

## **RESOLUTION NO. 11505**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE RESCINDING RESOLUTION NO. 11499 AND RE-ESTABLISHING THE NUMBER OF MEMBERS, QUALIFICATIONS FOR MEMBERSHIP, PURPOSE, COMPENSATION AND MEETING INFORMATION FOR SPECIFIED CITY BOARDS, COMMITTEES AND COMMISSIONS BY SPECIFYING MEETING DATE, TIME, AND PLACE FOR THE SANTIAGO CREEK COMMISSION, THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM COMMITTEE AND THE INVESTMENT AND AUDIT COMMITTEE.**

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

**WHEREAS**, by Resolution No. 11499, the City Council established criteria and meeting times for such various boards, committees, and commissions; and

**WHEREAS**, on October 10, 2023, the City Council adopted Ordinance No. 13-23 adding Chapter 2.62 to the Orange Municipal Code, and creating the Santiago Creek Commission; and

**WHEREAS**, the City Council desires to set the meeting dates, times and location of the Santiago Creek Commission, the Community Development Block Grant Program Committee, and the Investment and Audit Committee; and

**WHEREAS**, Resolution No. 11499 delegated determination of meeting dates to staff.

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

- That Resolution No. 11499 is hereby repealed in its entirety.
- As set forth in Exhibit A:
  - a. The Santiago Creek Commission shall meet in regular session on the 4<sup>th</sup> 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.
  - b. The Community Development Block Grant Program Committee shall meet in regular session on the 2<sup>nd</sup> Thursday of February and March convening at 6:00 p.m. in the Weimer Room.

- c. The Investment and Audit Committee shall meet in regular session on the 4<sup>th</sup> Wednesday of January, April, July and October at 3:00 p.m. in the Weimer Room
- The criteria for the remaining boards, committees, and commissions shall remain the same, as set forth in Exhibit A.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Daniel R. Slater, Mayor, City of Orange

**ATTEST:**

\_\_\_\_\_  
Pamela Coleman, City Clerk, City of Orange

APPROVED AS TO FORM:

\_\_\_\_\_  
Mike Vigliotta, City Attorney

STATE OF CALIFORNIA    )  
COUNTY OF ORANGE     )  
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 \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

\_\_\_\_\_  
Pamela Coleman, City Clerk, City of Orange

## **EXHIBIT A**

### **QUALIFICATIONS FOR CITY COUNCIL CREATED BOARDS, COMMITTEES AND COMMISSIONS**

#### **1. 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 2<sup>nd</sup> Thursday of February and March convening at 6:00 p.m. in the Weimer Room.

#### **2. 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 1<sup>st</sup> and 3<sup>rd</sup> 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.

#### **3. Investment and Audit Committee**

- Number: The Committee shall consist of seven members: the City Treasurer and six representatives from the public.
- Term: Two years.

- Qualifications: Members shall have their primary residence or primary place of employment in the City. In addition, they must meet at least one of the following criteria: (a) have the designation of Certified Public Accountant (CPA) or other business-related experience; and/or (b) have substantial education and 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 the public representatives will be reviewed by the City Manager, the Finance Director, and an outside expert in finance, investments, or auditing who shall submit qualified applicants to the Mayor and City Council. The City Council shall endeavor to ensure that there is at least one citizen representative that meets the qualifications of criteria (a) above, and one citizen representative that meets the qualifications of criteria (b) above. 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: The primary purpose of the Committee is to assist the City Council in discharging its responsibility for the overall stewardship of the City's financial affairs, including determining that the City's investments are consistent with the City's investment policy's principal objectives of safety first, liquidity second, and total rate of return third. The Committee reports to and acts as an advisory body to the City Council, and augments management's accountability to the City Council. The Committee shall act solely as an advisory body and shall not exercise decision-making authority, nor shall it be involved in day-to-day financial and accounting operations of the City. The Committee shall not make, or direct City staff to make, any particular Investment, purchase any particular investment products, or do business with any particular investment companies, brokers, or advisors.
- Duties: The Committee's duties are to:
  - Select the independent financial auditor for the financial statement audit;
  - Monitor the progress and evaluate the results of the financial statement audit;
  - Ensure the prompt and effective remedy of any control weaknesses and legal compliance violations identified in the course of the financial statement audit;
  - Serve as a direct communications link between the City Council and the independent auditor;
  - Monitor the adequacy of the City's internal control structure on an ongoing basis, such as cash disbursements, cash receipting, treasury transactions, etc., as examined by the internal audit function and the independent financial auditor;

- Review results of contract compliance audits and financial statement reviews conducted by the City's internal audit function, such as trash contracts, internal controls, and revenue audits;
- Review results of compliance audits and reviews conducted by outside agencies, such as Department of Transportation grants, M2 funds for the Senior Mobility program and the Ground Emergency Medical Transport (GEMT) supplemental reimbursement program;
- Review the City's Investment Policy annually and recommend revisions as necessary;
- Review the Treasurer's Report as defined by the State of California Government Code Section 53646 to ensure conformance with the City's Statement of Investment Policy and review related factors such as risk, diversification, and maturity;
- Provide advice regarding potential investment, potential investment strategies, and suitability of pools such as the Local Agency Investment Fund (LAIF);
- Provide written recommendations to the City Council;
- Maintain minutes of the Committee proceedings and report to the City Council quarterly.
- Compensation: None.
- Meeting Dates and Location: The 4<sup>th</sup> Wednesday of January, April, July, and October at 3:00 p.m. in the Weimer Room.

#### **4. 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 3<sup>rd</sup> 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.

#### **5. 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 1<sup>st</sup> and 3<sup>rd</sup> 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.

#### **6. 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 2<sup>nd</sup> 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.

#### **7. 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 4<sup>th</sup> 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.