

July 6, 2005

Subject: Request for Letter of Recommendation

Dear :

On behalf of the City of Costa Mesa, I am requesting a letter of recommendation from you in support of our City's federal appropriation request through Senator Dianne Feinstein's office. The application the City is submitting is a request for funds to purchase computers, equipment, workstations, and other needed interior items for the City's Police Facility Expansion Project. The project includes an approximate 11,000 square foot, single story addition to the existing police facility, built in 1967; a renovation of the existing building, perimeter security, and additional parking facilities. The addition will include a new Emergency Operations Center (EOC), to be used in the event of a disaster.

The City of Costa Mesa is committed to providing the best service available to our residents, visitors and business community. However, with the growth of the City to over 113,000 residents today, the many businesses established in the community, and the number of daily visitors to various attractions located in the City, the need to modernize and expand the police facility is now necessary. While the City is setting aside funds for constructing the expansion wing and the renovations, additional appropriations are needed to purchase crime lab equipment, training room equipment, workstations, file cabinets, computer equipment, chairs, employee lockers and EOC-specific equipment. It is for this reason the City of Costa Mesa is actively seeking funding and support.

If you have not already done so, I would greatly appreciate you transmitting a letter of support for our request. A sample letter is included for your convenience. Please fax your letter to Ann Shultz, Legislative and Public Affairs Manager at (714) 754-5330.

If you have any questions regarding the letter and/or the grant, please feel free to contact Ms. Shultz at (714) 754-5330, at your earliest convenience.

Sincerely,

Allan R. Mansoor
Mayor

Enclosure – Sample Letter of Support

(SAMPLE LETTER)

(Date)

The Honorable Dianne Feinstein
United States Senator
11111 Santa Monica Boulevard, Suite 915
Los Angeles, CA 90025

ATTN: Mr. James Peterson

Subject: Funding Request from the City of Costa Mesa

Dear Senator Feinstein:

As (describe your relationship with the City) in/for/with/representing the City of Costa Mesa, I am recommending that you strongly consider their application for funding assistance under the fiscal year 2006 Appropriations Bill. The funding is requested for necessary interior equipment, furniture and specialty devices for the City's Police Facility Expansion Project. The expansion will provide desperately needed additional space to the 1967 police facility and a new, updated Emergency Operations Center (EOC).

The City of Costa Mesa is committed to providing excellent service in the area of public safety. In the event of an emergency or disaster, the City needs to be able to respond to the large populace within its boundaries: over 113,000 residents; approximately 5,500 businesses; four colleges; the nation's highest grossing retail mall—South Coast Plaza; Orange County Fairgrounds and Orange County Market Place; the Orange County Performing Arts Center and Theatre District venues; Fairview Developmental Center; the Federal personnel at John Wayne Airport and the Air National Guard Communications unit. Additionally, the City is home to the South Coast Metro business area and a gateway to Newport Beach, which means regional traffic into and through the City is significant. These and other factors have taxed the City's ability to provide high quality service in an overstrained and outdated building. Public safety is of utmost importance to the City and the community.

I believe the City's request for funding assistance is worthy of serious consideration because (describe why the funding request is important to you). I would greatly appreciate your thoughtful consideration of the City's application request. If you have any questions, please feel free to contact Ann Shultz, the City's Legislative and Public Affairs Manager, at (714) 754-5667, at your earliest convenience.

Sincerely,
