



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

CHAD P. WANKE
Mayor
District 4

JEREMY B. YAMAGUCHI
Mayor Pro Tem
District 3

THOMAS HUMMER
Councilmember
District 1

KEVIN KIRWIN
Councilmember
District 2

WARD L. SMITH
Councilmember
District 5

Robert S. McKinnell
City Clerk

Kevin A. Larson
City Treasurer

Jennifer Lampman
City Administrator

Christian L. Bettenhausen
City Attorney

**AGENDA
January 13, 2026**

**Council Chambers
401 E Chapman Ave.
Placentia, CA 92870**

**Phone: (714) 993-8117
Email: administration@placentia.org
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 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 discourage 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. Closed Sessions are held in the Council Caucus Room. While the public may be in attendance during oral announcements preceding Closed Sessions, Closed Sessions are not open to the public.

**PLACENTIA CITY COUNCIL REGULAR
MEETING AGENDA - CLOSED SESSION
January 13, 2026
5:00 p.m. - City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL:

*Councilmember/ Board Member Hummer
Councilmember/ Board Member Kirwin
Councilmember/ Board Member Smith
Mayor Pro Tem/ Board Vice Chair Yamaguchi
Mayor/ Board Chair Wanke*

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.

CLOSED SESSION PROCEEDINGS:

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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation Pursuant to Government Code § 54956.9(d)(4): (1 case)

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section § 54957.6

Agency Designated Representatives: Jennifer Lampman, City Administrator
Alice Burnett, Director of Human Resources

Employee Organization: Placentia City Employees Association (PCEA)

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section § 54957(b)(1)

Title: City Administrator

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

PLACENTIA CITY COUNCIL REGULAR MEETING AGENDA

January 13, 2026

**7:00 p.m. - City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL:

*Councilmember/ Board Member Hummer
Councilmember/ Board Member Kirwin
Councilmember/ Board Member Smith
Mayor Pro Tem/ Board Vice Chair Yamaguchi
Mayor/ Board Chair Wanke*

INVOCATION: Chaplain Charles Frost

PLEDGE OF ALLEGIANCE: Edith Zamora

PRESENTATIONS:

A. Proclamation Commemorating the City of Placentia's Centennial Year

Presenter: Mayor and City Council

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 MEMBER COMMENTS:

1. CONSENT CALENDAR (1.a through 1.e):

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

Recommended Action: It is recommended that the City Council:
Approve.

1.b APPROVAL OF MINUTES

Recommended Action: It is recommended that the City Council:

Approve minutes of the City Council/Successor Agency/ICDA/PPFA Regular Meeting held on December 16, 2025.

1.c **REGISTERS FOR JANUARY 13, 2026**

Check Register

Fiscal Impact: \$695,384.12

Electronic Disbursement Register

Fiscal Impact: \$1,245,316.07

Recommended Action: It is recommended that the City Council:
Receive and file.

1.d **APPROVAL OF RESOLUTIONS AUTHORIZING GRANT APPLICATION AND SUPPORT FOR THREE REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECTS (RTSSP): ALTA VISTA STREET, PLACENTIA AVENUE AND BASTANCHURY ROAD CORRIDORS**

Fiscal Impact:

There is no fiscal impact associated with this recommended action.

Recommended Action: It is recommended that the City Council:

1. Adopt Resolution No. R-2026-01, a Resolution of the City Council of the City of Placentia, California, authorizing the City's participation in an application for funds to the Orange County Transportation Authority under the competitive Measure M2 Regional Traffic Signal Synchronization Program; and
2. Adopt Resolution No. R-2026-02, a Resolution of the City Council of the City of Placentia, California, approving the submittal of the Placentia Avenue Regional Traffic Signal Synchronization Project to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program; and
3. Adopt Resolution No. R-2026-03, a Resolution of the City Council of the City of Placentia, California, approving the submittal of the Alta Vista Street Regional Traffic Signal Synchronization Project to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program.

1.e **DESIGNATION OF INDIVIDUALS AUTHORIZED TO INVEST CITY MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)**

Fiscal Impact:

None.

Recommended Action: It is recommended that the City Council:

Adopt Resolution No. R-2026-06, A Resolution of the City Council of the City of Placentia, California, authorizing investment of monies in the Local Agency Investment Fund (LAIF).

2. PUBLIC HEARING:

2.a **PUBLIC HEARING, INTRODUCTION AND FIRST READING OF ORDINANCE NO.**

O-2026-01 OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, GRANTING TO CRIMSON CALIFORNIA PIPELINE, L.P., A FRANCHISE TO OPERATE AND MAINTAIN CERTAIN PIPELINES AND APPURTENANCES FOR THE TRANSPORTATION OF HYDROCARBON SUBSTANCES IN THE CITY OF PLACENTIA

(Public Hearing has been cancelled and will be renoticed at a later date.)

Recommended Action: It is recommended that the City Council:
Remove the Public Hearing from the calendar.

3. REGULAR AGENDA:

3.a **ANNUAL CITY COUNCIL APPOINTMENTS TO VARIOUS INTERGOVERNMENTAL AGENCIES, ASSOCIATIONS, AND CITY SUBCOMMITTEES**

Fiscal Impact:
None.

Recommended Action: It is recommended that the City Council:

1. Review and update the attached list of current appointments to intergovernmental agencies, associations, and City subcommittees; and
2. Direct Staff to notify all affected agencies and committees of the updated appointments, post FPPC Form 806, and update the City's website; and
3. Review and provide feedback on the Committee, Commission, and Advisory Board Manual (Attachments 4 and 5) for future adoption.

CITY COUNCIL MEMBERS REQUESTS:

Council Members may make requests or ask questions of Staff. If a Council 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, January 27, 2026, at 7:00 p.m.

CERTIFICATION OF POSTING

I, Brooke Lovell, Deputy City Clerk for the City of Placentia and Assistant Secretary of the Industrial Commercial Development Authority, the Successor Agency, and the Placentia Financing Authority hereby certify that the Agenda for the January 13, 2026, meetings of the City Council, Successor Agency, and Industrial Commercial Development Authority, and the Placentia Public Financing Authority was posted on January 8, 2026.

Brooke Lovell
Deputy City Clerk



Agenda Item No: 1.b

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Brooke Lovell

From: City Clerk

Subject:

APPROVAL OF MINUTES

Recommendation:

Recommended Action: It is recommended that the City Council:

Approve minutes of the City Council/Successor Agency/ICDA/PPFA Regular Meeting held on December 16, 2025.

Attachments

[12.16.25 CC Regular Minutes.pdf](#)

Placentia City Council Regular Meeting
Placentia City Council acting as Successor Agency to the Placentia Redevelopment Agency, Placentia Industrial Commercial Development Authority, Placentia Public Financing Authority

MINUTES
December 16, 2025
City Council Chambers - 401 E. Chapman Avenue, Placentia, CA

MINUTES OF THE PLACENTIA CITY COUNCIL CLOSED SESSION MEETING – 6:00 P.M.

CALL TO ORDER: Mayor Kirwin called the meeting to order at 6:01 p.m.

ROLL CALL: PRESENT: Councilmember/Board Member Hummer, Smith, Yamaguchi, Wanke, Kirwin
ABSENT: None

ORAL COMMUNICATIONS:

City Clerk McKinnell stated the City Clerk’s Office received no public comment for Closed Session.

CLOSED SESSION PROCEEDINGS:

City Clerk McKinnell announced the Closed Session matter.

The City Council and Boards of Directors recessed to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings on the following:

1. Pursuant to Government Code Section § 54956.9(d)(2)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (2 Cases)

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

MINUTES OF THE PLACENTIA CITY COUNCIL REGULAR MEETING - 7:00 P.M.

CALL TO ORDER: Mayor Kirwin called the meeting to order at 7:00 p.m.

ROLL CALL: PRESENT: Councilmember/Board Member Hummer, Smith, Yamaguchi, Wanke, Kirwin
ABSENT: None

STAFF PRESENT:

City Attorney/Authority Counsel Christian Bettenhausen; City Administrator Jennifer Lampman; Deputy City Administrator Rosanna Ramirez; Police Chief Brad Butts; Fire Chief Jason Dobine; Director of Development Services Joe Lambert; Director of Public Works Chris Tanio; Director of Human Resources Alice Burnett; Director of Finance Jerry Griggs; Director of Community Services Lydie Gutfeld; Deputy Director of Administrative Services Jeannette Ortega; City Clerk Robert McKinnell; Deputy City Clerk Brooke Lovell

INVOCATION: Chaplain Ken Milhander

PLEDGE OF ALLEGIANCE: Lydie Gutfeld, Director of Community Services

PRESENTATIONS: None

CLOSED SESSION REPORT:

City Attorney/Authority Counsel Bettenhausen reported a discussion was held on the Closed Session item. There was no reportable action.

CITY ADMINISTRATOR REPORT: None

ORAL COMMUNICATIONS:

Craig Green praised the City for a successful Very Tamale Holiday event, commended the new layout and activities, noted high attendance and quality tamales, and honored his late father's 104th birthday.

Alice Shiozawa thanked the City for its support in the Very Tamale Holiday event, stated the layout and traffic changes worked well, noted strong foot traffic near the Rotary booth, and expressed hope for continued annual support.

David Radlauer objected to the City listing acceptance of resignations from the Placentia Community Foundation, stated it was an independent 501(c)(3), requested removal of the item and inclusion of resignation letters and a City Attorney letter in the minutes, and explained resignations were due to concerns about process, conflicts of interest, and perceived pressure for a large donation.

Jeff Buchanan requested documentation on the prior 2022 redistricting lawsuit involving former Councilmember Joseph Aguirre, including all settlement agreements, stated current district representation might not comply with the agreement.

Rosalina Davis thanked the City Council and Staff for continuing the Very Tamale Holiday event, stated the event was a success with approximately 10,000 attendees, praised Staff for event improvements to the layout, snow area, shuttle service, entertainment, and expressed desire to see the event continue.

Liam Stanton (via electronic communication) thanked the City for the Very Tamale Holiday event, reported the event was a success with sold-out food and strong foot traffic, and expressed interest in participating next year.

CITY COUNCIL/BOARD MEMBER COMMENTS:

Councilmember Smith commended the success of the 2025 A Very Tamale Holiday event on December 11, 2025, highlighting its strong community participation, effective coordination by Community Services and Public Works, and support from public safety personnel. He also praised the Community Christmas Basket event in La Jolla and acknowledged the community's generosity throughout the year.

Councilmember Hummer stated the 2025 A Very Tamale Holiday event as one of the best to date, citing the improved layout and strong community engagement. He expressed appreciation to all who contributed to the event.

Councilmember Yamaguchi thanked outgoing Commissioners, Committee members and volunteers for their service, praised the 2025 A Very Tamale Holiday event and the Community Services Staff, and encouraged the Placentia Community Foundation to continue supporting local initiatives. He also extended holiday wishes to the community.

Mayor Pro Tem Wanke reported attending the Orange County Sanitation District (OC San) Board and Administration Committee meetings, Orange County Mosquito and Vector Control District meeting, and the Orange County Board of Supervisors Open House event. He thanked the resigning Commissioners and Committee members for their service and encouraged residents to apply for the current vacancies.

Mayor Kirwin commended the City's recent community events, including the 2025 A Very Tamale Holiday event and the Christmas Basket program. He expressed gratitude to Staff and volunteers and extended holiday greetings to all.

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

Motion by Wanke, seconded by Yamaguchi, and carried a 5-0 vote, to approve the Consent Calendar, as recommended.

1.a CONSIDERATION TO WAIVE READING IN FULL OF ALL ORDINANCES AND RESOLUTIONS

Recommended Action: It is recommended that the City Council:

Approve

(Approved 5-0, as recommended)

1.b APPROVAL OF MINUTES

Recommended Action: It is recommended that the City Council:

Approve minutes of the City Council/Successor Agency/ICDA/PPFA Regular Meetings held on December 17, 2024; March 18, 2025; September 2, 2025; September 16, 2025; October 7, 2025; October 21, 2025; November 4, 2025; November 18, 2025; and December 2, 2025; and the Special Meetings held on March 25, 2025; and September 29, 2025.

(Approved 5-0, as recommended)

1.c REGISTERS FOR DECEMBER 16, 2025

Check Register

Fiscal Impact: \$1,229,658.71

Electronic Disbursement Register

Fiscal Impact: \$4,536,458.85

Recommended Action: It is recommended that the City Council:

Receive and file.

(Approved 5-0, as recommended)

1.d SECOND READING AND ADOPTION OF ORDINANCE NO. O-2025-12, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING DISPOSITION AND DEVELOPMENT AGREEMENT NO. DDA 2025-01 FOR THE DEVELOPMENT OF A FOUR-STORY, 86-ROOM HOTEL AT 450 S. PLACENTIA AVENUE

Fiscal Impact:

Revenue:	\$179,519.14	Development Impact Fees
	\$127,444.00	Property Sale
	\$378,304.97	Annual Estimated Transit Occupancy Tax

Recommended Action: It is recommended that the City Council:

Waive full reading, by title only, and adopt Ordinance No. O-2025-12, an Ordinance of the City Council of the City of Placentia, California, approving Disposition and Development Agreement No. DDA 2025-01 with CY Hospitality, LLC, to provide relief from certain development standards related to the development of a four-story, 86-room hotel within the C-2 (H-65) Zoning District located at 450 S. Placentia Avenue, Placentia, California (APN 339-442-04).

(Approved 5-0, as recommended)

1.e ACCEPTANCE OF RESIGNATIONS FROM THE SENIOR ADVISORY COMMITTEE, HERITAGE COMMITTEE AND PLACENTIA COMMUNITY FOUNDATION BOARD OF DIRECTORS

Fiscal Impact: There is no fiscal impact on this item.

Recommended Action: It is recommended the City Council:

1. Accept the resignation of Manpreet Chadha from the Senior Advisory Committee, Molly Kurzbard, Denise May, and David Radlauer from the Placentia Community Foundation, and Carole Nixon and Patti Martin from the Heritage Committee; and
2. Update the City's master Commission/Committee vacancy list to include the vacancy on the Committees indicated above.

(Approved 5-0, as recommended)

2. PUBLIC HEARING: None

3. REGULAR AGENDA: None

4. RECOGNITION OF 2025 MAYOR KEVIN KIRWIN:

4.a OFFICE OF U.S. CONGRESSMAN DEREK TRAN, PRESENTER: CODY MENDOZA, DISTRICT DIRECTOR

Presenter was an unable to attend.

4.b OFFICE OF STATE SENATOR STEVEN CHOI; PRESENTER: YUN CHOI, DISTRICT REPRESENTATIVE

Representative from the office of State Senator Steven Choi presented a certificate of recognition to Mayor Kirwin for his service as Mayor.

4.c OFFICE OF STATE ASSEMBLYMAN PHILLIP CHEN, PRESENTER: NEWTON VIENCKHOU, FIELD REPRESENTATIVE

Representative from the office of State Assemblyman Phillip Chen presented a certificate of recognition to Mayor Kirwin for his service as Mayor.

4.d ORANGE COUNTY SUPERVISOR, 4TH DISTRICT, DOUG CHAFFEE

Supervisor Doug Chaffee presented a certificate of recognition to Mayor Kirwin for his service as Mayor.

4.e CITY OF PLACENTIA, MAYOR PRO TEM WANKE AND CITY ADMINISTRATOR LAMPMAN

Mayor Pro Tem Wanke and City Administrator Lampman presented a certificate of recognition and gift of appreciation to Mayor Kirwin for his service as Mayor.

4.f COMMENTS FROM OUTGOING MAYOR KEVIN KIRWIN

Mayor Kevin Kirwin thanked colleagues, Staff, and the community for their support, commended City Administrator Lampman, noted progress on his “Back to Basics” initiative emphasizing core services, acknowledged the City Council’s collaborative approach, and expressed appreciation for the opportunity to serve as Mayor.

5. REORGANIZATION OF THE CITY COUNCIL:

5.a CITY CLERK CALLS FOR THE SELECTION OF MAYOR OF THE CITY OF PLACENTIA

City Clerk McKinnell opened nominations for Mayor for the term December 16, 2025, through December 15, 2026. Councilmember Yamaguchi nominated Mayor Pro Tem Wanke. There were no further nominations.

Motion by Yamaguchi, seconded by Smith, to close nominations. Motion carried a 5–0 vote, to appoint Mayor Pro Tem Wanke as Mayor for the stated term.

5.b CEREMONIAL OATH ADMINISTERED TO NEW MAYOR

City Clerk McKinnell administered the Oath of Office to Mayor Wanke.

5.c COMMENTS FROM NEW MAYOR

Mayor Wanke thanked the City Council for their confidence and acknowledged his family and friends in attendance. He stated it had been several years since he last served as Mayor, expressed his commitment to continuing the “Back to Basics” initiative, and emphasized improving core infrastructure such as road paving and facility repairs to ensure residents are proud of their neighborhoods and the City’s work.

5.d NEW MAYOR CALLS FOR THE SELECTION OF MAYOR PRO TEM OF THE CITY OF PLACENTIA

City Clerk McKinnell opened nominations for Mayor Pro Tem for the term December 16, 2025, through December 15, 2026. Mayor Wanke nominated Councilmember Yamaguchi. There were no further nominations.

Motion by Wanke, seconded by Smith, to close nominations. Motion carried a 5–0 vote, to appoint Councilmember Yamaguchi as Mayor Pro Tem for the stated term.

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Mayor Pro Tem Yamaguchi recognized outgoing Mayor Kirwin for his leadership and service, thanked him for Hawaiian Shirt Day, congratulated incoming Mayor Wanke, and expressed enthusiasm for working with the City Council in the year ahead.

Councilmember Smith appreciated Mayor Kirwin’s leadership, commended his focus and guidance, congratulated Mayor Wanke, and expressed confidence in a productive year with collaboration among the City Council and Staff.

Councilmember Hummer thanked Mayor Kirwin for his support, welcomed Mayor Wanke, and expressed eagerness to work closely with the City Council and Staff.

Councilmember Kirwin thanked the City Council and made a lighthearted remark about the shared experience of having the same junior high school science teacher.

ADJOURNMENT:

The City Council/Successor Agency/ICDA/PPFA Board of Directors adjourned at 7:46 p.m., to a regular City Council meeting on Tuesday, January 13, 2026, at 7:00 p.m.

Kevin Kirwin, Mayor/Agency Chair

ATTEST:

Robert S. McKinnell, City Clerk/Agency Secretary



Agenda Item No: 1.c

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Christian Bandleley

From: Finance

Subject:
REGISTERS FOR JANUARY 13, 2026

Financial Impact:

Check Register

Fiscal Impact: \$695,384.12

Electronic Disbursement Register

Fiscal Impact: \$1,245,316.07

Recommendation:

Recommended Action: It is recommended that the City Council:
Receive and file.

Attachments

[Check Register 12-18-25.pdf](#)

[EFT-ACH Register 12-17-25.pdf](#)

[EFT-ACH Register 12-18-25.pdf](#)

City of Placentia
Check Register 12/18/25

Name	Memo	Amount	Document Number	Date
V000100 SCOT BRUCE	Sr. Center Performance	600.00	136639	12/18/2025
V001780 YORBA REGIONAL ANIMAL HOSPITAL	K9 Medical Expenses - Enzo	126.82	136638	12/18/2025
V001779 YORBA LINDA WATER DISTRICT	Nov Sewer Charges	1,228.20	136637	12/18/2025
V000835 Vulcan Materials Co	Paving Materials	2,551.98	136636	12/18/2025
V001732 US BANK PARS #6746022400	PARS PE12/06/25 Pay Date 12/12/25	3,000.10	136635	12/18/2025
V001723 UNDERGROUND SERVICE ALERT/SC	Dig Alert State Fee	228.98	136634	12/18/2025
V001706 TRILLIUM	CNG Charges: November 2025	266.36	136633	12/18/2025
V001697 TRAFFIC MANAGEMENT	Street Supplies: Paint	1,371.55	136632	12/18/2025
V000326 TLC Animal Removal Services	Dead Animal Removal Services: November 2025	600.00	136631	12/18/2025
V001678 THINKSUPPLIES.COM	Paper-Office Supplies	177.48	136630	12/18/2025
V001678 THINKSUPPLIES.COM	Paper-Office Supplies	177.48	136629	12/18/2025
V001812 TEMPORARY STAFFING PROFESSIONALS INC	Contract Temp for Finance, Accounting Tech	1,795.80	136628	12/18/2025
V000638 T-MOBILE	Search Warrant TDOA	750.00	136627	12/18/2025
V001802 STERICYCLE INC	FY 25-26 Shredding Services: November 2025	2,186.67	136626	12/18/2025
V001606 SOUTHERN CALIFORNIA NEWS GROUP	Newspaper Publications for November 2025	3,319.23	136625	12/18/2025
V000636 SOUTHERN CALIFORNIA EDISON	SCE Charges From Nov. 2025	32,349.16	136624	12/18/2025
V001593 SO CAL GAS	So Cal Gas Charges October - November 2025	958.21	136623	12/18/2025
V002013 SELMAN & COMPANY LLC	Ward Smith - Life Policy Coverage for December 2025	5.00	136622	12/18/2025
V001567 SECO ELECTRIC & LIGHTING INC	Tuffree Park - Power Source Inspection - Wood Poles	260.00	136621	12/18/2025
V001558 SC FUELS	Fuel Purchases: 11/16/25 - 11/30/25	12,384.74	136620	12/18/2025
V002116 SAGONA'S ALL CITY BACKFLOW	Backflow Repairs	765.00	136619	12/18/2025
V002126 SAFE STEP WALK-IN TUB, LLC	REFUND for Cancellation of Building Permit	228.49	136618	12/18/2025
V001530 RIVERSIDE COUNTY SHERIFFS DEPT	Tuition for Arrest and Control Baton Update for Sgt. Caravez	128.00	136617	12/18/2025
V001501 QUADIENT INC	January 2026 Services	136.86	136616	12/18/2025
V001497 PYLUSD TRANSPORTATION	Trip #43284	2,246.25	136615	12/18/2025
V002129 PRINT THAT NOW	Tumblers for Employee Holiday Luncheon	2,071.68	136614	12/18/2025
V001460 PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT	Printing-Certificate Paper	145.26	136613	12/18/2025
V001460 PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT	Printing-Certificate Folders	314.29	136612	12/18/2025
V001454 PLACENTIA FOUNDERS SOCIETY	Reimbursement for Insurance Premiums 1/15/25 through 1/15/26	2,854.00	136611	12/18/2025
V001434 PCEA C/O NORTH ORANGE CO	PR#2501025 PCEA UNION DUES	50.76	136610	12/18/2025
V001427 PARS	Annual Asset Fee (prorated monthly) for October	534.23	136609	12/18/2025
V001421 PACIFIC WEST AIR CONDITIONING	Work at Placentia Senior Center 9/17/25	1,121.88	136608	12/18/2025
V001421 PACIFIC WEST AIR CONDITIONING	FY 25-26: HVAC Maintenance Public Works	372.50	136607	12/18/2025
V001418 PACIFIC PRODUCTS & SERVICES	No Dumping signs	905.10	136606	12/18/2025
V001396 ORANGE COUNTY EMPLOYEES ASSN	OCEA 12/06/25 Pay Date 12/12/25	587.50	136605	12/18/2025
V001392 ORANGE CENTRAL KOREAN SEVENTH DAY ADVENTIST CHURCH	Senior Center craft expenses 60%	1,315.66	136604	12/18/2025
V001346 NAPA AUTO PARTS	Fleet Repair Supplies	686.67	136603	12/18/2025
V001301 MCFADDEN-DALE HARDWARE CO.	Fleet Supplies	351.46	136602	12/18/2025
V001289 MARIPOSA LANDSCAPES INC	FY 25-26 Citywide landscape maintenance: November 2025	19,460.87	136601	12/18/2025
V001262 LN CURTIS & SONS	PD Uniforms - Chapman	881.73	136600	12/18/2025
V001208 JV PLUMBING	City Hall Plumbing Repairs	778.74	136599	12/18/2025
V001169 INSIGHT PUBLIC SECTOR INC	S1 ENDPOINT PROTECTION RENEWAL	12,980.50	136598	12/18/2025
V001146 HOUSTON & HARRIS PCS INC	Sewer Cleaning: November 2025	24,562.13	136597	12/18/2025
V001140 HI-WAY SAFETY RENTALS INC	Street Supplies - Signs	2,493.39	136596	12/18/2025
V001127 HEALTHPOINTE MEDICAL GROUP INC	Pre-Employment Physical Exam: Sean Hennessy	892.00	136595	12/18/2025
V001092 GOLDEN BELL PRODUCTS	sewer manhole maint.	254.48	136594	12/18/2025
V001086 GLASBY MAINT. SUPPLY CO.	FY 25-26 Janitorial Services	1,936.57	136593	12/18/2025
V001067 FRANCHISE TAX BOARD	FTB PE12/06, PD12/12/25	107.73	136592	12/18/2025
V001054 FIS	Interchange Fees Oct 25	189.62	136591	12/18/2025
V001052 FIRST FOUNDATION BANK	2022 LSA (2003 Refunding) 1/1/26 Payment	454,540.51	136590	12/18/2025
V001029 FACTORY MOTOR PARTS	FY 25-26: Vehicle Repair Parts	749.23	136589	12/18/2025

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V001009 ENTENMANN-ROVIN CO	PD Badges	393.30	136588	12/18/2025
V000973 DLW CONSULTING & INVESTIGATIONS	Rush Background for Fire Prevention Specialist - Kevin Casey	1,800.00	136587	12/18/2025
V000962 DFS FLOORING INC	FY 25-26: Carpet Cleaning Services	744.00	136586	12/18/2025
V000949 DEKRA-LITE	Holiday Christmas Tree	14,492.45	136585	12/18/2025
V000946 DAY & NITE DOOR SERVICE	Emergency Door Repair for Fire Station 1	4,695.00	136584	12/18/2025
V002118 DAWN O'CONNOR	Reimbursement for Duplicate Permit Payment	215.74	136583	12/18/2025
V002125 DAVID AI	Officiating and assigning fees for Placentia Youth Basketball 25/26 Season	3,430.00	136582	12/18/2025
V002127 CROWN ELECTRICAL CORPORATION	REFUND for Cancellation of Building Permit	125.50	136581	12/18/2025
V002115 CRAFT BURGER CO	2025 Food Balance Due for City of Placentia Holiday Party	5,991.54	136580	12/18/2025
V001794 COUNTY OF ORANGE	Oct-Dec Animal Shelter Construction	15,184.50	136579	12/18/2025
V001794 COUNTY OF ORANGE	Uninstall Radios in PD Vehicles	2,518.26	136578	12/18/2025
V002070 COLE HUBER LLP	Professional Legal Services	704.00	136577	12/18/2025
V000892 CLIFTONLARSONALLEN LLP	Financial Audit FY24/25	8,982.75	136576	12/18/2025
V002131 CITY OF TUSTIN	Orange County Human Resources Consortium (OCHRC) 2026 Membership Renewal	250.00	136575	12/18/2025
V000429 City of Placentia	Petty Cash PD	400.00	136574	12/18/2025
V000875 CITY OF FULLERTON	SWAT Training Facility Shared Costs	837.00	136573	12/18/2025
V000873 CITY OF BREA	Printing Charges	123.35	136572	12/18/2025
V000873 CITY OF BREA	500 Job Cards for Building Department	63.21	136571	12/18/2025
V001818 CHARLES ABBOTT ASSOCIATES INC	FOG Program MGMT SVS: Nov 2025	1,080.00	136570	12/18/2025
V002018 BURNETT PRINTING AND GRAPHICS	Mayor's Gift	245.00	136569	12/18/2025
V000747 AXIS GENERAL CONTRUCTION INC	Oct: 4th Quarterly Site Maint: Placentia	2,925.00	136568	12/18/2025
V000616 AT&T	FirstNet Fire & PD FAN # 08048052 - Nov 2025	4,080.75	136567	12/18/2025
V000616 AT&T	AT&T Charges Nov-Dec 2025	2,416.52	136566	12/18/2025
V000616 AT&T	Acct 333291678 - CH Fiber	116.99	136565	12/18/2025
V002124 ANGELS BASEBALL LP	Angel's Baseball - City of Placentia; Centennial Committee	4,825.00	136564	12/18/2025
V000005 ALEXANDER DIAZ	Invoice # 152	200.00	136563	12/18/2025
V000617 AIRGAP LABS LLC	FS2 FIREWALL & SWITCH UPGRADE	6,105.41	136562	12/18/2025
V000659 AGA ENGINEERS INC	On Call Traffic Engineering: Oct 2025	7,440.00	136561	12/18/2025
V000656 ADMINISURE	Worker's Compensation November 2025 Claims Administration	6,018.00	136560	12/18/2025
Total		695,384.12		

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Vendor	Date	Memo	Amount	EFT Status
E000456 AIDA RIVERA	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000004 ALBERT BERMUDEZ	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000126 Aldwir Mamoun	12/17/2025	RETIREE JANUARY 2026	865.44	EFT Payment
E000008 ANDREW DEAN	12/17/2025	RETIREE JANUARY 2026	1,810.00	EFT Payment
E000389 ARLENE J OLEA	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000013 ARLENE M COOK	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000485 ARNULFO RUIZ	12/17/2025	RETIREE JANUARY 2026	1,282.00	EFT Payment
E000014 ARTHUR BURGNER	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000310 B J LOWREY	12/17/2025	RETIREE JANUARY 2026	435.00	EFT Payment
E000505 BEVERLY SCHLIEDER	12/17/2025	RETIREE JANUARY 2026	865.44	EFT Payment
E000601 BRIAN YAMAGUCHI	12/17/2025	RETIREE JANUARY 2026	1,093.90	EFT Payment
E000137 CAROL DOWNEY	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000019 CAROLYN DAVIS	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000020 CHARLES A BABCOCK	12/17/2025	RETIREE JANUARY 2026	435.00	EFT Payment
E000301 CORINNE LOOMIS	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000542 DARYLL L THOMANN	12/17/2025	RETIREE JANUARY 2026	1,169.00	EFT Payment
E000537 DAVID M TAYLOR	12/17/2025	RETIREE JANUARY 2026	573.00	EFT Payment
E000213 DENNIS L GRIMM	12/17/2025	RETIREE JANUARY 2026	435.00	EFT Payment
E000299 DIANE M LITTLE	12/17/2025	RETIREE JANUARY 2026	437.00	EFT Payment
E000033 DONALD BUNNELL	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000431 ERIC POINT	12/17/2025	RETIREE JANUARY 2026	2,163.60	EFT Payment
E000528 GARY A SPRAGUE	12/17/2025	RETIREE JANUARY 2026	1,160.00	EFT Payment
E000039 GEOFFREY COBBETT	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000399 GEORGE PALMER GEORGE	12/17/2025	RETIREE JANUARY 2026	961.00	EFT Payment
E000172 GLENN H FULLER	12/17/2025	RETIREE JANUARY 2026	1,160.00	EFT Payment
E000336 JAMES MCELHINNEY	12/17/2025	RETIREE JANUARY 2026	983.70	EFT Payment
E000346 JAMES MILANO	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000049 JAMIE DELOS SANTOS	12/17/2025	RETIREE JANUARY 2026	264.31	EFT Payment
E000258 JANET JUAREZ	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000051 JAY SCOTT AUDISS	12/17/2025	RETIREE JANUARY 2026	2,593.00	EFT Payment
E000529 JEFFREY STEPHEN	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000184 JO ANN GARNER	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E002112 JOEL H CARDENAS	12/17/2025	RETIREE JANUARY 2026	1,282.00	EFT Payment
E000058 JOHN P CHANDLER	12/17/2025	RETIREE JANUARY 2026	1,402.65	EFT Payment
E000059 JOHN T ARMSTRONG	12/17/2025	RETIREE JANUARY 2026	1,132.00	EFT Payment
E000614 JOHN ZINN	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000372 JOSEPH D NAJERA	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E002062 Joseph W Higgins	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000171 JUERGEN FRICKE	12/17/2025	RETIREE JANUARY 2026	1,160.00	EFT Payment
E000173 KAREN GALLANT	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000239 KATHERINE HOLTSCLOW	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000584 KATHLEEN A WAHL	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000445 KIM R REDIFER	12/17/2025	RETIREE JANUARY 2026	961.00	EFT Payment
E000185 KITTY GARNER	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment

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E000597 LARRY M WORDEN	12/17/2025	RETIREE JANUARY 2026	573.00	EFT Payment
E000492 LEE R SALE	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000150 LILLIAN ESCOBOSA	12/17/2025	RETIREE JANUARY 2026	503.50	EFT Payment
E000538 LINDA TAYLOR	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000080 MARLA ANDERSON	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000423 MATEO PINEDA	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000452 MATTHEW REYNOLDS	12/17/2025	RETIREE JANUARY 2026	854.32	EFT Payment
E000085 MICHAEL BUSSE	12/17/2025	RETIREE JANUARY 2026	842.15	EFT Payment
E000320 MICHAEL L MAERTZWEILEF	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000458 MICHAEL ROACH	12/17/2025	RETIREE JANUARY 2026	1,093.90	EFT Payment
E000405 MIHAJLO PASPALL	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000143 NORMAN ECKENRODE	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000527 PHILIP J SOTO	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000093 PRESTON DAVID	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000404 RAYNALD PASCUA	12/17/2025	RETIREE JANUARY 2026	1,715.00	EFT Payment
E000480 RICHARD D ROSE	12/17/2025	RETIREE JANUARY 2026	1,277.00	EFT Payment
E000272 RICHARD L KIRKLAND	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000348 RICHARD MILLER	12/17/2025	RETIREE JANUARY 2026	1,160.00	EFT Payment
E000403 RICHARD PASCARELLA	12/17/2025	RETIREE JANUARY 2026	2,410.60	EFT Payment
E000096 ROBERT CHANG	12/17/2025	RETIREE JANUARY 2026	1,277.00	EFT Payment
E000097 ROBERT D'AMATO	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000254 ROBERT JENKINS	12/17/2025	RETIREE JANUARY 2026	1,169.00	EFT Payment
E000256 ROBERT JONES	12/17/2025	RETIREE JANUARY 2026	319.29	EFT Payment
E000413 ROBERT PEREZ	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000098 ROBERTA JO DICKSON	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000449 ROGER T REYES	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000152 ROSALINDA ESPINOZA	12/17/2025	RETIREE JANUARY 2026	560.00	EFT Payment
E000453 RUSSELL J RICE	12/17/2025	RETIREE JANUARY 2026	1,380.00	EFT Payment
E000459 SANDRA ROBB	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000349 SCOTT MILLSAP	12/17/2025	RETIREE JANUARY 2026	2,410.60	EFT Payment
E000101 SHARLENE BEALS	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000255 SHARON JOHNSON	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
E000426 STEPHEN PISCHEL	12/17/2025	RETIREE JANUARY 2026	1,391.85	EFT Payment
E000590 STEPHEN WIEST	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000249 SUZETTE IRVINE	12/17/2025	RETIREE JANUARY 2026	503.50	EFT Payment
E000259 TERRELL JUDD	12/17/2025	RETIREE JANUARY 2026	522.78	EFT Payment
E000565 THOMAS VALENTINE	12/17/2025	RETIREE JANUARY 2026	2,163.60	EFT Payment
E000420 WALTER PICHON	12/17/2025	RETIREE JANUARY 2026	437.00	EFT Payment
E000525 WARD SMITH	12/17/2025	RETIREE JANUARY 2026	405.15	EFT Payment
E000558 WILLIAM TRIFOS	12/17/2025	RETIREE JANUARY 2026	1,160.00	EFT Payment
E000577 WILLIAM VERSTYNEN	12/17/2025	RETIREE JANUARY 2026	180.39	EFT Payment
Total			65,473.95	

City of Placentia
EFT/ACH Register 12/18/25

Vendor	Date	Memo	Document Number	Amount	EFT Status
V000725 ARAMARK REFRESHMENT SERVICES	12/18/2025	Coffee Supplies	00000069/86	143.71	EFT Payment
V000799 BUCHALTER	12/18/2025	Professional Legal Services	00000069/87	861.00	EFT Payment
V001453 PLACENTIA FIREFIGHTERS ASSOCIATION	12/18/2025	PFFA PY 12/06/25 Pay Date 12/12/25	00000069/88	1,050.00	EFT Payment
V001457 PLACENTIA POLICE MANAGEMENT	12/18/2025	PPMA PE12/06/25 Pay Date 12/12/25	00000069/89	1,303.65	EFT Payment
V001458 PLACENTIA POLICE OFFICERS ASSOCIATION	12/18/2025	PPOA PE12/06/25 Pay Date 12/12/25	00000069/90	3,119.12	EFT Payment
V001784 VECTORUSA	12/18/2025	procurement and installation of 12- Strand Single-Mode Fiber	00000069/91	61,640.87	EFT Payment
V000725 ARAMARK REFRESHMENT SERVICES	12/18/2025	Coffee Supplies	00000069/92	777.49	EFT Payment
V000622 AMAZON CAPITAL SERVICES	12/18/2025	PW Maint - Oct Purchases	00000069/93	5,334.10	EFT Payment
V000711 AMTECH ELEVATOR SERVICES	12/18/2025	FY 25-26: Elevator Maintenance Services	00000069/94	356.00	EFT Payment
V000831 CALIFORNIA STATE DISBURSEMENT UNIT	12/18/2025	CA CHILD SUPP PE12/06, PD12/12		1,812.44	ACH - Paid Online
V001941 ASAD KHAN	12/18/2025	Meals and mileage reimbursement for Mental Health Decision Making training	00000069/95	59.14	EFT Payment
V001130 HERC RENTALS INC	12/18/2025	Water Truck	00000069/96	4,441.67	EFT Payment
V001164 INFRASTRUCTURE ENGINEERS	12/18/2025	November 2025 Building & Safety Plan Check/Building & Safety Inspections	00000069/97	2,127.50	EFT Payment
V001801 KOSMONT TRANSACTIONS SERVICES INC	12/18/2025	Project 2307.6 Placentia KMTC	00000069/98	1,636.20	EFT Payment
V000233 MATT HERREN	12/18/2025	Meals and Mileage reimbursement for Sherman Block SLK Session 3	00000069/99	268.64	EFT Payment
V000840 CAPTURE TECHNOLOGIES INC	12/18/2025	Deposit PPSC Audio Logger	00000069/100	28,956.47	EFT Payment
V001173 INTERNAL REVENUE SERVICE	12/18/2025	FED TAX PE12/6, PD12/12		188,961.71	ACH - Paid Online
V001520 REPUBLIC WASTE SERVICES OF SOUTHERN CALIFORNIA	12/18/2025	Residential Solid Waste Collection Services: Nov 2025	00000069/101	425,583.62	EFT Payment
V000692 ALLIANT INSURANCE SERVICE INC.	12/18/2025	Earthquake Insurance	00000069/102	197,696.77	EFT Payment
V002123 EDGAR ROLDAN	12/18/2025	Employee Reimbursement for Interview Panel Lunch	00000069/103	84.47	EFT Payment
V001007 EMPLOYMENT DEVELOPMENT DEPT	12/18/2025	CA TAX PE12/6 PD12/12		51,008.13	ACH - Paid Online
V002117 GOVWORX, INC.	12/18/2025	CommsCoach	00000069/104	19,900.00	EFT Payment
V000086 MICHAEL BUTTS	12/18/2025	Nov Toll Road Charges	00000069/105	331.80	EFT Payment
V001325 MISSION SQUARE	12/18/2025	PR#2501025 457		65,162.64	ACH - Paid Online
V001358 NEOGOV	12/18/2025	NeoGov FY 26-27	00000069/106	10,633.60	EFT Payment
V000630 MOTOROLA SOLUTIONS INC	12/18/2025	Motorola Equipment	00000069/107	566.40	EFT Payment
V001462 PLACEWORKS	12/18/2025	November 2025 SP5 Update	00000069/108	3,626.25	EFT Payment
V000583 SAMANTHA WADE	12/18/2025	Meals and mileage reimbursement for Mental Health Decision Making training	00000069/109	59.14	EFT Payment
V001559 SCA OF CA LLC	12/18/2025	FY 25-26: Street Sweeping Services: November 2025	00000069/110	14,608.00	EFT Payment
V001752 WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICE	12/18/2025	PR#2501025 CHILD SUPPORT - WA		737.07	ACH - Paid Online
V000622 AMAZON CAPITAL SERVICES	12/18/2025	Invoice # 11x3-9yqh-wtwj	00000069/111	1,878.18	EFT Payment
V001010 ENTERPRISE FLEET MANAGEMENT	12/18/2025	PD VH Lease Charges: Dec 2025	00000069/112	20,499.40	EFT Payment
V000630 MOTOROLA SOLUTIONS INC	12/18/2025	Motorola Equipment	00000069/113	59,015.29	EFT Payment
V001130 HERC RENTALS INC	12/18/2025	Generator and Light Tower rental for A Very Tamale Holiday	00000069/114	2,931.62	EFT Payment
V002133 ONECAUSE INC	12/18/2025	Fundraising Agency for Centennial Year	00000069/115	2,495.00	EFT Payment
V001486 PRUDENTIAL OVERALL SUPPLY	12/18/2025	Uniform and Laundry Services: December 3, 2025	00000069/116	175.03	EFT Payment
Total				1,179,842.12	
			Total ACH	307,681.99	
			Total EFT	872,160.13	



Agenda Item No: 1.d

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Matthew Di Mario

From: Public Works

Subject:

APPROVAL OF RESOLUTIONS AUTHORIZING GRANT APPLICATION AND SUPPORT FOR THREE REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECTS (RTSSP): ALTA VISTA STREET, PLACENTIA AVENUE AND BASTANCHURY ROAD CORRIDORS

Financial Impact:

Fiscal Impact:

There is no fiscal impact associated with this recommended action.

Summary:

In August 2025, the Orange County Transportation Authority (OCTA) issued the 2026 Call for Projects for the Regional Traffic Signal Synchronization Program (RTSSP) or Project "P" funded through Measure M2. OCTA considers coordinating traffic signals across jurisdictional boundaries a major component in enhancing County-wide traffic flow and reducing congestion. Traffic corridors considered for grant funding are reviewed for high traffic volumes and the measurable benefit of interagency signal synchronization. There are three projects that are proposed for the 2026 RTSSP, which are along the following corridors: Alta Vista Street, Placentia Avenue and Bastanchury Road. These corridors involve the cities of Anaheim, Fullerton, Placentia, and Yorba Linda and Caltrans. OCTA has requested resolutions of support from each respective City Council for the RTSSP projects along the three corridors. This action will adopt resolutions authorizing the application and support for these projects.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Adopt Resolution No. R-2026-01, a Resolution of the City Council of the City of Placentia, California, authorizing the City's participation in an application for funds to the Orange County Transportation Authority under the competitive Measure M2 Regional Traffic Signal Synchronization Program; and
2. Adopt Resolution No. R-2026-02, a Resolution of the City Council of the City of Placentia, California, approving the submittal of the Placentia Avenue Regional Traffic Signal Synchronization Project to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program; and
3. Adopt Resolution No. R-2026-03, a Resolution of the City Council of the City of

Placentia, California, approving the submittal of the Alta Vista Street Regional Traffic Signal Synchronization Project to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program.

Strategic Plan Statement:

There is no specific City Council adopted Five-Year Strategic Goal or objective related to this agenda item.

Discussion:

The Comprehensive Transportation Funding Programs (CTFP), administered by the OCTA, has been developed to help fund City improvement projects throughout Orange County. OCTA has issued the 2026 CTFP Call for Projects for funding under the Project RTSSP. This call is to fund projects for a three-year period with implementation in the first year and signal monitoring for two (2) subsequent years. Placentia is eligible to apply for and compete with other cities within Orange County for funding signal synchronization projects under the RTSSP. The project must be on a priority corridor network, or the signal synchronization network identified in the Regional Traffic Signal Synchronization Master Plan or the Master Plan of Arterial Highways. Furthermore, the project must be multi-jurisdictional and have documented support from all participating jurisdictions. The RTSSP requires that all participating local agencies provide minimum matching funds of twenty percent (20%) for each project. The matching funds may be from local funds or in-kind services from local agency staff. OCTA, in conjunction with the cities of Anaheim, Fullerton, Placentia and Yorba Linda ("Cities") and Caltrans have determined the corridors of Alta Vista Street, Placentia Avenue and Bastanchury Road to be corridors in Orange County worth consideration for Measure M2 funding.

There are three proposed projects relating to the three corridors. The first project is along Alta Vista Street which spans from Kraemer Boulevard to Van Buren Street. This corridor includes six (6) signals, with one additional signal included as an offset location. Placentia will be the lead agency for the implementation of this project. The second project is along the Placentia Avenue corridor. In Placentia, the corridor starts at Bastanchury Road to Palm Drive and begins again at Fender Avenue and continues to La Jolla Street. There are a total of ten (10) signals in Placentia that are part of this project. The cities of Anaheim, Fullerton, and Caltrans are also in collaboration with this project, with City of Placentia as the lead agency. The last RTSSP project is along the Bastanchury Road corridor. In Placentia the corridor begins at McCormack Lane and ends at Placentia Avenue and consists of six (6) signals. The cities of Fullerton and Yorba Linda are in collaboration for this project, with Yorba Linda as the lead agency for implementation. The RTSSP projects allow agencies to implement traffic signal timing coordination and communications equipment improvements along the corridor. If these projects are selected for funding, the City of Placentia will modernize existing traffic signal technology at various signals. Some of these improvements will include new traffic signal controllers and cabinets, fiber optic, video vehicle detection, CCTV camera, audible pedestrian push button, and new workstations for the Traffic Management Center. These improvements will help ensure the signals along each corridor can facilitate and operate with optimized synchronized timing.

The estimated cost of the Alta Vista Street traffic signal improvements for Placentia's share is \$562,480. OCTA will cover 80% of the costs through Measure M funded RTSSP Grant Program. This means that the City will contribute the remaining \$112,496. The City of

Placentia's share for the Placentia Avenue traffic signal improvements is \$993,860. OCTA will cover 80% of these costs through Measure M funds. Placentia will contribute the remaining 20% of the cost, which is \$198,772. The estimated cost of the Bastanchury Road traffic signal improvements for Placentia's share is \$574,035. Like the previous projects, OCTA will contribute Measure M funds to cover 80% of the costs. Placentia will contribute \$114,807 to cover project costs for the Bastanchury Road traffic signal improvements. The combined total for the City of Placentia's contribution across three RTSSP projects is \$426,075.

The RTSSP grant applications were submitted on November 20, 2025. Resolutions by the City Council are required to affirm and formally authorize the submittal of the grant funding applications. Should the projects be awarded this grant by OCTA next spring, Staff will return to the City Council with Cooperative Agreements between the Cities which will outline each agency's responsibilities and financial commitment. In addition, the projects will be added to the City's Capital Improvement Program Budget as part of the annual budget preparation process.

Fiscal Impact Summary:

There is no fiscal impact associated with the recommended action. Should the projects be awarded grant funding in spring 2026, the City would not receive any invoices for the project cost until late 2027, when construction of the project is expected to be completed. Staff proposes to include these projects in the FY 2026-27 Capital Improvement Program Budget for the City's share of the project cost, which totals \$426,075 among all three RTSSP projects. Placentia's costs for the following projects are \$112,496 for the Alta Vista Street project, \$198,772 for the Placentia Ave project, and \$114,807 for the Bastanchury Road project. The City has typically funded these projects with a combination of Citywide Traffic Development Impact Fees, AQMD Subvention Funds, Gas Tax, and General Fund dollars. Placentia will act as the lead agency for implementing the projects for the Alta Vista Street and Placentia Avenue corridors. The City of Yorba Linda will act as the lead agency for the implementation of the Bastanchury Road corridor project.

Attachments

[Attachment 1: Resolution No. R-2026-01 - Bastanchury Rd](#)

[Attachment 2: Resolution No. R-2026-02 - Placentia Ave](#)

[Attachment 3: Resolution No. R-2026-03 - Alta Vista St](#)

RESOLUTION NO. R-2026-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AUTHORIZING THE CITY'S PARTICIPATION IN AN APPLICATION FOR FUNDS TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY UNDER THE COMPETITIVE MEASURE M2 REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM

A. Recitals

(i). WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and

(ii). WHEREAS, the City of Placentia (City) has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2; and

(iii). WHEREAS, the City must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

(iv). WHEREAS, the City authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary; and

(v). WHEREAS, the City will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and

(vi). WHEREAS, the City will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and

(vii). WHEREAS, the City desires to implement multi-jurisdictional signal synchronization.

B. Resolution

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

1. The City Council of the City of Placentia hereby requests the Orange County Transportation Authority to allocate funds in the amounts specified in the City's application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as

required and shall be used as supplemental funding to aid the City in signal synchronization along the following street:

Bastanchury Road

APPROVED and ADOPTED this 13th day of January 2025.

Chad P. Wanke, 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 13th day of January 2026, 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

RESOLUTION NO. R-2026-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING THE SUBMITTAL OF THE PLACENTIA AVENUE REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE COMPETITIVE MEASURE M2 REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM

A. Recitals

(i). WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and

(ii). WHEREAS, the City of Placentia (City) has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2; and

(iii). WHEREAS, the City must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

(iv). WHEREAS, the City will provide a minimum of 20% in matching funds for the Placentia Avenue Regional Traffic Signal Synchronization Project as required by the Orange County Comprehensive Transportation Funding Programs Guidelines; and

(v). WHEREAS, the City authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary; and

(vi). WHEREAS, the City will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and

(vii). WHEREAS, the City will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and

(viii). WHEREAS, the City desires to implement multi-jurisdictional signal synchronization.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES

HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The City Council of the City of Placentia hereby requests the Orange County Transportation Authority to allocate funds in the amounts specified in the City’s application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street:

Placentia Avenue

APPROVED and ADOPTED this 13th day of January 2026.

Chad P. Wanke, 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 13th day of January 2026, 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

RESOLUTION NO. R-2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING THE SUBMITTAL OF THE ALTA VISTA STREET REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE COMPETITIVE MEASURE M2 REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM

A. Recitals

(i). WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and

(ii). WHEREAS, the City of Placentia (City) has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2; and

(iii). WHEREAS, the City must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

(iv). WHEREAS, the City will provide a minimum of 20% in matching funds for the Alta Vista Street Regional Traffic Signal Synchronization Project as required by the Orange County Comprehensive Transportation Funding Programs Guidelines; and

(v). WHEREAS, the City authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary; and

(vi). WHEREAS, the City will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and

(vii). WHEREAS, the City will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and

(viii). WHEREAS, the City desires to implement multi-jurisdictional signal synchronization.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES

HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The City Council of the City of Placentia hereby requests the Orange County Transportation Authority to allocate funds in the amounts specified in the City’s application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street:

Alta Vista Street

APPROVED and ADOPTED this 13th day of January 2026.

Chad P. Wanke, 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 13th day of January 2026, 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



Agenda Item No: 1.e

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Gavin Houn

From: Finance

Subject:

DESIGNATION OF INDIVIDUALS AUTHORIZED TO INVEST CITY MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)

Financial Impact:

Fiscal Impact:

None.

Summary:

The City of Placentia collects taxes and fees to supply City services to the public. In managing the City's finances, the Finance Department regularly invests funds into the Local Agency Investment Fund (LAIF).

LAIF is established by the State Treasury under Government Code Section 16429.1 et. seq. for the deposit of money from a local agency for purposes of investment by the State Treasurer. LAIF requires a resolution approved by the City Council to participate in the program and requires that City Council designate authorized Staff to deposit or withdraw funds. This resolution will designate the City Administrator, newly appointed Director of Finance and the City Treasurer as those authorized for LAIF transactions.

Recommendation:

Recommended Action: It is recommended that the City Council:

Adopt Resolution No. R-2026-06, A Resolution of the City Council of the City of Placentia, California, authorizing investment of monies in the Local Agency Investment Fund (LAIF).

Discussion:

LAIF is a voluntary program created by statute, (16429.1 California Government Code). LAIF was established in 1977 as an investment alternative for California's local governments and special districts. This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars. It offers the City the ability to safely invest funds until they are needed. LAIF will only accept funds from one designated City account and will only transfer funds to that same account. There is no ability to transfer funds to an account that is not owned by the City of Placentia. In addition, the City's investment in LAIF is in conformance with its Investment Policy.

LAIF requires a resolution approved by the City Council to participate in the program and

requires that City Council designate the Staff authorized to deposit or withdraw funds. This resolution will designate the City Administrator, the newly appointed Director of Finance and City Treasurer as the City of Placentia Staff authorized. The Director of Finance and City Administrator will be the primary staff involved in LAIF transactions. The City Treasurer is included as a “back up” staff member, should either the City Administrator or Director of Finance not be available. It should be noted that in addition to the LAIF transfer form, the City has established a prerequisite LAIF transfer form and policy, which requires the approval of the Director of Finance, City Treasurer and City Administrator prior to conducting any actual transfers.

Fiscal Impact Summary:

None

Attachments

[Resolution No. R-2026-06 - Resolution Authorizing Investment in LAIF.pdf](#)

[Appendix A LAIF authorization update.pdf](#)

RESOLUTION NO. R-2026-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PLACENTIA, CALIFORNIA, AUTHORIZING INVESTMENT
OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND.**

A. Recitals.

(i). The City Council of the City of Placentia, California (the "City") hereby finds, determines, declares, and resolves as follows:

(ii). The Local Agency Investment Fund is established in the State Treasury under Government Code Section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

(iii). The City Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Placentia; and

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., above.
2. The City Council of the City of Placentia hereby authorizes the deposit and withdrawal of City of Placentia monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein.
3. The attached authorization form (Appendix A) lists City of Placentia officers holding the titles specified herein below are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:
4. This resolution shall remain in full force and effect until rescinded by City Council by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.
5. The Mayor shall sign this Resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

APPROVED and ADOPTED this 13th day of January 2026.

Chad P. Wanke, 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 13th day of January 2026, 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

Appendix A: LAIF Authorization for Transfer of Funds



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)
Authorization for Transfer of Funds**

Effective Date
January 13, 2026

Agency Name
City of Placentia

LAIF Account #
98-30-678

Agency's LAIF Resolution # R-2026-06 or Resolution Date _____

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Jerry Griggs	Director of Finance
Kevin Larson	City Treasurer
Jennifer Lampman	City Administrator

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Print Name

Title

Phone Number

Signature

Print Name

Title

Phone Number

Please provide email address to receive LAIF notifications.

Name	Email
Gavin Houn	ghoun@placentia.org
Jerry Griggs	jgriggs@placentia.org

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for a response. **DO NOT** mail the original form until you receive approval.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001

Authorization Change Form Instructions:

Step 1: Fill out your agency information in the top section.

Effective Date	Agency Name	LAIF Account #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency's LAIF Resolution #	<input type="text"/>	or Resolution Date <input type="text"/>

Step 2: List all new and existing authorized individuals. Any current authorized people not listed will be removed.

Name	Title
<input type="text"/>	<input type="text"/>

Step 3: Have the form signed by two individuals authorized per your LAIF resolution. The two signers will have to be included on the list of new and existing authorized individuals, unless they are signing themselves off the LAIF account.

If the signers are new to the account, they will need to include proof of title. LAIF will accept any one of the following as proof of title:

1. Original Business card
2. Approved/signed board minutes
3. Name and title posted on your agency website (Provide a direct website link)
4. Personnel employment papers (Certified oath of office or certified appointment papers)
5. Agency's certified resolution copy showing name and title.

Step 4: Fill out the bottom section if anyone from your agency would like to receive email notifications from LAIF.

Please provide email address to receive LAIF email notifications.

Name	Email
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Step 5: Email a copy of the Authorization Change form and the required proof of title if needed to laif@treasurer.ca.gov for review. Once you receive approval from LAIF staff, please mail the original Authorization Change form with wet signatures and the proof of title listed in Step 3.



Agenda Item No: 2.a

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Matthew Di Mario

From: Public Works

Subject:

PUBLIC HEARING, INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-2026-01 OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, GRANTING TO CRIMSON CALIFORNIA PIPELINE, L.P., A FRANCHISE TO OPERATE AND MAINTAIN CERTAIN PIPELINES AND APPURTENANCES FOR THE TRANSPORTATION OF HYDROCARBON SUBSTANCES IN THE CITY OF PLACENTIA

(Public Hearing has been cancelled and will be renoticed at a later date.)

Summary:

Staff now recommends City Council cancel and remove this Public Hearing from the agenda. The Public Hearing will be renoticed at a later date.

Recommendation:

Recommended Action: It is recommended that the City Council:
Remove the Public Hearing from the calendar.

Discussion:

On December 2, 2025, City Council adopted Resolution No. R-2025-72, setting this Public Hearing to consider granting a franchise to Crimson. Since the adoption of Resolution No. R-2025-72, Staff has learned there are additional areas that should be included in the franchise. Staff now recommends City Council cancel and remove this Public Hearing from the agenda. The Public Hearing be renoticed at a later date. This will allow Staff to provide accurate locations of all pipeline in City which are subject to the franchise.



Agenda Item No: 3.a

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 13, 2026

Submitted by: Brooke Lovell

From: City Clerk

Subject:

ANNUAL CITY COUNCIL APPOINTMENTS TO VARIOUS INTERGOVERNMENTAL AGENCIES, ASSOCIATIONS, AND CITY SUBCOMMITTEES

Financial Impact:

Fiscal Impact:

None.

Summary:

Following the annual reorganization of the City Council and/or the swearing in of newly elected members, the City Council is required to review and update its appointments to various intergovernmental agencies, regional associations, and City subcommittees. These appointments ensure that the City maintains appropriate representation on boards and committees that influence regional policy decisions and legislative matters impacting municipal operations.

This report provides the City Council with the opportunity to confirm, modify, or make new appointments for the 2026 calendar year and to review related governance documents for accuracy and compliance.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Review and update the attached list of current appointments to intergovernmental agencies, associations, and City subcommittees; and
2. Direct Staff to notify all affected agencies and committees of the updated appointments, post FPPC Form 806, and update the City's website; and
3. Review and provide feedback on the Committee, Commission, and Advisory Board Manual (Attachments 4 and 5) for future adoption.

Discussion:

Each year, following City Council reorganization and/or the swearing in of new Council Members, the Mayor and City Council consider appointments to numerous intergovernmental agencies, associations, and City subcommittees. These include, but are not limited to:

- League of California Cities - Orange County Division
- Association of California Cities - Orange County

- Orange County Mosquito and Vector Control District
- Orange County Sanitation District
- Santa Ana Flood Control Protection Agency
- Southern California Association of Governments

Mayor Wanke is completing the first year of a two-year term on the Orange County Mosquito and Vector Control District and may only be replaced for cause under §2024 of the State Health and Safety Code (Attachment 2).

The Fair Political Practices Commission (FPPC) requires that Form 806 be posted on the City's website to disclose additional compensation received when officials appoint themselves to positions on other public agency boards or commissions (Attachment 3).

This annual appointment process also provides an opportunity to review the City's internal Committee Commission & Advisory Board manual for any necessary updates or modifications. A red-line version of the manual as well as a clean version is attached for review.

Attachments

[Attachment 1 - 2025 Appt Liaisons to var org w CC Appointments](#)

[Attachment 2 - OCMVCD Correspondence](#)

[Attachment 3 - Form 806](#)

[Attachment 4 - Redline Version Committee Commission Advisory Manual 2026](#)

[Attachment 5 - Clean Draft of Committee Commission Advisory Manual 2026](#)

City of Placentia

2025 Appointments to Various Agencies, Associations, and City Subcommittees

Organization	Meeting Schedule	Meeting Location	Delegate/Alternate	City Liaison
Association of California Cities - OC www.accoc.org 714-953-1300	c/o City of Dana Point Schedule and locations to be announced	Various locations in Orange County	Wanke/Hummer	Facilitator: Maria Perez Administration
Civic Center Joint Use Committee	Meetings are held Monthly	Placentia City Hall	Smith/Kirwin	Chris Tanio Public Works
Public Financing Authority of the Enhanced Infrastructure Financing District	Scheduled as needed based on progress	Placentia City Hall	Wanke, Chair Smith, Authority Member	Jeannette Ortega Administration
Finance and Investment Committee	Meets as needed	Placentia City Hall	Kirwin/Wanke/Larson (Mayor/Mayor Pro Term/ City Treasurer)	Jerry Griggs Finance Department
Financial Audit Oversight Subcommittee	Internal Committee Meets as needed	Placentia City Hall	Kirwin/Smith	Jerry Griggs Finance Department
Heritage Committee	2 nd Wednesday of each month at 7:00 p.m. (except December)	Placentia City Hall	Yamaguchi/Hummer	Aileen Munoz Community Services
Historic Preservation Ad-Hoc	TBD	TBD	Kirwin/Wanke	Joe Lambert Development Services
Housing, Community, and Economic Development Ad Hoc Committee & General Plan Advisory Subcommittee	Internal Committee Meets as needed	Placentia City Hall	Wanke/Kirwin	Joe Lambert Development Services
Independent Cities Association	Monthly 2 nd Thursday each month	Varies	Wanke/Hummer	Facilitator: Maria Perez Administration
League of California Cities Orange County Division www.calcities.org 714-944-4023	Statewide League Events: Annual Conference	General Membership Meetings Quarterly at Various locations in Orange County	Yamaguchi/Wanke	Facilitator: Maria Perez Administration
Navigation Center Advisory Board	Meets every other month. 10 am – 11 am	Community Services Conference Room	Smith/Hummer	Lydie Gutfeld Community Services
Orange County City Selection Committee https://cob.ocgov.com/boards-commissions-committees/city-selection-committee 714-834-2206	May and November	Various locations in Orange County	Kirwin/Wanke (Alternate: any Councilmember can serve in absence of Mayor)	Facilitator: Maria Perez Administration
Old Town Parking Ad-Hoc	Meetings called as needed	Placentia City Hall	Hummer/Kirwin	Joe Lambert Development Services

Organization	Meeting Schedule	Meeting Location	Delegate/Alternate	City Liaison
Orange County Council of Governments www.occog.com 949-698-2856	Monthly	Orange County Council of Governments (OCCOG) 3972 Barranca Pkwy. Irvine, CA 92606	Smith Chosen as Alternate by Brea's Mayor Marty Simonoff	Facilitator: Maria Perez Administration
Orange County Sanitation District www.ocsd.com 714-593-7130 *Stipend: \$212.50 per mtg, Maximum of 6 meetings per month	4 th Wednesday of each month at 6:00 p.m.	OCSD Administrative Offices 10844 Ellis Ave. Fountain Valley, 92708	Wanke/Smith	Facilitator: Maria Perez Administration
Orange County Vector Control District - Board of Trustees www.ocvcd.org 714-971-2421 *Stipend: \$100 per month in lieu of travel (no meeting, no pay)	3 rd Thursday of each month at 3:00 p.m.	OCVCD Office 13001 Garden Grove Blvd. Garden Grove, 92843	Wanke	Facilitator: Maria Perez Administration
Placentia Community Foundation	4 th Monday of each month	Placentia City Hall	Kirwin/Smith/Larson (Mayor/Councilmember/City Treasurer)	Lydie Gutfeld Community Services
Placentia Disaster Council	Meets as needed	Placentia City Hall	Kirwin (Mayor)	
Santa Ana River Flood Protection Agency www.ocflood.com/sarp/sarfpa 714-647-3938	4 th Thursday of odd-numbered months 4:00 p.m.	Orange County Water District 18700 Ward Street Fountain Valley, 92708	Yamaguchi/Hummer	Facilitator: Maria Perez Administration
Sewer Utility, Recycling and Refuse Committee	Meetings called as needed	Placentia City Hall	Yamaguchi/Hummer	Matthew Di Mario Public Works
Southern California Association of Governments www.scag.ca.gov 213-236-1800 *Stipend: \$120 per mtg & mileage reimbursement	1 st Thursday of each month 8:00 a.m. – 2:00 p.m. (depending on the particular committee)	818 W. 7 th Street, 12 th Floor Los Angeles, 90017	Smith/Wanke	Facilitator: Maria Perez Administration
Southern California Association of Governments – Annual General Assembly Voting Delegates www.scag.ca.gov 213-236-1800	May 1-2, 2025	JW Marriott Desert Springs Resort & Spa 74-885 Country Club Drive Palm Desert, CA	Smith 1 st Alt. Wanke 2 nd Alt. Yamaguchi	Facilitator: Maria Perez Administration

2025 BOARD OFFICERS
PRESIDENT
Cecilia Hupp
VICE-PRESIDENT
Robert Ruesch
SECRETARY
Crystal Miles
DISTRICT MANAGER
Lora B. Young
CLERK OF THE BOARD
Tawnia E. Pett

RECEIVED

NOV 18 2025

CITY CLERK'S OFFICE
CITY OF PLACENTIA



13001 Garden Grove Boulevard
Garden Grove, CA 92843-2102
(714) 971-2421
FAX: (714) 971-3940
ocvcd@ocvector.org
www.ocvector.org
ocvectorcontrol
ocvector

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2025 BOARD OF TRUSTEES

ALISO VIEJO

Vacant

ANAHEIM

Carlos Leon

BREA

Cecilia Hupp

BUENA PARK

Lamiya Hoque

COSTA MESA

William Turpit

CYPRESS

Leo Madrano

DANA POINT

John Gabbard

FOUNTAIN VALLEY

Kim Constantine

FULLERTON

Shana Charles

GARDEN GROVE

Ariana Arestegui

HUNTINGTON BEACH

Gracey Van Der Mark

IRVINE

Tammy Kim

LA HABRA

James Gomez

LA PALMA

Debbie S. Baker

LAGUNA BEACH

Mark Orgill

LAGUNA HILLS

Erica Pezold

LAGUNA NIGUEL

Gene Johns

LAGUNA WOODS

Pearl Lee

LAKE FOREST

Robert Pequeno

LOS ALAMITOS

Tanya Doby

MISSION VIEJO

Robert Ruesch

NEWPORT BEACH

Erik Weigand

ORANGE

Sean Chavarria

PLACENTIA

Chad Wanke

RANCHO SANTA MARGARITA

April Josephson

SAN CLEMENTE

Steve Knoblock

SAN JUAN CAPISTRANO

John Taylor

SANTA ANA

Nelida Mendoza

SEAL BEACH

Nathan Steele

STANTON

Gary Taylor

TUSTIN

Rebecca Gomez

VILLA PARK

Crystal Miles

WESTMINSTER

Carlos Manzo

YORBA LINDA

Peggy Huang

COUNTY OF ORANGE

Lisa Fernandez

November 3, 2025

Placentia City Council
City of Placentia
401 E. Chapman Ave.
Placentia, CA 92870

Dear Mayor and Council Members:

As you know, Chad Wanke is the representative for the City of Placentia on the Orange County Mosquito and Vector Control District Board of Trustees.

Chad Wanke was appointed by the City of Placentia to serve on the Board of Trustees until January 2027. Since the term of office will not expire until the first Monday in January 2027, it will not be necessary for the City of Placentia to take any action this year for an appointment of a representative to the Board of Trustees.

Chad Wanke was appointed to a 2-year term of office (Section 2024 of the Health and Safety Code) and cannot be replaced except for cause.

Section 2024. (a) Except as provided in Section 2023, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January.

(b) Any vacancy in the office of a member appointed to a board of trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

Notification will be sent to the City Council when Chad Wanke has completed their term of office. Please contact me, or District Manager Lora Young, if you have any questions.

Sincerely,

Tawnia Pett
Executive Assistant/Clerk of the Board

tep
cc: Chad Wanke

Agency Report of: Public Official Appointments

A Public Document

1. Agency Name City of Placentia			California Form 806 For Official Use Only
Division, Department, or Region (If Applicable) City Clerk's Office			
Designated Agency Contact (Name, Title) Brooke Lovell, Deputy City Clerk			
Area Code/Phone Number 714-993-8231	E-mail blovell@placentia.org	Page <u>1</u> of <u>1</u>	Date Posted: <u>1/5/2026</u> <small>(Month, Day, Year)</small>

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Orange County Sanitation District	▶ Name <u>Wanke</u> <small>(Last, First)</small> Alternate, if any <u>Smith</u> <small>(Last, First)</small>	▶ <u>1/14/2025</u> <small>Appt Date</small> ▶ <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>330.75</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input checked="" type="checkbox"/> <u>\$3,969</u> <small>Other</small>
Orange County Mosquito & Vector Control District	▶ Name <u>Wanke</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>4/1/2025</u> <small>Appt Date</small> ▶ <u>2 Years</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
Southern California Association of Governments	▶ Name <u>Smith</u> <small>(Last, First)</small> Alternate, if any <u>Wanke</u> <small>(Last, First)</small>	▶ <u>1/14/2025</u> <small>Appt Date</small> ▶ <u>1 Year</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>150.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ _____ <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

<i>Brooke Lovell</i>	Brooke Lovell	Deputy City Clerk	1/5/2026
Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)

Comment: _____

Print **Clear**

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

10/97, 11/2000, 5/2005, 5/2007, 9/2008, 7/2009, 3/2024, 1/2025, [1/2026](#)

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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 preemptive 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-Hoc 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

CENTENNIAL STEERING COMMITTEE

MEMBERSHIP

The Centennial Steering Committee consists of

- o ~~Two~~ One (21) Members of the Placentia City Council / Placentia Rotary
- o ~~Five~~ Four (54) ~~Members from each~~ City Council Designees District
- o One (1) Member from Kiwanis
- o One (1) Member from Placentia Library
- o ~~One (1) Member from Rotary~~
- o One (1) Member from Women's Round Table
- o One (1) Member from Placentia Yorba Linda Unified School District
- o One (1) Member from Veterans Advisory Committee
- o One (1) Member from Placita Santa Fe Merchants
- o One (1) Member from Chamber of Commerce
- o One (1) Member from Senior Advisory Committee
- o One (1) Member from Heritage Festival Committee
- o Two (2) Members from Historical Committee

MEETINGS

The Centennial Steering Committee meets the second Monday of each month at 5:00 p.m. starting on February 10, 2025.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to the planning and coordination of the various events leading up to the City's 100th anniversary of incorporation in 2026.
- The Committee is responsible for ensuring the events and activities reflect the city's heritage, honor its past, and promote active participation from residents, businesses, and local organizations.
- The Steering Committee is divided into five (5) task-oriented subcommittees, each focused on specific aspects of the celebration.

MARKETING SUBCOMMITTEE

The Marketing Subcommittee will work with a contractor to aid in the selection of the Placentia Centennial logo and branding design. This Subcommittee will present their final logo to the City Council for consideration and approval. They will also be responsible for approving logo use on all Centennial materials. The logo and color palettes will be incorporated on flyers, brochures, promotional items, and other Centennial materials such as posters and volunteer shirts. They will also create a Centennial Celebration website platform on the City website, assist with content suggestions, and maintain accountability for the relevancy and accuracy of posted

information. The Marketing Subcommittee will work to provide the community with essential information about the upcoming celebrations, a finalized event and activities timeline, and dissemination of core marketing materials across various social media platforms and mailers.

COMMUNITY/BUSINESS PARTICIPATION SUBCOMMITTEE

The Community/Business Participation Subcommittee will work closely with local businesses to integrate centennial themes into their branding, promotions, and store displays throughout 2026. This may involve creating centennial-themed window displays, offering special promotions, and incorporating Placentia's 100-year celebration into product packaging. The subcommittee can also encourage businesses to sponsor centennial events and display their support through branded materials, such as banners or merchandise. Additionally, the subcommittee could engage the community in beautification projects, like mural paintings and historical landmark clean-ups, and organize volunteer efforts for centennial activities at the annual Love Placentia Day of Service event. Collaborating with businesses to host pop-up centennial booths would provide a platform for sharing historical information and merchandise. Business leaders could be recruited as Centennial Ambassadors, promoting the celebration and encouraging widespread business participation.

SPECIAL EVENTS SUBCOMMITTEE

The Special Events Subcommittee will help plan the grand birthday celebration in December 2026, marking Placentia's official 100th anniversary. In addition, they will incorporate centennial themes into all city events throughout the year, enhancing celebrations with special activities and programming. The subcommittee will also assist in recruiting volunteers to support the birthday event and staff centennial booths at various city events, ensuring broad community involvement.

HISTORICAL SUBCOMMITTEE

The Historical Subcommittee will collaborate with local historians, the Placentia Library, and the Placentia Historical Committee to gather historical documents, photos, and stories for a centennial history book. The subcommittee will oversee drafts and provide feedback to ensure the book accurately reflects the city's history and achievements. They will make recommendations for incorporating historical displays and exhibits into City events throughout 2026. They will also assist with digging up the time capsule and coordinate the creation and burial of a new one to be opened at a future milestone celebration.

SPONSORSHIP SUBCOMMITTEE

The Sponsorship Program Subcommittee is tasked with developing an exciting and donor-flexible sponsorship program that innovatively highlights Placentia's Centennial Celebration plans and garners support from businesses and community members that may never have financially supported general community efforts until this opportunity. To enhance sponsor visibility, a recognition program could be created to highlight sponsors through social media, newsletters, and acknowledgments during centennial events. In-kind sponsorship options, where businesses contribute products or services

instead of cash, could also be promoted, allowing for contributions like catering, printing, or donated items for raffles. Additionally, the subcommittee could work with the Community/Business Participation Subcommittee to feature a “Local Business Spotlight” at centennial events, allowing selected sponsors to showcase their products or services.

STAFF LIAISON

Communications and Marketing Manager 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).

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 6:00 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 seven (7) 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.~~ Regular meetings of the Heritage Festival Committee are held on the Second Tuesday of each month at 6:15 p.m. 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 and Planning Commission, as applicable, 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.
- Provides advisory review and recommendations on proposed alterations to locally designated historic resources when requested by the City Council or when required by the Placentia Municipal Code.
- Applies the Secretary of the Interior's Standards for the Treatment of Historic Properties when evaluating proposed changes to historic resources.

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 ~~threetwo~~ (23) residents, ~~and the City Treasurer.~~

MEETINGS

Regular meetings of the Measure U Committee are held at 5:030 p.m. quarterly on the fourth ~~Tuesday~~ ~~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 Board of Directors (Board of Directors) shall consist of eight (8) individuals, who shall be appointed At-Large by the Board of Directors. In addition to the eight (8) At-Large board members, the Mayor of the City of Placentia, or his/her designee, shall serve as a non-voting ex-officio member of the Board of Directors, representing the interests of the Placentia City Council. The Placentia City Treasurer shall also serve as a non-voting ex-officio member of the Board of Directors.

MEETINGS

Regular meetings of the Placentia Community Foundation are held at ~~6:15 p.m.~~~~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 on October 22, 2009.
- The Placentia Community Foundation's purpose is to undertake fundraising activities and provide grants and other aid to charitable endeavors on behalf of and in the City of Placentia.
- The Placentia Community Foundation shall accomplish its purpose by seeking to improve cultural, educational, and recreational programs offered by the City, and also by seeking to preserve, protect and enhance the quality of life for residents through helping to support, establish and fund other local non-profit organizations that will directly benefit the Placentia community.
- In 2017, the Placentia Community Foundation updated their Bylaws. These Bylaws may be amended in any manner consistent with the articles of incorporation and the California Nonprofit Public Benefit Corporation Law by a majority of the Board of Directors.

STAFF LIAISON

Until the Foundation is financially able to provide this function on its own, the City shall assign a City Staff member to serve as the Executive Secretary to the Board of Directors, with no voting privileges. The Executive Secretary shall assist with administrative functions of the Board of Directors, keep minutes, and maintain all original documents. The Foundation shall assign these duties to its own staff member, once it is financially able to do so.

Director of Community Services and/or designated staff member(s) is currently assigned as the Executive Secretary.

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 [every other month quarterly](#) on the [second third](#) Wednesday of the month at 6:15 p.m. at [the Senior Center, 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 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 COMMITTEE

MEMBERSHIP

The City Council Technology and Innovation 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 [February, April, June, and November](#) ~~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 COUNCIL DOG PARK AD-HOC COMMITTEE

BLUE RIBBON COMMITTEE FOR SENIOR/COMMUNITY CENTER

SENIOR/ COMMUNITY CENTER BLUE RIBBON COMMITTEE

DOG PARK AD-HOC COMMITTEE

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

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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 preemptive 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-Hoc 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**

CENTENNIAL STEERING COMMITTEE

MEMBERSHIP

The Centennial Steering Committee consists of

- One (1) Member of the Placentia City Council / Placentia Rotary
- Four (4) City Council Designees
- One (1) Member from Kiwanis
- One (1) Member from Placentia Library
- One (1) Member from Women's Round Table
- One (1) Member from Placentia Yorba Linda Unified School District
- One (1) Member from Veterans Advisory Committee
- One (1) Member from Placita Santa Fe Merchants
- One (1) Member from Chamber of Commerce
- One (1) Member from Senior Advisory Committee
- One (1) Member from Heritage Festival Committee
- Two (2) Members from Historical Committee

MEETINGS

The Centennial Steering Committee meets the second Monday of each month at 5:00 p.m. starting on February 10, 2025.

POWERS AND DUTIES

- Serves in an advisory capacity to the City Council on matters related to the planning and coordination of the various events leading up to the City's 100th anniversary of incorporation in 2026.
- The Committee is responsible for ensuring the events and activities reflect the city's heritage, honor its past, and promote active participation from residents, businesses, and local organizations.
- The Steering Committee is divided into five (5) task-oriented subcommittees, each focused on specific aspects of the celebration.

MARKETING SUBCOMMITTEE

The Marketing Subcommittee will work with a contractor to aid in the selection of the Placentia Centennial logo and branding design. This Subcommittee will present their final logo to the City Council for consideration and approval. They will also be responsible for approving logo use on all Centennial materials. The logo and color palettes will be incorporated on flyers, brochures, promotional items, and other Centennial materials such as posters and volunteer shirts. They will also create a Centennial Celebration website platform on the City website, assist with content suggestions, and maintain accountability for the relevancy and accuracy of posted information. The Marketing Subcommittee will work to provide the community with

essential information about the upcoming celebrations, a finalized event and activities timeline, and dissemination of core marketing materials across various social media platforms and mailers.

COMMUNITY/BUSINESS PARTICIPATION SUBCOMMITTEE

The Community/Business Participation Subcommittee will work closely with local businesses to integrate centennial themes into their branding, promotions, and store displays throughout 2026. This may involve creating centennial-themed window displays, offering special promotions, and incorporating Placentia's 100-year celebration into product packaging. The subcommittee can also encourage businesses to sponsor centennial events and display their support through branded materials, such as banners or merchandise. Additionally, the subcommittee could engage the community in beautification projects, like mural paintings and historical landmark clean-ups, and organize volunteer efforts for centennial activities at the annual Love Placentia Day of Service event. Collaborating with businesses to host pop-up centennial booths would provide a platform for sharing historical information and merchandise. Business leaders could be recruited as Centennial Ambassadors, promoting the celebration and encouraging widespread business participation.

SPECIAL EVENTS SUBCOMMITTEE

The Special Events Subcommittee will help plan the grand birthday celebration in December 2026, marking Placentia's official 100th anniversary. In addition, they will incorporate centennial themes into all city events throughout the year, enhancing celebrations with special activities and programming. The subcommittee will also assist in recruiting volunteers to support the birthday event and staff centennial booths at various city events, ensuring broad community involvement.

HISTORICAL SUBCOMMITTEE

The Historical Subcommittee will collaborate with local historians, the Placentia Library, and the Placentia Historical Committee to gather historical documents, photos, and stories for a centennial history book. The subcommittee will oversee drafts and provide feedback to ensure the book accurately reflects the city's history and achievements. They will make recommendations for incorporating historical displays and exhibits into City events throughout 2026. They will also assist with digging up the time capsule and coordinate the creation and burial of a new one to be opened at a future milestone celebration.

SPONSORSHIP SUBCOMMITTEE

The Sponsorship Program Subcommittee is tasked with developing an exciting and donor-flexible sponsorship program that innovatively highlights Placentia's Centennial Celebration plans and garners support from businesses and community members that may never have financially supported general community efforts until this opportunity. To enhance sponsor visibility, a recognition program could be created to highlight sponsors through social media, newsletters, and acknowledgments during centennial events. In-kind sponsorship options, where businesses contribute products or services instead of cash, could also be promoted, allowing for contributions like catering,

printing, or donated items for raffles. Additionally, the subcommittee could work with the Community/Business Participation Subcommittee to feature a “Local Business Spotlight” at centennial events, allowing selected sponsors to showcase their products or services.

STAFF LIAISON

Communications and Marketing Manager 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).

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 6:00 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 seven (7) 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

Regular meetings of the Heritage Festival Committee are held on the Second Tuesday of each month at 6:15 p.m. 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 and Planning Commission, as applicable, 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.
- Provides advisory review and recommendations on proposed alterations to locally designated historic resources when requested by the City Council or when required by the Placentia Municipal Code.
- Applies the Secretary of the Interior's Standards for the Treatment of Historic Properties when evaluating proposed changes to historic resources.

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 three (3) residents.

MEETINGS

Regular meetings of the Measure U Committee are held at 5:00 p.m. quarterly on the fourth Tuesday 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 Board of Directors (Board of Directors) shall consist of eight (8) individuals, who shall be appointed At-Large by the Board of Directors. In addition to the eight (8) At-Large board members, the Mayor of the City of Placentia, or his/her designee, shall serve as a non-voting ex-officio member of the Board of Directors, representing the interests of the Placentia City Council. The Placentia City Treasurer shall also serve as a non-voting ex-officio member of the Board of Directors.

MEETINGS

Regular meetings of the Placentia Community Foundation are held at 6:15 p.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 on October 22, 2009.
- The Placentia Community Foundation's purpose is to undertake fundraising activities and provide grants and other aid to charitable endeavors on behalf of and in the City of Placentia.
- The Placentia Community Foundation shall accomplish its purpose by seeking to improve cultural, educational, and recreational programs offered by the City, and also by seeking to preserve, protect and enhance the quality of life for residents through helping to support, establish and fund other local non-profit organizations that will directly benefit the Placentia community.
- In 2017, the Placentia Community Foundation updated their Bylaws. These Bylaws may be amended in any manner consistent with the articles of incorporation and the California Nonprofit Public Benefit Corporation Law by a majority of the Board of Directors.

STAFF LIAISON

Until the Foundation is financially able to provide this function on its own, the City shall assign a City Staff member to serve as the Executive Secretary to the Board of Directors, with no voting privileges. The Executive Secretary shall assist with administrative functions of the Board of Directors, keep minutes, and maintain all original documents. The Foundation shall assign these duties to its own staff member, once it is financially able to do so.

Director of Community Services and/or designated staff member(s) is currently assigned as the Executive Secretary.

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 every other month on the second Wednesday of the month at 6:15 p.m. at the Senior Center.

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 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 COMMITTEE

MEMBERSHIP

The City Council Technology and Innovation 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 February, April, June, 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 COUNCIL DOG PARK AD-HOC COMMITTEE

BLUE RIBBON COMMITTEE FOR SENIOR/COMMUNITY CENTER

SENIOR/COMMUNITY CENTER BLUE RIBBON COMMITTEE

DOG PARK AD-HOC COMMITTEE

