



CITY COUNCIL AGENDA REPORT

MEETING DATE: 12/17/2024

DEPARTMENT: City Clerk

SUBJECT:

CONSIDERATION OF APPOINTMENTS TO REGIONAL BOARDS

RECOMMENDED ACTION(S):

1. Appoint Members of the City Council to the seats of Regional Boards.
 2. Appoint Council Member Cirbo to the Audit Committee for an additional two-year term.
 3. Appoint a representative to the Orange County Fire Authority Board of Directors. Exercise discretion in considering a Resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST, CALIFORNIA, DESIGNATING AND APPOINTING ITS REPRESENTATIVE TO THE ORANGE COUNTY FIRE AUTHORITY'S BOARD OF DIRECTORS.
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EXECUTIVE SUMMARY:

Traditionally, City Councilmembers have been appointed to serve on various regional outside committees, boards, commissions, and agencies. Each appointee is responsible for representing the City and voting on behalf of the City Council. This matter is listed on the agenda for the City Council to conduct the annual review and make changes to appointments, if desired. The only exception is if the appointment to the Orange County Fire Authority ("OCFA") Board changes, the adoption of a resolution is required. Otherwise, the City Council may make appointments to each committee, board, commission, or agency by nomination and minute order confirmation. In addition, the City Council will need to appoint one member of the City Council to serve a two-year appointment on the City's Audit Committee.

The Fair Political Practices Commission ("FPCC") regulations require the adoption and posting of Form 806, Agency Report of Public Official Appointments, for individual City Councilmembers to participate in a City Council vote that would result in her or him serving in a position that provides compensation of \$250 or more in any 12-month period.

BACKGROUND:

The Mayor and City Council represent the City's interests in regional issues by serving on regional boards that make public policy decisions in the areas of transportation, water resources, fire services, and government facilities. Annually the City Council reviews the appointments and makes recommendations accordingly. The City Council Committee Appointments list is attached for the City Council's convenience (Attachment 1).

Pursuant to the City Council Travel and Expense Reimbursement Policy, expenses incurred in connection with the performance of official duties at meetings attended as the City Council-designated representative (or City Council designated alternate in the absence of the City Council designated representative), as documented on the City Council Appointments List, are eligible for reimbursement from the City Council travel budget. Additionally, pursuant to FPPC Regulation 18705.5 (Materiality Standard: Economic Interest in Personal Finances), public officials may participate in a City Council vote that would result in her or him serving in a position that provides compensation in the form of stipends, reimbursement, or direct payment of \$250 or more in any 12-month period. Regulation 18705.5 specifies, however, that the body making such an appointment(s) must adopt and post a list of the appointments on its website, as provided in Form 806.

DISCUSSION:

The City Council Committee Appointments List documents the various committees and boards to which the City Council has appointed its members.

City Council Audit Committee

In 2020, the City Council adopted the Financial Management and Budgetary Policy, which established an Audit Committee consisting of two City Council Members and the City Manager. The purpose of the Audit Committee is to provide a direct line of communication between the auditor and the City Council. The City Manager provides quarterly reports to the Audit Committee that compare year-to-date actuals with revenue and expenditure projects.

Currently, the City Council policy states, "Each City Council member serving on the Audit Committee shall serve for a two-year term. The initial term shall be staggered, one Council Member shall serve a one-year term and the other shall serve a two-year term."

On January 3, 2023, the City Council appointed Council Member Cirbo to the Audit Committee for a two-year term. His appointment expires this month,

December 2024. On December 19, 2023, Mayor Tettemer was appointed to an additional two-year term. His term will expire in December 2025. Staff recommends the reappointment of Council Member Cirbo to the Audit Committee for a two-year term.

Since the Audit Committee was established, the Audit Committee has focused primarily on the use of American Rescue Plan Act (“ARPA”) funds and the implementation of the City’s Strategic Economic Investment Program (“SEIP”). The intent of SEIP is to help local businesses offset the economic damage caused by the COVID-19 pandemic through economic support funding programs administered by the City. The administration of the SEIP program has been complex and has required Audit Committee consideration and direction. To allow for continuity of policy direction, staff recommends Mayor Tettemer and Council Member Cirbo both continue to serve on the Audit Committee.

Orange County Fire Authority

On November 19, 2024, City Manager Rose received a letter from OCFA Board of Directors Chairperson, John O’Neill. Chairperson O’Neill requests that the City Council consider maintaining continuity in representation by reappointing the current seated Director, Mark Tettemer (Attachment 2).

Pursuant to the Joint Powers Agreement (“JPA”) between the City and the Orange County Fire Authority (“OCFA”), the appointment of Directors is to be formalized by a resolution of the City Council only when there is a change in appointment. Should Mayor Tettemer be reappointed to this position, adopting a resolution will not be necessary. Nevertheless, a draft Resolution appointing the City’s representative to the OCFA Board of Directors is attached for the City Council’s consideration (Attachment 3). Following City Council action, the Resolution may be finalized and formatted, with the name of the City’s appointee, and the recorded vote added before the Resolution is presented to the Mayor for signature and forwarded to the OCFA.

Orange County Mosquito and Vector Control District

The District is an independent special district that has been serving the residents of Orange County since 1947. The District is dedicated to controlling rats, mosquitoes, fire ants, and flies. Other activities include surveillance of vectors and vector-borne diseases, public education services, and identification of public health pests submitted by county residents. On December 19, 2023, the City Council appointed Council Member Robert Pequeño to serve a four-year term on the Orange County Mosquito and Vector Control Board. His term will expire on January 1, 2028.

Fair Political Practice Commission ("FPPC") Form 806

Following the finalization of the Appointments List, the City is required to post on the City website FPPC Form 806, identifying:

- Each appointed position receiving compensation in excess of \$250 per 12-month period.
- the salary or stipend for each appointed position
- the name of the public official appointed to the position
- the name of any public official appointed as an alternate
- the term of the appointment.

Lastly, following City Council action, Form 806 will be finalized and posted with the names of the City's appointees. Staff recommends the City Council exercise discretion in appointing members to regional boards, appoint Council Member Cirbo to the Audit Committee for a two-year term, and authorize the attached Resolution if the City Council desires to appoint a City Council Member other than Mayor Tettemer to serve as a Director for the OCFA.

FISCAL IMPACT:

There is minimal fiscal impact associated with the recommended action.

ATTACHMENTS:

1. City Council Committee Appointments List
2. Letter from Chairperson John O'Neill, Orange County Fire Authority Board
3. Resolution Designating the City's Representative to OCFA

Initiated By: Lisa Berglund, City Clerk

Submitted By: Lisa Berglund, City Clerk

Approved By: Debra Rose, City Manager