



CITY COUNCIL AGENDA REPORT
MEETING DATE: 12/6/2022
DEPARTMENT: City Clerk

SUBJECT:

CITY COMMISSIONER TERMS EXPIRING IN DECEMBER 2022, AND THE PROCESS FOR APPOINTING INDIVIDUALS TO THOSE SEATS

RECOMMENDED ACTION(S):

Receive and File.

EXECUTIVE SUMMARY:

Pursuant to Lake Forest Municipal Code (“LFMC”) Section 2.06.060, the term of a commission member shall expire upon the expiration of the term of the City Council Member that appointed the commission member (Attachment 1). Therefore, the terms of commissioners appointed by City Council Members Moatazedi, Tettermer and Voigts expire in December. Attached for the City Council’s review is a list of the current commissioners with terms expiring in December 2022 (Attachment 2).

The LFMC also specifies that each member of the City Council shall appoint one (1) member to each of the City’s three commissions, Community Services, Planning, and Traffic and Parking, within 90 days of being sworn in as a member of the City Council.

The City Council Policy on Appointment of Commission Members outlines the process of appointing Commission Members (Attachment 3). The application period will remain open for a minimum of 30 days. Notice of the application period will be posted at City Hall in the outdoor display cases, on the City’s website, and on social media. Once the application period has closed, within five business days, the City Clerk will transmit the qualified applicants to each of the appointing City Council Members for their review and selection. Appointing City Council Members shall send a written notification of their selection to the City Clerk. Within 24 hours of notification, the City Clerk will notify the other appointing Council members that a particular applicant has been selected.

Staff will publicize the following schedule for Commissioner appointments:

Dec. 12, 2022	City Clerk posts call for applications
Jan. 11, 2023	Commission applications due
Jan. 17, 2023	City Clerk shall transmit all qualified applications to Appointing City Council Members
Feb. 7, 2023	Commission Member appointments shall be made during the City Council meeting

The City Council Policy on Appointment of Commission Members states this process in its entirety shall be completed within 90 days. The proposed schedule will ensure that the City Council complies with the LFMC and the City Council Policy on Appointment of Commission Members.

FISCAL IMPACT:

There is no fiscal impact with the recommended action.

ATTACHMENTS:

1. City of Lake Forest Municipal Code Chapter 2.06.060
2. List of Commissioner with Terms Expiring 12/2022
3. City Council Policy on Appointment of Commission Members

Submitted By: Lisa Berglund, City Clerk

Approved By: Debra Rose, City Manager