

CITY COUNCIL
Bruce T. Roundy, Mayor
Dennis G. Hoffman, Vice Mayor
James Paschall, Sr.
Charles Gee
Salina Edwards

CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street
ORLAND, CALIFORNIA 95963
Telephone (530) 865-1600
Fax (530) 865-1632



CITY OFFICIALS
Angela Crook
Assistant City Manager/City Clerk
Pamela Otterson
City Treasurer

CITY MANAGER
Peter R. Carr

If anyone wishes to address the City Council on an item to be considered at this meeting, please complete a Speaker Request Form and submit to the City Clerk before the meeting begins. (optional)

Meeting Place: Carnegie Center
912 Third Street
Orland, CA 95963

AGENDA REGULAR MEETING, ORLAND CITY COUNCIL Tuesday, January 19, 2016

1. **CALL TO ORDER – 7:30 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ORAL AND WRITTEN COMMUNICATIONS**
 - A. Citizen Comments:

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor; however, no formal action or discussion will be taken unless placed on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. **(Oral communications will be limited to three minutes)**
 - B. Presentations:
 1. Orland Fire Department Annual Review – Fire Chief Bart Caster
 2. Orland Building Department Annual Review – Building Official Jeff Powell
 - C. Commission Appointment:

Library Commission: one vacancy with new term expiring Dec. 31, 2017.
Applicant: Lynda Fitzgerald
5. **CONSENT CALENDAR**
 - A. Approve Warrant List (payable obligations).
 - B. Approve City Council minutes for December 21, 2015.
 - C. Receive and file Economic Development Commission minutes for December 8, 2015.

Comments from the public are welcome. The Mayor will announce the opportunity for comments related to Public Hearings and each action item on the agenda. Please limit your comments to three minutes per topic, and one comment per person per topic. Once the public comment period is closed, please allow the Council the opportunity to continue its consideration of the item without interruption.

6. PUBLIC HEARING – None

7. ADMINISTRATIVE BUSINESS

1. Introduction and first reading of Ordinance No. 2016-XX amending Section 2.04.010 of the Orland Municipal Code regarding regular Council meetings. – City Attorney Greg Einhorn
2. Discuss and consider Building department staffing and space. – City Manager Pete Carr
3. Follow-up and consideration of ladder truck purchase. – City Manager Pete Carr
4. Medical Marijuana Delivery Businesses. – City Manager Pete Carr

8. CITY COUNCIL COMMUNICATIONS AND REPORTS

9. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on January 14, 2016.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street in Orland or on the City's website at www.cityoforland.com where meeting minutes and audio recordings are also available.

In compliance with the Americans with Disabilities Act, the City of Orland will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office 865-1601 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**LIBRARY COMMISSION
ONE APPOINTMENT
NEW TERM EXPIRES 12/31/2017**

Commission member whose term expired:

Jan Claire

Term expired 12/31/15

Applicant:

Lynda Fitzgerald (county)

Public notices were published in the newspaper regarding the Library Commission's three vacancies that expired on December 31, 2015. Two existing members, Sandra Jackson & Trudy Waldroop, were reappointed to the commission on December 7, 2015, which left one remaining vacant seat.

One application was received by Lynda Fitzgerald, a current member of the Friends of the Orland Library.

Upon recommendation of Library Director Meza and Mayor Roundy to waive interview process and appoint Ms. Fitzgerald to serve on the Library Commission with a term to expire December 31, 2017.



CITY OF ORLAND
FACT SHEET FOR COUNCIL APPOINTMENT
TO COMMISSIONS, COMMITTEES AND BOARDS

Body to Which Appointment is Sought:

- Arts Commission
City Council
Economic Development Commission
[X] Library Commission
Parks & Recreation Commission
Planning Commission
Public Works Commission
Safety Commission
Reappointment to Commission

Name Lynda FITZGERALD
*Address 4525 CORAL G
Mailing Address ORLAND, CA 95963
Home Phone: () 865-8455
Work Phone: ()
Fax: ()
E-mail:

* Must live within city limits of Orland or reside within the 95963 postal zip code.

Not required to complete below, if reapplying for appointment to a commission

EDUCATION

High School Graduate [X] GED Location LAPUENTE, CA
Other formal education Lyns OF JR. COLLEGE

EMPLOYMENT HISTORY

List all employment during the last five years. If retired, list last employer.

Table with 3 columns: Period, Employer (include location), Position/Title. Entry: 1994-2009, Glenn County - DEPT OF FINANCE, WILLOWS, CA, Acctg. Technician

PERSONAL DATA

Are you related to any member of the City Council, any City Board/Commission/ Committee Member or City Employee? NO. If yes, please list name and relationship:

Year you became an Orland resident. 1994

Are you a City of Orland registered voter? NO - I LIVE IN THE COUNTY

Have you ever been convicted of a felony? NO If yes, explain.

List civic activities, clubs, association, etc. FRIENDS OF THE ORLAND LIBRARY

Briefly state your reasons for interest in the appointment sought. I LOVE THE LIBRARY,
AND WOULD LIKE TO CONTRIBUTE TO DECISIONS
AFFECTING IT IN THE FUTURE.

I certify that the foregoing is true and correct to the best of my knowledge.

Lynne Fitzgerald
Signature

Date: 12-18-15

IMPORTANT: Appointees to certain commissions and boards will be required to complete a Statement of Economic Interest as required by California Government Code §87200 et seq. and the City of Orland Conflict of Interest Code.

Return form to: City Clerk
815 Fourth Street
Orland, CA 95963

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Peter R. Carr

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Assistant City Manager/City Clerk
Pamela Otterson
City Treasurer

WARRANT LIST

January 19, 2016

| | | | |
|--------------|---------|-----------|-------------------|
| WARRANT | 1/19/16 | \$ | 310,901.56 |
| PAYROLL | 1/8/16 | \$ | 53,950.43 |
| PAYROLL | 1/8/16 | \$ | 24,907.76 |
| TOTAL | | <u>\$</u> | <u>389,759.75</u> |

APPROVED BY

Bruce T. Roundy, Mayor

Dennis Hoffman, Vice-Mayor

James E. Paschall Sr., Councilmember

Salina J. Edwards, Councilmember

Charles Gee, Councilmember

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|------------|---------------------------|
| 043818 | 12/17/15 | TIM01 | Timios Title Company | 186130.59 | .00 | 186130.59 | 12/17/15H | 5TH ST PKG LOT + CLOSING |
| 043863 | 01/04/16 | ALL01 | ALL SEASONS SCREEN PRINT | 792.34 | .00 | 792.34 | 3623H | REC/YOUTH REC SHIRTS |
| 043864 | 01/07/16 | ABC00 | ABC Constructors Inc. | 7727.65 | .00 | 7727.65 | 27H | LOLIPOP LAND PARK REHAB |
| 043866 | 01/08/16 | PER00 | STATE OF CALIF PERS | 14532.32 | .00 | 14532.32 | 12-2015-4H | PERS PAYABLE |
| 043867 | 01/14/16 | ABD00 | ADVANCED DOCUMENT | 41.26 | .00 | 41.26 | CNI661877 | BD;PLAN/BILLABLE COPIES |
| 043868 | 01/14/16 | ALL01 | ALL SEASONS SCREEN PRINT | 2908.95 | .00 | 2908.95 | 3626 | REC/BASKETBALL SHIRTS |
| 043869 | 01/14/16 | AME01 | AMERIPRIDE UNIFORM SVCS | 613.35 | .00 | 613.35 | 123115 | PW/UNIFORM CLEANING & SHO |
| | | | | 504.88 | .00 | 504.88 | 12/31/15 | CH;PD;REC/RUG MAINT |
| | | | | 207.64 | .00 | 207.64 | 1231/2015 | FD/RUG CLEANING SERVICES |
| | | | Check Total.....: | 1325.87 | .00 | 1325.87 | | |
| 043870 | 01/14/16 | AME08 | American Fidelity Assuran | 116.66 | .00 | 116.66 | 01/04/16 | SUPPLEMENTAL FLEX ACCT |
| 043871 | 01/14/16 | AME09 | American Fidelity Assuran | 458.40 | .00 | 458.40 | JAN 2016 | SUPPLEMENTAL INSURANCE |
| 043872 | 01/14/16 | ATT06 | A T & T | 837.38 | .00 | 837.38 | 12/9/15 | PHONE USAGE |
| | | | | 272.29 | .00 | 272.29 | 12-20-15 | PW/WELL COMMUNICATIONS |
| | | | | 113.52 | .00 | 113.52 | 12/20/15 | PD/PHONELINE;RADIO SERV |
| | | | Check Total.....: | 1223.19 | .00 | 1223.19 | | |
| 043873 | 01/14/16 | AUT00 | Auto Zone Inc. | 4.18 | .00 | 4.18 | SMT1-5-16 | PD/SPEC SUPPLIES |
| 043874 | 01/14/16 | AYR03 | Ian Ayres | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043875 | 01/14/16 | BAL00 | Knife River Construction | 177.41 | .00 | 177.41 | 12/31/15 | PW/BASE AND SAND |
| 043876 | 01/14/16 | BAS00 | Basic Laboratory, Inc | 1667.00 | .00 | 1667.00 | 305478479 | PW/LAB SVCS |
| 043877 | 01/14/16 | BEA00 | BEAVER, LORI | 30.00 | .00 | 30.00 | 1/11/2016 | AC/MODEL FEE |
| 043878 | 01/14/16 | BJO01 | Beth Bjorklund | 50.00 | .00 | 50.00 | 1/11/16 | AC/GALLERY SHOW HANGING |
| 043879 | 01/14/16 | BOL00 | BOLLINGER INSURANCE | 300.00 | .00 | 300.00 | 1-4-16 | REC/FIELD INSURANCE |
| 043880 | 01/14/16 | BRA02 | MICHAEL BRANSON | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043881 | 01/14/16 | BRO02 | DARYL R. BROCK CPA | 5433.70 | .00 | 5433.70 | 1/12/2016 | ACCT SVC;YE&4TH QTR PAYRO |
| 043882 | 01/14/16 | BSN04 | BSN Sports | 1776.01 | .00 | 1776.01 | 97519071 | REC/MISC SUPPLIES |
| 043883 | 01/14/16 | CAL04 | CA Building Standards Com | 87.30 | .00 | 87.30 | OCT-DEC15 | CBSC FEES |
| 043884 | 01/14/16 | CAR02 | CARDMEMBER SERVICE | 239.85 | .00 | 239.85 | 1229 | PW/MISC SUPPLIES |
| | | | | 217.87 | .00 | 217.87 | 1,24,16 | BD/BLDG PLAN REPRODUCTION |
| | | | | 89.08 | .00 | 89.08 | 1.24.16 | CM/BUSINESS LUNCH;FUEL |
| | | | | 8.99 | .00 | 8.99 | 1/24/16 | CC/PRESS PLUS |
| | | | | 244.63 | .00 | 244.63 | 12*29*15 | PD/MISC MED SUPPLIES |
| | | | | 53.67 | .00 | 53.67 | 12-29-15 | LIB/POSTAGE;CRAFT SUPPLIE |
| | | | | 1688.30 | .00 | 1688.30 | 12/29/15 | MD/ENVELOPES WITH POSTAGE |
| | | | | 552.28 | .00 | 552.28 | DEC*2015 | PD/MISC TRAINING & SUPPLI |
| | | | Check Total.....: | 3094.67 | .00 | 3094.67 | | |
| 043885 | 01/14/16 | CAR03 | GRANT CARMON | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043886 | 01/14/16 | CAR17 | JUAN CARRILLO | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043887 | 01/14/16 | CES00 | Kyle Cessna | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043888 | 01/14/16 | CHE00 | CHEVRON | 64.97 | .00 | 64.97 | 12/23/15 | PD/GAS STMT |
| 043889 | 01/14/16 | COL04 | LORETTA COLE | 288.00 | .00 | 288.00 | 1/13/16 | REC/KICKBOXING INSTRUCTOR |
| 043890 | 01/14/16 | COM02 | Comcast | 109.95 | .00 | 109.95 | 12-22-15 | FD/INTERNET |
| 043891 | 01/14/16 | COM07 | Comcast | 100.35 | .00 | 100.35 | 12/25/15 | LIB/INTERNET |
| | | | | 100.72 | .00 | 100.72 | 12/28/15 | MD/INTERNET CONNECTION |
| | | | Check Total.....: | 201.07 | .00 | 201.07 | | |
| 043892 | 01/14/16 | COR00 | CORNING LUMBER CO., INC. | 381.35 | .00 | 381.35 | 11;12/30 | PW/MICS SUPPLIES |
| 043893 | 01/14/16 | CRE00 | CREATIVE COMPOSITION | 283.74 | .00 | 283.74 | 91078 | ENVELOPES FOR WTR&SWR BIL |
| 043894 | 01/14/16 | CSG00 | CSG CONSULTANTS, INC. | 498.00 | .00 | 498.00 | 8/18/2015 | PILOT/PLAN REVIEW;ANSULSY |
| 043895 | 01/14/16 | CVS00 | CVS Pharmacy | 12.57 | .00 | 12.57 | 12/07/15 | CC/WATER |
| 043896 | 01/14/16 | DEP11 | DEPART. OF CONSERVATION | 210.63 | .00 | 210.63 | OCT-DEC | BI/STRONG MOTION FEES |
| 043897 | 01/14/16 | DEP21 | DEPARTMENT OF FINANCE | 30.00 | .00 | 30.00 | DEC 2015 | PD/P-CITE ASSESSMENT |
| 043898 | 01/14/16 | DIG00 | Digital Path | 99.95 | .00 | 99.95 | 20160101 | PW/INTERNET SVC |

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|---|---------------------------------|---|---|---|
| 043899 | 01/14/16 | DIV01 | Division of the State Arc | 40.50 | .00 | 40.50 | 1/7/2016 | CASP FEES OCT-DEC 2015 |
| 043900 | 01/14/16 | EIN02 | Gregory P. Einhorn | 3665.00 | .00 | 3665.00 | DEC 2015 | CA/PROFESSIONAL SERVICES |
| 043901 | 01/14/16 | FLE01 | Fleming Bookbinding Co. | 1912.50 | .00 | 1912.50 | 1/11/16 | INSPECTION & PLAN REVIEW |
| 043902 | 01/14/16 | FLO00 | FLOR'S | 154.63 | .00 | 154.63 | 1/6/16 | FD/CLEANER;BATHROOM SUPPL |
| 043903 | 01/14/16 | FUL04 | Full Moon Portable Sanita | 1025.00 | .00 | 1025.00 | 1 | PW/PARK;FREEWASTE DAY;GRE |
| 043904 | 01/14/16 | GAN00 | Gandy & Staley Oil Co. | 179.57 | .00 | 179.57 | 163033 | PW/AIRPORT WELL DIESEL |
| 043905 | 01/14/16 | GOL02 | GOLDEN STATE FLOW | 1282.84 | .00 | 1282.84 | 49832 | PW/METERS |
| 043906 | 01/14/16 | GRO00 | Ferguson Enterprises Inc | 285.06 | .00 | 285.06 | 1143164 | PW/SUPPLIES |
| 043907 | 01/14/16 | HEI01 | VIRGIL HEISE | 100.00 | .00 | 100.00 | 1-JAN | FD/JANITORIAL |
| 043908 | 01/14/16 | JOH00 | JOHN'S TIRE & MUFFLER | 173.35 | .00 | 173.35 | 12/28/15 | PW/SMOG&FLAT REPAIR |
| 043909 | 01/14/16 | JOH02 | SEAN JOHNSON | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043910 | 01/14/16 | KYO00 | GE CAPITAL | 268.75 144.05 | .00 .00 | 268.75 144.05 | 63997190 64059461 | MULTI-DEPTS/COPIER LEASE BD;PLAN/COPIER LEASE |
| | | | Check Total.....: | 412.80 | .00 | 412.80 | | |
| 043911 | 01/14/16 | LAN04 | Lannie's Septic Svc | 152.65 | .00 | 152.65 | 194763 | PARKS/HANDICAP RENTAL |
| 043912 | 01/14/16 | LCA00 | LC ACTION | 192.56 | .00 | 192.56 | 342375 | PD/SPEC DEPT SUPPLIES MAG |
| 043913 | 01/14/16 | LED01 | Jessica Leday | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043914 | 01/14/16 | LES00 | LES SCHWAB | 111.40 | .00 | 111.40 | 42380 | BD/TIRE FOR CAR |
| 043915 | 01/14/16 | MAT04 | MATSON & ISOM | 112.50 1471.08 | .00 .00 | 112.50 1471.08 | 52728 0022211 | CC/REPAIR POD BEAN PW/COMPUTER |
| | | | Check Total.....: | 1583.58 | .00 | 1583.58 | | |
| 043916 | 01/14/16 | MEZ00 | JODY MEZA | 200.00 | .00 | 200.00 | DEC 2015 | LIB/TRAVEL ALLOW TO WILLO |
| 043917 | 01/14/16 | MIL07 | MILLS, DARYL | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043918 | 01/14/16 | MJB00 | MJB WELDING SUPPLY, INC | 9.00 | .00 | 9.00 | 1107225 | PW/CYLINDER RENTAL |
| 043919 | 01/14/16 | NAP00 | NAPA AUTO PARTS | 2205.36 | .00 | 2205.36 | 12-24-15 | PW/MISC. SUPPLIES |
| 043920 | 01/14/16 | ORH00 | ORLAND HARDWARE | 833.41 27.90 | .00 .00 | 833.41 27.90 | 12.27.15 12/27/15 | PW/MISC SUPPLIES FD/BUILDING SUPPLIES |
| | | | Check Total.....: | 861.31 | .00 | 861.31 | | |
| 043921 | 01/14/16 | ORL01 | ORLAND SAND & GRAVEL | 105.52 | .00 | 105.52 | 113671 | PW/SAND |
| 043922 | 01/14/16 | ORL15 | Orland Saw & Mower | 9.49 | .00 | 9.49 | 016369 | PW/PARKS;STREETS SUPPLIES |
| 043923 | 01/14/16 | PER00 | STATE OF CALIF PERS | 14532.32 | .00 | 14532.32 | 1-2016-3 | PERS PAYABLE |
| 043924 | 01/14/16 | PET09 | Petty's Superior Svcs | 1025.00 | .00 | 1025.00 | DEC 2015 | BUILDING MAINT. CONTRACT |
| 043925 | 01/14/16 | PGE00 | PG&E | 51.68 9.86 49.35 60.30 16949.79 | .00 .00 .00 .00 .00 | 51.68 9.86 49.35 60.30 16949.79 | 1/8/16 1/13/16 12/17/15 12/18/15 12/24/15 | FD/UTILITY USAGE REC/LIGHTS PW/TRAFFIC CONTROL PW/RDMM LIFT STATION UTILITY USAGE |
| | | | Check Total.....: | 17120.98 | .00 | 17120.98 | | |
| 043926 | 01/14/16 | PMC00 | PACIFIC MUNICIPAL CONSULT | 5126.62 | .00 | 5126.62 | 45150 | CONTRACT PLANNING SERVICE |
| 043927 | 01/14/16 | QUI02 | QUILL CORP. | 147.67 | .00 | 147.67 | 1/13/16 | REC/CLEANING SUPPLIES |
| 043928 | 01/14/16 | R&B00 | R & B Company | 30.63 | .00 | 30.63 | 1532831 | PW/SEWER HUB W/ADAPTOR |
| 043929 | 01/14/16 | RAD02 | The Radar Shop | 321.00 | .00 | 321.00 | RS-9021 | PD/EQUIP REPAIRS RADAR |
| 043930 | 01/14/16 | ROE02 | Thomas Roenspie | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043931 | 01/14/16 | ROL00 | ROLLS, ANDERSON & ROLLS | 12065.75 | .00 | 12065.75 | 12/28/15 | CE/CONTRACT SVCS |
| 043932 | 01/14/16 | ROU01 | Bruce Roundy | 34.56 192.24 | .00 .00 | 34.56 192.24 | DEC 2015 JAN 2016 | CC/MILEAGE CC/MILEAGE |
| | | | Check Total.....: | 226.80 | .00 | 226.80 | | |
| 043933 | 01/14/16 | SAV00 | North State Grocery | 77.21 | .00 | 77.21 | **140031 | XMAS LUNCH/SAFET |
| 043934 | 01/14/16 | SCH11 | Ethan Schmeltzer | 80.61 | .00 | 80.61 | 011016 | PW/SAFETY REIMB |
| 043935 | 01/14/16 | SIM04 | Bryan Simpson | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | -----Payment Information----- Invoice # | Description |
|--------------|------------|---------------|-----------------------------------|--------------|-----------------|------------|--|---------------------------|
| 043936 | 01/14/16 | STA06 | Statewide Traffic Safety | 2286.28 | .00 | 2286.28 | 12/31/15 | PW/SAFETY CLOTHES;SIGNS & |
| 043937 | 01/14/16 | STB01 | STATE BOARD OF EQUAL. | 226.20 | .00 | 226.20 | 4THQTR15 | PW/FUEL TAXES |
| 043938 | 01/14/16 | STO04 | STONYCREEK PEST CONTROL | 122.00 | .00 | 122.00 | 1/5/16 | BLDG PEST CONTROL |
| | | | | 30.00 | .00 | 30.00 | 12/7/15 | FD/FIREHOUSE PEST CONTROL |
| | | | Check Total.....: | 152.00 | .00 | 152.00 | | |
| 043939 | 01/14/16 | SUR00 | SURPLUS SALES | 43.00 | .00 | 43.00 | 35015 | PW/RAINSUIT |
| 043940 | 01/14/16 | SWR00 | STATE WATER REG.CONTROL | 456.00 | .00 | 456.00 | 1002939 | PW/HAIGH FIELD ANNUAL FEE |
| 043941 | 01/14/16 | TOL00 | J.C. TOLLE | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043942 | 01/14/16 | TRI00 | Tri-County Newspapers Inc | 124.24 | .00 | 124.24 | 12/31/15 | LEGAL ADS |
| 043943 | 01/14/16 | UNI00 | UNITED ROTARY BRUSH CORP | 1177.40 | .00 | 1177.40 | C1179848 | PW/SWEEPER SUPPLIES |
| 043944 | 01/14/16 | UNI03 | United Laboratories | 597.39 | .00 | 597.39 | 141561 | PW/DEOD.BLOCKS |
| 043945 | 01/14/16 | USA00 | UNDERGROUND SERV ALERT | 899.61 | .00 | 899.61 | 384;912 | PW/WELL SUPPLIES |
| 043946 | 01/14/16 | VAL10 | Valley Truck & Tractor | 364.63 | .00 | 364.63 | 12/30/15 | PW/PARK MOWER PARTS |
| 043947 | 01/14/16 | VAN00 | VANTAGE POINT TRANSFER AG | 1254.33 | .00 | 1254.33 | 304591** | DEFERRED COMPENSATION PAY |
| | | | | 1564.03 | .00 | 1564.03 | /304591/' | DEFERRED COMPENSATION PAY |
| | | | Check Total.....: | 2818.36 | .00 | 2818.36 | | |
| 043948 | 01/14/16 | VER03 | Verizon Wireless | 404.25 | .00 | 404.25 | 58675 | CELL PHONE USAGE |
| 043949 | 01/14/16 | VLA00 | RAYMOND J. VLACH | 100.00 | .00 | 100.00 | JAN 2016 | PD/UNIFORM ALLOWANCE |
| 043950 | 01/14/16 | WES00 | WESTSIDE CARD LOCK | 2176.84 | .00 | 2176.84 | 125b47 | PW/FUEL |
| | | | | 1886.05 | .00 | 1886.05 | --125B46 | PD/FUEL |
| | | | | 181.73 | .00 | 181.73 | 12/26/16 | FD/FUEL |
| | | | | 146.29 | .00 | 146.29 | 12/30/15 | REC/FUEL |
| | | | | 57.31 | .00 | 57.31 | `125B45 | BD/FUEL |
| | | | Check Total.....: | 4448.22 | .00 | 4448.22 | | |
| 043951 | 01/14/16 | XER00 | XEROX CORP. | 209.70 | .00 | 209.70 | 445742 | PD/COPIER LEASE |
| 043952 | 01/14/16 | \G044 | ERNA GRUNDMAN | 19.84 | .00 | 19.84 | 000B60101 | MQ CUSTOMER REFUND FOR GR |
| | | | Cash Account Total.....: | 310901.56 | .00 | 310901.56 | | |
| | | | Total Disbursements.....: | 310901.56 | .00 | 310901.56 | | |
| | | | ===== Cash Account Total.....: | .00 | .00 | .00 | | |

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday, December 21, 2015 7:00 p.m.

CALL TO ORDER

Roll Call:

Councilmembers present: Charles Gee, Salina Edwards, Jim Paschall, Vice Mayor Dennis Hoffman and Mayor Bruce Roundy

Councilmembers absent: None

Staff present: City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

Public Comments:

None

Adjourned to closed session at 7:01 p.m.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Section 54956.1 (d)(1)

Sanford v. City of Orland, Glenn County Superior Court 15 CV 1500

Meeting adjourned to open session at 7:15 p.m.

REPORT FROM CLOSED SESSION

Information was given to Council; staff will move forward with process.

Meeting reconvened to regular session at 7:30 p.m.

Roll Call:

Councilmembers present: Charles Gee, Salina Edwards, Jim Paschall, Vice Mayor Dennis Hoffman and Mayor Bruce Roundy

Councilmembers absent: None

Staff present: Chief of Police J.C. Tolle, Finance director Daryl Brock, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

Also present: Fire Chief Bart Caster

Meeting opened with the pledge of allegiance.

ORAL AND WRITTEN AND COMMUNICATIONS

Citizen Comments:

Jamie Kerr, 1550 Locust Avenue, Shasta Lake City, CFO of hybrid collective in Shasta Lake City. Ms. Kerr advised she commends the City Council bringing forth and exploring the issue of medical marijuana dispensaries and collectives in the City of Orland. Ms. Kerr stated she would be happy to assist Council with any questions they may have, as she has knowledge on this issue at both state and local legislative levels and experience as a business owner of a medical marijuana dispensary.

Commission Appointments/Reappointments:

Parks & Recreation Commission – two vacancies with new terms expiring Dec. 31, 2017.

Applicants: Roger Hansen & Jason Ovitz - request reappointment

Action: Councilmember Edwards moved, seconded by Councilmember Paschall to reappoint Roger Hansen and Jason Ovitz to the Parks and Recreation Commission with terms to expire December 31, 2017. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.

NOES: None

ABSENT: None

ABSTAIN: None

Public Works/Safety Commission – two vacancies with new terms expiring Dec. 31, 2017.

Applicants: Tim Boehm & Trish Saint-Evens – request reappointment

Action: Councilmember Paschall moved, seconded by Vice Mayor Hoffman to reappoint Tim Boehm and Trish Saint-Evens to the Public Works/Safety Commission with terms to expire December 31, 2017. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.

NOES: None

ABSENT: None

ABSTAIN: None

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Receive and file Economic Development Commission minutes for November 10, 2015.
- C. Approve agreement with Nor-Cal Environmental Solutions, LLC. for disposal of industrial treated waste water to the municipal sewer system.
- D. Authorize City Manager to sign contract for on-going materials testing services for Eva Drive Well to M.T. Hall & Associates, Inc.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Edwards to approve the consent calendar as presented. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.

NOES: None

ABSENT: None

ABSTAIN: None

PUBLIC HEARINGS

Public Hearing and tabulation of voter ballots for Linwood, Orland Park, and Whitehawk Maintenance Assessment Districts (Voter approval to modify scope of improvements funded by the districts).

Mayor Roundy opened the public hearing at 7:50 p.m. Michael Stover, 1324 Coby Lane, stated he lives in the Whitehawk subdivision and does not support a change at this time. He spoke to several neighbors who advised they would like to know what specific changes would be considered. Mr. Stover stated by his understanding of the resolution, a substantial portion of past year assessments should be credited back to the property owner. Debbie Stover, 1331 Blake Road, thanked the City Manager for the documentation he provided her. She wanted the City to slow down the process so the neighbors can make a more informed decision. Trish Saint-Evens, 6825 County Road 15, asked if someone owns more than one lot within the subdivision, are they allowed to cast a vote for each lot they own. City Attorney Einhorn confirmed they are. With no further comments the public hearing closed at 7:58 p.m.

A resident of the Whitehawk Maintenance Assessment District submitted ballots to the City Clerk on behalf of several property owners in that district.

City Clerk tabulated ballots which were received on behalf of Linwood, Orland Park and Whitehawk Maintenance Assessment Districts.

Ballot Question: Shall the scope of the improvements permitted by the Maintenance Assessment District be modified to provide for the installation of recreation facilities, including parks and bike paths, within the boundaries of the District?

Tabulation determined the following:

| | | | | |
|------------------------------------|-----------------------|-------|-------|---------------------|
| Linwood Park Maintenance District: | Recreation Facilities | yes-8 | no-1 | Passed |
| Orland Park Maintenance District: | Recreation Facilities | yes-1 | no-0 | Passed |
| Whitehawk Maintenance District: | Recreation Facilities | yes-2 | no-20 | Did not pass |

Please note: It was determined the following day, the one affirmative ballot which was submitted on behalf of the Orland Park Maintenance District, was not a resident of that district. They were, however, a resident of the Whitehawk Maintenance District. Tabulation changed as follows:

| | | | | | |
|-----------------------------------|-----------------------|-------|-------|---------------------|--------------|
| Orland Park Maintenance District: | Recreation Facilities | yes-0 | no-0 | Did not pass | |
| Whitehawk Maintenance District: | Recreation Facilities | yes-3 | no-20 | Did not pass | 00003 |

Residents of the Whitehawk Maintenance District requested a meeting with City staff to discuss the types of recreational projects which could be considered in the future. Phyllis Bahou, 1325 Coby Lane, advised the original contractor of the homes promised a landscaped entrance and sign.

First reading – Adding Chapter 17.16 (Marijuana Cultivation), amending Title 8 (Nuisance) and amending Title 14 (Enforcement/Nuisance Abatement) of the Orland Municipal Code regarding Marijuana Cultivation.

City Attorney Einhorn brought forward first reading of ordinance to add Chapter 17.16 (Marijuana Cultivation), amending Title 8 (Nuisance) and amending Title 14 (Enforcement/Nuisance Abatement) of the Orland Municipal Code regarding Marijuana Cultivation. A provision in the recently enacted state medical marijuana legislation states if a city wishes to ban cultivation, they must do so by January 29, 2015, to be effective March 1, 2016, or the state by default will become the sole licensing authority for medical marijuana cultivation in the City. The public hearing opened for comments at 8:15 p.m. Michael Stover supports enacting an ordinance banning cultivation in the city limits. Jamie Kerr advised state legislator Jim Wood hopes to clarify a drafting error to strike the March 1st, deadline. With no further comments, the public hearing was closed at 8:21 p.m. Councilmember Paschall stated the City should proceed with banning cultivation. Councilmember Gee advised cultivation should be banned in town and only done within the County since its agricultural related. Councilmember Edwards stated she was totally against cultivation. Vice Mayor Hoffman agreed.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Paschall to approve the first reading of the ordinance as presented. The motion carried by the following voice vote:
AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.
NOES: None
ABSENT: None
ABSTAIN: None

ADMINISTRATIVE BUSINESS

City Manager:

City Manager Carr requested Council to discuss the need to purchase a replacement ladder truck for the Orland Volunteer Fire Department. The current ladder truck was purchased in 1978. A fire vehicle can remain in service for 20 years and then moved to reserve status for the last 5 years; then it should be taken out of service. Discussion occurred regarding the risks of purchasing a used model versus a new one. It was discussed there may be more problems with buying a used truck due to different out of state regulations, emissions, etc. A price quote of \$875,090 was received for a new truck. It was suggested to consider splitting the cost of a new truck with the Orland Rural Fire Department. Justin Chaney, Assistant Fire Chief, stated whatever Council decides, the engine needs to last for three decades. Ms. Saint-Evens advised to get a tax initiative in effect. Councilmember Gee recommended not buying a used truck and advised he is interested in hearing from the ORFPD. Vice Mayor Hoffman stated we need to know what exactly the Fire Departments needs and implement a tax increase. Mayor Roundy stated we also need revenue for a paid Fire Chief. Fire Chief Caster noted the Rural Board meets

the following week and will discuss their thoughts on sharing costs with the OVFPD. Council agreed there is a need to purchase a new ladder truck.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Gee reported on the following:

- Attended Waste management meeting;
- New plastic benches ordered for Orland; working on USDA loan for closure of landfill;
- No issues brought up during KVB public meeting; final EIR due Feb. 17th;
- Tour of Sunnyvale plant operation, Dec. 29th.

Councilmember Edwards reported on the following:

- Attended Transportation & Waste Management meetings.
- Attended shoe giveaway for children at local schools;
- Helped the Mayor at the food pantry with Christmas baskets;
- Grewal family gave away new bikes for Christmas.

Councilmember Paschall had no reports at this time.

Vice Mayor Hoffman reported on the following:

- Made Santa visits to local schools; raising funds for the Chamber.

Mayor Roundy reported on the following:

- Over 400 Christmas baskets were given out from the Food Pantry;
- Friends of the Library gave out over 500 books;
- Helped with food drive at the schools;
- Knights of Columbus had a coat drive; gave out over 500-600 coats.

ADJOURN

Meeting adjourned at 9:26 p.m.

_____ Clerk

_____ Mayor

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
December 8, 2015

The meeting was called to order by Chairperson Allee at 6:02 P.M. and opened with the Pledge of Allegiance.

Commissioners Present: Joser Rosales, Mike Wyser, Attila Bereczky, Karli Olsen
and David Allee
Commissioners Absent: None
Councilmembers Present: Charlie Gee and Bruce Roundy (*arrived at 6:52PM*)
Staff Present: Pete Carr and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizens Comments – None

CONSENT CALENDAR

M/S/C Bereczky-Rosales Approved minutes of November 10, 2015
(*Passed unanimously: Ayes- Rosales, Bereczky, Olsen, Wyser and Allee; Noes-None; Absent – None*)

ITEMS FOR DISCUSSION OR ACTION

Commissioner Rosales presented a rendering of how the entrance sign on SR32 would look at the school site. Discussion was held on whether to be consistent with the sign at the western entrance, using stamped concrete or adding just a border. Commissioner Rosales stated he received a quote of \$4,600 to install stamped concrete.

M/S/C Olsen-Rosales Recommend to City Council, pending Providence Christian School review, that they install a welcome sign at SR32 on the property of the school with no recommendation on financing.

(*Passed unanimously: Ayes- Olsen, Rosales, Bereczky, Wyser and Allee; Noes-None; Absent – None*)

Commissioner Rosales offered to show the rendering to the school for their review and comments.

Commissioners discussed items from their 2015 Work Plan:

- Strategic Planning for Attracting Additional Lodging – Commissioner Wyser stated he had spoken to a developer who indicated there are two different hotel chains interested in Orland but it will be two to three years before actuality.
- Entertainment Events/Attractions – The lights for the Community Bulletin Board have been installed; some work is to be done to ensure they remain lit. Commissioners suggested posting the Community Calendar on the Board. Secretary Wackerman offered to post the calendar.

Chairperson Allee requested nominations for Chairperson. Commissioner Wyser nominated Berezky. No other nominations were received. Upon voice vote, Commissioner Berezky was elected Chairperson for 2016, unanimously, with Commissioner Berezky abstaining from the vote.

Chairperson Allee requested nominations for Vice-Chairperson. Commissioner Berezky nominated Commissioner Rosales. No other nominations were received. Upon voice vote, Commissioner Rosales was elected Vice-Chairperson for 2016, unanimously, with Commissioner Rosales abstaining from the vote.

City Manager Carr provided a background of Orland's marijuana cultivation code and asked for Commissioners' view on taxing and regulating dispensaries. He stated he and Council members visited a dispensary in City of Shasta Lake and found it to be well run. This business generates approximately \$250,000 in revenue per year.

Discussion was held on marijuana cultivation and dispensaries.
(Mayor Roundy arrived)

Councilmember Gee stated it would be a private business operating the dispensary but the city's function to regulate it. Addressing dispensaries now is a way to get ahead of it to control it.

M/S/C Berezky-Wyser Recommend to City Council that they not allow marijuana cultivation within the City limits.

(Passed 3-2: Ayes – Wyser, Olsen & Rosales; Noes- Berezky & Allee)

M/S/C Olsen-Rosales Recommend City Council continues to explore the delivery of marijuana within the city limits and consider recommendation from Chief of Police.

(Passed 3-1-0-1: Ayes- Olsen, Rosales & Allee; Noe- Wyser; Abstain- Berezky)

City Manager Carr stated there is a need for a steady source of income for the city's public safety departments. The City Council will be considering whether to place a parcel tax on properties or levy a sales tax on purchases. Commissioner Berezky asked how it will be perceived when the volunteers of the fire department are collecting funds; it is an unknown if donations will still be received. Mayor Roundy pointed out there may not have to be much fundraising if the tax will take care of needed funds.

M/S/C Rosales-Wyser Recommend City Council consider levying a parcel tax to fund public safety

(Passed 3-1-0-1: Ayes- Rosales, Wyser and Allee; Noe-Olsen; Abstain – Berezky)

STAFF REPORT

Secretary Wackerman reminded Commissioners to contact the City Clerk if they were going to attend the Economic Forecast Conference in January.

City Manager Carr updated Commissioners on business activity.

- Posting to the City's Facebook page the news of Auntie Anne's locating in Pilot/Flying J garnered over 12,000 views;
- Significant interest from developers is occurring at Frances Lane;
- Starbucks has not had the business they hoped for but travelers are using the company's app to pre-order items;
- Annexation costs for County Road 16 west of I5 have been determined;
- A representative for a trucking terminal contacted City staff;
- The draft EIR for the KVB project is available for public comments. City supports the project but will comment on the lack of a traffic study in the EIR;
- Little Caesar's is still going forward;
- East Coast Foods has inquired about installing outdoor seating;
- City Council reviewed the Arts Commission fees for the Pilot project and reduced it by 50%. City Council may impose a cap on this fee for future projects.

COMMISSIONER REPORTS

Commissioner Olsen stated this was her last EDC meeting and thanked the Commission for the two years she served. She found her time on the Commission interesting and informative.

Chairperson Allee reported Orland's unemployment rate at 8.4%. He also reported Harvey Mitchell will serve on the Commission starting January 1, 2016.

FUTURE AGENDA ITEMS – None

ADJOURNMENT – 7:46 P.M.

Respectfully submitted,

Janet Wackerman, Secretary

David Allee, Chairperson

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORLAND
AMENDING SECTION 2.04.010
OF THE ORLAND MUNICIPAL CODE
REGARDING REGULAR COUNCIL MEETINGS**

WHEREAS, the City Council of the City of Orland hereby intends to and does amend the starting time of its regular meetings, such amendment for the benefit of Orland's citizens.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORLAND DOES ORDAIN AS FOLLOWS:

Section 1. The above-listed findings and statements of intent are true and correct.

Section 2. Section 2.04.010 of the Orland Municipal Code is amended as follows:

2.04.010 - Council meetings.

The regular meetings of the Orland city council shall be held at ~~seven-thirty~~ 7:00 p.m. on the first and third Monday in each month, in the Carnegie Community Center, in the city of Orland; provided, however, that when a first and third Monday falls on a legal holiday, then the regular meeting for that date shall be held on the next business day not a holiday, following such legal holiday. The city council may schedule closed session matters prior to or following that start time.

Section 3. Severability.

If any section, subsection, phrase or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

Section 4. This Ordinance shall take effect thirty (30) days after passage and approval by the City Council.

Section 5. The City Clerk is directed to prepare and have published a summary of this Ordinance no less than five days prior to the consideration of its adoption and again within 15 days following adoption indicating votes cast.

I HEREBY CERTIFY that the above and foregoing Ordinance was duly and regularly introduced and read at a regular meeting held on the 19th day of January, 2016, and was passed and adopted by the City Council of the City of Orland at a regular meeting thereof duly held on the 1st day of February, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bruce Roundy, Mayor

ATTEST:

APPROVED AS TO FORM:

Angela Crook, City Clerk

Gregory Einhorn,
City Attorney

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.2

MEETING DATE: January 19, 2016

TO: Honorable Mayor and Council

FROM: Pete Carr, City Manager

SUBJECT: Building Department Staffing (Discussion/Direction/Action)

City Manager will discuss resource needs for the Building Department and request authorization for additional staffing.

BACKGROUND

The Orland Building Department (OBD), a municipal enterprise service, has for several years managed as a one-person shop, down from 2½ persons during previous busy years. When workload was less than 40 hours, valuable code enforcement work filled the gap; this was an economical format in 2012, '13 and '14, although as we got into 2014 and 2015 the effectiveness waned.

The recent acceleration in demand for OBD services -- especially plan check, permit issuance, and field inspections -- is overtaxing the current staff and resulting in problems in meeting customer service levels. Large projects (i.e., a travel center) and smaller ones (i.e., rooftop solar) are combining to present an unsound situation. This demand may continue without relief for the foreseeable future.

DISCUSSION

Bringing in a part-time contract back-up inspector has been helpful when available, but this is not as reliable a service as is needed. We are currently seeking temporary staffing for a part-to-full time permit tech and a part-time back-up inspector. The City has an unfunded, unfilled permit clerk position, likewise an unfunded full-time inspector position, but has not had a permit tech position. A tech would generally be more qualified than a clerk with capacity to handle permit administration, perform initial customer service counter consultation, check completion of application packages, and issue basic permits.

Department revenue from fees for service exceeded expenses by nearly \$90,000 for the calendar year 2015, and were more than double 2014, which was higher than each of the previous several years. FY15-16 revenue is \$70k ahead of expenses at the mid-year point. OBD ran a deficit in FY9-10 thru FY12-13, part of which still lingers.

Space management for additional OBD work area is being arranged by relocating other departments with the current City Hall. Alternatives available with some remodeling investment are being explored.

Building Department software is antiquated and obsolete. Staff is researching alternatives and will soon be recommending purchase of a suitable web-based product.

The bottom-line objective is to balance our costs and resources with the ever changing demand for building services, in a manner that is flexible for the City and responsive for customer service.

RECOMMENDATION

Authorize city manager to create and fill a permit tech position on at least a part-time temporary basis as needed; authorize city manager to fill the inspector position on a part-time basis as needed.

Fiscal Impact of Recommendation:

No General Fund impact; OBD is an enterprise fund that can absorb the cost of these services at its current service levels.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.3

MEETING DATE: January 19, 2016

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Ladder Truck Purchase for OVFD (Discussion/Direction/Action)

City Manager will present current options for purchasing a ladder truck for the Orland Volunteer Fire Department (OVFD).

BACKGROUND

At its December 16, 2015 meeting, the City Council and staff discussed the need for a replacement ladder truck for the fire department, available resources, and options. The Council heard a report from staff as well as comments from the fire chief and from the public. Staff was directed to return with options to purchase a new – not used – ladder truck, and to approach the Orland Rural Fire Protection District (ORFPD) to explore the possibility for a cost sharing arrangement.

DISCUSSION

ORFPD Board of Directors declines to participate in the funding of the purchase of a new ladder truck, an estimated nearly \$900,000 expense. The City, with fire equipment reserves of \$220,000 and limited annual general fund revenue, is left with two clear options:

- A. Purchase the ladder truck now, acknowledging:
 - The City can make the downpayment now but cannot currently afford the monthly lease-purchase payments of \$59k-79k/year for 10-15 years, which would commence in 12 months;
 - Anticipated increased revenue from sales tax should begin to materialize mid-2016 and will be more reliably estimable in October 2016; and
 - A vote by residents in the November election, which would provide more funding availability via a new general tax revenue, assuming the Council places a tax measure on the ballot, should be known after November 7th.

- B. Defer the purchase decision until November 2016 when the above variables are known, acknowledging:
 - The cost of custom-built ladder trucks can be expected to increase \$50-100k.

RECOMMENDATION

City finance and management staff recommend the Council affirm its intention to purchase a new replacement ladder truck, but defer the purchase decision until November 2016 – unless substantial new unanticipated revenues or cost-sharing partnerships become available before that time.

Fiscal Impact of Recommendation:

No General Fund impact at this time, but undetermined increased cost in FY17 due to increased pricing for ladder trucks.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.4

MEETING DATE: January 19, 2016

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Follow-up Consideration of Medical Marijuana Delivery Businesses
(Direction/Action)

City Manager will propose possible regulations and recommend a course of action relative to the ongoing consideration of licensing, regulating and taxing medical marijuana businesses.

BACKGROUND

City Council considered the history and scope of State medical marijuana (MMJ) law, local ordinances, and potential benefits and risks at its October 28 and December 7, 2015 noticed, regular public meetings. Staff was directed to present an actionable draft ordinance to ban cultivation of marijuana within the City limits. This has been accomplished and adopted.

The city manager was also directed to return with proposed regulations for consideration of possible allowance of limited licensure of MMJ businesses in Orland. Current Orland City Code (OMC 5.30) bans all forms of medical marijuana sales including fixed or mobile.

DISCUSSION

Research, consultation and field trips to regional MMJ delivery facilities contributed to an assimilation of best practices for successful allowance of MMJ delivery facilities in a community such as Orland. The Economic Development Commission recommended exploration of licensing MMJ delivery businesses. Outreach to various community groups has also helped influence the draft list of proposed regulations for potentially acceptable licensure here.

Maintaining the focus of this discussion to licensed delivery of medical marijuana (not cultivation, processing, warehousing, transportation, etc., nor recreational use of marijuana) staff proposes regulations of time, place and manner summarized as follows:

A. Time

1. 9:00 am to 9:00 pm maximum hours of operation.
2. Seven days a week operation should be permitted.

00015

B. Place (subject to Planning commission review)

1. Major commercial corridors and established commercial shopping centers only.
2. Distance separations (i.e., 600' from schools & parks; 1000' from each other).
3. No more than 2 businesses now, possibly 3 when the City reaches 12,000 population.
4. Restricted to stand-alone buildings unless security and ventilation isolation is provided.
5. Parking must be adequate for at least 200 patient/caregiver visits per day, 20-min per customer, 5 customers at a time, plus employees.
6. Signage must be subtle with message approved by city manager. No portable or projecting signs, no flags or banners.

C. Manner

1. Can be non-profit ownership and operation, or regional private ownership.
2. Background checks for all owners, board members, and employees (no criminal history).
3. Owner/operator to provide proof of track record (2+ yrs experience operating in a NorCal city with good references from officials of that city).
4. Principal/responsible management to be on site during all operating hours.
5. No exterior graffiti allowed; no murals allowed ostensibly promoting marijuana use.
6. Security to include police department-approved lighting, alarms, auto-locking doors, multiple video cameras with searchable cloud storage, locked storage for inventory and cash, strict limitations of amount of inventory and cash on hand at any time.
7. Floor layout to be approved by City with clearly visible entrance; waiting area; secure dispensing area; air filtration preventing escape of odors outside the confines of the facility; customer entrance visible and unobstructed.
8. Only qualified adult patients and caregivers shall be allowed to enter the facility, except verified media and government officials on official business and when escorted by a facility manager.
9. Products to be legally grown in CA, tested, labeled, traceable.
10. Sales of food items must be in compliance with Glenn County Health Department.
11. Sales/dispensing of MMJ only (not paraphernalia) or very limited % non-MMJ.
12. No off-site or mobile delivery (must comply w/CA Attorney General guidance to prevent product diversion).
13. Operator to maintain accountability for records proving diversion controls (i.e., <2%).
14. No on-site consumption of MMJ products; no loitering.

15. Records of staff training, financial transactions and basic employee records to be open to inspection by City; proof of confidentiality of patient records.
16. Cultivation of starters only, for collective members only.
17. License to operate subject to agreement to pay 6-10% gross receipts tax to the City monthly.
18. Facility and operation may be inspected by City Manager, his designee[s], and OPD at any time.
19. Applications to be reviewed and approved/denied by City Manager; license will be reviewed annually and may be revoked at any time by the City Manager, with right of appeal to the City Council.

A currently licensed and experienced cannabis collective operator, Jamie Kerr, will be available to augment the staff presentation and discussion. Ms. Kerr is founder and CFO of 530 Collective in Shasta Lake, was very involved in the past year's legislative efforts in Sacramento, and serves as a commissioner on the City of Shasta Lake Planning Commission.

RECOMMENDATION

Direct staff to proceed with plans for licensure of medical marijuana delivery as follows:

1. Planning Commission to review proposed "Place" regulations, advise Council.
2. Staff to draft time, place and manner regulations in an actionable ordinance format and schedule a noticed public hearing for further discussion, consideration and action.

Fiscal Impact of Recommendation:

No General Fund cost other than administrative time; undetermined potential new sales tax and gross receipts revenues following implementation.