

## CITY COUNCIL

Bruce T. Roundy, Mayor  
Jeffrey A. Tolley, Vice-Mayor  
Dennis Hoffman  
William "Billy" Irvin  
Chris Dobbs

## CITY OFFICIALS

Janet Wackerman  
City Clerk

Leticia Espinosa  
City Treasurer

# CITY OF ORLAND

INCORPORATED 1909

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



## CITY MANAGER

Peter R. Carr

## AGENDA REGULAR MEETING, ORLAND CITY COUNCIL

**Monday, April 19, 2021**

**This meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20 which suspends certain requirements of the Ralph M. Brown Act.**

**In an effort to protect public health and prevent the spread of COVID-19, the City Council meeting will be teleconferenced using Zoom technology, and in compliance with current Executive Orders. All Councilmembers and City staff will be participating remotely.**

**The public may participate in the meeting by telephone or access the video via Zoom.**  
**Please call: 1 (669) 900-9128 Webinar ID#: 847 6809 1212**

**Public comments are welcomed and encouraged in advance by emailing the City Clerk at [jwackerman@cityoforland.com](mailto:jwackerman@cityoforland.com) or by phone at (530) 865-1601 by 5:00 p.m. on the day of the meeting.**

**Closed Session – 5:15 PM to be held at Carnegie Center 912 Third Street Orland CA**  
**Regular Session – 6:00 PM**

### 1. CALL TO ORDER

#### A. Roll Call

#### B. Citizen comments on closed session items (to participate during this item call 1 (669) 900-9128 ID# 850 0714 5625 Passcode: 747422)

### 2. CLOSED SESSION

Pursuant to California Government Code Sections 54950 et seq., the City Council will hold a Closed Session. More specific information regarding this meeting is indicated below.

#### PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section: 54957

Position: City Manager

#### CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Unrepresented Employee: City Manager

Designated Negotiator: City Attorney

### 3. RECONVENE TO REGULAR SESSION

#### A. Roll Call

**4. REPORT FROM CLOSED SESSION**

(If the Closed Session is not completed before 6:00 PM, it will resume immediately following the Regular Session).

**5. PLEDGE OF ALLEGIANCE**

**6. 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. Please direct your comments to the Mayor or Vice Mayor.  
**(Oral communications will be limited to three minutes).**

**7. PRESENTATION: Orland Chamber of Commerce – Frank Ferreira & Carolyn Pendergrass**

**8. CONSENT CALENDAR**

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for April 5, 2021.
- C. Receive and file Public Works & Safety Commission minutes for February 9, 2021.
- D. Approval of engagement with Capitol PFG for Advising Services related to pension cost management.
- E. Third Quarter Update on FY 20-21 Projects and Objectives.
- F. Resolution 2021-05 - Designation of City Health Officer.
- G. Consultant Selection to Prepare City's State Mandated 6<sup>th</sup> Cycle Housing Element

**Comments from the public are welcomed. 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.**

**9. ADMINISTRATIVE BUSINESS**

- A. Options for use of Covid-19 Relief Funding (Discussion/Direction) – Pete Carr, City Manager
- B. FY22 Budget: General Fund Revenues, Impact Fees and Staffing (Discussion/Direction) - Pete Carr, City Manager
- C. Replacement of Engine 27 (Discussion/Direction) – Justin Chaney, Fire Chief
- D. Policy for Developing Areas Adjacent to Irrigation Canals (Discussion/Direction) – Scott Friend, City Planner
- E. Verbal update on Covid-19's impact on the local economy and City operations, (Discussion/Direction) – Pete Carr, City Manager

**10. CITY COUNCIL COMMUNICATIONS AND REPORTS**

**11. ADJOURN**

**CERTIFICATION:** Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on April 15, 2021.

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](http://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.

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**CITY MANAGER**

Peter R. Carr

## WARRANT LIST

April 19, 2021

Warrant	4/15/21	\$	146,462.40
Payroll Compensation	4/8/21	\$	104,442.20
Pers	4/12/21	\$	31,118.60
		\$	<u>282,023.20</u>

**APPROVED BY**


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Bruce T. Roundy, Mayor

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Jeffrey A. Tolley, Vice-Mayor

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Dennis Hoffman, Councilmember

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William "Billy" Irvin, Councilmember

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Chris Dobbs, Councilmember



REPORT.: Apr 15 21 Thursday  
 RUN...: Apr 15 21 Time: 09:04  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 04-21 thru 04-21 Bank Account.: 1001

PAGE: 001  
 ID #: PY-DP  
 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053507	04/15/21	ABD00	ADVANCED DOCUMENT	120.00 81.48 28.79 105.67	43432 INV42293 INV42294 INV42295	PW/MAINTENANCE ON STMT MACHINE BD-PLAN/COPIES PD/COPIES OVERAGE CHARGE CITY HALL/COPIES
			Check Total.....:	335.94		
053508	04/15/21	ACO02	ACOSTA CONSTRUCTION	960.00	1035	PW/CONCRETE TOOL RENTAL
053509	04/15/21	AIR01	Airgas-USA, LLC	115.58	39964	FD MEASURE A/MEDICAL OXYGEN
053510	04/15/21	ALT01	Altec Industries Inc.	121.21	20603	PW/FLEET EQUIPMENT #49
053511	04/15/21	AND07	EDGAR ANDRADE	100.00	4/10/21	PD/ARIDE TRAINING PER DIEM
053512	04/15/21	APP02	Appeal-Democrat	108.41	3/31/21	ORDINANCE NO.2021-02, REQUEST FOR PROPOSAL
053513	04/15/21	ATT05	A T & T	150.55	90057	MEASURE A FD/PHONES
053514	04/15/21	ATT06	A T & T	861.16	4/13/21	MULTI-DEPTS/PHONE
053515	04/15/21	ATT10	AT&T MOBILITY (FIRST NET)	98.14 154.26	102021 4/2/2021	MEASURE A FD/PHONES CELL PHONE USAGE
			Check Total.....:	252.40		
053516	04/15/21	CAR02	CARDMEMBER SERVICE	1436.62 3568.97 1415.09 494.82 362.99 2042.48 3143.69	2021/3 3/2021 MAR2021 2021/MAR MAR/2021 3/29/2021 MAR3/2021	PW/SHOP SUPPLIES FD MEASURE A/TRAINING, GLASS CUTTER, LAMPHEAD REC/POOL PAINT, PICKLEBALL NET, SHIRTS LIB/OFFICE SUPPLIES, CHILDREN'S SUPPLIES CLERK/PODBEAN, ZOOM SUBSCRIPTION FOR SERVICE PD/ACROBAT PRO, FASTRAK, TRAINING, EQUIPMENT MULTI DEPTS/MISC SUPPLIES
			Check Total.....:	12464.66		
053517	04/15/21	CAR05	Grant Carmon	156.59	4/2/2021	PD/REIMBURSEMENT FOR SUNGLASSES
053518	04/15/21	COL11	COLANTUONO, HIGHSMITH & WH	455.00	46667	SUNNY ANNEXATION
053519	04/15/21	COM02	Comcast	289.78 399.95	4-3-5-2 3/26-4/25	MULTI-DEPT/INTERNET CONNECTION FD/INTERNET FOR FIREHOUSE
			Check Total.....:	689.73		
053520	04/15/21	COR05	Corning Ford	303.96	44221,382	FLEET/PW VEHICLE PARTS
053521	04/15/21	ECL00	ECLECTIC HORSEMAN COMM.,	255.00	54322	AC/WEBSITE HOSTING
053522	04/15/21	EIN02	Gregory P. Einhorn	3850.00	14327	CA/PROFESSIONAL SERVICES
053523	04/15/21	FLE04	FLEMING, JOHN	1488.00	3/31-4/13	BD/INSPECTION SERVICES
053524	04/15/21	FUL02	KRISTOPHER FULLMORE	250.00	4/10/21	PD/INTERVIEW & INTERROGATION TRNING PER DIEM
053525	04/15/21	GAN00	Gandy & Staley Oil Co.	4196.36	225,596,3	PW/LUBE OILS & DIESEL
053526	04/15/21	GLE05	GLENN COUNTY/LAFCO	10100.00	FYR20-21	ANNUAL CITY SHARE
053527	04/15/21	GOL01	GOLDEN STATE RISK	44746.56	MAY 2021	HEALTH, DENTAL & VISION INSURANCE
053528	04/15/21	GRA02	GRAINGER, INC.	2540.66	3/24/2021	PW&FD/FLEET-SHOP SUPPLIES
053529	04/15/21	GRO00	Ferguson Enterprises Inc	14275.99	642,413-1	PW/WATER MATERIALS
053530	04/15/21	HAR06	TRAVIS HARRIS	366.00	4/13/21	PW/PER DIEM
053531	04/15/21	KUS01	KUSSMAUL ELECTRONICS CO.	1180.51	187749	FD MEASURE A/PARTS ENGINE #28
053532	04/15/21	LES00	LES SCHWAB	59.96	4/20/2021	PW/TIRE SERVICE
053533	04/15/21	LOM00	TYLER LOMBARD	165.00	4/6/21	FD/HAZMAT FRA CLASS
053534	04/15/21	LOW01	KATHERINE LOWERY	100.00	04/10/21	PD/ARIDE TRAINING PER DIEM
053535	04/15/21	MAR01	Marcello & Company	4850.00	NO2 BILL	FINANCIAL STATEMENT AUDIT JUNE 2020
053536	04/15/21	MAT04	MATSON & ISOM	3639.00	78630	MONTHLY BILLING APRIL2021, MERAKI LICENSE
053537	04/15/21	MEZ00	JODY MEZA	200.00	MARCH2020	LIB/MILEAGE REIMBURSEMENT
053538	04/15/21	MIL00	MILLER GLASS, INC.	406.94	3-341977	PW/WINDSHEILD REPLACEMENT
053539	04/15/21	MJB00	MJB WELDING SUPPLY, INC	9.50	3/31/2021	PW/CYLINDER RENTAL
053540	04/15/21	MME00	Municipal Maintenance Equ	1281.42	183	SEWER/VACCON PARTS

REPORT.: Apr 15 21 Thursday  
 RUN....: Apr 15 21 Time: 09:04  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 04-21 thru 04-21 Bank Account.: 1001

PAGE: 002  
 ID #: PY-DP  
 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053541	04/15/21	NAP00	NAPA AUTO PARTS	2232.10	3/25/2021	PW & PD FLEET/SHOP MATERIALS
053542	04/15/21	ORE00	O'REILLY AUTO	465.88	3/28/21	FLEET PD&PW/PARTS, SHOP MATERIALS
053543	04/15/21	ORH00	ORLAND HARDWARE	150.34 109.83	460416 1526&2400	FD MEASURE A/OFFICE SUPPLIES, TRUCK PARTS PD/P&E EQ & BATTERIES
			Check Total.....:	260.17		
053544	04/15/21	ORL15	Orland Saw & Mower	1038.06	03/31/21	PW/SHOP SUPPLIES, PARKS EQUIP MAINTENANCE
053545	04/15/21	PEA00	PEARSON EDUCATION, INC.	1199.85	14059520	FD MEASURE A/EMR COURSE TRAINING
053546	04/15/21	PET06	PETERSON	259.50 179.21	52879 5226&5346	MEASURE A FD/GENERATOR SERVICE WORK FLEET-PW/SKID STEER PARTS
			Check Total.....:	438.71		
053547	04/15/21	PGE00	PG&E	16145.32 9.86	4/12/21 4/9/2021	MULTI-DEPTS/UTILITY USAGE REC/STANDBY POWER
			Check Total.....:	16155.18		
053548	04/15/21	PIN02	EDGAR PINEDO	80.43	4/2/21	PD/REIMBURSEMENT FOR UNIFORM PANTS
053549	04/15/21	QUI02	QUILL CORP.	164.27	1829,0875	MULTI/OFFICE SUPPLIES
053550	04/15/21	ROL00	ROLLS, ANDERSON & ROLLS	435.51 1397.87	14715 14717	CE/SIXTH ST PRESERVATION CE/TEHAMA ST IMPROVEMENTS
			Check Total.....:	1833.38		
053551	04/15/21	SEI00	ROY R SEILER, C.P.A	2345.00	30178	ACCOUNTING PROFESSIONAL SERVICE
053552	04/15/21	SON05	Sonsray Machinery	2928.93	921,925	PW/LOADER PARTS
053553	04/15/21	STO04	Jeffrey G. Dunn	179.00	3/30/21	PEST CONTROL SERVICES
053554	04/15/21	T&S01	T AND S DVBE, INC.	1104.81	318,425	STREETS/THERMOPLASTIC SUPPLIES
053555	04/15/21	TIA00	TIAA COMMERCIAL FINANCE,	246.93	8045671	PD/COPIER RENTAL FEE
053556	04/15/21	TUR01	Rae Turnbull	45.00	3/12/21	AC/WEBSITE NEWSLETTER
053557	04/15/21	USA04	USA Blue Book	534.98	501,731	PW/WATER PARTS, CHLORINE
053558	04/15/21	VAN00	VANTAGE POINT TRANSFER AG	1749.77	04082121	DEF COMP PLAN 304591
053559	04/15/21	WES04	WESTERN READY MIX	2423.86	53346	PW/STREETS
			Cash Account Total.....:	146462.40		
			Total Disbursements.....:	146462.40		
			Cash Account Total.....:	.00		

REPORT.: 04/08/21  
 RUN....: 04/08/21 Time: 10:41  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14155	04/08/21	04/07/21	ALL00	ALLEN, JERRY G	04-21	10-21	636.84
14156	04/08/21	04/07/21	COM01	COMBS, DANIEL T	04-21	10-21	69.00
14157	04/08/21	04/07/21	FIC00	FICHTER, QUENTIN	04-21	10-21	1484.72
14158	04/08/21	04/07/21	ORO02	OROZCO, EVVEN	04-21	10-21	39.00
203660	04/08/21	04/07/21	ALV01	ALVA, MICHAELA	04-21	10-21	1627.48
203661	04/08/21	04/07/21	AND00	ANDRADE, EDGAR	04-21	10-21	2565.32
203662	04/08/21	04/07/21	CAR02	CARMON, GRANT E	04-21	10-21	3422.28
203663	04/08/21	04/07/21	CAR03	CARR, PETER R	04-21	10-21	5057.58
203664	04/08/21	04/07/21	CES00	CESSNA, KYLE A	04-21	10-21	3587.43
203665	04/08/21	04/07/21	CHA01	CHANEY, JUSTIN	04-21	10-21	3583.85
203666	04/08/21	04/07/21	CRA00	CRANDALL, JEREMY	04-21	10-21	1989.99
203667	04/08/21	04/07/21	ESP00	ESPINOSA, LETICIA	04-21	10-21	1782.38
203668	04/08/21	04/07/21	ESP02	ESPELAND, SAM	04-21	10-21	249.12
203669	04/08/21	04/07/21	FEN03	FENSKE, JOSEPH H	04-21	10-21	2854.74
203670	04/08/21	04/07/21	FLO00	FLORES, JOSE D	04-21	10-21	2762.24
203671	04/08/21	04/07/21	FUL00	FULLMORE, KRISTOPHER	04-21	10-21	3079.19
203672	04/08/21	04/07/21	GAM00	GAMBOA, YADIRA	04-21	10-21	254.16
203673	04/08/21	04/07/21	GUE01	GUERRERO, DEYSY D	04-21	10-21	2328.93
203674	04/08/21	04/07/21	GUE02	GUERRERO, JORGE	04-21	10-21	2046.24
203675	04/08/21	04/07/21	HAR00	ZOLLERHARRIS, TRAVIS	04-21	10-21	1443.76
203676	04/08/21	04/07/21	JOH01	JOHNSON, SEAN KARL	04-21	10-21	4328.26
203677	04/08/21	04/07/21	LED00	LEDAY, JESSICA E	04-21	10-21	2524.73
203678	04/08/21	04/07/21	LOW00	LOWERY, KATHERINE	04-21	10-21	2646.41
203679	04/08/21	04/07/21	MAR02	MARTINDALE, RYAN EUGENE	04-21	10-21	1504.84
203680	04/08/21	04/07/21	MEJ00	APARICIO, LILIA MEJIA	04-21	10-21	1933.16
203681	04/08/21	04/07/21	MEZ00	MEZA, JODY L	04-21	10-21	3419.26
203682	04/08/21	04/07/21	MIL00	MILLS, DARYL A	04-21	10-21	2917.67
203683	04/08/21	04/07/21	MYE00	MYERS, KEVIN	04-21	10-21	603.06
203684	04/08/21	04/07/21	PAI01	PAILLON, MICHAEL	04-21	10-21	1942.29
203685	04/08/21	04/07/21	PAN00	PANIAGUA, BLANCA A	04-21	10-21	639.92
203686	04/08/21	04/07/21	PEN01	PENDERGRASS, REBECCA A	04-21	10-21	2273.39
203687	04/08/21	04/07/21	PER00	PEREZ, MARGARITA T	04-21	10-21	1843.83
203688	04/08/21	04/07/21	PIN00	PINEDO, EDGAR ESTEBAN	04-21	10-21	2421.11
203689	04/08/21	04/07/21	POR00	PORRAS, ESTEL	04-21	10-21	1711.82
203690	04/08/21	04/07/21	PUN00	PUNZO, GUILLERMO	04-21	10-21	1804.66
203691	04/08/21	04/07/21	RIC01	RICE, GERALD W	04-21	10-21	1990.84
203692	04/08/21	04/07/21	ROD00	RODRIGUES, ANTHONY	04-21	10-21	2741.58
203693	04/08/21	04/07/21	ROE00	ROENSPIE, THOMAS LUKE	04-21	10-21	4061.58
203694	04/08/21	04/07/21	ROM00	ROMERO, ARNULFO	04-21	10-21	2588.44
203695	04/08/21	04/07/21	SCH03	SCHMITKE, JENNIFER	04-21	10-21	1700.01
203696	04/08/21	04/07/21	STE01	STEWART, ROY E	04-21	10-21	2575.78
203697	04/08/21	04/07/21	SUA02	SUAREZ, BRYAN E	04-21	10-21	1874.90
203698	04/08/21	04/07/21	SWI00	SWINHART, ROBERT	04-21	10-21	1636.90
203699	04/08/21	04/07/21	VAL00	VALENZUELA, BRENDA	04-21	10-21	241.57
203700	04/08/21	04/07/21	VLA00	VLACH, RAYMOND JOSEPH	04-21	10-21	4468.46
203701	04/08/21	04/07/21	VON00	VONASEK, EDWARD J	04-21	10-21	4183.30
203702	04/08/21	04/07/21	WAC00	WACKERMAN, JANET	04-21	10-21	3000.18
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							104442.20
							=====

**MINUTES OF THE ORLAND CITY COUNCIL**  
**REGULAR MEETING HELD APRIL 5, 2021**

**CALL TO ORDER**

Meeting called to order by Mayor Roundy at 5:23 p.m.

**ROLL CALL**

Councilmembers present via teleconference:	Councilmembers Billy Irvin, Dennis Hoffman, Chris Dobbs, Vice Mayor Jeffrey A. Tolley and Mayor Bruce T. Roundy
Councilmembers absent:	None
Staff present via teleconference:	City Attorney Greg Einhorn and City Manager Pete Carr

Mayor Roundy asked for public comments. With none received, the meeting was adjourned to Closed Session.

Closed session was held regarding public employee appointment, employment evaluation of performance, dismissal or release pursuant to Government Code Section 54957, City Manager.

**RECONVENE TO REGULAR SESSION – 6:04 p.m.**

Vice Mayor Tolley reported he will conduct the meeting for Mayor Roundy.

**ROLL CALL**

Councilmembers present via teleconference:	Councilmembers Dennis Hoffman, Chris Dobbs, Vice Mayor Jeffrey A. Tolley and Mayor Bruce T. Roundy
Councilmembers absent:	Councilmember Billy Irvin
Staff present via teleconference:	City Manager Pete Carr, City Attorney Greg Einhorn, City Treasurer Leticia Espinosa, Accounting Manager Rebecca Pendergrass and City Clerk/Administrative Services Manager Janet Wackerman

**REPORT FROM CLOSED SESSION**

Mayor Roundy stated there was no action to report.

Meeting opened with the pledge of allegiance.

**ORAL AND WRITTEN COMMUNICATIONS**

Citizen Comments:

**CONSENT CALENDAR**

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for March 15, 2021.
- C. Receive and file Library Commission minutes of January 11, 2021.
- D. Authorizing Resolution for Drinking Water State Revolving Fund Application.

Action: Councilmember Dobbs moved, seconded by Councilmember Hoffman to approve the consent calendar. The motion carried 4-0-1-0 by the following roll call vote:  
AYES: Councilmembers Dobbs and Hoffman, Vice Mayor Tolley, and Mayor Roundy  
NOES: None  
ABSENT: Councilmember Irvin  
ABSTAIN: None

## **ADMINISTRATIVE BUSINESS**

### **A. Annual Financial Report June 30, 2020 – Peter Carr, City Manager and Rebecca Pendergrass, Accounting Manager**

Mr. Carr presented the annual independent financial audit report for Council acceptance. Councilmember Hoffman commended City Staff on operating properly with no red flags per the auditor.

Action: Councilmember Hoffman moved, seconded by Councilmember Dobbs to accept the 19-20 Annual Financial Report. The motion carried 4-0-1-0 by the following roll call vote:  
AYES: Councilmember Hoffman, Dobbs, Vice Mayor Tolley and Mayor Roundy  
NOES: None  
ABSENT: Councilmember Irvin  
ABSTAIN: None

### **B. Treasurer's Report – Leticia Espinosa, City Treasurer**

Ms. Espinosa presented the Treasurer's report for Council review. She requested Council appoint a Councilmember to the City's Investment Committee. Councilmember Hoffman stated he would like to remain on the committee. Upon consensus of those present, Councilmember Hoffman will remain on the committee with Mayor Roundy, Mr. Carr, Ms. Pendergrass and Ms. Espinosa.

Mayor Roundy suggested the committee meet semi-annually.

### **C. Pension Cost Management – Pete Carr, City Manager**

Mr. Carr introduced Barry Powell, CEO of North Valley Ag Services. Mr. Powell shared his perspective on years of experience in the banking industry examining CalPERS and municipal pension restructurings. He recommended financing at least 50% of the City's UAL and revisit the amount in three to five years.

Mr. Carr introduced Jeffrey Small, Managing Partner for Capitol Public Finance Group. Mr. Small introduced his firm's experience, perspective, and services via a slide show presentation. His firm is available to provide debt issuance and municipal advisory services for the City. He suggested the city have their UAL up to 95% funded by direct placement.

Mr. Carr will review the cost of obtaining PFG's services and bring an agreement to the City Council for their review.

### **D. Opportunities and Options for Covid-19 Relief Funding – Pete Carr, City Manager**

Mr. Carr presented potential uses for various pandemic relief funds available to the City. In addition to the list presented, Councilmembers suggested using some of the funds in the downtown area. Mr. Carr will bring the item back at the next meeting, for further review.



**E. Verbal update on Covid-19's impact on the local economy and City operations,  
(Discussion/Direction) – Pete Carr, City Manager**

Mr. Carr reported there are currently 32 active cases and seven hospitalizations. Glenn County is presently in the red tier.

There are no city employees off work due to COVID. City Hall and Police Departments are open to the public. The Recreation Director plans on holding a full summer program for sports.

Some Orland businesses are holding a "Shop Hop" event on Saturday. The Honeybee Discovery Museum will be open at this time also.

**CITY COUNCIL COMMUNICATIONS AND REPORTS**

Councilmember Dobbs:

- Encourage everyone to get their vaccination.

Councilmember Hoffman:

- Also encourages everyone to get their vaccination.

Mayor Roundy:

- Thanked Vice Mayor Tolley for conducting the meeting for him.
- He will be participating in League of Cities, LAFCO and Water Authority meetings.

Vice Mayor Tolley:

- Attended the Collective Habits and, Grannie's Thrift Store ribbon cuttings.
- Would like to see an In-N-Out in Orland.
- Asked if there was a shuttle cab for senior citizens. Mayor Roundy stated there is a service and he will obtain information on it for him to pass along.
- Someone had asked him if Bihler Field could be mowed more often and if the field could be modified 50/70 for intermediate players.

Meeting adjourned at 8:23 p.m.

Janet Wackerman, City Clerk

Bruce T. Roundy, Mayor

**PUBLIC WORKS & SAFETY COMMISSION**  
**Meeting Minutes**  
February 09, 2021

**1. Call to Order**

The meeting was called to order by Chairperson Denton at 4:08 pm.

**2. Pledge of Allegiance** – led by Chairperson Denton

**3. Roll Call**

Present: Byron Denton, Jim Paschall, Monica Rossman, and Emil Cavagnolo

Absent: J.C. Tolle

Councilmembers: Chris Dobbs

Staff: Justin Chaney, Joe Vlach, Ed Vonasek, Rebecca Pendergrass, and Jennifer Schmitke

**4. Oral and Written Communications**

A. Citizen Business:

None

**5. Election of Commission Chair and Vice Chair 2021**

A. Election of Commission Chair and Vice Chair 2021

Commissioner Denton nominated Commissioner Paschall, with no other nominations being made the Commission voted in Commissioner Paschall as the new Chairperson. Moved by Commissioner Denton, seconded by Commissioner Rossman, motion carried to approve new Commission Chairperson. Motion carried. 3-0-0-2 Ayes: Paschall, Denton and Rossman; Noes: None; Abstain: None, Absent: Cavagnolo (Temporarily lost connection), Tolle.

Chairperson Paschall nominated Rossman as Vice Chair, Commissioner Rossman nominated Commissioner Tolle, Commissioner Denton motioned to vote on Vice Chair. Moved by Commissioner Denton, seconded by Chairperson Paschall, motion carried to approve Commissioner Rossman as Vice Chair. Motion carried. 3-0-1-1 Ayes: Cavagnolo, Denton and Paschall; Noes: Rossman; Abstain: None; Absent: Tolle

**6. Consent Calendar**

A. Approval of March 10, 2020 minutes

Moved by Commissioner Rossman, seconded by Commissioner Cavagnolo, motion carried to approve March 10, 2020 minutes as presented. Motion carried. 3-0-1-1 Ayes: Cavagnolo, Denton and Rossman; Noes: None; Abstain: Paschall, Absent: Tolle.

## **PUBLIC WORKS & SAFETY COMMISSION MINUTES**

February 9, 2021

Page 2

### **7. Public Works**

#### A. Public Works Department Updates

Public Works Director Vonasek reported that the Tehama Street project has been completed and that most everyone seems happy with the outcome. Director Vonasek also reported that the sewer project on Road MM has been delayed due to contractor quality of work and that the city engineers are looking for a solution to this problem. Director Vonasek stated that the City is currently looking into grant applications for the next well. Chief Vlach and Public Works Director Vonasek are looking into adding a few new speed bumps around town per the request of some concerned citizens.

### **8. Commissioner Projects**

#### A. Future Meeting Schedule

Public Works Director Vonasek asked if there was any interest in changing the meeting date and time. He gave examples of when other Commissions have decided to meet. Commissioner Rossman, Chairperson Paschall, and Commissioner Denton agreed that the time of 4:00 PM on the 2<sup>nd</sup> Tuesday of every other month would work best right now due to Covid-19 restrictions. The next scheduled Commission meeting will take place at 4 pm on April 13, 2021 via Zoom.

### **9. Commissioner Communications**

Public Works Director Vonasek reminded the commission that the previous Commissioner projects included discussion of covering open canals.

Commissioner Denton stated that he had been on the Public Works Commission since 1988 and announced that it had been an honor and very rewarding to see how far the City has come in the time that he has served. Commissioner Denton Congratulated Chairperson Paschall and thanked him for taking over as Commission Chair.

Chief Vlach introduced Mica Alves as the new Public Safety Clerk.

### **11. ADJOURNMENT – 4:35 PM**

Respectfully submitted,

Jennifer Schmitke, Secretary

James Paschall, Chair

**CITY OF ORLAND**  
**CITY COUNCIL AGENDA ITEM #:**  
**MEETING DATE: April 19, 2021**

**TO:** Honorable Mayor and Council  
**FROM:** Pete Carr, City Manager  
**SUBJECT: Pension Cost Management Advising (Action)**

---

City Council will consider approval of an engagement with Capitol PFG for advising services related to pension cost management.

**BACKGROUND:**

As noted in the agenda item background for the April 5<sup>th</sup> meeting, the City Council and Staff have in recent months been analyzing the City's pension liability, actions taken to date to mitigate and control the liability, and potential additional means to manage the cost of that liability. Following several meetings of discussion with City Staff, City Council heard and discussed presentations from a private sector observer and from Capitol Public Finance Group (PFG). Council directed Staff to advise on the proposed agreement for services with PFG.

**DISCUSSION:**

PFG already has a relationship with City of Orland as its capital facility project adviser, specifically for the future public safety facility. This ongoing engagement can be expanded to provide additional municipal finance advising including pension cost management. A proposed agreement for this service is attached.

The agreement provides for fiduciary advising and coordination of potential bond counsel and bond placement, including policies, analysis and debt issuance, all on a contingency fee wrapped into any pension obligation bond (POB) placed. The fee for a direct private placement POB would be \$25,000, which is consistent and competitive with the market.

Upon approval of the agreement, the next step would be for PFG to initiate the issuance process by confirming parameters (amount, term, structure, etc.), discuss the retention of legal counsel, and review the plan for moving forward. This action – presenting specific recommendations and requesting permission to initiate the process -- can begin to roll out as early as May 3.

Attachment: Agreement for Professional Services Between City of Orland and Capitol PFG

**RECOMMENDATION:**

Approve the proposed engagement of Capitol PFG for services related to pension cost management

**Fiscal Impact of Recommendation:**

Stated fees for scope of service under the agreement are to be incorporated into the cost of the bond, if one is issued. The agreement states that "Extra Work," if requested, would be per fees shown in Exhibit A (\$200/hr) subject to an amendment to this agreement. All fee costs would be allocated between general, water and sewer funds and could be amortized over the life of the bond as part of bond issuance.



**AGREEMENT FOR  
PROFESSIONAL SERVICES  
BETWEEN  
CITY OF ORLAND  
AND  
CAPITOL PUBLIC FINANCE GROUP**

**1. Parties and Date.**

This Agreement ("Agreement") is made and entered into this **29<sup>th</sup> day of March, 2021**, by and between **CITY OF ORLAND** (the "City") and **CAPITOL PUBLIC FINANCE GROUP, LLC** ("Consultant") (collectively referred to as the "Parties" and each individually as the "Party").

**2. Recitals.**

**2.1 Consultant.** Consultant is a professional consultant, experienced and properly certified/licensed to provide the professional services described herein, and is familiar with the plans of the City.

**3. Terms.**

**3.1 Scope of Services, Qualifications and Term.**

(a) General Scope of Services. Consultant promises and agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in the scope of work proposal and fee schedule set forth in **Exhibit "A"** attached hereto and incorporated herein by reference (collectively "Services").

(b) Fiduciary Duty. In accordance with the Municipal Securities Rulemaking Council Rules G-10 and G-42, Consultant has provided a Conflict of Interest Disclosure as set forth in **Exhibit "B"**. Consultant shall provide the City with periodic updates of Exhibit "B" on an as-needed basis. Any such updates of Exhibit "B" shall be incorporated by reference as of the date thereof into this Agreement to the same extent as if set forth herein.

**3.2 Term.** The term of this Agreement shall be from the date first written above and shall continue until June 30, 2023, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term by written amendment.

**3.3 General Considerations.**

(a) Control and Payment of Consultants and its Subordinates. The City retains Consultant on an independent contractor basis and Consultant is not an employee of the City. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their

performance of Services under this Agreement and as required by law including, but not limited to, the payment of prevailing wage, as applicable.

(b) Conformance to Applicable Requirements. All work prepared by Consultant is subject to the approval of the City and shall be the property of the City.

(c) Coordination of Services. Consultant agrees to work closely with the City staff in the performance of Services and shall be available to the City's staff, consultants and other staff at all reasonable times.

(d) Insurance. Consultant shall provide insurance in amount and type required by the City, if any, subject to the review and approval of the City. Consultant shall also provide City with the copies of its insurance policies prior to commencing work on the Project if requested in writing by the City.

### **3.4 Fees and Payments.**

(a) Compensation. Consultant shall receive compensation, including reimbursements, for all Services rendered under this Agreement for the fees set forth in Exhibit "A" attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

(b) Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing in advance by the City.

(c) Payment of Compensation. The City shall pay Consultant within a reasonable time and in accordance with this Agreement.

(d) Extra Work. At any time during the term of this Agreement, the City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by the City to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work except as set forth in an amendment to Exhibit "A."

(e) Authority to Amend Agreement. As the authorized representative for the City for the purposes of binding the City to amendments to this Agreement, the City Manager or his/her designee, may authorize and execute an amendment to this Agreement to add Extra Work and/or increase the fees in Exhibit "A" if the City Manager identifies an immediate need for such an amendment. All such amendments executed by the City Manager shall be subject to ratification by the City's governing Council.

### **3.5 General Provisions.**

(a) Suspension of Services. The City may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the City shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is not caused by Consultant or the acts or omissions of Consultant, upon rescission of

such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without the City's express written consent.

(b) Termination of Agreement.

(i) Grounds for Termination. The City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to the City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(ii) Effect of Termination. If this Agreement is terminated as provided in this Section, the City may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(iii) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, the City may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

**CONSULTANT:**

**CAPITOL PUBLIC FINANCE GROUP**

2436 Professional Drive, Suite 300

Roseville, CA 95661

Tel.: (916) 641-2734

Attn: Jeffrey Small, Managing Partner

**CITY:**

**CITY OF ORLAND**

815 Fourth Street

Orland, CA 95963

Attn: Peter Carr, City Manager

Such notice shall be deemed made when personally delivered to the address set forth above, or forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed as set forth above. Delivery of notice may also be made by overnight mail with proof of delivery; by facsimile with proof of transmission; or by email if receipt is acknowledged by the recipient of the email notice. Notice shall be deemed adequate on the date actual notice occurred, regardless of the method of service.

(d) Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

(e) Ownership of Materials and Confidentiality.

(i) All materials and data prepared or collected by Consultant pursuant to performing the Services under this Agreement, shall be the sole property of the City, except for documents prepared solely for the Consultant's business purposes and except that Consultant shall have the right to retain copies of all such documents and data for its records or as may be required by laws, rules and regulations applicable to the Consultant. The City shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at the City's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(ii) Should the City wish to obtain possession of any such materials or data during the term of this Agreement or upon completion of the term of this Agreement, it shall make its request in writing. Such information shall be provided to the City within a reasonable time after its request.

(f) Indemnification. Each party (the "Indemnifying Party") shall indemnify and hold harmless the other party, its officers, directors, employees, and affiliates (collectively, the "Indemnified Party") against any claims or actions arising out of any and all claims by third parties arising out of the performance or non-performance of the Indemnifying Party's obligations under this Agreement, except to the extent attributable to the negligence or willful misconduct of the Indemnified Party; provided, however, that this indemnity shall not preclude the Indemnified Party's recovery of direct damages pursuant to the terms and subject to the limitations of this Agreement.

(g) Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

(h) Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of Glenn, State of California.

(i) Time of Essence. Time is of the essence for each and every provision of this Agreement.

(j) The City's Right to Employ Other Consultants. The City reserves right to employ other consultants in connection with this Project. However, Consultant shall be the exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.

(k) Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of the City.

(l) Amendments. This Agreement may not be amended except by a writing signed by the City and Consultant.

(m) Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

(n) Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

(o) Conflict of Interest. For the term of this Agreement, no member, officer or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

(p) Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.

(q) Council Approval Required. This Agreement shall not be binding nor take effect unless approved or ratified by the governing Council of the City. Any amendments, except as required by law, to this Agreement shall require Council approval or ratification.

(r) Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

(s) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement. Copies of signatures shall have the same force and effect as original signatures.



(t) Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by their authorized officers as of the day, month and year first written above.

**CITY OF ORLAND**

**CAPITOL PUBLIC FINANCE GROUP,  
LLC**

By: \_\_\_\_\_

Name: Bruce T. Roundy

Title: Mayor

By: \_\_\_\_\_

Name: Jeffrey Small

Title: Managing Partner

## ***EXHIBIT "A"***

### **Scope of Work and Fee Schedule**

The services provided under this Agreement are limited to the services described below unless otherwise agreed to in writing by Consultant.

#### **Debt Issuance Services**

Consultant will provide debt issuance services consisting of:

- Financial and credit analysis
- Creation of pension policies to support pension debt issuance
- Participate in the selection of the financing team and negotiation of contracts
- Recommendations regarding the structure of the financing i.e., Lease Revenue Bond or Pension Obligation Bond
- Recommendations on the slope (level, ascending, etc.) of the debt service based on budget affordability and cost savings
- Affirm recommendation regarding the method of sale (i.e., public offering and private placement) based on initial and ongoing costs as well as consideration of debt structure, liability, staff time and market conditions
- Design and sizing of the financing
- Recommendation of bond terms such as ability to repay and prepay early
- Bond pricing and negotiation
- Document review
- Coordination with CalPERS, legal Counsel, CPA, Bond Counsel, Underwriter/Banker and other professionals
- Preparation of all meeting materials including presentations

In consideration of Debt Issuance Services provided, City will pay Consultant a flat fee of \$25,000 in the event of a direct placement or \$50,000 in the event of a public offering. Debt Issuance Service fees will be paid from the proceeds of the debt issuance.

In consideration of Extra Work requested by City in writing, City will pay Consultant an hourly rate of \$200, billed on a monthly basis.

***EXHIBIT "B"***  
**MSRB Rule G-10 and G-42 Supplement**

**Conflict of Interest and Other Regulatory Disclosure  
City of Orland**

**As of March 29, 2021**

**Municipal Advisory Services**

As part of the fiduciary duty Municipal Advisors owe to their clients, Capitol PFG is providing this supplement to advise you of actual or potential conflicts of interest. Capitol PFG is identifying actual or potential conflicts of interest by marking the relevant conflict in the boxes below; providing a brief explanation of the nature, implications and potential consequences of each conflict; and providing an explanation of how Capitol PFG will manage or mitigate the conflict.

- ☐ any actual or potential conflicts of interest of which it is aware after reasonable inquiry that could reasonably be anticipated to impair its ability to provide advice to or on behalf of the client in accordance with its fiduciary duty to municipal entity clients
- ☐ any affiliate of the municipal advisor that provides any advice, service, or product to or on behalf of the client that is directly related to the municipal advisory activities to be performed by the disclosing municipal advisor
- ☐ any payments made by the municipal advisor, directly or indirectly, to obtain or retain an engagement to perform municipal advisory activities for the client
- ☐ any payments received by the municipal advisor from a third party to enlist the municipal advisor's recommendation to the client of its services, any municipal securities transaction or any municipal financial product
- ☐ any fee-splitting arrangements involving the municipal advisor and any provider of investments or services to the client
- ☒ any conflicts of interest arising from compensation for municipal advisory activities to be performed that is contingent on the size or closing of any transaction as to which the municipal advisor is providing advice

**Explanation of Conflict.** The fees to be paid by the City of Orland for Financial Transaction Services to Capitol PFG are contingent on the successful closing of the transaction. Although this form of compensation may be customary, it presents a conflict because Capitol PFG may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the City of Orland. For example, when facts or

circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Capitol PFG may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Capitol PFG manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities such as the City of Orland which require it to put the interests of the City of Orland ahead of its own.

- ☐ any other engagements or relationships of the municipal advisor that could reasonably be anticipated to impair the municipal advisor's ability to provide advice to or on behalf of the client in accordance with its fiduciary duty to municipal entity clients
- ☐ Capitol PFG has determined, after exercising reasonable diligence, that it has no known material conflicts of interest that would impair its ability to provide advice to the City of Orland's in accordance with its fiduciary duty to the City. To the extent any such conflicts of interest arise after the date of this Agreement, Capitol PFG will provide information with respect to such conflicts in the form of a written supplement to this Agreement.
- ☐ any legal or disciplinary event that is material to the City of Orland's evaluation of Capitol PFG or the integrity of its management or advisory personnel

Copies of Capitol PFG filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Capitol Public Finance Group, LLC or for our CIK number which is 0001614042. There have been no material changes to the legal or disciplinary events that Capitol PFG has disclosed to the SEC.

#### Information for Municipal Advisory Clients

Capitol Public Finance Group, LLC is registered as a Municipal Advisor with the Municipal Securities Rulemaking Council (MSRB) and the Securities and Exchange Commission (SEC).

The MSRB's website address is <http://msrb.org/>

The MSRB provides a municipal advisory client brochure that is posted on its website. The brochure describes protections that may be provided by the MSRB and how to file a complaint with an appropriate regulatory authority.

The MSRB Client Brochure may be found at the following link:

<http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx?la=en>

**CITY OF ORLAND OBJECTIVES FY 20-21  
FUNDED PROJECTS & CAPITAL OUTLAYS**

Adopted June 1, 2020  
3rd Quarter Report Jan-Mar 2021

Priorities	More Important	Less Important
<b>More Urgent</b>	Upgrade radio system for police & fire 75%	Publish Opportunity Zone prospectus 100%
	* Complete sewer main CR MM 95%	Complete construction of fleet maintenance shop 90%
	Plan future Public Safety Facility 5%	Complete Rec Trail phase II (State Parks grant) <i>pending grant</i>
	Engineering design for water storage, well 5%	* Complete install of meters at parks 100%
	Complete upgrade SR32/M½ lift station 0%	
<b>Less Urgent</b>	Pursue funding for Streetscapes 75%	Implement SCADA for Sewer System 10%
	Replace 15 oldest fire hydrants 90%	Launch new City website 30%
	Housing Elem, VMT/Safety Elem/EJ Gen Plan Update 25%	Restore Lollipop Land/Castle restroom (DIF) 0%
	Set plan w/funding agreements for brine ponds 0%	Build Pump Track (Parks impact fees) 0%
	* MV&E analysis for energy projects 100%	
	Add meter for industrial ponds inflow 0%	
	Create flexible 10-year fiscal forecast tool 0%	

\* = added during the fiscal year

See Measure A Budget for additional Capital Expenditures



**RESOLUTION NO. 2021- 05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND  
CONSENTING TO THE GLENN COUNTY HEALTH OFFICER'S ENFORCEMENT  
OF STATUTES, ORDERS AND QUARANTINE REGULATIONS WITHIN THE CITY  
OF ORLAND**

**WHEREAS**, the City of Orland currently does not have a duly appointed Health Officer;  
and

**WHEREAS**, pursuant to Health & Safety Code section 101460, a city "shall appoint a health officer, except when the city has made other arrangements" for the county to exercise the same powers and duties within the city; and

**WHEREAS**, Health & Safety Code section 101375 authorizes a city to adopt a resolution or ordinance consenting to the County Health Officer's enforcement of statutes, orders, and quarantine regulations with the city; and

**WHEREAS**, the consent to the County Health Officer's enforcement of statutes, orders and quarantine regulations shall continue until terminated by the city's adoption of a resolution or ordinance terminating such consent.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The above recitals are true and correct, and incorporated herein.
2. Pursuant to the authority granted in Health & Safety Code section, 101375 the City Council of the City of Orland does hereby consent to the Glenn County Health Officer's enforcement of statutes, orders and quarantine regulations pertaining to public health within the City of Orland.
3. The consent granted herein shall continue until terminated by the City's adoption of a resolution or ordinance terminating such consent.

PASSED AND ADOPTED by the Orland City Council this 19th day of April, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Bruce T. Roundy, Mayor

Attest: \_\_\_\_\_  
Janet Wackerman, City Clerk



**CITY OF ORLAND**  
**CITY COUNCIL AGENDA CONSENT ITEM #: 8. G.**

**MEETING DATE: April 19, 2021**

**TO:** Honorable Mayor and Council

**FROM:** Scott Friend, AICP, City Planner

**SUBJECT:** **Consultant Selection: 2021-2029 6<sup>th</sup> Cycle Housing Element. Staff is requesting Council selection and approval of a consultant / firm to prepare the City's State-mandated 6<sup>th</sup> Cycle Housing Element.**

---

**BACKGROUND**

On Monday, February 22, 2021 the City of Orland issued a Request for Proposals (RFP) seeking proposals from qualified consultants for an update to the City's Housing Element for the 6<sup>th</sup> Cycle (2021-2029). The open solicitation period closed on March 19, 2021. The City received two (2) proposals as a result of the solicitation. Proposals were received from De Novo Planning Group and HousingTools. With this report, staff is requesting that the City Council select a consultant for the task, direct staff to engage in a contract with the selected firm and authorize the City Manager to enter into a contract for the services outlined in the RFP on behalf of the City.

Housing Elements are one of the seven (7) required elements of a compliant General Plan in the State of California. Unlike the other elements of the Plan, the Housing Element is the only element that is required by State law to be updated on a regularly rotating schedule, is the only element that is reviewed and approved by a State agency (Housing and Community Development Department (HCD)), and, is the only element the contains mandatory or prescriptive contents.

**DISCUSSION**

On Monday, February 22<sup>nd</sup>, the City of Orland issued a Request for Proposals (RFP) seeking proposals from qualified consultants for an update to the City's Housing Element for the 6<sup>th</sup> Cycle (2021-2029). As a result of the solicitation, the City received two (2) proposals from De Novo Planning Group and HousingTools.

Following a review of both proposals, staff has determined that both respondents meet the requirements outlined in the RFP, both respondents have a demonstrated track-record with the preparation of Housing Elements and staff has determined that both respondents would appear to meet the City's needs for the task. The budgets proposed for the project by each firm are as follows:

DeNovo Planning Group:      \$69,970  
HousingTools:                      \$67,916\*

\* does not include CEQA costs estimated at +/- \$2,000-2,500

An analysis of the schedules proposed by both respondents indicates that both firms state that they believe that they can complete the necessary work prior to the State deadline of November 30, 2021.

In addition to the above noted cost criteria, staff offers the following additional considerations to the Council:

<b>Criteria / Subject Matter:</b>	De Novo Planning Group	HousingTools
<b>Cost:</b>	\$69, 970	\$67,916*
<b>Timeline:</b>	Adoption by 11/30/2021	Adoption by 11/30/2021
<b>Location of Work Origin:</b>	El Dorado County	Butte County
<b>Local Experience:</b>	City of Lakeport  City of Williams  Glenn County General Plan Update and H.E.	City of Willows  City of Chico  Glenn County Housing Consultant (on-call / professional services)
<b>References:</b>	City of Lakeport  City of Williams  Glenn County Planning Dept.	City of Chico  City of Willows  Glenn County HHSA
<b>Community Participation and Meetings Proposed:</b>	Yes	Yes
<b>Previous Housing Work / Housing Element Preparation Experience in Glenn County</b>	No	Yes

#### **CEQA ACTION(S) REQUESTED or REQUIRED**

None

#### **FINANCIAL / BUDGET IMPACT**

The City of Orland identified and allocated \$85k of the grant money assigned to the City under the SB2 grant program for this purpose. As such, no money is being requested from the City's General Fund for this project and all estimated project direct expenses (staff time costs, reimbursable expenses, City costs, etc.) will be charged to and payable by the City's SB2 grant. The State Housing and Community Development Department (HCD) has approved of the expenditure of a portion of the city's SB 2 allocated funds for this purpose.

No supplemental funds are being requested and none are believed to be necessary for the successful completion of the project.

**RECOMMENDATION**

The City Manager recommends that the City enter into an agreement with HousingTools for the completion of the 2021-2029 6<sup>th</sup> Cycle Housing Element. Further, the City Manager recommends that the Council authorize the City Manager to enter into an agreement with HousingTools for the work as proposed in their response to the City's Request for Proposal.

**ATTACHMENT(S):**

- 1) Text of City of Orland's Published Request for Proposal
- 2) RFP Response Document – HousingTools
- 3) RFP Response Document – De Novo Planning Group

**Request for Proposals  
for the  
Preparation of the City of Orland  
2021-2029 Housing Element**

**The City of Orland, California**



Request for Proposal Released: Monday, February 22, 2021

Responses Due: Friday, March 19, 2021

## I. Introduction

The City of Orland (City) is soliciting proposals from a qualified professional consultants to assist with the preparation of a comprehensive update of the City of Orland 2014-2019 (5<sup>th</sup> Cycle) Housing Element. This project will result in the preparation and adoption of an approved (by both the City of Orland and HCD) 6<sup>th</sup> Cycle Housing Element document for the 2021-2029 planning period. With the City's input, the consultant will prepare a document addressing the varied housing needs of the community, incorporation of all necessary and required legislative and case law-based requirements and the certification requirements mandated by the Department of Housing and Community Development (HCD) within the legally mandated timeframes.

## II. Background

The last update to the City's Housing Element was certified by HCD and adopted by the City in 2014. That document, the 5<sup>th</sup> Cycle - 2014–2019 Housing Element, was created in compliance with State General Plan law pertaining to Housing Elements. The Housing Element spans a period exceeding the historical period of 5 years and is now due for its State Mandated 6<sup>th</sup> Cycle update. The current update cycle for Glenn County is eight (8) years.

The City of Orland has been approved to utilize up to \$85,000 of SB 2 Grant funding for the completion of the Housing Element update. The SB 2 grant is a State grant intended to provide funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. An updated Housing Element will help accomplish these goals. The dollar amount allocated for this project is inclusive of City staff time costs and expenses thus the full dollar amount will not be available for the selected project consultant's use.

SB 2 funding works on a reimbursement basis based upon the achievement of milestones in the process. While the City does not anticipate that the consulting contract for this work will operate on a Milestone basis, the consultant shall document that various milestones have been achieved will be required. Under this contract, a project Close Out report detailing all project activities and milestone achievements, including the incurring of expenses, will be due at the close of the project and no later than June 30, 2022 and all invoicing shall be in a form approved by the City and eligible for reimbursement by HCD through the SB 2 grant program.

### III. Scope of Work

Under this contract, the selected consultant will prepare an update of the City's 2014-2019 (5<sup>th</sup> Cycle) Housing Element for the planning period understood to be starting in 2021 and extending until 2029. This period will cover the term of compliance for the 6<sup>th</sup> Cycle of Housing Element updates.

At a minimum, the consultant is expected to complete the following tasks:

1. Prepare the Housing Element updated in compliance with State Government Code Sections 65583 and all other applicable Code Sections.
2. Develop a project timeline leading to HCD certification and City Adoption of the Housing Element by November 30, 2021.
3. Update housing, population, and employment figures and projections to be consistent with most recent projections for the City and Glenn County. This information is to be consistent with the Department of Finance figures, the Regional Housing Data Package provided by the City for this task, and with HCD supported data.
4. Preparation and Incorporate of a Housing Needs Assessment for the City as required by HCD for Element compliance.
5. Investigate, analyze and address all new State housing laws (i.e. SB 957, AB 2162, SB 828, et al.) and make recommendations to the City on their implementation and incorporation into applicable city codes and regulations.
6. Assess housing conditions and immediate needs, including special housing needs
7. As necessary, identify and analyze potential sites for future housing.
8. Assess City housing programs to determine their effectiveness and to make future recommendations if needed.
9. Incorporate requirement to include housing programs that affirmatively further fair housing.
10. Conduct a minimum of two (2) community workshops to facilitate public input and engagement including the making of workshop materials available in Spanish and having the involvement of a person(s) fluent in the Spanish language.
11. California Environmental Quality Act (CEQA) Compliance: With this RFP, the City of Orland has assumed that the use of a CEQA exemption will be sufficient for this project. This is based upon a review of past practices and regional business practice. However, the City remains open and receptive to consideration of alternatives other than what has been assumed and invites those responding to this Request to consider and present what they believe is the appropriate and needed environmental document.

For this project and based on the City's assumption that an Exemption may be the appropriate level of review for this effort, the City expects the following of the selected consultant:

- Prepare required notices and circulate draft and final environmental documents, including all supporting notices to all required State Agencies and responsible agencies including all public notices, resolutions, ordinances and notices.

It is noted to respondents that the City will actively participate in the discussion of document contents, process, and will support and/or undertake all noticing and circulation needs along with all local filing and distribution needs.

12. Public Meetings/Hearings: At a minimum the consultant shall lead one public scoping/issues identification meeting (may occur prior to a regularly scheduled City meeting), provide one mid-term project update to the Planning Commission and/or City Council, and, shall attend and present the final draft document at one (1) Planning Commission and one (1) City Council public hearing (total of 2 public hearings) in support of the adoption of the Element.
13. Prepare, coordinate and/or submit all City-approved documents to HCD, the State Clearinghouse, OPR, County Clerk, etc. as required.
14. Coordinate document review actions with the City until such time that the document is certified by HCD including addressing recommended modifications and comments.
15. Keep detailed expense and cost records to allow for completion of the Close Out Form to obtain reimbursement for the completion of this project through SB 2 funding.
16. Provide the City with one (1) print-ready, unbound; one (1) print-ready, editable electronic copy of the final document in the MSWord file format; and one (1) print-ready and web-supported electronic copy of the final document in the .pdf file format on a Microsoft windows supported flash drive. All materials resulting from this task become the property of the City. Draft documents for review shall be submitted in both hard copy and an editable electronic format. All textual materials must be compatible with the latest version of the Microsoft Word document software. All maps (not exhibits) shall be provided in a file format compatible with ESRI ArcGIS geodatabase format (shapefile).



#### IV. Proposal Submission Requirements

Respondents are requested to submit one (1) original and three (3) copies of their proposal along with an electronic copy on a USB drive (a single .pdf file is acceptable and preferred). At a minimum, the proposal should include the following information:

1. An original cover letter signed by the official authorized to contractually bind the firm. The cover letter should also include firm name, address, phone number and fax number. Please include the name, title, address, phone number and e-mail address for a contact person during the proposal evaluation period. Include a statement indicating the proposal shall remain valid for no less than one hundred and twenty (120) days from the date of submittal.
2. A description of the consultant firm organizational structure, location of principal offices, number of professional, length of time in business and other pertinent information.
3. A list of any subcontractor who will be hired by the consultant. A summary of their experience and qualifications should be included.
4. The name of the principal and or project manager in the firm who will have direct continued responsibility for this project. This person will be City staff contact on all matters dealing with the projects and will handle the day-to-day activities. Please indicate the percentage of involvement this person and other staff will have in performing the scope of services. Please provide a summary resume for each person. Please note the selected firm may not substitute the project manager, sub-consultants or other team members without written consent from the City.
5. Related project experience including a list of public agencies and other clients (name, address, contact person, and phone number), for which the firm or individual members of the consultant team has prepared HCD-certified Housing Elements within the current planning cycle and at least two (2) letters of reference pertaining to this type of work.
6. A detailed outline of the proposed approach to the project including a work plan and schedule, including milestones, dates and submittals to complete the Housing Element Update. Specifically address the areas described in the Scope of Work section above. Other approaches, items or considerations may be included in addition to the proposed Scope of Work.
7. The consultant's budget for the project will be \$70,000 with the remaining SB 2 funding dollars to be utilized for City-incurred project costs. Costs associated with preparing and circulating the environmental documentation

should be identified and cost estimates shall include all costs associated with full environmental compliance for the project (including filing fees, noticing costs, etc.). Project budgets shall include attendance and engagement at project meetings.

8. A brief outline of the firm's current and projected workload staffing and ability to meet all required timeframes. Include an explanation of how your firm will manage the simultaneous preparation of multiple Housing Elements if you anticipate providing similar services to other clients during this cycle. A "not-to-exceed" cost to perform the requested service. Please include a detailed breakdown by Scope of Work item, staff level and required hours.
9. Project budgets shall include information regarding estimated hours for each major tasks, identification of the hourly rates for each employee working on the project, (including hourly rates for all employees and subconsultants rendering the scope of services), text addressing methodology for addressing billing disputes and whether overhead cost such as project management and initial training time are included in the hourly rate billed separately.

#### V. Contract Requirements

The City will include the following requirements in the contract for professional services:

10. Limits for insurance – Staff will work with the City in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.
11. The City must be notified in writing, if and/or when consultant wishes to change key personnel assigned to the project. All changes must be approved in writing by the City. The consultant shall not change subcontractors without prior written approval from the City. The City reserves the right to negotiate the proposed agreement for these services if any key personnel or subcontractor changes.

#### VI. Selection Process

Issuance of this RFP and receipt of the proposals does not commit the City to award a contract or pay costs incurred in responding to this RFP. The City reserves the right to accept or reject the combined or separate components of submittals in part or in entirety and waive any informality in any submittal. All submittal requirements listed in this RFP must be fulfilled and completed and, any omissions must be identified and explained otherwise the submittal will be rejected. The City reserves the right to postpone the review of the proposal for its own convenience or to accept or reject

any or all proposals received in response to the RFP or to award a contract based on the proposal that best meets the City's needs.

1. Proposals are due on or before 4:30 p.m., March 19, 2021. Late submittals will not be accepted. Email submittals followed within two (2) working days by the submittal of hardcopies will be acceptable by the submittal deadline. Respondents are asked to submit copies of their proposal to:

City of Orland  
Planning Department  
Attn.: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

2. Proposals will be evaluated by City staff,
3. If deemed necessary interviews may be held with qualified firms,
4. Staff will recommend the final selection to the City Council, which will review and approve a contract for professional services.

#### VII. Insurance and Indemnification

The Agreement between the selected consultant and the City will require insurance and indemnification. Insurance limits will be provided to the consultant prior to the award of contract. Proof of insurance is not required with the submittal of the proposal but is required prior to the award of the contract.

#### VIII. Availability of Information

Links to the City's General Plan, including the Housing Element, and Municipal Code are available on the City's website,  
<http://cityoforland.com/govt/dept/planning/forms.asp>.



3400 Cottage Way, Suite B  
Sacramento, CA 95825

PH / 530 513 3116  
housing-tools.com

March 18, 2021

City of Orland  
Planning Department  
Attn.: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

RE: RFP for 2021-2029 Housing Element Update

Dear Mr. Friend:

We are pleased to present to you a proposal in response to the above-referenced RFP for City of Orland Housing Element update services. We believe that we are uniquely qualified to complete a planning document that is responsive to the City's needs, with deep experience working in Glenn County and the rural North State, and practical expertise in housing policy.

Please note that our proposal does not include environmental review services. We have included CEQA environmental review as Activity 9 in the Scope of Work and Schedule, but not in the Project Budget. We understand from our discussion with you that the environmental review may be performed by the City of Orland in-house or by another consultant.

As Principal for Housing Tools, I am authorized to contractually bind the firm to this proposal, which shall remain valid for no less than one hundred and twenty (120) days from the date of submittal. I am also the primary contact for this proposal. You may reach me at [jcoles@housing-tools.com](mailto:jcoles@housing-tools.com) or (530) 513-3116. Our company address and phone number is provided on the letterhead above. Thank you for giving us the opportunity to assist you in this important endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "James Coles", written over a horizontal line.

James Coles  
Principal



**1. Cover Letter— Please see Cover Letter attached.**

**2. Organization Background**

Housing Tools has prepared this proposal in response to the “RFP for the Preparation of the City of Orland 2021-2029 Housing Element”. Housing Tools proposes to complete all tasks associated with the Housing Element update, except preparation of the CEQA exemption. Principal James Coles will be the primary point of contact for contract administration and project implementation. James will be supported by the rest of the Housing Tools staff, as described in Section 4. Project Staffing.

James Coles founded Housing Tools in 2012 after spending seven years in nonprofit housing development and five years in municipal housing management. The firm was established to provide services that are efficient, timely, practical, and responsive to client needs. Our expertise is built on practical experience in successfully financing and implementing housing and community development programs and projects.

Housing Tools has two areas of expertise— Community Development and Housing Development. In Community Development, the firm assists government agencies with planning, implementing, and evaluating programs. In Housing Development, the firm provides a broad range of project management services to housing developers. The organization is able to draw on the talents of experienced professionals within both of these areas to advance projects from a holistic, multi-disciplinary approach. For example, Housing Element updates require a knowledge of government policies, programs, and budget, as well as the real estate development process. Housing Tools is able to apply expertise in both of these topic areas to produce a plan that is built upon on a solid understanding of the local government and financial environment, and current housing development constraints and opportunities. Below is an outline of the organizational structure. In addition to the positions listed, Administrative Assistant Nadine Mendoza manages contracts and invoicing, human resources, and filing systems.

Community Development Department		
Name	Position	Areas of Expertise
Sherry Morgado	Director	Community Development Policy, Public Health Policy, Local Government Planning and Budgeting, Community Engagement
Cassandra Miracle	Project Specialist	Data Research and Analysis, Public Health Policy, Community Engagement, Graphic Presentation
Jessica Candela	Project Specialist	Virtual Public Meeting Logistics, Data Research and Analysis, Fair Housing, Community Development Policy



Housing Development Department		
Name	Position	Areas of Expertise
James Coles	Director	Housing and Community Development Policy, Housing Development, Housing Market Analysis, Local Government Planning and Budgeting
Jamie McLeod	Senior Project Manager	Housing and Community Development Policy, Housing Development, Housing Market Analysis, Local Government Planning and Budgeting
Tam Le	Project Manager	Housing Development, Housing Funding, Compliance Monitoring, Project Management
Allie Kamara	Assistant Project Manager	Project Management, Marketing, Graphic Design, Sustainable Design

Below is contact information for the Housing Tools main office.

Housing Tools  
3400 Cottage Way, Suite B  
Sacramento, CA 95825  
(916) 692-8544  
[housing-tools.com](http://housing-tools.com)

### 3. Subcontractors

Housing Tools is not proposing to include any subcontractors on the project team. However, environmental review is not included in our scope of work, and we understand that ECORP may provide these services for the Housing Element update.

### 4. Project Staffing

The table below shows the proposed staff roles and responsibilities for the project. Resumes for each of the following individuals is provided as Attachment B to this proposal.

Name	Position	Role	Percentage Involvement
James Coles	Principal, HD Manager	Client Primary Point of Contact, Project Manager, Goals and Objectives, Document Drafting, Editing and Presentation	25%
Sherry Morgado	CD Manager	Resource Inventory, Document Drafting and Editing	20%
Cassandra Miracle	Project Specialist	Public Outreach, Graphic Design, Document Formatting	15%



Jessica Candela	Project Specialist	Needs Assessment, Fair Housing Assessment	15%
Jamie McLeod	Senior Project Manager	Sites Inventory, Constraints Analysis	15%
Allie Kamara	Assistant Project Manager	Research, Public Outreach	10%

Housing Tools' Principal James Coles, and Community Development Manager Sherry Morgado, have more than 25 years of combined experience in affordable housing and housing policy. Our firm's project management staff bring a wealth of experience as nonprofit developers, City government officials, and as consultants. This provides valuable experience and perspective on the challenges facing local governments as they set housing policy and work with other public agencies and developers to meet their housing goals. Housing Tools has also completed a number of community and site-specific feasibility studies to assist local governments determine optimal locations for affordable housing, and has prepared housing strategies for local government and non-profits. Below is a summary of each staff person's experience and expertise.

*James Coles, Principal and Housing Development Manager*

James has more than 20 years of experience in affordable housing and housing policy. He has completed a number of community and site-specific feasibility studies to assist local governments determine optimal locations for affordable housing, prepared housing strategies for local government and non-profits, and directed completion of long range plans for the City of Chico, including the 2009-2014 and 2014-2022 Housing Element updates, and the 2015-2019 and 2020-2024 HUD Consolidated Plans. James completed a comprehensive Housing Conditions Inventory for the City of Chico in 2014 that evaluated rehabilitation needs for thousands of units throughout the city's older neighborhoods.

*Sherry Morgado, Community Development Manager*

Sherry has over 25 years of combined experience in community development, housing, and public health at the City and County level, and previously served as the Director of Housing and Neighborhood Services for the City of Chico, where she oversaw the Department's efforts to address a wide range of housing and community development needs and was deeply involved in the City's Housing Element outreach, development, implementation, and reporting.

*Jessica Candela, Project Specialist*

Jessica has experience in policy and program development, and outreach and education, including facilitation and public speaking. She brings specialized expertise in event planning and implementation for the purpose of public engagement. Jessica has administered Housing Tools' housing and homelessness Zoom calls including virtual community education sessions for the public and orientations for City and County staff and stakeholders. She assisted with the City of Chico's 2020-2024 HUD Consolidated Plan and Analysis of Impediments to Fair Housing Choice.

*Cassandra Miracle, Project Specialist*

Cassie has a background as a Public Health Educator and Community Development Project Specialist, with extensive experience in community outreach, data analysis, program and policy development, social media strategies, and graphic design. She has assisted Housing Tools with community engagement





and planning, including a social media toolkit, for the No Place Like Home program in seven rural Northern California counties.

*Jamie McLeod, Senior Project Manager*

Jamie offers practical expertise gained as a housing analyst and licensed real estate sales agent. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects within government agencies. At Housing Tools, Jamie McLeod takes a lead on site feasibility studies, site inventories, federal grant administration, funding applications, and housing development.

*Allie Kamara, Assistant Project Manager*

Allie has experience in business systems development and coordination, sustainable building implementation, and graphic design and marketing. At Housing Tools, she provides support for housing development and planning efforts. She has been involved in the completion of tax credit and State HCD funding applications, and site feasibility studies and housing studies for County governments.

## 5. Relevant Firm Experience

Client	Contract Scope	Contact	Schedule
City of Willows	2021-2029 Housing Element Update	Karen Mantele Principal Planner City of Willows 201 North Lassen Street Willows, CA 95988 (530) 934-7041 <a href="mailto:kmantele@cityofwillows.org">kmantele@cityofwillows.org</a>	Completed Housing Needs Assessment, Fair Housing Assessment, First Public Mtng., Sites Inventory. Scheduled for final adoption 11/12/21.
City of Chico	2022-2030 Housing Element Update	Marie Demers Housing Manager Housing Division City of Chico P.O. Box 3420 Chico, CA 95927 (530) 879-6303 <a href="mailto:marie.demers@chicoca.gov">marie.demers@chicoca.gov</a>	Completed Housing Needs Assessment, Fair Housing Assessment, First Public Mtng., Sites Inventory. Scheduled for final adoption 5/31/22.
City of Chico	2014-2022 Housing Element Update	Marie Demers Housing Manager Housing Division City of Chico P.O. Box 3420 Chico, CA 95927 (530) 879-6303 <a href="mailto:marie.demers@chicoca.gov">marie.demers@chicoca.gov</a>	Adopted 6/17/14. Approved by HCD 8/7/14.





Letters of recommendation from Glenn County, the City of Willows, and the City of Chico are included in Attachment C.

Housing Tools has extensive experience working in Northern and Central California communities, including the Counties of Butte, Glenn, Colusa, Tehama, Siskiyou, Shasta, Del Norte, Lassen, Plumas, Sierra, Amador and Monterey, and the Cities of Chico, Willows, Redding, Corning, Biggs, Elk Grove, Lincoln and Salinas. This work has included Housing Elements, HUD Consolidated Plans, Strategic Plans, HOME and CDBG Administration, 10-Year Plans to End Homelessness, Housing Studies, Site Feasibility Studies, Infill Infrastructure Grant Applications, No Place Like Home applications, and Permanent Local Housing Allocation (PLHA) plans and applications, some of which are listed below.

- City of Chico 2009-2014 and 2014-2022 Housing Element Updates
- City of Chico 2015-2019 and 2020-2024 HUD Consolidated Plan
- City of Chico 2015-2019 and 2020-2024 Analyses of Impediments to Fair Housing Choice
- City of Chico Four Factor Analysis and Language Access Plan to meet requirements of an FHEO Voluntary Agreement (2016)
- City of Chico Housing Conditions Inventory (2014)
- Butte Continuum of Care 2014 10-Year Strategy to End Homelessness and 2018 Update
- Glenn, Plumas and Sierra, Siskiyou, Amador, Tehama Homeless Plans (2018-2020)
- Colusa, Glenn, Plumas and Sierra Counties Housing Studies (2020)
- City of Lincoln Affordable Housing Strategic Plan (2020)
- City of Elk Grove RHNA Sites Analysis (2020)

Over the past three years, Housing Tools has been working on a number of fronts within Glenn County. This work has provided familiarity with the unique challenges and opportunities associated with producing housing in Glenn County. These projects are described below.

- *Glenn County Housing Needs Study completed in 2018 and updated in 2020*— Provides a snapshot of the economic and demographic conditions in the county that influence the housing market, including population growth trends, household characteristics, employment and wages, household income, and poverty statistics. The Study also analyzes the housing needs for low, very-low and extremely-low income households, and includes an assessment of the current supply of housing, and public funding availability for the production of publicly assisted affordable housing, including tax credit housing.
- *Glenn County 10-Year Plan to End Homelessness*— adopted by the Board of Supervisors in July 2019. The development of the Plan involved an extensive community outreach effort, including community meetings and focus groups, resulting in a comprehensive needs assessment and strategic action plan for concrete steps to address homelessness.
- *Glenn County Site Feasibility Study*— dated May 2020, analyzes the viability of various sites throughout the County for the development of affordable housing. This assessment includes a number of sites in Orland.
- *On-going No Place Like Home (NPLH) technical assistance*— preparing the County to secure NPLH funding made available through the State of California for the development of Permanent Supportive Housing for homeless individuals with a serious mental illness.



- *Permanent Local Housing Allocation (PLHA) Plan and Application*— assisting the County, the City of Willows, and the City of Orland plan and coordinate affordable housing efforts to be funded by PLHA. This included the facilitation of several meetings between the jurisdictions to understand the status of affordable housing opportunities in each community and how the PLHA funds can be pooled and used to help all of the jurisdictions meet their RHNA targets. It also involved an in-depth review of each jurisdiction’s Housing Element.
- *City of Willows 2021-2029 Housing Element Update*— involving all aspects of updating the City’s Housing Element in compliance with HCD guidance and regulations. This effort includes an update to the City’s Housing Conditions Survey and the development of an ADU incentives program.
- *Glenn County Medical Services Plan*— facilitating stakeholder input and coordinating plan development.

As a firm with offices in nearby Chico focused on rural Northern California, we bring local experience, knowledge, and commitment to this project. Our experience working in local government, and as consultants to local governments, has provided us with an intimate understanding of the unique challenges that rural Northern California communities face in meeting housing needs and planning for growth. We augment this understanding with a planning process that engages local stakeholders in a comprehensive and constructive way. The purpose of this planning process is to develop goals that build upon each community’s unique strengths and address its most critical needs. It is guided by lead consultants that have proven track records in planning and implementing programs and projects that produce results at the County and City levels.

## 6. Work Plan, Schedule, and Approach

### Work Plan and Schedule

<b>Activity 1: Project Setup and Initial Research</b>	
Task 1.1: Research Housing Element (HE) law and current State HCD guidance. Research all new State Housing Element laws and make recommendations for implementation, and where necessary, incorporation into City code.	April 2021
Task 1.2: Review previous Housing Element, General Plan implementation, zoning code, water & sewer provision plans and status, and start inter-governmental review process.	April 2021
Task 1.3: Plan and facilitate Kick-off Meeting with City Staff.	April 2021
<b>Activity 2: Public Outreach</b>	
Task 2.1: Develop outreach plan, which will include: stakeholder contact list, outreach strategies (social media posts, email, meetings, flyers, public notices, etc.), focus group and community workshop topics, and overall schedule and integration into the HE.	April 2021



Task 2.2: Create and share social media posts for City Facebook page in coordination with City staff.	May-November 2021
Task 2.3: Plan and facilitate a focus group with low-income residents to understand housing needs.	May 2021
Task 2.4: Plan and facilitate 1 <sup>st</sup> Community Workshop to receive input on housing needs and issues. Topics will include: purpose of the HE; overview of State requirements; review of previous Housing Element update; review of affordable housing funding sources; initial research on community needs; and findings from low-income resident focus group. Provide Spanish translation for the workshop and workshop materials.	May 2021
Task 2.5: Provide a mid-term project update to the Planning Commission and/or City Council.	June 2021
Task 2.6: Plan and facilitate 2 <sup>nd</sup> Community Workshop to receive input on HE goals. Topics will include: status of previous HE goals, summary of current needs and resources, and recommended HE goals for the current update. Provide Spanish translation for the workshop and workshop materials.	July 2021
Task 2.7: Summarize community input and share with the City.	July 2021
<b>Activity 3: Housing Needs Assessment</b>	
Task 3.1: Research relevant data sources for demographic, socioeconomic and housing conditions: State HCD, State Dept. of Finance, HUD, U.S. Census, Multiple Listing Service, and Housing Tools Housing Study. Research needs of special populations, including farmworkers, large families and female-headed households, people experiencing homelessness, people with disabilities, and seniors. Assess progress in meeting RHNA goals. Create an inventory of existing affordable housing complexes, including those at risk to convert to market rate.	April-May 2021
Task 3.2: Organize and summarize data on existing and projected housing needs in tables and charts, including synopsis for 1 <sup>st</sup> Community Workshop.	May 2021
<b>Activity 4: Resource Inventory</b>	
Task 4.1: Build inventory of available developable land for meeting RHNA building capacity requirements, including surplus sites per AB 1486. Utilize Housing Tools Glenn County Site Feasibility Study. List and map site information.	April 2021
Task 4.2: Coordinate with City Planners to make capacity assumptions for developable land, including current site conditions, zoning designations, and environmental constraints. Calculate buildable capacity for each site.	May 2021
Task 4.3: Collect information on financial resources for housing development, including local, state and federal sources. Conduct interviews with City and Housing Authority of the County of Butte Staff as necessary.	June 2021



Task 4.4: Analyze energy conservation opportunities through review of the General Plan and green building rating systems, and interviews with City staff, solar providers, and other sustainable building providers.	June 2021
<b>Activity 5: Constraints Analysis</b>	
Task 5.1: Review City zoning and building codes, fee schedules, and City Planning policies and procedures to understand Government Constraints. Include an analysis of government constraints that impact persons with disabilities. Interview City Planners as necessary.	June 2021
Task 5.2: Assess constraints and opportunities for facilitating production of Accessory Dwelling Units per AB 494, AB 671, and SB 229. Develop policy and process recommendations for expediting development and using pre-approved plan sets. Identify measures that could be incorporated into HE Goals and Objectives.	July 2021
Task 5.3: Research Non-governmental constraints, including: land prices, construction costs, and financing availability.	July 2021
Task 5.4: Develop list of processes, procedures and programs to reduce or eliminate constraints. Identify measures that could be incorporated into HE Goals and Objectives.	July 2021
<b>Activity 6: Assessment of Fair Housing</b>	
Task 6.1: Complete an Assessment of Fair Housing, per AB 686	June 2021
Task 6.2: Identify a Fair Housing Program, consisting of specific Goals, Policies and Actions	July 2021
Task 6.3: Incorporate fair housing assessment goals and objectives into the Constraints Analysis and Site Inventory.	July 2021
<b>Activity 7: Goals, Policies and Actions</b>	
Task 7.1: Draft first iteration of Goals, Policies and Actions with an eight-year schedule of action items and milestones. Assess existing City housing programs. Consider additions and revisions necessary to meet new provisions of State housing laws and regulations.	June 2021
Task 7.2: City review of first iteration.	June 2021
Task 7.3: Draft second iteration of Goals, Policies and Actions with feedback from City and 2 <sup>nd</sup> Community Workshop.	August 2021
Task 7.4: City review of second iteration.	August 2021
<b>Activity 8: Draft and Review Document</b>	
Task 8.1: Prepare 1 <sup>st</sup> HE Draft and review for consistency with General Plan and compliance with State regulations.	August-September 2021



Task 8.2: Initial City and inter-governmental review.	September 2021
Task 8.3: Revise HE draft to incorporate City staff comments.	September 2021
Task 8.4: Submit 2 <sup>nd</sup> HE Draft to State HCD for review.	September 2021
Task 8.5: Review HCD comments with City Staff. Revise HE draft to incorporate State HCD comments.	October 2021
Task 8.6: Prepare the 3 <sup>rd</sup> HE draft for Planning Commission review.	October 21, 2021
Task 8.7: Revise 3 <sup>rd</sup> HE Draft to incorporate Planning Commission comments.	October 22-25, 2021
Task 8.8: Prepare the 4 <sup>th</sup> HE Draft for City Council adoption, including the required City Council resolution and related findings.	November 2, 2021
Task 8.9: Revise HE draft to incorporate any City Council comments. Submit Final HE Report to the City, and to State HCD.	November 9, 2021
Task 8.10: Complete Close Out Form for SB 2 funding.	November 30, 2021
<b>Activity 9: Environmental Review</b>	
Task 9.1: Tribal Consultation Assistance.	June 2021
Task 9.2: Preparation of CEQA Exemption.	September 2021

### Project Approach

Housing Tools takes an approach to our work that is efficient, timely, practical, and responsive. A firm understanding of local conditions, supported by comprehensive and constructive public outreach processes, is central to our work plan. Our general approach will be as follows:

- Our consulting team will be efficient and organized in the use of our time to deliver milestones and tasks. We propose to effectively utilize our work completed to date to support and inform a number of the tasks requested in the RFP.
- We will be timely in helping the City access resources that are currently available to address pressing local needs. Our staff is continually tracking all of the latest developments on funding for housing at the State and Federal levels, and understands how these various funding sources can be strategically used together.
- We will be practical in recommending goals and policies that have demonstrated success and are applicable to the City's unique conditions.



- We will be responsive in recommending plans and policies that address local challenges and leverage local resources.

Ultimately, this approach will further housing production within Orland in a way that meets the City's needs and takes advantage of available resources.

#### Implementation Methods and Controls

Housing Tools will conduct a kick-off meeting with the City of Orland to establish the goals, approach, means of communication, and timeline for this scope of work. This will be used to create a task list and timeline that will be shared with the City and among consultant team members. Housing Tools will enter this task list and timeline into a cloud-based project management software called Smartsheets. This software allows City staff and the consultant team to track progress on Tasks within the scope of work in real time, and it can be accessed by all parties at any time or simultaneously. Smartsheets also facilitates coordination by providing the ability to link documents, drafts, contact information, and notes to each Task, and send automated reminders and updates to users. Correspondence and information is organized by Task for easy reference and tracking.

As needed, Housing Tools will follow COVID-19 applicable social distancing rules recommended by the Glenn County Public Health Division and California Department of Public Health in planning and conducting public meetings. If in-person public gatherings are not possible, online Zoom webinars will be facilitated. Housing Tools has effectively used Zoom webinars to conduct public education meetings about solutions to homelessness in other counties. This format allows presenters to share PowerPoint slides and other media, receive comments and questions via the chat feature, and conduct polls with live results. Those without computer or internet access can call into the webinar via phone.

#### **7. Project Budget— Please see a detailed Project Budget in Attachment A.**

Overhead costs such as project management, training, travel, office rent, utilities, equipment, supplies, and other operating costs are incorporated into each Task cost within the Project Budget.

Invoices will be submitted monthly, during the first week of the month, for work completed in the previous month. The City will have 30 days to process and pay each invoice. The City will contact Housing Tools within this 30-day period with any questions and address any billing disputes.

#### **8. Workload and Ability to Meet All Required Timeframes**

Housing Tools is currently in the process of completing two Housing Element Updates- one for the City of Willows that is due for adoption by November 30, 2021, and one for the City of Chico that is due for adoption by May 30, 2022. We have distributed responsibilities among our eight staff members in a way that will allow us to complete the two Housing Element Updates currently in process, and also complete the City of Orland Housing Element Update by November 30, 2021. In addition, we are in the process of hiring a Community Development Planner that would be on board by the time the City of Orland contract is underway. After an assessment of our time and resources, we confirm that we have adequate capacity to take on this project.

**Attachment A- Project Budget**

Activity/Task	Principal Hours	Principal Cost at \$120/hr.	CD Mng. Hours	CD Manager Cost at \$120/hr.	Project Specialist I Hours	Project Specialist I Cost at \$100/hr.	Project Specialist II Hours	Project Specialist II Cost at \$100/hr.	Senior Project Mng. Hours	Senior Project Mng. Cost at \$120/hr.	Asst. Project Mng. Hours	Asst. Project Mng. Cost at \$100/hr.	Admin. Cost (10%)	Total Cost
<b>Activity 1: Project Setup and Initial Research</b>														
Task 1.1: Research Housing Element (HE) law and HCD guidance.	2	\$120	6	\$120	2	\$100	2	\$100		\$120		\$100		\$1,360
Task 1.2: Review City materials, water & sewer provision plans and status, and start inter-governmental review process.	4	\$120	4	\$120		\$100		\$100		\$120		\$100		\$960
Task 1.3: Plan and facilitate Kick-off Meeting with City Staff.	3	\$120	3	\$120	2	\$100	2	\$100	2	\$120	2	\$100	\$132	\$1,692
<b>Activity 1 Total</b>	<b>9</b>		<b>13</b>		<b>4</b>		<b>4</b>		<b>2</b>		<b>2</b>		<b>\$132</b>	<b>\$4,012</b>
<b>Activity 2: Public Outreach</b>														
Task 2.1: Develop outreach plan.	2	\$120	4	\$120	4	\$100	4	\$100		\$120		\$100	\$152	\$1,672
Task 2.2: Create and share social media posts on City Facebook page in coordination with City Staff.		\$120		\$120	3	\$100		\$100		\$120	3	\$100	\$60	\$660
Task 2.3: Plan and facilitate low-income focus group.		\$120	2	\$120	8	\$100	3	\$100		\$120		\$100	\$134	\$1,474
Task 2.4: Plan and facilitate 1st Community Workshop to receive input on housing needs and issues.	4	\$120	2	\$120	17	\$100	8	\$100		\$120		\$100	\$322	\$3,542
Task 2.5: Provide mid-term project update to Planning Commission and/or City Council.	2	\$120		\$120	5	\$100		\$100		\$120		\$100	\$74	\$814
Task 2.6: Plan and facilitate 2nd Community Workshop to receive input on HE goals.	4	\$120	2	\$120	17	\$100	8	\$100		\$120		\$100	\$322	\$3,542
Task 2.7: Summarize community input and share with the City.	2	\$120		\$120	8	\$100		\$100		\$120		\$100	\$104	\$1,144
<b>Activity 2 Total</b>	<b>14</b>		<b>10</b>		<b>62</b>		<b>23</b>		<b>0</b>		<b>3</b>		<b>\$1,168</b>	<b>\$12,848</b>
<b>Activity 3: Housing Needs Assessment</b>														
Task 3.1: Research relevant data sources for Housing Needs Assessment.	14	\$120		\$120		\$100	56	\$100		\$120	38	\$100		\$11,080
Task 3.2: Organize Housing Needs data for 1st Community Workshop.		\$120	2	\$120		\$100	16	\$100		\$120		\$100		\$1,840
<b>Activity 3 Total</b>	<b>14</b>		<b>2</b>		<b>0</b>		<b>72</b>		<b>0</b>		<b>38</b>		<b>\$0</b>	<b>\$12,920</b>
<b>Activity 4: Resource Inventory</b>														
Task 4.1: Build inventory of available developable land.	4	\$120		\$120		\$100		\$100	20	\$120		\$100		\$2,880
Task 4.2: Calculate buildable capacity for each site.	6	\$120		\$120		\$100		\$100	30	\$120		\$100		\$4,320
Task 4.3: Collect information on financial resources for housing development, including local, state and federal sources.	2	\$120		\$120		\$100		\$100	10	\$120		\$100		\$1,440
Task 4.4: Analyze energy conservation opportunities through review of the General Plan and green building rating systems.	2	\$120		\$120		\$100		\$100		\$120	10	\$100		\$1,240
<b>Activity 4 Total</b>	<b>14</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>60</b>		<b>10</b>		<b>\$0</b>	<b>\$9,880</b>
<b>Activity 5: Constraints Analysis</b>														
Task 5.1: Review City policies and regulations to understand Government Constraints.	4	\$120		\$120		\$100		\$100	20	\$120		\$100		\$2,880
Task 5.2: Assess constraints and opportunities for facilitating production of Accessory Dwelling Units per AB 494, AB 671, and SB 229.		\$120	12	\$120		\$100		\$100		\$120		\$100		\$1,440
Task 5.3: Research Non-governmental constraints.	8	\$120		\$120		\$100		\$100		\$120		\$100		\$960
Task 5.4: Develop list of processes and programs to reduce or eliminate constraints. Incorporate into HE Goals, Policies and Actions.	8	\$120	8	\$120		\$100		\$100		\$120		\$100		\$1,920
<b>Activity 5 Total</b>	<b>20</b>		<b>20</b>		<b>0</b>		<b>0</b>		<b>20</b>		<b>0</b>		<b>\$0</b>	<b>\$7,200</b>
<b>Activity 6: Assessment of Fair Housing</b>														
Task 6.1: Review and update Analysis of Impediments completed by Housing Tools in 2020, with the aim of complying with AB 686.	2	\$120	2	\$120		\$100	12	\$100		\$120		\$100		\$1,680
Task 6.2: Identify Fair Housing Goals, Policies and Actions that could be integrated into the 2022-2030 HE Goals, Policies and Actions.	2	\$120	2	\$120		\$100	4	\$100		\$120		\$100		\$880
Task 6.3: Incorporate fair housing assessment goals and objectives into the Constraints Analysis, Site Inventory and Goals, Policies and Actions.	4	\$120		\$120		\$100	2	\$100		\$120		\$100		\$680
<b>Activity 6 Total</b>	<b>8</b>		<b>4</b>		<b>0</b>		<b>18</b>		<b>0</b>		<b>0</b>		<b>\$0</b>	<b>\$3,240</b>
<b>Activity 7: Goals, Policies and Actions</b>														
Task 7.1: Draft first iteration of Goals, Policies and Actions.	16	\$120	2	\$120		\$100		\$100		\$120		\$100		\$2,160
Task 7.2: City review of first iteration.														\$0
Task 7.3: Draft second iteration of Goals, Policies and Actions with feedback from City and 2nd Public Meeting.	6	\$120	2	\$120		\$100		\$100		\$120		\$100		\$960
Task 7.4: City review of second iteration.														\$0
<b>Activity 7 Total</b>	<b>22</b>		<b>4</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0</b>	<b>\$3,120</b>

Attachment A- Project Budget

Activity 8: Draft and Review Document

Task 8.1: Prepare 1st HE Draft and review for consistency with General Plan and compliance with State regulations.	44	\$120	8	\$120	16	\$100	5	\$100	\$120	4	\$100	\$874	\$9,614
Task 8.2: Initial City and inter-governmental review.													\$0
Task 8.3: Revise HE draft to incorporate comments from Initial City and inter-governmental review.	6	\$120	2	\$120		\$100		\$100	\$120		\$100	\$96	\$1,056
Task 8.4: Submit 2nd HE Draft to State HCD for review.	4	\$120		\$120		\$100		\$100	\$120		\$100	\$48	\$528
Task 8.5: Review HCD comments with City Staff. Revise HE draft to incorporate State HCD comments.	6	\$120	2	\$120		\$100		\$100	\$120		\$100	\$96	\$1,056
Task 8.6: Prepare the 3rd HE Draft for Planning Commission review.	4	\$120		\$120	1	\$100		\$100	\$120		\$100	\$58	\$638
Task 8.7: Revise the 3rd HE Draft to incorporate Planning Commission comments.													\$0
Task 8.8: Prepare the 4th HE Draft for City Council review and adoption.	2	\$120		\$120	1	\$100		\$100	\$120		\$100	\$34	\$374
Task 8.9: Revise HE draft to incorporate any City Council comments. Submit Final HE Report to the City, and to State HCD.	6	\$120		\$120	1	\$100		\$100	\$120		\$100	\$82	\$902
Task 8.10: Complete Close Out Form for SB 7 funding.	4	\$120		\$120		\$100		\$100	\$120		\$100	\$48	\$528
Activity 8 Total	76		12		19		5		0		4	\$1,336	\$14,696
Contract Total	177		65		85		122		82		57		\$67,916







## **Attachment B- Resumes**



# JAMES COLES

Principal at Housing Tools  
jcoles@housing-tools.com

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## EXPERIENCE

As a consultant for government and nonprofit agencies, James offers practical expertise gained as an affordable housing developer and a municipal manager. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included initiatives to end homelessness, housing trust funds, HOME and CDBG programs, self-help and first-time homebuyer efforts, home rehabilitation programs, rental assistance, community facilities, and rental projects. Successful program implementation is rooted in planning processes that are highly collaborative, leverage local strengths, and address community needs. By taking this approach, James has directed the completion of a variety of successful planning efforts, including housing element updates, HUD consolidated plans, homelessness plans, Continuum of Care policy development, and strategic housing plans. His knowledge of the nuts and bolts of affordable housing development informs his government planning and policy work in a way that produces results.

Prior to founding Housing Tools, James worked as a Project Manager and Development Director for Resources for Community Development (RCD) from 2000 to 2007. At RCD, he managed the production of multiple affordable housing projects from site feasibility and financial structuring to lease-up and transition to operations. James also held a position as the Housing Manager for the City of Chico from 2007 to 2014. In this role, he managed a wide range of housing and community development programs.

## PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2014-2022 Housing Element Update
- City of Chico 2015-2019 and 2020-2024 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Lincoln Affordable Housing Strategic Plan (2020)
- City of Elk Grove RHNA Sites Analysis (2020)
- No Place Like Home Site Feasibility Studies for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Tehama County 10-Year Plan to Address Homelessness (2018)
- Butte County 10-Year Strategy to End Homelessness (2014)
- Founder and Director of the North Valley Housing Trust (2012-2017)

## CAREER

Housing Tools	Owner and Principal	2012-present
City of Chico	Housing Manager	2007-2012
RCD	Project Manager	2000-2007

## EDUCATION

Master of Urban Planning, College of Urban Planning and Policy, University of Illinois at Chicago (1998-2000)  
Bachelor of Arts in Urban Planning, University of Utah (1994-1997)



Community Development Manager at Housing Tools  
smorgado@housing-tools.com

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## EXPERIENCE

Sherry has over 25 years of combined experience in community development, housing and public health at the City and County level, where she has served as the Director of Housing and Neighborhood Services for the City of Chico, Assistant Director for the Butte County Public Health Department, and Senior Community Development Specialist for the City of Modesto. During her tenures with the City of Modesto and the City of Chico, she managed all aspects of the CDBG and HOME entitlement programs, which encompassed strategic planning through Consolidated and Annual Plans, establishing budgets, setting up contracts, implementing programs and projects, administration and adherence to federal requirements such as NEPA and federal labor standards, and reporting to HUD. At the City of Chico, she directly oversaw the use of Redevelopment Agency's Low-and Moderate-Income Housing funds, which averaged \$6 million annually, and facilitated the development of over 500 units of affordable housing. As a consultant over the past two years, Sherry has assisted local governments with HOME and CDBG compliance, documentation, and monitoring.

In her most recent experience with Housing Tools, Sherry has worked with numerous counties on housing needs studies, plans to address homelessness, and has led community education sessions on the need for affordable housing and homeless services. She specializes in community engagement, and is known to our clients as an effective listener and facilitator. She brings a vast knowledge of housing and community development resources, an understanding of community dynamics, and sensitivity to the challenges inherent in developing affordable housing to each interaction with policy/decision makers, stakeholders and community members.

## PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2009-2014 Housing Element Update
- City of Chico 2020-2024 HUD Consolidated Plan and Analysis of Impediments to Fair Housing Choice
- Housing Needs Studies for Amador, Glenn, Plumas and Sierra Counties (2018-2020)
- No Place Like Home Plans to Address Homelessness for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Permanent Local Housing Allocation (PLHA) Plans and Applications for Glenn, Siskiyou and Plumas Counties (2020)
- City of Willows HOME Administrative Subcontractor for Sycamore Ridge Apartments (2020)
- City of Biggs and City of Corning CDBG and HOME Grants Administrative Subcontractor (2019-2020)
- Butte County Update to 10-Year Strategy to End Homelessness (2018)

## CAREER

Housing Tools	Community Development Manager	2018-present
County of Butte	Assistant Director, Public Health	2016-2018
City of Chico	Director, Housing & Neighborhood Services	2006-2013
City of Modesto	Senior Community Development Specialist	2000-2004

## EDUCATION

Bachelor of Arts, Political Science and International Relations, California State University Stanislaus (1985)





## CASSIE MIRACLE

Community Development Project Specialist at Housing Tools  
cmiracle@housing-tools.com

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### EXPERIENCE

Cassie has over 10 years of combined experience in case management and public health at the nonprofit and County level, where she has served as a Health Educator, Case Manager, and Program Coordinator for Butte County Public Health Department, Butte County Continuum of Care, Caminar, and We Care a Lot Foundation. During her tenure with the Butte County Public Health, she led several department programs which required outreach and case management to individuals experiencing homelessness, including the County's HIV, Hepatitis C and STD programs. As a freelance consultant she has directed outreach and case management teams to identify housing options for those displaced by the Camp Fire in Butte County who were temporarily housed at the Red Cross Shelter. Since joining Housing Tools in early 2019, she has worked with a number of rural northern California counties on stakeholder engagement and strategic planning to address homelessness, and data analysis through primary data sources and surveys to help communities understand the scope and needs of those experiencing homelessness. In her most recent experience with Housing Tools, Cassie has worked with numerous counties on housing needs studies, plans to address homelessness, and has supported community education sessions on the need for affordable housing and homeless services.

Cassie specializes in data and is known for creating graphically appealing substantive reports. She brings a skill-set in relationship-building with policy makers, stakeholders and community members, a deep understanding of barriers and strengths rural communities experience in addressing housing and homelessness related issues, and innovative community engagement strategies that meet the unique needs of each community.

### PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2020-2024 HUD Consolidated Plan
- Housing Needs Studies for Amador, Glenn, Plumas and Sierra Counties (2019-2020)
- No Place Like Home Plans to Address Homelessness for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Butte County CoC Longitudinal Assessment (2020-2021)

### CAREER

Housing Tools	Community Development Project Specialist	2019-present
Freelance Consultant	Project Manager	2018-2019
County of Butte	Senior Health Educator, Public Health	2014-2018
We Care a Lot Foundation	Program Coordinator	2012-2014
Caminar	Case Manager	2010-2012

### EDUCATION

Bachelor of Science, Health Science, California State University Chico (2012)



## JESSICA CANDELA, MPA

Community Development Project Specialist at Housing Tools  
jcandela@housing-tools.com

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### EXPERIENCE

Jessica has held Project Specialist/Coordinator roles with Housing Tools, Butte County Office of Education, and Migrant Clinicians Network, a national public health non-profit. She brings expertise in project management, community engagement, and program development. Along with data and policy analysis, Jessica specializes in providing Zoom technical assistance to Housing Tools' clients and facilitating virtual events and meetings for government staff, stakeholders, and the public. Recent projects include virtual community conversations on permanent supportive housing in Amador County, a Specific Plan in the City of Salinas, and a new affordable housing development in the City of Vacaville. Jessica also conducts research and drafts reports and funding applications such as Amador County's Housing Needs Study, City of Chico's Analysis of Impediments to Fair Housing Choice, City of Salinas' Project Homekey Application, and Amador, Glenn, Plumas, and Siskiyou Counties' Permanent Local Housing Allocation Plans and Applications.

In her roles at Migrant Clinicians Network and Butte County Office of Education, Jessica was involved in all stages of planning, implementing, and reporting on community projects centered on public health and homelessness, respectively. She holds a Master of Public Administration: Health Administration degree from California State University, Chico and conducted a Butte-Glenn regional needs assessment for her culminating project.

### PROJECT EXPERIENCE HIGHLIGHTS

- Amador County Housing Needs Study and Permanent Supportive Housing Zoom Community Meetings (2020)
- Butte County Office of Education Back-to-School Connect (modeled after Project Homeless Connect) (2017)
- City of Chico HUD Consolidated Plan and Analysis of Impediments to Fair Housing Choice (2020)
- City of Salinas Project Homekey Application (2020)
- City of Salinas SHARE Center Project (homeless navigation center) (2020-2021)
- City of Willows HOME Administrative Subcontractor for Sycamore Ridge Apartments (2020-2021)
- No Place Like Home (NPLH) Supportive Services Plans for Glenn and Siskiyou Counties (2020-2021)
- Permanent Local Housing Allocation (PLHA) Plans and Applications for Amador, Glenn, Siskiyou, and Plumas Counties (2020-2021)
- Siskiyou County Homeless Housing, Assistance, and Prevention (HHAP) Application (2020)

### CAREER HIGHLIGHTS

Housing Tools	Community Development Project Specialist	2020-present
Migrant Clinicians Network	Project Coordinator, Development & Outreach	2019-2020
Butte County Office of Education	Project Coordinator	2017

### EDUCATION

Master of Public Administration: Health Administration, California State University, Chico (2019)  
Bachelor of Arts, Political Science and Multicultural & Gender Studies, California State University, Chico (2017)





## JAMIE McLEOD

Project Manager at Housing Tools  
jmcleod@housing-tools.com

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### EXPERIENCE

Jamie offers practical expertise gained as a housing analyst and licensed real estate sales agent. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included HOME and CDBG programs, Cal-HOME, BEGIN, HELP, Workforce Housing Grant Program, first-time homebuyer efforts, and inclusionary housing program implementation and management. Jamie has acted as project manager on new construction and acquisition-rehabilitation affordable housing projects. In this capacity he was the point of contact for City staff, public and private sector lenders, and other agencies addressing issues and concerns during the financing and construction phases of these projects. Jamie has been lead staff on the preparation of RFPs and RFQs for affordable housing projects and developers. This included developing the scope of work, writing and distribution of the RFP, review of applications, and award. Jamie has been responsible for writing documents required by various grant programs. This includes the HUD Consolidated Plan, HUD Action Plan, CAPER, and Analysis of Impediments to Fair Housing. As primary staff for the City of Woodland's Inclusionary Housing Program, Jamie was responsible for the implementation of the program, qualification of eligible families, homebuyer education orientations, homebuyer lotteries for eligible units, and City loan documents and closings. Jamie was also asked to sit on the Sutter County Citizens Advisory Committee on Homelessness. This committee analyzed various sites in the County and made a recommendation on where to place a shelter for homeless individuals.

Prior to joining Housing Tools, Jamie worked as a Licensed Real Estate Agent for Coldwell Banker Commercial from 2014-2020. In this capacity he researched and analyzed potential projects for various affordable housing developers in which to construct or rehabilitate into deed-restricted units and also researched projects located in Federal Opportunity Zones. Jamie also served as a Redevelopment-Housing Analyst at the City of Woodland from 2005-2011. In this role he managed the affordable housing programs and projects for the City including the sale of 80 Inclusionary Housing units and the construction of two affordable housing rental projects.

### PROJECT EXPERIENCE HIGHLIGHTS

- City of Woodland Inclusionary Housing Loan Program (2005-2011)
- City of Woodland 2005-2010 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Woodland Terracina Springlake Project (2007)
- City of Woodland Rochdale Grange Project (2011)

### CAREER

Housing Tools	Project Manager	2020-present
CBC	Sales Agent	2014-2020
City of Woodland	Redevelopment/Housing Analyst	2005-2011

### EDUCATION

Real Estate Salesperson License, 2014  
Certified Economic Development Financing Professional, National Development Council, 2007  
Bachelor of Science in Business Administration, California State University Chico, 1994



Project Manager at Housing Tools  
tle@housing-tools.com

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## EXPERIENCE

Tam has over seven years in Project Management and Coordination experience in the Affordable Housing Development and Solar Industries. As Project Manager for Housing Tools, Tam Le has managed successful escrow closings and worked on or project managed over 40+ TCAC Tax Credit, CDLAC Bond Allocation, and State HCD funding applications. With these projects, Tam worked seamlessly with financial institutions and government agencies such as US Bank, JP Morgan Chase, CalHFA, HCD, and local governments. Additionally, she has collaborated with non-profit affordable housing development clients and construction contractors to produce various construction, planning, and due diligence documents. Tam Le has the technical skills necessary to coordinate timelines and budgets using project management tools, and the leadership skills to diplomatically spear-head weekly conference calls.

Previous to working at Housing Tools, Tam honed her skills as a project coordinator in the Solar Sales and Solar Commercial Project Management fields. Tam has over 10 years of non-profit experience. She's held leadership positions with various non-profits in the fields of adult daycare, adults with disabilities, elementary/ high Schools. Additionally, Tam has managed a department with 20+ staff members for a Chico non-profit.

## PROJECT EXPERIENCE HIGHLIGHTS

- Escrow Closings: Burbank Housing's Gravenstein Apartments, Eden Housing's Vista Terrace and Coronado Terrace Apartments with development budgets ranging \$20 million to \$100 million. (2017, 2019)
- Tax Credit, CDLAC - 4%, 9% Competitive and Non-Competitive - 40+ with Development Budgets ranging from \$12 million to \$115 million. (2015- Present)
- HCD- IIG (Small and Large Jurisdictions), TOD, VHHP, MHP Applications (Spring 2020)
- Closing Deal Book, Place-In-Service Applications, non-profit formation, City Permit Applications, Solar Applications (for Chico Electric), Parking Surveys, Welfare Exemption applications

## CAREER HIGHLIGHTS

Housing Tools	Project Manager	2015-present
Chico Electric	Project Coordinator in Commercial Solar	2009-2011
Work Training Center	Manager of Program for Adults w. Disabilities	2000-2002

## EDUCATION

B.S. in Biochemistry, <i>Cum Laude</i>	University of Massachusetts	1996
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### *Relevant Courses (Post College)*

Rental Housing Development Finance Course from NDC	Jan 2020
Various financing trainings from Housing California	2017-2019
PMP Exam Prep - Project Management Course by Joseph Phillips	Oct 2020
Managerial Accounting, Financial Accounting	





## ALLIE KAMARA

Assistant Project Manager at Housing Tools  
akamara@housing-tools.com

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### EXPERIENCE

Allie has over nine years of combined experience in project management, systems development, sustainable building implementation, construction, and digital marketing. With project management experience in multiple industries, Allie offers unique, agile, and efficient expertise. She has extensive experience in construction management, environmental planning, strategic planning, coordination, project planning, and change management. At Housing Tools, Allie assists in all aspects of the firm's Housing Development activities including site assessment, acquisition, securing entitlements, structuring financing, applying for funding, managing construction, closing loans, and coordinating lease-up and transition to operations.

Allie previously served as a Senior Engineer Program Manager for Broadcom in the Silicon Valley, where she successfully completed product adoption and maintenance portfolios equaling upwards of \$1 BN. In this role, Allie played central role in driving software programs to delivery, managing SaaS rollouts, and working with cross-functional teams to drive results of the engineering team. Prior to Broadcom, Allie worked with the San Francisco Bay Area Conservation & Development Commission (BCDC) as an Environmental Planner where she helped manage the regional Adapting to Rising Tides (ART) project.

Allie's passion lies in promoting human welfare and helping to improve the living conditions of underprivileged individuals around the world. She is also deeply passionate about Diversity, Inclusion and Equity for minority groups. Allie has dedicated her life's mission to helping create sustainable pathways for humanity.

### PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2022 Housing Element Update
- No Place Like Home Site Feasibility Studies for Amador, Glenn, Plumas, and Sierra Counties (2019-2020)
- City of Salinas Project Homekey
- City of Stockton Transit Oriented Development (TOD)
- City of Richmond Section 8 HUD HAP Renewal & TCAC-CDLAC 4%
- Housing Authority of the County of Santa Barbara TCAC-CDLAC 4%

### CAREER

Housing Tools	Assistant Project Manager	2020-present
Building Solutions	Construction Project Manager	2018-2019
Broadcom	Senior Engineering Project Manager	2017-2018
Sunrun	Project Manager	2015-2017

### EDUCATION

Bachelor of Science, Sustainable Development, University of California, Berkeley (2014)





## NADINE MENDOZA

Administrative Assistant  
Nadine@housing-tools.com

### EXPERIENCE

Nadine has over 20 years of experience in customer service-related positions. The majority of this time was spent in the insurance industry. For Esurance, Nadine managed the company's sales compliance department and ran a team of 20 employees across the United States. She ensured adherence to company underwriting guidelines as well as state and federal regulations. By conducting root cause analysis, she was able to determine areas of opportunity and identify various change initiatives. Through research of processes and guidelines, she developed courses of action and partnered with senior management to work through implementation. Her experience, attention to detail, and knowledge provided her with the tools needed to review, modify, and updated the company sales manual.

In her role as an Executive Assistant at Kodiak Roofing, Nadine provided routine and confidential support to the CEO and COO-VP. She created company manuals where she identified workflow processes, guidelines, and training material. Through research she was able to compile data and statistical reports to grow the company.

Nadine has also had the opportunity to own and manage a graphic design company. Again, attention to detail plays a key part in designing custom graphic artwork for businesses and individuals. Part of her responsibilities were to promote the company through social media and special events.

### CAREER

Housing Tools	Administrative Assistant	2020 – Present
Dirt DNA	Owner / Graphic Design	2017 – 2019
Kodiak Roofing	Executive Assistant	2017 – 2017
Esurance	Manager Sales Compliance and Sales Operation Analyst	2006 – 2017

### EDUCATION

Paralegal, MTI College – Actively pursuing an AA in Paralegal Studies  
Licensed Doula  
Various courses in QuickBooks and Microsoft applications



### **Attachment C- Letters of Recommendation**



## Colusa-Glenn-Trinity Community Action Partnership

Administered by the  
**Glenn County Community Action Department**  
**Christine Zoppi, Director**



March 17, 2021

City of Orland  
Planning Department  
Attn: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

RE: Letter of Recommendation

Dear Mr. Friend:

I am writing to you to express my support and commendation of the staff and services of Housing Tools. Since 2018, Housing Tools has been providing a variety of housing and community development services for Glenn County including conducting a Housing Study, producing the Glenn County 10-Year Plan to End Homelessness, performing an affordable housing site feasibility study, and developing a 5-year Plan for State Funding. This work has been crucial to helping us access \$1,758,108 in funding for affordable housing in our County. Additionally, Housing Tools' diverse and knowledgeable staff are helping the County to plan and negotiate a 32-unit No Place Like Home housing development project, which is a needed asset in our community.

At Glenn County, we rely on Housing Tools to provide valuable insight and timely information on state regulations, funding opportunities, housing market trends, and critical issues affecting the development of affordable housing. In addition, they have proven to be effective at facilitating community dialogue and meetings about these issues in a productive and informative way. They have offered critical technical detail, as well as practical guidance, on how to proceed with a variety of housing related plans and projects.

If you have any questions about this recommendation, please contact me directly at 530-330-0149 or [czoppi@countyofglenn.net](mailto:czoppi@countyofglenn.net).

Sincerely,

*Christine Zoppi*

Christine Zoppi  
Director, Glenn County Health and Human Services

---

**Main Office & Mailing Address**

125 E. Walker Street, Orland, CA 95963  
Phone: (530) 865-6165 ♦ Fax: (530) 865-1001

**Satellite Office**

420 E. Laurel Street, Willows, CA 95988  
Phone: (530) 934-6510 ♦ Fax: (530) 934-6650

Equal Opportunity Employer/ Program ♦ Auxiliary Aids and Services Available Upon Request



March 17, 2021

City of Orland  
Planning Department  
Attn: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

Mr. Friend,

The City of Willows is pleased to submit a letter of recommendation to the City of Orland regarding the working relationship with Housing Tools, Inc. Over a year ago the City enlisted the contract services of Housing Tools to prepare our latest Housing Element Update. The experience and efficiency that has been observed with the work and output from this firm is exceptional to say the least. Their team of professionals are knowledgeable and prepared. The firm does an outstanding job of keeping the City informed of their work.

If the City of Orland seeks to contract with a firm to prepare a Housing Element Update, I would not hesitate to select this firm to complete this task.

Should you have any questions regarding their work, feel free to contact me with them.

Sincerely,

Karen Mantele  
Principal Planner  
City of Willows





COMMUNITY DEVELOPMENT DEPARTMENT  
Housing Division

411 Main Street, 2<sup>nd</sup> Floor  
Chico, CA 95928  
<http://www.ci.chico.ca.us>

(530) 879-6300  
Fax (530) 895-4726

City of Orland  
Planning Department  
Attn: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

RE: Letter of Recommendation

Dear Mr. Friend:

The City of Chico engaged Housing Tools late last summer for the update of the City's 6<sup>th</sup> Cycle Housing Element for the 2022-2030 period. We are extremely pleased with the expertise, insight and professionalism they have shown thus far and look forward to the submission of a successful Housing Element to the State in 2022.

Housing Tools brings together years of experience, adaptability to the changing landscape and creativity to produce quality work in a timely manner for a reasonable price. This is the second Housing Element update Housing Tools has worked on for the City. They are a pleasure to work with and we highly recommend them for the update of Orland's Housing Element.

Please let us know if you have any questions or would like to discuss further, at (530) 879-6303 or [marie.demers@chicoca.gov](mailto:marie.demers@chicoca.gov) or [brendanvieg@chicoca.gov](mailto:brendanvieg@chicoca.gov), (530) 879-6806.

Sincerely,

Marie Demers  
Housing Manager

Brendan Vieg  
Community Development Director



Prepared for:  
**The City of  
Orland**

CITY OF ORLAND  
Planning Department  
Attn: Mr. Scott Friend, City Planner  
815 4th Street  
Orland, CA 95963

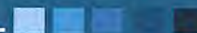


## 2021-2029 6TH CYCLE HOUSING ELEMENT

Submitted March 18, 2021 by:

**De Novo Planning Group**

A Land Use Planning, Design, and Environmental Firm





# De Novo Planning Group



A Land Use Planning, Design, and Environmental Firm

March 18, 2021

City of Orland  
Planning Department  
Attn: Mr. Scott Friend, City Planner  
815 4th Street  
Orland, CA 95963

## RE: 2021-2029 6th Cycle Housing Element Update

On behalf of De Novo Planning Group, thank you for the opportunity to submit this proposal to prepare the City's 2021-2029 Housing Element Update. Based on our extensive experience working with jurisdictions across California to prepare housing elements, we are confident that we can prepare your updated Housing Element for certification by the California Department of Housing and Community Development (HCD).

Our team will provide the City with an energetic and dedicated group of professionals with exceptional skills and qualifications. We are 100% committed to completing this project within schedule and budget and will allocate our resources and energy in a way that will exceed your expectations. We are confident that our experience, record of success with HCD certification, and Principal-level attention to the project will prove to be extremely valuable to the City. We encourage you to contact our references regarding our ability to provide our services at the highest level of legal adequacy and regulatory compliance.

Looking forward to the 6th Housing Element update cycle, there are a number of factors which will inevitably influence the project. De Novo is well-versed regarding implementation of recent housing bills signed into law in 2019, the 2017 Housing Package, direction provided by the Governor's Office, California Attorney General's Office, and HCD regarding Housing Elements and, more broadly, plans and programs to increase the State's housing stock. We also closely monitor pending legislation to be prepared to advise our clients on upcoming opportunities and challenges.

The team is led by Principal Beth Thompson who will serve as the Project Manager, providing the City with the highest level of principal attention. Our in-house management and technical team is composed of strategic planners who value creative problem-solving and we are ready and able to respond to whatever comes our way as we work with you to update your Housing Element. We strongly believe that our principal-level attention, availability, responsiveness, and creativity will best assist Orland as it evaluates its Regional Housing Needs Allocation (RHNA) and ultimately updates its Housing Element for State certification.

## The De Novo Approach

Our approach is grounded in creative problem-solving, a solid quality control process, and strict adherence to the project schedule and budget.

### ■ ■ ■ Creative Problem-Solving

Planners are creative problem-solvers, and we consider ourselves particularly well-suited to this part of the job. De Novo's management team and technical staff value research and best practices but recognize that we often work on projects with a moving target. This is especially relevant to the current state of housing elements and housing law, where politics are playing an increasingly important role in how local jurisdictions maintain control of their local planning objectives. We believe that you know your City best and local agencies are best-suited to plan for their own housing needs. We will work with you to address local issues and concerns in creative ways that maximize local input to the extent feasible while also achieving state

objectives and requirements.

### ■ ■ ■ **Strictly Adhere to the Project Schedule and Budget**

Our project team is fully committed to bringing the project to completion and receiving state certification in accordance with all required timelines. As outlined in our project schedule, we have a ample time for all project stages including the community engagement process, coordination with HCD, and public review.

We thrive under deadlines, and we have a track record of meeting or exceeding our project schedules. Our use of Principal-level staff throughout all stages of the project allows us to work quickly, efficiently, and produce preliminary draft documents of superior quality. Our project managers take a very active and hands-on role, and we diligently manage our team and coordinate with City staff to ensure that all parties are continuously aware of pending deadlines, outstanding tasks, and draft work products that will require staff review.

We take tremendous pride in our ability to adhere to our project budgets. Our project managers are also principals and senior managers of the firm, and to this end, we have the authority to take any steps necessary to ensure that our projects remain on budget. We strongly encourage the City to call every single one of our references and specifically inquire about the extraordinary steps we take to ensure we do not modify or exceed our budgets. This regularly includes the addition of extra meetings and hearings, the inclusion of additional technical analysis, and the allocation of staff time and resources beyond the levels identified in our proposal, at no extra charge to the City.

### ■ ■ ■ **Extensive Housing Experience**

De Novo has extensive experience working with General Plans and Housing Elements. . De Novo Planning Group has completed 21 Housing Element Updates and each element has been certified by HCD. In addition, we have recently certified several 6th Cycle Housing Element Updates and have 11 6th Cycle Housing Element Updates currently underway.

Our Housing Element lead, Beth Thompson, has personally managed or served as a technical advisor for over 30 Housing Element updates and has also managed Consolidated Plans, EIRs to address identification of housing sites, development of inclusionary housing ordinances, development and management of affordable housing funding programs, zoning code updates focused on streamlining housing requirements, and affordable housing market studies.

A unique attribute of our team is that our lead, Beth Thompson, has significant experience working with all aspects of General Plans, Zoning Codes, and CEQA documentation and brings her thorough understanding of both long-range planning and development projects to the Housing Element Update process.

Ms. Thompson is an officer with the firm, and is authorized to negotiate on the firm's behalf. The offer contained in this proposal is valid for no less than 120 days. The Housing Element will be managed from our El Dorado Hills office:

De Novo Planning Group  
1020 Suncast Lane Suite 106  
El Dorado Hills, CA 95762

Phone: (916) 812-7927  
Fax: (916) 915-1837

We trust that the enclosed information is adequate for your evaluation, but should you need anything else, please do not hesitate to contact me at (916) 812-7927 or at [bthompson@denovoplanning.com](mailto:bthompson@denovoplanning.com). We look forward to the opportunity to further discuss our proposal.

Sincerely,



**Beth Thompson**  
Principal



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# QUALIFICATIONS AND EXPERIENCE

De Novo Planning Group is a land use and environmental planning firm specializing in community planning, environmental studies, design, and development services. For the past 11 years, De Novo Planning Group has successfully provided long-range planning, including General Plan and Housing Element Updates, environmental documentation, and project review and design services in the Sacramento, Greater Bay Area, Central Valley, Tahoe Basin, and northern California regions, and in 2017, opened an office in Orange County to serve southern California clients. The firm's principal-level staff have successfully completed over 350 projects consisting of comprehensive general plans, specific plans, housing elements, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, biological assessments, wetland delineations, and development projects throughout California. De Novo Planning Group incorporated in July 2008 and has full-service offices in northern and southern California. Our staff of 15 professionals is managed by De Novo's four principals, Steve McMurtry, Ben Ritchie, Beth Thompson, and Amanda Tropiano.

## OUR MISSION

Our mission is to provide municipal and private sector clients with world-class professional services, through principal-level attention to every project. We pride ourselves on our ability to work with clients to balance their economic, social, environmental, legal, and political goals. Our services result in an integrated planning and environmental solution for every project that is technically sound, cost effective and delivered within the client's schedule.

## OUR PHILOSOPHY

Our philosophy is to proactively plan and design projects in such a way that public and environmental concerns are addressed and accommodated early in the process. We strongly believe in the use of local knowledge for developing sensible and cost-effective solutions to local concerns. Our solutions integrate local knowledge with the best available resources to achieve recognized national and international standards for planning and environmental management, to achieve a balance in local economic, social, and environmental goals. De Novo Planning Group is dedicated

## OUR SERVICE AREAS

### Community Planning

- » General Plans
- » Housing Elements
- » Specific Plans
- » Zoning Codes
- » Public Facilitation
- » Grant Writing
- » Project Management
- » Application Processing
- » Project Review/Peer Review

### Environmental Studies

- » CEQA Compliance
- » NEPA Compliance
- » Biological Studies
- » Agricultural Studies
- » Air Quality Studies
- » Health Risk Assessments
- » Climate Action Plans
- » Sustainability Planning
- » Mitigation Monitoring
- » Permitting

### Design

- » Land Use Plans
- » Visual Simulations
- » Subdivision Layouts
- » Site Planning
- » Design Guidelines

### Development

- » Feasibility Studies
- » Due Diligence Packages
- » Competition Analyses
- » Cost Estimate



## Housing Experience

De Novo has extensive experience working with General Plans and Housing Elements. De Novo Planning Group has completed 21 Housing Element Updates and each element has been certified by HCD. In addition, we have 11 6th Cycle Housing Element Updates underway, including 4 in Northern California managed by Beth Thompson and 8 in southern California managed by Amanda Tropiano.

Our Housing Element lead, Beth Thompson, has personally managed or served as a technical advisor for over 30 Housing Element updates and has also managed Consolidated Plans, EIRs to address identification of housing sites, development of inclusionary housing ordinances, development and management of affordable housing funding programs, zoning code updates focused on streamlining housing requirements, and affordable housing market studies.

## Staff Availability

The De Novo project team will be under the project management direction of Principal Beth Thompson. Beth will serve as the primary contact point for the City and will manage the day-to-day activities of the project through completion. Beth will be supported by Zachary Dahla and Jeffery Setterlund will assist with the housing needs assessment, review of constraints, fair housing analysis, and revisions to the Housing Plan. Our GIS lead, Jen De Martino, will assist with the inventory of residential sites. Involvement of our staff members is shown by hours and percentage on the budget.

Our team is accustomed to balancing multiple deadlines. With Housing Elements, concurrent efforts are synergistic, particularly in regards to our efforts in Glenn County and the City of Willows. We have multiple 6th Cycle Housing Elements scheduled for completion in advance of Orland's update and we anticipate no conflicts in meeting Orland's November 2021 deadline. Our team is well-versed in Housing Element requirements and works efficiently and effectively. We have completed Housing Elements under very tight timeframes and have completed all our Housing Elements within the project schedule, as attested by our references.



# Beth Thompson

## PRINCIPAL



Beth is a principal with De Novo with over 20 years of professional planning experience. Her responsibilities include general plan preparation and management, senior review of environmental documents, environmental planning, Housing Element updates, policy document preparation, and contract planning. Beth specializes in community planning as well as CEQA and NEPA compliance. Her experience includes the preparation and management of numerous General Plan projects. She also has extensive experience preparing and managing General Plan EIRs, development EIRs for a range of project types from ski resort master plans to hospital facilities to subdivisions. Beth is an industry leader in the field of Housing Elements and General Plans, and she has a proven track record of successfully completing environmental and planning documentation for complex projects. While with Laurin Associates (now a subsidiary of Raney Planning and Management), Ms. Thompson prepared over sixty housing feasibility and market studies for single family and multifamily residential projects in urban and rural areas throughout the US, and Palestine). The market and feasibility studies identified market demand for the proposed housing types, estimated capture rates, identified applicable fees, and known constraints to development.

### EDUCATION

**BS, Environmental and Resource Science,**  
University of California, Davis

### ORGANIZATIONS

American Planning Association

### RELEVANT PROJECT EXPERIENCE

**General Plan Update, Housing Element, and EIR,**  
City of Brentwood

**General Plan and Zoning Code Update, Housing Element, and EIR,**  
City of Sebastopol

**General Plan Update, Housing Element and EIR,**  
City of Cotati

**General Plan Update, Housing Element, Zoning Code Update and EIR,**  
Colusa County

**General Plan Update EIR and Climate Action Plan,**  
City of Foster City

**Sustainability Element and Climate Action Plan EIR,**  
City of Elk Grove

**General Plan Annual Report, General Plan Implementation Plan, Housing Element Updates, and EIR Addendum**  
City of Lakeport

**General Plan Update, Climate Action Plan, and EIR,**  
City of Campbell

**General Plan Update and EIR,**  
City of Milpitas

**General Plan Update and EIR,**  
City of Manteca

**Housing Element,**  
City of Half Moon Bay

**Housing Element,**  
City of Escalon

**Housing Element,**  
City of Oakley

**Housing Element,**  
Town of Paradise

**Housing Element,**  
City of Ripon

**Housing Element,**  
City of Winters

**Housing Element Update EIR,**  
City of Novato

**High Density Residential GPA/Rezone EIR,**  
City of Elk Grove

**Housing Element Update EIR,**  
City of Elk Grove

**Zoning Code Update,**  
City of Sebastopol

**NEPA – Affordable Housing:**  
Manteca – Cottage Ave Senior Housing  
Winters – Blue Mountain Terrace  
Pittsburg – Veterans Square

**De Novo Planning Group**

A Land Use Planning, Design, and Environmental Firm





## Zach Dahla

### ASSOCIATE

Zach is an Associate Planner with De Novo and joins our team having several years of environmental and land use consulting experience. He previously served as a contract planner to multiple jurisdictions throughout Northern California processing and managing various residential, commercial, and industrial projects. Of particular noteworthiness is his experience processing over 150 Cannabis Production and Cannabis Dispensary Conditional Use Permit (CUP) applications for the City of Sacramento, which required a diplomatic and objective approach responding to public concerns and comments. Zach is also experienced in successfully developing grant applications for local jurisdictions, preparing numerous applications for funding through the California Department of Housing and Community Development (HCD), California Energy Commission (CEC), and the Sacramento Area Council of Governments SACOG.

At De Novo, Zach provides project support in the preparation of environmental documents, General Plan updates, and specific plans.

### EDUCATION

**BA, Economics,**  
University of California, Davis

### RELEVANT PROJECT EXPERIENCE

**Housing Element Update, 6<sup>th</sup> Cycle**  
Shasta County

**Housing Element Update, 6<sup>th</sup> Cycle**  
City of Lakeport

**Riverwalk Specific Plan and EIR**  
City of Riverbank

**HCD's SB 2 Planning Grant**  
City of Live Oak\*

**HCD's SB 2 Planning Grant**  
City of Wheatland

**Zoning Administrator Cannabis CUP Processing**  
City of Sacramento

**Greenwood Cottages Project,**  
City of Galt

**Cardoso I Subdivision Project,**  
City of Galt

**CEC's Small Government Leadership Challenge Grant,**  
City of Galt

**Home Depot Truck Parking Lot CEQA Analysis,**  
City of Tracy

**Riverwalk Specific Plan and EIR**  
City of Riverbank

**E Airways Boulevard Animal Shelter CEQA Analysis,**  
City of Fresno

**Tip Top Farms,**  
City of Gustine

**Los Medanos Industrial Park Project,**  
City of Pittsburg

**Sierra Central Credit Union CUP Project,**  
City of Wheatland\*

**Right-to-Farm and Agricultural Production Overlay Zone Project,**  
City of Wheatland\*

**De Novo Planning Group**

A Land Use Planning, Design, and Environmental Firm



## Jeffrey Setterlund

### Assistant Planner



Jeff is an Assistant Planner with De Novo and joins our team having recently earned his B.S. in City and Regional Planning from Cal Poly San Luis Obispo. Jeff is passionate about serving communities and creating innovative work through land use planning and design. He is an active member of the APA ambassador program and the APA Small Town & Rural program. Jeff works on a variety of projects for De Novo, including General Plan updates, Housing Elements, and CEQA documentation.

#### EDUCATION

**BS, City and Regional Planning,**  
California Polytechnic State University,  
San Luis Obispo

#### ORGANIZATIONS

American Planning Association

#### AWARDS

2014 1<sup>st</sup> place Sacramento Regional  
Design Competition, ACE Mentorship  
Program, Sacramento Valley Section

#### RELEVANT PROJECT EXPERIENCE

**General Plan Update,**  
Glenn County

**General Plan Update,**  
City of Willows

**General Plan Update,**  
City of Lathrop

**Housing Element Update, 5<sup>th</sup> Cycle**  
City of Lathrop

**Housing Element Update (5<sup>th</sup> Cycle)  
and Focused General Plan Update  
(Climate Adaptation)**  
City of Escalon

**Housing Element Update, 6<sup>th</sup> Cycle**  
Shasta County

**Housing Element Update, 6<sup>th</sup> Cycle**  
City of Lakeport

**Secondary Dwelling Code Update,**  
Placer County\*

**College Park EIR,**  
City of Rocklin

**Waterfront Resiliency Project,**  
City of San Francisco\*

**Corridor Redevelopment Vision,**  
Meadow Vista

**Wackerly Annexation Plan,**  
City of Manteca

**Community Plan Update,**  
City of Parlier

**Bickford Ranch Specific Plan,**  
Placer County

**Sunset Industrial Area Specific  
Plan,**  
Placer County

**Placer Ranch Specific Plan,**  
Placer County

**High Speed Rail Station Area Plan  
(Practicum),**  
City of Riverside

**Downtown Plan (Practicum),**  
City of San Luis Obispo

**Community Plan Update  
(Practicum),**  
Avila Beach

**De Novo Planning Group**

A Land Use Planning, Design, and Environmental Firm





## RELEVANT HOUSING ELEMENT PROJECTS

De Novo's Principals have managed many similar Housing Element Update projects across California. All of these projects were managed or co-managed by Beth Thompson. Our completed Housing Element projects as well as 6th Cycle elements that are underway are listed below. In addition to the completed projects, we have also prepared Housing Element EIRs, Zoning Code Updates, inclusionary housing programs, and other housing-related projects.

Project	Project Status	Project Manager
<b>Completed</b>		
City of Brentwood (5th Cycle)	Certified	Thompson/Ritchie
Colusa County (2 - 4th, 5th Cycles)	Certified	Thompson/Ritchie
City of Cotati (2 - 4th, 5th Cycles)	Certified	Thompson/Ritchie
City of Escalon (3 - 4th, 5th Cycles)	Certified	Thompson
City of Half Moon Bay (4th Cycle)	Certified	Thompson
City of Lakeport (3 - 4th, 5th, 6th Cycles)	Certified	Thompson
City of Lathrop (2 - 4th, 5th Cycles)	Certified	Thompson
City of Oakley (5th Cycle)	Certified	Thompson
Town of Paradise (4th Cycle)	Certified	Thompson
City of Ripon (2 - 4th, 5th Cycles)	Certified	Thompson
City of Sebastopol (5th Cycle)	Certified	Thompson/Ritchie
Shasta County (6th Cycle)	Certified	Thompson
City of Winters (5th Cycle)	Certified	Thompson
<b>In Progress</b>		
Alpine County (6th Cycle)	In Progress	Thompson
Glenn County (6th Cycle)	In Progress	Ritchie/Thompson
City of La Verne (6th Cycle)	In Progress	Tropiano
City of Lake Forest (6th Cycle)	In Progress	Tropiano
City of Lawndale (6th Cycle)	In Progress	Tropiano
City of Rancho Santa Margarita (6th Cycle)	In Progress	Tropiano
City of San Jacinto (6th Cycle)	In Progress	Tropiano
City of San Marcos (6th Cycle)	In Progress	Tropiano
City of Temecula (6th Cycle)	In Progress	Tropiano/Thompson
City of Westminster (6th Cycle)	In Progress	Thompson
City of Willows (6th Cycle)	In Progress	Ritchie/Thompson
City of Winters (6th Cycle)	In Progress	Thompson
Yolo County (6th Cycle)	In Progress	Thompson



## REFERENCES

Letters of reference have been requested from our clients and will be submitted under separate cover.

### City of Lakeport - Public Agency

Reference	Kevin Ingram, Assistant City Manager (707) 263-5615   kingram@cityoflakeport.com
Length of Relationship	11 years (2009 - present)
Work Completed	6th Cycle, 5th Cycle, and 4th Cycle Housing Element Updates; South Lakeport Annexation Addendum to the General Plan EIR

### Shasta County - Public Agency

Reference	Paul Hellman, Director of Resource Management (530) 225-5761   phellman@co.shasta.ca.us
Length of Relationship	11 years (2009 to present)
Work Completed	6th Cycle Housing Element Update (2020); Cogeneration EIR (2009)

### City of Escalon - Public Agency

Reference	Dominique Romo, Development Services Manager (209) 691-7450   dromo@cityofescalon.org
Length of Relationship	11 years (2009 to present)
Work Completed	4th and 5th Cycle Housing Element Updates; Updates to General Plan Land Use and Safety Elements to address environmental justice and climate adaptation

### City of Brentwood - Public Agency

Reference	Erik Nolthenius, Planning Manager (925) 516-5137   enolthenius@brentwoodca.gov
Length of Relationship	8 years (2012 to present)
Work Completed	5th Cycle Housing Element Update; General Plan Update and EIR; PA-Specific Plan and EIR; On-call Environmental Consulting (current)

### City of Lathrop - Public Agency

Reference	Mark Meissner, Community Development Director (209) 941-7266   mmeissner@ci.lathrop.ca.us
Length of Relationship	8 years (2012 to present)
Work Completed	5th Cycle Housing Element; General Plan Update (underway); South Lathrop Specific Plan EIR

### City of Oakley - Public Agency

Reference	Joshua McMurray, Planning Manager (925) 625-7004   McMurray@ci.oakley.ca.us
Length of Relationship	7 years (2013 - present)

## TECHNICAL APPROACH

Our proposal provides the full range of services identified for a comprehensive Housing Element Update. Our work program includes community engagement efforts to address requirements of State law. Our approach is to deliver an excellent Housing Element Update process to the City that addresses the City's goals and priorities and meets the requirements of State law. As described below, the De Novo team brings the City the following unique benefits to our approach which make our team well-qualified to provide the Housing Element Update.

### ■ ■ ■ Consistent Principal Attention

We do not identify principal staff in our proposal, then hand your project out to junior staff members to complete for our review. Rather, our senior management staff that is identified in this proposal—Principal Beth Thompson—will work on every aspect of the Housing Element Update, and will be the primary author and reviewer of each document we provide to the City. Beth will be the City's day-to-day contact and will assist the City with all staff reports and noticing for the project. This senior-level attention to each detail of the project ensures a high-quality work product as well as continuity throughout the project.

### ■ ■ ■ Apply Our Housing Expertise

De Novo is ready to hit the ground running with the City's Housing Element updates. We have significant experience working in the housing policy and pre-development realm. Our team's members have experience with housing policy work, from housing elements to zoning codes to consolidated plans to affordable housing programs (e.g., inclusionary housing, ADU Handbook, affordable housing fees, etc.), as well as experience with reviewing housing development projects for compliance with General Plan and zoning requirements, as well as conducting CEQA and NEPA review for affordable and market rate housing development. The De Novo team has prepared Housing Elements throughout the State and the team members that work on the Housing Element also prepare the CEQA document. We have found that this approach results in a streamlined CEQA document preparation as the preparers start the effort with a strong understanding of the City's conditions and the approach the Housing Element is taking to meet the City's housing needs.

### ■ ■ ■ An Extension of City Staff

The De Novo Principals have served as contract staff members and environmental coordinators for multiple public agencies throughout California, which gives us an intimate understanding of the intricacies and inner-workings of public planning agencies. Our work program includes the preparation of staff reports, meeting and presentation materials, notices, and continuous project update reports throughout the Housing Element Update process. We understand and appreciate the burdens placed on City staff during General Plan amendments, and our goal is to make the process a pleasant and rewarding experience for the City staff team. We will prepare notices, draft staff reports, and materials for each meeting, will assist City staff in identifying stakeholders, and will coordinate mailing, publishing, and posting of all necessary notices.



### ■ ■ ■ **Unparalleled Energy and Enthusiasm**

All of De Novo's principals greatly enjoy our line of work, and rather than spend our time managing large and cumbersome project teams comprised of junior-level planners, we prefer to roll up our sleeves and work on our projects ourselves. As owners of the company, we take great pride in our work products, and we strive to build a strong connection with each of our clients. The greatest compliment that our clients pay us is to invite us back to provide additional services. Providing superior products and client services is a matter of tremendous pride for us, and we bring our high level of energy, creativity and enthusiasm to each project we undertake.

### ■ ■ ■ **Adherence to Timeline and Budget**

Our project team is fully committed to delivering the Housing Element Update to the City Council for adoption well in advance of the State's estimated January 2023 deadline. We thrive under deadlines, and we have a track record of meeting or exceeding our project schedules. Our familiarity with the City combined with use of Principal-level staff throughout all stages of the project allows us to work quickly, efficiently, and produce preliminary draft documents of superior quality. Our project managers take a very active and hands-on role, and we diligently manage our team and coordinate with City staff to ensure that all parties are continuously aware of pending deadlines, outstanding tasks, and draft work products that will require staff review.

### ■ ■ ■ **Benefits of a Relatively Small Planning Firm**

All of De Novo's principals and senior staff have served as senior project managers with larger consulting firms in California, and through this experience we have gained intimate knowledge of the operational inefficiencies of large firms and the burdens that they can cause public agencies. Larger firms tend to carry cumbersome over-head costs, which results in the need for higher hourly billing rates, frequent contract modifications, and can have high staff turnover, which causes changes in project managers midstream during a project. Because we remain relatively small we are able to offer our clients with significantly lower rates, while still providing our clients with Principal-level attention to each project.

## SCOPE OF SERVICES

The Housing Element Update will be developed to meet the City's needs and priorities and to address the requirements of State law, including recent changes regarding the analysis of sites and zoning-related requirements for housing entitlements. This Scope of Work includes all tasks necessary to prepare the Update in compliance with applicable State laws, including Government Code Section 65583, and process the Housing Element through HCD. Our Scope includes a comprehensive Community Engagement component designed to meet State requirements for public participation and outreach.

The Housing Element Update will include reviewing the community's goals and priorities, as well as recently adopted planning documents and approved projects, to ensure that the Housing Element Update reflects the current vision and priorities for Orland.

### TASK 1 PROJECT KICKOFF

#### Task 1.1 Project Kickoff

Within one week of receipt of Notice to Proceed from the City, the De Novo team will schedule a kickoff meeting with City staff to discuss refinements to the scope of services and schedule. The schedule will address all major stages of the project, including:

- » Identification of milestones, meetings and workshops, and deliverables;
- » Public outreach approach, including timing of workshops, meetings, and hearings;
- » City staff review periods for each deliverable;
- » Approach to HCD review; and
- » Planning Commission and City Council meetings and hearings.

#### Task 1.2 Project Coordination

De Novo will facilitate regular progress meetings with City staff via conference call or Zoom to ensure that the project is on time, on budget, and that any issues are quickly resolved.

Throughout the project, De Novo will coordinate with City staff to ensure that the project remains on schedule and within budget. De Novo will regularly coordinate with staff, including via calls and emails, to communicate status of deliverables and budget, progress, and any information needed from City staff.

### TASK 2 COMMUNITY OUTREACH AND PARTICIPATION

Focused and meaningful community engagement is an important part of the Housing Element Update process. Government Code (GC) Section 65583(c)(7) requires: "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element..." Moreover, the topic of "housing" is one that impacts everyone that lives or works in Orland and the Housing Element Update must acknowledge the community's input and find creative ways to reflect the community's vision as it meets its housing obligations. To this end, we propose a strategic community engagement process that seeks to connect with the community and provide an opportunity for all economic segments of the community to be involved in the Housing Element Update. The community input from the Housing Workshops and Survey will



be reflected in the Administrative Draft Housing Element.

For each meeting, De Novo will prepare meeting materials, including a powerpoint presentation and any necessary exhibits and will attend meetings prepared to address comments and questions on the Housing Element Update. Tasks 2.1 and 2.2 will include translation of materials into Spanish as well as Spanish-speakers available at both workshops to interpret and assist.

### Task 2.1 Housing Workshop (Virtual and Live) and On-Line Survey

De Novo will plan and provide one Housing Workshop for the public. City residents, property owners, business members, and key stakeholders will be invited to participate. The Workshop is envisioned to include an presentation, including a brief engaging video to introduce the Housing Element Update, followed by a series of survey questions designed to understand the community's key housing needs and priorities. The video presentation will be narrated with subtitles and will provide an overview of State requirements for Housing Elements, meaningful City demographics, Orland's RHNA, and the Housing Elements contents and framework. Survey activities are anticipated to include a mapping exercise and questions targeted to identify housing needs and priorities, special needs and fair housing issues, and the City's long-term vision for housing growth and development. The activities will be based on our review of existing conditions, including the available sites inventory.

The workshop will be conducted live (either in-person, if consistent with public safety measures that are in effect at the time of the workshop, or via Zoom or similar).

In addition to the live workshop, De Novo will prepare a video of the presentation and a link to the survey that can be hosted on the City's website for a minimum 30-day period to provide residents, stakeholders, and interested parties time to view the presentation and go through the survey questions and activities at their convenience. The video presentation and survey will be provided in both English and Spanish, to ensure that the virtual workshop is accessible to a broad spectrum of the community. We will coordinate with service providers to advertise the workshop via their on-site locations and web pages to increase awareness and participation. This approach provides the opportunity for a broad range of community members to participate, either through attending the initial workshop in person or participating in the virtual workshop by watching the video on-line followed by the survey.

#### Virtual Workshop Example

The City of Orland welcomes you to share your ideas about housing in our community. What made you decide to call Winters home? Or, if you don't already live in Winters, are there certain challenges preventing you from living here? We want to learn more about your existing housing options, your housing priorities, and where you think Winters' share of new regional housing growth can be best accommodated.

Using the material below, we will encourage you to consider the "Virtual Workshop" on housing priorities and needs as a new idea project that replicates the traditional "in-person" workshop format in a new virtual way. This includes:

Step 1: What are the housing needs of our community?

Watch the video below to learn more about Housing Elements and why we are updating ours.



Step 2: Share Your Ideas (survey)  
Share your ideas about housing priorities, needs, and issues by completing the survey linked below.

<https://www.surveymonkey.com/s/WintersHousingElement>

Step 1: ¿Cuáles son las necesidades de vivienda de nuestra comunidad?

Ver el video abajo para informarse más sobre los Componentes de Vivienda y por qué estamos actualizando el nuestro.



Step 2: Comparte tus ideas (encuesta)  
Decimos tus ideas sobre las prioridades, necesidades y problemas, rellenando la encuesta cuya "link" está abajo.

<https://www.surveymonkey.com/s/WintersHousingElement>



Adoption Draft Housing Element. The workshop materials will be provided in both English and Spanish and De Novo will provide a facilitator fluent in Spanish to provide translation and assist in answering any questions from Spanish speakers.

### **Task 2.3 Stakeholder Survey and Interviews**

We will create an on-line survey that will be advertised and available concurrently with the Housing Workshops to allow stakeholders an opportunity to provide feedback on housing priorities. The survey will be posted early-on in the process and be focused on priorities and needs of special needs, disadvantaged, and at-risk populations, as well as the general needs of the community, identification of barriers or constraints to housing production or access in Orland, and recommended programs or policies to address the community's specific housing needs.

### **Task 2.4 Planning Commission/City Council Kick-off and Study Session**

At the start of the Housing Element Update, we will conduct a kick-off meeting with the Planning Commission and/or City Council to discuss the scope of the Housing Element Update, public engagement methods, and to identify any issues or concerns that must be addressed by the update.

During the public review period for the Draft Housing Element, we will present the Housing Element to the Planning Commission and/or City Council at a study session or as an informational item. At this time the public can provide comments on the Draft Housing Element which will be summarized and addressed in the Adoption Draft Housing Element.

### **Task 2.5 Public Hearings - Adoption**

The Adoption Draft Housing Element will address public, HCD, and decision-maker comments and will be presented to the Planning Commission and City Council for consideration and adoption. De Novo anticipates that two (2) public hearings will be held for review and adoption of the Housing Element.

## **TASK 3 HOUSING ELEMENT**

De Novo is committed to providing the City with a useful and understandable Housing Element Update that embodies the goals and priorities of the City and is consistent with State requirements (GC Section 65583[a]).

The Housing Element Update will include a comprehensive update to the information included in Orland's 5th Cycle Housing Element, using readily available data sources, as well as new information and analysis required by State law.

### **Task 3.1 Administrative Draft Housing Element**

Preparation of the Administrative Draft Housing Element will include the following sections.

#### **Introduction**

The Housing Element will include an introductory chapter that provides an overview of the Housing Element update process, housing issues facing the City, the City's housing needs, available sites and

resources, and the goals of the Housing Element. The Introduction will include a summary of relevant State laws enacted since the 5th Cycle Housing Element and will describe how each requirement is addressed by the Housing Element Update.

### Assessment of Housing Needs

To prepare a meaningful Housing Element, existing conditions must be understood and documented. De Novo will assess the housing needs of the City's population based on its demographic characteristics and its existing housing inventory. The needs assessment will meet the requirements of GC Section 65583(a)(1,2,7) and will be based on recent available data for the City and Glenn County, including the US Census (2010 data, 2020 data if available, and 2018/2019 American Community Survey data), California Department of Finance estimates, Employment Development Department data, Department of Developmental Services data, and Point in Time reports. The data will be consistent with Department of Finance figures, the Regional Housing Data Package, and with HCD-supported data provided for this task. This work effort will address the following:

- » Population, household, and employment characteristics and trends
- » Income characteristics
- » Special needs groups
- » Housing stock characteristics, conditions, and needs
- » Comparison of affordability of housing to City income levels
- » Assisted housing projects at-risk of conversion to market-rate
- » Quantified housing needs, including the City's regional housing needs allocation and existing and projected needs for each special needs group

### Fair Housing Assessment

This is a new requirement since the City's adoption of the 5th Cycle element. The Fair Housing Assessment will include:

- » A summary of fair housing issues in Orland and an assessment of the City's fair housing enforcement and fair housing outreach capacity
- » An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs within Orland, including displacement risk, and discussion of factors that contribute to these fair housing issues
- » Discussion of disproportionate housing needs, including existing and future needs
- » Displacement risk for disadvantaged and lower income households
- » An assessment of contributing factors to fair housing issues

### RECENT HOUSING LAWS

- » AB 686: Affirmatively Furthering Fair Housing
- » SB 330: Housing Crisis Act (expediting and streamlining housing approvals, replacement housing obligations)
- » SB 1486, AB 1255: Surplus Land for Affordable Housing
- » SB 6: Design and Development of Sites Inventory
- » SB 1763, AB 2372: Density Bonus
- » AB 139: Emergency Shelters
- » SB 13, AB 68, AB 587, AB 670, AB 671, AB 881: ADUs and JADUs
- » AB 2162: Supportive Housing Streamlined Approval
- » SB 35: Streamlined Housing Approval Process
- » AB 678, AB 167: Housing Accountability Act
- » SB 166: Strengthen No Net Loss/Continuous Rezoning of Housing Sites
- » AB 879: Additional Constraints Analysis



- » Discussion of current City practices and programs that affirmatively further fair housing and goals, policies, and programs provided in the Housing Plan that will affirmatively further fair housing

### **Inventory of Housing Sites and Resources**

The Housing Element will identify available resources, including land, funding, and housing programs, available to assist in addressing the City's housing needs. We will review the City's existing inventory, as refined by recently constructed, approved, and proposed projects and any General Plan and zoning amendments, under the more stringent requirements of State law, which have been revised since adoption of the City's 5th Cycle Housing Element to include specific requirements for the size of lower income sites, addressing underutilized sites, use of mixed-use sites, and demonstrating realistic capacity. If a shortfall of adequate sites is projected, the Housing Plan will include a program to ensure that adequate sites are rezoned in a timely manner to accommodate the City's needs in compliance with State law. This section will include the following required topics:

- » Inventory of sites suitable for residential development
- » City's capacity to accommodate its Regional Housing Needs Allocation
- » Financial and other resources
- » Opportunities for residential energy conservation

### **Housing Constraints**

Constraints to upon the maintenance, improvement, or development of housing to meet the City's housing needs will be identified. This chapter will address governmental constraints (land use controls, parking standards, etc.) and non-governmental constraints (environmental, market demand, availability of land, availability of financing, etc.). De Novo will carefully review the City's General Plan policies and standards, zoning requirements, and processes to identify potential constraints to housing development, including housing for lower income households and special needs groups. De Novo will review the City's processes to identify if modifications need to be made to address recent changes to State law, including recent laws related to accessory dwelling unit standards and fee exemptions, low barrier navigation centers, supportive housing by right, and SB 35 streamlining requirements. De Novo will develop programs to reduce constraints, where appropriate and feasible.

### **Effectiveness of Current Housing Element**

De Novo will review and evaluate the current Housing Element, General Plan, annual progress reports, and other supporting materials and will review the City's implementation of the current Housing Element, including progress made on the goals, policies, and programs in the current Housing Element, and the City's progress toward the 5th cycle RHNA. Based on the effectiveness of the existing document, input from public, and communication with City staff, we will identify successful policies and programs that should be retained as well as those that should be revised or replaced. This section will include a narrative that discusses the: (1) actual results of the current Element compared to its goals, policies, and implementation measures; (2) significant differences between objectives and actual achievements, and (3) recommended revisions to the current Housing Element goals, policies, and programs.



### Housing Element Policy/Implementation Plan

De Novo will present goals, objectives, policies, and implementation measures to address identified housing needs and constraints, consistent with the requirements of GC Section 65583(b,c). This will carry forward successful goals, policies, and measures identified in the adopted Housing Element and will provide focused updates where necessary to address the requirements of State law. Revisions to the Housing Plan will be developed to address the City's housing needs while also remaining relevant to the City's character and protecting resources that are important to the City. The implementation plan will identify sustainable housing policies and programs, based on City staff, public and stakeholder input, City guidance, and the needs identified in the needs and constraints analysis. De Novo will meet with City staff to discuss the proposed revisions to the City's existing goals, policies, and programs, and De Novo will also present for discussion additional policies and strategies that fit the unique needs and character of Winters.

Implementation measures will address both short-term and long-range strategies and may include development controls, regulatory incentives, constraint-removal programs, affirmatively furthering fair housing programs, and sources of affordable housing funding. The implementation measures will identify parties responsible for implementation, a timeframe for implementation, and funding sources. Where appropriate, phasing and financing options will be identified. Implementation measures will reflect recent legislation, and will address the following issues at a minimum:

- » Conserve and Improve Existing Housing Stock
- » Promote Housing Opportunities for All Persons in the City, including provision of adequate sites to accommodate the Regional Housing Needs Allocation, development of housing to meet the needs of lower- and moderate-income households
- » Affirmatively Furthering Fair Housing
- » Address Housing Needs of Special Needs Populations
- » Preserve Assisted Housing
- » Regional Housing Needs Determination and Quantified Objectives
- » General Plan and Zoning Consistency
- » Removal of Constraints (where appropriate and feasible)

The Housing Plan will identify any necessary amendments to the General Plan, Zoning Code, design guidelines and requirements, and other adopted local documents to achieve compliance with State law.

We will review proposed policies and implementation measures for internal consistency with all elements of the City's General Plan and, if necessary, identify amendments to other General Plan elements in order to create consistency with the updated Housing Element.

### Task 3.2 Draft Housing Element

Following the City's review of the Administrative Draft, we will incorporate the City's comments on the Administrative Draft Housing Element and create a Draft Housing Element for public review and the statutory 60-day HCD review period. Prior to release of the Draft Housing Element, City staff will be provided a Screencheck Draft for review to ensure all comments have been addressed. De Novo will submit the Draft Housing Element to HCD for the 60-day State review period.

### **Task 3.3 Adoption Draft Housing Element**

During the 60-day State review period, De Novo will coordinate with HCD for the State's review of the Preliminary Housing Element. While no other State agencies are required to review the Housing Element Update, De Novo will coordinate with additional State agencies if necessary.

De Novo will coordinate closely with HCD in order to receive a letter indicating that the updated Housing Element complies with State law. Our approach to working with HCD is to be very responsive to HCD's preliminary comments and requests. HCD typically schedules a conference call with the consultant and City staff to identify concerns with the Housing Element prior to issuing its formal comment letter. We have found that by attending these meetings in person at HCD's offices and discussing potential revisions during the meeting, multiple issues can be resolved and better direction is received from HCD. Following these meetings, De Novo will immediately prepare an Addenda with revised text for City and HCD staff to review and consider before the formal letter goes out. In this manner, we work to resolve issues during the review period in order to reduce the number of formal comments received from HCD and often receive review letters that indicate that the Draft Housing Element, as revised, meets the State's requirements. Upon receipt of HCD's formal comments, if there are any remaining issues identified by the State, we will prepare proposed revisions and provide them to City staff for review.

Throughout this task, De Novo will be available for in-person meetings with HCD staff at HCD's offices and with City staff, as necessary.

Following the close of the public and HCD review period, we will revise the Draft Housing Element to address HCD's comments as well as any feedback provided by the community and decision-makers as part of the Community Open House and the workshop with decision-makers. Prior to release of the Adoption Draft Housing Element, City staff will be provided a Screencheck Draft for review to ensure all comments have been addressed.

### **Task 3.4 Final Housing Element (Adopted)**

Following City Council adoption, we will revise the Housing Element to include any revisions directed by the Council. De Novo will update the cover page of the City's General Plan to reflect the adoption date of the Housing Element.

De Novo will prepare the transmittal memo for submission of the Final Housing Element and adopting resolution to HCD for review for certification. De Novo will provide any supporting information requested by HCD during its review. De Novo anticipates that the Final Housing Element will reflect any recommended addenda developed during Task 5 that addresses HCD's comments to ensure certification of the Housing Element. In our experience, the Final Housing Element is prepared to address all HCD comments that were provided during the 60-day State review period and typically requires minimal coordination with the State during this final step in the certification process.

#### **Deliverables:**

- » One (1) electronic copy in Word and PDF of the Administrative Draft Housing Element, Screencheck Draft Housing Element, Screencheck Adoption Draft Housing Element for City staff review
- » One (1) print-ready, reproducible copy and one (1) electronic copy of the Draft Housing Element for the City and one (1) bound copy and one (1) electronic copy for HCD of the Draft Housing Element

- » One (1) print-ready, reproducible copy and one (1) electronic copy of the Adoption Draft Housing Element for review by the public, Planning Commission, and City Council
- » One (1) electronic copy of the Final Housing Element for the City and one (1) bound copy and one (1) electronic copy for submission to HCD
- » Maps will be provided in ESRI ArcGIS format
- » De Novo will submit the Draft and Final Housing Element to HCD on behalf of the City
- » Preparation of notice of Housing Element availability for review and circulation of the notice of Housing Element availability to local agencies, stakeholders, and interested parties on behalf of the City (anticipates mailing of notice to up to 100 individuals/entities)

#### **TASK 4      CEQA COMPLIANCE**

De Novo will prepare the necessary CEQA documentation, expected to be a memorandum substantiating an exemption under CEQA Guidelines Section 15162). De Novo anticipates that the Housing Element will not result in changes to the General Plan or Zoning Code that would result in increased densities or intensities of land use, beyond that allowed under the General Plan and application of current State law, and would not remove any environmental protections. During this task, De Novo will be available for consultation with Native American tribes if any tribes request consultation through the SB 18 and AB 52 notification and consultation processes.

While the City is anticipated to have adequate sites without significant rezones or General Plan amendments, De Novo Planning Group is a full-service planning firm with in-house CEQA experience and capabilities. Should additional analysis or CEQA documents be determined to be appropriate, such as an Initial Study/Mitigated Negative Declaration or an Environmental Impact Report and technical studies, De Novo would be happy to work with the City to amend the scope of services to include this work at a very competitive rate and expedited timeline.

##### **Deliverables:**

- » Memorandum demonstrating CEQA coverage for internal staff review; one (1) revised Screen-check Draft for internal staff review
- » Coordination assistance for Native American tribes per the requirements of SB 18 and AB 52 as needed
- » Preparation of Notice of Exemption, circulation of the Notice of Exemption to any required State agencies, and submittal of Notice of Exemption to the County Clerk on behalf of the City



## TIMELINE

Our proposed timeline provide for adoption of the City's 2021-2029 6th Cycle Housing Element by November 30, 2021, well in advance of the State's SB 375 deadline (120 days after due date) for adoption. We have anticipated multiple opportunities for community engagement, including a workshop and survey in July, a community open house in August, two meetings with the Planning Commission and/or City Council during development of the Housing Element, and two adopting hearings. Our timeline anticipates City staff will review administrative and screencheck draft documents in one week.

2021													2022	
TASK DESCRIPTION	START	END	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Project Schedule														
Contract Award	4/1/2021	4/7/2021												
Task 1: Project Administration														
Task 1.1: Kickoff Meeting	4/8/2021	4/14/2021												
Task 1.2: Project Coordination	4/1/2021	10/30/2022												
Task 2: Community Outreach and Participation														
Task 2.1: Housing Workshop and Survey	6/1/2021	6/30/2021												
Task 2.2: Community Open House	7/14/2021	7/14/2021												
Task 2.3: Stakeholder Survey + Interviews	6/1/2021	6/30/2021												
Task 2.4: CC/PC Kick-Off and Study Session	4/1/2021	8/30/2021	Kick-off				PC/CC							
Task 2.5: Public Hearings/Adoption	11/1/2021	11/30/2021								PC   CC				
Task 3: Housing Element														
Task 3.1: Administrative Draft Element	5/1/2021	8/7/2021												
Task 3.2: Public Review Draft Element	8/23/2021	10/22/2021												
Task 3.3: Final Draft of Housing Element	10/1/2021	10/30/2021												
Task 3.4: City Adoption	11/1/2021	11/30/2021												
State Certification	12/1/2021	2/28/2022												
Task 4: Environmental Analysis														
Task 4.1: Environmental Determination	10/1/2021	10/30/2022												
*November 30, 2021 Adoption Deadline, with SB 375 120-day 'grace' period ending March 29, 2022														

## PRICE

Based on the Scope of Services as outlined above, we have provided the following fee for your consideration. The hours identified in the table represent our estimate of the time needed to complete each task in accordance with the proposed Scope of Services and our experience working on similar projects. Our price for the Housing Element Update is \$69,970.

TASK/ACTIVITY	Principal		Associate Planner		Assistant Planner		GIS and Graphics		TOTALS		Direct Costs	ACTIVITY TOTALS
	Hours	\$145	Hours	\$105	Hours	\$80	Hours	\$85	Hours	Fee		
Task 1: Project Administration												
Task 1.1: Kickoff Meeting	2	\$290	1	\$105	0	\$0	0	\$0	3	\$395	\$0	\$395
Task 1.2: Project Coordination	16	\$2,320	0	\$0	0	\$0	0	\$0	16	\$2,320	\$0	\$2,320
Task 1 Subtotal	18	\$2,610	1	\$105	0	\$0	0	\$0	19	\$2,715	\$0	\$2,715
Task 2: Community Outreach and Participation												
Task 2.1: Housing Workshop + Online Video + Survey (1)	16	\$2,320	12	\$1,260	20	\$1,600	12	\$1,020	60	\$6,200	\$1,750	\$7,950
Task 2.2: Community Open House (1)	8	\$1,160	14	\$1,470	2	\$160	2	\$170	26	\$2,960	\$1,200	\$4,160
Task 2.3: Stakeholder Survey (1) + Interviews (6)	6	\$870	8	\$840	6	\$480	0	\$0	20	\$2,190	\$0	\$2,190
Task 2.4: Kick-Off and Study Session (PC and/or CC)	9	\$1,305	2	\$210	0	\$0	1	\$85	12	\$1,600	\$0	\$1,600
Task 2.4: Public Hearings - Adoption (2)	9	\$1,305	2	\$210	0	\$0	0	\$0	11	\$1,515	\$0	\$1,515
Task 2 Subtotal	48	\$6,960	38	\$3,990	28	\$2,240	15	\$1,275	129	\$14,465	\$2,950	\$17,415
Task 3: Housing Element												
Task 3.1: Administrative Draft Element	102	\$14,790	142	\$14,910	48	\$3,840	24	\$2,040	316	\$35,580	\$0	\$35,580
Review of Current Housing Element	8	\$1,160	16	\$1,680	0	\$0	0	\$0	24	\$2,840	\$0	\$2,840
Projected Housing Needs Assessment	16	\$2,320	36	\$3,780	32	\$2,560	4	\$340	88	\$9,000	\$0	\$9,000
Inventory of Residential Sites and Resources	30	\$4,350	20	\$2,100	8	\$640	12	\$1,020	70	\$8,110	\$0	\$8,110
Constraints	20	\$2,900	30	\$3,150	0	\$0	0	\$0	50	\$6,050	\$0	\$6,050
Fair Housing Assessment	12	\$1,740	20	\$2,100	8	\$640	8	\$680	48	\$5,160	\$0	\$5,160
Goals, Objectives and Implementation Plan	16	\$2,320	20	\$2,100	0	\$0	0	\$0	36	\$4,420	\$0	\$4,420
Task 3.2: Public Review Draft Element	10	\$1,450	12	\$1,260	6	\$480	2	\$170	30	\$3,360	\$500	\$3,860
Task 3.3: Adoption Draft Housing Element	20	\$2,900	24	\$2,520	0	\$0	2	\$170	46	\$5,590	\$1,000	\$6,590
Task 3.4: Final Housing Element (Adopted)	6	\$870	4	\$420	0	\$0	0	\$0	10	\$1,290	\$115	\$1,405
Task 3 Subtotal	138	\$20,010	182	\$19,110	54	\$4,320	28	\$2,380	402	\$45,820	\$1,615	\$47,435
Task 4: CEQA Compliance												
Task 4.1: CEQA Documentation (Exemption)	6	\$870	10	\$1,050	0	\$0	0	\$0	16	\$1,920	\$250	\$2,170
Task 4 Subtotal	6	\$870	10	\$1,050	0	\$0	0	\$0	16	\$1,920	\$350	\$2,270
Subtotals	210	\$ 30,450	231	\$ 24,255	82	\$ 6,560	43	\$ 3,655	566	\$ 64,920	\$ 5,050	\$ 69,970
TOTAL FEE												
Percent Involvement (% of total hours)	37%		41%		14%		8%		100%			

De Novo Planning Group

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## **D e N o v o P l a n n i n g G r o u p**

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A Land Use Planning, Design, and Environmental Firm



## I. Introduction

The City of Orland (City) is soliciting proposals from a qualified professional consultants to assist with the preparation of a comprehensive update of the City of Orland 2014-2019 (5<sup>th</sup> Cycle) Housing Element. This project will result in the preparation and adoption of an approved (by both the City of Orland and HCD) 6<sup>th</sup> Cycle Housing Element document for the 2021-2029 planning period. With the City's input, the consultant will prepare a document addressing the varied housing needs of the community, incorporation of all necessary and required legislative and case law-based requirements and the certification requirements mandated by the Department of Housing and Community Development (HCD) within the legally mandated timeframes.

## II. Background

The last update to the City's Housing Element was certified by HCD and adopted by the City in 2014. That document, the 5<sup>th</sup> Cycle - 2014–2019 Housing Element, was created in compliance with State General Plan law pertaining to Housing Elements. The Housing Element spans a period exceeding the historical period of 5 years and is now due for its State Mandated 6<sup>th</sup> Cycle update. The current update cycle for Glenn County is eight (8) years.

The City of Orland has been approved to utilize up to \$85,000 of SB 2 Grant funding for the completion of the Housing Element update. The SB 2 grant is a State grant intended to provide funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. An updated Housing Element will help accomplish these goals. The dollar amount allocated for this project is inclusive of City staff time costs and expenses thus the full dollar amount will not be available for the selected project consultant's use.

SB 2 funding works on a reimbursement basis based upon the achievement of milestones in the process. While the City does not anticipate that the consulting contract for this work will operate on a Milestone basis, the consultant shall document that various milestones have been achieved will be required. Under this contract, a project Close Out report detailing all project activities and milestone achievements, including the incurring of expenses, will be due at the close of the project and no later than June 30, 2022 and all invoicing shall be in a form approved by the City and eligible for reimbursement by HCD through the SB 2 grant program.

### III. Scope of Work

Under this contract, the selected consultant will prepare an update of the City's 2014-2019 (5<sup>th</sup> Cycle) Housing Element for the planning period understood to be starting in 2021 and extending until 2029. This period will cover the term of compliance for the 6<sup>th</sup> Cycle of Housing Element updates.

At a minimum, the consultant is expected to complete the following tasks:

1. Prepare the Housing Element updated in compliance with State Government Code Sections 65583 and all other applicable Code Sections.
2. Develop a project timeline leading to HCD certification and City Adoption of the Housing Element by November 30, 2021.
3. Update housing, population, and employment figures and projections to be consistent with most recent projections for the City and Glenn County. This information is to be consistent with the Department of Finance figures, the Regional Housing Data Package provided by the City for this task, and with HCD supported data.
4. Preparation and Incorporate of a Housing Needs Assessment for the City as required by HCD for Element compliance.
5. Investigate, analyze and address all new State housing laws (i.e. SB 957, AB 2162, SB 828, et al.) and make recommendations to the City on their implementation and incorporation into applicable city codes and regulations.
6. Assess housing conditions and immediate needs, including special housing needs
7. As necessary, identify and analyze potential sites for future housing.
8. Assess City housing programs to determine their effectiveness and to make future recommendations if needed.
9. Incorporate requirement to include housing programs that affirmatively further fair housing.
10. Conduct a minimum of two (2) community workshops to facilitate public input and engagement including the making of workshop materials available in Spanish and having the involvement of a person(s) fluent in the Spanish language.
11. California Environmental Quality Act (CEQA) Compliance: With this RFP, the City of Orland has assumed that the use of a CEQA exemption will be sufficient for this project. This is based upon a review of past practices and regional business practice. However, the City remains open and receptive to consideration of alternatives other than what has been assumed and invites those responding to this Request to consider and present what they believe is the appropriate and needed environmental document.

For this project and based on the City's assumption that an Exemption may be the appropriate level of review for this effort, the City expects the following of the selected consultant:

- Prepare required notices and circulate draft and final environmental documents, including all supporting notices to all required State Agencies and responsible agencies including all public notices, resolutions, ordinances and notices.

It is noted to respondents that the City will actively participate in the discussion of document contents, process, and will support and/or undertake all noticing and circulation needs along with all local filing and distribution needs.

12. Public Meetings/Hearings: At a minimum the consultant shall lead one public scoping/issues identification meeting (may occur prior to a regularly scheduled City meeting), provide one mid-term project update to the Planning Commission and/or City Council, and, shall attend and present the final draft document at one (1) Planning Commission and one (1) City Council public hearing (total of 2 public hearings) in support of the adoption of the Element.
13. Prepare, coordinate and/or submit all City-approved documents to HCD, the State Clearinghouse, OPR, County Clerk, etc. as required.
14. Coordinate document review actions with the City until such time that the document is certified by HCD including addressing recommended modifications and comments.
15. Keep detailed expense and cost records to allow for completion of the Close Out Form to obtain reimbursement for the completion of this project through SB 2 funding.
16. Provide the City with one (1) print-ready, unbound; one (1) print-ready, editable electronic copy of the final document in the MSWord file format; and one (1) print-ready and web-supported electronic copy of the final document in the .pdf file format on a Microsoft windows supported flash drive. All materials resulting from this task become the property of the City. Draft documents for review shall be submitted in both hard copy and an editable electronic format. All textual materials must be compatible with the latest version of the Microsoft Word document software. All maps (not exhibits) shall be provided in a file format compatible with ESRI ArcGIS geodatabase format (shapefile).

#### IV. Proposal Submission Requirements

Respondents are requested to submit one (1) original and three (3) copies of their proposal along with an electronic copy on a USB drive (a single .pdf file is acceptable and preferred). At a minimum, the proposal should include the following information:

1. An original cover letter signed by the official authorized to contractually bind the firm. The cover letter should also include firm name, address, phone number and fax number. Please include the name, title, address, phone number and e-mail address for a contact person during the proposal evaluation period. Include a statement indicating the proposal shall remain valid for no less than one hundred and twenty (120) days from the date of submittal.
2. A description of the consultant firm organizational structure, location of principal offices, number of professional, length of time in business and other pertinent information.
3. A list of any subcontractor who will be hired by the consultant. A summary of their experience and qualifications should be included.
4. The name of the principal and or project manager in the firm who will have direct continued responsibility for this project. This person will be City staff contact on all matters dealing with the projects and will handle the day-to-day activities. Please indicate the percentage of involvement this person and other staff will have in performing the scope of services. Please provide a summary resume for each person. Please note the selected firm may not substitute the project manager, sub-consultants or other team members without written consent from the City.
5. Related project experience including a list of public agencies and other clients (name, address, contact person, and phone number), for which the firm or individual members of the consultant team has prepared HCD-certified Housing Elements within the current planning cycle and at least two (2) letters of reference pertaining to this type of work.
6. A detailed outline of the proposed approach to the project including a work plan and schedule, including milestones, dates and submittals to complete the Housing Element Update. Specifically address the areas described in the Scope of Work section above. Other approaches, items or considerations may be included in addition to the proposed Scope of Work.
7. The consultant's budget for the project will be \$70,000 with the remaining SB 2 funding dollars to be utilized for City-incurred project costs. Costs associated with preparing and circulating the environmental documentation

should be identified and cost estimates shall include all costs associated with full environmental compliance for the project (including filing fees, noticing costs, etc.). Project budgets shall include attendance and engagement at project meetings.

8. A brief outline of the firm's current and projected workload staffing and ability to meet all required timeframes. Include an explanation of how your firm will manage the simultaneous preparation of multiple Housing Elements if you anticipate providing similar services to other clients during this cycle. A "not-to-exceed" cost to perform the requested service. Please include a detailed breakdown by Scope of Work item, staff level and required hours.
9. Project budgets shall include information regarding estimated hours for each major tasks, identification of the hourly rates for each employee working on the project, (including hourly rates for all employees and subconsultants rendering the scope of services), text addressing methodology for addressing billing disputes and whether overhead cost such as project management and initial training time are included in the hourly rate billed separately.

#### V. Contract Requirements

The City will include the following requirements in the contract for professional services:

10. Limits for insurance – Staff will work with the City in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.
11. The City must be notified in writing, if and/or when consultant wishes to change key personnel assigned to the project. All changes must be approved in writing by the City. The consultant shall not change subcontractors without prior written approval from the City. The City reserves the right to negotiate the proposed agreement for these services if any key personnel or subcontractor changes.

#### VI. Selection Process

Issuance of this RFP and receipt of the proposals does not commit the City to award a contract or pay costs incurred in responding to this RFP. The City reserves the right to accept or reject the combined or separate components of submittals in part or in entirety and waive any informality in any submittal. All submittal requirements listed in this RFP must be fulfilled and completed and, any omissions must be identified and explained otherwise the submittal will be rejected. The City reserves the right to postpone the review of the proposal for its own convenience or to accept or reject



any or all proposals received in response to the RFP or to award a contract based on the proposal that best meets the City's needs.

1. Proposals are due on or before 4:30 p.m., March 19, 2021. Late submittals will not be accepted. Email submittals followed within two (2) working days by the submittal of hardcopies will be acceptable by the submittal deadline. Respondents are asked to submit copies of their proposal to:

City of Orland  
Planning Department  
Attn.: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

2. Proposals will be evaluated by City staff,
3. If deemed necessary interviews may be held with qualified firms,
4. Staff will recommend the final selection to the City Council, which will review and approve a contract for professional services.

#### VII. Insurance and Indemnification

The Agreement between the selected consultant and the City will require insurance and indemnification. Insurance limits will be provided to the consultant prior to the award of contract. Proof of insurance is not required with the submittal of the proposal but is required prior to the award of the contract.

#### VIII. Availability of Information

Links to the City's General Plan, including the Housing Element, and Municipal Code are available on the City's website,  
<http://cityoforland.com/govt/dept/planning/forms.asp>.

## CITY OF ORLAND

### CITY COUNCIL AGENDA ITEM #: 9.A.

**MEETING DATE: April 19, 2021**

**TO:** Honorable Mayor and Council  
**FROM:** Pete Carr, City Manager  
**SUBJECT:** Options for Use of Covid Relief Funds (Discussion/Direction)

---

City Staff and City Council will continue consideration of potential uses for various pandemic relief funds being made available to the City.

**BACKGROUND:**

As explained in the April 5<sup>th</sup> staff report for the agenda item on this topic, City Council needs to determine its intended use of Covid relief funds: CV2, CV3 and American Rescue Plan Act (ARPA). Sources, overlapping resources, prohibited uses and allowed uses were listed, along with suggested local uses.

Generally, CV2 and CV3 funds may be used for economic development where there is demonstrable measurement of job creation, or for public services addressing needs brought on by Covid (such as reducing exposure to virus). There are fewer restrictions on ARPA funds, so far; although backfilling reserves is only allowed to the extent revenues were lost due to Covid. No funds can be used to offset pension costs or provide for tax reductions.

**DISCUSSION:**

Integrating Council's direction (from April 5) with additional consideration of local needs and potentially allowed uses, City Staff suggests use of funds as described in Attachment A.

This topic is for discussion this evening. A decision on use of CV2 and CV3 funds is needed by May 3 to meet a May 7 application deadline. No deadline exists for planning use of ARPA funds, and US Dept Treasury has not yet published guidelines for use of ARPA funds.

Attachment (1): Draft Proposed Use of Funds

**RECOMMENDATION:** Direct City Staff as desired; Staff will return May 3 with documents necessary to carry out Council direction for use of CV2 and CV3 funds.

**Fiscal Impact of Recommendation:** None at this point. Final decisions will include a plan for expenditure of funds newly made available or received.

## DRAFT Proposed Use of Covid Relief Funds

City of Orland April 19, 2021

	USE OF FUNDS	CV2 / CV3 (\$280k)	ARPA (\$1.4M)
1	Backfill General Fund fiscal stability		\$400,000
2	Backfill Measure A Fund for tax revenue losses		\$200,000
3	Grants to Covid-affected small businesses	\$120,000	
4	Façade Improvement program		\$40,000
5	Streetscapes (benches, planters, streetlamps)		\$100,000
6	Radio signal upgrades for OPD and OVFD		\$60,000
7	OPD Security and IT upgrades		\$60,000
8	Touch-free doors to library, OPD, City Hall, Rec	\$120,000	
9	Covered outdoor children's library services area	\$40,000	
10	OPD, City Hall, Library roof and floor repairs		\$140,000
11	Evidence barn security improvements		\$80,000
12	Extend westside water service to County Road 15		\$100,000
13	Construct business/city advertising tower @ I-5		\$200,000
14	Construct welcome sign at east end of City		\$20,000
15			
16			
17			
<b>Total</b>		<b>\$280,000</b>	<b>\$1,400,000</b>

Deferred for Future Transportation Infrastructure Funding		
Streetscapes infrastructure		\$8,000,000
Traffic signal and intersection Commerce/Newville		\$250,000

## CITY OF ORLAND

### CITY COUNCIL AGENDA ITEM #: 9.B.

**MEETING DATE: April 19, 2021**

**TO:** Honorable Mayor and Council

**FROM:** Pete Carr, City Manager

**SUBJECT: FY22 Budget: General Fund Revenues, DIF, Staffing (Discussion/Direction)**

---

City Staff and Council will consider revenue, developer impact fee funds, and staffing projections as part of the planning process for the Fiscal Year 2021-22 City budget.

#### **BACKGROUND:**

City staff is preparing a draft budget for the fiscal year 2021-22 (FY22) which starts July 1. The budget will represent the City's best estimate of anticipated revenues and a spending plan consistent with Council direction. The budget will include all City funds, a debt schedule, and capital project objectives. The budget process will span Council meetings thru May with an objective of a draft ready for adoption on June 7<sup>th</sup>.

#### **DISCUSSION:**

This evening's discussion will address assumptions being made going into the budget process, take a first-pass look at summarized revenue for General Fund and Measure A, review developer impact fee (DIF) fund balances, and review projected staffing needs.

On May 3 we will review proposed expenditures for General Fund and Measure A, and consider capital improvement projects (CIP) and objectives for FY22. May 17<sup>th</sup> we will focus on water and sewer funds, as well as update the ongoing comprehensive debt schedule.

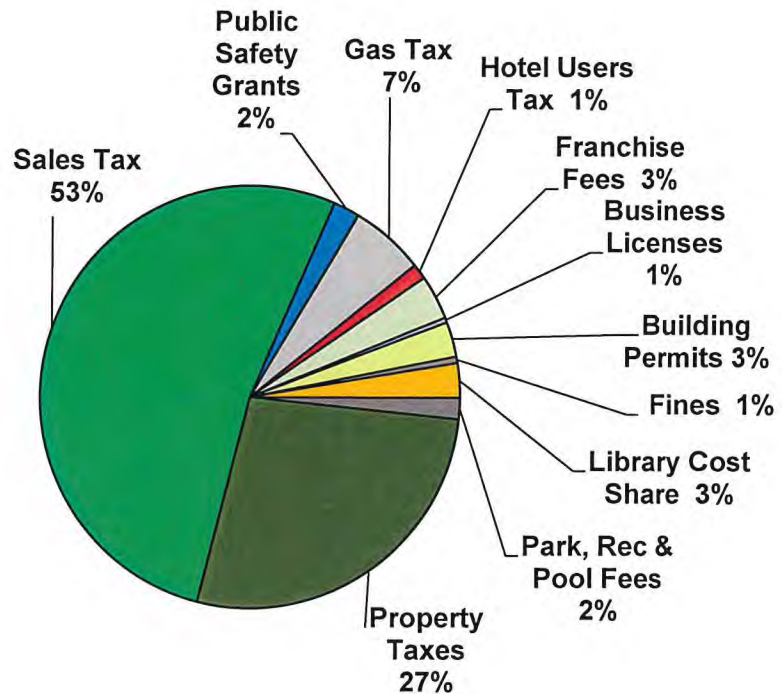
#### Budget assumptions for Orland:

- Covid-19 impacts on the local economy and City financial reserves are softening, with the current year's sales tax shortfall being backfilled by American Relief Act funds and the economic recovery looking good for our region and town.
  - Construction and refueling are leading the bounce back.
  - Sales tax deferral impact has been and will be a minimal impact on cash flow.
  - Stimulus and vaccinations will both help the surge in Orland shopping.
  - Our share of the statewide sales tax pools will increase 3-6%.
  - Sales tax revenue will be 15% > FY19, 10% > FY20 and 21.
- Property tax revenue will remain steady.
- Building permit fee and DIF revenue will be 50% more than that of 2020.
- Hotel tax – a small category for Orland -- will continue strong and grow slightly.
- All City services including recreation programs will operate as normal FY22.

General Fund revenues:

Revenues are forecast at \$5,300,000 including \$700k in American Rescue Plan Act funds.

- This is \$169k over FY19, \$93k over FY20, and \$87k over projected FY 21.
- Expenditures will be planned to meet or be below this threshold.



Measure A Public Safety Fund revenues:

Revenue from this  $\frac{1}{2}\%$  local sales tax will be \$1,050,000. This is 10% above this fiscal year's projected revenue. At least the first \$300k will be dedicated to capital acquisition for the Fire Dept, and all expenditures will be for public safety.

DIF:

Development Impact Fee (DIF) accounts represent individual categories of impact mitigation revenues and related expenditures. Expenditures can be expected in FY22 for Parks, Water, Sewer, and possibly Transportation signalization, per CIP planning as part of budget process.

Staffing:

No staffing increases or decreases are planned or requested this coming year, except that we are currently holding off on filling the vacant part-time Recreation Assistant position. One Public Works funded maintenance position is proposed to become a mechanic position, consistent with current job assignments in that department. Hiring in all departments will be limited to replacement of vacated positions that are currently funded.

Attachments: A. General Fund Summary Revenue Projections  
B. Authorized and Funded Staffing Summary  
C. March 31 2021 Schedule of Development Impact Fee (DIF) Fund Balances

**RECOMMENDATION:**

Consider and direct staff if desired.

**Fiscal Impact of Recommendation:**

No impact at this point – this is budget development discussion.



**City of Orland**  
 Budget Review -- General Fund Revenues  
 For the Eight Months Ended February 28, 2021  
 Projections for full year

<u>Revenue Source</u>	<u>2019-20 Budget</u>	<u>Eight Months Ended 2/28/2021</u>	<u>Four Months Actual 2019-2020</u>	<u>Adjustments</u>	<u>2020-2021 Projected</u>	<u>2021-2022 Projected</u>
<b>Taxes</b>						
Property Tax	\$1,653,000	\$869,863	\$716,700	\$66,437	\$1,653,000	\$ 1,685,000
Sales, General.	2,019,500	1,146,646	442,514	85,840	\$1,675,000	\$ 1,850,000
Public Safety Augmentation Sales Tax	19,000	15,698	7,309		\$23,007	\$ 23,000
SLESA/COPS Public Safety Fund 04 (Est'd)	140,000	106,777	41,326		\$148,103	\$ 140,000
Business Licenses	22,500	20,830	2,963		\$23,793	\$ 22,500
Transient Occupancy Tax	42,000	48,037	52,444	(30,000)	\$70,481	\$ 70,000
<b>Investment Income</b>	3,500	1,000		1,000	\$2,000	\$ 2,000
<b>Rents and Royalties</b>	55,000	37,930	17,590		\$55,520	\$ 55,000
<b>Franchise Fees</b>	155,000	68,567	89,054		\$157,621	\$ 155,000
<b>SOLAR CREBS Credit</b>	15,000	3,499	3,656		\$7,155	\$ 7,500
<b>Inter Governmental</b>						
Mandated Costs Reimb	20,000	0			\$0	\$ 10,000
Library Subsidy, County	78,000	0	67,500		\$67,500	\$ 78,000
Librarian Cost Share, Willows	81,741	40,870	40,876		\$81,746	\$ 81,741
<b>Charges for Services</b>						
Zoning and Variance Planning Fees	8,000	12,044	6,140		\$18,184	\$ 15,000
Building Permits	100,000	38,997	15,625	15,000	\$69,622	\$ 75,000
Library Fees		519	172	500	\$1,191	
Green Waste Fees	15,000	13,662	4,419		\$18,081	\$ 18,000
Recreation, Park & Swim Programs	23,750	16,109	15,298		\$31,407	\$ 30,000
<b>COVID Relief</b>	<b>0</b>	<b>102,765</b>		<b>700,000</b>	<b>\$802,765</b>	<b>\$ 700,000</b>
Other Revenues	10,000	60,410	471,664	(450,000)	\$82,074	\$ 25,000
<b>Admin Allocation to Enterprise Funds</b>	231,946	173,960	82,250	(24,264)	\$231,946	\$ 235,000
<b>Totals</b>	<b>\$4,692,937</b>	<b>\$2,778,183</b>	<b>\$2,077,500</b>	<b>\$364,513</b>	<b>\$5,220,196</b>	<b>\$5,277,741</b>
 <b>Sales, Measure A</b>	 <u>1,050,000</u>	 <u>645,923</u>	 <u>293,340</u>	 <u>55,737</u>	 <u>995,000</u>	 <u>\$ 1,050,000</u>

**City of Orland**  
**Established, Authorized and Unfunded Positions**  
**For the Fiscal Year 2021-2022**

<b>Established Position Titles</b>	<b>Optimal Staffing</b>	<b>Contract Professionals</b>	<b>Funded Employees</b>	<b>Unfunded Positions</b>
City Manager	1.0		1.0	
Administrative Services Manager/Grants	1.0		1.0	
City Clerk/AP	1.0		1.0	
City Attorney	0.5	0.5		
City Engineer	0.5	0.5		
City Planner	0.5	0.5		
Accounting Consultant	0.5	0.5		
Accounting and IT Manager	1.0		1.0	
Accounting Tech II	2.0		0.5	
Accounting Tech I	1.0		0.0	
Admin Tech I	0.5		0.5	
Community Services Director	1.0			1.0
City Building Official	1.0			1.0
Building Inspector	1.0	0.5		0.5
Code Enforcement Officer	0.5	0.5		
Permit Tech	1.0		0.5	0.5
Chief of Police	1.0		1.0	
Police Sergeants	2.0		2.0	
Police Patrol Officers (1 Funded by COPs Grant)	9.0		9.0	
Detective	1.0			1.0
GLNTFF Officer	1.0			1.0
School Resource Officer	1.0			1.0
Police Clerk/Records	1.0		1.0	
Community Service Officer/Evidence Technician	1.0		1.0	
Police-Fire shared Admin	1.0		1.0	
Fire Chief	1.0		1.0	
Director of Public Works	1.0		1.0	
Public Works Supervisor / Foreman	1.0		1.0	
Admin Support/Grants/Cust Svc	0.5		0.5	
Water Treatment Operator	2.0		1.0	1.0
Wastewater Treatment Operator	2.0		1.0	1.0
Equipment Mechanic	3.0		3.0	
Equipment Operator	1.0			1.0
Maintenance Workers	7.0		7.0	
Facilities Custodian	1.0		1.0	
Green Waste Operator	0.5		0.5	
Recreation Director	1.0		1.0	
Recreation Assistant PT (+ seasonal help)	0.5			0.5
City Librarian (shared with Willows)	1.0		1.0	
Assistant Librarian	1.0			1.0
Librarian - Technician III Cataloguer	1.0		1.0	
Library Technician II	2.0		1.0	1.0
Childrens' Librarian	1.0		1.0	
Library Assistants ( 2PT @ .5 = 1 FTE)	1.0		1.0	
<b>Totals</b>	<b>60.5</b>	<b>3.0</b>	<b>43.5</b>	<b>11.5</b>

K:\City Finance\Budget\FY22 Authorized Positions.xls

**City of Orland**  
**Development Impact Fees (DIF) by Summarized Category**  
**for FY20-21 as of March 31 2021**

NINE MONTHS ONLY

FUND 35

	Police	Fire	Public Safety	City Hall	Library	All Parks	All Signals	Streets	Storm Drains	Water	Sewer	Totals
<b>Balance Forward July 1</b>	51,258	167,562	-	84,197	144,239	643,161	366,183	648,187	174,525	-	-	\$2,279,312
-												
Total Revenue	-	-	7,708	1,159	3,874	20,213	-	4,539	-	27,368	7,496	\$72,357
-												
Subtotals	51,258	167,562	7,708	85,356	148,114	663,374	366,183	652,725	174,525	27,368	7,496	\$2,351,670
-												
Total Expense	-	-	-	-	-	(452)	(28,628)	-	-	-	-	-\$29,080
-												
<b>Fund Balance March 31</b>	\$51,258	\$167,562	\$7,708	\$85,356	\$148,114	\$662,922	\$337,556	\$652,725	\$174,525	\$27,368	\$7,496	\$2,322,590

## **CITY OF ORLAND**

### **CITY COUNCIL AGENDA ITEM #: 9.C.**

**MEETING DATE: April 19, 2021**

**TO: Honorable Mayor and Council**

**FROM: Justin Chaney, Fire Chief**

**SUBJECT: Replacement Engine 27**

---

Request for authorization to replace Engine 25 with new Engine 27 in FY22/23.

#### **BACKGROUND**

The current fleet of Orland City Engines are Ladder 26, Engine 28, Engine 25, Rescue 29 and Chiefs Truck 20. Engine 25 was set to be replaced back in 2017 but was passed over for the purchase of the new ladder truck. The truck reserve account was then structured to make the purchase of the replacement engine in 5 years so it could be paid off upon receiving the engine. That time in the calendar is coming and the estimated engine build time is at 15 months from the time we have a purchase order agreement. This would still be several months from today as we still need to have an engine build committee formed and get final bids on the engine.

#### **DISCUSSION**

We are coming to the City Council to ask for permission to start the preliminary phase of building the next scheduled engine for the City fire department. We are scheduled to build this engine in the 22/23 fiscal budget and would like to get started on the project now as the build time is estimated at 15 months.

After speaking with the salesmen from Pierce it was found out that they are looking at cost going up possibly as high as 10 % this coming year. The option was presented that we could enter into a lease agreement now which would pay for the engine 100% after we have our finished build price and we would not have to pay anything on the lease until the year of completion which would be the scheduled year in the budget of FY22/23. By having the lease make this payment up front we also get a discount on the engine of a prepayment discount estimated at around \$30,000. By locking in the cost of the engine now we will save an additional \$70,000 plus more by not paying on the projected increases.

We have several options as far as length of the lease from one year up 5 years. We will have the necessary funds in the truck reserve account to pay for this engine in the 22/23 year or we can

extend the payment over three years which would not deplete the account down to zero this coming year.

This new engine will also eliminate the need to have a rescue truck in the future. This engine will be able to carry all supplies and equipment that 29 does now. This will also create the saving of not making the rescue truck purchase in the future which today is estimated at approximately \$180,000. The rescue truck was scheduled for replacement several years ago but was passed on for the build of the future fire engine.

Attachments ( 3 ) :

1. Golden State Fire Apparatus Proposal on Red Bluff truck specs. just for reference
2. Community Leasing Partners lease proposal based on R.B. engine specs.
3. Current replacement schedule updated March 2021 for Orland City Fire apparatus.

## **RECOMMENDATION**

City Council approval to start the process of specing, bidding and building the replacement engine through Golden State Fire Appartus for the delivery in the FY 22/23.

## **FISCAL IMPACT OF RECOMMENDATION:**

The cost to the fiscal budget year will be in FY22/23. There will be no cost to the FY20/21or FY21/22 budget. The first payment will not be until the FY22/23.





**CITY OF ORLAND**  
**CITY COUNCIL AGENDA ITEM #: 9.D.**  
**MEETING DATE: April 19, 2021**

**TO:** Honorable Mayor and Council

**FROM:** Peter R. Carr, City Manager  
Scott Friend, AICP, City Planner; City Engineer, Paul Rabo; Public Works Director, Ed Vonasek

**SUBJECT:** **Discussion and Direction: Review and discussion of current issues and concerns regarding the treatment of OUWUA/USBOR irrigation laterals in the City and their implications to land development in Orland.**

---

**BACKGROUND**

For decades, the City of Orland has attempted to balance the desire of property owners in the City to divide and develop their private property with the needs, wants and desires of the United States Bureau of Reclamation (USBOR) and the Orland Unit Water Users Association (OUWUA) to operate and maintain a functioning system of irrigation canals and laterals in, through and beyond the City limits.

Today, the City of Orland utilizes a policy adopted by the City Council in August of 1990 and that was endorsed by both OUWUA and USBOR that states the following:

*....the City of Orland requires the undergrounding of all U.S.I.D. canals with the development of any residential, commercial, or industrial properties adjacent to the canals or adjacent to the public right-of-way abutting canals.*

*(adopted via a unanimous vote of the Orland City Council on August 13, 1990)*

The adopted policy was a result of the City, OUWUA and USBOR agreeing that open irrigation laterals/canals/ditches abutting or passing through existing and proposed land that are proposed for development pose a serious safety and health hazard. At the time of its consideration, it was agreed by all parties the undergrounding of open irrigation laterals was an appropriate measure to mitigate the safety and health hazards posed by the presence of the features. Since the adoption of this policy, the City of Orland has required irrigation laterals through and adjacent to proposed developments to be underground in a pipe. While exceptions exist at various locations in the City (e.g. Whitehawk Subdivision, Fieldstone Subdivision) the City continues to require the adherence to this policy. Recent examples include the Linwood Subdivision and Conditions of Development Approval applied to projects located south of Bryant Street and north and south of Road 15.

Since the adoption of the "undergrounding policy", landowners and potential developers have questioned the City about the need to place irrigation canals underground, the cost implications on new development, and have sought creative ways to proceed with the division and development of land impacted by the policy. With this report, staff is seeking to have a

discussion with the City Council about the current policy and to engage the Council in a discussion concerning the cost and logistical implications of the City's current policy with an eye

on the objective of a new canal adjacency policy that is more practical, balancing economic realities with security/operational needs.

## DISCUSSION

The primary contention of those seeking to develop land on which irrigation canals are located on or adjacent to is that the existing policy makes development either financially infeasible or not tenable from a financial perspective.

Due in-part to the fact that staff are not developers of land themselves, staff offers no opinions as to the factual nature of the statement although experience indicates little development happens near irrigation canals – especially major canals like Lateral 40. However, staff concurs that the placement of canals and laterals underground adds to the overall cost of a project, adds to the overall uncertainty associated with land development, and adds an additional factor or element of concern and exposure to development.

The existing underground policy has no considerations for alternatives to the placement of the canals and laterals underground. As such, any consideration of the use of fencing, bollards, cable railing, enhanced setbacks, placement of roadways between a canal and development, vegetative plantings, etc. cannot be considered as being compliant with the policy. The only option available to persons developing land is to place canals and laterals underground in a pipe and leaving a surface corridor open and unobstructed in the event that maintenance activities or access is needed.

As noted, staff is continually questioned by developers about the need for the policy and the need for the placement of canals and laterals underground. Staff is also continually questioned as to whether alternative water delivery route options could be utilized, are asked if canals can be abandoned when “downstream users” no longer exist, and, are asked if other non-structural options are available. The current answer to all of those questions is ‘no’. It is staff's current understanding that “members” of the OUWUA (Association) can voluntarily remove themselves from the Association upon payment of an exit-fee however staff is aware of numerous persons who remain members despite not actively taking irrigation water or not taking water in over a decade. Further, staff has been told that upon the subdivision of land into parcels of less than five (5) acres in size, land becomes ineligible for inclusion in the Association and the property owner must exit the Association.

In 2015/2016 the City drafted an updated set of guidelines that included clarifications and/or exceptions for specific irrigation laterals located within City limits. The updated guidelines included options for undergrounding, installation of cable barriers, fences (various heights), walls, providing alternate routes, or abandonment. OUWUA reviewed the proposed options and provided comments to the City (**Attachment 5**).

With this report, staff is desiring to have the City Council acknowledge and discuss the current policy of the City and to offer thoughts on the following questions or statements:

- Does the City Council continue to support the existing City policy requiring the placement of all canals and laterals underground, regardless of size, design, flow volume, etc.
- Should the City's policy apply only to specific locations or facilities of certain sizes? (See Attachment 5 for suggested application of a potentially revised policy.)

- Does the City Council support the use of alternative safety enhancement options (i.e. fences, bollards, buffers, etc.)?
- Would the City Council support the adoption of a City-wide development impact fee supporting the citywide undergrounding of canals if feasible?
- Does the City Council desire staff to engage with the OUWUA and USBOR to seek alternatives to the current City undergrounding policy?

#### **ADDITIONAL INFORMATION:**

*OUWUA Distribution System Modernization and Water Conservation Project document:*

In the summer of 2001, the OUWUA issued a Request for Proposal (RFP) to the preparation of a Hydrologic Engineering Study in support of the procurement of a Community Development Block Grant and funds to underground Lateral 40. A contract was subsequently issued to the engineering firm CH2MHill for the work. The study was completed in late 2002/early 2003. The Purpose and Scope of the document as presented on page 1-1 was to:

“....support OUWUA plans to modernize their irrigation water distribution system, which will conserve water by improving conveyance and on-farm efficiencies throughout the service area. This study develops conceptual designs, generates cost estimates for capital and operating expenses, and summarizes the implementation planning for project alternatives that will meet OUWUA goals...”

According to the Associations Project Manager, the second purpose of the study was to “render information helpful to the City in completing the comprehensive hydrological engineering study required to place existing Orland Project irrigation distribution facilities (within the City’s Sphere of Influence) into underground pipeline”.

*Feasibility Study for Undergrounding OUWUA Canals in the City of Orland:*

Following the 2003 study by OUWUA, the firm of CH2MHill was retained by the City of Orland to prepare a study outlining the feasibility of placing OUWUA canals within city limits underground. This study was completed in 2005 and was subsequently accepted by the City of Orland in 2006. The study addresses “the portion of the South Canal beginning just downstream of Newville Road, Lateral 40, Lateral 12, and Lateral 30” with “summary recommendations for other laterals supplied from these laterals”.

*Use of pressurized-compatible pipe vs. non-pressurized compatible pipe:*

A pressurized system requires the use of HDPE or concrete pipe that utilizes additional linings, coatings, reinforcement, and joints. Field construction methods could include the use of cranes, large excavators, or specialty pipe fusing equipment. A non-pressurized system could use PVC, HDPE, or concrete pipe. Field construction methods could include the use of industry standard equipment.

Pressurized pipeline materials would require a long lead time for manufacturing and generally are manufactured outside of California. Non-pressurized pipeline materials are readily available through local supply companies. The installation and material cost of pressurized pipe could begin at approximately \$750.00 per foot while the installation and material cost for non-pressurized pipe could begin at approximately \$100.00 per foot.

The long-term goal of OUWUA has been to create a pressurized irrigation system to serve the Orland Project. After CH2MHill completed their study in 2003 it was determined the estimated \$221 million required to construct a pressurized system was not a feasible option. During multiple conversations with OUWUA, the City has been informed the undergrounding of irrigation laterals do not require a pressurized design. In addition to this, the 2005 feasibility

study suggests future underground irrigation pipes should be designed with low-head conditions (i.e. 10 psi).

As noted in the cover letter from Mr. Rick Massa, OUWUA Manager to City Manager Carr, Mr. Massa shared the City's letter with the Board of the OUWUA and invited the City to "...*present a proposal, or proposals, that they may consider.*" This report complemented by the 2015 staff report and attachments, including the recommendations made in that report, would comprise that City's proposal to the Association if the City Council directs staff to proceed to formally submit the recommendation(s) to the Association and Bureau.

#### **CEQA ACTION(S) REQUESTED or REQUIRED**

None

#### **FINANCIAL / BUDGET IMPACT**

None.

#### **RECOMMENDATION**

Staff does not make any formal recommendations on this matter. Staff only seeks to engage the Council in a discussion on the issue and to provide information to the Council about the existing City policy on the matter. In addition to the initiation of discussion on the matter, staff is seeking direction from the Council as to whether the Council continues to endorse the existing policy, whether the Council would like staff to reengage the USBOR and OUWUA about the issue, or, whether no action is needed or desired at this time.

#### **ATTACHMENT(S):**

- 1) *Figure 9, Beats 3 & 1* – 2003 OUWUA CH2MHill Study. Showing OUWUA features west and south of the City of Orland.
- 2) *Figure 10, Beat 4* – 2003 OUWUA CH2MHill Study. Showing OUWUA features east of the City of Orland.
- 3) *Figure 1 – Study Area Overview.* 2005 City of Orland Canal Underground Study. Showing boundaries of the OUWUA service area and them City Limits and Sphere of Influence of the City of Orland
- 4) *Figure 2 – Major Laterals Inside the City Sphere of Influence.* 2005 City of Orland Canal Undergrounding Study. Showing major laterals in and around the City of Orland.
- 5) 2015 City of Orland Staff Report re: canal undergrounding. Report outlines issues and makes recommendations / suggestions regarding undergrounding actions.