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**CITY OF POMONA  
PHILLIPS RANCH ASSESSMENT DISTRICT  
OVERSIGHT COMMITTEE**

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June 9, 2026

To: Phillips Ranch Assessment District Oversight Committee

From: Meg McWade, Public Works Director

Submitted By: Lindsay McElwain, Senior Management Analyst

**SUBJECT: ESTABLISHMENT OF AN ONGOING “FUTURE AGENDA TOPICS”  
ITEM**

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**RECOMMENDATION:**

It is recommended that the Phillips Ranch Assessment District Oversight Committee approve adding a “Future Agenda Topics” item to future agendas for transparency.

**EXECUTIVE SUMMARY:**

Establishing an ongoing “Future Agenda Topics” section on Committee agendas will provide a clear and consistent process for identifying topics requiring future discussion or action. The proposed process is intended to improve communication, ensure continuity of Committee priorities, and provide transparency regarding requested agenda items.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

Currently, future agenda items may be submitted through staff between meetings as well as be added to the agenda during meetings. Providing a “Future Agenda Topics” item allows future agenda items to be discussed during each committee meeting. This approach ensures transparency, improves responsiveness to community needs, and promotes collaborative setting of priorities among committee members.

This change allows committee members to raise and propose future agenda items during the “Future Agenda Topics” portion of the meeting. Items identified would be recorded by staff and scheduled for a future meeting, subject to applicable noticing requirements and staff resources. This approach does not change the authority of the Chair or staff to determine other agenda

items/placement, but it does formalize a structured opportunity for members to submit requests during meetings.

Establishing an ongoing “Future Agenda Topics” section on Committee agendas will provide a clear and consistent process for identifying topics requiring future discussion or action. The proposed process is intended to improve communication, ensure continuity of Committee priorities, and provide transparency regarding requested agenda items.

At this time, several topics have already been identified for future Committee consideration, including:

- Phillips Ranch Sub-Committee – Cal Poly Project Update
- Water Consumption Review and Management Plan
- Consultant - Proposition 218 Process and Funding
- Tree Maintenance – Contractor Selection and Proposed Workplan
- Los Angeles County / Cal Fire – Designation and Clearances

There are standing items – Meeting Minutes, Brush Clearance Update, Budget Reports – which are to be included as part of the regular agenda and would not be highlighted on this list. Additional topics would be proposed by Committee members during meetings and documented by staff for future scheduling and consideration. The ongoing list would be included in each future agenda.

Formalizing a standing “Future Agenda Items” discussion item will create a transparent and organized process for identifying Committee priorities and ensuring requested topics are appropriately documented and considered for future meetings. The proposed process supports collaborative discussion while maintaining compliance with agenda noticing requirements and existing administrative procedures.

Prepared by:

Christine Valerio, Management Analyst