa Barbara, CA

County of Santa Cruz Long Range Facilities Master Plan, Santa Cruz, CA

City of Sacramento, Real Estate Strategy

County of Alameda

Real Estate Master Plan, Oakland, CA

Social Services Agency, Alameda, CA

County of Los Angeles, Real Estate Strategy

County of Marin, Real Estate Strategy

County of Monterey, Real Estate Strategy

County of Orange, Real Estate and Workplace Strategy

County of San Bernardino, Real Estate Strategy

Judicial Council of California, Court Facility Planning

California Department of Corrections and Rehabilitation,

Reentry Facility Siting Services, Sacramento, CA

California Department of Motor Vehicles, Strategic Facilities Plan

Sacramento, CA

City of Los Angeles

Asset Management Database, Los Angeles, CA

City Hall South Optimization Study, Los Angeles, CA

Real Estate Strategy, Los Angeles, CA

City of Santa Monica,

Civic Center Space Needs Assessment, Santa Monica, CA

Workplace Strategy

Michael Adkins, LEED Green Associate Strategy Director

michael_adkins@gensler.com (303) 446-3397

Gensler



Michael Adkins, LEED Green Associate
Senior Associate

Strategy Director

With more than 16 years of experience, Michael has experience delivering diverse project types for the federal, local and state governments, the United States military and private industry. His diverse experience, design training and proven leadership has positioned him uniquely to lead large and complex accounts where he has helped lead real estate and workplace projects with an emphasis on strategic planning and work place analysis. His ability to lead project teams effectively has lead to his clients identifying millions in potential real estate savings.

He is also involved in product design where he develops furniture, studies emerging resiliency issues in urban environments, and how architecture can enhance humanitarian aid.

20 Years of Experience

Joined Gensler 2015

Background

Pratt Institute, Master of Science, Interior Design, Brooklyn, NY University of Maryland Baltimore County, Bachelor of Arts, Political Science, Baltimore, MD

Lieutenant, United States Navy, Honorable Discharge Security Clearance: DoD CAF Interim Top Secret

Selected Project Experience

County of Los Angeles

As-Needed Master Plan and Strategic Facilities Planning

Consulting Services, Los Angeles, CA

City of Aurora, Aurora, CO

Municipal Campus Space Study

Martin Luther King Junior Library

County of Adams Facilities Master Plan, Adams County, CO

County of Weld Facilities Master Plan, Greeley, CO

County of Yavapai Facilities Master Plan, Prescott, AZ

US Department of Commerce, Headquarters Workplace Utilization Washington, DC

US Department of Defense Washington Headquarters Services

National Capitol Region Leased Space Study

Pentagon Office Census

Mark Center Space Optimization

Office of the Future

US Department of Defense, NCR Portfolio Strategy

US. General Services Administration CWSS

 $\label{lem:commission} \mbox{ Nuclear Regulatory Commission Program of Requirements } \mbox{ Washington, DC}$

Activision Blizzard Workplace Strategy, Santa Monica, CA

Activision Headquarters, Santa Monica, CA

Activision Publishing Workplace Strategy, Santa Monica, CA

Amazon Web Services Data Center, Multiple Locations

Blue Cross Blue Shield of Arizona Workplace, Phoenix, AZ

NASA FCU Visioning & Programming

Confidential US Intelligence Agency

Equinix Denver, Denver, CO

Global Strategic Plan, Ft Meade, MD and Worldwide12 locations

GSA Building 53 Renovation, Denver, CO

Federal Aviation Administration, Nationwide IDIQ

Bessie Coleman Conference Room

MacCracken Conference Room

NASA FCU Visioning & Programming

San Diego Mesa College Master Plan, San Diego, CA

Toyota Gardena Strategy & Concept Planning, Gardena, CA

Lindsay Hoskins, IIDA Strategist

lindsay_hoskins@gensler.com (202) 721-6430

Gensler



Lindsay Hoskins, IIDA

Associate

Strategist

A strategist passionate about transforming spaces, experiences, and organizations by putting people at the forefront. With nearly a decade of experience, her expertise spans design, workplace strategy, change management, communications, and organizational development.

Consultative by nature, insight-driven, and design-savvy, Lindsay combines qualitative and quantitative research with creative strategies to drive behavioral change, transform work environments, and future-proof organizations. She has worked across both the private and public sectors, including federal and local government projects, where she has led large-scale initiatives and cultural transformations.

She works with clients, stakeholders, and community members to gain a deep understanding of organizational culture, goals, and operations to drive research driven decisions. Her expertise includes research methods such as surveys, observations, focus groups, workshops, and stakeholder and employee engagements, which inform impactful, forward-thinking strategies.

9 Years of Experience

Joined Gensler 2017

Background

Bachelor of Science, Interior Design, University of Cincinnati Member, IIDA - International Interior Design Association Member, CoreNet - The Global Association fro Corporate Real Estate

Selected Project Experience

US Department of Labor WRR DC WGD 2022

DOL Nationwide Workplace Design, Space Standards, Space Management Concepts, and Change Management Plan for DOLs Future of Work efforts

Department of Veterans Affairs - COVID19 Response Support

Supported the VA Central Office (VACO) mission of VA "returning to work" from VA's maximized telework policy in response to the pandemic

Bureau of Labor Statistics (BLS)

Led a 3-year change management strategy for a HQ move. Enhanced transparency through change champions and stakeholder engagement campaigns, 508-compliant communications, town halls, FAQ SharePoint site, and pulse surveys.

DC Office of the Attorney General (OAG) - Change Management

Comprehensive change management and workplace engagement program for employees for post-pandemic office relocation

Booz Allen Hamilton

Conducted 20+ cross-functional leadership interviews to assess culture and policy gaps. Synthesized insights into an industry benchmark study and developed global workplace guidelines to support long-term culture and strategy objectives.

Community Food Bank of NJ

Developed and facilitated a 2-day team-building workshop for 250+ employees, outlining annual goals and enhancing organizational culture.

Prince George's County - Re-entry Playbook

COVID-19 related workplace planning consulting services, to assist Client in planning for return to workplace pursuant to Client's directives.

Confidential Financial Services Company

Led change management communications for Charlotte campus relocation.

Designed brand identity, newsletters, welcome guides, and a video campaign with client leaders to engage and educate 2,000+ employees on the new workplace experience.

Nicholas Acevedo, AIA, CDT, LEED AP Local Advisor

nicholas_acevedo@gensler.com (949) 260-8597

Gensler



Nicholas Acevedo, AIA, CDT, LEED AP Principal

Local Advisor

Nicholas provides valuable flexibility in all phases of a project, from full service design to construction administration services. His diversity, communication, collaboration skills, and attentiveness to the client's needs, enable him to contribute to many project teams at any stage of a project, while ensuring overall project success.

Nick's expertise ranges from leading small teams with a focus on custom project elements to managing large complicated project teams with multiple stakeholders. He focuses on our client's needs while delivering thoughtfully different experiences. Nick's experience in managing multiphased complex projects with consultant teams, while maintaining client goals and creating memorable experiences that elevates all his projects.

Nick's experience includes design build delivery, detailed building tectonics, BIM project delivery, parametric modeling, facilitating the utilization of mobile devices for project delivery. Nick coleads the Southwest region Large Project Committee to assist team throughout the firm and region for delivery of large and complez projects in all practice areas.

17 Years of Experience

Joined Gensler 2006

Background

Bachelor of Architecture, Cal Poly State University, San Luis Obispo, CA Licensed Architect, California & Utah
Construction Document Technologist (CDT)
National Council of Architecture Registration Board (NCARB)
USGBC LEED Accredited Professional

Colonted Ductor Francisco	S: (ft)
Selected Project Experience	Size (sq ft) 25,198
Sherman Library & Gardens, Costa Mesa, CA City of Santa Ana, Regional Transportation Center Bike Cen	•
OC Health Care Campus, Irvine, CA	75,000
Saddleback College ATEP Building, Tustin, CA	59,000
College of the Desert Science Building, Palm Desert, CA	15,900
Irvine Valley College Student Services, Irvine, CA	55,000
Irvine Valley College Student Union, Irvine, CA	32,500
Pacifica Christian School, Newport Beach, CA	15,000
Vanguard University Event Center & Gym, Costa Mesa, CA	60,000
Air Zealand Design Lounge Guidelines	
John Wayne Airport Expansion Project	350,000
Paradies Concession	4,200
Tenant Design Guidelines	N/A
Airline Tenant Improvement Project	60,000
Deconstruction of B1 Parking	125,000
San Francisco International Airport, Redevelopment Studie	
San Jose International Airport	N/A
McClellen-Palomer Regional Airport, Carlsbad, CA	20,130
FivePoint, Great Park Integrated Master Plan, Irvine, CA	3,000 AC
Mixed Use Development	31 acres
District 4 Fitness	8 acres
Western Sector	10 acres
Caribou Industries, 3rd & Broadway, Santa Ana, CA	261,000
FivePoint, Newhall Ranch Master Planning, Santa Clarita, C	
Laguna Niguel Mixed Use Development	180,000
Bank of America Century City, Los Angeles, CA	17 500
Tarsadia, Newport Beach, CA	17,500
PIMCO Headquarters, Newport Beach, CA	380,000
Opus Bank, Irvine, CA	2,157
Equity Office Properties FCB Worldwide, Irvine, CA	various projects 15,000
	13,000 N/A
Bank of America Office Properties, various projects Multiple projects in CA, UT	IN/A
Karma Automotive, Corporate Sales Standard	N/A
Toyota Image USA II Facility Program	1,200 Dealerships
Toyota image ODA II racility i Togram	1,200 Dealerships



MATT ANDERSON, RA

PROGRAM MANAGER

Mr. Anderson is a registered architect with experience in the assessment and design of residential projects in addition to construction management processes and procedures. He routinely supervises teams of architects and engineers conducting property condition assessments. He also specializes in cost estimating, government programs, and an array of other services. As Program Manager, he is responsible for delivering results, and is the main point of contact for the Client throughout the project.

PROJECT EXPERIENCE:

City of Redwood City, CA

Facility Condition Assessment & Energy Audit

City of South San Francisco, CA

Facility Condition Assessment

City of Stockton, CA

Facility Condition Assessments

City of Santa Clara, CA

Facility Condition Assessments

City of Monterey, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Fremont, CA

Facility Condition Assessment

City of Palo Alto, CA

Facility Condition Assessment

City of Menlo Park, CA

Facility Condition Assessment & Energy Audit

City of Mill Valley, CA

Facility Condition Assessment

City of St. Helena, CA

Facility Condition Assessment

City of Vallejo, CA

Facility Condition Assessment

Solano County, CA

Facility Condition Assessment

City of Fresno, CA

Facility Condition Assessment

Judicial Courts of California, CA

Facility Condition Assessment

Education

Bachelor of Architecture, California Polytechnic University

YEARS OF EXPERIENCE: 30+





Registration

Registered Architect | CA | C15753



MARY VENABLE, RA, CEM, LEED AP

QUALITY ASSURANCE MANAGER

Mrs. Venable is a Registered Architect, Certified Energy Manager, and LEED Accredited Professional with 21 years of experience in the government, public housing, and K-12 Education industries. She has extensive experience with projects of similar scope for government clients. As Quality Assurance Manager, she will assist the Program Manager by providing QA/QC review on the data collection and reports.

PROJECT EXPERIENCE:

City of Menlo Park, CA

Facility Condition Assessment & Energy Audit

City of Redwood City, CA

Facility Condition Assessment & Energy Audit

City of St. Helena, CA

Facility Condition Assessment

Butte County, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Fresno Fire Stations, CA

Facility Condition Assessment

City of Monterey, CA

Facility Condition Assessment & Inventory

City of Fairfield, CA

Facility Condition Assessment

City of Glendora, CA

Facility Condition Assessment

City of Cudahy, CA

Facility Condition Assessment, Space Utilization, Preventive Maintenance

City of Palm Desert, CA

Facility Condition Assessment & Inventory

City of Orange, CA

Facility Condition Assessment

Judicial Courts of California, CA

Facility Condition Assessment

Southern California Gas, CA

Facility Condition Assessment & Energy Audit

Education

Master of Architecture, University of Nevada Master of Arts, English, University of Virginia

YEARS OF EXPERIENCE: 21





Registration / Certification

Registered Architect | NV | 4224 Certified Energy Manager | NV | 18462 LEED AP | 38469 BPA Multi-family Building Analyst | 5006070



Philip Mathur Principal | Senior Cost Estimator

Philip is a Senior Construction Consultant for KPJ Consulting with over 34 years of experience in the construction industry. Philip's experience includes both public and private sector clients, nationally and internationally. He has provided expertise to a variety of projects and building types in sectors.

Philip is adept at coordinating all facets of cost, managing budgets, and negotiating contracts on large- & small-scale projects. He has extensive experience with project budget control from early design concepts through construction, GMP/bid package negotiations, change order management, cash flow projection, pay application processing and risk analysis.

Project Experience

City of Aurora, Aurora, CO Municipal Campus Space Study

City of San Clemente, CA, New Civic Center Options Study

Civic Center Historic Building, Adaptive Re-Use Study, Los Angeles, CA

County of Sonoma, CA Comprehensive County Facilities Plan

County of San Bernardino, CA Comprehensive Master Plan

Newport Beach City Hall, Newport Beach, CA

Solano County Government Center, Fairfield, CA

Los Angeles County, CA Civic Center Master Plan

County of San Luis Obispo, CA Facilities Master Plan

Roxbury Park Redevelopment, Beverly Hills, CA

County of Los Angeles, CA

Consolidated Correctional Treatment Facility Master Plan

Long Beach Unified School District, Long Beach, CA

Master Plan

Metrolink Midway Yards, Los Angeles, CA

Huntington Memorial Hospital, Pasadena CA Master Plan

University of California Los Angeles, Los Angeles, CA



Position in Firm Principal

Role on Project
Senior Cost Estimator

Length of Association/Total Years in Field

2+ years / 34 +years

Level of Education

Bachelor's Degree, Quantity Surveying, Glasgow Caledonian University

Public Sector and Library Experience

Gensler has experience partnering with similar sized municipalities and our public sector experience is robust. Gensler has programmed, planned, and designed facilities for public and private clients in California and throughout the United States since its inception in 1965. Select California experience is below:

SELECT CITY AGENCY EXPERIENCE

City of Los Angeles Space Optimization Study
City of San Diego Civic Center Facilities Needs Assessment
City of Santa Monica Office Space Needs Assessment
Los Angeles Unified School District Space Needs Assessment

SELECT STATE OF CALIFORNIA EXPERIENCE

California Community College System (various)
California State University System (various)
California Department of Corrections and Rehabilitation Re-Entry Facility Site Assessments
California Department of Motor Vehicles Strategic Facilities Plan
Judicial Council of California Court Facility Plans
University of California System (various)

SELECT COUNTY EXPERIENCE

County of Alameda (various)

County of Contra Costa Facilities Master Plan

County of Los Angeles (various)

County of Napa Facilities Master Plan

County of Marin Facilities Master Plan

County of Monterey Facilities Master Plan

County of Orange Facilities Master Plan

County of San Bernardino Master Space Plan

County of San Luis Obispo Facilities Conceptual Plan

County of Santa Barbara Calle Real Master Plan

County of Santa Clara Strategic Facilities Master Plan

County of Santa Cruz Facilities Master Plan

County of Sonoma Comprehensive County Facilities Plan

County of Santa Barbara Calle Real Master Plan

County of Santa Cruz Long Range Facilities Plan

County of Stanislaus County Center II Site Assessment

Financial Capability

Due to confidentiality, Gensler's Firmwide Finance Manager. Phoebe Li, has sent Buyer, Stephanie Urueta of the City of Costa Mesa, Gensler's audited financials from the past three years via email to allow an evaluation of our strong financial capabilities.



Gensler remains financially strong and debt-free as a result of sound management practices, solid business acumen, and a diverse portfolio of work. This allows us to deliver consistent service while also investing in our

innovation platform by supporting research, talent development, and design technology. We're operating globally across 55 locations, with total revenues for the year exceeding \$1 billion (USD) for the eighth year in a row.





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Disclosure

To the best of our knowledge, Gensler does not have any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee.

Sample Professional Service Agreement

Sample Professional Service Agreement

We have done a preliminary review of the proposed agreement. While there are a few revisions that Gensler would like to discuss, the agreement provides a very reasonable basis for negotiation.

6.9: Indemnification and Hold Harmless:

The indemnity and defense requirement included is applicable to general liability claims. However, professional services and the insurance that covers them functions differently. Thus, we request an addition to this term that clarifies that for professional liability claims, Consultant shall not be required to provide an up-front defense, rather Consultant's defense obligations shall be to reimburse for defense costs incurred in proportion to Consultant's negligence.

6.13: Ownership of Documents:

If Gensler is required to transfer ownership of the work product to the City, we request revision of this term to reflect that transfer is conditioned upon payment for the work product and excludes any of Gensler's pre-existing intellectual property, including design details and standard specifications.



RFP25.03.C06263



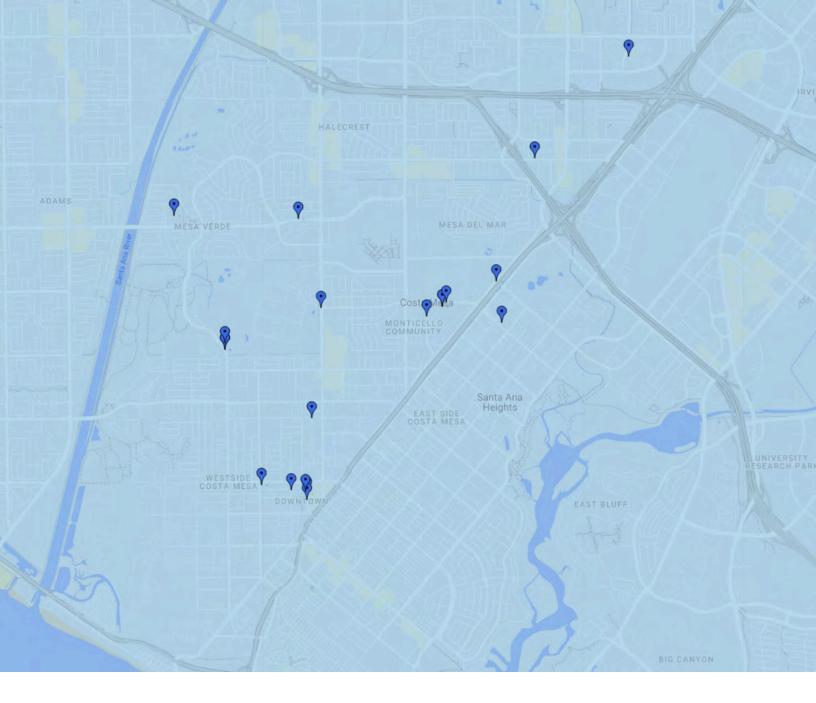
VENDOR APPLICATION FORM FOR RFP No. 25-03 FACILITIES MASTER PLAN

TYPE OF APPLICANT:	
Legal Contractual Name of Corp	oration: M. Arthur Gensler, Jr. & Associates, Inc.
Contact Person for Agreement: _	Kevin Rosenstein
Title: Principal	E-Mail Address: kevin_rosenstein@gensler.com
Business Telephone: (213) 243	Business Fax: n/a
Corporate Mailing Address: 46	75 MacArthur Court, Suite 100
City, State and Zip Code: News	port Beach, CA 92660
Contact Person for Proposals:	Nicholas Acevedo, AIA, CDT, LEED AP
Title: Principal, Local Advisor	E-Mail Address: nicholas_acevedo@gensler.com
Business Telephone: (949) 260)-8597 Business Fax :
Is your business: (check one)	
☐ NON PROFIT CORPORAT	TION TOR PROFIT CORPORATION
Is your business: (check one)	
○ CORPORATION	LIMITED LIABILITY PARTNERSHIP
☐ INDIVIDUAL	☐ SOLE PROPRIETORSHIP
☐ PARTNERSHIP	☐ UNINCORPORATED ASSOCIATION

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EXHIBIT C

FEE SCHEDULE



COST PROPOSAL Gensler



Facilities Master Plan

Response to Request for Proposal (RFP)

August 14, 2024

4675 MacArthur Court Suite 100 Newport Beach CA 92660

Tel 949.863.9434

Gensler

August 14, 2024

Stephanie Urueta Buyer City of Costa Mesa

Subject: Response to Request for Proposal (RFP No. 25-03) for the City of Costa Mesa Facilities Master Plan: COST PROPOSAL

Dear Stephanie:

Please find Gensler's Cost Proposal enclosed as a separate file to accompany our Technical Proposal in direct response to the Request for Proposal. Gensler's hourly rates of our proposed key personnel are below and on the following page.

Proposed Key Personnel Hourly Rates

Kevin Rosenstein , Principal in Charge	\$350
Paul Natzke, Project Director	\$300
Michael Adkins, Strategy Director	\$250
Lindsay Hoskins, Strategist	\$150

Sincerely,

Kevin Rosenstein

Principal (213) 243-8841

kevin_rosenstein@gensler.com

Paul Natzke

Project Director (213) 243-8841

paul_natzke@gensler.com

Cost Proposal

Gensler's proposals shall be valid for 180 days following this submission, dated November 6, 2024.

Gensler

Key Personnel		Billing Rate			*			*							*				*						
Kevin Rosenstein	Principal in Charge	\$ 350.00	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	. 2	. 2	2	2	2 2
Paul Natzke	Project Director	\$ 300.00	4	. 8	4	4	4	8	4	4	4	4	4	4	4	4	4	4	8	4	. 4	4	4	. 8	8
Michael Adkins	Strategy Director	\$ 250.00	8	8	12	12	12	24	12	12	12	12	12	16	12	12	16	16	16	12	12	16	16	16	5 16
Lindsay Hoskins	Strategist	\$ 150.00	20	20	16	20	20	24	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
		\$ 150.00																				}			
		\$ 182.00		}																		}		:	
		\$ 175.00		}																		}			}
<u> </u>		Total Hours	34	38	34	38	38	58	38	38	38	38	38	42	38	38	42	42	46	38	38	42	42	46	5 46
* Team travel week		Total Fee	\$6,900.00	\$8,100.00	\$7,300.00	\$7,900.00	\$7,900.00	\$12,700.00	\$7,900.00	\$7,900.00	\$7,900.00	\$7,900.00	\$7,900.00	\$8,900.00	\$7,900.00	\$7,900.00	\$8,900.00	\$8,900.00	\$10,100.00	\$7,900.00	\$7,900.00	\$8,900.00	\$8,900.00	\$10,100.00	\$10,100.00

Gensler Fees	\$15,000.00	\$35,800.00	\$48,400.00	\$43,700.00	\$53,800.00
Travel Expenses	\$1,123.00	\$2,016.00	\$0.00	\$1,123.00	\$1,123.00
TOTAL FEES BY PHASE	\$16,123.00	\$37,816.00	\$48,400.00	\$44,823.00	\$54,923.00
Phase	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5



KEVIN ROSENSTEIN
Principal in Charge



PAUL NATZKE
Project Director,
Main Point of Contact



MICHAEL ADKINS
LEED GA
Strategy Director



LINDSAY HOSKINS
IIDA
Strategist



NICK ACEVEDO AIA, LEED AP, CDT Local Advisor

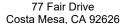
\$196,700.00	Gensler Total
	Subconsultant
\$ 76,447.00	\$ Bureau Veritas Total
\$ 16,000.00	\$ KPJ Consulting Total
\$289,147.00	Labor Total
\$5,923.50	Reimbursable Expenses
\$ 4,622.35	\$ Contingency (5%)
\$299,692.85	TOTAL PROJECT FEE
\$ 188,000.00	\$ Optional Services Tier 1 Siesmic Option

Employee Workplace Performance Index (WPI) Survey \$

Prime Consultant

10,000.00

Key Personnel	Billing Rate	Project Fee by Key Personnel	Total Hours		
Kevin Rosenstein	Principal in Charge	\$ 350.00	\$ 16,100.00	:	16142
Paul Natzke	Project Director	\$ 300.00	\$ 33,600.00		33700
Michael Adkins	Strategy Director	\$ 250.00	\$ 78,000.00		78296
Lindsay Hoskins	Strategist	\$ 150.00	\$ 69,000.00	:	69420





CITY OF COSTA MESA Agenda Report

File #: 25-131 Meeting Date: 1/21/2025

TITLE:

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS

DEPARTMENT: PUBLIC WORKS DEPARTMENT/ TRANSPORTATION

SERVICES DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: RAMIN NIKOUI, SENIOR ENGINEER, (714) 754-5184

RECOMMENDATION:

Staff recommends the City Council:

- 1. Award a Professional Services Agreement (PSA) (Attachment 1) to Onward Engineering in the amount of \$374,517, for professional engineering design services for the Adams Avenue Active Transportation Improvements Multipurpose Trails project, with an initial term period of five years, effective January 21, 2025 January 20, 2030.
- 2. Authorize a ten percent (10%) contingency in the amount of \$37,452 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

BACKGROUND:

The Adams Avenue Active Transportation Improvements - Multipurpose Trails project (Project) is a multi-modal corridor improvement project that will implement protected bikeways and sidewalk/accessibility improvements for bicyclists and pedestrians along Adams Avenue from the Santa Ana River to Royal Palm Drive (Attachment 2). In 2019, the City commenced the design phase of the Project and in 2020 city staff conducted two community outreach meetings to obtain feedback on different design alternatives. The public was asked to select their preferred alternative through an online survey. The survey results showed that a Class I Multi-use path was the preferred option. A Class I Multi-use path is a paved trail/pathway that is shared by both pedestrians and bicyclists and that is physically separated from vehicles. The conceptual rendering of this option is shown in Attachment 3. This alternative requires curb extensions with new curb and gutter, signing and striping, slurry seal, median modifications, landscaping and irrigation, streetlighting relocations, utility relocations or adjustments, and traffic signal modifications. The project will also require the undergrounding of overhead electrical lines and other utilities along Adams Avenue.

File #: 25-131 Meeting Date: 1/21/2025

Following the community outreach, the project was placed on a temporary hold due to the pandemic. In 2024, Public Works staff implemented a pavement rehabilitation project along Adams Avenue to address the significantly deteriorated pavement conditions.

The design of the Adams Avenue undergrounding effort is currently underway as part of a separate Capital Improvement Project in coordination with Southern California Edison (SCE) and other affected utility companies. It is anticipated that undergrounding activity will be initiated in late 2025.

In 2023, the City received a federal Orange County Complete Streets Program (OCCSP) grant to partially fund the construction of the active transportation improvements. Due to the recently accelerated federal funding deadlines for the grant, the design of the Project needs to be expedited and federal construction authorization obtained in early 2026. The project is anticipated to begin construction in 2027 after all the undergrounding work has been completed.

ANALYSIS:

On October 4, 2024, the City issued a Request for Proposals (RFP) for professional engineering design services for the Adams Avenue Active Transportation Improvements - Multipurpose Trails project. Four (4) proposals were received to provide professional engineering design services. Proposals were reviewed for compliance with the City's RFP, and consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated evaluation criteria.

After a thorough evaluation of the proposals, staff finds Onward Engineering (Onward) to be well qualified to perform the requested engineering design services for the Project. The proposal submitted by Onward represents a thorough understanding of the Project, complies with City requirements, and documents Onward's technical ability and experience with similar projects. The design fees proposed by Onward were determined to be competitive and commensurate with the requested services.

ALTERNATIVES:

The City Council could choose to not approve the PSA and conduct the project using in-house resources. However, the technical expertise and volume of the work associated with the project far exceed staff's available resources and time. This would result in delays in the completion of the design within the federal grant timelines required to obtain federal authorization for construction. Therefore, staff does not recommend this alternative.

FISCAL REVIEW:

The design phase of the project, covered by the requested PSA is locally funded. The federal grant funds awarded for the project in the amount of \$4,223,000, are for the construction phase only.

The total amount of the proposed contract plus contingency will not exceed \$411,969. The funding for this contract is available in the FY 2024-25 Public Works Department's Budget in the Gas Tax Fund (Fund 201).

LEGAL REVIEW:

The City Attorney's Office has reviewed this report, prepared the proposed PSA and approved them both as to form.

File #: 25-131 Meeting Date: 1/21/2025

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goals:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, equipment, and technology.

CONCLUSION:

Staff recommends the City Council:

- 1. Award a Professional Services Agreement (PSA) (Attachment 1) to Onward Engineering in the amount of \$374,517, for professional engineering design services for the Adams Avenue Active Transportation Improvements Multipurpose Trails project, with an initial period of five years, effective January 21, 2025 January 20, 2030.
- 2. Authorize a ten percent (10%) contingency in the amount of \$37,452 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

CITY OF COSTA MESA PROFESSIONAL SERVICES AGREEMENT WITH ONWARD ENGINEERING

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 21st day of January 2025 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and ONWARD ENGINEERING, a California corporation ("Consultant").

RECITALS

- A. City proposes to utilize the services of Consultant as an independent contractor to perform professional engineering design services for the development and construction bid documents of the City's Adams Avenue Active Transportation Improvements (Multipurpose Trails Project), as more fully described herein; and
- B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and
- C. City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. No official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

- 1.1. <u>Scope of Services</u>. Consultant shall provide the professional services described in City's Request for Proposals (RFP No. 25-09), attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.
- 1.2. <u>Professional Practices</u>. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.
- 1.3. <u>Performance to Satisfaction of City</u>. Consultant agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:
 - (a) Meet with Consultant to review the quality of the work and resolve the

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Onward Engineering

matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.
- 1.4. <u>Warranty</u>. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.
- 1.5. <u>Non-Discrimination</u>. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.
- 1.6. <u>Non-Exclusive Agreement</u>. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.
- 1.7. <u>Delegation and Assignment</u>. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.
- 1.8. <u>Confidentiality</u>. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. <u>Compensation</u>. Consultant shall be paid in accordance with the fee schedule (cost proposal) set forth in Exhibit "C," attached hereto and made a part of this Agreement. Consultant's total compensation shall not exceed Three Hundred Seventy-Four Thousand Five Hundred

Seventeen Dollars (\$374,517.00), which includes optional tasks A, B, and D in the cost proposal (Exhibit "C").

- 2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.
- Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.
- 2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

- Commencement and Completion of Work. Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth page 18 in Exhibit "B," attached hereto and incorporated herein. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.
- Excusable Delays. Neither party shall be responsible for delays or lack of 3.2. performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, pandemics (excluding COVID-19), material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party (each, a "Force Majeure Event"). If a party experiences a Force Majeure Event, the party shall, within five (5) days of the occurrence of the Force Majeure Event, give written notice to the other party stating the nature of the Force Majeure Event, its anticipated duration and any action being taken to avoid or minimize its effect. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required and the party experiencing the Force Majeure Event shall use best efforts without being obligated to incur any material expenditure to remedy its inability to perform; provided, however, if the suspension of performance continues for sixty (60) days after the date of the occurrence and such failure to perform would constitute a material breach of this Agreement in the absence of such Force Majeure Event, the parties shall meet and discuss in good faith any amendments to this Agreement to permit the other party to exercise its rights under this Agreement. If the parties are not able to agree on such amendments within thirty (30) days and if suspension of performance continues, such other party may terminate this Agreement immediately by written notice to the

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party experiencing the Force Majeure Event, in which case neither party shall have any liability to the other except for those rights and liabilities that accrued prior to the date of termination.

4.0. TERM AND TERMINATION

- 4.1. <u>Term.</u> This Agreement shall commence on the Effective Date and continue for a period of sixty (60) months, ending on January 20, 2030, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.
- 4.2. <u>Notice of Termination</u>. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.
- 4.3. <u>Compensation</u>. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.
- 4.4. <u>Documents</u>. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

- 5.1. <u>Minimum Scope and Limits of Insurance</u>. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent A.M. Best's Rating Guide, and approved by City:
 - (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) general aggregate.
 - (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and

property damage.

- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- Professional errors and omissions ("E&O") liability insurance with policy (d) limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
- 5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:
 - Additional insureds: "The City of Costa Mesa and its elected and appointed (a) boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
 - (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
 - Other insurance: "The Consultant's insurance coverage shall be primary (c) insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
 - (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
 - The Consultant's insurance shall apply separately to each insured against (e) whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or

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self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

- 5.4. <u>Certificates of Insurance</u>. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.
- 5.5. <u>Non-Limiting</u>. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

- 6.1. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.
- 6.2. <u>Representatives</u>. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

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

6.3. <u>Project Managers</u>. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

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

6.4. <u>Notices</u>. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

IF TO CITY:

Onward Engineering 300 S. Harbor Blvd., # 814 Anaheim, CA 92805

City of Costa Mesa 77 Fair Drive Costa Mesa, CA 92626

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Onward Engineering

Tel: (714) 533-3050 Tel: (714) 754-5222 Attn: Muhammad Ataya, VP Attn: Bobby Fouladi

Courtesy copy to:

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

- 6.5. <u>Drug-Free Workplace Policy</u>. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.
- 6.6. <u>Attorneys' Fees</u>. If litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.
- 6.7. <u>Governing Law</u>. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.
- 6.8. <u>Assignment</u>. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.
- 6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors, in the performance of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon negligence,

recklessness, or willful misconduct in the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. In no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

- 6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.
- 6.11 Conflicts with Independent Contractor. Contractor/consultant's duties and services under this Agreement shall not include preparing or assisting the public entity with any portion of the public entity's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering into this Agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this Agreement.
- 6.12. <u>PERS Eligibility Indemnification</u>. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or

subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

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

- 6.13. <u>Cooperation</u>. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.
- 6.14. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.
- 6.15. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.
- 6.16. <u>Conflict of Interest</u>. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from

a decision under this Agreement pursuant to a conflict of interest statute.

- 6.17. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.
- 6.18. <u>Prohibited Employment</u>. Consultant will not employ any regular employee of City while this Agreement is in effect.
- 6.19. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.
- 6.20. <u>Costs</u>. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.
- 6.21. <u>Binding Effect</u>. This Agreement binds and benefits the parties and their respective permitted successors and assigns.
- 6.22. <u>No Third Party Beneficiary Rights</u>. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.
- 6.23. <u>Headings</u>. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.
- 6.24. <u>Construction</u>. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- 6.25. <u>Amendments</u>. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.
 - 6.26. <u>Waiver</u>. The delay or failure of either party at any time to require performance or

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

- 6.27. <u>Severability</u>. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.
- 6.28. <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.
- 6.29. <u>Corporate Authority</u>. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

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

CONSULTANT

	Date:	
Signature		
[Name and Title]		
CITY OF COSTA MESA		
Lori Ann Farrell Harrison City Manager	Date:	
ATTEST:		
Brenda Green City Clerk	<u> </u>	
APPROVED AS TO FORM:		
Kimberly Hall Barlow City Attorney	Date:	
APPROVED AS TO INSURANCE:		
Ruth Wang	Date:	
Risk Management		

APPROVED AS TO CONTENT:		
Derek Wieske Project Manager	Date:	
DEPARTMENTAL APPROVAL:		
Raja Sethuraman Public Works Director	Date:	
APPROVED AS TO PURCHASING:		
Carol Molina Finance Director	Date:	

EXHIBIT A REQUEST FOR PROPOSALS



REQUEST FOR PROPOSAL

FOR

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS

RFP NO. 25-09



PUBLIC WORKS
CITY OF COSTA MESA

Released on

October 4, 2024

REQUEST FOR PROPOSAL FOR ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS

The City of Costa Mesa (hereinafter referred to as the "City") is requesting Proposals from qualified consultants to provide professional engineering design services for the development and construction bid documents of the City's Adams Avenue Active Transportation Improvements – Multipurpose Trails project. The awarded Contractor, (hereinafter referred to as "Contractor") shall be in accordance with the Sample Professional Service Agreement, **Appendix B** terms, conditions, and scope of work. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below, including the Sample Professional Service Agreement and any solicitation appendix/exhibits. The schedule for the design phase is anticipated to be six (6) months; however the term is expected to be for 3 years with 2 one-year renewal options. The City reserves the right to award one or more contracts for this service.

I. GENERAL INFORMATION

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with an annual General Fund budget of over \$189.9 million and a total budget of \$240.10 million for fiscal year 2024-2025.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 115,000 and has a land area of 16.8 square miles. It is located in the northern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a "full service city" providing a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza secures its place as the highest volume regional shopping center in the nation.

The successful Proposer, shall have experience in similar types of services. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost and responsiveness to the needs and concerns of the City of Costa Mesa.

1. **Important Notice:** The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. **Proposers are not to contact other City personnel with any questions or clarifications concerning this Request for Proposal (RFP).** Any City response

relevant to this RFP other than through or approved by Cit's Purchasing Department is unauthorized and will be considered invalid.

If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued, and the information will be posted on PlanetBids. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the City's Purchasing Department. It is the responsibility of each Proposer to periodically check PlanetBids website to ensure that it has received and reviewed all addenda to this solicitation. The city will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

2. Schedule of Events: This Request For Proposal shall be governed by the following schedule:

Release of RFP October 4, 2024

Deadline for Written Questions October 21, 2024 at 11:00 a.m.

Responses to Questions Posted October 24, 2024

Proposals are Due October 30, 2024 at 2:00 p.m.

Approval of Contract TB

- 3. Proposer's Minimum Requirements: Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A Scope of Services, of this RFP are invited to submit a proposal, provided they meet the following requirements. All requirements must be met at the time of the proposal due date. If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the City.
 - a. The Proposer shall have five (5) years of current experience in providing comprehensive street and active transportation design services for cities or other government agencies, at least one of which is similar in size and complexity as that of the City of Costa Mesa. Experience must be reflective of references provided in the proposal.
 - b. Projects considered similar in scope include bicycle facility design projects with construction bid documents for other municipalities and agencies. The proposer shall have five (5) years of current experience in providing bicycle facility design and traffic signal modification design services for cities and other government agencies.
 - c. The Contractor shall maintain a local office with a competent representative who can be reached during normal working hours or emergencies who is authorized to make decisions on matters pertaining to this contract with the City. Office facilities that support daily operations must be within ninety (90) miles of the City.
 - d. All Proposers must identify the project manager, and the individual authorized to negotiate the contract on behalf of the consulting firm; and provide an organization chart showing all proposed key project team members.
 - e. The proposer shall have experience with federally funded projects administered by Caltrans. The proposer shall have experience working with the Local Assistance Procedures Manual (LAPM) and all the required federal procedures and forms.

^{**}All dates are subject to change at the discretion of the City.

II. GENERAL INSTRUCTIONS AND PROVISIONS

- 1. Proposal Format Guidelines: Interested entities or contractors are to provide the City of Costa Mesa with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 25 typed pages using a 12-point font size, including cover letter, Index/Table of Contents, tables, charts, and graphic exhibits, but excluding resumes of key people and pricing forms. Each Proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Proposer's response:
 - <u>Cover Letter:</u> A cover letter, not to exceed two pages in length, should summarize key elements of the Proposal. An individual authorized to bind the Contractor must sign the letter. Indicate the address and telephone number of the contractor's office located nearest to Costa Mesa, California, and the office from which the project will be managed. And include proposed working relationship among the offering agency and subcontractors, if applicable.
 - <u>Background and Project Summary Section:</u> The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to **Scope of Services**, **Appendix A** of this RFP.
 - <u>Project Approach and Methodology:</u> Provide a detailed description of the approach and methodology that will be used to fulfill each requirement listed in the Scope of Work of this RFP. The section should include:
 - 1. Describes familiarity of project and demonstrates understanding of work and project objectives moving forward.
 - 2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.
 - 3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
 - 4. Identifies the project's potential issues and response to them.
 - 5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, safe, and cost-effective operations or increased performance capabilities.
 - 6. Provide proposed schedule for completion of the Scope of Services. See Section 15 for additional information regarding the schedule.
 - Qualifications & Experience of the Firm: Describe the qualifications and experience of the organization or entity performing services/projects within the past eight years that are

similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide design services.
- 2. Submit a description of the organization's qualifications, experience and abilities that make it uniquely capable to provide the services specified in the Scope of Work.
- 3. If the owner is a corporation please provide: Name of corporation, corporate office street address, city, state, and zip code, state where incorporated, date of incorporation, first and last name of officers, local office address, city, state & zip, and the date local office opened its doors for business.
- 4. If the owner is a partnership or joint venture, please provide: Name of partnership or joint venture, principal office street address, city, state, and zip code, state of organization, date of organization, first and last name of general partner(s), local office address, city, state, and zip code, and date local office opened its doors for.
- 5. Provide a list of current and previous contracts similar to the requirements for this project in Costa Mesa, including all public agencies served (if any). For each, provide a brief description of the scope of work performed, the length of time you have been providing services, and the name, title, and telephone number of the person who may be contacted regarding your organization's service record. Provide a sample of each background investigation for each contract.
- **Financial Capacity:** The City is concerned about proposers' financial capability to perform, and therefore, is requesting copies of audited financials from the past three years to allow an evaluation of firm's financial capabilities.
- <u>Key Personnel</u>: It is essential that the Proposer provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Proposer must agree to assign specific individuals to the key positions.
 - Identify the members of the staff who would be assigned to act for Proposer's firm in key management and filed positions providing the services described in the Proposal, and the functions to be performed by each.
 - o Proposed team members, as demonstrated by enclosed resumes, shall have relevant experience for their role in the project.
 - Team is managed by an individual with appropriate experience in similar project.
 This person's time is appropriately committed to this project.
 - Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
 - o Overall organization of the team is relevant to City of Costa Mesa needs.

 Include resumes or curriculum vitae of each such staff member, including name, position, telephone number, email address, education, and years and type of relevant experience. Describe for each such person, the relevant role and functions for each project.

<u>Cost Proposal:</u> Provide a fee schedule/pricing information for the project including identifying the specific assigned personnel, their hourly rates and their number of hours, and the cost for each work task/deliverable as described in the Scope of Services. If work tasks or deliverable are proposed that are not specifically listed in the City's Scope of Services, please identify those costs as separate and optional. Proposals shall be valid for a minimum of 180 days following submission.

- <u>Disclosure</u>: Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. Any past or current business relationship may not disqualify the firm from consideration.
- <u>Sample Professional Service Agreement:</u> The firm selected by the City will be required to execute a Professional Service Agreement with the City. A sample of the Agreement is enclosed as **Appendix B but** may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.
- Checklist of Forms to Accompany Proposal: As a convenience to Proposers, following is a list of the forms, Appendix C included in this RFP, which should be included with Proposals:
 - 1. Vendor Application Form
 - 2. Company Profile & References
 - 3. Ex Parte Communications Certificate
 - 4. Disclosure of Government Positions
 - 5. Disqualifications Questionnaire
 - 6. Bidder/Applicant/Contractor Campaign Contribution

2. Process for Submitting Proposals:

- **Content of Proposal:** The Proposal must be submitted using the format as indicated in the Proposal format guidelines.
- <u>Preparation of Proposal:</u> Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- <u>Cost for Preparing Proposal</u>: The cost for developing the Proposal is the sole responsibility of the Proposer. All Proposals submitted become the property of the City. Cost proposal shall be submitted in a **separate** file. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and the most qualified consultant has been selected. Proposals shall be valid for a minimum of 180 days following submission.

- Forms to Accompany Proposal: Appendix C forms shall be attached at the end of the Proposal with the exception of the Cost Proposal which shall be submitted in a separate file.
- <u>Number of Proposals:</u> Submit one (1) PDF file format copy of your proposal in sufficient detail for thorough evaluation and comparative analysis
- <u>Submission of Proposals:</u> Complete written Proposals must be submitted electronically in PDF file format via the planetbids.com website not later than 2:00 p.m. (P.S.T) on October 30, 2024. Proposals will not be accepted after this deadline. Proposals received after the scheduled closing time will not be accepted. It shall be the sole responsibility of the Proposer to see that the proposal is received in proper time. Faxed or e-mailed Proposals will not be accepted. NO EXCEPTIONS.
- <u>Inquiries:</u> Questions about this RFP must be posted in the Q & A tab on Planetbids no later than **October 21, 2024, at 11:00 A.M**. The City reserves the right not to answer all questions.

The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, Costa Mesa-Official City Web Site, Business-Bids & RFP's. Proposers should check this web page daily for new information.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any Proposal for violation of this provision. No questions other than posted on Planetbids will be accepted, and no response other than written will be binding upon the City.

- Conditions for Proposal Acceptance: This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the Proposal, it should be clearly identified.
- Insurance & W-9 Requirements: Upon recommendation of contract award, Contractor will be required to submit the following documents with ten (10) days of City notification, unless otherwise specified in the solicitation:
 - Insurance City requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract.

- W-9 Current signed form W-9 (Taxpayer Identification Umber & Certification) which includes Contractor's legal business name(s).
- **3. Evaluation Criteria:** The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the responsive responsible proposer shall be determined based on evaluation of qualitative factors. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.
 - 1. Project Approach & Methodology ----- 30%
 - 2. Qualifications & Experience of Firm ----- 20%
 - 3. Experience and Record of Success on Similar Projects ---- 20%
 - 4. Key Personnel ---- 20%
 - 5. Cost Proposal ---- 10%
- **4. Evaluation of Proposals and Selection Process:** In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating Proposals. An Evaluation Committee, which may include members of the City's staff and possibly one or more outside experts, will screen and review all Proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.
 - **A.** <u>Responsiveness Screening</u>: Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any Proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.
 - B. <u>Initial Proposal Review:</u> The Committee will initially review and score all responsive written Proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any Proposal in which a Proposer's approach or qualifications are not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the highest ranked consultant or proceed to interview the highest ranked consultants.
 - C. Interviews, Reference Checks, Revised Proposals, Discussions: Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for the week of December 2nd and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92626 or virtually at the discretion of the City. The dates are subject to change. The individual(s) from Proposer's organization that will be directly responsible for carrying out the contract,

if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point and make a recommendation for award. Once the highest ranked consultant is identified, the City will open the Cost Proposal and enter negotiations.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

- **5. Protests**: Failure to comply with the rules set forth herein may result in rejection of the protest. Any proposals awarded pursuant to the formal procurement procedure set forth in the Proposal procedure may be appealed in accordance with the following procedure:
 - The Proposer shall file the written notice of appeal with the purchasing officer at least ten (10) working days prior to proposal award date specified in the notice of recommendation to award.
 - The written notice of appeal must include specifics as to the nature of the appeal.
 - The Proposer must provide any and all documentation to support the appeal.
 - The purchasing officer will respond in writing to the Proposer within five (5) working days.
 - In the event the appeal is denied by the purchasing officer, the Proposer may appeal the purchasing officer's ruling to the city council at the next available council meeting.
- **6. Accuracy of Proposals:** Proposers shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to the City.

If prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposal unwilling to perform under any resulting contract, the Proposer must immediately notify the facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation

provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items.

- **7. Responsibility of Proposers:** The City shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Proposer in:
 - Preparing Proposal in response to this RFP.
 - Submitting that Proposal to the City;
 - Negotiating with the City any matter related to the Proposal; and,
 - Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.
- **8. Confidentiality:** The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.

Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

9. Ex Parte Communications: Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee, or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications Form, **Appendix C** with their Proposals certifying that they have not had or directed prohibited communications as described in this section.

- 10. Conflict of Interest: The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 et seq., or Sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.
- 11. Disclosure of Governmental Position: In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached Disclosure of Government Positions Form, Appendix C.
- **12. Conditions to Agreement:** The selected Proposer will execute a Professional Service Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as **Appendix B** to this RFP, which will be modified by the City to include federal requirements.

All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.

Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement.

13. Disqualification Questionnaire: Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Proposer, any officer or

employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation, **Appendix C**.

- **14. Standard Terms and Conditions:** The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s) and additional information will be posted via PlanetBids. Proposers should check this web page daily for new information.
- **15. Schedule:** Due to federal funding deadlines, the City needs to expedite this project and anticipates a schedule of 180 calendar days to complete the scope of services in **Appendix A**. The City must obtain E-76 for Construction within Federal Fiscal Year (FFY) 2025/2026.

Federal-Aid Provisions: the construction funding for the Project is federally funded, which necessitates compliance with additional requirements. The consultant shall complete and submit all required forms/exhibits required to obtain NEPA/CEQA environmental clearance, and right-of-way certification and construction authorization (E-76) with Caltrans. Please note that because the design of the project is not federally funded, no DBE goal is required for this contract.

The consultant shall demonstrate familiarity and have experience with providing services for federally funded projects, and a clear understanding of the requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual, which can be accessed on: https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm.

APPENDIX A

SCOPE OF WORK

APPENDIX A

SCOPE OF SERVICES FOR ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS – MULTIPURPOSE TRAILS

Introduction: The Public Works Department of the City of Costa Mesa (City) is requesting proposals for professional engineering services for the design of the City's Adams Avenue Active Transportation Improvements – Multipurpose Trails project.

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS – MULTIPURPOSE TRAILS

BACKGROUND

Adams Avenue is a 6-lane Major Arterial with a painted center median and with Class 2 bicycle lanes on the north and south sides of the street. The adjacent land use is primarily residential developments on both sides of the street. The Average Daily Traffic Volumes on Adams Avenue ranges from 24,000 between Harbor Boulevard and Fairview Road to 36,000 west of Harbor Boulevard. Adams Avenue has a 35 mph posted speed limit east of Mesa Verde E and 40 mph to the west. The purpose of the project is to construct safety improvements on Adams Avenue and to further improve bicycle and pedestrian safety.

The City of Costa Mesa would like to procure professional engineering services for the Adams Avenue Active Transportation Improvements – Multipurpose Trails project (Project) to design Class I Multiuse paths along Adams Avenue from the Santa Ana River to Royal Palm Drive (Exhibit A). The project includes curb extensions along the north and south sides of Adams Avenue to implement Class I multi-use paths, and the project will also consist of new curb and gutter, signing and striping, slurry seal, median modifications, landscaping, irrigation, streetlighting relocations, utility relocations or adjustments, and traffic signal modifications. The project has already undergone extensive community outreach. Through the outreach process the conceptual design of the project has already been determined and is provided in Exhibit B. The project was suspended in 2020 due to the pandemic and the City is looking to procure a consultant to restart the project. The previous topographic survey used to develop the conceptual plan was found to not be acceptable by staff for final design, and recently Adams Avenue underwent mill & overlay. Thus, the City would like the consultant to procure new survey for this project and to verify and modify the conceptual plan layout and dimensions.

In 2023, the City applied for and was awarded federal grant funds from the OCTA Orange County Complete Streets Program (OCCSP) to construct the Project. The City would like to begin design of the project as soon as possible and expedite its completion to be able to meet a tight grant funding deadline. Thus, completing the design of the Project on time and without unnecessary delays is critical. The City needs to obtain E-76 for Construction within Federal Fiscal Year (FFY) 2025/2026.

The City is currently working with Southern California Edison to underground the utility poles along Adams Avenue from Albatross Drive to Royal Palm Drive. Thus the need for the consultant to coordinate with City Staff and Utility Companies is greatly emphasized.

The following description of work defines the general project requirements. Associated tasks and provisions necessary for a complete project, but not specifically defined herein are requested to be addressed in the proposal and undertaken within the proposed "Not to Exceed" contract fee.

The scope of services generally consists of the following:

- Phase 1: Topographic Survey, Utility Research & Project Data Collection
- Phase 2: Preliminary Design
- Phase 3: Environmental Approval
- **Phase 4**: Final Bid Package Including 100% Design Plans, Specifications, and Engineer's Estimate (PS&E)

Final PS&E shall be developed as a turnkey project for advertisement and construction. The project shall not be advanced until preliminary requirements are addressed and clear direction is established. The consultant shall have total responsibility for the accuracy and completeness of all work and services.

PHASE I – Topographic Survey, Utility Research & Project Data Collection

The project area is defined as Adams Avenue between the Santa Ana River and Royal Palm in City of Costa Mesa. This phase consists of defining physical conditions and utilities within the project area including the following:

- 1. Meet with City staff to define and clarify the work plan and project elements.
- 2. Record Data/Map Research The consultant shall obtain all City provided Record Drawings ("As-Builts") for development and CIP projects, Right-of-way records, centerline monument ties, existing City GIS mapping and data, and other Orange County, Caltrans, or related records, and complete an inventory of records with data specifically to assist with the development of the CADD basemaps. The selected Consultant shall research, collect, review and verify all existing studies/reports/as-builts/records (from County, City, Caltrans, and other public/government entities) relevant to the design to assess the need to update, enhance, and modify the information to complete the work defined herein. As part of this scope the consultant shall provide an inventory of all applicable records collected.
- 3. Site Assessment and Inspection The consultant shall complete a site inspection of the length and width of the Project limits and check the field conditions against all "As-Builts"/Records, Right-of-Way records, Caltrans records/information and other available studies or reports pertaining to the Project limits from the collected existing record data information and mapping research.
- 4. Optional Geotechnical/Soils Assessment Report The consultant shall include an optional proposal to the City for a geotechnical/Soils assessment report. The proposal shall include a

fee schedule depicting individual tasks, staff hours, and basic hourly rates for specific personnel to be used.

The Geotechnical/Soils Assessment Report may be necessary to present results of geotechnical testing data and findings, conclusions, and recommendations related to the geotechnical aspects of the project's design and construction. The report may be used to evaluate the existing AC thickness at the edges of Adams and/or the outside edges of the right of way where the proposed multi-use trail will be constructed.

- 5. Review existing plans and materials, obtain all necessary permits, and secure right-of-entry for survey work.
- 6. Perform a topographic survey extending throughout the project area to establish horizontal and vertical controls at a maximum of 10' intervals. The survey shall extend 100' into cross streets and extend outside of City right-of-way as far as is required. Establish existing and proposed controls including centerline, street geometrics, and right-of-way throughout project limits. Reference elevations to the closest and latest Orange County Benchmark (OCBM). The Consultant shall facilitate the execution of all right-of-entry agreements as required for the survey and provide a final survey that is stamped and certified by a licensed land surveyor.
- 7. Establish City and private right-of-way boundaries with the same general care as would be applied to establish the exterior boundary on a final subdivision map.
- 8. Research and establish the precise location of all utilities and utility easements. Coordinate with all utility companies and agencies to determine underground, surface, and overhead facilities. Comply with the City-adopted "Utility Coordination Procedures" (see attached). Determine where interfaces with existing facilities will occur as a result of the future construction of this project. Consult with all utility companies and agencies to and resolve any conflicts, keeping City staff informed in writing. Maintain a Utility File on all utility documentation. The consultant shall adhere to all federal requirements and do all work necessary to help achieve right-of-way certification with Caltrans.
- 9. Plot detailed survey notes and electronic mapping files at 40-scale using AutoCAD on 24" x 36" sheets, identifying all existing conditions. Physical features shall include but not limited to BCR, ECR, flow-lines, centerlines, angle points, top of curb, driveways (width, X & Y), spandrels, pavement markings & striping, utilities, structures, walls, trees and landscape, underground and surface utilities, poles, pull boxes, hydrants, catch basins, signs, valves, traffic and non-traffic signs, and manholes, etc. Within all adjacent, private properties, define driveways, walkways, curbs, signs, and all other necessary physical features.
- 10. Provide City with final survey plan, stamped by a licensed surveyor and a CD or file server download containing all pertinent electronic data files (ACAD base files including all xref files, fonts, plot files, survey data, etc.).

PHASE II - Preliminary Design

This phase consists of the preparation of 30% design plans prior to the submission of the NEPA Environmental Document. The preliminary design shall conform to latest editions (including errata) of: Chapter 11 "Design Standards" and Chapter 12 "Plans, Specifications, Estimate" of the Caltrans Local Assistance Procedures Manual (LAPM), California Manual on Uniform Traffic Control Devices (CA MUTCD), state and federal standards, and City of Costa Mesa standards. The 30% design shall follow the previously prepared conceptual plan, and the consultant will confirm the dimensions, layout and make any adjustments desired by City staff.

The City will provide any relevant data collected to date and has provide the previously completed conceptual design plan to the consultant (Exhibit B). It is the consultant's responsibility to verify the accuracy of all information provided by the City. Preliminary Design Plan engineering services shall include:

- 1. Prepare preliminary concept design plan (30% design plans) for the proposed improvements using the newly obtained survey data, the previously completed conceptual design plan as well as the Southern California Edison undergrounding plans. Identify associated impacts and costs. The plans should include existing and proposed right-of-way, curb and gutter, sidewalks, driveways, striping and pavement markings, signs, bus stops, medians, centerlines, traffic signal infrastructure, streetlights, trees, etc. The preliminary plans will be used to identify any issues affecting construction of the proposed safety improvements and form the basis for final construction plans. The preferred plan should reduce construction and minimize any right-of-way costs. A detailed preliminary cost estimate itemizing all construction elements will be prepared.
- 2. Proposed improvements are anticipated to be within the existing City right-of-way. It is the City's intent for the project improvements to be entirely within the City right-of-way to prevent a lengthy right-of-way certification process with Caltrans that could jeopardize the project's grant funds.
- 3. At the discretion of the City, the consultant shall conduct one (1) field walk-through with City staff.

PHASE III – Environmental Approval

This phase includes the necessary environmental analysis to assess the design improvements and prepare environmental analysis documents to satisfy NEPA requirements for a federally funded construction project administered by Caltrans.

The consultant shall prepare a Preliminary Environmental Study (PES) document, suitable for a federally funded construction project, analyzing and describing any environmental impacts and mitigations for the Project. The consultant shall meet National Environmental Policy Act (NEPA) requirements and follow all procedures per the Caltrans LAPM Chapter 6 and Chapter 7. All associated work required to receive federal environmental compliance shall be included within the subject scope of services, and other environmental studies as required, in addition to copying, distribution/mailing of notices, and providing all materials and services as necessary. The consultant shall submit copies of the environmental document, associated technical reports,

and other materials for City and Caltrans review, and address all elements to achieve federal environmental clearance. The City has already filed Notice of Exemption with the OC Clerk, however if the preliminary design differs greatly from the previous design, the consultant may be required to submit a new or revised CEQA document. The City believes this project meets the criteria for a categorical exemption and categorical exclusion.

PHASE IV – Final Design Plans, Specifications & Estimates (PS&E)

Because the Project has federal Construction funds, the final design (beyond 90% design) shall not begin until environmental approval has been received and verified.

This phase consists of the preparation of final design plans, specifications and estimates (PS&E). PS&E and utility coordination shall conform to the latest editions (including errata) of: Chapter 11 "Design Standards" and Chapter 12 "Plans, Specifications, Estimate" of the Caltrans Local Assistance Procedures Manual (LAPM), California Manual of Uniform Traffic Control Devices (CA MUTCD), state and federal standards, and City of Costa Mesa standards. Plans shall be 1" = 20' or 1" = 40' scale horizontally, depending on the type of the plan, on standard 24" x 36" sheets. AutoCAD software shall be utilized for the design. Plans are to be fully detailed to advertise and construct the project, including, but not limited to:

- Topographic Surveying, including horizontal and vertical control, show contour lines within the limits of the work and to 50-ft (min) beyond the grading.
- Show property lines, ROW, City and County Boundaries (0% screened) and address numbers (50% screened).
- Show all existing underground utilities (70% screened).
- All new design linework shall be 0% screened.
- All existing linework shall be 50%-70% screened.
- Plan and profile drawings, including cross-sections.
- Typical Drawings and Details
- Traffic signal modification plans
- Signing and striping plan
- Civil improvement plans
- Curb, gutter, and sidewalk improvements
- Contract documents including Specifications
- Special and technical provisions
- Cost Estimates
- ADA Improvement Details
- Landscaping & Irrigation
- Processing and approvals
- Utility Adjustments/Relocations and Utility Plan
- Hydrology/Drainage
- Streetlighting Plan
- Turn Template and Sight Distance Exhibits

The consultant shall provide a QA/QC summary report for each deliverable stated herein. This report shall demonstrate that the deliverables provided to the City have been thoroughly reviewed by the Engineer of Record or his/her designee who has the authority to guarantee the accuracy of the deliverables.

Plans, specifications, and estimates shall be submitted at 60%, 90%, 100%, and 100% Final (for bid) milestones. All PS&E submittals shall be submitted electronically (.docx, .xlsx, .pdf, .dwg etc.). The City will provide comments at the 60%, 90%, and 100% milestones for consultant revision of the PS&E. The City is not responsible for additional submittals resulting from Consultant not being able to correctly address comments, follow proper design guidance, or follow federal requirements.

- 1. Plot all physical features including BCR, ECR, flow-lines, centerlines, angle points, top of curb, sidewalk, handicap ramps, pavement striping, structures, trees, underground and surface utilities, poles (street light, traffic signal, and power), fire hydrants, catch basins, signs, water valves, manholes, etc. Based on the topographic survey, establish exact centerline controls, street geometrics, and right-of-way limits of the project.
- 2. Utilities Perform all necessary research to establish precise location of all utilities and utility easements. Coordinate with all utility companies and underground service alert (USA) to determine the nature and location of all possible relocations and associated costs. Comply with the City adopted "Utility Coordination Procedures" attached (Exhibit C). Determine where interfaces with existing facilities will occur as a result of the construction of this project. Consult with affected utility companies requiring relocations or adjustments, and resolve any conflicts, keeping City staff informed in writing. Utility notices must be sent to all utilities consistent with requirements outlined in the Local Assistance Procedures Manual (LAPM) and the consultant shall complete any required forms per the LAPM to help the City reach right-of-way certification with Caltrans. Compile information in "Utility File" and submit to City and prepare utility plan sheets showing all utilities, owners, and proposed relocations and adjustments. A Utility plan is required and will be prepared and modified as necessary to reach right-of-way certification with Caltrans.
- 3. Submit to the City complete project contract documents and special provisions at 90% and 100% stages in a format that meets all federal-funding requirements. A sample of a previous federal specification and bid set will be provided to the Consultant by the City.
- 4. The consultant shall include an optional separate item in the fee schedule for the City's use for potholing/subsurface investigation for utilities and new signal pole locations as requested by the consultant and approved in writing by the City Engineer or City's Project Manager. The Consultant will not be compensated for any other work from this item. Identifying all underground conflicting utilities is critical and it is the consultant's responsibility to ensure all utilities are properly identified and located on the plans.
- 5. For construction budgeting purposes, submit to the City preliminary construction estimates with PS&E submittals at 60% and 90% milestones, and any significant updates of the estimates as design work progresses. Prepare the final (100%) detailed construction quantity and cost estimate with line items that are all described as bid items in the special provisions of the project specifications. Plan construction notes shall be provided for all bid items or

- portions of bid items as detailed in the special provisions and detailed in the construction quantity and cost estimate as line items.
- 6. Plans and specifications shall be signed and stamped by the Consultant prior to advertising the project for bids.
- 7. Prepare traffic signal modification plans for all affected intersections along Adams Avenue between the Santa Ana River and Royal Palm showing traffic signal pole relocations required to provide a clear path of travel and to remove obstructions from the multiuse path.
- 8. Prepare lighting design plans showing proposed relocations of the streetlights required to provide a clear path of travel and to remove obstructions from the multiuse path.
- 9. Define and document Water Quality requirements.
- 10. The consultant shall prepare final landscaping and irrigation plans with detailed specifications for all landscaped medians and parkways. Verify planting concept palette with City prior to 30% design. New water meters or water connections shall require separate water plan per MESA Water District standards. Any new electrical metering shall be identified on plans as per separate plan by SCE.
- 11. If necessary, define new survey monuments or re-setting of existing survey monuments and provide detailed drawings fully dimensioned for each. Survey shall be stamped and signed by a California licensed land surveyor.
- 12. Prepare and submit a Resident Engineer's file containing, at a minimum, final construction quantities and cost estimates with background calculation work sheets; survey data; Utility File; Right-of-Way File, all CAD files, and all relative project information. A digital record of final design plans shall be provided on CD(s) or file server download containing all pertinent electronic data files (ACAD base files including all xref files, fonts, plot files, survey, design data, etc.).
- 13. The selected Consultant shall include items not specified, but necessary, to achieve project completion and obtain federal approval and acceptance of the final design plans, specifications and estimates.
- 14. Conduct a field walk-through with the City during the first (60%) and second (90%) PS&E submittal.
- 15. The consultant shall include an optional separate item in the fee schedule in the amount of \$10,000 for the City's use for Construction Support Services. The Consultant may be requested to review and approve addenda and provide clarification to or edit the plans and specifications during construction. Consultant may be required to attend the pre-construction meeting, and be available for consultation and assistance during construction of the project to

clarify or explain items relating to the design. The sub-line item fee for "Construction Technical Support" shall be included under this phase, to be included within the scope of work at the discretion of the City. The Consultant will not be compensated for any other work from this item.

16. Because the construction of the project is federally funded, the consultant shall assist the City in efficiently addressing all project components as required to obtain State and Federal right-of-way certification and E-76 Construction Authorization. The consultant will be responsible for preparing all required Federal forms/submittals including calculation of the DBE goal for construction, PS&E Certification, addressing all requirements to obtain Right-of-Way Certification, and preparation of the Request for Authorization to Proceed with Construction to Caltrans Local Programs.

QUALITY ASSURANCE/QUALITY CONTROL - Quality Control shall be consistently and thoroughly applied throughout project development. Assigned QA/QC staff shall be technically well qualified to conduct the appropriate level of oversight, and demonstrate a concerted and sustained commitment to provide a high quality product. Concise written records shall be maintained by the Consultant on all activities. Firms considering proposal submittals are requested to have an in-house technical level of expertise to professionally address all aspects of the project.

The City highly emphasizes the importance of QA/QC on all its projects. The consultant shall thoroughly QA/QC PS&E submittals to ensure minimal errors and omissions and that all standards (e.g. CA MUTCD, Federal, State and City Standards, etc.) are met and followed. Submittals found to not have properly undergone QA/QC will not be reviewed by staff and will be sent back to the consultant to undergo QA/QC at no additional cost to the City.

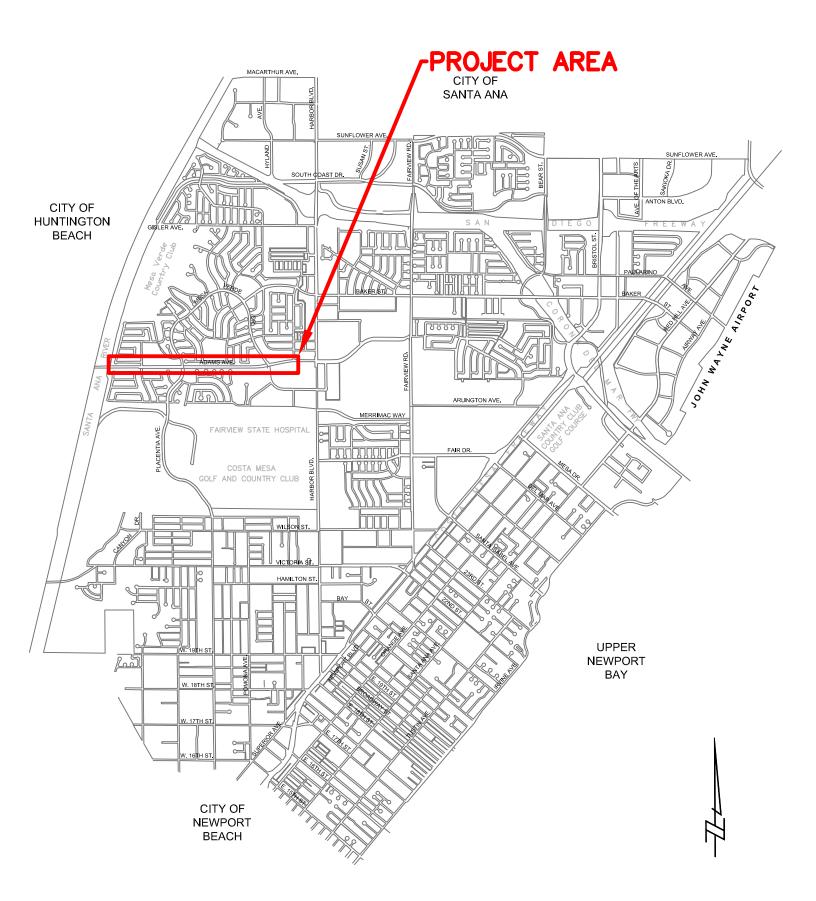
Project Design meetings shall be held virtually **every two weeks**. The consultant shall be responsible for preparing meeting agendas, minutes, and presentation materials. A Critical Path Method (CPM) network, based on activities to support all project milestones and subtasks shall be prepared. The information will be in the form of a bar chart and show a deliverables schedule and other relevant data needed for the control of work, for City review of the work status and accomplishments occurring each month. The schedule will be regularly updated and provided to the Project Manager during every other project design meeting.

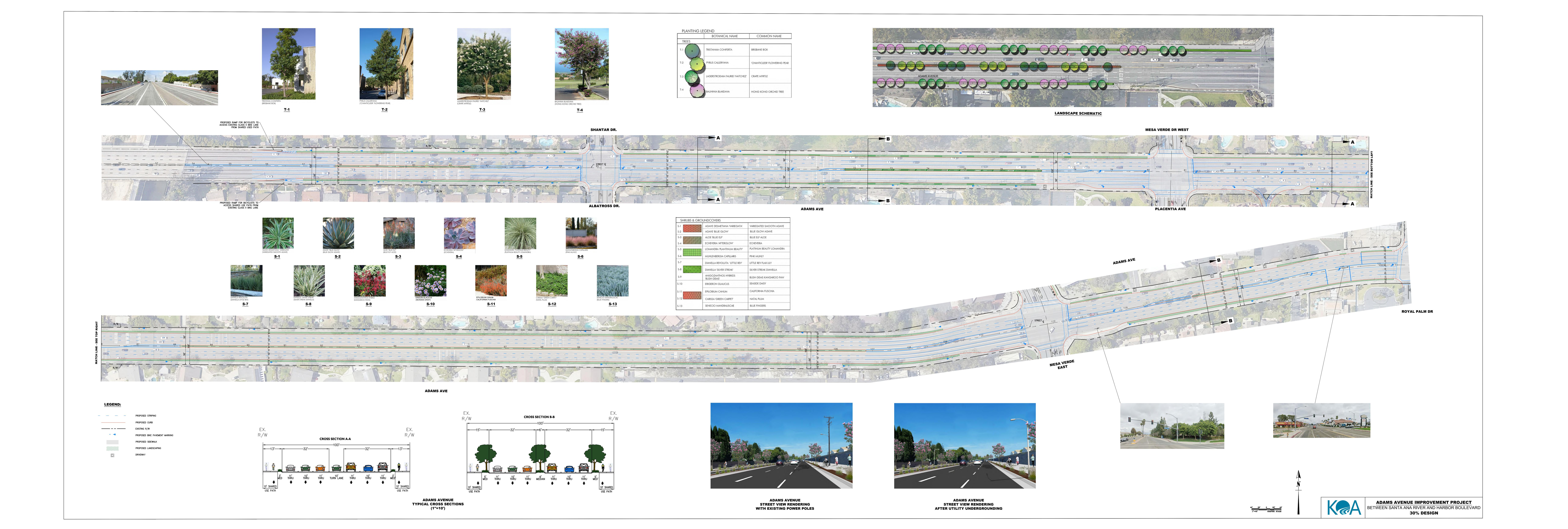
Attachments:

- 1. Exhibit A Location Map
- 2. Exhibit B Previously Completed Conceptual Design Plan
- 3. Exhibit C Utility Coordination Procedures

EXHIBIT A

ADAMS AVE ACTIVE TRANSPORTATION IMPROVEMENTS PROJECT - MULTIPURPOSE TRAILS LOCATION MAP





CITY OF COSTA MESA UTILITY COORDINATION PROCEDURES

I. INITIAL REQUEST

- 1. Consultant/Project Manager shall submit, by certified mail, a written request to all utility companies/agencies who may potentially have facilities located within the project limits. The request shall ask for all available information on the location, depth, material, and size of all active and abandoned facilities (cable television, electric, telephone, telecommunication (e.g., internet), fiber optic, gas, sewer, water, reclaimed water, etc.) within the project limits. The request letter shall provide the name and phone number of the City's and Consultant's Project Manager, as well as a copy of the project schedule.
- 2. Consultant/Project Manager shall conduct a thorough search of all City, County, and State records and review related plans to obtain all available information on the location of utilities within the project limits.
- 3. Consultant/Project Manager shall ensure a written or verbal response from all applicable utility companies/agencies. As necessary, telephone calls shall be made and reports of conversation prepared to document verbal responses from utility companies/agencies. A "utility file" shall be maintained at all times documenting all utility-related issues, correspondences, telephone conversation notes, etc.
- 4. With this information, Consultant/Project Manager shall develop preliminary plans/base sheets showing precise location and alignment of existing improvements and utilities.

II. PRELIMINARY PLANS / BASE SHEETS

- 1. Two sets of the preliminary plans shall be submitted by the Consultant/Project Manager to all utility companies/agencies that owns facilities within the project limits (the preferred format and media is determined by the individual utility companies) requesting they verify the location of their facilities shown or to be identified on the plans. Plans need not be sent to utility companies/agencies that have indicated they do not have facilities within the project limits. If a utility company/agency did not respond to the initial request, but City records show the existence of their facilities, Consultant/Project Manager shall send plans with supplemental request.
- 2. Consultant/Project Manager shall oversee that all utility companies/agencies verify the accuracy of the information shown on the plans by field investigating the location of their own facilities (active and abandoned) to determine the precise horizontal and vertical location. All pertinent information should be recorded on the plans, and one red-lined set returned to the Consultant/Project Manager. The second set of prints is to be held by utility companies/agencies for their records. All utility companies/agencies shall also indicate the location of any future facilities proposed for construction within the next five years within the project limits.
- Consultant/Project Manager shall ensure a written or verbal response from all applicable utility companies/agencies. As necessary, e-mail correspondence and telephone calls shall be made with reports of conversations prepared to document verbal responses from utility companies/agencies.
- 4. Consultant/Project Manager shall locate [pothole or use ground penetrating radar (GPR)] all existing City-owned underground utilities, such as irrigation, storm drain, electrical conduits, etc., as directed in writing by the City's Project Manager.

- Consultant/Project Manager shall request all utility agencies to pothole their facilities within the project limits as required.
- 5. With this information, Consultant/Project Manager shall revise plans as necessary and proceed with the design of the project making every practical attempt to avoid conflicts with all active utility facilities.
- 6. Consultant/Project Manager shall discuss with utility companies/agencies as necessary any potential conflicts, costs, and scheduling associated with relocations before making final decisions on design methods and relocation requirements.
- 7. If Metropolitan Water District (MWD), Orange County Water District (OCWD), Costa Mesa Sanitary District (CMSD), and/or Orange County Sanitary District (OCSD) would prefer that the relocations be performed by the City's Contractor at the time of the project construction, the utility shall immediately notify the Consultant/Project Manager in writing requesting this. Said letter shall also include a statement of financial acceptance for design and construction relocation work and other attributable costs such as printing and prorated portion of mobilization and traffic control.
- 8. Upon approval by the City of such a request, any and all utility companies/agencies shall provide standard details (8-1/2" x 11"), any special design plans, and specifications to the Consultant/Project Engineer for inclusion in the bid package. (A minimum of 90% prior to scheduled 100% submittal date).
- 9. At 90% stage, the Consultant/Project Manager will conduct a walk of the entire project site to verify all existing utilities, including above ground utilities.

III. FINAL PLANS (MINIMUM 90% COMPLETE)

- 1. Upon completion of the plans, Consultant/Project Manager shall submit, by certified mail, two sets of prints (if the preferred format is electronic files, keep a record of the submittals) of the plans approved for utility relocation to all utility companies/agencies who may be required to relocate their facilities. The plans shall be highlighted to show all conflicts. A cover letter shall accompany the plans indicating that the plans are "Approved for Utility Relocation" and indicating the scheduled advertising date and contract award date. Plans shall be sent a minimum of two weeks before the scheduled advertising date. Plans need not be sent to utility companies/agencies who are determined not to require relocations.
- 2. If more than one agency will require relocation of their facilities, Consultant/Project Manager shall coordinate with the utility companies/agencies to avoid conflict among relocations.
- 3. Consultant/Project Manager shall oversee that all utility companies/agencies promptly review the plans for conflicts, then proceed immediately with the design of relocations, and notify the Consultant/Engineer in writing the schedules of the utility companies/agencies for relocating their facilities one week prior to bid opening.
- 4. Consultant/Project Manager shall ensure a written response from all applicable utility companies/agencies. When the company or agency has declined to send a response, then a report of conversation shall be prepared to document verbal responses from the utility companies/agencies.
- 5. The Consultant/Project Manager shall oversee that all utility companies/agencies complete designs and relocation work prior to the contract award date of the City's project.

6. All utility companies/agencies are required to obtain all applicable (No Fee) permits from the City of Costa Mesa, Public Services Department, for proposed work in the public right-of-way. The City's Project Manager shall review the utility plans and/or type of work prior to the issuance of the permit.

IV. BID-SET PLANS AND SPECIFICATIONS

- 1. Upon advertising the project for bids, Consultant Project Manager shall distribute, by certified mail, bid-set plans and specifications to all affected utility companies/agencies indicating the proposed date for beginning of construction.
- 2. Upon receiving the bids, Consultant/Project Manager shall forward bid results to the utility company whose work is incorporated in the project plans, specifications, and estimates (PS&E). Should the utility companies/agencies disagree with the price bid for the utility work, the utility companies/agencies may withdraw their request for the City's Contractor to perform the work. If the request is withdrawn, all utility companies/agencies shall be responsible for completing all relocations prior to construction of the City's project. Also, all utility companies/agencies will remain responsible for all costs incurred by the City, including costs to include the utility relocation work in the PS&E bid package.

V. CONSTRUCTION

- Upon award of contract, City shall invoice all utility companies/agencies for their share of the
 amount bid by the Contractor for relocation/adjustment work to be performed by the City's
 Contractor. Utility companies/agencies shall submit payment to the City within thirty (30) days
 of receipt of the invoice.
- 2. All costs incurred by the City due to delays determined to be caused by utility companies'/agencies' relocation of their facilities will be billed to the utility companies/agencies involved.
- 3. Upon final accounting and acceptance of the project, City shall invoice utility companies/agencies for any additional costs or submit payment to the utility companies/agencies for any overcharges.

Notes:

The typical schedule for City of Costa Mesa's projects usually results in approximately nine (9) to twelve (12) weeks between advertisement for bid and beginning of construction.

The City's Project Manager shall be copied on all written correspondence among all utility companies/agencies and "Engineer." Records of conversations shall be written for the files for all verbal communications, telephone, e-mail, or otherwise, and copies submitted to the City's Project Manager.

All utility companies/agencies shall be requested to attend the pre-construction meeting.

All utility companies/agencies shall be responsible for submitting plans to, and receiving plans from, all divisions of those utility companies/agencies.

The City enforces a five-year moratorium against open cut of newly-improved roadways. Open cut of newly-improved roadways is strongly discouraged. If required, permits for open cutting will include <u>extensive</u> pavement restoration requirements.

EXHIBIT B CONSULTANT'S PROPOSAL



300 S. Harbor Boulevard, Suite 814, Anaheim, CA 92805 www.oe-eng.com (714) 533-3050 | muataya@oe-eng.com

TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS **REQUEST FOR PROPOSAL FOR ADAMS AVENUE ACTIVE RFP NO. 25-09** for The City of

for The City of

116 E. Foothill Boulevard Costa Mesa, CA 91741

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City of Costa Mesa 116 E. Foothill Boulevard Costa Mesa, CA 91741 October 30th, 2024

SUBJECT: REQUEST FOR PROPOSAL FOR ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS RFP NO. 25-09

Onward Engineering (OE) is pleased to submit our proposal to provide professional engineering services for the Adams Avenue Active Transportation Improvements – Multipurpose Trails Project. This project represents a valuable opportunity to enhance Costa Mesa's active transportation network, and OE is excited to bring our expertise and dedication to this endeavor. With 1.3 miles of Class I multipurpose trails along Adams Avenue, connecting the Santa Ana River bridge to Royal Palm Drive, this project will benefit cyclists, pedestrians, and the broader community.

EXTENSIVE EXPERIENCE IN CALTRANS-COORDINATED PROJECTS

OE is uniquely qualified to deliver this project with efficiency and precision, leveraging our extensive experience in Caltrans-coordinated projects, including several with the City of Costa Mesa. Our previous work in Costa Mesa, including the Newport Boulevard Widening, Harbor Avenue and Gisler Avenue Widening, Placentia Avenue Median, West 17th Street Widening, and the Bay Street and Ford Alley Reconstruction, has equipped us with a clear understanding of the City's expectations, timelines, and standards. Our familiarity with Caltrans requirements ensures that we can keep the project on track, avoid delays, and effectively navigate any regulatory challenges.

STRONG PROJECT TEAM AND AGILE PROJECT MANAGEMENT

The strength of our team is led by Justin Smeets, PE, PLS, QSD as Project Manager, whose experience in active transportation and Caltrans-coordinated projects ensures precise management and timely delivery. Supporting him as QA/QC Manager is Delfino "Chino" Consunji, whose comprehensive approach to quality and oversight will guarantee high standards across all phases of the project. Our use of ClickUp for Agile Project Management allows us to track every milestone, manage tasks with clarity, and communicate transparently with the City, ensuring the project remains on schedule.

READY TO BEGIN

OE is prepared to make the Adams Avenue Trails project a priority. We have already conducted a preliminary site visit, equipping us to hit the ground running. This proactive approach reflects our commitment to maintaining project momentum and addressing any site-specific considerations early, which is particularly important for a project involving Caltrans coordination. By prioritizing this project, we can ensure timely progress, meeting both the City's and Caltrans' standards.

I will be the Primary Contact and the individual responsible for entering OE into agreement with the City of Costa Mesa. If you have any questions, please feel free to contact me at: (714) 533-3050 or by email, at: muataya@oe-eng.com. We look forward to a successful relationship with the City of Costa Mesa.

Thank you,

Muhammad Ataya, MPA

Vice President, Onward Engineering





BACKGROUND & PROJECT SUMMARY

PROJECT UNDERSTANDING

The City of Costa Mesa is seeking a qualified firm to provide professional engineering services for the Adams Avenue Active Transportation Improvements – Multipurpose Trails Project. The project includes the construction of 6,800 linear feet (1.3 miles) of Class I Multipurpose trails along Adams Avenue between the Santa Ana River bridge and Royal Palm Drive (shown below).



DESIGN COMPONENTS

Pavement Rehabilitation • Curb & Gutter Construction • Multi-Purpose Trail Construction • Median Modifications • ADA Ramp Construction • ADA Driveway Construction • Streetlight Relocation • Traffic Signal Modifications • Landscaping & Irrigation • Utility Appurtenance Adjustments/Relocations • Signing & Striping Replacement.

TENTATIVE MILESTONES

Notice to Proceed – December 2nd, 2024

Estimated Design Completion – June 9th, 2025 (6 months from start date)

PROJECT WORKFLOW

RECORDS RESEARCH: Review available as-built records from the City, as well as other data available from third-party sources to assist in the preparation of the engineering design and construction plans.

UTILITY RESEARCH: Identify all existing above ground and underground utilities and verify pertinent utility data (i.e. location, size, depth, type, etc.). Notify all utility owners of planned construction and modify, relocate, or protect in place all utilities.

GEOTECHNICAL INVESTIGATION (OPTIONAL): Conduct a geotechnical investigation to verify the existing structural sections and subgrade soil conditions and provide recommendations for pavement treatments and multipurpose trail construction.

TOPOGRAPHIC SURVEY: Conduct a topographic survey to document existing site features and elevations to facilitate the development of the base map and vertical profiles.

SITE EVALUATION: Conduct a site evaluation to document the condition of existing infrastructure and verify utility appurtenance locations. Identify design constraints based on site conditions.



UTILITY POTHOLING (OPTIONAL): Conduct utility potholing to ensure there are no conflicts within the proposed traffic signal pole locations.

PLANS, SPECIFICATIONS, ESTIMATES (PS&E): Develop PS&Es for the street and multipurpose trail improvements that include the previously described design components.

ENVIRONMENTAL ASSESSMENT: Complete all CEQA/NEPA environmental studies required to obtain E-76 authorization.

PS&E QA/QC: Check plans, specifications, and estimates for accuracy and adherence to applicable state and federal standards.

BID ASSISTANCE AND CONSTRUCTION SUPPORT (OPTIONAL): Provide the necessary support to the City to execute the bid and construction phases of the project.



PROJECT APPROACH & METHODOLOGY

PROJECT APPROACH

SITE EVALUATION

A review of available documentation and a detailed visual inspection of the site will be undertaken. The inspection will include visual observations, photographs, and field measurements (i.e. concrete repair limits, sidewalk dimensions, etc.). All findings of the site evaluation will be geo-referenced on aerial photographs in a GIS map. Each area of interest will denote the design conflict or repair parameters and will have street level photographs linked. If requested, OE will provide the City with a link to the site evaluation data, which will also be transferred to the construction plan sheets. A sample of this map can be seen below.



DRONE MAPPING

The site assessment will be enhanced with the collection of high-resolution aerial photographs of the streets using our drone. Our team has four remote pilots licensed by the FAA to fly drones for commercial use. The aerial photographs assist us in developing the base maps and plans by accurately recording site surface features, pavement conditions, and street striping configurations, as well as providing us with highly detailed reference data that cannot be achieved through traditional site evaluation methods.









Additionally, the images collected are at a higher resolution than images provided by other sources and are ideal for use in the preparation of exhibits. The image below, collected for a previous project, demonstrates the level of detailed information that can be collected using drone technology. The aerial photos collected are merged into a composite image in post-processing to create complete street segments with very high levels of detail.

PAVEMENT

The pavement on Adams Avenue is in very good condition and appears to have been recently rehabilitated. The City intends to narrow the roadway and modify the lengths of the medians, which will require alterations to the edge of pavement elevations to maintain a 2% to 4% crossfall to the new curb and gutter.

The City has indicated its intention to slurry seal the street; however, due to the anticipated modifications to the street profile, milling and overlays may be required. The final determination of the rehabilitation methods used will be based on the following data sources: 1 Site evaluation findings; 2 Proposed curb, gutter, & median vertical profiles; 3 Geotechnical investigation results & recommendations (if available); 4 Cost-Benefit Analysis; 5 Discussions with the City.



In addition to traditional rehabilitation methods such as pavement milling and overlays, OE can assess the potential benefits of incorporating alternative treatment methods into the design at the City's request. The cost of incorporating these treatments varies; however, they typically result in upfront cost savings in labor and material costs or long-term savings by providing a street with service life comparable to one that has been reconstructed at a reduced price. The following is a brief description of some methods that could be considered.

FIBER REINFORCED ASPHALT

Fiber additives can be incorporated into full depth pavement layers, overlays, and slurry seals to improve the tensile strength, crack resistance, and service life of the pavement. Fiber reinforced asphalt has been utilized on projects by a growing number of Cities throughout Southern California. Cost savings can be realized by extending the pavement life and by reducing the required pavement thicknesses, as compared to conventional asphalt mixes.

ASPHALT RUBBER CAPE SEAL (ARCS)

Asphalt rubber cape seal can be utilized in lieu of conventional cape seal or grind and overlay in some cases. While conventional cape seals can last 6 to 8 years on streets with 1/8" to 1/4 alligator cracks, ARCS can increase the pavement service life up to 15 years on roads with 3/8" to 1/2" alligator cracks. Additionally, ARCS is approximately 3-4 times less expensive than a 2" overlay.



5

NEW CURB, GUTTER & MULTIPURPOSE TRAIL

The new curb, gutter and multipurpose trail will be designed to accommodate the desired trail width. The trail will be graded to encourage excess stormwater run-off to flow from the back of the trail to the street gutters. If space permits, a parkway can be placed between the trail and curb to manage some of the run-off through percolation. Trails will be constructed with maximum cross-slopes of 2% and minimum widths of 4 feet between obstructions to achieve ADA compliance. A straight grade will be applied across the new gutter sections to maximize the slope between the ends where tying into existing gutters. Cross gutters will be proposed where necessary to convey run-off across the street. All improvements will be designed to minimize impacts on the existing utility appurtenances and private parcels.



TRAFFIC SIGNALS

Based on the conceptual plan, traffic signal modifications are anticipated at the following intersections:

Shantar Drive/Albatross Drive at Adams Avenue

Mesa Verde Drive West/ Placentia Avenue at Adams Avenue

Mesa Verde Drive East at Adams Avenue

Royal Palm Drive at Adams Avenue



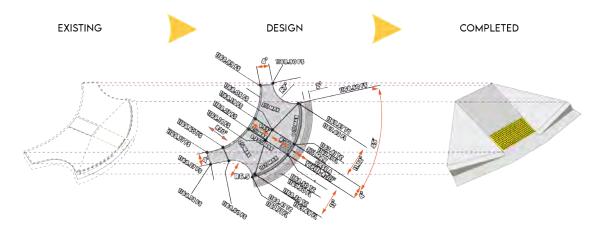


ADA COMPLIANT CURB RAMPS

Approximately 16 curb ramps within the project limits will require reconstruction to accommodate the widening of the parkway. The ramps will be redesigned as 3D surfaces in Civil 3D to ensure that the ADA slope and dimension requirements are adhered to. Custom curb ramp details prepared for the construction plans will include horizontal geometrics and design elevations.



If a ramp cannot be designed to achieve complete ADA compliance due to limiting site factors such as intersecting street and sidewalk grades, the ramp will be designed to be as compliant as possible, and a Curb Ramp Memo signed by a Professional Engineer would be prepared.



ADA COMPLIANT DRIVEWAYS



Based on preliminary field observations, there are approximately 9 driveways that may require reconstruction. These include locations where driveways that are not ADA compliant or they are compliant but may need to be reconstructed due to the widening of the parkway. The driveways will be redesigned as 3D surfaces in Civil 3D to ensure that the ADA slope and dimension requirements are adhered to. Custom driveway details prepared for the construction plans will include horizontal geometrics and design elevations.



STORMWATER MANAGEMENT





Stormwater management currently consists of parkway drains, curb drains, and catch basins located throughout the project limits. Since the conceptual design proposes to increase green space which will manage some stormwater runoff through percolation, expansion of the stormwater management system is not anticipated. However, existing stormwater management features will require reconstruction to accommodate the widening of the parkway. Based on the preliminary field observations, it is anticipated that those improvements may include: Adjusting curb opening catch basin inlet locations and elevations and reconstructing parkway and curb drains.

No. 25-09, for The City of Costa Mesa

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DESIGN CONFLICTS

Potential design conflicts observed during the preliminary site evaluation included:



Bus Shelters • Catch Basins • Curb and Gutter • Curb Drains • Drivewaus • Fire Hydrants • Gas Meters • Parkway Drains • Pull boxes • Street Signs • Street Lights • Traffic Signals • Trees Utility Cabinets • Utility Manholes • Utility Poles • Vaults • Water Meters

OE will begin with identifying all the design conflicts to determine which items need to be relocated or removed, or where modifications to the design is the preferred approach. Third party utility owners such as SCE require long lead times if relocation of their utilities is required. Impacted utility owners will be engaged early in the design process to coordinate the relocation of utility appurtenances when the responsibility to relocate falls on the utility owner.



COST SAVING MEASURES

The following cost-saving measures can be incorporated into the scope of work unless directed otherwise by the City.

DRONE MAPPING

Drone mapping will be utilized to document existing OE will assess the feasibility of utilizing site conditions and enhance base map accuracy, alternative paving methods to reduce thus reducing the amount of topographic survey construction costs, reduce maintenance costs, and site evaluation documentation required.

PAVEMENT ENGINEERING

and/or extend the service life of the pavement.

LESSONS LEARNED

The following is a description of some lessons learned on other projects of similar scope that can be applied to this project to improve efficiency.

RECURRENT PROJECT MEETINGS

It is recommended that progress meetings be conducted every two weeks or twice monthly between the City PM and OE's PM & Design Engineer. These 30-minute meetings conducted via video conference or telephone allows OE to give the City a brief update on the progress of the project and to discuss new design approaches and challenges. This continuous engagement, assists in keeping the project on track to meet milestones, and reduces the amount of time the City needs to spend reviewing the PS&E as many of their comments and concerns will have already been addressed.

BASE MAP ACCURACY

To ensure that the base maps are accurate and complete, the site evaluation will be conducted once the drone mapping, topographic survey data, and utility as-built information has been incorporated into the base maps to verify that utility appurtenance locations and ownership are portrayed correctly.

ADHERENCE TO BUDGET

Significant changes to the design can be costly and delay milestones, particularly on larger scale projects. Therefore, the budget will be strictly adhered to throughout the design phase and all construction items will be quantified as accurately as possible early in the design process to prevent scope creep.

THIRD PARTY COMMUNICATION

Early and continuous communication with third parties will be critical to minimize delays to the project schedule. OE will identify key personnel within organizations and provide complete design plans as early as feasible to minimize review cycles.



PROJECT MANAGEMENT

The **City of Costa Mesa** is requesting Project Management services that will include attending meetings, assessing and establishing project goals, strategies, and cost limitations, communicating with the City to keep them apprised of a project's status, providing agendas and minutes for various meetings, preparing and submitting project scheduling progress updates, monitoring and controlling a project schedule, budget and quality, along with proactive general Project Management services. By implementing this approach, we feel that we are pro-actively ensuring quality and the successful management of any given project.



QUALITY POLICY SYSTEM COMPONENTS

QUALITY ASSURANCE & QUALITY CONTROL MANUAL (Design & Construction Projects)

THE STANDARD OPERATING PROCEDURE

THE PROJECT QUALITY CONTROL PLAN

(Project & Site Specific QC Plan)

OE will fulfill the City's needs and comply with all statutory and regulatory obligations with emphasis on safety, quality, schedule and maximum cost effectiveness. Our team pride themselves on the quality of the engineering services provided, making great efforts to assure that each project is of the highest quality, exceeding the needs and expectations of our valued Clients.



PROJECT SCOPE OF WORK

PHASE 1: SITE RESEARCH

1.1 | MEETINGS

Deliverables: Meeting Minutes & Agenda (digital copies) • **Project Schedule Updates** (digital copies)

OE will coordinate and lead the following meetings:

• Kick-Off Meeting • Bi-weekly Progress Meetings (11 total) • 30%, 60% & 90% Plan Check Meetings (3 total)

1.2 | RESEARCH & REVIEW AVAILABLE DATA

Deliverables: · Copies of Existing Records (digital copies)

The OE team will compile and review all available records and documents from the City and other third-party sources including:

• As-Built Plans/Atlas Maps (i.e. sewer, storm, water, traffic signals, utilities) • Survey Data (i.e. topography, aerial photographs, centerlines, monuments, property boundaries) • Pavement Management Plans (if available) • Geotechnical Investigation Reports (if available).

1.3 UTILITY RESEARCH & NOTIFICATION

Deliverables: • **Utility Contact Matrix** (digital copy) • **First, Second & Final Utility Notices** (digital copies) • **Utility Owner Correspondence & Records** (digital copies)

The utility research and notification will consist of the following tasks:

- Compile a contact information list of potential utility owners utilizing City and DigAlert records.
- Prepare the first utility notice following kick-off meeting to inform utility owners of the upcoming project and request information pertaining to their utilities such as verification of the sizes, depths, and locations of their underground lines, facilities, and substructures within the project vicinity.
- Prepare the second utility notice following completion of 60% plans to provide utility owners with the plans and prompt them to identify any revisions they require to the information related to their utilities. Additionally, identify any utilities that require relocation
- Prepare the final utility notice following completion of the 100% plans to provide utility owners with the final plans, provide additional details regarding the upcoming construction activities, and provide final notice that utilities must be relocated immediately if not already completed
- Create a utility contact matrix to summarize utility owner contact information and track receipt of as-built information.

1.4 DRONE MAPPING

Deliverables: • Aerial Photographs (digital copies)

Aerial photographs will be taken within the project limits to document site features, utility appurtenance locations, and striping configurations.

1.5 | TOPOGRAPHIC SURVEY

Deliverables: • **Survey Data Files** (digital copies) • **AutoCAD Survey Base Map** (digital copysigned/stamped)

A topographic survey will be conducted by OE and will include the following tasks:



- Establish horizontal control referencing the California Coordinate System of 1983 (CCS83) and vertical control referencing the North American Vertical Datum 1988.
- Survey centerline monuments and ties to establish centerline and right-of-way alignments.
- Survey street cross sections at 50-foot intervals. The standard cross-sectional data will consist of Right-of-Way, Back of Walk, Top of Curb, Flow Line, Gutter Lip, and Crown for both sides of the street.
- Survey visible utility appurtenances within the street right-of-way.
- Plot survey data in Autocad at 1"=40' scale.

PHASE 2 PRELIMINARY DESIGN

2.1 | BASE MAPS

Deliverables: • Right-of-Way, Street, & Utility AutoCAD Base Maps (digital copies)

The following base maps will be prepared in AutoCAD:

• Centerline and ROW (utilizing gis maps, tract maps). • Existing street layout (utilizing aerial photographs, field observations). • Existing utilities layout (utilizing atlas maps, and as-built plans).

2.2 | SITE EVALUATION

Deliverables: • Site Evaluation Notes & Photographs (digital copies)

OE will conduct a site evaluation during the preliminary design phase to gather the following information:

• Verify records drawings and data • Evaluate existing site conditions • Identify proposed improvements • Collect street level photographs of each repair location.

2.3 | 30% PLANS & ESTIMATE

Deliverables: · 30% Plans & Estimate (digital copy)

Preliminary concept design plans (30% plans) will be prepared that include the existing site features, underground utilities, and proposed street improvements. The plans will be submitted to the City for review and a plan check meeting will be coordinated to discuss any changes required to the design prior to commencing with the 60% PS&E. A field walkthrough will also be conducted with City staff if requested.

2.4 | ENVIRONMENTAL ASSESSMENT

Deliverables: • **PES** (digital copy) • **CE Checklist** (digital copy)

All environmental services will be provided by ECORP Consulting, Inc. Documents anticipated to be required for environmental clearance include:

Preliminary Environmental Study (PES)
 NEPA Categorical Exclusion and CEQA Categorical Exemption.

PHASE 3 FINAL DESIGN

3.1 | 60% PLANS & ESTIMATE

Deliverables: · 30% Submittal Review Comments/Responses & Red-Lined Plans (digital copies) · 60% Plans (digital copy) · 60% Specifications (digital copy) · 60% Cost Estimate (digital copy)

PLANS

The plans will be drafted using the City's standard title block, notes, and formatting, as well as conventional line styles.



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All plans will be developed using the latest AutoCAD Civil 3D software at the following scales unless instructed otherwise by the City:

	description	horizontal scale	vertical scale
1	Title Sheet	N/A	N/A
2	Typical Sections	NTS	NTS
3	Ramp Details	1" = 5'	N/A
4	Driveway Details	1" = 5'	N/A
5	Street Improvement Plans & Profiles	1" = 20'	1" = 4'
6	Traffic Signal Modification Plans	1" = 40'	N/A
7	Streetlighting Plans	1" = 40'	N/A
8	Landscaping & Irrigation Plans	1" = 40'	N/A
9	Signing & Striping Plans	1" = 40'	N/A

Designs will adhere to the latest editions of the governing standards for each design component which may include the following:













Disabilities Act - Standards for Accessible Design

Americans with Caltrans California Caltrans Local Manual On Uniform Traffic Devices

Assistance **Procedures** Manual

Caltrans Standard Plans

City of Costa Designs

Standard Plans Mesa Standard for Public Works Construction

COST ESTIMATE

Development of the Cost Estimate will include the following tasks:

- Review cost templates provided by the City to verify typical bid items & descriptions.
- Compile quantities based on measurements from plan sheets & site evaluation spreadsheet.
- Develop unit rate construction costs from recently awarded projects based on data from the following sources:
 - PlanetBids:
 - Bid summaries from recent City projects;
 - Bid summaries from recent OE projects;
 - Caltrans Construction Cost Database.

SUBMITTAL

Electronic copies of the plans, and cost estimate will be submitted to the City for review and feedback. OE will coordinate a Plan Check Meeting with the City following completion of their review. A field walkthrough will also be conducted with City staff if requested.

3.2 | 90% PS&E

Deliverables: • 60% Submittal Review Comments/Responses & Red-Lined Plans (digital copies) • 90% Plans (digital copy) • 90% Specifications (digital copy) • 90% Cost Estimate (digital copy)

PLANS & COST ESTIMATE

The 90% plans and cost estimate will be prepared following the same processes described in the 60% submittal task.

SPECIFICATIONS

Development of the Specifications will include the following tasks:

- Acquire boilerplate templates from the City.
- Update template text to include project specific information.
- Update Project Bid Schedule to match cost estimate bid items and quantities.
- Check General Provisions and Special Provisions section numbering, and titles for consistency with the referenced edition of the Standard Specifications for Public Works Construction (Greenbook).
- Add pay clauses to Special Provisions that match Project Bid Schedule.

Add any additional provisions requested by the City or deemed necessary due to the project design and construction.

SUBMITTAL

Electronic copies of the plans, specifications, and cost estimate will be submitted to the City for review and feedback. A summary of the submittal review comments and scanned red-lined plans in electronic format will also be provided. OE will coordinate a Plan Check Meeting with the City following completion of their review. A field walkthrough will also be conducted with City staff if requested.

3.3 | 100% PS&E

Deliverables: • 90% Submittal Review Comments/Responses & Red-Lined Plans (digital copies) • 100% Plans (digital copy) • 100% Specifications (digital copy) • 100% Cost Estimate (digital copy) • Resident Engineer's File (digital copies - USB thumb drive)

The 100% plans, specifications, and cost estimate will be prepared following the same processes described in the 60% and 90% submittal tasks.

SUBMITTAL

Electronic and physical copies of the plans, specifications, and engineer's estimate will be submitted to the City for review and feedback. A summary of the submittal review comments and scanned redlined plans in electronic format will also be provided.

OPTIONAL TASKS

A | GEOTECHNICAL INVESTIGATION

Deliverables: Geotechnical Investigation Report (digital copy)

A pavement and subsurface evaluation will be conducted by Subconsultant based on the primary tasks outlined in the RFP. The geotechnical assessment will be conducted at 9 locations (1 borehole per block) along the proposed water main alignments. The general scope of work is as follows:

Mark borehole locations. • Obtain a no-fee encroachment permit from the City • Call USA to mark utilities • Provide traffic control in accordance with the MUTCD • Drill 9 exploratory boreholes in the pavement within the City right-of-way to depths of approximately 15 feet below grade. • Conduct laboratory testing including but not limited to:



- In-situ moisture content and dry density.
- Optimum moisture content and maximum dry density.
- Hydroconsolidation.
- Direct shear.
- Preliminary soil corrosivity.
- R-value.
- Prepare a Geotechnical Investigation Report with a summary of pavement and soil conditions, as well as design recommendations for pavement design, trenching, and shoring.

Allowances have not been included for capping boreholes with hot-mix asphalt, or utilizing specialized drilling rigs to drill through macadam pavement or gravel/cobbles. These items can be included in the geotechnical scope of work for an additional cost.

B UTILITY POTHOLING (OPTION A: 29 POTHOLES)

Deliverables: Utility Potholing Report (digital copy)

Utility potholing will be conducted by C Below, Inc. Based on the City's conceptual design, it is anticipated that up to 29 locations may need to be assessed for utility conflicts for the relocation of traffic signal poles. The general scope of work is as follows:

• Mark borehole locations.• Obtain a no-fee encroachment permit from City. • Call USA to mark utilities. • Provide traffic control in accordance with the MUTCD. • Advance 29 potholes within the proposed locations of the traffic signal poles to depths of 10 feet below grade. • Backfill potholes and finish surface with cold patch asphalt. • Prepare a Utility Pothole Report with a summary of pothole locations, utility diameters and depths, and soil stratigraphy logs.

The final number of potholes required cannot be determined conclusively until utility as-builts have been overlaid on the preliminary design. Additional potholing may be required.

C | UTILITY POTHOLING (OPTION B: 29 X-TRENCHES)

Deliverables: Utility X-Trench Report (digital copy)

As an alternative to potholing, C Below, Inc. can complete x-trenches in lieu of potholes for increased confidence that no utility conflicts exist in the proposed locations for the traffic signal poles.

The final number of x-trenches required cannot be determined conclusively until utility as-builts have been overlaid on the preliminary design. Additional x-trenches may be required.

PHASE 4 BID ASSISTANCE & CONSTRUCTION SUPPORT

BID ASSISTANCE & CONSTRUCTION SUPPORT

Deliverables: • Responses to Design Inquiries (digital copies) • As-Built Plans (digital copies) • AutoCAD & PDF Design Files (digital copies-USB thumb drive)

OE will provide the following ongoing support services during the bid and construction phases:

BID PHASE

Attend pre-bid meeting • Prepare responses to Requests for Information (4 RFIs) • Prepare contract addenda (2 addenda)

CONSTRUCTION PHASE

Attend pre-construction meeting • Conduct field inspections as requested (4 total) • Respond to RFIs (8 RFIs) • Review submittals (12 submittals) • Prepare as-built plans.

Revisions to the PS&E package or providing additional administrative support can be done at the City's request on a time and material basis using the hourly rates in our fee proposal. Additionally, we can provide full-service construction management and inspection services upon City request.



QUALITY ASSURANCE & QUALITY CONTROL



Quality Assurance (QA) is a proactive measure to verify that our systems and procedures align with the City's requirements and expectations. Achieving design quality is crucial for controlling costs during construction. By dedicating resources to producing quality designs, QA delivers a better return on investment and must

be adhered to throughout all phases of project design.

The most effective Construction Management (CM) approach begins during the design phase. Emphasizing design quality and clarity is the best way to minimize change orders, claims, and construction costs. Our QA approach focuses on creating well-documented, well-designed plans and specifications that meet a high standard of quality. This means our designs must be Clear, Complete, Correct, Consistent, and Constructible (the "5 C's").

Providing contractors with high-quality plans allows them to understand exactly what to bid on, minimizing areas of interpretation. The requirement for public bidding further incentivizes our design engineering team to achieve both quality and clarity in project plans and specifications. Our primary goal is to achieve the highest project quality by implementing and maintaining accuracy and consistency across all calculations, drawings, and specifications in project documents.

PLAN REVIEW

Our documents will go through 3 levels of review prior to each submittal:







ERROR MITIGATION

This three tiered review allows for error mitigation on 3 separate levels of detail:









Quality Control (QC) involves performing all activities in conformance with valid requirements, regardless of their overall contribution to the design process. Good CAD techniques, attention to detail, and ensuring that plans are accurate and useful to the contractor are essential components of quality.

Our project engineers and project managers understand that quality results from a series of processes. It requires a team to perform numerous appropriate activities at the right times during the plan development process. QC is not just a final review; it is an ongoing approach that emphasizes quality throughout every phase of the design process.

At OE, we believe in designing smarter and building better. Our design team adheres to established design policies, procedures, standards, and guidelines in the preparation and review of all design products, ensuring compliance and good engineering practices as directed by the Project QC Plan. This continuous focus on quality helps us deliver superior results for every project.

The elements of the QC Plan are as follows:

- PROJECT INFORMATION: Title | Number | Location | Description | Plan Scope | Plan Overview
- **PROJECT SPECIFICATIONS:** PS&E | Industry Quality Standards | **OE** Quality Standards | Other Specifications
- PROCESS CONTROL: Quality Control Tasks Listing | Process Coordination | Process Communication
- PROJECT ORGANIZATION & COMMUNICATION: Key Personnel | Responsibilities | Authority | Chain of Communication
- **DESIGN CONTROL**: Design Plan | Design Reviews
- CONTROL OF NONCONFORMITY: Identifying | Recording | Reporting
- PROJECT CLOSE-OUT: Closeout Checklist | Closeout Report | Lessons Learned



PROJECT CONTROLS

Effective project controls are essential for managing and delivering successful projects. At **OE**, our project controls framework encompasses a range of activities and processes designed to ensure that projects are completed on time, within budget, and to the required quality standards. Below are the key components of our project controls approach.

DESIGN KICK-OFF MEETING & PROJECT MEETINGS

The kickoff meeting is a critical first step in setting the stage for a successful project. During this meeting, we:

- Establish project goals and objectives as well as any technical requirements.
- Define roles and responsibilities.
- Review the project schedule and milestones.
- Discuss potential risks and mitigation strategies.
- Set expectations for communication and collaboration.

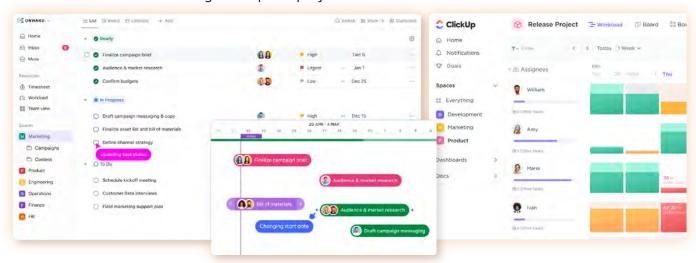
Regular project meetings are held to monitor progress, address any issues, and keep all stakeholders informed. These meetings facilitate open communication, ensuring that everyone is aligned and working towards the same goals.

SCHEDULE CONTROL

Monitoring the project schedule is vital to identify any delays early and take corrective actions. Our approach includes:

- Regularly updating the project schedule. progress.
- Identifying the root causes of any slippage. project back on track.
- Comparing planned progress with actual
- Implementing corrective measures to get the

We hold two internal meetings weekly: one for status updates and the other for resource allocation. These meetings help us stay aligned, address any emerging issues promptly, and ensure that resources are used effectively to keep the project on track.



EARNED VALUE & PLANNED VALUE REPORTING

To support this process, we prepare Earned Value (EV) Reports and Planned Value (PV) Reports on a monthly basis. These reports help us:

- Assess "Health of Schedule" by comparing value of work planned (PV) to the value of work actually completed (EV).
- Proactively identify schedule variances and areas that may require corrective action.
- Provide transparency and insight into project progress for all stakeholders.

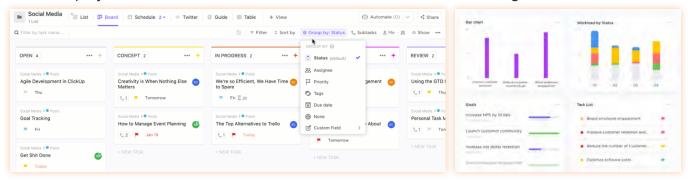
By proactively tracking schedule slippage and using EV and PV reports, we minimize delays and keep the project moving forward.



AGILE PROJECT MANAGEMENT

We also use ClickUp to monitor and track workload and resources. ClickUp enables us to manage tasks, allocate resources efficiently, and monitor project progress in real-time. Various views within ClickUp help us manage different phases of the project, such as utility notifications and research. It also supports views like Task List, Gantt Chart, and Kanban Boards. This tool supports our Agile Project Management (PM) practices by allowing us to:

• Break down projects into manageable tasks, sub-tasks and checklists. • Adjust priorities dynamically based on project needs. • Facilitate collaboration and communication among team members.



STATUS UPDATE REPORTS

OE provides comprehensive status update reports to keep all stakeholders informed about the project's progress. These reports include:

• A summary of completed tasks and milestones. • An overview of upcoming activities. • Identification of any issues or risks. • Recommendations for corrective actions. • Updated project timelines and forecasts. • Access to ClickUp for real-time collaboration with the City. • Inclusion of Earned Value (EV) and Planned Value (PV) reports for transparent progress tracking. These reports ensure transparency and enable informed decision-making.

DOCUMENT CONTROL

Proper document control is essential for maintaining project integrity and ensuring that all project documents are accurate and accessible. Our document control practices include:

• Utilizing Box Enterprise as our document management system. • Operating on a HIPAA-certified, enterprise-grade, cloud filing system. • Mapping all of the City's standards, folder structures, templates, and document formats for implementation. • Storing all documents on our cloud-based Box Enterprise account. • Allowing secure, remote access and review of our entire filing system by City staff. • Ensuring compliance with project requirements and Caltrans' LAPM filing requirements. • Enabling City staff to select passwords for access to view, upload, or download any project files (e.g., PS&E, schedules, utility logs, field observations, daily reports, photo diaries) without changing the City's existing IT framework. • Providing flexible access to project files from anywhere and on any device, and enabling access to select files for other collaborators.

Effective document control helps prevent misunderstandings and ensures that everyone is working with the latest information.

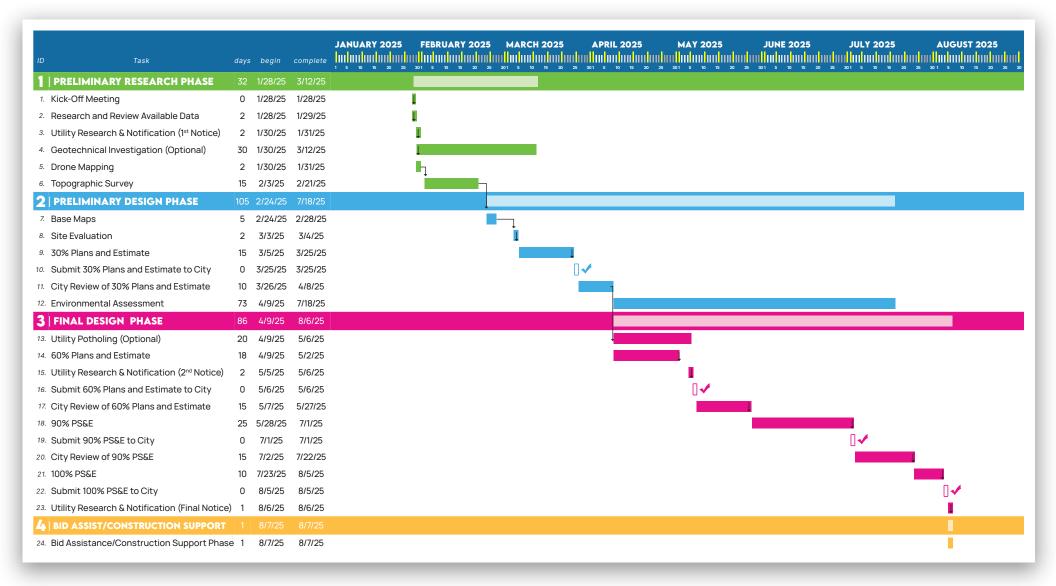
COST CONTROL

One of our core corporate philosophies is honesty and transparency, and costs and budgeting are no exception. Our cost control measures include:

- Using advanced financial software to prepare invoices and reports.
- · Allowing the City to request billing statements at any time during the billing cycle.
- Providing real-time reports of hours and expenses, enabling the City to easily compare proposed resources to resources used and/or remaining.
- Ensuring the budget is reliable and accurate, and falls within the City's allotted budget.
- · Demonstrating flexibility in reducing project costs or staying within the budget.



PROJECT SCHEDULE





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QUALIFICATIONS & EXPERIENCE OF THE FIRM

FIRM'S GENERAL INFORMATION



LEGAL NAME & ADDRESS

Onward Engineering 300 S. Harbor Blvd. Suite 814, Anaheim, CA 92805 (714) 533.3050

mataya@oe-eng.com



PROFESSIONAL SERVICES

SURVEYING

STANARTER. BUILD BETTE **DESIGN** Engineering **PROJECT** Management **CONSTRUCTION** Management **STAFF** Augmentation PLAN Check

CONSTRUCTION Inspection















At Onward Engineering (OE), our mission is to set a new standard of excellence in consulting services for our clients, ultimately enhancing the quality of life in the communities we serve.

FIRM EXPERIENCE

EL MONTE

ARDEN DR. ZONE 3 STREET & BIKE LANE IMPROVEMENTS PROJECT

OE provided engineering design services for the City of El Monte on the Arden Drive Zone 3 Street and Bike Lane Improvements Project. The work called for the preparation of PS&E to rehabilitate pavement on Zone 3 streets and Arden Drive, as well as construct ADA ramps, repair damaged curb and reconstruct cross gutters where drainage was affected. The pavement was treated with slurry seal, cape seal, milling and overlays. Failed pavement sections were treated with a deeper grind and a grindable fibrous interlayer to prevent reflective cracking in lieu of full depth reconstruction. Sidewalk was replaced in areas that did not meet ADA compliance, such as heaved sidewalk panels and minimum path widths. Damage due to tree root infiltration of 126 trees was also noted, requiring OE to assign a licensed arborist. Further enhancements were included in the design per the San Gabriel Valley Regional Bicycle Master Plan to include a Class II bike lane along Arden Drive and Class III bike lanes along Hickson Street, Esto Avenue, Marsen Street, Ranger Avenue, and Arden Way. OE subsequently updated the City's Master Bike Plan with recommendations. OE also conducted public outreach activities to address concerns from local businesses, residents and stakeholders affected by the construction.

REFERENCE: Reference: John Rico, Associate Engineer, jrico@elmonteca.gov, (626) 580-2058, 11333 Valley Boulevard, El Monte, CA 91731-3293

BREA

THE TRACKS AT BREA SEGMENT 3

OE provided consulting services to the City of Brea for the Tracks at Brea, Segment 3, a new bicycle and pedestrian trail from Brea Boulevard to State College Boulevard. The project included constructing a new 10-foot-wide asphalt bike trail and a 5-foot-wide walking trail, as well as a



parking lot with decorative paving. The scope of work also entailed installing bioswales, drought-tolerant plants and trees, a bicycle-fixing station, and benches and trash cans. After soil excavation and remediation, the soil was fine graded and a storm drain system was installed, complete with a desilting riser to comply with the NPDES permit and prevent sediment loss. As the project disturbed greater than 1 acre, it triggered the need to comply with the Construction General Permit. The permit required a Stormwater Pollution Prevention Plan, a Notice of Intent to be filed with the California Stormwater Resources Control Board, and sampling during qualifying rain events. The project was funded by the Land and Water Conservation Fund, the Clean Transportation Fund via the Mobile Source Air Pollution Reduction Review Committee (MSRC), Safe Routes to Schools California, the Housing-Related Parks Program, and City funds.

REFERENCE: Raymond Contreras, Project Manager, (714) 990-7763, raymondc@ci.brea.ca.us, 1 Civic and Cultural Center, Brea, CA 92821

CUCAMONGA OLIVE GROVE PARK MULTI-USE TRAIL PROJECT

OE provided design engineering services on the Olive Grove Park Multi-Use Trail Project for the City of Rancho Cucamonga. The project was experiencing deep rutting which endangered trail users. The rutting was due to the steepness of the trail and a lack of a stormwater management infrastructure. The trail was reconstructed with decomposed granite and reinforced with a soil stabilizer to reduce the loss of fine material. The trail was regraded to divert stormwater to new PCC v-ditches along the trail that also intercepted all stormwater from the adjacent parkway, preventing it from crossing the trail. An underground culvert was constructed beneath a T-intersection in the trail to divert the surface run-off beneath the trail to a new v-ditch on the opposite side of the trail where the crossfall of the trail reversed and conveyed the surface runoff to an existing catch basin at the base of the park. The trail design also required the integration of flat landings every 25 feet to satisfy ADA requirements. The redesign of the trail included the construction of retaining curb next to the flat landings to secure the trail material adjacent to the landings which had previously been eroded, creating steps in the trail. The project included grading of 80,000 square feet.

REFERENCE: Romeo David, PE, Associate Engineer, romeo.david@cityofrc.us, (909) 774-4070, 10500 Civic Center Drive, Rancho Cucamonga, CA 91730

ENCINITAS MULTI-USE PEDESTRIAN, BICYCLE AND EQUESTRIAN TRAIL-82

OE provided Engineering Design services for the Rancho Santa Fe Road Multi-Use Pedestrian, Bicycle and Equestrian Trail project (Trail 82) for the City of Encinitas. The purpose of the project was to design a multi-use trail (pedestrian, bicycle, and pedestrian use) along Rancho Santa Fe Road. The trail extended approximately 0.95 miles (5,016 feet) from Encinitas Boulevard to El Camino Del Norte along the east side of Rancho Santa Fe Road, connecting several sections of existing trail, with a varying width from approximately 6 ft. to 8 ft. The land use surrounding the project limits consisted primarily of single-family residences with some commercial developments near the intersection of Encinitas Boulevard and Rancho Santa Fe Road. The relocation of surface utility features and fences was required to accommodate the trail and the existing trail surface was rehabilitated to reduce vegetation damage, improve drainage, and comply with ADA maximum slope and minimum walkway width requirements. This included concrete curb and gutter replacement, water bar installation, ADA curb ramp reconstruction, driveway and headwall reconstruction and trail fence installation. The trail also had intersection crossings, which required slip-resistant coating upgrades, asphalt stamping and signage and striping.

REFERENCE: Pete Milligan, PE, Engineer II, (now with San Diego County Water Authority), (858) 522-6800 pmilligan@sdcwa.org, 4677 Overland Avenue,, San Diego, CA 92123

LONG BEACH EAST 2ND STREET BIKE LANE IMPROVEMENTS PROJECT

OE provided Design Engineering services to the City of Long Beach for the East 2nd Street Bike Lane Improvements Project from the Pacific Coast Highway to the east city limits. Phase 1 of this project included designing Class 2 bike lanes in both directions along E. 2nd Street. Phase 2, which was combined with Phase 1, included incorporating a pavement grind/overlay with localized removal and



replacements of the entire pavement section into the design. Phase 3 included the preparation of conceptual median landscaping plans and a conceptual Class 1 bike lane with right-of-way takes. The project was completed on time and within budget.

REFERENCE: Derry Mac Mahon, City Engineer, (310) 525-0681, dmacmahon@koacorp.com, 333 W. Ocean Boulevard, Long Beach, CA. 90802

ORANGE COUNTY MEADS AVENUE EQUESTRIAN TRAIL RELOCATION PROJECT

OE provided design engineering services to the County of Orange to relocate an equestrian trail from the south side of Meads Avenue to the north side of Meads Avenue between Orange Park Boulevard and Hillside Drive. This relocation required realigning the roadway. Drainage was a concern and was considered carefully during design. Realigning Meads Avenue required some careful consideration to preserve the rural look which the residents in Orange Park Acres prefer and still maintain drainage to eliminate erosion of the proposed trail. The existing trail had significant erosion which caused a loss and migration of sediment further down the street. A concrete or asphalt swale were considered to help further minimize erosion and limit the required maintenance on the trail and roadway shoulder while still maintaining the same aesthetic appearance.

REFERENCE: Jamie N Reyes, PE Civil Engineer, Traffic & Design Division, OC Public Works, (714) 647-3903, Jamie.Reyes@ocpw.ocgov.com, 300 N. Flower St., Santa Ana, CA 92703

BELLFLOWER BOULEVARD COMPLETE STREETS PROJECT - HSIP

OE provided the City of Bellflower with Design Engineering services for the HSIP – Bellflower Boulevard Complete Streets Project. The project consists of enhancing approximately 2,200 linear feet (0.42 miles) of Bellflower Boulevard from Artesia Boulevard to the South City Limit, approximately 330 feet south of Rose Street. Bellflower Boulevard is an arterial street with two lanes of traffic and curbside parking in both directions, a dual left turn lane, and traffic signals at high volume intersections. The project was partially funded by Cycle 9 of the Highway Safety Improvement Program (HSIP). The project has an estimated cost of \$1,162,100. The street enhancements included adding Class III Bike Lanes, reducing the lane widths, adding raised medians with landscaping and irrigation, upgrading and adding high visibility crosswalks, rapid flashing beacons, and pedestrian countdown heads at the intersections, bulb-outs, and road resurfacing.

REFERENCE: Philip Wang, PE, City Engineer (now in Whittier), (562) 567-9500 , pwang@cityofwhittier.org, 13230 Penn Street,, Whittier, CA. 90602

APPLE VALLEY STODDARD WELLS ROAD WIDENING PROJECT

OE provided the Town of Apple Valley with Engineering and Design services for the Stoddard Wells Road Widening Project. The project consisted of widening the roadway and shoulders of the section of Stoddard Wells Road between Interstate 15 and Johnson Road with a total length of approximately 8,450 linear feet (1.6 miles). The existing road was approximately 22 feet wide with one lane of traffic in either direction and unimproved dirt shoulders. The Town asked that the roadway be widened to 26 feet with 12-foot wide shoulders added to both sides of the road. The shoulders were reinforced with the addition of recycled asphalt pavement.

REFERENCE: Kenneth Bailey, City Engineer, (760) 240-7000 x 7119, kbailey@applevalley.org, 14955 Dale Evans Pkwy., Apple Valley, CA. 92307

LAGUNA NIGUEL NIGUEL ROAD STREET REHABILITATION

OE provided the City of Laguna Niguel with Project Engineering services for the Niguel Road Street Rehabilitation and ADA Improvement Project. The project consisted of rehabilitating an approximately 1.93 mile (10,200-foot) section of Niguel Road that extends from Alta Tera to Marina Hills Drive. Niguel Road from Highland Avenue to Marina Hills Drive (8,450 linear feet) is an arterial street with two lanes of traffic in either direction, raised center medians, centerline striping, left and right-turn pockets, and bike lanes. Niguel Road from Alta Terra to Highland Avenue is a residential



collector street (1,750-feet) with one lane of traffic in both directions. A major part of this project involved the full design of the 64 ramps for the nearly 2 mile stretch hilly roadway. Parking was prohibited on the street except on the north side of Niguel Road from Alta Terra to Galina Way which required traffic management. Additional tasks included repairing curb, gutter, and sidewalk and constructing ADA compliant access ramps where required.

REFERENCE: Jacki Scott, Public Works Director/Analyst, jscott@cityoflagunaniguel.org, (949)362-4337, 30111 Crown Valley Pkwy. Laguna Niguel, CA 92677

CHINO HILLS LOS SERRANOS WIDENING AND SIDEWALK IMPROVEMENT PROJECT

OE provided full Design Engineering services for the Los Serranos Infrastructure - ATP Project. The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71-freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project is funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits include very minimal curb, gutter, and sidewalk. The ATP grant proposed provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

REFERENCE: Tad Garrety, (909) 364-2722, tgarrety@chinohills.org, Chino Hills Engineering Department, 4000 City Center Drive, Chino Hills, CA 91709

LOMITA 247TH STREET AREA WATER MAIN REPLACEMENT PROJECT

OE provided Design Engineering services to The City of Lomita for the 247th Street Area Water Main Replacement Project. The project limits were on 246th Street, 247th Place, 248th Street, Western Avenue and Lomita Boulevard and involved the installation of 3,300 linear feet of new 6-inch PVC water mains to provide improved flow, pressure, and fire protection. The existing 4-inch/6-inch water main systems were constructed between 1928 and 1930 and had exceeded its useful service life. The proposed water main was installed parallel to the existing main while keeping the old line in service to minimize downtime for the public. All fire hydrants, service laterals, valves, blow-offs, air release valves, and other associated water appurtenances were replaced, and sectional pavement, curb gutter and sidewalk were removed and reconstructed according to ADA standards and drainage patterns. Encroachment permits from Caltrans and the City of Los Angeles within their jurisdictions were secured. Funding was sourced from the City's CIP Program and the FEMA Hazard Mitigation Grant Program.

REFERENCE: Mondher Saïed, PE, (310) 325-7110x110 - m.saied@lomitacity.com, 24300 Narbonne Avenue Lomita, CA 90717

ALHAMBRA WATER MAIN REPLACEMENT-HALSTEAD DR., HIDALGO AVE., & MAIN ST.

OE provided engineering design services for the City of Alhambra on the Water Main Replacement Project with site locations at Halstead Drive, Hidalgo Avenue, and Main Street. The purpose of the project was to replace water mains that were constructed between the 1910s and 1920s with approximately 5,400 linear feet (1.0 mile) of water mains in order to improve water flow and firefighting capabilities. The limits included Halstead Circle (from Vega St. to Vega St.) and on Hidalgo Avenue (from Alhambra Rd. to Main St.) in which 6" cast iron piping was replaced with 8" ductile iron pipe (DIP). The work on Main St. (from Hidalgo to Champion Place) involved replacing 4" cast iron piping with 8" DIP. Service lateral reconnection, trench backfilling, pavement reconstruction, signing and striping, and curb and gutter repairs were also addressed.

LONG BEACH CITYWIDE ADA RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENT

OE is providing Design Engineering services to the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to



complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push-button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.

REFERENCE: Keith Hoey, PE, Senior Civil Engineer, m(562) 570-6586, keith.hoey@longbeach.gov, 411 West Ocean Boulevard,, 5th Floor, Long Beach, CA. 90802

CORONA

SIDEWALK GAP CLOSURE AT EAST CHASE DRIVE & SMITH AVENUE

OE provided engineering design services for the City of Corona on the Sidewalk Gap Closure Project located at East Chase Drive and Smith Avenue. The purpose of the project was to construct approximately 1,400 linear feet (0.27 miles) of ADA accessible sidewalk along the following streets: (1) Chase Drive between Gilbert Avenue and Thacker Drive; (2) Thacker Drive from Mid-block to Chase Drive; and (3) Smith Avenue between SR-91 freeway and Pleasant View Avenue. The project was funded by the Agreement for Funding Under SB 821 Bicycle and Pedestrian Facilities Program, Agreement No. 22-62-058-00, entered into between the City and the Riverside County Transportation Commission (RCTC) and was subject to all Federal and State requirements. OE's design work included closing sidewalk gaps and designing ADA compliant curb ramps and driveways to improve accessibility, safety, and mobility for pedestrians.

COSTA MESA

NEWPORT BOULEVARD WIDENING IMPROVEMENTS PROJECT

OE provided the City of Costa Mesa with design engineering services on the Newport Boulevard Widening Improvements Project. The project consisted of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through lane and improve its Level of Service from the current "F" rating (ranging from 1.10 to 1.30). The section of roadway to be enhanced extended approximately 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project was located within Caltrans jurisdiction and required traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

REFERENCE: Jennifer Rosales, Project Manager, (714) 754-5180, jennifer.rosales@costamesaca.gov, 77 Fair Drive, Costa Mesa, CA 92626



FINANCIAL CAPACITY

Onward Engineering maintains a strong financial standing and stable operational foundation, ensuring our capability to deliver the highest level of service to the City. We have no history of bankruptcy, planned closures, or mergers, and there are no factors that would impact our ability to meet the City's project needs. Financial audits and detailed financial records are available upon selection, should the City require them. We believe this approach allows us to proceed efficiently and focus resources on developing a successful project partnership.



FEDERAL FUNDING & STATE CALTRANS EXPERIENCE

OE has provided Design Engineering services on several Federally Funded projects requiring Caltrans coordination. We know the District 12 Caltrans office and we guarantee Caltrans LAPM compliance on any project. A brief list of OE projects include:

OE'S UNIQUE (3) APPROACHES TO FUNDING



Our cost control methods that include planning and implementing scheduling objectives through continuous monitoring of project cost, quantities, estimation and performance.



Emphasis in safety, quality, and open lines of communication with the City, proejct staff and the public.



Knowledge in coordinating with both Caltrans and Federal Funding departments.

OE'S APPROACH CALTRANS



Submit Requests for Authorization (RFA's) for Preliminary Engineering, Right-of-Way, and utility and construction.



Prepare and submit award and report on expenditures.



Assist in the preparation of both Federal and State invoices.



BREA Berry Street & Imperial Highway Sewer Main Replacement Rails to Trails Project

LA HABRA HEIGHTS Hacienda Road & East Road Stimulus Street Restoration LA MIRADA Adelfa, Foster & Marquardt Rehabilitation Projects LYNWOOD Imperial Highway Rehabilitation Project PICO RIVERA Rosemead Boulevard Rehabilitation Project

NORWALK Studebaker Road & Firestone Blvd. Rehabilitation Project **IRVINE** Red Hill Avenue Pavement Rehabilitation Project Campus Drive Bikeway Construction Project

BELLFLOWER Bellflower Boulevard & Woodruff Avenue Rehabilitation Woodruff Avenue & Palo Verdes Avenue Rehabilitation Flower Street Rehabilitation Project

COSTA MESA Harbor Boulevard & Gisler Avenue Intersection Project Placentia Avenue Median Installation & Landscaping

SANTA FE SPRINGS 1-5 Widening Project at Florence Avenue DIAMOND BAR Residential Area 2 & Arterial Zone 1 Rehabilitation SOUTH GATE Atlantic Avenue/Firestone Blvd. Intersection Widening REDONDO BEACH Aviation Boulevard Resurfacing Project (STPL) **CERRITOS** Studebaker Road Rehabilitation Project LA HABRA La Habra Boulevard Rehabilitation Project

(HSIP) COSTA MESA

PICO RIVERA Telegraph Road Median Improvements & Rehabilitation Placentia Avenue Median Installation & Landscaping **ORANGE COUNTY** Santiago Canyon Road Project **BELLFLOWER** Bellflower Boulevard Complete Streets Project



LA MIRADA Adelfa, Foster & Marquardt Rehabilitation Projects IRVINE Red Hill Avenue Pavement Rehabilitation Project NORWALK Bus Shelter Replacement Project

Studebaker Road & Firestone Boulevard Rehabilitation LA HABRA HEIGHTS Hacienda Road & East Road Stimulus Street Restoration **LYNWOOD** Otis Street Improvement

Martin Luther King Jr. Boulevard Rehabilitation **BREA** Blackstone Development Project

LA HABRA HEIGHTS Road Improvements & Slope Stabilization



LAKE FOREST Lake Forest Drive Resurfacing, from Bake Pkwy to I-5 Freeway ALHAMBRA SB-1 Street Rehabilitation Project FULLERTON Euclid Roadway Sewer Reconstruction Project





KEY PERSONNEL

ORGANIZATIONAL CHART

CITY OF COSTA MESA



PROJECT MANAGER

JUSTIN SMEETS - PE, PLS, QSD



BS: Civil Engineering, CSUF, 2007 PE: Professional Engineer #78314 PLS: Land Surveyor #9293 QSD: SWPPP Developer #00852 **OCTA** (prior) **CERTIFIED** Pavement Analysis

QA/QC MANAGER

DELFINO "CHINO CONSUNJI- PE



BS: Civil Engineering, University of the Phillippines, 1986 PE: Professional Engineer #57908

•Engineering Management, Construction, UCLA Extension, 1991

 Building Construction and, Construction, AOTS Japan, 1990

 Inland Navigation & Management, IFIT Belgium, 1989

OE SURVEY TEAM

Note: OE will make available key personnel to the extent proposed and for the duration of the required services. No person designated as "key" shall be removed or replaced without the prior written concurrence of the City.

PROJECT ENGINEERS

RYAN DENNIS



BS: Civil Engineering, University of Calgary, 2005

MINOR: Environmental Engineering, University of Calgary, 2005

P.ENG: Professional Engineer (Canada)

TECH: AutoCAD/Civil 3D

DAYTON LOWE



COURSEWORK: Civil Engineering, CM & Technology, Broward College OCTA (prior) CERTIFIED: Pavement Conditions Analysis

TECH: AutoCAD/Civil 3D

JASON TO



BS: Civil Engineering, CSUF **EXPERIENCE:** Surveying; Soil Mechanics; Reinforced Concrete/ Structural Steel Design

TECH: AutoDesk/AutoCAD & ArcGis/RAM

DAVID LORIA



AS: 3D Computer Animation, Brooks College, 2004

FAA LICENSED #4098277: Drone Pilot **LEICA GEOSYSTEM:** Cyclone Point Cloud **EOS SYSTEMS:** Analysis/3D Modeling **TOPCON: Scan Master Point Cloud AUTODESK:** AutoCAD/Civil 3D **CERTIFIED:** + Revit, 3D Max, Recap

ERIC URSO - LSIT



BS: Civil Engineering, The Citadel Military College of South Carolina MS: Geographic Information Science, California State University, Long Beach LSIT: Land Surveyor-in-Training #9297

TECH: Survey CAD; AutoCAD/Civil 3D

SUB CONSULTANTS

SITIO Landscape & Architecture

PABLO CORTEZ, President (657) 217.6169 I pcortez@sitioila.com

TJW Street Lighting/Traffic Signal

THOMAS J. WHEAT, PE, TE, President (949) 878-3509 I thomas@tjwengineering.com 323 N. Resh Street, Anaheim, CA 92805 9841 Irvine Center Dr., Suite 200, Irvine, CA 92618

ECORP Environmental Consultants

JESUS OLMOS, Environmental Scientist (909) 307-0046 I folmos@ecorpconsulting.com 215 North 5th St., Redlands, CA 92374

C-BELOW Potholing

CHRIS LOERA, COO (310) 713-7711 Linfo@cbelow.com 14280 Euclid Avenue, Chino, CA 91710

GROUP DELTA Geotech

JAMIE BUENO, PE, Associate Engineer (310) 320.5100

370 Amapola Ave, Suite 212, Torrance, CA 90501



DELFINO "CHINO" CONSUNJI, PE

QA/QC MANAGER

39
YEARS OF EXPERIENCE

FIELDS OF EXPERTISE:













QUALIFICATIONS

BS: Civil Engineering, University of the Philippines, 1986 • **CERTIFICATE:** Engineering Management for Construction, UCLA Extension, 1991 • **CERTIFICATE:** Building Construction & Management, AOTS Japan, 1990 • **CERTIFICATE:** Inland Navigation & Management, IFIT Belgium, 1989 • **PE #57908** Professional Engineer

BACKGROUND

Delfino "Chino" Consunji is an experienced professional engineer specializing in the design, construction, project management and inspection of buildings, private development and public works projects. Chino's experience includes working for engineering consultants, contractors, developers, construction management firms and municipal agencies. He has served as City Engineer for the Cities of La Habra, Norwalk, Brea, West Covina and Downey and as Public Works Director for West Covina and Downey. He has managed the design and construction of over 500 projects with a total contract amount of more than \$500 million throughout his over 39-year career. These projects included arterial highways and residential streets rehabilitation; intersection widening improvements; traffic signal upgrades, synchronization and safety enhancements; water, sewer, storm drain and NPDES improvements; building and facility improvements; bridge reconstruction and seismic upgrades; and park improvement projects. Chino is a Registered Professional Engineer (Civil) in the State of California.

EXPERIENCE

4TH STREET BRIDGE & 6TH STREET BRIDGE SEISMIC RETROFIT PROJECT, LOS ANGELES

As Project Engineer, Chino supervised the construction of the 4th Street and 6th Street Bridge seismic retrofit projects for the City of Los Angeles. Chino's responsibilities included preparing RFI's, submittals, PCO's and 4-week look ahead schedules for seismic retrofit work; resolving structural details with subcontractors and inspectors; and coordinating inspection and approval of structural steel, welding and concrete work associated with seismic retrofitting of the bridges. The total project cost was \$7 million.

LOCAL STREETS REHABILITATION, PHASE II (ASPHALT IMPROVEMENTS) IN ZONE 3, NORWALK

Chino was the Construction Manager in the City of Norwalk. The limits were bound by the Union Pacific Railroad to the Northwest, the I-5 Freeway to the Northeast, Imperial Highway to the South, and Firestone Boulevard to Southwest. The project involved cold mill and ARHM overlay, application of slurry seal to the streets, full depth removal including removal and replacement of base material. The project also included installation of continental crosswalks, traffic signage and detector loop replacement. Incidental work involved replacement of traffic related items such as striping and pavement markings. Work was involved at 1 railroad crossing which required some added coordination.

TRANSIT SYSTEM (NTS) BUS STOP IMPROVEMENT, PHASE I (FTA FUNDED), NORWALK

Chino served as the Construction Manager to the City of Norwalk on the Bus Stop Improvement Project, Phase 1. The City's Transit System was in need of a revamping of the City's 166 bus stops, with a new bus stop addition within the City of Santa Fe Springs. Each bus stop required a variety of any one of the following upgrades: solar power equipt shelters; seating; trash receptacles; and



signs built for real-time posting. OE was tasked with signage installation at 73 of the City's bus stops along Routes 1 and 4, along with upgrading a further 9 stops. OE provided PES/Environmental preparations, base map and maintenance plan development, concept plans for bus stops, as well as a thorough field survey of all of the bus stops which included the use of drone surveying. OE's contribution required 60 working days out of the project's duration of approximately 18 months from the notice to proceed, with an estimated total project cost of \$1.5 million, funded by the Federal Transit Administration (FTA).

FY 2023-24 PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION PROJECT, GLENDALE

Chino served as the Project Manager to the City of Glendale on the Fiscal Year 2023 to 2024 Pavement Management Program Implementation Project. The purpose of this project was to rehabilitate approximately 48,650 linear feet (9.2 miles) of street, a total of 60 streets in all. OE was tasked with providing designs for pavement resurfacing and reconstruction; curb, gutter and sidewalk repairs at 9 separate locations; a total of 124 ADA curb ramps and driveways construction; catch basin enhancements; bus stop improvements and relocations; sewer point repairs; tree well installation and tree planting; utility appurtenance adjustments and relocations; signing and striping; and surveying well monument installations and replacements. Additional work included sewer video inspection to identify sewer defects and preparing sanitary sewer plans for repairs that included point repairs, and sectional and full-length slip lining, along with Traffic Control plans. OE also acquired no-fee permits for ground distrubance work within the City's right-of-way.

SIERRA VISTA DRIVE (WEST) & DEL NORTE AVENUE (NORTH) PROJECT, CHINO HILLS

Chino served as the Project Manager to the City of Chino Hills for the Sierra Vista Drive (West) & Del Norte Avenue (North) Project. The purpose of the project is to rehabilitate pavement and install new curb, gutter, and sidewalk along approximately 650 linear feet (0.12 miles) of Sierra Vista Drive between Pipeline Avenue and Del Norte Avenue and approximately 350 feet (0.07 miles) of Del Norte Avenue from Gird Avenue to Lugo Avenue. Concrete infrastructure improvements were limited to the south side of Sierra Vista Drive and the east side of Del Norte Avenue. The streets included very minimal existing curb, gutter, and sidewalk.

ARTERIAL STREET IMPROVEMENT PROJECT, FOUNTAIN VALLEY

Chino is the Project Manager for the Arterial Street Improvement Project in the City of Fountain Valley. This project focuses on the rehabilitation of critical arterial roadways, enhancing safety and mobility for both residents and visitors. The project includes Ellis Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet; Ward Street from Apache River Avenue to Ellis Avenue, approximately 1,140 linear feet; Newhope Street from Edinger Avenue to Heil Avenue, approximately 2,600 linear feet; and Slater Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet. In total, the project covers approximately 8,940 linear feet of roadway improvements. The scope of work features a combination of a 2-inch grind with ARAM interlayer and ARHM overlay, including a leveling course, Type II slurry, and extensive concrete improvements. These enhancements includes sidewalk upgrades, ADA-compliant ramps, driveway reconstructions, and curb and gutter improvements, all designed to ensure long-lasting durability and significantly improves driving conditions on these vital thoroughfares.

BIRCH STREET LANDSCAPED MEDIAN ENHANCEMENTS, BREA

As Deputy Director/City Engineer, Chino managed the design, construction and inspection of the Birch Street Landscaped Median Enhancements. This project constructed new concrete medians along Birch Street from Brea Boulevard to Associated Road and installed drought tolerant landscaping with water efficient irrigation systems and up-lighting for median trees. The improvements not only enhanced the visual or aesthetic look of Birch Street in the downtown area, but also helped improve traffic safety and operations. The total project cost was \$1.4 million with funding coming from Transportation Enhance Act (TEA) grant funds.

BIRCH STREET CROSSWALK IMPROVEMENTS, BREA

As Deputy Director/City Engineer Chino oversaw the design, construction and inspection of the Birch Street Crosswalk Improvements. The project constructed decorative crosswalk improvements at the intersection of Birch Street and Civic Center Drive. The decorative crosswalks consisted of colored concrete and sparkling glass highlights (lithocrete). Finally, the project reconstructed curb access ramps at the intersection in order to meet ADA requirements. The total project cost was \$310,000 with funding coming from Gas Tax funds.



JUSTIN SMEETS, PE, PLS, QSP

PROJECT MANAGER

YEARS OF EXPERIENCE

FIELDS OF EXPERTISE:













QUALIFICATIONS

PE #78314: Registered Civil Engineer **PLS #9293:** Professional Land Surveyor • **QSD/QSP #00852:** Qualified SWPPP Developer **BS:** Civil Engineering, California State University, Fullerton, 2007 **OCTA CERTIFICATION** (prior) Pavement Evaluation & Recommendations

BACKGROUND

Justin wields 19 years of experience involving civil engineering design, municipal engineering and facilities design, construction management and construction administration. Using AutoCAD Civil 3D, Justin handles the management and development of engineering plans and specifications and mapping. Justin additionally handles land development and grading design projects, conducted earthwork calculations, and incorporates typical designs. He is proficient in federally funded projects as well, and familiar with the Caltrans Local Assistance Procedures Manual (LAPM). Justin has successfully taken multiple projects from the initial federal funding application, to the Preliminary Environmental Study, to E-76 approval, and all the way through construction of audited federally funded construction projects. He has experience managing construction projects and handles planning and running kickoff meetings with the contractor, reviewing project submittals, RFIs, CCOs, and checking contractor invoices against field quantities. Justin ensures to coordinate the daily construction details with the contractor and inspector. He has completed multiple SWPPPs and erosion and sediment control plans per the latest Construction General Permit.

EXPERIENCE

BENNETT AVENUE, WASHINGTON AVENUE, WESTRIDGE AVENUE AND BENDER AVENUE CUL-DE-SACS PROJECT, GLENDORA

Justin provided Project Management services on the Bennett Avenue, Washington Avenue, Westridge Avenue and Bender Avenue Cul-De-Sacs Project for the City of Glendora. This included the design of nearly 7,000 LF of new 8-inch ductile iron/C909 PVC water mains to improve flow, pressure and fire protection, along with 311,000 SF of streets requiring improvements. Other work included a striping enhancement concept to incorporate marked class II bike lanes, repurposing crosswalk warning lights, reconstructing and replacing 16 ADA curb ramps for compliance, traffic signal inductive loop replacement, and water main appurtenance installation and replacement. A section of pipeline located at Bennett Avenue near Valencia Street had passed beneath a storm drain, requiring directional drilling to facilitate new water main installation through the area. This was accompanied by assessments of fire hydrants, air and vacuum release valves, and water meters and services laterals.

EUCLID ROADWAY & SEWER RECONSTRUCTION PROJECT, FULLERTON

Justin was the Project Manager to the City of Fullerton. The project consisted of reconstructing or resurfacing approximately 3,700 linear feet of arterial streets between Fern Drive and Williamson Avenue and replacing approximately 1,700 feet of sewer mains between Malvern Avenue and Commonwealth Avenue. The project also included reconstructing 9 ADA ramps to bring them up to the most current ADA standards. The sewer work included removing the existing 10-inch VCP



and replacing it with new 12-inch VCP pipe between Commonwealth and Malvern and removing and replacing sewer north of Malvern to the end of the street project limits at Fern without upsizing. The worked also included removing the manholes at the center of the Euclid Street/Chapman Avenue intersection and establishing a new connection point approximately 50 feet to the east along Chapman Avenue as well as reconstructing the double barrel siphon and adjusting invert elevations to achieve a suitable slope. The design utilized a trenchless method to install the siphon beneath the OCPW Brea Creek Channel. Additional tasks included adjusting manhole elevations and reconnected service laterals, constructing new curb and gutter where gutter is absent, constructing ADA compliant curb ramps, and repairing curb, gutter, cross gutters, sidewalks and driveways where required. The City utilized SB1 funds for the road rehabilitation and local funds for the sewer improvements.

7-YEAR ANNUAL RESIDENTIAL REHABILITATION PROJECT, DIAMOND BAR

Justin was the Project and Construction Manager to the City of Diamond Bar on their annual arterial and residential roadway maintenance projects for an annual period of 7 years. Years 2010 and 2011 were awarded as separate contracts. The City awarded OE an additional 3-year contract for 2012–2014. In 2015, the City of Diamond Bar awarded OE yet another annual rehabilitation project. The project sizes and costs were: 2010: 11.8 miles of arterial & residential streets (\$908 K), 2011: 19 miles of arterial & residential streets (\$1.8 M), 2012: 10 miles of arterial and residential streets (\$1.1 M), 2013: 13 miles of arterial & residential streets (\$1.3 M), 2014: 14.5 miles of residential, arterial & collector streets (\$1.8 M), 2015: 14 miles of residential, arterial & collector streets (\$1.75 M) and 2016/2017: 16.6 miles of residential and collector streets (\$1.58 million). The general scope of work for each year's project included localized R&R patching, grind and overlay, cape and slurry seal, traffic loops, traffic striping, and required heavy traffic phasing and traffic control review. Justin assisted the City through the project bidding phase, developing text and stipulations for the bid package to ensure contractor availability during the desired working months. Due to the proximity to freeways, Justin also coordinated with Caltrans to obtain encroachment permits for the City for four of the projects, which was essential.

BELLFLOWER BOULEVARD COMPLETE STREETS PROJECT-HSIP FUNDED, BELLFLOWER

Justin performed Project Management services for the City of Bellflower on the HSIP – Bellflower Boulevard Complete Streets Project. The project consists of enhancing approximately 2,200 linear feet (0.42 miles) of Bellflower Boulevard from Artesia Boulevard to the South City Limit, approximately 330 feet south of Rose Street. Bellflower Boulevard is an arterial street with two lanes of traffic and curbside parking in both directions, a dual left turn lane, and traffic signals at high volume intersections. The project was partially funded by Cycle 9 of the Highway Safety Improvement Program (HSIP). The project has an estimated cost of \$1,162,100. The street enhancements included adding Class III Bike Lanes, reducing the lane widths, adding raised medians with landscaping and irrigation, upgrading and adding high visibility crosswalks, rapid flashing beacons, and pedestrian countdown heads at the intersections, bulb-outs, and road resurfacing.

WEST 17TH STREET WIDENING PROJECT, COSTA MESA

Justin was the Project Manager for the City of Costa Mesa on the West 17th Street Widening, from Placentia Avenue to Superior Avenue. 17th Street is a primary arterial. The Standard roadway width for a primary arterial is a 106' right of way. The existing configuration was a 2-lane divided highway with center two-way left turn lane. The existing land uses were mostly commercial properties with a new mixed-use development at the southeast corner of 17th Street and Pomona Avenue. There were 16 properties along West 17th Street within the limits of this widening. The properties along West 17th Street had varying R/W frontages. This meant that widening affected each property differently. The design intent for this widening was to meet the classification of four-lane Primary Arterial as described in the OCTA Master Plan of Arterial Highways (MPAH). This includes 2-lanes in each direction with a median.

CDBG RESIDENTIAL STREET IMPROVEMENT PROJECT-FY 2018-19 C.O. NO. 7150, HESPERIA

Justin was the Project Manager for the City of Hesperia on the FY 2018-19 CDBG Street Improvements Project. The project consists of constructing approximately 8,550 linear feet of streets. The project limits included Ash Street from Seventh Avenue to Eleventh Avenue (2,850 linear feet), Larch Street from Seventh Avenue to Eleventh Avenue (2,850 linear feet), and Wells Fargo



RYAN DENNIS, P.ENG.

PROJECT ENGINEER

YEARS OF EXPERIENCE

FIELDS OF EXPERTISE:











QUALIFICATIONS

P.ENG.: APEGA Registered Civil Engineer • **BS:** Civil Engineering & **MINOR:** Environmental Engineering, University of Calgary, 2005 • **CERTIFIED** AutoCAD & Civil 3D

BACKGROUND

As a Project Engineer for OE, Ryan leads the design team by performing and coordinating detailed designs on public works projects. Ryan has over 19 years of experience. He received his degree in Civil & Environmental Engineering from the University of Calgary and is a Registered Civil Engineer in Alberta, Canada. He possesses an ability to produce drawings, layouts, sketches, maps, and graphic representations of engineering designs. He also has extensive knowledge of AutoCAD Civil 3D. Ryan provides support during the overall engineering and design effort.

EXPERIENCE

PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION PROJECT, GLENDALE

Ryan provided Project Engineering services to the City of Glendale on the Fiscal Year 2023 to 2024 Pavement Management Program Implementation Project. The purpose of this project was to rehabilitate approximately 48,650 linear feet (9.2 miles) of street, a total of 60 streets in all. OE was tasked with providing designs for pavement resurfacing and reconstruction; curb, gutter and sidewalk repairs at 9 separate locations; a total of 124 ADA curb ramps and driveways construction; catch basin enhancements; bus stop improvements and relocations; sewer point repairs; tree well installation and tree planting; utility appurtenance adjustments and relocations; signing and striping; and surveying well monument installations and replacements. Additional work included sewer video inspection to identify sewer defects and preparing sanitary sewer plans for repairs that included point repairs, and sectional and full-length slip lining, along with Traffic Control plans. OE also acquired no-fee permits for ground distrubance work within the City's right-of-way.

GREENSTONE PAVEMENT RECONSTRUCTION PROJECT, SANTA FE SPRINGS

Ryan was the Project Engineer for the City of Santa Fe Springs on the Greenstone Pavement Reconstruction Project. The project limits were Lakeland Avenue to Sunshine Avenue, and Sunshine Avenue from Greenstone to Shoemaker Avenue. The surrounding businesses included heavy commercial and industrial with mostly large truck traffic. The prior existing roadway was severely distressed asphalt that had alligator cracking throughout the roadway. Working with the City, we came up with an alternative approach to give the roadway extended life. The method of reconstruction we used was Roller Compacted Concrete (RCC). Since we knew that we didn't want to impact the businesses, we selected RCC because it drastically reduces the cure time of traditional concrete down to hours instead of days. It uses a machine similar to an asphalt paving machine in order to place a low slump concrete that is then compacted with a roller. This method lowers the downtime for residents and businesses and because it uses paving machines, it can be completed quickly and at a much lower cost per square foot. The scope of work included 317,500 square feet of pavement reconstruction, 1,270 lineal feet of curb reconstruction, 2,700 square feet of sidewalk reconstruction, 1,510 square feet of cross gutter reconstruction, 6,800 square feet of driveway reconstruction and 26 manhole adjustments along with various other items of work.



NEWPORT BOULEVARD WIDENING IMPROVEMENTS PROJECT, COSTA MESA

Ryan served as Project Engineer for the City of Costa Mesa on the Newport Boulevard Widening Improvements Project. The project consisted of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through lane and improve its Level of Service from the then "F" rating (ranging from 1.10 to 1.30). The section of roadway that was enhanced extended approximately 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project was located within Caltrans jurisdiction and required traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

ARDEN DRIVE ZONE 3 STREET & BIKE LANE IMPROVEMENTS PROJECT, EL MONTE

Ryan served as Project Engineer for the City of El Monte on the Arden Drive Zone 3 Street and Bike Lane Improvements Project. The work called for the preparation of PS&E to rehabilitate pavement on Zone 3 streets and Arden Drive, as well as construct ADA ramps, repair damaged curb and reconstruct cross gutters where drainage was affected. The pavement was treated with slurry seal, cape seal, milling and overlays. Failed pavement sections were treated with a deeper grind and a grindable fibrous interlayer to prevent reflective cracking in lieu of full depth reconstruction. Sidewalk was replaced in areas that did not meet ADA compliance, such as heaved sidewalk panels and minimum path widths. Damage due to tree root infiltration of 126 trees was also noted, requiring OE to assign a licensed arborist. Further enhancements were included in the design per the San Gabriel Valley Regional Bicycle Master Plan to include a Class Il bike lane along Arden Drive and Class Ill bike lanes along Hickson Street, Esto Avenue, Marsen Street, Ranger Avenue, and Arden Way. OE subsequently updated the City's Master Bike Plan with recommendations. OE also conducted public outreach activities to address concerns from local businesses, residents and stakeholders affected by the construction.

ANNUAL PAVEMENT REHABILITATION PROJECT, PHASES 1-4, WHITTIER

Ryan provided the City of Whittier with Engineering Design services through 4 phases of their Annual Pavement Rehabilitation Project. The project purpose was to rehabilitate approximately 49,000 linear feet (9.3 miles) of 46 streets with a variety of slurry and cape seal, and grind and overlay in order to achieve an extended pavement service life while minimizing future maintenance needs, improve safety and enhance aesthetics. The required work involved pavement, curb, gutter and sidewalk repair and rehabilitation, reconstructing 62 ADA curb ramps (52 with missing truncated domes), replacing 9 cross gutters, utility appurtenance adjusting and relocating, and signing and striping. The project also required Caltrans Encroachment Permits for streets around Whittier Boulevard, and permits for the Union Pacific Railroad (UPRR) due to street proximity to the right-of-way on the southwest end. OE's in-house Laser Scanner was utilized to capture visible indications of surface utilities, trees, utility poles, luminaries, fencing, walls, sidewalks, hardscape, signs, and edge of pavement lying within the ramp locations, as well as lip of gutter, flow-line, top of curb, and back of walk elevations were documented. The survey also extended beyond the ramp's BCRs/ECRs to ensure proper tie-in to the existing infrastructure.

BELLFLOWER BOULEVARD COMPLETE STREETS PROJECT, BELLFLOWER

Ryan provided the City of Bellflower with Project Engineering services for the HSIP – Bellflower Boulevard Complete Streets Project. The project consists of enhancing approximately 2,200 linear feet (0.42 miles) of Bellflower Boulevard from Artesia Boulevard to the South City Limit, approximately 330 feet south of Rose Street. Bellflower Boulevard is an arterial street with two lanes of traffic and curbside parking in both directions, a dual left turn lane, and traffic signals at high volume intersections. The project was partially funded by Cycle 9 of the Highway Safety Improvement Program (HSIP). The project has an estimated cost of \$1,162,100. The street enhancements included adding Class III Bike Lanes, reducing the lane widths, adding raised medians with landscaping and irrigation, upgrading and adding high visibility crosswalks, rapid flashing beacons, and pedestrian countdown heads at the intersections, bulb-outs, and road resurfacing.



DAYTON LOWE

PROJECT ENGINEER

30 YEARS OF EXPERIENCE

FIELDS OF EXPERTISE:













QUALIFICATIONS

BROWARD COLLEGE COURSEWORK Civil Engineering Technology & Construction Management • **OCTA PAVEMENT REHABILITATION** (prior) Certification • **CERTIFIED** AutoCAD & Civil 3D

BACKGROUND

As a Project Engineer for OE, Dayton performs and coordinates detailed designs on arterial roadways, utility coordination for major relocations on high profile projects and assistance in coordination efforts on multiple projects. He possesses an ability to produce drawings, layouts, sketches, maps, and graphic representations of engineering designs. He also has extensive knowledge of AutoCAD, Autodesk Civil 3D, Eagle Pointe Civil package and others. Dayton provides support during the overall engineering and design effort, including the preparation of design drawings and calculations. He is experienced in developing residential, commercial, and industrial conceptual site plans from the preliminary phase to final construction documents; knowledgeable in the design of gravity sanitary sewer systems; skilled in the design of sanitary sewer pump stations and force main systems; accomplished in the design of water mains for residential, commercial and industrial projects; practiced in the design of drainage systems; talented in preparing drainage calculations for effective and efficient drainage systems; and familiar in the design of grading plans for storm water drainage and ADA compliance. Dayton is also proficient in preparing and submitting packages to governmental agencies to obtain required permits for construction and in the design of roadway layouts including intersections, roundabouts, turn-lanes and travel lanes.

EXPERIENCE

ALTON PARKWAY LEFT TURN LANE AND MEDIAN OVER BRIDGE DECK REPLACEMENT, IRVINE

Dayton served as Project Engineer to the City of Irvine on this project to add a left-turn lane on Alton Parkway into the south entrance of the Irvine Civic Center. The project limits were on Alton Parkway between Harvard Avenue and Murphy Avenue. The roadway previously had a median on Alton Parkway from Harvard Avenue, stopping just shy of Murphy Avenue. The median was mixed landscape and hardscape (hardscaping across the bridge), with access points for Orange County Flood Control District north and south of the San Diego Creek overpass. The project called for removing the hardscaped median on the existing bridge deck and designing a different hardscape median to accommodate a left turn lane into Irvine Civic Center. The left turn lane was 220 feet in length with a 90 foot taper. The scope of work also entailed constructing new curbs, asphalt patching, and irrigation/landscaping modifications including replacing new roadway signs, legends and striping. OE also evaluated and addressed drainage issues created by the proposed left turn lane. The construction contract was in the amount of \$223,831.46. Work was completed in January 2015, 10 days ahead of schedule, and with no change orders during construction.

YALE AVENUE REHABILITATION & BRIDGE OVERCROSSING PROJECT, IRVINE

Dayton provided Project Engineering services to the City of Irvine located at Yale Avenue from Deerfield Avenue to the I-5 Overpass. Yale Avenue serves as a major Northeast Southwest arterial for the City of Irvine. This segment of Yale Avenue varies between a 2-lane arterial with bike lanes to a 4-lane arterial with bike lanes and raised medians. The limits of this project were entirely within residential neighborhoods with Heritage Park and a fire station located at the northwest corner of Yale Avenue and Walnut Avenue. The first segment from Deerfield Avenue to approximately Edgmere Avenue entailed a



2" mill and a 2" Rubberized Hot Mix Asphalt Type G (RHMA-G) overlay with some full depth structural sections where the street is severely deteriorated. The second segment of roadway from Edgmere Avenue to the I-5 Overpass required a 6" mill and placement of 2.5" of RHMA-G over 4" Hot Mix Asphalt (HMA) in the street with a 2" to 2½" transitional grind at the bike lanes. This project also corrected ADA deficiencies for sidewalks and ramps. Our design team checked for existing roadway signs and striping for compliance with both the City standards as well as the 3R federal design requirements. Another important aspect of this project was its proximity to Caltrans right-of-way. Traffic control through the I-5 bridge overcrossing required obtaining a Caltrans Encroachment Permit.

NORWALK TRANSIT SYSTEM (NTS) BUS STOP IMPROVEMENT PROJECT, PHASE I (FTA FUNDED), NORWALK

Dayton provided extensive work as a Project Engineer for the City of Norwalk. The City's Transit System was in need of a revamping of the City's 166 bus stops, with a new bus stop addition within the City of Santa Fe Springs. Each bus stop required a variety of any one of the following upgrades: solar power equipt shelters; seating; trash receptacles; and signs built for real-time posting. OE was tasked with signage installation at 73 of the City's bus stops along Routes 1 and 4, along with upgrading a further 9 stops. OE provided PES/Environmental preparations, base map and maintenance plan development, concept plans for bus stops, as well as a thorough field survey of all of the bus stops which included the use of drone surveying. OE's contribution required 60 working days out of the project's duration of approximately 18 months from the notice to proceed, with an estimated total project cost of \$1.5 million, funded by the Federal Transit Administration (FTA).

CITYWIDE ADA CURB RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENTS, LONG BEACH

Dayton was the Project Engineer for the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.

RED HILL AVENUE PAVEMENT REHABILITATION PROJECT, IRVINE

Dayton provided Project Engineering services to the City of Irvine for this ARRA-funded project, which included preparing PS&E, plan and profile, striping and signing plans, traffic control and phasing plans and detour plans. The scope of work consisted of rehabilitating approximately 3,300 LF of roadway on Red Hill Avenue, from Deer Avenue to Reynolds Avenue. Red Hill Avenue is a major 6 lane arterial that runs parallel to the State Route 55 Freeway and serves as a non-freeway alternate route for commuters. Our design included portions of grind and overlay, full depth reconstruction, ARHM cap, removal and replacement of 4,500 LF of curb gutter, 1,500 SF of sidewalk, installing ADA-compliant ramps, and installing video detection systems at intersections, as well as various related improvements. To minimize extended traffic delays and expedite the construction schedule, OE designed a detour plan, routing commuter and truck traffic around the construction site. OE also coordinated with both the City of Irvine and the City of Santa Ana, whose jurisdiction included parts of Red Hill Avenue, to ensure equity in the project for both stakeholders and to gain project approval. The final plans included City of Irvine, City of Santa Ana and Caltrans Standards as applicable in each jurisdiction. OE processed submittals through all reviewing agencies and ensured the project design proceeded smoothly and successfully.



DAVID LORIA PROJECT ENGINEER



FIELDS OF EXPERTISE:













QUALIFICATIONS

FAA LICENSED #4098277 Commercial Drone Remote Pilot • LEICA GEOSYSTEMS Cyclone Point Cloud Processing Software • EOS SYSTEMS PhotoModeler Motion Photogrammetric Image Analysis/3D Modeling • AUTODESK Auto CAD, Civil 3D, Revit, 3D Max, Recap • TOPCON Scan Master Point Cloud Processing Software • AS: 3D COMPUTER ANIMATION Brooks College, Long Beach, 2004 • CERTIFIED AutoCAD & Civil 3D

BACKGROUND

David Loria has accumulated over 15 years of experience crafting his knowledge and skills in the survey and engineering industries that include CAD management, drafting and estimating, survey data and mapping, design analysis, base mapping, QA/QC checking, HD Laser scanning, 3D modeling and animation, forensic research, improving workflow pipeline methods, base maps, generating digital terrain models and accurate 3D line-work, and point cloud analysis and feature extraction, as well as advance photogrammetric modeling and analysis software. He has over 8 years of experience planning and performing site inspections and laser scans in the field, and analyzing, drafting, modeling and animating scenes for final presentations under strict deadlines. Other skills include drafting as-builts and record drawings for contract closeout submittals, and drafting base maps by combining survey data, Edison field inventory maps, public utility as-builts and other data for planning the removal, installation, replacement or repair of Edison electrical line, equipment or structures. David is proficient in multiple workflows depending on the needs and budget of a project to make sure it is completed on time and within budget.

EXPERIENCE

RESIDENTIAL STREETS PAVEMENT REHABILITATION PROJECTS-AREAS 1, 2, & 4, DOWNEY

David provided the City of Downey with Project Engineering services for the Residential Streets Pavement Rehabilitation Project for Areas 1, 2, and 4. The main objective was to improve the PCI of the area residential street segments in order to extend the street service life, improve safety, minimize costs and maintenance needs, and enhance aesthetics. In order to accurately develop a scope of work and fees for the design services, OE conducted a detailed field evaluation, a thorough review of the City's Pavement Management Plan, and approximated the costs for the construction activities to develop a final list of residential street segments. OE was then able to determine the quantity of streets that could be incorporated into the engineering design, which rehabilitation method to use and which method could be feasibly rehabilitated while adhering to the City's available budget, along with providing recommendations and estimates. Upon approval by the City, the team then began to prepare separate PS&E packages for each of the 3 zone areas. The resulting work required a total of 7, 500 feet of new and reconstructed curb, gutter and sidewalk along 21 residential street segments, with roadway improvements stretching .18 mile in Zone 1, 1.003 miles in Zone 2, and .22 mile in Zone 3. On a number of segments OE used straight grade between tie in points at adjacent segments to maximized drainage slopes. A total of 164 Curb Ramps were reconstructed to meet ADA compliance along with 85 total driveways, in addition to street widening and single-sided street parking construction. Collaboration with Caltrans, LA County Flood Control District and Union Pacific Rail Road was also performed in order to acquire permit acquisitions on the segments.



NEWPORT BLVD. WIDENING IMPROVEMENTS PROJECT, COSTA MESA

David worked as a Project Engineer to the City of Costa Mesa on the Newport Boulevard Widening Improvements Project, which consists of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through lane and improve its Level of Service from the current "F" rating (ranging from 1.10 to 1.30). The section of roadway to be enhanced is approx. 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project is within Caltrans jurisdiction and requires traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

LAKE FOREST DRIVE RESURFACING (BAKE PARKWAY TO 1-5), LAKE FOREST

David served as a Project Engineer for the City of Lake Forest on this project to prepare full design plans, specifications and estimates (PS&E) for this roadway resurfacing project located at Lake Forest Drive, between Bake Parkway and the I-5 freeway. The project design plans were to be phased in order for the construction to be distributed into three phases as funding permitted. Along the approximately 5.5 mile stretch of road within the project limits, the phases required the construction of 152 ADA ramps and 22 ADA driveways in total and 7,105 linear feet of median curb height construction, along with the construction of bus pads, curb gutter and sidewalk repairs, and signing and striping replacement. The main objective is to improve the PCI of the street segments following our team's professional assessment of the existing pavement conditions in order to extend the street service life, improve safety by upgrading to safer streets with better ride quality and pedestrian access, minimize future maintenance costs and enhance aesthetics. This project is funded through Measure M2, SB1 and Infrastructure Reserves Funds.

TRABUCO ROAD RESURFACING PROJECT (PEACHWOOD TO BAKE PARKWAY), LAKE FOREST

David served as a Project Engineer to the City of Lake Forest to prepare full design Plans, Specifications and Estimates (PS&E) to the City of Lake Forest on the Trabuco Road Resurfacing Project for road resurfacing on Trabuco Road, between Peachwood Parkway and Bake Parkway. The work required the construction of 11 ADA ramps and 2 ADA driveways in total, median curb height construction, along with curb gutter and sidewalk repairs, and signing and striping replacement. The main objective is to improve the PCI for Trabuco Road following our team's professional assessment of the existing pavement conditions in order to extend the useful service life of the streets, improve safety by upgrading to safer streets with better ride quality and pedestrian access, minimize future maintenance needs and costs, and enhance aesthetics.

CITYWIDE ADA CURB RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENT, LONG BEACH

David served as a Project Engineer to the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push-button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.



ERIC URSO, LSIT PROJECT ENGINEER



FIELDS OF EXPERTISE:













QUALIFICATIONS

BS: Civil Engineering, The Citadel, The Military College of South Carolina **MS:** Geographic Information Science, California State University, Long Beach **LSIT:** #9297: Land Surveyor-In-Training • SOFTWARE: AutoCAD, SurveyCAD and Civil 3D

BACKGROUND

Eric found his passion in the Civil Engineering field over 10 years ago, graduating with a Bachelor of Science in Civil Engineering from The Citadel, The Military College of South Carolina, and very recently completing his Master's program at California State University, Long Beach in Geographic Information Science (GIS). He has spent many years working in construction management. His time spent in construction management helped him understand many of the inner-workings of the industry. Lately, within the past year, Eric has focused his attention toward Land Surveying. In that role, he has performed topographic surveys, construction surveys, boundary surveys, and construction staking, which has sharpened his skills and increased his attention to detail, allowing for a more clear understanding when applying his skills and experience to CAD work, including proficiency with Pix4DMapper, ENVI and photogrammetry. Eric has now worked as a Land Surveyor on various projects for Los Angeles and Orange Counties. Such projects include the 6th Street Bridge in Downtown Los Angeles, Metro Purple Line Extension Section 3 in Century City, and 405 Highway Widening for Orange County Transportation Authority (OCTA). This work includes proficiency in using the Leica Total Station System and Data Collector and the use of GPS for traversing and establishing bench marks.

EXPERIENCE

6TH STREET BRIDGE VIADUCT REPLACEMENT PROJECT, DOWNTOWN LOS ANGELES

Eric provided Project Engineering Services on the 6th Street Bridge Viaduct Replacement Project which replaced the original structure built in 1932. The new structure viaduct accommodates vehicles and pedestrians, as did the original, and provides dedicated lanes for bikes. A new 12-acre public park running below the bridge, accessible by multiple stairways and a monumental helical bike ramp, provides access to much-needed recreational fields with restrooms, a café, the LA River, public art, and a programmed arts plaza. The new viaduct, a tied arch bridge referred to as the "Ribbon of Light," pays homage in its design to the 1932 bridge, which had two pairs of iconic arches over the LA River section of the structure. The new bridge employs a series of 10 pairs of sculptural arches with the tallest pairs placed adjacent to and framing the LA River where the original arches stood and another taller pair span the I-101 as a gateway on the east. The \$588-million project was funded by the Federal Highway Administration, the state of California and the City of Los Angeles. The project was completed in the Summer of 2022.

METRO DIVISION 20 PORTAL WIDENING TURNBACK & STRUCTURAL BRIDGE REINFORCEMENT PROJECT, LOS ANGELES

On the Metro Division 20 Portal Widening Turnback and Structural Bridge Reinforcement Project for the City of Los Angeles, Eric processed and reviewed submittals, RFIs, and correspondence for construction services in the Metro Rail Yard which consisted of demolition, civil improvements, traction power substation, ductbanks, street improvements, support of excavation, and structural bridge reinforcement.



247TH STREET AREA WATER MAIN REPLACEMENT PROJECT, LOMITA

Eric served as Project Engineer to The City of Lomita for the 247th Street Area Water Main Replacement Project. The project limits were on 246th Street, 247th Place, 248th Street, Western Avenue and Lomita Boulevard and involved the installation of 3,300 linear feet of new 6-inch PVC water mains to provide improved flow, pressure, and fire protection. The existing 4-inch/6-inch water main systems were constructed between 1928 and 1930 and had exceeded its useful service life. The proposed water main was installed parallel to the existing main while keeping the old line in service to minimize downtime for the public. All fire hydrants, service laterals, valves, blow-offs, air release valves, and other associated water appurtenances were replaced, and sectional pavement, curb gutter and sidewalk were removed and reconstructed according to ADA standards and drainage patterns. Encroachment permits from Caltrans and the City of Los Angeles within their jurisdictions were secured. Funding was sourced from the City's CIP Program and the FEMA Hazard Mitigation Grant Program.

BENNETT AVENUE, WASHINGTON AVENUE, WESTRIDGE AVENUE AND BENDER AVENUE CUL-DE-SACS PROJECT, GLENDORA

Eric served as Project Engineer on the Bennett Avenue, Washington Avenue, Westridge Avenue and Bender Avenue Cul-De-Sacs Project for the City of Glendora. This included the design of nearly 7,000 LF of new 8-inch ductile iron/C909 PVC water mains to improve flow, pressure and fire protection, along with 311,000 SF of streets requiring improvements. Other work included a striping enhancement concept to incorporate marked class II bike lanes, repurposing crosswalk warning lights, reconstructing and replacing 16 ADA curb ramps for compliance, traffic signal inductive loop replacement, and water main appurtenance installation and replacement. A section of pipeline located at Bennett Avenue near Valencia Street had passed beneath a storm drain, requiring directional drilling to facilitate new water main installation through the area. This was accompanied by assessments of fire hydrants, air and vacuum release valves, and water meters and services laterals.

DURFEE AVENUE & RAMONA BOULEVARD SIDEWALK IMPROVEMENTS PROJECT. EL MONTE

Eric was the Project Engineer for the City of El Monte on the Durfee Ave. and Ramona Blvd. Sidewalk Improvements Project (CIP No. 002). The project limits included two areas. The first was the south side of Ramona Boulevard, between the eastern city limit - west side of San Gabriel River Trail – and Durfee Avenue (1,115 linear feet). The second location was on both sides of Durfee Avenue, between Ramona Boulevard and the address of 4000 Durfee Avenue (2,525 linear feet). The project had five main objectives. (1) reconstruct sidewalks, driveways, and curb ramps within project limits as necessary to comply with current ADA requirements. (2) identify surface utilities preventing ADA compliance and provide design alternatives that include constructing around the interfering utilities or relocating them. (3) evaluate existing infrastructure (sidewalks, driveways, and curb ramps) for adherence to current ADA requirements. (4) construct new ADA compliant sidewalk where absent. (5) ensure all improvements are constructed within the existing right-of-way.

ZONE 3 COLLECTOR ROAD IMPROVEMENTS PROJECT, LAGUNA BEACH

Eric served as Project Engineer to the City of Laguna Beach toward the development of Plans, Specifications & Estimates for street improvements of Park Avenue, from Glenneyre Street to Wendt Terrace; Glenneyre Street, from Park Avenue to Thalia Street; and Thalia Street, from Temple Hills Drive to the South End The City. The project consisted of rehabilitating approximately 3,200 linear feet of Park Avenue, 2,500 linear feet of Glenneyre Street, and 2,500 linear feet of Thalia Street. Additional tasks include analyzing crown slopes at pedestrian crossings to reduce crossfall and steep crowns, as needed, along with utility adjustments, a record of survey on Thalia Street, a two-phase set of traffic control plans, and signing and striping. Traffic control and detour plan phasing was also included in order to accommodate the summer moratorium. For Thalia Street, OE prepared a Record of Survey and filed with the County of Orange illustrating the existing centerline from Temple Hills Drive to the southwest end.



JASON TO PROJECT ENGINEER



FIELDS OF EXPERTISE:













QUALIFICATIONS

BS: Civil Engineering, California State University, Fullerton • **SKILLS:** AutoDesk, AutoCAD, RAM Structural Systems, ArcGIS • **ROLES:** CAD Designer 1, Lab Engineer 1, Technical Specialist, Construction Manager

BACKGROUND

Jason To is an entheusastic Project Engineer and a recent graduate from Calfornia State University, Fullerton, earning a Bachelor's of Science Degree in Civil Engineering. He quickly followed this by taking on the role of Lab Engineer 1 and Technical Specialist for RMS Energy Consulting, where he provided projects scheduling, data analysis, drafted standard testing procedures for energy efficient appliances, and configured, calibrated and tested thermal couples equipment energy appliances for energy efficiency. In this role, Jason gained a wide range of design experience beginning with Soil Mechanics, where he determined properties of soil required for foundation design, then in Reinforced Concrete Design, where he designed and analyzed reinforced concrete structures, followed by Structural Steel Design, where he designed and analyzed steel structures. Jason also gained experience in Engineering Surveying, where he learned how to properly survey and use surveying equipment, as well as in Construction Management in learning how to create a project schedule and cost estimates with safety and reliability considerations through MS Project. His most recent position at Advantage Engineers allowed him work as a CAD Designer 1, where he designed and drafted zoning and construction drawings, site plans, red-line corrections, etc. for the purpose of wireless siting, and communicated drawing status and schedule to the Project Manager and other Team members, making him a team player along with his acquired design and management skills in the field.

EXPERIENCE

FY 2022-23 ANNUAL PAVEMENT REHABILITATION PROJECT, PHASES 1-4, WHITTIER

Jason is providing the City of Whittier with Project Engineering services through 4 phases of their Annual Pavement Rehabilitation Project. The project purpose is to rehabilitate approximately 49,000 linear feet (9.3 miles) of 46 streets with a variety of slurry and cape seal, grind and overlay in order to achieve an extended pavement service life while minimizing future maintenance needs, improve safety and enhance aesthetics. The required work involved pavement, curb, gutter and sidewalk repair and rehabilitation, reconstructing 62 curb ramps (52 with missing truncated domes), replacing 9 cross gutters, utility appurtenance adjusting and relocating, signing and striping. The project also required Caltrans Encroachment Permits for streets around Whittier Boulevard, and for the Union Pacific Railroad (UPRR) due to street proximity to the right-of-way on the southwest end. OE's inhouse Laser Scanner was utilized to capture visible indications of surface utilities, trees, utility poles, luminaries, fencing, walls, sidewalks, hardscape, signs, and edge of pavement lying within the ramp locations, as well as lip of gutter, flow-line, top of curb, and back of walk elevations were documented. The survey also extended beyond the ramp's BCRs/ECRs to ensure proper tie-in to the existing infrastructure.



ZONE 3 COLLECTOR ROAD IMPROVEMENTS, LAGUNA BEACH

Jason is providing Project Engineering services to the City of Laguna Beach for the development of Plans, Specifications & Estimates for street improvements of Park Avenue, from Glenneyre Street to Wendt Terrace; Glenneyre Street, from Park Avenue to Thalia Street; and Thalia Street, from Temple Hills Drive to the South End The City. The project consists of rehabilitating approximately 3,200 linear feet of Park Avenue, 2,500 linear feet of Glenneyre Street, and 2,500 linear feet of Thalia Street. Additional tasks include analyzing crown slopes at pedestrian crossings to reduce crossfall and steep crowns, as needed, along with utility adjustments, a record of survey on Thalia Street, a two-phase set of traffic control plans, and signing and striping. Traffic control and detour plan phasing is also included in order to accommodate the summer moratorium and for Thalia Street, OE prepared and filed with the County of Orange a Record of Survey showing the existing centerline from Temple Hills Drive to the southwest end.

CLARK AVENUE REHABILITATION PROJECT, BELLFLOWER

Jason is providing Project Engineering services to the City of Bellflower on the Clark Avenue Rehabilitation project. The project spanned 2,200 LF of arterial roadway from Artesia Boulevard to the South City limits. The scope of work included an inverted grind and overlay to reduce the crown height and provide more gradual grads at the edge of the roadway. The project also entailed a full-width ARHM overlay, localized full-depth reconstruction, installing 22 traffic loops, adjusting 22 manholes and 35 valves, metal hand-railing, curb & gutter, PCC driveways, and 11 curb ramp replacements to meet ADA compliance, as well as necessary traffic striping. Due to the projects close proximity to the City of Lakewood, OE was required to coordinate with both the City of Bellflower and the City of Lakewood.

ADA ACCESS RAMP IMPROVEMENTS PROJECT, PHASES 13 THRU 17, LAKE FOREST

Jason provided Project Engineering services for the City of Lake Forest on the ADA Access Ramp Improvements Project, Phases 13 through 17. The project was funded through the Community Development Block Grant. The goal of the project was to re-design existing access ramps to meet compliance with the ADA State of California Building Code, Title 24 Standards, along with City of Orange Standard Plans. This required a full cultural resources study and report of California Historical Resources, a Sacred Lands search, a Reconnaissance Report, and a pedestrian field survey of the project area. This 5-phase project required a total of 113 ramp designs, reconstruction and replacement for a period of 3.5 years. The ramp components included landing widths, side flares, and landing/running/counter and sidewalk cross slopes. Adjacent sidewalk, curb and gutter replacements were made as necessary to accommodate the new ramps.

RESIDENTIAL STREETS PAVEMENT REHABILITATION PROJECTS, AREAS 1, 2 & 4, DOWNEY

Jason served the City of Downey as Project Engineer. The main objective was to improve the PCI of the area residential street segments in order to extend the street service life, improve safety, minimize costs and maintenance needs, and enhance aesthetics. In order to accurately develop a scope of work and fees for the design services, OE conducted a detailed field evaluation, a thorough review of the City's Pavement Management Plan, and approximated the costs for the construction activities to develop a final list of residential street segments. OE was then able to determine the quantity of streets that could be incorporated into the engineering design, which rehabilitation method to use and which method could be feasibly rehabilitated while adhering to the City's available budget, along with providing recommendations and estimates. Upon approval by the City, the team then began to prepare separate PS&E packages for areas 1, 2 and 4. The work across the three zones covered nearly 29 miles of residential streets. On a number of segments OE used straight grade between tie-in points at adjacent segments to maximized drainage slopes. A total of 164 Curb Ramps were reconstructed to meet ADA compliance along with 85 total driveways, in addition to street widening and single-sided street parking construction. Collaboration with Caltrans, LA County Flood Control District and Union Pacific Rail Road was also performed in order to acquire permit acquisitions on the segments. The work was completed on time and within budget.





VENDOR APPLICATION FOR FOR

RFP No. 25-09 ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS

TYPE OF APPLICANT:	☐ NEW	CURRENT VENDOR
Legal Contractual Name of Cor	poration: Onwa	ard Engineering
Contact Person for Agreement:	Muha	ımmad Ataya, MPA
		Mail Address: muataya@oe-eng.com
		Business Fax: info@oe-eng.com
Corporate Mailing Address: 30	00 S. Harbor Bo	ulevard, Suite 814
City, State and Zip Code: A	naheim, CA. 92	805
Contact Person for Proposals:		
·		Mail Address: _muataya@oe-eng.com
Business Telephone: (714)	533-3050	Business Fax: info@oe-eng.com
Is your business: (check one)		
☐ NON PROFIT CORPORA	ATION M	FOR PROFIT CORPORATION
Is your business: (check one)		
CORPORATION	LIMITED	LIABILITY PARTNERSHIP
☐ INDIVIDUAL	☐ SOLE PF	ROPRIETORSHIP
☐ PARTNERSHIP	☐ UNINCOI	RPORATED ASSOCIATION

EXHIBIT C

FEE SCHEDULE

7

COST PROPOSAL

SITE RESEARCH PHASE

		QA/QC \$200 hr.	PM \$185 hr.	PE \$140 hr.	SURVEY HOURS \$400 hr.	SUB-TOTAL	LANDSCAPE ARCHITECT	TRAFFIC ENGINEER	ENVIRONMENTAL	GEOTECH	POTHOLING	SUB-CONSULT SUB-TOTALS	GRAND TOTAL COST
1.1	Meetings		27	27	54	\$8,775.00		\$1,150.00				\$1,150.00	\$9,925.00
1.2	Research & Review Available Data		8	8	16	\$2,600.00		\$1,380.00				\$1,380.00	\$3,980.00
1.3	Utility Research and Notification		8	32	40	\$5,960.00							\$5,960.00
1.4	Drone Mapping			8	8	\$1,120.00							\$1,120.00
1.5	Topographic Survey	8	12	16	128 164	\$57,260.00							\$57,260.00
	Sub-Total	8	55	91	128 282	\$75,715.00		\$2,530.00				\$2,530.00	\$78,245.00

PRELIMINARY DESIGN PHASE

		QA/QC \$200 hr.	PM \$185 hr.	PE \$140 hr.	SURVEY HOURS \$400 hr.	SUB-TOTAL	LANDSCAPE ARCHITECT	TRAFFIC ENGINEER	ENVIRONMENTAL	GEOTECH	POTHOLING	SUB-CONSULT SUB-TOTALS	GRAND TOTAL COST
2.1	Base Maps		8	80	88	\$12,680.00							\$12,680.00
2.2	Site Evaluation		4	16	20	\$2,980.00		\$2,588.00				\$2,588.00	\$5,568.00
2.3	30% Plans and Estimate	8	24	120	152	\$22,840.00	\$7,935.00	\$18,803.00				\$26,738.00	\$49,578.00
2.4	Environmental Assessment								\$13,340.00			\$13,340.00	\$13,340.00
	Sub-Total	8	36	216	260	\$38,500.00	\$7,935.00	\$21,391.00	\$13,340.00			\$42,666.00	\$81,166.00

FINAL DESIGN PHASE

		QA/QC \$200 hr.	PM \$185 hr.	PE \$140 hr.	SURVEY HOURS \$400 hr.	SUB-TOTAL	LANDSCAPE TRAFFIC ENGINEER	ENVIRONMENTAL	GEOTECH	POTHOLING SUB-CONSULT SUB-TOTALS	GRAND TOTAL COST
3.1	60% Plans and Estimate	8	24	120	152	\$22,840.00	\$7,935.00 \$18,803.00			\$26,738.00	\$49,578.00
3.2	90% PS&E	8	40	160	208	\$31,400.00	\$18,803.00			\$18,803.00	\$50,203.00
3.3.	100% PS&E	4	16	80	100	\$14,960.00	\$2,645.00 \$7,475.00			\$10,120.00	\$25,080.00
	Sub-Total	20	80	360	460	\$69,200.00	\$10,580.00 \$45,081.00			\$55,661.00	\$124,861.00

TOTAL HOURS & COSTS

	1002 \$183,4	\$,415.00 \$18,515.00	\$69,002.00 \$13,340.00		\$100,857.00	\$284,272.00
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OPTIONAL TASKS

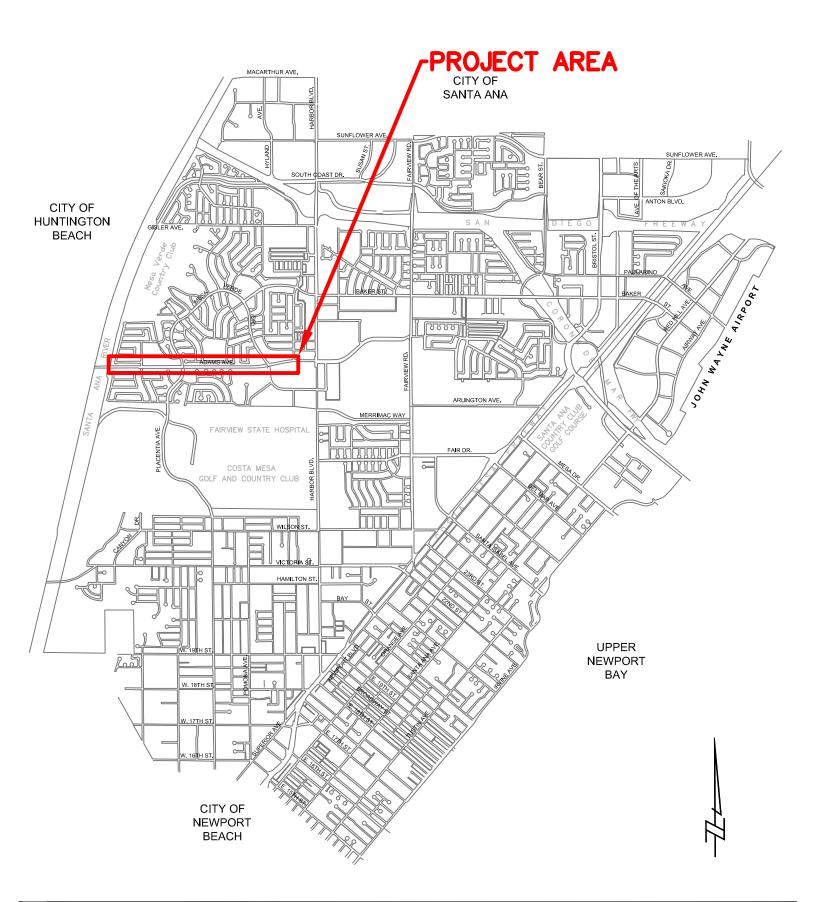
		QA/QC \$200 hr.	PM \$185 hr.	PE \$140 hr.	SURVEY HOURS \$400 hr.	SUB-TOTAL	LANDSCAPE ARCHITECT	TRAFFIC ENGINEER	ENVIRONMENTAL	GEOTECH	POTHOLING	SUB-CONSULT SUB-TOTALS	GRAND TOTAL COST
Α	Geotechnical Investigation		4		4	\$740.00				\$33,040.00		\$33,040.00	\$33,780.00
В	Utility Potholing (Option A - 29 Potholes)		4		4	\$740.00					\$37,395.00	\$37,395.00	\$38,135.00
С	Utility Potholing (Option B - 29 X-Trenches)		4		4	\$740.00					\$114,342.00	\$114,342.00	\$115,082.00
D	Bid Assistance/Construction Support		46	28	74	\$12,430.00	\$2,360.00	\$3,540.00				\$5,900.00	\$18,330.00



357

ATTACHMENT 2

ADAMS AVE ACTIVE TRANSPORTATION IMPROVEMENTS PROJECT - MULTIPURPOSE TRAILS LOCATION MAP



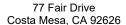
ATTACHMENT 3



CONCEPTUAL RENDERING



ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS





CITY OF COSTA MESA Agenda Report

File #: 25-134 Meeting Date: 1/21/2025

TITLE:

REVIEW OF THE PLANNING COMMISSION'S DECISION TO UPHOLD THE ZONING ADMINISTRATOR'S DECISION TO APPROVE MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) LOCATED AT 814 WEST 19TH STREET ("WESTEND")

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES

DEPARTMENT/PLANNING DIVISION

PRESENTED BY: JUSTIN ARIOS, ASSOCIATE PLANNER

CONTACT INFORMATION: JUSTIN ARIOS, ASSOCIATE PLANNER, 714-754-5667

RECOMMENDATION:

Staff recommends the City Council review the Planning Commission's decision to uphold the Zoning Administrator's decision to approve PODA-24-0001 AND PMCP-24-0008.



City of Costa Mesa Agenda Report

77 Fair Drive Costa Mesa, CA

Item #: 25-134 Meeting Date: 01/21/2025

TITLE: REVIEW OF THE PLANNING COMMISSION'S DECISION TO UPHOLD THE ZONING ADMINISTRATOR'S DECISION TO APPROVE MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) LOCATED AT 814 WEST 19TH STREET ("WESTEND")

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/PLANNING

DIVISION

PRESENTED BY: JUSTIN ARIOS, ASSOCIATE PLANNER

CONTACT INFORMATION: JUSTIN ARIOS, ASSOCIATE PLANNER, 714-754-5667

RECOMMENDATION:

Staff recommends the City Council review the Planning Commission's decision to uphold the Zoning Administrator's decision to approve PODA-24-0001 AND PMCP-24-0008.

APPLICANT OR AUTHORIZED AGENT:

The authorized agent is Tyler Hertzske/Roland Barrera, representing the property owner, Monica Chang.

BACKGROUND:

The existing business, Westend, was approved administratively with a business license to replace a food and beverage serving establishment in 2017 ("Big Belly Deli"). The Westend business license approved a coffee/café eatery with beer and wine, as well as the retail sale of antiques. The approved hours of operation are from 6 a.m. to 11 p.m., with a maximum of 300 square feet of indoor restaurant seating area.

The project site is located along the north side of West 19th Street between Federal Avenue and Placentia Avenue. The property is zoned C1 (Local Business District) and has a General Plan land use designation of "General Commercial". Physical on-site improvements include an existing 1,034-squarefoot building with an approximate 175 square-foot front courtyard area. The property has vehicular access from a narrow on-site driveway that connects to a three-car surface parking lot located at the rear of the property. The project site is surrounded by commercially zoned properties to the south (across West 19th Street), east and west; and by industrially zoned properties to the north (along Placentia Avenue). Several existing eating and drinking establishments are located nearby and on both sides of the subject property. See Figure 1 – Site Plan, below.

Zoning Administrator Review

On May 28, 2024, the City's Zoning Administrator approved a project to permit outdoor dining and construct a new outdoor patio structure, removal of two of the three existing site parking spaces to accommodate the new outdoor patio, expand the hours of operation for service of alcoholic beverages, and to allow for live entertainment indoor and outdoor (new patio) at an existing food and beverage establishment. On May 30, 2024, an "application for review" of the approval was submitted by then City Councilmember Harper, concerned specifically with "adequate parking for both the applicant and the surrounding businesses." At the October 14, 2024, Planning Commission meeting, the Planning Commission reviewed the call for review and upheld the Zoning Administrator's approval. On October 20, 2024, an "application for review" of the Planning Commission's decision upholding the approval was submitted by City Councilmember Harper.

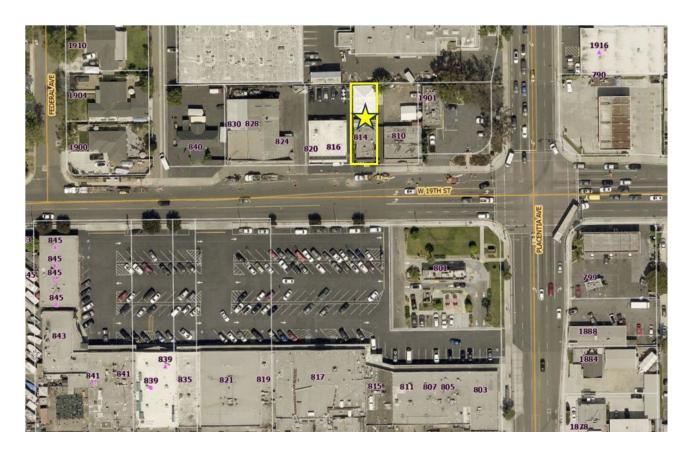


Figure 1 - Location Map

Public Comments

Two public comment letters were submitted and considered by the Zoning Administrator for the May 28, 2024, decision date: both letters indicating project opposition. After reviewing these letters, Planning Division staff informed the applicant of these neighbor issues and the applicant attempted to reach out to the neighbors in order to resolve potential concerns.

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Outdoor Dining Ordinance

On January 16, 2024, the City Council determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining. Pursuant to provisions of the Costa Mesa Municipal Code (CMMC) dealing with parking, Section 13-89, "outdoor seating areas shall not be included in the floor area calculations for the purposes of determining the required parking." Therefore, the proposed new outdoor seating area is exempted from the requirement of parking.

AB 2097

Additionally, the project location is subject to Assembly Bill 2097 (AB 2097), which was signed into law by Governor Newsom and became effective on January 1, 2023. The primary objective of this legislation is to restrict local governments from imposing parking regulations on commercial and residential projects that are located within 0.5 miles of a "major transit location." AB 2097 defines a "major transit location" as an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 20 minutes or less during the morning and afternoon peak commute periods. Pursuant to the "Costa Mesa SCAG Data/Map Book", the subject site is located within 0.5 miles of a major transit location (bus route intersection) and is therefore exempted from the requirement to provide additional parking pursuant to State law.

ANALYSIS:

The applicant is requesting to permit outdoor dining, allow the construction of a new outdoor patio structure, which includes the elimination of two of the three onsite parking spaces, expand the hours of operation for service of alcoholic beverages, and allow live entertainment indoors and outdoors within the proposed new patio area. See Figure 2 – Site Plan, below. The project proposes an increase in the restaurant customer serving area of approximately 800 square feet (outdoor dining area only). The proposed hours of operation are Mondays through Fridays, 5 p.m. to 2 a.m. and Saturdays and Sundays from 2 p.m. to 2 a.m. The applicant is also proposing the installation of a bike rack, and the use of 17 offsite parking spaces located at 1945 Placentia Avenue. The 1945 Placentia off-site parking is located directly behind the subject property with vehicular access from Placentia Avenue. The proposed change in hours for alcoholic beverage service, operations and new outdoor seating area requires a Minor Conditional Use Permit (MCUP) for the following:

- Establishing an outdoor dining area within an existing parking area that results in more than a 50-percent increase of public indoor area [CMMC Table 13-47(b)];
- The removal of more than 25% of existing required parking [CMMC Table 13-47(b)];
- Outdoor dining area cover/structure to encroach into a setback area [CMMC Section 13-48(a)(1)(k)];
- The sale of alcoholic beverages for on-site consumption after 11 p.m. located farther than 200 feet from a residential zone [CMMC Table 13-47(b)]; and
- To provide live entertainment after 11 p.m. located farther than 200 feet from a residential zone [CMMC Table 13-47(b)];

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A detailed description and analysis of the proposed project well as the proposed use, operations, and improvements to the property are described in the May 28, 2024, Zoning Administrator report (Attachment 7) and October 14, 2024, Planning Commission staff report (Attachment 6), linked below:

Zoning Administrator Report:

https://www.costamesaca.gov/home/showdocument?id=57109&t=638524889579825007

Planning Commission Report:

https://costamesa.legistar.com/LegislationDetail.aspx?ID=6892008&GUID=D2C79D0D-9BF3-4FCE-B995-BB081059ABB1

The Planning Commission meeting minutes are also provided as an attachment to this report (Attachment 3) and the meeting video is linked below:

https://costamesa.granicus.com/player/clip/4181?meta_id=322344

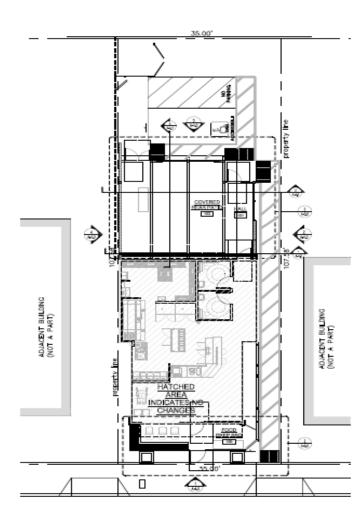


Figure 2 - Site Plan

19th Street

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Planning Commission Review

Following the "call for review" of the Zoning Administrator's decision, the applicant obtained 17 offsite parking spaces that are located at 1945 Placentia Avenue for restaurant customer use while in operation. The 1945 Placentia off-site parking is located directly behind the subject property with vehicular access from Placentia Avenue. The applicant also indicated that the restaurant would provide security staff to monitor customers crossing the public right-of way from nearby businesses and request that if they have parked at other nearby businesses, they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises.

Public Comments

For the October 14, 2024, Planning Commission meeting, eleven public comment letters were submitted and considered by the Planning Commission (all letters indicating project concerns/opposition). Copies of the submitted public comment letters are provided in Attachment 5. In addition, eleven public speakers (several of whom also submitted public comments) attended the Planning Commission meeting and provided further public comments. The commenters generally stated concern for parking deficiency, noise and the proximity to residential properties. Concerns were also raised with patrons parking at off-site locations, across the street at a retail commercial center, or in residential neighborhoods.

Added Conditions of Approval

As part of their motion for approval of the project, the Planning Commission added conditions of approval to require a six-month review of the use after operation has commenced, to restrict the approved hours of operation until the six-month review is conducted, and for the applicant to work with staff and incorporate directional/wayfinding parking lot signage, directing customers to approved parking locations. See the below conditions of approval:

Condition of Approval No. 17: The Planning Commission shall conduct a review of business operations for neighborhood compatibility issues, with particular attention given to parking impacts and noise issues, after the extended hours for alcohol sales and live entertainment have been in operation for six (6) months. The Planning Commission may modify the days and hours that alcohol sales and live entertainment are conditionally permitted at Westend, including the option to revoke this approval, based on the Planning Commission's assessment of the facts and findings presented at the six-month review hearing.

Condition of Approval No. 18: Until the Planning Commission's six-month review of this entitlement has concluded, Westend's approved hours of operation for alcohol sales and live entertainment shall conclude by 11 p.m. Sunday through Thursday, and Fridays and Saturdays alcohol sales and live entertainment shall conclude by 2 a.m. Based on the final determination by the Planning Commission at the conclusion of their six-month review of this entitlement, Westend shall adjust their hours of operation for alcohol sales and live entertainment to align with the Planning Commission's decision.

Condition of Approval No. 19: The applicant shall work with staff to incorporate directional/wayfinding parking lot signage, directing customers to approved parking locations.

By a vote of four to two, with one Commissioner absent, the Planning Commission determined it was able to make the Findings for the MCUP and Outdoor Dining Permit and conditionally approve the project by upholding the Zoning Administrator's decision. (Planning Commission Resolution No. PC-2024-24 approving the project is provided as Attachment 4).

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Call for Review

On October 20, 2024, City Council Member Harper submitted an "application for review" of the Planning Commission's decision, which is provided as Attachment 2 to this report. As indicated by Councilmember Harper, the topics for requesting the review of the Planning Commission's decision included the following concerns: (1) inadequate parking, (2) parking history, (3) applicant's accessibility, (4) outdoor noise and expansion plans, (5) proximity to residents, (6) noise at late hours, and (7) parking control measures. Below are the Councilmembers specific "reasons for requesting review" followed by staff responses/clarification to each:

1. "Inadequate Parking - The current parking situation is insufficient for the space. Patrons are likely to park in nearby residential neighborhoods, which are already designated as permit-only parking zones. The lack of enforcement of these parking restrictions exacerbates the problem. Additionally, nearby establishments such as Semi-Tropic and 3-13 Bar have been reported to misuse parking spaces designated for other businesses, creating further strain on parking resources."

<u>Staff Response</u>: Pursuant to the City's Parking Code, Section 13-89 provides that "outdoor seating areas shall not be included in the floor area calculations for the purposes of determining the required parking." Therefore, the project does not require additional parking. Also, as previously mentioned, the applicant obtained 17 offsite parking spaces that are located at 1945 Placentia Avenue for use by the restaurant while in operation. This is 14 additional parking spaces for customer use over what is currently available on-site. Lastly, State Law (AB 2097) precludes the City from requiring parking for the proposed expansion of use because the subject site is located within 0.5 miles of a major transit location. The proposed project is therefore exempted from the requirement to provide additional parking pursuant to State law.

2. "Parking History - The applicant has admitted that parking has always been an issue at this location, raising concerns about their ability to effectively manage the situation, especially with nearby businesses contributing to the parking overflow."

<u>Staff Response</u>: The applicant has obtained 17 offsite parking spaces located at 1945 Placentia Avenue that are available for restaurant customer use while in operation. In addition, the Planning Commission approval included Conditions of Approval Nos. 14, 16, and 19 to address potential parking-related concerns:

Condition of Approval No. 14: On-site security shall include a minimum of three security guards with one of the three security staff stationed at the front of the restaurant checking for age identification. Restaurant security staff shall also monitor customers crossing the public right-of way from nearby businesses and request that that if they have parked at other nearby businesses that they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises. The operator shall be required to provide additional onsite security if requested by the Police Department, or by the Director of Economic and Development Services Department.

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Condition of Approval No. 16: Outdoor dining areas shall not result in any customer parking offsite, (including in any adjacent commercial property parking areas, unless authorized by both property owners), with the exception of available public parking. Restaurant customers shall not park in adjacent residential areas or on residential streets. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee, including, but not limited to, reducing operating hours of the business, reducing interior or exterior seating capacities, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and requiring employees to bike, walk or take public transit.

Condition of Approval No. 19: The applicant shall work with staff to incorporate directional/wayfinding parking lot signage, directing customers of approved parking locations.

3. "Applicant's Accessibility - By the applicant's own admission, they do not drive to this location, potentially limiting their understanding of the parking issues faced by patrons and neighbors."

<u>Staff Response</u>: The applicant and the current restaurant staff generally live nearby the site and often do not drive (they either ride their bicycles or walk).

4. "Outdoor Noise and Expansion Plans - The applicant's plan to add an outdoor stage and PA system could significantly increase noise levels. Although acoustic measures could mitigate the impact, no verification or detailed analysis of these measures was provided during the planning commission meeting. This is particularly concerning given that noise complaints have already been raised against nearby establishments, which has led to citations for non-compliance."

<u>Staff Response</u>: The project is conditioned to operate in compliance with the City's Noise Ordinance, and the application included an acoustical analysis. Additionally, the Planning Commission approval included the following Conditions of Approval No. 11 and 12 to address potential noise concerns:

Condition of Approval No. 11: Noise concerns shall be addressed in a timely manner pursuant to Title 13, Chapter XIII of the Costa Mesa Municipal Code. A contact phone number shall be posted at the establishment's entrance and outdoor dining area so any noise concerns can be reported to the business operator. Outdoor dining areas shall be subject to review by authorized City officials to ensure that noise complaints and/or potential noise ordinance violations are addressed. If necessary, modifications of the operating characteristics of outdoor dining areas may be required. If any noise complaints and/or noise ordinance violations are not adequately addressed, approvals for outdoor dining areas may be revoked at the discretion of the appropriate review authority.

Condition of Approval No. 12: Live entertainment shall conclude by 2 a.m. except as modified by Condition of Approval Nos. 17 and 18. he live entertainment may include various genres of musical performances, open mic, DJ, comedy, dance performances and live art entertainment. The areas of entertainment shall be limited to the interior of the building and the proposed rear patio area. The live entertainment shall operate without impacting the surrounding developments and businesses. Installation of soundproofing shall occur with live entertainment pursuant to the applicant provided sound management plan. All restaurant operations, including but not limited to live entertainment shall be incompliance with the City's Noise Ordinance standards. If the live entertainment creates off-site noise and/or other impacts, and

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complaints are received, the City may require that the live entertainment either be limited to the inside of the restaurant or a reduction of the hours of live entertainment. A noise study with structural and non-structural noise mitigations may also be required. The noise study will be paid by the restaurant operator under the administration of the City.

- 5. "Proximity to Residents The closest residential property is just 275 feet from the location. Residents have raised concerns about noise disturbances, particularly with the extended operating hours until 2 a.m., which could negatively affect their quality of life."
 - <u>Staff Response</u>: The nearest residential property is located approximately 265 feet from the subject property. The CMMC Section 13-49 provides special findings for restaurants located within 200 feet of residentially-zone property; however, does not require the same level of scrutiny for restaurants located further than 200 feet away, such as the subject property. However, and as previously mentioned, the Planning Commission approval included Conditions of Approval No. 11 and 12 to address potential noise concerns, and the use is subject to the City's Noise Ordinance. Lastly, the use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining.
- 6. "Noise at Late Hours Residents may not be sufficiently protected if noise becomes an issue late at night and addressing these complaints could involve a long and burdensome process. The recent approval of a 6-month "trial period" allowing music on Fridays and Saturdays further heightens concerns about late-night disturbances, especially given past violations of COVID-19 restrictions by Westend Bar."
 - <u>Staff Response</u>: The design of the proposed addition is intended to direct any potential noise impacts toward Placentia Avenue (away from residential). The nearest residential property is located approximately 265 feet from the subject property and the restaurant is located along a commercial corridor with other similar uses, and where the Zoning Code intends for these types of restaurant uses to operate. As previously mentioned, the Planning Commission approval included Conditions of Approval No. 11 and 12 to address potential noise concerns, and the Costa Mesa Police Department operate during all hours and are experienced in responding to noise and nuisance calls for service.
- 7. "Parking Control Limitations The applicant has acknowledged they cannot control where patrons park, and with ongoing parking challenges in the area, this could lead to further overflow into residential neighborhoods, making the situation unmanageable for both businesses and residents."
 - <u>Staff Response</u>: The Planning Commission approval included Conditions of Approval Nos. 14, 16, and 19 to address potential parking-related concerns. Specifically, Condition of Approval No. 16 requires that "customers shall not park in adjacent residential areas or on residential streets."

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City Council "De Novo" Hearing

Pursuant to CMMC Chapter 9, Appeal and Review Procedures, the City Council shall conduct a new or "de novo" review of the matter. The City Council may exercise its independent judgement and discretion in making a decision, and the call for review hearing is not limited to the grounds stated for the review or the evidence that was previously presented to the Planning Commission and Zoning Administrator. The City Council's decision on the matter is the final decision.

Findings and Review Criteria

Pursuant to the CMMC, approval of each of the project's applications must be based on evidence in the administrative record that substantially supports the following applicable review criteria and findings:

CMMC Section 13-29 (e) Review Criteria:

- Compatible and harmonious relationship between the proposed building and site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood.
- Safety and compatibility of the design of buildings, parking area, landscaping, luminaries, and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation.
- Compliance with any performance standards as prescribed elsewhere in the Zoning Code.
- Consistency with the general plan and any applicable specific plan; and
- The planning application is for a project-specific case and is not to be constructed to be setting a precedent for future development.

CMMC Section 13-29 (g)(2) Minor Conditional Use Permit Findings:

- The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area.
- Granting the conditional use permit will not be materially detrimental to the health, safety, and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood; and
- Granting the conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property.

Staff has attached a draft City Council resolution (Attachment 1) for approval based on the Planning Commission's decision on October 14, 2024. Notwithstanding this, should the City Council determine to overturn the Planning Commission's decision, staff requests that the City Council articulate its reasons for denial based on the required findings.

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ENVIRONMENTAL DETERMINATION:

If the City Council decides to uphold the Planning Commission decision and approve the application, the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures. This project site contains an existing commercial building that has been used for a restaurant use, and the application does not propose a change in use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines section 15300.2 applies. Specifically, the project would not result in a significant cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

Alternatively, if the City Council determines that the required applicable CMMC findings cannot be made to approve the project, CEQA Guidelines section 15270 statutorily exempts projects that a public agency rejects or disapproves.

ALTERNATIVES:

The City Council has the following alternatives:

- Uphold the Planning Commission's decision and adopt a resolution to approve Minor Conditional Use Permit and Outdoor Dining Permit; or
- Uphold the Planning Commission's decision with modifications and adopt a resolution to approve Minor Conditional Use Permit and Outdoor Dining Permit; or
- Overturn the Planning Commission's decision and adopt a Resolution to deny Minor Conditional Use Permit and Outdoor Dining Permit; or
- Remand Minor Conditional Use Permit and Outdoor Dining Permit back to the Planning Commission to reconsider the matter based on specific City Council direction.

FISCAL REVIEW:

There are no fiscal impacts associated with this agenda item.

LEGAL REVIEW:

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

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PUBLIC NOTICE:

Pursuant to Title 13, Section 13-29(d), of the Costa Mesa Municipal Code, three types of public notification have been completed no less than 10 days prior to the date of the public hearing:

- 1. **Mailed notice.** A public notice was mailed to all property owners and occupants within a 500-foot radius of the project site on Wednesday, January 8, 2025. The required notice radius is measured from the external boundaries of the property.
- On-site posting. A public notice was posted on each street frontage of the project site on Friday, January 10, 2025.
- 3. **Newspaper publication.** A public notice was published once in the Daily Pilot newspaper on Friday, January 10, 2025.

Any public comments received prior to the January 21, 2025, City Council meeting, may be viewed at this link: CITY OF COSTA MESA - Calendar (legistar.com)

CITY COUNCIL GOALS AND PRIORITIES:

This item is administrative in nature.

CONCLUSION:

The subject review is intended to provide the City Council with an opportunity to review the Planning Commission's decision of a project to permit outdoor dining and construct a new outdoor patio structure, expand the hours of operation for service of alcoholic beverages, and to allow for live entertainment at an existing food and beverage establishment (Westend).

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RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, UPHOLDING THE PLANNING COMMISSION APPROVAL OF A MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) AT 814 WEST 19TH STREET ("WESTEND")

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, a Conditional Use Permit and Outdoor Dining Permit was filed by Tyler Hertzske/Roland Barrera, authorized agent for the property owner, Monica Chang requesting approval for outdoor dining, construction of a new outdoor patio structure, expanding the hours of operation for service of alcoholic beverages, and to allow for live entertainment at an existing food and beverage establishment.

WHEREAS, a Notice of Zoning Administrator approval was provided pursuant to the Costa Mesa Municipal Code Section 13-29(d);

WHEREAS, the project was called up for review by Council Member Harper on May 30, 2024;

WHEREAS, a duly noticed public hearing was held by the Planning Commission on October 14, 2024 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, the Planning Commission upheld the Zoning Administrator approval on a vote of four to two (with one Commissioner absent) of the project and added further conditions of approval;

WHEREAS, the project was called up for review by Council Member Harper on October 20, 2024;

WHEREAS, a duly noticed public hearing held by the City Council on January 21, 2025 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15303 (Class 3), for new construction and conversion of small structures.

WHEREAS, the CEQA categorical exemption for this project reflects the independent judgement of the City of Costa Mesa.

Resolution No. 2025-xx Page 1 of 11

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES as follows:

BE IT RESOLVED that based on the evidence in the record and the findings contained in Exhibit A, the City Council hereby approves Minor Conditional Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) with respect to the property described above.

BE IT RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

BE IT FURTHER RESOLVED that the Costa Mesa City Council does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report and upon applicant's compliance with each and all of the conditions in Exhibit B, and compliance with all applicable federal, State, and local laws. Any approval granted by this resolution shall be subject to review, modification, or revocation if there is a material change that occurs in the operation, or if the applicant fails to comply with any of the conditions of approval.

BE IT FURTHER RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED this 21st day of January, 2025.

John Stephens, Mayor	

ATTEST:		APPROVED AS TO FORM:	
Brenda Gree	en, City Clerk	Kimberly Hall Barlow, City Attorney	
COUNTY O	CALIFORNIA) F ORANGE) ss DSTA MESA)		
CERTIFY the was duly pa	nat the above and forego ssed and adopted by the	lerk of the City of Costa Mesa, DO HEREBY ing is the original of Resolution No. 2024-xx and City Council of the City of Costa Mesa at a regular ry, 2025, by the following roll call vote, to wit:	
AYES:	COUNCIL MEMBERS:		
NOES:	COUNCIL MEMBERS:		
ABSENT:	COUNCIL MEMBERS:		
	ITNESS WHEREOF, I ha a Mesa this 22 nd day of Ja	ve hereby set my hand and affixed the seal of the anuary, 2025.	
Brenda Gree	en. City Clerk		

EXHIBIT A

FINDINGS

A. The proposed project complies with Costa Mesa Municipal Code Section 13-29(g)(2) because:

Finding: "The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area".

Facts in Support of Findings: The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining. In addition, the use is surrounded by other commercial properties to the east, west and south, and industrial properties to the north. The nearest residential property is located approximately 265 feet from the subject property. The project is conditioned to operate in compliance with the City's Noise Ordinance. The applicant also has an agreement with an adjacent industrial property to provide parking.

Finding: "Granting the minor conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood".

Facts in Support of Findings: The proposed development complies with the City's development standards and other requirements, such as ADA requirements. Compliance with the applicable Building, Fire Safety and Health Codes will also ensure that the project is not materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood. Additionally, the proposed outdoor dining areas have been conditioned to comply with the development standards for all outdoor dining areas per CMMC Section 13-48(a)(1) and the City's noise ordinance. On-site security and additional parking will also be provided.

Finding: "Granting the minor conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property".

Facts in Support of Findings: Granting the minor conditional use permit will not allow a use, density or intensity that is not in accordance with the General Plan designation. The site has a General Plan designation of

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General Commercial, which is intended to permit a wide range of commercial uses that serve both local and regional needs. Appropriate uses include smaller retail stores, theaters, restaurants, hotels and motels, and automobile sales and service establishments. As such, the proposed restaurant operations and use are anticipated by General Plan designation. Lastly, the City Council recently determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

B. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures. This project site contains an existing commercial building that has been used for a restaurant use, and the application does not propose a change in use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a significant cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

EXHIBIT B

CONDITIONS OF APPROVAL (PODA-24-0001 & PMCP-24-0008)

- Plng. 1. The use shall be limited to the type of operation described in the staff reports. The approved hours of operation are Mondays through Fridays, 5 PM to 2 AM and Saturdays and Sundays from 2 PM to 2 AM. Any change in the operational characteristics shall be subject to Planning Division review and may require an amendment to the Minor Conditional Use Permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change. The applicant is reminded that Code allows the Planning Commission to modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
 - 2. The applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of, or which are in any way related to, the applicant's project, or any approval granted by City related to the applicant's project. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the applicant's obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section. City shall have the right to choose its own legal counsel to represent the City's interests, and applicant shall indemnify City for all such costs incurred by City.
 - 3. The applicant shall contact the Planning Division to arrange a Planning inspection of the site. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
 - 4. Any change in the operational characteristics of the use shall be subject to Planning Division review and may require an amendment to the minor conditional use permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change.
 - 5. Outdoor dining areas shall be maintained in good condition, kept clean and shall not result in conditions which are harmful or injurious to the public health, safety and welfare.
 - 6. Outdoor dining areas shall be removed, and the areas returned to

- previous conditions if the corresponding food and beverage establishment is replaced by a non-food and beverage establishment, or if the outdoor dining area is no longer in use.
- 7. Outdoor dining areas and their corresponding restaurant shall comply with all applicable Building and Fire Safety code requirements, circulation standards, and aesthetic development standards outlined in Section 13-48 at the time of their construction.
- 8. All outdoor dining areas shall observe State and local health guidelines for restaurants.
- 9. Any service of alcoholic beverages in outdoor dining areas shall be subject to approval by the California Department of Alcoholic Beverage Control and shall adhere to all requirements and standards implemented by said State agency.
- 10. All proposed outdoor dining structures and improvements shall be subject to Fire and Building Department approval.
- Noise concerns shall be addressed in a timely manner pursuant to Title 13, Chapter XIII of the Costa Mesa Municipal Code. A contact phone number shall be posted at the establishment's entrance and outdoor dining area so any noise concerns can be reported to the business operator. Outdoor dining areas shall be subject to review by authorized City officials to ensure that noise complaints and/or potential noise ordinance violations are addressed. If necessary, modifications of the operating characteristics of outdoor dining areas may be required. If any noise complaints and/or noise ordinance violations are not adequately addressed, approvals for outdoor dining areas may be revoked at the discretion of the appropriate review authority.
- 12. Live entertainment shall conclude by 2 AM except as set forth in Condition of Approval Nos. 17 and 18. The live entertainment may include various genres of musical performances, open mic, DJ, comedy, dance performances and live art entertainment. The areas of entertainment shall be limited to the interior of the building and the proposed rear patio area. The live entertainment shall operate without impacting the surrounding developments and businesses. Installation of soundproofing shall occur with live entertainment pursuant to the applicant provided sound management plan. All restaurant operations, including but not limited to live entertainment shall be incompliance with the City's Noise Ordinance standards. If the live entertainment creates off-site noise and/or other impacts, and complaints are received, the City may require that the live entertainment either be limited to the inside of the restaurant or a reduction of the hours of live entertainment. A noise study with structural and non-structural noise mitigations may also be required. The noise study will be paid by the restaurant operator under the administration of the City.
- 13. All sales and service staff (within 90 days of hire) shall complete

- Responsible Beverage Service (RBS) training with a provider approved by the California Department of Alcoholic Beverage Control. A copy of the training certificates shall be kept on premises and presented to any authorized City official upon request.
- 14. On-site security shall include a minimum of three security guards with one of the three security staff stationed at the front of the restaurant checking for age identification. Restaurant security staff shall also monitor customers crossing the public right-of way from nearby businesses and request that that if they have parked at other nearby businesses that they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises. The operator shall be required to provide additional on-site security if requested by the Police Department, or by the Director of Economic and Development Services Department.
- 15. Landscaping shall be installed around outdoor dining areas to the greatest extent possible.
- 16. Outdoor dining areas shall not result in any customer parking offsite, (including in any adjacent commercial property parking areas, unless authorized by both property owners), with the exception of available public parking. Customer parking shall not park in adjacent residential areas or on residential streets. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee, including, but not limited to, reducing operating hours of the business, reducing interior or exterior seating capacities, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and/or requiring employees to bike, walk or take public transit.
- PC 17. The Planning Commission shall conduct a review of business operations for neighborhood compatibility issues, with particular attention given to parking impacts and noise issues, after the extended hours for alcohol sales and live entertainment have been in operation for six (6) months. The Planning Commission may modify the days and hours that alcohol sales and live entertainment are conditionally permitted at Westend, including the option to revoke this approval, based on the Planning Commission's assessment of the facts and findings presented at the six-month review hearing.
 - 18. Until the Planning Commission's six-month review of this entitlement has concluded, Westend's approved hours of operation for alcohol sales and live entertainment shall conclude by 11 p.m. Sunday through Thursday, and Fridays and Saturdays alcohol sales and live entertainment shall conclude by 2 a.m. Based on the final determination by the Planning

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Commission at the conclusion of their six-month review of this entitlement, Westend shall adjust their hours of operation for alcohol sales and live entertainment to align with the Planning Commission's decision.

19. The applicant shall work with staff to incorporate directional / wayfinding parking lot signage, directing customers of approved parking locations.

CODE REQUIREMENTS

The following list of State and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa. The applicant is also required to comply with any other applicable State and local laws not provided below.

- Plng. 1. Approval of the planning/zoning application is valid for two years from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and has continued to maintain a valid building permit by making satisfactory progress as determined by the Building Official, 2) a certificate of occupancy has been issued, or 3) the use is established and a business license has been issued. A time extension can be requested no less than 30 days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180-days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
 - 2. Hours of construction shall comply with Section 13-279, Title 13, of the Costa Mesa Municipal Code.
 - 3. Street address shall be visible from the public street. The street address may be displayed on the fascia adjacent to the main entrance or on another prominent location. Numerals shall be a minimum twelve (12) inches in height with not less than three-fourth-inch stroke and shall contrast sharply with the background.
 - 4. Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.
 - 5. Trash enclosure(s) or other acceptable means of trash disposal shall be provided. Design of trash enclosure(s) shall conform to City standards.
 - 6. Vehicle standing, loading and unloading shall be conducted so as not

- to interfere with normal use of streets, sidewalks, driveways and onsite parking.
- 7. No vehicle loading area shall encroach into a required building setback along a public right-of-way.
- Comply with the requirements of the following adopted codes: 2022 Bldg. 8. California Residential Code, 2022 California Building Code, 2022 California Electrical Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Green Building Standards Code and 2022 California Energy Code (or the applicable adopted, California Residential Code, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings and elements by individuals with disability shall comply with chapter 11B of the 2022 California Building Code.
 - 9. The conditions of approval and ordinance or code provisions of Outdoor Dining Application PODA-24-0001 & Minor Conditional Use Permit PMCP-24-0008 including subsequent amendments shall be blueprinted on the face of the site plan as part of the plan check submittal package when building permits are necessary.
 - 10. Plans shall be prepared by a California licensed Architect or Engineer. Plans shall be wet stamped and signed by the licensed Architect or Engineer prior to the issuance of building permits.
 - 11. Provide a plan to the County of Orange Health Department for review and approval.
 - 12. Due to added seating the number of plumbing fixtures shall comply with the 2019 California Plumbing Code Section 422.1 and Table 422.1.
- Fire 13. A complete plan submittal and permit shall be required, in accordance with Building Code Sections CBC 105.1, CBC 105.3, and CBC 107.2.1 through 107.2.8.
 - 14. Equipment shall comply with California Building and Fire Code requirements, including, but not limited to, the requirement that equipment be approved by a recognized testing laboratory for the specific use.
 - 15. Comply with the requirements of the 2022 California Fire Code, including the 2022 Intervening Update and referenced standards as amended by the City of Costa Mesa.
 - 16. Quarterly Fire & Life Safety Inspections will be conducted by the Community Risk Reduction Division to verify compliance will the approval operation. The applicant will pay for the inspection according to the Additional Required Inspections as adopted in the Fee

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Schedule.

- 17. Annual Fire & Life Safety Inspections will be conducted by the Fire Station Crew for emergency response pre-planning and site access familiarization. The applicant will pay for the inspection according to the adopted Fee Schedule.
- Bus. 18. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.

ATTACHMENT 2

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MEETING MINUTES OF THE CITY OF COSTA MESA PLANNING COMMISSION

OCTOBER 14, 2024

CALL TO ORDER

Chair Ereth called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Chair Ereth led the Pledge of Allegiance.

ROLL CALL:

Present:

Chair Adam Ereth, Vice Chair Russell Toler, Commissioner Angely

Andrade, Commissioner Karen Klepack, Commissioner David Martinez,

Commissioner Jon Zich

Absent:

Commissioner Jonny Rojas

Officials Present:

Assistant Director of Development Services Scott Drapkin, Planning and Sustainable Development Manager Bill Rodrigues, Director of Public Works Raja Sethuraman, Assistant City Attorney Tarquin Preziosi, Senior Planner Chirs Yeager, Associate Planner Justin Arios, Assistant Planner Christopher Aldana, City Engineer Seung Yang, and Recording Secretary

Anna Partida

ELECTION OF OFFICER:

1. SELECTION OF LIAISON TO THE HOUSING AND PUBLIC SERVICE GRANT COMMITTEE

Commissioner Martiez nominated himself. Seconded by Chair Ereth.

Commissioner Matinez spoke on his motion noting that he had requested the vacancy to be agenized and emphasized the importance of filling the position.

Vice Chair Toler commented on the motion, expressing support for Martinez, stating that he would be an ideal candidate. Vice Chair Toler noted that Commissioner Martinez is thorough, does his homework, and gets into the details, which is important because the role is more complex than it appears.

MOVED/SECOND: Martinez/Ereth

MOTION: Appoint Commissioner David Marinez as the Planning Commission liaison to the Housing and Public Service Grant Committee.

The motion carried by the following roll call vote: Ayes: Ereth, Toler, Andrade, Klepack, Martinez, Zich

Nays: None Absent: Rojas Abstained: None Motion carried: 6-0-1

ANNOUNCEMENTS AND PRESENTATIONS:

None.

PUBLIC COMMENTS - MATTERS NOT LISTED ON THE AGENDA:

Jay Humphrey, a Costa Mesa resident, raised two concerns during public comment. First, he reiterated ongoing issues with e-bikes and encouraged continued efforts to address the growing problem. Second, he emphasized the poor sound quality and lack of hearing accessibility in four public meeting spaces in the city: two public meeting rooms at City Hall, Norma Hertzog Community Center, and the Senior Center. He noted that these venues have outdated or inadequate sound systems, making it difficult for those with hearing impairments, including himself, to participate in meetings. He urged the city to address these issues to ensure better public participation and decision-making.

PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:

Commissioner Zich acknowledged Mr. Humphrey's remarks and welcomed everyone in attendance. He emphasized that public participation improves the decision-making process and expressed appreciation for those present, whether observing or actively participating.

Commissioner Martinez reminded the public to slow down on Wednesday morning October 16, 2024 for Walk to School Day to ensure children's safety. He also announced a virtual Fair Housing Workshop on Tuesday, October 22, at 1:30 PM, and a Planning Meeting for future housing and community development funds on Thursday, October 24, at 6 PM at the Norma Hertzog Community Center. Finally, he reminded everyone that Election Day is on November 5 and encouraged the community to vote.

Commissioner Klepack acknowledged National Arts and Humanities Month and shared her experience attending the third annual Art Crawl, organized by the Parks and Community Services Department. She described the all-day shuttle event, which included visits to the Jewel Dome at South Coast Plaza, Sean Woolsey's studio, where high-end gaming tables are crafted, and Art Times Ceramics, a new woman-owned business in the city. She encouraged everyone to sign up for next year's event, highlighting it as a great way to explore different parts of the city.

Vice Chair Toler shared that he attended the Scarecrow Festival and gave a shout out to the Parks and Recreation Department for organizing the event. He noted it was a huge success with many people enjoying the afternoon. He also acknowledged that staff from other departments contributed to the event's success and commended everyone involved.

Chair Ereth shared a personal experience where he and his dog, Willie Nelson, had a close call with a car while crossing the street near Adams Elementary. This incident highlighted the importance of the community's ongoing efforts to improve pedestrian and bike lane safety. He emphasized that enhancing safety for non-car travelers is crucial and supports the direction the city is taking to ensure a safer experience for all.

CONSENT CALENDAR:

No member of the public nor Commissioner requested to pull a Consent Calendar item.

1. APPROVAL OF MEETING MINUTES: SEPTEMBER 23, 2024 UNOFFICIAL MEETING MINUTES AND MARCH 28, 2022 UNOFFICIAL MEETING MINUTES

MOVED/SECOND: Martinez/Toler

MOTION: Approve recommended action for Consent Calendar Item No. 1.

The motion carried by the following roll call vote:

Ayes: Ereth, Toler, Andrade, Klepack, Martinez, Zich

Nays: None Absent: Rojas Abstained: None Motion carried: 6-0-1

ACTION: Planning Commission approved the minutes of the regular meetings of

the September 23, 2024 and March 28, 2022.

PUBLIC HEARINGS:

1. MASTER PLAN (PMAP-24-0003) FOR THE DEVELOPMENT OF A NEW COSTA MESA FIRE STATION NO. 2 WITH MINOR CONDITIONAL USE PERMIT FOR TEMPORARY MANUFACTURED STRUCTURES LOCATED AT 800 BAKER STREET

Project Description: Master Plan (PMAP-24-0003) with Minor Conditional Use Permit to allow the development of a new Costa Mesa Fire Station No. 2 consisting of a new 8,360-square-foot fire station with a double-deep apparatus bay and administrative, storage, and living areas. Additional site improvements include a new drive aisle, two visitor parking spaces, and bike rack at the front of the property; a new covered crew parking area in the rear parking lot; new perimeter walls, new landscaping, and new utility connections. Accessory structures including a hose

tower, generator, and fuel tank will be relocated. The development will be constructed in two phases and will include temporary crew quarters, apparatus bay, and storage to ensure that the facility remains operational during construction.

Environmental Determination: The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 (Class 2) Replacement or Reconstruction.

Two ex-parte communications were reported;

- Chair Ereth disclosed that he attended the open house at the fire station on Adams a little over a week ago, where plans were displayed regarding a proposal. He mentioned asking the fire chief for clarification on the renderings but noted that was the extent of his involvement.
- Commissioner Andrade disclosed that she also attended the open house at the fire station, where she saw the plans, spoke with staff, and received a tour of the site.

Chris Yeager, Senior Planner, presented the staff report.

The Commission asked questions of staff including discussion of:

Commissioner Zich asked staff two questions regarding the presentation. First, he inquired about the absence of skylights in the renderings, asking if this was a design choice or an overlooked detail. Staff clarified that no skylights were proposed, but if added, they would not require another public hearing. Second, Commissioner Zich asked if the covered parking would include a solar panel structure. Staff responded that the current proposal includes a carport, and the architectural team could provide further details.

Commissioner Martinez asked about the connection between the Planning Commission hearing this evening and the City Council's meeting scheduled for tomorrow evening, and staff explained that the Planning Commission was considering approving the master plan, while the City Council would address project-related finances and contracts. Commissioner Martinez inquired about fire truck operations during construction, with staff explaining that trucks would temporarily use Randolph Street instead of Baker Street. He also raised concerns about the removal of trees, and staff noted one tree's proximity to the building and the other's interference with site circulation. Commissioner Martinez asked about utility replacements, and staff confirmed new connections would be made. He also inquired about the fire station's natural gas connection, with staff agreeing to follow up. After asking about feedback from the August community meeting, staff explained that design changes reflected a preference for a traditional exterior. Commissioner Martinez also discussed walk-up services, which are rare but occur at Fire Station No. 2. Commissioner Martinez inquired about the apparatus

stationed here. Commissioner Martinez inquired if use of Randolph Avenue by fire apparatus had been the source of resident complaints. Commissioner Martinez confirmed with staff that the traffic signal on Baker Street would remain. Lastly, he raised concerns about the new driveway's effect on pedestrian safety and the narrowing of the bike lane on Baker Street, and staff assured him they would address the bike lane and noted that the new driveway design aimed to reduce fire truck traffic on residential Randolph Street.

Vice Chair Toler expressed concerns about potential noise from the new fire station and asked if any analysis had been conducted to assess whether the facility would be more or less noisy. Staff responded that no acoustical study had been conducted, but since the fire station has been in operation for 58 years, removing trucks from Randolph Avenue would likely reduce some of the noise affecting nearby residents.

Commissioner Zich referenced the staff report stating that the fire station was built in 1966 and asked if staff knew when the surrounding residential development was constructed. Staff responded that while they did not have the exact year, the residential development was built after the fire station, meaning residents were aware they were moving in next to a fire station.

Commissioner Andrade expressed appreciation for the information on walk-up services at the fire station and shared her experience from visiting the open house. She noted the difficulty of crossing Baker Street, as she had to walk all the way to Bristol Street to cross the road and raised concerns about improving accessibility and walkability. She suggested considering the creation of a crosswalk to make it easier for people to access the fire station from the opposite side of Baker Street. City Engineer Yang responded that the Public Works Department would consider this request in conjunction with the architect as the project advances.

The Chair opened the Public Hearing.

Jaime Moreno, applicant, stated he had read and agreed to the conditions of approval.

Jamie Moreno responded to earlier comments made by Commissioner Martinez and Commissioner Zich, noting that the carport design will account for solar panels as part of the effort to achieve LEED Gold certification for the project. Mr. Moreno also mentioned that the natural gas connection is something they will continue to evaluate and discuss with civil and plumbing engineers as the design development progresses.

The Commission asked questions of the applicant including discussion of:

Commissioner Zich asked two questions. First, he inquired whether skylights were being considered. The applicant responded that while they typically use solar tubes

in flat-roofed areas like hallways, it's something they will consider as the project develops. Commissioner Zich then asked if the facility was lacking anything that the Fire Department might ideally want but wouldn't mention directly. Mr. Moreno explained that they've worked closely with the Fire Department to meet all their needs, but one area that requires further consideration is acoustics, specifically how to reduce noise for the neighboring community. He indicated that this is the primary aspect still under study.

Commissioner Martinez asked about the fire station's compliance with the 25% floor area ratio (FAR), and the architect confirmed that the design was tailored to stay within this limit while meeting the Fire Department's needs. Staff acknowledged that early discussions considered a larger station, but the current design avoids the need for a General Plan Amendment, which would have been necessary if the project was over the allowable FAR. Commissioner Martinez also inquired if any features were cut to meet the FAR, with staff noting that the only area needing further study was acoustics to minimize noise for neighbors. He asked about the new return driveway, which was designed based on Fire Department needs to reduce truck traffic on residential Randolph Avenue. Regarding walk-up services, the Fire Department explained that while they don't handle administrative business, they frequently assist residents, and the new visitor parking spaces will improve access. Finally, Commissioner Martinez asked about challenges with using Randolph Avenue, and the Fire Department confirmed that Baker Street access will reduce noise and improve safety, while pedestrian access concerns will be reviewed by Public Works.

Commissioner Andrade commented that noise from fire station operation are not likely to be louder than ambient noise from nearby freeway and appreciates the Fire Department being great stewards of the community. Commissioner Andrade inquired of Fire Department representatives if a mid-block crosswalk might be beneficial. Assistant Fire Chief Pyle responded and suggested that Public Works would be better to address this.

The Chair opened public comments.

Jay Humphrey spoke in support of the item.

Cynthia McDonald spoke in support of the item.

The Chair closed public comments.

Commissioner Martinez asked whether the Fire Station's signal system, which triggers the traffic light when fire trucks leave, would also be used to trigger the signal for their return, or if it would be a normal unprotected left turn. Staff responded, confirming that the return would involve an unprotected left turn.

The Chair closed the Public Hearing.

Chair Ereth made the motion. Seconded by Vice Chair Toler.

Chair Ereth spoke on his motion for approval of the fire station project, praising its design as both functional and forward-thinking. He noted that the design provides first responders with the tools and resources necessary to keep the community safe while also offering room for growth as the community expands.

Vice Chair Toler fully agreed with Chair Ereth's comments, emphasizing support for the fire station project. He remarked that the fire department is the closest thing to superheroes, and expressed personal satisfaction that the design chosen was traditional, as it was clearly preferred by many. Chair Toler echoed Cynthia McDonald's sentiment, noting that after over 50 years, it's time for a building/facility upgrade, and he was pleased to see the city making this important investment.

Commissioner Andrade congratulated the team on a wonderful and much-needed fire station update. She emphasized the importance of the fire station's increased capacity to support the community and expressed appreciation for the team's ongoing efforts, especially in responding to local fires. She noted that the Fire Department deserves all the support it can get.

MOVED/SECOND: Ereth/Toler

MOTION: Approve staff's recommendation. The motion carried by the following roll call vote: Ayes: Ereth, Toler, Andrade, Klepack, Martinez, Zich

Nays: None Absent: Rojas Recused: None Motion carried: 6-0-1

ACTION: The Planning Commission adopted a resolution to:

- Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 (Class 2), Replacement or Reconstruction; and
- 2. Approve Master Plan (PMAP-24-0003) and Minor Conditional Use Permit, based on findings of fact and subject to conditions of approval.

RESOLUTION PC-2024-22 - A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA APPROVING MASTER PLAN (PMAP-24-0003) FOR THE DEVELOPMENT OF A NEW COSTA MESA FIRE STATION NO. 2 AND MINOR CONDITIONAL USE PERMIT FOR TEMPORARY MANUFACTURED STRUCTURES LOCATED AT 800 BAKER STREET

The Chair explained the appeal process.

2. CONDITIONAL USE PERMIT (PA-23-07) FOR VALET SERVICES AT PLAYA MESA RESTAURANT LOCATED AT 428 EAST 17TH STREET

Project Description: Conditional Use Permit (PA-23-07) for valet services at Playa Mesa Restaurant located at 428 East 17th Street.

Environmental Determination: The project is categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1), Existing Facilities.

One ex-parte communication was reported:

Commissioner Zich stated he visited the site.

Christopher Aldana, Assistant Planner, presented the staff report.

The Commission asked questions of staff including discussion of:

Chair Ereth asked staff how they would enforce or track customers parking off-site to avoid valet fees, given that this data would be necessary to determine if the valet fee should be changed or removed. Staff explained that such issues are often identified through complaints from neighboring businesses or the public, which are directed to the Planning Department. Additionally, they noted that inspections or other monitoring methods could also help identify these problems. In this case, the valet service is being offered as a convenience by the applicant, who owns multiple nearby properties, which makes the situation less controversial. Staff also clarified thateach situation is evaluated on a case-by-case basis.

Commissioner Zich questioned the need for a Conditional Use Permit (CUP) for valet parking since the service was already in place. Staff explained that the CUP was required to legalize the valet operation, which had been operating without proper approval after a Code Enforcement complaint. Commissioner Zich noted the parking shortfall, pointing out that 83 spaces were required, but the site only had 69. Staff clarified that valet parking increased the available spaces during business hours, helping alleviate the issue. Commissioner Zich also asked about self-parking options, and staff confirmed that 14 spaces were available for self-parking during Peet's Coffee's hours, with valet operating outside those hours. Regarding the \$5 valet fee, staff explained it was to recapture costs, though traditionally valet had been free in the city. Staff supported the valet service as it improved parking availability.

Commissioner Klepack asked how the valet system would differentiate between Peet's Coffee customers, who receive free valet service, and Playa Mesa customers, who are charged a fee, since both use the same valet station. Staff explained that when customers arrive at the valet kiosk, the attendant would ask if they were visiting Peet's or Playa Mesa, and based on their response, they would either be charged the valet fee or receive complimentary valet service. Klepack thanked staff for the clarification.

Commissioner Martinez asked staff why a Conditional Use Permit (CUP) was required for the valet service. Staff explained that city code allows valet services with a fee through a CUP and that this application was voluntarily submitted. Commissioner Martinez then inquired if the initial valet fee would be set by the applicant and if the Director of Economic and Development Services had discretion to change it. Staff clarified that the Economic and Development Services Director could only adjust or remove the fee if problems arose, such as customers parking off-site due to the fee, causing issues for nearby residential or commercial areas. Commissioner Martinez also asked how self-parking spaces for Peet's Coffee would be managed if customers self-parked and then went to Playa Mesa. Staff responded that while the City wouldn't enforce this directly, it could become involved if it caused issues for Peet's Coffee but expected the valet service to monitor and manage it.

Chair Ereth inquired about the City's role, if any, in regards to setting valet charge if problems arise and whether the City would bear the burden of demonstrating that charged fee is creating issues. Staff responded that it would be unlikely for staff to recommend a specific price point for the valet service charge but, at a binary level, may simply determine if the valet service charge is or is not resulting in unintended parking consequences nearby.

Commissioner Zich sought clarification on whether the valet application was voluntary. He asked if the more complete answer would be that the applicant either had to apply for a conditional use permit for the valet service or remove the valet station. Staff confirmed that those were the applicant's options.

The Chair opened the Public Hearing.

Mario Morovic, applicant, stated he had read and agreed to the conditions of approval.

Mario Morovic, the applicant, explained that the valet service was introduced after a few years of operation without realizing a Conditional Use Permit (CUP) was required. Upon learning of the need for a CUP, he worked with city staff to continue valet services while formalizing the process. He emphasized that the valet service, which has been running for over three years, has not resulted in any complaints from neighbors or nearby businesses and has helped increase parking capacity. Morovic mentioned that he pays out of pocket for the valet service and considered starting an in-house valet but found the existing external service more cost-effective. He highlighted that the City and consultants thoroughly analyzed the valet system, and its success benefits both the business and the community by

generating more customers and tax revenue. He invited any further questions from the Planning Commission.

The Commission asked questions of the applicant including:

Commissioner Martinez asked why wheel stops were included between the parking lots for Playa Mesa and the adjacent property, given that both are owned by the same applicant. The applicant explained that the wheel stops were requested by the City during the application process to keep the valet parking lot organized and ensure efficiency and safety by separating the two lots. Commissioner Martinez then asked why customers of either business couldn't use both lots. The applicant clarified that while they own both properties, the businesses operate with different characteristics, with Playa Mesa having a lunch rush and the other businesses being busier in the evenings. The separation is meant to keep the operations distinct for each business.

The Chair opened public comments.

Leela Lester spoke in opposition of the item.

The Chair closed public comments.

Commissioner Martinez asked staff why wheel stops were required between the parking lots. Staff explained that the valet plan had been reviewed by multiple departments, including Public Works and the Fire Department. The wheel stops were intended to consolidate the valet parking into one area, prevent patrons from adjacent businesses from interfering with valet operations, and reduce potential safety issues. Previously, a chain with portable posts was used to separate the lots, and the wheel stops provided a more permanent solution to an existing practice. The flow of the valet plan, including vehicle stacking, made sense for the overall parking management. Commissioner Martinez thanked staff for the explanation.

The Chair closed the Public Hearing.

Chair Ereth made a motion. Seconded by Vice Chair Toler.

The Commission discussed the motion including:

Chair Ereth expressed his satisfaction with Playa Mesa's compliance in seeking the Conditional Use Permit for parking, stating that it supports local businesses and enhances the customer experience. He praised the applicant for maintaining a high-quality restaurant and noted that valet parking contributes to increased tax revenue that also benefits the city. Chair Ereth found the shared parking arrangement and the nominal valet fee reasonable, especially given that the business is covering additional costs to ensure a positive guest experience. He

commended staff for their work and voiced his support for approving the permit as proposed, without any concerns.

Vice Chair Toler expressed support for the valet parking plan, emphasizing that local businesses like Playa Mesa need to be supported, especially when parking is tight. He mentioned that, based on his own experience, seeing the valet booth made him feel that dining there was still an option, even with limited parking. Vice Chair Toler acknowledged that while the valet solution was implemented without city oversight initially, now that the city is reviewing it, the process seems reasonable. He praised staff for their work and viewed the situation as a win-win, concluding that it was a good outcome overall.

Commissioner Andrade expressed support for the application, noting it was straightforward but highlighting the importance of promoting walkability in the city. She suggested that, in addition to charging for valet, the restaurant could encourage customers to walk or bike by offering discounts, such as on chips or salsa. Commissioner Andrade emphasized that this area already has a lot of foot traffic and variety, and being creative in promoting walkability would be beneficial. She praised the restaurant and encouraged exploring ways to boost foot traffic.

Commissioner Martinez confirmed with the maker of the motion that condition of approval 14 would be amended as presented by staff. Chair Ereth confirmed that his motion included staff's amendment to condition 14. Commissioner Martinez then questioned the need for a Conditional Use Permit (CUP) for valet parking, noting that it is not required in other cities and suggested that this process might need to be reevaluated in the future. Commissioner Martinez supported the idea of charging for parking when space is limited but highlighted that if valet services were free, those who walk, bike, or use public transit would effectively subsidize valet services for those arriving by car. He appreciated the solution presented in the amended condition of approval, recognizing it as a fair approach to the issue.

MOVED/SECOND: Ereth/Toler

MOTION: Approve staff's recommendation with the modification to condition of approval 14.

The motion carried by the following roll call vote: Ayes: Ereth, Toler, Andrade, Klepack, Martinez

Nays: Zich Absent: Rojas Recused: None Motion carried: 5-1-1

ACTION: The Planning Commission adopted a resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1), Existing Facilities; and

Approve Conditional Use Permit PA-23-07, based on findings of fact and subject to conditions of approval, including the amendment to condition of approval 14 as recommended by staff.

RESOLUTION PC-2024-23 - A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA APPROVING PLANNING APPLICATION PA-23-07 FOR VALET SERVICES AT PLAYA MESA RESTAURANT LOCATED AT 428 EAST 17TH STREET

The Chair explained the appeal process.

3. CALL TO REVIEW ZONING ADMINISTRATOR APPROVAL OF A MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) AT 814 WEST 19TH STREET ("WESTEND")

Project Description: A "call to review" of the Zoning Administrator's approval of an outdoor dining permit and associated construction of a new outdoor patio structure, expanded hours of operation for service of alcoholic beverages, and allowance for live entertainment at an existing food and beverage establishment ("Westend"). The purpose of the "call for review" is for the Planning Commission to consider "adequate parking for both the applicant and the surrounding businesses."

Environmental Determination: The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures.

Two ex-parte communications were reported:

- Commissioner Zich visited the site and spoke with members of the public.
- Chair Ereth spoke with Leela Lester about the project during the break preceding this start of this item.

Justin Arios, Associate Planner, presented the staff report.

Chair Ereth began by addressing Attachment 2, the application for appeal or review submitted by Council Member Harper, which initiated the review process. He highlighted a specific concern regarding the wording used by Council Member Harper, particularly the statement about parking and its impact on the applicant and surrounding businesses. Chair Ereth noted that the use of "will be impacted" rather than "may be impacted" seemed definitive and could influence the Commission's decision-making. He pointed this out as something worth considering, then invited his colleagues to ask questions or provide input.

The Commission asked questions of staff including discussion of:

Commissioner Zich asked staff to turn to page four of the presentation. He inquired if a Minor Conditional Use Permit is needed for any one of the items listed and staff confirmed that is correct. Commissioner Zich further inquired whether all five bullet points listed-related to outdoor seating and food and beverage establishmentsapply to the application. Staff confirmed that they do. Commissioner Zich then asked for clarification regarding the front patio area referenced in the presentation, with staff noting that the slide in question showed an existing outdoor area but not the specific patio. Commissioner Zich also inquired about signage for the private parking arrangement at 1945 Placentia to ensure patrons know where to park legally. Staff stated that no specific signage requirement was included but could be added if the Planning Commission deemed it necessary. Commissioner Zich further questioned whether, per the Zoning Administrator's approval, violations of parking conditions could lead to the revocation of the minor conditional use permit and closure of the outdoor dining area. Staff confirmed that this could be a potential course of action if complaints were verified and not addressed by the business owner.

Commissioner Martinez asked staff about the four-month appeal timeline. In response, staff discussed having met with neighbors and the applicant to address parking concerns, but progress was limited, leading to the current review. Commissioner Martinez also inquired about the relationship between the the applicant and the neighboring business that has a shared access. Staff confirmed that there is shared access easement but there I not a shared parking agreement. Regarding AB 2097, Martinez questioned why parking removal required a Minor Conditional Use Permit (MCP), and staff clarified that the AB 2097 does not allow the City to impose minimum parking requirements for new development but it does not allow for the removal of parking spaces. Commissioner Martinez then asked about the City's complaint process, and staff explained that the Noise Ordinance includes standards for both specific decibel levels and for perceived noise levels, with mitigation required if a noise issue is found. Commissioner Martinez thanked staff for their explanations.

Commissioner Zich inquired if the front patio area depicted in the presentation was permitted or not. Staff clarified that the patio area itself had been there for some time and was permitted. Commissioner Zich then asked about noise, referencing condition of approval number 11, and expressed worry about potential complaints from residents if live entertainment caused noise late into the night. He asked if the City's response would be limited to checking if noise was under 55 decibels, or if subjective concerns about nuisance noise would be addressed. Staff assured Commissioner Zich that the City considers both decibel limits and subjective standards when handling noise complaints and that any complaints would be thoroughly investigated by City staff.

Commissioner Klepack raised concerns about noise from the proposed outdoor bar and stage, which would likely have microphones and loudspeakers for live music. She asked if any noise mitigation measures were planned since this would involve outdoor entertainment. Staff responded by pointing to condition of approval number 11, which requires that live entertainment operate without negatively impacting nearby businesses and developments, including the installation of soundproofing measures as necessary. Commissioner Klepack also asked whether the soundproofing would be applied to the canopy. Staff explained that sound engineers would make that recommendation, which would be verified during the final planning inspection before issuing a certificate of occupancy for the use. Commissioner Klepack then inquired about the parking agreement around the corner, to which staff noted that parking was exempt under AB 2097, making it difficult to condition without conflicting with state legislation.

Chair Ereth asked staff to confirm that the closest residence to the property is approximately 275 feet away. Staff confirmed that this is correct and clarified that the distance is measured from property line to property line, as per City code. Chair Ereth also asked if the back of the property faces industrial or commercial areas, and staff confirmed that it faces industrial properties along Placentia.

The Chair opened the Public Hearing.

Tyler Hertzke, applicant, stated he had read and agreed to the conditions of approval.

Tyler Hertzske shared his connection to Costa Mesa, having moved to the city at 22 because of its arts community. As a homeowner with an 11-year-old son attending school locally, Mr. Hertzske emphasized his commitment to contributing to the community. He explained that his restaurant was created to support local artists and musicians, providing a space where the community could experience live performances, sometimes even from well-known artists, in an intimate setting. He mentioned that his girlfriend helps run the restaurant when he's away, and his partner is also deeply involved in the arts and community work. Mr. Hertzske expressed his passion for giving back and invited any questions or concerns from the Planning Commission.

The Planning Commission asked questions of the applicant including:

Chair Ereth asked the applicant how he would address concerns related to parking and noise. The applicant acknowledged that parking has been an ongoing issue but explained that his business encourages customers to park in their lot, nearby neighborhoods, or to walk or bike. He also mentioned plans to hire security to help manage parking. Regarding noise, the Mr. Hertzske stated that most live music would be indoors, with outdoor performances kept mellow and unamplified, supported by a professional acoustic team to mitigate noise. Chair Ereth also inquired about the applicant's relationships with neighboring businesses, and while

the applicant mentioned patronizing some local businesses, he noted that he doesn't have close relationships with many of them. The applicant explained that due to other projects, he hasn't been involved in local chamber events recently.

Commissioner Martinez asked the applicant to elaborate on how they plan to mitigate noise, both inside and outside, given the focus on live music. The applicant explained that interior noise wouldn't exceed the volume of a normal stereo in a restaurant, so there shouldn't be any significant issues. For outdoor events, the applicant mentioned plans to install an awning, compliant with fire code, to help reduce noise during live performances. Additionally, the proposed brick walls would be insulated to be nearly soundproof, further mitigating noise from escaping the venue.

Vice Chair Toler asked Mr. Hertzske about how the business guides patrons on parking and whether they have signs or other instructions in place. The applicant explained that while they encourage customers to walk, bike, or use Uber, they haven't yet fully implemented the extra parking lot around the corner. The venue's manager, who regularly communicates with customers, added that most patrons, especially regulars, are informed about the parking situation through social media and direct conversations. She noted that 90% of their customers live in nearby neighborhoods and often choose to walk, bike, or carpool, with many parking in the back lot. Vice Chair Toler also inquired about the request for extended operating hours until 2 a.m. every day of the week. The applicant clarified that while they included all seven days in their request, they primarily intend to use the extended hours from Thursday to Sunday, similar to other local establishments, but included the full week in case it's needed for special occasions or busier nights.

The Chair opened public comments.

Jay Humphrey spoke in opposition to the item.

Leela Lester spoke in opposition to the item.

John McVay spoke in opposition to the item.

Wanda Guiro spoke in opposition to the item.

Vicente Valihas spoke in opposition to the item.

Dan Vozenelik spoke in opposition to the item.

Speaker seven spoke in opposition to the item.

Cynthia McDonald spoke in opposition to the item.

Speaker nine spoke in opposition to the item.

Laura Vander Markle spoke in opposition to the item.

Kari Nilas spoke in opposition to the item.

The Chair closed public comments.

The applicant, Mr. Hertzske, made closing comments in response to the public comments. He clarified that many of the concerns raised, such as issues with other local businesses and live music, did not relate to his business specifically. He emphasized that while other establishments, like the wine bar with its Thursday night jazz band, might contribute to concerns, his focus is on managing his own business. He reiterated that his restaurant is working to comply with regulations and is doing its part by providing parking and addressing issues where possible. He noted that while the AB 2097 limits parking requirements, his business is still making efforts to support the community through their parking solutions. He ended by emphasizing the small-business nature of his operation and their commitment to being a responsible part of the community.

Vice Chair Toler asked the applicant it they currently had live music. The applicant responded that Westend does not currently have live music.

Commissioner Andrade asked the applicant about potential opportunities to provide direct access to the additional parking available at the industrial lot, noting that currently there is a fence. The applicant confirmed that discussions are underway to create direct access from the industrial lot to Westend as this would be anthe ideal scenario to provide a more convenient pedestrian route. The applicant also clarified that there is indeed a contract in place for the additional parking.

Chair Ereth asked the applicant about a caller's comment regarding patrons driving and parking across the street, and how the business encourages alternative transportation. The applicant responded by confirming that many of their customers walk or bike, and mentioned that Kaylee, Westend manager, posts on social media to inform patrons about where to park, though those posts only last 24 hours. The applicant expressed a willingness to put up permanent signs or offer incentives, such as discounts for those who walk. He also clarified that while they are requesting to stay open until 2 a.m., they do not intend to have live music until that hour, but want to be able to serve food and beverages late into the night, similar to other late-night establishments in the area. The applicant emphasized their desire to support and work with the community.

Chair Ereth questioned staff about parking concerns related to businesses across 19th Street and how the current application mitigates potential issues. Staff explained that Westend currently operates without a conditional use permit (CUP) thereforeenforcing of conditions does not occur; however, if this application is

approved it would introduce condition of approval number 15, which prohibits unauthorized off-site parking and could be enforced by the City. This condition would enable the Zoning Administrator and Code Enforcement Division to address any violations if patrons park in unauthorized areas. Chair Ereth also asked if there were any outstanding violations concerning the subject business, as mentioned by some callers. Staff confirmed there were no violations. Chair Ereth further inquired about the parking agreement securing 17 spots and whether maintaining that agreement is a condition of the CUP. Staff clarified that if the business were to lose the parking agreement, the CUP would not be automatically revoked, but unauthorized parking would be a violation. The business would need to secure alternative parking to comply with the condition of approval.

The Chair closed the Public Hearing.

The Planning Commission discussed parking and noise concerns related to the business, with Vice Chair Toler suggesting conditions such as signage to inform patrons about parking and noise etiquette and proposing a six-month review to assess the impact of allowing alcohol service after 11 p.m. on weekends while holding off on live music. Chair Ereth shared Vice Chair Toler's comments and acknowledged the importance for the City to be able to enforce the project's conditions of approval and expressed support for the six month review suggestion. Commissioner Zich questioned the effectiveness of a six-month review, asking if recurring complaints, like the comments heard tonight, would that lead the City to pull the CUP; Vice Chair Toler emphasized his trust in city staff and the Code Enforcement Division to manage noise issues. The conversation also touched on the broader role of government in regulating parking and noise, with Vice Chair Toler advocating for a balance between supporting economic activity on 19th Street and addressing community concerns. The Planning Commission acknowledged the complexity of the issue and expressed readiness to proceed with a motion.

Commissioner Martinez made a motion to adopt resolution finding that the project is exempt from the California Environmental Quality Act (CEQA) and to uphold the Zoning Administrator's conditional approval of the minor conditional use permit with the addition of a condition of approval requiring a 6 month review of the project. Seconded by Chair Ereth for discussion purposes. Chair Ereth inquired if Commissioner Martinez was amenable to further amending the conditions such that alcohol would only be served until 2 a. m. on Fridays and Saturdays only. Commissioner Martinez agreed and Chair Ereth seconded the motion. Commissioner Martinez then spoke in support of the motion, emphasizing that AB 2097 should prevent parking considerations in this area due to public transit options, and his main concern was noise. He expressed confidence in the sixmonth review to evaluate the impact of allowing alcohol service and live entertainment during the trial period.

The Commission discussed the motion including:

Vice Chair Toler then proposed a friendly amendment to the motion, suggesting that live music be limited to 11 p.m. initially, with the six-month review determining if it could be extended until 2 a.m. on Fridays and Saturdays. Staff confirmed that such conditions could be enforced, and the Planning Commission discussed the potential of allowing live music and alcohol until 2 a.m. only on Fridays and Saturdays until further assessed at the six month review. Commissioner Martinez offered live entertainment and alcohol from to 2 a. m. on Friday and Saturday; all other days of the week live entertainment and alcohol would conclude by 11 p. m. The final point raised by Vice Chair Toler was about requiring signage to remind patrons to respect nearby neighborhoods and avoid parking in restricted areas.

Commissioner Martinez amended his motion to include allowing alcohol and live music until 2 a.m. on Fridays and Saturdays only and that alcohol sales and live music would conclude by 11 p. m. all other days of the week, for a six-month review period, and a recommendation for staff to look into appropriate signage to address noise and parking concerns. Seconded by Chair Ereth.

Chair Ereth, in his comments on the motion, expressed support noting that the Commission's intention is to mitigate potential effects, such as parking and noise, by adding conditions of approval. He emphasized that these conditions would allow staff to step in and address any issues if they arise. Chair Ereth highlighted that bringing the issue back for a six-month review after approval, and limiting alcohol service and live music until 2 a.m. on Fridays and Saturdays, provides a cautious approach, offering a benchmark to assess any problems. If things run smoothly, the Planning Commission could reconsider extending allowances. He also emphasized the balance between supporting local businesses, entrepreneurial spirit, and maintaining Costa Mesa's identity as the City of the Arts. Chair Ereth expressed confidence in proceeding cautiously while providing opportunities for local businesses to succeed.

Commissioner Zich expressed his concerns and opposition to the motion, stating that "hope is not a strategy" and that relying on hope to address potential issues such as parking and protect individual's property rights is not sufficient. He emphasized the importance of managing competing property rights. Commissioner Zich argued that just because a business wants to expand and generate revenue, it does not mean that the impacts on surrounding property owners should be dismissed. He pointed out the city's residential permit parking program as evidence that the city recognizes the value of protecting residents' ability to park in front of their homes. Commissioner Zich criticized the reliance on the 17 additional parking spaces and the assumption that patrons will use them, especially given the impracticality of the proposed path to access those spaces. In closing, he reiterated his skepticism about the plan and stated that he would not support the motion.

Commissioner Klepack expressed full agreement with Commissioner Zich and stated that she would not support the motion. She cited a combination of factors, including her belief that the project would be materially detrimental to properties in the area and detrimental to health and safety. Commissioner Klepack noted concerns about the applicant's lack of engagement with the community, as he had been absent for the last year and a half, leaving his girlfriend to run the business. Commissioner Klepack also highlighted past issues with COVID-related health and safety restrictions not being followed. Her biggest concern was the potential noise impact, particularly having outdoor music so close to residential areas. For these reasons, she could not support the motion.

MOVED/SECOND: Martinez/Ereth

MOTION: Approve staff's recommendation but with modified conditions to allow alcohol service and live music until 2 a.m. on Fridays and Saturdays only (for all other days of the week, alcohol sales and live music would conclude by 11 p. m. consistent with existing Zoning Code regulations as by-right activities), to require a review of the minor conditional use permit by the Planning Commission six months from the date after which the use commences, and to recommend that staff work with the applicant to place signage cautioning patrons about where to park and generating unnecessary and disruptive noise.

The motion carried by the following roll call vote:

Ayes: Ereth, Toler, Andrade, Martinez

Nays: Klepack, Zich

Absent: None Recused: None

Motion carried: 4-2-1

The Assistant City Attorney addressed a clerical issue in the resolution. It was noted that there was a condition in the staff report that needed to be moved from one section to another section for accuracy. Specifically, indemnification to hold the city harmless condition, which was listed under Code Requirements as item number eight on page nine of the staff report, needs to be moved to condition of approval number 16. After this was clarified, Commissioner Martinez moved to amend the previously adopted motion to also correct this clerical error, and Chair Ereth seconded the amendment. The City confirmed that this adjustment satisfied the necessary legal requirement.

MOVED/SECOND: Martinez/Ereth

MOTION: To amend the previously adopted motion to correct a clerical error by moving Code Requirement No. 8, which is located on Page 9 of the Resolution, to become Condition of Approval No. 16.

The motion carried by the following roll call vote:

Ayes: Ereth, Toler, Andrade, Martinez

Navs: Klepack, Zich

Absent: None Recused:None

Motion carried: 4-2-1

ACTION: The Planning Commission adopted a resolution to:

- Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303 (Class 3) New Construction and Conversion of Small Structures; and
- 2. Uphold the Zoning Administrator's conditional approval of Minor Conditional Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814 West 19th Street ("Westend") by adopting the attached Resolution, as modified to limit alcohol service and live music to Fridays and Saturdays only until 2 a. m. (all other days of the week alcohol service and live music is allowed to 11 p. m.), to require a six month review of the minor conditional use permit by the Planning Commission, and to have staff work with the applicant to place signage cautioning patrons about where to park and about generating unnecessary and disruptive noise.

RESOLUTION PC-2024-24 - A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FOR THE PLANNING APPROVAL OF A MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) AT 814 WEST 19TH STREET ("WESTEND")

The Chair explained the appeal process.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

DEPARTMENTAL REPORTS:

- Public Works Report None.
- 2. Development Services Report None

CITY ATTORNEY'S OFFICE REPORT:

1. City Attorney – None.

ADJOURNMENT AT 9:53 PM

Submitted by:

SCOTT DRAPKIN, SECRETARY

COSTA MESA PLANNING COMMISSION

RESOLUTION NO. PC-2024-24

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FOR THE PLANNING APPROVAL OF A MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) AT 814 WEST 19TH STREET ("WESTEND")

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FINDS AND DECLARES AS FOLLOWS:

WHEREAS, a Conditional Use Permit and Outdoor Dining Permit was filed by Tyler Hertzske / Roland Barrera, authorized agent for the property owner, Monica Chang requesting approval for outdoor dining, construction of a new outdoor patio structure, expanding the hours of operation for service of alcoholic beverages, and to allow for live entertainment at an existing food and beverage establishment.

WHEREAS, a Notice of Zoning Administrator Approval was provided pursuant to the Costa Mesa Municipal Code Section 13-29(d);

WHEREAS, the project was called up for review by Councilmember Harper on May 30, 2024;

WHEREAS, a duly noticed public hearing held by the Planning Commission on October 14, 2024 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15303 (Class 3), for new construction and conversion of small structures.

WHEREAS, the CEQA categorical exemption for this project reflects the independent judgement of the City of Costa Mesa.

NOW, THEREFORE, based on the evidence in the record and the findings contained in Exhibit A, and subject to the conditions of approval contained within Exhibit B, the Planning Commission hereby **APPROVES** Conditional Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814 West 19th Street ("Westend") with respect to the property described above.

BE IT FURTHER RESOLVED that the Costa Mesa Planning Commission does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report for the Call to Review and upon the applicant's compliance with each and all of the conditions in Exhibit B, and compliance of all applicable federal, state, and local laws. Any approval granted by this resolution shall be subject to review, modification or revocation if there is a material change that occurs in the operation, or if the applicant fails to comply with any of the conditions of approval.

BE IT FURTHER RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED this 14th day of October, 2024.

Adam-Éreth, Chair

Costa Mesa Planning Commission

STATE OF CALIFORNIA)
COUNTY OF ORANGE)ss
CITY OF COSTA MESA)

I, Scott Drapkin, Secretary to the Planning Commission of the City of Costa Mesa, do hereby certify that the foregoing Resolution No. PC-2024-24 was passed and adopted at a regular meeting of the City of Costa Mesa Planning Commission held on October 14, 2024 by the following votes:

AYES: Ereth, Toler, Andrade, Martinez

NOES: Klepack, Zich

ABSENT: Rojas

ABSTAIN: None

Scott Drapkin, Secretary

Costa Mesa Planning Commission

PC-2024-24

EXHIBIT A

FINDINGS

A. The proposed project complies with Costa Mesa Municipal Code Section 13-29(g)(2) because:

Finding: "The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area".

Facts in Support of Findings: The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining. In addition, the use is surrounded by other commercial properties to the east, west and south, and industrial properties to the north. The nearest residential property is located approximately 265 feet from the subject property. The project is conditioned to operate in compliance with the City's Noise Ordinance. The applicant also has an agreement with an adjacent industrial property to provide parking.

Finding: "Granting the conditional use permit or minor conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood".

Facts in Support of Findings:: The proposed development complies with the City's development standards and other requirements, such as ADA requirements. Compliance with the applicable Building, Fire Safety and Health Codes will also ensure that the project is not materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood. Additionally, the proposed outdoor dining areas have been conditioned to comply with the development standards for all outdoor dining areas per CMMC Section 13-48(a)(1) and the City's noise ordinance. On-site security and additional parking will also be provided.

Finding: "Granting the conditional use permit or minor conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property".

Facts in Support of Findings: Granting the minor conditional use permit will not allow a use, density or intensity that is not in accordance with the General Plan designation. The site has a General Plan designation of General Commercial, which is intended to permit a wide range of commercial uses that serve both local and regional needs. Appropriate uses include smaller retail

stores, theaters, restaurants, hotels and motels, and automobile sales and service establishments. As such, the proposed restaurant operations and use are anticipated by General Plan designation. Lastly, the City Council recently determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

B. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures. This project site contains an existing commercial building that has been used for a restaurant use, and the application does not propose a change in use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a significant cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

EXHIBIT B

CONDITIONS OF APPROVAL (PODA-24-0001 & PMCP-24-0008)

- Plng. 1. The use shall be limited to the type of operation described in the staff reports. The approved hours of operation are Mondays through Fridays, 5 PM to 2 AM and Saturdays and Sundays from 2 PM to 2 AM. Any change in the operational characteristics shall be subject to Planning Division review and may require an amendment to the Minor Conditional Use Permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change. The applicant is reminded that Code allows the Planning Commission to modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
 - 2. The applicant shall contact the Planning Division to arrange a Planning inspection of the site. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
 - 3. Any change in the operational characteristics of the use shall be subject to Planning Division review and may require an amendment to the minor conditional use permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change.
 - 4. Outdoor dining areas shall be maintained in good condition, kept clean and shall not result in conditions which are harmful or injurious to the public health, safety and welfare.
 - 5. Outdoor dining areas shall be removed and the areas returned to previous conditions if the corresponding food and beverage establishment is replaced by a non-food and beverage establishment, or if the outdoor dining area is no longer in use.
 - 6. Outdoor dining areas and their corresponding restaurant shall comply with all applicable Building and Fire Safety code requirements, circulation standards, and aesthetic development standards outlined in Section 13-48 at the time of their construction.
 - 7. All outdoor dining areas shall observe State and local health guidelines for restaurants.
 - 8. Any service of alcoholic beverages in outdoor dining areas shall be subject to approval by the California Department of Alcoholic Beverage Control and shall adhere to all requirements and standards implemented by said State agency.
 - All proposed outdoor dining structures and improvements shall be subject to Fire and Building Department approval.
 - 10. Noise concerns shall be addressed in a timely manner pursuant to Title 13, Chapter XIII of the Costa Mesa Municipal Code. A contact phone number shall be posted at the establishment's entrance and outdoor dining area so any noise concerns can be reported to the business operator. Outdoor dining areas shall be subject to review by authorized

- City officials to ensure that noise complaints and/or potential noise ordinance violations are addressed. If necessary, modifications of the operating characteristics of outdoor dining areas may be required. If any noise complaints and/or noise ordinance violations are not adequately addressed, approvals for outdoor dining areas may be revoked at the discretion of the appropriate review authority.
- 11. Live entertainment shall conclude by 2 AM except as set forth in Condition of Approval Nos. 17 and 18. The live entertainment may include various genres of musical performances, open mic, DJ, comedy, dance performances and live art entertainment. The areas of entertainment shall be limited to the interior of the building and the proposed rear patio area. The live entertainment shall operate without impacting the surrounding developments and businesses. Installation of soundproofing shall occur with live entertainment pursuant to the applicant provided sound management plan. All restaurant operations, including but not limited to live entertainment shall be incompliance with the City's Noise Ordinance standards. If the live entertainment creates off-site noise and/or other impacts, and complaints are received, the City may require that the live entertainment either be limited to the inside of the restaurant or a reduction of the hours of live entertainment. A noise study with structural and non-structural noise mitigations may also be required. The noise study will be paid by the restaurant operator under the administration of the City.
- 12. All sales and service staff (within 90 days of hire) shall complete Responsible Beverage Service (RBS) training with a provider approved by the California Department of Alcoholic Beverage Control. A copy of the training certificates shall be kept on premises and presented to any authorized City official upon request.
- On-site security shall include a minimum of three security guards with one of the three security staff stationed at the front of the restaurant checking for age identification. Restaurant security staff shall also monitor customers crossing the public right-of way from nearby businesses and request that that if they have parked at other nearby businesses that they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises. The operator shall be required to provide additional on-site security if requested by the Police Department, or by the Director of Economic and Development Services Department.
- 14. Landscaping shall be installed around outdoor dining areas to the greatest extent possible.
- Outdoor dining areas shall not result in any customer parking offsite, (including in any adjacent commercial property parking areas, unless authorized by both property owners), with the exception of available public parking. Customer parking shall not park in adjacent residential areas or on residential streets. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate

operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee, including, but not limited to, reducing operating hours of the business, reducing interior or exterior seating capacities, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and/or requiring employees to bike, walk or take public transit.

- 16. The applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of, or which are in any way related to, the applicant's project, or any approval granted by City related to the applicant's project. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the applicant's obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section. City shall have the right to choose its own legal counsel to represent the City's interests, and applicant shall indemnify City for all such costs incurred by City.
- PC 17. The Planning Commission shall conduct a review of business operations for neighborhood compatibility issues, with particular attention given to parking impacts and noise issues, after the extended hours for alcohol sales and live entertainment have been in operation for six (6) months. The Planning Commission may modify the days and hours that alcohol sales and live entertainment are conditionally permitted at Westend, including the option to revoke this approval, based on the Planning Commission's assessment of the facts and findings presented at the six-month review hearing.
 - 18. Until the Planning Commission's six-month review of this entitlement has concluded, Westend's approved hours of operation for alcohol sales and live entertainment shall conclude by 11 p.m. Sunday through Thursday, and Fridays and Saturdays alcohol sales and live entertainment shall conclude by 2 a.m. Based on the final determination by the Planning Commission at the conclusion of their six-month review of this entitlement, Westend shall adjust their hours of operation for alcohol sales and live entertainment to align with the Planning Commission's decision.
 - 19. The applicant shall work with staff to incorporate directional/wayfinding parking lot signage, directing customers to approved parking locations.

CODE REQUIREMENTS

The following list of State and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa. The applicant is also required to comply with any other applicable State and local laws not provided below.

- Plng. 1. Approval of the planning/zoning application is valid for two years from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and has continued to maintain a valid building permit by making satisfactory progress as determined by the Building Official, 2) a certificate of occupancy has been issued, or 3) the use is established and a business license has been issued. A time extension can be requested no less than 30 days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180-days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
 - 2. Hours of construction shall comply with Section 13-279, Title 13, of the Costa Mesa Municipal Code.
 - 3. Street address shall be visible from the public street. The street address may be displayed on the fascia adjacent to the main entrance or on another prominent location. Numerals shall be a minimum twelve (12) inches in height with not less than three-fourth-inch stroke and shall contrast sharply with the background.
 - Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.
 - 5. Trash enclosure(s) or other acceptable means of trash disposal shall be provided. Design of trash enclosure(s) shall conform to City standards.
 - 6. Vehicle standing, loading and unloading shall be conducted so as not to interfere with normal use of streets, sidewalks, driveways and on-site parking.
 - 7. No vehicle loading area shall encroach into a required building setback along a public right-of-way.
- Bldg. 8. Comply with the requirements of the following adopted codes: 2022
 California Residential Code, 2022 California Building Code, 2022
 California Electrical Code, 2022 California Mechanical Code, 2022
 California Plumbing Code, 2022 California Green Building Standards

Code and 2022 California Energy Code (or the applicable adopted, California Residential Code, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings and elements by individuals with disability shall comply with chapter 11B of the 2022 California Building Code.

- 9. The conditions of approval and ordinance or code provisions of Outdoor Dining Application PODA-24-0001 & Minor Conditional Use Permit PMCP-24-0008 including subsequent amendments shall be blueprinted on the face of the site plan as part of the plan check submittal package when building permits are necessary.
- 10. Plans shall be prepared by a California licensed Architect or Engineer. Plans shall be wet stamped and signed by the licensed Architect or Engineer prior to the issuance of building permits.
- 11. Provide a plan to the County of Orange Health Department for review and approval.
- 12. Due to added seating the number of plumbing fixtures shall comply with the 2019 California Plumbing Code Section 422.1 and Table 422.1.

Fire

- 13. A complete plan submittal and permit shall be required, in accordance with Building Code Sections CBC 105.1, CBC 105.3, and CBC 107.2.1 through 107.2.8.
- 14. Equipment shall comply with California Building and Fire Code requirements, including, but not limited to, the requirement that equipment be approved by a recognized testing laboratory for the specific use.
- 15. Comply with the requirements of the 2022 California Fire Code, including the 2022 Intervening Update and referenced standards as amended by the City of Costa Mesa.
- 16. Quarterly Fire & Life Safety Inspections will be conducted by the Community Risk Reduction Division to verify compliance will the approval operation. The applicant will pay for the inspection according to the Additional Required Inspections as adopted in the Fee Schedule.
- 17. Annual Fire & Life Safety Inspections will be conducted by the Fire Station Crew for emergency response pre-planning and site access familiarization. The applicant will pay for the inspection according to the adopted Fee Schedule.

Bus. 18. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.

OOSTERHOF, NAOMI

From: Leila Lester < leila@lmcoastal.com>

Sent: Friday, May 17, 2024 4:48 PM

To: PLANNING INFO
Cc: PLANNING INFO
Wanda Garro; Frank & Jeri Trautwein; Kim Platt; Lyn Pardee; Michael McQueeney; Andy

McVay; HUGHES, NATHAN J CIV USAF AFMC OO-ALC/EN; kcvwmom4@gmail.com; john

platt; JL Sun

Subject: PODA-24-0001 & PMCP-24-0008

Attachments: 009 - Notice 5.2024.pdf

Dear Planning Department,

I, Leila Lester, in my capacity as the property manager for 803-845 W. 19th St. Costa Mesa, CA 92627, hereby submit this correspondence to express grave concerns regarding the recent public notice concerning the minor conditional use permit and outdoor dining permit sought by Westend Restaurants to expand its outdoor dining services.

The proposed expansion poses significant challenges to the orderly functioning of our commercial center, primarily due to the acute shortage of parking spaces available to accommodate the collective patronage of the numerous restaurants and bars situated across the street. As the custodian of the aforementioned property, I have been compelled to engage with both proprietors and customers who, lacking adequate parking options, resort to utilizing our premises and subsequently traverse a thoroughfare characterized by heightened vehicular traffic, thereby exacerbating the risk of pedestrian accidents.

It is imperative to emphasize that the anticipated approval of the request for additional outdoor seating is poised to compound rather than alleviate the prevailing issues. Given the palpable insufficiency of parking provisions characteristic of the adjacent commercial strip, the allocation of further service areas to establishments therein is impractical.

In light of the foregoing, I implore your esteemed department to undertake robust measures to safeguard the integrity of our property. Specifically, I seek assurance that appropriate mechanisms will be instituted to preclude unauthorized parking by patrons of the neighboring establishments on our premises. Furthermore, the potential imposition of security measures, necessitated by the exigencies arising from the proposed expansion, threatens to impose an unjust burden on our tenants, particularly the small-scale enterprises integral to our commercial ecosystem.

In conclusion, I beseech your prompt attention to the aforementioned concerns and earnestly anticipate your proactive intervention to forestall the adverse ramifications attendant upon the proposed expansion.

Thank you for your conscientious consideration of this matter. I have cc'd the Owner's of the Vista Center parcels that will be affected by your decision.

Sincerely,

Leila Lester

Executive Property Manager

L&M Coastal Property Management, Inc.

1810 Newport Blvd Suite C, Costa Mesa, CA 92627

O: 949-646-3679

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OOSTERHOF, NAOMI

From: McVay, Andrew <amcvay@mmco1040.com>

Sent: Monday, May 20, 2024 12:09 PM

To: ZA Public Comments
Cc: PLANNING INFO

Subject: Costa Mesa Planning Department Applications: PODA-24-0001 and PMCP-24-0008

Attachments: 009 - Notice 5.2024.pdf

Dear Costa Mesa Planning Department representatives:

I, Andrew McVay, in my capacity as both an owner and property manager for 819 and 821 W 19th Street, Costa Mesa, CA 92627, hereby submit this correspondence on behalf of myself, our tenants and my fellow co-owners to express our opposition to the Costa Mesa Planning Department granting Westend Restaurant's request for a conditional use permit and outdoor dining permit.

The proposed expansion will exacerbate the problems we currently experience as a result of insufficient parking for the four restaurant/drinking establishments on the north side of 19th Street directly across the street from our property. I have received numerous complaints from our tenants regarding our parking lot being used by patrons of the dining/drinking establishments on the north side of 19th street. Our representatives have had to engage with both proprietors and customers who, lacking adequate parking options on the north side of 19th Street, resort to utilizing our premises for parking. This creates an unjust burden for our tenants and owners to spend additional funds for increased security patrols to enforce after hours parking restrictions on our property.

It should be noted that there are only about 4 on-street parking spaces located just west of 816 W 19th St. and zero on-street parking spaces directly in front of the four dining/drinking establishments located from 810 to 816 W 19th Street. It is also important to note that the patrons of the establishments on the north side of 19th street generally don't walk to either the intersection of 19th and Placentia or 19th and Monrovia to cross 19th Street. For convenience, they jaywalk across 19th street creating an increased likelihood of an accident where a possibly impaired patron of one of the establishments gets maimed or killed crossing the busy street at night especially with extended late night (past 11 p.m.) entertainment hours, if approved for 814.

It does not seem to make sense to increase dining capacity by 50%+ while reducing the already limited parking for 814 W. 19th Street by 25%+. Where are the additional patrons of the business supposed to park when there isn't enough parking as it is now? Approval of the request for additional outdoor seating will compound rather than alleviate the prevailing issues. Given the insufficiency of existing parking capacity for businesses on the north side of 19th street between Placentia and Monrovia streets, the allocation of additional dining capacity is impractical and will place more burden on the tenants and owners of the Vista Shopping center on the south side of 19th Street to police and prevent unauthorized parking on our property.

In light of the foregoing, I, on behalf of my co-owners and our tenants, respectfully request that the Planning Department deny the minor conditional use permit and outdoor dining permit sought by Westend Restaurants to expand its outdoor dining services. If the Planning Department does approve the request then we implore the Planning Department and the city of Costa Mesa to undertake robust measures to safeguard the integrity of our property and the safety of establishment patron's. Specifically, we seek assurance that appropriate mechanisms will be instituted to preclude unauthorized parking by patrons of the neighboring establishments on our premises. The necessity to implement additional security measures to prevent unauthorized parking on our property arising from the proposed expansion, will impose additional financial burdens on our tenants, small businesses that have served the neighboring community for decades.

Thank you for letting us know of the proposed action and asking for our thoughts on the matter. We sincerely appreciate the Planning Department's consideration of the foregoing in deciding whether or not to approve Westend Restaurant's request for a conditional use permit and outdoor dining permit.
Sincerely,
Andrew P. McVay
With copies to: co-owners and tenants of 819 and 821 W 19th Street, and L&M Coastal Property Management
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Information Technology Department.

From: <u>Steve Saltsman</u>
To: <u>PC Public Comments</u>

Subject: 814 W 19th street business concern

Date: Wednesday, October 9, 2024 10:07:29 AM

Hello,

I am a property owner of the Vista Center in Costa Mesa. I received public notice of a business near my property at 814 W 19th St planning to construct a new outdoor patio, expanding hours, and allowing live music. I have some concerns to address relating to this notice. First, I am concerned with the liability for people crossing the street, especially intoxicated for fear that someone will get hit by a car. Second, people may be parking in our lot illegally and taking possible parking spaces for our customers. Third, this may cause our center additional expenses including being forced to hire security which costs are substantial and placed unfairly on the tenants. Fourth, this expansion may cause issues between neighboring businesses. Finally, if this is approved, it will most like cause other businesses to have the same request.

Thank you for your attention to this matter.

Sincerely, Steve Saltsman

From: RODRIGUES, BILL

To: PARTIDA, ANNA

Subject: FW: Application NO.: PODA-24-0001 & PMCP-24-0008

Date: Thursday, October 10, 2024 9:12:27 AM

Dear Planning Department,

I hope this message finds you well. My name is Leila Lester, and I am the property manager for Vista Center. I am reaching out regarding Application No. PODA-24-0001 & PMCP-24-0008, which seeks approval for the expansion of outdoor dining and extended hours of operation at a nearby establishment.

We have significant concerns regarding this application, and I would like to bring them to your attention for consideration:

Currently, we are facing persistent issues with customers from neighboring restaurants and bars parking in our private lot. Despite multiple conversations with the managers of these businesses, we frequently have to resort to towing unauthorized vehicles, often causing a large group of patrons to rush back and move their cars. This creates a hazardous situation where individuals, in their urgency, may cross the street unsafely, increasing the risk of accidents—something we feel could become a liability issue.

Given that the surrounding streets are largely permit-only and parking is already extremely limited, we question where these additional patrons, as well as the employees, will be expected to park should the proposed expansion be approved. Without adequate parking solutions, we fear the burden will continue to fall on our property, adding to our operational expenses and exposing us to greater risks.

We understand the Planning Department's role in making informed decisions, and we trust your expertise in addressing these kinds of concerns. We respectfully request that you consider the impact on established businesses like ours, which may face undue hardship if this application is approved without a viable plan for mitigating these issues.

Again to reiterate our concerns:

CONCERNS:

- liability for people crossing the street, especially intoxicated. Fear that someone will get hit by a car
- parking in our lot illegally, taking parking spaces for our customers
- causing the center additional expenses including being forced to hire security which costs are substantial and placed unfairly on the tenants
- causing issues between neighboring businesses

 approval will most like cause other businesses to have the same request

We would greatly appreciate your help in ensuring that you protect the current established businesses.

Thank you for your time and consideration.

- Regards,

Leila Lester

Executive Property Manager L&M Coastal Property Management, Inc 1810 Newport Blvd Suite C, Costa Mesa, CA 92627 O: 949-646-3679

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PH-1

From:

David Gottlieb <dagott678@gmail.com> Sunday, October 13, 2024 10:03 PM

Sent: To:

PC Public Comments

Subject:

Application PMAP-24-0003, 800 Baker Street

The following are our comments on the subject application which is for a new fire station. Overall the design of the new facility should try to mitigate any negative noise impacts upon the adjacent residential projects especially Wesleyan Bay. Also any changes to the access to the site should be mitigated as much as possible so as to not negatively impact the residential uses on Wesleyan Bay, Elmira Bay Randolph Street and Jeffrey Drive. Thank you

David & Sandi Gottlieb, owners 784 Wesleyan Bay Costa Mesa Ca



From:

Margie S < margiesevenbays@gmail.com>

Sent:

Thursday, October 10, 2024 5:55 PM

То:

PC Public Comments

Subject:

Application No PODA-24-0001 & PMCP-24-0008

Dear Planning Department

As one of owners of Vista Center on Placentia Street I am not in favor of approval for the expansion of outdoor dining and extended hours of operation at the establishment requesting consideration under Application NO PODA 24-0001 & PMCP 24-0008.

The reasons for not being in favor are as follows:

The business doesn't have enough parking for clients.

The Vista Center Parking is for our customers only, not for other businesses in that area.

We have signs posted and if other businesses use our parking lot are subject to being towed. If the Planning Department were to okay the permit, it would be an added expense for additional security to enforce the no parking requirement and maintenance of the parking lot.

I am also very concerned about liability of other businesses using our parking lot and crossing the street at night. If you issue the permit, it will place another hardship on our business to seek legal advice regarding liability if someone got hurt or killed, that was not shopping at Vista Center.

Before the Planning Department issues a Business License they should make sure that business has ample parking; whether it is on that business property or city street parking. It is not up to an existing business to share parking with another business, except on city streets.

Also refer to the email sent by the property manager of Vista Center for additional concerns

Sincerely, Margie Schwartz

PH-3

From:

Dan Vozenilek <dv92627@yahoo.com>

Sent:

Thursday, October 10, 2024 8:30 PM

To:

PC Public Comments

Subject:

Agenda Item #3 - Westend

I'm writing this email to oppose approval of the conditional use permit requested by Westend restaurant (applicant). The report and the applicants letter describe the location site location and surrounding area as industrial, which is technically true for the restaurant parcel but within a few hundred feet is a very large quiet residential neighborhood. There is no need to have live music until 2 a.m.

I understand that expanding their outdoor dining doesn't require additional parking, but I think our commissioners should take a close look at how poorly the existing parking situation is. I live in the abutting Freedom Home neighborhood, I've had too many close encounters with pedestrians jaywalking in both directions across 19th to get to this and the other two establishments nearby because most of their patrons are parking in the lot across the street. It's not safe, period. To allow them to expand their restaurant size without considering the actual safety of this location is irresponsible.

Additionally, this applicant was charged with several misdemeanors by our code enforcement department for purposefully breaking COVID restrictions so that they could profit during the height of the pandemic. I think the council needs to take a close look at all of the previous violations and disregard for public safety that has been caused by this applicant. Please reject their CUP applications for all of the reasons outlined.

Thank you,

Concerned local resident

PH-3

From:

Kim Platt <plattk1@icloud.com> Friday, October 11, 2024 10:56 AM

Sent: To:

PC Public Comments

Subject:

Application # PODA-24-0001 & PMCP-24-0008

Dear Planning Department,

I am one of the owners of the Vista Shopping Center in Costa Mesa and I am concerned about granting the expansion of outdoor dining and extended hours to a nearby business due to their lack of parking.

I feel it will negatively impact our shopping center due to their customers using our parking lot, which is for our customers and adding to our expenses to hire security.

Thank you,

Kim Platt

Sent from my iPhone



From:Jess J <jess_516@hotmail.com>Sent:Sunday, October 13, 2024 8:49 PMTo:PC Public Comments; PLANNING INFO

Subject: Application NO.: PODA-24-0001 & PMCP-24-0008

Dear Planning Department,

My name is Jessica Jennings and I am an owner of Vista Center. I am reaching out regarding Application No. PODA-24-0001 & PMCP-24-0008, which seeks approval for the expansion of outdoor dining and extended hours of operation at a nearby establishment.

The owners of the Vista Center have significant concerns regarding this application, and I would like to bring them to your attention for consideration:

Currently, we are facing persistent issues with customers from neighboring restaurants and bars parking in our private lot. Our property management company has had multiple conversations with the managers of these businesses, they frequently have to resort to towing unauthorized vehicles, often causing a large group of patrons to rush back and move their cars. This creates a hazardous situation where individuals, in their urgency, may cross the street unsafely, increasing the risk of accidents—something that could become a liability issue.

Given that the surrounding streets are largely permit-only and parking is already extremely limited, there lies the question as to where these additional patrons, as well as the employees, will be expected to park should the proposed expansion be approved. Without an adequate parking solution, it's feared the burden will continue to fall on our property, adding to our operational expenses and exposing us to greater risks.

I understand the Planning Department's role in making informed decisions, and I trust your expertise in addressing these kinds of concerns. I respectfully request that you consider the impact on established businesses like ours, which may face undue hardship if this application is approved without a viable plan for mitigating these issues.

Again, to reiterate our concerns:

Liability for people crossing the street, especially intoxicated. Fear that someone will get hit by a car parking in our lot illegally, taking parking spaces for our customers causing the center additional expenses including being forced to hire security which costs are substantial and placed unfairly on the tenant's causing issues between neighboring businesses approval will most like cause other businesses to have the same request. I would greatly appreciate your help in ensuring that you protect the current established businesses.

Thank you for your time and consideration.

Respectfully,

Jessica Jennings

Sent from my T-Mobile 5G Device Get <u>Outlook for Android</u>

PH-3

From:

ARIOS, JUSTIN

Sent:

Monday, October 14, 2024 12:08 PM

To:

PARTIDA, ANNA

Subject:

FW: Item #3: Call to Review Zoning Administer Approval of A 24-380 Minor Conditional

Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814

West 19th Street ("Westend")

From: kari nieblas <knieblas@yahoo.com> Sent: Saturday, October 12, 2024 6:45 AM

To: ERETH, ADAM <ADAM.ERETH@costamesaca.gov>; TOLER, RUSSELL <RUSSELL.TOLER@costamesaca.gov>; KLEPACK,

KAREN <KAREN.KLEPACK@costamesaca.gov>; ZICH, JON <JON.ZICH@costamesaca.gov>; ROJAS, JOHNNY

<JOHNNY.ROJAS@costamesaca.gov>; VALLARTA, ANGELY <ANGELY.VALLARTA@costamesaca.gov>; MARTINEZ, DAVID

<DAVID.MARTINEZ@costamesaca.gov>; DRAPKIN, SCOTT <SCOTT.DRAPKIN@costamesaca.gov>

Cc: REYNOLDS, ARLIS <ARLIS.REYNOLDS@costamesaca.gov>; STEPHENS, JOHN <JOHN.STEPHENS@costamesaca.gov>; ARIOS, JUSTIN <JUSTIN.ARIOS@costamesaca.gov>

Subject: Item #3: Call to Review Zoning Administer Approval of A 24-380 Minor Conditional Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814 West 19th Street ("Westend")

Dear Planning Commissioners,

I'm a resident of Costa Mesa in the Freedom Homes/Canyon Park neighborhood near Westend. I'm concerned about safety and noise from the proposed expansion of Westend and request you deny this application.

The agenda report identifies surrounding uses as Light Industrial, and General Commercial. It should also note that the Freedom Homes/Canyon Park neighborhood starts less than a block from Westend.

Lack of parking for Westend (and the two other bars next to it) is an existing problem that leads to significant safety concerns for the bar patrons, nearby residents, and everyone else on that part of W. 19th. City approval of the proposed application would allow that problem to continue and be exacerbated.

As it is now, bar patrons park at the shopping center across W. $19^{th} - 1$ can't tell you how many times I've slammed the brakes to avoid a jaywalker suddenly running across W. 19^{th} to get to/from those bars.

The bar patrons also park in the residential neighborhood only half a block west of Westend. This puts just-leaving-a-bar-drivers with the pedestrians on no-sidewalk quiet residential streets.

The agenda report relies that Westend will secure and direct bar patrons to off-site parking around the corner on Placentia, but nothing indicates how this requirement will be actually enforced, or ensured to continue over time.

Also, the agenda report notes that Westend is near a bus route, but gives no indication that bar patrons ever actually use buses, or that buses actually run on that route at 2am.

Noise is also a significant concern. Outdoor music can be heard far further than 200 feet. As it is now, I can hear from W. 19th when Estanica's band is playing for a football game, or if someone is having an outdoor house party near Victoria St. That music wouldn't be allowed to continue outside until 2am – and the City shouldn't allow this for Westend.

The agenda report notes that Westend would be required to comply with the City's noise ordinance, but doesn't give any indication how live entertainment outside until 2am can meet that standard. This is particularly true as Westend already has a terrible reputation for blatant, repeated non-compliance with local ordinances (Covid-19 safety restrictions during the pandemic).

There is no reason for the City to allow outdoor live music at Westend when the Wayfarer already provides an option for live music in the immediate area – indoor and with its own adjacent parking lot.	
mastern the miniculate area. Indoor and with its own adjacent parking lot.	*
Please deny the application.	
Thankyou	
Thank you.	
Concerned Resident	

From: <u>Laura M. Van de Merghel</u>

To: ERETH, ADAM; TOLER, RUSSELL; KLEPACK, KAREN; ZICH, JON; ROJAS, JOHNNY; VALLARTA, ANGELY;

MARTINEZ, DAVID, DRAPKIN, SCOTT

Cc: REYNOLDS, ARLIS; STEPHENS, JOHN; ARIOS, JUSTIN

Subject: [SPAM] Item #3: Call to Review Zoning Administer Approval of A 24-380 Minor Conditional Use Permit and

Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814 West 19th Street ("Westend")

Date: Monday, October 14, 2024 1:42:54 PM

Dear Planning Commissioners,

My husband, children and I reside at 1914 Federal Avenue in Costa Mesa. As a resident of the Freedom Homes/Canyon Park neighborhood near Westend I am concerned about parking, safety, and noise from the proposed conditional use permit and I request you deny this application.

We live 4 houses down on Federal Avenue. Since the discontinuation of permitted parking on Federal Avenue we have patrons from Semi Tropic Wines, Three-13, Garibaldi de Noche, and the Wayfarer regularly parking on Federal Avenue. Patrons from these bars park behind our home in the spaces behind Hurley along the Mesa Water District's alley access to the water district. The current lack of parking is a problem. Having Westend's conditional use permit approved will only make the existing parking problem worse, impacting homeowners and residents in the neighborhood, specifically on Federal Avenue.

We regularly have loud talkers and argumentative patrons less than 50 feet from our bedroom windows. Patrons park in the alley behind Hurley. For patrons parking on the street it's equally loud for us. It's difficult if not impossible to sleep with the windows open and all of the existing noise from Three-13, The Wayfarer, Garibaldi de Noche, and Semi Tropic Wines. It's not only the parking, the loud talkers and arguments, crowd noise it's also the live music coming from these locations.

Beyond noise we have a larger safety concern. In our neighborhood we do not have sidewalks. Having people who were drinking at the nearby establishments and driving in our neighborhood poses a safety concern. As someone who walks daily in the neighborhood it can get dicey. Driving on 19th street is very stressful as patrons dart back and forth on 19th street.

The permit states that Westend will secure parking off site on Placentia. How about the people who don't want to pay a valet to park their car? They will end up parking in the neighborhood impacting residents.

There is no reason for the City to allow this conditional use permit. Parking on 19th street is beyond impacted and overflowing into the surrounding neighborhoods, live music is available at the Wayfarer, and allowing live music at Westend will be detrimental to the surrounding neighborhood.

This has been an issue for decades on Federal Avenue.

Please do not approve Westend's request for a conditional use permit.

Sincerely,

Laura Van de Merghel, Costa Mesa Resident

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433

From: <u>Justin Suitor</u>

To: Pcplanning@costamesaca.gov; ARIOS, JUSTIN

Date: Monday, October 14, 2024 6:08:18 PM

My name is Justin Suitor, and I am the Owner and Operator of The Wayfarer in Costa Mesa. Located at 843 W 19th St. The Wayfarer is a tenant in the Vista Center. We have been made aware of the request to expand operating hours and outdoor dining for the business across 19th St., West End. It is very concerning to think about this application being approved.

The Vista Center is already inundated with customers parking in our lot for unrelated business from West End and the other businesses beside them. So much so, that on most nights customers for the Wayfarer cannot find parking in our own lot. As it is full of patrons to other businesses that do not have rights to park in the Vista Center.

The constant cross traffic of pedestrians crossing 19th street is alarming and dangerous. This application's approval would increase and intensify the frequency of patrons crossing the street. Mostly intoxicated.

As a business owner, I can respect the request by West End to obtain approval for what it is currently and already been doing. But this approval would demoralize all who seek to follow the rules and respect the neighboring business and community. It would also potentially send a signal to others that they too can apply for expansions to their scope of business not supported by the infrastructure provided by what their leased or owned properties can afford them within the confines of the law.

I trust in the expertise of the planning department in determining the proper outcome for all involved. I hope that these concerns for public safety will be reviewed, and the rights of the Vista Center tenants will be protected and upheld.

Thank you for your time and consideration,

Justin Suitor

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 From:
 ARIOS, JUSTIN

 To:
 ARIOS, JUSTIN

 Subject:
 FW: Vista center

Date: Tuesday, October 15, 2024 8:21:55 AM

----Original Message-----

From: Courtney Suitor < courtneyesuitor@gmail.com>

Sent: Monday, October 14, 2024 6:20 PM

To: CITY CLERK < CITYCLERK @costamesaca.gov>

Subject: Vista center

Hello

I'm writing in regards to the public hearing for an entertainment permit on 19th street across the street from vista center. I own a grandfathered music venue that has been at the same location for over 20 years. A competing music venue across the street would not only be detrimental to our business but would also impact our already very limited parking. Our landlord would be forced to hire parking lot security that would then be charged back to myself and other tenants. Additionally most neighborhood complaints we've historically received have been from parking overflowing into residential areas and the trash left behind. Our parking lot is also across a busy and poor lit street which would pose additional danger to customers crossing without a cross walk.

My husband and i just took over this venue last year and have spent time and money to bring it back to the standard it was known for years ago and all of our work and money would be severely impacted by the same exact business opening so close to our longstanding location.

Thank you for taking the time to read this.

Sincerely, Courtney Suitor Owner of the wayfarer

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From: PARTIDA, ANNA

Subject: FW: Fwd: Comments from owners of Hong Kong Express (819 W 19th St)

Date: Monday, October 14, 2024 8:53:18 PM

From: knows2much7@aol.com <knows2much7@aol.com>

Sent: Monday, October 14, 2024 8:52 PM

To: PARTIDA, ANNA <ANNA.PARTIDA@costamesaca.gov>

Subject: Fw: Fwd: Comments from owners of Hong Kong Express (819 W 19th St)

Sent from the all new AOL app for iOS

Begin forwarded message:

On Monday, October 14, 2024, 4:53 PM, McVay, Andrew <amcvay@mmco1040.com > wrote:

John,

Ana and Anthony Sun the owners of the Hong Kong Express business in the shopping center (specifically 819 W 19th St) emailed the following message to the Planning Commision this afternoon. Anthony was originally going to attend the meeting this evening but Ana isn't feeling well so he needed to go home to take care of their infant baby (< than a year old).

If their email isn't read into the public record at the meeting this evening maybe you could go ahead and read it in their place (with full attribution to them of course).

I called and left a message for Gil but have not heard back from him.

Thank you.

Andy

----- Forwarded message ------

From: **Annna** <<u>anasun1112@gmail.com</u>> Date: Mon, Oct 14, 2024 at 3:48 PM

Subject: Comments from owners of Hong kong Express

To: < < PCPublicComments@costamesaca.gov >

Good Afternoon.

Thank you for sharing the notice regarding the upcoming public hearing related to the

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proposed bar/restaurant across 19th St. We appreciate the opportunity to voice our concerns as business owners in the area.

Concerns

- 1.**Safety Liability**: With increased outdoor dining and extended hours, we are worried about the safety of patrons crossing the street, especially intoxicated individuals. There is a serious risk of accidents, potentially resulting in severe injuries or fatalities.
- 2.**Parking Issues**: The elimination of parking spaces to accommodate this expansion could lead to illegal parking in our lot, directly impacting our customers' ability to find parking.
- 3.**Business Relations**: The changes could foster tension between neighboring businesses as parking and access become more limited.
- 4.**Precedent for Other Requests**: Approval of this request may set a precedent, encouraging other businesses to seek similar expansions while reducing available parking, further exacerbating the issues we already face.

In the end, we hope the changes will lead to better development, but this depends on taking all these issues into consideration. Only by properly addressing the potential problems can we avoid possible troubles in the future.

Thank you and best Regard,

Ana Sun & Anthony Sun

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PLANNING COMMISSION AGENDA REPORT

MEETING DATE: October 14, 2024 ITEM NUMBER: PH-3

SUBJECT: CALL TO REVIEW ZONING ADMINISTRATOR APPROVAL OF A

MINOR CONDITIONAL USE PERMIT AND OUTDOOR DINING PERMIT (PODA-24-0001 AND PMCP-24-0008) AT 814 WEST 19TH STREET

("WESTEND")

FROM: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/

PLANNING DIVISION

PRESENTATION BY: JUSTIN ARIOS, ASSOCIATE PLANNER

FOR FURTHER JUSTIN ARIOS INFORMATION 714-754-5667

CONTACT: Justin.Arios@costamesaca.gov

RECOMMENDATION

Staff recommends the Planning Commission adopt a Resolution to:

- 1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303 (Class 3) New Construction and Conversion of Small Structures; and
- Uphold the Zoning Administrator conditional approval of Minor Conditional Use Permit and Outdoor Dining Permit (PODA-24-0001 and PMCP-24-0008) at 814 West 19th Street ("Westend") by adopting the attached Resolution.

APPLICANT OR AUTHORIZED AGENT

The authorized agent is Tyler Hertzske / Roland Barrera, representing the property owner, Monica Chang.

PLANNING APPLICATION SUMMARY

Location	814 West 19th Street	Application Number	PODA-24-0001 &
			PMCP-24-0008
Request	Zoning Applications PODA-24-00	001 and PMCP-24-0008	3 request approvals of a Minor
	Conditional Use Permit and Ou	tdoor Dining Permit to	expand the existing Westend
	Restaurant's public service area	outdoors within the fron	t of the building and parking lot
	area, to allow sales of alcohol	for onsite consumption	n after 11 p.m. and allow live
	entertainment and dancing more t	han 200 feet from a resi	dential zone.
CEQA	Exempt per CEQA Guidelines Se	ection 15303 (New Cons	struction or Conversion of Small
	Structures	`	
Final Action	Zoning Administrator		

SUBJECT PROPERTY

Zoning District	C1 (Local Business District)
General Plan	General Commercial
Land Use Designation	
Lot Dimensions	35 FT x 107.5 FT
Lot Area	3,762.5 SF
List of Approved Plans /	19 West Urban Plan
Land Use Entitlements	
Existing Development	An existing 1,034-square-foot building with 101-square-foot front patio area
	and 296-square-foot rear patio occupied by a food and beverage
	establishment (Westend).

SURROUNDING PROPERTY

	Zoning District	General Plan Land Use Designation	Existing Development
North	MG (General Industrial)	Light Industrial	Industrial Uses
East	C1 (Local Business)	General Commercial	Commercial Uses
South (Across W. 19 th Street)	C1 (Local Business)	General Commercial	Commercial Uses
West	C1 (Local Business)	General Commercial	Commercial Uses

Development Standard	Required / Allowed C1 Zone	Provided / Proposed
Building Height	2 stories / 30'	1 story / 16'
Setbacks		
Front	20'	10' 2" ¹
Side (left / right)	0' / 15'	0' / 12' ²
Rear	0'	30' 5"
Parking	4 spaces ³	1 spaces ⁴
		18 spaces (with private off-
		site agreement)

¹ Existing, legal nonconforming front setback.

² See staff report discussion regarding proposed outdoor dining area covers/structures encroachment [CMMC Section 13-48(a)(1)(k)].

³ Parking at 4 per 1,000 sq. ft. ratio for 1,034 sq. ft. building (outdoor dining area does not require additional parking (see Parking discussion below)

⁴ Proposed parking includes a bike rack credit of one space. Parking for the commercial use is legal non-conforming.

EXECUTIVE SUMMARY

On January 16, 2024, the City Council determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

On May 28, 2024, the City's Zoning Administrator approved a project to permit outdoor dining and construct a new outdoor patio structure, expand the hours of operation for service of alcoholic beverages, and to allow for live entertainment at an existing food and beverage establishment (Westend). A thorough description and analysis of the project request is included in the attached May 28, 2024, Zoning Administrator report (Attachment 3).

On May 30, 2024, Council Member Harper submitted an "application for review" of the approval to be considered by the Planning Commission. The Council Member was concerned specifically about "adequate parking for both the applicant and the surrounding businesses". (See Attachment 2.)

SETTING

The project site is located along the north side of West 19th Street between Federal Avenue and Placentia Avenue. The property is zoned C1 (Local Business District) and has a General Plan land use designation of "General Commercial". Pursuant to the CMMC, the C1 "District is intended to meet the local business needs of the community by providing a wide range of goods and services in a variety of locations throughout the City."

Physical on-site improvements include an existing 1,034-square-foot building with an approximate 175 square-foot front courtyard area. The property obtains access from a narrow on-site driveway that connects a three-car surface parking lot located at the rear of the property with West 19th Street. The project site is surrounded by commercially zoned properties to the south (across West 19th Street), east and west; and by industrially zoned properties to the north (along Placentia Avenue). Several existing eating and drinking establishments are located nearby and on both sides of the subject property.

Image 1 - Current Site Street View



BACKGROUND

The existing use, Westend, was approved administratively with a business license to replace an existing food and beverage serving establishment in 2017 ("Big Belly Deli"). The business license for Westend was originally approved as a coffee/café eatery with beer and wine, as well as antiques/retail. The approved hours of operation are from 6 a.m. to 11 p.m., with a maximum of 300 square feet of public seating area.

Appeal and Call to Review Procedures

Costa Mesa Municipal Code (CMMC) Title 2 Chapter IX stipulates the City's appeal and review procedures. The CMMC allows any affected or interested person to appeal a project within specified periods and also allows City Council members to call projects up for review. In this case, the project approval included a seven-day appeal period. Since the Zoning Administrator approved the project, pursuant to the CMMC, the call to review decision shall be made by the Planning Commission.

The CMMC further indicates that the Planning Commission hearing is a de novo hearing in which the Planning Commission may consider the project in its entirety. Pursuant to the de novo hearing process, the Planning Commission may consider all aspects of the proposed project and is not required to limit the discussion to the issues in the "call to review" application. The CMMC also stipulates that the review hearing shall be based on any relevant evidence, submitted at the time of the prior decision and at the call for review hearing, findings, if any, and decision of the person or body whose decision is being appealed.

Pursuant to CMMC Chapter IX, Section 2-303(6), the applicant for the original decision shall have the burden of proof to support the granting of the approval action at the appeal.

ZONING ADMINISTRATOR APPROVAL

On May 28, 2024, the Zoning Administrator approved an entitlement at 814 West 19th Street (Westend) to permit outdoor dining and to construct a new outdoor patio structure, expand the hours of operation for service of alcoholic beverages, and to allow live entertainment. The approved hours of operation are Mondays through Fridays, 5 PM to 2 AM and Saturdays and Sundays from 2 PM to 2 AM. The project included an increase in the restaurant customer serving area of approximately 800 square feet (outdoor dining area only).

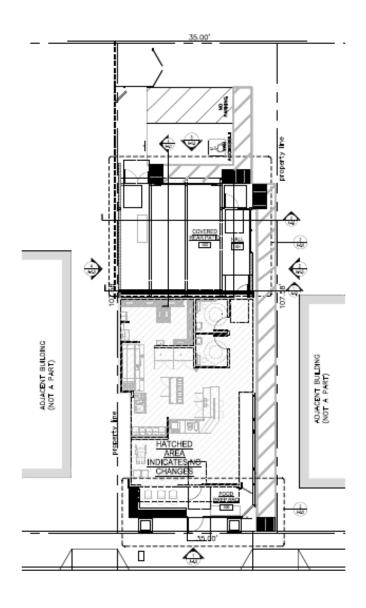
Minor Conditional Use Permit Required

The project entitlements require Zoning Administrator approval of a Minor Conditional Use Permit (MCUP) for the following aspects of the proposed project:

- Establishing an outdoor dining area within an existing parking area that results in more than a 50-percent increase of public indoor area [CMMC Table 13-47(b)];
- The removal of more than 25% of existing required parking [CMMC Table 13-47(b)];

- For an outdoor dining area cover/structure to encroach into a setback area [CMMC Section 13-48(a)(1)(k)];
- For sale of alcoholic beverages for on-site consumption after 11 p.m. located outside 200 feet of a residential zone [CMMC Table 13-47(b)]; and
- To provide live entertainment after 11 p.m. located outside 200 feet of a residential zone [CMMC Table 13-47(b)];

Exhibit 1 - Proposed Site/Floor Plan



19th Street



Pursuant to the CMMC, the approval of an MCUP requires that the Zoning Administrator make three findings related to neighborhood compatibility, health and safety, and land use compatibility. The Zoning Administrator made the required MCUP findings as indicated below:

MCUP Finding No. 1 - "The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area".

Zoning Administrator Finding: The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining. In addition, the use is surrounded by other commercial properties to the east, west and south, and industrial properties to the north. The nearest residential property is located approximately 265 feet from the subject property. The project is conditioned to operate in compliance with the City's Noise Ordinance. The applicant also has an agreement with an adjacent industrial property to provide parking.

MCUP Finding No. 2 – "Granting the conditional use permit or minor conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood".

Zoning Administrator Finding: The proposed development complies with the City's development standards and other requirements, such as ADA requirements. Compliance with the applicable Building, Fire Safety and Health Codes will also ensure that the project is not materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood. Additionally, the proposed outdoor dining areas have been conditioned to comply with the development standards for all outdoor dining areas per CMMC Section 13-48(a)(1) and the City's noise ordinance. On-site security and additional parking will also be provided.

MCUP Finding No. 3 – "Granting the conditional use permit or minor conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property".

Zoning Administrator Finding: Granting the minor conditional use permit will not allow a use, density or intensity that is not in accordance with the General Plan designation. The site has a General Plan designation of General Commercial, which is intended to permit a wide range of commercial uses that serve both local and regional needs. Appropriate uses include smaller retail stores, theaters, restaurants, hotels and motels, and automobile sales and service establishments. As such, the proposed restaurant operations and use are anticipated by General Plan designation. Lastly, the City Council recently determined that outdoor dining

promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

Project Parking Considerations and Conditions of Approval

Pursuant to the City's Parking Ordinance, Section 13-89, "outdoor seating areas shall not be included in the floor area calculations for the purposes of determining the required parking". Therefore, the project does not require additional parking. In addition, the CMMC Table 13-47(b) allows with the approval of a Minor Conditional Use Permit for the removal of required parking for the development of outdoor dining areas. The applicant is proposing the removal of two of the three existing parking spaces in conjunction with the development of the rear outdoor dining area. Although not required, to compensate for the loss of these two parking spaces (pursuant to the CMMC), the applicant has a private agreement to utilize 17 parking spaces with the adjacent property owners of an industrial property located nearby at 1945 Placentia Avenue. These spaces are available in that the restaurant generally operates during offset hours of the existing industrial use (evenings and weekends).

In addition, the Zoning Administrator approval included Condition of Approval No. 15 which indicates the following:

"Outdoor dining areas shall not result in any customer parking offsite, (including in any adjacent commercial property parking areas, unless authorized by both property owners), with the exception of available public parking. Customer parking shall not park in adjacent residential areas or on residential streets. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee, including, but not limited to, reducing operating hours of the business, reducing interior or exterior seating capacities, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and/or requiring employees to bike, walk or take public transit".

Lastly, Assembly Bill 2097 (AB 2097) was signed into law by Governor Newsom and became effective on January 1, 2023. The primary objective of this legislation is to restrict local governments from imposing parking regulations on commercial and residential projects that are located within 0.5 miles of a "major transit location". AB 2097 defines major transit location as an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. Pursuant to the "Costa Mesa SCAG Data/Map Book" (see below Exhibit 2), the subject site is located within 0.5 miles of major transit location (bus route intersection) located east of the project site at the intersection of Placentia Avenue and West 19th Street, and therefore is exempted from required parking pursuant to State law.

Exhibit 2 – Costa Mesa SCAG Data/Map Book



Applicant Response to "Call for Review" Parking Concern

The applicant has reviewed the "call for review" application and believes that the proposed outdoor dining areas will not result in on-site or offsite parking impacts. According to the applicant, the project was adequately conditioned by the Zoning Administrator to restrict customers from parking on nearby private properties pursuant to Condition of Approval No. 15), and the applicant also suggests that with the recently obtained 17 offsite parking spaces that are located at 1945 Placentia Avenue, the restaurant would be served by more parking than without the project.

In addition, the applicant has indicated that the restaurant will provide security staff to monitor customers crossing the public right-of way from nearby businesses and request that that if they have parked at other nearby businesses that they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises. The applicant has suggested to staff that this additional security guard monitoring could be included as a project condition of approval by the Planning Commission.

ENVIRONMENTAL DETERMINATION:

The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures. This project site contains an existing commercial building that has been used for a restaurant use, and the application does not propose a change in use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a significant cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

ALTERNATIVES:

The Planning Commission may take the following actions:

- 1. Uphold the Zoning Administrator's decision and approve the project;
- 2. Approve the project, subject to conditions of approval such as adding specific conditions to avoid/reduce neighboring parking impacts; or
- 3. Reverse the Zoning Administrator's decision and deny the project.

LEGAL REVIEW:

The City Attorney has reviewed the draft resolution and has approved it as to form.

PUBLIC NOTICE:

Section 2-308 of the Costa Mesa Municipal Code requires that the notice of the hearing for an appeal or review shall be given in the same manner as any required notice for the hearing at which the decision subject to the appeal or review was made. In all cases for the hearing for an appeal or review, written notice of the date, time, and place shall be given to the original applicant, if any, any prior applicant for appeal regarding the same matter, and for appeals the person requesting the current appeal.

Mailed notice has been provided at least 10 days in advance of the hearing to the immediately adjacent residences (which were also originally notified of the Zoning Approval Administrator notice), and both the applicant and Councilmember Harper have been notified.

As of the date of this report, no written public comments have been received. Any public comments received prior to the October 14, 2024, Planning Commission meeting will be provided separately.

CONCLUSION:

The Planning Commission should consider the "call for review" request, and specifically consider the project impact to on/off-site parking. As noted in this staff report, the applicant's proposal is in compliance with the City's outdoor dining standards, including being exempted from the requirement of parking. In addition, the site is exempt from required parking based on its proximity to a major transit location pursuant to AB 2097. Further, the applicant has obtained permission for customer use of 17 offsite nearby parking spaces, and the project is conditioned (Condition No.15) to prevent customers from parking offsite, with the exception of available on-street and other public parking areas. Lastly, in response to the "call for review" the applicant has offered to require that restaurant staff security monitor customers crossing the public right-of way from nearby businesses and request that that if they have parked at other nearby businesses that they relocate their vehicles to available street parking or at 1945 Placentia Avenue before entering the premises.



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT

May 28, 2024

Tyler Hertzske / Roland Barrera 814 West 19th Street Costa Mesa, CA 92627

RE:

OUTDOOR DINING APPLICATION (PODA-24-0001) & MINOR CONDITIONAL USE PERMIT (PMCP-24-0008) FOR WESTEND LOCATED AT 814 WEST 19TH

STREET

To Whom It May Concern:

The Zoning Administrator for the City of Costa Mesa has approved the above-referenced application based on the attached report, findings of fact, and subject to the conditions of approval. Except where deviations have been specifically granted, this project is otherwise subject to applicable requirements of the City of Costa Mesa.

This decision will become final at 5:00 p.m. on June 4, 2024 unless it is appealed by an affected party by filing the necessary application and paying the appropriate fee, or is called up for review by a member of the City Council.

Please contact the project planner, Justin Arios, at 714-754-5667 or by email at justin.arios@costamesaca.gov with any questions.

Sincerely,

Scott Drapkin

Assistant Director of Development Services / Zoning Administrator

Attachments:

Report, Applicant Letter, and Approved Conceptual Site Plan

CC:

Engineering

Monica Chang

Fire Marshal

18169 Santa Lauretta Circle Fountain Valley, CA 92708

PLANNING APPLICATION SUMMARY

Location	814 West 19th Street	Application Number	PODA-24-0001 & PMCP-24-0008
Request	Zoning Applications PODA-24-0 Conditional Use Permit and Ou Restaurant's public service area area, to allow sales of alcohol entertainment and dancing more	utdoor Dining Permit to outdoors within the from for onsite consumption	18 request approvals of a Minor of expand the existing Westend on the building and parking lot on after 11 p.m. and allow live.
CEQA	Exempt per CEQA Guidelines Se Structures	ection 15303 (New Con	struction or Conversion of Small
Final Action	Zoning Administrator		

SUBJECT PROPERTY

Zoning District	C1 (Local Business District)
General Plan	General Commercial
Land Use Designation	
Lot Dimensions	35 FT x 107.5 FT
Lot Area	3,762.5 SF
List of Approved Plans / Land Use Entitlements	19 West Urban Plan
Existing Development	An existing 1,034-square-foot building with 101-square-foot front patio area and 296-square-foot rear patio occupied by a food and beverage establishment (Westend).

SURROUNDING PROPERTY

	Zoning District	General Plan Land Use Designation	Existing Development
North	MG (General Industrial)	Light Industrial	Industrial Uses
East	C1 (Local Business)	General Commercial	Commercial Uses
South (Across W. 19th Street)	C1 (Local Business)	General Commercial	Commercial Uses
West	C1 (Local Business)	General Commercial	Commercial Uses

Development Standard	Required / Allowed C1 Zone	Provided / Proposed
Building Height	2 stories / 30'	1 story / 16'
Setbacks		1 0,017 10
Front	20,	10' 2" 1
Side (left / right)	0' / 15'	0' / 12' 2
Rear	0'	30' 5"
Parking	4 spaces 3	1 spaces ⁴
	•	18 spaces (with private off-
		site agreement)

1 Existing, legal nonconforming front setback.

2 See staff report discussion regarding proposed outdoor dining area covers/structures encroachment [CMMC Section 13-48(a)(1)(k)].

3 Parking at 4 per 1,000 sq. ft. ratio for 1,034 sq. ft. building (outdoor dining area does not require additional parking (see Parking discussion below)

4 Proposed parking includes a bike rack credit of one space. Parking for the commercial use is legal non-conforming.

BACKGROUND

The project site is located along the north side of West 19th Street between Federal Avenue and Placentia Avenue. The property is zoned C1 (Local Business District) and has a General Plan land use designation of "General Commercial". The property is located in the City's "19 West Urban Plan" area; however, since a mixed-use project is not being proposed, the Urban Plan provisions are not applicable.

Physical on-site improvements include an existing 1,034-square-foot building with an approximate 175 square-foot front courtyard area. The front courtyard area is not currently approved for customer dining services. The property obtains access from a narrow on-site driveway that connects a three-car surface parking lot located at the rear of the property with West 19th Street. The project site is surrounded by commercially zoned properties to the south (across West 19th Street), east and west; and by industrially zoned properties to the north (along Placentia Avenue). Existing eating and drinking establishments are located on both sides of the subject property.

The existing use, Westend, was approved administratively with a business license to replace an existing food and beverage serving establishment in 2017. The use prior to Westend was "Big Belly Deli". The business license for Westend was originally approved as a coffee/café eatery with beer and wine, as well as antiques/retail. The approved hours of operation are from 6 a.m. to 11 p.m., with a maximum of 300 square feet of public seating area.

ANALYSIS

On January 16, 2024, the City Council determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

The proposed project is to permit outdoor dining and construct a new outdoor patio structure, expand the hours of operation for service of alcoholic beverages, and to allow for live entertainment at an existing food and beverage establishment. The proposed hours of operation are Mondays through Fridays, 5 PM to 2 AM and Saturdays and Sundays from 2 PM to 2 AM.

As indicated above, the project is located in the C1 Zoning District. Pursuant to the CMMC, the C1 "District is intended to meet the local business needs of the community by providing a wide range of goods and services in a variety of locations throughout the City." Pursuant to CMMC Table 13-30, establishments where food and beverages are served are subject to Article 4 of the City's Zoning Code; Article 4 is applicable to the proposed project in that the following operational changes are proposed to an existing restaurant:

- 1. To expand the serving hours of alcoholic beverages for on-site consumption between 11 p.m. and 2 a.m.;
- 2. To provide live entertainment;

- 3. Alterations resulting in a cumulative increase of 100 square feet or more in the floor area devoted to customer service, e.g., food and/or beverage service or entertainment, during the lifetime of the establishment; and
- 4. The construction of new, or additional outdoor dining areas.

Minor Conditional Use Permit Required

The project requires a Minor Conditional Use Permit (MCUP) for the following aspects of the proposed project:

- Establishing an outdoor dining area within an existing parking area that results in more than a 50-percent increase of public indoor area [CMMC Table 13-47(b)];
- The removal of more than 25% of existing required parking [CMMC Table 13-47(b)];
- For an outdoor dining area cover/structure to encroach into a setback area [CMMC Section 13-48(a)(1)(k)];
- For sale of alcoholic beverages for on-site consumption after 11 p.m. located outside 200 feet of a residential zone [CMMC Table 13-47(b)]; and
- To provide live entertainment after 11 p.m. located outside 200 feet of a residential zone [CMMC Table 13-47(b)];

Pursuant to the CMMC, the approval of an MCUP requires that the Zoning Administrator make findings related to neighborhood compatibility, health and safety, and land use compatibility. Proposed uses subject to MCUPs will generally have site-specific conditions of approval to ensure the required findings can be met. A detailed project analysis regarding MCUP findings is provided below in this report, and site-specific conditions of approval are also included.

Proposed Outdoor Dining

In accordance with CMMC Table 13-47(b), a Minor Conditional Use Permit is required in conjunction with the proposed outdoor dining in that the project proposes the expansion of more than 50% of indoor public area outdoors in a parking/setback area, the removal of more than 25% of existing required parking (two of three existing parking spaces to be removed), and the encroachment of the outdoor dining structure into the a required side-setback.

As described in the applicant letter and shown on the project plans, the applicant is proposing the construction of a new 720-square-foot rear patio outdoor dining area, with 343 square feet of public serving area. The applicant is proposing generally an open structure with an angled roof (maximum height of 13 feet). A 16-foot wall is also proposed on the west side of the structure, an approximate seven-foot high partial wall is proposed on the east side of the structure and the rear of outdoor dining structure stands approximately 13-foot high (mostly consisting of relatively open air metal mesh panels). Access to the structure is obtained via the interior of the restaurant and two outdoor doors located at the rear of the patio structure.

PODA-24-0001 & PMCP-24-0008 Page 5 of 13 May 28, 2024

The required side setback for the C1 zone is 15 feet on one side and a zero setback is allowed on the opposite side. The applicant is proposing the rear patio structure with a zero setback on the west side of the property and a 12-foot side setback on the east side of the property. Although the proposed rear outdoor dining structure would encroach into the required 15-foot C1 zone side setback area (by approximately three feet), pursuant to CMMC Section 13-48(a)(1)(k), outdoor dining area covers/structures may encroach into a setback area with approval of a minor conditional use permit.

The applicant is also requesting approval to provide outdoor dining in the front of the property located within an existing fenced-in patio courtyard area. As proposed, the applicant would provide 80 square feet of public serving area in this location. Pursuant to CMMC Table 13-47(b), an outdoor area proposed in an existing courtyard area is permitted by right.

Live Entertainment and Operation Hours After 11 PM

Pursuant to the City of Costa Mesa Municipal Code (CMMC) Table 13-47(a), the project requires approval of an MCUP for the provision of live entertainment and the sale of alcoholic beverages for on-site consumption after 11 p.m. The proposed hours of operation are Mondays through Fridays, 5 PM to 2 AM and Saturdays and Sundays from 2 PM to 2 AM. Live entertainment is proposed from 11 PM to closure. As described in the applicant letter, the applicant is proposing to offer a multitude of live entertainment venues. The proposed live entertainment includes various genres of musical performances, open mic, DJ, comedy, dance performances and live art entertainment. The proposed areas of entertainment include the interior of the building and the proposed rear patio area. As part of the proposed live entertainment, the applicant submitted a sound plan to ensure the use operates without impacting the surrounding developments and businesses. This includes installation of soundproofing and regular noise level readings to prevent off-site noise impacts. As conditioned, the project is required to operate in compliance with the City's Noise Ordinance.

The applicant is also proposing on-site security consisting of three security guards with one of the three security staff stationed at the front of the restaurant checking for age identification. The three security staff will be present from 9 PM to closure.

Parking

The project does not include an expansion of interior floor area; however, additional customer service areas are proposed with the proposed outdoor dining areas into the rear parking lot and front courtyard. Pursuant to the City's Parking Ordinance, Section 13-89, "outdoor seating areas shall not be included in the floor area calculations for the purposes of determining the required parking". Therefore, the project does not require additional parking. In addition, the CMMC Table 13-47(b) allows with the approval of a Minor Conditional Use Permit for the removal of required parking for the development of outdoor dining areas. The applicant is proposing the removal of two of the three existing parking spaces in conjunction with the development of the rear outdoor dining area. To compensate for the loss of these two parking spaces, the applicant has a private

agreement to utilize 17 parking spaces with the adjacent property owners of an industrial property located at 1945 Placentia Avenue. These spaces are available in that the restaurant general operates during offset hours of the existing industrial use.

Review Criteria

All planning applications are reviewed pursuant to CMMC Section 13-29(e) to ensure a proposal is compatible with the surrounding area, and in compliance with applicable zoning standards and General Plan policies. Additionally, the Zoning Administrator must make specific findings pursuant to the Zoning Code for the specific planning applications.

The following are the applicable Review Criteria pursuant to CMMC Zoning Code Section 13-29(e):

(1) Compatible and harmonious relationship between the proposed building and site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood.

The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining. In addition, the use is surrounded by other commercial properties to the east, west and south, and industrial properties to the north. The nearest residential property is located approximately 265 feet from the subject property.

(2) Safety and compatibility of the design of buildings, parking area, landscaping, luminaries and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation.

Safety and compatibility of the design of buildings, parking area, landscaping, luminaries and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation have been considered. The proposed development complies with all development standards and other requirements, such as ADA requirements. The applicant also has a private agreement for off-site parking at an adjacent industrial property. Proposed outdoor dining areas have been conditioned to comply with the development standards for all outdoor dining areas per CMMC Section 13-48(a)(1). The applicant is also proposing three security guards.

(3) Compliance with any performance standards as prescribed in the Zoning Code.

The proposed outdoor dining area in an existing parking lot, removal of two parking spaces, live entertainment and alcoholic beverages consumption after 11 p.m., and an outdoor dining structure to encroach into a setback is allowed subject to the approval

of an MCUP. The proposed project, as conditioned, complies with applicable development standards and will continue to meet those standards and requirements. Additionally, the proposed outdoor dining areas have been specifically conditioned to comply with the outdoor dining development standards pursuant to CMMC Section 13-48(a)(1), and the City's noise Ordinance provisions.

(4) Consistency with the general plan and any applicable specific plan.

The proposed project is in conformance with the City of Costa Mesa General Plan. The Costa Mesa General Plan establishes the long-range planning and policy direction that guides change and preserves the qualities that define the community. The 2015-2035 General Plan sets forth the vision for Costa Mesa. This vision focuses on protecting and enhancing Costa Mesa's diverse residential neighborhoods, accommodating an array of businesses that both serve local needs and attract regional and international spending, and continuing to provide cultural, educational, social, and recreational amenities that contribute to the quality of life in the community. Over the long term, General Plan implementation will ensure that development decisions and improvements to public and private infrastructure are consistent with the goals, objectives, and policies contained in this Plan. The following analysis evaluates proposed project consistency with applicable policies and objectives of the 2015-2035 General Plan:

Policy LU-1.1: Provide for the development of a mix and balance of housing opportunities, commercial goods and services, and employment opportunities in consideration of the needs of the business and residential segments of the community.

Consistency: The proposed project upholds the balance of land uses satisfying the needs of the community as it pertains to commercial goods and services, and employment opportunities by providing for outdoor dining which creates a community-oriented and pedestrian friendly dining environment.

Policy LU-6.7: Encourage new and retain existing businesses that provide local shopping and services.

Consistency: The proposed project would encourage the retention of an existing established restaurant within the City, thus encouraging the long-term productivity and viability of the community's economic base. The proposed project would expand an existing local land use, which contributes to the City's tax base and ultimately preserves the City's long-term fiscal health.

(5) The planning application is for a project-specific case and is not to be construed to be setting a precedent for future development.

This planning application allows for an existing restaurant to provide additional outdoor dining area, provide live entertainment and expand hours of operation. The review of this application and any conditions applied thereto are relevant to the specific situs and circumstances involved at this point-in-time. Because of these factors, the

determination and any applied conditions are unique and should not be construed to be precedent setting for future applications.

FINDINGS

A. The proposed project complies with Title 13, Section 13-29(g)(2), Minor Conditional Use Permit "findings," based on the following:

Finding: The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area.

Facts in Support of Findings: The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The use is located along a commercial corridor developed with other similar food and beverage establishments, operating under similar hours, with live entertainment and with outdoor dining. In addition, the use is surrounded by other commercial properties to the east, west and south, and industrial properties to the north. The nearest residential property is located approximately 265 feet from the subject property. The project is conditioned to operate in compliance with the City's Noise Ordinance. The applicant also has an agreement with an adjacent industrial property to provide parking.

Finding: Granting the conditional use permit or minor conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood.

Facts in Support of Findings: The proposed development complies with all development standards and other requirements, such as ADA requirements. Compliance with the applicable Building, Fire Safety and Health Codes will also ensure that the project is not materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood. Additionally, the proposed outdoor dining areas have been conditioned to comply with the development standards for all outdoor dining areas per CMMC Section 13-48(a)(1) and the City's noise ordinance. On-site security and additional parking will also be provided.

Finding: Granting the conditional use permit or minor conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property.

Facts in Support of Findings: Granting the minor conditional use permit will not allow a use, density or intensity that is not in accordance with the General Plan designation. The site has a General Plan designation of General Commercial, which is intended to permit a wide range of commercial uses that serve both local and regional needs. Appropriate uses include smaller retail stores, theaters,

restaurants, hotels and motels, and automobile sales and service establishments. As such, the proposed restaurant operations and use are anticipated by General Plan designation. Lastly, the City Council recently determined that outdoor dining promotes private and public economic interests, creates a community oriented and pedestrian friendly dining environment, and adopted ordinance modifications that encourage existing and new food and beverage serving establishments to offer outdoor dining.

- B. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures. This project site contains an existing commercial building that has been used for a restaurant use, and the application does not propose a change in use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a significant cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.
- C. The project is exempt from Chapter XII, Article 3, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

CONDITIONS OF APPROVAL (PODA-24-0001 & PMCP-24-0008)

- Plng. 1. The use shall be limited to the type of operation described in the staff report. Any change in the operational characteristics shall be subject to Planning Division review and may require an amendment to the Minor Conditional Use Permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change. The applicant is reminded that Code allows the Planning Commission to modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
 - 2. The applicant shall contact the Planning Division to arrange a Planning inspection of the site. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
 - 3. Any change in the operational characteristics of the use shall be subject to Planning Division review and may require an amendment to the minor conditional use permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change.
 - 4. Outdoor dining areas shall be maintained in good condition, kept clean and shall not result in conditions which are harmful or injurious to the public health, safety and welfare.

- 5. Outdoor dining areas shall be removed and the areas returned to previous conditions if the corresponding food and beverage establishment is replaced by a non-food and beverage establishment, or if the outdoor dining area is no longer in use.
- 6. Outdoor dining areas and their corresponding restaurant shall comply with all applicable Building and Fire Safety code requirements, circulation standards, and aesthetic development standards outlined in Section 13-48 at the time of their construction.
- 7. All outdoor dining areas shall observe State and local health guidelines for restaurants.
- 8. Any service of alcoholic beverages in outdoor dining areas shall be subject to approval by the California Department of Alcoholic Beverage Control and shall adhere to all requirements and standards implemented by said State agency.
- 9. All proposed outdoor dining structures and improvements shall be subject to Fie and Building Department approval.
- Noise concerns shall be addressed in a timely manner pursuant to Title 13, Chapter XIII of the Costa Mesa Municipal Code. A contact phone number shall be posted at the establishment's entrance and outdoor dining area so any noise concerns can be reported to the business operator. Outdoor dining areas shall be subject to review by authorized City officials to ensure that noise complaints and/or potential noise ordinance violations are addressed. If necessary, modifications of the operating characteristics of outdoor dining areas may be required. If any noise complaints and/or noise ordinance violations are not adequately addressed, approvals for outdoor dining areas may be revoked at the discretion of the appropriate review authority.
- 11. Live entertainment shall be permitted as described in the staff report. If the live entertainment creates off-site noise and/or other impacts, and complaints are received, the City may require that the live entertainment either be limited to the inside of the restaurant or a reduction of the hours of in live entertainment is provided. A noise study with structural and non-structural noise mitigations may also be required. The noise study will be paid by the restaurant operator under the administration of the City.
- 12. All sales and service staff (within 90 days of hire) shall complete Responsible Beverage Service (RBS) training with a provider approved by the California Department of Alcoholic Beverage Control. A copy of the training certificates shall be kept on premises and presented to any authorized City official upon request.
- 13. On-site security shall be provided as described in the applicant letter, including:
 - Three security guards with one of the three security staff stationed at the front of the restaurant checking for age identification.

The operator shall be required to provide additional on-site security if requested by the Police Department, or by the Director of Economic

- and Development Services Department, or if determined by the restaurant management as necessary for restaurant operations.
- 14. Landscaping shall be installed around outdoor dining areas to the greatest extent possible.
- 15. Outdoor dining areas shall not result in any customer parking offsite, (including in any adjacent commercial property parking areas, unless authorized by both property owners), with the exception of available public parking. Customer parking shall not park in adjacent residential areas or on residential streets. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee, including, but not limited to, reducing operating hours of the business, reducing interior or exterior seating capacities, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and/or requiring employees to bike, walk or take public transit.

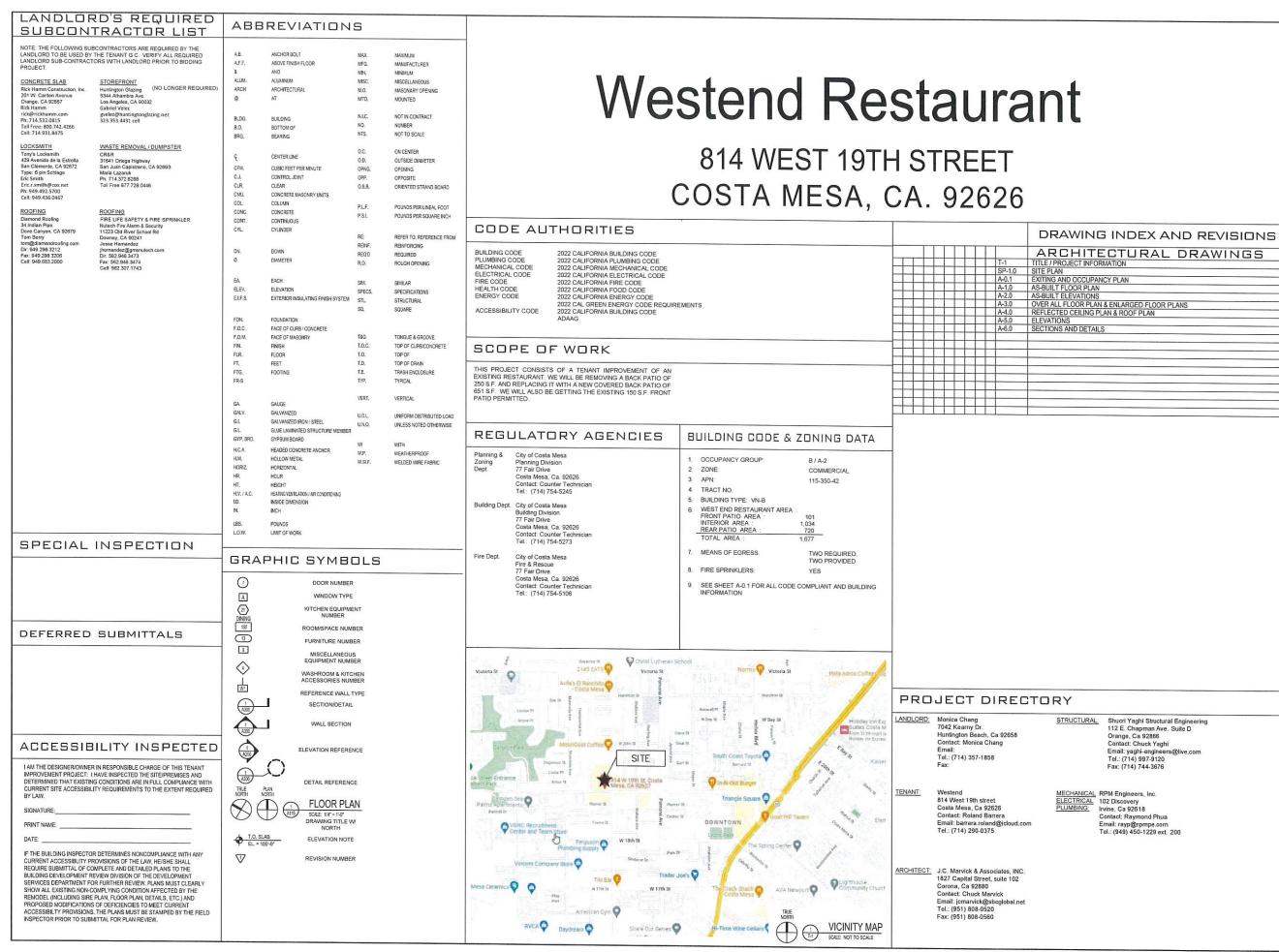
CODE REQUIREMENTS

The following list of State and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa. The applicant is also required to comply with any other applicable State and local laws not provided below.

- Approval of the planning/zoning application is valid for two years from Plng. 1. the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and has continued to maintain a valid building permit by making satisfactory progress as determined by the Building Official, 2) a certificate of occupancy has been issued, or 3) the use is established and a business license has been issued. A time extension can be requested no less than 30 days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180-days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
 - Hours of construction shall comply with Section 13-279, Title 13, of the Costa Mesa Municipal Code.
 - 3. Street address shall be visible from the public street. The street address may be displayed on the fascia adjacent to the main entrance

- or on another prominent location. Numerals shall be a minimum twelve (12) inches in height with not less than three-fourth-inch stroke and shall contrast sharply with the background.
- 4. Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.
- 5. Trash enclosure(s) or other acceptable means of trash disposal shall be provided. Design of trash enclosure(s) shall conform to City standards.
- 6. Vehicle standing, loading and unloading shall be conducted so as not to interfere with normal use of streets, sidewalks, driveways and onsite parking.
- 7. No vehicle loading area shall encroach into a required building setback along a public right-of-way.
- Comply with the requirements of the following adopted codes: 2022 Bldg. 8. California Residential Code, 2022 California Building Code, 2022 California Electrical Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Green Building Standards Code and 2022 California Energy Code (or the applicable adopted, California Residential Code, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings and elements by individuals with disability shall comply with chapter 11B of the 2022 California Building Code.
 - 9. The conditions of approval and ordinance or code provisions of Outdoor Dining Application PODA-24-0001 & Minor Conditional Use Permit PMCP-24-0008 including subsequent amendments shall be blueprinted on the face of the site plan as part of the plan check submittal package when building permits are necessary.
 - 10. Plans shall be prepared by a California licensed Architect or Engineer. Plans shall be wet stamped and signed by the licensed Architect or Engineer prior to the issuance of building permits.
 - 11. Provide a plan to the County of Orange Health Department for review and approval.
 - 12. Due to added seating the number of plumbing fixtures shall comply with the 2019 California Plumbing Code Section 422.1 and Table 422.1.
- Fire 13. A complete plan submittal and permit shall be required, in accordance with Building Code Sections CBC 105.1, CBC 105.3, and CBC 107.2.1 through 107.2.8.
 - 14. Equipment shall comply with California Building and Fire Code requirements, including, but not limited to, the requirement that

- equipment be approved by a recognized testing laboratory for the specific use.
- 15. Comply with the requirements of the 2022 California Fire Code, including the 2022 Intervening Update and referenced standards as amended by the City of Costa Mesa.
- 16. Quarterly Fire & Life Safety Inspections will be conducted by the Community Risk Reduction Division to verify compliance will the approval operation. The applicant will pay for the inspection according to the Additional Required Inspections as adopted in the Fee Schedule.
- 17. Annual Fire & Life Safety Inspections will be conducted by the Fire Station Crew for emergency response pre-planning and site access familiarization. The applicant will pay for the inspection according to the adopted Fee Schedule.
- Bus. 18. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.







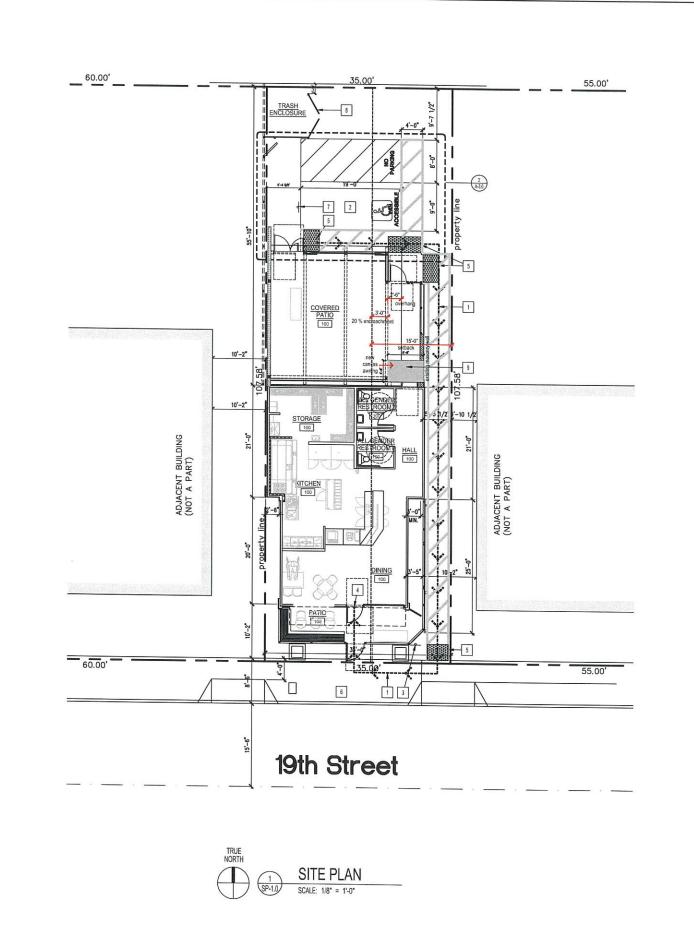
Drawings and Specifications as instruments of services and shall remain the property of the Archive has Drawings and Specifications shall not be used other projects. For additions to this project by other scopt by agreement in writing with the Architect Ary use or reproduction of this drawing in who or port by any mercan is strictly prohibited executing specific writine consent of John C. Marvice with specific writine consent of John C. Marvice

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Restaurant

Westend Restal SITE IMPROVEMENT 814 WEST 19TH STREET COSTA MESA, CA 92627

	C.U.P. SUBMITTAL
DRAWN	CHECKED:
C.M.	C.M.
PROJECT NUMBER	
22 42 14/	EST END RESTAURAN
22-13 VVE	
SHEET TITLE	
SHEET TITLE:	PROJECT



KEY	NC	TES
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- 1 (N) PATH OF TRAVEL
- 2 (N) ACCESSIBLE PARKING VAN STALL PER DETAIL 7/SP-1.1
- 3 (N) ACCESSIBLE SITE SIGN PER DETAIL 8/SP-1.1
- (E) MAIN ENTRY 1/2" MAX THRESHOLD, 2% MAX SLOPE IN ALL DIRECTIONS AT BOTH SIDES OF THE DOOR LANDING
- 5 (N) ADA COMPLIANT TRUNCATED DOMES SEE DETAIL 6/SP-1.1
- 6 (E) CONCRETE SIDEWALK
- 7 (N) ACCESSIBLE PARKING SIGN PER DETAIL 2,3,AND 4 /SP-1,1
- 8 (E) TRASH ENCLOSURE AND GATE
- 9 (N) CANVAS AWNING AT REAR EXIT DOOR



SITE PARKING

NOTE NO PROPOSED CHANGE OF USE.

GENERAL NOTES

- ALL SIDEWALKS SHALL HAVE A SLOPE LESS THAN 1:20 OR 5%

 WALKS ALONG AN ACCESSIBLE ROUTE OF TRAVEL SHALL BE 48 MIN. IN WIDTH AND SHALL HAVE A SLIP RESISTANT SURFACE, PER 2016 GBC 118-301 AND 401

 THE MANUMP PERMITTED CROSS SLOPE SHALL BE 1:49 PER SECTION 118-405.3

 ANY ABRUPT LEVEL CHANGES WILL BE 1-09 FLESS ALONG ANY ACCESSIBLE ROUTE OF TRAVEL. WHEN CHANGES DO COCUR. THEY SHALL BE BELEVED WITH A SLOPE OF 1:20 FLESS LEVEL CHANGES OF 1-0 FLESS MAY BE VERTICAL.

 A 80°40° LEVEL AREA (OR NOT TO EXCEED 2% SLOPE FOR DRAINAGE) IS PROVIDED AT AREAS WHERE A DOOR (OR GATE) SWINGS TOWARD THE WALK IN THE ACCESSIBLE ROUTE OF TRAVEL. BRESCION 118-407.

 80° HEADROOM MIN. IS TO BE PROVIDED FROM ALL WALKWAYS SURFACES TO OBSTRUCTIONS, PER SECTION 118-407.

 7. NO ABRUPT CHANGES IN ELEVATION ALONG PATH OF TRAVEL SHOWN. THE SLOPE AND CROSS SLOPE ALONG THE PATH OF TRAVEL SHOWN. THE SLOPE AND CROSS SLOPE ALONG THE PATH OF TRAVEL SHALL NOT EXCEED 5% AND 2% RESPECTIVELY. (INSPECTOR TO VERIFY)

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tend Restaurant SITE IMPROVEMENT 814 WEST 19TH STREET COSTA MESA, CA 92627 Westend

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- ALL DIMENSIONS ARE TO FACE OF FRAMING, OR CENTERLINE OF STRUCTURE UNLESS NOTED OTHERWISE.
- DASHED CIRCLE IN RESTROOMS INDICATES 5'-0" TURNING DIAMETER REQUIRED BY ADA.
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- STUD SIZES AS INDICATED PER FLOOR PLAN LEGEND.
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- NEW SIGN INDICATION NUMBER OF ROOM OCCUPANTS PERMITTED.THE SIGN SHALL BE DURABLE AND HAVE CONTRASTING COLOR FROM THE BEGGROUND. SIGN SHALL READ: "MAXIMUM OCCUPANT LOAD: PERSONS."
- TACTILE EXIT SIGNAGE (TYP.) AT EACH EXIT DOOR. SEE SHEET A-0.1 EXITING PLAN
- ALL DIMENSIONS ARE TO BE HELD PER DRAWING UNLESS NOTED OTHERWISE, CONTACT ARCHITECT IF DISCREPANCY IS REQUIRED DUE TO AS-BUILT CONDITIONS.
- PROVIDE FULL HEIGHT BLOCKING IN WALL FOR ALL SHELVING. TYP.

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22-13 WEST END RESTAURANT

SITE PLAN

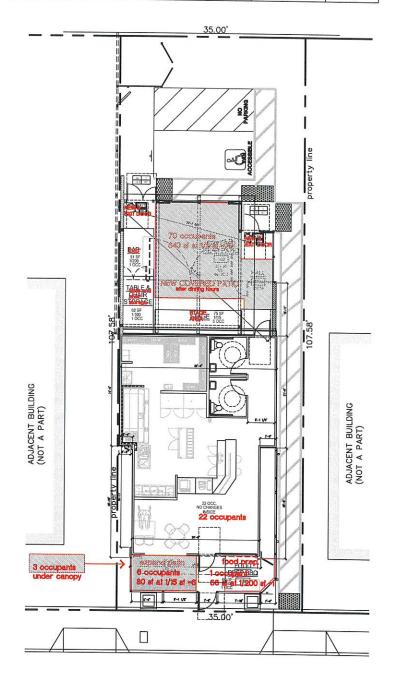
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OCCUPANT LOAD (AFTER DINING			ING)	
WEST END Room Type	Area	Occupancy	S.F. / Person	Persons
COVERED REAR PATIO	334 s.f.	ASSEMBLY	5	66
BAR	51 s.f.	KITCHEN COMMERCIAL	200	1
STAGE	75 s.f.	KITCHEN COMMERCIAL	15	5
ENTRY PATIO - COVERED	35 s.f.	ASSEMBLY	15	3
FOOD PREP BBQ	66 s.f.	KITCHEN, COMMERCIAL	200	3
TOTAL AT WEST END 1,677 s.f.			TOTAL	78

Occupancy CB	C Table 10	04.1.1
Occupancy S.F. Type	S.F. Per Person	S.F. Unit
BAR AREA	200	Gross
STAGE AREA	15	Gross
PUBLIC ASSEMBLE AREA	15	Gross
PUBLIC ASSEMBLE STANDING	5	Gross
STORAGE / STOCK	300	Gross

OCCUPA WEST END Room Type	Area	Occupancy	S.F. / Person	Persons
COVERED REAR PATIO	542 s.f.	ASSEMBLY	15	36
HALL				
ENTRY PATIO - COVERED	35 s.f.	ASSEMBLY	15	3
FOOD PREP BBQ	66 s.f.	KITCHEN, COMMERCIAL	200	3
INTERIOR SPACE - NO CHANGES	1,034 s.f.			22
TOTAL AT WEST EN	ID 1,677 s.f.		TOTAL	64

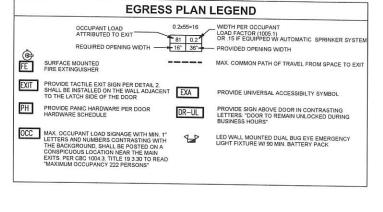
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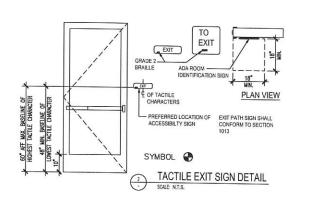
19th Street

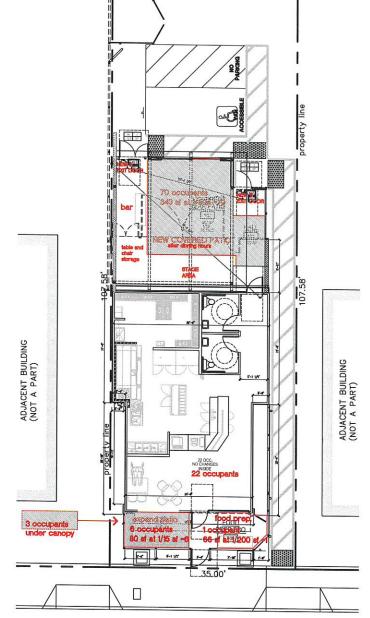
SCALE: 1/8" = 1'-0"

EXIT AND OCCUPANCY PLAN (AFTER DINING)









19th Street

EXIT AND OCCUPANCY PLAN (DINING HOURS)

SCALE: 1/8" = 1'-0"



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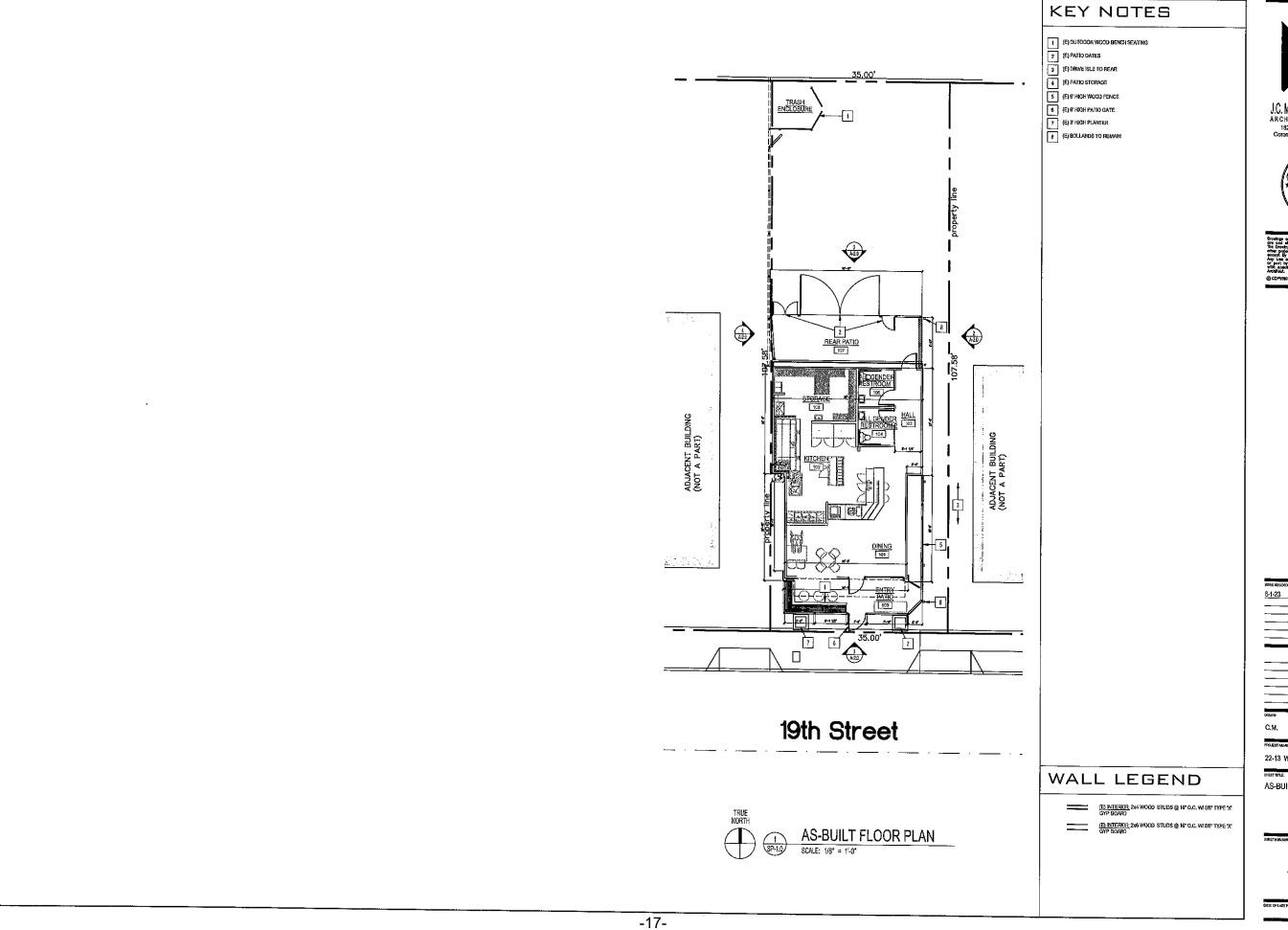
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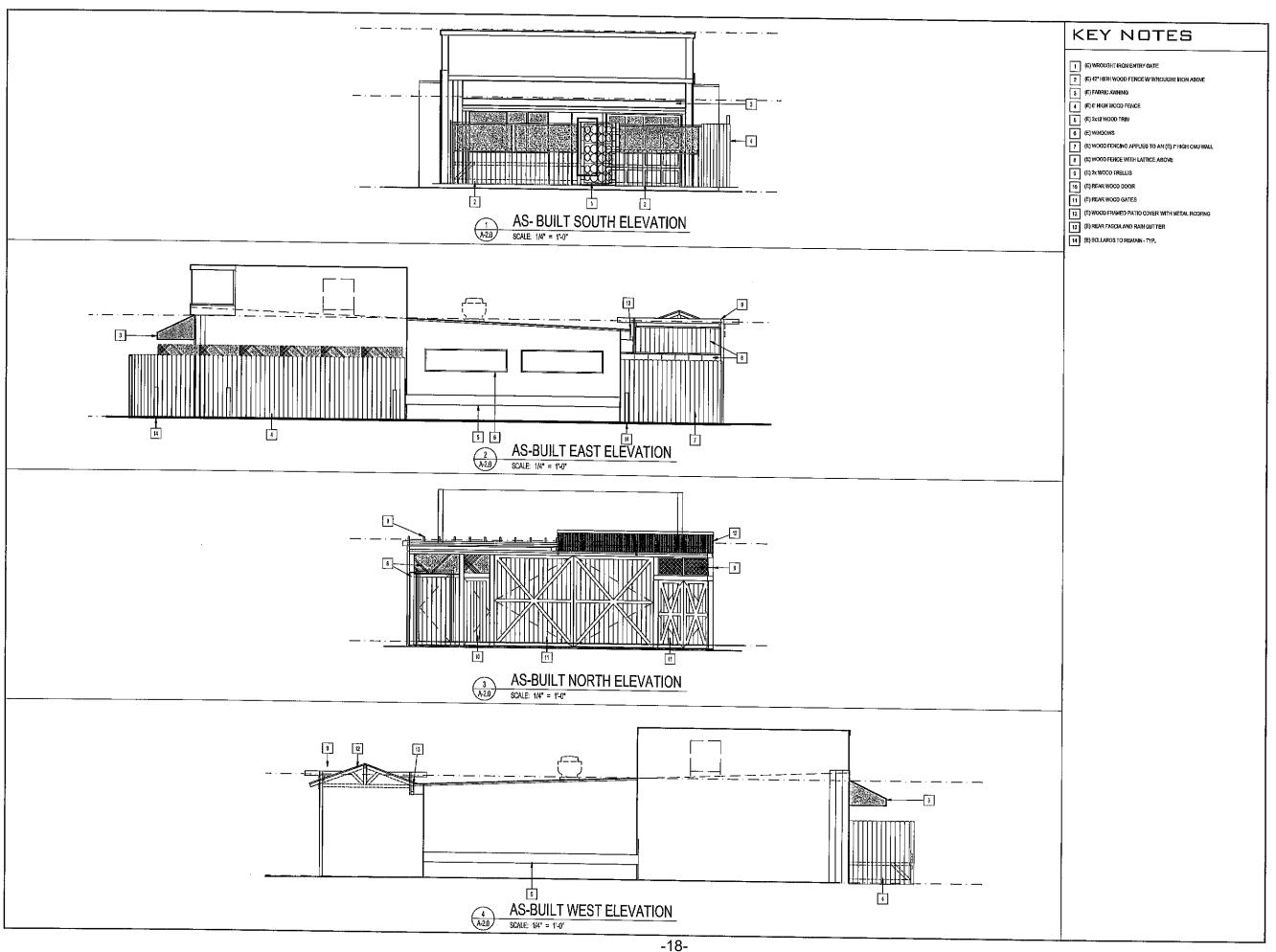
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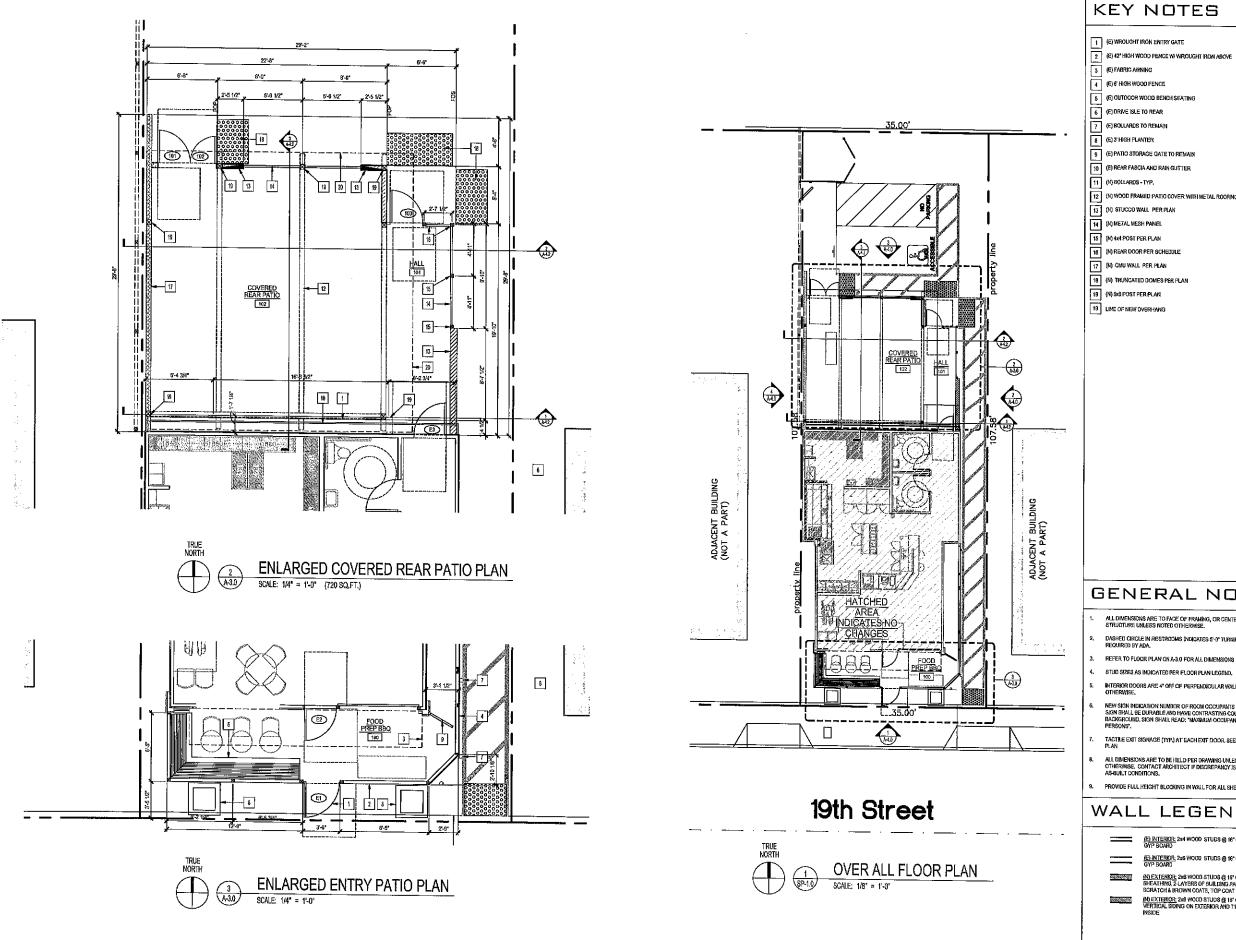
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Westend Restaurant SITE IMPROVEMENT 814 WEST 19TH STREET COSTA MESA, CA 92627

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AS-BUILT ELEVATIONS



KEY NOTES 1 (E) WROUGHT IRON ENTRY GATE (E) 42" HIGH WOOD FENCE W/ WROUGHT IRON ABOVE



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GENERAL NOTES

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- PROVIDE FULL HEIGHT BLOCKING IN WALL FOR ALL SHELVING, TYP.

WALL LEGEND

(E) INTERIOR: 2x4 WOOD STUDS @ 16" O.C. W 5/8" TYPE 'X'

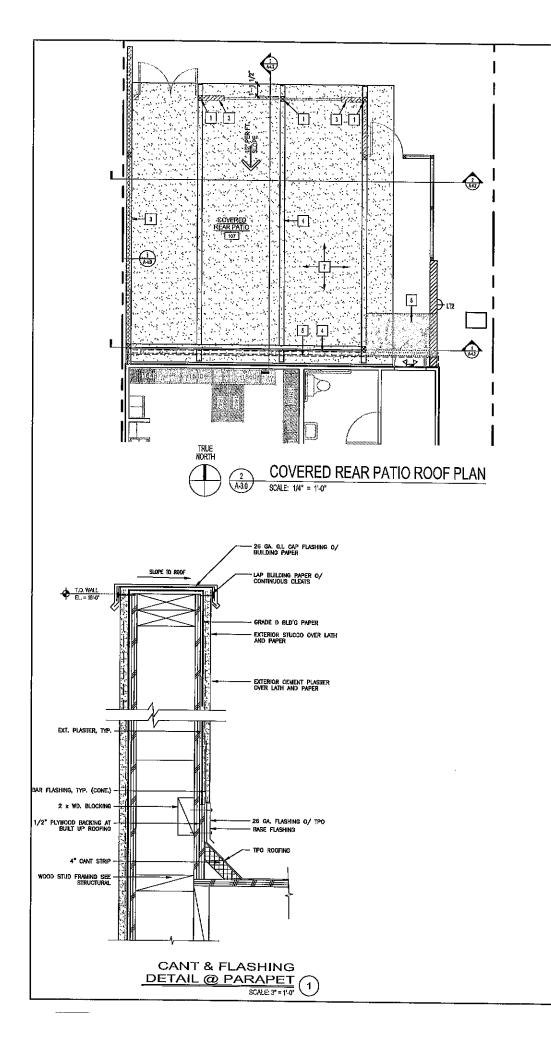
(E) INTERIOR: 2x6 WOOD STUDS @ 16" O.C. W/ 5/8" TYPE "X"

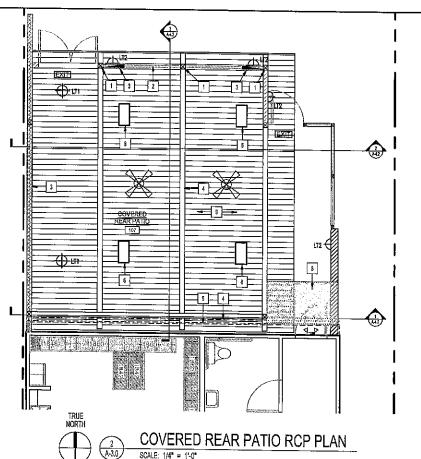
(A) EXTERIOR: 2NB WOOD STUDS @ 16" O.C., WE SE' SHEATHING, 2-LAYERS OF BUILDING PAPER, WIRE, SCHATCH & BROWN COATS, TOP COAT (M) EXTERIOR: 2ND WOOD TUDS @ 16" O.C., WE 156 VERTICAL SIDING ON EXTERIOR AND 71-11 ON PATIO

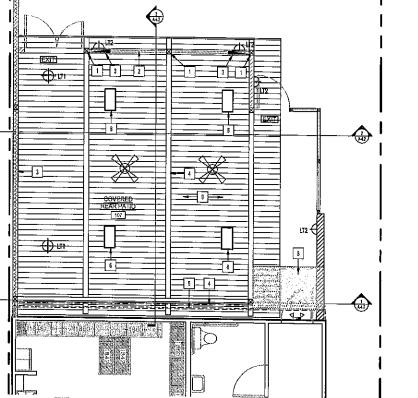
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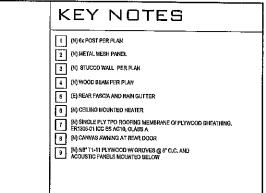
22-13 WEST END RESTAURANT FLOOR PLAN

6-1-23 C.U.P. SUBMITTAL









NEW SURFACE MOUNTED LIGHT FIXTURE

NEW SURFACE MOUNTED WALL SCONGE

ILLUMINATED EXIT SIGN W/ 90 MIN, BATTERY BACK UP.

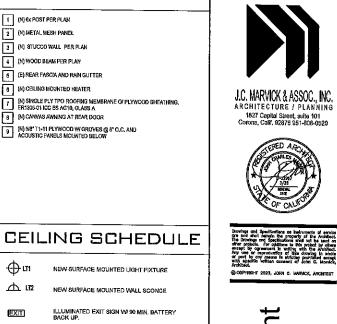
(E) SURFACE MOUNTED LIGHT FIXTURE TO REMAIN

(N) SURFACE MOUNTED INFRARED AREA HEATER

(N) SURFACE MOUNTED FANS

△ 172

EXIT



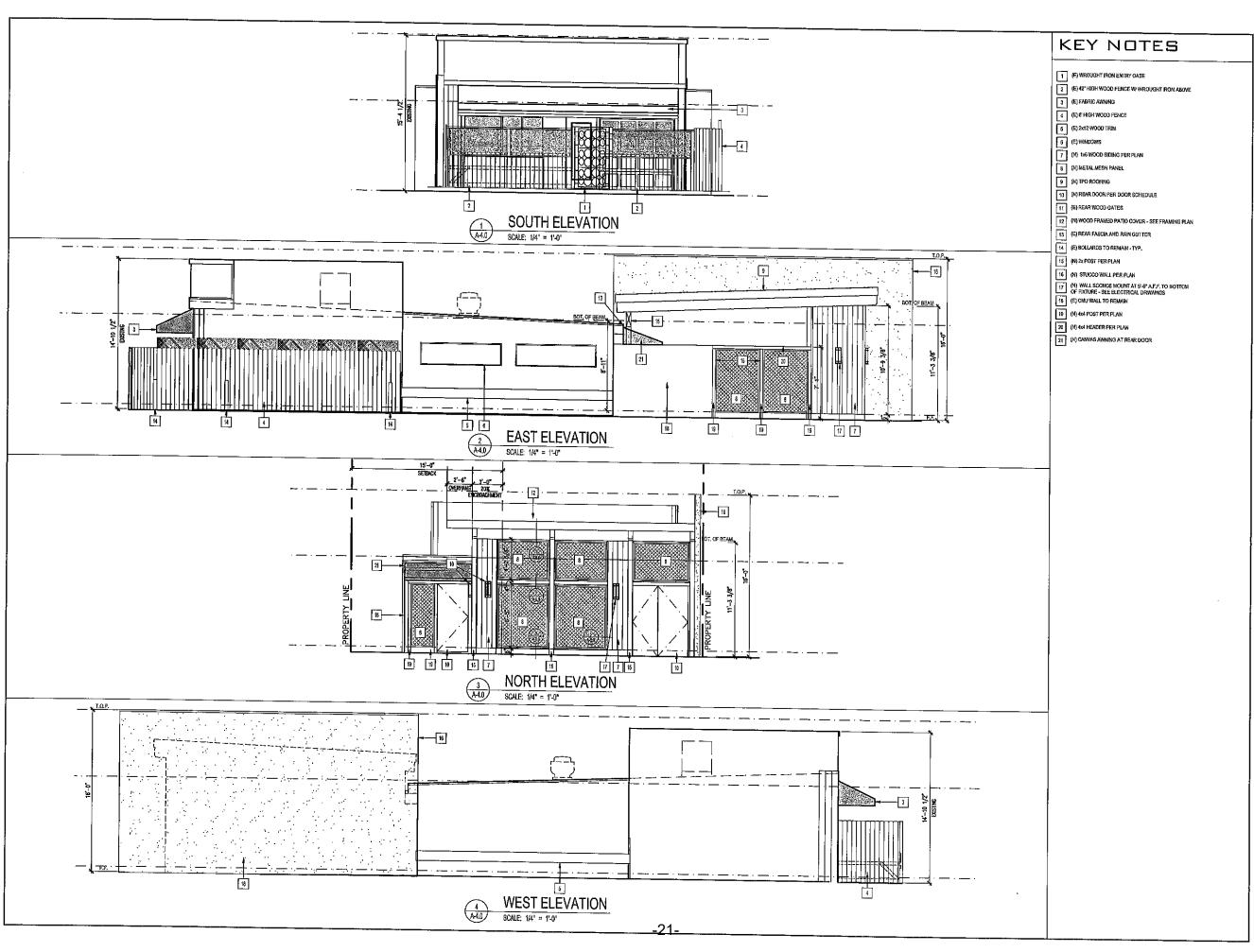
Westend Restaurant SITE IMPROVEMENT 814 WEST 19TH STREET COSTA MESA, CA 92627

6-1-23 C.U.P. SUBMITTAL 22-13 WEST END RESTAURANT

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REFLECTED CEILING PLAN & ROOF PLAN

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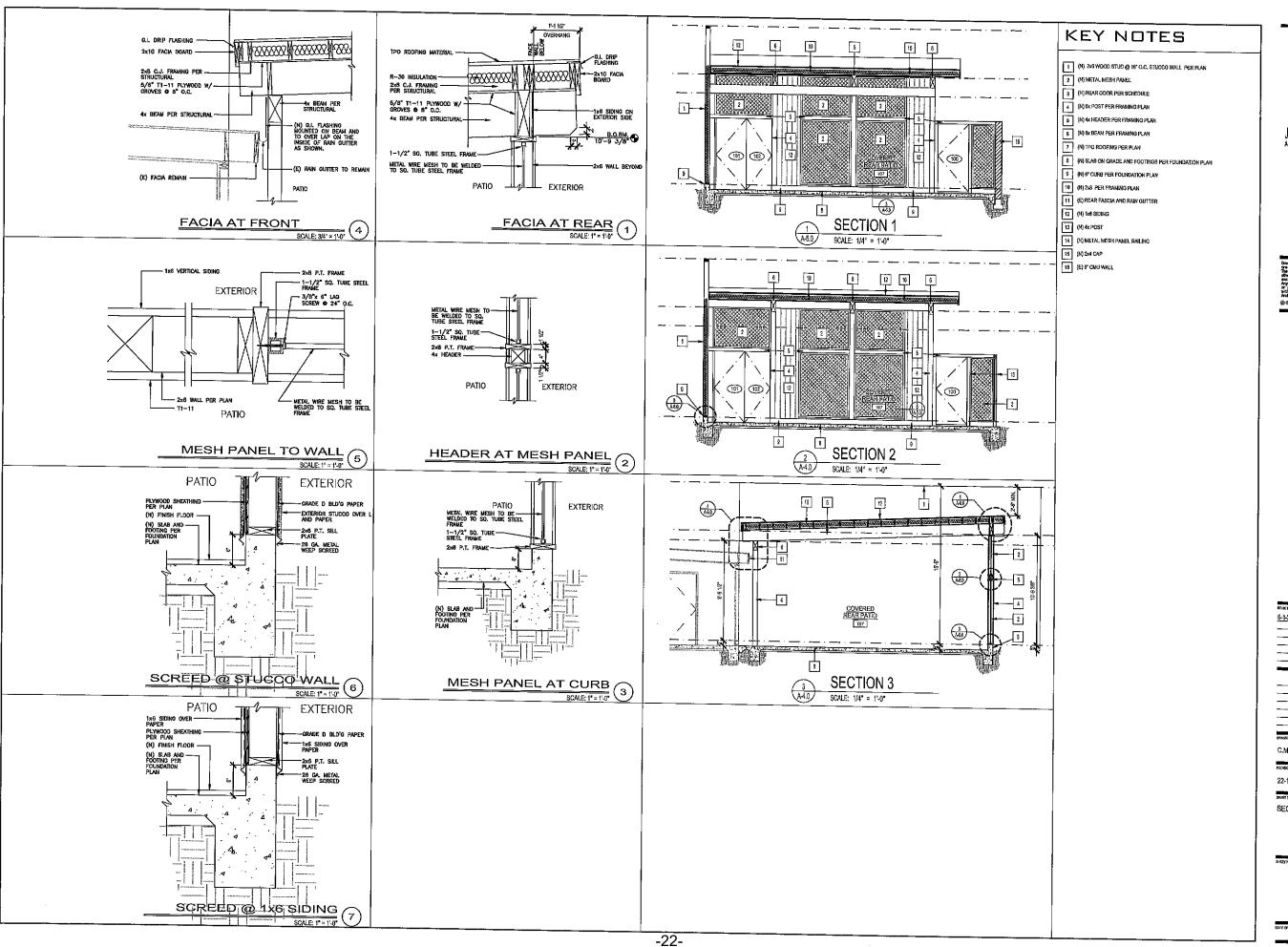
Westend Restaurant
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814 WEST 19TH STREET
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Westend Background

Westend was previously the Big Belly Deli up until May 1st of 2017 and was transformed into Westend months later and is in its 5th year in business taking the 2021 Year off as it pursued an offsite parking agreement. The business was acquired, polished and created into a unique and hip southern and latin inspired artists cafe, bar & kitchen. Our mission is to continue to establish a cultured experience through a creative and premium classic southern and latin cafe style dishes and a classic cocktail menu with visually stimulating historic imagery, art, and architecture. We would like to legally include increased outdoor seated capacity, extended hours and an eclectic mix of national and localized live entertainment and set to reopen in mid 2022.

Proposed Extended Business Hours

- 5p.m. to 2a.m. Monday thru Friday
- 2p.m. to 2a.m. Saturday thru Sunday

Extending our services until 2am ensures our mom and pop the opportunity to succeed in one of the most challenging businesses and economic climate.

Westend would like to offer a multitude of genres and performance art to compliment its diners and locals alike. Proposed live entertainment & genres:

- Jazz
 - Blues
 - Rock & Roll
 - Punk
 - Dance
 - Pop
 - Soul
 - R& B
 - Hip Hop
 - Metal
 - Open Mic
 - Comedy
 - Dance Performances & Live Art.

Entertainment hours of ops will reflect the proposed extended business hours of 5p.m. to 2a.m. Monday thru Friday, Saturday & Sunday 2p.m. to 2a.m..

Bio's

Tyler Hertzske - Co founder of Westend. Mr. Hertzske is and has been an international touring artist since 2008. He has toured and worked with the largest artists on the globe. From Ariana Grandes 2017 to late 2019 Sweetener Tour to the Lady Gaga's Las Vegas residency, and currently production tour managing Lizzo. Mr. Hertzske has larger scale production and expertise in the live entertainment game. Mr. Hertzske currently is a homeowner and lives in Costa Mesa. CA

Pat Lloyd - Westend Partner. Mr. Lloyd was one of the early adopters to the Volcom family where he was the head of Sales for all Latin America and currently ended his 20 Year stint in early 2021. Mr. Lloyd has moved on with the same position at Columbia Apparel. Mr. Lloyd has lived in Costa Mesa, CA as a homeowner for the past two decades and splits his time between Oregon and CA.

Roland Barrera - Co Founder of Westend. Mr. Barrera is a building contractor and night life and special events producer for the past few decades. Booking and securing acts such as Eric Burden and The Animals to the current Rock and Roll greats the Foo Fighters. Mr. Barrera is actively designing and building an off grid eco friendly resort, live music venue and boutique hotel concept in Austin, Tx where he currently resides. Splitting his time between CA & TX.

The three of us are extremely happy to call Costa Mesa home!

Project Description:

Westend is tucked away over in the Manufacturing district of Costa Mesa. The multiple business that surround Westend are three type 48 liquor license. For those that may need clarity a type 48 license allows a business to pour and distribute alcohol/spirits to its guests without the consumption or sale of food. Westend has been feeding its community since early 2017 and strives at being the best in the foodie community. So much so westend held the top 5 restaurants in the city via Yelp and or Google from 2018 to 2020.

Westend intends on recreating this position first, along with adding a cultural addition as it once was for many years in its "traditional use" fashion as "Evocal" an Art and live music gallery/venue, as well as the many businesses that operate within a block or two of its location. A list of other like minded business is here below for your review.

- Semi Tropic Wine 6p.m. to 1am with Di/live music 816 W 19th St.
 - Donkey D's 8p.m. to 2a.m. with Dj/live music 820 W 19th St.
 - Gerabaldi De Noche 8p.m. to 2a.m. with DJ/live music 810 W 19th St.
 - The Wayfarer 5p.m. to 2 a.m. with DJ/live music 843 W 19th St.
 - Tiki Bar noon to 2a.m. with Di/live music 1700 Placentia Ave.

Project Description Continued:

- Strut 8p.m. to 2a.m. and Sundays at noon to 2a.m. with DJ/live music 719
- Social 5p.m. to 10p.m. during the week and to 1 a.m. on Fri-Sat. 512 W 19th St. Westend and its location as you can see has been a substantially compatible business going on its third decade now. The entire diner proposed usable space as it sits today is approximately 1,855 sf. Westend intends to conduct two seating times for our diners. Dinner Timelines will be from 5p.m./6pm., to 7p.m./8p.m., and 7:30p.m./8p.m. to 10p.m.

The below is a breakdown in square footages.

- Front Patio 101 SF
- Interior 1034 SF
- · Back Patio 720 SF

Grand Total of = 1,855 SF

Project Description Continued:

Front patio, interior, rear patio and outdoor space is all for our diners. Seated dining, beer, wine, and craft cocktail consumption. As stated these areas have been in traditional use since Big Belly was in ownership from 2009 to Westend up until December of 2020. And live entertainment was legal years prior from 2005 to 2008 (years may be off) with Evocal Art Gallery. Not only did the seller explain that all these areas were legal for consumption but the ABC auditor confirmed with us as well. Therefore new ownership did not believe we had to seek further approvals since we had confirmation with the Alcoholic Beverage Control Agency. It was only until the TUP issuance that these exterior locations were brought to current ownerships attention that they needed to be permitted. We intend to utilize all areas for live and DJ music coupled with roaming Mariachi's and performance art.

Westend is a family friendly all ages European style cafe. We will continue to thrive in feeding our community with a full service kitchen and bar. Segueing into the night life portion of the business model at approximately 10 p.m., Westend will have the CA Code and legal limit "when alcohol is present" of 1 guard per 75 patrons. We propose to have one guard at entry for I.D. check after 9p.m. An additional 2 guards will be present for the interior and exterior roamer once dining tables have been removed at approximately 10p.m. in the event we exceed 100 "standing only" patrons. We feel that the above stated is substantially compatible with The Wayfarer, Gerabaldi De Noche, Tiki Bar, Strut, Donkey D's, and security scale model therefore would not be materially detrimental to both adjacent properties that surround our establishment.

The proposed areas of entertainment do not have any rhyme or reason. Each night may differ to the next depending on artist availability. The area in the center of the back patio facing the parking lot and old Hurly building would be the only area where we would host any larger live acts and or if they have more than 4 bandmates, due to the limited space requirements needed to do so. It's possible on occasion or more of a special event that we will host a smaller Jazz 2 or 3 piece/Dj on the interior during dining hours and host a DJ/live act on back patio for larger dinner parties etc.

*For your review please see attached Sound Plan for entertainment past 11p.m.

Westend After 11p.m. Sound Plan

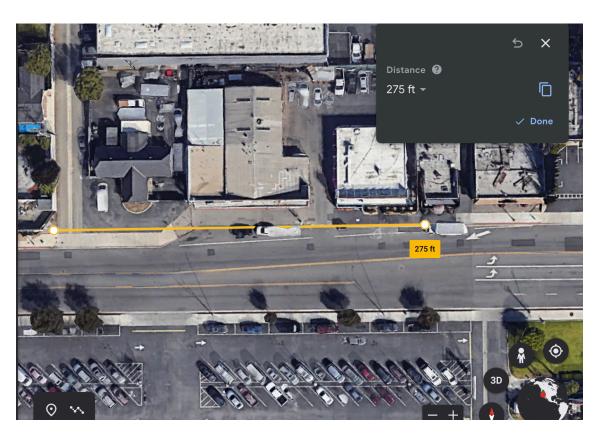
Noise Element

Vehicular Noise

The Corners of Placentia Avenue and 19th Street was calculated back in 2020 in a study done by Westend management over the course of two weekends. The noise generation for each night on the those corners between the hours of 11p.m., midnight and 1a.m. exceeded the residential limit of 55dBA and was averaging at approximately 64/65 dB(A). It's concurrent of a study conducted by the city of Costa Mesa back in 2015 on the corners of Placentia and 20th at approximately 10am. which is one block north of our venue. Since then the city has increased its population as well as the demand in crossing over into the Westside.

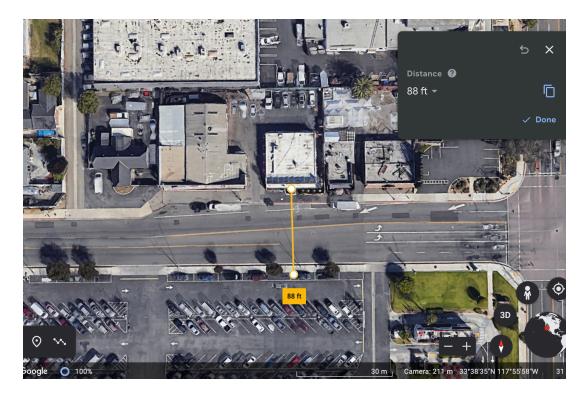
*Leq describes the average level that has the same acoustical energy as the summation of all time-varying events. This descriptor is useful because the sound levels can vary markedly over a short period of time. The most common averaging period for Leq is hourly, but can be of any duration. The "dB(A)" is a sort of filtering in the frequency in the frequency domain, originally created to take the non-linear sensitivity of human hearing. The "A" derived from the sound pressure levels (SPL) in dB applying the so called A-weighting = "dBA".

Points & Locations of Study 1(a):



From 275' away 49 to 86 dBA with Leq at 64 dBA for 10 mins at midigight 10.16.20

1 (b)



Directly in front of Westend. A 65 dBA Leq was measured. The Vehicular/ Urban Mixed Use noise pollution was the main cause of noise during this study and could not hear the music from the venues back patio for more that a few seconds over the vehicles passing by.

Noise Plan (from 2015 study)

Noise impacts can be addressed in three ways: 1) by reducing the sound level of the noise generator, 2) by increasing the distance between the source and the receiver, and 3) by insulating the receiver. Noise reduction can be accomplished by placement of the walls, landscape berms and or a combination of the two between the noise source and the receiver.

With the above stated herein, the venue as we know can not practice #1 & #2. In the event Westend accrues calls from the westerly neighborhood we would like to be proactive and introduce ourselves to the property owners or tenants of them personally prior to any activations of our live music permit approval and events. We will leave behind the manager on duty as well as the GM's personal contact numbers so that they may communicate directly with these representatives of the venue. This way we are able to intercept any calls and or complaints to the CMPD and or City of Costa Mesa.

We are prepared to install minimal sound proof blankets at the westerly facing walls to avoid any audio ricochet that may occur. This will insure dampening of the exterior dBa pollution. Soundproofing blankets is one of the simplest and most efficient ways for sound treatment. Westend's proposed plan is to face audible sound systems to the southeast direction to enable all sound waves avoiding the westside Federal Avenue neighborhood.

Westend will conduct dBa reading every 30 minutes starting at 11:30 p.m. to 1:30a.m. in the event we utilize the rear exterior for live Dj sets and or live amplified music and will file its discoveries accordingly. Noise level measurement shall be performed using a sound level dBa meter meeting American National Standard Institute's Standard S1.4-1971 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment which will provide equivalent data. Westend lies in the manufacturing district 4 (C1). Approximately 275' from its first residential neighbor (1a) and is located and classified in the manufacturing district. In this district the dBA adjust from 55 dBA to 65 dBA. During this time frame specified we will conduct two measuring points for the exterior. The two locations of our study points will be directly in front of said establishment (please refer to map 1b) as well as 275' feet away at the west alley way prior to the first and second home (on east side located) on Federal Ave.



Westend Is in area 4 (C1)

City of Costa Mesa dBA standards schedule:

		-	Noise Exposure CNEL, dBA	
Land Use Category	Normally Acceptable	Conditionally Acceptable	Normally Unacceptable	Clearly Unacceptable
Residential: Low-Density	50-60	60-70	70-75	<u>></u> 75
Residential: Multiple Family	50-65	65-70	70-75	≥75
Mixed use	50-65	65-70	70-75	≥75
Transient Lodging-Motel, Hotels	50-65	65-70	70-80	≥80
Schools, Libraries, Churches, Hospitals, Nursing Homes	50-60	60-65	65-80	<u>≥</u> 80
Auditoriums, Concert Halls, Amphitheaters	NA	50-70	NA	≥80
Sports Arenas, Outdoor Spectator Sports	NA	50-75	NA	≥80
Playgrounds, Neighborhood Parks	50-67.5	NA	67.5-75	≥75
Golf Courses, Riding Stables, Water Recreation, Cemeteries	50-70	NA	70-80	<u>≥</u> 80
Office Buildings, Business Commercial and Professional	50-67.5	67.5-77.5	77.5-85	≥85 unless appropriately insulated
Industrial, Manufacturing, Utilities, Agriculture	50-70	70-80	80-85	NA

Normally Acceptable. Specified land use is satisfactory, based upon the assumption that any buildings involved are of normal conventional construction, without any special noise insulation requirements.

Conditionally Acceptable. New construction or development should be undertaken only after a detailed analysis of the noise reduction requirements is made and needed noise insulation features included in the design. Conventional construction but with closed windows and fresh air supply systems or air conditioning will normally suffice.

Normally Unacceptable. New Construction or development should be discouraged. If new construction or development does proceed, a detailed analysis of the noise reduction requirements must be made and needed noise insulation features included in the design.

Clearly Unacceptable. New construction or development should generally not be undertaken.

NA: Not Applicable.

Source: Modified from U.S. Department of Housing and Urban Development Guidelines and State of California Standards.

67.5 dBa - 77.5 dBA is the ratios for said Venue.



Future Noise Contours in front of 814 W 19th Street is at 70 (dBA) "CNEL" (Community Noise Equivalent Level) which Is concurrent to our in-house study.

We would like to point out that the intersection of Placentia & 19th Street impacts some pretty significant traffic noise generation, which in just a few minute study exceeded its legal right to operate at 67 dBA Leq after 11p.m. but within its previously stated "70 dBA CNEL" herein above image. The vehicular traffic noise pollution is greatest at intersections due to the acceleration, deceleration and gear shifting. Regardless of Westend's music plan, please note that these known facts are and have been operating this way for decades. If it's any place to provide the city with more arts and culture, this particular location is a perfect destination to introduce uncompromised live art after 11p.m. to its future generations to come. In short, for Westend to become a nuisance to its own community after 11p.m. we would have to be operating at a pretty significant measurement north of 70 CNEL dBA which is highly unlikely in todays standards.

LANDLORD'S REQUIRED **ABBREVIATIONS** SUBCONTRACTOR LIST ATTACHMENT 9 NOTE: THE FOLLOWING SUBCONTRACTORS ARE REQUIRED BY THE A.B. ANCHOR BOLT MAXIMUM LANDLORD TO BE USED BY THE TENANT G.C. VERIFY ALL REQUIRED LANDLORD SUB-CONTRACTORS WITH LANDLORD PRIOR TO BIDDING A.F.F. ABOVE FINISH FLOOR MANUFACTURER MINIMUM Westend Restaurant ALUM. MISCELLANEOUS ALUMINUM CONCRETE SLAB (NO LONGER REQUIRED) ARCH **ARCHITECTURAL** MASONARY OPENING Rick Hamm Construction, Inc. Huntington Glazing 201 W. Carlton Avenue 5344 Alhambra Ave MOUNTED Los Angeles, CA 90032 Orange, CA 92867 Rick Hamm Gabriel Velez rick@rickhamm.com gvelez@huntingtonglazing.net NOT IN CONTRACT BUILDING Ph: 714.532.0815 323.353.4431 cell Toll Free: 800.742.4266 **BOTTOM OF** NTS. NOT TO SCALE Cell: 714.931.8475 **BEARING** 814 WEST 19TH STREET LOCKSMITH WASTE REMOVAL / DUMPSTER 0.0 ON CENTER Tony's Locksmith **CENTER LINE** O.D. **OUTSIDE DIAMETER** 429 Avenida de la Estrella 31641 Ortega Highway San Clemente, CA 92672 San Juan Capistrano, CA 92693 CFM. **CUBIC FEET PER MINUTE** OPENING Type: 6 pin Schlage Maria Lazaruk OPP. **CONTROL JOINT** OPPOSITE Eric Smith Ph: 714.372.8288 COSTA MESA, CA. 92626 CLR. ORIENTED STRAND BOARD Eric.r.smith@cox.net Toll Free 877.728.0446 Ph: 949.492.5700 CONCRETE MASONRY UNITS Cell: 949.436.0467 COL. COLUMN P.L.F. POUNDS PER LINEAL FOOT CONCRETE P.S.I. POUNDS PER SQUARE INCH Diamond Roofing FIRE LIFE SAFETY & FIRE SPRINKLER: CONTINUOUS CODE AUTHORITIES DRAWING INDEX AND REVISIONS 34 Indian Pipe Nutech Fire Alarm & Security CYL. CYLINDER Dove Canyon, CA 92679 11223 Old River School Rd REFER TO, REFERENCE FROM Downey, CA 90241 Tom Berry ARCHITECTURAL DRAWINGS REINFORCING tom@diamondroofing.com Jesse Hernandez Dir: 949.298.3212 **BUILDING CODE** 2022 CALIFORNIA BUILDING CODE jhernandez@gmsnutech.com DOWN REQUIRED TITLE / PROJECT INFORMATION Fax: 949.298.3206 Dir: 562.946.3473 2022 CALIFORNIA PLUMBING CODE PLUMBING CODE DIAMETER R.O. **ROUGH OPENING** Cell: 949.683.2000 SITE PLAN Fax: 562.946.3474 2022 CALIFORNIA MECHANICAL CODE MECHANICAL CODE Cell: 562.307.1743 2022 CALIFORNIA ELECTRICAL CODE EXITING AND OCCUPANCY PLAN ELECTRICAL CODE 2022 CALIFORNIA FIRE CODE FIRE CODE AS-BUILT FLOOR PLAN EACH SIMILAR **HEALTH CODE** 2022 CALIFORNIA FOOD CODE **AS-BUILT ELEVATIONS** ELEV. ELEVATION SPECIFICATIONS 2022 CALIFORNIA ENERGY CODE **ENERGY CODE** OVER ALL FLOOR PLAN & ENLARGED FLOOR PLANS E.I.F.S. EXTERIOR INSULATING FINISH SYSTEM STRUCTURAL 2022 CAL GREEN ENERGY CODE REQUIREMENTS REFLECTED CEILING PLAN & ROOF PLAN ACCESSIBILITY CODE SQUARE 2022 CALIFORNIA BUILDING CODE ELEVATIONS FDN. FOUNDATION SECTIONS AND DETAILS F.O.C. FACE OF CURB / CONCRETE **TONGUE & GROOVE** T&G F.O.M. FACE OF MASONRY T.O.C. SCOPE OF WORK TOP OF CURB/CONCRETE T.O. TOP OF FLR. FLOOR T.D. TOP OF DRAIN FEET THIS PROJECT CONSISTS OF A TENANT IMPROVEMENT OF AN T.E. TRASH ENCLOSURE FOOTING EXISTING RESTAURANT. WE WILL BE REMOVING A BACK PATIO OF TYP. FR-S TYPICAL 250 S.F. AND REPLACING IT WITH A NEW COVERED BACK PATIO OF 651 S.F. WE WILL ALSO BE GETTING THE EXISTING 150 S.F. FRONT PATIO PERMITTED. VERTICAL GAUGE GALV. GALVANIZED U.D.L. UNIFORM DISTRIBUTED LOAD GALVANIZED IRON / STEEL UNLESS NOTED OTHERWISE GLUE LAMINATED STRUCTURE MEMBER REGULATORY AGENCIES BUILDING CODE & ZONING DATA GYP. BRD. GYPSUM BOARD WITH H.C.A. HEADED CONCRETE ANCHOR WEATHERPROOF Planning & City of Costa Mesa OCCUPANCY GROUP: B / A-2 H.M. **HOLLOW METAL** Planning Division WELDED WIRE FABRIC 2. ZONE: **COMMERCIAL** HORIZ. HORIZONTAL 77 Fair Drive Costa Mesa, Ca. 92626 3. APN: 115-350-42 Contact: Counter Technician HEIGHT TRACT NO. Tel.: (714) 754-5245 H.V. / A.C. HEATING VENTILATION / AIR CONDITIONING 5. BUILDING TYPE: VN-B INSIDE DIMENSION Building Dept. City of Costa Mesa WEST END RESTAURANT AREA **Building Division** FRONT PATIO AREA 77 Fair Drive INTERIOR AREA 1,034 Costa Mesa, Ca. 92626 REAR PATIO AREA 720 Contact: Counter Technician L.O.W. LIMIT OF WORK TOTAL AREA: 1,677 Tel.: (714) 754-5273 SPECIAL INSPECTION MEANS OF EGRESS: TWO REQUIRED, City of Costa Mesa TWO PROVIDED GRAPHIC SYMBOLS Fire & Rescue 8. FIRE SPRINKLERS: 77 Fair Drive Costa Mesa, Ca. 92626 9. SEE SHEET A-0.1 FOR ALL CODE COMPLIANT AND BUILDING DOOR NUMBER Contact: Counter Technician INFORMATION Tel.: (714) 754-5106 WINDOW TYPE 21 KITCHEN EQUIPMENT NUMBER DINING 100 ROOM/SPACE NUMBER DEFERRED SUBMITTALS 13 FURNITURE NUMBER 9 MISCELLANEOUS hrist Lutheran School **EQUIPMENT NUMBER** Victoria St Victoria St WASHROOM & KITCHEN **ACCESSORIES NUMBER** Avila's El Ranchito Costa Mes PROJECT DIRECTORY REFERENCE WALL TYPE SECTION/DETAIL Knowell PI LANDLORD: Monica Chang Shucri Yaghi Structural Engineering W Bay St Holiday Inn Ext 112 E. Chapman Ave. Suite D 7042 Kearny Dr. Suites Costa M From \$139/night or WALL SECTION Huntington Beach, Ca 92658 Orange, Ca 92866 Holiday inn Express Contact: Chuck Yaghi Contact: Monica Chang Email: yaghi-engineers@live.com ACCESSIBILITY INSPECTED **ELEVATION REFERENCE** Tel.: (714) 357-1858 Tel.: (714) 997-9120 Fax: (714) 744-3676 I AM THE DESIGNER/OWNER IN RESPONSIBLE CHARGE OF THIS TENANT Cedar Pl IMPROVEMENT PROJECT: I HAVE INSPECTED THE SITE/PREMISES AND a Street Entrance DETAIL REFERENCE DETERMINED THAT EXISTING CONDITIONS ARE IN FULL COMPLIANCE WITH MECHANICAL RPM Engineers, Inc. Westend PLAN NORTH TRUE NORTH CURRENT SITE ACCESSIBILITY REQUIREMENTS TO THE EXTENT REQUIRED ELECTRICAL 102 Discovery Triangle Square 814 West 19th street Costa Mesa, Ca 92626 Irvine, Ca 92618 FLOOR PLAN Plumer St Palms Apartments Contact: Roland Barrera Contact: Raymond Phua Parkhill Dr SCALE: 1/4" = 1'-0" Center St Email: barrera.roland@icloud.com Email: rayp@rpmpe.com DOWNTOWN DRAWING TITLE W/ Tel.: (949) 450-1229 ext. 200 VGHC Recruitment Tel.: (714) 290-0375 NORTH Center and Team Store **ELEVATION NOTE** Plumbing Supply V IF THE BUILDING INSPECTOR DETERMINES NONCOMPLIANCE WITH ANY **REVISION NUMBER** Volcom Company Store CURRENT ACCESSIBLITY PROVISIONS OF THE LAW, HE/SHE SHALL ARCHITECT: J.C. Marvick & Associates, INC. REQUIRE SUBMITTAL OF COMPLETE AND DETAILED PLANS TO THE 1827 Capital Street, suite 102 BUILDING DEVELOPMENT REVIEW DIVISION OF THE DEVELOPMENT Corona, Ca 92880 AVA Newport SERVICES DEPARTMENT FOR FURTHER REVIEW. PLANS MUST CLEARLY W 17th St Contact: Chuck Marvick SHOW ALL EXISTING NON-COMPLYING CONDITION AFFECTED BY THE Email: jcmarvick@sbcglobal.net REMODEL (INCLUDING SIRE PLAN, FLOOR PLAN, DETAILS, ETC.) AND Tel.: (951) 808-0520 PROPOSED MODIFICATIONS OF DEFICIENCIES TO MEET CURRENT American Gym Fax: (951) 808-0560

ACCESSIBILTY PROVISIONS. THE PLANS MUST BE STAMPED BY THE FIELD

INSPECTOR PRIOR TO SUBMITTAL FOR PLAN REVIEW.

NORTH

VICINITY MAP



ARCHITECTURE / PLANNING 1827 Capital Street, suite 101 Corona, Calif. 92878 951-808-0520



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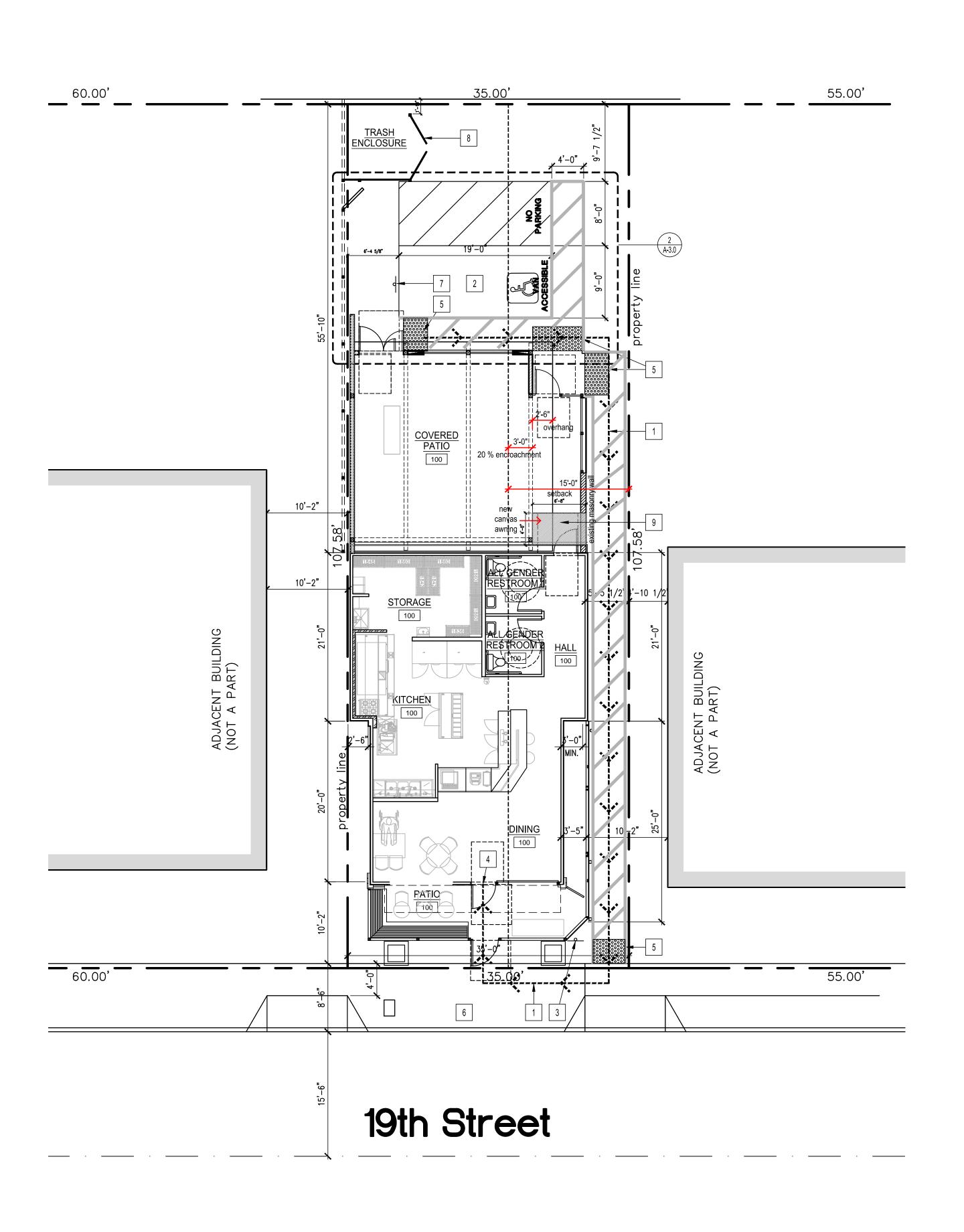
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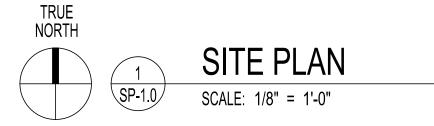
6-1-23 C.U.P. SUBMITTAL

22-13 WEST END RESTAURANT

TITLE / PROJECT

INFORMATION





KEY NOTES

- 1 (N) PATH OF TRAVEL

- 3 (N) ACCESSIBLE SITE SIGN PER DETAIL 8/SP-1.1
- (E) MAIN ENTRY 1/2" MAX THRESHOLD, 2% MAX SLOPE IN ALL DIRECTIONS AT BOTH SIDES OF THE DOOR LANDING

2 (N) ACCESSIBLE PARKING VAN STALL PER DETAIL 7/SP-1.1

- 5 (N) ADA COMPLIANT TRUNCATED DOMES SEE DETAIL 6/SP-1.1
- 6 (E) CONCRETE SIDEWALK
- 7 (N) ACCESSIBLE PARKING SIGN PER DETAIL 2,3,AND 4 /SP-1.1
- 8 (E) TRASH ENCLOSURE AND GATE
- 9 (N) CANVAS AWNING AT REAR EXIT DOOR



SITE PARKING

NOTE NO PROPOSED CHANGE OF USE.

GENERAL NOTES

- . ALL SIDEWALKS SHALL HAVE A SLOPE LESS THAN 1:20 OR 5% 2. WALKS ALONG AN ACCESSIBLE ROUTE OF TRAVEL SHALL BE 48" MIN. IN WIDTH
- AND SHALL HAVE A SLIP RESISTANT SURFACE, PER 2016 CBC 11B-301 AND 401 3. THE MAXIMUM PERMITTED CROSS SLOPE SHALL BE 1:48 PER SECTION
- 4. ANY ABRUPT LEVEL CHANGES WILL BE 2" OR LESS ALONG ANY ACCESSIBLE ROUTE OF TRAVEL. WHEN CHANGES DO OCCUR, THEY SHALL BE BELEVED WITH A SLOPE OF 1:2 OR LESS. LEVEL CHANGES OF $\frac{1}{4}$ " OR LESS MAY BE
- A 60"x60" LEVEL AREA (OR NOT TO EXCEED 2% SLOPE FOR DRAINAGE) IS PROVIDED AT AREAS WHERE A DOOR (OR GATE) SWINGS TOWARD THE WALK IN THE ACCESSIBLE ROUTE OF TRAVEL, PER SECTION 11B-404
- 80" HEADROOM MIN. IS TO BE PROVIDED FROM ALL WALKWAYS SURFACES TO OBSTRUCTIONS, PER SECTION 11B-307.2
- NO ABRUPT CHANGES IN ELEVATION ALONG PATH OF TRAVEL SHOWN. THE SLOPE AND CROSS SLOPE ALONG THE PATH OF TRAVEL SHALL NOT EXCEED 5% AND 2% RESPECTIVELY. (INSPECTOR TO VERIFY)
- . IF A WALK CROSSES OR ADJOINS A VEHICULAR WAY AND THE WALKING SURFACES ARE NOT SEPARATED BY CURBS, RAILINGS OR OTHER ELEMENTS BETWEEN THE PEDESTRIAN AREAS AND VEHICULAR AREAS, THE BOUNDARY BETWEEN THE AREAS SHALL BE DEFINED BY A CONTINUOUS DETECTABLE WARNING WHICH IS 36" WIDE, COMPLYING WITH 2016 CBC SECTION 11B-406





1827 Capital Street, suite 101

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estaurant

GENERAL NOTES

- ALL DIMENSIONS ARE TO FACE OF FRAMING, OR CENTERLINE OF STRUCTURE UNLESS NOTED OTHERWISE.
- 2. DASHED CIRCLE IN RESTROOMS INDICATES 5'-0" TURNING DIAMETER REQUIRED BY ADA.
- 3. REFER TO FLOOR PLAN ON A-3.0 FOR ALL DIMENSIONS
- 4. STUD SIZES AS INDICATED PER FLOOR PLAN LEGEND.
- INTERIOR DOORS ARE 4" OFF OF PERPENDICULAR WALL UNLESS NOTED OTHERWISE.
- NEW SIGN INDICATION NUMBER OF ROOM OCCUPANTS PERMITTED.THE SIGN SHALL BE DURABLE AND HAVE CONTRASTING COLOR FROM THE BACKGROUND. SIGN SHALL READ: "MAXIMUM OCCUPANT LOAD:
- TACTILE EXIT SIGNAGE (TYP.) AT EACH EXIT DOOR. SEE SHEET A-0.1 EXITING
- ALL DIMENSIONS ARE TO BE HELD PER DRAWING UNLESS NOTED OTHERWISE. CONTACT ARCHITECT IF DISCREPANCY IS REQUIRED DUE TO AS-BUILT CONDITIONS.
- 9. PROVIDE FULL HEIGHT BLOCKING IN WALL FOR ALL SHELVING. TYP.

22-13 WEST END RESTAURANT

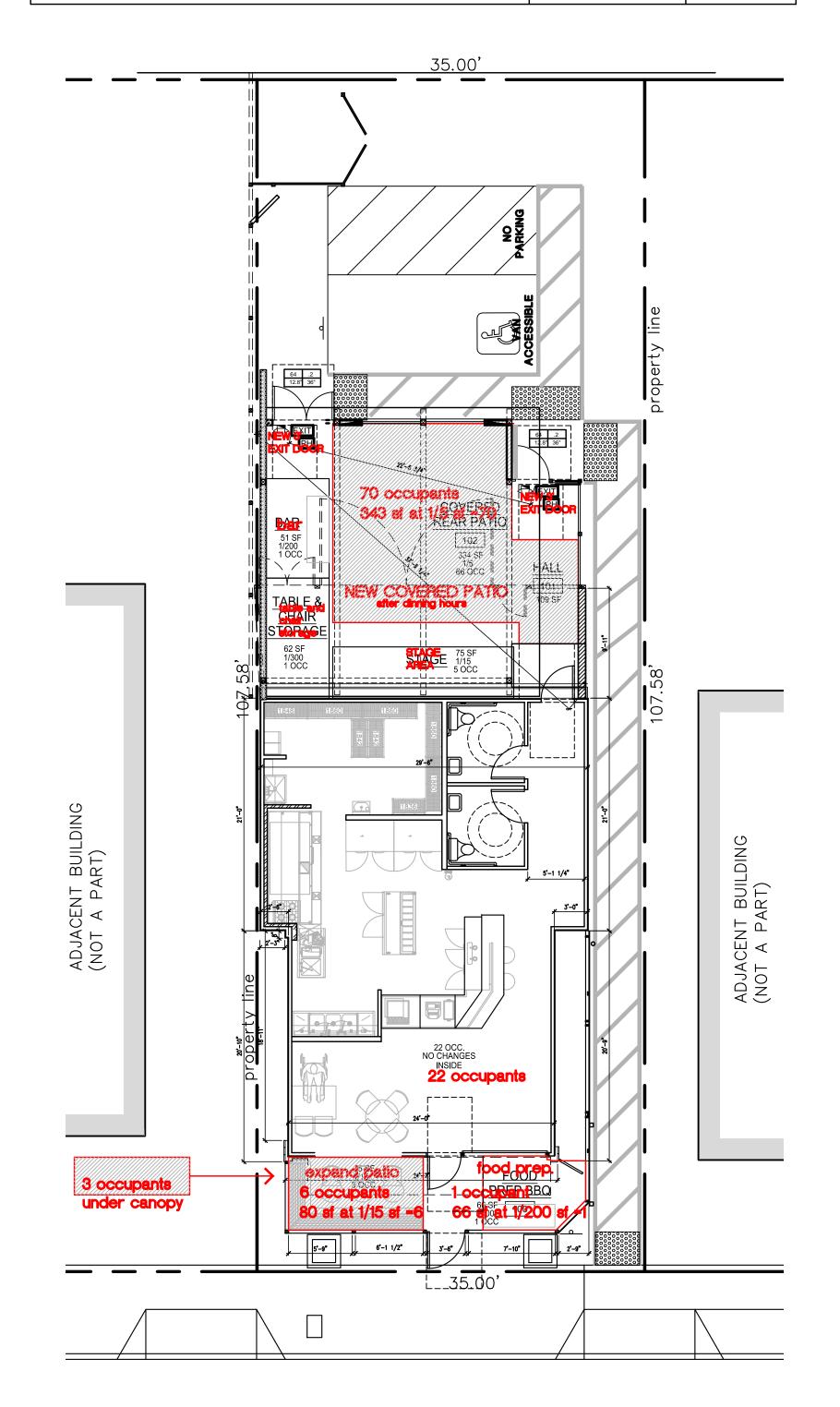
SITE PLAN

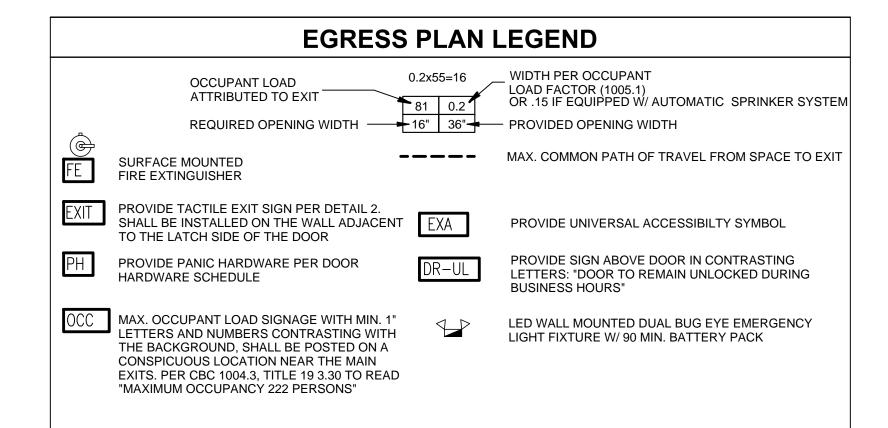
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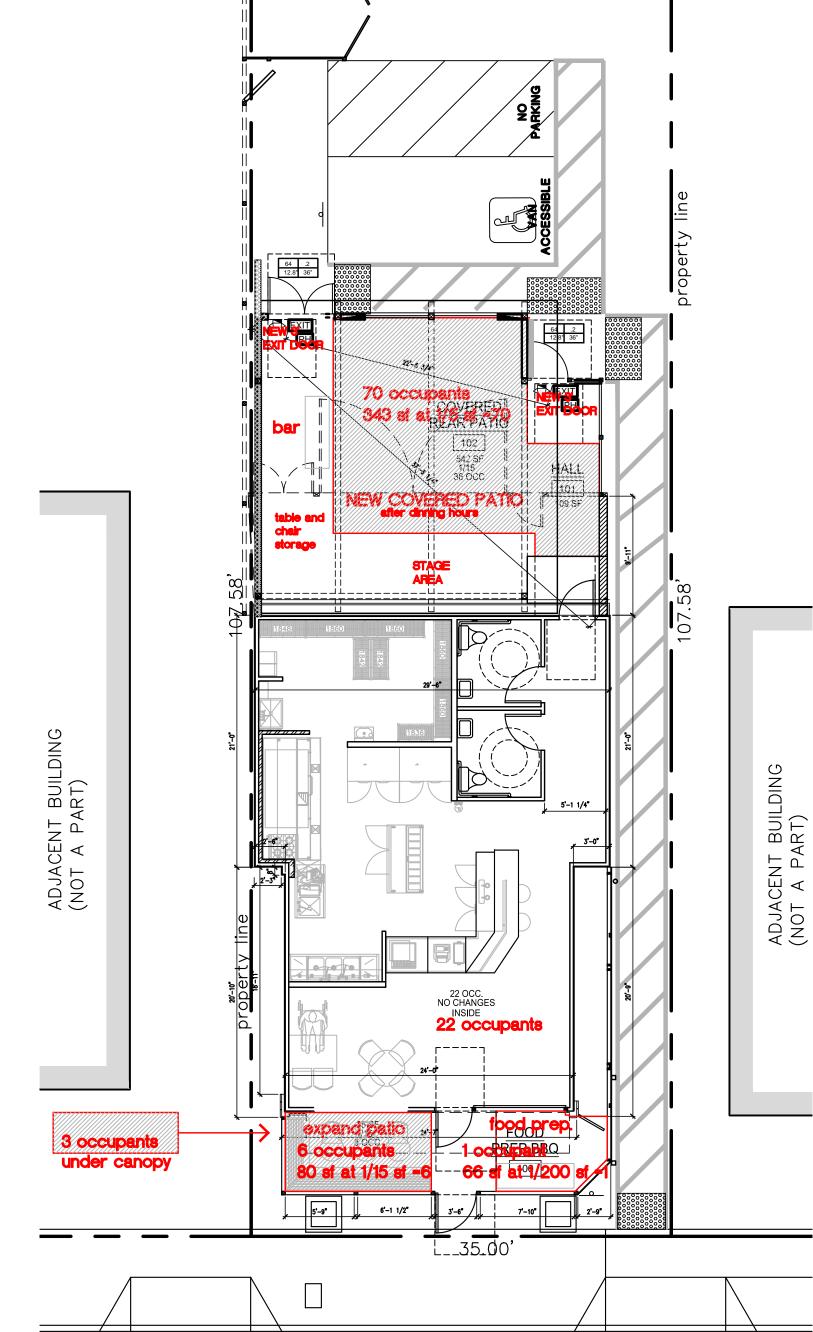
OCCUPANT LOAD (AFTER DINING)					
WEST END Room Type	Area	Occupancy	S.F. / Person	Persons	
COVERED REAR PATIO	334 s.f.	ASSEMBLY	5	66	
BAR	51 s.f.	KITCHEN COMMERCIAL	200	1	
STAGE	75 s.f.	KITCHEN COMMERCIAL	15	5	
ENTRY PATIO - COVERED	35 s.f.	ASSEMBLY	15	3	
FOOD PREP BBQ	66 s.f.	KITCHEN, COMMERCIAL	200	3	
TOTAL AT WES	T END 1,677 s.f.		TOTAL	78	

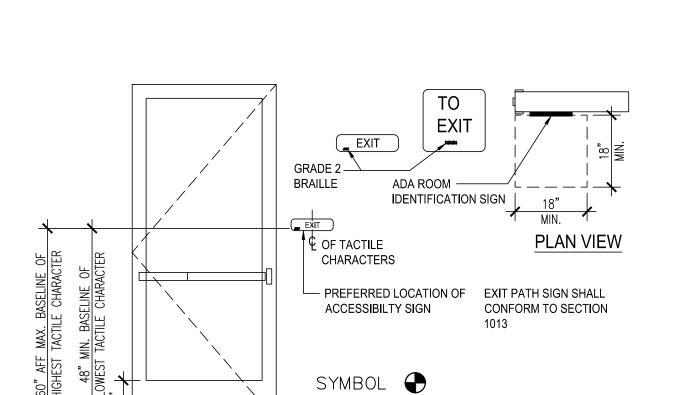
Occupancy CBC Table 1004.1.1			
Occupancy S.F. Type	S.F. Per Person	S.F. Unit	
BAR AREA	200	Gross	
STAGE AREA	15	Gross	
PUBLIC ASSEMBLE AREA	15	Gross	
PUBLIC ASSEMBLE STANDING	5	Gross	
STORAGE / STOCK	300	Gross	

OCCUPA	NT LO	AD (DIN	NING HO	URS)
WEST END Room Type	Area	Occupancy	S.F. / Person	Persons
COVERED REAR PATIO	542 s.f.	ASSEMBLY	15	36
HALL	-	-	-	-
ENTRY PATIO - COVERED	35 s.f.	ASSEMBLY	15	3
FOOD PREP BBQ	66 s.f.	KITCHEN, COMMERCIAL	200	3
INTERIOR SPACE - NO CHANGES	1,034 s.f.	-	-	22
TOTAL AT WEST	END 1,677 s.f.		TOTAL	64









INTERNATIONAL ACCESSIBILITY SIGN

TACTILE EXIT SIGN DETAIL

THE INTERNATIONAL SYMBOL OF ACCESSIBILITY SHALL BE THE STANDARD USED TO IDENTIFY FACILITIES THAT ARE ACCESSIBLE TO AND USABLE BY PHYSICALLY HANDICAPPED PERSONS. THE SYMBOL SHALL CONSIST OF A WHITE FIGURE ON A BLUE BACK—GROUND. THE BLUE SHALL BE EQUAL TO COLOR #15090 IN FEDERAL STANDARD 595A.

ATTACH DECAL OF SYMBOL TO STOREFRONT IN LOCATIONS AS SHOWN ON PLAN. MOUNT 60" A.F.F.

19th Street

EXIT AND OCCUPANCY PLAN (DINING HOURS)

19th Street

EXIT AND OCCUPANCY PLAN (AFTER DINING) SCALE: 1/8" = 1'-0"





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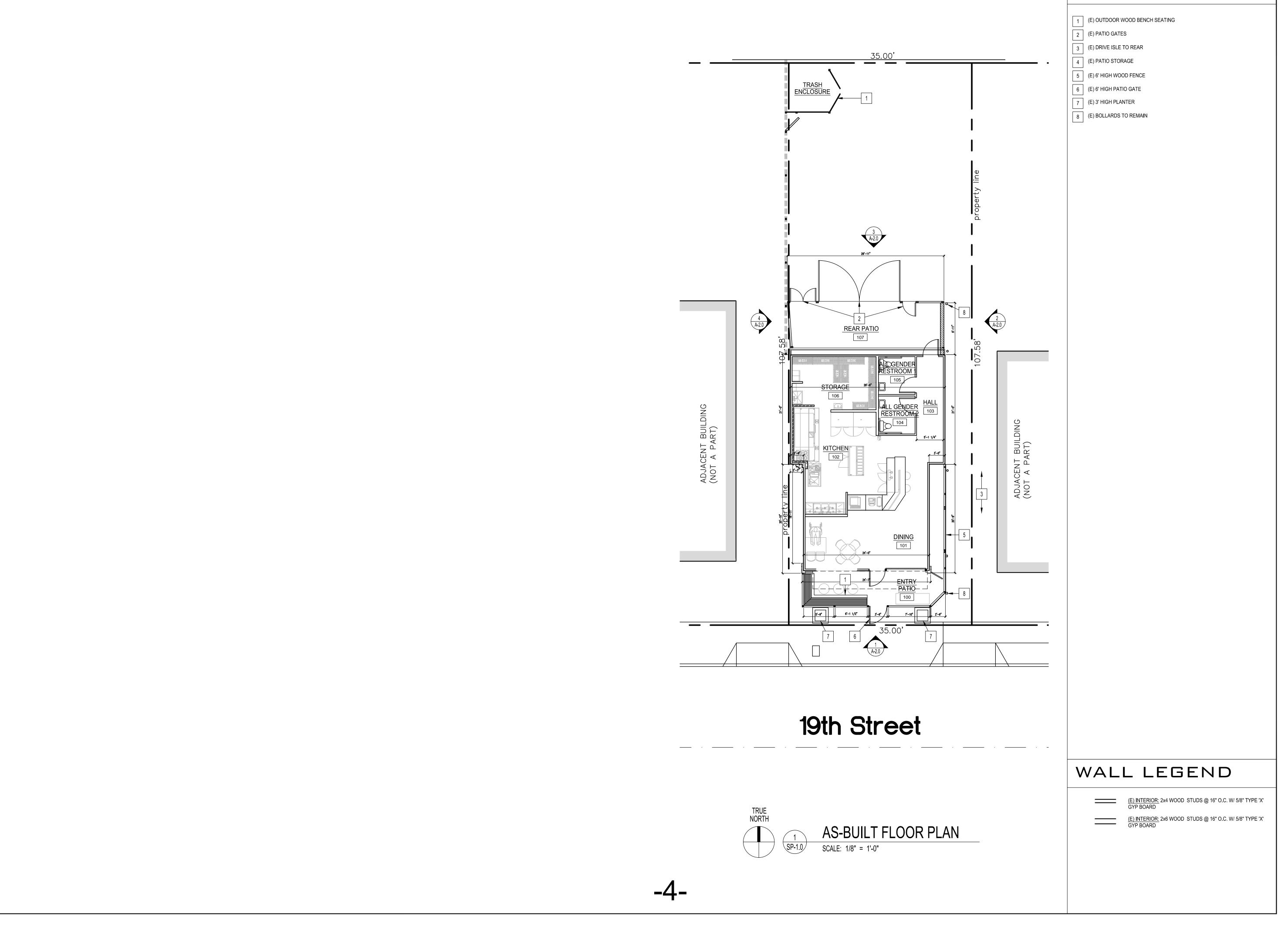
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6-1-23 <u>C.U.P. SUBMITTAL</u> 22-13 WEST END RESTAURANT

A-0.1

EXIT AND

OCCUPANCY PLAN







ARCHITECTURE / PLANNING

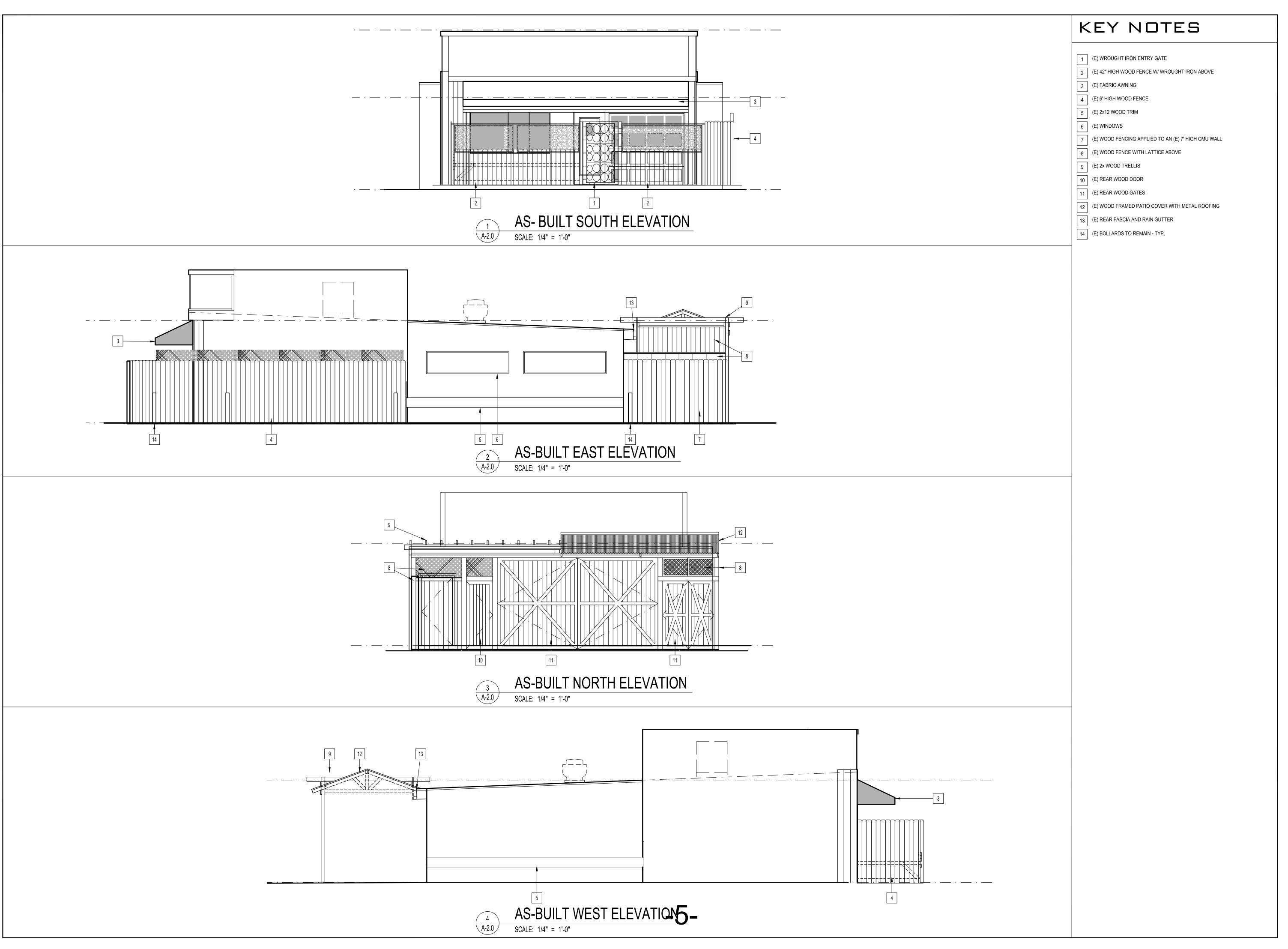
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22-13 WEST END RESTAURANT

AS-BUILT FLOOR PLAN

A-1.0







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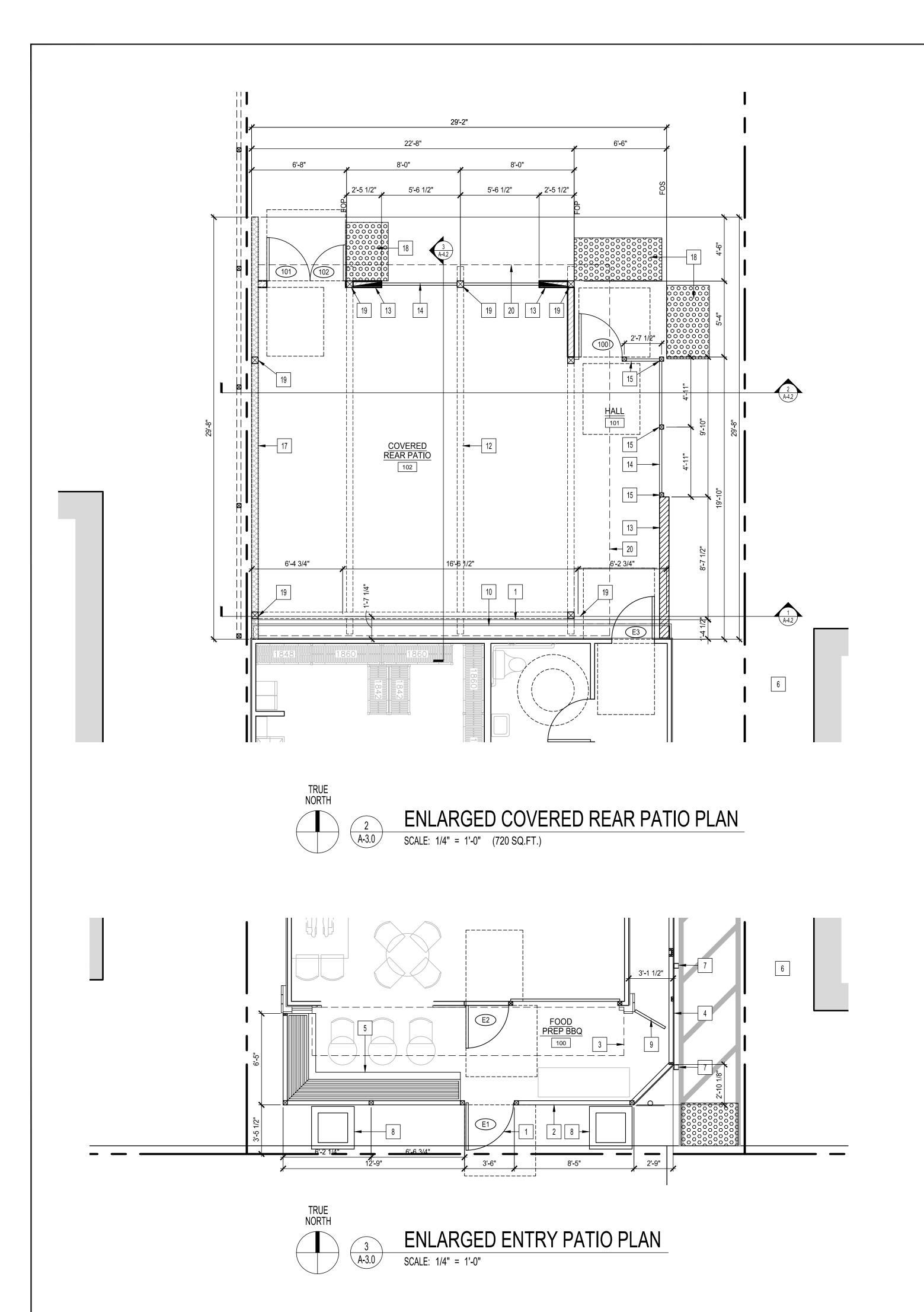
Westend Restaurant

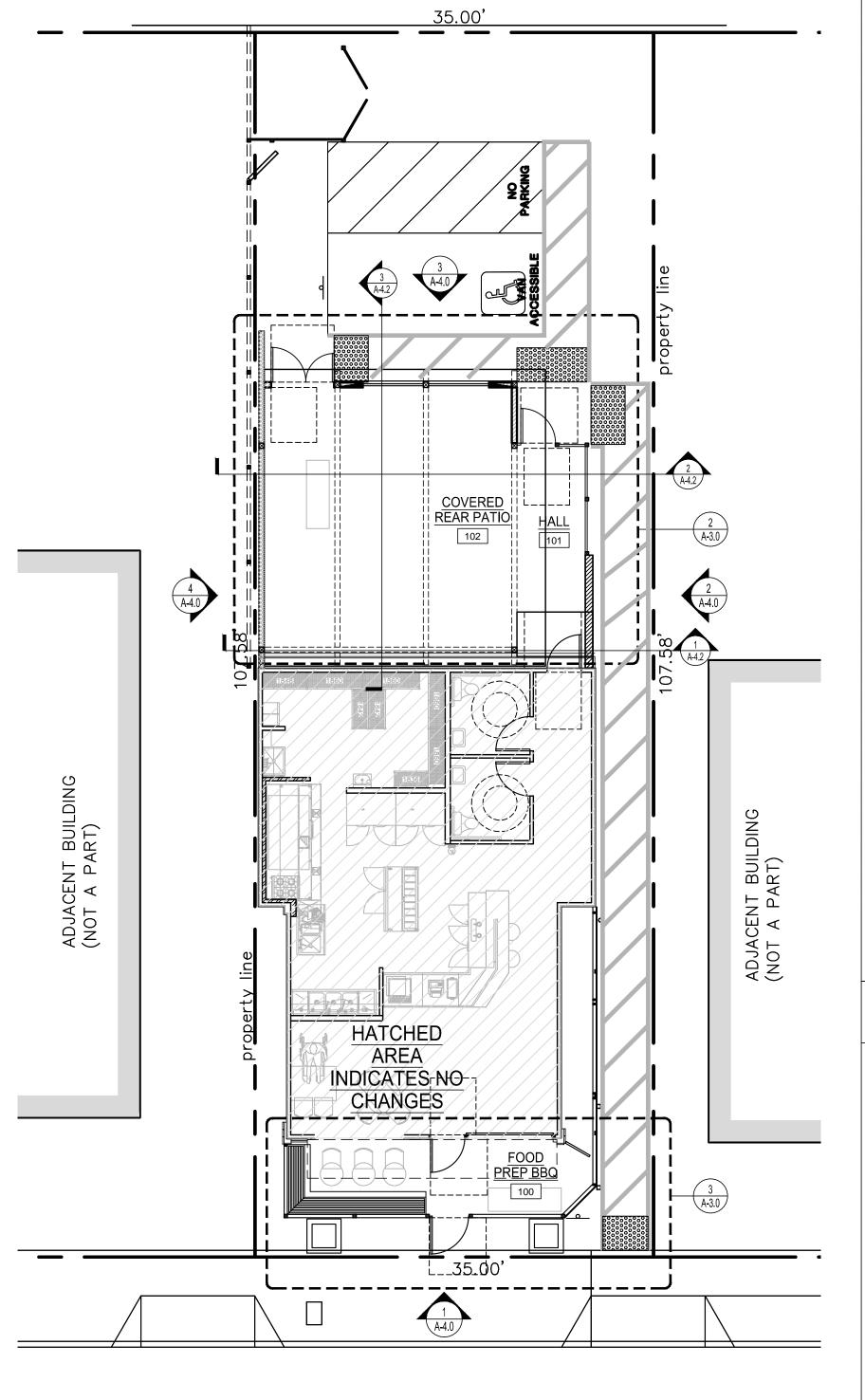
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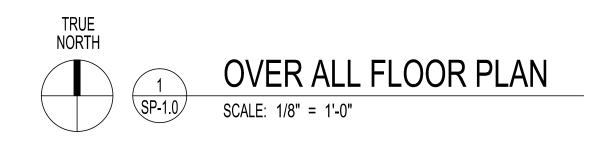
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19th Street



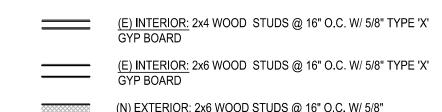
KEY NOTES

- 1 (E) WROUGHT IRON ENTRY GATE
- 2 (E) 42" HIGH WOOD FENCE W/ WROUGHT IRON ABOVE
- 3 (E) FABRIC AWNING
- 4 (E) 6' HIGH WOOD FENCE
- 5 (E) OUTDOOR WOOD BENCH SEATING
- 6 (E) DRIVE ISLE TO REAR
- 7 (E) BOLLARDS TO REMAIN
- 8 (E) 3' HIGH PLANTER
- 9 (E) PATIO STORAGE GATE TO REMAIN
- 10 (E) REAR FASCIA AND RAIN GUTTER
- 11 (N) BOLLARDS TYP.
- (N) WOOD FRAMED PATIO COVER WITH METAL ROOFING
- 13 (N) STUCCO WALL PER PLAN
- 14 (N) METAL MESH PANEL
- 15 (N) 4x4 POST PER PLAN
- 16 (N) REAR DOOR PER SCHEDULE
- 17 (N) CMU WALL PER PLAN
- 18 (N) TRUNCATED DOMES PER PLAN
- 19 (N) 6x6 POST PER PLAN
- 19 LINE OF NEW OVERHANG

GENERAL NOTES

- ALL DIMENSIONS ARE TO FACE OF FRAMING, OR CENTERLINE OF STRUCTURE UNLESS NOTED OTHERWISE.
- DASHED CIRCLE IN RESTROOMS INDICATES 5'-0" TURNING DIAMETER REQUIRED BY ADA.
- REFER TO FLOOR PLAN ON A-3.0 FOR ALL DIMENSIONS
- 4. STUD SIZES AS INDICATED PER FLOOR PLAN LEGEND.
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- NEW SIGN INDICATION NUMBER OF ROOM OCCUPANTS PERMITTED.THE SIGN SHALL BE DURABLE AND HAVE CONTRASTING COLOR FROM THE BACKGROUND. SIGN SHALL READ: "MAXIMUM OCCUPANT LOAD:____
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- ALL DIMENSIONS ARE TO BE HELD PER DRAWING UNLESS NOTED OTHERWISE. CONTACT ARCHITECT IF DISCREPANCY IS REQUIRED DUE TO AS-BUILT CONDITIONS.
- PROVIDE FULL HEIGHT BLOCKING IN WALL FOR ALL SHELVING. TYP.

WALL LEGEND



(N) EXTERIOR: 2x6 WOOD STUDS @ 16" O.C. W/ 5/8" SHEATHING, 2-LAYERS OF BUILDING PAPER, WIRE, SCRATCH & BROWN COATS, TOP COAT

(N) EXTERIOR: 2x6 WOOD STUDS @ 16" O.C. W/ 1x6 VERTICAL SIDING ON EXTERIOR AND T1-11 ON PATIO





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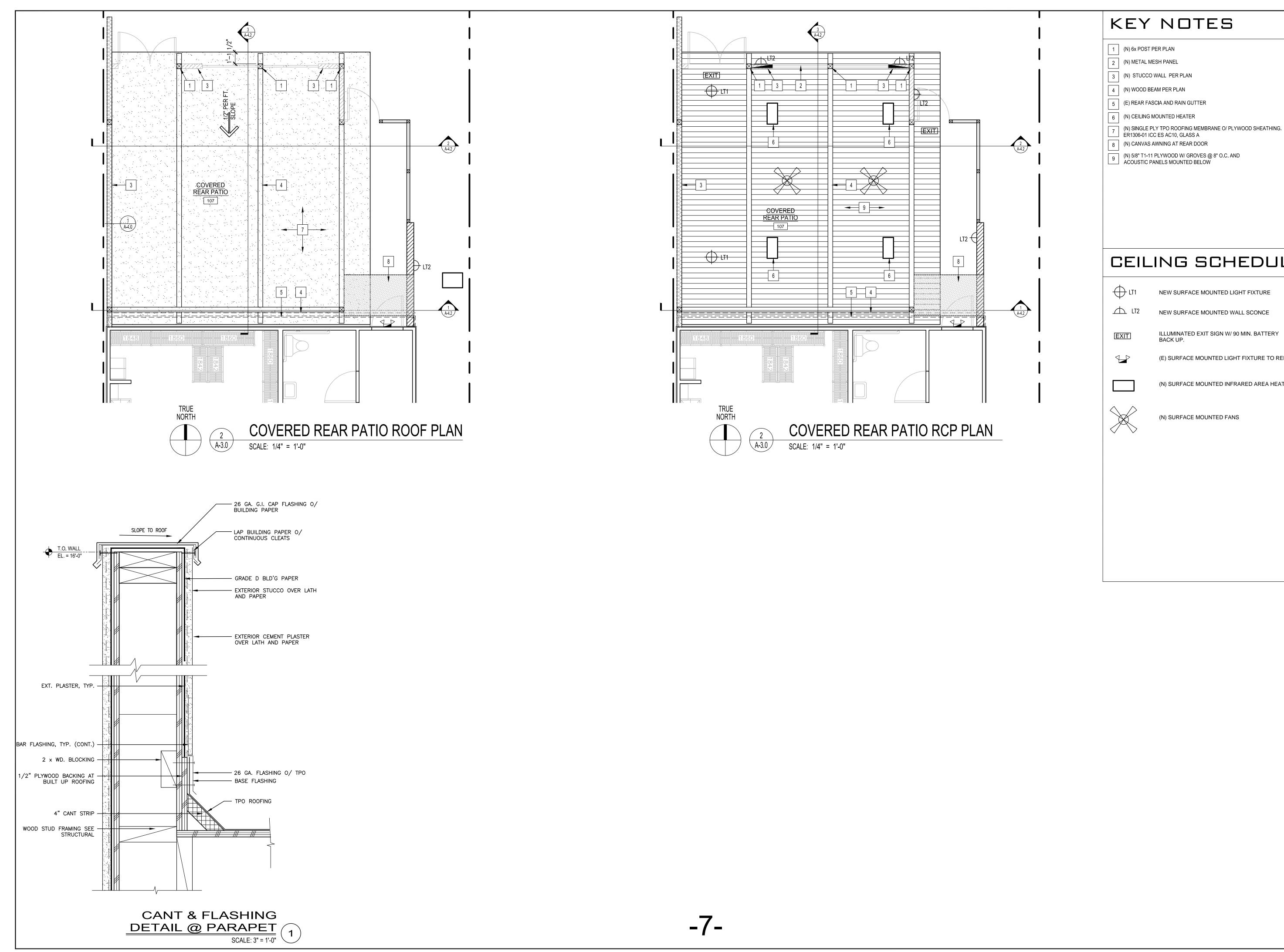
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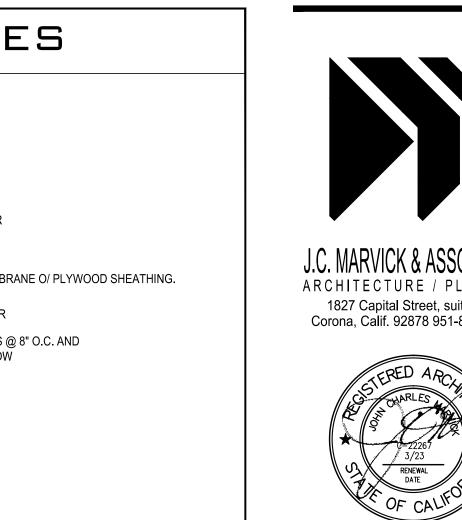
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22-13 WEST END RESTAURANT

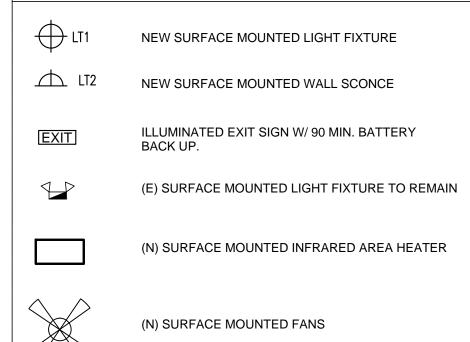
FLOOR PLAN

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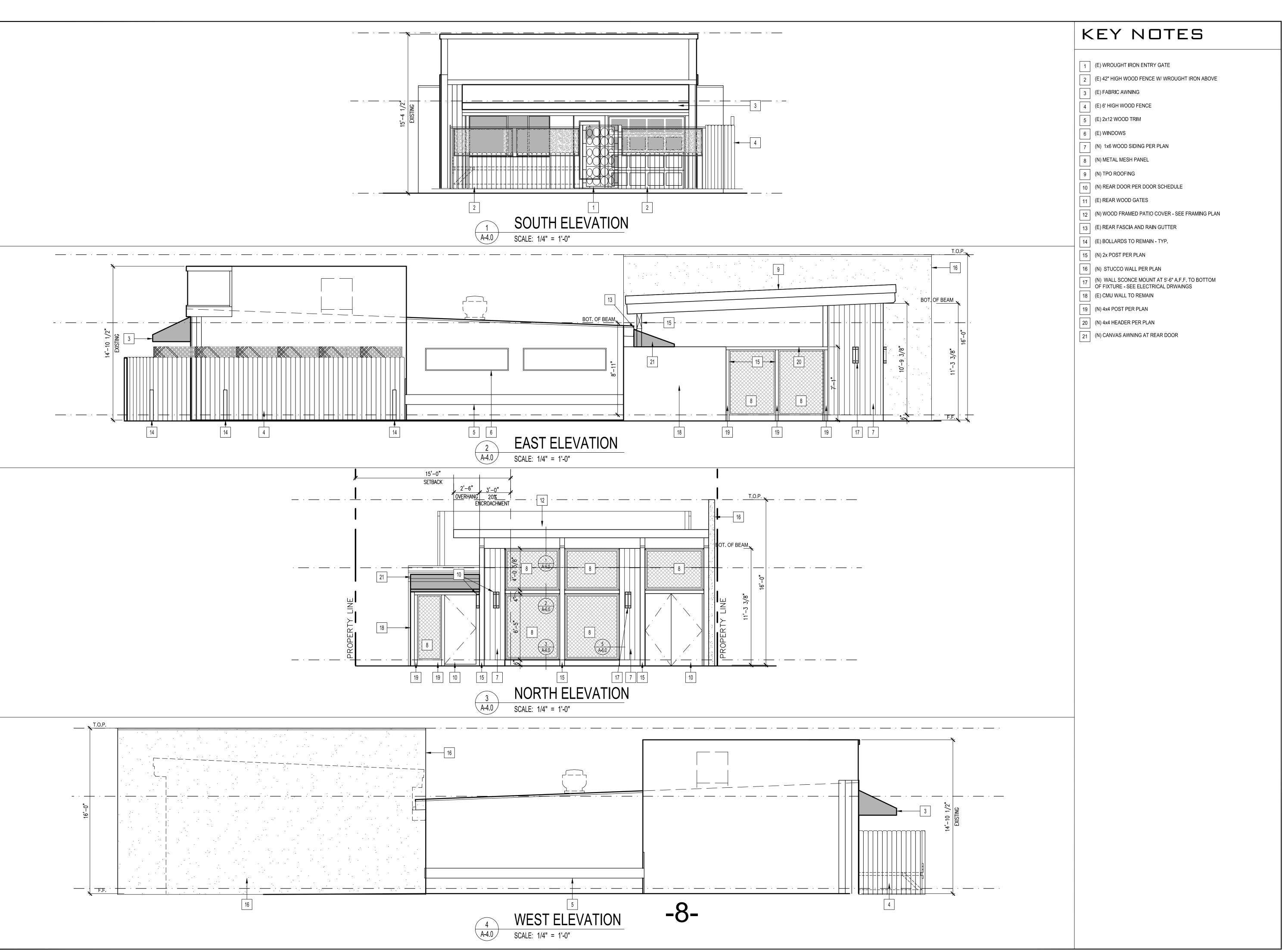




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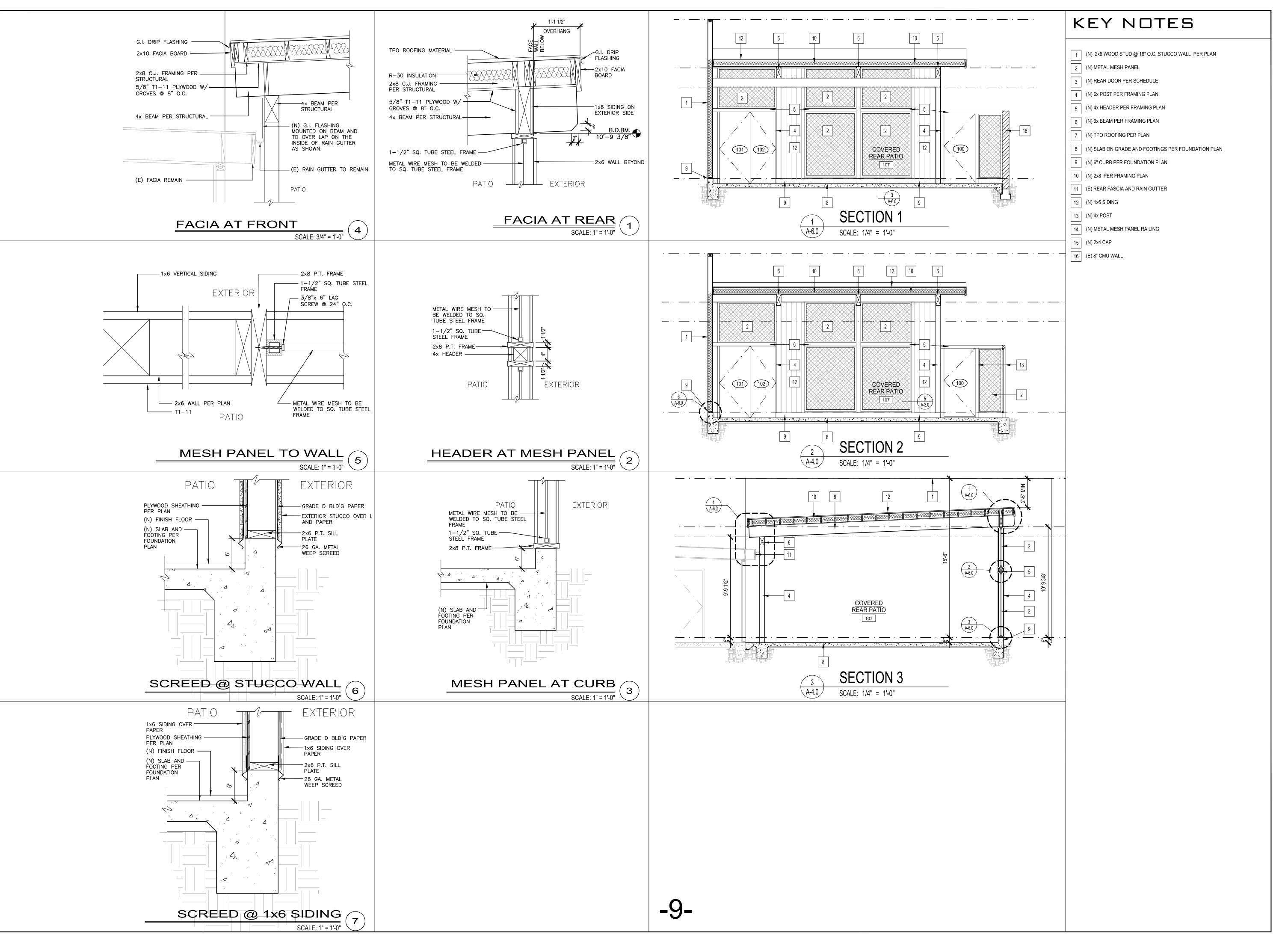
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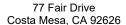
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SECTION	NS & DETAILS

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CITY OF COSTA MESA Agenda Report

File #: 25-132 Meeting Date: 1/21/2025

TITLE:

SECOND READING OF AN ORDINANCE AMENDING TITLE 3 (ANIMAL REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE BY AMENDING CHAPTER I (IN GENERAL) AND CHAPTER VI (SPECIAL ANIMAL PERMIT) TO PROVIDE FOR BEEKEEPING AND TO CLARIFY APPEAL PROCEDURES FOR SPECIAL ANIMAL PERMITS

DEPARTMENT: POLICE DEPARTMENT

PRESENTED BY: STEPHANIE A. SELINSKE, LIEUTENANT

CONTACT INFORMATION: STEPHANIE A. SELINSKE, LIEUTENANT; 714-754-5293

RECOMMENDATION:

- 1. Staff recommends the City Council give a second reading and adopt Ordinance No. 2025-XX amending Title 3 (Animal Regulations) of the Costa Mesa Municipal Code by amending Chapter I (In General) and Chapter VI (Special Animal Permit) to allow for the lawful keeping of bees and/or hives within the city and to clarify appeal procedures for special animal permits.
- Adopt a Resolution of the City Council of the City of Costa Mesa, California, establishing a beekeeping permit user fee to be added to the City's Consolidated Schedule of User and Regulatory Fees.

BACKGROUND:

The City of Costa Mesa Municipal Code (CMMC) 3-18, currently states it is unlawful for any person to have, keep or maintain any hive or swarm of bees within the city.

On November 19, 2024, a first reading of proposed amendments to CMMC 3-18 were presented to City Council. Council members provided feedback and discussed proposed amendments. City Council approved moving the ordinance forward by a vote of 7-0 with three council member amendments.

ANALYSIS:

This ordinance is being presented for second reading and final adoption.

The proposed ordinance allows for the keeping of domesticated bees with a permit issued through the Police Department's Animal Services Unit. Permits would only be issued for residential properties that allow for adequate spacing from neighboring residences so as not to interfere with the free use of neighboring properties. Distance limits have been established to define adequate spacing. Beehives must be secured from unauthorized access and not be visible from the public right of way. Applicants wishing to obtain a beekeeping permit would be required to complete an application form,

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which includes a property map indicating where the hive(s) would reside and pay the applicable permit fee. Upon receipt of the application, staff would send written notices to abutting properties to allow those residents an opportunity to provide feedback (support or concerns) and to identify if any neighbors have a severe allergy to bees that could endanger their health and safety. Staff would review the application and any resident letters to determine if approval or denial was appropriate. A permit would be issued if it is determined the beehive(s) and bees would be kept and maintained without menacing the safety of any person or property.

Upon approval of the permit, residents would be required to register their hives with the Agricultural Commissioner of Orange County as required by law and abide by the Costa Mesa Residential Beekeeping Best Practices guide. Control measures have been established in the ordinance to allow for the revocation of a permit if the bees or hive(s) become a public nuisance. This would include a complaint from a person residing on a neighboring property with proof of a medically certified allergy to the sting of bees. Additionally, permits are only valid for two years, allowing for reoccurring review and inspections by staff. During the creation of this new ordinance, updates were recommended to the appeal procedures. To ensure that the beekeeping permit and special animal permit appeal procedures are in congruence, staff recommend that the special animal permit code be amended as well.

Sixty days prior to a permit term expiring, applicants would apply to renew the permit by submitting a renewal request and fee. This renewal process allows animal control services to keep accurate and timely records on beehives in the community, confirm that residents comply with best practices and to update neighbors on beekeeping activities if new residents have moved nearby. If a permit is allowed to expire, a new application and fee will be required.

The following list highlights the changes made to this ordinance from the November 17, 2024, City Council meeting:

- 3-18.4 (b)(1) Wording added for permit fees set by resolution.
- 3-18.4 (c)(1)(c) Property and Hive requirements Beehives will be prohibited within 500' from the following parks/preserves in order to limit disruption of the local ecology:
 - Fairview Park
 - Talbert Park
 - Upper Newport Bay Nature Preserve (Back Bay)
 - Frank and Joan Randall Preserve
- 3-18.4 (c)(3) Two (2) production hives are permitted, with additional temporary expansion hives allowed as needed to manage swarming.
- 3-18.5 and 3-18.7 have been modified in non-substantive ways to delete redundant language and move revocation language from section 3-18.5 to 3-18.7.

The proposed resolution will establish the beekeeping permit as a new user fee to be added to the

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City's Consolidated Master fee schedule. This is a fee-related service since the cost of providing these services will directly benefit those obtaining the permit. A financial analysis of the cost of service was conducted and staff recommends the fee be established at \$75 for both an initial and renewal permit. This amount proposes a 17% cost recovery for both an initial and renewal beekeeping permit.

ENVIRONMENTAL ANALYSIS:

This ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is exempt from CEQA because there is no possibility that the ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3).) A Notice of Exemption should be filed as authorized by CEQA and the State CEQA Guidelines.

ALTERNATIVES:

The City Council could elect to increase cost recovery and increase the beekeeping permit fee or elect to not approve the beekeeping ordinance and the City would continue with not allowing beekeeping within City limits.

FISCAL REVIEW:

The resolution establishing the new user fee of \$75 is considered additional revenue and be part of General fund revenue. Potential beekeeping permits is estimated at 10 which would be \$750 additional revenue to the City.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report, the proposed Ordinance and Resolution and approved them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

Strengthen public safety and improve the quality of life

CONCLUSION:

- 1. Staff recommends the City Council give a second reading and adopt Ordinance No. 2025-XX amending Title 3 (Animal Regulations) of the Costa Mesa Municipal Code by amending Chapter I (In General) and Chapter VI (Special Animal Permit) to allow for the lawful keeping of bees and/or hives within city and to clarify appeal procedures for special animal permits.
- Adopt a Resolution of the City Council of the City of Costa Mesa, California, establishing a beekeeping permit user fee and added to the City's Consolidated Schedule of User and Regulatory Fees.

ORDINANCE NO. 24-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA AMENDING TITLE 3 (ANIMAL REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE BY AMENDING CHAPTER I (IN GENERAL) AND CHAPTER VI (SPECIAL ANIMAL PERMIT) TO PROVIDE FOR BEEKEEPING AND TO CLARIFY APPEAL PROCEDURES FOR SPECIAL ANIMAL PERMITS

WHEREAS, the keeping of domesticated bees allows for preservation of domesticated bees which are essential to agriculture, preservation of habitat, cultivation of native plants and amelioration of climate change; and

WHEREAS, the City's Animal Services Committee has carefully considered potential rules and regulations relating to beekeeping and permit requirements with the input of the Police Department and has recommended a draft ordinance to the City Council for adoption; and

WHEREAS, the appeal procedure for appeals relating to special animal permits was revised in 2023, but clarification of the notice and hearing requirements is needed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter I (IN GENERAL) of Title 3 (ANIMAL REGULATIONS), section 3-18 (BEEKEEPING) of the Costa Mesa Municipal Code is hereby amended by read as follows:

3-18 Residential Beekeeping

3-18.1 Definitions:

<u>Bee</u>: Any stage of the common domestic honey bee (apis mellifera species)

Beehive: Any structure housing a bee colony.

<u>Frame</u>: A hive component where bees build their honeycomb.

Hive box: An artificial/man-made structure to house honey bees.

- a) Langstroth hive A type of hive which was designed to be expandable or contractible with frames that can be removed for inspection.
- b) Top bar hive a trapezoidal box with slats of wood which the bees will make comb along. These slats can be pulled out with the comb for inspection.

<u>Requeen</u>: The act of replacing the queen bee in a hive with a younger queen, and mated queen, a common practice in beekeeping to prevent bee swarming, increase brood and honey production, resolve disease or pest issues, or reduce hive defensiveness.

<u>Swarm</u>: A group of bees in a transitional state leaving their original hive, clustering and then leaving again to establish a new hive in a new cavity.

3-18.2 Intent

The intent and purpose of this section is to authorize residential beekeeping subject to certain requirements intended to avoid problems that may otherwise be associated with the keeping of bees in populated areas.

3-18.3 Regulation and Permitting of Beekeeping

- (a) It is unlawful for any person to have, keep or maintain any hive or swarm of wasps, hornets, bees, or other swarming insects within the city.
- (b) Subsection (a) shall not apply to:
 - (1) the keeping of flying insects within an educational institution for study or observation, or within a physician's office or laboratory for medical research, treatment, or other scientific purposes, provided they are not permitted to fly at large, or
 - (2) the keeping of domesticated bees after obtaining a permit from the Chief of Police or their designee as hereinafter provided.

3-18.4 Beekeeping Permit Requirements

- (a) Permit Required.
 - (1) A Residential Beekeeping Permit is required for all domesticated hives.
 - (2) A person intending to keep, maintain and have in their possession and under their control a residential beehive shall first apply for and obtain a Residential Beekeeping Permit with the Police Department's Animal Services Unit.

(b) Application Requirements.

- (1) An application for a permit required pursuant to this chapter shall be made in writing to the police chief upon a form furnished by the city, and shall be accompanied by an application fee in the amount set by the city council resolution.
- (2) Upon receipt of the initial application, City staff will mail notifications to property owners and residents whose property directly abut the applicant's property.
 - a) Written notifications will provide residents, up to 30 days to respond for permit consideration purposes.
 - b) Special consideration will be given to abutting residents whose health, safety and welfare would be endangered due to a medical condition and/or allergy to the sting of bees.
- (3) Any existing beekeeper with hive(s) established before the adoption of this ordinance will have a period of 90 days from the effective date of the ordinance to obtain a permit and come in compliance with the requirements of this ordinance.

(c) Property and Hive Requirements.

- (1) Beehives may only be placed on residential properties that allow for adequate spacing, as defined in subsection (a) & (b), from neighboring residences so as not to interfere with the free use of neighboring property.
 - a) Beehives should be located at least 15 feet from any property line and 25 feet from neighboring residential buildings unless measured as described in subsection (b) below are met.
 - b) Beehives unable to meet the above distance requirements require a 6-foot solid barrier (fence, wall, or dense vegetation) be installed to direct bee flight paths upwards and away from neighboring properties.
 - c) Beehives are prohibited within 500' from the following parks/preserves in order to reduce impacts to native flora and protect native pollinator species:
 - Fairview Park
 - Talbert Park
 - Upper Newport Bay Nature Preserve (Back Bay)
 - Frank and Joan Randall Preserve
- (2) Beehive locations shall be secured from unauthorized access and not visible from the public right of way.
- (3) A maximum of two (2) production hives are permitted, with additional temporary expansion hives allowed as needed to manage swarming.
- (4) All bees shall be kept in hive boxes with frames that can be removed for inspection and equipment shall be kept in sound and usable condition.
- (5) A water source for bees shall be provided at all times on the property where bees are kept to discourage bee visitation at swimming pools, hose bibs and other water sources on adjacent properties.

(d) Registration, Training and Guidelines.

- (1) Beehives shall be validly registered with the Agricultural Commissioner of the County of Orange, in accordance with Section 20943 of the California Food and Agriculture Code.
- (2) All domesticated hives must be maintained in conformity with the Costa Mesa Residential Beekeeping Best Management Best Practices.

(e) Public Nuisance.

- (1) Bees or hives shall be considered a public nuisance subject to Title 20, Chapter 3 of this Code when any of the following occurs:
 - a) Hives are placed on property without first obtaining a Residential Beekeeping Permit.
 - b) Bees exhibit defensive behavior or interfere with the normal use of adjoining properties.
 - c) Bees or hives do not conform to the Costa Mesa Residential Beekeeping Management Best Practices or the requirements of this section.
 - d) Hives are abandoned by the owner; or

e) A complaint is received from a person residing on a neighboring property with proof of a medically certified allergy to the sting of bees.

3-18.5 Issuance of Beekeeping Permit and Renewal

- (a) The Chief of Police or their designee may issue a permit for beekeeping if they determine such beehive(s) and bees, may be kept or maintained without compromising the safety of any person or interfering with the free use of a neighboring property; additionally, the Chief of Police or their designee may impose such conditions in granting a permit as they may deem necessary to ensure public safety.
- (b) No Residential Beekeeping Permit shall be issued when it has been determined that keeping of bees and beehives would endanger a person or person(s) on abutting property at the time of the submission of a completed Residential Beekeeping Permit application.
- (c) Prior to issuance of a permit, the owner shall pay to the city a permit fee, in an amount to be set by resolution of the city council.
- (d) A Residential Beekeeping Permit shall expire two (2) years from the date of issuance of the permit.
- (e) The recipient of a Residential Beekeeping Permit shall submit a renewal application and associated fee at least 60 days prior to the expiration of the prior permit.
- (f) Expired permits may not be renewed and will require a new application in accordance with Section 3-18.4(b).

3.18.6 Notice of Action on Permits

The applicant shall be notified in writing of the action of the Chief of Police or their designee in either granting or denying the permit, and if the application has been denied, the notice shall advise the applicant of the reason for denial and their right to appeal as outlined in this ordinance. Service of the notice may be made by personal service or by registered mail. If service is made by mail, it shall be deemed complete upon deposit in the United States Mail directed to the applicant at their latest address shown on the application.

3.18.7 Revocation of Permit

The Chief of Police or their designee may for good cause, revoke any permit or modify any terms or provisions thereof, after an informal hearing, and may, in the event it is reasonably necessary to protect against an immediate threat to the public health or safety, suspend any permit or portion thereof without a hearing for a period not to exceed 30 days. The permittee shall be given at least three days' prior written notice of any such hearing. Good cause shall include, but not be limited to:

- (a) The permit holder is found to be in violation of this Chapter or the Costa Mesa Residential Beekeeping Best Management Practices.
- (b) It is determined that an abutting resident's health, safety and welfare would be endangered due to a medical condition and/or allergy to the sting of bees.
- (c) Bees or hives have become a public nuisance as provided in section 3-18.4(e) above.

3.18.8 Appeals From Action of Police Chief

- (a) If any person is aggrieved by any action of the Chief of Police or their designee taken pursuant to this chapter, such person may appeal to the city manager by filing with the city clerk a statement addressed to the city manager setting forth the facts and circumstances regarding the action or failure to act on the part of the Chief of Police or their designee. The city clerk shall notify the applicant in writing by registered mail of the time and place set for hearing the appeal. The city manager or their designee shall hold a hearing and determine the merits of the appeal, and may sustain, overrule or modify the action of the Chief of Police or their designee. The decision of the city manager or their designee shall be final.
- (b) The right to appeal to the city manager from any action or decision of the Chief of Police under this chapter shall terminate upon the expiration of 15 days following the giving of notice to the applicant advising him of the action of the Chief of Police or their designee.

SECTION 2. Chapter VI (SPECIAL ANIMAL PERMIT) of Title 3 (ANIMAL REGULATIONS), sections 3-148, 3-149 and 3-151 of the Costa Mesa Municipal Code are hereby amended to read as follows:

3-148. Notice of Action on Permit.

The applicant shall be notified in writing of the action of the Chief of Police or their designee in either granting or denying the permit, and if the application has been denied, the notice shall advise the applicant of their right to appeal to the city manager. Service of the notice may be made by personal service or by registered mail. If service is made by mail, it shall be deemed complete upon deposit in the United States Mail directed to the applicant at his latest address shown on the application.

3-149 Revocation, Suspension of Permit.

The Chief of Police or their designee may, for good cause, revoke any permit or modify any terms or provisions thereof, after informal hearing, and may, in the event it is reasonably necessary to protect against an immediate threat to the public health or safety, suspend any permit or portion thereof without hearing for a period not to exceed 30 days. The permittee shall be given at least three days' prior written notice of any such hearing.

3-151 Appeals From Action of Police Chief

(a) If any person is aggrieved by any action of the Chief of Police or their designee taken pursuant to this chapter, such person may appeal to the city manager by filing with the city clerk a statement addressed to the city manager setting forth the facts and circumstances regarding the action or failure to act on the part of the police chief. The city clerk shall notify the applicant in writing by registered mail of the time and place set for hearing the appeal. The city manager or their designee shall hold a hearing and determine the merits of the appeal, and may sustain, overrule or modify the action of the Chief of Police or their designee. The decision of the city manager or their designee

shall be final.

(b) The right to appeal to the city manager from any action or decision of the Chief of Police under this chapter shall terminate upon the expiration of 15 days following the giving of notice to the applicant advising him of the action of the Chief of Police or their designee.

SECTION 3. CEQA. This ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is exempt from CEQA because there is no possibility that the ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3).) The City Clerk may cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.

SECTION 4. SEVERABILITY. The City Council declares that should any provision, section; paragraph, sentence or word of this ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, and words of this ordinance shall remain in full force and effect.

SECTION 5. This ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 6. The City Clerk of the City of Costa Mesa shall certify the passage of the ordinance and shall cause the same to be posted in the manner required by law.

PASSED AN following call	D ADOPTED this day of ed vote:	2025, by the
AYES: NOES:	COUNCILMEMBERS: COUNCILMEMBERS:	
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	
		Mayor
		Mayor
ATTEST:		
City Clerk		

l,	, City Clerk of the City of C	Costa Mesa, California, do he	reby certify
that the foregoing o Council held on the City of Costa Mesa,	ordinance was regularly intr 19th day of November, 202	roduced at a regular meeting 4, and adopted by the City Co eting thereof held on the	of the City ouncil of the
2020, by the leneum	ig vote of the only counter.		
		City Clerk	

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING THE AMOUNT OF THE APPLICATION AND RENEWAL FEE FOR BEEKEEPING PERMIT PURSUANT TO SECTION 3-18.4 (b) (APPLICATION FEE FOR BEEKEEPING PERMIT) OF TITLE 3 (ANIMAL REGULATIONS) OF THE COSTA MESA MUNICIPAL CODE OF CHAPTER 1 (IN GENERAL) AND ADDING THE BEEKEEPING APPLICATION/RENEWAL FEE TO THE CITY'S CONSOLIDATED SCHEDULE OF USER AND REGULATORY FEES.

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY FINDS, DETERMINES AND DECLARES AS FOLLOWS:

WHEREAS, on November 19, 2024, the City Council of the City of Costa Mesa introduced for first reading Ordinance No. 2025-01, which among other things, will amend Article 3 of Chapter 1 and Chapter VI of the Costa Mesa Municipal Code establishing rules and regulations relating to beekeeping and permit requirements consistent with the City's health, safety and welfare requirements; and

WHEREAS, subsection (b) of Section 3-18.4 of Article 3 of Chapter 1 of Title 3, once adopted, provides that each application and renewal for a beekeeping permit shall be accompanied by an application/renewal fee as established by resolution of the City Council; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and implement rates, fees, and/or charges which do not exceed the estimated reasonable cost of providing such services; and

WHEREAS City staff conducted a fee study to determine optimal pricing for the City to recover operating expenses for the processing of permits for keeping of domesticated bees; and

WHEREAS based upon the fee study, a fee of \$150 would be permissible, but the City Council has determined to set the permit fee at \$75 for the initial permit, which will last two years, and \$75 for permit renewal fee; and

WHEREAS the City Council conducted a duly noticed public hearing at its regular meeting on January 21, 2025, to consider the proposed fees for keeping of domesticated bees; and

WHEREAS, the City Council desires to establish the amount of the application and renewal fee for a beekeeping permit as forth herein; and

WHEREAS, the proposed application and renewal fee will allow the City to recover a portion of the reasonable costs incurred by the City in processing a beekeeping permit application and renewal application without unduly burdening beekeeping in the community; and

WHEREAS all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

<u>Section 1</u>. That the recitals contained in this Resolution are true and correct and incorporated herein.

<u>Section 2.</u> The City Council hereby finds and determines, based upon the data, information, analysis, and oral and written documentation presented to the City Council concerning the proposed application/renewal fee for the beekeeping permit applications, that the proposed application/renewal fee does not exceed the reasonable costs of processing said applications.

<u>Section 3.</u> Both the application and renewal fee for a beekeeping permit shall be Seventy-Five Dollars (\$75.00) per application and per each subsequent renewal application.

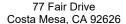
<u>Section 4.</u> The Beekeeping application and renewal fee shall be added to the City's Consolidated Schedule of User and Regulatory Fees.

<u>Section 3</u>. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED AND ADOPTED this 21st day of January, 2025.

John S	Stephens	, Mayor	

ATTEST:		APPROVED AS TO FORM:
Brenda Gre	en, City Clerk	Kimberly Hall Barlow, City Attorney
COUNTY O	CALIFORNIA) F ORANGE) ss OSTA MESA)	
that the aboreassed and	ove and foregoing is the adopted by the City Cour	of the City of Costa Mesa, DO HEREBY CERTIFY original of Resolution No. 2025-xx and was duly noil of the City of Costa Mesa at a regular meeting b, by the following roll call vote, to wit:
AYES:	COUNCIL MEMBERS:	
NOES:	COUNCIL MEMBERS:	
ABSENT:	COUNCIL MEMBERS:	
	TITNESS WHEREOF, I ha	ve hereby set my hand and affixed the seal of the anuary, 2025.
Brenda Gre	en. City Clerk	





CITY OF COSTA MESA Agenda Report

File #: 25-130 Meeting Date: 1/21/2025

TITLE:

SAFE ROUTES TO SCHOOL ACTION PLAN

DEPARTMENT: PUBLIC WORKS DEPARTMENT/ TRANSPORTATION SERVICES

DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR AND

BRETT ATENCIO THOMAS, ACTIVE TRANSPORTATION

COORDINATOR

CONTACT INFORMATION: BRETT ATENCIO THOMAS, ACTIVE TRANSPORTATION

COORDINATOR, (714) 754-5275

RECOMMENDATION:

Staff recommends the City Council:

- 1. Award a Professional Services Agreement (PSA) to Kimley-Horn and Associates, Inc. in the annual amount of \$541,774 for professional engineering services for the development of Safe Routes to School Action Plan, with an initial term period of two years, effective January 21, 2025 January 20, 2027, with the option of two one-year renewal periods.
- 2. Authorize a ten percent (10%) contingency in the amount of \$54,177 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

BACKGROUND:

The City of Costa Mesa has 19 Newport Mesa Unified School District campuses. Many students walk, ride bicycles, or take public transit to school. The City is committed to make it safer for students to walk and bike to school and encourage more walking and biking by students. The City's 2018 Active Transportation Plan and 2024 Pedestrian Master Plan call for an increase in the percentage of students who use non-automobile transportation to access the City's public schools.

In January 2023, the City was awarded a U.S Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) grant for the development of a Safe Routes to School Action Plan. The project scope of services is intended to develop a comprehensive Safe Routes to School Action plan and will include project management; assessment of existing conditions; stakeholder engagement, including the development and execution of a web-based tool and outreach workshop(s) in both Spanish and English; and production of a final Safe Routes to School Action Plan that contains

File #: 25-130 Meeting Date: 1/21/2025

individual school profiles and 30% conceptual design plans for projects to increase safety around each of the City's 19 public school campuses.

ANALYSIS:

On June 18, 2024, the City issued a Request for Proposals (RFP) for professional engineering services for the Safe Routes to School Action Plan. Eight (8) proposals were received to provide professional engineering services and were reviewed for compliance with the City's procurement policy. Consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated evaluation criteria. The review panel included staff from Newport Mesa Unified School District, the Development Services Department, and the Public Works Department.

After a thorough evaluation of the proposals and interviews with top-ranked firms, staff finds Kimley-Horn and Associates, Inc. to be well qualified to perform the requested engineering services for the Project. The proposal submitted by Kimley-Horn and Associates, Inc. represents a thorough understanding of the project, complies with City requirements, and documents the firm's technical ability and experience with similar projects. The design fees proposed by Kimley-Horn were determined to be competitive and commensurate with the requested services.

ALTERNATIVES:

The City Council could choose to not approve the PSA and conduct the project using in-house resources. However, the technical expertise and volume of the work associated with the project far exceed staff's available resources and time. This would result in delays in the completion of the project within the federal grant timelines required to complete the project. Therefore, staff does not recommend this alternative.

FISCAL REVIEW:

The Safe Routes to School Action Plan is federally funded through USDOT SS4A grant funds and local City match funds. The approved FY 24-25 budget includes the Safe Routes to School Plan project in the amount of \$788,090 consisting of \$630,472 in USDOT Federal Grant Fund (Fund 230) and \$157,618 in required local City match in the Capital Improvement Fund (Fund 401).

LEGAL REVIEW:

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

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goals:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, equipment, and technology.

File #: 25-130 Meeting Date: 1/21/2025

CONCLUSION:

Staff recommends the City Council:

1. Award a Professional Services Agreement (PSA) to Kimley-Horn and Associates, Inc. in the annual amount of \$541,774 for professional engineering services for the development of Safe Routes to School Action Plan, with an initial term period of two-years, effective January 21, 2025 - January 20, 2027, with the option of two one-year renewal periods.

- 2. Authorize a ten percent (10%) contingency in the amount of \$54,177 for any unforeseen costs that may be required by the project.
- 3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

CITY OF COSTA MESA PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC.

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 21st day of January, 2025 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and KIMLEY-HORN AND ASSOCIATES, INC. a North Carolina corporation ("Consultant").

RECITALS

- A. City proposes to utilize the services of Consultant as an independent contractor to prepare a Safe Routes to School (SRTS) Action Plan, as more fully described herein; and
- B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and
- C. City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. No official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.
- NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

- 1.1. <u>Scope of Services</u>. Consultant shall provide the professional services described in City's Request for Proposals, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.
- 1.2. <u>Professional Practices</u>. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.
- 1.3. <u>Performance to Satisfaction of City</u>. Consultant agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:
 - (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.
- 1.4. <u>Warranty</u>. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.
- 1.5. <u>Non-Discrimination</u>. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.
- 1.6. <u>Non-Exclusive Agreement</u>. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.
- 1.7. <u>Delegation and Assignment</u>. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.
- 1.8. <u>Confidentiality</u>. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. <u>Compensation</u>. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement. Consultant's total compensation shall not exceed Five Hundred Forty-One Thousand Seven Hundred Seventy-Four Dollars and Twenty-Six Cents (\$541,774.26).

- 2.2. <u>Additional Services</u>. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.
- 2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.
- 2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

- 3.1. <u>Commencement and Completion of Work.</u> Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth on page 4 in Exhibit "B," attached hereto and incorporated herein. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.
- Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, pandemics (excluding COVID-19), material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party (each, a "Force Majeure Event"). If a party experiences a Force Majeure Event, the party shall, within five (5) days of the occurrence of the Force Majeure Event, give written notice to the other party stating the nature of the Force Majeure Event, its anticipated duration and any action being taken to avoid or minimize its effect. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required and the party experiencing the Force Majeure Event shall use best efforts without being obligated to incur any material expenditure to remedy its inability to perform; provided, however, if the suspension of performance continues for sixty (60) days after the date of the occurrence and such failure to perform would constitute a material breach of this Agreement in the absence of such Force Majeure Event, the parties shall meet and discuss in good faith any amendments to this Agreement to permit the other party to exercise its rights under this Agreement. If the parties are not able to agree on such amendments within thirty (30) days and if suspension of performance continues, such other party may terminate this Agreement immediately by written notice to the party experiencing the Force Majeure Event, in which case neither party shall have any liability to the other except for those rights and liabilities that accrued prior to the date of termination.

4.0. TERM AND TERMINATION

- 4.1. <u>Term.</u> This Agreement shall commence on the Effective Date and continue for a period of twenty-four (24) months, ending on January 20, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by two (2) additional one (1) year periods upon mutual written agreement of both parties.
- 4.2. <u>Notice of Termination</u>. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.
- 4.3. <u>Compensation</u>. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.
- 4.4. <u>Documents</u>. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

- 5.1. <u>Minimum Scope and Limits of Insurance</u>. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent A.M. Best's Rating Guide, and approved by City:
 - (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) general aggregate.
 - (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.

- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
- 5.2. <u>Endorsements</u>. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:
 - (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
 - (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
 - (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
 - (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
 - (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5.3. <u>Deductible or Self-Insured Retention</u>. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

- 5.4. <u>Certificates of Insurance</u>. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.
- 5.5. <u>Non-Limiting</u>. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

- 6.1. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.
- 6.2. <u>Representatives</u>. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

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

6.3. <u>Project Managers</u>. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

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

6.4. <u>Notices</u>. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

IF TO CITY:

Kimley-Horn & Associates, Inc. 1100 W. Town & Country Rd, #700 Orange, CA 92868 Tel: (213) 261-4039 Attn: Darryl DePencier

77 Fair Drive Costa Mesa, CA 92626 Tel: (714) 754-5275

City of Costa Mesa

Attn: Brett Atencio Thomas

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Kimley-Horn and Associates, Inc.

Courtesy copy to:

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

- 6.5. <u>Drug-Free Workplace Policy</u>. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.
- 6.6. <u>Attorneys' Fees</u>. If litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.
- 6.7. <u>Governing Law</u>. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.
- 6.8. <u>Assignment</u>. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.
- 6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees to the extent arising out of the negligent performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

- 6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.
- 6.11 Conflicts with Independent Contractor. Contractor/consultant's duties and services under this Agreement shall not include preparing or assisting the public entity with any portion of the public entity's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering into this Agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this Agreement.
- 6.12. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

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

6.13. <u>Cooperation</u>. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render

any reasonable assistance and cooperation which City might require.

- 6.14. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.
- 6.15. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.
- 6.16. <u>Conflict of Interest</u>. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- 6.17. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.
- 6.18. <u>Prohibited Employment</u>. Consultant will not employ any regular employee of City while this Agreement is in effect.

- 6.19. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.
- 6.20. <u>Costs</u>. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.
- 6.21. <u>Binding Effect</u>. This Agreement binds and benefits the parties and their respective permitted successors and assigns.
- 6.22. <u>No Third Party Beneficiary Rights</u>. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.
- 6.23. <u>Headings</u>. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.
- 6.24. <u>Construction</u>. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- 6.25. <u>Amendments</u>. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.
- 6.26. <u>Waiver</u>. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.
- 6.27. <u>Severability</u>. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding,

then both parties agree to substitute such provision(s) through good faith negotiations.

- 6.28. <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.
- 6.29. <u>Corporate Authority</u>. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

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

CONSULTANT

	Date:	
Signature	·	
Darryl DePencier, AICP, GISP, RSP Project Manager		
CITY OF COSTA MESA		
	Date:	
Lori Ann Farrell Harrison City Manager		
ATTEST:		
Brenda Green City Clerk	-	
APPROVED AS TO FORM:		
Kinghagh, Hall Daglay,	Date:	
Kimberly Hall Barlow City Attorney		
APPROVED AS TO INSURANCE:		
	Date:	
Ruth Wang Risk Management		

APPROVED AS TO CONTENT:		
Brett Atencio Thomas Project Manager	Date:	
DEPARTMENTAL APPROVAL:		
Raja Sethuraman Public Works Director	Date:	
APPROVED AS TO PURCHASING:		
Carol Molina Finance Director	Date:	

EXHIBIT A

REQUEST FOR PROPOSALS



REQUEST FOR PROPOSALS

FOR

DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN RFP NO. 24-14



PUBLIC WORKS DEPARTMENT CITY OF COSTA MESA

Released on June 18, 2024

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REQUEST FOR PROPOSALS FOR DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN

The City of Costa Mesa (hereinafter referred to as the "City") is requesting Proposals from qualified consultants to develop a Safe Routes to School Action Plan for 19 schools within the City of Costa Mesa including e-bike safety and training on bicycle safety, riding, and maintenance for the Public Works Department. The awarded Contractor, (hereinafter referred to as "Contractor") shall be in accordance with the Sample Professional Service Agreement, Appendix B. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below, including the Sample Professional Service Agreement and any solicitation appendix/exhibits. The schedule for program development and implementation is anticipated to be 18 months; however, the term is expected to be for 2 years with 2, one-year renewal options. The City reserves the right to award one or more contracts for this service.

I. GENERAL INFORMATION

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with an annual operating budget of over \$188 million and a total budget of \$234 million for fiscal year 2023-2024.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 115,000 and has a land area of 16.8 square miles. It is located in the northern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a "full service city" providing a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza secures its place as the highest volume regional shopping center in the nation.

The successful Proposer, shall have experience in similar types of services. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost and responsiveness to the needs and concerns of the City of Costa Mesa.

1. Important Notice: The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. Proposers are not to contact other City personnel with any questions or clarifications concerning this Request for Proposal

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(RFP). Any City response relevant to this RFP other than through or approved by City's Purchasing Department is unauthorized and will be considered invalid.

If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued and the information will be posted on PlanetBids. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the City's Purchasing Department. It is the responsibility of each Proposer to periodically check PlanetBids website to ensure that it has received and reviewed any and all addenda to this solicitation. The City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

2. Schedule of Events: This Request For Proposals shall be governed by the following schedule:

Release of RFP
Deadline for Written Questions
Responses to Questions Posted
Proposals are Due
Interviews (if needed)
Approval of Contract

June 18, 2024 July 8, 2024 at 11:00 a.m. July 12, 2024 July 31, 2024 at 2:00 p.m. Week of August 26 TBD

- 3. Proposer's Minimum Requirements: Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A, Scope of Services, of this RFP are invited to submit a proposal, provided they meet the following requirements. All requirements must be met at the time of the proposal due date. If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the City.
 - a) The Proposer shall have five (5) years of current experience in developing a Safe Routes to School Action Plan with at least one city of which is similar in size and complexity as that of the City of Costa Mesa. Experience must be reflective of references provided in the proposal.
 - b) The Contractor shall maintain a local office in Southern California with a competent representative who can be reached during normal working hours or emergencies who is authorized to make decisions on matters pertaining to this contract with the City. Office facilities that support daily operations must be within ninety (90) miles of the City.
 - c) All Proposers must identify the project manager, and the individual authorized to negotiate the contract on behalf of the consulting firm; and provide an organization chart showing all proposed key project team members and a staffing plan identifying responsibilities of personnel on this project and experience on other recent similar projects.

The Contractor shall have at least one key member of the proposed project team that is a licensed professional engineer (PE) and at least one key member specializing in Active Transportation.

^{**}All dates are subject to change at the discretion of the City.

II. GENERAL INSTRUCTIONS AND PROVISIONS

- 1. Proposal Format Guidelines: Interested entities or contractors are to provide the City of Costa Mesa with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 30 pages in length, not including cover letter, resumes of key people, and cost proposal. Each Proposal will adhere to the following order and content of sections. Refer to Scope of Services, Appendix A of this RFP. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the proposal. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Proposer's response:
 - <u>Cover Letter:</u> A cover letter, not to exceed two pages in length, should summarize key elements of the Proposal. An individual authorized to bind the Contractor must sign the letter. Indicate the address and telephone number of the contractor's office located nearest to Costa Mesa, California, and the office from which the project will be managed. And include proposed working relationship among the offering agency and subcontractors, if applicable.
 - Project Understanding, Approach & Methodology: Provide a brief review of the project and any suggestions you might have to expedite the project or special concerns of which the City should be advised. Provide a detailed description of the approach and methodology that will be used to fulfill each requirement listed in the Scope of Services of this RFP. The section should include:
 - Descibes familiarity of project and demonstrates understanding of work and project objectives moving forward.
 - 2. Identifies the project's potential issues and response to them.
 - Qualifications, Organization & Key Staff Experience: Describe the relative experience, specific qualifications, and technical expertise of the consultant and sub-consultants within the past eight years that are similar in size and scope to demonstrate competence to perform these services. Describe who will manage and work on this project. Identify the Project Manager who will be the key contact with the City. Provide an organization chart showing all proposed project team members (including sub-consultants) and a staffing plan identifying responsibilities of personnel on this project and experience on other recent similar projects. Information should include:
 - 1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide bicycle safety education services.
 - 2. Proposes adequate and appropriate disciplines of project team.
 - 3. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.

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- 4. Overall organization of the team is relevant to City of Costa Mesa needs.
- 5. Team is managed by an individual with appropriate experience in similar project. This person's time is appropriately committed to this project.
- 6. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- 7. Proposer has a system or process for managing cost and budget.
- 8. At least one key member of the proposed project team to be licensed as a Professional Engineer (PE) and specializing in Active Transportation.
- <u>Scope of Services to be Provided:</u> Describe the work tasks you plan to carry out to accomplish this project, and how those will be accomplished. Indicate all key deliverables and products.
 - 1. Proposed scope of services is appropriate for all phases of the work.
 - 2. Scope address all known project needs and appears achievable in the timeframes set forth in the project schedule.
 - 3. Deliverables are appropriate to schedule and addresses all items in the scope set forth in the above requirements.
- Experience and Record of Success on Similar Projects: Provide a listing of similar projects that your firm has completed within the last eight years.
 - Proposer has completed similar types of projects and worked consecutively through the project stages from outreach and school profile development to conceptual implementation plans.
- <u>Cost Proposal:</u> Provide a fee schedule/pricing information for the project as referenced in **Appendix B, Fee Schedule**. Proposals shall be valid for a minimum of 180 days following submission. All Proposers are required to use **Appendix B, Fee Schedule**.
- <u>Financial Capacity:</u> The City is concerned about proposers' financial capability to perform, and therefore, may request sufficient data to allow an evaluation of firm's financial capabilities.
- <u>Disclosure</u>: Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. Any past or current business relationship may not disqualify the firm from consideration.
- <u>Professional Services Agreement:</u> The firm selected by the City will be required to execute a Professional Services Agreement with the City. A sample of the Agreement is enclosed as **Appendix C**, but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be

submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.

- Checklist of Forms to Accompany Proposal: As a convenience to Proposers, following is a list of the forms, Appendix D included in this RFP, which should be included with Proposals:
 - 1. Vendor Application Form
 - 2. Company Profile & References
 - 3. Ex Parte Communications Certificate
 - 4. Disclosure of Government Positions
 - 5. Disqualifications Questionnaire
 - 6. Bidder/Applicant/Contractor Campaign Contribution

2. Process for Submitting Proposals:

- **Content of Proposal:** The Proposal must be submitted using the format as indicated in the Proposal format guidelines.
- <u>Preparation of Proposal:</u> Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- <u>Cost for Preparing Proposal</u>: The cost for developing the Proposal is the sole responsibility of the Proposer. All Proposals submitted become the property of the City.
- Forms to Accompany Proposal: Appendix D forms shall be attached at the end of the Proposal with the exception of the Fee Schedule which shall be submitted in a separate file.
- <u>Number of Proposals:</u> Submit one (1) PDF file format copy of your proposal in sufficient detail for thorough evaluation and comparative analysis.
- <u>Submission of Proposals:</u> Complete written Proposals must be submitted electronically in PDF file format via the planetbids.com website no later than 2:00 p.m. (P.S.T) on July 31, 2024. Proposals will not be accepted after this deadline. Proposals received after the scheduled closing time will not be accepted. It shall be the sole responsibility of the Proposer to see that the proposal is received in proper time. NO EXCEPTIONS.
- <u>Inquiries:</u> Questions about this RFP must be posted in the Q & A tab on Planetbids no later than **June 25, 2024 at 11:00 a.m.** The City reserves the right not to answer all questions.

The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be posted to PlanetBids. Proposers should check this web page daily for new information.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above

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regarding this RFP. The City reserves the right to reject any Proposal for violation of this provision. No questions other than posted on Planetbids will be accepted, and no response other than written will be binding upon the City.

- Conditions for Proposal Acceptance: This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the Proposal, it should be clearly identified.
- Insurance & W-9 Requirements: Upon recommendation of contract award, Contractor will be required to submit the following documents within ten (10) days of City notification, unless otherwise specified in the solicitation:
 - Insurance City requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract.
 - W-9 Current signed form W-9 (Taxpayer Identification Umber & Certification) which includes Contractor's legal business name(s).
- **3. Evaluation Criteria:** The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the responsive responsible proposer shall be determined based on evaluation of qualitative factors in addition to cost. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.
 - 1. Project Approach & Methodology ------ 20%
 - 2. Qualifications, Organization & Key Staff Experience----- 20%
 - 3. Scope of Services to be Provided --- 30%
 - 4. Experience and Record of Success on Similar Projects ---- 20%
 - 5. Cost Proposal ---- 10%
- **4. Evaluation of Proposals and Selection Process:** In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating Proposals. An Evaluation Committee, which may include members of the City's staff and possibly one or more outside

experts, will screen and review all Proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

- **A.** Responsiveness Screening: Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any Proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.
- B. <u>Initial Proposal Review:</u> The Committee will initially review and score all responsive written Proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any Proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.
- C. <u>Interviews</u>, <u>Reference Checks</u>, <u>Revised Proposals</u>, <u>Discussions</u>: Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for <u>week of August 26</u>. This date is subject to change. The individual(s) from Proposer's organization that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked organization. The City may recommend award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may

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terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

5. Protests: Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the Proposal procedure, which are apparent or reasonably should have been discovered prior to receipt of Proposals shall be filed in writing with the City's Purchasing Department at least 10 calendar days prior to the deadline for receipt of Proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or that could not reasonably have been discovered prior to submission date of the Proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the City's Purchasing Department, within 48 hours from receipt of the notice from the City advising of City's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The City's Purchasing Department will respond to the protest in writing at least 3 days prior to the meeting at which City's recommendation to the City Council will be considered. Should Proposer decide to appeal the response of the City's Purchasing Department, and pursue its protest at the Council meeting, it will notify the City's Purchasing Department of its intention at least 2 days prior to the scheduled meeting.

- **A. Procedure** All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:
- The name, address and telephone number of the protester;
- The signature of the protester or the protester's representative;
- The solicitation or contract number;
- A detailed statement of the legal and/or factual grounds for the protest; and
- The form of relief requested.
- **6. Accuracy of Proposals:** Proposers shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to the City.

If prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposal unwilling to perform under any resulting contract, the Proposer must immediately notify the facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items.

- **7. Responsibility of Proposers:** The City shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Proposer in:
 - Preparing Proposal in response to this RFP;

- Submitting that Proposal to the City;
- Negotiating with the City any matter related to the Proposal; and,
- Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.
- **8. Confidentiality:** The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.

Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

9. Ex Parte Communications: Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications Form, **Appendix D** with their Proposals certifying that they have not had or directed prohibited communications as described in this section.

10. Conflict of Interest: The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 et seq., or Sections 87100 et seq., during the

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performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

- 11. Disclosure of Governmental Position: In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached Disclosure of Government Positions Form, Appendix D.
- **12. Conditions to Agreement:** The selected Proposer will execute a Professional Service Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as **Appendix C** to this RFP, which may be modified by the City.

All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.

Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement.

- **13. Disqualification Questionnaire:** Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation, **Appendix D**.
- **14. Standard Terms and Conditions:** The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s) and additional information will be posted to Planetbids. Proposers should check this web page daily for new information

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APPENDIX A

SCOPE OF SERVICES

Introduction:

The Public Works Department of the City of Costa Mesa (City) is requesting proposals to develop a Safe Routes to School Action Plan for 19 schools within the City of Costa Mesa. The plan will provide clear implementable recommendations to create safer, more comfortable walking and bicycling options for Costa Mesa school children, their families, and residents. Through authentic, equitable, and robust stakeholder engagement, the SRTS Action Plan will identify safety, infrastructure, and programmatic barriers to walking and bicycling to, from, and around each of the City's 19 Newport Mesa Unified School District campuses and include 30% conceptual plans for active transportation improvements in the vicinity of each school campus. The scope of services consists of the four following tasks:

- Task 1: Project Management.
- Task 2: Existing Conditions and Safety Assessment Analysis.
- Task 3: Community Stakeholder Engagement.
- Task 4: Compilation of Final Action Plan Document.

Background:

Increasingly over the last several years the City of Costa Mesa has taken a proactive approach to promote bicycling and walking throughout the City by constructing several high-quality bicycle and pedestrian facilities at numerous locations in the community. In addition, the City has implemented an Active Transportation Plan (2018), Local Road Safety Plan (2022), and Pedestrian Master Plan (2022 Draft). This sustained and thoughtful work has resulted in significant gains in opportunities for users of all ages and abilities to access their destination by bicycle, walking, and other means of non-automobile transportation. Subsequently, these policy and investment initiatives have prompted a sustained increase in bicycling and walking within the community including among the many school-aged children accessing the 19 public elementary, middle, and high school campuses located throughout the community. The proliferation of e-bicycle technology and ease of ownership has further increased bicycle use throughout the community, particularly among school-aged residents. A map of the city boundaries, bikeways, and schools is provided as **Exhibit 1**.

As bicycling and walking increasingly becomes a key mode of transportation and recreation for much of the City's residents and visitors, safe bicycling and walking infrastructure is essential for bicyclists and pedestrians safety around school campuses. Specifically, development of high-quality low-stress bicycle and pedestrian infrastructure in the vicinity of and on routes to school campuses will continue encouragement of non-automobile mode share to, from, and around the City's schools.

The Safe Routes to School Action Plan will analyze and asses existing infrastructure around 19 school campuses and provide a clear roadmap of implementable projects to increase the safety and comfort of all roadway users around each school campus with a focus on non-automobile modes. Thorough and sustained community input and participation will be a key component of plan development throughout the process.

Description of Work:

The project scope of services is intended to develop a comprehensive Safe Routes to School Action plan and will include project management; assessment of existing conditions; stakeholder engagement including the development and execution of a web-based tool and safety workshop(s); and production of a final Safe Routes to School Action Plan that contains individual school profiles and 30% conceptual design plans for projects to increase safety around each of the City's 19 public school campuses. The separate tasks outlined below shall be coordinated to effectively develop interrelated profiles of each campus and the final product should be reflective of robust community input. The 19 Newport Mesa Unified School District campuses to be included in the plan are as follows:

- 1. Adams Elementary School
- 2. California Elementary School
- 3. College Park Elementary School
- 4. Kaiser Elementary School
- 5. Killybrooke Elementary School
- 6. Paularino Elementary School
- 7. Pomona Elementary School
- 8. Rea Elementary School
- 9. Sonora Elementary School
- 10. Victoria Elementary School
- 11. Whittier Elementary School
- 12. Wilson Elementary School
- 13. Woodland Elementary School
- 14. Davis Magnet School
- 15. TeWinkle Middle School
- 16. Back Bay High School
- 17. Costa Mesa Middle/High School (combined campus)
- 18. Early College High School
- 19. Estancia High School

The consultant shall have total responsibility for the accuracy and completeness of all work and services. The following description of work defines the general project requirements. Associated tasks and provisions necessary for a complete project, but not specifically defined herein are requested to be addressed in the proposal and undertaken within the proposed "Not to Exceed" contract fee.

At a minimum the Consultant's scope of work should include, but should not be limited to, the following activities:

Task 1 – Project Management

Following contract award the consultant team shall attend a project kick-off meeting with key City staff to initiate the project, review the project scope of work, plan goals, review project schedule and key milestones, and develop a list of documents/data needed to assist in the successful completion of the project.

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Project development and implementation meetings shall be held once a month. The consultant will be responsible for preparing meeting agendas, minutes, and presentation materials. A Critical Path Method (CPM) network, based on activities to support all project milestones and subtasks shall be prepared. The information will be in the form of a bar chart and show a deliverables schedule and other relevant data needed for the control of work, for City review of the work status and accomplishments occurring each month. Monthly updates shall be furnished to the City Project Manager.

Task 2 – Existing Conditions and Safety Assessment Analysis

Task 2.1 Existing Conditions and Planning Context

The consultant team will conduct a literature review of existing plans, policies, programs, and data. Existing plans will likely include, but not be limited to: the City's Mobility Element of the General Plan, Active Transportation Plan, Pedestrian Master Plan, and Local Road Safety Plan. The team will conduct walk audits and review school data for each campus individually including but not limited to:

- Attendance boundaries and demographics
- · Any student travel survey data previously collected
- Existing bicycle facilities and parking availability
- · Existing pedestrian facilities

Task 2.2 Safety Assessment

The Consultant will conduct a collision analysis using the most recent SWITRS data available and data provided by the Costa Mesa Police Department for each campus within a specified radius. Using the collision data and data collected in Task 2.1 the consultant will identify collision hot spots, challenges, needs, and infrastructure gaps in the vicinity of each campus and on the primary routes used to access the campuses.

Task 2.3 Tool Kit

Based on the Literature Review and City and community input gathered in Task 3 below, the consultant team will develop a preliminary menu of best practices for safety and accessibility, using the six "e's" - engineering, evaluation, equity, education, encouragement, and enforcement strategies. The Consultant team will compile the best practices in to a tool kit for consideration and refinement during the life of the project. This tool kit will be used in the development of the final plan to prepare a prioritization framework which will use City policies, state and national engineering standards and community values as primary inputs to provide a prioritized project list for implementation that will include 30% plans for specific projects adjacent to each campus (further outlined in Task 4.1).

Task 3 – Community Stakeholder Engagement

Task 3.1 Stakeholder Engagement

Along with City staff the consultant team will meet with stakeholders from the Newport Mesa Unified School District generally and at campuses specifically including district and school administrators and teachers. The team will review project goals and gather information from school staff about constraints and opportunities at each campus. Similarly, the consultant team will meet with the City Council-appointed Active Transportation Committee to review best practices and existing conditions at each campus.

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Task 3.2 Public Coordination Survey and Map

Upon completion of initial data collection and stakeholder engagement, the consultant team will prepare a webtool with a foundational citywide context map that will be used for community engagement generally and at each campus specifically. The map will show issues and constraints in an easy to understand format for a non-technical audience. This issues and constraints map and analysis will be a "working document" that will be finalized when all stakeholders have provided input. The elements of the map and webtool should be generic and easily interchangeable between transportation mode and school. The webtool and associated map will be available in Spanish and English and be easily distributed via a link. The webtool will allow for the City and consultant team to easily collect, review, and analyze input from the public regarding safe routes to school in the City generally and adjacent to specific campuses.

Task 3.3 Community Engagement

The consultant team will develop a community engagement strategy that includes but is not limited or exclusive to in-person or on-line public workshops, walking tours, at least one demonstration project, at least one safety workshop, and wide distribution of the webtool and map developed in Task 3.2. Every effort should be taken to maximize participation in the public engagement process with a strong focus on gathering input from priority equity communities. Materials and graphics for community engagement events should be contemporary and designed to be easily accessible to English and Spanish speakers.

Task 4 – Compilation of Final Action Plan Document

Task 4.1 School Profiles

Using the data collected in Tasks 2.1 and 2.2 as well as input gathered throughout Task 3 the consultant team will develop a unique profile of each of the 19 Newport Mesa Unified School District campuses located in the City. Additional information provided in the profiles should include photos, narrative, and charts and graphs detailing demographics, opportunities and constraints, and any other compelling and pertinent information about each school campus.

Task 4.2 Improvement Plans

Based on all of the data collected and utilizing the tool kit developed in Task 2.3, the consultant team shall develop a prioritized list of programs and infrastructure project recommendations for implementation around each campus and on the public right-of-way that is used to access each campus. The infrastructure project recommendations shall be provided to the City in a detailed 30% design plan set format on standard City template.

Task 4.2 Final Document

The consultant shall compile all of the information gathered throughout the project tasks into a final document. The final document should be separated into chapters that provide context and information on the development of the document. The chapters should provide high level detail on existing conditions and planning context for the City generally, safety analysis, the best practices and tool kit, community engagement, and the individual school campus profiles created in Task 4.1. The final plan document should be provided to the City in a digital format and will be the sole property of the City for future distribution and use.

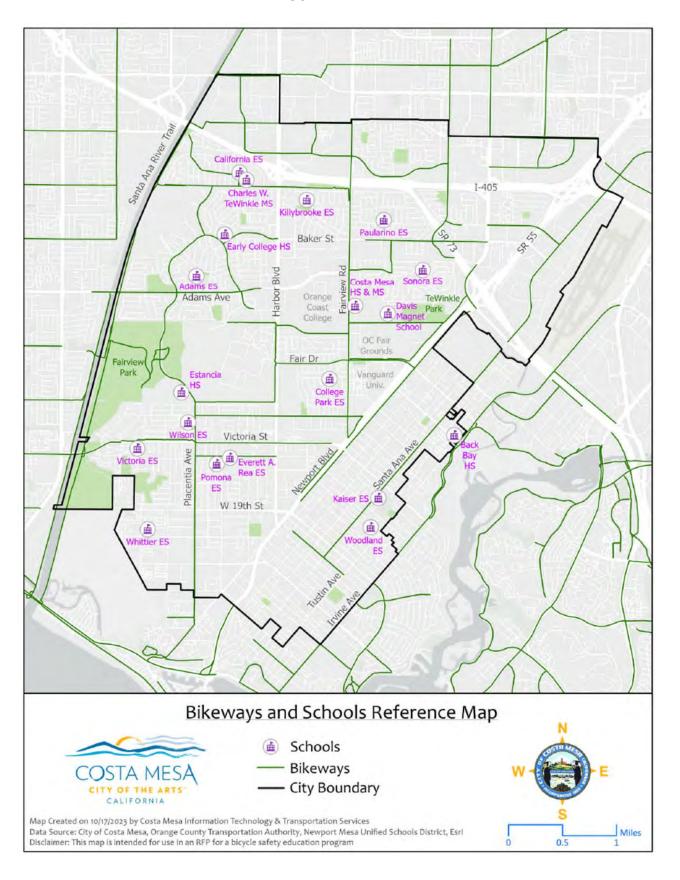
Quality Assurance/Quality Control:

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Quality Control shall be consistently and thoroughly applied throughout the development of the Safe Routes to School Action Plan. Assigned QA/QC staff shall be technically well qualified to conduct the appropriate level of oversight, and demonstrate a concerted and sustained commitment to provide a high quality product. Concise written records shall be maintained by the Consultant on all activities. Firms considering proposal submittals are requested to have an inhouse technical level of expertise to professionally address all aspects of the project.

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EXHIBIT 1 PROJECT VICINITY MAP



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APPENDIX B

FEE SCHEDULE [This schedule is for Bike Education]

The professional services contract will not be awarded based upon competitive bidding. The fee schedule should show number of hours per key staff, the hourly cost of personnel per task under each phase, expenses, and other fees, with a total not-to exceed amount for the project.

The consultant's cost proposal for the prime and subcontractors should contain a breakdown of all cost components including number of labor hours per key team member per task, labor rates, and other direct costs and fees.

It is requested that the fee, including all meetings, reproduction, materials, mailings, and associated project expenses, be itemized under the following phases:

- Task 1 Project Management
- Task 2 Existing Conditions and Safety Assessment Analysis
- Task 3 Community Stakeholder Engagement
- Task 4 Compilation of Final Action Plan Document

Total Not-To-Exceed	Cost \$
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NOTE: This Capital Improvement Project was approved in the City's Adopted Operating & Capital Improvement Budget for Fiscal Year 2022-2023.

(https://www.costamesaca.gov/home/showpublisheddocument/52096/638035040093470000).

NOTE: All originals of plans, field notes, data and calculations, correspondence, reports, electronic files, etc., will be turned over to the City upon completion of each project phase. Ten percent (10%) of the total contract fee will be withheld until all project documents are submitted in acceptable form to the City.

SCHEDULE: The City anticipates a schedule of <u>365 calendar days</u> to complete the scope of work for the project.

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EXHIBIT B

CONSULTANT'S PROPOSAL



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Safe Routes to School Action Plan

(BEP No. 24-14)

COVER LETTER

July 31, 2024

City of Costa Mesa Public Works Department 77 Fair Drive Costa Mesa, CA 92626 3 1100 Town and Country Road, Suite 700 Orange, CA 92868 TEL 714.939.1030

RE: PROPOSAL FOR THE DEVELOPMENT OF A SAFE ROUTES TO SCHOOL ACTION PLAN (RFP NO. 24-14)

Dear Members of the Selection Committee:

The **City of Costa Mesa** (City) is at the forefront of Safe Routes to School (SRTS) initiatives in the county and this SRTS Action Plan is another important step toward achieving your goal of providing safe, multimodal transportation alternatives throughout your community. As an industry leader in safety, **Kimley-Horn** shares your committment to creating safe and convenient opportunities for students and parents to bike or walk to school. Our team specializes in delivering innovative SRTS solutions tailored to the unique needs of the diverse communities we serve. We are excited about this opportunity to partner with the City to develop an SRTS Action Plan for 19 schools in your city. We will work collaboratively with you to develop a framework that enables stakeholders to identify, analyze, and prioritize safety improvements on city roads. We will also include safety and training on bicycle Kimley-Horn brings the demonstrated experience to develop a plan that is tailored to the local protocols, needs, and issues, while maintaining compliance with state and federal regulations. *Our team offers the City the following key strengths to deliver the success you envision for this SRTS Action Plan:*

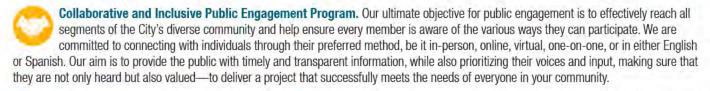
Local Leadership and Commitment to Your Success. It was our privilege to partner with the City and deliver success on your LRSP. Our project manager Darryl dePencier, AICP, GISP, RSP₂₈, will serve as the City's primary contact, bringing 17 years of experience leading transportation planning and engineering projects. He uses data driven approaches to assess transportation system performance for operations, safety, equity, and other factors as needed on transportation safety projects throughout Orange County and Southern California. He has worked on SRTS, Local Road Safety Plans (LRSPs), Systemic Safety Analysis Reports (SSARs), Roadway Safety Audits (RSAs), and Roadway Systemic Safety Audit (RSSA) studies for many cities in Southern California including the LRSP for the City. Darryl has recently led the statewide vulnerable road user safety assessment for California Department of Transportation (Caltrans), which evaluated pedestrian and bicycle safety challenges across the state. Through this project, he developed a systemic toolbox to help Caltrans and local agencies address active transportation safety needs. He will be supported by key staff who are leaders in the industry and a local team based in our Southern California offices who will bring you a tailored, comprehensive, and realistic strategy for delivering a successful SRTS Action Plan that meets the needs of all members of your diverse community. In addition to our in-house staff, our team includes three specialty subconsultants with whom we have partnered successfully throughout California: Redman Consulting (Action Plan documentation), General Technologies and Solutions (field data collection), DKS Associates (safety assessment), and Rock E. Miller and Associates (Senior Advisor).

Unparalleled Knowledge of SRTS. Kimley-Horn is committed to supporting local agencies to improve the safety of their transportation systems.

Our team is well-versed in traffic safety planning and engineering as well as bicycle and pedestrian facility planning, safety, and design. We have completed SRTS, LRSPs and SSARs, RSAs, Bicycle and/or Pedestrian Safety Action Plans (BSAPs/PSAPs), Strategic Highway Safety Plan (SHSP) projects, Safety Management Plans (SMPs), data collection and crash analysis, and design of safety countermeasures throughout the country. In recent years, our team has helped multiple agencies with SRTS improvements, including pulling together a comprehensive SRTS Master Plan for the City of Lancaster which covered 28 elementary and middle schools. Post the adoption of the plan, our team supported the City of Lancaster in identifying and successfully applying for multiple grants that help fund the projects identified in the plan. Our extensive local project experience includes SSARs and LRSPs for the City and the Cities of Anaheim, Riverside, Corona, Menifee, Eastvale, Perris, Ventura, Palm Desert, La Quinta, San Clemente, Seal Beach, Artesia, Santa Clarita, Lancaster, Goleta, Santa Cruz, and Sunnyvale as well as Imperial and Ventura counties. Unlike many plans that sit on a shelf or in a link on the City's website because the identified actions/projects are infeasible or not cost-effective, our plan will provide a road map for the City and set the groundwork to implement actions/projects over the next decade.

Safe Routes to School Action Plan

(RFF No. 24-14)



Fresh Perspective Providing Proven Solutions. Our firm's varied experience in safety-related projects has allowed us to develop a fine-tuned approach to safety. We will provide new and innovative techniques to create the best results for the City, providing you with a prioritized list of low-cost safety improvements that can be implemented not only at challenging roadway segments and intersections but throughout the city for pedestrians, bicyclists, and vehicles alike. This list can be used and applied toward ATP/HSIP grants for implementation—another area Kimley-Horn has significant experience in and can assist the City with.

We are committed to providing you with a high level of professional services and are excited for the opportunity to further enhance the City's transportation safety to reduce fatalities and serious injuries. Our team will support you from our local Orange office—located less than 20 minutes from the City—to provide the highest quality and responsive service. Should you have any questions about our proposal or require any additional information, please contact our project manager **Darryl dePencier**, **AICP**, **GISP**, **RSP**₂₈, at 213.261.4039, darryl.depencier@kimley-horn.com, or the address listed on the previous page.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Darryl dePencier, AICP, GISP, RSP₂₈

Project Manager

Jean Fares, TE* Senior Vice President

Jean 1.6

*Jean Fares is an authorized representative of the firm and is authorized to make legally binding commitments and negotiate the contract on behalf of Kimley-Horn.

Kimley-Horn confirms that we have reviewed the RFP and understand all elements of it.

Kimley-Horn acknowledges receipt of Addendum #1 dated June 26, 2024.



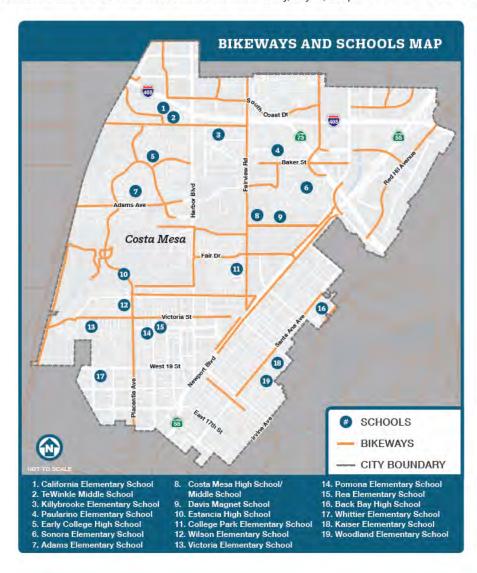
PROJECT UNDERSTANDING, APPROACH & METHODOLOGY

UNDERSTANDING

The City of Costa Mesa's primary goal is to establish a safe bicycle and pedestrian-friendly environment throughout the city. Kimley-Horn completed a Local Road Safety Plan (LRSP) for the City in 2021, which identified the need for a citywide Safe Routes to School (SRTS) program. The Newport-Mesa Unified School District was a stakeholder in the LRSP planning process.

The City previously completed an Active Transportation Plan (ATP 2018) and was also working concurrently on a Pedestrian Master Plan (PMP) and a Neighborhood Traffic Improvement Plan, which provided additional context to the City's active transportation needs. During this time, the City hired its first dedicated active transportation coordinator. The City has successfully leveraged grant funds to implement several initiatives identified in the above plans. This SRTS Action Plan is the next step in advancing the City toward achieving zero traffic deaths. Based on information obtained from SWITRS for a five-year period between 2016 and 2021, there were a total of 83 pedestrian and bicycle collisions involving children (18 years and younger), with six fatalities and 86 injuries.

The previous ATP focused primarily on bicycle elements, the LRSP focused on Citywide roadway safety with specific "hot spot" segments identified, and the PMP focused on pedestrian project corridors. While the segment corridors include major commercial and retail streets with a lot of pedestrian and bicycle activity, this SRTS Action Plan will focus on the 19 identified school areas where safety, bicycle, and pedestrian infrastructure can also be improved.



PFP No. 24-14)

PROJECT OBJECTIVES

The SRTS Action Plan focuses on SRTS elements that were not addressed in previous documents including the the following key objectives:

- 1. Reduce or eliminate pedestrian and bicycle crashes near schools. The SRTS Action Plan, in combination with the City's LRSP, will result in a broad series of improvements, programs, awareness and system initiatives that will continue to decrease the pedestrian and bicycle crashes occurring in the City. The plans will need to target a series of driver behaviors, safe practices for vulnerable road users, and additional redundancy in transportation infrastructure as outlined in the Safe System Approach.
- 2. Invest in underserved communities. Parents that belong to disadvantaged groups are more likely to be constrained in their ability to drop off and pick up students on a given schedule and will likely benefit most from well-implemented SRTS programs. The SRTS Action Plan will focus on routes and systems needed to provide safe connections between local neighborhoods and schools where larger proportions of disadvantaged communities live. Each plan will determine where the most needed connections are. Investments in programs and habit-building activities will be recommended, in addition to infrastructure, to meet the needs of underserved communities.
- 3. Strong understanding of each school's unique issues, including focused bilingual outreach efforts. English learners may face more barriers than native English speakers when it comes to plan participation, understanding available resources and notifications, and interpreting directions to the safest travel options. The SRTS Program will need to provide multilingual support to encourage full participation by a significant portion of the student and parent population. The Kimley-Horn team has worked in many diverse communities and is experienced with planning that prioritizes the needs of underserved communities.
- 4. Increase walking and biking mode share for the student population. Encouraging students to walk and bike in groups will further enhance safety. Designating specific routes near schools helps to consolidate student traffic, allowing more focused resources on improvements, focused locations for crossing guards, and greater driver awareness of the presence of students. The plan will include suggested walking and biking routes between nearby neighborhoods and schools.
- 5. The SRTS Action Plan. This Action Plan will help the City prioritize expenditures and improvements holistically across the schools. The Plan will also summarize the proposed improvements and associated costs from each of the individual plans. The Kimley-Horn team's approach will leverage the foundational work of these past ATP, PMP, and LRSP documents to produce an SRTS Action Plan that addresses the importance of safety and equity, plus an actionable implementation plan and project prioritization.

APPROACH/METHODOLOGY

Kimley-Horn has assembled a diverse team of accomplished roadway, safety, and active transportation design professionals to develop a Safe Routes to School Action Plan focused on implementable projects for which the City can pursue design-phase funding. The plan will not be a document that sits on a shelf or resides in a link on the City's website because the projects are infeasible, not cost-effective, or rely on redevelopment to occur. Instead, it will provide a road map for the City to implement mobility projects over the next two to five years and beyond by taking advantage of ongoing projects and grant funding opportunities. The plan will set the groundwork for identifying and prioritizing projects further into the future as redevelopment occurs.

The plan will take a holistic view of active transportation in the City—specifically the most vulnerable, school-aged children, and apply a systematic approach to the future of mobility. The study will include a safety assessment of existing conditions in the vicinity of each of the 19 schools and developing a tool kit that provides a menu of best practices for safety and accessibility. Through our work developing the updated California Department of Transportation (Caltrans) Complete Intersections Guide, we researched current national best practices and updated the guide to provide Caltrans staff and consultants with the best practices. We will filter and apply relevant information from national and state guides to what works best for the City.

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Stakeholders, as well as community outreach, are critical to any plan put forth by the City. For this purpose, Kimley-Horn will develop a layered map to show the street network, signalized and unsignalized intersections, school district zones, attendance zones, major land uses, travel patterns, collisions, demographics, and other pertinent information. We will also incorporate the data collected through the community outreach process. The objective is to understand and analyze the interaction of these different elements on the school travel and attendance patterns. In addition to the feedback through meetings, we will use Kimley-Horn's interactive mapping software, **PublicCoordinate**, which provides a sophisticated online interactive process to solicit feedback from the public. This tool offers enhanced capabilities such as comment input, toggling between multiple project locations and base maps, ADA web accessibility, custom branding, survey integration, and so much more. Its online platform is user-friendly, making it easy for the public to provide input and visualize what their communities would look like with proposed transit, roadway, development, or infrastructure improvements.

Kimley-Horn will capture the travel patterns for each school using the SRTS tally sheet available at http://guide.saferoutesinfo.org/evaluation/appendix_a_safe_routes_to_school_student_travel_tally.cfm. This guide was developed by the Pedestrian and Bicycle Information Center (PBIC) in collaboration with SRTS experts from around the country and support from the National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), Centers for Disease Control and Prevention (CDC) and Institute of Transportation Engineers (ITE). The survey will be conducted for two to three typical weekdays from Tuesday to Thursday.

For the Safe Routes to School Action Plan, we will create individual school profiles that can be located on the City's website. These profiles will include the following information for the area around each school:

- School information
- School zoning (emphasizing the routes students take)
- Bike and pedestrian infrastructure
- Travel patterns relative to the schools (collected through student surveys)
- Photos, as needed, to document existing conditions

SOFTWARE SPOTLIGHT »PublicCoordinate A Kimbey-Horn Software Solution This proprietary Kimley-Horn tool is a streamlined, sophisticated interactive map that makes it easier than ever to solicit feedback from the public, with enhanced capabilities such as: Custom branding Comment input Toggling between multiple Survey integration project alternatives and Translation in multiple languages ADA web accessibility Its online platform is user-friendly, making it easy for the public to provide input and visualize what their communities would look like with proposed improvements SCAN HERE to learn more about **PublicCoordinate**

- Other City Master Plans that intersect with the SRTS Action Plan
- Projects currently funded and that will be implemented and may impact the SRTS Action Plan
- Any other element of the City's transportation system, present or future, to ensure that the SRTS can be adapted to suit those elements

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PROJECT DELIVERY SCHEDULE

Our proposed schedule—which details key tasks, including milestone timeframes for primary deliverables—is provided below. This schedule assumes a Notice to Proceed of September 2024 and is anticipated to be able to be completed by December 2025 (16-months). Our intent is to review this draft schedule with the City at the start of the project so that all parties are on board with the condensed timeline. This is when we can make any desired adjustments. During the project duration, we will rely upon this schedule to track our progress and provide the City with ongoing schedule-related updates. With many stakeholders, subconsultants, and City departments involved in this planning process, there are areas where the project timeline is susceptible to delay, including the following:

- In general, an open line of communication will be necessary between Kimley-Horn, our subconsultants, and the City to keep the project on schedule and within budget. Regular progress meetings will be necessary to discuss project progress, but outside of those meetings, Darryl will be available as-needed for the City staff, and quick phone calls will be necessary to navigate challenges that may arise.
- Finalizing the existing conditions phase will be dependent on obtaining available data.
 - Mitigation: The Kimley-Horn team will develop a list of data needed and present it to the City at the kick-off meeting. It will be important for someone from the City with GIS experience to be at the kick-off meeting. It will also be important for Kimley-Horn to obtain the data as quickly as possible to assess the level of updates necessary.
- Scheduling stakeholder meetings/public workshops far enough in advance to maximize attendance but align with major
 milestones on the Plan.
 - Mitigation: The Kimley-Horn team will work collaboratively with the City to identify key stakeholders and schedule tentative dates during the

TASK	DESCRIPTION	2024				2025											
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TASK 1	PROJECT MANAGEMENT																
1.1	Project Kick-Off Meeting																
1.2	Project Management Meetings		•			•				•				•		•	
1.3	Monthly Invoicing and Reporting																
TASK 2	EXISTING CONDITIONS AND SAFETY ASSI	ESSMI	ENT A	NALYS	IS												
2.1	Existing Conditions and Planning Context			*													
2.2	Safety Assessment			\Rightarrow													
2.3	Tool Kit						*										
TASK 3	COMMUNITY STAKEHOLDER ENGAGEME	NT															
3.1	Stakeholder Engagement			•		•	•	•	•								
3.2	Public Coordination Survey and Map			*													
3.3	Community Engagement										☆						
TASK 4	COMPILATION OF FINAL ACTION PLAN D	OCUM	ENT														
4.1	School Profiles											☆		\bigstar			
4.2	Improvement Plans											☆		\bigstar			
	Final Document														\$		*

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QUALIFICATIONS, ORGANIZATION & KEY STAFF EXPERIENCE

FIRM OVERVIEW

Kimley-Horn is a full-service engineering, planning, landscape architecture, and environmental consulting firm providing services to both public and private sector clients nationwide. Founded in 1967, Kimley-Horn has grown from a small group of traffic engineers and transportation planners to a firm of more than 7,700 employees in 133 offices nationwide, including 13 in California. Our Southern California Offices-including Orange, Los Angeles, Long Beach, Santa Clarita, and Riverside—are staffed with skilled engineers, planners, designers, and support staff specializing in traffic engineering, active transportation, SRTS, and LRSP programs, grant writing expertise, and other key services. Kimley-Horn's continued growth and stability over the past 57 years is the direct result of our firm's commitment to integrity and dedication to providing quality services. According to Engineering-News Record, our firm ranks 10th in transportation among the nation's top 500 design firms. We offer clients the local knowledge and responsiveness of a small organization, backed by the depth of resources only a national firm can offer. The Kimley-Horn team is committed to providing the City with high-quality solutions that exceed your expectations. We accomplish this by providing you with a team of experienced and technically proficient individuals who offer extensive safety expertise.



QUALIFICATIONS

Our long history of successfully serving municipalities has provided us with comprehensive project experience and knowledge. Our Southern California offices offer complete traffic and civil engineering services in-house. We have completed thousands of traffic engineering and operations projects ranging from single intersection safety audits, designs, and analyses to major area-wide signal systems involving hundreds of intersections. Kimley-Horn, and our subconsultants, have the relevant technical expertise and project experience with which they've obtained within the past eight years and beyond. Our teaming partner's firm overviews can be found on page 10 and our relevant project experience is included in the Similar Project Experience section of this proposal. Kimley-Horn offers in-house specialists for the following general service areas:

Safe Routes to School (SRTS)

Safe Routes to School has been a focus area of Kimley-Horn's staff since its inception and funding in California more than 25 years ago. The different characteristics of the study area around each school as well as different characteristics of the administrators, parents, and children at each school, mean a customized approach to each school is essential to the success of any program. Walking audits may identify differing problems related to the safety of school children including speeding, high traffic volume, parking conflicts, and conflicts in the shared public space between passenger vehicles, buses, bicycles, and pedestrians. All these conflicts lead to increasingly unsafe conditions for children and parents. Programs may identify a greater need for a focus on bike or pedestrian safety, revised drop-off and pick-up policies, or encouragement programs for parents and students to increase walking, biking, or carpooling to school. At Kimley-Horn, our SRTS practice focuses on creating safe and convenient opportunities for children (and adults) to bicycle and walk to each of the study area schools. Secondary benefits to children and their neighborhood, include improved health, reduced traffic congestion and speeding, better air quality, and enhanced neighborhood safety. The culmination of our process is to provide schools with a plan that represents a consensus of the needs and preferences of the school administrators, parents, local residents, and municipal agency staff.

What truly sets our team apart is our in-depth experience planning and designing SRTS elements. Our approach of listening to our clients' safety concerns and understanding design solutions while we formulate conceptual planning improvements results in efficient and successful projects. This means SRTS elements can be designed and constructed more quickly to enhance safety around each school as quickly as possible.

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Local Road Safety Plans (LRSP)

Kimley-Horn understands that an LRSP is a proactive approach to safety analysis. Existing crash patterns form part of the safety picture but only show us where crashes have occurred, not necessarily where conditions that elevate the risk of crashes exist. An LRSP is intended to identify high crash locations within a city and diagnose what conditions might contribute to that elevated crash activity. The LRSP then identifies countermeasures which can be applied systemically throughout the city where those conditions exist to remove those higher risk conditions before crashes occur. We recognize that an LRSP is not fixed in its scope or breadth and that each jurisdiction faces unique safety challenges, driver behavior patterns, and historical roadway development. Our approach is to explore what is normal within the City and avoid assumptions that might lead to a more repetitive approach to completing LRSP projects. To help ensure completeness and set safety benchmarks customized for the City, our approach will be to:

- Refine the work plan with City staff
- Conduct a citywide network screening to establish crash rate benchmarks for intersections and roadway segments
- Identify locations with the highest crash volumes and highest risk factors based on network screening (from the designated corridors and intersections)
- · Map crash patterns at higher crash locations
- · Conduct field review of higher crash locations

- Identify countermeasures that would likely reduce crashes
- Establish template projects and benefit/cost assessments to produce short, medium, and long-term projects that the City can pursue funding for
- Active engagement with stakeholders
- Focus on driver behavior factors as well as roadway engineering
- Traffic Safety

Traffic Safety

Kimley-Horn offers a variety of in-house safety services in support of Vision Zero goals. Our experience includes leading more than 75 LRSPs and SSARs for local agencies in California, and over 150 in other states across the US; developing statewide SHSPs, including California's

2020-2024 SHSP; developing California's 2021 Highway Safety Improvement Program (HSIP) Implementation Plan; setting California's Safety Performance Measure Targets; completing numerous transportation safety plans, bicycle/pedestrian action plans, road safety assessments (RSAs), road safety sign audits (RSSAs), safety management plans, high-collision safety studies, and intersection control evaluations (ICEs); and designing a variety of projects that have implemented innovative and effective safety measures. Kimley-Horn has been instrumental in helping several clients across California apply for and receive SS4A and HSIP funding. Kimley-Horn was one of the primary sponsors of a new certification process available for transportation engineers—the Road Safety Professional (RSP) certification. The first-ever exam was held in October 2018. Twelve individuals from Kimley-Horn were participants in the certification process, all of whom were certified as Road Safety Professionals. Kimley-Horn now staffs 27 individuals with various levels of RSP certifications.



Kimley-Horn's traffic safety specialists
have extensive experience in
collecting and traffic safety data to
develop a clear set of goals, policies,
countermeasures, and priority
Vision Zero projects and programs.

Bicycle and Pedestrian Planning

Kimley-Horn is committed to enabling safe, attractive, and comfortable access and travel for all users, including bicyclists and pedestrians of all ages and abilities. We have extensive experience in bicycle and pedestrian planning and place a priority on state-of-the-art practices and implementable solutions. Our bicycle and pedestrian planning experience ranges from municipal, regional, and statewide plans to corridors and wayfinding studies. Our focus on implementability is seen through our successful on-street bikeway, sidewalk, and greenway design practice as well as through our innovative operational studies such as in-road bicycle detection systems. The fact that we are frequently asked to take our bicycle and pedestrian planning projects all the way from design to construction administration demonstrates our clients' trust in the quality we provide.

Complete Streets Planning and Design

Kimley-Horn is a complete streets planning and engineering firm. In fact, Kimley-Horn is one of the primary authors of the Institute of Transportation Engineers' (ITE) Recommended Practice publication Designing Walkable Urban Thoroughfares: A Context Sensitive Approach. Kimley-Horn has remained active in the development of complete streets policies for communities of all sizes, and we have worked alongside numerous state DOTs on methods to implement their statewide complete streets policies. In addition, our team of planners and engineers work in tandem to develop plans that apply best practices, such as the National Association of City Transportation Officials' (NACTO) Urban Streets Design Guidelines.

(RFP No. 24-14

Traffic Calming Studies and Cut-Through Analysis

Kimley-Horn is a national leader in the development and implementation of traffic calming, neighborhood transportation plans, and context-sensitive solution (CSS) design of pedestrian and bicycle facilities. Our team of roadway designers, traffic engineers, and planners knows how to design roadways that accommodate a defined volume of traffic, while serving as corridors for business and residential units and pedestrian and bicycle usage. We understand the proper application of traffic calming tools such as roundabouts, speed humps, speed tables, diverters, splitter islands, chicanes, and textured pavement. We strive to balance mobility for motorists with safety and quality of life for the surrounding neighborhoods and localities.

Traffic Data Collection

Our team members are skilled in the use of manual and advanced technology to collect traffic data. Based on the need, our team can capture field data with basic methods or through use of portable GPS devices that allow digital photo linking capabilities and direct importation into GIS mapping and software such as ESRI ArcGIS. We take care to obtain accurate data because it is the basis for a traffic study. Often, some data (such as accident reports or recent traffic counts) can be obtained from existing sources. However, if new data is needed, Kimley-Horn knows the criteria for data collection, documentation, and compilation.

Grant Writing

Kimley-Horn has a proven track record of winning grants for similar types of HSIP projects including 20 applications that were funded in Cycle 10 worth more than \$30 million. Kimley-Horn can research and find project funding through state and federal grant programs. Our planning studies are geared toward practical, community-based solutions that meet the objectives of many grant programs. Our grant writing experience has helped our clients secure more than \$200 million over the past few years for the implementation of a wide array of projects through programs such as Active Transportation grants and Smart Growth programs. We understand the deadlines, application processes, and scoring criteria associated with grant programs, and can harness this experience to assist the City with funding applications. Our ultimate mission is to bring the ideas of a community involvement process to real projects that shape the livability of our cities and neighborhood.

Public Engagement

Our overall goal for public engagement is to reach the diverse sub-sets of the City's community and make sure all members are aware of how they can participate. We want to reach people in their preferred method, whether in-person, online, virtual, one-on-one, in English, or in Spanish. We strive for the public to receive timely, transparent information and for their voice and input to be heard, valued, and incorporated to deliver a successful project that meets the needs of the entire community.

Kimley-Horn's stakeholder and public engagement plan begins with a discussion of what successful engagement on the project looks like. Once the City's needs are fully understood, we will develop a targeted engagement plan. Our preliminary approach to public engagement for the development of an active transportation plan is to employ strategies and initiatives to engage, communicate, and gain community support for its various modes of transportation and the connectivity they provide. Our team will develop eye-catching marketing materials and messaging communicated in everyday language (English and Spanish) to increase interest and participation. Some of the communications tools we can provide include flyers, surveys, interactive websites and maps, press releases, social media, newsletters, and advertisements. To further engage the public, our team can host in-person and virtual public meetings, focus group meetings, give presentations, provide videos, participate in community events, and host tours of Cost Mesa's current bikeways. We will document all meetings and events, including participation information, with written summaries. For communities with limited Wi-Fi and internet access, we are also able to provide telephone public meetings and stakeholder interviews.



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KEY STAFF

The proposed Kimley-Horn team has a history of providing high-quality solutions while addressing state and federal procedures during the completion of similar safety projects for local agencies across California. The organizational chart below delineates the responsibilities of our proposed staff. Our team will be led by **Darryl dePencier, AICP, GISP, RSP**₂₈, a successful Kimley-Horn project manager with over 17 years of specialized safety experience ranging from establishing safety policy language to network screening to crash site engineering reviews to developing countermeasure toolboxes. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate the Es of safety (engineering, evaluation, equity, education, encouragement, and enforcement). Darryl has thorough knowledge of the SRTS process and extensive experience coordinating communication between stakeholder groups and City staff throughout plan development. As your primary contact, Darryl will maintain a close working relationship with City staff throughout the project while overseeing an in-house team of well-qualified engineers, planners, and analysts, specializing in safety planning and engineering.

Darryl and his team will be supported by **Jean Fares**, **TE**, who will utilize his 30+ years of experience in traffic engineering to provide valuable input as principal-in-charge on this project. In addition, our proposed QC/QA manager, **Sowmya Chandrasekhar**, **PE**, **TE**, **PTOE**, brings extensive experience with bicycle and pedestrian studies, specifically related to SRTS projects. Darryl will also be supported by our active transportation experts— **Matt Stewart**, **PE**, **TE**, **Tatiana Lundstrom**, **PE**, **Ryan Calad**, **PE**, **TE**, and **Nicole Dias**, **PE** — whose extensive experience focuses on transportation projects that balance traffic safety and capacity, including a special emphasis on active transportation.

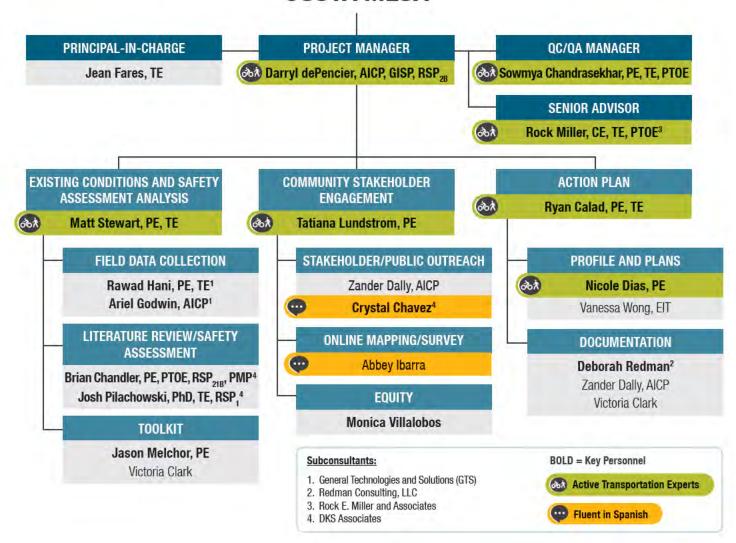
In addition to our in-house team, Darryl will partner closely with our four proposed subconsultants, **Redman Consulting**, **General Technologies** and **Solutions (GTS)**, **DKS Associates**, and **Rock E. Miller and Associates**, who will be providing services for reporting, field data collection, and safety needs, respectively. Darryl and our team have worked with each of these specialized subconsultants on several local projects since 2020 that provided mobility solutions for pedestrian, bicycle, transit, auto, and freight modes.

The organizational chart on the following page outlines how we plan to staff this project and includes their roles, who our active transportation experts are, and our registered Professional Engineers. Resumes that highlight our team's experience and qualifications are provided in the **Appendix**.



(RFP No. 24-14)

CITY OF COSTA MESA



BEP No. 24-13)

Subconsultant Overviews

General Technologies and Solutions (GTS)



GTS provides mobility solutions for all road uses: pedestrian, bicycle, transit, auto, and freight modes. They employ state-of-the-art technologies to provide innovation in traffic engineering; multimodal planning; parking; and transportation technology, GTS was established in 2017 with the goal of helping public agencies leverage advanced technology in

transportation. They believe in the power of technology to effect meaningful change in local neighborhoods and communities. GTS projects range from safety studies to traffic calming, traffic design, data analytics, revitalization plans, and traffic control, among others.

Redman Consulting, LLC



In her public and private work for major state and regional agencies in Southern California (Metro, Metrolink, SCAQMD, SCAG, LACRA, Caltrans, CalSTART,) and the State of Oregon (Oregon Metro; ODOT, the Port of Portland), the firm's principal, Deborah Redman, has delivered significant work products covering a range of planning topics: multimodal corridor analyses; preparation of existing conditions and purpose and need statements; detailed analysis and description of potential project benefits for multiple grantors with varied evaluation rubrics; development of ridership estimates for

grant applications (in collaboration with staff and consultant modelers); development of the approach and completion of greenhouse gas and criteria emission analyses; preparation and presentation of data needed to demonstrate benefits to California's designated priority populations; collaboration with clients to develop zero-emissions vehicle pilots and demonstration projects, including innovative partnering with California Institutions of Higher Education (IHEs). Through this work, Deborah has built a broad network of strong working relationships that help her serve her clients throughout the West Coast and elsewhere.

DKS Associates



DKS has experience in transportation safety, ranging from national safety research to local spot location studies. DKS team members have led more than 200 transportation safety projects for state and local agencies throughout the United States. DKS' safety projects include Vision Zero Action plans, Local Road Safety Plans (LRSP), State Strategic Highway Safety Plans, corridor and hot spot safety needs investigations, road safety audits, and systemic safety action plans, DKS staff have led the educational

components of safety projects (from large DOTs to municipalities/small cities) to help communicate and educate stakeholders and applicable agencies on their safety programs. Recent local projects include the Multi-Agency Active Transportation Plan for the cities of Yorba Linda and Placentia, as well as the City of West Hollywood's Target Zero Vision Plan.

The DKS team understands the importance of an Active Transportation Plan that addresses community needs while maximizing school safety to make sure students, teachers, parents, and visitors arrive at their destination safely. The DKS team will apply their expertise in outreach and effective communication to augment the stakeholder outreach with bilingual services as the team meets with the communities and schools. The team will raise regional awareness of the project and its goals while providing online resources that allow for extensive virtual input through the Social Pinpoint platform. Their staff specializes in stakeholder facilitation and engagement, public outreach, and public education programs.

Rock E. Miller and Associates



Rock Miller has over 45 years of experience in traffic engineering and transportation planning. Specifically, he has a strong background in traffic operations, traffic signal timing, traffic signal design, traffic safety, active transportation, and many related disciplines. He has resided in Orange County for his entire career—which started in his role as City Traffic Engineer for the City

of Costa Mesa-but he has provided consultant services throughout the US and Western Canada. Rock spends approximately 40% of his time consulting on safety matters that may result in litigation, mostly on behalf of public agencies and their representatives. He spends about 25% of his time on traffic engineering projects, focusing on his interest areas, traffic signal operation and bikeways. His remaining time is spent on non-profit work for ITE, Transportation Research Board, the National Committee on Uniform Traffic Control Devices, and Caltrans Safety Initiatives.

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PROJECT MANAGEMENT PLANNING APPROACH

Cost/Budget Control

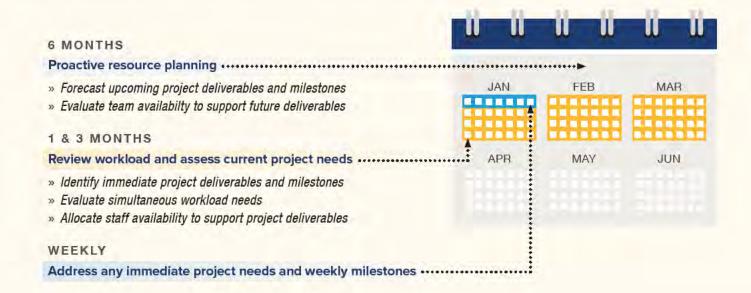
Kimley-Horn has a Management Information System (MIS) that provides our contract and task order managers with a set of task order control tools to manage schedules, costs, and earned value and provide accurate billing in a manner that meets City requirements. Contract and task order managers use our MIS to monitor the task order progress on a bi-weekly basis. The MIS includes automated budget tracking to allow tighter fiscal control over all tasks and helps contract and task order managers maintain control of schedule, budget, and expenses. Each task order's work plan and specific details are entered into MIS, including expenses and labor—the system can then provide an up-to-date status report on each task order twice a month. This monitoring capability helps contract and task order managers evaluate a task order's workload requirements and develop effort estimates for each member of the team (and our entire firm). Additionally, Kimley-Horn utilizes daily electronic timesheets. This practice allows us to accurately track and bill our time; allows contract and task order managers the ability to check progress daily; and maintains compliance with federal auditing requirements set by the Defense Contract Audit Agency.

KIMLEY-HORN **QUALITY CONTROL IS**



Resource Planning

The individual members of our project team were selected using two criteria: (1) their experience with related projects, and (2) their availability to assume major technical responsibilities within this contract timeframe. In order to confirm our team member's availability, Kimley-Horn uses a proactive management system known as "cast-aheads" to detail every project's personnel needs and determine each staff person's availability. This system forecasts our workload over a six-month period and helps to avoid work overload and shortfalls for each office and discipline. Cast-aheads help us confirm sufficient staff is available to meet your needs. By continuously matching project needs with staff availability, our cast-aheads system is an accurate tool for keeping our projects on schedule. Based on a review of our cast-aheads, our team members are readily available to serve you and are in an excellent position to commit themselves to delivering the scope of services outlined in the RFP.



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SCOPE OF SERVICES

TASK 1 - PROJECT MANAGEMENT

Task 1.1: Project Kick-Off Meeting

Upon notice to proceed, Kimley-Horn will coordinate with the City of Costa Mesa project manager to schedule a kick-off meeting within two weeks after the commencement of work. The Kimley-Horn project manager will prepare a meeting agenda that includes team member introductions, project visioning and goal setting, project scope, schedule and budget, data needs and membership of the project management team (PMT) that will be engaged in future check in meetings and deliverable review. Kimley-Horn will establish a project task and deliverable tracking sheet that will be used to monitor project progress throughout that can be used as a standing agenda and notes document as well.

Task 1.2: Project Management Meetings

Kimley-Horn will establish a recurring monthly meeting for the PMT to update on project progress and to get input and direction on upcoming tasks. The Kimley-Horn project manager will maintain the project action list and deliverable tracker ahead of each meeting and that tracker will serve as the meeting agenda, and depository for meeting notes and action items. The meetings will be set with a one hour schedule, but may be shorter if there are fewer discussion items, and at periods of higher project activity or key decision points, additional meetings might be scheduled.

Task 1.3: Monthly Invoicing and Reporting

Kimley-Horn will develop monthly invoices and progress reports to document project progress and expenditures. Associated progress reports will use the deliverable tracking sheet to show percent completion by task along with amount spent and the status of project deliverables being worked on that month in a bar chart format. It will also document expected work to be conducted the following month.

TASK 1.1 DELIVERABLES:

- Project kick-off meeting agenda
- Project kick-off meeting notes and list of attendees
- Project action and deliverable tracking sheet

TASK 1.2 DELIVERABLES:

- Updated Deliverable and Tracking Sheet for up to 16 PMT meetings
- Meeting documentation with list of attendees (up to 16)
- Meeting materials, including presentations or any handouts (up to 16)

TASK 1.3 DELIVERABLES:

- Monthly invoices
- **Progress reports**

TASK 2 - EXISTING CONDITIONS AND SAFETY ASSESSMENT ANALYSIS

Task 2.1: Existing Conditions and Planning Context

The Kimley-Horn team will review the City's Circulation Element and transportation policies, Active Transportation Plan, Local Road Safety Plan, Pedestrian Master Plan as well as the SCAG RTP/SCS and Caltrans SHSP and VRU Safety Assessment for relevant initiatives, projects, and toolbox items that can be leveraged in this plan. Our team will also review the current state of the industry regarding SRTS plans from ITE, APA, and other known sources.

The team will visit each school site and talk with school administrators to review conditions around each school to observe:

Field Observations/Qualitative Review

- · Parking and circulation during the pick-up or drop-off period at each school to better understand congestion, maneuvers and conflicts that are occurring which could conflict with pedestrian or bicycle traffic and lead to collisions. We will document points of conflict, observed moving and parking violations, and congestion which could lead to higher risk tolerance for drivers.
- Pedestrian and bicycle activity near the schools to see where students are crossing the road, which points of access they are using, and how much volume there is on nearby intersections and segments.

Quantitative Review

- Social equity metrics taken from census data, information provided by the schools and the California School Dashboard, and what is shared by the public and parents.
- Crash data will be collected from the Costa Mesa Police Department for the most recent available five-year period citywide.

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School Zone Conformance Review

- Existing facilities and note those that might be missing or in need of an upgrade to verify current conditions and evaluate the existing condition from the ground point of view. The field review will cover key routes within a mile of the school site that are within the school zone attendance boundary.
- Extra Value-Added Service: Conformance review of School Zone Traffic Control with the latest updates to the California Vehicle Code (CVC) and California Manual on Uniform Traffic Control Devices (CA MUTCD) per the December 19, 2023 revision revisions to the Federal MUTCD, 11th Edition. We will work with ArcGIS mobile applications to provide field verification of signage, markings, crosswalks, speed limits, and uncontrolled traffic control. This field collected GIS data will be backchecked against each school's boundaries and local roadway classifications to promote a consistent application of school zone traffic control citywide.

The Kimley-Horn team will evaluate each school site for its own points of access to determine whether there are school site barriers that expose students to more traffic that could be eliminated to make a shorter path for access. The observed entry points as well as pick-up and drop-off areas will be documented as will locked gates or other points of access that are not open to students.

We will create a service area map for each school documenting gaps, barriers, and key needs identified through the field review and school site investigation process.

Task 2.2: Safety Assessment

The Kimley-Horn team will review crashes that occurred near each school site with particular focus on those involving pedestrians and bicycles that occurred during school pickup and drop off windows, and which may indicate excessive speed or inattention issues that might put students, crossing guards, and other school employees at risk. The safety assessment will also include information provided by school administrators and other stakeholders regarding patterns, behaviors and

TASK 2.1 DELIVERABLES:

- Literature review
- Field notes
- Local school demographics report
- School access and circulation diagrams
- School area needs assessment maps and CVC/CA-MUTCD Conformance

TASK 2.2 DELIVERABLES:

- Crash map for each school
- Safety write-up for each school including crash observations, discussions with school staff

near misses that they have observed that could lead to future crashes. Kimley-Horn will document the findings of the safety assessment in the existing conditions report.

Task 2.3: Tool Kit

Kimley-Horn will work with City staff and project stakeholders to identify tools that will enhance safety for students traveling to and from school using a variety of transportation modes. Tools will be drawn from the LRSP and other documents developed by the City along with state and national guidance for bicycle, pedestrian, and traffic calming improvements. Measures to encourage more students to walk or roll to school safely could include enhanced crossing infrastructure, buffered bicycle lanes, crossing quard program expansion, walking school buses, public messaging campaigns, targeted enforcement initiatives, Spanish language outreach efforts, or new school and PTA-based safety education programs. The tool kit will include topics for all of the following six "E's":

- Engineering measures that slow traffic or provide better separation between vulnerable road users and vehicles
- Evaluation techniques to monitor implemented tools to see which ones are working best and which ones have not led to the desired outcomes
- **Equity** assessments that will help prioritize protections for those that need them most;
- Education programs that will continue to focus on student walking and biking habits along with messaging campaigns for parents and drivers on how to behave in school zones during periods with student activity
- Encouragement programs to support parents and students in decisions about walking and biking to school
- Enforcement strategies to reduce driving behaviors that increase risk and exposure for vulnerable road users

We will provide a balanced set of solutions which can be implemented near term to provide safety enhancements as the City works to implement a longer-term program of enhancements that will reduce and eliminate injuries related to schooloriented transportation. We will prepare conceptual maps for each school showing site and network improvements that are responsive to local needs shown in the analysis, and through discussions with the public and stakeholders. Each map will also have an accompanying inventory of programs and best practices that reflect both citywide and local school specific needs to provide a one spot overview of recommendations for each school.

TASK 2.3 DELIVERABLES:

- Opportunity map for each school
- Planning level concepts for proposed infrastructure projects
- Inventory of best practices, policy and program recommendations
- Tool kit summary that outlines tool kit elements citywide

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Task 3.1: Stakeholder Engagement

The PMT will work to establish a stakeholder group for this project that includes members of the Newport-Mesa Unified School District and if possible, representation from the Costa Mesa Police Department. This group will provide guidance for the overall project effort and help identify an appropriate representative from each school to participate in their individual school assessment and plan. The project team will meet with stakeholder groups from each school to get their understanding of local school specific issues which can be addressed in addition to citywide systemic challenges. Stakeholders will be invited to participate in field reviews as part of Task 3.3. Kimley-Horn will establish up to three citywide stakeholder meetings. Kimley-Horn also proposes an additional stakeholder meeting with City and police staff to build an understanding of the role of enforcement activities in plan development, implementation, and maintenance. There may also be opportunities for police staff to engage in new educational efforts, which would create a curriculum element around traffic safety.

Kimley-Horn proposes one meeting with Newport-Mesa Unified School District which would focus on systemwide challenges which have been brought to the district's attention and the potential roles district staff could play in plan development, implementation, and maintenance. The district could provide insights supporting plan initiatives as it will have records of complaints, incidents, and a role in developing new curricula. School staff will be invited to optionally participate in meetings with the school district. Once the existing conditions and safety analysis is complete, Kimley-Horn will meet with the Active Transportation Committee to provide an update on findings and to gather some initial feedback on potential best practices and solutions.

TASK 3:1 DELIVERABLES:

- Citywide stakeholder contact list
- School specific contact lists
- Citywide stakeholder meetings (3)
- ✓ Costa Mesa Police Department meeting (1)
- Newport-Mesa Unified School District meeting (1)
- Meeting with Active Transportation Committee

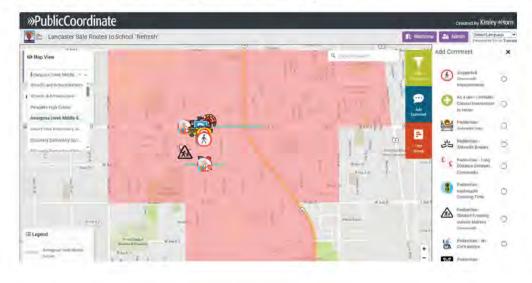
Task 3.2: Public Coordination Survey and Map

The Kimley-Horn team will work with City to develop content for a project website and establish interactive project maps for each school. The information collected as part of Task 2 will be shared and made available for comment and questions. Project web-based surveys will also be hosted on this site, along with presentation materials, draft deliverables, etc. The page will include widgets with third-party tools for interactive mapping. We will work with school administrators to distribute the website to parents and students. A parallel website produced in Spanish will be provided for those more comfortable in that language. Links to each will be provided in outreach material. The Kimley-Horn team proposes developing the site as a Story Map using Esri's web platform. Tabs would added for each major project milestone with text describing any findings, recommendations, or input received.

Kimley-Horn also proposed to use our mapping tool, PublicCoordinate, to collect input from residents and interested stakeholders. This mapping tool can be embedded on any webpage and readily shared through social media sites to boost public participation. Within PublicCoordinate, we will create subpages for each school. Residents will be able to use this interactive, user-friendly tool to highlight specific intersections and locations with concerns and draw segments where they would like pedestrian and bicycle facilities added or upgraded.

TASK 3.2 DELIVERABLES:

- Project website with sub-pages for each school
- / Parent survey
- Summary of survey results





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Task 3.3 Community Engagement

The Kimley-Horn team will provide materials and lead in-person and virtual activities. Where appropriate, we anticipate holding both English and Spanish language events which will cover exactly the same content to create a smoother experience without the need for interpreters. We will host up to five English and Spanish workshops to meet with parents and staff to better understand the local conditions at each school and the challenges associated with walking and biking in the area. If possible, these workshops would be held in parallel to allow cross discussion and

sharing of findings before and after. Where feasible, adjacent schools will be combined to have joint workshops. Associated with those workshops, our team will lead a walking tour of the area around the school to see and hear what residents encounter as they and their children travel to school. The Kimley-Horn team will prepare a presentation for each school using material that will be included in the individual Safe Routes to School Report. Materials will be shared on the project website as well. We will develop an interactive student focused activity to help students engage with the process in a way that can lead to meaningful understanding of the project, its objectives, and how they can be part of the solutions when the plan is being implemented.

TASK 3.3 DELIVERABLES:

- English language workshops
- Spanish language workshops
- Field walking tours/walk audits
- Technical Memorandum: Outreach summary



TASK 4 - COMPILATION OF FINAL ACTION PLAN DOCUMENT

Task 4.1: School Profiles

The Kimley-Horn team will create an existing conditions profile for each school summarizing the various information collected in the previous tasks. The profile will include maps and information summaries to help highlight areas where crashes overlap with missing infrastructure or where potential walking routes are not available due to lack of a direct or safe route.

We will evaluate each school site for its own points of access to determine whether there are school site barriers that expose students to more traffic that could be eliminated to make a shorter path for access. The observed entry points as well as pick-up and drop-off areas will be documented as will locked gates or other points of access that are not open to students.

TASK 4.1 DELIVERABLES:

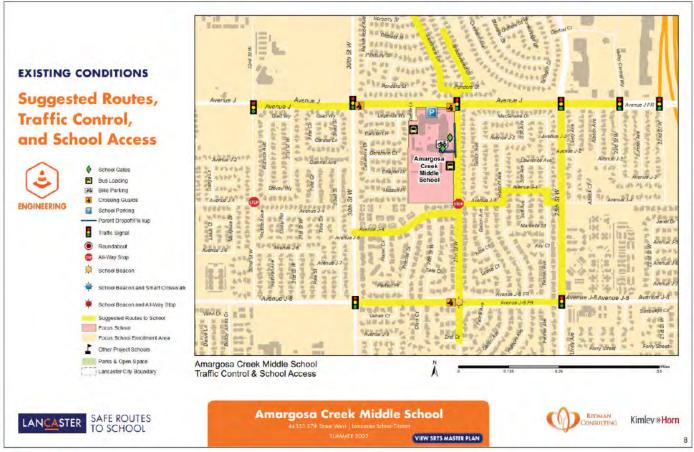
- **Existing Conditions Report including:**
 - Profile write-up for each school (19)
- Student tally results

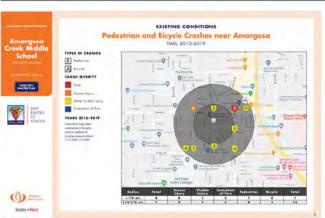
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In addition, Kimley-Horn will coordinate with the schools to collect the student travel surveys. The surveys will be conducted for two typical weekdays from Tuesday to Thursday.

Our team will review the existing conditions profile with City staff and document where there are missing facilities or any that need upgrading. The information collected in Task 3.1 will be used as a starting point, with new needs being added where needed based on the subsequent data collection. Factors evaluated for needs identification will include:

- Pick-up and drop-off activity on nearby neighborhood streets
- Level of impact of pick-up and drop-off activity to neighborhood safety and traffic operations
- · Campus trips by mode and whether they are inbound or outbound
- Primary routes to campus
- Crossing guard utilization







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Task 4.2: Improvement Plans

Based on team findings, City input, and community input, we will develop a menu of best practices for safety and accessibility, using the six "e's"—engineering, evaluation, equity, education, encouragement, and enforcement strategies. We will work with City staff to select the best projects that will furthest advance the project objectives. Kimley-Horn and City staff will schedule a meeting with each school and its stakeholders to discuss the proposed projects and initiatives and gather feedback on the included elements before developing the school's individual Safe Routes to School Plan.

The Kimley-Horn team will then compile the improvement plans into a cohesive report for each school outlining the process, findings, and reasons that led to each project or initiative that was identified for the school. The plan will be sufficiently detailed to allow schools and stakeholders to provide informed opinions about how projects should be prioritized, whether or not the school's needs are met by the plan, and how they can participate in the implementation process.

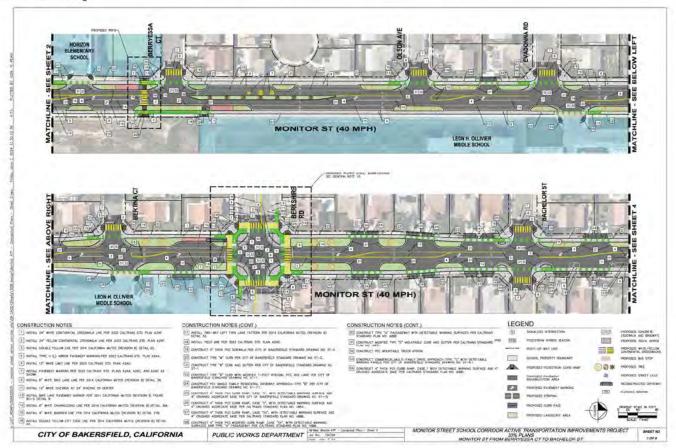
The plans will include conceptual figures and factsheets for proposed improvements that have been sufficiently defined for future grant prioritization. Plans will be developed with the public in mind and will use graphics and simple language to convey ideas, avoiding industry jargon or technical terms that might not be familiar to non-practitioners.

TASK 4.2 DELIVERABLES:

- Individualized Safe Routes to School Plans (19)
- Stakeholder review meetings
- 30% Implementation Plans (3 Projects)

30% Implementation Plans

The end goal of this Action Plan is to drive projects to the next level of the SS4A "Implementation" for construction and/or other grant funding sources. For the progress of this specific task, Kimley-Horn will prepare "higher detailed" 30% level conceptual engineering plans and cross-sections for the development of up to three identified projects for the next level "Implementation" stages for grant-ready improvement. Alternatives will be developed for traffic calming, bike facilities, transit stops, and pedestrian safety measures with "synergistic" metrics that can combine multiple schools and/ or other identified elements/locations as stated from the City's LRSP, ATP, and PMP that will give the City the greatest return on investment. Once the City approves the geometric concept plans, Kimley-Horn will prepare a preliminary cost estimate so the City can be confident the project can be delivered within budget.



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Task 4.3: Final Report

Kimley-Horn will prepare a final report that will synthesize the action items and associated costs from the 19 individual school reports so that City staff can work with the program holistically and to aid in development of capital improvement programs. The report will provide context and document the overall findings through the various individual school planning efforts, outline the processes followed and key findings. The report will

also summarize the outreach processes, stakeholder feedback received, and will reference each of the 19 individual reports as a packaged document set. The final report will be prepared with public consumption in mind and be easily followed by non-technical readers. Our proposal assumes that consultant team staff will assist with up to three presentations to City Council or city committees to aid in plan approval and adoption.

TASK 4.3 DELIVERABLES:

Draft and Final Safe Routes to School Action Plan

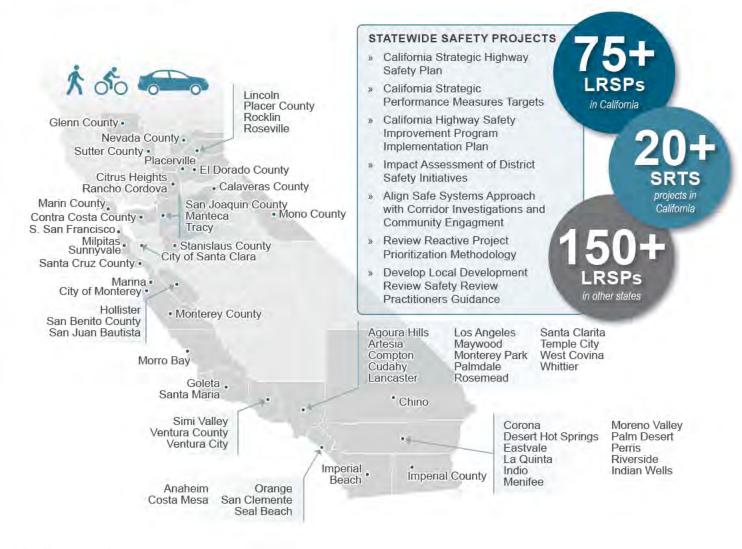




EXPERIENCE AND RECORD OF SUCCESS ON SIMILAR PROJECTS

PROJECT EXPERIENCE

Kimley-Horn has a diverse portfolio of experience which includes both safety planning and engineering, and bicycle and pedestrian facility planning safety design. The projects below highlight our team's comprehensive statewide safety experience within the last eight years. Each project was completed, or is in the process of being completed, by members of our project team within budget and on schedule. This gives us the ideal background to be able to complete your SRTS project on your terms. Detailed descriptions of several recent, directly related projects can be found on the following pages of this proposal.



Similar Projects

City of Costa Mesa, LRSP, Costa Mesa, CA

Kimley-Horn is working with the City of Costa Mesa to enhance the roadway safety and identify factors contributing most to local traffic crashes and better position the City for safety funding from state and federal grant programs. The goal of this LRSP is to develop countermeasures that can be systemically implemented to reduce the risk of crashes on City streets. The LRSP will identify the factors associated with the most vehicle crashes particular to the City and will identify matching countermeasures to reduce or eliminate those crashes.

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City of Lancaster, Safe Routes to School Master Plan, Lancaster, CA

Kimley-Horn is currently working with the City of Lancaster to update their 2016 Safe Routes to School Master Plan for 30 public schools. The refreshed plan will incorporate enhanced community outreach and engagement activities as a result of the COVID-19 pandemic, which include gathering input from students, teachers, parents, and administrators regarding the effectiveness of different elements of the program. The plan will also focus on changes in travel patterns and updated profiles of the City's transportation system to confirm that the program will be adapted to suit those elements. One of the key project objectives is to minimize conflicts between roadway users and students by creating a safe environment for walking and cycling to school while also working toward the City's Vision Zero safety goals through improved engineering, education, and enforcement approaches.

City of Agoura Hills, On-Call Traffic Engineering and Safe Routes to School Services, Agoura Hills, CA Kimley-Horn has been providing staff augmentation services to the City of Agoura Hills as a part-time City Traffic Engineer for nearly eight years. Kimley-Horn staff provide general on-call traffic engineering services, project management, staff augmentation, and engineering services for a variety of infrastructure and capital improvement projects and city programs/services. As part of the on-call, Kimley-Horn team has addressed safety and mobility concerns for multiple schools and implemented SRTS improvements across the City.

City of Diamond Bar, Professional On-Call Traffic, Transportation, and Safe Routes to School Services, Diamond Bar, CA

Kimley-Horn was recently selected for providing On-Call Traffic Engineering services by the City of Diamond Bar based on our performance on the Adaptive Traffic Control Systems Design and Implementation project, which is the first citywide adaptive control system deployment in California. As part of the on-call, the Kimley-Horn team has addressed safety and mobility concerns for multiple schools and implemented SRTS improvements across the city. Additional traffic engineering services we have provided include a review of parking studies, traffic control plans, developmental review, traffic signal timing improvements, TMC support and communication systems support to the City staff.

City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA

Kimley-Horn developed a Sustainable Transportation Plan for the City of Palmdale that focused on improving roadway safety and reducing vehicle miles traveled to help the City achieve its sustainability goals. This project included a review of school circulation pick-up and drop-off operations at several city schools to both enhance traffic safety and to encourage more walking and biking trips to school. The project included a robust review of historical traffic safety, identification of trends and patterns in traffic crashes, and development of a toolbox of safety improvements that the City can draw from to eliminate higher risk roadway conditions as resources allow. The study also included a review of existing travel patterns and trip lengths to determine which portions of the City generate the most vehicle-miles traveled (VMT), and what methods and tools the City can use to make its development more sustainable. The study also included an assessment of equity to help plan equitable benefits to all Palmdale residents.

City of Menifee, Active Transportation Plan, Menifee, CA

Kimley-Horn assisted the City of Menifee in their development of an Active Transportation Plan to meet their goals and vision for providing a transportation system that supports walking, bicycling, public transit, and automobiles. We assisted in the development of the proposed active transportation networks for the City based on community input and data collection as well as creating a pedestrian and bicycle toolbox for the City to use during implementation of the proposed infrastructure and non-infrastructure projects. Our team coordinated the robust public engagement process, including a series of workshops, outreach "pop-up" events, a demonstration project, and online engagement that provided multiple opportunities for residents to participate and provide input on the Active Transportation Plan. The project was completed on time (18 months) and within budget. Since the plan's adoption, the City has already completed two major pedestrian improvement projects identified in the plan.

City of Artesia, Active Transportation Plan, Artesia, CA

Kimley-Horn was selected by the City of Artesia to prepare an Active Transportation Plan that prioritizes citywide pedestrian and bicycle improvements and complements visioning efforts for their commercial and historic districts as well as improvements to the South Street Corridor and Pioneer Boulevard/Downtown Specific Plan that had already taken place. We were responsible for analyzing existing bicycle and pedestrian environments, identifying potential bicycle and pedestrian improvement projects, and helping to create project cut sheets that are ready for the City to submit for grant funding. Kimley-Horn was also responsible for developing 30% plans for two priority projects identified through the prioritization process. The project was completed within budget and with minimal disruptions to the schedule due to COVID-19. Elements of this plan, particularly the Pioneer Boulevard 30% design, assisted with developing recommendations and guidance for a future Downtown Specific Plan to transform Downtown Artesia.

City of Moreno Valley, Roadway Safety Audit (RSA), Moreno Valley, CA

Kimley-Horn completed the Caltrans PES Form for this project, which will implement signage and striping improvements to address safety issues along Kitching Street as well as Ironwood Avenue, both important neighborhood roadways in the City of Moreno Valley. The project was needed because crash data analyses and field observations indicate that roadway modifications could improve conditions related to injurious crashes involving motorists, bicycles, and pedestrians. The plan included a school circulation and multimodal access study for inclusion in the local road safety plan.

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City of Bakersfield, Monitor Street School Corridor Active Transportation Improvements, Bakersfield, CA

Kimley-Horn is currently working with the City of Bakersfield to identify improvements that can be implemented to a 2.8 mile stretch of the Monitor Street school corridor. The corridor contains several signalized intersections, stop-controlled intersections, and T-intersections. Existing pedestrian facilities consist of concrete sidewalk and access ramps at the intersections. The challenges the corridor faces include wide streets, long distances between intersections, lack of landscaping, poor parking and bicycle lane striping, and reduced visibility. Kimley-Horn is conducting a preliminary study of the corridor and preparing conceptual designs for proposed improvements. Our team is also providing support to the City's pavement rehabilitation program through signing and striping plans. Following the preliminary study, Kimley-Horn will work with the City to engage local stakeholders and community members to gather input and feedback on the conceptual designs. Once outreach and preliminary engineering is complete, our team will identify available grant funding opportunities and compile the information in a report to the City.

City of Whittier, LRSP, Whittier, CA

Kimley-Horn developed an LRSP for the City of Whittier that identified the trends and patterns for traffic collisions in the city and included a customized toolbox of countermeasures that address the most common local challenges that align with statewide funding priorities. Kimley-Horn facilitated presentations to the City's Parking and Transportation Commission and City Council.

City of Anaheim, Local Roadway Safety Plan, Anaheim, CA

The City of Anaheim received grant funding from Caltrans to conduct an LRSP to help the City identify and prioritize the most effective ways to improve traffic safety for all users, as part of a statewide goal to reduce traffic injuries and fatalities. The LRSP addresses safety through roadway improvements, measures to modify driver behavior, and improved emergency response. The LRSP resulted in a set of data driven recommendations, coupled with input from key stakeholders representing the four Es of safety included in the Strategic Highway Safety Plan: engineering, enforcement, education, and emergency services. Kimley-Horn is developing the LRSP for the City which includes a customized toolbox of countermeasures that address the most common local challenges that align with statewide funding priorities.

City of Eastvale, Systemic Safety Analysis Report Program and Local Roadway Safety Plan, Eastvale, CA

Kimley-Horn prepared an SSAR for the City of Eastvale. The approach was tailored to satisfy the requirements of Caltrans' LRSP Program per guidance received from Caltrans program managers. Our team reviewed City crash activity for hot spots and the relative severity of crashes as well as the types and contributing factors that are typical for the city. Site-specific, systemic, and non-infrastructure countermeasures were developed using analysis results, stakeholder input, and City priorities. The resulting plan provided the foundation for HSIP and other grant applications. We are also working with the City to develop an LRSP that will satisfy both local priorities and the LRSP guidance issues by Caltrans and the FHWA as well as lay the foundation for an ongoing program of safety analysis and countermeasure development suitable for a first step in a long-term Vision Zero strategy. The plan included a school circulation and multimodal access study for inclusion in the local road safety plan.

City of Perris, Local Roadway Safety Plan, Perris, CA

Kimley-Horn assisted the City of Perris with the LRSP to help and prioritize the most effective ways to improve traffic safety for all users, as part of a statewide goal to reduce traffic injuries and fatalities. The LRSP addressed safety through roadway improvements, measures to modify driver behavior, and improved emergency response. The LRSP ultimately resulted in a set of data driven recommendations, coupled with input from key stakeholders representing the four E's of safety included in the SHSP: engineering, enforcement, education, and emergency services.

City of Goleta, Systemic Safety Analysis Report Program and Local Road Safety Plan, Goleta, CA

The City of Goleta was awarded an SSARP subsidiary grant in 2016, and selected Kimley-Horn to prepare an SSARP in 2018. The SSARP focuses on selected major corridors within the city and is informed by citywide safety performance to determine what crash patterns stand out and lend themselves to cost-effective countermeasures. The selected crash locations will be used to develop template projects that will be part of a toolbox that the City can use to simplify the process of identifying higher risk locations and appropriate treatments citywide. The City was recently awarded additional funding to conduct a LRSP, and Kimley-Horn will expand the traffic safety study to incorporate the LRSP elements.

City of Seal Beach, Local Roadway Safety Plan, Seal Beach, CA

Kimley-Horn developed an LRSP that addressed unique transportation and roadway element requirements while providing a framework to systematically identify and analyze safety problems and reduce fatalities and serious injuries on public roads. The recommended safety improvements were tailored to the City's local needs and issues while also aligning with the California SHSP and Federal HSIP for funding eligibility. Our tasks included an evaluation of best safety practices and common safety challenges in the city, along with developing a customized toolbox of countermeasures that address the most common local engineering, enforcement, education, and emerging technology challenges. Our team reviewed collisions, potential countermeasures, and active transportation enhancements at the couplet intersection of Seal Beach Boulevard and Golden Rain Road, which is the main entrance to Leisure World.

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City of La Quinta, Systemic Safety Analysis Report Program, La Quinta, CA

The City of La Quinta selected Kimley-Horn to provide engineering services to prepare an SSARP, including 10 major corridors, 15 major intersections, and the development and prioritization of traffic safety countermeasures. Within the city limits between 2007 and 2016, there were 910 crashes. Most of the data will come from SWITRS and support from the La Quinta Police Department collision records. The report will focus on addressing safety concerns mainly for vehicular patterns with some construction for pedestrians and bicycles; between 2007 and 2016 there were 17 crashes involving a vehicle and a bicycle or pedestrian. The goal is to provide the City with an overall understanding of available traffic data and safety analysis to identify areas with a high risk for crashes that will allow the City to plan for future safety improvements for the immediate, midrange, and long-term. This document will trigger projects that will be well defined for future HSIP grant cycles.

COST PROPOSAL

Per the City's RFP, we have provided our fee schedule/pricing information for the project using Appendix B, Fee Schedule, submitted in a separate PDF. Our cost proposal shall be valid for a minimum of 180 days following submission.

FINANCIAL CAPACITY

Kimley-Horn and Associates, Inc. is a full-service engineering and consulting firm with approximately 7,500 employees and 128 offices in 29 states, the District of Columbia, and Puerto Rico. The Company had 2023 revenues of \$2.4 billion. Kimley-Horn has been in business since 1967. We are financially strong, and we are committed to our continued financial health. As of December 31, 2023, the Company had total assets of \$1.6 billion and stockholder's equity of approximately \$314 million. In addition to the financial resources noted, Kimley-Horn also has an untapped \$125 million line of credit available for short-term cash flow needs. The Company's cash flow continues to be very strong. We maintain a disciplined focus on business fundamentals, operate the firm conservatively, and our internal controls and business standards are designed to keep our foundation strong. Kimley-Horn uses two institutional lenders, Wells Fargo and PNC. If necessary, reference information can be obtained from the following contacts:

Michael Pugsley

Senior Vice President, Wells Fargo Bank, N.A. 150 Fayetteville Street, Suite 600 PO Box 3008 Raleigh, NC 27601 (919) 881-6469

Lesley Wilson

SVP, Relationship Manager, The PNC Financial Services Group 301 Fayetteville Street, 21st Floor Raleigh, NC 27601 (919) 788-7573

For any questions regarding Kimley-Horn's financial status, please contact Lindsey Balltzglier, Controller, at (919) 678-4141.

DISCLOSURE

Neither Kimley-Horn nor any of its employees have any known potential conflicts of interest due to other clients, contracts, or property interests arising from this contract. To the best of Kimley-Horn's knowledge, there are no past or current business/personal relationships with any current Costa Mesa elected official, appointed official, or City employee that would cause a conflict of interest in performing our services for the City of Costa Mesa.

PROFESSIONAL SERVICES AGREEMENT

Kimley-Horn has reviewed the sample Professional Services Agreement and would like to discuss the following modifications with the City that are congruent with previously negotiated terms.

1.0. Services Provided by Consultant

- 1.2 Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.
- Warranty. Consultant warrants that it shall exercise the professional standard of care to perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgements of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's negligent performance under this Agreement.

5.0. Insurance

- 5.1. Minimum Scope and Limits of Insurance.
- Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverageshall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

6.0. **General Provisions**

6.9 Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees to the extent arising out of the negligent performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/orauthorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/ or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agentsand employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractorsunder this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specificallynamed or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

APPENDIX

RESUMES

We have provided resumes for our team members on the following pages.

FORMS

Per the City's RFP, we have included the following required forms (excluding our fee schedule) following the resumes:

- 1. Vendor Application Form
- 2. Company Profile & References
- 3. Ex Parte Communications Certificate
- 4. Disclosure of Government Positions
- 5. Disqualifications Questionnaire
- 6. Bidder/Applicant/Contractor Campaign Contribution
- 7. Addendum No.1



(RFP No. 24-14)



Professional Credentials

- Master of Science, Urban Spatial Analytics, University of Pennsylvania
- Bachelor of Arts, Geography, Carleton University
- Certificate of Geographic Information Systems, Algonquin College
- Geographic Information Systems Professional (GISP) #59317
- American Institute of Certified Planners #026552
- Road Safety Professional 1 #279
- Road Safety Professional 2B

Darryl dePencier, AICP, GISP, RSP

Project Manager

Darryl has been leading transportation safety projects for more than 17 years, including more than 40 recent SRTS, SSARs, LRSPs, and RSAs. He has developed a number of tools to root out the spatial relationships between collision events to determine the factors and conditions that increase the probability of vehicle crashes. His experience ranges from establishing safety policy language, network screening, crash site engineering reviews, and developing countermeasure toolboxes. Darryl also conducts statistical analyses of crash activity using methods presented in the HSM, the Local Roadway Safety Manual, and customized analyses for unusual locations or conditions. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate all of the four Safety Es (Engineering, Education, Enforcement, and Emergency Medical Services). Work products include guidance documents, LRSPs, safety thresholds, safety audits, and local countermeasure recommendations.

- City of Riverside, LRSP, Riverside, CA Project Planner
- City of Lancaster, SRTS Plan, Lancaster, CA Project Planner
- Caltrans, Vulnerable Road User Safety Assessment, Statewide, CA Project Manager
- City of Bakersfield, Neighborhood Traffic Calming Plan, Bakersfield, CA Project Manager
- City of Bakersfield, Active Transportation Plan, Bakersfield, CA Project Manager
- City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA - Project Manager
- Caltrans, 2020-2024 Strategic Highway Safety Plan, Statewide, CA Project Planner
- Caltrans, CMAS Safety Performance Management Target Setting Analysis, Statewide, CA - Project Planner
- City of Palm Desert, SRTS Program Development and Funding, Palm Desert, CA Project Manager
- City of Menifee, Active Transportation Plan, Menifee, CA Project Advisor
- City of Artesia, Active Transportation Plan, Artesia, CA Project Advisor
- City of Santa Clarita, Bicycle and Pedestrian Safety Plan, Santa Clarita, CA Project Manager
- City of Indian Wells, Safety Action Plan, Indian Wells, CA Project Manager
- City of Desert Hot Springs, LRSP, Desert Hot Springs, CA Project Manager
- City of La Quinta, Systemic Safety Analysis Report, La Quinta, CA Project Planner
- City of Indio, LRSP, Indio, CA Project Principal
- Imperial County, LRSP, Imperial County, CA Project Manager
- Imperial County, Systemic Safety Analysis Report, Imperial County, CA Project Manager
- City of Tracy, LRSP, Tracy, CA Project Manager
- City of Artesia, LRSP Artesia, CA Project Manager
- City of Seal Beach, LRSP, Seal Beach, CA Project Planner
- City of Anaheim, LRSP, Anaheim, CA Project Planner
- City of Eastvale, LRSP, Eastvale, CA Project Manager
- City of Perris, LRSP, Perris, CA Project Manager

(RFP No. 24-14)



Professional Credentials

- Bachelor of Science. Architecture, California State Polytechnic University, Pomona
- Professional Traffic Engineer in California #2097
- Institute of Transportation Engineers (ITE), Member

Jean Fares, TE

Principal-in-Charge

Jean has more than 30 years of professional experience in the fields of traffic and transportation engineering, including systematic safety analysis, traffic signal design (over 2,000 locations), signal system design (over 1,500 locations), traffic signal timing (over 2,500 locations), traffic operations, signing and marking plans preparation, and traffic control plans. Jean has been in the principal-in-charge or project manager role for many of our safety studies. In addition to his safety, signal design, and corridor signal operations experience, Jean has extensive experience with intelligent transportation systems (ITS) technologies.

- City of Riverside, LRSP, Riverside, CA Principal-in-Charge
- City of Menifee, LRSP, Menifee, CA QC/QA Manager
- City of Eastvale, SSAR, Eastvale, CA QC/QA Manager
- City of Eastvale, LRSP, Eastvale, CA QC/QA Manager
- City of Corona, LRSP, Corona, CA Principal-in-Charge
- City of Palm Desert, LRSP, Palm Desert, CA Project Manager
- City of Perris, LRSP, Perris, CA QC/QA Manager
- City of Palmdale, Palmdale Sustainable Transportation Plan, Palmdale, CA Principal-in-Charge
- City of Indio, LRSP, Indio, CA Project Manager
- City of La Quinta, SSAR, La Quinta, CA Project Manager
- City of Anaheim, LRSP, Anaheim, CA Principal-in-Charge
- City of Orange, LRSP, Orange, CA Principal-in-Charge
- City of Seal Beach, LRSP, Seal Beach, CA Principal-in-Charge
- City of San Clemente, LRSP, San Clemente, CA QC/QA Manager
- City of Santa Clarita, Citywide SSAR, Santa Clarita, CA Project Manager
- City of Santa Clarita, LRSP, Santa Clarita, CA Project Manager
- City of Ventura, SSAR, Ventura, CA Project Engineer
- City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA Principal-in-Charge
- City of Fontana, LRSP, Fontana, CA Project Manager
- City of Santa Clarita, LRSP, Santa Clarita, CA Project Manager
- City of Compton, LRSP, Compton, CA Project Manager
- County of Ventura, LRSP, Ventura County, CA Principal-in-Charge
- County of Imperial, SSAR for Varied Roadways, Imperial County, CA Project Manager
- County of Riverside, On-Call Traffic Engineering Services, Riverside County, CA Project Manager
- VCPWA, LRSP and Box Canyon Road RSA, Ventura County, CA Principal-in-Charge
- County of Riverside, On-Call Traffic Engineering Services, Riverside County, CA -Project Manager
- City of Chino, On-Call Traffic Engineering Services, Chino, CA Project Manager

(RFP No. 24-14)



Professional Credentials

- Master of Science, Civil Engineering, Missouri University of Science & Technology
- Bachelor of Science, Civil Engineering, Visvesvaraya National Institute of Technology, India
- Professional Engineer in California #83100
- Professional Traffic Engineer in California #2760 and Texas #109776
- Professional Traffic Operations Engineer #3323

Sowmya Chandrasekhar, PE, TE, PTOE

QC/QA Manager

Sowmya has over 16 years of professional experience as a transportation engineer. She is experienced in SRTS, corridor operational analyses, traffic impact analyses, traffic signal designs, illumination designs, temporary/permanent traffic control plans, traffic control warrant analyses, parking studies, pedestrian studies, crash analyses, and innovative intersection improvements. Sowmya has provided support for the development of transportation simulation models, preparation of ATP/HSIP grant applications, and review of connected vehicle applications for agencies.

Relevant Experience

- City of Lancaster, SRTS Master Plan, Lancaster, CA Senior Traffic Engineer
- City of Lancaster, Paraclete High School SRTS Plan, Lancaster, CA Senior Traffic Engineer
- City of Lancaster, LRSP, Lancaster, CA Project Manager
- City of Lancaster, Pedestrian Gap Closures and Street Lighting, Lancaster, CA Senior Project Engineer
- City of Simi Valley, LRSP, Simi Valley, CA Project Engineer
- City of Los Angeles, Department of Recreation and Parks, Griffith Park Safety & Mobility Active Transportation Project, Los Angeles, CA – Project Manager
- City of Diamond Bar, On-Call Civil and Traffic Engineering Services, Diamond Bar, CA Project Manager
- City of Diamond Bar, Neighborhood Traffic Management Plan (NTMP) on North Del Sol Lane and Highland Valley Road, Diamond Bar, CA - Project Manager
- City of Diamond Bar, Quail Elementary School Study, Diamond Bar, CA Project Manager
- City of Diamond Bar, Castle Rock Elementary School Study, Diamond Bar, CA Project Manager
- City of Malibu, On-Call Traffic and Civil Engineering Services, Malibu, CA Senior Project Engineer
- City of Laguna Niguel, Rancho Niguel Road and Rancho Azul Corridor Operations and Safety Study, Laguna Niguel, CA - Senior Project Engineer
- City of Buena Park, On-Call Transportation Engineering Services, Buena Park, CA Project Manager*
- City of Buena Park, SRTS ATP Grant Application Support, Buena Park, CA Project Manager*
- City of Thousand Oaks, Thousand Oaks Boulevard Short Corridor Pedestrian Study, Thousand Oaks, CA - Project Manager*
- California State University Long Beach Pedestrian Crossing Studies, Long Beach, CA Project Engineer*
- City of Santa Monica, Design Services for SRTS Pedestrian Improvements, Santa Monica, CA -Project Engineer*
- NYCDOT, SRTS Program, New York City, NY Graduate Intern*

*Prior to joining Kimley-Horn

Active Transportation Expert (36)

Professional Credentials

- Bachelor of Science, Ecology. University of California, Irvine
- Professional Engineer in California #91422 and Arizona #63514
- Professional Traffic Engineer in California #2692
- Institute of Transportation Engineers (ITE), Member
- Intelligent Transportation Society of America (ITS America), Member
- Orange County Traffic **Engineering Council** (OCTEC), Past President

(RFP No. 24-14)

Ryan Calad, PE, TE

Action Plan

Ryan has over 18 years of experience and is a recognized leader in the transportation and public works field. He has served in leading roles on many transportation and public works projects and has extensive experience managing projects. He has an extensive planning and design background and is effective at anticipating and resolving problems and issues on concurrent projects involving multi-disciplined project teams, agencies, and subconsultants.

- Town of Apple Valley, SRTS Master Plan, Apple Valley, CA Project Manager*
- Town of Apple Valley, Town-Wide School Zone Analysis and LRSP. Apple Valley, CA - Project Manager*
- City of Culver City, Culver Boulevard Class IV Bike Lane Gap Closure, Culver City, CA - Project Manager*
- City of Long Beach, Studebaker Road Complete Streets Project, Long Beach, CA - Task Manager*
- City of Baldwin Park, SRTS Plan, Baldwin Park, CA Task Manager*
- Town of Apple Valley, The "Village" SR 18 Corridor Enhancement Plan, Apple Valley, CA - Project Manager*
- Caltrans, Coast Highway Intersection Improvement Feasibility Study, Laguna Beach, CA - Project Manager*
- City of Anaheim, On-Call Traffic Engineering Services, Anaheim, CA Contract Manager*
- SBCTA Metrolink Station First Mile/Last Mile Improvement Project PS&E, San Bernardino County, CA - Project Manager*
- City of La Habra, Imperial Middle School/Las Positas Elementary School Circulation Analysis, La Habra, CA - Project Manager*
- Daisy-Myrtle Bike Boulevard, Long Beach, CA Senior Engineer*
- 3rd Street and Broadway Cycletrack PS&E, Long Beach, CA Senior Engineer*
- County of Los Angeles, Willowbrook 2 (AHSC) Complete Streets Project., Los Angeles, CA Project Manager*
- City of Los Angeles, On-Call: Project Design Services for Affordable Housing and Sustainable Communities Round 5 Projects Transportation Improvements, Los Angeles, CA - Traffic Task Manager*
- City of Long Beach, As-Needed Traffic Engineering and Transportation Planning Services, Long Beach, CA - Contract Manager*
- City of Pomona, On-Call Traffic Engineering Services, Pomona, CA On-Call Assistant City Traffic Engineer*

^{*} Prior to joining Kimley-Horn

(RFP No. 24-14)



Professional Credentials

- Bachelor of Science, Civil Engineering, San Diego State University
- Professional Engineer in California #86490

Nicole Dias, PE

Design Plan Development

Nicole has been leading and supporting the design of multidisciplinary roadway and transit projects across Southern California for more than 12 years. She has worked on a wide range of projects from local roadway improvements to major interchange projects, from feasibility studies to final design and construction phase services. Her passion is complete streets, active transportation, and safety improvements. Nicole has worked extensively with the City of Los Angeles and Caltrans District 7 and is very familiar with the City and Caltrans' processes and requirements.

- City of Los Angeles Bureau of Engineering, Broadway-Manchester Active Transportation Equity Project, Los Angeles, CA - Project Manager
- City of Los Angeles, Mission Mile-Sepulveda Project (ATP Cycle 5), PA/ED Phase, Los Angeles, CA – Project Engineer
- City of Los Angeles, Telfair Avenue Multimodal Bridge Over Pacoima Wash Preliminary Design and Environmental Documentation, Los Angeles, CA – Deputy Project Manager
- City of Los Angeles, Downtown Streetcar Independent Cost Estimate, Los Angeles, CA Project Engineer
- City of Los Angeles, SR 110 Operational Improvements Project, Los Angeles, CA Project Engineer
- City of Malibu, Civic Center Way Improvements, Malibu, CA Project Engineer
- City of Agoura Hills, Kanan Road/Agoura Road Ultimate Intersection Improvements, Agoura Hills, CA - Project Engineer
- City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes, Thousand Oaks, CA Project Engineer
- LA Metro, SR 138 Project Approval & Environmental Documentation (PA/ED), North Los Angeles County, CA - Project Engineer
- LA Metro, Willowbrook/Rosa Parks Station Improvement Project Design and Engineering Services, Los Angeles, CA – Project Analyst
- LA Metro, North Hollywood to Pasadena BRT Planning and Environmental Study, Los Angeles to Pasadena, CA - Project Engineer
- City of Lancaster, Avenue M Corridor Improvements PS&E, Lancaster, CA Deputy Project Manager
- City of Lancaster, Avenue J/SR 14 (SR 138) Interchange PSR-PDS, PA/ED, and PS&E, Lancaster, CA - Project Engineer
- City of Lancaster, At-Grade Rail Crossing Improvements (Avenue K, J, M, G), Lancaster, CA Project Engineer
- Trammell Crow Company, LA Metro North Hollywood Station Joint Development, Los Angeles, CA - Project Engineer
- City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA Project Engineer
- City of Bakersfield, Niles and Monterey Complete Streets Improvements, Bakersfield, CA Project Manager
- City of San Diego, I-5/Genesee Avenue Interchange PA/ED, PS&E, and Construction Phase Services (CPS), San Diego, CA - Project Analyst
- Ak-Chin Indian Community, Peters and Nall Road Improvements, Maricopa/Ak-Chin Tribal Land, AZ - Project Engineer
- City of Miami Beach, Light Rail/Modern Streetcar P3 Program Management, Miami Beach, FL -Project Engineer

(RFP No. 24-14)



Professional Credentials

- Bachelor of Science, Civil Engineering, Specialization in Transportation, University of California, Irvine
- Professional Engineer in California #65218
- Institute of Traffic Engineers (ITE), Member
- Orange County Traffic **Engineering Council** (OCTEC), Member

Jason Melchor, PE

Countermeasure Development

Jason is a professional engineer with 24 years of experience in traffic engineering and transportation planning. He has worked with clients in Riverside, San Bernardino, Orange, Los Angeles, and San Diego Counties on traffic engineering projects such as traffic signal designs, signing and striping, traffic control, and signal interconnect design plans. He has prepared traffic impact studies and performed the technical analysis for a variety of transportation planning projects including transit analysis and circulation studies. Jason has experience working with a variety of traffic engineering software programs and computer design packages.

- City of Costa Mesa, LRSP, Costa Mesa, CA Project Engineer
- City of Palm Desert, LRSP, Palm Desert, CA Project Engineer
- City of Menifee, LRSP, Menifee, CA Project Engineer
- City of Perris, LRSP, Perris, CA Project Engineer
- City of Eastvale, SSAR, Eastvale, CA Project Engineer
- City of Eastvale, LRSP, Eastvale, CA Project Engineer
- City of Riverside, LRSP, Riverside, CA Project Manager
- City of Whittier, LRSP, Whittier, CA Project Manager and Project Engineer
- City of Corona, LRSP, Corona, CA Project Manager
- City of Anaheim, LRSP, Anaheim, CA Project Manager
- City of Orange, LRSP, Orange, CA Project Manager
- City of Seal Beach, LRSP, Seal Beach, CA Project Manager
- City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA Project Manager
- City of La Quinta, SSAR, La Quinta, CA Project Engineer
- City of San Clemente, LRSP, San Clemente, CA Project Engineer
- City of Artesia, LRSP, Artesia, CA Project Engineer
- City of Maywood, LRSP, Maywood, CA Project Engineer
- City of Santa Clarita, Citywide SSAR, Santa Clarita, CA Project Engineer
- City of Santa Cruz, LRSP, Santa Cruz, CA Project Engineer
- County of Ventura, LRSP, Ventura County, CA Project Engineer
- County of Imperial, SSAR for Varied Roadways, Imperial County, CA Project Engineer
- County of Riverside, I-215/Van Buren Blvd Interchange PA/ED and PS&E, Riverside, CA - Project Engineer
- County of Riverside Transportation Department, Mission Blvd Bridge Replacement, Riverside, CA - Project Engineer
- City of Corona, McKinley Street Grade Separation, Corona, CA Project Engineer
- City of Moreno Valley, I-215 at Cactus Avenue PSR Interchange Improvements, Moreno Valley, CA - Project Engineer

(RFP No. 24-14)



Professional Credentials

- Bachelor of Science, Civil Engineering, Clemson University
- Bachelor of Arts, Modern Languages, Clemson University
- · Professional Engineer in California #95416

Tatiana Lundstrom, PE

Community Stakeholder Engagement

Tatiana has more than five years of experience on a variety of transportation projects from the perspective of both design and outreach. Projects she has worked on as a designer include bicycle and pedestrian facilities, intersections, signing and pavement marking, roundabouts, and other safety improvements. As an outreach coordinator, she has been able marry her engineering background with her passion for public engagement. Tatiana has led school walk audits, safe school outreach activities, project workshops with the public, canvassing at community events, and scheduling, planning, and coordination for Active Transportation Plans and Transportation Safety Action Plans. Tatiana has also organized multiple summits and outreach events, while emphasizing equity and accessibility. Tatiana's excellent written and verbal communication skillscombined with her ambition and passion for the industry as well as her drive to develop creative solutionshave allowed her to produce numerous quality products in a timely manner.

- City of Bakersfield, Active Transportation Plan, Bakersfield, CA Outreach and Engagement Lead
- Caltrans, SHSP Update and Implementation, Statewide, CA Analyst
- Caltrans, Statewide Vulnerable Road Users Safety Assessment, Statewide, CA Outreach Coordinator
- City of San Marcos, Active Transportation Plan, San Marcos, CA Engagement Lead
- City of San Diego, La Jolla Active Transportation Plan Feasibility Study, San Diego, CA Analyst
- Jamul Indian Village, SR 94 Improvements NEPA, EIR, PA/ED, and PS&E Analyst
- Caltrans District 11, Voigt Drive/I-5 North Coast Corridor (NCC) Improvements (PS&E), San Diego, CA - Analyst
- Caltrans District 11, I-5 North Coast Corridor (NCC) PS&E, Construction Support, and Express Lanes, San Diego, CA - Analyst
- Caltrans District 11, A&E On-Call Roadway Design Services, SR 52 PS&E and Asset Management, San Diego, CA - Analyst
- Caltrans District 11, On-Call Roadway Design Services, SR 78 Culverts PS&E, San Diego, CA - Analyst
- SANDAG, Orange Bikeway Final Design, San Diego, CA Analyst

(RFP No. 24-14)



Professional Credentials

- Master of Science. Transportation Engineering, University of California, Berkeley
- Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles
- Professional Engineer in California #90465
- Professional Traffic Engineer in California #3063

Matt Stewart, PE, TE

Existing Conditions and Safety Assessment Analysis

Matt has experience in transportation planning, traffic engineering, and traffic safety analysis. His experience includes preparation of pedestrian and bicycle master plans, safety studies, development of intersection and roadway design guidelines, traffic impact analyses, and stakeholder engagement. He has recently worked on several traffic circulation projects including the LA Metro VA Station Traffic and Parking Impact Analysis, the Port of Long Beach Circulation Analysis, the Lancaster Safe Routes to School Master Plan, and the Malibu Canyon Road Safety Study.

- County of Los Angeles, Bicycle Master Plan, Los Angeles County, CA Project Manager
- Caltrans, Complete Intersections Design Guide, Statewide, CA Project Manager
- City of Malibu, PCH Safety Improvements, Malibu, CA Project Engineer
- City of Lomita, Traffic Calming Toolkit, Lomita, CA Project Engineer
- Port of Long Beach, ITS Terminal Traffic Circulation Analysis, Long Beach, CA Project Manager
- City of Malibu, Malibu Canyon Road Safety Study, Malibu, CA Project Manager
- City of Los Angeles Department of Recreation and Parks, Griffith Park Safety and Active Transportation Project, Los Angeles, CA - Project Engineer
- City of Lancaster, SRTS Master Plan, Lancaster, CA Project Engineer
- City of Agoura Hills, On-Call Traffic Engineering Services, Agoura Hills, CA Project Manager
- OCTA, Aliso Creek Road Regional Traffic Signal Synchronization Program, Orange County, CA - Project Analyst
- City of Irvine, Barranca Parkway Regional Traffic Signal Synchronization Program, Irvine, CA - Project Analyst
- City of Los Angeles, Consolidated Rent-A-Car Off-Site Traffic Signal and Signing and Striping Improvements, Los Angeles, CA - Project Analyst
- City of Lancaster, Lancaster Health District Traffic Impact Analysis and Signing and Striping and Traffic Signal Plans, Lancaster, CA - Project Analyst

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Professional Credentials

- Doctor of Philosophy (ABD), City and Regional Planning, University of California, Berkeley
- Master of Regional Planning, City and Regional Planning, Cornell University
- Bachelor of Science, Community and Regional Development, University of California. Davis

Monica Villalobos

Equity

Monica's unique experience includes work at the intersection of transportation and community planning, land use, environmental justice and award-winning community engagement strategies. With 20 years of experience, she has a proven record as a technical expert and public engagement strategist on a variety of large-scale multidisciplinary transportation planning and policy projects. She has led transportation planning, first/last mile, outreach and equity projects for Metro, SANDAG, SCAG and multiple cities. She has worked closely with key decision makers, community groups, stakeholders, elected officials, and the public.

- City of Palmdale, Palmdale Sustainable Transportation Plan, Palmdale, CA Equity Lead
- SANDAG, SR 78 Comprehensive Multimodal Corridor Plan, Southern California Equity Lead
- SANDAG, SR 67 Comprehensive Multimodal Corridor Plan, San Diego, CA Equity Lead
- LA Metro, Eastside Transit Corridor Phase 2, Los Angeles, CA First/Last Mile and Transit Oriented Communities Lead
- SANDAG, Transit Fare Study, Southern California Outreach Lead
- SANDAG, Zero Emissions Vehicles Implementation Plan Southern California Outreach Lead
- SANDAG, Next OS, Southern California Stakeholder Coordination Lead
- LA Metro, Vermont Transit Corridor, Los Angeles, CA—Equity and TOC Lead
- LA Metro, Crenshaw Northern Extension, Los Angeles, CA Project Lead and FLM Integration
- LA Metro, C (Green) Line Extension, Los Angeles, CA Community Integration Lead
- LA Metro, Transit Oriented Communities Implementation Plan, Los Angeles, CA Project Lead
- LA Metro, Traffic Reduction Study, Los Angeles, CA Equity Lead
- SCAG, Connect SoCal 2020 Regional Transportation Plan/Sustainable Communities Strategy, Southern California – Strategic Engagement Lead

(RFP No. 24-14)



Active Transportation Expert 🐼

Rock Miller, CE, TE, PTOE

Senior Advisor

ROCK E.

Professional Credentials

- Master of Science, Civil Engineering, UC Davis
- Bachelor of Science, Civil Engineering, UC Davis
- Professional Traffic Engineer in California #1139
- Institute of Transportation Engineers (ITE), International President, 2012

Rock has over 45 years of experience in traffic engineering and transportation planning. He has a strong background in traffic operations, traffic signal timing, traffic signal design, traffic safety, active transportation, and many related disciplines. He has resided in Orange County for his entire career, but he has provided consultant services throughout the US and Western Canada. He served as City Traffic Engineer for Costa Mesa in the 1980's and has participated in many projects within the City since. Rock is widely known for his work in Active Transportation with a focus upon conceptual design and implementation. Rock spends approximately 40% of his time consulting on safety matters that may result in litigation, mostly on behalf of public agencies and their representatives. He spends about 25% of his time on traffic engineering projects, focusing on his interest areas, serving pedestrians and bicyclists. His remaining time is spent on non-profit work for ITE, Transportation Research Board, the National Committee on Uniform Traffic Control Devices, and Caltrans Safety Initiatives.

- Herondo Street/Harbor Drive Gateway Park and Cycle Track, Redondo Beach, CA Lead Designer
- CV Link Multi-Purpose Trail, Coachella Valley, California Concept Designs and Traffic Signals on Public Streets, Palm Springs and Palm Desert
- Class IV Bikeway Connections and Extensions, Santa Monica, CA Concept Designs and PSE Q/C
- Centre City Cycle Tracks, Calgary, Alberta Concept Design, Outreach for Concept Approval, Design Oversight
- OC Loop Feasibility Study, Orange County, California Project Manager for SCAG
- OCTA, Traffic Signal Synchronization Master Plan 2020, Orange County, CA Special Advisor (with Kimley Horn)
- National Committee on Uniform Traffic Control Devices (NCUTCD), Nationwide Voting Member/ Vice Chair Bicycle Transportation Committee
- Transportation Research Board, Bicycle Research Committee Member 2014-2023, Paper Revier Coordinator 2014-present
- Crosswalk Safety Studies, Santa Ana, California Project Manager

(RFP No. 24-14)



Brian Chandler, PE, PTOE, RSP 218, PMP

Literature Review/Safety Assessment



Professional Credentials

- Bachelor of Science, Civil Engineering, University of Missouri-Columbia
- Professional Civil Engineer in Washington #47563
- Professional Civil Engineer in Arizona # 53195
- Professional Traffic Operations Engineer # 1690
- Road Safety Professional Level 2, #32
- Project Management Professional (PMP), No. 4940438E1

Brian is the Director of Transportation Safety at DKS, providing national leadership to the company's efforts to reduce roadway fatalities to zero. He brings 25 years of real-world experience in roadway safety engineering, safety management, and school safety assessment, including safety leadership in State government, Federal government, and the private sector. Brian has developed safety plans for more than 30 states and dozens of local agencies to improve safety in those communities.

In California, Brian has supported school safety projects in El Segundo, Yorba Linda, and Placentia and has worked on other safety planning projects for West Hollywood, Santa Maria, Solano Transportation Authority, and Caltrans. He led school-focused road safety assessments in Bellevue, Washington, that included more than 100 safety treatment recommendations.

- Cities of Yorba Linda-Placentia, Multi-Agency Active Transportation Plan, Yorba Linda and Placentia, CA – Safety Expert
- Caltrans, California Strategic Highway Safety Plan Update, Sacramento, CA Safety Expert
- City of El Segundo, Traffic and Pedestrian Safety Study, El Segundo, CA Safety Expert
- City of West Hollywood, Target Vision Zero Plan, West Hollywood, CA Safety Expert
- STA Countywide Local Road Safety Plan, Solano County, CA Safety Support
- City of Bellevue, School Zone Road Safety Assessments, Bellevue, WA Project Manager

(RFP No. 24-14)



Josh Pilachowski, PhD, TE, RSP,

Literature Review/Safety Assessment



Josh is a California registered traffic engineer managing multiple regional and local planning projects. He has experience as a project manager for safety prioritization, climate resiliency projects, and regional planning documents. He has developed large-scale data-based prioritization methodologies, working with urban and rural projects.

Professional Credentials

- Doctor of Philosophy, Civil and Environmental Engineering, University of California, Berkeley
- Master of Science, Civil and Environmental Engineering — Transportation, University of California, Berkeley
- Bachelor of Science, Civil and Environmental Engineering, University of Maryland, College Park
- Professional Traffic Engineer in California #2763
- Road Safety
 Professional 1 #460

- City of West Hollywood, Vision Zero Plan, West Hollywood, CA Project Manager
- Solano Transportation Authority, SRTS Plan Update, Solano County, CA Project Manager
- Solano Transportation Authority, LRSP, Solano County, CA Project Manager
- Sacramento County, LRSP, Sacramento County, CA Project Manager
- Solano Transportation Authority Pedestrian Safety Outreach, Solano County, CA

 Project Manager
- City of Santa Maria, LRSP, Santa Maria, CA Deputy Project Manager

(RFP No. 24-14)



Professional Credentials

 Bachelor of Science, Civil Engineering, University of Nevada, Reno

Crystal Chavez

Stakeholder/Public Outreach



Crystal is a bilingual outreach specialist with experience engaging and educating the public on various projects, including transportation master plans, community vision plans, and vision zero plans. She has also created public-facing materials in English and Spanish, hosted pop-up events, and assisted in developing Social Pinpoint sites.

- Cities of Yorba Linda-Placentia, Multi-Agency Active Transportation Plan, Yorba Linda and Placentia, CA – Project Manager
- City of El Segundo, Traffic and Pedestrian Safety Study, El Segundo, CA – Transportation Engineering Associate
- City of West Hollywood, Target Vision Zero Plan, West Hollywood, CA – Public Outreach Coordinator
- City of Mill Valley, Housing Outreach, Mill Valley, CA Public Outreach Coordinator
- Sacramento County, Re-Imagine North Watt Corridor, Sacramento, CA Public Outreach Coordinator

Safe Routes to School Action Plan

(RFP No. 24-14)



Professional Credentials

- Master of Science, Civil Engineering, American University
- Bachelor of Science, Civil Engineering, American University
- Registered Professional Civil Engineer in California
- Professional Traffic Operations Engineer
- Registered Professional Traffic Engineer in California
- Road Safety Professional (RSP,)

Rawad Hani, PE, TE, RSP,

Field Data Collection



Rawad specializes in safety studies, traffic analysis, engineering design, and technology applications. His recent experience includes assisting local governments across California, with transportation planning and engineering studies, signal and street lighting designs, as well as traffic calming studies. Rawad understands the importance of striking the right balance between engineering (mobility and safety) and planning (livability and sustainability) considerations. He has worked on context-sensitive design projects and has helped municipalities agencies achieve effective solutions.

Relevant Experience

- City of Rancho Palos Verdes, Transportation and Traffic Engineering On-Call, Rancho Palos Verdes, CA — Project Manager
- City of Hermosa Beach, Transportation Planning and Traffic Engineering On-Call, Hermosa Beach, CA — Project Manager
- City of Glendora, LRSP, Glendora, CA Project Manager
- City of La Habra Heights Traffic Calming, La Habra Heights, CA Project Manager
- City of Torrance, Downtown Torrance Systematic Safety Analysis Report Program, Torrance, CA — Project Manager

Safe Routes to School Action Plan

(RFP No. 24-14)



Professional Credentials

- Master of City & Regional
 Planning, Ohio State University
- Bachelor of Arts, Grinnell College

Ariel Godwin, AICP

Field Data Collection



Ariel is a transportation planner with over 15 years of experience in transportation planning and project management. Throughout a career focused on multimodal planning and transportation safety, he has worked on a wide variety of projects from regional park-and-ride analysis to Complete Streets policies to pedestrian and bicycle plans. His recent experience includes corridor-level analysis for transit-oriented development in the Los Angeles area as well as assisting local governments with creative solutions to improve parking capacity, connectivity, traffic safety, and quality of life.

Relevant Experience

- City of Rancho Palos Verdes, Transportation and Traffic Engineering On-Call, Rancho Palos Verdes – Planning Lead
- City of San Luis Obispo, Los Osos Valley Road Corridor Concept Plan, San Luis Obispo, CA – Project Manager
- City of Glendora, LRSP, Glendora, CA Planning Lead
- California State University Dominguez Hills, Pedestrian & Bicycle Connectivity Plan, CA Principal Planner
- Minnie Gant Elementary School Traffic Safety Improvements, Long Beach, CA Principal Planner
- Washington Middle School Traffic Impact Study, Long Beach, CA Planning Lead
- City of Rancho Palos Verdes, Neighborhood Traffic Calming Plans, Rancho Palos Verdes, CA – Planning Lead

Safe Routes to School Action Plan

(RFP No. 24-14)



Deborah Redman

Documentation



Professional Credentials

- Bachelor of Arts, American Studies, Grinnell College
- Master of Arts, Urban and Regional Planning, University of Iowa
- UCLA, All pre-dissertation coursework for Ph.D., Urban & Regional Planning

Deborah has served as a project manager for public and private clients, working on projects involving multiple transportation planning modes, missions, and topics. With 35+ years of experience, she provides technical analysis, policy, and strategic planning and conducts public engagement and outreach efforts on controversial topics, always using a creative, solution-oriented management style to address complex, difficult issues. She has special expertise in active transportation/SRTS planning and grant preparation, passenger rail, multimodal and freight planning, complete streets, and congestion pricing. Since 2014, she has been writing award-winning federal, state, and regional grants for Metrolink, LA Metro, multiple Southern California cities and counties, SANDAG, Brandman University, the Port of Portland, and private clients.

In her public and private work for major state and regional agencies in Southern California (Metro, Metrolink, SCAQMD, SCAG, LACRA, Caltrans, CalSTART,) and the State of Oregon (Oregon Metro; ODOT, the Port of Portland), Deborah has delivered significant work products covering a range of planning topics: multimodal corridor analyses; preparation of existing conditions and purpose and need statements; detailed analysis and description of potential project benefits for multiple grantors with varied evaluation rubrics; development of ridership estimates for grant applications (in collaboration with staff and consultant modelers); development of the approach and completion of greenhouse gas and criteria emission analyses; preparation and presentation of data needed to demonstrate benefits to California's designated priority populations; collaboration with clients to develop zero-emissions vehicle pilots and demonstration projects, including innovative partnering with California Institutions of Higher Education (IHEs).

Relevant Experience

- City of Lancaster, SRTS Master Plan Update, Lancaster, CA Project Manager
- City of Lancaster, 5th Street Corridor Schools ATP Infrastructure Project, Lancaster, CA Grant Writer
- City of Lancaster, SRTS Refresh, Rebuild, Recruit, Sustain, ATP Non-Infrastructure Project, Lancaster, CA – PM/Grant Writer
- City of Lancaster, SRTS Implementation Phase 1, Safe Streets For All Grant, Lancaster, CA PM/Grant Writer
- City of Culver City, Culver City Crossroads Community Connector ATP Infrastructure + SRTS Project, Culver City, CA – Grant Writer
- City of Inglewood, Active Transportation Plan and SRTS Plan, Inglewood, CA Project Manager/Grant Writer
- City of El Monte, Mountain View School District SRTS ATP Non-Infrastructure Project, El Monte, CA – PM/Grant Writer



VENDOR APPLICATION FORM FOR RFP No. 24-14 FOR DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN

TYPE OF APPLICANT:	☐ NEW	
Legal Contractual Name of Corp	oration: Kimley	-Horn and Associates, Inc.
Contact Person for Agreement:	Jean B. Fares,	TE
Title: Senior Vice President	E-N	Mail Address: jean.fares@kimley-horn.com
Business Telephone: 714.939.10)30	Business Fax: N/A
Corporate Mailing Address: 110	0 W. Town and	I Country Rd, Ste. 700
City, State and Zip Code: Orange	e, CA 92868	
Contact Person for Proposals: $\underline{\Gamma}$	Darryl dePencier,	AICP, GISP, RSP2B
Title: Associate	E-N	Mail Address: darryl.depencier@kimley-horn.com
Business Telephone: 213.261.40)39	Business Fax: N/A
ls your business: (check one)		
☐ NON PROFIT CORPORATION	ΓΙΟΝ 🛭 Ι	FOR PROFIT CORPORATION
ls your business: (check one)		
☑ CORPORATION	LIMITED	LIABILITY PARTNERSHIP
☐ INDIVIDUAL	☐ SOLE PR	OPRIETORSHIP
☐ PARTNERSHIP		RPORATED ASSOCIATION

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ADDENDUM NO. 1 REQUEST FOR PROPSAL

FOR

DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN RFP NO. 24-14



Public Works CITY OF COSTA MESA

Addendum Released on June 26, 2024

The referenced document has been modified as per the attached Addendum No. 1

Please sign this Addendum where designated and return the executed copy with submission of your proposal. This addendum is hereby made part of the referenced RFP.

1

- **Delete** Inquiries Date: June 25, 2024 @ 11:00 am. (pg.6 of 36)
- Replace Inquiries Date: July 8, 2024 @ 11:00 am. (pg. 6 of 36)
- Clarification Disregard reference to "including e-bike safety and training on bicycle safety, riding, and maintenance." (pg. 2 of 36)

All other provisions of the request for proposal shall remain in their entirety.

Vendors hereby acknowledge receipt and understanding of the above Addendum. Complete and submit this Addendum with your proposal.

Signature

Date

June 26, 2024

Jean B. Fares, TE, Senior Vice President

Typed Name and Title

Kimley-Horn and Associates, Inc.

Company Name

1100 W. Town and Country Rd., Ste. 700

Address

Orange CA 92868
City State Zip



EXHIBIT C

FEE SCHEDULE

CITY OF COSTA MESA

Development of Safe Routes to School Action Plan

		Kimley-Horn and Associates, Inc.								Subconsultants									
196.54%	_Overhead%	Name	Darryl dePencier	Sowmya Chandrasekhar	Jean Fares	Sr.	Sr.	Professional II	Professional I	Analyst	Project			Kimley-Horn					Total
195.57%	Overhead% w/o FCCM	ory/Title	Project Manager	QA/QC Manager	Principal-in- Charge	Professional II	Professional I			, ,	Support	Kimley-Horn Total Hours	_	Other Direct Costs	DKS Total Cost	GTS Total Cost	Redman Total Cost	Rock Miller Total Cost	Project Cost
10%	Fee% Dire	ct Rate	\$76.54	\$83.28	\$125.64	\$104.37	\$89.26	\$72.73	\$59.28	\$48.78	\$42.30			Costs					Cost
	Billir	ng Rate	\$249.59	\$271.57	\$409.71	\$340.35	\$291.07	\$237.17	\$193.31	\$159.07	\$137.94								
Task 1	Project Management		62	18.5	14	13	13	13				133.5	\$ 37,526.59	\$ 190.00	\$ 9,529.78	\$ 3,892.18	\$ 1,955.00	\$ 2,710.40	\$ 55,803.95
1.1	Project Management		38	9.5	9.5	6	6	6				75	\$ 21,168.33	\$ 190.00	\$ -	\$ -	\$ -	\$ 2,710.40	\$ 24,068.73
1.2	Kick-Off Meeting		6	3	1.5	3	3	3				19.5	\$ 5,532.63		\$ 1,382.62	\$ 676.90	\$ 340.00	\$ -	\$ 7,932.15
1.3	PM Activities (12 months)		18	6	3	4	4	4				39	\$ 10,825.64		\$ 8,147.16	\$ 3,215.28	\$ 1,615.00	\$ -	\$ 23,803.07
Task 2	Existing Conditions and Safety Assessment Analysis		28.5	57		28.5		57	38	85.5	66.5	361	\$ 75,930.99	\$ 380.00	\$ 19,123.46	\$ 29,872.37	\$ -	\$ 4,065.60	\$ 129,372.42
2.1	Existing Conditions and Planning Cor	itext	9.5	19				9.5	19	38	38	133	\$ 24,743.41	\$ 380.00	\$ 4,302.52	\$ 29,872.37	\$ -	\$ 1,355.20	\$ 60,653.50
2.2	Safety Assessment		9.5	19		9.5		19	19	19		95	\$ 21,965.81		\$ 13,268.64	\$ -	\$ -	\$ 1,355.20	\$ 36,589.65
2.3	Tool Kit		9.5	19		19		28.5		28.5	28.5	133	\$ 29,221.76		\$ 1,552.30	\$ -	\$ -	\$ 1,355.20	\$ 32,129.26
Task 3	Community Stakeholder Engageme	ent	66.5	66.5	4.5	19	95	38	190	190	57	726.5	\$ 154,447.30	\$ 4,050.00	\$ 37,369.98	\$ -	\$ -	\$ 6,776.00	\$ 202,643.28
3.1	Stakeholder Engagement		19	19	4.5		38		57	57		194.5	\$ 42,892.39	\$ 250.00	\$ 3,349.18	\$ -	\$ -	\$ 2,710.40	\$ 49,201.97
3.2	Public Coordination Survey and Map		28.5	19		9.5	19	19	76	76		247	\$ 52,324.20		\$ -	\$ -	\$ -	\$ 1,355.20	\$ 53,679.40
3.3	Community Engagement		19	28.5		9.5	38	19	57	57	57	285	\$ 59,230.71	\$ 3,800.00	\$ 34,020.80	\$ -	\$ -	\$ 2,710.40	\$ 99,761.91
Task 4	Compilation of Final Action Plan Document		17.5	31	4	42.5	23.5	33	104.5	104.5	218.5	579	\$ 110,520.58	\$ 1,900.00	\$ 9,234.04	\$ -	\$ 32,300.00	\$ -	\$ 153,954.62
4.1	School Profiles		4	9.5				9.5	28.5	28.5	28.5	108.5	\$ 19,805.55		\$ -	\$ -	\$ 12,920.00	\$ -	\$ 32,725.55
4.2	Improvement Plans		4	9.5		38	19	19	76	76	152	393.5	\$ 74,295.82		\$ 4,931.52	\$ -	\$ -	\$ -	\$ 79,227.34
4.3	Final Document		9.5	12	4	4.5	4.5	4.5			38	77	\$ 16,419.21	\$ 1,900.00	\$ 4,302.52	\$ -	\$ 19,380.00	\$ -	\$ 42,001.73
	TOTAL I		174.5	173	22.5	103	131.5	141	332.5	380	342	1,800							
	Subtotal		\$43,554.27	\$46,982.23	\$9,218.44	\$35,055.79	\$38,276.25	\$33,441.02	\$64,275.68	\$60,446.64	\$47,175.15		\$ 378,425.46	\$ 6,520.00	\$ 75,257.26		\$ 34,255.00	. ,	\$ 541,774.26
	TOTAL (COST:											\$ 378,425.46	\$ 6,520.00	\$ 75,257.26	\$ 33,764.55	\$ 34,255.00	\$ 13,552.00	\$ 541,774.26

CITY OF COSTA MESA Development of Safe Routes to School Action Plan

				DI	KS			•									
	Name	Crystal Chavez	Brian Chandler	Josh Pilachowski	Mid-level	Jr-level	Admin										
183.13%	Overhead % Category/Title	PM/Engineer	PIC/SME	Sr. Engineer	Engineer	Engineer	Support	Total			Total Total		Total Total		Other		Total
10%	Fee% Direct Rate	\$48.08	\$98.57	\$75.32	\$56.82	\$41.98	\$34.66	Hours			Direct		Project				
	- Billing Rate	\$149.74	\$306.99	\$234.58	\$176.96	\$130.74	\$107.95	riours			Costs		Costs				
Task 1	Project Management	18	10	2			12	42	\$	7,529.78	\$ 2,000.00	\$	9,529.78				
1.1	Project Management								\$	-		\$	-				
1.2	Kickoff Meeting	2	2	2				6	\$	1,382.62		\$	1,382.62				
1.3	PM Activities (12 months)	16	8				12	36	\$	6,147.16	\$ 2,000.00	\$	8,147.16				
Task 2	Existing Conditions and Safety Assessment	16	14	32	16	16		94	\$	19,123.46	\$ -	\$	19,123.46				
2.1	Existing Conditions and Planning Context	8	4	8				20	\$	4,302.52		\$	4,302.52				
2.2	Safety Assessment	8	8	20	16	16		68	\$	13,268.64		\$	13,268.64				
2.3	Tool Kit		2	4				6	\$	1,552.30		\$	1,552.30				
Task 3	Community Stakeholder Engagement	82	2	4	70	70		228	\$	35,369.98	\$ 2,000.00	\$	37,369.98				
3.1	Stakeholder Engagement	12	2	4				18	\$	3,349.18		\$	3,349.18				
3.2	Public Coordination Survey and Map								\$	-		\$	-				
3.3	Community Engagement (4 in-person events + other su	70			70	70		210	\$	32,020.80	\$ 2,000.00	\$	34,020.80				
Task 4	Compilation of Final Action Plan Document	12	12	16				40	\$	9,234.04	\$ -	\$	9,234.04				
4.1	School Profiles								\$	-		\$	-				
4.2	Improvement Plans	4	8	8				20	\$	4,931.52		\$	4,931.52				
4.3	Final Document	8	4	8				20	\$	4,302.52		\$	4,302.52				
	TOTAL HOURS	128	38	54	86	86	12	404									
	Subtotal Labor:	\$19,166.72	\$11,665.62	\$12,667.32	\$15,218.56	\$11,243.64	\$1,295.40		\$	71,257.26	\$ 4,000.00	\$	75,257.26				
	TOTAL COST:											\$	75,257.26				

CITY OF COSTA MESA

Development of Safe Routes to School Action Plan

				G	TS								
	Name	Rawad Hani	Ariel Godwin	Cassandra Garcia	April Kraweic	Ryan Meller	Sabrina Mamo						
220.00%	Overhead % Category/Title	Principal	PM	Engineer II	Engineer I	Planner I	Engineer III	Total		Total		Total	
10%	Fee% Direct Rate	\$96.15	\$50.48	\$44.23	\$33.66	\$33.66	\$52.88	Hours				Project Costs	
	- Billing Rate	\$338.45	\$177.69	\$155.69	\$118.48	\$118.48	\$186.14	110010		000.0			
Task 1	Project Management	11.5						11.5	\$	3,892.18	\$	3,892.18	
1.1	Project Management								\$	-	\$	-	
1.2	Kick-Off Meeting	2						2	\$	676.90	\$	676.90	
1.3	PM Activities (12 months)	9.5						9.5	\$	3,215.28	\$	3,215.28	
Task 2	Existing Conditions and Safety Assessment		19	38	57	57	38	209	\$	29,872.37	\$	29,872.37	
2.1	Existing Conditions and Planning Context		19	38	57	57	38	209	\$	29,872.37	\$	29,872.37	
2.2	Safety Assessment								\$	-	\$	-	
2.3	Tool Kit								\$	-	\$	-	
Task 3	Community Stakeholder Engagement								\$	-	\$	-	
Task 4	Compilation of Final Action Plan Document								\$	-	\$	-	
	TOTAL HOURS	11.5	19	38	57	57	38	220.5					
	Subtotal Labor:	\$3,892.18	\$3,376.11	\$5,916.22	\$6,753.36	\$6,753.36	\$7,073.32		\$	33,764.55	\$	33,764.55	
	TOTAL COST:								\$	33,764.55	\$	33,764.55	

CITY OF COSTA MESA Development of Safe Routes to School Action Plan

		Redman Consulting, LLC					
	Name	Deborah Hart Redman					
	Category/Title	Principal	Total Hours	Total Costs	ľ	Total Project	
	Billing Rate	\$170.00	Hours	00313	Costs		
Task 1	Project Management	11.5	11.5	\$ 1,955.00	\$	1,955.00	
1.1	Project Management			\$	\$	-	
1.2	Kick-Off Meeting	2	2	\$ 340.00	\$	340.00	
1.3	PM Activities (12 months)	9.5	9.5	\$ 1,615.00	\$	1,615.00	
Task 2	Existing Conditions and Safety Assessment			\$	\$		
Task 3	Community Stakeholder Engagement			\$ -	\$	*	
Task 4	Compilation of Final Action Plan Document	190	190	\$ 32,300.00	\$	32,300.00	
4.1	School Profiles	76	76	\$ 12,920.00	\$	12,920.00	
4.2	Improvement Plans			\$	\$		
4.3	Final Document	114	114	\$ 19,380.00	\$	19,380.00	
	TOTAL HOURS	201.5	201.5				
	Subtotal Labor:	\$34,255.00		\$ 34,255.00	\$	34,255.00	
	TOTAL COST:			\$ 34,255.00		34,255.00	

CITY OF COSTA MESA Development of Safe Routes to School Action Plan

		ROCK E. MILLER					
	Name	Rock Miller					
120.00%	Overhead % Category/Title	Principal	Total		Total	Total Project Costs	
10%	Fee% Direct Rate	\$140.00	Hours	Ш	Costs		
	Billing Rate	\$338.80	nours		Costs		
Task 1	Project Management	8	8	\$	2,710.40	\$	2,710.40
1.1	Project Management	8	8	\$	2,710.40	\$	2,710.40
1.2	Kick-Off Meeting			\$		\$	
1.3	PM Activities (12 months)		77	\$		\$	
Task 2	Existing Conditions and Safety Assessment	12	12	\$	4,065.60	\$	4,065.60
2.1	Existing Conditions and Planning Context	4	4	\$	1,355.20	\$	1,355.20
2.2	Safety Assessment	4	4	\$	1,355.20	\$	1,355.20
2.3	Tool Kit	4	4	\$	1,355.20	\$	1,355.20
Task 3	Community Stakeholder Engagement	20	20	\$	6,776.00	\$	6,776.00
3.1	Stakeholder Engagement	8	8	\$	2,710.40	\$	2,710.40
3.2	Public Coordination Survey and Map	4	4	\$	1,355.20	\$	1,355.20
3.3	Community Engagement	8	8	\$	2,710.40	\$	2,710.40
Task 4	Compilation of Final Action Plan Document			\$		\$	
	TOTAL HOURS	40	40				
	Subtotal Labor:	\$13,552.00		\$	13,552.00	\$	13,552.00
	TOTAL COST:			\$	13,552.00	\$	13,552.00

77 Fair Drive Costa Mesa, CA 92626



CITY OF COSTA MESA Agenda Report

File #: 25-100 Meeting Date: 1/21/2025

TITLE:

APPOINTMENTS TO THE ARTS, PARKS AND COMMUNITY SERVICES, AND PLANNING

COMMISSIONS

DEPARTMENT: CITY MANAGER'S OFFICE/CITY CLERK DIVISION

PRESENTED BY: BRENDA GREEN, CITY CLERK

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

RECOMMENDATION:

Staff recommends the City Council make appointments as follows:

- 1. Arts Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis).
- 2. Parks and Community Services Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis) and one (1) member appointment with a term expiration of January 2027 (Appointment by Council Member Marr).
- 3. Planning Commission Make four (4) member appointments with a term expiration of January 2029 (Appointments by Mayor Stephens, Council Member Buley, Council Member Gameros, and Council Member Pettis).

BACKGROUND:

Arts Commission 4 Appointments)

4 Commissioners/Term Expiration of January 2029

The Arts Commission meets on the first Thursday of each month. As the "City of the Arts" Costa Mesa holds in highest regard the vital role of the arts in the community. The general objectives of the Arts Commission shall be to ensure that the City of Costa Mesa is a place where creativity and creative people can flourish; imagination, inspiration and innovation are promoted; arts education is accessible to all; and, arts and culture promote civic pride and enrich the lives of residents. Four (4) members must be residents of Costa Mesa and there may be up to three (3) non-residents that are affiliated with the Arts.

File #: 25-100 Meeting Date: 1/21/2025

Staff received twelve (12) applications for the vacancies to be filled (applications attached). Council may appoint any applicant; there is no requirement to appoint within a Council Member's district.

- Syed Zia Hussian District 2
- 2. Brendan Ford District 2
- 3. Katherine 'Kate' Ryan District 3
- 4. Fisher Derderian District 4 (Incumbent)
- 5. Joy Ferguson District 5
- 6. Allison Mann District 5 (Incumbent)
- 7. Lauren Hillary District 6
- 8. Seana Brief District 6
- 9. Kathryn Boren District 6
- 10. Brian Ross District 6
- 11. Neo Moreno Non-Resident
- 12. Debora Wondercheck Non-Resident (Incumbent)

Parks and Community Services Commission (5 Appointments)

- 4 Commissioners /Term Expiration of January 2029
- 1 Commissioner /Term Expiration of January 2027

The Parks and Community Services Commission meets on the second Thursday of each month. The Commission serves as an advisory body to the City Council and works with various City departments on issues pertaining to parks, parkways, recreation, and community services. Staff received sixteen (16) applications for the vacancies to be filled (applications attached). Council may appoint any applicant; there is no requirement to appoint within a Council Member's district.

- 1. Jason Komala District 1
- 2. James Peters District 1
- 3. Daniel Baume District 2
- 4. Syed Zia Hussain District 2
- 5. Brandice Lea Leger District 3 (Incumbent)
- Jose Luis Toscano District 3
- 7. Cara Roseanne Stewart District 3
- 8. Lauren Weiss District 4
- 9. Stephen Smith District 5
- 10. Elizabeth (Betsy) C. Densmore District 5
- 11. Jake Husen District 5
- 12. Elizabeth Dorn Parker District 6 (Incumbent)
- 13. Kathryn Boren District 6
- 14. Shayanne Wright District 6 (Incumbent)
- 15. Jordan Annis District 6
- 16. Jennifer Leigh Tanaka District 6

File #: 25-100 Meeting Date: 1/21/2025

Planning Commission (4 Appointments)

4 Commissioners /Term Expiration of January 2029

The Planning Commission meets on the second and fourth Monday of each month. The Commission functions as an advisory body to the City Council on issues related to the long-term growth and development of the community, on requests for general plan amendments, rezones, specific plans, environmental impact reports and amendments to the City's Zoning Ordinance. The Planning Commission has authority to take final action on a variety of planning applications, including conditional use permits, variances, planned development projects, and tentative tract and parcel maps. Appeals of the Planning Commission's decisions are considered by the City Council.

Staff received seventeen (17) applications for the vacancies to be filled (applications attached). Council may appoint any applicant; there is no requirement to appoint within a Council Member's district.

- 1. Jonathan H. Zich District 1 (Incumbent)
- 2. Jeffrey M. Chon District 1
- 3. Daniel Baume District 2
- 4. Johnny Rojas District 2 (Incumbent)
- 5. Syed Zia Hussain District 2
- 6. Dillon Knight District 2
- 7. Scott Cobett District 3
- 8. John Terrence Witkowski District 5
- 9. Elizabeth (Betsy) C. Densmore District 5
- 10. Jake Husen District 5
- 11. Robert L. Dickson Jr. District 5
- 12. Christopher Karjala District 6
- 13. Kathryn Boren District 6
- 14. Russell Toler District 6 (Incumbent)
- 15. Jeffrey Harlan District 6
- 16. Garrett Whitfield District 6
- 17. Jennifer Leigh Tanaka District 6

ANALYSIS:

The City opened the Commission recruitment on December 10, 2024, and press releases/solicitations were sent on December 10, 2024, December 18, 2024, December 26, 2024, January 2, 2025, January 6, 2025 and January 10, 2025. The recruitment was also featured on the City Hall Snapshot on December 13, 2024, and December 20, 2024. In response to the City's outreach efforts, a total of 37 applications were received.

ALTERNATIVES:

City Council may choose not to make appointments to the Commissions or to extend the recruitment period.

File #: 25-100 Meeting Date: 1/21/2025

FISCAL REVIEW:

Parks and Arts Commissioners receive a stipend of \$100.00 per month and Planning Commissioners receive a stipend of \$400.00 per month. The stipends are included in the Fiscal Year 2024-2025 Adopted Budget in the General Fund (Fund 101) and Arts and Cultural Master Plan Fund (Fund 103).

LEGAL REVIEW:

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

CITY COUNCIL GOALS AND PRIORITIES:

This item is administrative in nature.

CONCLUSION:

Staff recommends that the City Council make appointments to the Arts, Parks and Community Services, and Planning Commissions.

#17



Page 1

Q1

Full Name:

Syed Zia Hussain

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have AS degree in Architecture and later pursue Urban Planning because my interest has always been to view the city development process with regards to its impact on its users (residential and commercial).

Q4

As a Commission member, what ideas or projects are of interest to you?

My ideal Costa Mesa is the city of Orange County that attracts people from other cities to visit it for commercial and pleasure reasons. I will bring in the aspect to make Costa Mesa more and more people friendly which means safer, more economical, and environmentally friendly.

At this moment I am serving as member of Mobile House Park Advisory Committee at City of Costa Mesa. https://www.costamesaca.gov/government/commissions-and-committees/mobile-home-park-advisory-committee/committee-members-and-staff

Q5

Optional Resume:

URP%20RESUME.pdf (273.6KB)

Architecture and urban designs

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Syed Zia Hussain					
Address:						
Address 2:						
City/Town:						
ZIP/Postal Code:						
Email Address:						
Phone (cell):						
Q7	By checking this box and typing my name below, I am					
Signature Required:	electronically signing my application.					
Q8						
Full Name:						
Syed Zia Hussain						
Page 2: QUESTIONS FOR ARTS COMMISSION APP	PLICANTS ONLY					
Q9						
Current or Most Recent Employer:						
Serra Sol Senior Living						
Q10						
Current or Most Recent Job Title:						
Activity Assistant						
Q11						
Key Accomplishments:						
In-Process to start a Non-Profit Organization that emphasizes on encouraging quality education and knowledge of Urban planning.						

Already organized two seminars (hybrid) with Sustainable and Transport management dept Malmo University, Sweden and California. produced two urban planning related documentaries. And starting a community education program that highlights information on

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

Member of UNESCO-CID 2024, qualified IDTA, UK. (International Dance Teachers Association) Gold Level, organized cultural events in Leeuwarden Town Netherlands covered by local TV channels and newspapers grants paid by the Town hall (https://www.youtube.com/watch?v=u2-CJBE12oM), President of Music society at InterCollege Nicosia, Cyprus. Band member of Lasers released three albums and managed the group. I was the songwriter, singer and produced music. Contributed in art directors for our song videos. Appeared in Tv shows. (https://www.youtube.com/@lasersmusicpk)

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I believe with my background experience in performing arts and also my ethnicity I will bring diversity in our Arts Commissioner. My background is from Pakistan and as you can see I have international qualification and experience also.

Q14

Please share your vision for the arts in Costa Mesa:

I believe the connection between urban planning/design and Art goes I long way back. Copenhagen (city in Denmark) is an example of how Art and urban design plans a role in neighborhoods security, economy, and social health. I would like to see my Costa Mesa promote similar role.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have produced several art projects in Pakistan (family festival in my home town, released three music albums, appearances on TV channels and press coverage, Netherlands (multi-cultural promotional events with Expect-Leewuarden, and freelance projects with town hall grants, on local channels and press, and Cyprus (President of Music society)

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

all mentioned above

Q17

How did you hear about this opportunity?

I am a regular follower of City of Costa Mesa.

Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA.

"StrengthFinder Personality Test" Type ESFJ: Helpful, Harmony, attention to clients' needs, work well with others to achieve goals, take commitments seriously, structured, and organized, best in organizing people to get a job done!

Education

Cal Poly Pomona, California, United States.

updated

Bachelor of Science in Urban and Regional Planning GPA 3.16

Orange Coast College. California, United States.

Dec 2019

Associate degree in Architecture

Associate Degree in Event Management GPA 3.36

Orange Coast College. California, United States. Associate Degree (Honors) in Event Management GPA 3.36 Dec 2016

Work Experience:

Freelance Projects (YouTube: <u>Smart City Developers - YouTube</u>)

2023 - updated

Produced a documentary on "Students Design Net-Zero House - Sustainability Decathlon" 2024.

"Impact of McBride Park Long Beach, CA."

SCD-Seminar I & SCD-Seminar 2rd. (hybrid event with research exchange between California and Sweden)

Community Service Leader II: City of Costa Mesa (Recreational Dept) Part-Time.

Jan '24 - Mar '24

Support R.O.C.K after-school program. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.

Student Connect SoCal Community Outreach: SCAG Project

May '23-June '23

Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey

Planning Aide Intern: Cal Poly Pomona Facility Planning and Management, CA. June '22-July '22

Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.

Administrative Intern Oct '21- Feb '22

City of Tustin Department of Community Planning, Tustin, CA.

Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.

Event Planner Unpaid Intern

June '15 - Dec '15

American Family Housing, Tustin, CA

Outreach, promotion, and marketing for "Summer Festival for Homeless Veterans". Sold out a stall and raise more than \$3,000 through bringing in vendors.

Awards and Recognitions:

Research on Walkability, presented at OCC Symposium 2019 and 2020. And at Cal Poly Pomona, CA. 2023.

Topic: "Effects of New High-Density Residency on Walkability in Costa Mesa, CA".

Topic: "How Mix-Use Land Contributes to Walkability in 19th Street, Costa Mesa, CA." 2023.

Skills: MS office, Sketch up, Rhino, AutoCAD, Adobe Creative Suite, Micro-Station, ArcGIS, and InDesign.

Administration Skill: Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

Clubs and Organization:

- Member of OC- American Planning Association.
- Member of Young Transportation Planners, LA, and American Planning Association.
- Orange Coast College: Scholarship in Architecture, and member Architecture Club.

#36



Page 1

Q1

Full Name:

Brendan Ford

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I live and work in Costa Mesa and am passionate about the arts.

I have been involved with the performing arts in Costa Mesa since 2006, first with the then-Orange County Performing Arts Center Business Partnership, then with the Segerstrom Center for the Arts Corporate Council (serving as Chair), where we launched the first-ever Arts and Business Leadership Fundraiser.

As a musical theatre actor and singer, I have sung at various Costa Mesa functions, including several SCFTA-related corporate events. I also sang the National Anthem at the Costa Mesa 3rd of July celebration at the OC Fairgrounds (three years running), as well as at Costa Mesa City Council meetings.

As a Commission member, what ideas or projects are of interest to you?

Here are some ideas:

- 1. Costa Mesa is the "City of the Arts," and is celebrated for it deservedly so. I want to find ways to expand and enhance arts-related opportunities of all kinds, and in all forms, to benefit the City, its residents, and its visitors. Collaboration with SCFTA, OCMA, SCR, and other Costa Mesa-based arts organizations will be essential to doing so.
- 2. Many people do not appreciate or enjoy the arts simply because they haven't been exposed to them. Finding ways to create low-cost/free arts programs for residents might trigger a spark in someone who otherwise wouldn't go to a museum, or a play, or a musical, or a concert.
- 3. Arts education is often one of the first items cut in an education budget. Yet the evidence shows that participation in music, art, theatre, and dance is tremendously beneficial to students. It certainly was for me. Finding ways to collaborate with our friends at the Newport Mesa school district, or creating free installations, or free concerts in the park, could be a great way to get kids exposed to and more involved in the arts.

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L	J	Э

Respondent skipped this question

Optional Resume:

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

Address 2:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Brendan Ford



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Brendan Ford

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9

Current or Most Recent Employer:

Ford & Diulio PC

Q10

Current or Most Recent Job Title:

Partner

Q11

Key Accomplishments:

Southern California SuperLawyer (2019-2025); Southern California Rising Star (2009-2011, 2015-2019); Top 25 Rising Star in Orange County (2016-2017); Top 100 Rising Star in Southern California (2016); Multi-Million Dollar Advocates; 10/10 rating on Avvo.com

Q12

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I live and work in Costa Mesa and am passionate about the arts. I have been involved with the performing arts in Costa Mesa since 2006, first with the then-Orange County Performing Arts Center Business Partnership, then with the Segerstrom Center for the Arts Corporate Council (serving as Chair), where we launched the first-ever Arts and Business Leadership Fundraiser. As a musical theatre actor and singer, I have sung at various Costa Mesa functions, including several SCFTA-related corporate events. I also sang the National Anthem at the Costa Mesa 3rd of July celebration at the OC Fairgrounds (three years running), as well as at Costa Mesa City Council meetings.

013

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

Because I love the arts and I love Costa Mesa. Being exposed to and involved in the performing arts all my life, I know the incredible impact that it can have on people. It not only fosters creativity, but also teaches discipline, deliberate practice, and teamwork.

Q14

Please share your vision for the arts in Costa Mesa:

A City of the Arts for ALL Costa Mesa residents, regardless of background, or socioeconomic status.

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have participated in the performing arts since childhood. I also helped create programming through my work with SCFTA.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

None other than listed above.

Q17

How did you hear about this opportunity?

I learned about the Arts Commission through discussions with Debora Wondercheck and Mayor John Stephens. I applied when I received an email from the City advising that applications were being accepted.

#35



Page 1

Q1

Full Name:

Katherine Ryan ('Kate')

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

As an artist, curator, and advocate for the transformative power of art, I am passionate about fostering creativity and connection within our community. Costa Mesa is a vibrant city, rich in artistic expression and cultural diversity, and I would be honored to contribute to its continued growth as a hub for the arts. Serving on the Arts Commission presents an opportunity to give back to a city that inspires me daily, championing initiatives that enhance access to the arts for all residents and visitors.

I bring a wealth of experience as a professional artist, art curator, and arts advocate, with over fifteen years of experience working in the arts in London, England as an arts administrator/ consultant.

My own artistic journey centers on exploring human experiences through material experimentaion and play, with a commitment to making art accessible and meaningful to diverse audiences.

Currently, I manage exhibitions at Kennedy Contemporary in Newport Beach, curating shows, liaising with artists, and engaging the public in meaningful dialogues around contemporary art. I've successfully curated exhibitions featuring a range of talented artists including initiatives to test and introduce new artists.

In addition to my work at the gallery, I am deeply embedded in the local art scene, an artist, and Arts Advocate, with a track record of building connections between artists, collectors, and art enthusiasts. My experience also includes: volunteering for the city of Costa Mesa, Arts Grant Selection Panel, and Volunteer Art competition judge for NMUSD.

Beyond my professional qualifications, I am a resident of Costa Mesa and a mother who is invested in our city's future. My perspective as a parent allows me to see the importance of integrating the arts into public spaces and educational programs.

As a Commission member, what ideas or projects are of interest to you?

I am committed to fostering equity in the arts by prioritizing accessibility, inclusion, and representation. My key interests include:

- * Public Art: Expanding murals, sculptures, and installations that reflect Costa Mesa's diverse cultural identity and foster pride.
- * Youth Engagement: Introducing workshops and mentorships to nurture young talent and ensure fair resource access.
- * Artist Showcases: Highlighting artists through rotating exhibitions.
- * A Community Hub: A subsidized place for artists and creative professionals to work and produce exhibitions for the public to enjoy
- * Cultural Festivals: Collaborating on festivals celebrating the city's diversity and creativity introducing new and exciting visual, musical and performative arts to our community.
- * Sustainability: Promoting environmentally conscious art practices and equitable resource distribution.

Q5

Respondent skipped this question

Optional Resume:

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

Address 2:

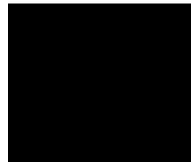
City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Kate Ryan



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Katherine Eleanor Ryan

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9

Current or Most Recent Employer:

Kennedy Contemporary (Art Gallery) 2043 Westcliff Dr Suite 102, Newport Beach, CA 92660

Q10

Current or Most Recent Job Title:

Gallery Manager

Q11

Key Accomplishments:

Most recently, as a curator I have devised and organized multiple exhibitions featuring a diverse range of artists, enhancing public engagement with contemporary art in both the commercial and not for profit sector, in Orange County. Working in a gallery I have facilitated significant art sales, supporting both the gallery and artists. I have Introduced innovative strategies to test and showcase new artists in the community, contributing to the gallery's growth and client satisfaction and I have developed educational and interactive art experiences to deepen the connection between the public and the art on display. I have continued to develop my painting practice over the past ten years, exhibiting annually in various spaces, selling paintings directly to collectors and also licensing my artwork to retail partners for distribution. I am also an active arts advocate in my community. Tate Gallery, London, UK Member Acquisition Marketing Executive (Aug 2014–Jan 2015) K A T E R Y A N • Developed and executed membership recruitment campaigns across all four Tate galleries, enhancing brand visibility through digital and social media strategies. • Collaborated with digital marketing agencies to optimize online membership acquisition. Southbank Centre, London, UK Membership Marketing Officer (Feb 2014–Jul 2014) • Led acquisition and retention campaigns for the Southbank Centre's membership program, increasing membership sales and enhancing brand recognition. • Conducted market research to inform targeted marketing strategies and improve customer engagement. Anna Lou of London, UK Consultant (Apr 2013–Jan 2014) • Enhanced online strategy by establishing partnerships with key fashion and lifestyle media, resulting in a 20% increase in sales. • Secured new trade customers and expanded brand reach through strategic collaborations. British Council, London, UK Marketing, Communications, and Brand Manager, London 2012 Olympics (Apr 2011–Jan 2013) • Delivered a £2 million marketing program for the British Council's partnership with the London 2012 Olympics, collaborating with high-profile stakeholders to deliver successful campaigns. • Developed and distributed global promotional toolkits and managed brand communications across 75 offices. Arts Marketing and Communications Officer (Apr 2008-Mar 2011) • Managed marketing and communication efforts for the Arts Department, working with top design agencies to produce engaging content for visual arts, literature, and performance sectors. • Spearheaded the development of a new online platform for the Creative and Cultural Economy team.

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I am a professional artist having studied art and art history at degree level, specializing in painterly abstraction, with a deep passion for exploring human experiences through visual art. My work has been exhibited in galleries and collected both locally and internationally. I have extensive experience in arts administration, including planning and executing exhibitions, building relationships with artists, and fostering public engagement. My recent role involves advising clients on art acquisitions, often bridging the gap between artistic expression and personal or communal meaning. Prior to relocating to the US from London, in 2015, I worked as arts consultant in various Cultural Institutions including the Tate Gallery, British Council (The Cultural Relations Organization for the UK) and Southbank Center. See CV attached. I have experience in community outreach, having worked on initiatives to connect emerging artists with broader audiences, promote diversity in the arts. At the British Councul, UK I collaborated with organizations and artists to produce 'Unlimited' - A major component of the Paralympic Games, Cultural Olympiad Cultural Festival. We commissioned mulitple, highly talented disabled artist performers to create performances as part of the Festival at prestigious venues across London during the London 2012 Games, including the Southbank Center. I learned a lot during this time.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

Costa Mesa is a city I deeply care about, both as a resident and as an artist. I want to contribute my expertise to enhance its reputation as a cultural hub. As an Arts Commissioner, I aim to champion programs that make art accessible, celebrate the city's diversity, and encourage creative expression for all residents. I believe my professional background and passion for the arts can help shape a vibrant, inclusive artistic landscape in Costa Mesa. As an artist living in this city I want there to be more opportunities for artists to participate and share their work and add value, and as a parent of elementary aged children, I want to ensure that the city continues to invest in the arts for all. I believe that art has the power to bring people together, to spark conversation, and to inspire change. I would be honored to help shape the future of the arts in Costa Mesa through innovative, inclusive, and community-driven initiatives. I feel it would enhance my life and art practice to serve and connect with my community in this way.

Q14

Please share your vision for the arts in Costa Mesa:

My vision for Costa Mesa is to expand opportunities for artists, integrate art into public spaces, and foster partnerships between artists, schools, and businesses. I imagine a city where creativity is central to its identity and art connects people across diverse backgrounds. I support incrementally increasing the arts budget, guided by the recommendations of the City's Arts Specialist and Arts Commissioners. I also envision an Art Center—a dedicated space for exhibitions and community gatherings—aligned with the Arts Master Plan. Additionally, subsidized workspaces for artists and creative professionals could provide a creative hub with public amenities, such as a welcoming cafeteria, fostering community and inclusivity.

Please share your experience in producing and/or participating in Arts and multicultural programing:

In the past few years I have curated and participated in exhibitions that feature artists from diverse backgrounds, highlighting unique cultural perspectives of women at She/ They Gallery in Santa Ana. bringing together artists, collectors, and the public. In 2023, I was selected as guest artist host for the inaugural city of Costa Mesa Art Walk, showcasing my dedication to our local arts community. I actively participate in art exhibitions and community-driven projects across Orange County and serve as a volunteer board member of Non Profit, She They Gallery, in Santa Ana and as Curator and Gallery Manager in Kennedy Contempoary, commercial gallery. Additional contributions to the local arts scene include volunteering as a judge for the Newport Mesa Senior Art Showcase and selecting Arts Grantees for the City of Costa Mesa. Between 2015 and 2017, I organized drawing workshops and curated exhibitions at Location 1980 Gallery in Costa Mesa, fostering engagement and creativity within the community.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

Professionally, I have an extensive background in arts administration and communications, including: Gallery Manager, Kennedy Contemporary. Marketing Officer, Tate Gallery and Southbank Centre, London (2013–2014). Communications Manager, London 2012 Cultural Olympiad, British Council (2011–2012). Arts Officer, British Council (2008–2011) I actively pursue professional development as a member of established artist networks that promote collaboration and mentorship, including: Creative Visionary Program (2019, 2024), Artist Alliance (2023), Connected Artists (2019–2022)

Q17

How did you hear about this opportunity?

From the City Website and also Commissioner Ochoa informed me. Thank you

If you **DO NOT** receive a confirmation within 24 hours, please contact our office at (714) 754-5225.

City of Costa Mesa Application for Commission Appointment

All information on this page <u>only</u>, is considered public information and will be released to the public, including being posted on the City's website.

Name: _	Fisher Derderian
Indicate	the name of the Commission you are interested in serving on:
Arts C	Commission
AI to C	



City of Costa Mesa 77 Fair Drive, Costa Mesa, CA 92626

 Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.
 (Note: All information contained on the resume is public information, will be distributed to the public and posted on the City's website).

As a proud resident of Costa Mesa, I am deeply committed to supporting our city's identity as the "City of the Arts." In my role as Executive Director of an international arts and culture nonprofit, I've collaborated with world-renowned artists, academics, and cultural leaders to create programs that celebrate beauty and tradition while strengthening communities. These experiences have shown me how art can inspire creativity, foster connection, and elevate public spaces.

I've led initiatives that bring people together through the humanities, from launching a \$50,000 annual prize for lifetime achievement to organizing programs across North and South America, Europe, and Asia. These efforts include partnerships with congressional offices, international institutions, and local organizations to develop initiatives that blend vision with tangible outcomes.

As a returning member of the Arts Commission, I am eager to continue championing projects that enrich Costa Mesa's cultural life and connect our residents to the arts in meaningful ways. By advancing initiatives that celebrate creativity and enhance our public spaces, I aim to help Costa Mesa continue flourishing as a vibrant, artistic community.

2. As a Commission member, what ideas or projects are of interest to you?

As an Arts Commissioner, my focus is on building on Costa Mesa's achievements in the arts while setting a bold vision for the future. I've enjoyed contributing to initiatives like the inaugural Poet Laureate program, the utility box art program, and developing the framework for public murals and art installations. These projects reflect the power of art to beautify public spaces and foster a sense of belonging for all residents.

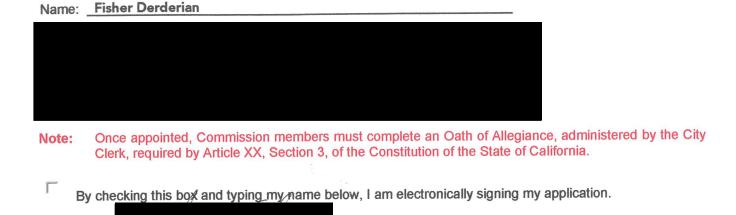
As we approach the conclusion of the current Arts & Culture Master Plan, I'm excited to be part of envisioning the next chapter for Costa Mesa's arts initiatives. This is a unique moment to reflect on the progress made—including the establishment of the Arts Commission and the hiring of city arts staff—and set ambitious goals for the next five years. I'm particularly interested in exploring opportunities for new public art commissions, expanding access to the arts for all neighborhoods, and continuing to strengthen Costa Mesa's identity as a destination for creative talent and cultural life.

3. FOR ARTS COMMISSION APPLICANTS ONLY

Please complete the additional Arts Commission questionnaire and include with this application.

Note: This contact information will <u>not</u> be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

4. Contact Information:



Please submit application by mail, email or bring to City Hall no later than 5 p.m. on Friday, January 10, 2025. The appointments are tentatively scheduled for the January 21, 2025 City Council meeting.

Date: January 10, 2025

Mailing Address:

Signature:

City Clerk's Office City of Costa Mesa P.O. Box 1200

Costa Mesa, CA 92628-1200 Phone: (714) 754-5225 Fax: (714) 754-4942

cityclerk@costamesaca.gov

City of Costa Mesa Arts Commission Questionnaire

FOR ARTS COMMISSION APPLICANTS ONLY

Current or Most Recent Employer:

Roger Scruton Legacy Foundation

visitors alike.

	2. Current or Most Recent Job Title:
	Executive Director
	3. Key Accomplishments: As Founder and Executive Director of the Roger Scruton Legacy Foundation, I built an international arts nonprofit from the ground up with no initial funding. Over time, I established separate U.S. and U.K. charities, each with independent boards, and recruited global advisory bodies of artists, scholars, and policymakers. Through strategic programming, I've led initiatives that engage over 12,000 participants globally, including academic conferences, public performances, and international partnerships. Under my leadership, the Foundation has grown its annual budget to over a half-million dollars, expanded its reach across multiple continents, and hosted programs that celebrate beauty, tradition, and belonging. This experience has taught me how to unite stakeholders, secure funding, and turn vision into action.
UNIVERSAL PROPERTY AND ADDRESS OF THE PROPERTY OF THE PARTY OF THE PAR	4. Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:
MESCALISTISATION STREETS PROFITS STREETS STREETS AND TOTAL STREETS STREET, THE STREET, THE STREET, THE STREET,	The arts have always been a central part of my life, from studying and performing music as a young student to leading international cultural initiatives as an adult. I've studied piano, trombone, and bass guitar, performing professionally in venues across the United States. Academically, I pursued the philosophy of art under Sir Roger Scruton, producing a thesis on how art shapes and enriches our lives.
н мен и ден и при при при при при при при при при п	As Executive Director of an arts and culture nonprofit, I've developed and implemented programming that includes global conferences, academic fellowships, and performances of new works. These efforts have connected communities, engaged audiences across continents, and advanced conversations about the role of beauty and creativity in civic life. Locally, my work as an Arts Commissioner has involved selecting public art projects, developing frameworks for new initiatives, and advocating for opportunities that bring the arts to all Costa Mesans.
NAMES OF TAXABLE PARTY AND PROPERTY OF TAXABLE PARTY OF T	5. Why are you applying to be an Arts Commissioner for the City of Costa Mesa? I believe the arts have a unique power to connect people, inspire creativity, and enrich communities. Costa Mesa's commitment to its identity as the "City of the Arts" is a source of pride, and I'm eager to contribute to its growth. Through my work leading an international arts organization, I've seen firsthand how beauty and creativity can transform public spaces and bring people together. As a returning Arts Commissioner, I hope to continue advancing

initiatives that celebrate Costa Mesa's artistic identity, foster opportunities for artists, and make the arts available to our many constituents in the city. My goal is to help our city become an even more beautiful place for residents and

6. Please share your vision for the arts in Costa Mesa:

My vision is to see Costa Mesa flourish as a city where beauty and creativity are woven into the fabric of daily life, making it a welcoming and inspiring place for all. As a parent, I have a personal stake in the future of our community and wish to help build a city that remains beautiful and enriching for generations to come. This vision includes fostering public art that enhances the character of our neighborhoods, supporting creative enterprises, and expanding access to cultural opportunities for residents of all ages and incomes. By prioritizing public-private partnerships, we can bring together businesses, civic leaders, and nonprofits to realize projects that enrich our public spaces and celebrate Costa Mesa's identity as the "City of the Arts." By focusing on beauty as a transformative force, we can create a creative and enduring community that reflects the aspirations of its residents.

7. Please share your experience in producing and/or participating in arts and multicultural programming:

My experience includes producing arts and cultural programming that spans continents and disciplines. I've hosted international conferences at the University of Cambridge and in Guatemala, bringing together artists, scholars, and audiences from around the world. I've produced the worldwide premiere of an opera, curated lecture series, and organized cultural programming that celebrates both traditional and contemporary arts.

These programs have connected far-reaching communities, advanced meaningful conversations about culture and beauty, and highlighted the role of the arts in fostering belonging and cultural identity. Lócally, my work as an Arts Commissioner has supported public art initiatives and outreach efforts that reflect Costa Mesa's impressive artistic community.

8. Please share any other relevant work experience, volunteer work, community activities or memberships:

In addition to leading the Roger Scruton Legacy Foundation, I've collaborated with organizations across the U.S., U.K., Latin America, and Asia to advance cultural initiatives. My work has included strategic partnerships, international programming, and advocating for the role of the arts in civic life. I've also adjudicated exhibitions for nationally recognized institutions, such as the National Liberty Museum, further reflecting my commitment to artistic excellence.

Locally, I have contributed to Costa Mesa's public art efforts and am passionate about fostering spaces of belonging and opportunity. I am also a strong advocate for education and mentorship, having supported programs that connect emerging leaders with resources and opportunities to grow. These experiences have equipped me to serve Costa Mesa's arts community with vision, dedication, and a passion for creativity.

9.	How	did	you	hear	about	this	opportunity?
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learned about this opportunity through	h announcements at previous Art	Commission meetings
--	---------------------------------	---------------------

#5



Page 1

Q1

Full Name:

Joy Ferguson

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I would like to see Costa Mesa thrive in the arts. It is an honor living here and would love to be more involved in my community. I have been teaching beginner modern calligraphy class for 2 years in the area and I have noticed people are searching for a sense of community and creativity.

Q4

As a Commission member, what ideas or projects are of interest to you?

I would like to set up activities for the community to experience the arts where thru visualizations, actually creative projects/community classes, or gather artists together for fairs.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Joy Ferguson
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Joy Ferguson	
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY	
Q9	
Current or Most Recent Employer:	
PIMCO	
Q10	
Current or Most Recent Job Title:	
Senior Portfolio Associate	
Q11	
Key Accomplishments:	
I have worked in Finance for 30 years	

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I have been doing calligraphy for 10 years and have been teaching calligraphy and brush lettering for 2 years.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I would love to be involved with the community.

Q14

Please share your vision for the arts in Costa Mesa:

I would like to see the city shine even more with arts...all through out the community

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I conduct classes for the public, private parties, and corporate events.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

I volunteer at work on multiple activities. Most of the volunteer activities I have done are creative endeavors- Writing notes to familes and kids with cancer.

Q17

How did you hear about this opportunity?

email



Page 1

Q1

Full Name:

Allison Mann

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Having currently served 2 years on the 1st Arts Commission, I feel there is more work to do and I'm finally settling into understanding the main purpose of this Commission and the work it involves to help create and preserve the Arts in Costa Mesa. My past experience includes growing up in a Theater/Acting Family. For over 25 years we produced, directed, acted and ran our own equity waiver theater in Los Angeles, The MET Theatre, from the 1970's - 2000's. My father was an exceptional character actor (James Gammon) and we grew up on location with him during filming and Broadway Productions, completely enveloped in the Arts. I was also an actress for 20 years, as well as an owner of a high end denim company run out of LA's downtown Fashion District for 5 years. I will always be an advocate and patron of the Arts.

Q4

As a Commission member, what ideas or projects are of interest to you?

Being witness to and helping advocate for the Butterfly Garden, the Music Festival in the Canyon, Art Venture and the many other projects we had the opportunity to work on these past 2 years has been tremendous. Being involved in helping construct new programs, such as Costa Mesa's Poet Laureate, as well as choosing Artwork for utility boxes are projects I'm proud to have been a part of. I hope to continue on the Commission for as long as it will have me.

Q5

Respondent skipped this question

Optional Resume:

Name:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Allison Mann

Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Allison Mann	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	PLICANTS ONLY
Q9	
Current or Most Recent Employer:	
I'm a mother of 3 children (ages 12-16).	
Q10	
Current or Most Recent Job Title:	
Arts Commissioner	
Q11	
Key Accomplishments:	
My 3 children, My marriage, being on the 1st Arts Commission in	Costa Mesa , Artistic Director of the MET Theatre in Los Angeles.

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

25 years + of all aspects of live theater experience, I've also worked with numerous non-profit organizations and charities to raise money for Art /Artists/Organizations Associated with Art/Artists. I've studied many forms of Art as well

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

It's exciting and it helps keep me involved and up to date with Art in our City .

Q14

Please share your vision for the arts in Costa Mesa:

I envision our city covered in different mediums of Art where it offers as many options as there are human emotions.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

25+ years in theater, tv, movies. And in Los Angeles, it's all multi cultural in my experience. Those are the stories told that make life interesting.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

As a mom of 3 teenagers, I've been in PTA at all levels. I've taught Sunday School for 6 years at Saints Simon & Jude Catholic Church in Huntington Beach, but my favorite by far has been being an Arts Commissioner in Costa Mesa and working with some of the most amazing Artists/Arts Activists. The caliber of people on the first Arts Commission, I thought was stellar and I was so proud to get to know & work along side these professionals.

Q17

How did you hear about this opportunity?

Email



Page 1

Q1

Full Name:

Lauren Hillary

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

As a local artist here in Costa Mesa, I would love to be more involved in developing the arts here in our community.

Q4

As a Commission member, what ideas or projects are of interest to you?

Public Art, Artist Talks, Gallery Openings, Grants and Funding. Museum days.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Lauren Hillary
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Lauren Hillary	
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY	
Q9	
Current or Most Recent Employer:	
Self Employed	
Q10	
Current or Most Recent Job Title:	
Fine Art Photographer	
Q11	
Key Accomplishments:	
Published works, Juried Exhibitions. Personal Exhibitions.	

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I have been an artist all of my life. I graduated with a BFA in Photography and have had my own photography business for over 20 years.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I would love to be more involved in the devoplment of the Arts here, we have an incredible Museum and so many local talented artsits. I would love to be more immersed.

Q14

Please share your vision for the arts in Costa Mesa:

I invision more emphasis on local art fairs, more public art spaces. Art events for adults and children. Museum days/evenings. I would love it to have a more edgy vibe of Laguna Beach.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have helped produce Art gallery openings and art walks. Participated in Juried Exhibitions locally and virtually.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

I am member of The Orange County Museum Of Art.

Q17

How did you hear about this opportunity?

I received an email from the City of Costa Mesa.

1/6

#19



Page 1

Q1

Full Name:

Seana Brief

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

620

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am passionate about fostering creativity and enhancing the cultural landscape of Costa Mesa, and I am eager to serve on this Commission to contribute to its mission of making our city a vibrant hub for arts and culture. My professional and personal experiences align closely with the Commission's objectives of promoting imagination, inspiration, and innovation, as well as enriching the daily lives of our community members through the arts.

As a high school legal studies teacher for the past 10 years, I have cultivated skills in education, communication, and leadership, which are essential for engaging with diverse groups and advocating for meaningful initiatives. I understand the importance of education in shaping future generations, and I strongly believe that arts education is equally critical in fostering creativity and critical thinking among youth.

In addition, my involvement in the arts has been both deep and multifaceted. As the lead singer of a local band, I have had the privilege of performing for charity events in Costa Mesa, using music as a vehicle to bring people together and support important causes. My role as Music Director for the Kaiser Elementary school plays for 10 years has allowed me to guide young students in expressing themselves creatively, while my decade of experience as a youth theater summer camp instructor has further deepened my commitment to nurturing artistic talent in our community's youth.

These experiences have provided me with a unique perspective on how the arts can foster civic pride, build community, and enrich the lives of Costa Mesa residents. I believe my background in education and the arts, combined with my passion for creative expression and community service, make me well-equipped to contribute meaningfully to the Arts Commission's mission.

It would be an honor to serve on this Commission and help ensure that Costa Mesa remains a city where creativity thrives and where the arts are accessible, celebrated, and valued by all.

As a Commission member, what ideas or projects are of interest to you?

As a Commission member, I would be enthusiastic about advancing projects and initiatives that celebrate Costa Mesa's vibrant arts community and provide opportunities for creative expression across all mediums. Several ideas that I am particularly passionate about include:

Enhanced Art Crawls with Stronger Community Engagement

I would advocate for continuing and expanding the city's art crawls, ensuring they are marketed and promoted more effectively to maximize community participation. These events can become cornerstone experiences for Costa Mesa residents and visitors, showcasing the talent of our local artists, musicians, and performers while strengthening civic pride.

Fostering Local Student Participation in the Arts

I envision initiatives that actively involve local students in the arts, such as contests, gallery displays of their work, art shows and openings, and mentorship programs featuring local artists. These efforts would inspire young people to explore their creativity, provide them with valuable learning experiences, and connect them with our city's rich network of artists and creatives.

Guest Speaker Series with Business Sponsorship

A guest speaker series featuring local artists, performers, and creative entrepreneurs would bring fresh inspiration to the community while promoting collaboration between the arts and local businesses. Sponsorships and partnerships with local businesses could make this series financially sustainable while fostering a deeper connection between the arts and the city's economic vitality.

Sidewalk Art Shows and Interactive Opportunities

Organizing sidewalk art shows would create accessible and welcoming spaces for the community to engage with art. These events could feature live art demonstrations, opportunities for residents to participate in creating art, and displays from local artists of all ages and skill levels.

Expanded Opportunities for Local Artists and Performers

I am particularly interested in creating more public shows and events that celebrate the work of Costa Mesa's local artists, performers, and musicians. This could include outdoor concerts, pop-up exhibitions, or themed festivals that provide a platform for local talent to shine.

Each of these ideas not only supports the Commission's mission of fostering imagination, inspiration, and innovation but also reinforces Costa Mesa's identity as a city where arts and culture thrive. I would be thrilled to collaborate with fellow Commission members, local artists, and the broader community to bring these projects to life and further enrich the cultural fabric of our city.

Q5

Optional Resume:

2024%20Seana%20Resume%20for%20Education.docx (9.4KB)

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Seana Brief	
Address:		
City/Town:		
ZIP/Postal Code:		
Email Address:		
Phone (cell):		
Q7	By checking this box and typing my name below, I am	
Signature Required:	electronically signing my application.	
Q8		
Full Name:		
Seana Brief		
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY	
Q9		
Current or Most Recent Employer:		
North Orange County ROP/Anaheim Union High School District/Cypress High School		
Q10		
Current or Most Recent Job Title:		
Legal Studies Teacher		
Q11		

Key Accomplishments:

Besides the obvious answer of being the mother to a super child, I have had many accomplishments that I am proud of. I have also had some failures, but they have only made me stronger and wiser, so I do not regret them. I am proud of the fact that I have mentored hundreds of students in my 10 plus years of teaching, helping to make them successful, happy, and confident in their abilities and talents. I have been blessed to be able to do that through public education and also through private events and companies, so I have been able to reach many, and hopefully I have made a positive difference in their lives.

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

10 years in public education at Cypress high School, 11 years in a local band playing charities and local events, a BA in English/creative writing and a minor in photography. A Masters degree in professional writing from USC (I wrote a play for my thesis and it was professionally performed), 10 years as the music director for the Kaiser Elementary School plays, volunteer for theater program at Newport Harbor High School, 10 years as director of youth summer camps for musical theater.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I feel that I would be able to make a significant contribution to continuing and expanding Costa Mesa's art mission. I would be thrilled to collaborate with fellow Commission members, local artists, and the broader community to bring art to life and further enrich the cultural fabric of our city.

Q14

Please share your vision for the arts in Costa Mesa:

As a Commission member, I would be enthusiastic about advancing projects and initiatives that celebrate Costa Mesa's vibrant arts community and provide opportunities for creative expression across all mediums. Several ideas that I am particularly passionate about include: Enhanced Art Crawls with Stronger Community Engagement I would advocate for continuing and expanding the city's art crawls, ensuring they are marketed and promoted more effectively to maximize community participation. These events can become cornerstone experiences for Costa Mesa residents and visitors, showcasing the talent of our local artists, musicians, and performers while strengthening civic pride. Fostering Local Student Participation in the Arts I envision initiatives that actively involve local students in the arts, such as contests, gallery displays of their work, art shows and openings, and mentorship programs featuring local artists. These efforts would inspire young people to explore their creativity, provide them with valuable learning experiences, and connect them with our city's rich network of artists and creatives. Guest Speaker Series with Business Sponsorship A guest speaker series featuring local artists, performers, and creative entrepreneurs would bring fresh inspiration to the community while promoting collaboration between the arts and local businesses. Sponsorships and partnerships with local businesses could make this series financially sustainable while fostering a deeper connection between the arts and the city's economic vitality. Sidewalk Art Shows and Interactive Opportunities Organizing sidewalk art shows would create accessible and welcoming spaces for the community to engage with art. These events could feature live art demonstrations, opportunities for residents to participate in creating art, and displays from local artists of all ages and skill levels. Expanded Opportunities for Local Artists and Performers I am particularly interested in creating more public shows and events that celebrate the work of Costa Mesa's local artists, performers, and musicians. This could include outdoor concerts, pop-up exhibitions, or themed festivals that provide a platform for local talent to shine.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have not only worked as a director/music director for the past 10 years, I have also helped with backstage duties during live shows that include costumes, microphones and sound, makeup, and some stage manager duties.

5/6

Please share any other relevant work experience, volunteer work, community activities or memberships:

Please see answers above and/or my resume.

Q17

How did you hear about this opportunity?

I am an avid reader of the city newsletter and am always curious to see what is happening in my city. When this opportunity arose, I was excited to throw my hat into the ring and contribute to a cause that is so near and dear to my heart.

Seana Brief

My goal is to introduce students to real-world issues and explore creative solutions, whether

within the law or other mediums, in order for them to achieve future success and happiness.

Experience

August 2014 - Current

Teacher, ROP/Anaheim Union High School District

I created the curriculum (civil law pathway) and currently teaches both the Legal Practices and Public Safety career pathways at Cypress High School. The pathways are integral to the Law and Justice Signature Academy at Cypress High School. I assisted with the Civic Learning award from Chief Justice of the California Supreme Court and the Civic Learning High School designation. I was the 2018-2019 Advisor for the Cypress Speech and Debate Team. Leading 6 out of 10 varsity competitors to the state championship.

Teacher, Saturday Academy of Law/UCI

Legal teacher since 2016 for the Saturday Academy of Law (SAL) at UCI. SAL is a program for ninth graders to acclimate them to the ideas of law and a legal profession career.

- **Substitute Teacher for NMUSD from 2013-2014
- **Legal Professional from 2004-2013, various companies and positions
- **Private Business Owner from 1997-2009, Signature Service Nationwide Mobile Notary Service (1997-2007) and Picture This! (2007-2009) photo business.

November 2011 - Present

Music Director/Director, Braverplayers Theater Company

Teaching music instruction for over 20 theatrical musicals and summer camps for youth ages 8-18. Directed musicals for ages 8-14.

Education

May 2010

JD (Juris Doctorate), Trinity Law School

May 1996

MPW (Masters of Professional Writing), USC

**Bachelor's degree (BA) in English/Creative Writing from CSUSB (San Bernardino), Graduated in May 1994

**CTE teaching credential in Business, obtained 2014

Skills

- Relatability—I have a knack of relating to students in a way that they understand and gravitate towards.
- Entertaining—I use my natural entertaining qualities to keep students engaged and participating.
- Fair and unbiased—I believe in the art of conversation and working things out with our words. I let students have a voice and they appreciate that.
- Cheerfulness and optimism—When I approach the lessons with this attitude, I find the students reciprocate.

Activities

Work-Based Learning Coordinator for Cypress High School, AUHSD

Music Director for 10 years for Kaiser Elementary School Play.

Established and Advised the 2023-24 Peer Mediation Program through the Whitaker Peace and Development Initiative.

Gear Up Instructor from 2018-2021, summer programs at Cal State University Fullerton

Lead singer in Orange County band, The Buzz Band (private parties and local charities, including the Mesa Verde Country Club Classic for youth sports for 7 years).



Page 1

Q1

Full Name:

Kathryn Boren

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am interested in serving my local community. I moved to beautiful Costa Mesa about two years ago, previously I lived in Fresno for 13 years and served on several appointed boards for non-profits and local government. Professionally, I have been in Public Relations and Public Affairs for the last 25 years and hold a Masters in the Science of Law with a focus on Water and Environmental Law. I was formerly the Senior Communications Officer for the California Department of Public Health's VaccinateALL 58 campaign which ran a \$100m advertising and public relations/affairs program for the State during the pandemic, and currently work with environmental and sustainability clients in California and nationally.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am particularly interested in helping Costa Mesa pursue its forward thinking agenda. I will go where I am most needed and my professional and education background will be of most service to my fellow community members.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Kathryn Boren
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Kathryn Boren	
Page 2: QUESTIONS FOR ARTS COMMISSIO	N APPLICANTS ONLY
Q9	
Current or Most Recent Employer:	
Self Employed	
Q10	
Current or Most Recent Job Title:	
Principal and CEO	
Q11	
Key Accomplishments:	
Successfully stewarded large creative campaigns for clien directly to their community for several commissioned projections.	its and the state of California which included enlisting local artists who speakects.

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

During my time in public relations and marketing, specifically on the VaccinateALL 58 campaign for the California Department of Public Health, we enlisted several local muralists throughout the state to represent their communities during one of the most difficult times in our recent history as a state and nation. We worked with over 127 different non-profits and local organizations to ensure the representation of the community was grounded in the community voice, allowing them to lead. I am proud to say that those murals survive today and are integral parts of the legacy of the pandemic that contribute beauty to the surrounding area commemorating a time and the people lost that indelibly remains with all of us.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

My grandmother passed away from COVID in 2021, she taught me to paint. I can remember hours spent with her when I was young laboring over oil paintings and watching her skillful hand sweep across the canvas. She imprinted an appreciation for art, what it does for the soul and how it can bring to life a place within oneself that is otherwise underrepresented with words. I want to serve on the Arts Commission to honor her legacy and to continue her pursuit of educating others about art.

014

Please share your vision for the arts in Costa Mesa:

I believe art is for everyone, it comes in so many forms and is so deeply personal to each that observes or creates it. My vision is one of education and exposure, ensuring we are promoting the arts in a versatile and accessible way.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

As mentioned above, an achievement I am particularly proud of are the COVID murals throughout the state, but I have participated in putting together many multicultural programs for and with the state and during my time at Fenton Communications. Fenton is the preeminent progressive communications agency in the country, focused on promoting diversity and inclusion through its work and subsequent thought and behavior change. During my time at Fenton I participated in some of the most forward thinking multicultural strategies for communication and implementation in the country. My clients included Amnesty International, Climate Action League, WK Kellogg Foundation, Irvine Foundation, Annie E Casey Foundation, Santa Barbara Foundation, Chef Ann Foundation, State of California and more. Although most of my time was spent on strategic communication, this comes with a great deal of art work, from digital graphic design to printed materials, murals all the way to billboards. In each on of our campaigns we looked at how to best spend dollars in a responsible and culturally competent way when producing artwork. It is of paramount importance to have first-person experience when representing a community, and I believe we did this work extremely well.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

Please see above.

How did you hear about this opportunity?

City Website

4 / 4 632



Page 1

Q1

Full Name:

Brian Ross

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I'm involved in the Arts and would love the opportunity to promote the Arts in Costa Mesa. I'm proud to have lived in The City of the Arts all my life.

Q4

As a Commission member, what ideas or projects are of interest to you?

More opportunities for children to be exposed to different forms of art, teaching art in schools, more promotion of Costa Mesa as "City of the Arts".

Q5

Optional Resume:

Brian%20Ross%20Resume.pdf (89.6KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Brian Ross
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
07	Dy checking this hay and tuning my name helow Lam
Q7	By checking this box and typing my name below, I am electronically signing my application.
Signature Required:	
Q8	
Full Name:	
Brian Ross	
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY	
Q9	
Current or Most Recent Employer:	
Laguna Art Museum	
Q10	
Current or Most Recent Job Title:	
Registrar and Collections Manager	
Q11	
Key Accomplishments:	
Founded an art installation, handling and storage business	

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I appreciate the work being done by ArtsOC and I am a long -time member and Board Member of the Historical Collections Council of California Art, long time lover of theater and all genres of music, supporter of the CDM Baroque Music Festival, worked with all Orange County museums, including Heroes Hall.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I would like the opportunity to ensure continued access to the arts to the least exposed populations, and to work to bring the top national and international acts to Costa Mesa.

Q14

Please share your vision for the arts in Costa Mesa:

I like to solve problems. While great work has been done, I will expand on those efforts but also address issues that come up or have lingered for too long. There are already great opportunities for people to experience the arts, but many don't know it. We need to have strong community outreach and marketing programs.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I've enjoyed Shakespeare with a Vietnamese influence in Garden Grove, Dia de los Muertos festivities in Los Angeles and I helped to produce an All Female visual arts exhibition at my facility.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

Installed student art program at John Wayne Airport

Q17

How did you hear about this opportunity?

My friend sent me the link.

Brian Ross

Costa Mesa, CA Contact information available upon request

PROFESSIONAL EXPERIENCE

Laguna Art Museum

August 2024- Present

Registrar and Collections Manager

Orange County Fine Art Storage, Anaheim

2009-May, 2024

- **Business Owner**
- Designed art storage space, organized and managed the placement of art in storage, risk
 management, documentation, registration and inventory, database management, managed bi-annual
 inventory audits, condition reporting, hiring and training of art handlers, building security, temperature
 and humidity monitoring, facility management, banking, customer service, billing, insurance,
 equipment and vehicle maintenance. pest management
- Business development through art related activities, museum and gallery exhibition openings, Laguna Beach Chamber of Commerce
- Assisted with curating and installing on-site art exhibits in gallery space
- Worked with conservators, appraisers, photographers, framers, shippers and art organizations such as
 Watercolor West and Colored Pencil Society of America

Lehman Brothers, Irvine 2003-2008

Vice President, Secondary Marketing Manager

- Created pools of loans totaling \$2 billion per month, managed sale transactions
- Data management, compiled and validated aggregated loan data, reported data to management, coordinated legal documents

PROJECTS & EXTRACURRICULAR

ArtsOC Member 2010 to present

Historical Collections Council of California Art

Board Member for non-profit art association, facilitates tours of private art collections, events

Publishing 2012 to present

Proofreading, layout and printing of ancestor histories

SKILLS

Computer Software: Microsoft Office, Teams, Art Cloud, Zoom, Adobe Illustrator, Gallery Systems Collection Management

EDUCATION

Santa Ana College, General Education

1984

Irvine Valley College, Art Collection Management

2011



Page 1

Q1

Full Name:

Neo Moreno

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I want to promote walkable and human-centric city planning. I am a vocal advocate for public transit, walkable communities, and lessening reliance on car-centric infrastructure. I do not have any formal education or experience, but I am determined to speak up on behalf of those who can not or choose not to drive.

Q4

As a Commission member, what ideas or projects are of interest to you?

I have a vested interest in the Let's Go Costa Mesa project, as that is my full-time job.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Neo Moreno
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Neo Moreno	
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY	
rage 2. QUESTIONS FOR ARTS COMMISSION AFT	LICANTS ONLI
Q9	
Current or Most Recent Employer:	
Circuit Transit, Inc.	
Q10	
Current or Most Recent Job Title:	
Driver Ambassador	
Q11	
Key Accomplishments:	
Promoted and successfully increased ridership for the Let's Go Costa Mesa project. Composed the "Combat Soundtrack" for Moonshadows, an indie game in development by Bagged Tacos LLC.	

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I've been performing and writing music for almost a decade. In that time I've learned strategies to use art as a method to communicate core values, build confidence and promote empathy and compassion within communities.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I care about art deeply, as it has always been a source of comfort for me. I believe the world needs more art, and thus, more support for artists.

Q14

Please share your vision for the arts in Costa Mesa:

There should be a place in Costa Mesa where creatives can go to simply exist and create in a space that feels comfortable and inspiring. Live music events could be held on one of Costa Mesa's many park greens. Art showcases could highlight local talents while also raising funds for new projects.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have no formal education or experience, but I am naturally creative, and I believe that "outside the box" mindset could introduce new angles or concepts that may not have been considered. In past endeavors, I have participated in organizing small, local music shows, bringing different communities together to appreciate a common interest.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

During high school I served on my local library's "Teen Advisory Board", a planning committee that organized events and projects for youth communitities in the area.

Q17

How did you hear about this opportunity?

Matt, the social media guy.



Page 1

Q1

Full Name:

Debora Wondercheck

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

wish to serve on this Commission because I am deeply committed to fostering vibrant, equitable communities where the arts are accessible to all. As a passionate advocate for arts education and its transformative power, I believe my expertise and dedication can contribute significantly to the Commission's mission of enriching our community through cultural initiatives.

I bring over 28 years of experience in arts leadership, nonprofit management, and arts education. As the Founder and CEO of the Arts & Learning Conservatory, I lead an organization that serves over 4,000 students annually, providing high-quality arts programs across musical theatre, instrumental music, dance, and voice. My work emphasizes accessibility and equity, ensuring children from all backgrounds have opportunities to engage with the arts.

Additionally, I am a professor of string pedagogy, a cellist, and an orchestral conductor, with hands-on experience in developing and managing innovative county-wide arts concerts like Symphonic Soul and Gospel Voices of OC. These initiatives highlight the role of arts in bridging cultural divides and celebrating diverse contributions.

Currently serving as the Board Chair and Arts Commissioner for the City of Costa Mesa, I have firsthand experience in municipal arts governance and policymaking. I also have a strong background in fundraising, strategic planning, and community engagement, which are essential skills for driving impactful programs and initiatives.

Through this Commission, I aim to leverage my knowledge, experience, and network to advocate for inclusive arts policies, secure resources for underrepresented communities, and champion the arts as a vital element of education, cultural identity, and community well-being.

As a Commission member, what ideas or projects are of interest to you?

As a Commission member, I am passionate about engaging youth through creative opportunities, celebrating diversity, and public art engagement.

Key initiatives I'm interested in include:

Youth Arts Accessibility: Creating arts programs for children and teens, in all of our community, especially for those with limited access to programming.

Cultural Heritage Events: Showcasing diverse cultural contributions through festivals, concerts, and public art installations. Performing Arts Collaborations: Partnering with businesses to provide performing arts opportunities involving youth and community musicians. Mentorship Programs: Connecting experienced professionals with emerging talent to inspire future arts leaders.

Q5

Optional Resume:

Bio-%20Debora%202024.docx (13.8KB)

Q6

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Name:	Debora Wondercheck
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	

Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Debora Wondercheck

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

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Current or Most Recent Employer:

Arts & Learning Conservatory

Q10

Current or Most Recent Job Title:

Founder CEO

Q11

Key Accomplishments:

see bio

Q12

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

see bio

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I wish to serve on this Commission because I am deeply committed to fostering vibrant, equitable communities where the arts are accessible to all. As a passionate advocate for arts education and its transformative power, I believe my expertise and dedication can contribute significantly to the Commission's mission of enriching our community through cultural initiatives.

Q14

Please share your vision for the arts in Costa Mesa:

As a former NMUSD teacher and Director of Music for the Waldorf School of Orange County, I have a deep-rooted commitment to the City of Costa Mesa and its proud slogan, "City of the Arts." My vision is to see this identity fully realized by creating vibrant pathways for our youth, who represent the future of our community. By investing in arts opportunities that inspire, educate, and empower the next generation, we can ensure that Costa Mesa not only embraces its artistic heritage but also becomes a beacon of creativity and innovation for years to come.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

see bio

Please share any other relevant work experience, volunteer work, community activities or memberships:

see bio

Q17

How did you hear about this opportunity?

John Stephens

Bio- Debora Wondercheck

Debora Wondercheck epitomizes the essence of leadership fused with an unwavering commitment to social impact and equality. With nearly three decades of dedicated service in education program implementation and arts advocacy, Debora stands as a beacon of inspiration in the corporate realm.

Currently serving as the esteemed founder and CEO of the Arts & Learning Conservatory, Debora's visionary leadership has propelled the organization to the forefront of culturally inclusive artistic training and education for thousands of children across Southern California. Her profound belief in nurturing and empowering the next generation resonates deeply, as she champions the ongoing healing and advancement of youth and marginalized communities through the transformative power of the arts.

In addition to her role at the Arts & Learning Conservatory, Debora wears many hats with grace and distinction. As a professor of string pedagogy, a talented cellist, and an accomplished orchestral conductor, her multifaceted expertise enriches every facet of her work. Notably, she is the creative force behind county-wide productions such as "Gospel Voices of OC" and "Music of the March," which pay homage to the resilience and faith of African American ancestors through artistic expression.

Debora's influence extends far beyond the stage. In 2024, she was voted Board Chair as Arts Commissioner for the City of Costa Mesa and honored as She Leads California's Woman of Distinction. LA Times Woman Visionary, and was winner of the prestigious international Stevie Award. In 2023, she was named one of the 125 most influential individuals in Orange County, CA. Her visionary leadership has earned accolades from esteemed publications such as the LA Times, which hailed her as a Visionary Leader, and Forbes Magazine, where she contributes as a writer. Actively engaged in her community, Debora serves on the boards of distinguished organizations, including the Board of Trustees of Vanguard University, Arts Orange County, Culture OC, OneOC, and the Institute of Leadership.

Her impact on the cultural landscape is further underscored by her role as Commissioner of the Arts, serving as Chairperson for the city of Costa Mesa. Debora's contributions have been celebrated through prestigious awards, including Woman of the Year by the city of Costa Mesa and Woman of Distinction by the California State Assembly and Senate in 2022.

Under Debora's inspired guidance, the Arts & Learning Conservatory has garnered numerous accolades, including Orange County's Outstanding Arts Organization of the Year award and the National Youth Arts Award for Best Youth Production in Southern California. These honors stand as testament to Debora's unwavering dedication to excellence and her profound impact on the community.

Through her tireless efforts, Debora Wondercheck continues to inspire others to reach for the highest standards of inclusivity and equity, driving toward a more vibrant and harmonious society for all.



Page 1

Q1

Full Name:

Jason Komala

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Dear Members of the City Council,

My name is Jason Komala, and I am writing to express my sincere interest in serving as a Parks and Community Services Commissioner for the City of Costa Mesa. Having spent several years deeply involved in local community service, I am passionate about contributing to the development and preservation of green spaces and community services that enhance the quality of life for all residents. My background in leadership, strategic planning, and my personal commitment to Costa Mesa make me confident that I can be a valuable asset to this important role.

From 2015 to 2021, I had the honor of serving on the Cultural Arts Committee for the City of Costa Mesa, where I worked collaboratively with fellow members to promote and celebrate the arts in our city. Additionally, my volunteer work with the Fairview Park Alliance has been incredibly fulfilling, especially our current partnership with Kelly Dalton to help restore and preserve Fairview Park. This experience has given me a deep appreciation for the vital role parks play in our community's well-being, and I am eager to further contribute to their development and care.

I am also currently pursuing a Ph.D. in Instructional Systems Design, a journey that reflects my commitment to lifelong learning and my drive to continuously grow as a leader. This advanced degree is equipping me with cutting-edge strategies in design thinking, problem-solving, and the development of impactful systems, which I believe will enhance my ability to contribute to the Parks and Community Services Commission. My studies emphasize creating inclusive and effective solutions—a perspective that aligns closely with the city's mission to serve all residents equitably.

I have a strong passion for ensuring our city continues to have accessible green spaces for everyone to enjoy. Parks are vital hubs for social connection, physical activity, and mental well-being. It is also essential to provide services that support all areas of Costa Mesa, particularly those that are underserved and underrepresented. I believe it is important to create an environment where everyone, regardless of background or circumstance, has access to the resources and spaces they need to thrive. As a commissioner, I would strive to champion this vision.

In addition to my community service experience, my background in organizational leadership gives me the skills to drive change and strategic initiatives. I hold a BA in Management and an MBA in Organizational Leadership Development, which has equipped me with the tools to lead large teams, foster a culture of collaboration, and align efforts with the city's broader goals. These experiences, paired with my doctoral studies, have shaped my ability to think strategically and work effectively with diverse stakeholders to bring meaningful projects to life.

Ultimately, my desire to serve as a commissioner comes from a deep commitment to the future of our city. I want to contribute to the Costa Mesa we live in today and ensure it is a place our children and future generations will continue to love and call home. I look forward to the possibility of working together to make Costa Mesa an even better place for everyone.

As a Commission member, what ideas or projects are of interest to you?

As a Commissioner for Parks and Community Services I am not only inspired by my passion for protecting green spaces, but also because of my personal experiences as a new father and with elderly family members. I've seen firsthand how important it is to create community experiences that engage and inspire both our youngest and oldest citizens—something many people don't think about until they need it.

For example, I remember trying to find senior center classes for my mom that would challenge her while also helping her build a social network. For my own kids, I'm always looking for activities that will help them develop team-building and social skills, while also letting them burn off some of that energy. To me, family is everything, and I believe one of the best services we can provide as a city is to help people care for those who once cared for them or those they care about. That's why I'm passionate about contributing to the growth and development of community spaces that serve all generations.

Q5

Respondent skipped this question

Optional Resume:

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Jason Komala



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Jason Komala

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9

Respondent skipped this question

Current or Most Recent Employer:



Page 1

Q1

Full Name:

James Peters

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I would love to give back to the community. I have coached basketball for grades 6 to 7 and I have run over a dozen marathons and 24 half marathons. Parks and green spaces are important part of our community and I would love to help.

Q4

As a Commission member, what ideas or projects are of interest to you?

Helping with keeping Fairview Park clean. Organizing kids sports like basketball. Wherever I am needed.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	James Peters
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7 Signature Required:	By checking this box and typing my name below, I am electronically signing my application.
Q8	
Full Name:	
James Peters	
Page 2: QUESTIONS FOR ARTS COMMISSION APPL	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Daniel Baume

Q2

Parks and Community Services Commission,

Indicate the name of the Commission you are interested in serving on:

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Im enthusiastic about improving our community and ensuring that public spaces and urban planning reflect the needs and ideas of the residents. As a Head Coach for youth athletics, a charter member and board member of the Goat Hill Lions club, a original board member and service leader of Labors of Love, a constant volunteer and advocate of Fairview Park alliance and many more services. I have been serving the City of Costa Mesa as a volunteer for over 20 years. I am passionate about helping create accessible, and inclusive public spaces.

Q4

As a Commission member, what ideas or projects are of interest to you?

Im very interested in the Fairview Park master plan, as well as the recent purchase of land on Shalimar street. Bike lanes and road diets as well are of high interest.

Q5

Optional Resume:

inbound8369832681676586972.docx (16.9KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Dan Baume
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am electronically signing my application.
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Daiel Joseph Baume	
Page 2: QUESTIONS FOR ARTS COMMISSION APPI	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	

Daniel Baume



WORK EXPERIENCE

Orange County Fairgrounds Operations Manager 1995-2010
Drxfixit Construction Assistant General Manager 2010 – 2021
J&F Custom Painting Lead Painter 2010 – Present
Newport Mesa Unified School District Custodian 2023 – Present
City of Irvine Senior Athletic Lead 2023-Present

EDUCATION

Costa Mesa High School Graduated 1998

Orange Coast College General Education 2000-2002

SPECIALIZED SKILLS

OSHA 10 Certified Mudding

Carpentry Texture & Paint

Electrical Cabinetry Construction/Installation

Tile Application Plumbing

Rough Framing Facilities Maintenance

Finish Framing CPR Certified
Dry Wall Microsoft Suite

VOLUNTEER WORK

Costa Mesa Little League Assistant Coach 2005-2008

Costa Mesa Pop Warner Football Head Coach, Assistant Coach, Admin 2002-2018

Fairview Park Alliance Board Member/Volunteer 2017-Present

Socal Elite (Basketball League) Head Coach 2021-Present

Newport Harbor Lions Club Member 2020-2022

Costa Mesa Sanitary District Citizens Advisory Committee Member 2016-2022

Costa Mesa Historial Preservation Committee Committee Member 2020-2024

Fairview Park Steering Committee Committee Member 2020-Present

Costa Mesa Goat Hills Lions Club Charter Member/Board Member 2022-Present

Love Costa Mesa – Labors of Love Program Project Manager 2022-Present

AWARDS

Melvin Jones Fellowship Award Highest Form Recognition of Lions Club 2023 Love Costa Mesa Neighboring Champion Award 2023



Page 1

Q1

Full Name:

Syed Zia Hussain

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have AS degree in Architecture and later pursue Urban Planning because my interest has always been to view the city development process with regards to its impact on its users (residential and commercial).

Q4

As a Commission member, what ideas or projects are of interest to you?

My ideal Costa Mesa is the city of Orange County that attracts people from other cities to visit it for commercial and pleasure reasons. I will bring in the aspect to make Costa Mesa more and more people friendly which means safer, more economical, and environmentally friendly.

At this moment I am serving as member of Mobile House Park Advisory Committee at City of Costa Mesa. https://www.costamesaca.gov/government/commissions-and-committees/mobile-home-park-advisory-committee/committee-members-and-staff

Q5

Optional Resume:

URP%20RESUME.pdf (273.6KB)

Architecture and urban designs

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Section 3, of the Constitution of the State of California.	-,,,,,,
Name:	Syed Zia Hussain
Address:	
Address 2:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Syed Zia Hussain	
Page 2: QUESTIONS FOR ARTS COMMISSION APPI	LICANTS ONLY
Q9	
Current or Most Recent Employer:	
Serra Sol Senior Living	
Q10	
Current or Most Recent Job Title:	
Activity Assistant	
Q11	
Key Accomplishments:	
In-Process to start a Non-Profit Organization that emphasizes on e	ncouraging quality education and knowledge of Urban planning.

Already organized two seminars (hybrid) with Sustainable and Transport management dept Malmo University, Sweden and California. produced two urban planning related documentaries. And starting a community education program that highlights information on

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

Member of UNESCO-CID 2024, qualified IDTA, UK. (International Dance Teachers Association) Gold Level, organized cultural events in Leeuwarden Town Netherlands covered by local TV channels and newspapers grants paid by the Town hall (https://www.youtube.com/watch?v=u2-CJBE12oM), President of Music society at InterCollege Nicosia, Cyprus. Band member of Lasers released three albums and managed the group. I was the songwriter, singer and produced music. Contributed in art directors for our song videos. Appeared in Tv shows. (https://www.youtube.com/@lasersmusicpk)

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I believe with my background experience in performing arts and also my ethnicity I will bring diversity in our Arts Commissioner. My background is from Pakistan and as you can see I have international qualification and experience also.

Q14

Please share your vision for the arts in Costa Mesa:

I believe the connection between urban planning/design and Art goes I long way back. Copenhagen (city in Denmark) is an example of how Art and urban design plans a role in neighborhoods security, economy, and social health. I would like to see my Costa Mesa promote similar role.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have produced several art projects in Pakistan (family festival in my home town, released three music albums, appearances on TV channels and press coverage, Netherlands (multi-cultural promotional events with Expect-Leewuarden, and freelance projects with town hall grants, on local channels and press, and Cyprus (President of Music society)

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

all mentioned above

Q17

How did you hear about this opportunity?

I am a regular follower of City of Costa Mesa.

Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA.

"StrengthFinder Personality Test" Type ESFJ: Helpful, Harmony, attention to clients' needs, work well with others to achieve goals, take commitments seriously, structured, and organized, best in organizing people to get a job done!

Education

Cal Poly Pomona, California, United States.

updated

Bachelor of Science in Urban and Regional Planning GPA 3.16

Orange Coast College. California, United States.

Dec 2019

Associate degree in Architecture

Associate Degree in Event Management GPA 3.36

Orange Coast College. California, United States.

Associate Degree (Honors) in Event Management GPA 3.36

Dec 2016

Work Experience:

Freelance Projects (YouTube: Smart City Developers - YouTube)

2023 - updated

Produced a documentary on "Students Design Net-Zero House - Sustainability Decathlon" 2024.

"Impact of McBride Park Long Beach, CA."

SCD-Seminar I & SCD-Seminar 2rd. (hybrid event with research exchange between California and Sweden)

Community Service Leader II: City of Costa Mesa (Recreational Dept) Part-Time.

Jan '24 - Mar '24

Support R.O.C.K after-school program. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.

Student Connect SoCal Community Outreach: SCAG Project

May '23-June '23

Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey

Planning Aide Intern: Cal Poly Pomona Facility Planning and Management, CA. June '22-July '22

Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.

Administrative Intern Oct '21- Feb '22

City of Tustin Department of Community Planning, Tustin, CA.

Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.

Event Planner Unpaid Intern

June '15 - Dec '15

American Family Housing, Tustin, CA

Outreach, promotion, and marketing for "Summer Festival for Homeless Veterans". Sold out a stall and raise more than \$3,000 through bringing in vendors.

Awards and Recognitions:

Research on Walkability, presented at OCC Symposium 2019 and 2020. And at Cal Poly Pomona, CA. 2023.

Topic: "Effects of New High-Density Residency on Walkability in Costa Mesa, CA".

Topic: "How Mix-Use Land Contributes to Walkability in 19th Street, Costa Mesa, CA." 2023.

Skills: MS office, Sketch up, Rhino, AutoCAD, Adobe Creative Suite, Micro-Station, ArcGIS, and InDesign.

Administration Skill: Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

Clubs and Organization:

- Member of OC- American Planning Association.
- Member of Young Transportation Planners, LA, and American Planning Association.
- Orange Coast College: Scholarship in Architecture, and member Architecture Club.

#2				

Page 1

Q1

Full Name:

Brandice Lea Leger

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have been a Costa Mesa resident for almost 40 years and am a current PACS commissioner

Q4

As a Commission member, what ideas or projects are of interest to you?

Finding options like chess boards at parks for teens

Q5

Respondent skipped this question

Optional Resume:

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Name:	Brandice Lea Leger
Address:	
Address 2:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
07	Dy checking this have and tuning my name helevy I am
Q7 Signatura Baguirad:	By checking this box and typing my name below, I am electronically signing my application.
Signature Required:	
Q8	
Full Name:	
Brandice Lea Leger	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	and the second s
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community	



Page 1

Q1

Full Name:

Jose Luis Toscano

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am interested in serving on the Parks and Community Service Commission because I care about and love the city I grew up in. I want to help conserve our parks and promote recreational opportunities for the youth growing up in Costa Mesa. As a kid, I enjoyed playing in our parks and participating in after-school activities while my mom worked. Much of what Costa Mesa offers helped me develop as a kid and put me on the right path. I want to serve as a commissioner to not only conserve our parks but to improve them as well. As crime in Costa Mesa is on the rise, a lot of the parks that I went to as a kid are becoming emptier due to the vast amount of homeless people who use the parks as a shelter. I believe this is a major issue that I'd advocate for reform on, and I would work with the council to bring forth ideas to tackle the problem. I believe what qualifies me to become a commissioner is that I am very involved in the community. When I canvassed for various political candidates during this recent election season, I knocked on doors near 19th Street and Placentia Ave. This is a sector of Costa Mesa that is predominantly Hispanic, and I spoke with voters who voiced concerns about the lack of recreational activities for their kids in the city due to the language barrier. Many people had told me that I was one of the very first people who had knocked on their door, not just to ask them to vote for a specific political candidate, but to ask them about their concerns. Many of them felt neglected by the current governance. I am educated and informed on this city's issues and have heard from the constituents. I am qualified to use that knowledge to help the community. I've always come up with innovative ways to tackle issues. For example, when I was in High School, many of the seniors who were eligible to vote had no clue there was even a midterm election occurring in 2022, so I took matters into my own hands and created a whole new section of the school newspaper that was politics related and reached out to Mayor Stephens and many of our elected officials in Orange County to conduct recorded interviews to spread civic awareness in the school and make students aware of the issues that affected them. I have a strong work ethic combined with my passion for the city and understanding of what we have to do, which has developed a personal drive for me to create change that would benefit the commission.

As a Commission member, what ideas or projects are of interest to you?

As a commissioner, I would like to help create more recreational opportunities and advocate for youth sports in neighborhoods with low access to existing ones. To help tackle the crime and gang issue, we must help prevent it from the root cause. Another area that I'd like to work on is ensuring our parks are safe and clean. The rise in homelessness that the city is facing has affected our parks. I would work with the council to advocate for policies that prioritize public safety to tackle this issue, such as increased park patrols and working with local organizations to help those who are battling addiction and mental health issues.

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Optional Resume:

Updated%20Resume%20Jose.pdf (61.1KB)

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3. of the Constitution of the State of California.

Name:
Address:
City/Town:
ZIP/Postal Code:
Email Address:

Phone (cell):

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Q7

Full Name:

Jose Luis Toscano

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9 Respondent skipped this question

Current or Most Recent Employer:

Jose Toscano

Political Science Student

I am dedicated to uplifting our communities and society and leaving a better future for generations. I am passionate about politics, government, community involvement, and law.

Contact



Education

ORANGE COAST COLLEGE

Political Science, Aug 2023 – May 2025. Completing IGETC Requirements to transfer to a 4-year university.

Languages

English (Fluent)
Spanish (Fluent)

Experience

PAID DISTRICT OFFICE INTERN CALIFORNIA STATE SENATE

On December 12, 2024, I interviewed for a position at State Senator Steven Choi's district office in Irvine. The interview was conducted by Senator Choi, his district director Kyle Swarts, and Chief of Staff David Orosco. I was offered a paid internship in the office, which I accepted. As of now, December 16, 2024, I am currently in the onboarding process.

POLITICAL CANVASSER 2024 ELECTIONS

May 2024 - Nov 2024

I spoke with voters in Spanish-speaking neighborhoods and successfully persuaded them to vote Republican. I knocked on doors in Costa Mesa, Irvine, Huntington Beach, Newport Beach, and Seal Beach. I canvassed and phone-banked for various conservative candidates in Orange County through campaigns and activist groups.

LOSS PREVENTION CSA II THE TJX COMPANIES, INC.

Apr 2021 - Present

I partnered with the loss prevention detective to coordinate the apprehension of shoplifters. I filed reports on external theft incidents, recovered merchandise, and saved the company thousands of dollars in shrink reduction. To deter potential theft, I wore a tactical uniform with a body camera and a tactical vest. I also engaged in customer service at the front entrance of the store.



Page 1

Q1

Full Name:

Cara Roseanne Stewart

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

As a longtime resident of Costa Mesa and an active member of our community, I sincerely appreciate the vital role parks and community services play in enhancing our City's quality of life. From creating inclusive recreational spaces to fostering community connection, this commission's work aligns closely with my passion for ensuring Costa Mesa remains a thriving, welcoming place for all residents. Serving on the Parks and Community Services Commission offers an opportunity to leverage my skills and experience to give back to the community while shaping initiatives that benefit current and future generations by collaborating with the City staff and City Council.

My professional and civic experience equips me to contribute meaningfully to this commission:

Civic Engagement and Leadership in Costa Mesa: I have a strong history of serving our City, including my roles on the Fairview Park Steering Committee and the Animal Services Committee. In these positions, we worked collaboratively to enhance environmental sustainability, community engagement, and policy development. These positions deepened my understanding of balancing preservation, recreation, and resource accessibility to serve our diverse population.

Community Building and Advocacy: As a leader in organizing local events, I've demonstrated my commitment to fostering dialogue and collaboration among residents, officials, and stakeholders. I bring a track record of successfully uniting diverse groups around shared goals and priorities.

Strategic Communications and Project Management: As the CEO of a strategic communications agency, I've honed skills in community engagement, stakeholder communication, and project coordination. These skills are critical for facilitating public input and ensuring that commission initiatives are aligned with the community's needs and values.

Passion for Parks and Green Spaces: My active participation in Costa Mesa's community has reinforced my belief in the importance of accessible, well-maintained parks and recreational programs. From personal experiences as a dog owner visiting Fairview Park and TeWinkle Park almost daily to supporting family-focused events like the annual Barktober, I understand the unique needs of residents and the value these services provide.

Commitment to Inclusive Services: Through my professional and volunteer work, I've championed initiatives that promote inclusivity and equity. I am passionate about ensuring that all Costa Mesa residents, regardless of background or ability, can access recreational opportunities that enrich their lives.

My leadership style is rooted in collaboration, shaped by years of experience guiding diverse teams and managing initiatives that prioritize community needs. I approach challenges with an open mind, leveraging collective insights to develop thoughtful, practical solutions that address our City's unique opportunities and complexities.

I am deeply committed to listening to and amplifying the voices of Costa Mesa's residents, ensuring that decision-making processes are transparent, inclusive, and reflective of our community's diverse perspectives. My goal is to represent all residents, fostering a sense of trust and shared ownership in our initiatives.

With a forward-thinking perspective, I strive to balance preserving our natural resources and community assets with the innovation needed to ensure our parks and community services remain relevant, accessible, and vibrant. By embracing tradition and progress, we can create spaces and programs that resonate with current residents and future generations alike.

Serving on the Parks and Community Services Commission would be more than a role to me; it is a chance to deepen my connection to Costa Mesa and contribute meaningfully to the city's well-being. Collaborating with fellow commissioners and community members would be an honor to shape initiatives that enhance our quality of life and strengthen our shared sense of community.

As a Commission member, what ideas or projects are of interest to you?

As a prospective Costa Mesa Parks and Community Services Commission member, I am particularly interested in championing initiatives that enhance our community's quality of life, promote environmental sustainability, and foster inclusive engagement. Drawing from current trends and best practices, here are several ideas and projects I would advocate for:

Consideration of Water-Wise Pocket Parks: Implementing small-scale, drought-tolerant green spaces can provide recreational areas while conserving water—a critical consideration for Southern California. Such parks have been successfully introduced in nearby communities, offering environmental and social benefits.

Community Engagement in Park Planning: A comprehensive community engagement strategy ensures that park developments reflect our residents' diverse needs and desires. Resources like the National Recreation and Park Association's Community Engagement Resource Guide can help create equitable access to high-performing parks.

Promotion of Inclusive Recreational Programs: Developing programs that cater to all age groups, abilities, and cultural backgrounds fosters inclusivity and community cohesion. Engaging with diverse community members during the planning process ensures that recreational offerings meet the varied needs of our population.

With a forward-thinking perspective, I aim to balance preserving our natural resources and community assets with the innovation needed to ensure our parks and community services remain relevant, accessible, and vibrant. By embracing tradition and progress, we can create spaces and programs that resonate with current residents and future generations alike.

We can further strengthen Costa Mesa's parks system by focusing on sustainability, inclusivity, and responsiveness to our community's evolving needs.

Q5

Optional Resume:

Board%20Bio%20CRS.pdf (124.2KB)

Q6

Contact Information: Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3. of the Constitution of the State of California.

Name: Address:

Address 2:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):







BIOGRAPHY

Cara R. Stewart's combination of strategic acumen, entrepreneurial success, and boardroom experience positions her as an ideal director for startups seeking innovative leadership and growth-oriented guidance.

Cara's career began at the Orange County Register, where she honed her ability to craft compelling narratives and gained a deep understanding of public engagement. Leveraging her journalism background, she transitioned into strategic communications roles at global corporations such as Ingram Micro and Toshiba America Information Systems, as well as public agencies like the City of Anaheim Public Utilities. These roles laid the foundation for her entrepreneurial pursuits and leadership in high-stakes industries. In 2002, Cara founded WunderMarx, a solo consultancy that she scaled into one of the top three PR and marketing agencies in Orange County, California, in less than four years. WunderMarx set itself apart in the Southern California market by combining robust business consulting with integrated marketing communications. The agency served a diverse client portfolio-including distribution, logistics, semiconductors, enterprise SaaS, fintech, and medical devices—and played a key role in developing the brand reputation of emerging-growth companies. Notably, Cara led efforts that helped six client companies successfully navigate mergers, acquisitions, and significant institutional investments. Cara's entrepreneurial success continued with MyJane, a pioneering wellness-focused cannabis startup for women. Recognizing the untapped potential in the adult-use cannabis market, Cara accelerated MyJane's growth through targeted branding and go-to-market (GTM) strategies, resulting in a successful acquisition by ManifestSeven Holdings Corporation within one year. At ManifestSeven, she served as Vice President of Marketing, leading a team of 24 specialists across two states and managing a \$5 million P&L. She integrated acquired brands into a cohesive strategy and pivoted the company to a digital-first approach that drove a 40% year-over-year increase in e-commerce sales and listing on the CSE.

Areas of Expertise

- Startup Strategy & Market Growth: Expertise in guiding early-stage companies through ideation, scaling, and achieving successful exits.
- Integrated Marketing & Brand Development: Skilled in creating strategic brand and GTM plans that elevate market position and drive growth.
- Boardroom Governance & Leadership: Proven experience advising boards and serving on nonprofit boards, providing strategic oversight and policy development.
- Financial Acumen: Experienced in managing multimillion-dollar budgets and aligning marketing strategies with financial KPIs.
- M&A and Change Management: Successful history of leading brand integrations post-acquisition and executing change management strategies.

Key Accomplishments

- WunderMarx Growth: Founded and scaled the firm to a top-tier status in Orange County, achieving \$3.1 million in annual revenue within four years. Led brand equity efforts for clients that contributed to six successful mergers and acquisitions, including Axiom Microdevices (acquired by Skyworks), GloNav (acquired by Broadcom), and OptionEase (acquired by Solium Capital).
- MyJane: Co-founded and drove the rapid development of a unique wellness-focused cannabis brand for women, resulting in a strategic acquisition by ManifestSeven. Spearheaded market research with 42,000 Gen X and Baby Boomer women, built demand through focus groups and educational initiatives, and secured seed funding.
- ManifestSeven Leadership: Oversaw an integrated marketing team, developed multi-brand GTM strategies, and introduced a digital-first approach that increased e-commerce sales by 40% YOY. Initiated the company's first community relations and cause marketing programs, launched educational retail events, and implemented a customer loyalty program.

Board and Advisory Experience

- Startup Advisor: Provided strategic guidance to startups, focusing on market validation, GTM strategies, and growth.
- Board Service: Active on the boards of nonprofit organizations, including the Alzheimer's Association
 Orange County and Irvine Valley College Foundation, contributing to governance, strategic planning,
 and community engagement.

Collaborative Philosophy

Cara brings wisdom, analytical depth, and visionary thinking to her board roles. Her approach is characterized by strategic foresight, balanced decision-making, and an ability to inspire high-level collaboration.

Skills and Competencies

- Strategic Vision & Market Insight: Identifies market opportunities and devises strategic plans that position startups for success.
- Cross-Functional Team Leadership: Skilled in managing large, multigenerational teams across various functions and locations.
- Crisis Management & Communications: Developed industry-specific crisis communication protocols, including for the COVID-19 pandemic.
- Stakeholder Engagement & Advocacy: Effective in forging partnerships and building trust among stakeholders, board members, and key business partners.

Community Leadership and Advocacy

Cara's commitment to community service is evident through her advisory roles and civic involvement. She has been a mentor to startup founders, an advisor for SPARK Orange County, and a participant on city committees such as the Fairview Park Steering Committee and Animal Services Committee in Costa Mesa, reflecting her dedication to fostering both entrepreneurial growth and public service.

Contact Information



Page 1

Q1

Full Name:

Lauren Weiss

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am very passionate about my community and believe it is important for people to have a space to come together and feel a sense of belonging. I work for a Nonprofit and understand the importance of having dedicated volunteers to help further a mission.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am interested in the ongoing revamp of lions park and finding a way to enhance Tewinkle park so that others may enjoy it as much as I do. In line with my career, I am interested in the Senior Center and all of their programming.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Lauren Weiss
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7 Signature Required:	By checking this box and typing my name below, I am electronically signing my application.
Q8	
Full Name:	
Lauren Weiss	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Stephen Smith

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

We can enhance this community through the careful stewardship of our public services and parks, and that is why I am applying to be considered for membership on the commission. My background as a consultant and project manager, where I've focused on leveraging data to meet concrete business objectives, aligns closely with the needs of this commission. My personal attachment and growing connection to our community further strengthen my candidacy.

Throughout my career, I have utilized data aggregation tools like Excel and Google Analytics to deliver actionable insights for clients, ensuring their business objectives are met efficiently. I take pride in my proficiency with Excel, which I understand is a valuable asset in municipal governance. With access to data sources, I can format information into a digestible format or, if necessary, create new data sets from existing artifacts which can then be analyzed.

I deeply understand the importance of maintaining safe, clean, accessible, and verdant public spaces, recognizing their significant positive impact on community well-being. Conversely, I am aware of the negative effects that neglected or unattractive public areas can have on our city's quality of life.

My experience collaborating with business team leaders and stakeholders to align financial strategies with community goals demonstrates my collaborative nature. I have managed demanding clients, preparing me to handle the varied expectations of our community members with grace and efficiency.

Appointing me to the Parks and Services Commission would not only leverage my existing skills but also fulfill a personal passion for public service. With the exception of parenting, Public Service numbers among the most thankless of tasks. Nonetheless, it is one of the highest callings that we as Costa Mesan's, Californians, and indeed as Americans we can embrace. Being of service to those around you is integral to a person's satisfaction with their own lives; and I am personally committed to this ethos in all its dimensions.

By appointing me, you would be ensuring conscientious management of our community resources, enhancing our city for everyone, and embracing my dedication to this wonderful community I have come to know and love. I am ready to serve and am available for any further discussion or questions you might have.

Q4

As a Commission member, what ideas or projects are of interest to you?

Park Improvements; Tewinkle "Bark Park", Heller Park (recent vandalism there). Review and streamline staffing efforts and focus (Parks indicate no pattern of systematic management).

Generate New Community Events In Parks To Attract Businesses (Markets and Events).

Q5

Optional Resume:

Stephen_Smith_Parks_Service_2025.pdf (55KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Stephen Smith Name: Address: Address 2: City/Town: ZIP/Postal Code: Email Address: Phone (cell): Q7 By checking this box and typing my name below, I am electronically signing my application. Signature Required: **Q8** Full Name: Stephen Moore Smith III Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY Q9 Respondent skipped this question Current or Most Recent Employer: Q10 Respondent skipped this question Current or Most Recent Job Title: Q11 Respondent skipped this question Key Accomplishments: Q12 Respondent skipped this question Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

<u>inkedIn</u> • Costa Mesa, CA

Professional Experience

TTEC-Digital

Costa Mesa, CA • September 2021 to Present

Consultant, Technology Consulting (Technical Account Manager)

- Elicit and document customer requirements from business users.
- Work with developers to scope, estimate effort and manage the development process.
- Translated technical issues into Amazon Connect and AWS solutions and services

Software Support Engineer

- Write code to maintain and improve customer call center performance.
- Coordinate with Clients regarding improvements, additions and problem resolution in Amazon Connect and suite.
- Manage, Update and implement solutions within Client code base to ensure operational efficiency and cost minimization.

Advanced Sterilization Products

Irvine, CA • October 2019 to May 2020

Data Analyst

- Collaborated with Regulatory affairs to work through SAP data issues to ensure transition to new SAP instance.
- Developed VBA tools to aid in rule reprogramming reconciliation efforts.
- Initiated comprehensive cross system analysis of different product entries to conform to compliance issues.

Bravo Business Media

Plymouth Meeting, PA • November 2017 to October 2018

Product Data Coordinator

- Wrote complex SQL queries around business problems to perform QA tasks.
- Managed the data integration and quality assurance activities for over 200+ brands.
- Created VBA tool to facilitate the identification and removal of problematic data patterns.
- Conceived, developed and managed outreach campaign for brands through e-mails and phone calls.

Education

American University, B.A. Political Science • Washington, DC



Page 1

Q1

Full Name:

Elizabeth (Betsy) C. Densmore

Q2

Indicate the name of the Commission you are interested in serving on:

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I want to help keep Costa Mesa a well-run and innovative city. I have decades of experience as a community activist, educator and business manager which have particularly honed my skills as a good listener, facilitator and problem solver.

Q4

As a Commission member, what ideas or projects are of interest to you?

Re parks, helping to maintain and improve the ones we have, especially Fairview. Re Planning, supporting efforts to make it easier to attract, build and renovate housing and businesses so that Costa Mesa continues to thrive.

Q5

Optional Resume:

Densmore%20Bio2024.pdf (78.9KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Elizabeth (Betsy) C. Densmore
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7 Signature Required:	By checking this box and typing my name below, I am electronically signing my application.
Q8	
Full Name:	
Elizabeth C. Densmore	
Page 2: QUESTIONS FOR ARTS COMMISSION APPL	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	Respondent skipped tills question
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Key Accomplishments:	
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Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



BIO-SKETCH

Betsy Densmore is part owner and business manager for Great Mex Grill, LLC, where she provides accounting and financial oversight, coordinate marketing and advertising strategies and advises on personnel and operational issues. She is also Founder of the Academies for Social Entrepreneurship (ASE), an educational organization which has helped to start or scale nearly three hundred social enterprises, catalyzing approximately ten million dollars in new revenue for innovative, mostly charitable ventures.

She previously managed an office and lead programs for a global training and development organization for six years. Her past experience also includes a decade of service as the Executive Director of a community foundation, running an energy services social enterprise, and serving as the Manager of Consumer and Community Affairs for a Fortune 100 retailer.

Densmore has taught entrepreneurship at Golden West College and Pepperdine University and currently serves as consulting faculty for courses at UCLA and USC. She is frequently asked to speak about social enterprise at colleges and to a variety of service and professional organizations locally.

Densmore has a long history of community service. She currently serves on the Boards of the Episcopal Diocese of Los Angeles and her local church, St. John the Divine in Costa Mesa. She is also a District 5 Coordinator for the Neighboring Initiative of Love Costa Mesa/Trellis. She previously served on the Boards of Innovative Housing Opportunities, an affordable housing developer, and Someone Cares Soup Kitchen.

She holds an MA in Public Policy and Administration from the University of Wisconsin-Madison.

City of Costa Mesa Application for Commission Appointment

All information on this page <u>only</u>, is considered public information and will be released to the public, including being posted on the City's website.

Name:	Jacob Husen
Indicate t	he name of the Commission you are interested in serving on:
Plann	ing Commission and/or Parks and Community Service Commission



City of Costa Mesa 77 Fair Drive, Costa Mesa, CA 92626

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.
 (Note: All information contained on the resume is public information, will be distributed to the public and posted on the City's website).

My wife and have lived in Costa Mesa for the past 5 years. We recently bought a home here and this is where we will raise our family. We currently have 2 boys with another baby on the way. The reason I want to join the Commission is because I want to give something back to the community that my family and I are part of.

As a practicing attorney, I believe I have a skillset that could be helpful to the Commission. My job is centered around working with people. This is one of my favorite parts of my profession even though it can be challenging. In my job, you have to be a good reader and writer as well as a critical thinker. Ultimately, to be good at my job, you need to be a good problem solver. I think that combination of enjoying working with people and being an effective communicator makes me a good candidate for the Commission. Also, as a small business owner, I understand the challenges of running an efficient, effective and profitable business.

Presently, we are working with the City's Planning Department for a project on our home. I'm learning first hand about all of the departments that are involved and need to come together to approve and move projects forward in the city.

A part from that, my family and I use the City's parks all the time. Whether it's taking the kids to the playground, walking our dog at Fairview Park or going to ride the train, we cherish all that Costa Mesa offers to it's residents. Last but not least, I'm ambitious and really want to be part of the Commission so I can learn more and hopefully give back at the same time.

2. As a Commission member, what ideas or projects are of interest to you?

For the Parks and Community Service Commission, I'm interested in the Fariview Park master plan. This is an area, that we use all the time and I'm excited about the proposed changes that are coming. Also, we love the events that the City offer to the public, like the Concert in the Park series. I'd like to be a part keeping projects like that available for everyone.

For the Planning Commission, like I mentioned above I've experienced how many moving parts come together for projects in our community. A huge role in my career has been to grow the firm and operate it efficiently. I would love the opportunity to learn more about the City's operations be a part of that future growth.

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Please complete the additional Arts Commission questionnaire and include with this application.

Note: This contact information will <u>not</u> be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

4. Contact Information:

Name:	Jake Husen
Note:	Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.
r√ _{By}	y checking this box and typing my name below, I am electronically signing my application.
Signatu	Jake Husen 1/8/25

Please submit application by mail, email or bring to City Hall no later than 5 p.m. on Friday, January 10, 2025. The appointments are tentatively scheduled for the January 21, 2025 City Council meeting.

Mailing Address:

City Clerk's Office City of Costa Mesa P.O. Box 1200

Costa Mesa, CA 92628-1200 Phone: (714) 754-5225 Fax: (714) 754-4942 cityclerk@costamesaca.gov

Jake Husen, Esq.

Law Offices of Brad Husen 2200 Vesper Cir, Ste, F7, Corona, CA 92879 (951) 751-9457 • jake@husenlaw.com

EXPERIENCE

Law Offices of Brad Husen

Attorney December 2018- Present

Our firm exclusively practices plaintiff's personal injury law. My Dad started the firm over 30 years ago. Today, my dad, my brother and I run the firm. I oversee all aspects of representing our clients, including, but not limited to: jury trials, arbitrations, negotiating claims and regular client contacts. In addition, I am responsible for supervising a support staff of 7 employees.

PROFESSIONAL ORGANIZATIONS AND CERTIFICATIONS

Straus Institute-Mediating the Litigated Case Certificate of Completion

Pepperdine—Caruso School of Law

April 2024

This was a 40-hour immersive program that helps attorneys, judges and non-lawyers prepare for the practice of mediating litigated cases. This course covers topics from distributive bargaining vs. facilitative bargaining to culture and ethical issues. The program also included numerous small-group and large-group breakouts to practice the skills we were learning.

Consumer Attorneys Association of Los Angeles

September 2018 – Present

Organization dedicated to educating members through collaborating and sharing ideas, experiences and strategies inside and outside the court room.

Orange County Trial Lawyers Association

March 2020 - Present

Plaintiff's organization that offers events and resources to teach and train lawyers on the best practices for their clients.

Leo A. Deegan Inns of Court

July 2019 – July 2020

Training in civility, ethics, legal skills and professionalism as well as an opportunity to network with other attorneys and judges in the Inland Empire.

EDUCATION

California Western School of Law, San Diego, CA

J.D., magna cum laude, April 2018

- California Western Law Review and International Law Journal, Associate Editor, 2016 -2018
- Trial competition, Honorable mention, 2016
- Moot court school wide competition, 2016
- Entertainment and Sports Law Society Member

San Diego State University, CA

Bachelor of Science in Business Marketing (IMC), Minor in Environment and Society; December 2014

- Dean's List Fall and Spring 2014
- Intermural Basketball Champions 2013, 2014
- Thesis Projects:
 - o Integrated Marketing Plan for The San Diego Archaeology Center
 - o Small Business Consulting for La Costa Gourmet



Page 1

Q1

Full Name:

Elizabeth Dorn Parker

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have had the privilege of serving on the PACS Commission for the past 4 years. My recent experiences have been involved in moving from plans and supporting our community during COVID lock downs, to planning and supporting the re-boot of community services, events, and planning for park renovations to planning on future resources and facilities across the city.

Q4

As a Commission member, what ideas or projects are of interest to you?

I look to continuing my focus on expanding pickle ball courts, working on Fairview Park's plans to include educational resources to ensure it is protected for all future generations, updating and upgrading parks and playgrounds, curbing dogs off leash through education and resources, supporting the continued expansion of the partnerships between the city, NMUSD, and now OCC. The goal of my volunteer work and dedication is continued expansion of the quality of life for all through parks, community services, and events that enhance all residents and businesses in Costa Mesa.

Q5

Optional Resume:

Elizabeth%20Dorn%20Parker%20BIO_2024.pdf (97.2KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Elizabeth Dorn Parker
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Elizabeth Dorn Parker	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	

Elizabeth Dorn Parker, Ed.D. BIO

Dr. Elizabeth "Liz" Dorn Parker, Ed.D. has dedicated much of her career to working in public education, non-profit organizations supporting education, and volunteering in community-based organizations.

After retiring from her job at Orange Coast College Foundation as a foundation development, alumni and outreach specialist, she moved to being elected to the Coast Community College District Board. In her position at the OCC Foundation, she was responsible for developing and coordinating the activities for the Foundation, large donor development, community and business partner outreach, alumni engagement, and establishing new and on-going fundraising campaigns. In her new elected position, she continues to support not only OCC, but also now Golden West College and Coastline College with resources, partnerships and businesses.

From 1982 to 2014, Elizabeth served as an elected trustee on the Orange County Board of Education. During her 32 years on the Orange County Board of Education, she was elected to leadership positions as President of O.C. School Boards Association and President of the California County Boards of Education. Additionally, Elizabeth was responsible for outreach and collaboration with business leaders, educational organizations, institutions, and legislative initiatives and laws on the local, state and federal levels.

Liz has an extensive history of being active in the community. Currently she is a member of the Samueli Academy Board of Education, a public charter high school serving foster and low-income students through innovative work-based learning. She is currently service at Costa Mesa's PACS Commission Chair and recently joined the board of Save Our Youth (SOY). She has also volunteered her time as a board member and vice president of the Newport Harbor High School Foundation and board member and president of Newport Harbor Baseball Association and AYSO Soccer Region 97, and the Costa Mesa Women's Club.

Liz received her Bachelor's degree in Art History from University of California, Los Angeles, a Master's in Public Administration from California State University, Fullerton, and a Doctorate in Education with a concentration on Community College Leadership at California State University, Fullerton. The doctoral research was a 9-year study of Community College Foundations across the country.



Page 1

Q1

Full Name:

Kathryn Boren

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am interested in serving my local community. I moved to beautiful Costa Mesa about two years ago, previously I lived in Fresno for 13 years and served on several appointed boards for non-profits and local government. Professionally, I have been in Public Relations and Public Affairs for the last 25 years and hold a Masters in the Science of Law with a focus on Water and Environmental Law. I was formerly the Senior Communications Officer for the California Department of Public Health's VaccinateALL 58 campaign which ran a \$100m advertising and public relations/affairs program for the State during the pandemic, and currently work with environmental and sustainability clients in California and nationally.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am particularly interested in helping Costa Mesa pursue its forward thinking agenda. I will go where I am most needed and my professional and education background will be of most service to my fellow community members.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

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Name:	Kathryn Boren
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Kathryn Boren	
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY Q9	
Current or Most Recent Employer:	
Self Employed	
Q10	
Current or Most Recent Job Title:	
Principal and CEO	
Q11	
Key Accomplishments:	
Successfully stewarded large creative campaigns for clients and the state of California which included enlisting local artists who speak directly to their community for several commissioned projects.	

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

During my time in public relations and marketing, specifically on the VaccinateALL 58 campaign for the California Department of Public Health, we enlisted several local muralists throughout the state to represent their communities during one of the most difficult times in our recent history as a state and nation. We worked with over 127 different non-profits and local organizations to ensure the representation of the community was grounded in the community voice, allowing them to lead. I am proud to say that those murals survive today and are integral parts of the legacy of the pandemic that contribute beauty to the surrounding area commemorating a time and the people lost that indelibly remains with all of us.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

My grandmother passed away from COVID in 2021, she taught me to paint. I can remember hours spent with her when I was young laboring over oil paintings and watching her skillful hand sweep across the canvas. She imprinted an appreciation for art, what it does for the soul and how it can bring to life a place within oneself that is otherwise underrepresented with words. I want to serve on the Arts Commission to honor her legacy and to continue her pursuit of educating others about art.

Q14

Please share your vision for the arts in Costa Mesa:

I believe art is for everyone, it comes in so many forms and is so deeply personal to each that observes or creates it. My vision is one of education and exposure, ensuring we are promoting the arts in a versatile and accessible way.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

As mentioned above, an achievement I am particularly proud of are the COVID murals throughout the state, but I have participated in putting together many multicultural programs for and with the state and during my time at Fenton Communications. Fenton is the preeminent progressive communications agency in the country, focused on promoting diversity and inclusion through its work and subsequent thought and behavior change. During my time at Fenton I participated in some of the most forward thinking multicultural strategies for communication and implementation in the country. My clients included Amnesty International, Climate Action League, WK Kellogg Foundation, Irvine Foundation, Annie E Casey Foundation, Santa Barbara Foundation, Chef Ann Foundation, State of California and more. Although most of my time was spent on strategic communication, this comes with a great deal of art work, from digital graphic design to printed materials, murals all the way to billboards. In each on of our campaigns we looked at how to best spend dollars in a responsible and culturally competent way when producing artwork. It is of paramount importance to have first-person experience when representing a community, and I believe we did this work extremely well.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

Please see above.

How did you hear about this opportunity?

City Website

4 / 4 685



Page 1

Q1

Full Name:

Shayanne Wright

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am reapplying to serve on the Parks Commission because I care deeply about creating community spaces that are accessible, enjoyable, and sustainable. My time on the Parks and Community Services Commission has given me valuable experience, from gathering public input on community gardens to giving feedback on \$15 million in Capital Improvement Projects. I have worked through challenging discussions, provided thoughtful feedback, and stayed focused on the needs of our residents. As a local business owner, I understand the importance of balancing enhancements with maintaining the character of our community. I am open-minded, hardworking, and ready to contribute to shaping the future of Costa Mesa's parks and green spaces.

Q4

As a Commission member, what ideas or projects are of interest to you?

As a Parks Commission member, I'm interested in projects that expand and protect green spaces, make parks more accessible, and encourage community use. I'd like to explore adding more community gardens, outdoor dining areas, and family-friendly spaces like playgrounds and accessible seating. I'm also passionate about creating safe walking and biking paths that connect parks to neighborhoods, schools, and local businesses, making it easier for anyone to enjoy them. As we improve our parks, I'd like them to become more sustainable as well - using native plants and water-wise landscaping to keep our parks environmentally friendly. Most importantly, I want to help us listen to the community better to make sure our parks meet the needs of Costa Mesa residents.

Q5

Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Shayanne Wright
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am electronically signing my application.
Signature Required:	olocal officially origining my approachem
Q8	
Full Name:	
Shayanne Wright	
,	
Page 2: QUESTIONS FOR ARTS COMMISSION APPL	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Jordan Annis

Q2

Parks and Community Services Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

In my career I've worked at multiple summer camps in charge of recreation and games (Bayside Church & Forest Home summer camps). In these roles I was in charge of games and activities for high school youth. I've also been involved in a variety of Church youth groups.

My career is in technology and I've worked for sport tech companies and am currently working for iFIT (a Treadmill and Bike tech company).

A lot of my experience is in programing games, sports and being involved in the fitness world. I like in Eastside costa mesa with my wife, we have been here for 3 years and have been int he Newport/Costa Mesa area overall fore 8 years. I love Eastside and hope to have my kids grow up here one day and would love to be a part of building that.

Q4

As a Commission member, what ideas or projects are of interest to you?

- Adult & Teen sports leagues
- General events
- Getting involved with more events on 17th street. I think that the Santa Walk in CDM is big hit. 17th is such a lively area, I would love to help come up with ideas to make that area more of a community hub for events.

Optional Resume:

Jordan%20Annis%20Resume%202024.pdf (56.6KB)

Q6 Contact Information:Note: This contact information will not be However, this information is still subject to release pursuant to Commission members must complete an Oath of Allegiance Section 3, of the Constitution of the State of California.	to the California Public Records Act. Once appointed,	
Name:	Jordan Annis	
Address:		
City/Town:		
ZIP/Postal Code:		
Email Address:		
Phone (cell):		
Q7	By checking this box and typing my name below, I am	
Signature Required:	electronically signing my application.	
Q8		
Full Name:		
Jordan Annis		
Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY		
Q9		
Current or Most Recent Employer:		
iFIT Health and Fitness		
Q10		
Current or Most Recent Job Title:		
Product Manager		

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Key Accomplishments:

- Launched AI Fitness trainer to over 600,000 users

Q12

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

I've spent years running and managing recreation for summer camps for teenagers.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I want to get involved in Cost Mesa and our recreation and events. I love this city and want to make it a better place for my friends and future kids.

Q14 Respondent skipped this question

Please share your vision for the arts in Costa Mesa:

Q15 Respondent skipped this question

Please share your experience in producing and/or participating in Arts and multicultural programing:

Q16 Respondent skipped this question

Please share any other relevant work experience, volunteer work, community activities or memberships:

Q17

How did you hear about this opportunity?

Instagram

Jordan Annis

Product Manager

EDUCATION

2015

Bachelor of Science,
Marketing
Azusa Pacific University

2020

Intro to Python Course Udemy.com

SKILLS

- Python
- Javascript
- Figma
- Swift
- Jira
- Asana

CONTACTS

WORK EXPERIENCE

Al Product Manager | iFIT Health and Fitness

November 2023 - Present

- Manage Al Fitness Coach Product (in beta)
- Prioritize and write requirements for features for AI Fitness Coach product
- Work with marketing to create product education campaign
- Manage internal stakeholders expectations on product and feedback
- Review and work with Engineering team on AI prompts to ensure quality UX
- Implemented CSAT survey to identify customer needs and validate product

Product Manager | Tenant (Property Management Software)

May 2023 - November 2023

- Managed Accounting product
- Prioritized and wrote requirements for features for Accounting product
- Worked with customers to identify use cases

Product Manager | iFIT Health and Fitness

October 2021 - November 2022

- Managed customer engagement and subscription products
- Collaborated with finance executives to build revenue generating initiatives
- Worked with over 30 engineers to deliver on product initiatives
- Delivered "Digital Trophy Case" to over 1 million users
- Communicated product initiatives to executive stakeholders
- Reviewed and set KPIs and metrics for product division to execute on division goals

Product Manager | Self-employed

April 2020 - August 2021

- Built a website where customers can sign up for pilates classes (Squarespace + Mindbody Integration)
- Consulted for a Tax Investigation company and product managed a customer intake flow
- Consulted as a product manager on a Loan Origination system specializing in disclosure integration; managed document integration with the system

Product Manager | Trace (Youth Sports Computer Vision Highlights)March 2019 - April 2020

- Worked with Head of Product and CEO to come up with iOS app strategy and initiatives
- Built inventory and logistics system for hardware (grew business to \$2M ARR)
- Oversaw feature (iOS and Hardware) that allowed customers to view the uploading status of sensor and video data
- Managed 2 full-time and 4 part-time employees in the Logistics Department
- Managed 2 full-time employees on the Customer Service team for ~4 months;

- built tiered customer support and outsourced team to scale while doubling customer numbers
- Collected feedback from customers regularly (5-10 times per week)

Product Manager | Ethos Lending

April 2016 - January 2019

- Partnered with sales executives to execute on revenue generating product features
- Delivered features for financial software platform that funded \$5.5B in loans
- Built Broker Portal (core product) product redesign
- Led team of 10 engineers and analysts as product manager and Scrum Master
- Managed grooming, road-mapping, and backlog prioritization with executives
- Wrote release communication for internal stakeholders and customers
- Built integration with third party document management platform
- Maintained spring planning and Scrum Master duties



Page 1

Q1

Full Name:

Jennifer Leigh Tanaka

Q2

Indicate the name of the Commission you are interested in serving on:

Parks and Community Services Commission,

Planning Commission

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

We are at a critical moment in the history of Costa Mesa: not only will the city embark on its most ambitious rezoning since its last General Plan update in the next few years, it will also lay the groundwork for the future development of the centrally-located Fairview Developmental Center. At the same time, the City is revising the master plan for its largest open space asset, Fairview Park, and our local park resources and recreational programs are facing mounting pressure from increasing maintenance and improvement costs as well as a growing regional population.

I would like to help the city meet these challenges in any way I can. I have been closely observing City Hall for some time and, thanks to prior service on the Animal Services Committee and the Finance and Pension Advisory Committee, as well as my role as board member of the Costa Mesa Alliance for Better Streets, I have had the opportunity to make personal connections with residents as well as City Staff in a variety of departments spanning from Public Works to Parks and Community Services to the CMPD to the Finance Department. I have enjoyed working with them on various city initiatives, including providing input on the initial FDC planning, the inclusionary housing ordinance, the consolidated master fee schedule, the temporary fencing at Harper Park, the "e-bike" updates to the bicycle ordinances and, most recently, the residential beekeeping ordinance, and I would love the opportunity to continue this work in the public interest.

My career as a corporate attorney in the private sector has given me certain transferable skills that I believe would serve the city well. I am accustomed to leading high-stakes legal transactions from start to finish. I enjoy reading up on new areas of law or policy to better serve my clients, such that I am not intimidated by having to wrap my arms around technical rules or concepts in a short amount of time. I also have a passion for public policy and local government going back to my higher education days. And because I have never worked in government, real estate, construction, labor relations or development, I can bring an independent perspective to my public service roles.

But perhaps my best qualification is that I am a mother, a wife and a neighbor raising a family in a city that she loves. I want to preserve what makes Costa Mesa a special place while providing a sound foundation for future improvement.

As a Commission member, what ideas or projects are of interest to you?

In the planning and economic development departments, I am excited to see how major long-term projects like the Measure K site rezoning and the Fairview Developmental Center planning evolve. Each represents a once-in-a-lifetime opportunity to fully assess our current built environment and how it may adapt to changing demographics, transportation options, macroeconomics, and technology.

However, I am even more interested in making the planning process work efficiently and fairly for residents, entrepreneurs, developers and community organizations that want to invest in our city, especially in the areas that will not receive significant zoning overhauls in the coming years. Organic, resident-driven redevelopment and investment that is otherwise permitted by our zoning code and General Plan is, at the moment, discouraged by a slow, frustrating and opaque development process. I believe Planning Commissioners should play a role here by first auditing these processes, and then by holding City Hall accountable to develop useful performance metrics and streamline inspections and approvals to the extent possible.

I would also like to see a Planning Commission that makes a clear, indelible distinction between its roles as policy advisory body and an administrative body. Forceful advocacy for better city policy has its place. However, when applicants, rather than new city policies or ordinances, are before the Planning Commission, Commissioners should maintain sincere fidelity to the General Plan, the zoning code and the CMMC as written. Aggressive use of discretion, even in service to good policy, creates opportunities and incentives for influence.

Instead, I would love to see a more robust public dialogue between the Planning Commission and the City Council regarding any policy matters that arise during an application. I cannot recall the last time there was a formal report issued by the Planning Commission to the City Council, and I think that should change. If a particular application or policy reveals issues that are of far-reaching importance to the city at large, the Planning Commission should be encouraged to surface these concerns to the City Council. This communication should be done publicly to the extent practicable to ensure maximum transparency.

With respect to parks and community services, I would like to see the PACS Commission be more active in city policy. CMMC Section 12-71 states that the PACS Commission may "by its own motion, conduct studies and investigations and hold public hearings as it may deem necessary for the formulation of policies, plans, and procedures relating to parks, recreation, senior programs, recreation facilities, community facilities, and parkways, or to determine the wisdom and efficacy of such policies, plans and procedures, or to determine an action plan to pursue in implementing the city's Parks, Recreation and Open Space Master Plan" (emphasis mine).

I don't believe this aspect of the PACS Commission mission is being fulfilled. I want a PACS Commission that will dig into the reasons why our neighborhood parks projects continually languish on our 5-year capital improvement plan. I'd like to see PACS Commissioners work with the CMPD to get an accurate accounting of the cost to adequately police our various parks and school fields. The PACS Commission should interview youth sports organizers to determine whether we are meeting our current and future organized recreation needs.

I would also like the PACS Commission to consider forming a subcommittee to address the upcoming disruptions to the Senior Center programming likely to be caused by the planned housing development on the Senior Center parking lot. This is a perfect use-case for a subcommittee, as it is limited in time and scope and focused on a single project: working with Jamboree Housing Corporation to ensure that access to the Senior Center is not disrupted during construction, and that Senior Center users are kept informed of changes to traffic patterns, shuttle services, and available parking. Forming such a subcommittee would show initiative and commitment to the senior community, who will be asked to shoulder the burden of constructing (much needed) senior housing few of them will have an opportunity to inhabit.

Additionally, while the PACS Commission has encouraged City Staff to provide frequent updates on our parks-related capital improvement projects, I would encourage PACS Commissioners to have a renewed sense of urgency in 2025. The Brentwood Park project, for example, is running behind schedule, and the PACS Commission should investigate why. It should also work with City Staff

to ensure future projects stay on track.

Finally, the PACS Commission should forcefully advocate the City Council to instruct the Staff to revise the Open Space Master Plan to reflect current city needs and priorities. This project has been repeatedly deferred such that the OSMP is now woefully out-of-date, which interferes with the PACS Commission's ability to effectively advise the City Council regarding OSMP goals. This should change.

Q5

Optional Resume:

Resume%20(Jenn%20Tanaka).pdf (139.4KB)

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Jennifer Tanaka



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Jennifer Leigh Tanaka

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9 Respondent skipped this question

Current or Most Recent Employer:

Q10 Respondent skipped this question

Current or Most Recent Job Title:

Jennifer L. Tanaka

EDUCATION	
University of Michigan Law School	2009-2012
Juris Doctor, magna cum laude, Order of the Coif	
University of Chicago	2008-2009
Master of Arts, International Security and Political Economy, Honors	
Duke University	2004-2008
Bachelor of Arts, Political Science and History, magna cum laude, Honors	

LEGAL EXPERIENCE

Pathway Capital Management, LP

2018-Present

Vice President and Assistant General Counsel, Irvine, CA

- Led the secondaries practice within the legal team and significantly grew the practice; independently completed over \$300 million of buy- and sell-side secondary market transactions, including rollovers
- Negotiated primary investments in private equity and venture capital funds and co-investments on behalf
 of multiple limited partners, including pension plans, funds-of-funds and non-profit corporations
- Served as a product owner of an internal workflow and data management platform for the legal department, now a blueprint for a system for all other Pathway departments

Gunderson Dettmer Stough Villenueve Franklin & Hachigian, LLP

2015-2018

Corporate Associate, San Diego, CA and New York, NY

• Represented venture-backed companies and venture capital funds in financing transactions, including private equity offerings, IPOs, venture debt financings, and venture capital investments; also represented venture-backed companies in merger and acquisition transactions on both buy- and sell-side

Hyperloop Technologies, Inc. d/b/a Hyperloop One

Fall 2017

Corporate Counsel on Secondment, Los Angeles, CA

Served as temporary corporate counsel on secondment reporting directly to the General Counsel; led
negotiations on behalf of the company for a \$50 million convertible note round and independently
managed numerous compliance and regulatory matters

Cravath, Swaine & Moore LLP

Summer 2011, 2012-2015

Summer Associate and Corporate Associate; New York, NY

 As a junior, mid-level and lead associate, represented investment banks, public corporations and private companies in a variety of financing and other transactions, including initial public offerings, bond and stock offerings, mergers and acquisitions, and debt financings

BAR ADMISSIONS	
California State Bar	2017-Present
New York State Bar	2013-Present

VOLUNTEER ASSOCIATIONS

Costa Mesa Alliance for Better Streets

2021-Present

Vice President



Page 1

Q1

Full Name:

Jonathan H Zich

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Having served on the Commission for the past six years it's apparent to me that I bring a voice, and perspective representative of a large segment of the community.

Q4

As a Commission member, what ideas or projects are of interest to you?

Pursue housing where it makes sense, preserve and foster retail, commercial, and industrial land uses, and advocate for adequately parked projects, and acquisition/conversion of more land to active public park space.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Jonathan H Zich
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Jonathan H. Zich	
Page 2: QUESTIONS FOR ARTS COMMISSION APPL	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Jeffrey M Chon

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

As a resident and business owner in Costa Mesa for the last 2 decades, I have come to truly fall in love with the progression of commerce this city has achieved. I have had my own experiences with the planning commission and appreciate the impact that intentional and thoughtful planning have on this community. I have owned and developed a few businesses in this city (Tabu Shabu, Oak & Coal, The Wayfarer, Love & Puree Baby). With this experience of my own planning actions, as well as my involvement in the community I believe I can truly be an asset to the future development of this city.

Q4

As a Commission member, what ideas or projects are of interest to you?

Hospitality Projects (Restaurants & Lodging), Housing Developments, Community Development Centers

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Jeffrey Chon
By checking this box and typing my name below, I am
electronically signing my application.
LICANTS ONLY
Respondent skipped this question



Page 1

Q1

Full Name:

Daniel Baume

Q2

Indicate the name of the Commission you are interested in serving on:

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Im enthusiastic about improving our community and ensuring that public spaces and urban planning reflect the needs and ideas of the residents. As a Head Coach for youth athletics, a charter member and board member of the Goat Hill Lions club, a original board member and service leader of Labors of Love, a constant volunteer and advocate of Fairview Park alliance and many more services. I have been serving the City of Costa Mesa as a volunteer for over 20 years. I am passionate about helping create accessible, and inclusive public spaces.

Q4

As a Commission member, what ideas or projects are of interest to you?

Im very interested in the Fairview Park master plan, as well as the recent purchase of land on Shalimar street. Bike lanes and road diets as well are of high interest.

Q5

Optional Resume:

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Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Dan Baume
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
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Full Name:	
Daiel Joseph Baume	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	

Daniel Baume



WORK EXPERIENCE

Orange County Fairgrounds Operations Manager 1995-2010
Drxfixit Construction Assistant General Manager 2010 – 2021
J&F Custom Painting Lead Painter 2010 – Present
Newport Mesa Unified School District Custodian 2023 – Present
City of Irvine Senior Athletic Lead 2023-Present

EDUCATION

Costa Mesa High School Graduated 1998

Orange Coast College General Education 2000-2002

SPECIALIZED SKILLS

OSHA 10 Certified Mudding

Carpentry Texture & Paint

Electrical Cabinetry Construction/Installation

Tile Application Plumbing

Rough Framing Facilities Maintenance

Finish Framing CPR Certified
Dry Wall Microsoft Suite

VOLUNTEER WORK

Costa Mesa Little League Assistant Coach 2005-2008

Costa Mesa Pop Warner Football Head Coach, Assistant Coach, Admin 2002-2018

Fairview Park Alliance Board Member/Volunteer 2017-Present

Socal Elite (Basketball League) Head Coach 2021-Present

Newport Harbor Lions Club Member 2020-2022

Costa Mesa Sanitary District Citizens Advisory Committee Member 2016-2022

Costa Mesa Historial Preservation Committee Committee Member 2020-2024

Fairview Park Steering Committee Committee Member 2020-Present

Costa Mesa Goat Hills Lions Club Charter Member/Board Member 2022-Present

Love Costa Mesa – Labors of Love Program Project Manager 2022-Present

AWARDS

Melvin Jones Fellowship Award Highest Form Recognition of Lions Club 2023 Love Costa Mesa Neighboring Champion Award 2023



Page 1

Q1

Full Name:

Johnny Rojas

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have been on the planning commission for the past few years and have enjoyed being part of the committee that has an influence on projects that impact our city.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am looking forward to learning and being part of the housing solutions team and process.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Jose "Johnny" Rojas
Address:	
City/Town:	
ZIP/Postal Code:	
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Johnny Rojas	
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Q9	Respondent skipped this question
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Q11 Key Accomplishments:	Respondent skipped this question
Q12 Please share your background and experience or knowledge of the arts (visual and performing), arts	Respondent skipped this question
education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Syed Zia Hussain

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have AS degree in Architecture and later pursue Urban Planning because my interest has always been to view the city development process with regards to its impact on its users (residential and commercial).

Q4

As a Commission member, what ideas or projects are of interest to you?

My ideal Costa Mesa is the city of Orange County that attracts people from other cities to visit it for commercial and pleasure reasons. I will bring in the aspect to make Costa Mesa more and more people friendly which means safer, more economical, and environmentally friendly.

At this moment I am serving as member of Mobile House Park Advisory Committee at City of Costa Mesa. https://www.costamesaca.gov/government/commissions-and-committees/mobile-home-park-advisory-committee/committee-members-and-staff

Q5

Optional Resume:

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Architecture and urban designs

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3. of the Constitution of the State of California.

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Name:	Syed Zia Hussain
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Full Name:	
Syed Zia Hussain	
Page 2: QUESTIONS FOR ARTS COMMISSION AP	PLICANTS ONLY
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Serra Sol Senior Living	
Q10	
Current or Most Recent Job Title:	
Activity Assistant	
Q11	
Key Accomplishments:	
In-Process to start a Non-Profit Organization that emphasizes on Already organized two seminars (hybrid) with Sustainable and Tra	encouraging quality education and knowledge of Urban planning. ansport management dept Malmo University, Sweden and California.

produced two urban planning related documentaries. And starting a community education program that highlights information on

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

Member of UNESCO-CID 2024, qualified IDTA, UK. (International Dance Teachers Association) Gold Level, organized cultural events in Leeuwarden Town Netherlands covered by local TV channels and newspapers grants paid by the Town hall (https://www.youtube.com/watch?v=u2-CJBE12oM), President of Music society at InterCollege Nicosia, Cyprus. Band member of Lasers released three albums and managed the group. I was the songwriter, singer and produced music. Contributed in art directors for our song videos. Appeared in Tv shows. (https://www.youtube.com/@lasersmusicpk)

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

I believe with my background experience in performing arts and also my ethnicity I will bring diversity in our Arts Commissioner. My background is from Pakistan and as you can see I have international qualification and experience also.

Q14

Please share your vision for the arts in Costa Mesa:

I believe the connection between urban planning/design and Art goes I long way back. Copenhagen (city in Denmark) is an example of how Art and urban design plans a role in neighborhoods security, economy, and social health. I would like to see my Costa Mesa promote similar role.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

I have produced several art projects in Pakistan (family festival in my home town, released three music albums, appearances on TV channels and press coverage, Netherlands (multi-cultural promotional events with Expect-Leewuarden, and freelance projects with town hall grants, on local channels and press, and Cyprus (President of Music society)

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

all mentioned above

Q17

How did you hear about this opportunity?

I am a regular follower of City of Costa Mesa.

Syed Zia Hussain

Member of Mobile Housing Committee, City of Costa Mesa, CA.

"StrengthFinder Personality Test" Type ESFJ: Helpful, Harmony, attention to clients' needs, work well with others to achieve goals, take commitments seriously, structured, and organized, best in organizing people to get a job done!

Education

Cal Poly Pomona, California, United States.

updated

Bachelor of Science in Urban and Regional Planning GPA 3.16

Orange Coast College. California, United States.

Dec 2019

Associate degree in Architecture

Associate Degree in Event Management GPA 3.36

Orange Coast College. California, United States. Associate Degree (Honors) in Event Management GPA 3.36 Dec 2016

Work Experience:

Freelance Projects (YouTube: <u>Smart City Developers - YouTube</u>)

2023 - updated

Produced a documentary on "Students Design Net-Zero House - Sustainability Decathlon" 2024.

"Impact of McBride Park Long Beach, CA."

SCD-Seminar I & SCD-Seminar 2rd. (hybrid event with research exchange between California and Sweden)

Community Service Leader II: City of Costa Mesa (Recreational Dept) Part-Time.

Jan '24 - Mar '24

Support R.O.C.K after-school program. Require self-motivation and team-player abilities. Assist with program planning on field; maintain record of schedule and log-book of day to day duties and hours of work. Supervise check-in and check-outs, activities, fire drills, help with homework, artwork and games, and keep a health and safe environment.

Student Connect SoCal Community Outreach: SCAG Project

May '23-June '23

Engage public to fill out surveys, conduct street events, Research and suggest new locations for more survey

Planning Aide Intern: Cal Poly Pomona Facility Planning and Management, CA. June '22-July '22

Record keeping, cold calls, drawing figure grounds, site analysis, printout architectural drawing, keeping files, report writing, and administrative work.

Administrative Intern Oct '21- Feb '22

City of Tustin Department of Community Planning, Tustin, CA.

Review variance, condition permits, and design reviews, Quality control and update code files. Customer service and attend phone calls. Review General Plan, zoning, subdivision, and environmental report review. Work as a team and individually.

Event Planner Unpaid Intern

June '15 - Dec '15

American Family Housing, Tustin, CA

Outreach, promotion, and marketing for "Summer Festival for Homeless Veterans". Sold out a stall and raise more than \$ 3,000 through bringing in vendors.

Awards and Recognitions:

Research on Walkability, presented at OCC Symposium 2019 and 2020. And at Cal Poly Pomona, CA. 2023.

Topic: "Effects of New High-Density Residency on Walkability in Costa Mesa, CA".

Topic: "How Mix-Use Land Contributes to Walkability in 19th Street, Costa Mesa, CA." 2023.

Skills: MS office, Sketch up, Rhino, AutoCAD, Adobe Creative Suite, Micro-Station, ArcGIS, and InDesign.

Administration Skill: Comfortable working in, group and individual setting, research, excellent customer service skills, and marketing and sales experience, organizational skills, general clerical tasks, data managing, data entry, report writing, and event management.

Clubs and Organization:

- Member of OC- American Planning Association.
- Member of Young Transportation Planners, LA, and American Planning Association.
- Orange Coast College: Scholarship in Architecture, and member Architecture Club.



Page 1

Q1

Full Name:

Dillon Knight

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I would like to serve on the Planning Commission because I want to participate in the progress and change of our city. After settling in Costa Mesa, I have decided that this is the community I plan to live in and grow my family. As such, I want to actively participate in and give back to my community. I have spent over a decade in the commercial real estate industry and feel that I can employ the skills and knowledge I have garnered from my professional experience to give back to the city. Costa Mesa is a thriving place that is undergoing so much growth. I want to do what I can to continue to foster that growth while maintaining an objective perspective on land use to benefit all of us that live in this community. I am a licensed real estate salesperson in the State of California and have spent over a decade representing commercial occupiers and owners, as well as navigating land use and zoning codes on their behalf.

Q4

As a Commission member, what ideas or projects are of interest to you?

There are many projects that interest me, but the two topics that seem most relevant to the community are residential expansion, and redevelopment spurred by the adoption of Measure K. These two elements are primary drivers to conversations related to land use in our city. Our local government has an incredible amount of responsibility when it comes to navigating the growth that Costa Mesa has undergone. That growth is a direct byproduct of Costa Mesa being a great place to live and work, and it requires thoughtful stewardship from its leaders. One Metro West is a key example of our city's growth and the necessity to accommodate population increase going forward. Measure K and the areas that it directly affects will be a driver for land use discussions for years to come, and its impact, along with housing development, will shape our city for the foreseeable future

Q5 Optional Resume:	Respondent skipped this question
Q6 Contact Information:Note: This contact information will not be However, this information is still subject to release pursuant Commission members must complete an Oath of Allegiance Section 3, of the Constitution of the State of California.	to the California Public Records Act. Once appointed,
Name:	Dillon Knight
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7 Signature Required:	By checking this box and typing my name below, I am electronically signing my application.
Signature Required: Q8 Full Name:	electronically signing my application.
Signature Required: Q8 Full Name: Dillon Knight	electronically signing my application.
Signature Required: Q8 Full Name: Dillon Knight Page 2: QUESTIONS FOR ARTS COMMISSION APPL	electronically signing my application. LICANTS ONLY

Respondent skipped this question

Q11

Key Accomplishments:



Page 1

Q1

Full Name:

Scott Cobett

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

713

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

Why I Wish to Serve on the Planning Commission:

As a long-time resident and parent of two young children who are actively involved in community and athletic events, I am deeply invested in ensuring Costa Mesa thrives as a vibrant, inclusive, and sustainable city. I want to help shape a future that not only benefits current residents but also creates lasting opportunities and a bright future for the next generation, including my own children.

Experience and Qualifications:

1. Leadership and Strategy:

As a seasoned marketing executive, I've led initiatives for companies across various industries, developing and implementing strategic plans to drive growth. My experience includes managing complex projects that require collaboration between diverse stakeholders, a skill that aligns closely with the commission's collaborative work.

2. Community-Focused Initiatives:

My experience in brand-building often involves understanding and addressing the needs of diverse audiences. This perspective will be valuable when considering how planning decisions affect different groups in our community.

3. Problem-Solving and Innovation:

Throughout my career, I've successfully navigated challenges that required innovative solutions and long-term planning. This mindset is essential for addressing the complexities of urban planning and development.

4. Engagement with Stakeholders:

My ability to connect with and understand the priorities of various groups, including businesses, residents, and community leaders, positions me to contribute to decisions that reflect the broader needs of the community.

5. Commitment to Growth and Sustainability:

I believe in fostering environments that encourage both economic and cultural growth while prioritizing sustainable and inclusive practices. This aligns with the planning commission's mission of guiding responsible and forward-thinking development.

As a Commission member, what ideas or projects are of interest to you?

As a Commission member for Costa Mesa, I am particularly interested in ideas and projects that focus on enhancing the quality of life for residents while supporting sustainable and strategic growth. Here are some areas I would prioritize:

Creating Family-Friendly Public Spaces

Developing parks, recreation areas, and athletic facilities that cater to families and children. As a parent of two young children involved in community and athletic events, I recognize the importance of accessible, safe, and engaging spaces for families to gather and thrive.

Supporting Small Businesses and Local Economy

Promoting projects that encourage small business growth and entrepreneurship, which are vital to Costa Mesa's vibrant character and economic health. This includes zoning updates or incentives for mixed-use developments that blend retail, residential, and community spaces.

3. Enhancing Transportation and Walkability

Improving pedestrian and bike-friendly infrastructure to create safer, more accessible routes throughout the city. Projects like expanding bike lanes, improving sidewalks, and connecting neighborhoods to commercial hubs align with Costa Mesa's focus on sustainability and accessibility.

4. Prioritizing Sustainable Development

Supporting environmentally conscious initiatives, such as renewable energy projects, green building standards, and water conservation strategies. Sustainable development ensures Costa Mesa remains resilient in the face of future challenges.

5. Fostering Inclusive Housing Solutions

Exploring ways to balance housing affordability with quality, ensuring that Costa Mesa remains a welcoming and diverse community for people of all income levels. This includes supporting projects that integrate affordable housing without compromising community character.

Strengthening Community Engagement

Encouraging public input and transparency in the planning process, ensuring that residents feel heard and represented in decisions that shape the future of Costa Mesa.

These focus areas align with my personal and professional values, as well as my desire to create a bright future for all Costa Mesa residents, including my children. As a member of the Commission, I would work collaboratively to bring thoughtful, actionable solutions to these priorities.

Q5	Respondent skipped this question
Optional Resume:	

3/5

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Name:	Scott Cobett
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Full Name:	
William Scott Cobett	
Page 2: QUESTIONS FOR ARTS COMMISSION APP	LICANTS ONLY
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Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

John Terrence Witkowski

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am passionate about the built environment and how it intersects with the needs of my local community here in Costa Mesa.

I have a master's degree in urban planning from UCLA, which gives me educational experience that ties directly into city planning and being well equipped for this position. My educational background helped teach data analysis for population growth, housing needs, traffic patterns, and environmental impact—critical tools for evaluating proposals that will come before the planning commission. My experience at UCLA also included methods for engaging communities through participatory planning, including direct fieldwork in this area, a critical process that must be considered with the decision-making ability of a planning commission appointment.

Professionally, I work for a nonprofit affordable housing developer, National Community Renaissance, as a senior development manager. My job often involves working with local jurisdictions to finance, construct, and operate multifamily affordable housing projects. I am therefore quite familiar with the local planning and architectural design process as it relates specifically to housing development, but that can be applied to many other development types. I am quite familiar with federal, state, and local regulations governing land use and how that intertwines with decision making on a local level.

I believe both my educational, as well as professional experience on the developer side of the planning process, would add valuable knowledge and insight to the planning commission. I am also passionate about my community and seeing it grow in a inclusive and welcoming way for all residents. My goal is to create a more equitable, sustainable, and playful city.

As a Commission member, what ideas or projects are of interest to you?

The expansion of affordable multifamily housing and housing in general. I believe that the City of Costa Mesa can do more here in order to provide for current and future residents of our city; while also making sure the city is in compliance with its own housing element and HCD's RHNA allocation for the city.

Thoughtful urban design that helps activate street fronts and creates greater walkability and the use of bike infrastructure within the city. I am very happy to see the bike infrastructure that has been put into place along 19th Street and Placentia. This has created safer streets for those who bike in the city. I believe the city can do even more here, as well as working on ways to create better walkability along certain corridors such as 19th Street, 17th Street, and Harbor Boulevard.

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Optional Resume:

John%20Witkowski%20-%20Resume%20(12.2024).pdf (104.8KB)

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	John Witkowski
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	

Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

John Witkowski

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

JOHN WITKOWSKI

• Urban Planner - Affordable Housing Development •

ABOUT ME

Highly motivated, organized, and dedicated professional focused on development and finance of affordable housing, utilizing background in urban planning and tax accounting.

EDUCATION

2016 - 2018 • University of California, Los Angeles MA Urban and Regional Planning

2011 - 2014 • University of Hawaii at Manoa BBA Accounting

EXPERIENCE

2024- National Community Renaisance

Present

Senior Development Manager

- Helping to develop difficult two-phase affordable housing project in the City of Murrieta for both families and seniors incorporating multiple city and county funding sources.
- Actively competing in City of Anaheim selection process for redevelopment of city owned land that incorporates affordable multifamily housing, commercial space, and for sale homeownership components.
- Experience working with fully integrated affordable housing developer and the complex interaction between various in-house departments such as general contractor and property management.

2022- Community HousingWorks

2024

Project Manager

- Managed multiple rehabilitation projects through a challenging placed in service review process
- Active work on both new and rehabilitation construction projects, navigating challenging budget and schedule delay issues
- Volunteered as OKR Coach, guiding and leading multiple departments through the process of creating ambitious goals
- Mentorship of assistant and associate project managers, including training on budgets, proformas, file organization, and career development

2018 - Jamboree Housing

2022

Project Manager, November 2019 - February 2022

Assistant Project Manager/Development Associate, July 2018 - November 2019

- Wide array of financing application experience including 4% & 9% tax credit applications, multiple HCD programs (VHHP, NPLH, MHP), AHP, Project Based Vouchers, and OC Housing Finance Trust
- Experience with new, adaptive reuse, rehabilitation, and single family home construction. Completed complex construction rehabilitation of an eight building 126 unit project in Santa Ana that involved temporary relocation of all residents
- Strong financial proforma skills, from initial underwriting through financing, closing, and construction draws

2017 Homes4Families (formerly Habitat for Humanity SFV/SC)

Urban Planning Research and Data Analyst - Intern

- Spearheaded data collection and analysis of key demographics to help Homes4Families understand veteran community needs for new projects
- Development of asset maps for future communities using QGIS mapping software

2014 - Gilford Sato & Associates

2016

Tax Accountant

- Independently completed complex corporate, individual, and trust tax returns
- Applied quantitative skills to complete numerous tax returns under strict tax filing deadlines

2005- United States Navy

2009

Sonar Technician - USS Chosin (CG-65)

- Swiftly attained the rank of Petty Officer 2nd Class (E-5) in less than four years
- Developed into a highly efficient operator and technician on equipment vital to the safety and successful operation of the ship
- Awarded Global War on Terrorism, Good Conduct, and Expeditionary Force medals
- Achieved qualification as Enlisted Surface Warfare Specialist

www.linkedin.com/in/john-t-witkowski



Page 1

Q1

Full Name:

Elizabeth (Betsy) C. Densmore

Q2

Indicate the name of the Commission you are interested in serving on:

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I want to help keep Costa Mesa a well-run and innovative city. I have decades of experience as a community activist, educator and business manager which have particularly honed my skills as a good listener, facilitator and problem solver.

Q4

As a Commission member, what ideas or projects are of interest to you?

Re parks, helping to maintain and improve the ones we have, especially Fairview. Re Planning, supporting efforts to make it easier to attract, build and renovate housing and businesses so that Costa Mesa continues to thrive.

Q5

Optional Resume:

Densmore%20Bio2024.pdf (78.9KB)

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

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Full Name:	
Elizabeth C. Densmore	
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BIO-SKETCH

Betsy Densmore is part owner and business manager for Great Mex Grill, LLC, where she provides accounting and financial oversight, coordinate marketing and advertising strategies and advises on personnel and operational issues. She is also Founder of the Academies for Social Entrepreneurship (ASE), an educational organization which has helped to start or scale nearly three hundred social enterprises, catalyzing approximately ten million dollars in new revenue for innovative, mostly charitable ventures.

She previously managed an office and lead programs for a global training and development organization for six years. Her past experience also includes a decade of service as the Executive Director of a community foundation, running an energy services social enterprise, and serving as the Manager of Consumer and Community Affairs for a Fortune 100 retailer.

Densmore has taught entrepreneurship at Golden West College and Pepperdine University and currently serves as consulting faculty for courses at UCLA and USC. She is frequently asked to speak about social enterprise at colleges and to a variety of service and professional organizations locally.

Densmore has a long history of community service. She currently serves on the Boards of the Episcopal Diocese of Los Angeles and her local church, St. John the Divine in Costa Mesa. She is also a District 5 Coordinator for the Neighboring Initiative of Love Costa Mesa/Trellis. She previously served on the Boards of Innovative Housing Opportunities, an affordable housing developer, and Someone Cares Soup Kitchen.

She holds an MA in Public Policy and Administration from the University of Wisconsin-Madison.

City of Costa Mesa Application for Commission Appointment

All information on this page <u>only</u>, is considered public information and will be released to the public, including being posted on the City's website.

Name: _	Jacob Husen
Indicate	the name of the Commission you are interested in serving on:
Plann	ning Commission and/or Parks and Community Service Commission



City of Costa Mesa 77 Fair Drive, Costa Mesa, CA 92626

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.
 (Note: All information contained on the resume is public information, will be distributed to the public and posted on the City's website).

My wife and have lived in Costa Mesa for the past 5 years. We recently bought a home here and this is where we will raise our family. We currently have 2 boys with another baby on the way. The reason I want to join the Commission is because I want to give something back to the community that my family and I are part of.

As a practicing attorney, I believe I have a skillset that could be helpful to the Commission. My job is centered around working with people. This is one of my favorite parts of my profession even though it can be challenging. In my job, you have to be a good reader and writer as well as a critical thinker. Ultimately, to be good at my job, you need to be a good problem solver. I think that combination of enjoying working with people and being an effective communicator makes me a good candidate for the Commission. Also, as a small business owner, I understand the challenges of running an efficient, effective and profitable business.

Presently, we are working with the City's Planning Department for a project on our home. I'm learning first hand about all of the departments that are involved and need to come together to approve and move projects forward in the city.

A part from that, my family and I use the City's parks all the time. Whether it's taking the kids to the playground, walking our dog at Fairview Park or going to ride the train, we cherish all that Costa Mesa offers to it's residents. Last but not least, I'm ambitious and really want to be part of the Commission so I can learn more and hopefully give back at the same time.

2. As a Commission member, what ideas or projects are of interest to you?

For the Parks and Community Service Commission, I'm interested in the Fariview Park master plan. This is an area, that we use all the time and I'm excited about the proposed changes that are coming. Also, we love the events that the City offer to the public, like the Concert in the Park series. I'd like to be a part keeping projects like that available for everyone.

For the Planning Commission, like I mentioned above I've experienced how many moving parts come together for projects in our community. A huge role in my career has been to grow the firm and operate it efficiently. I would love the opportunity to learn more about the City's operations be a part of that future growth.

_						
3.	FOR	ARIS	COMMISS	SION APPL	ICANIS	ONLY

Jake Husen

Please complete the additional Arts Commission questionnaire and include with this application.

Note: This contact information will <u>not</u> be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

4. Contact Information:

Name:	Jake Husen
Note:	Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.
r √ _{By}	y checking this box and typing my name below, I am electronically signing my application.

Please submit application by mail, email or bring to City Hall no later than 5 p.m. on Friday, January 10, 2025. The appointments are tentatively scheduled for the January 21, 2025 City Council meeting.

Date:

1/8/25

Mailing Address:

Signature:

City Clerk's Office City of Costa Mesa P.O. Box 1200

Costa Mesa, CA 92628-1200 Phone: (714) 754-5225 Fax: (714) 754-4942 cityclerk@costamesaca.gov

Jake Husen, Esq.

Law Offices of Brad Husen 2200 Vesper Cir, Ste, F7, Corona, CA 92879 (951) 751-9457 • jake@husenlaw.com

EXPERIENCE

Law Offices of Brad Husen

Attorney December 2018- Present

Our firm exclusively practices plaintiff's personal injury law. My Dad started the firm over 30 years ago. Today, my dad, my brother and I run the firm. I oversee all aspects of representing our clients, including, but not limited to: jury trials, arbitrations, negotiating claims and regular client contacts. In addition, I am responsible for supervising a support staff of 7 employees.

PROFESSIONAL ORGANIZATIONS AND CERTIFICATIONS

Straus Institute--Mediating the Litigated Case Certificate of Completion

Pepperdine—Caruso School of Law

April 2024

This was a 40-hour immersive program that helps attorneys, judges and non-lawyers prepare for the practice of mediating litigated cases. This course covers topics from distributive bargaining vs. facilitative bargaining to culture and ethical issues. The program also included numerous small-group and large-group breakouts to practice the skills we were learning.

Consumer Attorneys Association of Los Angeles

September 2018 – Present

Organization dedicated to educating members through collaborating and sharing ideas, experiences and strategies inside and outside the court room.

Orange County Trial Lawyers Association

March 2020 - Present

Plaintiff's organization that offers events and resources to teach and train lawyers on the best practices for their clients.

Leo A. Deegan Inns of Court

July 2019 – July 2020

Training in civility, ethics, legal skills and professionalism as well as an opportunity to network with other attorneys and judges in the Inland Empire.

EDUCATION

California Western School of Law, San Diego, CA

J.D., magna cum laude, April 2018

- California Western Law Review and International Law Journal, Associate Editor, 2016 -2018
- Trial competition, Honorable mention, 2016
- Moot court school wide competition, 2016
- Entertainment and Sports Law Society Member

San Diego State University, CA

Bachelor of Science in Business Marketing (IMC), Minor in Environment and Society; December 2014

- Dean's List Fall and Spring 2014
- Intermural Basketball Champions 2013, 2014
- Thesis Projects:
 - o Integrated Marketing Plan for The San Diego Archaeology Center
 - o Small Business Consulting for La Costa Gourmet



Page 1

Q1

Full Name:

Robert L. Dickson, Jr.

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have been a proud resident of Costa Mesa for 30 years and am a homeowner on the Westside. Our children have grown up here and attend NMUSD schools. We plan on staying in our home and are currently remodeling it. Costa Mesa's future is my family's future, and the nature, success and quality of the development of our community is critical to that future. I previously served on the Planning Commission from 2011-2016, including as Vice Chair and Chair. My service on the Planning Commission, career and professional experience have provided invaluable insight into how Planning Commission actions help protect what makes Costa Mesa a dynamic and unique city while improving the quality of life for Costa Mesa residents and businesses. I have lived in the Newport-Mesa area since 1979, and have lived and worked in Costa Mesa for over 30 of those years. I have worked in the environment and land use fields for 30 years, assisting private and government entities with everything from the entitlement and development of single-family residences in the Coastal Zone to 20,000-unit communities, stormwater compliance, energy siting, water and air quality, wildfire mitigation, environmental remediation, litigation, regulatory compliance, etc. I know and love this community and am cognizant of its many strengths as well as the areas where there is work to be done. Costa Mesa has an extraordinarily bright future, with significant planning and development opportunities. The Planning Commission will play a pivotal role in shaping that future, and I would greatly appreciate the opportunity to contribute my experience and knowledge.

As a Commission member, what ideas or projects are of interest to you?

The implementation of Measure K and the redevelopment of the Fairview Developmental Center are of great interest to me. Both present opportunities for innovative and meaningful growth that maintains Costa Mesa's unique character. I am also interested in working collaboratively with City staff and the Council on achieving Housing Element compliance. These are major efforts, but every single project is interesting, and if appointed, I look forward to the many exciting projects and initiatives that our dynamic residents, property owners and the City undertake.

Q5

Respondent skipped this question

Optional Resume:

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Robert L. Dickson, Jr.



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Robert L. Dickson, Jr.

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9

Respondent skipped this question

Current or Most Recent Employer:

Q10

Respondent skipped this question

Current or Most Recent Job Title:



Page 1

Q1

Full Name:

Christopher Karjala

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I have spent nearly my entire career in the Architecture and Engineering field, including residential Land Planning, Community Design, and Site development. I currently operate a commercial Electrical Engineering firm and provide design services for both municipalities as well as private owners on a wide variety of commercial and residential projects including public and regional sports and multi-use parks, public street lighting, custom residential, hospitality, healthcare, retail, and wireless projects. I feel that my understanding of utility infrastructure, design, and the permitting process gives me experience that will benefit the people of Costa Mesa.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am keenly interested in maintaining a high quality of life for the residents of Costa Mesa through improvements to zoning, permitting and approvals, and planned upgrades integrating Community input.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:	Christopher Karjala
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am electronically signing my application.
Signature Required:	,,,
Q8	
Full Name:	
Chris Karjala	
Cilis Kajala	
Page 2: QUESTIONS FOR ARTS COMMISSION APPL	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question
Key Accomplishments:	The state of the s
Tely / telestimplies in telestics	
Q12	Respondent skipped this question
Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:	



Page 1

Q1

Full Name:

Kathryn Boren

Q2

Indicate the name of the Commission you are interested in serving on:

Arts Commission (Complete Questions 9-17 on the NextPage)

Parks and Community Services Commission,

Planning Commission

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I am interested in serving my local community. I moved to beautiful Costa Mesa about two years ago, previously I lived in Fresno for 13 years and served on several appointed boards for non-profits and local government. Professionally, I have been in Public Relations and Public Affairs for the last 25 years and hold a Masters in the Science of Law with a focus on Water and Environmental Law. I was formerly the Senior Communications Officer for the California Department of Public Health's VaccinateALL 58 campaign which ran a \$100m advertising and public relations/affairs program for the State during the pandemic, and currently work with environmental and sustainability clients in California and nationally.

Q4

As a Commission member, what ideas or projects are of interest to you?

I am particularly interested in helping Costa Mesa pursue its forward thinking agenda. I will go where I am most needed and my professional and education background will be of most service to my fellow community members.

Q5 Respondent skipped this question

Optional Resume:

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3. of the Constitution of the State of California.

Section 3, of the Constitution of the State of California.	
Name:	Kathryn Boren
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Kathryn Boren	
Page 2: QUESTIONS FOR ARTS COMMISSION AP	PLICANTS ONLY
Q9	
Current or Most Recent Employer:	
Self Employed	
Q10	
Current or Most Recent Job Title:	
Principal and CEO	
Q11	
Key Accomplishments:	
Successfully stewarded large creative campaigns for clients and	the state of California which included enlisting local artists who speak

directly to their community for several commissioned projects.

Please share your background and experience or knowledge of the arts (visual and performing), arts education, arts administration and community outreach/engagement:

During my time in public relations and marketing, specifically on the VaccinateALL 58 campaign for the California Department of Public Health, we enlisted several local muralists throughout the state to represent their communities during one of the most difficult times in our recent history as a state and nation. We worked with over 127 different non-profits and local organizations to ensure the representation of the community was grounded in the community voice, allowing them to lead. I am proud to say that those murals survive today and are integral parts of the legacy of the pandemic that contribute beauty to the surrounding area commemorating a time and the people lost that indelibly remains with all of us.

Q13

Why are you applying to be an Arts Commissioner for the City of Costa Mesa?

My grandmother passed away from COVID in 2021, she taught me to paint. I can remember hours spent with her when I was young laboring over oil paintings and watching her skillful hand sweep across the canvas. She imprinted an appreciation for art, what it does for the soul and how it can bring to life a place within oneself that is otherwise underrepresented with words. I want to serve on the Arts Commission to honor her legacy and to continue her pursuit of educating others about art.

Q14

Please share your vision for the arts in Costa Mesa:

I believe art is for everyone, it comes in so many forms and is so deeply personal to each that observes or creates it. My vision is one of education and exposure, ensuring we are promoting the arts in a versatile and accessible way.

Q15

Please share your experience in producing and/or participating in Arts and multicultural programing:

As mentioned above, an achievement I am particularly proud of are the COVID murals throughout the state, but I have participated in putting together many multicultural programs for and with the state and during my time at Fenton Communications. Fenton is the preeminent progressive communications agency in the country, focused on promoting diversity and inclusion through its work and subsequent thought and behavior change. During my time at Fenton I participated in some of the most forward thinking multicultural strategies for communication and implementation in the country. My clients included Amnesty International, Climate Action League, WK Kellogg Foundation, Irvine Foundation, Annie E Casey Foundation, Santa Barbara Foundation, Chef Ann Foundation, State of California and more. Although most of my time was spent on strategic communication, this comes with a great deal of art work, from digital graphic design to printed materials, murals all the way to billboards. In each on of our campaigns we looked at how to best spend dollars in a responsible and culturally competent way when producing artwork. It is of paramount importance to have first-person experience when representing a community, and I believe we did this work extremely well.

Q16

Please share any other relevant work experience, volunteer work, community activities or memberships:

Please see above.

How did you hear about this opportunity?

City Website

4 / 4 734

If you **DO NOT** receive a confirmation within 24 hours, please contact our office at (714) 754-5225.

City of Costa Mesa Application for Commission Appointment

All information on this page <u>only</u>, is considered public information and will be released to the public, including being posted on the City's website.

Name: Russell Toler	
Indicate the name of the Commission you are interested in serving on:	TOPPODATED SET
Planning Commission	J. J
	City of Costa Mesa 77 Fair Drive, Costa Mesa, CA 92620
1. Indicate why you wish to serve on this Commission. Provide any experience or qu you think would be beneficial to this Commission. A resume (optional) may be atta (Note: All information contained on the resume is public information, will be posted on the City's website).	ached.
(see page 3)	
2. As a Commission member, what ideas or projects are of interest to you?	
(see page 4)	

3. FOR ARTS COMMISSION APPLICANTS ONLY

Please complete the additional Arts Commission questionnaire and include with this application.

Note: This contact information will <u>not</u> be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act.

4. Contact Information:

Name: Russell Toler

Note: Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

By checking this box and typing my name below, I am electronically signing my application.

Date: 1/6/2025

Please submit application by mail, email or bring to City Hall no later than 5 p.m. on Friday, January 10, 2025. The appointments are tentatively scheduled for the January 21, 2025 City Council meeting.

Mailing Address: City Clerk's Office

City of Costa Mesa P.O. Box 1200

Costa Mesa, CA 92628-1200

Phone: (714) 754-5225 Fax: (714) 754-4942

cityclerk@costamesaca.gov

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission.

I think that the quest to get our built environment right is worthwhile and fascinating. Of course, "right" is subjective and an emotional topic for many, which is why it's so important to have clear-thinking and rational community members to help guide us into the future. Such leaders need to be able to listen to and understand the needs of the community, to understand the basics of how local government works, and to grasp the realities of land economics. There are not many of those people around that are both able and willing to step up and serve in this capacity.

In the twentieth century cities drastically changed, along with the processes by which they evolve. Changes that used to happen incrementally based on immediate needs and economic feasibility now must navigate through overwhelming mazes that require specialists to navigate. This has led to the emergence of an entire industry of bureaucratic professionals known as "planners." I decided to become one of these planners—not because I enjoy the maze, but because I believe that the quality of the built environment really matters. Whether we realize it or not, it is tangled into the essentials for human thriving: beauty, community, safety and comfort, peace, freedom, convenience, and environmental stewardship.

In the twenty-first century, U.S. cities desperately need generalists—those who can see through the emotional impulsiveness of the masses and through the technical quicksand of the bureaucrats. We need people that can not only imagine better neighborhoods and cities—those that are human-scaled, green, and able to evolve incrementally from the ground up—but those who are committed to figuring out the best ways to improve them, whether that means smart government actions, or (more likely) getting government out of the way.

I am committed to this topic both personally and professionally. Personally I have served as a planning commissioner for four years, have helped lead the local safe streets advocacy group Costa Mesa Alliance for Better Streets for five years, and have helped organize several local Strong Towns gatherings. Professionally I am a member of the American Institute of Certified Planners (AICP), serve on the board of the Orange County chapter of the American Planning Association (OC-APA), and work as a senior designer for a planning, urban design, and architecture firm.

The reason that I continue to involve myself in my hometown of Costa Mesa is because I truly believe that Costa Mesa is a special city, and that it has potential to become an even better version of itself. I wouldn't say that about most Orange County cities, but I do say it about ours. We've inherited Costa Mesa from previous generations who invested in this place and imagined a great future, and we should take this responsibility seriously—especially at our current crossroads. As we continue to grow—both artificially because of state intervention and organically because of sheer popularity—we must ensure that we grow well.

As a Commission member, what ideas or projects are of interest to you?

I'm interested in the projects that will significantly shape Costa Mesa's future: the Fairview Developmental Center Specific Plan, the large pipeline projects north of the 405, and the rezoning of the Measure K sites along our arterial corridors.

Regarding ideas, I look forward to contributing to discussions on policy, the zoning code, and our design guidelines). There is a lot of opportunity to revisit our 2015 General Plan policies, and refine them to better match what our vision has become over the last ten years. We should be striving to have straightforward review and approval processes that don't screen out small players, as well as clear design expectations that prioritize what truly matters without burdening applicants with unnecessary minutiae.

My approach to urban design emphasizes allowing market forces to guide growth while ensuring the resulting environment remains humane and livable. Urban design isn't everything, but it plays a critical role in shaping thriving communities. My approach is influenced by the ideas of Christopher Alexander, Strong Towns, and Jan Gehl, and I aim to thoughtfully apply these principles to Costa Mesa's unique context.



Page 1

Q1

Full Name:

Jeffrey Harlan

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

As a former City Councilmember and Planning Commissioner, I have been intimately involved in the land use and development issues facing Costa Mesa for more than a decade. And as a land use attorney and urban planner who has served both public agencies and private property owners and developers for more than 25 years, I am well versed in big-picture policy planning as well as on-the-ground processing of development applications. I possess the local knowledge, technical skills, and subject matter expertise that is necessary to evaluate development applications and provide recommendations to the City Council on policy matters.

In addition to my institutional knowledge, I understand the complex (and sometimes competing) dynamics we face to serve current and future residents and businesses. Like other communities, we are subject to significant challenges--regulatory, economic, environmental--and establishing a solid foundation now for future planning and implementation is vital. I would be honored to continue serving the community and help shape our growth for the next generation of Costa Mesans.

Q4

As a Commission member, what ideas or projects are of interest to you?

One of my primary interests is ensuring that Costa Mesa provides a variety of housing opportunities for existing residents as well as those who want to establish roots here. Having been involved in all aspects of the Housing Element update, I am eager to see the City implement critical programs to facilitate development of much needed housing. We have a number of initiatives—rezoning for Measure K sites, updating the Zoning Code, completing the master plan for the Fairview Development Center and our commercial corridors—that are critical to encouraging smart investment and will require the Planning Commission's input.

Q5	Respondent skipped this question
Optional Resume:	
Q6	
Contact Information:Note: This contact information will not be However, this information is still subject to release pursuant Commission members must complete an Oath of Allegiance Section 3, of the Constitution of the State of California.	to the California Public Records Act. Once appointed,
Name:	Jeffrey Harlan
Address:	
City/Town:	
ZIP/Postal Code:	
Email Address:	
Phone (cell):	
Q7	By checking this box and typing my name below, I am
Signature Required:	electronically signing my application.
Q8	
Full Name:	
Jeffrey Harlan	
Page 2: QUESTIONS FOR ARTS COMMISSION APPI	LICANTS ONLY
Q9	Respondent skipped this question
Current or Most Recent Employer:	
Q10	Respondent skipped this question
Current or Most Recent Job Title:	
Q11	Respondent skipped this question

Key Accomplishments:



Page 1

Q1

Full Name:

Garrett Whitfield

Q2 Planning Commission

Indicate the name of the Commission you are interested in serving on:

Q3

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

I aspire to join the City of Costa Mesa Planning Commission to proactively guide our community's development, ensuring it remains a vibrant, sustainable place to live. Drawing on my background in real estate entitlements, construction, and development, I possess a thorough understanding of the challenges involved in the application and approval process, as well as the expertise needed to navigate the City of Costa Mesa Municipal Code, the 2015–2035 General Plan, and the Specific and Urban Plans. This foundation enables me to address complex decisions surrounding land use, zoning, and urban planning in alignment with the City Council's goals. By serving on the Planning Commission, I hope to foster thoughtful development while preserving Costa Mesa's unique character—particularly safeguarding the fabric of single-family residential communities and resisting rezoning efforts that threaten their integrity. I also plan to strengthen the Commission's ability to streamline an applicant's approval process by ensuring each project aligns with the General Plan, and the objectives of both the City Council and the residents they represent. Leveraging my business acumen, I will strive to strike the right balance between fostering economic progress and ensuring strategic, sustainable growth that benefits current and future residents of Costa Mesa.

As a Commission member, what ideas or projects are of interest to you?

As a member of the Planning Commission, my priorities would include:

Safeguarding Single-Family Neighborhoods

Protect the character of single-family residential areas by resisting rezoning efforts that could undermine their integrity.

2. Streamlining Approvals for Thoughtful Development

Expedite the approval process for projects aligned with the General Plan and the objectives of the City Council and the local residents they represent.

Promoting Affordable Housing

Expand diverse housing options for all income levels within existing zoning guidelines.

4. Enhancing Transportation and Mobility

Improve roads and transit corridors to reduce congestion and facilitate better connectivity.

Boosting Community Engagement

Encourage broader participation in planning through workshops, forums, and digital platforms to ensure larger developments align with community needs.

6. Strengthening Economic Development

Support small businesses, attract new industries, and encourage tourism to foster a vibrant local economy.

7. Implementing Smart City Technologies and Upgrading Infrastructure

Encourage the modernization of municipal services and infrastructure to enhance efficiency and create a better experience for residents.

Q5

Optional Resume:

Garrett%20Whitfield%20Resume.pdf (535.8KB)

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

IN	ıaı	m	e:	

Address:

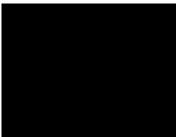
City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):





Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

GARRETT S. WHITFIELD

WORK EXPERIENCE

07/16 – Present	GSW DEVELOPMENT INC, Costa Mesa, CA President The Sora – San Pedro - 63 Unit Mixed Use Apartments The Glendora Public Market & Residences – Glendora - Food Hall & Residences The Row at 2820 – Silver Lake – 6-Unit Small Lot Development 291 Walnut Street – Costa Mesa – Custom Single Family Home 284 Walnut Street – Costa Mesa - Custom Single Family Home 279 Flower Street – Costa Mesa - Custom Single Family Home 203 Opal Ave – Newport Bch - Custom Single Family Home	
10/13 – 07/16	QUESTAR CONSTRUCTION, Irvine, CA Project Manager Chapman University Digital Media Arts Center (Phase 2) — Orange - \$6.6 Million — Historic Chapman University Digital Media Arts Center (Phase 3) — Orange - \$2.6 Million — Historic Chapman University Harry & Diane Rinker Vivarium — Irvine - \$4.8 Million Centinela Hospital Labor Delivery Recovery Postpartum — Inglewood - \$3.2 Million — OSHPD Church of the Resurrection — Escondido - \$7.8 Million Irvine Company Verizon Campus — Irvine - \$1.8 Million FVRMC Emergency Generator & Service Upgrade — Fountain Valley — \$1.5 Million — OSHPD Irvine Company Market Place Center — Irvine - \$1 Million Irvine Company Sand Canyon Business Center Ext. Renovations — Irvine - \$3.5 Million College Hospital Costa Mesa OR HVAC & Re-Roof — Costa Mesa - \$2 Million — OSHPD Doctor's Hospital of West Covina Materials Testing — West Covina — Under \$1 Million Dignity Health Aesthetic Assessment of California Hospitals — Nor Cal — Under \$1 Million Kaiser Permanente Brea Breezeway Additions — Brea — Under \$1 Million Hoag Hospital Women's Breast Ctr Upgrades — Newport Bch — Under \$1 Million — OSHPD Hoag Hospital Co-Gen Water Leak Phase 3 — Newport Bch — Under \$1 Million — OSHPD Tenet Healthcare Fountain Valley Hospital Upgrades -Fountain Valley - \$5 Million — OSHPD	
08/10 – 10/13	SUNDT CONSTRUCTION, San Diego, CA Senior Project Engineer Santa Monica High School Science & Tech. Bldg – Santa Monica - \$55 Million – CHPS - DSA LAUSD South Region Elementary School #9 – Los Angeles – \$21 Million – CHPS - DSA	
06/08 – 06/10	WEBCOR BUILDERS , San Mateo, CA Project Engineer San Francisco General Hospital - San Francisco - \$887 Million - LEED Silver Ritz Carlton Hotel & Residences at LA Live - Los Angeles - \$550 Million – LEED Silver	
EDUCATION	UNIVERSITY OF SOUTHERN CALIFORNIA, LOS ANGELES, CA. Bachelor of Science - Civil Engineering Graduated: May 2008	
AFFILATIONS	Sigma Alpha Epsilon Fraternity - President (12/06 – 12/07) American Society of Civil Engineers Toastmasters International U.S. Green Building Council Associated General Contractors of America American Concrete Institute Round Table of Orange County	
SKILLS	Valuable Leadership Experience, Strong Writing Abilities, Excellent Communication Skills, Great Client Relations, Effective Time Management, Capacity to Handle Pressure.	



Page 1

Q1

Full Name:

Jennifer Leigh Tanaka

Q2

Indicate the name of the Commission you are interested in serving on:

Parks and Community Services Commission,

Planning Commission

Indicate why you wish to serve on this Commission. Provide any experience or qualifications you may possess that you think would be beneficial to this Commission. A resume (optional) may be attached.

We are at a critical moment in the history of Costa Mesa: not only will the city embark on its most ambitious rezoning since its last General Plan update in the next few years, it will also lay the groundwork for the future development of the centrally-located Fairview Developmental Center. At the same time, the City is revising the master plan for its largest open space asset, Fairview Park, and our local park resources and recreational programs are facing mounting pressure from increasing maintenance and improvement costs as well as a growing regional population.

I would like to help the city meet these challenges in any way I can. I have been closely observing City Hall for some time and, thanks to prior service on the Animal Services Committee and the Finance and Pension Advisory Committee, as well as my role as board member of the Costa Mesa Alliance for Better Streets, I have had the opportunity to make personal connections with residents as well as City Staff in a variety of departments spanning from Public Works to Parks and Community Services to the CMPD to the Finance Department. I have enjoyed working with them on various city initiatives, including providing input on the initial FDC planning, the inclusionary housing ordinance, the consolidated master fee schedule, the temporary fencing at Harper Park, the "e-bike" updates to the bicycle ordinances and, most recently, the residential beekeeping ordinance, and I would love the opportunity to continue this work in the public interest.

My career as a corporate attorney in the private sector has given me certain transferable skills that I believe would serve the city well. I am accustomed to leading high-stakes legal transactions from start to finish. I enjoy reading up on new areas of law or policy to better serve my clients, such that I am not intimidated by having to wrap my arms around technical rules or concepts in a short amount of time. I also have a passion for public policy and local government going back to my higher education days. And because I have never worked in government, real estate, construction, labor relations or development, I can bring an independent perspective to my public service roles.

But perhaps my best qualification is that I am a mother, a wife and a neighbor raising a family in a city that she loves. I want to preserve what makes Costa Mesa a special place while providing a sound foundation for future improvement.

As a Commission member, what ideas or projects are of interest to you?

In the planning and economic development departments, I am excited to see how major long-term projects like the Measure K site rezoning and the Fairview Developmental Center planning evolve. Each represents a once-in-a-lifetime opportunity to fully assess our current built environment and how it may adapt to changing demographics, transportation options, macroeconomics, and technology.

However, I am even more interested in making the planning process work efficiently and fairly for residents, entrepreneurs, developers and community organizations that want to invest in our city, especially in the areas that will not receive significant zoning overhauls in the coming years. Organic, resident-driven redevelopment and investment that is otherwise permitted by our zoning code and General Plan is, at the moment, discouraged by a slow, frustrating and opaque development process. I believe Planning Commissioners should play a role here by first auditing these processes, and then by holding City Hall accountable to develop useful performance metrics and streamline inspections and approvals to the extent possible.

I would also like to see a Planning Commission that makes a clear, indelible distinction between its roles as policy advisory body and an administrative body. Forceful advocacy for better city policy has its place. However, when applicants, rather than new city policies or ordinances, are before the Planning Commission, Commissioners should maintain sincere fidelity to the General Plan, the zoning code and the CMMC as written. Aggressive use of discretion, even in service to good policy, creates opportunities and incentives for influence.

Instead, I would love to see a more robust public dialogue between the Planning Commission and the City Council regarding any policy matters that arise during an application. I cannot recall the last time there was a formal report issued by the Planning Commission to the City Council, and I think that should change. If a particular application or policy reveals issues that are of far-reaching importance to the city at large, the Planning Commission should be encouraged to surface these concerns to the City Council. This communication should be done publicly to the extent practicable to ensure maximum transparency.

With respect to parks and community services, I would like to see the PACS Commission be more active in city policy. CMMC Section 12-71 states that the PACS Commission may "by its own motion, conduct studies and investigations and hold public hearings as it may deem necessary for the formulation of policies, plans, and procedures relating to parks, recreation, senior programs, recreation facilities, community facilities, and parkways, or to determine the wisdom and efficacy of such policies, plans and procedures, or to determine an action plan to pursue in implementing the city's Parks, Recreation and Open Space Master Plan" (emphasis mine).

I don't believe this aspect of the PACS Commission mission is being fulfilled. I want a PACS Commission that will dig into the reasons why our neighborhood parks projects continually languish on our 5-year capital improvement plan. I'd like to see PACS Commissioners work with the CMPD to get an accurate accounting of the cost to adequately police our various parks and school fields. The PACS Commission should interview youth sports organizers to determine whether we are meeting our current and future organized recreation needs.

I would also like the PACS Commission to consider forming a subcommittee to address the upcoming disruptions to the Senior Center programming likely to be caused by the planned housing development on the Senior Center parking lot. This is a perfect use-case for a subcommittee, as it is limited in time and scope and focused on a single project: working with Jamboree Housing Corporation to ensure that access to the Senior Center is not disrupted during construction, and that Senior Center users are kept informed of changes to traffic patterns, shuttle services, and available parking. Forming such a subcommittee would show initiative and commitment to the senior community, who will be asked to shoulder the burden of constructing (much needed) senior housing few of them will have an opportunity to inhabit.

Additionally, while the PACS Commission has encouraged City Staff to provide frequent updates on our parks-related capital improvement projects, I would encourage PACS Commissioners to have a renewed sense of urgency in 2025. The Brentwood Park project, for example, is running behind schedule, and the PACS Commission should investigate why. It should also work with City Staff

to ensure future projects stay on track.

Finally, the PACS Commission should forcefully advocate the City Council to instruct the Staff to revise the Open Space Master Plan to reflect current city needs and priorities. This project has been repeatedly deferred such that the OSMP is now woefully out-of-date, which interferes with the PACS Commission's ability to effectively advise the City Council regarding OSMP goals. This should change.

Q5

Optional Resume:

Resume%20(Jenn%20Tanaka).pdf (139.4KB)

Q6

Contact Information:Note: This contact information will not be posted on the City's website or distributed to the public. However, this information is still subject to release pursuant to the California Public Records Act. Once appointed, Commission members must complete an Oath of Allegiance, administered by the City Clerk, required by Article XX, Section 3, of the Constitution of the State of California.

Name:

Address:

City/Town:

ZIP/Postal Code:

Email Address:

Phone (cell):

Jennifer Tanaka



Q7

Signature Required:

By checking this box and typing my name below, I am electronically signing my application.

Q8

Full Name:

Jennifer Leigh Tanaka

Page 2: QUESTIONS FOR ARTS COMMISSION APPLICANTS ONLY

Q9 Respondent skipped this question

Current or Most Recent Employer:

Q10 Respondent skipped this question

Current or Most Recent Job Title:

Jennifer L. Tanaka

EDUCATION	
University of Michigan Law School	2009-2012
Juris Doctor, magna cum laude, Order of the Coif	
University of Chicago	2008-2009
Master of Arts, International Security and Political Economy, Honors	
Duke University	2004-2008
Bachelor of Arts, Political Science and History, magna cum laude, Honors	

LEGAL EXPERIENCE

Pathway Capital Management, LP

2018-Present

Vice President and Assistant General Counsel, Irvine, CA

- Led the secondaries practice within the legal team and significantly grew the practice; independently completed over \$300 million of buy- and sell-side secondary market transactions, including rollovers
- Negotiated primary investments in private equity and venture capital funds and co-investments on behalf
 of multiple limited partners, including pension plans, funds-of-funds and non-profit corporations
- Served as a product owner of an internal workflow and data management platform for the legal department, now a blueprint for a system for all other Pathway departments

Gunderson Dettmer Stough Villenueve Franklin & Hachigian, LLP

2015-2018

Corporate Associate, San Diego, CA and New York, NY

• Represented venture-backed companies and venture capital funds in financing transactions, including private equity offerings, IPOs, venture debt financings, and venture capital investments; also represented venture-backed companies in merger and acquisition transactions on both buy- and sell-side

Hyperloop Technologies, Inc. d/b/a Hyperloop One

Fall 2017

Corporate Counsel on Secondment, Los Angeles, CA

Served as temporary corporate counsel on secondment reporting directly to the General Counsel; led
negotiations on behalf of the company for a \$50 million convertible note round and independently
managed numerous compliance and regulatory matters

Cravath, Swaine & Moore LLP

Summer 2011, 2012-2015

Summer Associate and Corporate Associate; New York, NY

• As a junior, mid-level and lead associate, represented investment banks, public corporations and private companies in a variety of financing and other transactions, including initial public offerings, bond and stock offerings, mergers and acquisitions, and debt financings

BAR ADMISSIONS	
California State Bar	2017-Present
New York State Bar	2013-Present

VOLUNTEER ASSOCIATIONS

Costa Mesa Alliance for Better Streets

2021-Present

Vice President