

**CITY OF COSTA MESA, CALIFORNIA  
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
IMPLEMENTATION PROCEDURES FOR THE FAIRVIEW PARK MASTER PLAN	500-11	7-17-2000 REV. 1/21/03	1 OF 4

**BACKGROUND**

The City Council approved the Fairview Park Master Plan in December 1997. In February 1998, City Council, recognizing the unique qualities of the park, directed staff to prepare a policy for implementing the Master Plan.

**PURPOSE**

The purpose of this policy is to establish a process for review and approval of the elements of the Fairview Park Master Plan, as well as any amendments to the Plan that may be proposed. It is the intent of this Policy to ensure both thorough and expeditious review of Fairview Park projects. For this reason, time limits have been included for staff and committee review.

**PROCEDURE**

The intent of the following procedure is to build upon the existing Municipal Code Sections which relate to processing for master plans but which are silent on how to implement a complicated and phased project such as Fairview Park. Costa Mesa Municipal Code (CMMC) Sections 13-28(f) and 13-29(f) describe the process for new master plans, minor amendments to master plans, and substantial amendments to master plans. In addition to these requirements, the following procedure shall be followed for implementation of and amendment to the Fairview Park Master Plan.

**A. City Council Review**

Due to the increased workload on staff, the Parks and Recreation Commission, the Planning Commission, and the City Council associated with the processing of Fairview Park Master Plan amendments, the City Council shall review all applications prior to staff initiating the review process.

All proposals shall initially be submitted to the Public Services Department. The Public Services Department shall submit the proposals to the City Council which shall review the applications for amendment of the Fairview Park Master Plan and direct staff to either proceed with processing the application or to return all materials to the applicant.

**B. Lead Department**

The Public Services Department is the lead department for processing phases, projects or plans. The Parks Project Manager and the Fairview Park Plan Administrator shall oversee and coordinate all activities related to implementation of the Fairview Park Master Plan and upon direction from the City Council shall process proposals as per the following procedure:

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**C. Processing**

**1. All Projects**

All proposals shall be submitted to or originate from the Public Services Department. Upon direction from the City Council to proceed with processing a proposal, the Public Services Department shall present the proposal in writing to the Development Services Department, Engineering and Transportation Services Divisions, Police Department and Fire Prevention Division who shall determine whether the proposal is:

- a. consistent with the Master Plan;
- b. generally consistent but has minor amendments; or
- c. inconsistent with the Master Plan.

These Departments shall recommend refinements to the project, if necessary, to meet code requirements, mitigation measures or other requirements. All recommendations shall be returned to Public Services within 7 days.

**2. Projects Consistent with the Master Plan**

Projects consistent with the Master Plan might include but not be limited to: restoration plans for the habitat areas, construction of trails, installation of utilities, construction of the bridge over Placentia Avenue, installation of the botanical garden, construction of picnic and restroom facilities, etc.

- a. Projects shall be submitted to various City departments as described in Section 13.11.
- b. All projects shall be forwarded to the Parks and Recreation Commission for comments regarding consistency with the Master Plan and refining the scope of work. Review of each project shall be limited to one Commission meeting. The Public Services Department shall consider the Commission's comments and make refinements to the project, if deemed necessary.

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- c. The Fairview Park Citizens' Advisory Committee shall be restructured as an ad hoc committee. The City Council may call upon the committee's expertise when reviewing plans, specifications, ideas, and changes to Fairview Park, on an as needed basis.
- d. Consultant contracts and budget requests shall be approved in accordance with purchasing policy. Project plans do not require Council approval.
- e. The Public Services Department is responsible for monitoring compliance with all mitigation measures approved as part of the Master Plan. The mitigation monitoring reports shall be kept up to date at least annually and made available for public review.
- f. If conflicts arise between staff and the Parks and Recreation Commission, the issue shall be clarified by City Council.

**3. Projects with Minor Amendments to the Master Plan**

- a. Projects shall be submitted to various City departments as described in section C.1.
- b. Minor changes in a master plan are defined in CMMC section 13-28(f). Projects which may involve minor amendments shall be forwarded to the Planning Division for initial review for compliance with provisions of section 13-28(f). Plans and the findings of the various City departments shall be forwarded to the Parks and Recreation Commission for comments regarding whether the changes requested are actually minor as defined by Code and for refining the scope of work, if necessary. Review of each project shall be limited to one Commission meeting. The Public Services Department shall consider the Commission's comments and make refinements to the project, if necessary.
- c. Requirements described in sections 2(c), (d), and (e) above also apply.

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**4. Projects Inconsistent with the Master Plan**

- a. Projects shall be submitted to various City departments as described in Section 13.1.
- b. Substantial amendments to a master plan are described in CMMC Section 13-28(f) and normally require only Planning Commission review and approval. However, amendments to the Fairview Park Master Plan shall first be forwarded to the Parks and Recreation Commission (one meeting) for review and recommendation. The Planning Commission shall consider these recommendations and forward its recommendations to City Council for final action.
- c. Requirements described in sections 2(c), (d), and (e) above also apply.

**5. Request for Changes to the Fairview Park Master Plan**

Staff and members of the public may, from time to time, request changes, additions, or deletions to the Fairview Park Master Plan. These requests must be submitted to the City's Parks Project Manager or Fairview Park Plan Administrator in writing, along with supporting evidence to substantiate the request(s). A map showing the proposed change should accompany the request(s). The item shall then be agendaized for the next available Parks and Recreation Commission meeting for review prior to staff initiating the formal review process. The Parks and Recreation Commission shall review the request for amendment to the Fairview Park Master Plan, along with staff's recommendation, and direct staff to either proceed with processing the request in accordance with section 4 (above) or to deny the request(s) and return all material to the applicant.

Requests for a particular change, addition, or deletion will be addressed no more than once in a twelve (12) month period.

**D. Annual Report**

In December of each year, the Public Services Department shall send an annual report to the Parks and Recreation Commission describing the progress that has been made on implementation of the Fairview Park Master Plan. The report shall also describe efforts to be undertaken for the next year.

# CITY OF COSTA MESA, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ECONOMIC DEVELOPMENT STRATEGY	500-12	5/15/2000	1 of 3

### BACKGROUND

The City Council and City staff are frequently asked for "development incentives" by property owners, business owners, and developers. The justification for such requests is that the business is going to better Costa Mesa; therefore, the City should be willing to offer a special rebate or other financial inducements in return. In order to explicate the City's position on such requests, this policy sets forth a detailed Economic Development Strategy. The Economic Development Strategy identifies those professional services the City offers that are advantageous to the developer, property and business owner. Furthermore, the Economic Development Strategy specifies those items and requests that the City will not provide.

### POLICY

1. Welcome all businesses to the City.
2. Treat all businesses equitably under the same policies and codes.
3. Provide City information pertaining to property proposed for development or redevelopment (zoning code, applicable Municipal Code sections, current fee rate schedule, processing information, business license information, and other pertinent information).
4. Exhibit "A" of Policy 500-12 is to be used as:
  - a. a reference by City staff; and
  - b. as hand-out to clarify the City's position on development practices, in conjunction with Exhibit "B," the City's "Business Location Incentives."
5. Encourage property owners, business owners, and developers to review all information thoroughly.
6. Emphasize the many long-term, solid relationships the City maintains with various businesses that range from the "Mom and Pop" shops to the large-scale retailer or industrial firm.

## EXHIBIT "A"

### **Economic Development Strategy (POLICY 500-12)**

Costa Mesa welcomes you and values you as a growing part of our community. We are a vibrant, multi-faceted, family-oriented community, with a prominent business base and within easy access to major freeways, John Wayne Airport, the Pacific Ocean, and other major attractions. The City of Costa Mesa has had numerous positive and long-term relationships with property owners, business owners, and developers. These include: C.J. Segerstrom & Sons, Balboa Instruments, Griswold Industries, Sakioka Farms, Filenet, Apria Health Care, Costa Mesa Tourism Council, Taco Mesa, Plums Catering & Café, Diedrich Coffee, Los Angeles Times-Orange County, Experian Information Systems, the Automobile Club of Southern California, and many other businesses of all types and sizes.

The Economic Development Strategy promotes the many positive aspects the City of Costa Mesa has to offer developers, property owners and business owners:

1. High quality services
2. Low taxes
3. Fair and reasonable fees
4. No utility taxes
5. No license fees (other than City business licenses)
6. Shorter but thorough processing and review time periods
7. Knowledgeable, efficient, and friendly staff
8. A dynamic and diverse community

While the City embraces effective and beneficial associations with developers, property owners and business owners, the City does not provide special economic treatment to anyone. Doing so only dilutes the City's relationships with other businesses and surrounding communities. The City's Economic Development Strategy specifies the following to developers, property owners and business owners:

1. No property tax rebates
2. No tax refunds
3. No "free" land
4. No preferential treatment
5. No waiver of fees
6. No use of public funds for private purposes

The attached "Business Location Incentives" provides all businesses with additional information on the advantages of locating in Costa Mesa.

Thank you for choosing to be a part of Costa Mesa!

CITY OF COSTA MESA

**BUSINESS LOCATION INCENTIVES**

- No Utility User Taxes
- 6% Transient Occupancy Tax (lowest in Orange County)
- \$200 maximum annual Business License fee
- Active Business Retention Strategy
- Ombudsman for local business issues
- Business Assistance "Hotline" - (714) 754-5613
- Comprehensive Business Assistance Guide
- Locational Information for new businesses
- Strong, active Chamber of Commerce - (714) 885-9090
- Consolidated, One-Stop Building Permit Plan Check Services
- Simplified Zoning Code and Sign Ordinance
- Active Tourism and Promotion Council



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<b>ON-SITE PUBLIC NOTICE PROCEDURES</b>	500-13	4/4/2001	1 of 1

**BACKGROUND**

Section 13-29(d) of the Zoning Code requires a public hearing notice to be placed on each street frontage of a project site. Compliance with the following standards for design, placement and content of on-site notices will ensure uniform implementation of the Zoning Code requirement.

**PURPOSE**

The purpose of this policy is to provide a set of uniform standards for the design, placement and content of on-site public hearing notices to ensure effective communication of public hearing information to surrounding neighborhood residents.

**PROCEDURE**

The following minimum criteria shall apply to all on-site public hearing notices:

1. A minimum of one (1) sign per street frontage shall be provided.
2. Signs shall be a minimum of 11" x 17" in size for residential projects and 36" x 36" for commercial and industrial projects.
3. Signs shall be placed on a 48" high wooden stake at the front of the subject site, approximately 5 feet from the property line.
4. For residential projects, sign face shall consist of a laminated, heavy card stock material. Signs for commercial projects shall be constructed of plywood.
5. Signs shall be placed on-site at least 15 days before public hearing or administrative decision date.
6. Sign copy shall include the following information:
  - A title heading (e.g., "PUBLIC NOTICE OF PROPOSED CONSTRUCTION") in approximately 2 to 3-inch high letters
  - A brief description of location and purpose of the application
  - The type of land use approval requested
  - The date, time and place of administrative decision or public hearing concerning the application
  - How, when, where to offer comment
  - Where to call or visit for more information or to view plans
  - All text except title heading shall consist of maximum font size capable of fitting on page
7. Project applicant shall sign agreement allowing City personnel to enter property to post sign(s), and indemnifying City in the event of damage.

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COUNCIL POLICY

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SUSTAINABLE MUNICIPAL GREEN POLICY	500-14	9-4-07	1 of 5

**GOAL**

Enhance our environmental and economical sustainability as a city.

**PURPOSE**

The purpose of a Citywide policy on sustainable construction and energy efficient operations is to demonstrate the City's commitment to environmentally responsible and economically viable practices; to yield cost savings to the City taxpayers through reduced operating costs; to provide healthy work environments; and to contribute to the City's goals of protecting, conserving, and enhancing the region's environmental resources. It is the intent of the City to adopt best design and management practices to reduce storm water run-off, water consumption, traffic congestion, energy consumption, and landfill waste. This Council Policy will be periodically reviewed to update the particular goals and timelines as well as add any additional goals as desired. The City's ability to implement the goals will be contingent on both the capacity of staff to implement the goals as well as the financial means to provide for the associated increased costs. The costs to achieve the goals will be evaluated as part of the City's annual budget preparation.

**I. PUBLIC DEVELOPMENT**

**1. New Construction Policy**

The City of Costa Mesa shall incorporate sustainable building principles and practices into the planning, design, construction, management, renovation, and operations of all City facilities that are constructed and owned by the City. This does not include those projects already under construction or funded prior to the adoption of this policy, except to the extent sustainable building principles and materials may reasonably be incorporated without unduly impacting construction schedule or cost of project.

1.1 All new City facilities and buildings constructed after July 1, 2008 will meet a minimum **LEED Gold** rating and exceed current State of California Title 24 Energy Code requirements by at least 15%. The US Green Building Council's LEED (Leadership in Energy and Environmental Design) rating system shall be used as a design and measurement tool to determine what constitutes sustainable building by national standards.

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**II. CITY OPERATIONS**

**2. Purchasing**

The City shall encourage the use of recycled materials, reusable products, and products designed to be recycled, subject to budgetary constraints and market conditions. The City shall purchase environmentally-friendly materials, products, and preferable cleaning products for use in City operations. Contractors and suppliers shall provide such materials or products within the specifications prepared by the City and with the assurance that the products are operationally effective. By August 2008 staff will propose and define a green preference to be used where appropriate when evaluating the lowest responsible bidder for projects and services. Included in this evaluation will be a review of what specific measures will be taken during the performance of their professional services to reduce environmental impacts. The proposed measure will be presented to the City Council for consideration and adoption.

It is the policy of the City to maximize energy conservation measures when purchasing products, (e.g. "Energy Star" labeled products). Preference shall be given to recycled products, reused products, or those products that utilize less energy when in operation. At present, recycled paper is more expensive than regular paper. Currently, approximately 5% of the copier paper purchased annually by the City is recycled paper. Subject to budgetary constraints and market conditions, the City will increase the amount of recycled paper purchased up to 25% by 2008; 50% by 2010, and 75% by 2012.

**3. Building Maintenance and Operations**

It is the policy of the City that all its buildings will be maintained and operated in such a fashion that the minimum amounts of energy and water are consumed while providing environmental benefits.

The City shall:

- 3.1 Replace all existing urinals with waterless urinals by 2009.
- 3.2 Replace all computer CRT monitors at end of life cycle with the most energy efficient/cost effective display systems.
- 3.3 Replace all existing standard light bulbs and applicable fixtures with the most energy efficient/cost effective Energy Star/Compact Fluorescent Light bulbs (CFL) and ancillary fixtures.
- 3.4 Adopt green specifications for City remodeling projects, requiring low-emission and environmentally-friendly carpet, sealants, adhesives, paint, flooring and other office repair items and furnishings by 2009. The expected cost increase is unknown at this time but may range from 10% to 25% more. As the availability of

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more sustainable products increases, the increased costs associated with this effort will likely be more in line with current products.

- 3.5 Develop practices for cleaning, maintenance and operations of municipal facilities to further advance sustainability and environmentally-friendly practices.
- 3.6 Reduce the use of plastic water bottles by providing water dispensers at City facilities, phase out the existing inventory of styrofoam cups and replace them with other cups that are environmentally-friendly, and encourage the use of recyclable materials for utensils, plates and other paper goods.

**4. City Fleet**

Vehicles will be operated and maintained in such a manner as to ensure maximum energy conserving performance and minimal emissions.

The City shall:

- 4.1 Replace all passenger/carpool and non-emergency response vehicles at end of life cycle with vehicles of higher efficiency.
- 4.2 Actively seek opportunities to use cleaner burning fuels and technologies in place of conventional diesel fuel for heavy-duty needs vehicles and equipment.

**5. Urban Forest Coverage, Green Spaces and Water Consumption**

A sufficient open space system will be developed and maintained so that it is diverse in tree canopy coverage, uses, materials, resources and opportunities. The system shall include natural/wildlife habitat as well as passive and active recreation and shall employ sustainable practices wherever possible.

The City shall:

- 5.1 Review and amend the City's Streetscape and Median Development Standards and the Update of Open Space Master Plan of Parks and Recreation by 2012 to ensure active promotion of the sustainable open space system.
- 5.2 Conduct a tree canopy coverage survey of City street and park trees by 2009 to obtain the number of public trees by type. Trees shall be maintained and monitored so that the baseline number as established by the coverage survey is not compromised. Tree plantings and tree species diversity in public areas shall be encouraged.
- 5.3 Minimize the need for excessive turf and maintenance by using landscaping designed to be "naturally manicured" and by incorporating hardscape, mulch materials and other green-friendly materials into the design. Indigenous plants and wildflowers chosen to promote low maintenance, reduce green waste, and decrease the long-term needs for water, fertilizers and fossil fuels, shall be used

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wherever possible. For active recreational areas, the installation of artificial turf will be considered.

- 5.4 Employ methods to reduce dependency on water by maintaining irrigation systems in proper working order and eliminating unnecessary overspray, run-off and leakage. Water efficiency shall be maximized. Reclaimed water shall be used whenever possible.

**III. PUBLIC EDUCATION**

The City shall actively promote the dissemination of sustainable building and energy conservation information to the citizens of the City as well as to partner with other governmental agencies, public interest organizations, and the private sector to provide incentives to encourage implementation of sustainable building and energy conservation programs where feasible.

**6. Education and Outreach**

Advise developers, architects and builders with regard to new sustainable building procedures, materials and design strategies.

The City shall:

- 6.1 Develop green building literature and make them available to the public by October 1, 2007. The literature shall be updated regularly to incorporate the latest green technology and innovation.
- 6.2 Create informational materials on ways in which the community can partner with the City as well as other agencies and businesses to proactively become a sustainable community.
- 6.3 Collaborate with other agencies, public interest organizations and area businesses to gather and promote basic principles of sustainability at local events, meetings, and workshops to residents and businesses.
- 6.4 Train employees on sustainable practices and encourage their suggestions for green operational improvements.

**7. Online Information Clearinghouse**

Create an online clearinghouse of information that provides information to residents and developers to assist them in the evaluation of sustainable building design and energy conservation options by 2007. Ensure that the website is updated regularly.

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**IV. URBAN DESIGN STRATEGIES**

The City shall encourage through the General Plan, as appropriate in specific areas, mixed use urban designed neighborhoods. The City shall further promote walkable, bikeable and disabled accessible neighborhoods which coordinate land use and transportation with open space systems for recreation and ecological restoration.

**V. WASTE REDUCTION**

The City shall coordinate with the Costa Mesa Sanitary District and franchised waste haulers serving the City, and strive to reach a 60% diversion rate of waste from landfills by 2020. The City shall actively seek and employ methods of reducing the waste stream in City operations.

**VI. WATER CONSERVATION**

The City shall coordinate with the Mesa Consolidated and Irvine Ranch Water Districts to create water conservation measures and employ innovative water-saving technologies that strive to decrease the City's water consumption for City operations. The City shall continue to expand the use of reclaimed water as appropriate as an effective water supply source for City operational needs.

**VII. ENERGY CONSERVATION**

The City shall conserve energy whenever and wherever possible in City operations. The City shall further partner with Southern California Edison, The Gas Company and other energy organizations, as applicable, to maximize energy efficient programs and resources in City operations and to disseminate information to the public on conserving energy while reducing costs and improving the environment.

10. The City shall:

- 10.1 Create an Energy Conservation Program by 2008, which will establish City energy reduction goals, programs, guidelines, incentives, resources and other information.



**AT-A-GLANCE SUMMARY TABLE**  
***Sustainable Green Building Policy (Council Policy 500-14)***

DESCRIPTION OF POLICY	ACTION TIMING
<b>I. Public Development</b>	
<u><i>New Construction Policy:</i></u> All new City facilities and buildings constructed will meet a minimum LEED Gold rating and exceed current State of California Title 24 Energy Code requirements by at least 15%.	<b>July 1, 2008</b>
<b>II. City Operations</b>	
<u><i>Purchasing Policy:</i></u> Staff will define “green preferences” which encourage using recycled materials with the intent to use these guidelines when evaluating bids for City projects and services.	<b>August, 2008</b>
<u><i>Building Maintenance and Operations:</i></u> City shall maintain/operate City buildings to maximize energy conservation. City shall implement such measures including waterless urinals, energy efficient lighting, green-friendly carpets, paints, flooring, and building materials.	<b>Year 2009</b>
<u><i>City Fleet:</i></u> City shall promote energy conservation/low emissions in City fleet by replacing all passenger/carpool and non-emergency response vehicles at the end of their life cycle to vehicles of higher efficiency. Seek opportunities to use alternative fuels.	<b>Timing Varies</b>
<u><i>Urban Forest Coverage, Green Spaces, and Water Consumption:</i></u> City shall promote sustainability by preserving/enhancing parks and open spaces, tree canopies, and sustainable landscaping (artificial turf, native plants, low maintenance fertilizers, reclaimed water).	<b>Year 2009</b>
<b>III. Public Education</b>	
<u><i>Education and Outreach:</i></u> City shall promote sustainability and energy conservation to its citizens through publication of green building literature, partnering with other communities and agencies, conducting local workshops, and training employees.	<b>October 1, 2007</b>
<u><i>Online Information Clearinghouse:</i></u> City shall create customized website with useful information resources for residents and developers to be updated regularly.	<b>October 1, 2007</b>
<b>IV. Urban Design Strategies</b>	
<u><i>Mixed-Use Development:</i></u> City shall promote walkable communities with thoughtful coordination of land uses, transportation, and open spaces.	<b>Year 2007</b>
<b>V. Waste Reduction</b>	
<u><i>Minimize Landfill Waste:</i></u> City shall coordinate with Costa Mesa Sanitary District and other waste haulers to reach a 60% diversion rate of waste from landfills.	<b>Year 2020</b>
<b>VI. Water Conservation</b>	
<u><i>Water Saving Technology:</i></u> City shall coordinate with Mesa Consolidated and IRWD to implement innovative water-saving technologies to reduce water consumption and promote reclaimed water usage.	<b>TBD</b>
<b>VII. Energy Conservation</b>	
<u><i>Energy Efficient Programs:</i></u> City shall partner with Southern California Edison to create and implement energy efficient programs/resources, educate the public, and reduce costs.	<b>TBD</b>

**COUNCIL POLICY**

<b>SUBJECT:</b> Development Impact Fee Deferral Program	<b>POLICY NUMBER</b> 500-15	<b>EFFECTIVE DATE:</b> July 7, 2010	Page 1 of 1
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**PURPOSE:**

To establish the municipal policy of deferring the payment of certain Development Impact Fees.

**POLICY:**

To encourage new development within the community, the payment of certain development impact fees shall be deferred. Development impact fees are normally collected prior to issuance of a building permit; however, this program allows the collection of certain impact fees to occur at a later date, as specified as follows:

1. The end of the project construction (usually prior to issuance of a certificate of occupancy for the project) or;
2. One year from the date of issuance of building permits, whichever occurs first.

The development impact fees subject to this deferral program are strictly limited to the following:

- Park and recreation in lieu fees, as described and defined in Costa Mesa Municipal Code Title 13, Chapter XI, Article 5; and
- Traffic impact fees, as described and defined in Costa Mesa Municipal Code Title 13, Chapter XII, Article 3.

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COMMUNITY EVENT STREETWIDE BANNERS	500-16	2/1/2011	1 of 6

**BACKGROUND**

This policy provides guidelines, terms and conditions for the display, by either the City or private groups, of Community Event Streetwide Banners at select locations in the City of Costa Mesa. Because of numerous benefits, it is in the interest of the City to allow through this policy both public service announcements, as well as the promotion and announcement of civic and community oriented events, celebrations, and meetings.

The City has an overriding interest and expectation in deciding what is “spoken” on behalf of the City by any Community Event Streetwide Banners permitted through this policy. The purpose of this policy is not to create a forum for public discussion.

**PURPOSE**

The purpose of this policy is to disseminate information from the City, about the City and about community events, to its citizens.

The display of certain Community Event Streetwide Banners has been determined by the City to provide substantial benefits to the City and its citizens through the ability of the City to inform its citizens of public service announcements, as well as civic and community events, celebrations and meetings; through the contribution of funds and tangible items for City programs and activities; and through providing volunteers to assist in City programs and activities.

Community Event Streetwide Banners will be displayed at the locations allowed by this policy, and pursuant to specifications contained further in this policy with regard to size, material, and other details pertaining to other physical aspects of a permissible banner, with locations, length of time for display and other such specifications concerning physical aspects of a permissible banner subject to change by the written decision of the City Manager or his/her designee and effective thirty (30) days after publication by the City.

**ELIGIBLE ORGANIZATIONS OR BUSINESSES**

The following criteria shall apply to all organizations requesting City Council approval to install street banners. The requesting organization or business shall be based in or serve Costa Mesa. In the case of a charitable organization, they must possess proof of "non-profit status" from the State of California and local government agencies.

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**GENERAL REQUIREMENTS**

1. **Installation Requests**

Each request to install Community Event Streetwide Banners shall be submitted at least thirty (30) days in advance of the proposed installation date and shall include at minimum:

- A. Date, time, location(s) and nature of special event or dates of holiday to be promoted.
- B. Benefit of the banner to the general public.
- C. Approved Streetwide Banner location on City poles (see #4 below)
- D. Specific installation and removal dates.
- E. Delineation of banner content, size, material and colors. (More information related to banner size and allowable content is provided in the following pages of this Council policy.)
- F. Application Fee - Refer to the City of Costa Mesa's current User Fees and Charges manual, adopted by the City Council.
- G. Community Event Streetwide Banner Agreement. A separate agreement for the exact specifications with regard to material, hardware, size, installation requirements, encroachment permit (as applicable), etc. is prepared by the Planning and Engineering Divisions.

Installing a banner will require temporary lane closures and other logistical coordination with City staff. The Community Event Streetwide Banner Agreement provides information regarding an appropriate plan to be in place on when and how an organization can install banners. Applicant shall refer to this agreement for more detailed requirements.

2. **Number of Banners**

One streetwide banner per location, as indicated in #4 below.

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**3. Installation Period**

Banners may be posted for a maximum of 30 consecutive calendar days. The Development Services Director may approve additional display time not to exceed an additional 30 days provided that there are no conflicts with pending banner requests from other organizations or the City's desired usage. Specific dates and times for installation and removal are subject to change by the City in order to minimize impacts to the public i.e, motorists, businesses, and/or public construction projects.

**4. Banner Locations**

Locations will be identified based on review by Public Services Department and as deemed appropriate by the City Council.

**ALLOWED CONTENT**

Community Event Streetwide Banners may contain content concerning public service announcements from the City, and content which concerns the promotion and announcement of events, celebrations and meetings, of substantial community wide interest, which are open to the general public.

Examples of permissible content include public service announcements from the City such as water conservation or driver safety, promoting and announcing events sponsored by the City, and (if such events meet all other criteria established by this policy) the promotion and announcement of events at City Community Centers, at the Segerstrom Center for the Arts, at the Orange County Fair and Event Center, and at Orange Coast College and other educational institutions (such as high schools).

Displaying any advertising other than the sponsor's name and logo is not permitted. Advertising specific products is not permitted. The sponsor's name and logo may not exceed more than 5 percent of the face of the banner for streetwide banners, unless approved by the Development Services Director who may allow minor deviations up to an additional 1 percent of the banner sign area for multiple sponsorships or other reasons as deemed appropriate.

**DISALLOWED CONTENT**

Community Event Streetwide Banners shall not contain any political content, religious content, offensive content, or controversial content, in order to minimize chances of abuse, the appearance of favoritism, and the risk of imposing upon a captive audience; to promote the long term success of the policy both in terms of effectively conveying information and the prospect of

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raising revenue; and to maintain a policy consistent with lawful federal and state constitutional exclusions of specified content from City speech and/or nonpublic forums.

The Director of Development Services or his/her designee shall determine, based upon the criteria set forth in this policy, whether a proposed Community Event Streetwide Banner is in violation of the content restrictions set forth herein. Any organization, person or entity, denied placement of a Community Event Streetwide Banner due to disallowed content, shall be provided a written articulation by the Director of Development Services or his/her designee of the disallowed content as understood by this policy.

**APPEAL OF DETERMINATION OF DISALLOWED CONTENT**

Any organization, person or entity, denied placement of a Community Event Streetwide Banner due to disallowed content, will have fourteen (14) days, from the receipt of the written determination, to appeal the denial to the City Manager or his/her designee. An appeal will consist of a written explanation of why the denied content is consistent with the guidelines of this policy, and an appeal will request a hearing before the City Manager or his/her designee. An appeal hearing will be provided within five (5) days upon receipt of such appeal by the City.

All decisions by the City Manager or his/her designee concerning appeals shall be final. Further appeal of the final decision is to be made to the courts pursuant to California Code Civil Procedure section 1094.8.

**LIABILITY**

The City will not be responsible for damage to any non-City banner used pursuant to the within policy, including any damage which occurs during installation or removal. Further, the City will not be responsible for the disappearance of any non-City banners, or damage to any non-City banners during use, from any cause, including but not limited to wind, weather, theft, or vandalism; non-City banners are the property of the sponsoring organization.

The City reserves the right to immediately remove Community Event Streetwide Banners if any hazard is deemed present which requires the removal of a Community Event Streetwide Banner, including, but not limited to, a hazard caused by inclement weather or accidental damage.

Costs that may be incurred by the removal of banners deemed to be a hazard shall be charged to the organization, person or entity which/who requested the display of said Community Event Streetwide Banner.

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The sponsoring organization, person or entity of a Community Event Streetwide Banner agrees to defend, indemnify, and hold free and harmless the City, at the sponsoring organization, person or entity's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, arising out of, but not limited to, the installation, display and removal of the sponsoring organization's Community Event Streetwide Banner, with the exception of negligent or intentional acts by the City or its employees which give rise to claims, actions, suits or other legal proceedings brought against the City.

**CITY PRIORITY FOR PLACEMENT**

The display of a Community Event Streetwide Banner concerning a City public service announcement or City-sponsored event will preempt all other requests from private groups for the display of a Community Event Streetwide Banner, including scheduled displays agreed to by the City.

The City will make any and all reasonable efforts to accommodate a private group whose scheduled display is preempted by a City banner.

In the event that there is a scheduling conflict amongst permissible requests from private groups for a permit to display a Community Event Streetwide Banner, the requests shall be granted in the order in which the requests were received, with such priority possible only for a period not to exceed thirty (30) days from the date of the request until the date the Community Event Streetwide Banner is posted.

**TEMPORARY DISPLAY; NO EASEMENT**

Any organization, person or entity permitted by the City to temporarily display a Community Event Streetwide Banner under this policy expressly understands that the City does not purport, by such permission for display, to grant any right, claim, title or easement in or upon any public street, public property, or in or upon any other property within the City.

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**NONTRANSFERABLE**

Any grant by the City of a request by an organization, person or entity for the display of a Community Event Streetwide Banner, constitutes a nontransferable grant expressly provided only for the specific content and details provided in said request and approved by the City.

**FEES AND COSTS**

Any fees charged to a private party, pursuant to this policy, shall be in accordance with a fee schedule adopted by the City Council.

**AGREEMENT BY APPLICANTS TO POLICY**

All applicants who submit Community Event Streetwide Banner requests to the City shall also submit a signed acknowledgment by an authorized representative of the organization, person or entity submitting said application, that the City of Costa Mesa Community Event Streetwide Banner Policy has been read, and all its terms and conditions are agreed to by the organization, person or entity, specifically including, but not limited to, the section on Liability.

**ADHERENCE BY APPLICANTS TO POLICY**

In the event the organization, person or entity permitted by the City to display a Community Event Streetwide Banner under this policy fails to comply with any or all of the requirements and conditions, as set forth in this policy and any related application, guidelines, terms or rules consistent with, or derived from, this policy, the permission by the City to display said Community Event Streetwide Banner may be revoked at the City Manager's (or his/her designee's) discretion, and the City may remove the noncompliant Community Event Streetwide Banner, with any and all permitting fees paid to the City under this policy nonrefundable as a consequence of non-compliance, and the costs of removal incurred by City of any noncompliant Community Event Streetwide Banner shall be charged to the organization, person or entity whose request to the City under this policy resulted in the display of the noncompliant Community Event Streetwide Banner.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CHANGE ORDERS ON CAPITAL IMPROVEMENTS	700-1	Rev. 2-4-91	1 of 3

BACKGROUND

When unforeseen circumstances occur on Capital Improvement projects, Change Orders are required. These Change Orders can be the result of additions or deletions to the project, revisions to the project, and omissions or errors in the original project plans and/or specifications.

PURPOSE

The purpose of this Policy is to give staff necessary latitude in dealing with Capital Improvement Project Change Orders while, at the same time, maintaining accountability for expenditures associated with such Orders.

POLICY

The following Policy has been adopted by the City Council for the processing of Capital Improvement Project Change Orders:

1. Approval of all Change Orders is contingent upon funds being budgeted and available for the specific project. Where funds are not available, a Budget Adjustment will first be approved by City Council.
2. No Change Order can be processed without the written approval of the Department Head responsible for the project or his/her designee.
3. Department Head approval is required for any Change Order up to \$5,000 or 1% of the original contract price, whichever is greater. However, the sum of all Change Orders must not exceed 5% of the original contract amount (see No. 6 below).
4. City Manager approval is required for any Change Order up to \$50,000\*, or 5% of the original contract price, whichever is greater. However, the sum of all Change Orders must not exceed 10% of the original contract amount (see No. 6 below).
5. City Council approval is required for any Change Order over \$50,000\*, or 5% of the original contract price, whichever is greater. A request for approval of this Change Order will appear under the New Business item on the agenda.

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6. City Council shall approve all Change Orders, regardless of amount, when the sum of all Change Orders on the project exceeds 10% of the original award bid. All requests submitted to City Council for approval above 10% of original bid shall include findings that the proposed additions to the scope of the work are necessitated by public need, or that rebidding is unlikely to result in a lower unit price. Requests for approval of such Change Orders must include the following information: amount budgeted for the project, amount expended thus far, status of project, and previously approved Change Orders. In addition, the staff member responsible for the day-to-day oversight of the project, or his/her designee, shall be present at the Council meeting at which the request for Change Order approval is considered. A request for approval of this Change Order will appear under the New Business item on the agenda.
7. In addition to the above approvals, Council approval of Change Orders will be required when the scope of the project is materially changed. Requests for approval of such Change Orders must include the following information: amount budgeted for the project, amount expended thus far, status of project, and previously approved Change Orders. In addition, the staff member responsible for the day-to-day oversight of the project, or his/her designee, shall be present at the Council meeting in which the request for Change Order approval is considered. A request for approval of this Change Order will appear under the New Business item on the agenda.
8. The City Council shall be kept informed of all Change Orders, regardless of size, through periodic status reports. These reports shall be presented informally, and need not be agendized for a City Council meeting.
9. At the completion of all contracts exceeding \$100,000 in final cost, the City Manager shall submit a final report to the City Council detailing the contract amount and all approved Change Orders.

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10. In the event that during the course of a construction contract an emergency exists in which there is immediate danger to the health and/or safety of the public, the Public Services Director and City Manager are authorized to take immediate and appropriate action which is necessary to eliminate that danger, regardless of cost. If, in the event this Change Order exceeds the normal approval limits as specified in this Policy, staff will provide all backup information to the City Council at the next available meeting.

\*Item No. 6 may govern depending on the amount of the original contract and the amount of previously approved Change Orders.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
TRAFFIC SIGNALS	700-2	10-01-84	1 of 2

BACKGROUND

1. There is an excessive number of traffic signals in Costa Mesa largely due to the distance between arterials, high traffic volumes, irregular road patterns, and past decisions.
2. There are some 30 locations where residents or traffic engineers have proposed new traffic signals. The locations are ranked annually in the Traffic Signal Priority List, but signals are rarely constructed from the list.
3. Traffic signals cost \$50 - \$100,000 each to construct, and require \$200/month to maintain.
4. Unwarranted traffic signals are a major cause of delay and congestion on arterials. Frequent or irregularly spaced signals compound this problem.
5. It is very difficult to provide non-stop traffic flow for all directions on Costa Mesa's irregular and interrupted grid pattern, especially through numerous unevenly spaced signals.
6. There is little hope for the removal of substantial numbers of existing traffic signals. Local opposition is likely unless a 4-way stop is substituted. Perhaps no more than five signals could realistically be removed without creating traffic problems after removal.
7. There are system implications from stop sign or signal controls. Traffic signals allow daily volumes of up to 8,000 vehicles per lane. Stop signs will allow daily volumes of 3,500 per lane.
8. Considerable delay occurs at signals where left-turn arrows exist but are not necessary because opposing traffic is light. Elimination of the left-turn signals can improve intersection operation substantially for both left turns and through traffic.

PURPOSE

The purpose of this policy is to control the proliferation of new traffic signal installations, and modification, removal or modernization of existing signals.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
TRAFFIC SIGNALS	700-2	10-01-84	2 of 2

POLICY

1. The number of new signals shall be minimized to the extent possible. New signals shall be limited to intersections between multi-lane streets, collector intersections with high accident problems where all other conceivable measures have failed, or as permitted by these policies.
2. New signals will be constructed only by direct authorization of the City Council, regardless of funding. New signals will not be required of new developments without overwhelming justification of certain need and specific Council direction. Signalization of 3-leg intersections shall be avoided through revision of access or planning for a 4-way intersection. If signal needs are only suspected, a refundable deposit will be taken in lieu of construction.
3. Left-turn restrictions, crossflow restrictions, or median refugees will be seriously considered to rectify or delay safety problems as an alternative to signals.
4. Existing 4-way stop intersections will not be signalized unless a system commitment is made to carry more traffic on specific streets to logical destinations, and the system is fully committed. Also, parking must be prohibited on all approaches to provide turn lanes for proper flow.
5. Improvements to existing signals will be considered a higher priority than constructing new signals, generally. Existing signals will be improved under the following priority:
  - a. Improve system capacity substantially.
  - b. Provide modern controls and central system control.
  - c. Provide safety improvements.
  - d. Provide cosmetic improvements.
6. A list of removable traffic signals will be prepared for the study and consideration for elimination. If considerable benefits are seen, the Traffic Commission will initiate hearings.
7. A list of removable left-turn signals will be prepared for study and consideration for elimination. The Traffic Commission will also be utilized for necessary hearings.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY PARK NAMES	800-1	5/17/99	1 OF 1

**PURPOSE**

The purpose of this plan is to provide Public and Administrative Services Departments with the responsibility for recommending names of all public parks and recreation facilities within the corporate limits of the City of Costa Mesa. The Public Services Department for parks and the Administrative Services Department for recreational facilities will review all recommended names and make its recommendations through the City manager to the City Council for review and final adoption.

**POLICY**

A statement of the City Council of the City of Costa Mesa adopting certain policy, objectives and principles, as a guide for the naming of public parks and recreation facilities to:

1. Establish a uniform procedure regarding the naming of existing and future parks and recreation facilities which will be appropriate and assure community compatibility.
2. Name parks and recreation facilities so they will be easily identified and complement the area in which they are located.
3. Encourage the dedication of land or funds for public recreation use by individuals or groups to perpetuate their names in a useful manner.
4. Provide special recognition to local citizens who have made outstanding contributions to the betterment of the City of Costa Mesa.

**PROCEDURE**

1. All neighborhood parks adjacent to schools shall be named after the school.
2. All community parks and neighborhood parks not adjacent to schools may be named according to the following:
  - a. After the donor, be it an individual or group, which dedicates land, facilities, or more than fifty percent of the purchase price to the City of Costa Mesa.
  - b. After a prominent citizen having made outstanding contributions to the City of Costa Mesa as determined by the City Council.
  - c. Due to the local historical significance of the site.
  - d. Because of the unique geographical or environmental nature of the site.
  - e. As part of a selected park them.
3. Park names should not be similar in sound or spelling to avoid confusing identification.
4. Citizen participation through organized homeowners associations or other citizens living in the vicinity of the park or facility should be encouraged to recommend their selection according to the adopted principles.
5. A park identification sign shall be installed at each public park and shall include the park name as well as the words "City of Costa Mesa".
6. It is the desire of the City of Costa Mesa that park names assigned by the Council be permanent. However, upon strong justification, a park name can be changed by a majority vote of the City Council.

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<b>SUBJECT</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>COSTA MESA COUNTRY CLUB COMPLIMENTARY GOLF ROUNDS POLICY</b>	<b>800-2</b>	<b>3/2/10</b>	<b>1 of 1</b>

**PURPOSE**

In 1992, the City of Costa Mesa contracted with Mesa Verde Partners for the operation of Los Lagos and Mesa Linda golf courses and the facilities at the Costa Mesa Country Club. An Amendment to the contract in 1999 added the requirement that the City be allocated one hundred rounds of complimentary golf per year to be used at its discretion.

**PURPOSE**

The purpose of this policy is to provide guidelines for the distribution of 100 complimentary rounds of golf at Costa Mesa Country Club annually as specified in the contract between the City of Costa Mesa and Mesa Verde Partners.

**POLICY**

1. Beginning July 1 of every year through June 30 of the following year, one hundred (100) free rounds of golf, plus carts, shall be allocated to the City for use Mondays through Thursdays.
2. Each Council Member shall receive twenty (20) rounds. Rounds may be used or donated, but may not be sold. Council Members may allocate all or a number of their rounds to the City Manager or his/her designee for distribution per this Policy.
3. Upon receiving the complimentary rounds, the City Council and City Manager or his/her designee shall comply with federal and state reporting requirements.
4. Rounds must be used on an annual basis and will not roll over or be accrued in the following year.
5. Gift Certificates for rounds must be used within a year's time.
6. At the end of each Fiscal Year (June 30), Mesa Verde Partners shall provide a written annual report to the City Council and City Manager on the number and specific users of the rounds used during that year.

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SUBJECT

CULTURAL PROGRAM FUNDING

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BACKGROUND

Over the years, the community has experienced a significant growth in cultural and artistic activities. While the City has been a financial participant in supporting the Costa Mesa Civic Playhouse and South Coast Repertory Theatre, no specific guidelines have been used in evaluating requests for funding by these organizations. With the increase in new cultural organizations in the community and a resulting demand for financial assistance from the City, it is appropriate that a policy be adopted which sets forth a basic framework for considering such requests.

PURPOSE

It is the purpose of this Policy to:

1. Clearly delineate the role of the City of Costa Mesa in supporting cultural and artistic organizations.
2. Set forth minimum standards for considering requests for financial and other support for such organizations.

POLICY

1. Generally, the City will assume the role of a "broker" in providing support to the Arts. This role is consistent with the City's support of private, nonprofit organizations to provide services to the community as opposed to providing the service directly itself.
2. The concept "support" to artistic and cultural organizations is broad-based and all-inclusive. This shall include direct financial assistance, advertising, sponsorship of special programs, City Staff assistance, allocation of revenues received from Cable Television franchise fees, and use of City facilities.
3. In general, the following criteria will be utilized in considering requests for City support of cultural and artistic organizations.
  - (a) All eligible cultural and artistic groups should be nonprofit and tax exempt under Section 501 (CM) (3) of the Internal Revenue Code.

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- (b) Eligibility of cultural institutions may be broad in the early years of funding with more specific categories to be developed (i.e., museums, theatre companies, zoos, scholarships, etc.).
- (c) Beyond the preceding basic considerations, the City shall also consider the following criteria:
- (1) Artistic excellence
  - (2) Size of audience
  - (3) Make-up of audience
  - (4) Relevance to City's concerns
  - (5) Public and critical reaction to the organization
  - (6) Quality of fiscal management
  - (7) Longevity in the City of Costa Mesa
  - (8) Percentage of request to organization's annual budget
  - (9) Community leadership and support
  - (10) Education and outreach programming
- (d) Education and outreach programs are defined as those programs which extend an arts organization's service, especially to underserved or disadvantaged segments of the community. Such programs include, but are not necessarily limited to, those which partially or fully subsidize ticket costs for students, seniors, and others with limited financial means; educational programs taken directly to the public in schools and neighborhoods; and programs meant to enhance the public's experience and understanding of artistic works.
- (e) City funding support for private organization operational expenses and for special events will be established so as to contribute to a balance of community cultural, recreational, and promotional programs designed to enhance the well-being of the community.
- (f) The functions or services to be provided must be of such a nature that the interests of the City are better served by an agreement with the private organization than by the performance of the service or function by the City.
- (g) The City will only provide support to a legally constituted nonprofit organization completely directing and in complete control of its own affairs through its officers and members.

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- (h) The City will not provide funding support to a private organization for the conduct of any religious or political activity.
- (i) City funds will be used only to assist an organization in its annual operating program or in its sponsorship of special events. City funding will not be used for the purchase of awards, trophies, gifts, or uniforms, nor the buildup of reserves.
- (j) No expenditure may be made out of any appropriation until a written agreement, setting out the terms and conditions of the parties, has been consummated. This agreement will specify in detail the services or functions to be performed, the nature of the payment or reimbursement schedule, and the financial reporting requirements.

PROCEDURE

The City Council shall approve a process for considering requests made pursuant to this Policy. Organizations requesting support from the City shall do so in accordance with the approved process so as to ensure fair and equal treatment for all involved parties.

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

**BACKGROUND**

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

**PURPOSE**

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

**POLICY**

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

**PROCEDURES AND GUIDELINES**

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

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

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

**ADOPT-A-BENCH PROGRAM AND DONATION OF PARK FURNITURE**

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

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**ADOPT-A-PARK PROGRAM**

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

**CIRCLE OF SERVICE**

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

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

**PROCEDURE TO NOMINATE CIRCLE OF SERVICE HONOREES**

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

**K-9 CLEANUP PROGRAM**

**Sponsorships**

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

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

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

**Donations**

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

**PROCEDURE TO ACCEPT FINANCIAL DONATIONS**

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