Agenda Item No: 3.a

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: March 17, 2026

Submitted by: Brooke Lovell

From: City Clerk

Subject:
APPOINTMENTS TO CITY COMMISSIONS, COMMITTEES AND BOARDS AND APPROVAL OF UPDATES TO THE COMMISSION, COMMITTEE AND ADVISORY BOARD MANUAL

Financial Impact:
Fiscal Impact:
None.

Summary:
There are currently twelve (12) vacancies on the City's various Commissions, Committees and Boards. The City received a total of nine (9) applications. To maintain the effective functioning of the City's advisory bodies, Staff recommends the City Council consider the following appointments and reappointments:

- Parks, Arts and Recreation Commission: Two (2) four-year terms up for reappointment.
- Planning Commission: One (1) four-year vacancy and One (1) four-year term up for reappointment.
- Streetscape and Transportation Advisory Commission: Two (2) four-year vacancies and One (1) alternate vacancy.
- Placentia EIFD Public Financing Authority: Two (2) four-year vacancies.
- Financial Audit Oversight Committee: One (1) three-year vacancy and One (1) three-year term up for reappointment.
- Heritage Festival Committee: Three (3) non-expiring vacancies and One (1) alternate vacancy.
- Historical Committee: One (1) non-expiring vacancy.
- Senior Advisory Committee: Two (2) non-expiring vacancies.
- Veterans Advisory Committee: Two (2) non-expiring vacancies.

In addition, Staff is recommending approval of updates to the Commission, Committee, and Advisory Board Manual to incorporate state law changes, including SB 707 Brown Act updates, required fiscal and financial training, the newly adopted City Vision Statement, revised advisory body meeting times, and various clerical corrections. All proposed changes are shown in redline in Attachment 4.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Make appointments and reappointments to the various City Commissions, Committees and Boards; and
2. Direct Staff to update the Local Appointments List to reflect these actions; and
3. Direct the City Clerk to solicit applications for the remaining vacancies; and
4. Review and adopt Resolution No. R-2026-14, A Resolution of the City Council of the City of Placentia, California, Adopting the Updated Commission, Committee, and Advisory Board Manual for Calendar Year 2026.

Strategic Plan Statement:
This item is consistent with the City Council approved Strategic Goal No. 5: Organizational Excellence.

Discussion:
The City Clerk's Office received a total of nine (9) applications. A summary of applicants available for appointment to current vacancies is provided as Attachment 1. At a Special Meeting held on February 17, 2026, the City Council interviewed six (6) applicants for the vacant positions.

Staff recommends the City Council consider appointments and reappointments to the Financial Audit Oversight Committee, Heritage Festival Committee, Historical Committee, Senior Advisory Committee, Veterans Advisory Committee, Parks, Arts and Recreation Commission, Planning Commission, Streetscape and Transportation Advisory Commission and the Placentia Enhanced Infrastructure Financing District Public Financing Authority and continue recruitment process for any current/future vacancies.

Additionally, Staff completed a comprehensive update to the Commission, Committee, and Advisory Board Manual. The proposed revisions incorporate recent state law updates, including SB 707 Brown Act provisions; required fiscal and financial training elements; the City's newly adopted Vision Statement; and updates to advisory body meeting times. Additional clerical corrections and formatting improvements have also been made. All changes are presented in redline format in Attachment 4 for the Council's review and consideration.

Attachments
Attachment 1 - Commission and Committee Applications and Reappointments
Attachment 2 - Descriptions of Commissions and Committees
Attachment 3 - Resolution No. R-2026-14
Attachment 4 - Redline Version Commission, Committee, Advisory Manual 2026.pdf
Attachment 5 - Clean Version Commission, Committee, Advisory Manual 2026.pdf