

AGENDA

PARKS & RECREATION COMMISSION

Tuesday, March 12, 2024 at 4:00 p.m.

City Council Chambers

8200 Westminster Blvd. Westminster, CA 92683



Jason Gray, Chair

Jessica Lostaunau, Vice Chair

Kenneth Abell, Commissioner

Christine Hernandez, Commissioner

Tim Hogan, Commissioner

MEMBERS OF THE PUBLIC MAY SUBMIT COMMENTS IN WRITING UP TO 24 HOURS PRIOR TO THE MEETING:

- E-mail your comments to CSROnline@westminster-ca.gov.
- Comments received via e-mail will be provided to the Parks and Recreation Commission and be reflected in the minutes. Comments will not be read verbally at the meeting.
- 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.

TO SPEAK IN PERSON:

- Complete a green speaker slip that is provided at the table near the podium and submit the completed slip to City Staff.
- When your name is called, step up to the podium and state your name* and city of residents* (*optional) for the record.

TO REQUEST TO SPEAK IN ADVANCE IN PERSON:

- E-mail your request to speak at the meeting along with your name to CSROnline@westminster-ca.gov.
- E-mail to speak in advance at the email listed above must be received 24-hours prior to the meeting.

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

AGENDA
PARKS AND RECREATION COMMISSION
Tuesday, March 12, 2024
4:00 P.M.

CALL TO ORDER

ROLL CALL

CHAIR JASON GRAY
VICE CHAIR JESSICA LOSTAUNAU
COMMISSIONER KENNETH ABELL
COMMISSIONER CHRISTINE HERNANDEZ
COMMISSIONER TIM HOGAN

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 THREE (3) MINUTES PER SPEAKER.

2. APPROVAL OF MINUTES

1. Meeting Minutes – January 9, 2024

3. UNFINISHED BUSINESS

1. Park Check List Reports and Assignments
2. Project Updates

4. NEW BUSINESS

1. Discussion regarding making a recommendation to the Traffic Commission to install timed parking restrictions “green curb” adjacent to Margie L. Rice Park located at 6060 Hefley Street (Staff Report)
2. Review of Approved Parks and Recreation Facilities Master Plan (Staff Report)
3. Establishment of a process for placement of agenda items (Staff Report)

5. REPORT FROM STAFF

1. Upcoming Events

6. ITEMS FROM COMMISSIONERS

7. ADJOURNMENT – The next regular meeting will be held on Tuesday, May 14, 2024 at 5:00 p.m.

Any writings or documents provided to a majority of the Parks 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 Parks and Recreation Commission Meeting.

/s/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

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

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

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

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

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



PARKS & RECREATION COMMISSION MINUTES
Tuesday, January 9, 2024 at 5:00 p.m.
City Council Chambers
8200 Westminster Blvd., Westminster, CA 92683

CALL TO ORDER: Meeting was called to order at 5:00 p.m.

ROLL CALL: Chair Jason Gray, Vice Chair Jessica Lostaunau, Commissioner Kenneth Abell, Commissioner Christine Hernandez, and Commissioner Tim Hogan

Present: Chair Jason Gray, Vice Chair Jessica Lostaunau, Commissioner Kenneth Abell, Commissioner Christine Hernandez, and Commissioner Tim Hogan

Absent: None.

Staff Present: Vanessa Johnson, Community Services and Recreation Director; Tuan Pham, Assistant City Engineer; and Tammy Huynh, Senior Administrative Assistant.

SALUTE TO THE FLAG: Commissioner Hernandez led all those present in the salute to the flag.

INVOCATION: Commissioner Hogan led all those present in the Invocation.

1. ORAL COMMUNICATIONS – None.

2. APPROVAL OF MINUTES

2.1 Meeting Minutes – November 14, 2023

Motion was made by Chair Gray, and seconded by Vice Chair Lostaunau, to approve the minutes from the November 14, 2023 Parks and Recreation Commission Meeting. Motion carried 5-0, with the following vote:

AYES: ABELL, HERNANDEZ, HOGAN, LOSTAUNAU, GRAY
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

3. UNFINISHED BUSINESS

3.1 Park Check List Reports and Assignments

Vice Chair Lostaunau reported there was a lot of dog waste at Cascade Park and inquired about installing dog waste bag dispensers near the trashcans. Tuan Pham responded that the City had installed dog waste bag dispensers in the past, however park patrons would empty out the dispensers, often times, within a day each time they were refilled.

Commissioner Hogan reported that he witnessed dogs running around unleashed at Russell C. Paris Park and College Park, and the citizens had cleaned up after their dogs. Vanessa Johnson clarified that all dogs must be leashed at the city parks and that these parks mentioned are not designated dog parks.

Vice Chair Lostaunau asked if signage indicating that the municipal code states all dogs must be leashed in public areas and pet owners must be responsible for cleaning up after their dogs, would be helpful. Tuan Pham mentioned that staff can look into that.

3.2 Project Updates

Tuan Pham gave a presentation on upcoming projects such as the playground renovations, pickleball courts, and the community garden project. Commissioner Hogan inquired about access to utilize the community garden; Vanessa Johnson mentioned that staff is still developing the programming piece of the community garden. Commissioner Hernandez inquired about the timeline of the Sigler Park Playground project; staff responded that there was a delay due to the contractor having to fix some deficiencies. Commissioner Hernandez inquired about the estimated groundbreaking for Newcastle Park and Tony Lam Park Playgrounds; Tuan Pham responded that the Newcastle Park groundbreaking should be around summertime and the Tony Lam Park groundbreaking should be around the end of the year. Commissioner Hernandez asked if staff has contacted DeMille Elementary School to inform them of the estimated groundbreaking, since they usually plan end-of-the-year school events at the park; staff commented that they will let the Principal know once that date is set.

4. NEW BUSINESS

4.1 Community Services & Recreation Annual Report for Fiscal Year 2022-23

Vanessa Johnson provided each commissioner a copy of the Community Services & Recreation Annual Report for Fiscal Year 2022-23 and gave a presentation on the Report.

Vice Chair Lostaunau commented that she receives the weekly emails (E-blasts) from the Community Services & Recreation Department and asked how seniors can be signed up to receive those emails. Vanessa Johnson responded that patrons just need to create an account, but they would need to agree to opt-in to receiving the emails; she also commented that staff could assist seniors with creating their accounts if needed. Commissioner Hernandez asked if information about opting-in to receive the E-blasts is included in the printed Quarterly Newsletter; Vanessa Johnson responded that it currently is not, but that is a great idea and staff can look into adding that.

5. REPORT FROM STAFF

5.1 Upcoming Events

Vanessa Johnson informed the commissioners about the upcoming Tet Parade on February 10, 2024, and upcoming Senior Center luncheons. She also informed the commissioners that staff will be sure to invite them to upcoming Ribbon Cutting events.

6. ITEMS FROM COMMISSIONERS

Commissioner Hogan mentioned that during his park assessments, he spoke to residents, and most of them informed him that they have noticed less issues with homelessness at some of the parks. He also inquired about the possibility of having curbs painted green at Margie L. Rice Park, similar to the green curbs at College Park, to deter patrons from parking there overnight. Vanessa Johnson mentioned that staff can add this topic to the next agenda, to discuss making a recommendation to the Traffic Commission to paint green curbs at Margie L. Rice Park, similar to those at College Park.

Commissioners discussed selecting additional park assignments. Staff informed the commission they can email staff and let them know which parks they would like to be assigned to. Commissioner Abell inquired about a park location map; staff informed him that a map will be sent to him for review.

7. ADJOURNMENT

Meeting was adjourned at 5:52 p.m. The next regular meeting will be held on Tuesday, March 12, 2024 at 5:00 p.m.

Respectfully submitted,



Tammy Huynh, Senior Administrative Assistant
Community Services & Recreation

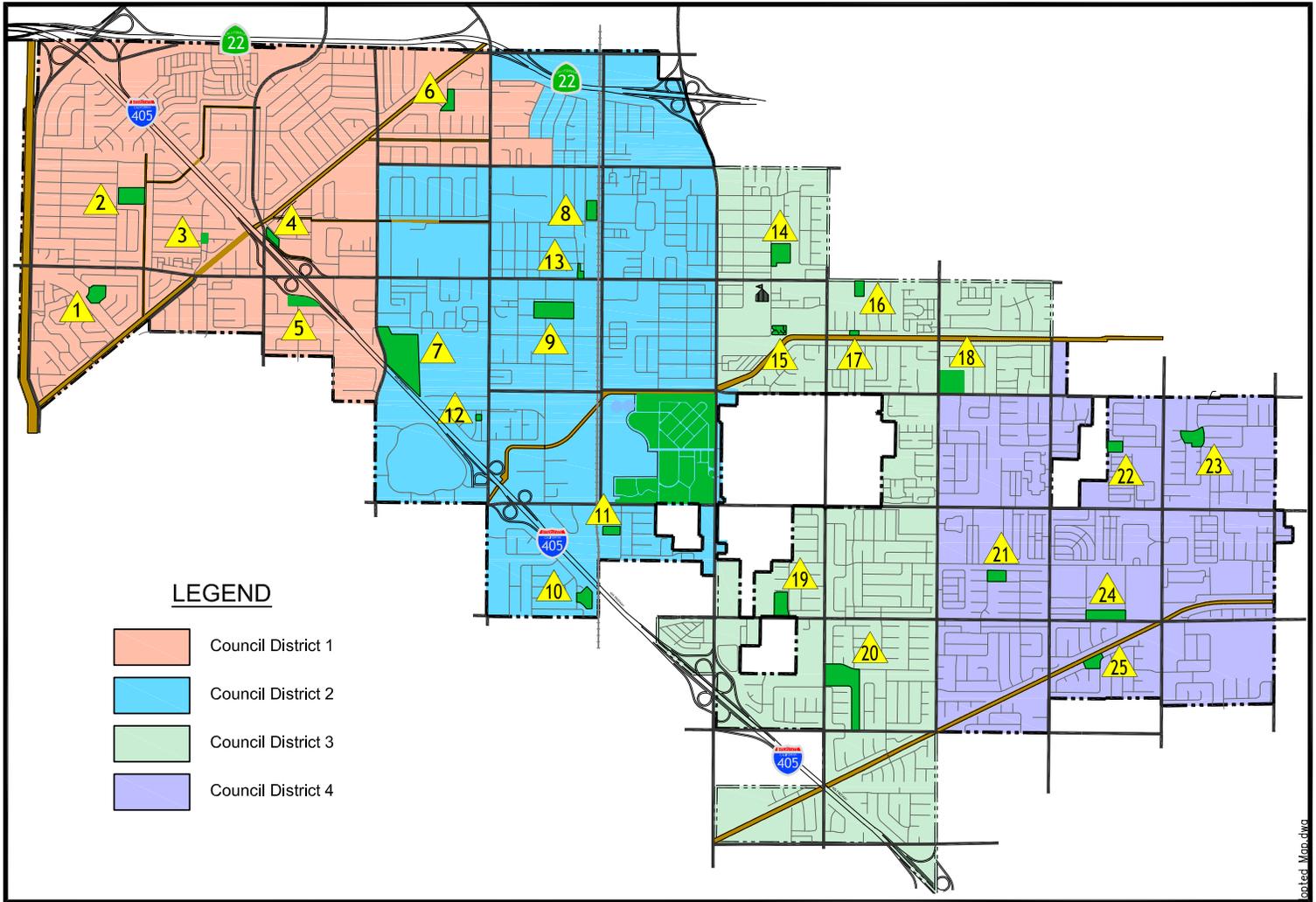
City of Westminster Parks and Recreation Commission Park Assignments

			Developed Acres	Activity Bldg	Barbeques	Basketball Courts	Children's Play Area Handicap Accessible	Handball Courts	Picnic Tables	Restrooms	Shade Shelter	Skatepark	Softball/Baseball Fields - Lighted	Softball/Baseball Fields - Regulation	Splashpad	Tennis Courts - Lighted	Pickleball Courts	Conservation Garden
1	Tim Hogan / Kenny Abell	Bolsa Chica Park	13660 University St.	4.60	•	•	•	•	•	•	•					3		
2		Bowling Green Park	14700 Bowling Green St	3.20	•	•	•	•	•		•							
3	Kenny Abell	Buckingham Park	6502 Homer St.	4.70			•		•	•				3				
4	Jessica Lostaunau	Cascade Park	14100 Cascade St.	2.19		•	•		•									•
5	Jessica Lostaunau	Civic Center	8200 Westminster Blvd.															
6		Cloverdale Park	9721 Cloverdale Ave.	1.40		•	•		•									
7		College Park	15422 Vermont St.	3.80		•	•	•	•									
8		Community Pocket Park	14624 Ralph Ln.	0.17														
9		Coronet Park	15252 Oakcliff Dr.	2.00			•	•	•									
10	Tim Hogan	Elden F. Gillespie Park	9801 McFadden Ave.	3.70	•	•	•	•	•	•			1*	1*		2		
11	Christine Hernandez	Frank G. Fry Park	7482 21st St.	4.26			•		•									
12	Kenny Abell	Goldenwest Park	13200 Siskiyou St.	1.80	•	•	•		•		•							
13		Hoover Street Trail	Hoover St. Between Garden Grove Blvd. and	2 miles														
14		John Land Park	15151 Temple St.	3.50		•	•		•		•							
15		Leaora L. Blakey Park	8612 Westminster Blvd.	2.30														
16	Tim Hogan	Liberty Park	13900 Monroe St.	6.10	•	•	•	•	1	•	•	•						
17	Jason Gray	Margie L. Rice Park	6060 Hefley St.	2.30			•		•	•								
18		Mendez Tribute Monument Park	7371 Westminster Blvd.	0.20														
19	Christine Hernandez	Newcastle Park	14720 Kent St.	2.10		•	•	•	•									
20	Tim Hogan	Oasis Park	8612 Oasis	0.19			•											
21	Tim Hogan	Russell C. Paris Park	8600 Palos Verdes Ave.	12.00		•	•		•									
22	Jessica Lostaunau	Sid Goldstein Freedom Park	14180 All American Way	1.45			•		•	•								
23	Christine Hernandez / Kenny Abell	Sigler Park	7200 Plaza St.	6.00	•	•	•	•	2	•	•	•	1	1	•		3	3
24	Christine Hernandez	Tony Lam Park	8301 McFadden Ave.	5.00	•	•	•		•	•	•		1	1		6		
25	Jason Gray / Kenny Abell	Virginia K. Boos Park	13811 Haileigh St.	0.37			•	•										
26		Westminster Park	14402 Magnolia St.	8.70		•	•	•	2		•			2				
27		Westminster Village Park	5300 Tattershall St.	2.60			•	•	2	•		•						

*Softball Fields



City of Westminster Park Location Map



LEGEND

- Council District 1
- Council District 2
- Council District 3
- Council District 4

City of Westminster Parks

- | | | | |
|---|---|---|--|
| <p>1 WESTMINSTER VILLAGE PARK
5300 Tattershall Ave.,
Westminster, CA 92683
(between Tattershall Ave. & Ipswich Street)</p> <p>2 BOLSA CHICA PARK
13660 University Street
Westminster, CA 92683
(between Vallecito & Westminster Blvd.)</p> <p>3 VIRGINIA K. BOOS PARK
13831 Hammon Place
Westminster, CA 92683
(between Abraham Ave. & Kylie Ave.)</p> <p>4 MARGIE L. RICE PARK
6060 Hefley Street,
Westminster, CA 92683
(between Westridge Ave. & Milton Ave.)</p> <p>5 CASCADE PARK
14100 Cascade Street,
Westminster, CA 92683
(At Cascade Street)</p> <p>6 GOLDENWEST PARK
13200 Siskiyou Street,
Westminster, CA 92683
(between Hood Drive & Bestel Ave.)</p> <p>7 BUCKINGHAM PARK
6502 Homer Street,
Westminster, CA 92683
(between Homer Street & 405 Freeway)</p> | <p>8 FRANK G. FRY PARK
7481 21st Street,
Westminster, CA 92683
(between Trask Ave. & 21st Street)</p> <p>9 SIGLER PARK
7200 Plaza Street
Westminster, CA 92685
(between Olive Street & Church Street)</p> <p>10 COLLEGE PARK
15422 Vermont Street,
Westminster, CA 92683</p> <p>11 JOHN F. LAND PARK
15151 Temple Street,
Westminster, CA 92683
(between Bolsa Ave. & Colgate Ave.)</p> <p>12 COMMUNITY POCKET PARK
14624 Ralph Lane,
Westminster, CA 92683</p> <p>13 MENDEZ TRIBUTE MONUMENT PARK
7371 Westminster Blvd.,
Westminster, CA 92683</p> <p>14 LIBERTY PARK
13900 Monroe Street,
Westminster, CA 92683
(between Westminster Blvd. & 20th Street)</p> | <p>15 SID GOLDSTEIN FREEDOM PARK
14180 All American Way,
Westminster, CA 92683
(between Westminster Blvd. & 13th Street)</p> <p>16 LEAORA L. BLAKEY PARK
8612 Westminster Blvd.,
Westminster, CA 92683
(between Newland Street & Tiffany Drive)</p> <p>17 OASIS PARK
8612 Oasls Ave.,
Westminster, CA 92683
(between Riverton Cir. & Purdy Street)</p> <p>18 WESTMINSTER PARK
14402 Magnolia Street,
Westminster, CA 92683
(between Hazard Ave. & Jenrich Ave.)</p> <p>19 TONY LAM PARK
8301 West McFadden Ave.,
Westminster, CA 92683
(between Van Buren Street & Wilson Street)</p> <p>20 RUSSELL C. PARIS PARK
8582 Palos Verdes Ave,
Westminster, CA 92683
(between Edinger Ave. & Palos Verdes Ave.)</p> <p>21 CORONET PARK
15251 Coronet Ave.,
Westminster, CA 92685
(between Oakcliff Drive & Poinsettia Way)</p> | <p>22 NEWCASTLE PARK
14720 Kent Street,
Westminster, CA 92683
(between Newcastle Ave. & Cornwall Ave.)</p> <p>23 BOWLING GREEN PARK
14700 Bowling Green Street,
Westminster, CA 92683
(between Bowling Street & Forrest Lane)</p> <p>24 ELDEN F. GILLESPIE PARK
9801 McFadden Ave.,
Westminster, CA 92683
(between Belgrade Street & Swallow Lane)</p> <p>25 CLOVERDALE PARK
9721 Cloverdale Ave.,
Westminster, CA 92683
(between Grey Oaks St. & Condon Cir.)</p> |
|---|---|---|--|

**Parks
Make
Life
Better!**



STAFF REPORT

DATE: March 12, 2024
TO: Parks and Recreation Commission
FROM: Vanessa Johnson, Community Services and Recreation Director
Jake Ngo, Public Works Director

1. SUBJECT

Discussion regarding making a recommendation to the Traffic Commission to install timed parking restrictions “green curb” adjacent to Margie L. Rice Park located at 6060 Hefley Street.

2. RECOMMENDED ACTION/MOTION

The installation of timed parking restrictions at Margie L. Rice Park should not be recommended for consideration by the Parks and Recreation Commission to the Traffic Commission.

3. BACKGROUND AND DISCUSSION

At the Parks and Recreation Commission meeting on January 9, 2024, Commissioner Hogan inquired about painting green curbs near Margie L. Rice Park (6060 Hefley Street), similar to those at College Park (15422 Vermont Street). The purpose of this request is to deter patrons from parking their cars overnight in the vicinity of the park. The Commission agreed to include this item on the current agenda for discussion.

AGENDA ITEM NO. 4.1

MEETING DATE: 3/12/24

The two-hour timed parking restrictions, “green curb”, along Vermont Street adjacent to College Park were approved by the Mayor and City Council on May 28, 2014, based on a recommendation from the Traffic Commission. The neighborhood surrounding College Park is a Permit Parking District, whereas permits are required to park on the public street. The request came from the community as the Permit Parking District was being established to allow people from outside the community to still be able to access and use the facilities at College Park without a permit being required.

Permit Parking District “A” is one of two permit parking districts in the city, and the only one that has a public facility. No other parks within the city have timed parking restrictions along the public street.

Therefore, staff does not recommend moving forward with the request to timed parking restrictions via green curbs near Margie L. Rice Park.

4. FISCAL IMPACT

None

5. ATTACHMENTS

Traffic Commission Report from April 29, 2014

April 29, 2014

TO: Traffic Commission

**SUBJECT: T.C. 68-226
Staff Proposal to Install Timed Parking Restrictions on the East Side of
Vermont Street at College Park**

RECOMMENDATION:

That the Traffic Commission recommend the installation of two hour parking restrictions on the east side of Vermont Street at College Park.

DISCUSSION

On January 2014, The Mayor and City Council approved a permit parking district which includes streets bound by McFadden Avenue (not included), Notre Dame Street (included), Carlton Avenue (not included), and Vermont Street (included); Judson Avenue was excluded.

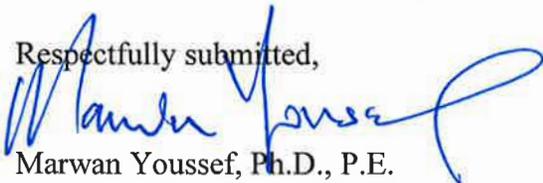
As a result of the recently approved Permit Parking District, two hour time limit on-street parking along Vermont Street at College Park is necessary to ensure that parking and access to the park remain available to the general public.

Exhibit A illustrates the study vicinity and adjacent land uses.

Staff recommends the installation of 240 feet of two hour time limit parking restrictions on the east side of Vermont Street along College Park. The subject time limit parking restrictions will be in effect every day; including weekends and holidays.

Residents were notified of tonight's meeting.

Respectfully submitted,



Marwan Youssef, Ph.D., P.E.
Public Works Director/City Engineer

By:



Adolfo Ozaeta, P.E., T.E.
City Traffic Engineer

FOR

Attachment:
Exhibit A



NOT TO SCALE

PROPOSED TIMED PARKING RESTRICTIONS ON VERMONT STREET AT COLLEGE PARK



NOTE:
COLLEGE PARK WITHIN PERMIT PARKING DISTRICT
PROPOSED TIMED PARKING RESTRICTIONS - 2 HOUR PARKING

EXHIBIT A

TRAFFIC ENGINEERING DIVISION

Drawn by: H. PHAM
April 29, 2014





STAFF REPORT

DATE: March 12, 2024
TO: Parks and Recreation Commission
FROM: Vanessa Johnson, Community Services and Recreation Director

1. SUBJECT

Review the Approved Parks and Recreation Facilities Master Plan

2. RECOMMENDED ACTION/MOTION

Receive and file.

3. BACKGROUND AND DISCUSSION

At the March 11, 2020 City Council Meeting, the Mayor and City Council approved the Parks and Recreation Facilities Master Plan (Master Plan). This plan guides decisions about new and existing park amenities and facilities, recreational programs and future investments. After conducting a comprehensive inventory of the existing park system, a needs assessment, extensive public outreach, and technical analyses, the Master Plan was completed by MIG, Inc.

The Master Plan addresses improvements to existing parks, facilities, trails and open space, as well as the need for additional park land in underserved areas of the City and future opportunities. The Master Plan provides a framework for considering future Capital Improvement Program (CIP) park projects and Americans with Disabilities Act (ADA) playground accessibility projects for at least the next 10 years and serves as a planning tool for locating, designing and programming future park improvements.

AGENDA ITEM NO. 4.2

MEETING DATE: 3/12/24

The Master Plan provides a bold vision for the City's parks and recreation programs that has not previously been addressed with broad community engagement or identification of needs and deficiencies. By identifying challenges and conducting a comprehensive assessment, the Master Plan creates the vision, goals and recommendations necessary to better serve the City's future recreation needs.

Priority action projects were recommended in conjunction with projects that were already underway or ranked as highest priority, as funding is available. More than 765 community members and stakeholders participated in a robust community engagement process that was designed to reach a broad audience. Outreach activities were conducted online and in-person, at meetings, at parks, and even Westminster Mall to involve as many people as possible. Park maintenance, along with improvements to the general condition of parks and facilities were found to be top priorities for Westminster residents. Other priorities included park safety; a greater variety of parks, facilities, programs and activities; more events and social gatherings such as community fairs and festivals; trails and bikeways.

The Parks and Recreation Commission is crucial to reviewing and evaluating this Master Plan to implement its applicable goals concurrently with development review, economic development opportunities or with related traffic and transportation projects. The Commission should assess how proposed developments, recommendations, and requests align with the Master Plan's goals for parks and recreation facilities. Priority should be given to the needs that directly support the Master Plan's objectives and vision.

4. FISCAL IMPACT

None

5. ATTACHMENTS

[Parks and Recreation Facilities Master Plan](#)

[Appendices](#)



STAFF REPORT

DATE: March 12, 2024
TO: Parks and Recreation Commission
FROM: Vanessa Johnson, Community Services and Recreation Director

1. SUBJECT

Establishment of a process for placement of agenda items.

2. RECOMMENDED ACTION/MOTION

The Parks and Recreation Commission should establish a process for placement of agenda items.

3. BACKGROUND AND DISCUSSION

Currently, the commission has not established a process for placement of agenda items. To promote efficiency and transparency, a process should be established by the commission.

Staff proposes the following process for consideration by the commission:

If a commissioner wishes to place an item on a future commission agenda for consideration, they should mention this request during the designated “Items for Commissioners” portion of the commission meeting. Following the commissioner’s request, the Chair will weigh in on the proposed agenda item and decide whether it should be agendized for a future meeting. The Chair will then provide direction to staff.

AGENDA ITEM NO. 4.3

MEETING DATE: 3/12/24

This process will promote efficiency by streamlining the process for placing agenda items, promote transparency by ensuring that all agenda items are discussed publicly and will eliminate any potential Brown Act violations.

4. FISCAL IMPACT

None

5. ATTACHMENTS

None