AGENDA

Audit Advisory Committee

July 30, 2026

Notice and Call of a Special Meeting

5:00 PM Regular Session

Weimer Room
300 E. Chapman Avenue
Orange, CA 92866

Trang Nguyen
Finance Director

Garrett Smith
City Treasurer

Sofia So
Executive Assistant

BRIAN WILTERINK
Chair

CALEB BROWN
Vice Chair

CAROLYN CAVECCHE
Committee Member

CHRIS HORTON
Committee Member

ANDREW LI
Committee Member

ROBERT PAUL
Committee Member

VACANT
Committee Member

The City of Orange Audit Advisory Committee welcomes you to this Special Meeting. Special Meetings are held for a specific purpose and when action is needed prior to the next Regular Meeting. The Chair or a majority of the Committee may call a special meeting with a minimum 24 hours notice.

Regular meetings of the City of Orange Audit Advisory Committee are held on the first Thursday of February and October at 5:30 p.m.

Agenda Information

The agenda contains a brief general description of each item to be considered. The agenda and supporting documentation for a special meeting is available no later than 24 hours prior to the meeting on the City's website at www.cityoforange.org, at the Finance Department and City Clerk's Office located at 300 E. Chapman Avenue, and at the Main Public Library located at 407 E. Chapman Avenue.

Public Participation

Public Comment shall be limited to only those items described on this Special Meeting Notice/Agenda (Government Code Section 54954.3(a)).

Public Comments are limited to three (3) minutes per speaker unless a different time limit is announced. It is requested that you state your name for the record, then proceed to address the Audit Advisory Committee. All speakers shall observe civility, decorum, and good behavior.

Please contact the City Clerk's Office at (714) 744-5500 with any questions.

ADA Requirements: In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the Finance Department at (714) 744-2230. When possible, notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

REMINDER: Please silence all electronic devices while the meeting is in session.

NOTICE IS HEREBY GIVEN, pursuant to Section 54956 of the California Government Code, that a Special Meeting of the Audit Advisory Committee is hereby called for the following purpose:

1. OPENING/CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE

Committee Member Robert Paul

1.2 ROLL CALL

2 COMMITTEE BUSINESS

2.1. Results of the Independent Accountants' Report on the Agreed Upon Procedures for Payroll.

Recommended Action:

1. Receive and file the results of the Agreed Upon Procedures for Payroll; and
2. Provide comments and recommendations for the presentation of the report to the City Council.

Attachments: Staff Report
Attachment A - City of Orange Payroll AUP

2.2. Discuss potential changes to the Committee's meeting schedule.

Recommended Action:

Discuss the proposed meeting schedule and provide staff with a recommendation for consideration by the City Council.

Attachments: Staff Report
Attachment 1 - RES-11536 QUALIFICATIONS FOR CITY BOARDS, COMMITTEES, AND COMMISSIONS - RESCINDS RESOLUTION NO. 11505

3. REPORTS FROM CITY MANAGER

4. REPORTS FROM FINANCE DIRECTOR

5. ADJOURNMENT

The next Regular Audit Advisory Committee meeting will be held on Thursday, October 1, 2026, at 5:30 p.m. in the Weimer Room.

I, Sofia So, Executive Assistant for the City of Orange, hereby declare, under penalty of perjury, that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Orange Civic Center kiosk and Orange City Clerk's Office at 300 E. Chapman Avenue, Orange Main Public Library at 407 E. Chapman Avenue, and uploaded to the City's website www.cityoforange.org.

Date posted: July 28, 2026

Agenda Item

Audit Advisory Committee

Item #: 2.1.	7/30/2026	**File #:** 26-0437

TO: **Chair and Members of the Audit Advisory Committee**

FROM: **Trang Nguyen, Finance Director**

1. SUBJECT

Results of the Independent Accountants' Report on the Agreed Upon Procedures for Payroll.

2. SUMMARY

LSL Certified Public Accountants completed the Payroll Agreed-Upon Procedures engagement approved by the City Council on February 24, 2026. The engagement evaluated payroll calculations, leave administration, overtime, and internal controls. While no exceptions were identified related to employee compensation or payroll calculations, the report includes several recommendations to strengthen internal controls and clarify provisions within the City's Memoranda of Understanding.

3. RECOMMENDED ACTION

1. Receive and file the results of the Agreed Upon Procedures for Payroll; and
2. Provide comments and recommendations for the presentation of the report to the City Council.

4. DISCUSSION AND BACKGROUND

BACKGROUND

On February 24th, the City Council approved the agreement with LSL Certified Public Accountants (LSL) for the annual financial audit services and an Agreed Upon Procedure (AUP) for Payroll. Prior to the approval of the agreement, staff reviewed the scope of work and received feedback from the Audit Committee on February 12th.

DISCUSSION

LSL began fieldwork for the Payroll Agreed-Upon Procedures (AUP) engagement in May 2026. The engagement included interviews with Human Resources and Payroll staff and testing of 47 payroll transactions covering employee compensation, leave and time-off, payroll internal controls, and overtime pay.

Overall, the AUP concluded that the City's payroll calculations and payments were accurate. LSL found no exceptions related to employee compensation, payroll calculations, leave accruals, overtime calculations, Fair Labor Standards Act (FLSA) compliance, or information technology controls.

The AUP identified several opportunities to strengthen policies and internal controls, including:

- Clarifying Memoranda of Understanding (MOUs) by specifying the pay rates used for vacation, sick leave, and overtime calculations.

- Clarifying MOU provisions regarding the treatment of accumulated sick leave upon separation.
- Strengthening segregation of duties between Human Resources and Payroll by assigning responsibility for maintaining employee pay rates to Human Resources and implementing an independent review of pay rate changes. LSL identified this as a significant deficiency in internal controls.
- Establishing a best practice review process whereby proposed MOU provisions are reviewed by executive management and the City Attorney prior to labor negotiations and provided to CalPERS for review before implementation.

Many of these recommendations are procedural in nature and are intended to improve the clarity of the City's MOUs and strengthen internal controls. Importantly, the AUP did not identify errors in employee compensation or payroll calculations. Rather, the recommendations are intended to reduce future risk, improve consistency, and align the City's payroll administration with industry best practices.

Staff is seeking recommendations from the Committee on the presentation of the results to the City Council. Feedback and recommendations from tonight will be included in the report to the City Council.

5. ATTACHMENTS

- City of Orange Payroll AUP

Agenda Item

Audit Advisory Committee

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INDEPENDENT ACCOUNTANTS' REPORT
ON AGREED-UPON PROCEDURES

To the Honorable Mayor and Members of the City Council
City of Orange, California

We have performed the procedures enumerated below to assist the City of Orange, California (hereafter, the City) in verifying the City's compliance with its payroll policies for the period of July 1, 2025 – April 18, 2026. The City's management is responsible for ensuring compliance with its payroll policies.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of verifying compliance with the City's payroll policies. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures performed and our findings were as follows:

EMPLOYEE COMPENSATION REVIEW

1. We obtained and reviewed the various City policies, applicable Memorandum of Understanding (MOU), and any other documentation prepared by the City to gain an understanding of pay rates, pay dates, and types of pay offered to employees

   Finding: No exceptions were noted as a result of our procedures.

2. We selected a statistical sample of employees for various pay dates during the fiscal year throughout the City and recalculated their pay per the payroll registers to the employees' personnel action forms, timesheets, and MOU for their bargaining unit. The statistical sample considered no less than 7 employees from each MOU with different positions/job titles (positions/job titles including levels 1, 2, 3 should be considered the same position/job title).

   Finding: No exceptions were noted as a result of our procedures.

3. We recalculated and verified all regular, overtime, leave, and special assignment pay identified in the sample to ensure there were no discrepancies.

   Finding: No exceptions were noted as a result of our procedures.

4. We verified that all pay rates in the sample were approved by the appropriate level of authority and that all payment was supported by appropriate documentation, including time sheets or workflows.

   Finding: No exceptions were noted as a result of our procedures.

LEAVE AND TIME-OFF PROCEDURES

1. We obtained and reviewed the City's policies regarding special leave programs, including military leave pay and short-term disability programs against applicable laws and MOUs.

   Finding: No exceptions were noted as a result of our procedures.

2. We obtained an understanding of the City's practices regarding all Leave Benefits and payouts.

   Finding: With the exception of the Police Association and Police Management Association, the MOUs do not specify which pay rate is used to calculate the vacation and sick leave payouts. Our testing revealed that the payouts were calculated using a rate that consisted of the base pay and other specialty types of pay.

   Recommendation: The City should update the vacation and sick leave payout policies in its MOUs, other than the Police Association and Police Management Association, to specify the pay rate to be used for vacation and sick leave payouts upon termination.

   Finding: With the exception of the Police Association, Police Management Association, and Executive Management, the MOUs do not include the treatment of accumulated sick leave upon termination.

   Recommendation: The City should update its MOUs, other than the Police Association, Police Management Association, and Executive Management MOUs, to include the treatment of accumulated sick leave upon termination.

3. We reviewed the City's calculations of employee Leave Benefits banks and ensured the employee accruals are calculated in accordance with the City policies and MOUs.

   Finding: No exceptions were noted as a result of our procedures.

4. We verified through statistical sampling (specified above) of employee leave usage that compensatory time off (CTO) is removed from employee leave banks as used, and that amounts are paid to employees using appropriate pay rates. We verified through statistical sampling (specified above) of employee leave usage and payouts to ensure they are removed from the employee leave banks and the amounts paid out to the employee are calculated in accordance with the MOUs.

   Finding: No exceptions were noted as a result of our procedures.

5. We reviewed and recalculated any shift differential/fatigue/on-call/standby pay calculations and verified that the City complied with the Fair Labor Standards Act (FLSA), City policies and MOUs.

   Finding: No exceptions were noted as a result of our procedures.

PAYROLL COMPLIANCE AND INTERNAL CONTROLS

1. We gained an understanding of the City's internal controls and procedures through inspection of City policies and written procedures, interviews with City staff, and a test of controls utilizing statistical sampling methods to ensure that controls are effectively designed and implemented.

   Finding: Payroll staff are solely responsible for entering and updating pay rates in the payroll software based on personnel action forms (PAF) received from human resources (HR). In addition, HR does not verify whether pay rates are entered or modified correctly in accordance with the related PAF. This is a significant deficiency in internal controls with respect to lack of segregation of duties, and should be considered a top priority for remediation, due to the higher potential for fraud or error in this particular transaction cycle.

   Recommendation: For segregation of duties, independent review, and industry best practice, we recommend restricting access to and ability to edit pay rate information within payroll software exclusively to HR personnel. HR supervisors should ensure that the pay rates documented in employees' PAFs agree to the rates in the payroll software. HR should also review a pay rate modification report after each bi-weekly pay cycle to verify all changes in pay rates for proper authorization. The personnel responsible for processing payroll disbursements should not have access to enter or modify pay rates.

2. We examined and tested any payroll related information technology (IT) or computer controls, including password, access rights, and data management practices to ensure that controls are effectively designed and implemented.

   Finding: No exceptions were noted as a result of our procedures.

3. We provided feedback to the City regarding the industry's best practices for any key controls identified to be substandard or improperly designed or implemented.

   Finding: MOUs are currently prepared by the HR Department and provided to the various bargaining units and the City Attorney for review and approval. This is a departure from the normal process found in other local governments and represents a potential weakness in internal control with respect to the approval and authorization of employee benefits, and consistency and accuracy of information provided to CalPERS.

   Recommendation: As a best practice, we recommend that the HR Department present the terms and conditions of proposed MOUs to the City Council, City Manager, and City Attorney to ensure alignment with the governing body's and executive management's goals with respect to personnel prior to presentation of the MOU to the bargaining unit for approval. This also allows the appropriate parties to exercise sufficient oversight over the benefits provided to employees. Furthermore, as an additional safeguard, draft MOUs should also be provided to CalPERS for a review to ensure that the pension administrator is aware of changes to the covered members' payroll and benefit terms.

<u>OVERTIME PAY REVIEW</u>

1. We obtained an understanding of the City's overtime (OT) practices outlined in the MOUs and City Policies.

   Finding: Our review of the overtime policies in the MOUs revealed that only the Police Association and Police Management Association MOUs specifically define the pay rate used to calculate overtime pay. During our testing, we noted that overtime pay included various types of specialty pay in addition to the base salary or wage.

   Recommendation: We recommend an update to the overtime policy in each MOU, other than Police Association and Police Management Association, to define the pay rate used to calculate overtime pay.

2. We reviewed the City's OT policies and practices and MOU against the requirements of FLSA.

   Finding: No exceptions were noted as a result of our procedures.

3. We verified overtime calculations through a statistical sampling (specified above) to ensure compliance with both FLSA and MOUs guidelines.

   Finding: No exceptions were noted as a result of our procedures.

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the City's compliance with its payroll policies. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

To the Honorable Mayor and Members of the City Council
City of Orange, California

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information of the City Council and management of the City of Orange and is not intended to be, and should not be, used by anyone other than these specified parties.

LSL, LLP

Irvine, California
July 7, 2026

Agenda Item

Audit Advisory Committee

Item #: 2.2. 7/30/2026 **File #:** 26-0438

TO: **Chair and Members of the Audit Advisory Committee**

FROM: **Trang Nguyen, Finance Director**

1. SUBJECT
Discuss potential changes to the Committee's meeting schedule.

2. SUMMARY
Following the Committee's first full audit cycle, staff recommends revisiting the current meeting schedule to better align with the City's financial reporting calendar, annual audit process, and the Committee's advisory responsibilities. Staff is seeking the Committee's recommendation before presenting a proposed meeting schedule to the City Council.

3. RECOMMENDED ACTION
Discuss the proposed meeting schedule and provide staff with a recommendation for consideration by the City Council.

4. DISCUSSION AND BACKGROUND
The Committee's regular meeting schedule and location are established by City Council Resolution No. 11536, adopted on April 9, 2024. The resolution provides for regular meetings on the first Thursday of February and October.

Following the Committee's first year of operation, staff evaluated the annual audit process and the Committee's responsibilities under the Municipal Code. While two meetings have been sufficient to conduct the audit entrance and exit conferences, additional meetings would provide the Committee with opportunities to discuss other matters within its advisory role, including financial reporting, internal controls, implementation of audit recommendations, and other items requested by the City Council or City Manager.

To better align with the City's fiscal year, financial reporting cycle, and annual audit process, staff recommends increasing the Committee's regular meetings from two to four meetings per year. The proposed schedule would provide opportunities to review the Committee's annual workplan, participate in the audit entrance conference, receive the audit results and Annual Comprehensive Financial Report (ACFR), and follow up on audit recommendations and other advisory matters.

To maintain consistency, staff recommends continuing to hold meetings on the first Thursday of the selected months. Based on the availability of public meeting facilities, the following schedules are available for the Committee's consideration:

Month	Recommended Tasks

July	Review the Committee workplan for the new fiscal year, discuss audit planning, and designate members for the audit entrance meeting.
September	Review and provide recommendations for the Financial Management Policy and/or other financial policies.
February	Receive the audit results, review the Annual Comprehensive Financial Report, management letter, Agreed-Upon Procedures (if any), and discuss recommendations to the City Council.
May	Review the implementation status of audit recommendations, discuss financial policies or other advisory items, and identify potential topics for the next fiscal year's workplan.

Following Committee discussion, staff will prepare a recommendation for City Council consideration to amend Resolution No. 11536, if directed by the Committee.

5. ATTACHMENTS

- Attachment 1 - RES-11536 QUALIFICATIONS FOR CITY BOARDS, COMMITTEES, AND COMMISSIONS - RESCINDS RESOLUTION NO. 11505

Agenda Item

Audit Advisory Committee

Item #: 2.2. | 7/30/2026 | **File #:** 26-0438

TO: **Chair and Members of the Audit Advisory Committee**

FROM: **Trang Nguyen, Finance Director**

1. SUBJECT

Discuss possible changes to the committee's meeting schedule.

2. SUMMARY

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Following Committee discussion, staff will prepare a recommendation for City Council consideration to amend Resolution No. 11536, if directed by the Committee.

5. ATTACHMENTS

- Attachment 1 - RES-11536 QUALIFICATIONS FOR CITY BOARDS, COMMITTEES, AND COMMISSIONS - RESCINDS RESOLUTION NO. 11505

RESOLUTION NO. 11536

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE RESCINDING RESOLUTION NO. 11505 AND RE-ESTABLISHING THE NUMBER OF MEMBERS, QUALIFICATIONS FOR MEMBERSHIP, PURPOSE, COMPENSATION AND MEETING INFORMATION FOR SPECIFIED CITY BOARDS, COMMITTEES AND COMMISSIONS

WHEREAS, on February 27, 2024 and March 12, 2024, the Orange City Council adopted Resolution No. 11522 and approved the first and second reading of Ordinance Nos. 01-24, 02-24, and 03-24; and

WHEREAS, the resolution and three ordinances eliminated the Investment and Audit Committee and made necessary changes to the Orange Municipal Code to create two independent committees – the Investment Advisory Committee and Audit Advisory Committee; and

WHEREAS, the City Council of the City of Orange creates boards, committees, and commissions and appoints members thereof to assist in carrying out the City's business and to further the public interest; and

WHEREAS, the City Council of the City of Orange desires to set the criteria and meeting times of the Investment Advisory Committee and Audit Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange as follows:

- That Resolution No. 11505 is hereby repealed in its entirety.
- The criteria for the Investment Advisory Committee and Audit Advisory Committee along with the remaining boards, committees, and commissions shall be as set forth in Exhibit A.

ADOPTED this 9th day of April 2024.

Arianna Barrios, Mayor pro tem, City of Orange

ATTEST:

Pamela Coleman

Pamela Coleman, City Clerk, City of Orange

APPROVED AS TO FORM:

Mike Vigliotta, City Attorney

Attachment: Exhibit A

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF ORANGE)

I, PAMELA COLEMAN, City Clerk of the City of Orange, California, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Orange at a Regular Meeting thereof held on the 9th day of April 2024, by the following vote:

AYES: COUNCILMEMBERS: Barrios, Dumitru, Tavoularis, Gutierrez, and Bilodeau
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: Gyllenhammer, and Slater

Pamela Coleman

Pamela Coleman, City Clerk, City of Orange

EXHIBIT A

QUALIFICATIONS FOR CITY COUNCIL CREATED BOARDS, COMMITTEES AND COMMISSIONS

1. **Audit Advisory Committee**
   - Number: The Committee shall consist of seven voting members. The City Treasurer and Finance Director or their designee shall serve as advisory non-voting members.
   - Term: Two years.
   - Qualifications: Members shall have their primary residence or primary place of employment in the City. In addition, business-related experience and/or a designation of Certified Public Accountant (CPA) is desirable. The qualifications of the applicants for the voting members will be reviewed by the Finance Director and subsequently approved by the Mayor. No member of the Committee shall be financially interested in any contract, or otherwise conduct any business with any member of the City Council, the City Manager, the Finance Director, the City Treasurer, or the City or any of its agencies, either on an individual basis or as a partner, major shareholder, member, or employee of any firm.
   - Purpose: As set forth in Section 2.50.010 of the Orange Municipal Code.
   - Duties: As set forth in Section 2.50.020 of the Orange Municipal Code.
   - Compensation: None.
   - Meeting Dates and Location: The 1st Thursday of February (Planning Meeting) and October (Exit Conference Meeting), convening at 5:30 p.m. in the Weimer Room.

2. **Community Development Block Grant Program Committee**
   - Number: The Committee shall consist of seven members.
   - Term: Two years.
   - Qualifications: Members shall have their primary residence in the City. Members shall show an interest in and knowledge of housing and community development issues, especially as they relate to affordable housing and public service for residents of low and moderate income.
   - Purpose: To provide a public engagement process in the allocation of CDBG funds as required by 24 C.F.R. Part 91.105
   - Duties: As set forth in the CDBG Program Policies and Procedures Manual maintained by the City.
   - Compensation: None.
   - Meeting Dates and Location: The 2nd Thursday of February and March convening at 6:00 p.m. in the Weimer Room. If such date is a legal holiday observed by the City, the meeting shall be held the following day.

3. **Design Review Committee**
   - Number: The Committee shall consist of seven members.
   - Term: Four years.

- Qualifications: Members shall have their primary residence or primary place of employment in the City. Members shall be qualified to analyze and interpret architectural and site planning information, and shall include, but not be limited to, licensed landscape architects, architects, urban planners, engineers and licensed general contractors. At least two members shall have professional experience in urban planning, architectural history or historic preservation and possess a general knowledge of architecture in the City's Historic Districts.
- Purpose: As set forth in Section 17.08.020.D of the Orange Municipal Code.
- Duties: As set forth in Section 17.08.020.D of the Orange Municipal Code.
- Compensation: $50 per meeting attended with a maximum of $200 per month.
- Meeting Dates and Location: The 1st and 3rd Wednesday of each month convening at 5:30 p.m. in the City Council Chamber. If such date is a legal holiday observed by the City, the meeting shall be held the following day.

4. **Investment Advisory Committee**
- Number: The Committee shall consist of seven voting members. The City Treasurer and Finance Director or their designee shall serve as advisory non-voting members.
- Term: Two years.
- Qualifications: Members shall have their primary residence or primary place of employment in the City. In addition, they must have demonstrated managerial experience of no less than five years in one or more of the following areas: investment banking, investment brokerage and sales, investment management, financial management and planning, or commercial banking. The qualifications of the applicants for voting members will be reviewed by the Finance Director and subsequently approved by the Mayor. No member of the Committee shall be financially interested in any contract, or otherwise conduct any business with any member of the City Council, the City Manager, the Finance Director, the City Treasurer, or the City or any of its agencies, either on an individual basis or as a partner, major shareholder, member, or employee of any firm.
- Purpose: As set forth in Section 2.51.010 of the Orange Municipal Code.
- Duties: As set forth in Section 2.51.020 of the Orange Municipal Code.
- Compensation: None.
- Meeting Dates and Location: The 4th Wednesday of January, April, July, and October, convening at 5:30 p.m. in the Weimer Room.

5. **Park Planning and Community Events Commission**
- Number: The Commission shall consist of seven members.
- Term: Four years.
- Qualifications: Members shall have their primary residence in the City. Members shall have knowledge of sports complexes and/or park development, and knowledge of City-sponsored events.
- Purpose: As set forth in Chapter 2.60 of the Orange Municipal Code.
- Duties: As set forth in Chapter 2.60 of the Orange Municipal Code.
- Compensation: None.

- Meeting Dates and Location: The 3rd Tuesday of January, March, May, July, September, and October and convening at 5:30 p.m. in the City Council Chamber. If such date is a legal holiday observed by the City, the meeting shall be held the following Thursday.

6. **Planning Commission**
    - Number: The Commission shall consist of seven members.
    - Term: Four years.
    - Qualifications: Members shall have their primary residence in the City. Members shall have general knowledge of land use and development.
    - Purpose: As set forth in Section 17.08.020.B
    - Duties: Duties are set forth in Section 17.08.020 of the Orange Municipal Code.
    - Compensation: $60 per meeting attended with a maximum of $240 per month.
    - Meeting Dates and Location: The 1st and 3rd Monday of each month convening at 5:30 p.m. in the City Council Chamber. If such date is a legal holiday observed by the City, the meeting shall be held the following Thursday.

7. **Traffic Commission**
    - Number: The Commission shall consist of seven members.
    - Term: Four years.
    - Qualifications: Members shall have their primary residence in the City. The Chief of Police or designee and the City Traffic Engineer or designee, shall be non-voting members of the Commission.
    - Purpose: As set forth in Chapter 10.06 of the Orange Municipal Code.
    - Duties: As set forth in Chapter 10.06 of the Orange Municipal Code.
    - Compensation: None. Reimbursement for incidental expenses allowed.
    - Meeting Dates and Location: The 2nd Wednesday of February, April, June, August, October, and December, convening at 5:30 p.m. in the City Council Chamber. If such date is a legal holiday observed by the City, the meeting shall be held the following day.

8. **Santiago Creek Commission**
    - Number: The Commission shall consist of seven members.
    - Term: Four years.
    - Qualifications: Members shall have their primary residence in the City. Members shall have general knowledge of the Santiago Creek Area.
    - Purpose: As set forth in Chapter 2.62 of the Orange Municipal Code.
    - Duties: As set forth in Chapter 2.62 of the Orange Municipal Code.
    - Compensation: None.
    - Meeting Dates and Location: The 4th Wednesday of January, April, July, and October, convening at 5:30 p.m. in the City Council Chamber. If such date is a legal holiday observed by the City, the meeting shall be held the following day.