



Agenda Item No: 1.h

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: January 14, 2025

Submitted by: Jeannette Ortega

From: Administrative Services

Subject:

Review and Adopt Proposed Updates to the Committee, Commission and Advisory Board Manual for Calendar Year 2025

Financial Impact:

Fiscal Impact:

There is no financial impact associated with this item.

Summary:

The Committee, Commission and Advisory Board Manual was initially adopted by the City Council in 1982 and has subsequently received several amendments throughout the years. Based on the approved Five-Year Strategic Plan adopted by the City Council on May 10, 2022, the goals and objectives included Goal 8: to Improve City Governance by updating the Administrative Policy Manual for Ad Hoc Committees. On November 21, 2023, the City Council held a Study Session to review the updated Manual and provided recommendations and changes to the Manual. On March 5, 2024 the City Council reviewed and approved the updates to the Committee, Commission and Advisory Board Manual for the 2024 calendar year. This action approves the revised Committee, Commission and Advisory Board Manual for the 2025 calendar year.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Adopt Resolution No. R-2025-01, "A Resolution of the City Council of the City of Placentia Adopting the Updated Committee, Commission and Advisory Board Manual for Calendar Year 2025 and Eliminating Various Disbanded Advisory Boards."

Strategic Plan Statement:

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

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

Discussion:

The Committee, Commission and Advisory Board Manual was initially adopted by the City Council in 1982 and has subsequently received several amendments throughout the years. Based on the approved Five-Year Strategic Plan adopted by the City Council on May 10, 2022, the goals and objectives included Goal 8: to Improve City Governance by updating the Administrative Policy Manual for Ad Hoc Committees.

On March 5, 2024 the City Council reviewed and approved the updates to the Committee, Commission and Advisory Board Manual for the 2024 calendar year. The City Council also requested annual reviews of the Manual should the need arise to make Council amendments. For calendar year 2025, there are a few recommended changes to the Manual. These are listed below:

- Placed the City Council Dog Park Ad-Hoc Committee on the list of disbanded Committees
- Placed the Blue-Ribbon Committee for Senior/Community Center on the list of disbanded Committees
- Added Centennial Steering Committee to the list of active Committees
- Under meetings on the Financial Audit Oversight Committee, Committee meets as needed
- Under meetings on the Finance and Investment Committee, Committee meets as needed
- Under meetings on the Measure U Committee, Committee meets as needed
- Changed the months of the Veterans Advisory Committee to meet starting in the month of February instead of April
- Added under powers and duties of the Streetscape and Transportation Advisory Commission, the following: "The Commission shall review recommendations for the removal, planting, replanting or disposition of public trees in the public right-of-way or on public property."

This action approves the revised Committee, Commission and Advisory Board Manual for the 2025 calendar year.

Attachments

[Attach_1_Resolution_R-2025-01 Adoption_of_Committee_Commission__Manual_2025.docx](#)

[Attach 1 Exhibit A Manual 2025.pdf](#)