



CITY OF POMONA

Parks and Recreation Commission

September 18, 2025

To: Parks and Recreation Commission

From: Meg McWade, Public Works Director

Subject: Formation of Ad Hoc Committee for Memorial Park

STAFF RECOMMENDATION

It is recommended that Parks and Recreation Commission establish an Ad Hoc Committee for the purpose of advising on prioritizations for improvements at Memorial Park and meet bimonthly with City Staff for a period of one year.

EXECUTIVE SUMMARY:

Staff is recommending the Parks and Recreation Commission establish an Ad Hoc Committee for the purpose of advising on prioritizations for improvements at Memorial Park should funding become available in the future.

DISCUSSION

On August 4, 2025 City Council passed Resolution No. 2025-96 un appropriating \$448,244 of General Funds from "Memorial Park Building Renovation and Retrofitting," Project No. 428-2590-XXXXXX-71084 and appropriated this funding to "Pomona Library Facility Improvements," Project No. 428-2590-XXXXXX-74120.

Several years ago, Community Services Staff outgrew the office space at Palomares Park due to staff expansion from grant funding and expanding program needs. The initial plan involved setting aside General Fund programmatic/budget savings from Community Services for several fiscal years to fund a project to develop additional office space. The first location identified was the building at Memorial Park. The plan development process was started and revealed foundational, structural, and roof framing issues for the unreinforced masonry building. Unfortunately, costs to improve Memorial Park's building and make it structurally sound to safely occupy, were well beyond the original estimates. It was then concluded that the Library would provide a more habitable space for Community Services Staff and funding was moved to the "Pomona Library FacilityImprovements," Project No. 428-2590-XXXXXX-74120.

However, Memorial Park and the building on the site is in need of renovation to adequately suit the surrounding community. Staff is recommending that the Parks and Recreation Commission

establish an Ad Hoc Committee for the purpose of advising on prioritizations for improvements at Memorial Park should funding become available in the future. It is proposed that the Committee meet bimonthly with City staff for a period of one year.

In accordance with the City's Standard Bylaws for all Boards, Commissions, and Committees, the Commission may establish an Ad Hoc Committee. Ad Hoc Committees shall only be advisory to the Commission and shall contain less than a quorum of the Commissioners. The Ad Hoc Committee must have a specific task and shall only exist for a limited duration. An Ad Hoc Committee will dissolve upon completion of the specific task. Ad Hoc Committees are not subject to the Brown Act.

Submitted by:

Shandy Dittman, Public Works Fiscal and Project Manager