



**AGENDA**  
**CITY OF WESTMINSTER**  
**COMMUNITY SERVICES & RECREATION COMMISSION**  
**MONDAY, NOVEMBER 29, 2021 at 4:30 P.M.**  
**VIA TELECONFERENCE/WEB CONFERENCE ONLY**  
**8200 Westminster Blvd.**  
**Westminster, CA 92683**

**SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19) AND ATTENDANCE  
AT PUBLIC MEETINGS**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On September 17, 2021, Governor Newsom signed AB 361 related to the Brown Act and remote meetings during the state of emergency. AB 361 allows local agencies to continue to conduct remote or “Zoom” meetings during a declared State of Emergency. The City Council adopted Resolution No. 5067 on September 22, 2021, determining as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. The City Council shall make this determination every 30 days. Pursuant to AB 361, please be advised that some or all of the Westminster Community Services and Recreation Commissioners will participate in meetings via teleconference/web conference.

**ATTENDANCE AND PARTICIPATION BY THE PUBLIC**

**IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19, IN LIEU OF ATTENDING THE MEETING, MEMBERS OF THE PUBLIC MAY VIEW THE MEETING LIVE IN THE FOLLOWING WAY:**

**To view the meeting via Zoom, please visit:**

<https://us06web.zoom.us/j/89638939842?pwd=Wmw0dzB5OUlzbThpcUc2dFZrZk4xQT09>

Meeting ID: 896 3893 9842

Passcode: 224604

One tap mobile

+12532158782,,89638939842#,,,,\*224604# US (Tacoma)

+13462487799,,89638939842#,,,,\*224604# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 896 3893 9842

Passcode: 224604

Find your local number: <https://us06web.zoom.us/u/kU91kJSz>

**MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE COMMUNITY SERVICES AND RECREATION COMMISSION MAY SUBMIT COMMENTS IN WRITING UP TO 24 HOURS PRIOR TO THE MEETING:**

- E-mail your comments to [thuynh@westminster-ca.gov](mailto:thuynh@westminster-ca.gov).
- Comments received via e-mail will be provided to the Community Services and Recreation Commission and be reflected in the minutes, and will be read in full or in summary during Oral Communications or Public Hearings (if applicable).
- Profanity, obscenity, or discriminatory language will not be read.
- Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.

**IN LIEU OF WRITTEN COMMENTS, MEMBERS OF THE PUBLIC WHO WISH TO VERBALLY ADDRESS THE COMMUNITY SERVICES AND RECREATION COMMISSION DURING ORAL COMMUNICATIONS OR PUBLIC HEARING MAY SPEAK VIA ZOOM IN ONE OF TWO WAYS:**

**• TO REQUEST TO SPEAK IN ADVANCE:**

- E-mail your request to speak at the meeting along with your name to [thuynh@westminster-ca.gov](mailto:thuynh@westminster-ca.gov).
- Make sure you are logged into Zoom prior to the start of Oral Communications or Public Hearings (if applicable).
- Those who request to speak in advance will be called first and in the order in which the requests were received by the Community Services and Recreation's Office.
- When your name is called, Community Services and Recreation Staff Member will enable your microphone and you must press the "unmute" button to unmute yourself. If calling from a telephone or cell phone, press \*6 on your dial pad to mute and unmute.
- Please state your name and city of residence for the record.
- Your microphone will be muted if you begin to use profane, obscene, or discriminatory language.

**• TO SPEAK WITHOUT AN ADVANCED REQUEST:**

- Speakers who have already submitted an e-Comment (see previous page) will not be permitted to speak during Oral Communications or Public Hearings (if applicable).
- Speakers must attend the Community Services and Recreation Commission meeting via Zoom in order to speak to the Community Services and Recreation Commission.
- The Community Services and Recreation Staff Member will announce the start of Oral Communications or comments for the Public Hearing item and ask speakers to press the "Raise Your Hand" button.
- When your name is called, the Community Services and Recreation Staff Member will enable your microphone and you must press the "unmute" button to unmute yourself. If calling from a telephone or cell phone, press \*6 on your dial pad to mute and unmute.

- Please state your name and city of residence for the record.
- Your microphone will be muted if you begin to use profane, obscene, or discriminatory language.

All meetings of the Community Services and Recreation Commission shall be open and public. Agendas for the Community Services and Recreation Commission meetings provide the public an opportunity to directly address the Community Services and Recreation Commission on items of interest to the public that are within the subject matter jurisdiction of the Community Services and Recreation Commission on any agenda items. NO action may be taken on items not listed on the agenda unless authorized by law.

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**AGENDA  
CITY OF WESTMINSTER  
MONDAY, NOVEMBER 29, 2021 at 4:30 P.M.  
COMMUNITY SERVICES & RECREATION COMMISSION**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**INVOCATION (Attached)**

**1. ORAL COMMUNICATIONS**

THIS IS THE TIME OF THE MEETING THAT MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION REGARDING ANY ITEMS ON THE AGENDA OR NON-AGENDA ITEMS THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION. UNLESS OTHERWISE EXTENDED BY A MAJORITY VOTE OF THE COMMISSION, COMMENTS SHALL BE LIMITED TO FIVE (5) MINUTES PER SPEAKER.

PLEASE SEE PAGES 2-3 FOR INSTRUCTIONS ON HOW TO SPEAK VIA ZOOM OR HOW TO SUBMIT YOUR COMMENTS TO BE READ DURING ORAL COMMUNICATIONS.

**2. PUBLIC HEARINGS**

**DUE TO COVID-19 RESTRICTIONS, CHANGES HAVE BEEN MADE TO THE PUBLIC HEARING PROCESS IN ORDER TO ENSURE MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY.**

**MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE COMMUNITY SERVICES AND RECREATION COMMISSION MAY SUBMIT COMMENTS IN WRITING UP TO 24 HOURS PRIOR TO THE MEETING:**

- E-mail your comments to [thuynh@westminster-ca.gov](mailto:thuynh@westminster-ca.gov)
- Speakers dialing in must make an advance request to speak in order for the Community Services and Recreation Staff Member to identify the speaker and phone number.

**IN LIEU OF WRITTEN COMMENTS, MEMBERS OF THE PUBLIC WHO WISH TO VERBALLY ADDRESS THE COMMUNITY SERVICES AND RECREATION COMMISSION DURING THE PUBLIC HEARING MAY SPEAK VIA ZOOM IN ONE OF TWO WAYS:**

- **TO REQUEST TO SPEAK IN ADVANCE:**
  - E-mail your request to speak at the meeting along with your name to [thuynh@westminster-ca.gov](mailto:thuynh@westminster-ca.gov)
- **TO SPEAK WITHOUT AN ADVANCED REQUEST:**

- The Chair will open the public hearing and the Community Services and Recreation Staff Member will ask speakers to press the “Raise Your Hand” button.

**PLEASE SEE PAGES 2-3 FOR FULL INSTRUCTIONS ON HOW TO SPEAK VIA ZOOM OR HOW TO SUBMIT YOUR COMMENTS TO BE READ DURING THE PUBLIC HEARING. SPEAKERS DURING PUBLIC HEARING COMMENTS WILL EACH HAVE FIVE (5) MINUTES TO SPEAK ON EACH PUBLIC HEARING ITEM.**

### **2.1 Renaming Park West Park**

- Staff Report
- Chair and Commission Questions for Staff
- Public Comments
- Chair and Commission Discussion
- Commission Action

**RECOMMENDATION:** Community Services and Recreation Commission consider request from Commissioner Jamison Powers to rename Park West Park to Tony Lam Park.

## **3. ADJOURNMENT**

Any writings or documents provided to a majority of the Community Services and Recreation Commission regarding any item on this agenda will be made available for public inspection at the public counter of Community Services and Recreation located at 8200 Westminster Boulevard, Westminster, CA during normal business hours.

If you need special assistance to participate in this meeting, please contact the Community Services & Recreation office at (714) 895-2860. Notification of 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 American Disabilities Act Title II)

**DECLARATION:** This agenda was posted on the Bulletin Board outside of the Council Chambers, where completely accessible to the public, at least 72 hours in advance of the Community Services and Recreation Commission Meeting.

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Tammy Huynh, Senior Administrative Assistant

## INVOCATIONS

Heavenly Father, we ask for your guidance as we meet tonight to conduct business of our city government. Help us keep in mind that we are here to serve the people of Westminster, and enable us to make our decisions so that we may do what is best for all of the citizens we represent. Amen

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Heavenly Father, we ask for guidance and direction as matters of importance are discussed this evening. May the decisions made here be to the benefit of all the citizens of Westminster (our community). Amen

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Heavenly Father, we ask that you will guide the hearts and minds of all who exercise the responsible duty of civic leadership in Westminster. To those who govern through this City Council, grant the ability to listen carefully, reason thoughtfully, speak clearly and to act with compassion. Give us the willingness to persevere in service for the common good. May the effect of the work done here this evening promote the welfare of all citizens in our community. Amen

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Heavenly Father, enable those who gather this evening to discharge their duties with honesty and integrity. May we all be blessed in the knowledge of your truth and sanctified in the observance of just laws. We ask your assistance in providing all those in attendance with wisdom, understanding, strength and patience. Bless and guide this evening's deliberations. Amen

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We pray tonight to whatever source we turn to for strength. We pray that as leaders of our community, we might have the insight and courage to serve the citizens of Westminster with wisdom and truth. We ask for your guidance in making decisions that affect our community ensuring that decisions made this evening are in the best interest of our City and its citizens. Amen

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Heavenly Father, provider of strength: We pray that as leaders of our community, we might have the insight and courage to serve the citizens of Westminster with wisdom and truth. We ask for your guidance in making decisions that affect our community, ensuring that decisions made this evening are in the best interest of our City and all its citizens. Amen

**Invocations**

**Page 2**

**Heavenly Father, as we meet tonight, we ask your divine assistance in conducting our community affairs. There are a variety of issues before this Council tonight, some on the agenda officially, others simply weighing upon the minds of those in attendance. Please grant us the insight and ability to truly see both what is right and what is best for the City of Westminster and its citizens. Amen.**

**\* \* \* \* \***

**Heavenly Father, grant us this evening clarity of vision, courage and compassion of good humor, as we deliberate decisions that affect the citizens of our City. Please guide us by your will ensuring that decisions are based on the whole of the community and not on opinions of one or of a few. Help us keep in mind that, as elected officials we are here this evening to represent the wishes of all who live in our community. Amen**



# STAFF REPORT

**DATE:** November 29, 2021  
**TO:** Community Services and Recreation Commission  
**FROM:** Diana Dobbert, Community Services Director

## 1. SUBJECT

Renaming Park West Park

## 2. RECOMMENDED ACTION/MOTION

The Community Services and Recreation Commission consider request from Commissioner Jamison Powers to rename Park West Park to Tony Lam Park.

## 3. BACKGROUND AND DISCUSSION

At the October 27, 2021 City Council meeting, Commissioner Jamison Powers spoke during oral communications requesting that City Council consider renaming Park West Park to Tony Lam Park. As a result, Chair Khanh Nguyen requested that Commissioner Powers request be placed on the Community Services and Recreation Commission agenda for the Commission to consider.

The Parks Facility Naming Administrative Regulation Policy was adopted by the City Council in April 2009 and requires the Community Services and Recreation Commission to review park naming and renaming requests through the public hearing process prior to consideration by the City Council.

**AGENDA ITEM NO. 2.1**

**MEETING DATE: 11/29/2021**




Former Council Member Tony Lam served as a Council Member for the City of Westminster from 1992 to 2002. He was the first Vietnamese American elected to serve as a Council Member in the United States. Given his dedication and involvement with the Westminster community, naming a park after him seems to be an appropriate way to recognize and honor his service to the City.

**4. FISCAL IMPACT**

Estimated costs for the new monument sign is \$20,000.00

**5. ATTACHMENTS**

Parks Facility Naming Administrative Regulation Policy

	<b>ADMINISTRATIVE REGULATION</b>	APPROVED BY:  <b>CITY COUNCIL</b>	
<b>NAMING OF CITY FACILITIES</b>		PAGE 1 OF 3	EFFECTIVE DATE  <b>April 22, 2009</b>

**1. PURPOSE**

To define the policies, responsibilities and procedures associated with the naming of City facilities.

**2. BACKGROUND**

The City of Westminster has lacked a policy to guide staff and the City Council in the naming of City facilities, including buildings, support facilities, park sites and recreation facilities. As a result, City facilities have been named in honor of public officials, citizens or in association with geographic locations without the benefit of a City Council approved policy to guide the naming process. The development of a Policy/Procedure to guide the naming of City facilities is intended to enable the process to be applied in a fair, objective and consistent manner.

**3. DEFINITIONS**

3.1 **“Buildings”** are City owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, the City/Chamber of Commerce facility and the Police facility.

3.2 **“Support Facilities”** are City owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the Corporation Yard and the Water Division facility.

3.3 **“Park Sites”** are City owned parks, open space and trail areas. Park sites include developed and undeveloped park areas and designated open space areas.

3.4 **“Recreation Facilities and Amenities”** are facilities/amenities used primarily for recreation and leisure activities, including, but not limited to, athletic fields, tennis/basketball courts, recreation centers, meeting rooms and the performing arts center.

**4. POLICY**

4.1 **General.** The policy of the City is to name facilities in a manner that will provide an easy and recognizable reference for the City’s customers. Therefore, naming options will always consider a name based on the facility’s geographic location. However, the policy also establishes conditions for the consideration of naming options based on other factors.

4.2 **Geographic Location.** Whenever possible, all City facilities will be named for their geographic location. The geographic location may be based on the identification of the facility with a specific place, neighborhood, major street,

regional area of the City or the City itself if the facility is deemed to serve the entire community.

4.3 **Other Considerations.** Consideration of names for facilities may also include a prominent form of topography, a prominent plant, bush or tree and historical precedent.

4.4 **Individual/Organizational Recognition.** The naming of City facilities in honor of individuals or community organizations may be considered under the following conditions:

A. The individual, their family or a community organization has made exceptional contributions to the City, including one or more of the following: a) financial gifts; b) public service as an elected official; c) public service as a community volunteer; and d) long term sponsorship agreements.

B. There must be a well-defined connection associated with the contributions of the individual or community organization and the City facility.

C. The significance of the contribution from the individual/ organization needs to be evaluated in terms of the service impact of the City facility. Individuals and organizations that have made contributions of regional or community wide significance may be considered for naming of facilities that serve the region or community. Individuals and organizations that have made contributions of area or neighborhood wide significance may be considered for naming of facilities that serve areas or neighborhoods within the City, including recreational facilities and amenities within City parks.

4.5 **Guidelines Associated with Fundraising Campaigns.** The naming of facilities in association with fundraising campaigns may be considered under the following conditions:

A. Organizations affiliated with the City that desire to raise funds for a City-sponsored project must receive approval from the City Council prior to attaching naming opportunities to the fundraising campaign.

B. Naming proposals that promote alcohol, tobacco products or political organizations will not be considered.

C. Organizations conducting fundraising campaigns with naming opportunities attached must immediately notify City staff when a naming proposal is under consideration in order to facilitate an administrative review.

D. Acceptance of a naming proposal by an organization conducting a fundraising campaign must be considered conditional pending approval of the City Council.

## **5. PROCEDURE**

### **5.1 New Facilities**

- A. At least 180 days prior to opening a new City facility, the assigned City staff will propose a name to the Community Services and Recreation Commission for buildings, support facilities, park sites and recreation facilities.
- B. The Community Service and Recreation Commission will conduct a public hearing regarding the proposed name and provide a recommendation for consideration to the City Council.
- C. The proposed name will be summarized for consideration by the City Council. The City Council is responsible for the final approval of the proposed name.

### **5.2 Existing Facilities**

- A. Requests to rename existing facilities will be received by the assigned staff, investigated and summarized for review by the Community Services and Recreation Commission within 90 days. The Commission will provide a recommendation to the City Council.
- B. The renaming of an existing park site or recreation facility/ amenity must be reviewed by the Community Services and Recreation Commission through a public hearing prior to consideration by the City Council.
- C. The recommendation of the Commission regarding the proposed name will be summarized for consideration by the City Council. The City Council is responsible for the final approval of the proposed name.