



Regular Meeting Agenda February 20, 2024

Placentia City Council
Placentia City Council Acting as Successor Agency to the
Placentia Redevelopment Agency
Placentia Industrial Commercial Development Authority
Placentia Public Financing Authority

Mayor Jeremy B. Yamaguchi
District 3

Mayor Pro Tem Kevin Kirwin
District 2

Rhonda Shader
Councilmember
District 1

Ward L. Smith
Councilmember
District 5

Chad P. Wanke
Councilmember
District 4

Robert S. McKinnell
City Clerk

Kevin A. Larson
City Treasurer

Damien R. Arrula
City Administrator

Christian L. Bettenhausen
City Attorney

City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870

Phone: (714) 993-8117

Fax: (714) 961-0283

Email:

administration@placentia.org

Website: www.placentia.org

Mission Statement

The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.

Vision Statement

The City of Placentia will maintain an open, honest, responsive, and innovative government that delivers quality services in a fair and equitable manner while optimizing available resources.

Copies of all agenda materials are available for public review in the Office of the City Clerk, online at www.placentia.org, and at the Placentia Library Reference Desk. Persons who have questions concerning any agenda item may call the City Clerk's Office, (714) 993-8231, to make inquiry concerning the nature of the item described on the agenda.

Procedures for Addressing the Council/Board Members

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the City Clerk BEFORE that portion of the agenda is called. Testimony for Public Hearings will only be taken at the time of the hearing. Any person who wishes to speak on a Public Hearing item should fill out a "Speaker Request Form" and give it to the City Clerk BEFORE the item is called.

The Council and Board members encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, the Council and Board discourages clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL AND BOARD MEMBERS ARE IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)

In compliance with California Government Code § 54957.5, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

Study Sessions are open to the public and held in the City Council Chambers or City Hall Community Room. Executive Sessions are held in the Council Caucus Room. While the public may be in attendance during oral announcements preceding Executive Sessions, Executive Sessions are not open to the public.

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
PLACENTIA PUBLIC FINANCING AUTHORITY
REGULAR MEETING AGENDA - CLOSED SESSION
February 20, 2024
5:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Shader
Councilmember/Board Member Smith
Councilmember/Board Member Wanke
Mayor Pro Tem/Board Vice Chair Kirwin
Mayor/Board Chair Yamaguchi

ORAL COMMUNICATIONS:

At this time, the public may address the City Council and Boards of Directors concerning any items on the Closed Session Agenda only. There is a five (5) minute time limit for each individual addressing the City Council and Boards of Directors.

The City Council and Boards of Directors will recess to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings.

1. Pursuant to Government Code Section 54957(b)(1):
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Administrator

RECESS: The City Council and Boards of Directors will recess to their 7:00 p.m. Regular Meeting.

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
PLACENTIA PUBLIC FINANCING AUTHORITY
REGULAR MEETING AGENDA
February 20, 2024
7:00 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Shader
Councilmember/Board Member Smith
Councilmember/Board Member Wanke
Mayor Pro Tem/Board Vice Chair Kirwin
Mayor/Board Chair Yamaguchi

INVOCATION: Chaplain Tony Mercado

PLEDGE OF ALLEGIANCE: Firefighter Mark Aguirre

PRESENTATIONS:

- a. **Presentation to Police Chief Butts for Achieving the California POST Executive Certificate**

Presenter: Mayor, City Administrator and City Council Members
Recipient: Police Chief Brad Butts

- b. **Presentation to Fire Chief Dobine for Achieving the Executive Chief Fire Officer**

Presenter: Mayor, City Administrator and City Council Members
Recipient: Fire Chief Jason Dobine

CLOSED SESSION REPORT:

CITY ADMINISTRATOR REPORT:

ORAL COMMUNICATIONS:

At this time, the public may address the City Council and Boards of Directors concerning any agenda item, which is not a public hearing item, or on matters within the jurisdiction of the City Council and Boards of Directors. There is a five (5) minute time limit for each individual addressing the City Council and Boards of Directors.

CITY COUNCIL/BOARD MEMBER COMMENTS:

1. CONSENT CALENDAR (Items 1.a. through 1.j.):

All items on the Consent Calendar are considered routine and are enacted by one motion approving the recommended action listed on the Agenda. Any Member of the City Council and Boards of Directors or City Administrator may request an item be removed from the Consent Calendar for discussion. All items removed shall be considered immediately following action on the remaining items.

- 1.a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**

Fiscal Impact: None

Recommended Action: Approve

- 1.b. **City Fiscal Year 2023-24 Registers for February 20, 2024**
Check Register
Fiscal Impact: \$1,279,902.30
Electronic Disbursement Register
Fiscal Impact: \$ 684,657.06
Recommended Action: It is recommended that the City Council:
 1) Receive and file
- 1.c. **Second Reading and Adoption of Ordinance No. O-2024-01, an Ordinance of the City Council of the City of Placentia, California Approving Zone Change No. ZCA 2023-01, expanding the Transit Oriented Development (TOD) Zone for the approximately 14.5-acre project area.**
Fiscal Impact: None
Recommended Action: Approve
- 1.d. **Acceptance of Work and Notice of Completion for Urban Forest Tree Planting Project**
Fiscal Impact: Expense: \$ 81,618 Contract Cost
 Budgeted: \$120,000 FY 2023-24 CIP Budget (841306-6740)
Recommended Action: It is recommended that the City Council:
 1) Accept the work performed by Nieves Landscaping, Inc., for the urban forest tree planting project, for a total amount of \$81,618; and
 2) Authorize the City Administrator to file a Notice of Completion with the Orange County Clerk-Recorder's Office for the Project.
- 1.e. **Acceptance of Construction Work and Notice of Completion for the Fire Station Roof Replacement Project, City Project No. 24501**
Fiscal Impact: Expense: \$234,555 Original Construction Contract
 \$ 15,081 Contract Change Order No. 1
 \$249,636 Total Construction Cost
 Budgeted: \$250,000 FY 2023-24 CIP Budget
 (799800-6850-24501)
Recommended Action: It is recommended that the City Council:
 1) Accept the work performed by Letner Roofing Company, for the removal of the membrane roofing system and installation of a new Ketone Ethylene Ester roofing system and ancillary work, for a total amount of \$249,636; and
 2) Authorize the City Administrator to file a Notice of Completion with the Orange County Clerk-Recorder's Office for the Project; and
 3) Authorize the City Administrator to release retention funds in accordance with the terms of the contract.
- 1.f. **Draft Operational Agreement for North Orange County Public Safety Collaborative**
Fiscal Impact: Expense: \$239,000
 Revenue: \$239,000
Recommended Action: It is recommended that the City Council:
 1) Approve the Draft Operational Agreement for the North Orange County Public Safety Collaborative; and
 2) Authorize Staff to make non-substantive modifications to the Agreement, if needed, and the City Administrator to execute the necessary documents, in a form approved by the City Attorney.
- 1.g. **Fiscal Year 2022-23 Development Impact Fee Report (AB 1600)**
Fiscal Impact: None
Recommended Action: It is recommended that the City Council:
 1) Receive and file the Fiscal Year 2022-23 Development Impact Fee Report (AB1600).

1.h. **Amendment No. 3 to Professional Services Agreement with HF&H Consultants, LLC for Refuse Contract Negotiations and SB 1383 Compliance Assistance**

Fiscal Impact: Expense: \$35,000
 Funding Source: \$35,000 Refuse Administration Enterprise Fund Balance (374386-6099)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 3 to the Professional Services Agreement with HF&H Consultants, LLC in the amount of \$35,000 for SB 1383 compliance and franchise agreement negotiation services, for a cumulative contract not-to-exceed amount of \$154,999, and extend the term of agreement for an additional 12 months to June 30, 2025; and
- 2) Authorize the City Administrator to approve contract amendments up to 10% of the cumulative contract amount, or \$15,499.90; and
- 3) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

1.i. **Rescind City Council Policy No. 620 Street Lights on Arterial Highways**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2024-10, A Resolution of the City Council of the City of Placentia, Approving and Adopting Amendments to the City of Placentia Policy and Procedure Manual to Rescind City Council Policy No. 620.

1.j. **A Resolution of the City Council of the City of Placentia, California, Authorizing Persons Holding Certain Designated Positions to Execute Grant Documents for and on Behalf of the City of Placentia for the Purpose of Obtaining Certain Federal Financial Assistance and/or State Financial Assistance**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2024-09, A Resolution of the City Council of the City of Placentia, California, authorizing persons holding certain designated positions to execute grant documents for and on behalf of the City of Placentia for the purpose of obtaining certain Federal financial assistance and/or State financial assistance; and
- 2) Authorize the City Administrator and designated persons within the Police and Administration Departments including Emergency and Health Services to oversee and administer the projects associated with the Emergency Management Performance Grant on behalf of the City.

2. PUBLIC HEARINGS: None

3. REGULAR AGENDA:

3.a. **FY 2023-24 Mid-Year Budget Report**

Fiscal Impact:

Fund	Revenues (Including Transfers-In)	Appropriations (Including Capital & Transfers-Out)
General Fund	\$649,157	\$390,473
Special Revenue	\$16,700	\$902,795
Capital Projects	-	-
Enterprise Funds	-	\$35,000
Internal Service Fund	\$511,376	-
Total	\$1,177,233	\$1,328,268

Recommended Action: It is recommended that the City Council:

- 1) Approve the Mid-Year Budget Report and adopt Resolution No. R-2024-11 amending the City's FY 2023-24 Budget; and
- 2) Approve the Second Quarter Position Allocation Plan.

3.b. **Review and Adopt Proposed Updates to the Committee, Commission and Advisory Board Manual for Calendar Year 2024**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Receive and file the final proposed presentation on the Committee, Commission and Advisory Board Manual; and
- 2) Ask any questions of Staff and/or provide any updated policy direction related to the Committee, Commission and Advisory Board Manual; and
- 3) Update one appointed City Council Member designee to the City Council Navigation Center Advisory Board; and
- 4) Adopt Resolution No. R-2024-08, "A Resolution of the City Council of the City of Placentia Adopting the Updated Committee Commission and Advisory Board Manual for Calendar Year 2024 and Eliminating Various Disbanded Advisory Bodies."

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Council/Board Members may make requests or ask questions of Staff. If a Council/Board Member would like to have formal action taken on a requested matter, it will be placed on a future Council or Board Agenda.

ADJOURNMENT:

The City Council/Successor Agency/ICDA/PPFA Board of Directors will adjourn to a regular City Council meeting on Tuesday, March 5, 2024 at 5:30 p.m.

TENTATIVE AGENDA FORECAST

The Tentative Agenda Forecast is subject to change up until the posting of the Agenda for the Council Meeting listed below:

- Resolution approving Amended Infrastructure Financing Plan for Placentia EIFD
- Public Hearing: Consideration of proposed programs and activities for CDBG FY 2024-25
- Public Hearing: DDA Development Agreement and Ground Lease Agreement for Mercy Housing
- Formation to Establish Community Facilities District No. 2024-01
- Public Hearing: Parking Code Amendment
- NOC Parque del Arroyo Renovation Project
- City Treasurer Investment Report Update
- PSA On-Call Construction Management and Inspection Services
- Cooperative Agreement for the Yorba Linda TSSP Project

CERTIFICATION OF POSTING

I, Carole M. Wayman, Deputy City Clerk of the City of Placentia and Assistant Secretary of the Industrial Commercial Development Authority, the Successor Agency, and the Placentia Public Financing Authority hereby certify that the Agenda for the February 20, 2024 meetings of the City Council, Successor Agency, Industrial Commercial Development Authority, and the Placentia Public Financing Authority was posted on February 15, 2024.

Carole M. Wayman
Deputy City Clerk

City of Placentia

Check Register

For 02/20/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
------	----------------	-------------	---------------------	----------	--------	----------	------	---------	------------

Grand Total: 1,279,902.30

Check Totals by ID

AP	1,279,902.30
EP	0.00
IP	0.00
OP	0.00

Void Total: 0.00

Check Total: 1,279,902.30

Fund Name	Check Totals by Fund
101-General Fund (0010)	681,204.72
117-Measure U Fund (0079)	134,993.19
205-State Gas Tax (0017)	21,888.12
208-Scssr Agency Ret Oblg (0054)	49.03
211-PEG Fund (0058)	1,364.00
225-Asset Seizure (0021)	2,304.00
231-Placentia Reg Nav Cent(0078)	22,500.00
236-Parks & Rec Impact Fees (0063)	285,991.22
243-City Quimby In Lieu Fee (0069)	83,820.54
246-TOD Traffic Impact Fees (0070)	940.00
249-TOD District CFD (0080)	319.76
265-Landscape Maintenance (0029)	14,526.76
275-Sewer Maintenance (0048)	177.66
280-Misc Grants Fund (0050)	600.00
302-Public Financing Autho(0082)	2,500.00
401-City Capital Projects (0033)	18,002.71
501-Refuse Administration (0037)	329.12
601-Employee Health & Wlfre (0039)	1,229.36
701-Special Deposits (0044)	7,162.11

Check Total: 1,279,902.30

1.b.
Feb 20, 2024

Funds will be transferred from the Cash Basis Fund as needed to fund the warrants included on this warrant register

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	AGA ENGINEERS INC V012178	NOV TOD TRAFFIC SIGNAL UPDATE	702001-6741 / 702001-6741 Infrastructure - Traffic	AP012924	475.00	23344-IN		00129960	02/01/2024
					Check Total:	475.00			
MW OH	AIRGAP LABS LLC V012533	CABLE/NETWORK PARTS	799700-6368 Computer Peripheral/Accessory	AP012924	1,195.16	212271		00129961	02/01/2024
					Check Total:	1,195.16			
MW OH	AIRGAS USA LLC V012765	BL-930000182 OVERPMT REFUND	100000-4101 Business License Fees	AP012924	1,707.30	012924		00129962	02/01/2024
					Check Total:	1,707.30			
MW OH	AMAZON CAPITAL SERVICES V012336	DESK CHAIR	103654-6855 Furniture & Fixtures	AP012924	141.33	1HV9-J6XT-		00129963	02/01/2024
MW OH	AMAZON CAPITAL SERVICES V012336	BREAK ROOM SUPPLIES	103654-6301 Special Department Expenses	AP012924	65.30	1TRK-VYFN-		00129963	02/01/2024
					Check Total:	206.63			
MW OH	AT & T V008736	1/9-2/8 FIRE ST. 2 INTERNET	109595-6215 Telephone/Internet	AP012924	95.59	FD STA2 JAN24		00129964	02/01/2024
MW OH	AT & T V008736	1/13-2/12 KOCH PARK INTERNET	109595-6215 Telephone/Internet	AP012924	63.49	KP JAN 24		00129964	02/01/2024
					Check Total:	159.08			
MW OH	AT & T MOBILITY V008709	1/1-31 IPAD CHARGES	109595-6215 Telephone/Internet	AP012924	570.99	X01152024		00129965	02/01/2024
					Check Total:	570.99			
MW OH	AT&T V011189	CELL PHONE TRACKING	103042-6290 Dept. Contract Services	AP012924	175.00	495104		00129966	02/01/2024
					Check Total:	175.00			
MW OH	BADGE FRAME INC V010144	PD ORG. CHART NAMES	103040-6301 Special Department Expenses	AP012924	32.00	611598		00129967	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	32.00				
MW OH	BESTWAY LAUNDRY V011658	WASHER REPAIRS FIRE ST. 2	103066-6130 Repair & Maint/Facilities	AP012924	581.50	1313408		00129968	02/01/2024
				Check Total:	581.50				
MW OH	BIGGS CARDOSA V010461	DEC ENGINEERING SVS	331801-6740 / 331801-6740 Infrastructure - Streets	AP012924	8,687.94	97998	P13072	00129969	02/01/2024
				Check Total:	8,687.94				
MW OH	CALED V001993	CONFERENCE REG - K. LOUIE	101534-6245 Meetings & Conferences	AP012924	595.00	200003427		00129970	02/01/2024
MW OH	CALED V001993	MEMBERSHIP - K. LOUIE	101534-6255 Dues & Memberships	AP012924	800.00	300005110		00129970	02/01/2024
				Check Total:	1,395.00				
MW OH	CALIFORNIA BUILDING V010984	OCT-DEC CBSC FEES	109595-6257 Licenses & Permits	AP012924	2.00	01232024		00129971	02/01/2024
MW OH	CALIFORNIA BUILDING V010984	OCT-DEC CBSC FEES	102532-4160 Building Permits	AP012924	-54.55	01232024		00129971	02/01/2024
MW OH	CALIFORNIA BUILDING V010984	OCT-DEC CBSC FEES	0044-2036 CBSC State Fee	AP012924	543.50	01232024		00129971	02/01/2024
				Check Total:	490.95				
MW OH	CALMAT CO. V010007	PAVING MATERIALS	103652-6301 Special Department Expenses	AP012924	456.71	73897019	P13098	00129972	02/01/2024
				Check Total:	456.71				
MW OH	CANON FINANCIAL SERVICES V008979	\$1-31 COPIER SVS	109595-6175 Office Equipment Rental	AP012924	123.97	31899908		00129973	02/01/2024
				Check Total:	123.97				
MW OH	CARRERA, MARIAH V012762	VEHICLE IMPOUND REFUND	103047-4330 / 50201-4330 Special Police Services	AP012924	199.00	012524		00129974	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	199.00				
MW OH	CHARTER COMMUNICATIONS V012060	21-2/20 BWC INTERNET	109595-6215 Telephone/Internet	AP012924	1,308.60	11980240102124		00129975	02/01/2024
				Check Total:	1,308.60				
MW OH	DATA TICKET INC. V006119	DEC CITATION PROCESSING	102533-6290 Dept. Contract Services	AP012924	1,243.00	160084	P13114	00129976	02/01/2024
				Check Total:	1,243.00				
MW OH	DAVID VOLZ DESIGN V008863	DEC LANDSCAPE AND ARCHITECT	637902-6760 / 637902-6760 Infrastructure - Parks	AP012924	1,987.50	422671	P13265	00129977	02/01/2024
				Check Total:	1,987.50				
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	109595-6257 Licenses & Permits	AP012924	6.96	01232024		00129978	02/01/2024
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	102532-4160 Building Permits	AP012924	-91.63	01232024		00129978	02/01/2024
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	0044-2035 Strong Motion Fees/Non-Res	AP012924	719.66	01232024		00129978	02/01/2024
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	0044-2035 Strong Motion Fees/Non-Res	AP012924	0.50	01232024		00129978	02/01/2024
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	0044-2030 Strong Motion Fees/Res.	AP012924	1,101.45	01232024		00129978	02/01/2024
MW OH	DEPARTMENT OF V000184	OCT-DEC '23- STRONG MOTION FEE	0044-2030 Strong Motion Fees/Res.	AP012924	4.00	01232024		00129978	02/01/2024
				Check Total:	1,740.94				
MW OH	DEPARTMENT OF JUSTICE V000213	DEC LIVESCAN PROCESSING	0044-2053 DOJ Livescan	AP012924	128.00	706415		00129979	02/01/2024
MW OH	DEPARTMENT OF JUSTICE V000213	DEC LIVESCAN PROCESSING	0044-2054 FBI Livescan	AP012924	51.00	706415		00129979	02/01/2024
MW OH	DEPARTMENT OF JUSTICE	DEC LIVESCAN PROCESSING	101512-6099	AP012924	128.00	706415		00129979	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V000213		Professional Services						
				Check Total:	307.00				
MW OH	DEROTIC EMERGENCY V011295	FIRE E2 REPAIRS	103066-6134 Vehicle Repair & Maintenance	AP012924	1,460.54	SO-4018		00129980	02/01/2024
MW OH	DEROTIC EMERGENCY V011295	FIRE E2 REPAIRS	103066-6134 Vehicle Repair & Maintenance	AP012924	728.15	SO-4019		00129980	02/01/2024
				Check Total:	2,188.69				
MW OH	DUDEK & ASSOCIATES INC V004114	8/26-9/29 ON CALL ARBORIST SVS	791302-6740 / 791302-6740 Infrastructure - Streets	AP012924	1,617.29	202310343	P13063	00129981	02/01/2024
				Check Total:	1,617.29				
MW OH	ENTENMANN-ROVIN CO V000342	PD BADGES	103040-6299 Other Purchased Services	AP012924	856.68	0178862-IN		00129982	02/01/2024
				Check Total:	856.68				
MW OH	EPIC LAND SOLUTIONS INC. V012586	EASEMENT SVS - GOLDEN AVE BRID	31801-6740 Infrastructure - Streets	AP012924	9,301.18	1223-1420	P13088	00129983	02/01/2024
				Check Total:	9,301.18				
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	125.95	102-202853	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	22.77	102-202889	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	4.03	102-202929	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	12.62	102-202935	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	25.80	12-5713784	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	13.09	12-5714044	P13045	00129984	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	39.12	12-5714539	P13045	00129984	02/01/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS FOR VH MAINT/REPAIR	103658-6134 Vehicle Repair & Maintenance	AP012924	27.05	12-5718157	P13045	00129984	02/01/2024
					Check Total:	270.43			
MW OH	FIRE SMART PROMOTIONS V011548	PROMOTIONAL ITEMS	103066-6301 Special Department Expenses	AP012924	2,427.86	115853		00129985	02/01/2024
					Check Total:	2,427.86			
MW OH	FIREMAN'S GRAPHIC'S V011955	MASK & HELMET NAME STICKERS	103066-6360 Uniforms	AP012924	91.31	803730		00129986	02/01/2024
					Check Total:	91.31			
MW OH	FLOCK SAFETY V011598	NAV CTR - FLOCK CAMERAS LEASE	784070-6935 Lease Expenditure	AP012924	22,500.00	INV-29305	P13292	00129987	02/01/2024
					Check Total:	22,500.00			
MW OH	FRANCHISE TAX BOARD V000404	FTB PE1/20 PD1/26	0010-2196 Garnishments W/H	AP012924	7.73	PR2401002		00129988	02/01/2024
					Check Total:	7.73			
MW OH	GEOCON WEST INC V011765	DEC GEOTECHNICAL ENG SVS	109800-6850 / 105213-6850 Building & Facilities	AP012924	2,225.00	723130057	P13077	00129989	02/01/2024
					Check Total:	2,225.00			
MW OH	GOLDEN WEST COLLEGE V010550	PD ACADEMY ENROLLMENT -	213041-6250 Staff Training	AP012924	2,304.00	RBC 172-12		00129990	02/01/2024
					Check Total:	2,304.00			
MW OH	GOMEZ, JOSE DE JESUS V012489	TUITION REIMBURSEMENT	109595-5150 Tuition Reimbursement	AP012924	798.75	22-30		00129991	02/01/2024
					Check Total:	798.75			
MW OH	GRIFFITH, CHELSIE	PD UNIFORM ALTEREATION REIMB.	103043-6360	AP012924	64.00	A113573		00129992	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V012175		Uniforms						
				Check Total:	64.00				
MW OH	GST GOLDEN STAR V009410	ILAND SECURE CLOUD RENEWAL	101523-6136 Software Maintenance	AP012924	11,454.48	INV95714	P13263	00129993	02/01/2024
				Check Total:	11,454.48				
MW OH	HALO CONFIDENTIAL V011712	JAN TRAINING SVS	103040-6290 Dept. Contract Services	AP012924	1,425.00	0228T	P12939	00129994	02/01/2024
				Check Total:	1,425.00				
MW OH	HASA INC V005203	OCT GOMEZ POOL MAINTENANCE	104076-6130 Repair & Maint/Facilities	AP012924	1,500.00	928173	P13146	00129995	02/01/2024
MW OH	HASA INC V005203	OCT WHITTEN POOL MAINTENANCE	104076-6130 Repair & Maint/Facilities	AP012924	1,500.00	928174	P13146	00129995	02/01/2024
MW OH	HASA INC V005203	DEC GOMEZ POOL MAINTENANCE	104076-6130 Repair & Maint/Facilities	AP012924	1,500.00	934929	P13146	00129995	02/01/2024
MW OH	HASA INC V005203	DEC WHITTEN POOL MAINTENANCE	104076-6130 Repair & Maint/Facilities	AP012924	1,500.00	934930	P13146	00129995	02/01/2024
				Check Total:	6,000.00				
MW OH	HDL COREN & CONE V001564	JAN-MAR PROPERTY TAX MGMT SVS	302020-6099 Professional Services	AP012924	3,928.75	SIN035400	P13025	00129996	02/01/2024
				Check Total:	3,928.75				
MW OH	HR GREEN PACIFIC INC V010735	AUG PLAN CHECK SVS	103551-6290 Dept. Contract Services	AP012924	11,487.00	166938	P13122	00129997	02/01/2024
MW OH	HR GREEN PACIFIC INC V010735	NOV PLAN CHECK SVS	103551-6290 Dept. Contract Services	AP012924	8,357.25	169796	P13122	00129997	02/01/2024
MW OH	HR GREEN PACIFIC INC V010735	DEC PLAN CHECK SVS	103551-6290 Dept. Contract Services	AP012924	5,926.00	170991	P13122	00129997	02/01/2024
				Check Total:	25,770.25				
MW OH	IMPERIAL SPRINKLER	IRRIGATION SUPPLIES	104076-6139	AP012924	581.70	0011927109-001	P13272	00129998	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V006506		Repair/Maint - Parks & Fields						
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	553.94	0012076972-001	P13272	00129998	02/01/2024
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	133.07	0012181423-001	P13272	00129998	02/01/2024
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	138.54	0012395411-001	P13272	00129998	02/01/2024
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	126.20	0012862097-001	P13272	00129998	02/01/2024
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	176.61	0013020142-001	P13272	00129998	02/01/2024
MW OH	IMPERIAL SPRINKLER V006506	IRRIGATION SUPPLIES	104076-6139 Repair/Maint - Parks & Fields	AP012924	577.13	0013056031-001	P13272	00129998	02/01/2024
Check Total:					2,287.19				
MW OH	INSIGHT PUBLIC SECTOR INC V012729	LAPTOP & DOCK FOR IT TECH	799700-6368 Computer Peripheral/Accessory	AP012924	1,950.53	1101126631		00129999	02/01/2024
MW OH	INSIGHT PUBLIC SECTOR INC V012729	REALINK BLUETOOTH HEADSET	799700-6368 Computer Peripheral/Accessory	AP012924	135.49	1101126894		00129999	02/01/2024
Check Total:					2,086.02				
MW OH	JMDIAZ INC V011920	NOV ENG. & RAILROAD SVS	103551-6017 Special Studies	AP012924	720.00	20-2267311	P13280	00130000	02/01/2024
Check Total:					720.00				
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0010-2131 Employer PARS/ARS Payable	AP012924	848.64	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0010-2131 Employer PARS/ARS Payable	AP012924	917.82	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0010-2131 Employer PARS/ARS Payable	AP012924	675.91	PR2401002		00130001	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0029-2131 Employer PARS/ARS Payable	AP012924	19.45	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0037-2131 Employer PARS/ARS Payable	AP012924	236.73	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0037-2131 Employer PARS/ARS Payable	AP012924	76.48	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0048-2131 Employer PARS/ARS Payable	AP012924	112.43	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0048-2131 Employer PARS/ARS Payable	AP012924	54.63	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0054-2131 Employer PARS/ARS Payable	AP012924	43.71	PR2401002		00130001	02/01/2024
MW OH	JOHN HANCOCK USA-PARS V010625	PARS FT-ER PE1/20 PD1/26	0054-2131 Employer PARS/ARS Payable	AP012924	4.91	PR2401002		00130001	02/01/2024
Check Total:					2,990.71				
MW OH	JOSE MARTINEZ TREE V011446	REFUND DUPLICATE PMT BL83248000044-2032	SB 1186 BL State Fee	AP012924	4.00	012924		00130002	02/01/2024
MW OH	JOSE MARTINEZ TREE V011446	REFUND DUPLICATE PMT BL8324800100000-4101	Business License Fees	AP012924	82.00	012924		00130002	02/01/2024
Check Total:					86.00				
MW OH	KILLBURG, BETTE V012760	ROOFING BOND REFUND	0044-2033 Construction & Demo Deposit	AP012924	100.00	30-23-473		00130003	02/01/2024
Check Total:					100.00				
MW OH	KOA HILLS CONSULTING LL08-19 V011519	CONSULTING SVS	102020-6099 Professional Services	AP012924	4,068.75	13381	P13026	00130004	02/01/2024
Check Total:					4,068.75				
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	637902-2046 Retentions Payable	AP012924	-14,947.57	24011217		00130005	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	697902-2046 Retentions Payable	AP012924	-4,411.61	24011217		00130005	02/01/2024
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	797902-2046 Retentions Payable	AP012924	-6,591.46	24011217		00130005	02/01/2024
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	637902-6720 / 637902-6720 Buildings	AP012924	298,951.29	24011217	P13007	00130005	02/01/2024
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	697902-6760 / 697902-6760 Infrastructure - Parks	AP012924	88,232.15	24011217	P13007	00130005	02/01/2024
MW OH	LEGION CONTRACTORS V012614	DEC CONSTRUCTION SVS	797902-6760 / 797902-6760 Infrastructure - Parks	AP012924	131,829.22	24011217	P13007	00130005	02/01/2024
Check Total:					493,062.02				
MW OH	LEMUS, FREDDY V010586	PD TRAINING MEALS, MILEAGE	103041-6250 Staff Training	AP012924	530.28	LEMUS12324		00130006	02/01/2024
Check Total:					530.28				
MW OH	LIEBERT CASSIDY V000597	PROFESSIONAL SERVICES	101512-6099 Professional Services	AP012924	162.50	240994		00130007	02/01/2024
MW OH	LIEBERT CASSIDY V000597	PROFESSIONAL SVS	101512-6099 Professional Services	AP012924	5,046.00	252452		00130007	02/01/2024
Check Total:					5,208.50				
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - CREDIT	103041-6360 Uniforms	AP012924	-65.75	CM40681	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - CREDIT	103041-6360 Uniforms	AP012924	-144.64	CM40682	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - PEREZ	103041-6360 Uniforms	AP012924	312.38	INV782275	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - PERDOMO	103043-6360 Uniforms	AP012924	225.01	INV782446	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS	PD UNIFORMS - SERVIN	103041-6360	AP012924	136.01	INV782639	P13019	00130008	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V011267		Uniforms						
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - SERVIN	103041-6360 Uniforms	AP012924	233.21	INV782828	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - KHAN	103041-6360 Uniforms	AP012924	130.72	INV784106	P13019	00130008	02/01/2024
MW OH	LN CURTIS & SONS V011267	PD UNIFORMS - KING	103041-6360 Uniforms	AP012924	301.91	INV784715	P13019	00130008	02/01/2024
				Check Total:	1,128.85				
MW OH	LOUIE, KIANA V012764	CALED CONFERENCE PER DIEM	101534-6245 Meetings & Conferences	AP012924	185.00	012524		00130009	02/01/2024
				Check Total:	185.00				
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL MEDIANS & PKWY MAINT. SVS	103655-6115 Landscaping	AP012924	3,347.20	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL LIBRARY MAINTENANCE SVS	103655-6115 / 21008-6115 Landscaping	AP012924	1,819.47	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL CALTRANS SLOPE ON 57 FWY	103655-6115 / 243601-6115 Landscaping	AP012924	159.88	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL MEDIANS & PKWY MAINT. SVS	173555-6115 Landscaping	AP012924	10,944.06	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL LMD MAINTENANCE SVS	296561-6115 Landscaping	AP012924	6,867.50	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL CROWTHER MEDIAN & PKWY	800000-6115 Landscaping	AP012924	159.88	103619	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL MEDIANS & PKWY MAINT. SVS	103655-6115 Landscaping	AP012924	3,347.20	104470	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL LIBRARY MAINTENANCE SVS	103655-6115 / 21008-6115 Landscaping	AP012924	1,819.47	104470	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES INC V000647	INCL CALTRANS SLOPE ON 57 FWY	103655-6115 / 243601-6115 Landscaping	AP012924	159.88	104470	P13264	00130010	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V000647		Landscaping						
MW OH	MARIPOSA LANDSCAPES IN AUG MEDIANS & PKWY MAINT. SVS V000647		173555-6115 Landscaping	AP012924	10,944.06	104470	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES IN AUG LMD MAINTENANCE SVS V000647		296561-6115 Landscaping	AP012924	6,867.50	104470	P13264	00130010	02/01/2024
MW OH	MARIPOSA LANDSCAPES IN AUG CROWTHER MEDIAN & PKWY V000647		800000-6115 Landscaping	AP012924	159.88	104470	P13264	00130010	02/01/2024
				Check Total:	46,595.98				
MW OH	MC FADDEN-DALE V000635	PW STREET SUPPLIES	103652-6301 Special Department Expenses	AP012924	19.61	529229/5		00130011	02/01/2024
				Check Total:	19.61				
MW OH	MCKESSON MEDICAL- V012321	EMERGENCY MEDICAL SUPPLIES	103066-6362 Emergency Medical Supples	AP012924	743.12	21607857		00130012	02/01/2024
				Check Total:	743.12				
MW OH	MUNICIPAL EMERGENCY V011423	PERSONAL PROT. EQUIPMENT	103066-6361 Personal Protection Equipment	AP012924	31,339.86	IN1975506	P13283	00130013	02/01/2024
				Check Total:	31,339.86				
MW OH	NAPA AUTO PARTS V011456	VEHICLE MAINT. PARTS/SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	192.97	114963		00130014	02/01/2024
MW OH	NAPA AUTO PARTS V011456	VEHICLE MAINT. PARTS/SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	52.73	114981		00130014	02/01/2024
MW OH	NAPA AUTO PARTS V011456	VEHICLE MAINT. PARTS/SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	50.38	115588		00130014	02/01/2024
MW OH	NAPA AUTO PARTS V011456	VEHICLE MAINT. PARTS/SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	247.21	115592		00130014	02/01/2024
MW OH	NAPA AUTO PARTS V011456	VEHICLE MAINT. PARTS/SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	60.08	115990		00130014	02/01/2024
				Check Total:	603.37				

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	NAPA AUTO PARTS V012662	VEHICLE MAINT. SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	184.77	855102		00130015	02/01/2024
MW OH	NAPA AUTO PARTS V012662	VEHICLE MAINT. SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP012924	77.32	856206		00130015	02/01/2024
					Check Total:	262.09			
MW OH	NEWPORT URGENT CARE INRESERVE FIREFIGHTER PHYSICAL V012761		101512-6099 Professional Services	AP012924	75.00	148977		00130016	02/01/2024
					Check Total:	75.00			
MW OH	ORANGE COUNTY CHIEFS OFRI-COUNTY WORKSHOP REG - B. V010084		103040-6250 Staff Training	AP012924	200.00	OCCPSA12424		00130017	02/01/2024
					Check Total:	200.00			
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/26	0010-2176 PCEA/OCEA Assoc Dues	AP012924	504.04	PR2401002		00130018	02/01/2024
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/27	0029-2176 PCEA/OCEA Assoc Dues	AP012924	9.12	PR2401002		00130018	02/01/2024
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/28	0033-2176 PCEA/OCEA Assoc Dues	AP012924	12.51	PR2401002		00130018	02/01/2024
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/29	0037-2176 PCEA/OCEA Assoc Dues	AP012924	14.64	PR2401002		00130018	02/01/2024
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/30	0048-2176 PCEA/OCEA Assoc Dues	AP012924	9.75	PR2401002		00130018	02/01/2024
MW OH	ORANGE COUNTY V000699	OCEA PE1/20 PD1/31	0054-2176 PCEA/OCEA Assoc Dues	AP012924	0.38	PR2401002		00130018	02/01/2024
					Check Total:	550.44			
MW OH	PACIFIC EMBROIDERY V008348	EMBROIDERY - DEVELOPMENT DEP	102533-6360 Uniforms	AP012924	190.00	91468		00130019	02/01/2024
MW OH	PACIFIC EMBROIDERY V008348	EMBROIDERY - DEVELOPMENT DEP	102531-6360 Uniforms	AP012924	10.00	91656		00130019	02/01/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
					Check Total:	200.00			
MW OH	PARS V006999	NOV ARS-PARS FEES	395083-6025 Third Party Administration	AP012924	414.64	54682		00130020	02/01/2024
MW OH	PARS V006999	NOV REP-PARS FEES	395083-6025 Third Party Administration	AP012924	381.92	54819		00130020	02/01/2024
					Check Total:	796.56			
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0010-2176 PCEA/OCEA Assoc Dues	AP012924	43.50	PR2401002		00130021	02/01/2024
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0029-2176 PCEA/OCEA Assoc Dues	AP012924	0.79	PR2401002		00130021	02/01/2024
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0033-2176 PCEA/OCEA Assoc Dues	AP012924	1.08	PR2401002		00130021	02/01/2024
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0037-2176 PCEA/OCEA Assoc Dues	AP012924	1.27	PR2401002		00130021	02/01/2024
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0048-2176 PCEA/OCEA Assoc Dues	AP012924	0.85	PR2401002		00130021	02/01/2024
MW OH	PCEA C/O NORTH ORANGE V000679	PCEA PE1/20 PD1/28	0054-2176 PCEA/OCEA Assoc Dues	AP012924	0.03	PR2401002		00130021	02/01/2024
					Check Total:	47.52			
MW OH	PETE'S ROAD SERVICE INC V000767	E2 TIRES REPLACEMENT	103066-6134 Vehicle Repair & Maintenance	AP012924	2,572.98	23-0705999-00	P13282	00130022	02/01/2024
					Check Total:	2,572.98			
MW OH	PSCASN V012526	2024 MEMBERSHIP	101515-6255 Dues & Memberships	AP012924	50.00	1854		00130023	02/01/2024
					Check Total:	50.00			
MW OH	PSYCHOLOGICAL V009259	PRE-EMPL PSYCH EVALUATION	101512-6099 Professional Services	AP012924	462.00	526926		00130024	02/01/2024
					Check Total:	462.00			

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	QUENCH USA V012472	NOV PD WATER/ICE MACHINE RENT	103041-6301 Special Department Expenses	AP012924	187.89	INV06624291A		00130025	02/01/2024
MW OH	QUENCH USA V012472	FEB PD WATER/ICE MACHINE RENT	103041-6301 Special Department Expenses	AP012924	187.89	INV06870643		00130025	02/01/2024
Check Total:					375.78				
MW OH	RED 88 MEDIA LLC V012180	JAN BROADCASTING SVS	581573-6290 Dept. Contract Services	AP012924	1,364.00	23-1025-0021	P13151	00130026	02/01/2024
Check Total:					1,364.00				
MW OH	RIGEL PRODUCTS AND V010829	DRILL BREAKER	103652-6170 Equipment & Tool Rental	AP012924	5,921.44	4303	P13128	00130027	02/01/2024
Check Total:					5,921.44				
MW OH	SECO ELECTRIC & LIGHTING V010182	LED LAMPS SUPPLIES	103654-6301 Special Department Expenses	AP012924	185.96	8430		00130028	02/01/2024
MW OH	SECO ELECTRIC & LIGHTING V010182	LED LAMPS	103654-6301 Special Department Expenses	AP012924	322.66	8431		00130028	02/01/2024
MW OH	SECO ELECTRIC & LIGHTING V010182	LED LAMPS SUPPLIES	103654-6301 Special Department Expenses	AP012924	688.15	8447		00130028	02/01/2024
Check Total:					1,196.77				
MW OH	SECURITY DESIGN CONCEPTS V008347	JUL-DEC PLAN REVIEW SVS	102531-6099 Professional Services	AP012924	297.00	23053		00130029	02/01/2024
Check Total:					297.00				
MW OH	SO CAL LAND MAINTENANCE V011102	DEC PARK LANDSCAPE	104076-6139 Repair/Maint - Parks & Fields	AP012924	30,000.00	10935	P13289	00130030	02/01/2024
MW OH	SO CAL LAND MAINTENANCE V011102	DEC PARK LANDSCAPE ADDTL	104076-6139 Repair/Maint - Parks & Fields	AP012924	3,520.00	10959	P13289	00130030	02/01/2024
MW OH	SO CAL LAND MAINTENANCE V011102	DEC PARK LANDSCAPE ADDTL	104076-6139 Repair/Maint - Parks & Fields	AP012924	730.93	10960	P13289	00130030	02/01/2024
Check Total:					34,250.93				

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	THINKSUPPLIES.COM V007047	PAPER	109595-6315 Office Supplies	AP012924	271.82	70409		00130031	02/01/2024
Check Total:					271.82				
MW OH	TJS LOCKER ROOM V012763	BL-930004207 OVERPMT REFUND	100000-4101 Business License Fees	AP012924	1,970.10	012924		00130032	02/01/2024
Check Total:					1,970.10				
MW OH	TRUIST GOVERNMENTAL V012073	FD TRUCKS LOAN PMT	105525-6905 Principal/Bonds/COP's/Leases	AP012924	175,736.00	011224		00130033	02/01/2024
MW OH	TRUIST GOVERNMENTAL V012073	FD TRUCKS LOAN PMT	105525-6915 Interest/Bonds/COP's/Leases	AP012924	30,559.07	011224		00130033	02/01/2024
MW OH	TRUIST GOVERNMENTAL V012073	FD TRUCKS & EQUIP LOAN PMT	105525-6905 Principal/Bonds/COP's/Leases	AP012924	92,220.38	011224-2		00130033	02/01/2024
MW OH	TRUIST GOVERNMENTAL V012073	FD TRUCKS & EQUIP LOAN PMT	105525-6915 Interest/Bonds/COP's/Leases	AP012924	15,780.24	011224-2		00130033	02/01/2024
Check Total:					314,295.69				
MW OH	UNIQUE PRINTING V010259	PD BUSINESS CARDS	103041-6230 Printing & Binding	AP012924	103.58	45623		00130034	02/01/2024
Check Total:					103.58				
MW OH	US BANK V003824	7/1/2023-6/30/2024 ADMIN FEE	825525-6030 Trustee Fees	AP012924	2,500.00	7136726		00130035	02/01/2024
Check Total:					2,500.00				
MW OH	US BANK PARS #6746022400 V008781	PARS PT EE/ER PE1/20 PD 1/26	0010-2126 Employee PARS/ARS W/H	AP012924	1,562.46	PR2401002		00130036	02/01/2024
MW OH	US BANK PARS #6746022400 V008781	PARS PT EE/ER PE1/20 PD 1/26	0010-2131 Employer PARS/ARS Payable	AP012924	1,541.38	PR2401002		00130036	02/01/2024
Check Total:					3,103.84				
MW OH	WEST GROVE VOLLEYBALL ADJ. V011359	VOLLEYBALL INSTRUCTOR PMT	04071-6060 Instructional Services	AP012924	14.70	SUMMER 2023-		00130037	02/01/2024

**City of Placentia
Check Register
For 02/14/2024**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	14.70				
MW OH	YORBA REGIONAL ANIMAL K9 MEDICAL SERVICES V008472		103041-6301 Special Department Expenses	AP012924	596.81	5438674066		00130038	02/01/2024
MW OH	YORBA REGIONAL ANIMAL K9 MEDICAL SERVICES V008472		103041-6301 Special Department Expenses	AP012924	414.20	5438674067		00130038	02/01/2024
				Check Total:	1,011.01				
MW OH	AGA ENGINEERS INC V012178	NOV TOD TRAFFIC SIGNAL UPDATE	702001-6741 / 702001-6741 Infrastructure - Traffic	AP020524	465.00	23344-INA		00130039	02/08/2024
				Check Total:	465.00				
MW OH	ALL CITY MANAGEMENT V000005	1/7-20 CROSSING GUARD SVS	103047-6290 Dept. Contract Services	AP020524	3,988.44	90693	P12977	00130040	02/08/2024
				Check Total:	3,988.44				
MW OH	ALTA LANGUAGE SERVICES V010194	JUL LISTENING & SPEAKING TESTS	101512-6099 Professional Services	AP020524	110.00	IS666257		00130041	02/08/2024
				Check Total:	110.00				
MW OH	AMAZON CAPITAL SERVICES V012336	COMPUTER MONITOR -PUBLIC	103654-6301 Special Department Expenses	AP020524	326.22	1311-PQMF-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	TINY TOTS SUPPLIES	104071-6301 / 22401-6301 Special Department Expenses	AP020524	259.83	199X-16WH-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	SNOW DAY SUPPLIES	104071-6301 / 79394-6301 Special Department Expenses	AP020524	638.09	199X-16WH-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	RECREATION - SUPPLIES	104071-6401 Community Programs	AP020524	31.98	199X-16WH-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	FURNISHING SUPPLIES	104076-6855 Furniture & Fixtures	AP020524	284.87	199X-16WH-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	NEIGHBORHOOD SVS - OFFICE SUPP	104072-6301 Special Department Expenses	AP020524	896.56	199X-16WH-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	103040-6315	AP020524	60.07	1J71-JY9G-		00130042	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V012336		Office Supplies						
MW OH	AMAZON CAPITAL SERVICES V012336	OFFICE SUPPLIES	104070-6315 Office Supplies	AP020524	123.47	1QKN-QGW6-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	OFFICE SUPPLIES	104071-6301 Special Department Expenses	AP020524	1,289.49	1QKN-QGW6-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	TINY TOTS SUPPLIES	104071-6301 / 22401-6301 Special Department Expenses	AP020524	707.46	1QKN-QGW6-		00130042	02/08/2024
MW OH	AMAZON CAPITAL SERVICES V012336	HERITAGE FEST SUPPLIES	104078-6301 Special Department Expenses	AP020524	34.67	1QKN-QGW6-		00130042	02/08/2024
Check Total:					4,652.71				
MW OH	AMERICAN OFFICE V009212	OFFICE FURNITURE	109800-6850 / 24503-6850 Building & Facilities	AP020524	5,759.25	14537	P13232	00130043	02/08/2024
MW OH	AMERICAN OFFICE V009212	FURNITURE - OLD CITY HALL	109595-6999 Other Expenditure	AP020524	10,637.63	14548	P13276	00130043	02/08/2024
Check Total:					16,396.88				
MW OH	ANTHEM LIFE INSURANCE V000046	FEB SMITH, WARD LIFE INS	395083-5163 Life Insurance Premiums	AP020524	5.00	FEBRUARY		00130044	02/08/2024
Check Total:					5.00				
MW OH	AT&T V004144	DEC-JAN PHONE CHARGES	109595-6215 Telephone/Internet	AP020524	6,417.64	011724-2		00130045	02/08/2024
MW OH	AT&T V004144	DEC-JAN PHONE CHARGES	296561-6215 Telephone/Internet	AP020524	762.40	011724-2		00130045	02/08/2024
Check Total:					7,180.04				
MW OH	AT&T V011189	CELL PHONE TRACKING	103042-6290 Dept. Contract Services	AP020524	220.00	495349		00130046	02/08/2024
Check Total:					220.00				
MW OH	BEAR ELECTRICAL V010997	NOV TS MAINTENANCE	103590-6099 Professional Services	AP020524	3,212.45	21112	P13120	00130047	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	BEAR ELECTRICAL V010997	NOV TS MAINTENANCE	103590-6099 / 21009-6099 Professional Services	AP020524	247.50	21112	P13120	00130047	02/08/2024
MW OH	BEAR ELECTRICAL V010997	NOV TS MAINTENANCE	103590-6099 / 21010-6099 Professional Services	AP020524	120.05	21112	P13120	00130047	02/08/2024
MW OH	BEAR ELECTRICAL V010997	NOV TS MAINTENANCE	103590-6099 / 21011-6099 Professional Services	AP020524	85.00	21112	P13120	00130047	02/08/2024
Check Total:					3,665.00				
MW OH	BUTTS, BRAD V002941	JAN FASRAK REIMBURSEMENT	103040-6301 Special Department Expenses	AP020524	354.55	JANUARY 24		00130048	02/08/2024
Check Total:					354.55				
MW OH	CALIFORNIA FORENSIC V000232	JAN PD BLOOD DRAWS	103040-6055 Medical Services	AP020524	532.00	2487	P12976	00130049	02/08/2024
Check Total:					532.00				
MW OH	CELLEBRITE USA INC V008838	4/5/2024-25 4PC ULTIMATE SUBSC	103042-6290 Dept. Contract Services	AP020524	6,965.44	INVUS265179		00130050	02/08/2024
Check Total:					6,965.44				
MW OH	CHARTER COMMUNICATIONS V004450	14-2/13 PD FIBER LINE	109595-6215 Telephone/Internet	AP020524	619.00	0528002011424		00130051	02/08/2024
MW OH	CHARTER COMMUNICATIONS V004450	16-2/15 NAV CENTER INTERNET	109595-6215 Telephone/Internet	AP020524	287.96	0570178011624		00130051	02/08/2024
MW OH	CHARTER COMMUNICATIONS V004450	14-2/13 WHITTEN CTR INT SVS	109595-6215 Telephone/Internet	AP020524	268.93	0619546011424		00130051	02/08/2024
MW OH	CHARTER COMMUNICATIONS V004450	12-2/11 BACKS BLDG CABLE/INT	109595-6215 Telephone/Internet	AP020524	299.98	0629685011224		00130051	02/08/2024
Check Total:					1,475.87				
MW OH	CICCS/EAP V012670	DEC EAP	395083-5199 Other Employee Benefits	AP020524	427.80	2023-4		00130052	02/08/2024
Check Total:					427.80				

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	CLIFTONLARSONALLEN LL V012348	FINANCIAL AUDIT SVS	102020-6010 Accounting & Auditing Service	AP020524	4,095.00	L241038601	P13138	00130053	02/08/2024
Check Total:					4,095.00				
MW OH	COMLOCK V003166	DOOR REPAIRS	103654-6301 Special Department Expenses	AP020524	22.95	847635		00130054	02/08/2024
MW OH	COMLOCK V003166	DOOR REPAIRS	103654-6301 Special Department Expenses	AP020524	383.63	847636		00130054	02/08/2024
MW OH	COMLOCK V003166	DOOR REPAIRS	103654-6301 Special Department Expenses	AP020524	186.62	847684		00130054	02/08/2024
MW OH	COMLOCK V003166	DOOR REPAIRS	103654-6301 Special Department Expenses	AP020524	65.21	847687		00130054	02/08/2024
Check Total:					658.41				
MW OH	COSTAR REALTY V012340	JAN REAL ESTATE PROP. DATABASE	109595-6999 Other Expenditure	AP020524	567.00	118926695-1	P13206	00130055	02/08/2024
Check Total:					567.00				
MW OH	COUNTY OF ORANGE V008881	RADIO REPAIRS	103041-6137 Repair Maint/Equipment	AP020524	319.50	STTM001771		00130056	02/08/2024
MW OH	COUNTY OF ORANGE V008881	JAN OCATS CLETS/LIVESCAN SVS	103043-6099 Professional Services	AP020524	1,104.51	SH 67777	P13022	00130056	02/08/2024
Check Total:					1,424.01				
MW OH	CTS APPLIANCE V000222	GE REFRIGERATOR - CONF ROOM	795301-6850 Building & Facilities	AP020524	1,684.54	104873		00130057	02/08/2024
Check Total:					1,684.54				
MW OH	DELL MARKETING L.P. V000301	COMP. MONITORS FOR NEW HIRES	799700-6368 Computer Peripheral/Accessory	AP020524	1,339.92	10724893472		00130058	02/08/2024
Check Total:					1,339.92				
MW OH	DOGTEAMPRO LLC V012163	K9 SOFTWARE SUBSCRIPTION	103041-6136 Software Maintenance	AP020524	599.94	INV-0731		00130059	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
					Check Total:	599.94			
MW OH	FACTORY MOTOR PARTS V010842	PARTS & SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP020524	111.21	102-203572	P13045	00130060	02/08/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS & SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP020524	32.86	102-203876	P13045	00130060	02/08/2024
MW OH	FACTORY MOTOR PARTS V010842	PARTS & SUPPLIES	103658-6134 Vehicle Repair & Maintenance	AP020524	80.92	12-5728790	P13045	00130060	02/08/2024
					Check Total:	224.99			
MW OH	FAIRWAY FORD V000376	CITY VEHICLE REPAIRS - PARTS	103658-6134 Vehicle Repair & Maintenance	AP020524	172.71	285121		00130061	02/08/2024
MW OH	FAIRWAY FORD V000376	DEC PLACENTIA VH REBATE PROGR	101534-6363 Resident Vehicle Rebate Prog	AP020524	2,000.00	DEC 2023		00130061	02/08/2024
					Check Total:	2,172.71			
MW OH	FIFTH AVENUE CLEANERS V010431	JAN PD DRY CLEANING SERVICE	103040-6290 Dept. Contract Services	AP020524	1,081.93	JANUARY 24		00130062	02/08/2024
					Check Total:	1,081.93			
MW OH	GLASBY MAINT. SUPPLY CO V000445	JANITORIAL SUPPLIES	103654-6301 Special Department Expenses	AP020524	146.54	337080A		00130063	02/08/2024
MW OH	GLASBY MAINT. SUPPLY CO V000445	JANITORIAL SUPPLIES	103654-6301 Special Department Expenses	AP020524	719.19	338707A		00130063	02/08/2024
					Check Total:	865.73			
MW OH	GRANICUS INC. V007659	JAN-MAR GRANICUS SUITES	101523-6136 Software Maintenance	AP020524	8,728.77	176729	P13287	00130064	02/08/2024
					Check Total:	8,728.77			
MW OH	GST GOLDEN STAR V009410	JAN MANAGED SERVICES	101523-6290 Dept. Contract Services	AP020524	20,475.00	INV97100	P13185	00130065	02/08/2024
					Check Total:	20,475.00			
MW OH	HEALTHPOINTE MEDICAL	DEC-JAN PRE-EMPL SCREENING	101512-6099	AP020524	966.00	30601-4224694		00130066	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V010713		Professional Services						
				Check Total:	966.00				
MW OH	INSIGHT PUBLIC SECTOR INC	APTOP/DOCK - IT TECH R. PLISE	799700-6368	AP020524	1,832.50	1101127186		00130067	02/08/2024
	V012729		Computer Peripheral/Accessory						
				Check Total:	1,832.50				
MW OH	KOA HILLS CONSULTING LLC	22-26 CONSULTING SVS	102020-6099	AP020524	2,231.25	10404	P13026	00130068	02/08/2024
	V011519		Professional Services						
				Check Total:	2,231.25				
MW OH	LIEBERT CASSIDY	DEC PROFESSIONAL SVS	101512-6099	AP020524	715.50	257746		00130069	02/08/2024
	V000597		Professional Services						
MW OH	LIEBERT CASSIDY	DEC PROFESSIONAL SVS	101512-6099	AP020524	2,392.50	258270		00130069	02/08/2024
	V000597		Professional Services						
				Check Total:	3,108.00				
MW OH	MC FADDEN-DALE	PW FACILITIES SUPPLIES	103654-6301	AP020524	239.73	527537/5		00130070	02/08/2024
	V000635		Special Department Expenses						
MW OH	MC FADDEN-DALE	PW FACILITIES SUPPLIES	103654-6301	AP020524	254.72	536618/5		00130070	02/08/2024
	V000635		Special Department Expenses						
MW OH	MC FADDEN-DALE	PW FACILITIES SUPPLIES	103654-6301	AP020524	42.45	536771/5		00130070	02/08/2024
	V000635		Special Department Expenses						
				Check Total:	536.90				
MW OH	MONSIDO LLC	11/30/22-4/29/24 MONSIDO SUBSC	101523-6136	AP020524	4,254.00	289828		00130071	02/08/2024
	V012767		Software Maintenance						
				Check Total:	4,254.00				
MW OH	MS CONSTRUCTION	JAN CONSTRUCTION SVS	101206-6730 / 101206-6730	AP020524	26,600.00	PLS-04	P13003	00130072	02/08/2024
	V012613		Improvements Othr Thn Bldgs						
				Check Total:	26,600.00				
MW OH	OFFICE INDUSTRIES	OFFICE SUPPLIES	103040-6315	AP020524	31.48	70414		00130073	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V007477		Office Supplies						
				Check Total:	31.48				
MW OH	ORANGE COUNTY V007306	JAN 2024 PARKING CITATIONS	0044-2038 Parking Fines	AP020524	4,510.00	013124		00130074	02/08/2024
				Check Total:	4,510.00				
MW OH	PARKHOUSE TIRE INC V004472	TIRES	103658-6134 Vehicle Repair & Maintenance	AP020524	1,287.05	1020278250		00130075	02/08/2024
				Check Total:	1,287.05				
MW OH	PBK-WLC ARCHITECTS V012022	JAN PSC - ARCHITECT. & ENG SVS	105213-6850 / 105213-6850 Building & Facilities	AP020524	5,250.00	000000000027	P13047	00130076	02/08/2024
				Check Total:	5,250.00				
MW OH	PHONE SUPPLEMENTS V012311	DISPATCH WIRELESS HS REMOTES	101515-6137 Repair Maint/Equipment	AP020524	1,070.81	131374		00130077	02/08/2024
				Check Total:	1,070.81				
MW OH	PLACENTIA CHAMBER OF V000772	CHAMBER COOPERATION	101534-6301 Special Department Expenses	AP020524	20,833.00	16158	P13294	00130078	02/08/2024
				Check Total:	20,833.00				
MW OH	POWERSTRIDE BATTERY COBATTERY REPAIR V000785		103658-6134 Vehicle Repair & Maintenance	AP020524	525.44	C 68998		00130079	02/08/2024
				Check Total:	525.44				
MW OH	PREMIER FIRST RESPONDERJAN OFFICER THERAPY SERVICES V011754		503040-6301 / 233004-6301 Special Department Expenses	AP020524	600.00	1394		00130080	02/08/2024
				Check Total:	600.00				
MW OH	QUADIEN FINANCE USA INC V011439	17 ADD POSTAGE -MAIL MACHINE	109595-6325 Postage	AP020524	4,150.60	01/18/2024		00130081	02/08/2024
				Check Total:	4,150.60				
MW OH	QUADIEN LEASING USA INC V011439	NOV-FEB POSTAGE MACHINE LEASE	109595-6175	AP020524	1,736.43	Q1166008		00130082	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V011416		Office Equipment Rental						
				Check Total:	1,736.43				
MW OH	RANGER INDUSTRIES LLC V011449	CHALLENGE COINS	101515-6301 Special Department Expenses	AP020524	690.00	1017595		00130083	02/08/2024
				Check Total:	690.00				
MW OH	RING CENTRAL INC V012026	JAN PHONE SYSTEM SVS	101523-6136 Software Maintenance	AP020524	7,950.48	CD_000743450	P13286	00130084	02/08/2024
				Check Total:	7,950.48				
MW OH	SAGECREST PLANNING ANDDEC CONSULTING SVS V010576		102532-6290 Dept. Contract Services	AP020524	2,641.70	4499	P13168	00130085	02/08/2024
				Check Total:	2,641.70				
MW OH	SECO ELECTRIC & LIGHTING V010182	TUFFREE PARK FIELD LIGHT REP.	104076-6139 Repair/Maint - Parks & Fields	AP020524	500.00	8453		00130086	02/08/2024
				Check Total:	500.00				
MW OH	T-MOBILE V004339	12/21-1/20 HVAC CONTROLLER INT	109595-6215 Telephone/Internet	AP020524	591.09	24-JAN		00130087	02/08/2024
				Check Total:	591.09				
MW OH	TD GRAPHICS V006944	PRINTING SVS - CITATIONS	103047-6230 Printing & Binding	AP020524	2,596.05	15407	P13291	00130088	02/08/2024
				Check Total:	2,596.05				
MW OH	THINKSUPPLIES.COM V007047	OFFICE SUPPLIES	103650-6315 Office Supplies	AP020524	94.98	70279		00130089	02/08/2024
MW OH	THINKSUPPLIES.COM V007047	PAPER	109595-6315 Office Supplies	AP020524	413.13	70412		00130089	02/08/2024
MW OH	THINKSUPPLIES.COM V007047	PAPER	109595-6315 Office Supplies	AP020524	77.00	B70412-1		00130089	02/08/2024
				Check Total:	585.11				

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	TOWNSEND PUBLIC AFFAIRS V004165	SAN CONSULTING SVS	101001-6001 Management Consulting Services	AP020524	5,500.00	20990	P13285	00130090	02/08/2024
					Check Total:	5,500.00			
MW OH	TRANSUNION RISK & V009317	DEC PD DATABASE TRASACTIONS	103042-6290 Dept. Contract Services	AP020524	179.00	49451-202401-1		00130091	02/08/2024
					Check Total:	179.00			
MW OH	TURBO DATA SYSTEMS INC V001238	JAN PARKING CITATION SVS	103047-6290 Dept. Contract Services	AP020524	1,579.08	42092	P13052	00130092	02/08/2024
					Check Total:	1,579.08			
MW OH	VERIZON WIRELESS V008735	12/21-1/20 PD DEVICES INTERNET	109595-6215 Telephone/Internet	AP020524	4,080.16	9954709620		00130093	02/08/2024
MW OH	VERIZON WIRELESS V008735	12/21-1/20 IPAD CHARGES	109595-6215 Telephone/Internet	AP020524	115.41	9954709622		00130093	02/08/2024
MW OH	VERIZON WIRELESS V008735	12/21-1/20 COUNCIL IPADS INT.	109595-6215 Telephone/Internet	AP020524	180.87	9954709623		00130093	02/08/2024
					Check Total:	4,376.44			
MW OH	WEATHERPROOFING V012510	ROOF REPAIRS - CITY YARD	103654-6130 Repair & Maint/Facilities	AP020524	2,470.00	97395407	P13153	00130094	02/08/2024
					Check Total:	2,470.00			
MW OH	YORBA REGIONAL ANIMAL V008472	K9 MEDICAL SERVICES	103041-6301 Special Department Expenses	AP020524	440.03	5438675998		00130095	02/08/2024
					Check Total:	440.03			
					Type Total:	1,279,902.30			
					Check Total:	1,279,902.30			

City of Placentia

ACH Check Register

For 02/20/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
					Grand Total:	42,015.61			
Check Totals by ID									
	AP				42,015.61				
	EP				0.00				
	IP				0.00				
	OP				0.00				
					Void Total:	0.00			
					Check Total:	42,015.61			
Fund Name									
Check Totals by Fund									
	101-General Fund (0010)				42,015.61				
					Check Total:	42,015.61			

ACH Payroll Direct Deposit for 02/09/2024: 642,611.45

Electronic Disbursement Total: 684,657.06

Funds will be transferred from the Cash Basis Fund as needed to fund the warrants included on this warrant register

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	ELAN CORPORATE PAYMENT V012768	AMZN MKTP US*T69VW1M20	102020-6255 Dues & Memberships	ELAN0823	595.00	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	LABEL WRITER	103040-6301 Special Department Expenses	ELAN0823	113.90	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	ICE & FREEZER POPS	104071-6301 Special Department Expenses	ELAN0823	62.88	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	TINY TOTS SUPPLIES	104071-6301 / 22401-6301 Special Department Expenses	ELAN0823	25.98	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	TINY TOTS SUPPLIES	104071-6301 / 22401-6301 Special Department Expenses	ELAN0823	42.93	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	DAY CAMP EXCURSION	104071-6301 Special Department Expenses	ELAN0823	226.00	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	STAFF MEETING SUPPLIES	104071-6301 Special Department Expenses	ELAN0823	273.59	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	ACCIDENTAL CHARGE	104071-6301 Special Department Expenses	ELAN0823	30.25	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	LIFEGUARD CERTIFICARION	104071-6301 Special Department Expenses	ELAN0823	42.00	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	FURGE PROTECTOR & LED ROPE LT	104071-6301 Special Department Expenses	ELAN0823	50.48	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	STAFF MEETING	104071-6301 Special Department Expenses	ELAN0823	145.75	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	FIRE PREV SPEC PANEL BFAST	101512-6301 Special Department Expenses	ELAN0823	36.89	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	DISPATCH SPVS PANEL LUNCH	101512-6301 Special Department Expenses	ELAN0823	73.05	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	DISPATCH SUP PANEL LUNCH DRINK	101512-6301 Special Department Expenses	ELAN0823	13.25	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT	DISPATCH SUP PANEL- BREAKFAST	101512-6301	ELAN0823	32.29	23-JUL		00130096	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V012768		Special Department Expenses						
MW OH	ELAN CORPORATE PAYMENTS V012768	STRIKE TEAM FOOD: RABBIT FIRE	103066-6301 Special Department Expenses	ELAN0823	34.26	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	STRIKE TEAM FOOD: RABBIT FIRE	103066-6301 Special Department Expenses	ELAN0823	13.00	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	STRIKE TEAM: RABBIT FIRE FERGU	103066-6301 Special Department Expenses	ELAN0823	30.00	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	COOLER DRAIN PLUGS	103066-6301 Special Department Expenses	ELAN0823	33.84	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	NICE NATIONAL NIGHT OUT	103040-6301 Special Department Expenses	ELAN0823	75.91	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	NICE NATIONAL NIGHT OUT	103040-6301 Special Department Expenses	ELAN0823	75.91	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	TRASH BAGS NATIONAL NIGHT OUT	103040-6301 Special Department Expenses	ELAN0823	41.73	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	NICE NATIONAL NIGHT OUT	103040-6301 Special Department Expenses	ELAN0823	75.91	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	NICE NATIONAL NIGHT OUT	103040-6301 Special Department Expenses	ELAN0823	75.91	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	MAINTENANCE SUPPLIES	103654-6301 Special Department Expenses	ELAN0823	174.63	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	MAINTENANCE SUPPLIES	103654-6301 Special Department Expenses	ELAN0823	52.39	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	FW SUPPLIES	103654-6301 Special Department Expenses	ELAN0823	88.34	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	FW SUPPLIES	103654-6301 Special Department Expenses	ELAN0823	153.57	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENTS V012768	FW SUPPLIES	103654-6301 Special Department Expenses	ELAN0823	76.98	23-JUL		00130096	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	ELAN CORPORATE PAYMENT V012768	GOVERNMENT FINANCE OFFIC	103654-6301 Special Department Expenses	ELAN0823	161.40	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MAINTENANCE SUPPLIES	103655-6301 Special Department Expenses	ELAN0823	134.22	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	HR SUPPLIES- SIGN HERE POSTITS	101512-6315 Office Supplies	ELAN0823	37.04	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	HR SUPPLIES - DUSTERS	101512-6315 Office Supplies	ELAN0823	41.43	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	HR SUPPLIES - DATE STAMPS	101512-6315 Office Supplies	ELAN0823	84.61	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	HR SUPPLIES - NOTE PADS	101512-6315 Office Supplies	ELAN0823	8.25	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	CSMFO	102020-6315 Office Supplies	ELAN0823	16.31	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	FUEL FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ELAN0823	63.69	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	FUEL FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ELAN0823	95.41	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MEETING SUPPLIES	109595-6399 Other Supplies	ELAN0823	23.19	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MAINTENANCE SUPPLIES	100000-6044 Credit Card Disputes	ELAN0823	39.45	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MAINTENANCE SUPPLIES	103654-6130 Repair & Maint/Facilities	ELAN0823	128.92	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MAINTENANCE SUPPLIES	103654-6130 Repair & Maint/Facilities	ELAN0823	27.79	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT V012768	MAINT	103654-6137 Repair Maint/Equipment	ELAN0823	87.57	23-JUL		00130096	02/08/2024
MW OH	ELAN CORPORATE PAYMENT	MOTOR OIL	103066-6137	ELAN0823	69.80	23-JUL		00130096	02/08/2024

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V012768		Repair Maint/Equipment						
MW OH	ELAN CORPORATE PAYMENT	FW MANAGER JOB ADVERTISEMENT	101512-6225	ELAN0823	375.00	23-JUL		00130096	02/08/2024
	V012768		Advertising/Promotional						
MW OH	ELAN CORPORATE PAYMENT	CSMFO LUNCHEON	102020-6245	ELAN0823	180.00	23-JUL		00130096	02/08/2024
	V012768		Meetings & Conferences						
MW OH	ELAN CORPORATE PAYMENT	COUNCIL MEETING SUPPLIES	109595-6245	ELAN0823	96.40	23-JUL		00130096	02/08/2024
	V012768		Meetings & Conferences						
MW OH	ELAN CORPORATE PAYMENT	POST TRAINING COURSE	101515-6250	ELAN0823	366.45	23-JUL		00130096	02/08/2024
	V012768		Staff Training						
MW OH	ELAN CORPORATE PAYMENT	POST TRAINING COURSE	101515-6250	ELAN0823	49.00	23-JUL		00130096	02/08/2024
	V012768		Staff Training						
MW OH	ELAN CORPORATE PAYMENT	NO DEBRIEF MTG MEALS	103040-6401	ELAN0823	82.22	23-JUL		00130096	02/08/2024
	V012768		Community Programs						
Check Total:					4,934.77				
Type Total:					4,934.77				
Check Total:					4,934.77				

**City of Placentia
Check Register
For 02/14/2024**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	CALIFORNIA PUBLIC V006234	FEB FIRE UAL PAYMENT	105525-6906 CalPERS-Fire Term. Principal	ACH020724	30,902.10	FEB 2024		00018317	02/08/2024
MW OH	CALIFORNIA PUBLIC V006234	FEB FIRE UAL INTEREST	105525-6916 CalPERS-Fire Term Interest	ACH020724	761.87	FEB 2024		00018317	02/08/2024
					Check Total:	31,663.97			
MW OH	BANK OF AMERICA V008741	COSTCO ANNUAL RENEWAL	101512-6255 Dues & Memberships	PCOCT23	120.00	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	LEAGUE OF CALIF CIT - DOBINE F	103065-6245 Meetings & Conferences	PCOCT23	510.00	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	LEAGUE OF CALIF CIT - WEINERT	103065-6245 Meetings & Conferences	PCOCT23	510.00	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	ICSC-ESTEVEZ REG CREDIT	103550-6245 Meetings & Conferences	PCOCT23	-350.00	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	CALLBRIDGE SERVICES - SEP'23 S	101523-6136 Software Maintenance	PCOCT23	260.62	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	TARGET- ACC PURCHASE REIMB CR	001512-6044 Credit Card Disputes	PCOCT23	22.34	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	CREDIT FRAUDULENT WALMART	104071-6044 Credit Card Disputes	PCOCT23	-14.08	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	PURCHASE FIN. CHARGE	100000-6040 Misc Bank Charges	PCOCT23	0.62	OCT-23		00018318	02/08/2024
MW OH	BANK OF AMERICA V008741	TINY TOTS SUPPLIES	104071-6401 / 22401-6401 Community Programs	PCOCT23	333.96	OCT-23		00018318	02/08/2024
					Check Total:	1,393.46			
MW OH	BANK OF AMERICA V008741	MAYOR'S OFFICE CHAIRS	109595-6999 Other Expenditure	PCNOV23	4,023.41	NOV-23		00018319	02/08/2024
					Check Total:	4,023.41			
					Type Total:	37,080.84			

City of Placentia
Check Register
For 02/14/2024

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	37,080.84				



Placentia City Council

AGENDA REPORT

SECOND READING AND ADOPTION

Ord No. O-2024-01 Date: 2/20/2024 Item No. 1.c.

First Reading and Approval: Feb 6, 2024

Reviewed and Approved:

Department Head

Deputy City Clerk

[Handwritten signatures]

TO: CITY COUNCIL
VIA: CITY ADMINISTRATOR
FROM: DIRECTOR OF DEVELOPMENT SERVICES
DATE: FEBRUARY 6, 2024

SUBJECT: PUBLIC HEARING REGARDING GENERAL PLAN AMENDMENT NO. GPA 2023-01, ZONE CHANGE NO. ZCA 2023-01, AND SUPPLEMENTAL INITIAL STUDY/MITIGATED NEGATIVE DECLARATION NO. EA 2023-01 EXPANDING THE CITY'S EXISTING TRANSIT-ORIENTED DEVELOPMENT (TOD) PACKING HOUSE DISTRICT ZONING AND LAND USE DESIGNATION TO INCLUDE APPROXIMATELY 11.5 ACRES LOCATED SOUTH OF CROWTHER AVENUE AND WEST OF SOUTH MELROSE STREET AND APPROXIMATELY THREE (3) ACRES ALONG CAMERON STREET SOUTH OF CROWTHER AVENUE

FISCAL

IMPACT: Potential for significant increase in annual sustainable revenue (property tax, transient occupancy tax, sales tax) and approximately \$8-\$10 million in one-time revenue including development impact fees. Infrastructure costs associated with TOD District will be funded by impact fees and annual assessments. No General Fund dollars will be utilized for the proposed District.

SUMMARY:

On April 4, 2017, the City Council adopted General Plan Amendment 2017-01 and Zone Change 2017-01 creating the Transit-Oriented Development (TOD) Packing House District. The impetus and centerpiece of the TOD District is the planned Metrolink station located near Melrose Street and Crowther Avenue across from Old Town Placentia. The original TOD area included approximately 28 acres and included all new development standards and public realm standards, which have resulted in three entitled and two finished mixed-use and residential developments, with brand new streetscape and infrastructure, mainly along Crowther Avenue. The TOD expansion General Plan Amendment 2023-01 and Zone Change 2023-01 will expand the TOD designation and zone by approximately 14.5 acres. On January 23, 2024, the Planning Commission unanimously recommended adoption of a Supplemental Initial Study/Mitigated Negative Declaration (EA 2023-01) and approval of the General Plan Amendment (GPA) and Zone Change (ZCA).

1.c.
Feb 20, 2024

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Open the Public Hearing concerning General Plan Amendment No. GPA 2023-01 and Zone Change No. ZCA 2023-01; and
2. Receive the Staff Report and consider all Public Testimony; and
3. Close the Public Hearing; and
4. Adopt Resolution No. R-2024-07, a Resolution of the City Council of the City of Placentia, California, adopting Supplemental Initial Study/Mitigated Negative Declaration (EA 2023-01) to a previously adopted Initial Study/Mitigated Negative Declaration of Environmental Impacts for GPA 2023-01 and ZCA 2023-01, prepared in full compliance with the California Environmental Quality Act ("CEQA"), California Public Resources Code §§ 21000, *et seq.*, and the Environmental Guidelines of the City of Placentia; and adopting General Plan Amendment No. GPA 2023-01 to change the current land use designation from Industrial to Transit-Oriented Development (TOD) for the approximately 14.5 acre project area; and
5. Waive full reading, by title only, and introduce for first reading Ordinance No. O-2024-01, an Ordinance of the City Council of the City of Placentia, California Approving Zone Change No. ZCA 2023-01, expanding the Transit-Oriented Development (TOD) Zone for the approximately 14.5-acre project area.

STRATEGIC PLAN STATEMENT:

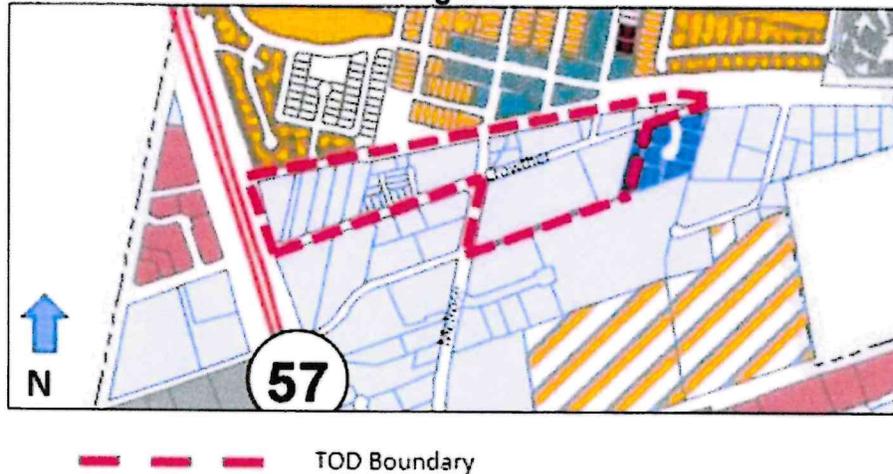
This item is consistent with the City Council approved 5-Year Strategic Goal to achieve:

Implementation of Housing Element Strategies, Objective Number 3.10. This agenda item will specifically create opportunities for the development of more housing in the City, including a mix of housing at various price points.

BACKGROUND:

The City of Placentia's sixth cycle 2021-2029 Housing Element was approved by City Council in March 2022 and is proposed to be amended minimally to achieve State certification no later than end of February 2024. The revised draft Housing Element estimates a shortfall of approximately 1,137 potential housing units compared to the new Regional Housing Needs Assessment (RHNA) requirement based on current zoning. In order to bridge the shortfall, the Housing Element identified land use strategies and potential sites that could be rezoned to meet the new RHNA requirement. As such, City Council directed staff to include the rezoning strategy of expanding the TOD zone in areas mapped in Figure 2. The TOD zoning district currently allows up to 95 units/acre, and the current boundaries are reflected below in Figure 1:

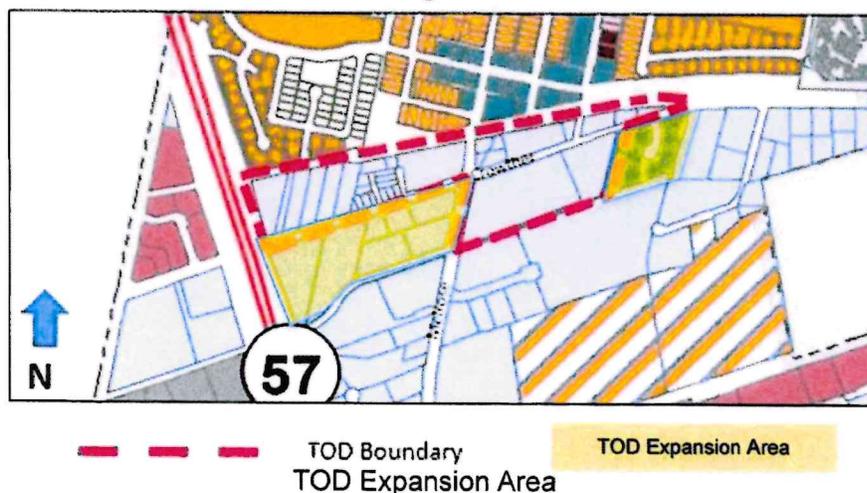
Figure 1



Several Housing Element Programs direct the City to expand the TOD District to meet the new RHNA requirement. Under the Housing Element Program HE-1.2: Locate Housing Near Transportation, Employment and Services, the program states that the City will encourage housing near transportation, employment, and services through Program HE-1.15: Transit-Oriented Development, and that the City will further expand opportunities for housing near high-quality public transportation by expanding the TOD zone per Program 1.8. Program HE-1.8 states that in order to ensure the availability of adequate sites to accommodate this assigned need (RHNA), the City shall identify and rezone at least 14 acres of land with allowable densities of at least 30 units/acre to accommodate the shortfall of lower-income sites compared to the RHNA allocation as identified in Appendix B (Attachment 1 - Exhibit A). Program HE-1.15 of the Housing Element further states that in order to expand housing opportunities, an amendment to the TOD zone will be processed to extend the district as described in Program 1.8 and Attachment 1A.

As such, the area encompassing Project Area, TOD zone expansion, is highlighted in yellow on the following map (Figure 2):

Figure 2



The expansion of the TOD district will require a General Plan amendment and map change, expanding the TOD land use designation, and a Zoning Code Amendment/Zone Change to expand the zoning designation and the development standards of the TOD district to the area identified in Figure 2.

The ZCA and GPA will further the direction of City Council from the March 15, 2022 City Council meeting in which the City Council adopted General Plan Amendment (GPA 2021-02) updating the Housing Element of the General Plan, which included direction to expand the TOD district and to amend the Zoning Code to be in compliance with the State housing laws. It should be noted that the Housing Element will be amended minimally to achieve State certification no later than end of February 2024 under a separate agenda item.

DISCUSSION:

The City proposes a ZCA and GPA to expand the TOD Zoning Designation and to expand the TOD Land Use designation of the General Plan Land Use Element as shown on Figure 2. This will result in the amendment to the Land Use Element (Attachment 1 – Exhibit B). The GPA will also amend the General Plan Land Use and Zoning maps to indicate the expanded TOD Land Use District as shown in Attachment 1 - Exhibit C.

General Plan Land Use Element and Land Use Map Amendment:

In accordance with Government Code Section 65350, a city may amend their respective General Plan from time to time. Such amendments shall be made pursuant to Government Code Section 65860 when making a zoning designation of properties consistent with the General Plan. As previously mentioned, to further the direction of City Council, the Project Area includes a General Plan Amendment to expand the existing TOD land use designation as mapped in Figure 2 for approximately 14.5 acres. A General Plan Amendment is also necessary to amend language to the land use element related to the expansion, related to the acreage of the expansion area. Furthermore, the zoning map will also indicate the expansion of the TOD district as reflected in Figure 2 consistent with City Council direction from March 15, 2022.

Zone Change:

Per Government Code Section 65860, a city shall bring its zoning ordinance and zoning map into consistency with its General Plan. The Project Area includes a General Plan amendment as well as a Zone Change/Zoning Map Amendment to expand the TOD land use designation for the approximately 14.5-acre project area (Attachment 2 – Exhibit A). As previously stated, the recommended General Plan amendment and Zoning actions will be consistent with the General Plan Amendment described above and will be consistent with the Housing Element Programs previously adopted by City Council.

Development Standards:

Chapter 23.111 of the Placentia Municipal Code (PMC) codifies the TOD development standards adopted by City Council in April 2017 via Ordinance No. O-2017-04. The same development standards will apply to the TOD expansion project area. In general, the standards follow current planning practice for zoning for transit-oriented development. Many of these include minimum and maximum standards, unlike many existing zoning codes. These minimum/maximum standards

help further the tenets of TOD type development and encourage developers to not “over park” their projects, but rather park their residential and commercial developments appropriately utilizing TOD examples. Some of the other highlights of the development standards include:

- Mixed-Use development (residential and non-residential uses in same building)
- Higher Density residential development (min 65 du/ac; max 95 du/ac)
- Greater height for buildings (up to 68')
- Refined list of land uses: active commercial and multi-family (commercial uses that would complement residential areas)
- Fewer parking spaces required, including a “maximum number”
- Public art and plazas encouraged
- Improved signage and “special” signage

Other City Actions Related to the TOD Zone

When the original TOD Zone and Land Use designation were created in April 2017, City Council also adopted the following documents (via Resolution R-2017-15) in order to implement the vision of the TOD District:

1. Adopted a TOD Streetscape Master Plan; and
2. Adopted TOD Packing House District and Old Town Placentia District Public Realm Design Standards.

In addition to the preceding, the following City Council actions have also contributed to the realization of the TOD District:

1. Adopted a TOD specific Development Impact Fee Program; and
2. Ensured Orange County Transportation Authority (OCTA) Bus Routes service the TOD and Old Town Placentia areas; and
3. Completed a Wayfinding Signage Program with TOD-District specific sign design.

All of the aforementioned plans and programs including TOD Development Impact Fees will apply to the TOD expansion area. However, the aforementioned programs may require further action and amendment by City Council to specifically address the properties in the expansion area. In addition, Government Code §65583.2(h) requires jurisdictions to permit owner-occupied and rental multi-family residential uses by-right for developments in which at least 20 percent of the units are affordable to lower-income households. Future development in the TOD Zone (and TOD expansion area) must comply with Government Code §65583.2(h) for any development in which at least 20 percent of the units are affordable to lower-income households. This applies to residentially zoned sites that are capable of being developed at a higher density citywide (throughout the State).

Amortization

The amortization language previously adopted in Chapter 23.111 of the PMC preserves private property rights in existence at the time of this zone change. If the Zone Change for the TOD Expansion Area is adopted, all legal uses, buildings or structures may continue to operate as a legal non-conforming use, building or structure. Additionally, for the five-year period after the zone

change is adopted, these same legal non-conforming uses may be transferred or assigned. After this five-year period has elapsed, legal non-conforming uses can continue if the business is transferred to a child or parent of the owner or to the owner's employees. After that time, the businesses may not be modified or expanded; however secondary uses are permitted to change. Due to its historic nature, the existing Packing House continues to be exempt from the amortization clause altogether.

PLANNING COMMISSION RECOMMENDATION:

On January 23, 2024, the Planning Commission conducted a public hearing concerning General Plan Amendment No. GPA 2023-01, Zone Change No. ZCA 2023-01, and Supplemental Initial Study/Mitigated Negative Declaration No. EA 2023-01. The Planning Commission concluded the public hearing and unanimously adopted Resolution PC 2024-03 recommending that City Council approve GPA No. 2023-01 and ZCA No. 2023-01 and recommending adoption of Supplemental Mitigated Negative Declaration No. EA 2023-01 for the project.

CEQA COMPLIANCE:

In accordance with the California Environmental Quality Act (CEQA) and State Environmental Guidelines, a Supplemental Initial Study/Mitigated Negative Declaration (No. EA 2023-01) to a previously adopted Initial Study/Mitigated Negative Declaration of Environmental Impacts was prepared for the project which concluded that no new or more severe significant environmental effects than identified in previous environmental documents would occur under the proposed project. The Supplemental Initial Study/Mitigated Negative Declaration is provided as an attachment to this report and as stated, the Planning Commission recommended that City Council adopt the Supplemental Mitigated Negative Declaration (Attachment 4).

CONCLUSION:

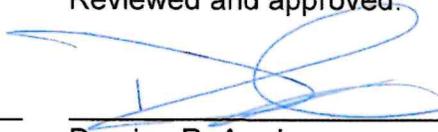
The proposed expansion of the TOD Packing House District will further the direction of the City Council from the March 15, 2022 meeting. At that time, the City Council adopted the earlier version of the Housing Element which included direction to expand the TOD District. Several Housing Element Programs also directly relate to the TOD District expansion to meet the new RHNA requirement. The Housing Element also requires location of housing near transportation, employment, and services. City Council also directed staff to amend the Zoning Code to be in compliance with the State housing laws by providing opportunities for additional housing and those goals provide justification for the General Plan Amendment and related Zone Change. It also fulfills several goals of the City's Economic Development Plan, including providing more opportunities for retail sales to stay within the City, and allows for sales tax producing mixed-use development. The TOD District has proven to be an effective tool to attract and enable new development within the District while creating high-quality public and private improvements surrounding the forthcoming Metrolink Station.

Prepared by:



Joseph M. Lambert
Director of Development Services

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution No. R-2024-07
 - Exhibit A: Appendix B of the Housing Element
 - Exhibit B: Amendments to the General Plan Land Use Element
 - Exhibit C: Amended General Plan Land Use Map
2. Ordinance No. O-2024-01
 - Exhibit A: Amendment to the Official Zoning Map
3. Correspondence Received
4. Supplemental Initial Study/Mitigated Negative Declaration for the Project Area, appendices available here: <https://www.placentia.org/776/Environmental-Documents>

ORDINANCE NO. O-2024-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA APPROVING ZONE CHANGE NO. ZCA 2023-01, EXPANDING THE TRANSIT ORIENTED DEVELOPMENT (TOD) ZONE FOR THE APPROXIMATELY 14.5-ACRE PROJECT AREA

City Attorney Summary

This Ordinance would approve Zone Change No. ZCA 2023-01, expanding the Transit Oriented Development (TOD) for the approximately 14.5-acre project area to include approximately 11.5 acres located south of Crowther Avenue and west of South Melrose Street and approximately three (3) acres along Cameron Street south of Crowther Avenue, resulting in an amendment to the Official Zoning Map of the City of Placentia.

A. Recitals.

(i) The Transit Oriented Development Institute created standards for developments that focus land uses around transit centers and are typically characterized by a mix of residential and commercial uses, pedestrian orientation/connectivity, various transportation options, and reduced dependence on parking.

(ii) The City Council originally adopted the City's Transit Oriented Development ("TOD") Land Use Designation and adopted TOD land use and zoning standards in April 2017.

(iii) The City of Placentia wishes to expand the boundaries of its previously adopted Transit Oriented Development ("TOD") Land Use Designation and corresponding Zoning Designation utilizing standards that complement the future development around the Placentia Metrolink Station. Implementation of TOD standards require various City Council approvals including an amendment to the Land Use Element of the General Plan to expand the boundaries of its previously adopted Transit Oriented Development ("TOD") Land Use Designation and amending the Official Zoning Map of the City of Placentia, utilizing previously adopted Public Realm Standards and the previously adopted Streetscape Master Plan that will provide standards for the development of public improvements in and around the TOD expansion project area, and certification of a Subsequent Mitigated Negative Declaration to ensure environmental impacts associated with the TOD expansion area are mitigated to a level that is less than significant in accordance with the with the California Environmental Quality Act ("CEQA") and the City of Placentia Environmental Guidelines as codified in Title 14 of the California Code of Regulations ("CCR") Section 15000 et. seq., Public Resources Code Section 21000 et. Seq.

(iv.) In accordance with the California Environmental Quality Act (CEQA) and State and City Environmental Guidelines, a Supplemental Initial Study/Mitigated Negative Declaration (EA 2023-01) to a previously adopted Initial Study/Mitigated Negative Declaration of Environmental Impacts was prepared for the project which concluded that no new or more severe significant environmental effects than identified in previous environmental documents would occur under the proposed project.

(v.) The Supplemental Initial Study/Mitigated Negative Declaration were made available for thirty (30) days (“public review period”) during which time the public could comment on the Supplemental IS/MND in accordance with CCR Section 15073. After completion of the public review period, the City prepared written responses to all comment letters received on the Supplemental Mitigated Negative Declaration during the public review period.

(vi.) On or about January 23, 2024, the Planning Commission of the City of Placentia held a duly noticed public hearing and unanimously recommended to the City Council approval of General Plan Amendment No. GPA 2023-01, Zone Change No. ZCA 2023-01, and recommended City Council adopt Supplemental Initial Study/Mitigated Negative Declaration No. EA 2023-01 for the entire project.

(vii.) The City of Placentia provided notice of the City Council’s public hearing in accordance with California Government Code Section 65090 and the City of Placentia Municipal Code Section 23.96.030.

(viii.) All other legal prerequisites to the adoption of this Ordinance have occurred.

B. Ordinance.

NOW, THEREFORE, the City Council of the City of Placentia does hereby find, determine and ordain as follows:

SECTION 1. In all respects as set forth in the Recitals, Part A, of this Ordinance.

SECTION 2. The Supplemental Initial Study/Mitigated Negative Declaration (EA 2023-01) to a previously adopted Initial Study/Mitigated Negative Declaration of Environmental Impacts for the “project” was circulated for public review and contains all contents as required in CCR Section 15071. The City has complied with the requirements of CEQA and the City of Placentia Environmental Guidelines. In adopting Resolution No. R-2024-07, the City Council certified and adopted Supplemental Initial Study/Mitigated Negative Declaration (EA 2023-01) for the for the “project” including the General Plan Amendment No. GPA 2023-01 and the Zone Change No. ZCA 2023-01 in compliance with CEQA and the City of Placentia Environmental Guidelines.

SECTION 3. The City Council hereby amends the Official Zoning Map of the City of Placentia, maintained in accordance with the provisions of § 23.08.020 of the Placentia

Municipal Code, as set forth in Exhibit "A" attached hereto and by this reference made a part hereof.

SECTION 4. The City Council hereby certifies and states that that the TOD Streetscape Master Plan and TOD Packing House District and Old Town Placentia District Public Realm Design Standards as adopted in Resolution R-2017-15 shall apply to the TOD expansion project area as set forth in Exhibit "A", which further refines the Public Realm standards to provide further more-detailed direction for public right of way and streetscape improvements including street furniture, street/traffic lights, landscaping, pavement and other standards in order to provide unifying, consistent and aesthetically pleasing features of the public areas within the original TOD and TOD expansion project area. The Director of Development Services in conjunction with the Public Works Director shall have the authority to make minor amendments to the streetscape master plan when deemed necessary without City Council action and said plans may be further amended by City Council from time to time.

SECTION 5. The City Council hereby finds that this approval is based in whole or in part on Housing Element Program HE-1.2: Locate Housing Near Transportation, Employment and Services, the program states that the City will encourage housing near transportation, employment, and services through Program HE-1.15: Transit-Oriented Development, and that the City will further expand opportunities for housing near high-quality public transportation by expanding the TOD zone per Program 1.8. Program HE-1.8 states that in order to ensure the availability of adequate sites to accommodate this assigned need (RHNA), the City shall identify and rezone at least 14 acres of land with allowable densities of at least 30 units/acre to accommodate the shortfall of lower-income sites compared to the RHNA allocation as identified in Appendix B of the Housing Element. Program HE-1.15 of the Housing Element further states that in order to expand housing opportunities, an amendment to the TOD zone and General Plan Land Use District will be processed to extend the district as described in Program 1.8 of the Housing Element.

SECTION 6. The City Council finds, in accordance with the requirements of Section 23.96.040 ("Amendments") of the Placentia Municipal Code, that the proposed amendment to the official Zoning Map will not be detrimental to the health, safety or general welfare of the persons residing or working within the neighborhood of the proposed amendment or within the city, and that it will not be injurious to property or improvements within the neighborhood or within the city. The City Council also finds that the amendment is consistent with the latest adopted General Plan.

SECTION 7. The City Council finds, recognizes, and agrees that, Government Code §65583.2(h) requires jurisdictions to permit owner-occupied and rental multifamily residential uses by-right for developments in which at least 20 percent of the units are affordable to lower-income households. The City Council hereby directs City Staff to adhere to and apply all requirements related to Government Code §65583.2(h) for any development in which at least 20 percent of the units are affordable to lower-income households. This applies citywide and also specifically to properties within the original TOD Zone and the TOD expansion project area.

SECTION 8. If any section, subsection, sentence, clause, or phrase of this ordinance and/or the documents in support of this ordinance is/are for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 9. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on February 6th, 2024.

PASSED, APPROVED AND ADOPTED this 20th day of February, 2024.

Jeremy Yamaguchi, Mayor

Attest:

Robert S. McKinnell, City Clerk

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Placentia, held on the 6th day of February 2024, and adopted at a regular meeting of the City Council of the City of Placentia, held on the 20th day of February, 2024 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

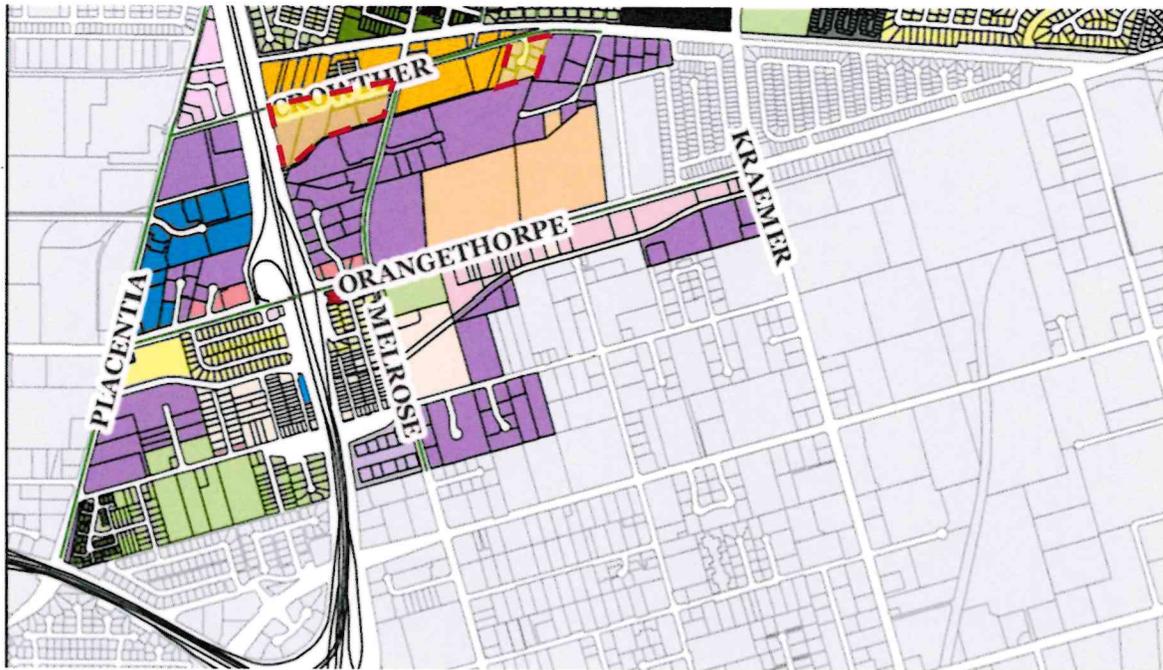
Christian L. Bettenhausen, City Attorney

Exhibit "A"
AMENDMENT TO THE OFFICIAL ZONING MAP

EXHIBIT "A"

AMENDED ZONING MAP

Zoning Map Amendment



Zoning Codes		C-2	M	PUD-2	PUD-4	R-2	R-A	RPC (O)	SP-4	SP-8	Old Town
C-1	C-2-H65	M(O)	PUD-2(O)	R-1	R-2(MHP)	R-G	SP-1	SP-5	SP-9	TOD	
C-1(O)	C-M	M(PMD)	PUD-3	R-1(MHP)	R-3	R-G(O)	SP-2	SP-6(O)	SP-10		
C-1(O-1)	C-O	PUD-1	PUD-3(O)	R-1(O)	R-3(O-1)	R-G(O) & C-1(O)	SP-3	SP-7	T-C		



TOD Expansion Area



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES & INFRASTRUCTURE

DATE: FEBRUARY 20, 2024

SUBJECT: **ACCEPTANCE OF WORK AND NOTICE OF COMPLETION FOR URBAN FOREST TREE PLANTING PROJECT**

FISCAL
IMPACT: EXPENSE: \$ 81,618 CONTRACT COST
BUDGETED: \$ 120,000 FY 2023-24 CIP BUDGET (841306-6740)

SUMMARY:

On May 2, 2023, the City Council approved a contract for an urban forest tree planting project within the former Hamer Island. Staff solicited bids for this project and received seven (7) bids from qualified contractors. Nieves Landscaping, Inc. (Nieves) was determined to be the lowest, responsive, and responsible bidder. The City Council awarded a contract to Nieves for the work in an amount not-to-exceed \$81,618. The work has been completed to the satisfaction of the City. This recommended action concludes the Project and authorizes filing a Notice of Completion with the Orange County Clerk-Recorder's Office in the amount of \$81,618.

RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Accept the work performed by Nieves Landscaping, Inc., for the urban forest tree planting project, for a total amount of \$81,618; and
2. Authorize the City Administrator to file a Notice of Completion with the Orange County Clerk-Recorder's Office for the Project.

STRATEGIC PLAN STATEMENT:

This agenda item conforms to Strategic Planning Goal and Objective 6.4, Expand the Urban Forest Plan to plant 100 trees per year.

DISCUSSION:

On May 2, 2023, the City Council approved a contract to plant trees in residential parkways located within the former Hamer Island neighborhood. The project added 152 new trees to the City's urban forest.

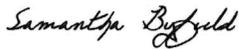
1.d.
Feb 20, 2024

The total cost of this work amounts to \$81,618 which includes the contract with Nieves Landscaping, Inc. This recommended action concludes the Project and authorizes filing a Notice of Completion with the Orange County Clerk-Recorder's Office in the amount of \$81,618.

FISCAL IMPACT:

The final construction cost amounts to \$81,618. This cost consists of the contract amount with Nieves Landscaping, Inc., in an amount not-to-exceed \$81,618. Sufficient funds were budgeted and available in the Fiscal Year (FY) 2023-24 Capital Improvement Program Budget to cover the expenses. As such, sufficient funds exist for the recommended actions.

Prepared by:



Samantha Byfield
Public Works Manager

Reviewed and approved:



Jennifer Lampman
Director of Finance

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Notice of Completion – Nieves Landscaping, Inc.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name	City Clerk
Street Address	City of Placentia 401 E. Chapman Ave.
City & State	Placentia, CA 92870

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free Recording Per Government Code Section 27383 & 6103.

City Council Approval: February 20, 2024

Deputy City Clerk

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for Complete requirements.)

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is City of Placentia
- The full address of the owner is 401 East Chapman Avenue
Placentia, CA 92870

- The nature of the interest or estate of the owner is: In fee.

N/A

(If other than fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "lessee")

- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

N/A

- A work of improvement on the property hereinafter described was completed on February 9, 2024. The work done was:

Urban Forest Tree Planting Project.

The name of the contractor, if any, for such work of improvement was Nieves Landscaping, Inc.

- 1629 E. Edinger Ave., Santa Ana, CA 92705

05/02/2023

(If no contractor for work of improvement as a whole, insert "none".)

(Date of Contract)

- The property on which said work of improvement was completed is in the city of Placentia

County of Orange, State of California, and is described as follows: Urban Forest Tree Planting Project.

- The street address of said property is various locations throughout the City of Placentia.

(If no street address has been officially assigned, insert "none".)

CITY OF PLACENTIA

Dated: February 20, 2024

Verification for Individual Owner

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the City Administrator, Damien R. Arrula the declarant of the foregoing
(*President of*, *Manager of*, *Owner of*, etc.)

Notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 20, 2024, at Placentia, California.
(Date of Signature.) (City where signed.)

(Personal signature of the individual who is swearing
that the contents of the notice of completion are
true.)-



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES & INFRASTRUCTURE

DATE: FEBRUARY 20, 2024

SUBJECT: **ACCEPTANCE OF CONSTRUCTION WORK AND NOTICE OF COMPLETION FOR THE FIRE STATION ROOF REPLACEMENT PROJECT, CITY PROJECT NO. 24501**

FISCAL
IMPACT: EXPENSE: \$ 234,555 ORIGINAL CONSTRUCTION CONTRACT
\$ 15,081 CONTRACT CHANGE ORDER NO. 1
\$ 249,636 TOTAL CONSTRUCTION COST

BUDGETED: \$ 250,000 FY 2023-24 CIP BUDGET (799800-6850-24501)

SUMMARY:

On July 11, 2023, the City Council approved a contract for replacement of the roofs at both City fire stations. Staff solicited bids for this project and received three (3) bids from qualified contractors. Letner Roofing Company was determined to be the lowest, responsive, and responsible bidder. City Council awarded a contract to Letner Roofing Company for the work in an amount not-to-exceed \$234,555.

The work has been completed to the satisfaction of the City. The recommended actions conclude the Project and authorize filing a Notice of Completion with the Orange County Clerk-Recorder's Office in the amount of \$249,636.

RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Accept the work performed by Letner Roofing Company, for the removal of the membrane roofing system and installation of a new Ketone Ethylene Ester roofing system and ancillary work, for a total amount of \$249,636; and
2. Authorize the City Administrator to file a Notice of Completion with the Orange County Clerk-Recorder's Office for the Project; and
3. Authorize the City Administrator to release retention funds in accordance with the terms of the contract.

1.e.
Feb 20, 2024

STRATEGIC PLAN STATEMENT:

There is no specific Strategic Planning objective or goal associated with this agenda item.

DISCUSSION:

On July 11, 2023, the City Council approved a contract for replacement of the existing roofs at both City fire stations. The improvements included replacement of the roofs at Fire Stations #1 and #2. The existing membrane roofs were in poor condition and reached the end of their useful service lives. The project included removal and reinstallation of counter flashing and coping metal, installation of a new ¼ inch deck dens and a Tremco Thermoplastic, Tri-Polymer Alloy single-ply system, and seal seams at the duct drops into the roof system.

During the project, unforeseen conditions were encountered that resulted in additional work to include the removal and replacement of rotted wood fascia, applying stucco, additional plywood to match elevation on a wall adjacent to the roof at Fire Station 2 to form a complete seal and the installation of plywood and membrane on an existing tile parapet wall. As a result, a change order was issued for this project that totaled \$15,081, which was less than 10% of the total contract amount and was approved by the City Administrator under his administrative approval limit.

The total construction cost of this work amounts to \$249,636. This amount includes the contract by Letner Roofing Company in the amount of \$234,555 and a change order in the amount of \$15,081. This recommended action concludes the Project and authorizes filing a Notice of Completion with the Orange County Clerk-Recorder's Office in the amount of \$249,636 and starts the 30-day window to file claims against the contractor's retention payment.

FISCAL IMPACT:

The final construction cost amounts to \$249,636. This cost consists of the contract amount with Letner Roofing Company, in an amount not-to-exceed \$234,555 and an additional \$15,081 in approved contract change orders. Sufficient funds were budgeted and available within the Fiscal Year (FY) 2023-24 Capital Improvement Program Budget to cover the expenses. As such, sufficient funds exist for the recommended actions.

Prepared by:

Samantha Byfield

Samantha Byfield
Public Works Manager

Reviewed and approved:

J. Lampman

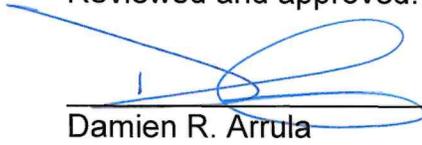
Jennifer Lampman
Director of Finance

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Notice of Completion – Letner Roofing Company, Inc.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name	City Clerk
Street Address	City of Placentia 401 E. Chapman Ave.
City & State	Placentia, CA 92870

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free Recording Per Government Code Section 27383 & 6103.

City Council Approval: February 20, 2024

Deputy City Clerk

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for Complete requirements.)

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is City of Placentia
- The full address of the owner is 401 East Chapman Avenue
Placentia, CA 92870

- The nature of the interest or estate of the owner is: In fee.

N/A

(If other than fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "lessee")

- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

N/A

- A work of improvement on the property hereinafter described was completed on December 12, 2023. The work done was:
Replacement of roofs at Fire Stations #1 and #2.

The name of the contractor, if any, for such work of improvement was Letner Roofing Company.

- 1490 Glassell, Orange, CA 92867

07/11/2023

(If no contractor for work of improvement as a whole, insert "none".)

(Date of Contract)

- The property on which said work of improvement was completed is in the city of Placentia

County of Orange, State of California, and is described as follows: Fire Station 1 & 2 Roof Replacement Project.

- The street address of said property is 110 S. Bradford Ave., Placentia, CA 92870 and 1503 Valencia Ave., Placentia, CA 92870.

(If no street address has been officially assigned, insert "none".)

CITY OF PLACENTIA

Dated: February 20, 2024

Verification for Individual Owner

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the City Administrator, Damien R. Arrula the declarant of the foregoing
(*President of*, *Manager of*, *Owner of*, etc.)

Notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 20, 2024, at Placentia, California.
(Date of Signature.) (City where signed.)

(Personal signature of the individual who is swearing
that the contents of the notice of completion are
true.)-



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL
VIA: CITY ADMINISTRATOR
FROM: CHIEF OF POLICE
DATE: FEBRUARY 20, 2024
SUBJECT: **DRAFT OPERATIONAL AGREEMENT FOR NORTH ORANGE COUNTY PUBLIC SAFETY COLLABORATIVE**

FISCAL
IMPACT: EXPENSE: \$ 239,000
REVENUE: \$ 239,000

SUMMARY:

The City of Placentia is a member of the North Orange County Public Safety Collaborative. The Collaborative has requested that member cities seek approval of the draft version of an Operational Agreement for the Collaborative. Given the substantial work that has been completed thus far on the parameters of the draft Operational Agreement, it is expected that any changes by member cities would be non-substantive in nature. It is recommended that the City Council approve the Operational Agreement in its draft form so that it may receive final circulation among member cities. The City expects to receive \$239,000 from its participation in the Collaborative, for the period covering September 1, 2023 to June 30, 2026.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve the Draft Operational Agreement for the North Orange County Public Safety Collaborative; and
2. Authorize Staff to make non-substantive modifications to the Agreement, if needed, and the City Administrator to execute the necessary documents, in a form approved by the City Attorney.

STRATEGIC PLAN STATEMENT:

This item conforms to Strategic Plan Goal 2, Ensure that Public Safety Continues to be a High Priority, Objective No. 2, Consider sharing of services to other cities.

1.f.
Feb 20, 2024

DISCUSSION:

The California Board of State and Community Corrections has provided \$8 million to the North Orange County Public Safety Collaborative for the period covering September 1, 2023, to June 30, 2026. The following cities belong to the Collaborative: Anaheim, Brea (Fiscal Agent for Collaborative), Buena Park, Cypress, Fullerton, La Habra, La Palma, Orange, Placentia, Stanton, and Yorba Linda.

As an act of the California Legislature (Assembly Bill 97, Ting), the North Orange County Public Safety Collaborative was initially established in 2017. AB 97 allowed the Collaborative to spend state funds to address youth violence prevention and intervention in K-12 schools, enhance successful reentry of offenders into the community and address homeless outreach and intervention efforts.

FISCAL IMPACT:

The City of Placentia expects to receive \$239,000 for its participation related to the current work being conducted by the Collaborative. Of this amount, \$139,000 will be used for the Homeless Liaison Officer's (HLO) salary/benefits. The HLO will dedicate two (2) days per week at the HOPE Center. The remaining \$100,000 will be used in the Investigations Division for salary/benefits and supplies related to gang suppression efforts.

Submitted by:



Teri Knutson
Management Analyst

Reviewed and approved:



Brad Butts
Chief of Police

Reviewed and approved:



Jennifer Lampman
Finance Director

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Draft Operational Agreement for the North Orange County Public Safety Collaborative

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the NORTH ORANGE COUNTY PUBLIC SAFETY COLLABORATIVE (herein, the COLLABORATIVE) consisting of the cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Orange, Placentia, Stanton and Yorba Linda, intend to work together toward the mutual goal of providing maximum available assistance to support its regional communities using the COLLABORATIVE effort to reduce violence through prevention, intervention and suppression activities through the use of evidence-based services.

The COLLABORATIVE believes that the formation of the North Orange County Public Safety Coordinating and Advisory Board (herein, the BOARD) and the implementation of the North Orange County Public Safety Collaborative Services (herein, the Services) (together, the “Project”), as described within this application, will further this goal. Each city agency agrees to participate in the Project as outlined below.

North Orange County Public Safety Collaborative Coordinating and Advisory Board

The cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Orange, Placentia, Stanton and Yorba Linda will closely coordinate regional services and activities through the formation of the Board. The Board members are representatives from the cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Orange, Placentia, Stanton and Yorba Linda. The Chair of the Board is the Chief of Police from the City of Brea, Chief Adam Hawley, who will facilitate the Board’s efforts. In addition to the Chair, the adoption of a Vice-Chair will further facilitate and assist the Board Chair. The Vice-Chair of the Board is the Chief of Police from the City of La Habra, Chief Adam Foster. The Board will ensure that the Project is responsive to community needs, prioritize the use of funds, secure key agencies to support the efforts and identify ways to obtain sustainability including the promotion of the and replication of the COLLABORATIVE to other regions throughout California.

The Board’s support of the efforts is to ensure that Services are readily available for resource provision through the evidence-based prevention support services such as OST (out of school time) character and leadership development, education and career development, health and life skills, the arts, and sports, fitness and recreation through intervention support services such as homeless street outreach and intervention efforts through appropriate linkages to continuum of care, reentry supportive resources and case management services.

Monthly Board meetings will review fiscal and project reports. To serve the community as a safety net, regional efforts and its coordination to provide the community direct resources through the Services will also be monitored and modified as necessary.

North Orange County Public Safety Collaborative Members

SECTION 1: Additional Members

Any North Orange County city organized and existing under the laws of the State of California or under a city charter adopted pursuant thereto, authorized by or pursuant to such laws or charter to engage in the purposes described in this Agreement (“Applying Agency”), may become a Member as described below:

1.1 Resolution of Application. The Applying Agency shall file with the Coordinating & Advisory Board a certified copy of a resolution of its governing body whereby the Applying Agency: (a) agrees to the provisions of this Agreement; and (b) requests to become a Member.

1.2 Approval and Conditions of Approval. No such Applying Agency shall become a Member until: (a) its admission is approved at a regular or special meeting of the Coordinating & Advisory Board by a unanimous vote; and (b) execution of this Agreement by the authorized representative of the Applying Agency and acknowledged by the Board Chair and Executive Director of the COLLABORATIVE.

1.3 Admission. Upon completion of the foregoing, the Applying Agency shall become a Member for all purposes under this Agreement and the COLLABORATIVE shall circulate to all Members an updated copy of this Agreement with the signature page of the new Member.

SECTION 2: Suspension and Exclusion of Member

Any Member that has breached this Agreement in any way, may have its rights under this Agreement suspended and be excluded from participating in the COLLABORATIVE (including, but not limited to, representation on the Coordinating & Advisory Board) following: (a) at least thirty (30) days’ prior written notice from the COLLABORATIVE to the defaulting Member or of its breach; and (b) if the defaulting Member fails to cure the breach within such time, a majority vote of the Coordinating & Advisory Board at a special or regular meeting of the Board, which shall take effect immediately. Any suspended and excluded Member shall continue to be liable for its obligations under any separate agreement with the COLLABORATIVE and for any funds to the Member approved by the Coordinating & Advisory Board prior to such Member’s suspension and exclusion. Any suspended and excluded Member may be reinstated by the Coordinating & Advisory Board following cure of the breach and, if applicable, its share of any additional payments or advances approved by the Coordinating & Advisory Board during the Member’s suspension and exclusion period. A suspended and excluded Member may withdraw from THE COLLABORATIVE pursuant to the provisions of this agreement.

SECTION 3: Termination; Withdrawal; Amendment.

3.1 Termination. This Agreement may be terminated by the mutual written consent of all Members. If at any time there are only two (2) Parties to this Agreement and one (1) Party intends to withdraw, the other Party’s written consent to terminate this Agreement shall not be unreasonably conditioned or delayed. This Agreement and the COLLABORATIVE shall

continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to conclude the affairs of the COLLABORATIVE.

3.2 Withdrawal. Notwithstanding any other provision of this Agreement, any Member may withdraw from the COLLABORATIVE by adopting a resolution of the Member's advisory body and providing the COLLABORATIVE with written notice of its intent to withdraw at least six (6) months prior to the end a Fiscal Year. Such notice shall not become effective until the last day of Fiscal Year in which notice was given. A withdrawal from the COLLABORATIVE constitutes a withdrawal of that Member's representatives from the Coordinating & Advisory Board. If at any time there are only two (2) Parties to this Agreement, any desired withdrawal shall be subject to the termination provisions of this Agreement.

3.3 Effect of Withdrawal. The withdrawal of a Member shall not terminate its responsibility to contribute its share of any obligation incurred by the COLLABORATIVE or to perform any other obligation arising from a separate agreement or other legally binding obligation, including, but not limited to, amounts determined by the Board for: (a) liabilities and claims accrued during the time the agency was a Member (including any future obligations arising from retirement benefits for past and existing employees of the COLLABORATIVE, if any); (b) contributions, payments or advances for budgeted expenses for the Fiscal Year in which notice of intent to withdraw is given; and (c) other obligations payable from contributions, payments, or advances incurred, which obligation matures after the effective date of withdrawal provided to the Member by the COLLABORATIVE.

Prior to the effective date of withdrawal, the withdrawing Member shall have paid, or made arrangements satisfactory to the Board to pay, its share of such obligations. Except as the withdrawing Member may agree in writing with the Board, the withdrawing Member shall automatically relinquish all rights as a Member under this Agreement on the effective date of the withdrawal. Such relinquishment shall include, but not be limited to, any right of the withdrawing Member to the assets of the COLLABORATIVE. The withdrawal of a Member shall not affect any obligations under any separate agreement between the withdrawing Member and the COLLABORATIVE.

3.4 Disbursement Upon Termination. Upon termination of this Agreement and after payment of all liabilities, costs, expenses and charges validly incurred under this Agreement, all remaining assets of the COLLABORATIVE shall be disbursed among Members, including any Members which previously withdrew from the COLLABORATIVE. All assets shall be divided among the Members and former Members in accordance with and proportionate to their cash contributions (including payments for services received and property at market value when this Agreement and the COLLABORATIVE shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to conclude the affairs of the COLLABORATIVE.

SECTION 4: Default; Enforcement

If default shall be made by any Member in any undertaking contained in this Agreement, such default shall not excuse such Member or any other Member from fulfilling its obligations under this Agreement and each Member shall continue to be liable for the payments and

advances hereof and the performance of all conditions herein contained. Each Member hereby declares that this agreement is entered into for the benefit of the COLLABORATIVE created hereby and each Member hereby grants to the COLLABORATIVE the right to enforce by whatever lawful means the COLLABORATIVE deems appropriate all of the obligations of each of the Members hereunder. Each and all of the remedies given to the COLLABORATIVE hereunder or by any law now or hereafter enacted are cumulative and the exercise of one right or remedy shall not impair the right of the COLLABORATIVE to any or all other remedies.

North Orange County Public Safety Collaborative Programmatic Responsibilities and Fiscal Executive Director

The North Orange County Public Safety Collaborative Services Programmatic and Fiscal Executive Director is Soo Elisabeth Kang (herein, the Executive Director) who will directly report to the Board as to coordinating the administrative framework and wraparound effort to meet its goals and objectives of the Services in the region.

Management structure and decision-making processes and how it will support the objectives and goals: Under the leadership of the Coordinating and Advisory Board, the Executive Director evaluates emerging trends, early, middle and late evaluation and outcomes of rendered services, sets given policy direction, monitors the progress of the community-based organization (CBO) partners, facilitates interagency/collaboration and troubleshooting while implementing the Board's direction.

The Executive Director shall file reports to the Board of State and Community Corrections fiscally and programmatically as required by the Board of State and Community Corrections. Fiscal responsibilities include 1) Preparation which includes all Project-related receipts for each reimbursable item with sufficient supporting documentation with labels on all documents for expenses eligible for reimbursement; 2) Invoice Line Item Clarification which includes line items from the budget match worksheets, invoices, itemized receipts to substantiate charges for each line item; and 3) Assembly and submission of supporting documentation packet signed by the Board's authorized designated officer on the required face page.

Programmatic responsibilities include 1) compiling and submitting Progress Reports due in the timeline requested to capture the implementation measures of the Services for the timeframe of the report; 2) Local Evaluation Plan to collect and evaluate data to measure performance and outcomes of the Services' activities with any preliminary findings or evidence of Project impact; 3) Final Outcome Evaluation Report to provide final findings of the measured performance and outcomes of the Services' activities.

The Executive Director's responsibilities also include monthly intervention meetings with the community-based organizations and stakeholders to discuss strategies, timetables, implementation of services and support to reduce violence through prevention, intervention, and suppression activities.

North Orange County Public Safety Collaborative Services

The regional collective impact of the COLLABORATIVE includes funded community-based partners.

Funded Services Partners: The funded Services community based organizations partners will provide the following direct resources: Out of school time (OST) violence, prevention and intervention activities and case management services; mentoring services; early violence prevention and intervention activities; homeless and reentry case management services; promotion of positive outcomes for all children and families by leveraging the COLLABORATIVE impact of partners and championing quality family support and strengthening practices; assessment, life skills, coping and counseling services; and programmatic evaluation and outcome reports. Law enforcement agencies within the COLLABORATIVE will provide dedicated officers to meet the needs of the Services in the region working the COLLABORATIVE.

Period

Effective performance period is for: September 1, 2023 through June 30, 2026.

Financial Arrangements

Board of State and Community Corrections under the Corrections Planning and Grant Programs shall award the funds to the COLLABORATIVE for a total of \$8,000,000 during the performance period. Funds are available for encumbrance or expenditure until June 30, 2026. The COLLABORATIVE agrees that the City of Brea shall serve as the designated fiscal agent (herein, the Fiscal Agent) on behalf of the COLLABORATIVE with authority to present claims to Board of State and Community Corrections on behalf of each of the funded cities and its community-based organizations for services delivered by each. Disbursement of payment as appropriate will be made by the Fiscal Agent. The Fiscal Agent shall be responsible for facilitating partners meetings, collecting documentation for invoices and outcome measurements from each partner and maintaining complete and accurate records of all financial and outcome measurement data.

Miscellaneous

Each party agrees to mutually defend, indemnify, and hold harmless the other parties, their officials, officers, directors, agents, employees, and volunteers, from all claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or costs of any kind, whether actual, alleged, or threatened, actual attorney's fees incurred by each party, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever, including, but not limited to, liability for bodily injury, sickness, disease or death, property damage (including loss of use) or violation of law, caused by or arising out of, or relating to any negligent act, error or omission, or willful misconduct of that party, its officials, officers, directors, agents, employees, and volunteers acting pursuant to its

control and performing under this Operational Agreement. To the extent that more than one party is determined to have been negligent or at fault, the parties agree that each party shall bear its own portion or percentage of liability and to indemnify and hold harmless the other parties for that share.

This Operational Agreement may be executed and delivered in any number of counter parts, each of which, when executed and delivered shall be deemed an original and all of which together shall constitute the same agreement. Facsimile or electronic signatures will be permitted.

The laws of the State of California and applicable local and federal laws, regulations, and guidelines shall govern this Operational Agreement.

Should litigation arise out of this Operational Agreement or the performance thereof, each party shall be responsible for its own costs and expenses, including attorney's fees.

Any party may withdrawal from this Operational Agreement without cause upon thirty (30) days' written notice to the other parties. Upon the effective date of the withdrawal, the withdrawing party shall have no right or claim to any additional sums from the Board of State and Community Corrections under the Corrections Planning and Grant Programs, as contemplated by this Operational Agreement.

Authorized Representatives for the COLLABORATIVE

We, the undersigned, as authorized representatives of the cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Orange, Placentia, Stanton, and Yorba Linda, do hereby approve this document.

[SIGNATURES HERE]



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: FEBRUARY 20, 2024

SUBJECT: **FISCAL YEAR 2022-23 DEVELOPMENT IMPACT FEE REPORT (AB 1600)**

FISCAL
IMPACT: NONE

SUMMARY:

The attached report is prepared to comply with the California Government Code Section 66006, which requires an annual disclosure and review of collected development impact fees and expenditures.

RECOMMENDATION:

It is recommended that the City Council take the following action:

Receive and file the Fiscal Year 2022-23 Development Impact Fee Report (AB 1600).

DISCUSSION:

California's AB 1600, also known as the Mitigation Fee Act (Government Code section 66000), was established in California on September 19, 1987. AB 1600 requires local governments to create a development impact fee program where the developers are charged fees for building new construction projects. These impact fees are meant to compensate local governments for infrastructure and public facilities that are necessary to support the increased demand resulting from new development, such as roads, schools, parks, and public safety services.

The purpose of the AB 1600 Developer Impact Fee Annual Report (Government Code 66006) is to address several critical needs:

- **Identify and describe each type of fee:** The annual report must specify each type of development impact fee that was collected during the reporting period. This includes fees for specific purposes like transportation, parks, public safety, or other infrastructure needs.
- **Amount fees collected:** Local governments must report the total amount of fees collected during the reporting period for each fee category. This information helps to track the financial resources available for various infrastructure projects.

- **Beginning and ending balances:** The report should include the beginning and ending balances of each fee category's fund. This helps us to understand how the collected fees were carried over from previous years and how they were spent during the reporting period.
- **Amount of interest earned:** The annual report must disclose any interest earned from the fees collected. This interest should typically be used for the same purposes as the fees collected.
- **Amount of fees expended or to be expended:** Local governments are required to detail the expenditures made or to be made from the collected fees. This includes specifying the projects and activities for which the fees are used, providing transparency on how the funds are spent.
- **Inter-fund transfers and loans:** The report must describe any impact fees that were used for transfers between city funds or for loans, if applicable.

Amount of refunds made: The report must identify the amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.

Furthermore, the Mitigation Fee Act requires an agency to make the following findings every five years:

- Identify the fee's purpose.
- Demonstrate a reasonable relationship between the fee and its purpose.
- Identify all sources and amounts of funding anticipated to complete the financing in incomplete improvements in the fee program.

In summary, the AB 1600 Developer Impact Fee Annual Report is essential for promoting transparency, accountability, informed decision making, legal compliance, public participation, and data-driven planning in the collection and utilization of development impact fees in California. It helps ensure that the funds collected from developers are used for their intended purposes and benefit the communities affected by new construction projects.

Currently, the City of Placentia collects several types of impact payments, and the activities of these programs are captured in dedicated funds. The attached report includes a narrative on the purpose of the fee, how the fee is calculated, fund activity and balance, a listing of projects for the fiscal year ended June 30, 2023, and if applicable, a list of projects any unexpended fees will be used for over the next five-years.

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action.

Prepared by:



Jerry Griggs
Accounting Manager

Reviewed and approved:



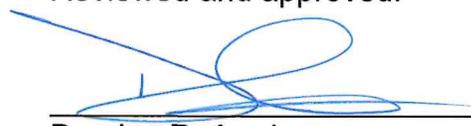
Jennifer Lampman
Director of Finance

Reviewed and approved:



Joseph Lambert
Director of Development Services

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

FY 2022-23 Development Impact Fee Report



Legal Requirements for Development Impact Fee Reporting

California's AB 1600, also known as the Mitigation Fee Act (Government Code section 66000), was established in California on September 19, 1987. AB 1600 requires local governments to create a developer impact fee program when they impose various development impact fees on new construction projects. These impact fees are meant to fund infrastructure and public facilities that are necessary to support the increased demand resulting from new developments, such as roads, schools, parks, and public safety services. The purpose of the AB 1600 Developer Impact Fee Annual Report (Government Code 66006) is to address several critical needs:

- **Identify and describe each type of fee:** The annual report must specify each type of development impact fee that was collected during the reporting period. This includes fees for specific purposes like transportation, parks, public safety, or other infrastructure needs.
- **Amount of fees collected:** Local governments must report the total amount of fees collected during the reporting period for each fee category. This information helps to track the financial resources available for various infrastructure projects.
- **Beginning and ending balances:** The report should include the beginning and ending balances of each fee category's fund. This helps us to understand how the collected fees were carried over from previous years and how they were spent during the reporting period.
- **Amount of interest earned:** The annual report must disclose any interest earned from the fees collected. This interest should typically be used for the same purposes as the collected fees.
- **Amount of fees expended or to be expended:** Local governments are required to detail the expenditures made or to be made from the collected fees. This includes specifying the projects and activities for which the fees are used and providing transparency on how the funds are spent.
- **Administrative costs:** The annual report should include information about any administrative costs associated with the collection and management of development impact fees. This helps to ensure that the fees collected are primarily used for infrastructure improvements rather than administrative expenses.

In summary, the AB 1600 Developer Impact Fee Annual Report is essential for promoting transparency, accountability, informed decision-making, legal compliance, public participation, and data-driven planning in the collection and utilization of development impact fees in California. It helps ensure that the funds collected from developers are used for their intended purposes and benefit the communities affected by new construction projects.



Currently, the City of Placentia collects several types of impact payments, identified in detail below and the activities of these programs are captured in dedicated funds.

Park & Recreation- Fund 236

History & Description

Placentia is proud of its extensive park system, and has invested significantly in our Parks Initiative, upgrading and renovating numerous parks. On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Park and Recreation Impact Fee to be used as a funding source for park development, and community use facility expansion needed to serve new development. First Fees collected in 2018.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$1,753,893.81
<i>Revenue:</i>	261,354.36
<i>Allocated Interest</i>	20,840.52
<i>Expenses:</i>	185,647.60
<i>Ending Fund Balance</i>	\$1,850,441.09

2022-2023 Projects

1. Parque del Arroyo Verde Renovation

Future Activity

1. Backs community center multi-purpose room renovation.
2. Handball court resurfacing.
3. Replace park drinking fountains (citywide)

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.



Refunds Made Pursuant to Section 66001 Subdivison (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.

Affordable Housing In-Lieu- Fund 405

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-11 establishing an Affordable Housing In-Lieu Impact Fee.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$36,827.31
<i>Revenue:</i>	267.87
<i>Allocated Interest</i>	-
<i>Expenses:</i>	36,691.00
<i>Ending Fund Balance</i>	\$404.18

2022-2023 Projects

1. Professional real estate advisory services for Baker Street Property.

Future Activity

There are currently no planned projects using Affordable Housing In-Lieu Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivison (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Public Safety Impact- Fund 241

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Public Safety Mitigation Impact Fee to support capital equipment urgently needed for the city’s police and fire protection facilities to maintain the existing levels of police and fire protection services to all areas of the City of Placentia. Pursuant to Resolution R-2023-20, the Public Safety Impact fee has been divided into Animal Shelter, Police and Fire Impact fees. This fund will be closed going forward. First fees collected 2018.

Fund Activity

	2022-2023 Actual
<i>Beginning Balance</i>	\$-
<i>Revenue:</i>	-
<i>Allocated Interest</i>	-
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$-

2022-2023 Projects

No reportable projects or activity during fiscal year 2022-2023.

Future Activity

There are currently no planned projects using Public Safety Impact Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Citywide Sewer Impact- Fund 237

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a citywide Sewer Impact Fee to support capital improvements, including updating or replacing sewer lines, necessary due to new development or conversions within the City resulting in increased usage of the City’s sewer system.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$-
<i>Revenue:</i>	119,890.57
<i>Allocated Interest</i>	-
<i>Expenses:</i>	82,730.62
<i>Ending Fund Balance</i>	\$37,159.95

2022-2023 Projects

1. TOD Crowther Sewer Project

Future Activity

1. Sewer Master Plan

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Citywide Traffic Impact- Fund 238

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a citywide Traffic Mitigation Impact Fee to fund capital improvements to the traffic circulation system resulting from new development and/or conversions. First fees collected 2018.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$212,108.66
<i>Revenue:</i>	174,970.74
<i>Allocated Interest¹</i>	2,196.56
<i>Expenses:</i>	136,459.57
<i>Ending Fund Balance</i>	\$252,816.39

2022-2023 Projects

1. Opticom traffic signal preemption devices (10)
2. Traffic signal back-up batteries
3. Rose/ Tustin traffic signal synchronization

Future Activity

1. Opticom traffic signal preemption devices (9)
2. Traffic signal back-up batteries

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Citywide Storm Drain Impact- Fund 239

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a citywide Storm Drain Impact Fee to maintain an acceptable level of storm drainage from all areas of the City of Placentia. First fees collected 2018.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$5,940.01
<i>Revenue:</i>	16,926.02
<i>Allocated Interest¹</i>	160.72
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$23,026.75

2022-2023 Projects

No reportable projects or activity during fiscal year 2022-2023.

Future Activity

1. Bradford Ave. storm drain improvement project
2. Walnut Ave. storm drain improvement project
3. Seaview Circle storm drain improvement project
4. Kevin way storm drain improvement project
5. Sunset Dr. storm drain improvement project
6. Kraemer Park storm drain improvement project
7. Naples/ Pinehurst Ave storm drain improvement project
8. Pinehurst Ave storm drain improvement project

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivison (e) or Subdivision (f)



No refunds were made during Fiscal Year 2022-23.

Police Impact- Fund 242

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Public Safety Mitigation Impact Fee to support capital equipment urgently needed for the city's police and fire protection facilities to maintain the existing levels of police and fire protection services to all areas of the City of Placentia. Pursuant to Resolution R-2023-20, the Public Safety Impact fee has been divided into Animal Shelter, Police and Fire Impact fees.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$150,829.94
<i>Revenue:</i>	105,256.73
<i>Allocated Interest¹</i>	1,767.96
<i>Expenses:</i>	137,880.22
<i>Ending Fund Balance</i>	\$119,974.41

2022-2023 Projects

1. Replace Police Department parking lot gates
2. Fire Department pre-fabrication garage (partial funding)

Future Activity

1. Refurbish Police Department armory
2. Refurbish Police Department motorcycle barn

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)



No refunds were made during Fiscal Year 2022-23

Citywide Affordable Housing- Fund 244

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-11 establishing a citywide Affordable Housing Impact Fee to provide housing affordable to extremely low income, very low income, lower income, and moderate income households in the city, consistent with the goals and policies contained in the city’s housing element and for administration and compliance monitoring of the affordable housing program.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$1,672,458.46
<i>Revenue:</i>	478,632.60
<i>Allocated Interest¹</i>	22,447.76
<i>Expenses:</i>	926,793.91
<i>Ending Fund Balance</i>	\$1,246,744.91

2022-2023 Projects

1. Purchase property for future low- and moderate-income housing project.

Future Activity

There are currently no planned projects using Affordable Housing Impact Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Quimby In-Lieu- Fund 243

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Quimby In-Lieu Impact Fee and/or dedication of parkland as a condition of approval of tentative map or parcel map to support additional park facilities needed to accommodate future growth and maintain an acceptable level of existing park and recreational facilities for all areas of the city of Placentia. First fees collected 2018.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$1,128,454.42
<i>Revenue:</i>	372,994.20
<i>Allocated Interest¹</i>	14,090.12
<i>Expenses:</i>	58,861.42
<i>Ending Fund Balance</i>	\$1,456,677.32

2022-2023 Projects

1. Bike corridor planning
2. Playground equipment replacement

Future Activity

1. McFadden Park pergola replacement
2. Koch Park picnic shelter replacement
3. Playground equipment replacement
4. Playground shade sails

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Technology Impact- Fund 234

History & Description

On November 3, 2009 Placentia City Council approved Resolution R-2009-105 establishing a Technology Fee.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$389,836.05
<i>Revenue:</i>	135,533.61
<i>Allocated Interest¹</i>	-
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$525,369.66

2022-2023 Projects

1. Citywide document digitization project

Future Activity

There are currently no planned projects using Technology Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Fire Impact Fee- Fund 287

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Public Safety Impact Fee, separated into Police, Fire and Animal Shelter Impact Fees pursuant to Resolution R-2023-20.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$16,433.33
<i>Revenue:</i>	-
<i>Allocated Interest¹</i>	-
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$16,433.33

2022-2023 Projects

No reportable projects or activity during fiscal year 2022-2023.

Future Activity

There are currently no planned projects using Fire Impact Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Animal Shelter- Fund 288

History & Description

On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Public Safety Impact Fee, separated into Police, Fire and Animal Shelter Impact Fees pursuant to Resolution R-2023-20.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$16,433.33
<i>Revenue:</i>	-
<i>Allocated Interest¹</i>	-
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$16,433.33

2022-2023 Projects

No reportable projects or activity during fiscal year 2022-2023.

Future Activity

There are currently no planned projects using Animal Shelter Impact Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Park Development- Fund 235

History & Description

Placentia is proud of its extensive park system, and has invested significantly in our Parks Initiative, upgrading and renovating numerous parks. On October 17, 2017, Placentia City Council approved Ordinance No. O-2017-10 establishing a Park and Recreation Impact Fee to be used as a funding source for park development, and community use facility expansion needed to serve new development.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$20,193.38
<i>Revenue:</i>	-
<i>Allocated Interest</i>	267.87
<i>Expenses:</i>	-
<i>Ending Fund Balance</i>	\$20,461.25

2022-2023 Projects

There were no projects supported by these fees in FY 2022-23.

Future Activity

There are currently no planned projects using Park Development Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



TOD Traffic Impact – Fund 246

History & Description

In June, 2017 the Placentia city council approved the TOD Development Impact Fee Nexus Study approving the TOD Traffic impact fee to mitigate the impacts of traffic created by development within the TOD area. First fees collected 2019.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$691,607.21
<i>Revenue:</i>	-
<i>Allocated Interest</i>	9,054.11
<i>Expenses:</i>	21,111.48
<i>Ending Fund Balance</i>	\$679,549.84

2022-2023 Projects

1. Wayfinding signage
2. Asphalt striping

Future Activity

1. TOD traffic mitigation improvement project

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



TOD Sewer Impact – Fund 247

History & Description

In June, 2017 the Placentia city council approved the TOD Development Impact Fee Nexus Study approving the TOD Sewer impact fee to support expansion and maintenance of the sewer system within the Transit Oriented District (TOD). First fees collected 2018.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$1,540,937.74
<i>Revenue:</i>	-
<i>Allocated Interest</i>	16,661.70
<i>Expenses:</i>	1,339,384.17
<i>Ending Fund Balance</i>	\$218,215.27

2022-2023 Projects

1. TOD Crowther Sewer project

Future Activity

There are currently no planned projects using TOD Sewer Impact Fees.

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



TOD Streetscape Impact – Fund 248

History & Description

In June, 2017 the Placentia city council approved the TOD Development Impact Fee Nexus Study approving the TOD Streetscape impact fee to support streetscape design and construction within the TOD. First fees collected 2019.

Fund Activity

	<i>2022-2023 Actual</i>
<i>Beginning Balance</i>	\$1,201,513.10
<i>Revenue:</i>	-
<i>Allocated Interest</i>	15,375.91
<i>Expenses:</i>	198,838.28
<i>Ending Fund Balance</i>	\$1,018,050.73

2022-2023 Projects

1. Main Street parking lot

Future Activity

2. Crowther Ave street resurfacing project
3. Crowther Ave parking lot improvement
4. Wayfinding signage design

The date of impact fee collection and deposit of funding is difficult to predict and will depend on the timing of each specific developer and on the relative economic conditions. As such, the City is unable to predict when all such development impact fees will be accumulated and will continue to provide updates as additional information and fees are collected. As part of the annual budget process, the City identifies public improvement projects that have sufficient impact fee funds available and the approximate dates (fiscal year) of construction. This information is included in the Capital Improvement Program which is adopted by City Council as part of the overall budget adoption process.

Interfund Transfer and Loan

There are currently no interfund transfers or loans made using this fee.

Refunds Made Pursuant to Section 66001 Subdivision (e) or Subdivision (f)

No refunds were made during Fiscal Year 2022-23.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES & INFRASTRUCTURE

DATE: FEBRUARY 20, 2024

SUBJECT: **AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH HF&H CONSULTANTS, LLC FOR REFUSE CONTRACT NEGOTIATIONS AND SB 1383 COMPLIANCE ASSISTANCE**

FISCAL
IMPACT: EXPENSE: \$35,000 CONSULTING SERVICES
FUNDING SOURCE: \$35,000 REFUSE ADMINISTRATION ENTERPRISE
FUND BALANCE (374386-6099)

SUMMARY:

The City of Placentia has an exclusive franchise agreement with Republic Waste Services of Southern California, LLC (Republic), to provide solid waste and recycling services in the City. In the past seven (7) years, the City has undertaken numerous efforts to comply with a variety of unfunded State mandates such as Assembly Bill ("AB") 341 (Mandatory Commercial Recycling), AB 1826 (Mandatory Organic Commercial Recycling), and AB 1594 (Green Material used as Alternative Daily Cover). In September 2016, Governor Brown signed into law Senate Bill (SB) 1383 establishing methane emissions reduction targets for short-lived climate pollutants in various sectors of California's economy. SB 1383 establishes an unfunded mandated target to achieve a fifty percent (50%) reduction in statewide disposal of food and landscape waste into landfills from 2014 levels by 2020 and a seventy-five percent (75%) reduction by 2025. SB 1383 prescribes specific actions local jurisdictions must take to reduce short-lived climate pollutants related to solid waste collection and processing and includes new stipulations upon acceptable waste segregation and processing practices, as well as City procurement and reporting responsibilities.

In July 2020, the City entered into a Professional Services Agreement ("Agreement") with HF&H Consultants, LLC (HF&H) under the City Administrator's approval authority to assist the City with preparing to implement the extensive regulatory administrative burdens mandated in SB 1383. On April 6, 2021, the City Council approved Amendment No. 1 to the Agreement for HF&H to assist the City in negotiating a fully restated and amended solid waste handling agreement with Republic and ordinance support to address the requirements of SB 1383. This amendment extended the term of the agreement to December 31, 2022, and increased the not-to-exceed contract amount to \$119,999. In December 2022, Amendment No. 2 was executed under the City Administrator's administrative approval authority to extend the term of the agreement to June 30, 2024. The proposed Amendment No. 3 to this agreement is presented to the City Council for its consideration to provide added work scope, fee, and extend the contract term to complete the contract negotiations with Republic.

1.h.
Feb 20, 2024

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve Amendment No. 3 to the Professional Services Agreement with HF&H Consultants, LLC in the amount of \$35,000 for SB 1383 compliance and franchise agreement negotiation services, for a cumulative contract not-to-exceed amount of \$154,999, and extend the term of agreement for an additional 12 months to June 30, 2025; and
2. Authorize the City Administrator to approve contract amendments up to 10% of the cumulative contract amount, or \$15,499.90; and
3. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

In July 2020, the City entered into an agreement with HF&H for the development of a contract profile and Senate Bill (SB) 1383 Gap Analysis as part of joint effort with the cities of Brea, Fullerton, Garden Grove, and Yorba Linda to analyze and ultimately negotiate a completely restated franchise agreement with their solid waste hauler for implementation of SB 1383 mandates. On April 6, 2021, the City Council approved Amendment No. 1 to the Agreement with HF&H to assist the City in negotiating a restated agreement with Republic, consolidating all previous amendments, and negotiating a new citywide organic waste recycling program. In December 2022, Amendment No. 2 was executed under the City Administrator's administrative approval authority to extend the term of the Agreement to June 30, 2024. This term extension was necessary due to delays in the contract negotiations.

Staff presents Amendment No. 3 (Attachment 1) for the City Council's consideration. Originally, negotiations with Republic were anticipated to conclude within 10 months. The City and Republic have been unable to reach agreement on rates and terms, and as a result the negotiations have been extended and ongoing and are now in the third year. Additionally, key members of the Republic negotiating team and management staff have been replaced, which has added time and additional cost to this project. HF&H has diligently supported the City throughout this process, offering a draft amended agreement, analyzing various cost proposals, and actively participating in negotiation sessions and updated the membership of the City Council Sewer and Refuse Ad Hoc Committee meetings as needed. Given the complexity of the negotiations and the necessity to comply with SB 1383, the ongoing assistance of HF&H remains crucial for the City's success in reaching a revised agreement with Republic.

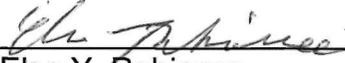
HF&H has supported a variety of jurisdictions and agencies throughout the State with strategic waste diversion planning, cost-of-service and rate studies, and negotiations of new franchise agreements related to SB 1383 compliance. HF&H has assisted the neighboring cities of Anaheim, Garden Grove, Santa Ana, and Yorba Linda in negotiating and implementing a new and/or amended agreement with Republic for SB 1383 compliance and continue assisting the

Cities of Brea and Fullerton in this endeavor. They have extensive experience and knowledge of the City's current franchise agreement and negotiations. As such, Staff is recommending the approval of Amendment No. 3 to the Agreement with HF&H to increase the contract amount and extend the term to allow HF&H to continue assisting the City in finalizing contract negotiations with Republic.

FISCAL IMPACT:

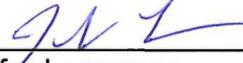
The recommended actions will approve an amendment to the Professional Services Agreement with HF&H increasing the contract amount by \$35,000, for a cumulative not-to-exceed contract amount of \$154,999. A total of \$35,000 is included for allocation from the Refuse Administration Fund in the FY 2023-24 Operating Mid-Year Budget Adjustment to cover the cost of the proposed amendment. No General Fund dollars will be used for this expenditure. Accordingly, sufficient funds exist for the recommended actions.

Prepared by:



Elsa Y. Robinson
Senior Management Analyst

Reviewed and approved:



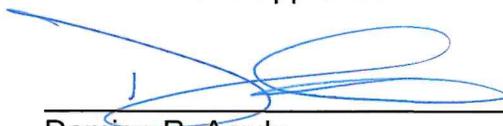
Jennifer Lampman
Director of Finance

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Amendment No. 3 to Professional Services Agreement
2. HF&H Scope of Work and Proposal

**AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES AGREEMENT
PROVISION OF SB 1383 CONTRACTING ASSISTANCE SERVICES WITH
HF&H CONSULTANTS, LLC**

This Amendment No. 3 (“Amendment”) to Professional Services Agreement is made and entered into effective the 20th day of February, 2024, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation (“CITY”), and HF&H CONSULTANTS, LLC, a California Limited Liability corporation (hereinafter “CONSULTANT”). CITY and CONSULTANT are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i) CITY and CONSULTANT entered into a Professional Services Agreement (“Agreement”) effective July 1, 2020, through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A”.

(ii) The Parties now seek to amend the Agreement to increase the compensation by an additional \$35,000 and to extend the termination date of the Agreement to June 30, 2025 for additional consulting services related to SB 1383 compliance assistance and contract negotiations.

(iii) All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 2.0, Paragraph 2.1 and Section 4.0, Paragraph 1 of the Agreement is hereby amended to read as follows:

2.1. Compensation. Consultant shall be paid in accordance with the revised fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed One Hundred Fifty-Four Thousand Nine Hundred and Ninety-Nine Dollars (\$154,999).

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 60 months, ending on June 30, 2025, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

2. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

3. The Agreement, all amendments together with this Amendment No. 3 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 3 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 3 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 3 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

By: _____
Laith Ezzet
Senior Vice President

By: _____
Damien R. Arrula
City Administrator

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney

2081 Business Center Drive, Suite 265
Irvine, California 92612
Telephone: 925/977-6950
www.hfh-consultants.com

Robert D. Hilton, Emeritus
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

MEMORANDUM

Date: January 31, 2024
To: Luis Estevez, Deputy City Administrator, City of Placentia
From: Laith Ezzet and Haley Kunert, HF&H Consultants, LLC
Subject: Solid Waste Contract Negotiations Project Status and Budget Update

The City of Placentia (City) approved an agreement with HF&H Consultants, LLC (HF&H) effective July 1, 2020, to assist the City with development of a contract profile and Senate Bill (SB) 1383 Gap Analysis for an amount not to exceed \$24,999. Upon completion of the initial phase of the project, the City amended the original agreement (Amendment 1) on April 6, 2021, to add an additional \$95,000 to assist the City in negotiating an updated solid waste agreement with Republic Services (Republic) and ordinance support. The total project cost was updated to reflect the amended amount bring the new budget total to \$119,999. In December of 2022, the original agreement was amended to extend the term of to June 30, 2024 (Amendment 2).

The contract negotiations were anticipated to address the requirements of SB 1383 which includes significant enhancements to current organics recycling programs, as well as modernize the agreement to align with current industry standards. Initially, the project schedule was projected to take 10 months. The City and Republic have been unable to reach agreement on rates and terms, and as a result the negotiations have been extended and ongoing and are now in the third year. Additionally, key members of the Republic negotiating team have been replaced which has added time and additional cost to the project. HF&H has provided a draft amended and restated agreement, analyzed multiple cost proposals, participated in ten negotiation sessions, and has been readily available to assist in Ad Hoc Committee meetings (upon City request). As of January 25, 2024 services, the remaining budget is \$15,295.75.

The remaining anticipated tasks to complete the negotiations are as follows:

- Schedule meetings and maintain tracking of negotiation progress;
- Prepare for and participate in additional negotiations sessions with City and Republic staff;
- Draft and develop additional contract language based on negotiated terms;
- Update rate adjustment section and supplemental agreement exhibit in alignment with the Ad Hoc Committees determination;
- Review and analyze additional cost proposals submitted by Republic;
- Run additional analysis as requested or required from the negotiations to inform City staff;
- Attend and support City staff to present the negotiated package to City Council;
- Prepare for and attend additional Ad Hoc Committee Meetings; and,
- Finalize and review the draft agreement for formatting, spelling, grammar, section references, etc.

MEMORANDUM

Page 2 of 2

The above additional tasks are estimated to be additional \$35,000 added to base \$119,999 for total project cost not to exceed \$154,999.

HF&H sincerely appreciates opportunity to support the City of Placentia with your solid waste and recycling projects and we would be happy to meet to discuss the projected estimated noted above.

CITY OF PLACENTIA
HF&H Workplan for SB 1383 Contracting Assistance

Please note the below is an estimated cost and our actual costs may be higher or lower than this amount. We bill based on the actual number of hours worked, multiplied by our hourly billing rates, plus out-of-pocket expenses incurred.

TASK	DESCRIPTION	Sr. Vice President	Sr. Project Manager	Senior Associate	Admin.	Total Hours/ Fees ⁽¹⁾
Contract Negotiations with Republic						
1	Develop Meeting Documents and Conduct Mtgs with City Staff and/or Ad Hoc Committee	6	12	-	-	18
2	Negotiations to Confirm Services, Terms, and Conditions	14	14	-	-	28
3	Review and Analyze Proposed Rate Impacts (Evaluate New Hauler Submittal)	8	12	16	-	36
4	Update and Revise Draft Agreement based on Negotiated Terms	6	16	-	12	34
5	Prepare for and Attend One City Council Meeting	4	6	-	-	10
Total Hours		38	60	16	12	126
Hourly Rates*		\$ 322	\$ 296	\$ 215	\$ 117	
Total Consulting Fees		\$ 12,236	\$ 17,760	\$ 3,440	\$ 1,404	\$ 34,840
Total Expenses						\$ 160
Total Fees and Expenses						\$ 35,000

(1) Hours may be shifted among tasks.

*Hourly rates remain the same until January 1, 2025 when they will increase by 2.5% per the current PSA between the City and HF&H.

2081 Business Center Drive, Suite 265
Irvine, California 92612
Telephone: 925/977-6950
www.hfh-consultants.com

Robert D. Hilton, Emeritus
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

MEMORANDUM

Date: January 31, 2024
To: Luis Estevez, Deputy City Administrator, City of Placentia
From: Laith Ezzet and Haley Kunert, HF&H Consultants, LLC
Subject: Solid Waste Contract Negotiations Project Status and Budget Update

The City of Placentia (City) approved an agreement with HF&H Consultants, LLC (HF&H) effective July 1, 2020, to assist the City with development of a contract profile and Senate Bill (SB) 1383 Gap Analysis for an amount not to exceed \$24,999. Upon completion of the initial phase of the project, the City amended the original agreement (Amendment 1) on April 6, 2021, to add an additional \$95,000 to assist the City in negotiating an updated solid waste agreement with Republic Services (Republic) and ordinance support. The total project cost was updated to reflect the amended amount bring the new budget total to \$119,999. In December of 2022, the original agreement was amended to extend the term of to June 30, 2024 (Amendment 2).

The contract negotiations were anticipated to address the requirements of SB 1383 which includes significant enhancements to current organics recycling programs, as well as modernize the agreement to align with current industry standards. Initially, the project schedule was projected to take 10 months. The City and Republic have been unable to reach agreement on rates and terms, and as a result the negotiations have been extended and ongoing and are now in the third year. Additionally, key members of the Republic negotiating team have been replaced which has added time and additional cost to the project. HF&H has provided a draft amended and restated agreement, analyzed multiple cost proposals, participated in ten negotiation sessions, and has been readily available to assist in Ad Hoc Committee meetings (upon City request). As of January 25, 2024 services, the remaining budget is \$15,295.75.

The remaining anticipated tasks to complete the negotiations are as follows:

- Schedule meetings and maintain tracking of negotiation progress;
- Prepare for and participate in additional negotiations sessions with City and Republic staff;
- Draft and develop additional contract language based on negotiated terms;
- Update rate adjustment section and supplemental agreement exhibit in alignment with the Ad Hoc Committees determination;
- Review and analyze additional cost proposals submitted by Republic;
- Run additional analysis as requested or required from the negotiations to inform City staff;
- Attend and support City staff to present the negotiated package to City Council;
- Prepare for and attend additional Ad Hoc Committee Meetings; and,
- Finalize and review the draft agreement for formatting, spelling, grammar, section references, etc.

MEMORANDUM

Page 2 of 2

The above additional tasks are estimated to be additional \$35,000 added to base \$119,999 for total project cost not to exceed \$154,999.

HF&H sincerely appreciates opportunity to support the City of Placentia with your solid waste and recycling projects and we would be happy to meet to discuss the projected estimated noted above.

CITY OF PLACENTIA
HF&H Workplan for SB 1383 Contracting Assistance

Please note the below is an estimated cost and our actual costs may be higher or lower than this amount. We bill based on the actual number of hours worked, multiplied by our hourly billing rates, plus out-of-pocket expenses incurred.

TASK	DESCRIPTION	Sr. Vice President	Sr. Project Manager	Senior Associate	Admin.	Total Hours/ Fees ⁽¹⁾
Contract Negotiations with Republic						
1	Develop Meeting Documents and Conduct Mtgs with City Staff and/or Ad Hoc Committee	6	12	-	-	18
2	Negotiations to Confirm Services, Terms, and Conditions	14	14	-	-	28
3	Review and Analyze Proposed Rate Impacts (Evaluate New Hauler Submittal)	8	12	16	-	36
4	Update and Revise Draft Agreement based on Negotiated Terms	6	16	-	12	34
5	Prepare for and Attend One City Council Meeting	4	6	-	-	10
Total Hours		38	60	16	12	126
Hourly Rates*		\$ 322	\$ 296	\$ 215	\$ 117	
Total Consulting Fees		\$ 12,236	\$ 17,760	\$ 3,440	\$ 1,404	\$ 34,840
Total Expenses						\$ 160
Total Fees and Expenses						\$ 35,000

(1) Hours may be shifted among tasks.

*Hourly rates remain the same until January 1, 2025 when they will increase by 2.5% per the current PSA between the City and HF&H.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR/PUBLIC SERVICES & INFRASTRUCTURE

DATE: FEBRUARY 20, 2024

SUBJECT: **RESCIND CITY COUNCIL POLICY NO. 620 STREET LIGHTS ON ARTERIAL HIGHWAYS**

FISCAL IMPACT: NONE

SUMMARY:

In 1975, the City Council adopted Policy No. 620, which required the placement of mission-bell streetlights on arterial streets. This policy mandated the installation of double mission bell style streetlights along all Master Planned median island streets (Kraemer Boulevard, Yorba Linda Boulevard, Rose Drive, and portions of Bastanchury Road and Chapman Avenue. In addition, it required the installation of single mission bell streetlights behind curbs on arterial streets.

One of the City Council's goals in the City's Five-Year Strategic Plan is to convert all streetlights in the City to LED. On July 25, 2023, City Council approved a Streetlight LED Conversion Project in partnership with SCE (Southern California Edison) to convert all the SCE-owned streetlights to LED. On January 21, 2024, Staff held a Study Session with the City Council to seek direction on the topic of converting the City's Mission Bell streetlights to LED. The City Council directed Staff to work with SCE to replace all the Mission Bell streetlights with standard cobra head fixtures and include them within the City's Streetlight LED Conversion Project. In addition, City Council directed Staff to update the City's Policy and Procedure Manual to reflect the updated policy direction regarding streetlights.

Staff is presenting Resolution No. R-2024-10 for the City Council's consideration to rescind City Council Policy No. 620 pertaining to placement of streetlights on arterial streets as it is now obsolete based upon City Council's direction on January 21, 2024.

RECOMMENDATION:

It is recommended that the City Council take the following action:

Adopt Resolution No. R-2024-10, A Resolution of the City Council of the City of Placentia, Approving and Adopting Amendments to the City of Placentia Policy and Procedure Manual to Rescind City Council Policy No. 620.

STRATEGIC PLAN STATEMENT:

There is no specific Strategic Plan Goal or Objective associated with this agenda item. **1.i.**

Feb 20, 2024

DISCUSSION:

City Council Policy No. 620 was initially established in July 1975 and most recently updated in November 1983. This policy was initially adopted to mandate the installation of decorative Mission Bell streetlights along arterial streets as the City developed. Today, there are a total of 3,656 streetlights throughout the City installed along residential, collector, and arterial streets. Out of the 3,656 streetlights, 537 are decorative Mission Bell style, which are located on all arterial streets of the City.

As part of the adoption of the City's Five-Year Strategic Plan, City Council directed Staff to research the feasibility of replacing existing High Pressure Sodium Vapor (HPSV) streetlights in the City with the newer Light Emitting Diode (LED) technology. City Council also directed Staff to explore available funding opportunities to minimize the capital expenditures of LED replacement. On July 25, 2023, City Council approved an agreement with SCE to convert eligible streetlights to LED using SCE's LS-1 Option E program. On November 7, 2023, the City Council approved a color choice for residential and arterial streetlights. On January 21, 2024, City Council directed Staff to work with SCE to replace all the Mission Bell streetlights with standard cobra head fixtures and include them in the City's Streetlight LED Conversion Project.

Based on the latest policy direction from the City Council, Staff is recommending that City Council Policy No. 620 be rescinded as it is now obsolete. The City Council has approved replacing all existing Mission Bell streetlights with standard cobra head fixtures, which makes City Council Policy No. 620 no longer applicable. Moving forward, it will be the City's standard practice to install cobra head LED streetlights when new lights are added to the City's inventory unless the new lights are located in a special project area such as the TOD or in Old Town which already have adopted streetscape master plans and decorative LED streetlighting systems.

Prepared by:



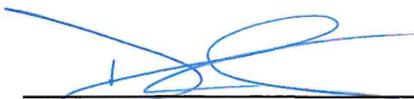
Elsa Robinson
Senior Management Analyst

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution No. R-2024-10
2. City Council Policy No. 620

RESOLUTION NO. R-2024-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, APPROVING AND ADOPTING AMENDMENTS TO THE CITY OF PLACENTIA POLICY AND PROCEDURE MANUAL TO RESCIND CITY COUNCIL POLICY NO. 620

A. Recitals

(i). The City of Placentia heretofore has adopted policies and procedures for the guidance of all elected and appointed officials, officers, and employees of the City as well as to establish policies and procedures for the implementation of provisions of the Placentia Municipal Code and provisions of state and federal law.

(ii). The City Council has caused the Policy and Procedure Manual of the City of Placentia to be reviewed and recommended for revision to set forth practices and procedures with regard to streetlights. Upon policy direction from the City Council regarding the replacement of Mission Bell streetlights with cobra-head standard fixtures, Staff is recommending that City Council Policy No. 620, Streetlights on Arterial Highways be rescinded.

(ii). Upon review of City Council Policy No. 620, it has been determined that said policy is no longer necessary.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.
2. That Policy No. 620 hereby is rescinded and hereby removed from the Policy and Procedure Manual of the City of Placentia.

APPROVED and ADOPTED this 20th day of February 2024.

Jeremy Yamaguchi, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 20th of February 2024 by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:
ABSTAIN:	Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

STREET LIGHTS ON ARTERIAL HIGHWAYS

It is the policy of the City of Placentia that ornamental poles and mission-bell style luminaires be placed on arterial highways in accordance with the "High Pressure Sodium Vapor Street Light Conversion Standard Plan", as approved by City Council on August 7, 1979, on file in the City Engineer's office. The developers' responsibility shall include the complete installation of the underground wiring system, ornamental marbelite concrete poles, mission-bell style luminaires, scrollwork, and appurtenances.

Double mission bell luminaires shall be installed along all Master Planned median island streets (Kraemer Boulevard, Yorba Linda Boulevard, Rose Drive, and portions of Bastanchury Road and Chapman Avenue). Said luminaires shall be installed within median islands required to be constructed as part of development.

Single mission bell luminaires shall be placed behind curbs on arterial streets where no median islands are Master Planned. The City will replace any non-conforming existing luminaires with single mission bell lights as budgetary considerations allow.

Exception to the placement of single mission bell light requirement shall be made along reaches of City boundary arterial streets. Where other permanent type street lights have been installed by neighboring cities across the street, installation of conventional street lights conforming in like kind shall be made.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: EMERGENCY AND HEALTH SERVICES MANAGER

DATE: FEBRUARY 20, 2024

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AUTHORIZING PERSONS HOLDING CERTAIN DESIGNATED POSITIONS TO EXECUTE GRANT DOCUMENTS FOR AND ON BEHALF OF THE CITY OF PLACENTIA FOR THE PURPOSE OF OBTAINING CERTAIN FEDERAL FINANCIAL ASSISTANCE AND/OR STATE FINANCIAL ASSISTANCE**

FISCAL
IMPACT: NONE

SUMMARY:

The City of Placentia regularly seeks out funding from the State of California and Department of Homeland Security. The Federal Emergency Management Agency (FEMA), which is administered by the State of California Governor's Office of Emergency Services (CalOES), requires Standard Assurances and Resolutions to obtain grants that designate persons in certain positions to execute documents for and on behalf of the City of Placentia.

The purpose of this staff report is to designate the positions which are authorized by the City Council to execute documents on behalf of the City of Placentia for the purposes of applying for and administering various State and Federal grants.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Adopt Resolution No. R-2024-09, A Resolution of the City Council of the City of Placentia, California, authorizing persons holding certain designated positions to execute grant documents for and on behalf of the City of Placentia for the purpose of obtaining certain Federal financial assistance and/or State financial assistance; and
2. Authorize the City Administrator and designated persons within the Police and Administration Departments including Emergency and Health Services to oversee and administer the projects associated with the Emergency Management Performance Grant on behalf of the City.

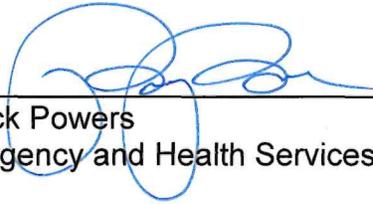
1.j.
Feb 20, 2024

DISCUSSION:

The City of Placentia has previously applied for grant funding and has been required to submit resolutions every three (3) years to designate persons holding certain positions the authority to execute documents on behalf of the City of Placentia.

Resolution R-2024-09 designates the following positions to execute documents on behalf of the City of Placentia: City Administrator, Chief of Police, and the Deputy City Administrator.

Prepared by:



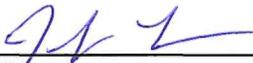
Patrick Powers
Emergency and Health Services Manager

Reviewed and approved:



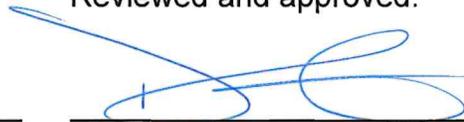
Rosanna Ramirez
Deputy City Administrator

Reviewed and approved:



Jennifer Lampman
Finance Director

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution 2024-09
2. California Office of Emergency Services – Project Assurances for Federal Assistance Agreement
3. Designation of Applicants Agent Resolution for Non-State Agencies
4. FFATA Financial Disclosure
5. List of Authorized Agents

RESOLUTION NO. R-2024-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AUTHORIZING PERSONS HOLDING CERTAIN DESIGNATED POSITIONS TO EXECUTE GRANT DOCUMENTS FOR AND ON BEHALF OF THE CITY OF PLACENTIA FOR THE PURPOSE OF OBTAINING CERTAIN FEDERAL FINANCIAL ASSISTANCE AND/OR STATE FINANCIAL ASSISTANCE.

A. Recitals

(i) WHEREAS, the City of Placentia (the "City") regularly applies for funding and training assistance funded by grants established by the Department of Homeland Security (hereinafter collectively referred to as "Eligible Grants") from the Federal Department of Homeland Security, Federal Emergency Management Agency ("FEMA") which are administered by the California Governor's Office of Emergency Services ("Cal-OES"); and

(ii). WHEREAS, as part of such applications for Eligible Grants, Cal-OES requires that the City submit written authorization from the City Council, authorizing persons holding specific positions to act on behalf of the City, and designates and/or affirms that the City official executing the grant agreement is authorized to do so and providing specific standard assurances that the City Council, on behalf of the City, agrees:

- a) to provide all matching funds required for the project specified in the grant application and that any cash match will be appropriated as required,
- b) that any liability arising out of the performance of the grant agreement shall be the responsibility of the City,
- c) that the grant funds shall not be used to supplant expenditures controlled by the City Council, and
- d) That the City official executing the grant agreement is authorized to do so (collectively, the "Standard Grant Assurances").

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. Persons holding the following positions are the City's authorized agents for purposes of applying for and obtaining Eligible Grants, executing grant agreements and other required documents, and taking any actions necessary to implement such grant agreements and other required documents:

City Administrator, Chief of Police, and the Deputy City Administrator.

APPROVED and ADOPTED this 20th day of February 2024.

Jeremy Yamaguchi, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia Do Hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 20th day of February 2024 by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:
ABSTAIN:	Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney



Disaster No: _____
 Cal OES ID No: _____
 UEI No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
 (Name of Organization)

PRIMARY MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

CA ASSEMBLY DIST: _____ CA SENATE DIST: _____ U.S. CONGRESSIONAL DIST: _____

Visit sos.ca.gov/elections/who-are-my-representatives to find your district number.

AUTHORIZED AGENT: _____

TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.



3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd- 3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of



- 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other non-discrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
 12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
 13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).



15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account and will be used to pay only eligible costs for projects described above.
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.



21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by _____
 (Name of Organization)

to enter into this agreement for and on behalf of said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

 PRINTED NAME

 SIGNATURE OF AUTHORIZED AGENT

 TITLE DATE



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
 (Governing Body) (Name of Applicant)

THAT _____, OR
 (Title of Authorized Agent)

_____, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ___ day of _____, 20__

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
 (Name) (Title)

_____, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the _____
 (Governing Body)

of the _____ on the _____ day of _____, 20__.
 (Name of Applicant)

 (Signature)

 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



FFATA FINANCIAL DISCLOSURE

OES-FPD-011 (Rev. 10-2022)

Cal OES ID No.: _____

UEI Number: _____

Previous Fiscal Year End Date: _____

FFATA Financial Disclosure

The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public and is submitted by the California Governor's Office of Emergency Services (Cal OES) to www.frs.gov. This is done in order that the government be held accountable for each spending decision. As a subrecipient of federal funds, you will be unable to draw down funds until this signed form is returned to Cal OES.

The Total Compensation and Names of the top five executives must be reported in the table on this form if your business or organization meets **both** of the following criteria:

- a) 80% or more of annual gross revenues are from Federal awards (contracts, sub-contracts, and Federal financial assistance), and \$25,000,000 or more in annual gross revenues from Federal awards; and,
- b) Compensation information is not already available through reporting to the Securities and Exchange Commission.

If your business or organization does **NOT** meet **BOTH** criteria, check the box below, sign, and return to Cal OES Financial Processing Unit.

Not subject to FFATA Financial Disclosure.

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

I, _____, do hereby certify, as the authorized agent of
Printed Name of Authorized Agent

_____, the information contained in this document is true
Entity Name

and correct.

Title of Authorized Agent

Signature of Authorized Agent

Date



LIST OF AUTHORIZED AGENTS

OES-FPD-012 (Rev. 09-2022)

List of Authorized Agents

Entity Name:

Cal OES ID:

- Enter each Authorized Agent (AA) as listed on the Designation of Applicant's Agent Resolution (Cal OES 130) for Non-State Agencies **or** as it appears on the Signature Authority (Cal OES 130SA) for California State Agencies.
- Check box to receive electronic copies of Cal OES Notification of Obligation and/or Payment packages. (Minimum 1 AA.)
- Email addresses must use an email that shares the official entity URL.

Authorized Agent Name	Authorized Agent Title	Email Address	Email Pkg?
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	

- An Approved Contact may be designated by an AA to request or receive information on grant payment status. Add them by inputting their information below. (Ex. Accounting/Admin offices) Must use an official email URL.

Approved Contact Name	Approved Contact Title	Email Address	Email Pkg?
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	
<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	<input style="width: 95%; height: 35px;" type="text"/>	

Please use a second page if more space is needed.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL
VIA: CITY ADMINISTRATOR
FROM: DIRECTOR OF FINANCE
DATE: FEBRUARY 20, 2024
SUBJECT: **FY 2023-24 MID-YEAR BUDGET REPORT**

FISCAL
IMPACT:

Fund	Revenues (Including Transfers-In)	Appropriations (Including Capital & Transfers-Out)
General Fund	\$649,157	\$390,473
Special Revenue	\$16,700	\$902,795
Capital Projects	-	-
Enterprise Funds	-	\$35,000
Internal Service Fund	\$511,376	-
Total	\$1,177,233	\$1,328,268

SUMMARY:

The City's Operating Budget is reviewed and presented to the City Council quarterly for recommended amendments and to provide current information on the financial activities of the City. Additionally, these types of quarterly reports assist City departments in communicating their financial operations throughout the fiscal year including any program changes and significant impacts to their annual budgets, as well as ensuring spending and revenues received throughout the year closely align with the adopted budget. This report includes requested departmental budget adjustments through the second quarter of fiscal year 2023-24, covering the period through December 2023.

RECOMMENDATION:

It is recommended that the City Council take the following action:

1. Approve the Mid-Year Budget Report and adopt Resolution No. R-2024-11, amending the City's FY 2023-24 Budget; and
2. Approve the Second Quarter Position Allocation Plan.

3.a.
Feb 20, 2024

STRATEGIC PLAN STATEMENT:

This item is consistent with the City Council approved 5-Year Strategic Goal to Ensure Long-Term Fiscal Sustainability, under Objective #1.6 Update the existing 10-Year Financial Plan.

DISCUSSION:

At the June 6, 2023 City Council meeting, City Council approved the FY 2023-24 budget which included \$86.4 million in expenditures supported by \$84.9 million in revenues, with the difference supported by the use of one-time monies in various funds to address capital improvement projects.

The City conducts a thorough mid-year analysis of its budget after completion of the first two quarters and makes adjustments as needed to both the revenues and the expenditures in order to ensure sufficient funding through June 30th.

General Fund: The General Fund FY 2023-24 Amended Budget, inclusive of proposed mid-year adjustments includes total revenues of \$64.5 million and expenditures of \$71.4 million. The proposed budget adjustments in the FY 2023-24 Mid-Year Budget Report include a net increase to revenues of \$649,157 and a net increase in expenditures of \$390,473.

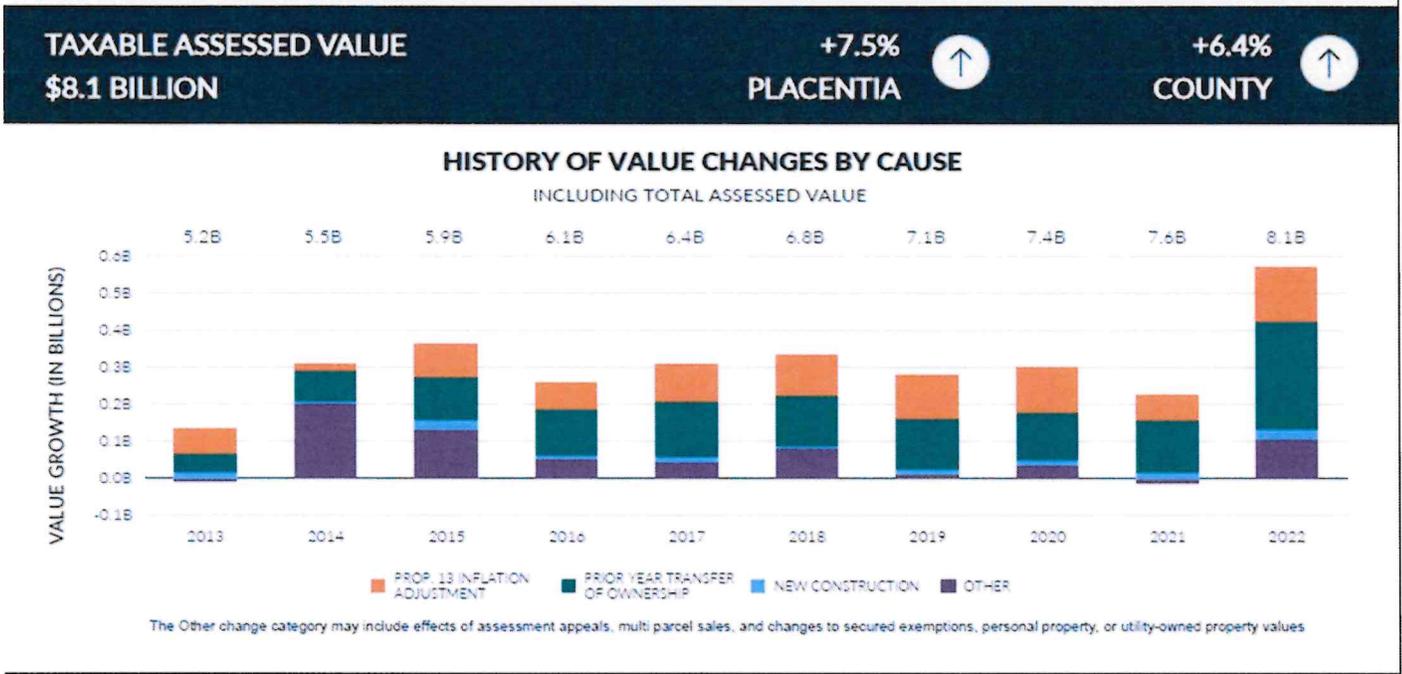
General Fund Revenue

Changes to revenue is based upon year-end projections based on current year activity. While there are minor adjustments in several revenue line items, the largest changes are occurring to property, sales, transient occupancy (TOT) and utility users' taxes.

- ***Property tax*** – The City receives the majority of its property tax revenue over 3-4 months each fiscal year clustered around the property tax due dates of December 10th and April 10th. As a result, the City does not receive its first payments until November, with the bulk of the first installment payments received at the end of December, making it difficult to compare revenue received to the budget until the mid-year budget review. Fortunately, for FY 2023-24, the City received higher than budgeted property tax for both the secured roll and property tax in-lieu of VLF (vehicle license fees).

Properties are assessed every January 1, with payments based upon that assessment due the following December and subsequent April creating a significant lag between the assessment of the property and the payment of the property tax. If a property changes ownership, or is reassessed after January 1, the City will not receive the increased property tax for up to 18 months making it difficult to predict significant increases. For the tax year 2022-23, the City's overall assessed value increased by 7.5%, compared to 6.4% for the County and was bolstered by a few significant property reassessments due to construction improvements as well as changes in ownership.

Based upon property tax received year-to-date, Staff is projecting an increase of \$836,921 to the FY 2023-24 budget across all property tax categories.



- **Sales Tax-** Receipts for sales tax have been approximately 6.2% lower in FY 2023-24 compared to the prior fiscal year, with the most recent quarter's (Q3) information showing receipts down 11.9% compared to the same quarter in 2022.

Working with our sales tax consultant, HdL, reasons behind the decreases include the significant decrease in fuel prices from last fiscal year when compared to current year, the impact of higher interest rates on purchases of new automobiles and the change in consumer behavior as people eat out less often because of menu price increases and service charges. More information regarding sales tax is included in the HdL quarterly sales tax update attached to this staff report.

For FY 2023-24 the City is projected to receive \$8.7 million, which represents \$525,000 less than originally budgeted.

- **Transient Occupancy Tax (TOT)** revenues are projected to be \$1.7 million compared to an adopted budget of \$1.5 million (\$225,000 increase), with the City receiving approximately 18% more revenue from TOT than this time last year. Higher revenue is a result of increased room rates, higher occupancy rates and demand, as well as an increase in the number of short-term rentals operating within the City.
- **Utility Users' Tax (UUT)** revenues are also included in the "Other taxes" category and are trending approximately \$200,000 higher than budgeted, for a total projected revenue of \$2,750,000 for the current fiscal year.

- **Permits & Licenses** are projected to end the fiscal year lower than budget due to the accidental duplicate line-item budgeting for fire plan review/ permits in both the Fire & Life Safety and Development Services Departments. FY 2023-24 is the first full budget year where this service is being performed by the Fire & Life Safety Department and both departments budgeted revenue for this service, when it should only have been budgeted within the Fire & Life Safety Department as staffing has recently been fulfilled.

	FY 2023-24 Adopted	FY 2023-24 Amended (Current)	Mid-Year Requests	FY 2023-24 Amended (Proposed)
Revenue				
Property Taxes	19,578,023	19,578,023	836,921	20,414,944
Sales & Use Taxes	9,175,000	9,175,000	(525,000)	8,650,000
Other Taxes	7,095,500	7,095,500	413,736	7,509,236
Permits/ Licenses	2,802,000	2,802,000	(184,000)	2,618,000
Fines & Forfeitures	452,500	452,500	12,500	465,000
Intergovernmental	312,000	3,125,115	-	3,125,115
Charges for Service	1,514,000	1,589,000	95,000	1,684,000
Misc. Revenue	2,454,000	2,454,000	-	2,454,000
Subtotal Revenues	43,383,023	46,271,138	649,157	46,920,295
Operating Transfers-In	1,047,800	1,052,750	-	1,052,750
Measure U Transfer In:	-	-	-	-
Employee Retention	3,337,946	3,337,946	-	3,337,946
OPEB	1,112,649	1,112,649	-	1,112,649
Measure U Reserve	920,000	920,000	-	920,000
Subtotal Transfers-In	6,418,395	6,423,345	-	6,423,345
Total Operating Resources	49,801,418	52,694,483	649,157	53,343,640
Capital Improvement Projects Revenue	-	11,160,044	-	11,160,044
Total Resources	49,801,418	63,854,527	649,157	64,503,684

General Fund Expenditures

As outlined in the table below, the mid-year forecast for General Fund operating expenses is \$44.2 million for FY 2023-24, with total General Fund expenditures projected at \$71.4 million, a net increase of \$390,473 over the revised budget.

	FY 2023-24 Adopted	FY 2023-24 Amended (Current)	Mid-Year Requests	FY 2023-24 Amended (Proposed)
Expenditures				
Legislative	1,004,000	1,004,000	135,000	1,139,000
City Administrator	1,010,377	1,050,134	4,000	1,054,134
Administrative Services	6,002,513	6,106,938	231,150	6,338,088
Finance	1,305,000	1,336,468	9,900	1,346,368
Development Services	1,571,100	1,689,556	130,000	1,819,556
Public Safety-Police	13,612,323	13,834,576	78,900	13,913,476
Fire & Life Safety	4,503,794	4,596,808	171,750	4,768,558
Public Works	4,795,070	4,627,218	311,873	4,939,091
Community Services	2,947,452	3,323,517	53,900	3,377,417
General Government	5,209,200	5,264,200	234,000	5,498,200
Operating Expenses	41,960,829	42,833,415	1,360,473	44,193,888
Capital Improvement Program	4,264,280	22,383,317	(970,000)	21,413,317
Interfund Transfers Out	36,214	36,214	-	36,214
GF Debt Service	6,021,200	5,760,900	-	5,760,900
Total Expenditures	52,282,523	71,013,846	390,473	71,404,319

Notable General Fund expenditure budget adjustment requests include the following:

- **Legislative-** Projected increases of \$135,000 in Legal Services due to a combination of rate increases per the City Attorney contract, and outside legal services needed for ongoing labor negotiations.
- **Administrative Services-**
 - As part of the FY 2023-24 budget, Information Technology functions transitioned away from contracted services to an in-house division with the addition of two full-time Information Technology Technicians. Recruitment for these positions and the training period took longer than anticipated and the City needed to retain the contract services for a longer period of time. As a result, the department is requesting \$120,000 to cover these expenses.
 - As the City's investment in technology continues and more companies transition to ongoing, annual software subscriptions, the cost of software maintenance has significantly increased. The IT division supports software purchases citywide and is requesting \$75,000 to support contract software expenses through June 30th.
- **Development Services-** The Development Services Department's FY 2023-24 budget included the transition from outside, contract services to in-house provision of services in both planning and building. Some of those positions have been difficult to recruit for, or were filled later than anticipated, requiring the need for extended use of outside consultants. As a result, the department is requesting \$115,000 to support these expenses.

- **Police-** The Police Department utilizes a wide range of specialized software in the course of their day-to-day operations. As noted in the Information Technology request, annual software subscriptions have become the normal business model for many software services and are increasingly expensive. The department is requesting \$70,000 to cover these expenses through June 30, 2024.
- **Fire & Life Safety-** The Fire & Life Safety Department is a 24/7 operation which requires a minimum amount of staffing to provide the appropriate level of service to the community. When vacancies occur, for any reason, the department must pay overtime to cover the vacancy. This fiscal year the department experienced a long-term vacancy at one of its higher ranks due to an injury, requiring a higher-than-normal amount of overtime. With the injured employee back to full duty, and all positions now filled, the pace of spending on overtime should decrease, however the department is requesting \$75,000 to offset the amount of overtime already experienced this fiscal year.
- **Public Works-**
 - The Public Works Department maintains the vehicles for all departments with the exception of specialized Fire Department equipment. The City has made strides in recent years modernizing its fleet and replacing older vehicles, but there are still many older vehicles that need costly repairs to remain useful. A request of \$50,000 is needed to maintain the City's fleet through the end of the fiscal year. An additional \$50,000 is requested for unplanned repairs to two Police patrol vehicles that were involved in a car accident and sustained significant damage.
 - The City's stormwater pump station is in need of repairs by the end of the fiscal year in order to remain operational. With last year's increased rain levels, and large storms experienced so far this year, these repairs are urgently needed to prevent flooding and damage to the City's streets. \$30,000 is requested for this repair.
 - Many of the City's facilities and systems, including HVAC, are aging and are frequently in need of repair. The department is requesting \$57,000 for facility maintenance as the majority of the budget has been spent on unforeseen repairs to the City Hall HVAC system and other unbudgeted projects.
 - The department is requesting \$110,000 for gasoline. The City was on pace to exceed the original budget prior to the fuel tank leak that was discovered in the City's unleaded fuel tank. For approximately two months City vehicles were required to use retail fuel stations at a much higher price point than the wholesale fuel previously delivered to the corporation yard, further contributing to the need for additional appropriations in this account.
- **Community Services-** The Community Services Department assumed responsibility for maintenance of park facilities this fiscal year. Their maintenance division is now fully staffed and is working on a backlog of maintenance projects as well as unplanned repairs as they arise. The department is requesting \$30,000 to cover these expenses.

- **General Government-** The General Government department covers expenses that support all citywide departments such as insurance, postage and electricity and are often outside the City's control. After review of these accounts the following adjustments are requested for the remainder of the fiscal year.
 - Telephone- \$25,000
 - Electricity- \$150,000
 - Postage- \$20,000
 - Office Equipment Rental (copiers/ printers)- \$30,000
- **Capital Projects-** The FY 2023-24 budget included a \$1 million loan contribution to the Enhanced Infrastructure Financing District (EIFD). After review of the project timeline including the need to receive direction from the City Council on design plans for Santa Fe Avenue prior to project bidding and/or securing a bond, Staff is proposing to disencumber \$970,000 of this funding and re-budget it in the FY 2024-25 budget. Staff does not anticipate needing this funding prior to July 1, 2024.

Special Revenue Funds: The Special Revenue Fund FY 2023-24 Amended Budget includes revenues of \$21.5 million and expenditures of \$31.0 million, with the difference due to the carryover of projects and their respective funding source from one fiscal year to the next. The proposed budget adjustments in the FY 2023-24 Mid-Year Budget Report include an increase in revenues of \$16,700 for a North Orange County task force at the Whitten and Teen Center (with corresponding expenses) and an increase in expenditures of \$937,795.

Notable expenditure adjustments include:

- \$36,000 in the PEG fund to support the broadcasting of City Council meetings per the recently approved contract.
- \$55,000 in the Technology Fund to support software previously supported by the General Fund for the Development Services Department.
- \$770,595 for the transfer of fund balance in the Measure U fund to the General Fund for funding of the Section 115 Trust for OPEB related expenses. This transfer was approved and accounted for in the General Fund Revenue with the FY 2023-24 budget adoption, but a corresponding transfer out of the Measure U fund was omitted. The City will transfer the funds to Section 115 trust pending approval of this request.

Internal Service Funds: The Internal Service Fund for FY 2023-24 Amended budget includes revenues of \$4.3 million and expenditures of \$3.8 million. Proposed changes to Internal Service Fund revenues include \$511,376 in reimbursements, primarily \$500,000 from an insurance premium refund from PARSAC, the City's insurance provider.

Positions Allocation Plan: Changes to the Position Allocation Plan include the following proposed changes:

- Reclassification of one (1.0 FTE) Maintenance Worker to a Facilities Maintenance Technician (\$7,100 annual) in the Community Services Department to better reflect the duties currently being done, the needs of the department and to be consistent with the classification of the other Facilities Maintenance Technicians.
- Reclassification of one Office Assistant to an Administrative Assistant (\$5,250 annual) in the Fire & Life Safety Department to better reflect the duties currently being done and the needs of the department.

FISCAL IMPACT:

The fiscal impact associated with the approval of this item is summarized below with the detailed budget adjustments as listed in Exhibit A.

Fund	Revenues (Including Transfers-In)	Appropriations (Including Capital & Transfers-Out)
General Fund	\$649,157	\$390,473
Special Revenue	\$16,700	\$902,795
Capital Projects	-	-
Enterprise Funds	-	\$35,000
Internal Service Fund	\$511,376	-
Total	\$1,177,233	\$1,328,268

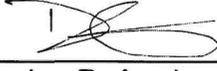
Based upon preliminary FY 2023-24 projections, which reflect an increase in revenues of \$649,157 and a net increase in expenses of \$390,473, it is anticipated that the General Fund fund balance, inclusive of the Measure U and General Fund reserves, Unassigned Fund Balance and Nonspendable monies will be \$12,939,460 at the end of the fiscal year, maintaining a reserve level of 25.3%.

Prepared by:

Reviewed and approved:



 Jennifer Lampman
 Director of Finance



 Damien R. Arrula
 City Administrator

Attachments:

1. Resolution R-2024-11 – Authorizing a Budget Amendment in Fiscal Year 2023-24
 - a. Exhibit A – Detailed Budget Adjustments
2. Mid-Year (Q2) Position Allocation Plan
3. HDL 3rd Quarter Sales Tax Update

RESOLUTION NO. R-2024-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA AUTHORIZING A BUDGET AMENDMENT IN FISCAL YEAR 2023-24 IN COMPLIANCE WITH CITY CHARTER OF THE CITY OF PLACENTIA SECTION 1206 PERTAINING TO APPROPRIATIONS FOR ACTUAL EXPENDITURES

A. Recitals.

(i). The adopted budget for the 2023-24 Fiscal Year sets out estimated appropriations for City expenses throughout the year.

(ii). From time to time the adopted budget must be adjusted when precise expenditures are finally determined or when estimated expenditures exceed projected costs allocated.

(iii). City Charter of the City of Placentia § 1206 authorizes the City Council to amend or supplement the budget by motion adopted by the affirmative votes of at least three members so as to authorize the transfer of unused balances appropriated for one purpose to another purpose, or to appropriate available revenues not included in the budget. All other legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. The adopted budget for Fiscal Year 2023-24, Resolution No. R-2023-42, is hereby amended to reflect the following available balances from FY2023-24 from the to the Account specified:

Fund	Description	Department	GL Account	Amount	Type
See Exhibit A					

3. The City Council desires to amend said Position Allocation Plan in accordance with the provisions of the Fiscal Year 2023-24 Quarter two (Q2) Budget, effective February 20, 2024.

4. The Mayor shall sign this resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, ADOPTED AND APPROVED THIS 20th DAY OF FEBRUARY 2024.

Jeremy Yamaguchi, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 20th day of February 2024 by the following vote:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian Bettenhausen, City Attorney

Budget Reporting	Fund	Fund Description	Key	Object	Object Description	Adjustment
Expenses						
Legislative	101	General Fund (0010)	101005	6005	Legal Services	135,000
					<i>Legislative Total</i>	135,000
Administrative Services	100	General Fund (0010)	101512	5141	Employer PARS Contribution	16,150
Administrative Services	101	General Fund (0010)	101515	5015	Overtime- PS Comm Center	20,000
Administrative Services	101	General Fund (0010)	101523	6136	Software Maintenance	75,000
Administrative Services	101	General Fund (0010)	101523	6290	Dept. Contract Services	120,000
					<i>Administrative Services Total</i>	231,150
City Administrator	101	General Fund (0010)	101534	6401	Community Programs	4,000
					<i>City Administrator Total</i>	4,000
Finance	100	General Fund (0010)	102020	5141	Employer PARS Contribution	9,900
					<i>Finance Total</i>	9,900
Development Services	101	General Fund (0010)	102531	6047	Landscape Review Expense	15,000
Development Services	101	General Fund (0010)	102532	6290	Dept. Contract Services	115,000
					<i>Development Services Total</i>	130,000
Public Safety - Police	101	General Fund (0010)	103041	6136	Software Maintenance	70,000
Public Safety - Police	101	General Fund (0010)	103043	5141	Employer PARS Contribution	8,900
					<i>Public Safety - Police Total</i>	78,900
Fire & Life Safety	100	General Fund (0010)	103067	5001	Salaries	1,750
Fire & Life Safety	101	General Fund (0010)	103066	5015	Overtime	75,000
Fire & Life Safety	101	General Fund (0010)	103066	6134	Vehicle Repair & Maintenance	20,000
Fire & Life Safety	101	General Fund (0010)	103066	6290	Dept. Contract Services	50,000
Fire & Life Safety	101	General Fund (0010)	103066	6361	Personal Protection Equipment	25,000
					<i>Fire & Life Safety Total</i>	171,750
Public Works	101	General Fund (0010)	103652	6133	R & M/Sewers/Storm Drains	30,000
Public Works	101	General Fund (0010)	103652	6301	Special Department Expenses	10,000
Public Works	101	General Fund (0010)	103654	6130	Repair & Maint/Facilities	56,873
Public Works	101	General Fund (0010)	103654	6137	Repair Maint/Equipment	5,000
Public Works	101	General Fund (0010)	103658	6134	Vehicle Repair & Maintenance	50,000
Public Works	101	General Fund (0010)	103658	6144	Unplanned Repair & Maintenance	50,000
Public Works	101	General Fund (0010)	103658	6345	Gasoline & Diesel Fuel	110,000
					<i>Public Works Total</i>	311,873
Community Services Total	101	General Fund (0010)	104071	6099	Professional Services	20,000
Community Services	101	General Fund (0010)	104071	6360	Uniforms	1,500
Community Services	102	General Fund (0010)	104076	5001	Salaries	2,400
Community Services	101	General Fund (0010)	104076	6130	Repair & Maint/Facilities	30,000
					<i>Community Services Total</i>	53,900
General Government	101	General Fund (0010)	109595	6215	Telephone	25,000
General Government	102	General Fund (0010)	109596	6330	Electricity	150,000
General Government	103	General Fund (0010)	109597	6325	Postage	20,000
General Government	102	General Fund (0010)	109596	6315	Office Supplies	9,000
General Government	101	General Fund (0010)	109595	6175	Office Equipment Rental	30,000
					<i>General Government Total</i>	234,000
Capital Projects	101	General Fund (0010)	109800	6850	Building & Facilities	(970,000)
					<i>Capital Projects Total</i>	(970,000)

Proposed FY 2023-
24 Midyear
Adjustment

Budget Reporting	Fund	Fund Description	Key	Object	Object Description	Adjustment
Special Revenue Funds	211	PEG Fund (0058)	581573	6290	Dept. Contract Services	36,000
Special Revenue Funds	244	CW Aford House ImpactFee(0068)	682534	6099	Professional Services	20,000
Special Revenue Funds	231	Placentia Reg Nav Cent(0078)	784070	6935	Lease Expenditure	4,500
Special Revenue Funds	117	Measure U Fund (0079)	790000	8010	Transfer Out to GF	770,595
Special Revenue Funds	234	Technology Impact Fees (0075)	750000	6136	Software Maintenance	55,000
Special Revenue Funds	228	NOC-Public Safety Grant(0061)	614071	5005	Salaries/Part-Time	16,700
Enterprise Funds	501	Refuse Administration (0037)	374386	6099	Professional Services	35,000
Special Revenue Funds Total						937,795

General Fund Expenses Total	390,473
Other Funds Expenses Total	937,795
Grand Total Expenses	1,328,268

Revenues

Budget Reporting	Fund	Fund Description	Key	Object	Object Description	Midyear Requests
General Fund Revenue	101	General Fund (0010)	100000	4001	Current Year-Secured	70,977
General Fund Revenue	101	General Fund (0010)	100000	4002	Property Tax (VLF)	206,944
General Fund Revenue	101	General Fund (0010)	100000	4010	Prior Yrs-Secured/Unsecured	10,000
General Fund Revenue	101	General Fund (0010)	100000	4017	Residual Property Tax	374,000
General Fund Revenue	101	General Fund (0010)	100000	4025	OC St Light Assess Dist	175,000
General Fund Revenue	101	General Fund (0010)	100000	4050	Utility User Tax	200,000
General Fund Revenue	101	General Fund (0010)	100000	4060	General Sales & Use Taxes	(525,000)
General Fund Revenue	101	General Fund (0010)	100000	4071	Franchise Taxes - Refuse	23,736
General Fund Revenue	101	General Fund (0010)	100000	4072	Franchise Taxes - Cable	(5,000)
General Fund Revenue	101	General Fund (0010)	100000	4094	Real Property Transfer Tax	(30,000)
General Fund Revenue	101	General Fund (0010)	100000	4096	Transient Occupancy Tax	225,000
General Fund Revenue	101	General Fund (0010)	100000	4101	Business License Fees	(10,000)
Development Services	101	General Fund (0010)	102531	4305	Planning Division Fees	25,000
Development Services	101	General Fund (0010)	102531	4315	Landscape Review Revenue	15,000
Development Services	101	General Fund (0010)	102532	4160	Building Permits	25,000
Development Services	101	General Fund (0010)	102532	4163	Fire Plan Check/Permit	(125,000)
Public Safety - Police	101	General Fund (0010)	103047	4405	Veh Code Fines (Moving)	12,500
Fire & Life Safety	101	General Fund (0010)	103067	4163	Fire Plan Check/Permit	(74,000)
Fire & Life Safety	101	General Fund (0010)	103067	4167	Inspections/Operating Permit	50,000
Community Services	101	General Fund (0010)	104073	4346	Festival Revenue	5,000
General Fund Total						649,157
Internal Service	605	Risk Management (0040)	404580	4710	Reimbursements/Other Revenue	11,376
Internal Service	605	Risk Management (0040)	404582	4710	Reimbursements/Other Revenue	500,000
Internal Service Funds Total						511,376
Special Revenue Funds	228	NOC-Public Safety Grant(0061)	614071	4205	State Grants	16,700
Special Revenue Funds Total						16,700

General Fund Total	649,157
Internal Service Funds Total	511,376
Special Revenue Funds Total	16,700
Grand Total	1,177,233

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2023-24**

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
ELECTED				
MAYOR	1	1	1	1
CITY COUNCIL	4	4	4	4
CITY CLERK	1	1	1	1
CITY TREASURER	1	1	1	1
TOTALS	7	7	7	7

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
APPOINTED (DOES NOT INCLUDE ALTERNATES)				
CITIZENS' OVERSIGHT COMMITTEE	3	3	3	3
FINANCIAL AUDIT OVERSIGHT COMMITTEE	5	5	5	5
HERITAGE COMMITTEE	7	7	8	8
HISTORICAL COMMITTEE	9	9	9	9
PARKS ARTS AND RECREATION COMMISSION (PARC)	5	5	5	5
PLANNING COMMISSION	7	7	7	7
SENIOR ADVISORY COMMITTEE	7	7	7	7
SENIOR/COMMUNITY CENTER BLUE RIBBON COMMITTEE	9	9	9	9
STREETSCAPE AND TRANSPORTATION ADVISORY COMMISSION	5	5	6	6
VETERANS ADVISORY COMMITTEE	9	9	10	10
TOTALS	66	66	69	69

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
CITY ADMINISTRATOR				
CITY ADMINISTRATOR	1	1	1	1
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.65	0.65	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	1	1	1	1
COMMUNICATIONS & MARKETING MANAGER	0	0	1	1
DIGITAL MEDIA ANALYST	0	0	1	1
SENIOR MANAGEMENT ANALYST	0	0	1	1
TOTALS	2.65	2.65	5	5

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
ADMINISTRATIVE SERVICES				
ADMINISTRATIVE ASSISTANT	1	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1	1
DEPUTY CITY ADMINISTRATOR	1	1	1	1
DEPUTY CITY CLERK	1	1	1	1
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	0	0	1	1
DIRECTOR OF HUMAN RESOURCES	1	1	1	1
HUMAN RESOURCES ANALYST	1	1	1	1

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2023-24**

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
ADMINISTRATIVE SERVICES (CONTINUED)				
HUMAN RESOURCES OFFICE CLERK	1	1	1	1
HUMAN RESOURCES TECHNICIAN	0	0	0	0
INFORMATION TECHNOLOGY MANAGER	1	1	1	1
INFORMATION TECHNOLOGY SPECIALIST	0	0	1	1
INFORMATION TECHNOLOGY TECHNICIAN	0	0	1	1
OFFICE ASSISTANT	0	0	0	0
PUBLIC SAFETY COMMUNICATIONS MANAGER	1	1	1	1
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	3	3	3	3
PUBLIC SAFETY DISPATCHER (1 OVERHIRE)	13	13	13	13
RISK MANAGER	1	1	1	1
SENIOR HUMAN RESOURCES ANALYST	1	1	1	1
SENIOR HUMAN RESOURCES TECHNICIAN	1	1	1	1
SENIOR MANAGEMENT ANALYST	1	1	1	1
TOTALS	29	29	32	32

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
FINANCE				
ACCOUNT CLERK	1	1	0	0
ACCOUNTING MANAGER	1	1	1	1
ACCOUNTING TECHNICIAN	3	3	4	4
DIRECTOR OF FINANCE	1	1	1	1
SENIOR ACCOUNTANT	1	1	1	1
SENIOR ACCOUNTING TECHNICIAN	1	1	1	1
SENIOR FINANCIAL ANALYST	1	1	1	1
TOTALS	9	9	9	9

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
DEVELOPMENT SERVICES				
ADMINISTRATIVE ASSISTANT	1	1	1	1
ASSISTANT PLANNER	0	0	0	0
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.35	0.35	0	0
ASSOCIATE PLANNER	1	1	1	1
BUILDING INSPECTOR	1	1	1	1
BUILDING PERMIT TECHNICIAN	1	1	2	2

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2023-24**

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
DEVELOPMENT SERVICES (CONTINUED)				
CODE ENFORCEMENT OFFICER	0	0	1	1
CODE ENFORCEMENT SUPERVISOR	0	0	1	1
DIGITAL MEDIA ANALYST	1	1	0	0
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1	1
GIS TECHNICIAN	1	1	1	1
MANAGEMENT ANALYST	1	1	0	0
MEDIA SERVICES SPECIALIST	0	0	0	0
OFFICE ASSISTANT	0	0	0	0
PLANNING MANAGER	0	0	1	1
PLANNING TECHNICIAN	1	1	1	1
PLANS EXAMINER	0	0	1	1
SENIOR PLANNER	1	1	0	0
SR. CODE ENFORCEMENT OFFICER	1	1	0	0
TOTALS	11.35	11.35	12	12

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
PUBLIC SAFETY - POLICE				
CAPTAIN	2	2	2	2
CHIEF OF POLICE	1	1	1	1
COMMUNITY SERVICES OFFICER	2	2	2	2
CRIME ANALYST	1	1	1	1
IT SERGEANT	1	1	1	1
LIEUTENANT	3	3	3	3
MANAGEMENT ANALYST	1	1	1	1
OFFICE SPECIALIST - RECORDS	2	2	3	3
PARKING CONTROL OFFICER	2	2	2	2
POLICE ACADEMY TRAINEE	1	1	1	1
POLICE CIVILIAN INVESTIGATOR	3	3	3	3
POLICE OFFICER (3 OVERHIRE)	39	39	39	39
POLICE SERVICES OFFICER	2	2	2	2
POLICE SERVICES SUPERVISOR	3	3	3	3
PROPERTY TECHNICIAN	1	1	1	1
SERGEANT	10	10	10	10
SR. ADMINISTRATIVE ASSISTANT	1	1	1	1
SR. MANAGEMENT ANALYST	0	0	0	0
TOTALS	75	75	76	76

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2023-24**

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
FIRE & LIFE SAFETY				
ADMINISTRATIVE ASSISTANT	0	0	0	1
BATTALION CHIEF	3	3	3	3
DEPUTY FIRE CHIEF	1	1	1	1
FIRE CAPTAIN	6	6	6	6
FIRE CHIEF	1	1	1	1
FIRE ENGINEER	6	6	6	6
FIRE MARSHAL (ADDED Q1 FY21/22)	1	1	1	1
FIRE PREVENTION SPECIALIST (ADDED Q1 FY21/22)	1	1	1	1
FIREFIGHTER	6	6	9	9
MANAGEMENT ANALYST	0	0	0	0
MANAGEMENT ASSISTANT	0	0	0	0
OFFICE ASSISTANT	1	1	1	0
PATROL ENGINEER	1	1	0	0
SENIOR MANAGEMENT ANALYST	1	1	1	1
TRAINING OFFICER	0	0	0	0
TOTALS	28	28	30	30

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
PUBLIC WORKS				
ADMINISTRATIVE ASSISTANT	1	1	1	1
ASSOCIATE CIVIL ENGINEER (SEWER)	1	1	1	1
CITY ENGINEER	1	1	1	1
CUSTODIAN	1	1	1	1
DEPUTY CITY ADMINISTRATOR	1	1	1	1
ENGINEERING AIDE	1	1	1	1
ENVIRONMENTAL SERVICES COORDINATOR	1	1	1	1
FACILITY MAINTENANCE TECHNICIAN	3	3	3	2
MAINTENANCE WORKER	8	8	8	8
MANAGEMENT ASSISTANT	0	1	1	1
MANAGEMENT ANALYST	0	0	0	0
MECHANIC	2	2	2	2
OFFICE ASSISTANT	0	0	0	0
PUBLIC WORKS INSPECTOR	1	1	1	1
PUBLIC WORKS MANAGER	0	0	1	1
PUBLIC WORKS SUPERINTENDENT	1	1	1	1
PUBLIC WORKS SUPERVISOR	2	2	2	2
SENIOR CIVIL ENGINEER	1	1	1	1
SENIOR CUSTODIAN	1	1	1	1
SENIOR MANAGEMENT ANALYST	1	1	1	1

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2023-24**

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
PUBLIC WORKS (CONTINUED)				
TRANSPORTATION MANAGER	1	1	1	1
TOTALS	28	29	30	29

	Amended 22-23	Amended 22-23	Amended 23-24	Midyear 23-24
COMMUNITY SERVICES				
ADMINISTRATIVE ASSISTANT	1	1	1	1
COMMUNITY SERVICES COORDINATOR	4	4	4	4
COMMUNITY SERVICES SUPERVISOR	1	1	0	0
DEPUTY DIRECTOR OF COMMUNITY SERVICES	0	0	1	1
DIRECTOR OF COMMUNITY SERVICES	1	1	1	1
FACILITY MAINTENANCE TECHNICIAN	0	0	1	3
MAINTENANCE WORKER	1	1	1	0
MANAGEMENT ANALYST	1	1	1	1
OFFICE ASSISTANT	0	0	0	0
TOTALS	9	9	10	11

SUMMARY				
FULL-TIME FUNDED PERSONNEL	187	188	200	200
UNFUNDED OVERHIRES	5	5	4	4
ELECTED & APPOINTED PERSONNEL	73	73	76	76
GRAND TOTAL	265	266	280	280

*Overhires are not funded

CITY OF PLACENTIA

SALES TAX UPDATE

3Q 2023 (JULY - SEPTEMBER)



PLACENTIA

TOTAL: \$ 1,922,470

-11.4%

3Q2023



-1.1%

COUNTY



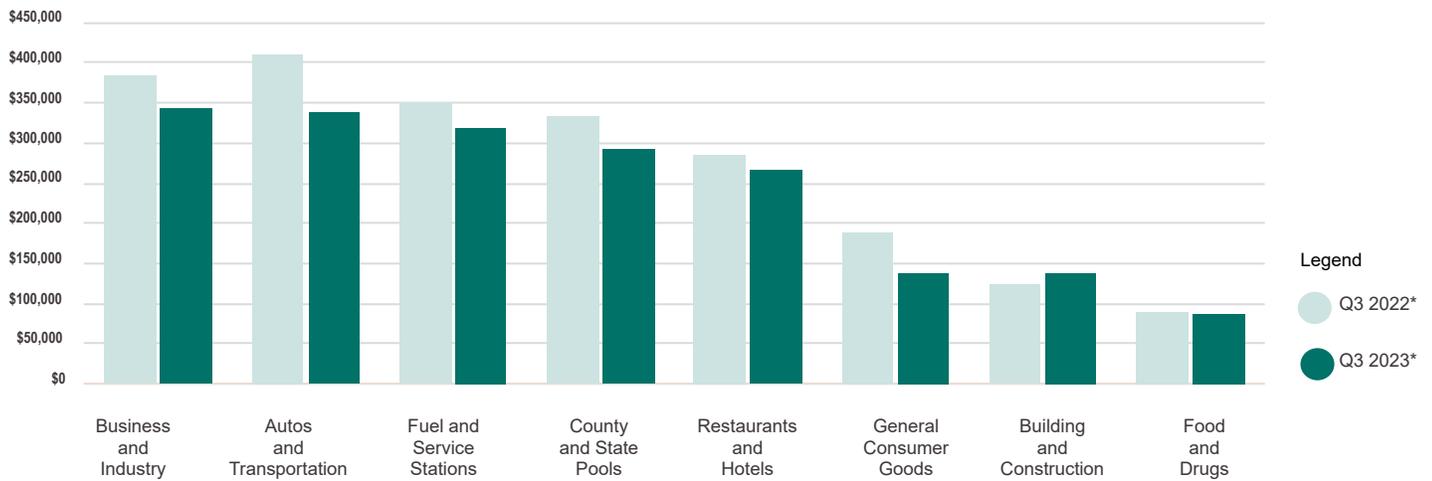
-1.6%

STATE



*Allocation aberrations have been adjusted to reflect sales activity

SALES TAX BY MAJOR BUSINESS GROUP



Measure U

TOTAL: \$2,223,753

↓ -4.2%



CITY OF PLACENTIA HIGHLIGHTS

Placentia's receipts from July through September were 11.9% below the third sales period in 2022. Excluding reporting aberrations, actual sales were down 11.4%.

High interest has created weakening affordability, putting a damper on revenue from auto-transportation.

Several store closures have had a negative impact on totals from general consumer goods.

The business-industry sector slumped in the third quarter of 2023, as new orders stalled after over production in 2022.

Receipts from fuel-service stations declined as prices at the pump were significantly lower than in 3Q22.

Customers are choosing to dine out

less often, as service charges and menu price increases caused restaurants checks to soar.

Revenue from food-drugs dipped as shoppers look for ways to save.

The building-construction group reported a positive upturn in revenue in the third quarter.

The City's share of the countywide use tax pool decreased 12.2% when compared to the same period in the prior year. Measure U, the City's voter approved transactions-use tax, brought in an additional \$2,223,753 in revenue.

Net of aberrations, taxable sales for all of Orange County declined 1.1% over the comparable time period; the Southern California region was down 1.4%.



TOP 25 PRODUCERS

76
Arco AM PM
Audi North Oc
Beacon Sales Acquisition
Bejac
Best 4 Less 76
Chevron
CVS Pharmacy
Del Taco
Fairway Ford Sales
Lennox Industries
Lx Hausys America
Marshalls
Mason West
Nickey Petroleum

Print & Finishing Solutions
Prosource of North Orange County
Ralphs
Roofing Wholesale
Ross
SC Motors
Schorr Metals
Stater Bros
Suburban Propane



STATEWIDE RESULTS

California's local one cent sales and use tax receipts for sales during the months of July through September were 1.6% lower than the same quarter one year ago after adjusting for accounting anomalies. The third quarter of the calendar year continued with a challenging comparison to prior year growth and stagnating consumer demand in the face of higher prices of goods.

Fuel and service stations contributed the greatest overall decline as lower fuel prices at the pump reduced receipts from gas stations and petroleum providers. While global crude oil prices have stabilized, they remained 15% lower year-over-year. This decline also impacted the general consumer goods category as those retailers selling fuel experienced a similar drop. Despite OPEC and Russia production cuts having upward pressure on pricing, global demand during the winter months has softened.

Along with merchants selling gas, many other general consumer categories were also down from the 2022 quarter, confirming consumers pulling back on purchases. Home furnishings and electronic-appliances were a couple of the largest sectors with the biggest reductions. As inflation and higher prices were the main story a year ago, currently it appears to be a balancing act between wants and needs, leaving meek expectations for the upcoming holiday shopping season.

Even following a long, wet first half of 2023, spending at building and construction suppliers moderately slowed. The current high interest rate environment did not help the summer period and still represents the largest potential headwind for the industry with depressed commercial development, slowing public infrastructure projects and new housing starts waiting for more profitable financial conditions.

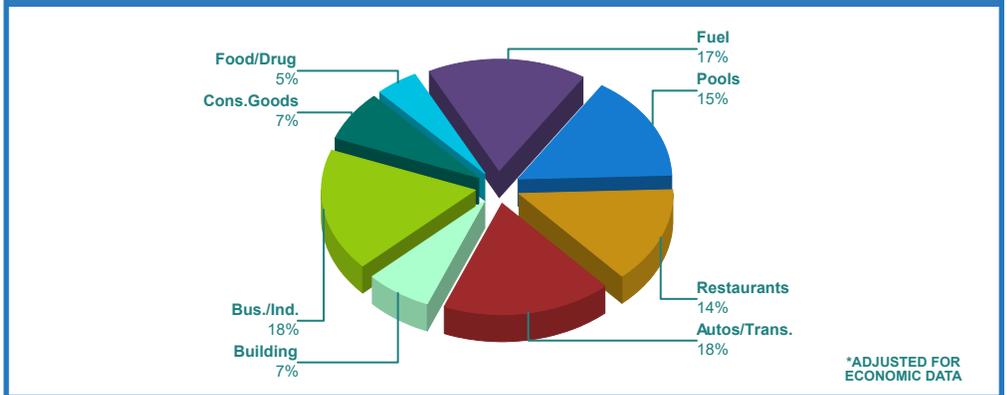
Despite continued increases of new car registrations, revenue from the auto-transportation sector slipped 2.6%. The improved activity remains mostly attributed to rental car agencies restocking their fleets. Like other segments, elevated financing costs are expected to impede future retail volume.

Use taxes remitted via the countywide pools dipped 3.0%, marking the fourth consecutive quarter of decline. While overall online sales volume is steady, pool collections dropped with the offsetting effect of more taxes allocated directly to local agencies via in-state fulfillment generated at large warehouses and through existing retail outlets.

Restaurants remained an economic bright spot through summer exhibiting a 2.6% gain. As tourism, holiday and business travel are all expected to have recovered in 2024, the industry is bracing for implementation of AB 1228 - new CA law setting minimum wages for 'fast food restaurants'.

With one more quarterly result to go in 2023, the recent trend of a moderate decline appears likely before a recovery in 2024. Initial reports from the holiday shopping season reflect a 3% bump in retail sales compared to 2022. Lingering consumer confidence may have also received welcome news as the Federal Reserve considers softening rates by mid-2024.

REVENUE BY BUSINESS GROUP Placentia This Quarter*



TOP NON-CONFIDENTIAL BUSINESS TYPES

Placentia Business Type	Q3 '23*	Change	County Change	HdL State Change
Service Stations	236.5	-4.1% ↓	-5.9% ↓	-7.4% ↓
Quick-Service Restaurants	118.0	2.3% ↑	3.7% ↑	2.7% ↑
Casual Dining	110.6	-15.9% ↓	2.5% ↑	2.8% ↑
Contractors	64.4	14.7% ↑	-6.0% ↓	-1.1% ↓
Building Materials	61.0	7.3% ↑	-1.8% ↓	-2.7% ↓
Heavy Industrial	56.5	-18.4% ↓	-7.8% ↓	-6.1% ↓
Family Apparel	55.6	9.7% ↑	-4.1% ↓	3.1% ↑
Grocery Stores	48.6	1.1% ↑	2.8% ↑	2.3% ↑
Auto Repair Shops	43.2	1.2% ↑	1.5% ↑	-1.0% ↓
Office Supplies/Furniture	41.0	221.4% ↑	-5.3% ↓	-2.1% ↓

*Allocation aberrations have been adjusted to reflect sales activity *In thousands of dollars



CITY OF
PLACENTIA

FY2023-24

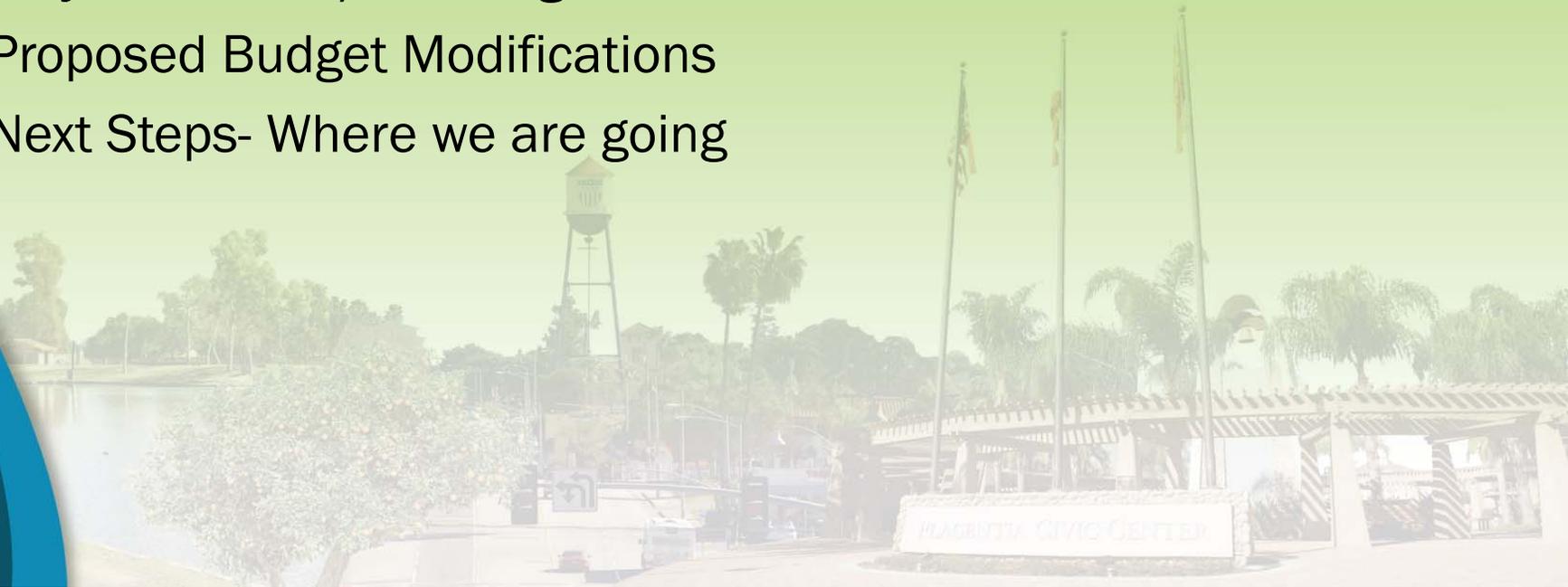
Mid-Year Budget Review

February 20, 2024



Presentation Overview

- Budget Process
- Adopted FY23/24 Budget- Where we started
- Projected FY23/24 Budget- Where we now think we'll be
- Proposed Budget Modifications
- Next Steps- Where we are going



Annual Budget Process

You are here →

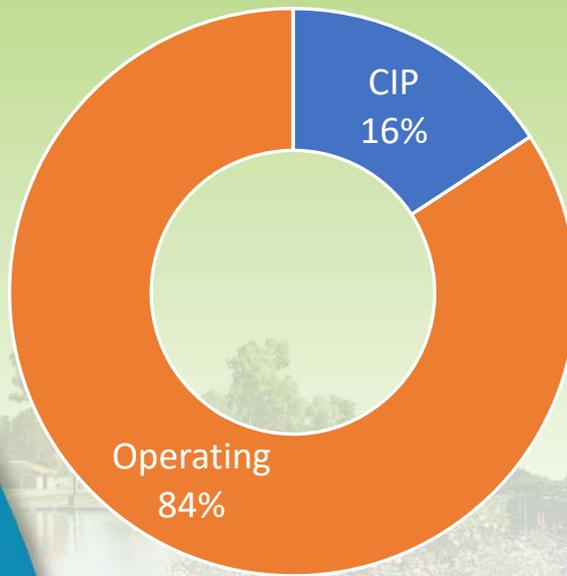


Adopted FY 2023/24 Budget All Funds

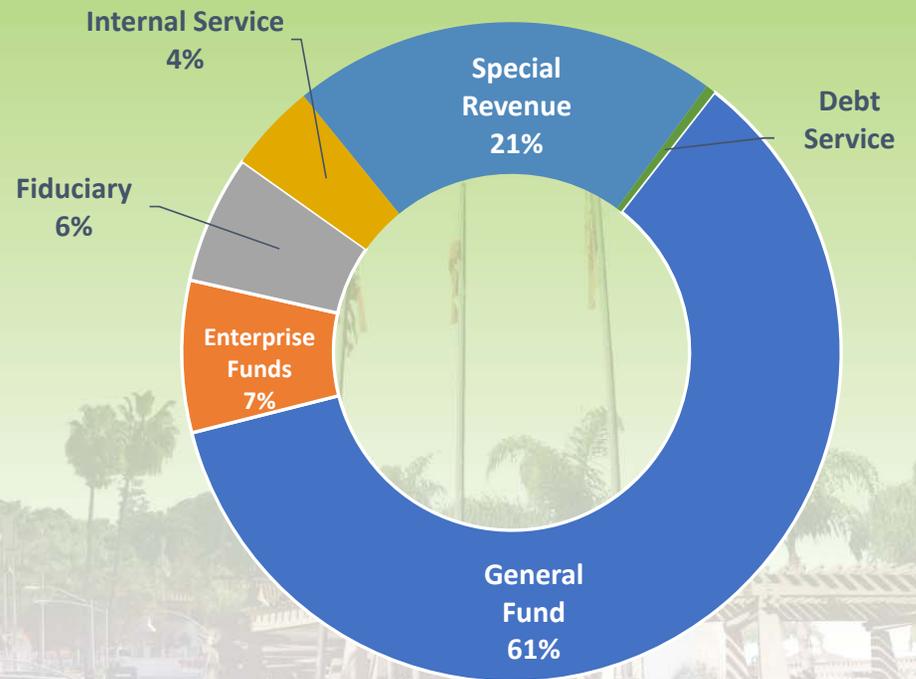
Total Adopted Revenues-
Total Adopted Expenditures-

\$84,855,133
\$86,403,091

Total Budget



Operating Budget

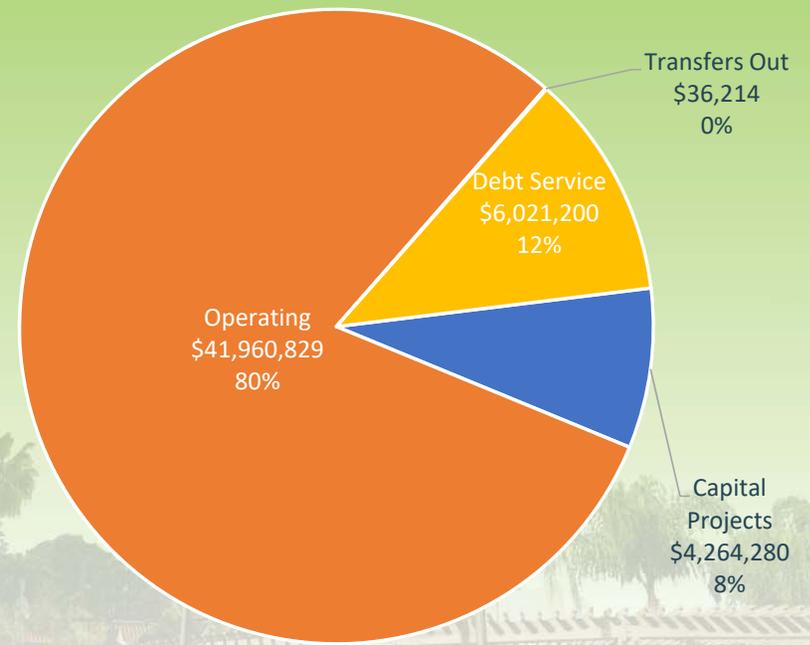


Adopted FY 2023/24 Budget General Fund Expenditures- \$52,282,523

BY DEPARTMENT

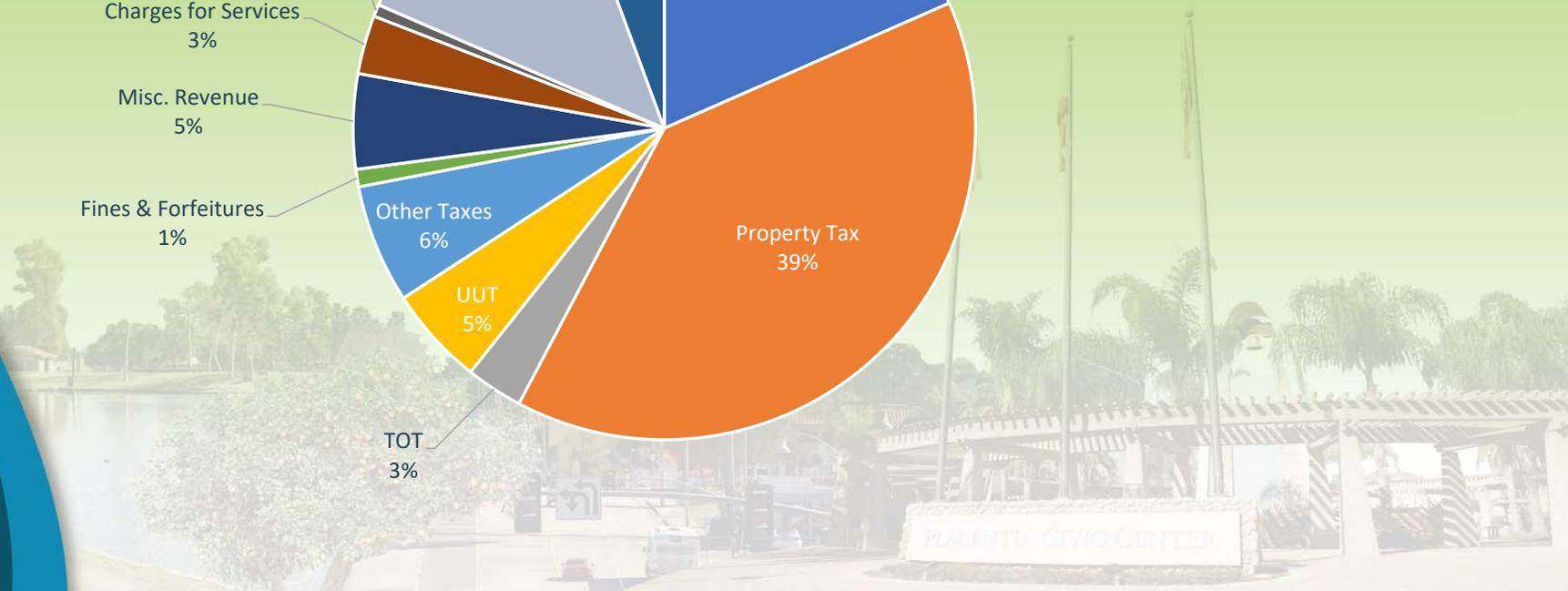
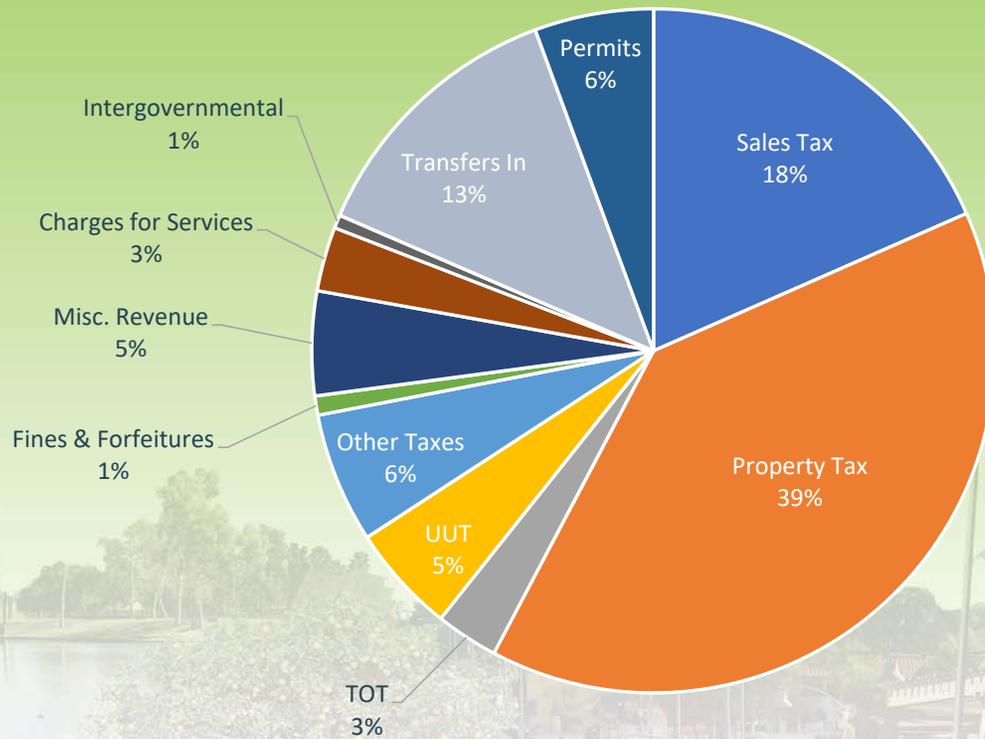


BY EXPENDITURE TYPE



Adopted FY 2023/24 Budget

General Fund Revenues- \$49,801,418

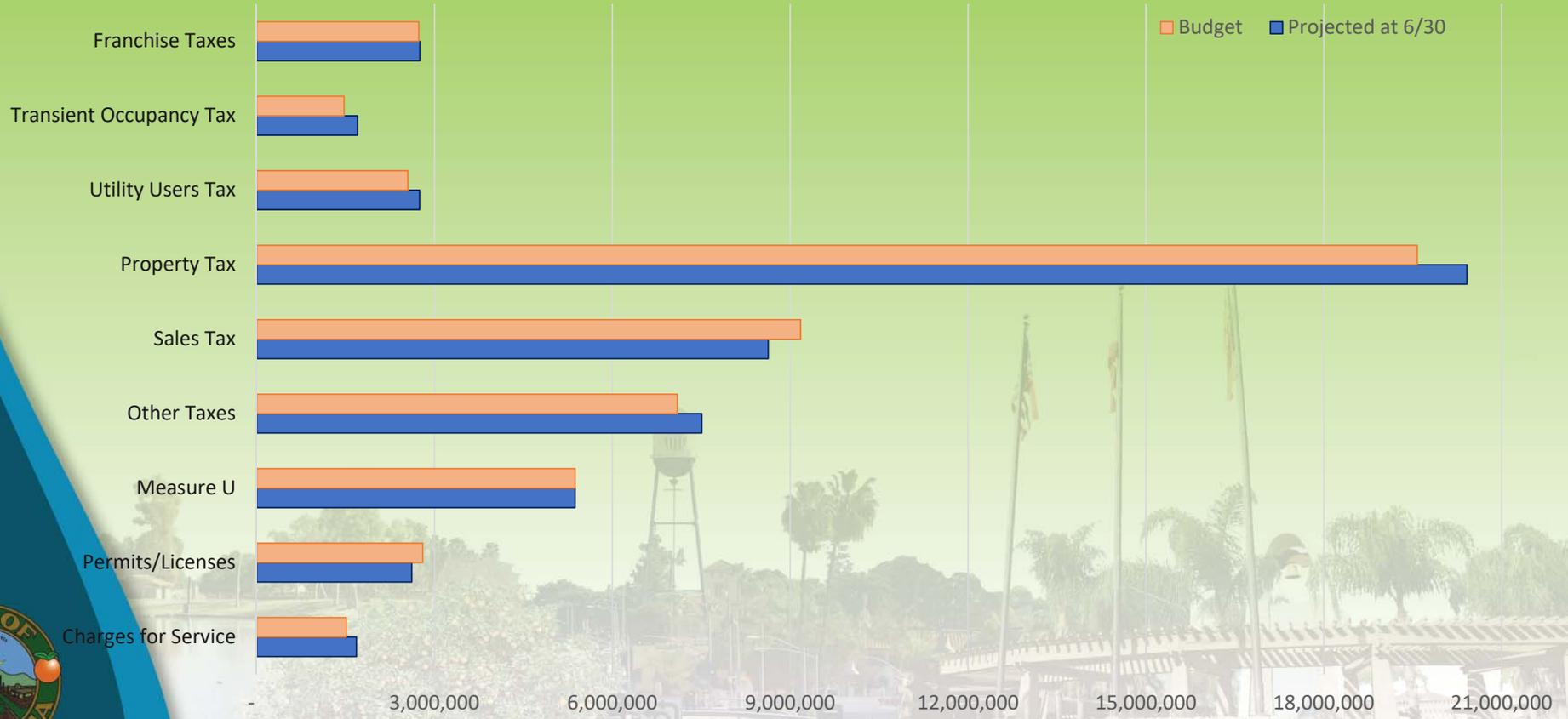


Projected FY 2023/24 General Fund Revenues

Revenue Type	FY 2023/24 Adopted Budget	FY 2023/24 Projected Budget	Variance to FY23/24 Adopted Budget
Property Taxes	\$19,578,023	\$20,414,944	4.3%
Sales & Use Taxes	9,175,000	8,650,000	(5.9%)
Other Taxes	7,095,500	7,509,736	5.8%
Permits/Licenses	2,802,000	2,618,000	(6.6%)
Fines & Forfeitures	452,500	465,000	2.8%
Intergovernmental	312,000	3,125,115	1,126%
Charges for Services	1,514,000	1,684,000	11.2%
Miscellaneous	2,454,000	2,454,000	0%
Total Operating Revenues	\$43,383,023	\$46,920,295	8.1%
Transfers In	1,047,800	1,052,750	0.5%
Measure U Transfers In			
Employee Retention	3,337,946	3,337,946	0%
Measure U Reserve	920,000	920,000	0%
OPEB	1,112,649	1,112,649	0%
Total Transfers In	\$6,418,395	\$6,423,345	0.1%
Capital Projects Revenues	-	11,160,044	-
Total Resources	\$49,801,418	\$64,503,684	29.6%



Projected FY 2023/24 General Fund Revenues



Proposed Mid-Year Adjustments

- **Legal Services- \$135,000**
 - Due to contract rate increases and legal services relating to labor negotiations

- **Administrative Services-**
 - \$120,000 in contract expenses due to need for longer contract IT assistance

 - \$75,000 to support citywide software expenses

- **Development Services- \$115,000**
 - Needed to support contract building and planning services longer than anticipated



Proposed Mid-Year Adjustments

➤ Police- \$70,000

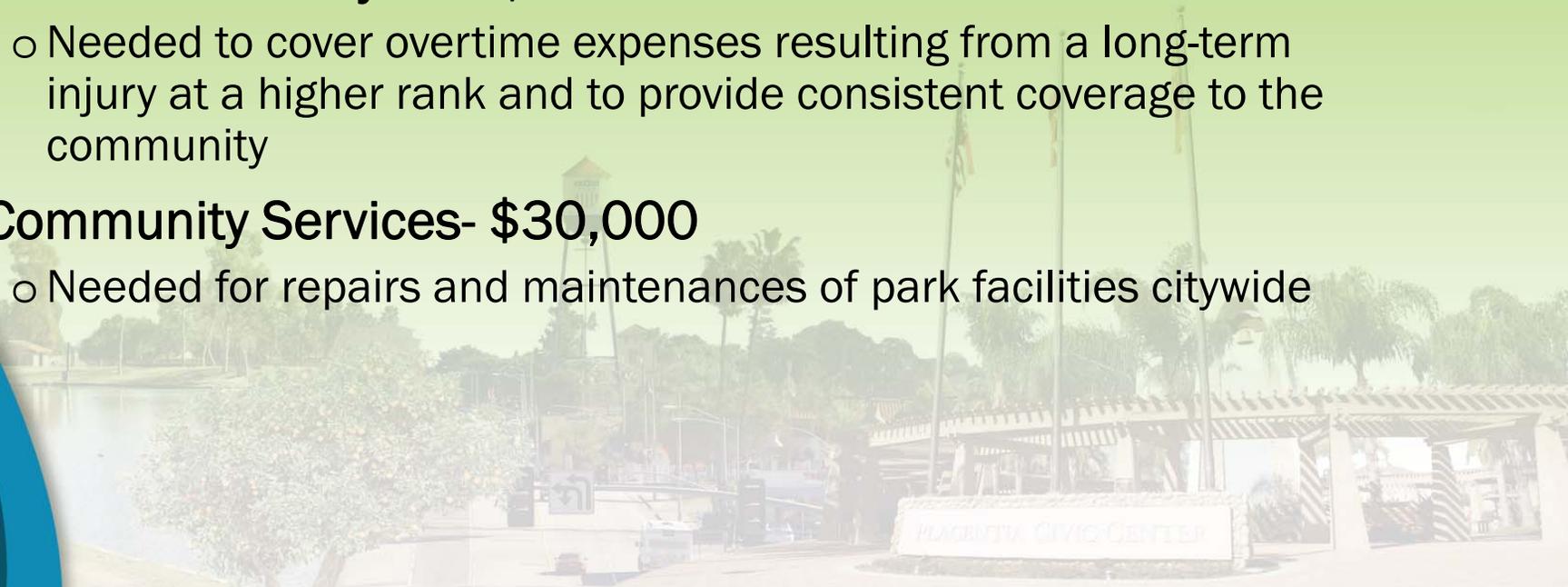
- Needed to cover software expenses

➤ Fire & Life Safety- \$75,000

- Needed to cover overtime expenses resulting from a long-term injury at a higher rank and to provide consistent coverage to the community

➤ Community Services- \$30,000

- Needed for repairs and maintenances of park facilities citywide



Proposed Mid-Year Adjustments

➤ Public Works-

- \$50,000 for citywide vehicle maintenance
- \$50,000 to repair two police patrol vehicles damaged in an accident
- \$30,000 for repairs to storm water pump station
- \$57,000 for repairs and maintenance of city facilities
- \$110,000 for gasoline

➤ General Government

- \$25,000 for telephone expenses
- \$150,000 for electricity
- \$20,000 for postage
- \$30,000 for office equipment rental



Proposed Mid-Year Adjustments

➤ Capital Projects- (\$970,000)

- Reduce the appropriations dedicated to the Enhanced Infrastructure Financing District (EIFD)
- Funds will be re-budgeted in FY 2024-25 budget in line with the updated project timeline



Proposed Mid-Year Staffing Adjustments

- Reclassify 1.0 FTE Maintenance Worker in Community Services to Facility Maintenance Technician (\$2,400 FY23/24, \$7,100 annual cost) in Community Services
 - Incumbent currently doing duties of Facilities Maintenance Technician
- Reclassify 1.0 FTE Office Assistant to Administrative Assistant (\$1,750 FY 23/24, \$5,250 annual cost) in the Fire and Life Safety Department
 - Incumbent currently doing duties consistent with an Administrative Assistant

Fiscal Impact of all Staffing Adjustments

FY 2023-24 Impact- \$4,150

Annual Impact- \$12,350



Mid Year Summary

General Fund Net Operating Balance

Estimated Beginning Fund Balance 7/1/2023	\$19,830,032
Projected Change in Fund Balance	(6,890,572)
Projected Ending Fund Balance at 6/30/24	12,939,460
Fund Balance Designations	
Non-Spendable	1,766,691
General Fund Reserve	6,126,790
Contingency Reserve	4,921,682
Unassigned Fund Balance	124,297

Estimated Ending Fund Balance 6/30/24	\$12,939,460
Projected Operating Expenditures	44,193,887
25% FB Target	11,048,472
General Fund Operating Reserve %	25.28%

Goal- 25%

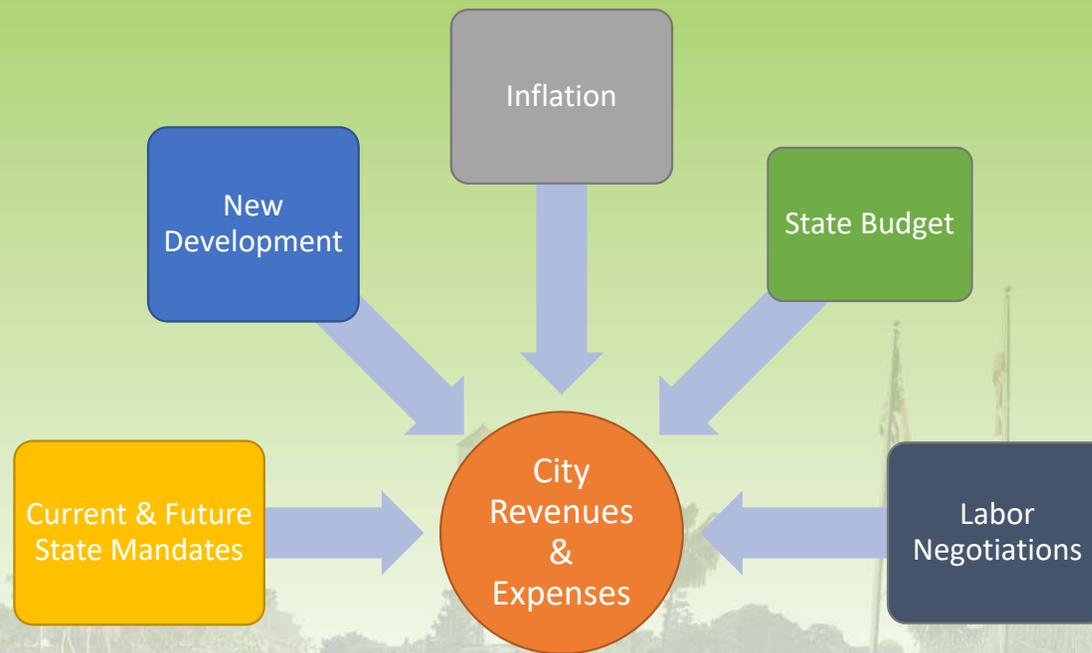


Projected- 25.3%



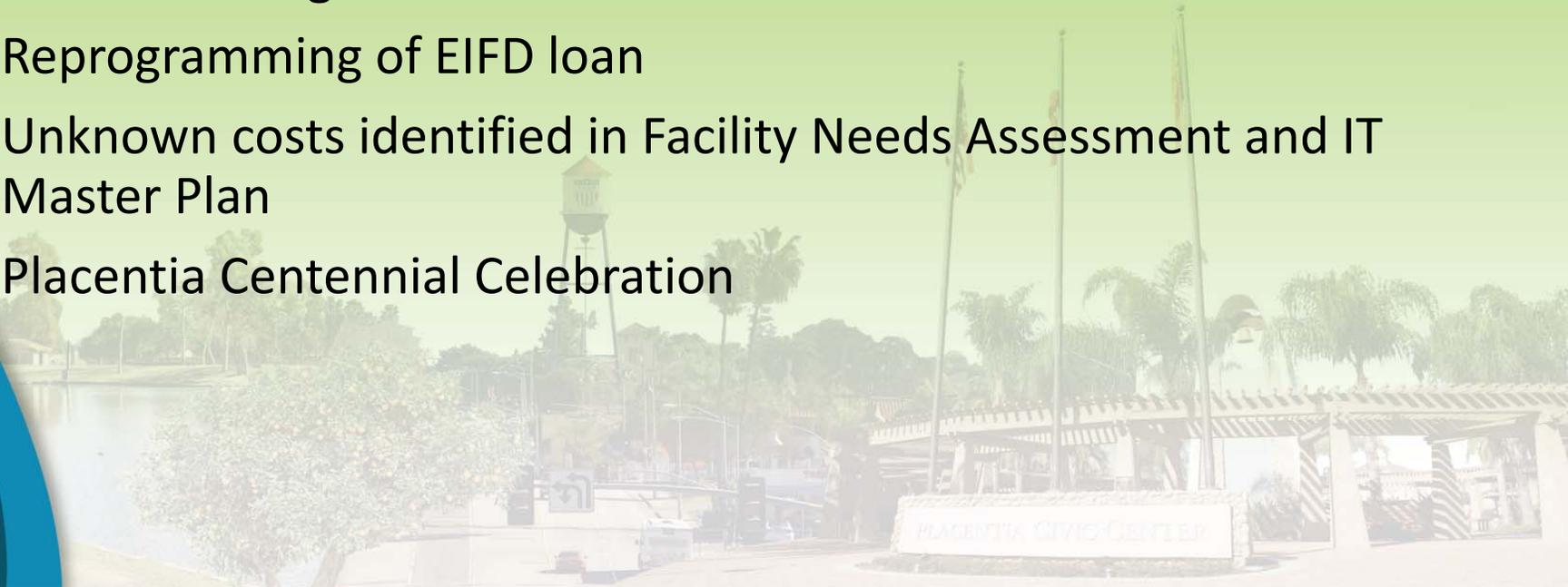
PLACENTIA CIVIC CENTER

Potential Impacts on City Finances



FY 2024-25 Budget

- Anticipated Unfunded Actuarial Liability (UAL) of \$450,000 based on CalPERS returns
- Cost of living adjustments citywide per Memoranda of Understandings
- Reprogramming of EIFD loan
- Unknown costs identified in Facility Needs Assessment and IT Master Plan
- Placentia Centennial Celebration



Next Steps

- Q3 Budget Review
 - April 2024
- Proposed FY 2024/25 Budget Presentation
 - May 21, 2024
- Proposed FY 2024/25 Budget Adoption
 - June 4, 2024



Questions?





Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / ADMINISTRATION

DATE: FEBRUARY 20, 2024

SUBJECT: **REVIEW AND ADOPT PROPOSED UPDATES TO THE COMMITTEE COMMISSION AND ADVISORY BOARD MANUAL FOR CALENDAR YEAR 2024**

FISCAL
IMPACT: NONE

SUMMARY:

Based on the approved Five-Year Strategic Plan adopted by the City Council on May 10, 2022, the goals and objectives included Goal 8: to Improve City Governance by updating the Administrative Policy Manual for Ad Hoc Committees. Per this direction, the City retained the services of Kelly Associates Management Group to assist with updating the Committee, Commission and Advisory Board Manual to reflect Council's direction for improved communications as well as better defined roles and responsibilities for board and commission members. The Committee, Commission and Advisory Board Manual was initially adopted by the City Council in 1982 and has subsequently received six amendments, with the latest adoption occurring in 2009. On November 21, 2023, the City Council held a Study Session to review the updated Manual and provided recommendations and changes to the Manual. This item seeks Council approval of the proposed updates to the Committee, Commission and Advisory Board Manual for the 2024 calendar year.

RECOMMENDATION:

It is recommended that the City Council take the following action:

1. Receive and file the final proposed presentation on the Committee, Commission and Advisory Board Manual; and
2. Ask any questions of Staff and/or provide any updated policy direction related to the Committee, Commission and Advisory Board Manual; and
3. Update one appointed City Council Member designee to the City Council Navigation Center Advisory Board; and
4. Adopt Resolution No. R-2024-08, "A Resolution of the City Council of the City of Placentia Adopting the Updated Committee Commission and Advisory Board Manual for Calendar Year 2024 and Eliminating Various Disbanded Advisory Bodies."

3.b.
Feb 20, 2024

STRATEGIC PLAN STATEMENT:

This item is consistent with the City Council approved 5-Year Strategic Goal to:

Improve City Governance, as Objective Number 8.4 to update the Administrative Policy Manual for Ad-Hoc Committees. This agenda item will specifically result in updating the Committee Commission and Advisory Board Manual in line with best practices for public involvement under state and local laws.

DISCUSSION:

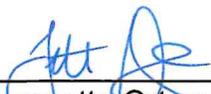
Based upon the approved Five-Year Strategic Plan adopted by the City Council on May 10, 2022, the goals and objectives included Goal 8: to Improve City Governance by updating the Administrative Policy Manual for Ad-Hoc Committees. Per this direction, the City retained the services of Kelly Associates Management Group to assist with updating the manual to reflect Council's direction for improved communications as well as better defined roles and responsibilities for board and commission members.

The proposed changes to the Committee, Commission and Advisory Board Manual include:

- Significant editing, re-formatting, and re-organizing
- Updated active Commission, Committees and Ad-Hoc Committees and their roles and responsibilities
- Removal of disbanded Commission, Committees and Ad-Hoc Committees
- Policy discussion and feedback regarding certain Ad-Hoc Committees
- Renaming any Ad-Hoc Committee, Working Group or Committee with the prefix "City Council" if the group contains Council Member appointees for the sole purpose of distinguishing these types of working groups from others

Annual reviews will be conducted by City Staff should the need arise to make Council amendments.

Prepared by:



Jeannette Ortega
Deputy Director of Administrative Services

Reviewed and approved:



Rosanna Ramirez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution No. R-2024-08
2. Presentation

RESOLUTION NO. R-2024-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, ADOPTING THE UPDATED COMMITTEE COMMISSION AND ADVISORY BOARD MANUAL FOR CALENDAR YEAR 2024 AND ELIMINATING VARIOUS DISBANDED ADVISORY BODIES.

A. Recitals.

(i). Local government works best when community members and government make decisions collaboratively. Robust public engagement is essential to sustaining this partnership.

(ii). The City of Placentia depends on many boards, commissions, and advisory committees to gather information, weigh public opinion, and examine issues in depth in order to render a sound recommendation to the Council.

(ii). The City of Placentia has a variety of advisory bodies (boards, commissions and committees) that provide valuable guidance to the City Council on a wide variety of topics.

(iii). The City has updated its Committee Commission and Advisory Board Manual for the establishment and dissolution of advisory bodies, including updating its existing list of advisory bodies.

(iv). Council-approved guidelines advance meaningful public involvement, provide consistency and clarity on the role of advisory bodies and give community members greater confidence in the value of their service.

(v). The City Council of the City of Placentia previously adopted Ordinance No. O-2009-0, which authorizes the approval of adopting resolutions for policies, rules and regulations pertaining to advisory bodies.

(vi). The updated Committee Commission and Advisory Board Manual for calendar year 2024 is applicable to all advisory bodies established by the City Council.

(vii). The City Council desires to clarify the authority of the various advisory bodies as set forth in an updated Advisory Board Manual, eliminate certain disbanded advisory bodies, and rescind all previous resolutions and minute orders regarding the establishment or operation of all advisory bodies, commissions, boards and committees to the extent they are inconsistent with the updated Committee Commission and Advisory Board Manual.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.
2. This legislative body declares that the City has taken affirmative steps to update the Committee Commission and Advisory Board Manual in line with best practices for public involvement under state and local laws and hereby adopts the updated Committee Commission and Advisory Board Manual attached as Exhibit A.
3. The following advisory bodies are hereby eliminated:
 - a. ADVISORY COMMITTEE ON THE DISABLED
 - b. CIVIC CENTER AUTHORITY
 - c. CITIZENS FISCAL SUSTAINABILITY TASK FORCE
 - d. GENERAL PLAN STEERING COMMITTEE
 - e. PUBLIC SAFETY FACILITY AD-HOC COMMITTEE
 - f. RECREATIONAL VEHICLE PARKING AD-HOC COMMITTEE
 - g. YORBA LINDA WATER/GOLDEN STATE WATER DISTRICT
 - h. CITYWIDE FIBER OPTIC AND SMART CITY COMMITTEE
4. All previous resolutions and minute orders regarding the establishment or operation of all advisory bodies, commissions, boards and committees are hereby rescinded to the extent they are inconsistent with the provisions of Exhibit A.
5. The Mayor shall sign this resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, ADOPTED AND APPROVED this 20th day of February 2024.

Ward L. Smith, Mayor

Attest:

Robert S. McKinnell, City Clerk

Exhibit A: Committee Commission and Advisory Board Manual

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 20th day of February 2024 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

Approved as to Form:

Christian L. Bettenhausen, City Attorney

CITY OF PLACENTIA

COMMITTEE COMMISSION & ADVISORY BOARD MANUAL



City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870
www.placentia.org





MISSION STATEMENT

The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.

VISION STATEMENT

The City of Placentia will maintain an open, honest, responsive and innovative government that delivers quality services in a fair and equitable manner while optimizing available resources.

CITY FACTS

Incorporated in 1926, Placentia has grown to over 51,000 residents. Operating as a Charter City since 1965, the City is governed by a five-member City Council which is elected by the people from five districts for four-year terms. The City Council establishes policies, makes laws and ordinances, and generally carries out the powers given to them in the Charter. The City Council appoints a City Administrator that functions as a Chief Executive Officer for the City of Placentia.

Placentia's size is 6.6 square miles

Compiled by the Office of the City Clerk
of the
City of Placentia

ADOPTED BY THE CITY COUNCIL
6/1982

REVISIONS

TABLE OF CONTENTS

	<u>Page</u>
I. Introduction.....	1
II. The Structure of Government.....	2
III. Membership.....	4
IV. Officers and Staff.....	5
V. Meetings, Agendas, Minutes and Procedure.....	7
VI. Imposed Restraints.....	11
VII. Relationships to City Council/City Staff/Other Commissions, Boards and Committees.....	14
VIII. Conclusion.....	16

**APPENDIX: PLACENTIA COMMISSIONS, COMMITTEES, AD-HOC COMMITTEES
DUTIES, MEETING DATES, AND TIMES:**

Blue Ribbon Committee for Senior/Community Center	16
Civic Center Joint Use Committee	17
City Council Dog Park Ad-Hoc Committee	18
Finance and Investment Committee	19
Financial Audit Oversight Committee.....	20
Heritage Festival Committee	21
Historical Committee.....	22
City Council Historical Preservation Committee	23
City Council Housing, Community and Economic Development Committee	24
Measure U Committee.....	25
Navigation Center Advisory Board.....	26
City Council Old Town Placentia Parking Committee	27
Parks Arts and Recreation Commission	28
Placentia Community Foundation	29
Placentia Disaster Council.....	30

Planning Commission31
Public Financing Authority of the Placentia EIFD32
Senior Advisory Committee33
City Council Sewer, Utility, Recycling and Refuse Committee.....34
Streetscape and Transportation Advisory Commission35
City Council Technology and Innovation Committee36
Veterans Advisory Committee37
List of Disbanded Committees/Commissions38

I. INTRODUCTION

This Committee Commission and Advisory Board Manual has been prepared in order to provide initial orientation for new members of advisory bodies to the City Council. The obligations of these positions are great, and it is hoped that this Manual will ease the assumption of these responsibilities.

For convenience and brevity, all references to commissions hereafter include all advisory bodies, whether officially designated as a board, commission, committee or Ad-Hoc committee. In all instances, appointment to such a body, regardless of its formal designation, is both an honor and a heavy responsibility. Not only does it signify the confidence of the City Council in the member's wisdom and judgment, but places upon the member the attendant duties of regular attendance at meetings and consistent working and voting towards an implementation of the general public interest. Such a change is, at times, not easily borne and necessary decisions not easily made.

Notwithstanding the self-discipline required in public service, each advisory body member may take considerable pride in being an integral part of the process which contributes to the sound government of this City, and for this service the City Council is most appreciative. Both the challenges and rewards before you are great. The following pages of this Manual are an introduction to the circumstances within which an appointed commissioner must meet these challenges.

As stated in the Code of Ethics and Conduct Policy adopted by the City Council on November 15, 2023, the citizens served by the City of Placentia are entitled to elected City Council Members, appointed officials, City employees, and members of commissions, boards and committees who are fair, ethical, and accountable. Such Council Members and related parties are required to pledge to this Code and shall constantly seek to reflect the following qualities:

- They comply with both the letter and the spirit of the laws and policies affecting operations of the City of Placentia;
- They are independent, impartial, and fair in their judgment and actions;
- They use their public office for the public good, not for personal gain; and
- They conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect, civility and transparency.

II. THE STRUCTURE OF GOVERNMENT

A. FORM OF GOVERNMENT

Generally, there are two sources of power by which California cities govern themselves. One of these is to adopt, through the election process, a Charter or Constitution which sets forth the basis and authority for all future actions not in contradiction with pre-emptive State law. The other of these is to adhere to the provisions and requirements established as general law by the State for cities. Placentia falls within the first category and is classified as a Charter City. The Placentia Charter was adopted by the voters in 1965. Copies of the Placentia Charter are available from the City Clerk's Office or on the City's website.

The citizens have chosen a Council-Manager form of government. Under this form of government, the City Council develops a long-range vision for the City's future and establishes policies that affect the overall operation of the community. To ensure that these policies are carried out and that the community is equitably served, the City Council appoints a nonpartisan City Administrator to run the organization.

B. CITY COUNCIL

There are five elected members of the City Council. They are elected to serve four-year overlapping terms. The City Council elects the Mayor and Mayor Pro Tem to serve one-year terms. The Mayor is the presiding officer of the Council.

The City Council is the governing body of the City. It is vested with broad powers in areas of legislative policy, budgetary adoption and establishment of service levels. The City Council, elected from five districts established by Ordinance, represents the entire community, and serves as the Placentia City Council, Placentia City Council as Successor to the Placentia Redevelopment Agency, Placentia Industrial Commercial Development Authority and Placentia Public Financing Authority.

It is not possible for each Councilmember to know all pertinent factors of every given situation or to devote sufficient time to gather them. For counsel and advice on the practical application of established policy, reliance is placed on the service of interested citizens appointed to the various commissions. For technical and administrative assistance, both the Council and the commissions refer to a paid City staff and the City Attorney.

C. COMMISSIONS, BOARDS AND COMMITTEES

There are two types of advisory bodies. One is established by the City Charter or by ordinance and is of a permanent nature. The duties, responsibilities, and scope of authority are as set forth in the enabling document. The other is created by a resolution or minute order of the Council to serve a particular function and may be established for a specified time.

In both instances the primary purpose of these bodies is to gather information, weigh public opinion, and examine issues in depth in order to render a recommendation to the Council. From time to time, it is possible for such body to take independent action. These situations, however, are subject to prescriptions of the City Charter, Municipal Code, or State law and limited to specific actions set forth therein.

An Ad-Hoc Committee may be created for a limited duration to address or help resolve an issue, develop ideas and make recommendations to the City Council. The Ad-Hoc Committee is a temporary group of people who are brought together to perform a specific task. When an Ad-Hoc Committee is created, its members are assigned specific roles and responsibilities. The members should provide a diverse set of perspectives when gathering information, researching the information and making a clear and sound recommendation to the City Council. Once the Ad-Hoc Committee provides a final report to the City Council, the Ad Committee is dissolved.

A brief description of commissions, boards and committees, and their primary functions, are contained in the appendix. Additional information is available from the City Clerk's Office.

D. OFFICERS, DEPARTMENTS, AND STAFF

City Administrator: Responsibility and authority for the administration of the City's government rests with the City Administrator. He/she is appointed by, and serves at the pleasure of the Council. He/she appoints department heads and employees necessary to assist them in the conduct of their duties.

City Attorney: In addition to the City Administrator, the City Council appoints the City Attorney. The City Attorney is retained to advise the Council on questions of law in those matters coming before them and to represent the City in other actions to which it is a party or as otherwise may be requested.

City Clerk: The position of the City Clerk is an elected office established by the City Charter. The City Clerk attends all meetings of the City Council, unless excused, and records and maintains a full and true record of all proceedings of the City Council. The Clerk maintains ordinance and resolution books, is the custodian of the seal of the City, administers oaths or affirmations, takes affidavits and depositions pertaining to the affairs and business of the City, and certifies copies of official records.

City Treasurer: The position of City Treasurer is an elected office established by the City Charter. The City Treasurer is the custodian of all public funds belonging to or under the control of the City.

Departments: The administrative branch of Placentia's government consists of functions and activities within the following departments: Administration, Finance, Public Works/Engineering, Police, Fire and Life Safety, Community Services, and Development Services.

Department Directors, under the direction of the City Administrator, are responsible for the efficient and effective operation of the functions assigned to them. By virtue of their technical training and experience, they are assigned to provide staff assistance as needed to the advisory bodies. Advisory bodies have no authority to supervise or direct the work of a department. This is done only through the City Administrator.

III. MEMBERSHIP

A. APPOINTMENTS

1. To Commissions

After application and interview, commission appointments are made by a majority vote of the Council for a specified term. Memberships and terms are set by Ordinance or Resolution and is usually four years.

Each member must be administered the oath of office by the City Clerk, City Attorney, Commission secretary, or a member of the commission. Each commission member is required to complete a Statement of Economic Interest form, AB1234 Ethics Training, payroll forms required by Human Resources, attend the mandatory annual orientation and training and adhere to the Code of Ethics and Conduct adopted by the City Council on November 15, 2022.

2. To Boards, Committees and Ad-Hoc Committees

Appointment to boards and committees varies based on Council established guidelines. Requirements for each board and committee varies dependent upon responsibilities and duties.

B. RESIGNATIONS AND REMOVALS

In the event a member is unable to continue serving because of health, business requirements or personal reasons, a formal letter of resignation should be submitted to the City Council by way of the City Clerk's office or the respective Department.

The position of any member is automatically vacated under the following circumstances:

1. A member ceases to meet the qualifications for office.
2. A member's resignation is accepted by the City Council.
3. A majority of the City Council removes the member from a commission, board or committee.
4. A member is absent from three (3) consecutive meetings of the commission, board or committee except when excused for illness or being out of the City.

C. VACANCIES

Commission and Advisory Board vacancies are filled by appointment of the City Council. Appointments made during a term shall be for the unexpired portion of the term of the vacant position.

IV. OFFICERS AND STAFF

A. OFFICERS

In July of each year, each commission, board and committee will elect from among its membership a chairperson and a vice-chairperson. The term is for one year. It is the duty of the chairperson to preside over meetings and to act as the formal representative to the Council. The vice-chairperson assumes chairperson responsibilities in the absence of the chairperson.

C. STAFF AND SECRETARIAL SERVICES AND RECORDS

A staff liaison or secretary may be assigned by the City Administrator to provide assistance to the commission, board or committee, if appropriation for this is made by the City Council. The minutes and other official records of a commission are public records and must be filed with the City Clerk.

D. EXPENSES

Necessary meeting space and equipment will be made available to the commission, board or committee. Additional work areas may be arranged through the commission secretary or other assigned City Staff, when special projects so require. If a budget is provided, the commission, board or committee is required to operate within budgetary limitations, with all expenditures requiring prior approval and documentation.

E. TRAVEL & MEETING ALLOWANCES - COMMISSIONERS

Attendance by commissioners at pertinent meetings, seminars or conferences is subject to prior City Council approval. The chairperson, vice-chairperson, and one additional commissioner are permitted to attend conferences. For the third attendee, the commissioner with the highest seniority has the first opportunity to attend a conference; and the commissioner with the second highest seniority may attend the second conference; and so on until all commissioners have attended a conference. The process then starts over again with the person with the highest seniority. In the event any of the three members should be unable to attend a conference, another commissioner shall be afforded the opportunity, again based on seniority. (City Policy No. 344)

Notwithstanding the above, a commissioner must have attended 75% of the regular commission meetings during the six months prior to the conference in order to attend. Conferences are limited to those held within the State of California. Travel expenses are provided per City policy on the same basis as provided for management staff subject to budget approval.

V. MEETINGS, AGENDAS, MINUTES AND PROCEDURE

A. REGULAR MEETINGS

Commissions, boards and committees should establish meetings as required for the purpose of the body. Meetings shall be open to the public. All such meetings are generally held in City Hall, but may be adjourned from time to time to meet elsewhere within the City for specific purposes.

Agendas and minutes shall be prepared, posted and maintained in accordance with all laws and policies of the State of California and the City.

B. ADJOURNED MEETINGS

If for any reason, the business to be considered at a regular meeting cannot be completed, the commission, board or committee then may designate a time and date for an adjourned meeting. Any matter to have been considered at the regular meeting may be processed at an adjourned meeting. But in order to so adjourn, it is necessary that this be announced to the public present at the time of adjournment and so recorded in the minutes. A notice of an adjourned meeting shall be prepared and posted as required by law.

C. SPECIAL MEETINGS

A special meeting may be called by the chairperson or a majority of the members. Care must always be taken when this is done so that adequate advance notice is given. Such notice requires that all interested parties be notified and a notice be posted at least 24 hours in advance of the special meeting. Interested parties include the City Council, the City Clerk, all members of the commission, board or committee and those news media who have filed a written request. The notice must contain the time and place for such a meeting and the specific subject matter(s) to be considered. Introduction of other items at a special meeting is prohibited.

D. SUBCOMMITTEES

The chairperson may appoint special subcommittees of less than a quorum of the commission who then may meet at the convenience of the subcommittee members to carry out the purpose of the subcommittee. Subcommittees may meet without public

notice or input. However, any recommendation of a subcommittee shall be presented for discussion and vote at a public meeting of the commission, board or committee.

E. QUORUM

A quorum consists of a majority of the members of any one body. A quorum is required for the conduct of business at any meeting whether it is a regular, adjourned or special meeting. Members are expected to be present at all meetings, however, should a member know in advance that attendance would be impossible, the member should notify the commission secretary or chairperson as soon as possible.

In the event a majority of the commissioners scheduled to meet will not be present to establish a quorum, the City Administrator's office, City Councilmembers and representatives of the news media who have filed written requests for same should be notified by telephone or e-mail. A notice should be posted indicating the meeting cancellation or adjournment due to a lack of a quorum. The date and time of the adjourned meeting should be included on the posted notice.

F. AGENDAS

Each commission, board or committee has an assigned staff liaison serving as secretary. The secretary is responsible for the preparation and distribution of an agenda and supporting documents prior to each meeting. Agendas must be posted 72 hours before a regular meeting.

Materials for an agenda are submitted to the secretary no later than five (5) days prior to the meeting. Agendas, with supporting documents, are available for pick up by members at least three (3) days prior to the actual day of the meeting. Supporting documents include, but are not limited to, reports, memoranda, maps, photographs and correspondence.

Commission, board and committee members, the Council and the news media should be kept well informed of all matters to be discussed at a public meeting. While it is recognized that there may be exceptions to the rule, the persons responsible for preparing an agenda should make every effort to see that items to be discussed are carried on the agenda. Only those items appearing on the agenda should be considered at each meeting. However, on two-thirds vote of those members present or unanimous vote if less than two-thirds of the members are present, may allow other items to be introduced and action taken, if urgency exists and delay would be harmful to the public interest.

G. MINUTES

Minutes are taken of all commission, board and committee meetings, transcribed and usually mailed out or e-mailed with the next agenda to the members, Councilmembers, and representatives of the news media who file written requests for same.

The approved minutes are the vehicle through which the commission, board or committee as a whole or its individual members express their interest or opinion. The minutes are submitted to the City Council and placed on file with the City Clerk for public access. While other avenues exist for communication of interest or opinion, the meeting minutes remain the official document of record.

H. PROCEDURE

Robert's Rules of Order

Each commission, board or committee may adopt such rules and procedures as it feels necessary to accomplish its duties. Such rules are subject to City Council approval before becoming effective. In the absence of such rules, the guidelines on parliamentary procedure contained in Robert's Rules of Order Newly Revised (RRONR) will be followed. The RRONR provides a useful set of rules of conduct of meetings. The goal of the rules is to permit each member of the body an opportunity to be heard and to provide an orderly process for decision-making. A brief description of the parliamentary process used by RRONR follows.

A MOTION is a proposal that the body take a certain action or "go on the record" as having taken a certain stand on an issue. Motions need to be concise and should be stated positively (e.g., "I move to deny..." rather than "I move to not approve..."). The motion needn't contain its rationale. Sometimes makers of motions give their reasons for the proposal as if it were part of the motion. The integration of debate into the motion tends to confuse the proceedings.

Once a motion is made, it must be SECONDED. If it is not seconded, it dies without any debate. If seconded, the motion may be DEBATED, unless there is no debate or it is a type of motion, which is not subject to debate. Finally, following debate (if any), the motion is subjected to a VOTE.

A motion must be in ORDER for the body to entertain it. That means that the motion must relate to the business at hand and be presented at the appropriate time. In addition, the practice of "friendly amendments," which are offered to the maker of the motion, and which, if accepted by the maker and the seconded, effectively amend the motion without the formality of a separate motion.

The most important element in the RRONR may be that everyone know and understand the rules in advance. After all, rules of procedure are intended to facilitate, not complicate, the transaction of business.

VI. IMPOSED RESTRAINTS

Certain limitations have been placed upon the powers of the City Council and its appointed commissions, boards and committees by statutory and case law. In certain instances, application of these restraints may be crucial in the government process. In instances of doubt, the opinion of the City Attorney should be sought.

A. CONFLICT OF INTEREST - COMMISSIONERS

Generally, it is unlawful for a commission member to have an interest in any City contract, sale, purchase, finding or transaction in which the member is involved in a business or personal capacity. Conflict of interest may disqualify the commission member and may result in additional penalties. Any specific concerns should be directed to the Office of the City Attorney.

B. PUBLIC RECORDS LAWS

The Government Code of the State of California provides that all official records of the City are generally open to inspection to any interested person at reasonable times. Exceptions to this law are limited to those records specified in the California Public Records Act relating to private matters including litigation, personnel, and other topics where disclosure of such records would not be in the public interest. All minutes and supporting documents are public records and must be available for public review.

C. SECRECY - THE BROWN ACT

The Ralph M. Brown Act is the law which provides that any "legislative body", whether City Council, commission or official committee thereof, shall hold any meeting at which action is taken other than at a duly called and regularly held meeting, notice of which is provided by either resolution or ordinance or by adjournment of a prior meeting. A "meeting" takes place whenever a quorum is present and official business is considered or discussed.

Caution should be exercised, if it happens that a quorum of members gathers at a public or private place, so that such will not be interpreted as a meeting. Official business of the commission should not be discussed. The Brown Act does not apply to obvious social gatherings where no official discussion or action is made relative to the affairs of the City.

D. DISCRIMINATION AND EQUAL PROTECTION

All rules, regulations, laws, services and facilities must apply equally to all persons and favor shall not be given to any segment of the community. Similarly, all laws and ordinances of the City must afford equal protection to all facets of the community, unless the purpose of a City action requires special classification of the community.

E. DUE PROCESS

All governmental procedures and processes must allow any affected party a right to be heard, and an opportunity to offer testimony on the question at issue in the matter involved. Unfair determinations based on bias, or refusal to permit an opportunity to be heard, etc. may invalidate actions.

F. REASONABLENESS

Every action of municipal government must be reasonable; or, otherwise stated, not capricious, extreme, arbitrary or abusive. Simply stated, actions must be justified by a rational basis.

G. USE OF PUBLIC PROPERTY

Public property, equipment and facilities may not be used for private or personal purposes. Facilities, equipment and supplies provided by the City are to be used for official functions only.

H. TICKET DISTRIBUTION POLICY

In December 2008, the Fair Political Practices Commission ("FPPC") amended Section 18944.1 of the California Code of Regulations relating to tickets or passes to events distributed to, or at the behest of, public officials.

The City of Placentia City Council at the March 3, 2009 meeting approved Resolution No. R-2009-19, adopting a ticket distribution policy to conform with California Code of Regulations, Section 18944.1, as amended by the FPPC. A full copy of the City of Placentia's Ticket Distribution Policy is included with this Manual as Exhibit A.

I. CODE OF ETHICS AND CONDUCT

In November 2022 the City Council adopted the Code of Ethics and Conduct which states that the City of Placentia will operate and do business with the highest level of integrity, professional and personal responsibility. The purpose of the code is to encourage high standards of behavior by public elected and appointed officials to assist with decision-making and to increase public confidence in the institutions and officials that serve them.

J. AB1234 ETHICS TRAINING

State law requires local agency officials – including many commissioners, committee members and board members – to receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years (AB1234). Additional trainings may be required on a periodic basis.

VII. RELATIONSHIPS WITH COUNCIL, CITY STAFF AND OTHERS

A. COUNCIL RELATIONS

Commission, board or committee members should avoid discussing the recommendations of the body with individual Councilmembers once a vote is taken when such is for the purpose of exerting influence. Written communications from the commission, board or committee to the City Council in sufficient time to be placed on the agenda is the preferred method for making recommendations to the Council.

The final authority and responsibility for public policy decisions rests with the City Council. The Council has appointed commissioners, board and committee members as advisors to them. This underlying philosophy makes it improper for an individual member of an advisory board to try to persuade the Council into the acceptance of a recommendation other than that voted by the majority. The role of an advisory board is to assist the Council in the formation of policy because the board is created only for the specific purpose of advising, being a guide to public opinion, and promoting specific projects in the community at large.

The Council has adopted a Code of Ethics and Conduct Policy on November 15, 2022, which states that “in keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, committee, or commission or proceeding of the City, nor shall members of boards, commission or commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the subject matter jurisdiction of their bodies.”

B. STAFF RELATIONS

Staff personnel are assigned by the City Administrator to assist and act in a technical capacity to commissions, boards or committees. It is not expected that every staff recommendation will be followed; however, because of staff's technical knowledge, full consideration should be given to their recommendations. Just as any advisory board is held accountable to the City Council, so is staff to the City Administrator.

After staff makes a report or recommendation to a commission, board or committee (which recommendation may or may not be followed), they are at liberty to make the same recommendation to the City Council through the City Administrator, even though the advisory board may have taken a different position. City Staff may be a part of the advisory board; however, they do not hold any voting authority within the advisory board. Staff has been employed by the City Administrator to provide technical guidance. Staff members are obligated to make objective recommendations.

Failure of a staff member to provide expected or promised service to an advisory board is a basis for complaint to be brought to the attention of the City Administrator. Since

staff personnel are directly responsible to the City Administrator, it is his/her responsibility alone to allocate their time and efforts in the best interest of the total City government, to investigate staff, and take appropriate personnel action when necessary.

C. RELATIONS WITH OTHER COMMISSIONS, BOARDS, AND COMMITTEES

In the areas where there is overlap of jurisdiction between various bodies, it is important that coordination occur to ensure proper consideration of different viewpoints that may occur, and to minimize duplications or conflicts. Further, joint meetings with the City Council and other commissions, boards and committees may be mutually beneficial whenever two bodies are simultaneously addressing the same topics.

III. CONCLUSION

There is no desire on the part of the City Council or City staff to control any commission, board or committee member's independent thought or judgment. Appointments are made to these bodies by the Council based on judgment that those persons appointed have the knowledge, ability and interest and that their contributions will be of valuable assistance. All suggestions and ideas are most welcome, whether presented as an individual citizen, a member or a majority vote of an advisory board. However, membership on a commission, board or committee limits to a degree the freedom of advocacy before the City Council or other bodies on those issues that are to be considered by the member's commission, board or committee. The collective recommendation of the commission, board or committee to the City Council may include the positions of all members.

A commission, board or committee is created as an advisory arm of the Council as the result of a policy decision. Each has been charged with certain responsibilities in specified areas and it is within these that the body should act. It may be that a member or minority of members of an advisory board may disagree with an established policy. This is part of the democratic process. In spite of conflicting viewpoints, this is the accepted process for addressing the issues and forwarding the majority opinion to Council or to accomplish the tasks assigned.

The City is proud of its citizen participation and extends a hearty welcome and thanks to all commission, board and committee appointees.

APPENDIX

**PLACENTIA COMMISSIONS, BOARDS & COMMITTEES
DUTIES, MEETING DATES, AND TIMES**

BLUE RIBBON COMMITTEE SENIOR/ COMMUNITY CENTER COMMITTEE

MEMBERSHIP

The Senior/Community Center Blue Ribbon Committee consists of eleven (11) regular members who serve until removed or resign. All members are appointed by the City Council and serve at the discretion of the Council. The Committee is to be comprised of eleven (11) members: one (1) appointed from within each of the five (5) city Council districts; one (1) from the Parks, Arts, and Recreation Commission; one (1) from the Senior Advisory Committee and two (2) City Council members, and two (2) Members-At-Large.

MEETINGS

Regular meetings of the Senior/Community Center Blue Ribbon Committee are held at 6:30 p.m. on the third Wednesday of each month.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on identifying the community needs for the proposed Senior/Community Center.
- Serves in an advisory capacity to the City Council on identifying the recommended design components for the proposed construction of a Senior/Community Center.
- Solicit input from the community on the proposed Senior/Community Center.
- Considers matters related to the needs and design of the proposed Senior/Community Center submitted by the City Council, staff or public and recommends courses of action where appropriate.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

CIVIC CENTER JOINT USE COMMITTEE

MEMBERSHIP

The Civic Center Joint Use Committee consists of five (5) members, two (2) of which are appointed by the Board of Trustees of the Library District and three (3) of which are appointed by the City Council. The term of office is for four (4) years.

MEETINGS

Meetings of the Civic Center Joint Use Committee are held quarterly.

POWERS AND DUTIES

- The Civic Center Joint Use Committee serves as an Advisory Board to the City Council and the Library Board of Trustees on matters relating to the Civic Center.

STAFF LIAISON

City Administrator and Deputy City Administrator and/or designated staff member(s).

**CITY COUNCIL
DOG PARK AD-HOC COMMITTEE**

MEMBERSHIP

The City Council Dog Park Ad-Hoc Committee consists of three (3) regular members. All members are appointed by the City Council and serve at the discretion of the Council. The Ad-Hoc Committee is to be comprised of two (2) City Council members and one (1) member of the Parks, Arts, and Recreation Commission.

MEETINGS

Regular meetings of the City Council Dog Park Ad-Hoc Committee are held as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on identifying locations for a potential dog park in Placentia.
- Serves in an advisory capacity to the City Council on identifying the recommended design components for the proposed dog park.
- Solicit input from the community on the proposed dog park.
- Considers matters related to the needs, design, and City liability of a proposed dog park and presents findings to the City Council.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

FINANCE AND INVESTMENT COMMITTEE

MEMBERSHIP

The Finance and Investment Committee consists of three (3) members, the Mayor, Mayor Pro Tem, and City Treasurer.

MEETINGS

Regular meetings of the Finance and Investment Committee are held at 5:30 p.m. quarterly on the fourth Thursday of the month in City Hall.

POWERS AND DUTIES

- Reviews the City's Investment Policy annually, review quarterly investment performance, and to consult with the City Treasurer regarding current investments and future investment opportunities.
- Assist in the development of five-year capital budgets and revenue projections.
- Review the annual budget and make recommendations to the City Council.
- Studies all fiscal issues and recommends possible improvements and economies.
- Issue reports to the City Council on the City's investment and financial conditions.

STAFF LIAISON

City Administrator, Finance Director and/or designated staff member(s).

FINANCIAL AUDIT OVERSIGHT COMMITTEE

MEMBERSHIP

The Financial Audit Oversight Committee consists of five (5) members who serve for a period of three (3) years. Members are chosen from residents (18 years or over) of the City (residency requirement can be waived by City Council) who have knowledge of accounting/financial principles and it is desirable that they have experience in government accounting. All members are appointed by the City Council and serve at the discretion of the Council.

MEETINGS

Regular meetings of the Financial Oversight Committee are held at 7:00 p.m. quarterly the second Monday in City Hall.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council and City Administrator with their primary role being to provide an internal audit function.
- Assist with the development and issuance of a Request for Proposals from qualified audit firms to perform an internal review of selected financial activities and internal control procedures; to interview qualified proposers; to negotiate cost; and to report to the City Council with a recommendation for audit firm selection.
- Return to the City Council with recommendations for administrative policies and procedures.

STAFF LIAISON

Director of Finance and/or designated staff member(s).

HERITAGE FESTIVAL COMMITTEE

MEMBERSHIP

The Heritage Committee, consisting of nine (9) members to be known as the Executive Board, has been established by the City Council, and shall have as its responsibility and purpose the planning and execution of the City's annual Heritage Celebration and related Heritage activities within the Community. The Committee may enlist the help and support of a variety of other volunteers to assist in carrying out its purpose. The City Council shall approve the parade route, theme, budget, and addition or removal of an Executive Board member.

APPOINTMENTS AND VACANCIES

The nine members of the Heritage Committee Executive Board shall be appointed by the Mayor of Placentia, with consensus of the Placentia City Council. The nine (9) member Executive Board shall consist of a majority of Placentia residents at all times (i.e. five or more members must be Placentia residents). Additional volunteers interested in assisting with subcommittee work must be added to the subcommittees by majority vote of the Executive Board.

CHAIRPERSON

In January of each year, the Committee shall select a Chairperson from the Executive Board members, by majority vote. The Chairperson shall be a resident of Placentia or have been a member of the Executive Board for a minimum of three years. The chairperson's responsibilities are to preside over meetings and to act as the formal Committee representative to the City Council.

OFFICERS

In addition to the office of Chairperson, each January the officers of 1st Vice Chairperson, 2nd Vice Chairperson, Treasurer, and Secretary, shall be selected from among the Executive Board by majority vote.

MEETINGS

The Committee shall hold a public monthly meeting at least once per month in a City facility. Meetings shall be posted and conducted in accordance with the California Ralph M. Brown Act. The attendance of a majority of the Committee's Executive Board.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

HISTORICAL COMMITTEE

MEMBERSHIP

The Historical Committee consists of nine (9) regular members who are appointed by the City Council. Committee members typically are familiar with historic preservation principles and practices and have gained knowledge of Placentia history from either long-term residence and/or study and research.

MEETINGS

The Committee meets regularly at 6:00 p.m. on the fourth Tuesday of every month. Special meetings may be scheduled as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to City Council on matters related to historical structures and/or sites located in Placentia.
- Nominates buildings, sites or districts within the City for designation as local landmarks per Policy No. 703.

STAFF LIAISON

Director of Development Services and/or designated staff member(s).

**CITY COUNCIL
HISTORIC PRESERVATION COMMITTEE**

MEMBERSHIP

The City Council Historical Preservation Committee consists of two (2) regular members of the City Council. Committee members typically are familiar with historic preservation principles, land use, and have gained knowledge of Placentia history.

MEETINGS

The Historic Preservation Committee meets as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to City Council on matters related to historical preservation in Placentia.

STAFF LIAISON

Director of Development Services and/or designated staff member(s).

**CITY COUNCIL
HOUSING, COMMUNITY AND ECONOMIC DEVELOPMENT
COMMITTEE**

MEMBERSHIP

The City Council Housing, Community and Economic Development Committee consists of two (2) regular members of the City Council.

MEETINGS

The City Council Housing, Community and Economic Development Committee meets as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to significant developments as it relates to land use regulations, urban design and building standards.
- The Committee may receive presentations or project submittals from private development entities and may review economic/financial documents or proposals. If private development entities attend and present to the Committee, a City Attorney representative must attend the Committee meeting.
- Members review issues related to the City's general plans and zoning, housing, land use regulations, development, building standards and economic development policy.

STAFF LIAISON

City Administrator, Director of Development Services and/or designated staff member(s).

MEASURE U COMMITTEE

MEMBERSHIP

The Measure U Committee consists of two (2) residents and the City Treasurer.

MEETINGS

Regular meetings of the Measure U Committee are held at 5:30 p.m. quarterly on the fourth Thursday of the month in City Hall.

POWERS AND DUTIES

- Reviews the City's Measure U revenues and expenditures.
- Studies all fiscal issues related to Measure U funding.
- Issue reports to the City Council on the City's Measure U conditions.

STAFF LIAISON

City Administrator, Director of Finance and/or designated staff member(s).

NAVIGATION CENTER ADVISORY BOARD

MEMBERSHIP

The Navigation Center Advisory Board consists of two (2) regular members of the City Council and the following members:

- Representative(s) appointed by the Orange County Board of Supervisors
- Representative(s) appointed by the local City Council
- Representative(s) appointed by the local Chief of Police
- Representative(s) appointed by the local Neighborhood Association (if applicable)
- Representative(s) appointed from the local business association or Chamber of Commerce
- Representative(s) appointed by the local school district
- Representative(s) appointed from local homeless outreach agencies

MEETINGS

The Navigation Center Advisory Board meets every other month.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to the Placentia Navigation Center.
- Provide ongoing review of the operations of the Placentia Navigation Center.
- Enhance community relations.
- Bring forth information of any strengths and successes of the Placentia Navigation Center.
- Bring forth any concerns from the neighborhood, local businesses, City, County, service provider partners, and shelter clients about the operation of the Placentia Navigation Center.
- Oversee the accountability and grievance process and policies of the Placentia Navigation Center.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

**CITY COUNCIL
OLD TOWN PLACENTIA PARKING
COMMITTEE**

MEMBERSHIP

The City Council Old Town Placentia Parking Committee consists of two (2) regular members of the City Council

MEETINGS

The City Council Old Town Placentia Parking Committee meets as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to City Council on matters related to parking in Old Town Placentia.

- Initiates parking studies and impacts as needed in Old Town and presents findings and recommendations to the Placentia City Council.

STAFF LIAISON

City Administrator, Deputy City Administrator and/or designated staff member(s).

PARKS ARTS AND RECREATION COMMISSION

MEMBERSHIP

The Recreation and Parks Commission consists of five (5) regular members serving a term of office for four (4) years each. All members are appointed by the City Council.

MEETINGS

Regular meetings of the Recreation and Parks Commission are held at 6:30 p.m. on the second Tuesday of each month in City Hall.

POWERS AND DUTIES

- Acts in an advisory capacity to the City Council and the City Administrator on all policy matters pertaining to all parks presently established by the City Council and all future parks to be established by the City Council and on all recreational programs, cultural arts programs, health/wellness programs and special events for the community.
- Assists in the development of plans for seasonal and year-round recreation, arts, special events, and health and wellness activities and programs.
- Establishes rules and regulations, subject to the approval of the City Council, for the use of City parks and recreation facilities.
- Adopts a master plan for the development of each City park, subject to the approval of the City Council and reviews subsequent precise plans for conformance to the master plan.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

PLACENTIA COMMUNITY FOUNDATION

MEMBERSHIP

The Placentia Community Foundation consists of five (5) regular members. All members are appointed by the City Council and serve at the discretion of the City Council.

MEETINGS

Regular meetings of the Placentia Community Foundation are held at 8:30 a.m. on the fourth Monday of every month.

POWERS AND DUTIES

- The Placentia Community Foundation is a 501(c)(3) California non-profit public benefit corporation formed in 2009.
- The Foundation's mission is to support local non-profit organizations with grant opportunities.
- The Placentia Community Foundation is designed to assist and sponsor programs in the city of Placentia that further civic pride and enhance the community's cultural, recreational, social and historical interests.
- The financial need to support community programs expands annually. As organizational budgets constrict; the efforts of many are often needed to continue the variety of programs and activities that build civic pride and community spirit.

STAFF LIAISON

Deputy Director of Community Services.

PLACENTIA DISASTER COUNCIL

MEMBERSHIP

The Placentia Disaster Council consists of five (5) regular members who serve a term of office for four (4) years. All members are appointed by the City Council and serve at the discretion of the Council.

MEETINGS

Regular meetings of the Placentia Disaster Council are held as needed at Placentia City Hall.

POWERS AND DUTIES

- Title 11- Emergency Organization of the City of Placentia Municipal Code creates the Placentia Disaster Council (PDC) and designates the Mayor to serve as the Chair of the Disaster Council.
- Assist with updating the City's Emergency Operations Plan, Hazardous Mitigation Plan.
- Assist with disaster related table-top exercises and other work plan items associated with emergency management.

STAFF LIAISON

Emergency and Health Services Manager.

PLANNING COMMISSION

MEMBERSHIP

The Planning Commission consists of seven (7) members (per City Charter) appointed by the City Council. The term of office is for four (4) years.

MEETINGS

Regular meetings of the Planning Commission are held at 6:30 p.m. on the second Tuesday of each month in the City Council Chambers.

POWERS AND DUTIES

- After a public hearing thereon, recommends to the City Council the adoption, amendment or repeal of the General Plan, or any part thereof, for the physical development of the City.
- Exercises such control over land subdivisions as is granted to it by the City Council and by the laws of the State of California.
- Makes recommendations concerning proposed public works and for the clearance and rebuilding of blighted or substandard areas within the City.
- Exercises such functions with respect to zoning as may be prescribed by ordinance not inconsistent with the City Charter.

STAFF LIAISON

Director of Development Services and/or designated staff member(s).

PUBLIC FINANCING AUTHORITY OF THE PLACENTIA ENHANCED INFRASTRUCTURE FINANCING DISTRICT

MEMBERSHIP

The Public Financing Authority of the Placentia Enhanced Infrastructure Financing District consists of five (5) regular members consisting of two (2) members of the City Council, one (1) member of the County Board of Supervisors, and two (2) members of the community.

MEETINGS

Regular meetings of the Placentia Enhanced Infrastructure Financing District Public Financing Authority are held as needed.

POWERS AND DUTIES

- The Placentia Enhanced Infrastructure Financing District ("Placentia EIFD") was formed as a partnership between the City of Placentia and the County of Orange.
- The Placentia EIFD was established as a means to fund critical infrastructure of communitywide and regional significance with a focus on the Old Town Placentia Revitalization Plan area, by providing a means to capture property tax increment revenue ("T1") generated by new development within the district.
- The City and County formed the Public Financing Authority of the Placentia Enhanced Infrastructure Financing District ("PFA") to act as the governing body of the Placentia EIFD in accordance with EIFD statutes.

STAFF LIAISON

Director of Development Services and/or designated staff member(s).

SENIOR ADVISORY COMMITTEE

MEMBERSHIP

The Senior Advisory Committee consists of seven (7) members. The members will be appointed by the City Council with two (2) members being representatives from the Placentia Senior Center and five (5) at-large seniors. All members shall be 55 years of age or older.

MEETINGS

The Senior Advisory Committee meets quarterly on the third Wednesday of the month at 6:15 p.m. at City Hall.

POWERS AND DUTIES

- Act as liaison for all seniors in the City and advise on ways to enrich and enhance the health and quality of life of seniors in the community.
- Solicit input and act as a public forum for issues that affect seniors in the City.
- Provide advice based on input received to improve the programs, policies, and services provided to seniors. Identify barriers to access by seniors to City services and programs. Form partnerships in the community to educate, inform, and improve the quality of life for seniors.
- Assist with volunteer recruitment.
- Assist with the marketing of the Senior Center services, programs, and events.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).

**CITY COUNCIL
SEWER, UTILITY, RECYCLING AND REFUSE COMMITTEE**

MEMBERSHIP

The City Council Sewer, Utility, Recycling and Refuse Committee consists of consists of two (2) regular members of the City Council.

MEETINGS

Regular meetings of the City Council Sewer, Utility, Recycling and Refuse Committee are held as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to City Council on matters related to utilities, sewer, recycling and refuse matters.

- Reviews proposed rate adjustments, participate in ongoing negotiations and rates studies related to the various utility service providers.

STAFF LIAISON

City Administrator, Deputy City Administrator and/or designated staff members(s).

STREETSCAPE AND TRANSPORTATION ADVISORY COMMISSION

MEMBERSHIP

The Streetscape and Transportation Advisory Commission consists of five (5) regular members who serve a term of office for four (4) years. All members are appointed by the City Council and serve at the discretion of the Council.

MEETINGS

Regular meetings of the Streetscape and Transportation Advisory Commission are held at 6:00 p.m. on the third Monday of every other month (odd months).

POWERS AND DUTIES

- Traffic safety issues, active transportation programs and projects; transportation management including neighborhood traffic and parking management programs, review and consideration of permit parking districts and speed hump installation requests and the overall regulation of vehicle, bicycle, and pedestrian traffic within the City as described in Title 13 of the Placentia Municipal Code.
- The Commission shall review recommendations regarding appeals of tree removal requests made by individual property owners, neighborhood associations, or developers denied by City Staff.
- The Commission may make recommendations on designated tree species for specific streets and neighborhoods and shall be incorporated by reference into a future street tree master plan.

STAFF LIAISON

City Engineer/Traffic Engineer and/or designated staff member(s).

**CITY COUNCIL
TECHNOLOGY AND INNOVATION SUB COMMITTEE**

MEMBERSHIP

The City Council Technology and Innovation Sub Committee consists of two (2) regular members of the City Council.

MEETINGS

Regular meetings of the City Council Technology and Innovation Committee meets as needed.

POWERS AND DUTIES

- Review technology and innovation systems for City operations and applications.
- Review the Citywide Fiber Optic System and discuss matters with service providers.
- Reviews Smart Cities systems and meets with vendors to review their products.
- Serves in an advisory capacity to City Council on matters related to citywide fiber optic, technology, and smart cities systems and applications.

STAFF LIAISON

City Administrator, Deputy City Administrator, IT Manager and/or designated staff member(s).

VETERANS ADVISORY COMMITTEE

MEMBERSHIP

The Veterans Advisory Committee consists of nine (9) regular members who serve until removed or resign. All members are appointed by the City Council and serve at the discretion of the Council.

MEETINGS

Regular meetings of the Veterans Advisory Committee are held at 4:00 p.m. on the first Monday of each between April and November.

COMPENSATION

None

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on veterans' affairs matters within the community.
- Considers veterans' matters submitted by the City Council, staff or public and recommends courses of action where appropriate.
- Matters considered by the committee's scope include all activities within the purview of the City Council relating to the annual Veterans Day Observance Ceremony and activities.
- Committee members are to familiarize themselves with veterans' activities through attendance at local/state/federal veterans' organizations.
- Committee members need not be veterans to serve on this committee.

STAFF LIAISON

Police Chief and/or designated staff member(s).

LIST OF DISBANDED COMMITTEES/COMMISSIONS

ADVISORY COMMITTEE ON THE DISABLED

CIVIC CENTER AUTHORITY

CULTURAL ARTS COMMISSION
Ordinance No. O-2019-11 to disband

ECONOMIC DEVELOPMENT COMMITTEE
Resolution No. R-2019-48 to disband

RECREATION AND PARKS COMMISSION
Ordinance No. O-2019-11 to disband

TRAFFIC SAFETY COMMISSION
Ordinance No. O-2019-11 to disband

OVERSIGHT BOARD TO SUCCESSOR AGENCY
Consolidated to Countywide Oversight Board

TRI CITY PARK AUTHORITY
Resolution No. 2016-51 to disband

CITIZENS FISCAL SUSTAINABILITY TASK FORCE

GENERAL PLAN STEERING COMMITTEE

PUBLIC SAFETY FACILITY AD-HOC COMMITTEE

RECREATIONAL VEHICLE PARKING AD-HOC COMMITTEE

YORBA LINDA WATER/GOLDEN STATE WATER DISTRICT

CITYWIDE FIBER OPTIC AND SMART CITY COMMITTEE



City of Placentia

Committee Commission & Advisory Board Manual

February 20, 2024

Background

- City Council's Five-Year Strategic Plan, Goal #8, to update the Administrative Policy for Ad-Hoc Committees
- City retained the services of Kelly Associates Management Group
- The Committee Commission Handbook and Manual was initially adopted by the City Council in 1982 and has received six amendments, with the latest adoption occurring in 2009
- The City Council has added various Committees, Commissions, Ad-Hoc Committees throughout the years
- The need for a comprehensive revisions/updating was necessary
- City held a Study Session on November 21, 2023 and received input from City Council
- City Council's input has been incorporated to the latest version of the Manual



CITY OF PLACENTIA
**COMMITTEE COMMISSION
& ADVISORY BOARD**
MANUAL



City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870
www.placentia.org



Table of Contents

- I. Introduction
 - II. The Structure of Government
 - III. Membership
 - IV. Officers and Staff
 - V. Meetings, Agendas, Minutes and Procedure
 - VI. Imposed Restraints
 - VII. Relationships to City Council/City Staff/Other Commissions, Boards and Committees
 - VIII. Conclusion
- APPENDIX: Placentia Commissions, Committees, Ad-Hoc Committees Duties, Meeting Dates, and Times



Updated List of Commissions, Boards, Committees & Ad-Hoc Committees

	Blue Ribbon Committee for Senior/Community Center	16
	Citywide Fiber Optic And Smart City Ad-Hoc Committee	
	Civic Center Joint Use Committee	17
added	→ City Council Dog Park Ad-Hoc Committee	18
	Finance and Investment Committee	19
	Financial Audit Oversight Committee	20
	Heritage Festival Committee	21
	Historical Committee	22
revised	→ City Council Historical Preservation Committee	23
revised	→ City Council Housing, Community & Economic Development Committee	24
	Measure U Committee	25
added	→ Navigation Center Advisory Board	26
revised	→ City Council Old Town Placentia Parking Committee	27
	Parks Arts and Recreation Commission	28
	Placentia Community Foundation	29
	Placentia Disaster Council	30
	Planning Commission	31
	Public Financing Authority of the Placentia EIFD	32
	Senior Advisory Committee	33
revised	→ City Council Sewer, Utility, Recycling and Refuse Committee	34
	Streetscape and Transportation Advisory Commission	35
added	→ City Council Technology and Innovation Committee	36
	Veterans Advisory Committee	37
	List of Disbanded Committees/Commissions	38



City Council

Dog Park Ad-Hoc Committee

MEMBERSHIP

The City Council Dog Park Ad-Hoc Committee consists of three (3) regular members. All members are appointed by the City Council and serve at the discretion of the Council. The Ad-Hoc Committee is to be comprised of two (2) City Council members and one (1) member of the Parks, Arts, and Recreation Commission.

MEETINGS

Regular meetings of the City Council Dog Park Ad-Hoc Committee are held as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on identifying locations for a potential dog park in Placentia.
- Serves in an advisory capacity to the City Council on identifying the recommended design components for the proposed dog park.
- Solicit input from the community on the proposed dog park.
- Considers matters related to the needs, design, and City liability of a proposed dog park and presents findings to the City Council.

STAFF LIAISON

Director of Community Services and/or designated staff member(s)



City Council Housing, Community & Economic Development Committee

MEMBERSHIP

The City Council Housing, Community and Economic Development Committee consists of two (2) regular members of the City Council.

MEETINGS

The City Council Housing, Community and Economic Development Committee meets as needed.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to significant developments as it relates to land use regulations, urban design and building standards.
- The Committee may receive presentations or project submittals from private development entities and may review economic/financial documents or proposals. If private development entities attend and present to the Committee, a City Attorney representative must attend the Committee meeting.
- Members review issues related to the City's general plans and zoning, housing, land use regulations, development, building standards and economic development policy.

STAFF LIAISON

City Administrator, Director of Development Services and/or designated staff member(s).



Navigation Center Advisory Board

MEMBERSHIP

The Navigation Center Advisory Board consists of two (2) regular members of the City Council and the following members:

- Representative(s) appointed by the Orange County Board of Supervisors
- Representative(s) appointed by the local City Council
- Representative(s) appointed by the local Chief of Police
- Representative(s) appointed by the local Neighborhood Association (if applicable)
- Representative(s) appointed from the local business association or Chamber of Commerce
- Representative(s) appointed by the local school district
- Representative(s) appointed from local homeless outreach agencies

MEETINGS

The Navigation Center Advisory Board meets every other month.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to the Placentia Navigation Center.
- Provide ongoing review of the operations of the Placentia Navigation Center.
- Enhance community relations.
- Bring forth information of any strengths and successes of the Placentia Navigation Center.
- Bring forth any concerns from the neighborhood, local businesses, City, County, service provider partners, and shelter clients about the operation of the Placentia Navigation Center.
- Oversee the accountability and grievance process and policies of the Placentia Navigation Center.

STAFF LIAISON

Director of Community Services and/or designated staff member(s).



City Council Technology and Innovation Committee

MEMBERSHIP

The City Council Technology and Innovation Sub Committee consists of two (2) regular members of the City Council.

MEETINGS

Regular meetings of the City Council Technology and Innovation Committee meets as needed.

POWERS AND DUTIES

- Review technology and innovation systems for City operations and applications.
- Review the Citywide Fiber Optic System and discuss matters with service providers.
- Reviews Smart Cities systems and meets with vendors to review their products.
- Serves in an advisory capacity to City Council on matters related to citywide fiber optic, technology, and smart cities systems and applications.

STAFF LIAISON

City Administrator, Deputy City Administrator, IT Manager and/or designated staff member(s).



City Attorney's Office/ Staff Recommendation

It is recommended that the City Council take the following actions:

1. Appoint members to the City Council Navigation Center Advisory Board; and
2. Direct Staff to notify the City Council Navigation Center Advisory Board of the appointment; and
3. Adopt Resolution No. R-2024-08, "A Resolution of the City Council of the City of Placentia Adopting the Updated Committee Commission and Advisory Board Manual for Calendar Year 2024 and Eliminating Various Disbanded Advisory Bodies."



Questions/Comments?

