

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 5, 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#: 891 3198 5727**

Public comments are welcomed and encouraged in advance by emailing the City Clerk at 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
Regular Session – 6:00 PM

1. **CALL TO ORDER**
 - A. Roll Call
 - B. Citizen comments on closed session items

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 APPOINTMENT, EMPLOYMENT EVALUATION OF PERFORMANCE,
DISMISSAL OR RELEASE**

Pursuant to Government Code Section: 54957
Position: City Manager

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. 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

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.

8. ADMINISTRATIVE BUSINESS

- A. Annual Financial Report June 30, 2020 – Pete Carr, City Manager and Rebecca Pendergrass, Accounting Manager
- B. Treasurer's Report – Leticia Espinosa, City Treasurer
- C. Pension Cost Management (Discussion) – Pete Carr, City Manager
 - 1. Barry Powell, CEO, North Valley Ag Services
 - 2. Jeffrey Small, Managing Partner, Capitol Public Finance Group
- D. Opportunities and Options for Covid-19 Relief Funding (Discussion/Direction) -Pete Carr, City Manager
- E. Verbal update on Covid-19's impact on the local economy and City operations, (Discussion/Direction) – Pete Carr, City Manager

9. CITY COUNCIL COMMUNICATIONS AND REPORTS

10. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on April 1, 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 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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WARRANT LIST

April 5, 2021

Warrant	4/1/21	\$	3,442.39
Warrant	3/29/21	\$	198,698.59
Payroll Compensation	3/25/21	\$	104,172.18
Pers	3/15/21	\$	21,917.16
Payroll Compensation	3/11/21	\$	105,429.82
		\$	<u>433,660.14</u>

APPROVED BY

Bruce T. Roundy, Mayor

Jeffrey A. Tolley, Vice-Mayor

Dennis Hoffman, Councilmember

William "Billy" Irvin, Councilmember

Chris Dobbs, Councilmember

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053427	04/01/21	AIR01	Airgas-USA, LLC	115.58	16944	MEASURE A FD/MEDICAL OXYGEN
053428	04/01/21	ALT01	Altec Industries Inc.	712.46	2054	PW/FLEET EQUIPMENT #49
053429	04/01/21	AME00	AMERICAN FAMILY LIFE	1088.54	879804	SUPPLEMENTAL INSURANCE
053430	04/01/21	AME01	AMERIPRIDE UNIFORM SVCS	809.76	03/29/21	PW/UNIFORM CLEANING
053431	04/01/21	AND06	EDGAR ANDRADE	100.00	APRIL2021	Measure A UNIFORMS
053432	04/01/21	ATT05	A T & T	150.56	3/10/21	MEASURE A FD/PHONES
053433	04/01/21	ATT06	A T & T	23.49	9491	PW/HEARTLAND LIFT STATION
				753.60	3/13/21	MULTI-DEPTS/PHONE
				272.80	03/20/21	PW/WELL COMMUNICATION
			Check Total.....:	1049.89		
053434	04/01/21	ATT09	AT&T MOBILITY	838.85	03102021	PD/CELL SERVICES
053435	04/01/21	ATT10	AT&T MOBILITY (FIRST NET)	98.10	3/2/21	MEASURE A FD/PHONES
				154.71	3102021	CELL PHONE USAGE
			Check Total.....:	252.81		
053436	04/01/21	BAL00	Knife River Construction	1688.70	249	STREETS/ASPHALT
053437	04/01/21	BAN01	The Bank of New York Mell	1200.00	65147	ANNUAL TRUSTEE FEES
053438	04/01/21	BAS00	Basic Laboratory, Inc	3938.80	03/30/21	PW/WATER LAB SERVICES
053439	04/01/21	CAL23	CALIFA GROUP	3795.21	4331	LIB/CENIC BROADBAND INTERNET
053440	04/01/21	CAR03	GRANT CARMON	100.00	APRIL2021	Measure A UNIFORMS
053441	04/01/21	CAS08	CASCO COMPLETE ASPHALT SE	294.94	55218	STREET/OIL
053442	04/01/21	CEN02	CENTRAL VALLEY SALINITY C	1885.00	3/16/2021	PW/WATER STUDY TESTING
053443	04/01/21	CES00	Kyle Cessna	100.00	APRIL2021	Measure A UNIFORMS
053444	04/01/21	COR00	CORNING LUMBER CO., INC.	457.78	3/30/2021	PW/MISC SUPPLIES AND MATERIALS
053445	04/01/21	COR02	Corning Chevrolet Buick	1828.86	03/29/21	FLEET/PD PARTS
053446	04/01/21	COR04	CORBIN WILLITS SYSTEMS	498.37	C103151	MULTI-DEPTS/MONTHLY SOFTWARE
053447	04/01/21	CRE00	CREATIVE COMPOSITION	381.07	11469	MEASURE A FD/TRAINING MANUALS
053448	04/01/21	CSA00	CSAC-EIA	405.72	APR-JUN21	EMPLOYEE ASST PROGRAM
053449	04/01/21	CSG00	CSG CONSULTANTS, INC.	95.00	35555	BD/FIRE PLAN REVIEW
053450	04/01/21	DAS00	DASH MEDICAL GLOVES	318.83	1229547	PD/NITRILE GLOVES
053451	04/01/21	ECO01	ECORP CONSULTING, INC	11361.08	92792	PROFESSIONAL SERVICES FOR FEB 2021
053452	04/01/21	FLE04	FLEMING, JOHN	2304.00	3/10-3/30	BD/INSPECTION SERVICES
053453	04/01/21	FLO03	JOSE FLORES	100.00	APRIL2021	Measure A UNIFORMS
053454	04/01/21	FRA00	FRANCOTYP-POSTALIA, INC.	126.07	104821667	MULTI-DEPTS/POSTAGE METER RENTAL
053455	04/01/21	FUL00	KRISTOPHER FULLMORE	100.00	APRIL2021	Measure A UNIFORMS
053456	04/01/21	FUL04	Full Moon Portable Sanita	120.00	1242	PW/GREEN WASTE YARD, CITY YARD
053457	04/01/21	GLE02	GLENN COUNTY SHERIFF	74000.00	2002&2003	PD/ANIMAL CONTROL & DISPATCH SVCS OCT20-MAR21
053458	04/01/21	GLE03	County of Glenn	9740.44	44802	NOV 2020 ELECTION
053459	04/01/21	GLE14	GLENN COUNTY	50.00	3/30/21	NOE FILING FEE WELL & STORAGE TANK
053460	04/01/21	GRA02	GRAINGER, INC.	3921.26	03/30/21	PW/FLEET-SHOP SUPPLIES
053461	04/01/21	GRO00	Ferguson Enterprises Inc	5926.65	993,413	PW/WATER MATERIALS
053462	04/01/21	HAR06	TRAVIS HARRIS	145.95	3/30/21	PW/TRAVEL REIMBURSEMENT
053463	04/01/21	HEI01	VIRGIL HEISE	100.00	3/2021	FD/JANITORIAL
053464	04/01/21	HOM00	HOME DEPOT CREDIT SERVICE	489.92	3/12/21	PW/SHOP SUPPLIES
053465	04/01/21	JOH02	SEAN JOHNSON	100.00	APRIL2021	Measure A UNIFORMS
053466	04/01/21	JON00	Jon Ikerd	8431.54	462	PW/BACKFLOW TESTING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053467	04/01/21	JWW00	J.W. WOOD CO.,INC.	956.91	969,144	PW/SHOP MATERIALS
053468	04/01/21	KEL01	KELLER SUPPLY COMPANY	737.71	5602	MULTI-CHLOR WELLS
053469	04/01/21	KUR00	KURTH, CARL	250.32	02/13/21	DAMAGE CLAIM
053470	04/01/21	KUS01	Kussmaul Electronics Co.	672.99	186080	MEASURE A FD/PARTS FOR ENGINES 24 & 28
053471	04/01/21	LIF00	Life Assist Inc.	535.41	9719&1522	MEASURE A FD/MEDICAL SUPPLIES
053472	04/01/21	LNC00	L.N. CURTIS & SONS	1107.58	471816	MEASURE A FD/GLASS CUTTER
053473	04/01/21	LOW00	Katherine Lowery	100.00	APRIL2021	Measure A UNIFORMS
053474	04/01/21	MAR17	MARTINDALE, RYAN	100.00	APRIL2021	Measure A UNIFORMS
053475	04/01/21	MAT04	MATSON & ISOM	3639.00	78190	MONTHLY BILLING FOR MARCH 2021
053476	04/01/21	MCM00	McMaster-Carr	1716.55	656,037	PW/SHOP MATERIALS
053477	04/01/21	MEJ00	Lilia Mejia-Aparicio	100.00	APRIL2021	Measure A UNIFORMS
053478	04/01/21	MIL07	MILLS, DARYL	100.00	APRIL2021	Measure A UNIFORMS
053479	04/01/21	MME00	Municipal Maintenance Equ	2062.81	961	SEWER/VACCON PARTS
053480	04/01/21	MTS00	Mt. Shasta Spring Water	97.96	4228/7264	FD/COFFEE
053481	04/01/21	NEC00	NEC CLOUD COMMUNICATIONS	6.14	70361	MEASURE A FD/OHONE LINES
053482	04/01/21	NEW02	Newland Entities Inc.	8436.52	FINAL	ALLEYWAYS PROJECT
053483	04/01/21	NOR06	NOR-MAC INC.	94.24	4202648	PARKS/SUPPIES
053484	04/01/21	O'R00	O'Reilly Auto Inc	12.91	151527	FD/PARTS FOR ENGINE 29
053485	04/01/21	ORH00	ORLAND HARDWARE	1521.53	3/30/21	PW/MISC SUPPLIES
053486	04/01/21	ORL22	ORLAND CHILDREN'S CENTER	185.41	03302021	FACADE IMPROVEMENT REIMBURSEMENT
053487	04/01/21	PET06	PETERSON	519.00	52861	MEASURE A FD/GENERATOR SERVICE WORK
053488	04/01/21	PGE00	PG&E	9.53 9.86 65.47 114.11 1.64	3/10/21 3/11/21 3/19/21 03/22/21 0426-6MAR	RE/STANDBY POWER MEASURE A FD/UTILITY USAGE PW/TRAFFIC CONTROL PW/ROAD MM LIFT STATION REC/LIGHTS
			Check Total.....:	200.61		
053489	04/01/21	PIN01	EDGAR PINEDO	100.00	APRIL2021	Measure A UNIFORMS
053490	04/01/21	QUI02	QUILL CORP.	310.19 328.58	15086541 15193052	MULTI/OFFICE SUPPLIES MEASURE A FD/WEBCAM & OFFICE SUPPLIES
			Check Total.....:	638.77		
053491	04/01/21	R&B00	R&B A CORE & MAIN COMPANY	8341.87	871092	PW/WATER PARTS
053492	04/01/21	REC03	RECDESK, LLC	3480.00	INV11504	REC/YEARLY ONLINE REGISTRATION
053493	04/01/21	ROE02	Thomas Roenspie	100.00	APRIL2021	Measure A UNIFORMS
053494	04/01/21	ROS07	MARICRUZ ROSALES	30.00	3/23/21	REC/REIMBURSEMENT FOR TOTAL BODY FITNESS
053495	04/01/21	SON05	Sonsray Machinery	2904.97	P26735-04	PW/LOADER PARTS
053496	04/01/21	SUN05	Sun Life Financial	4386.80	MARCH2021	GAP MEDICAL INSURANCE
053497	04/01/21	THO06	Thomson Reuters-West	191.79	847053121	PD/CA PENAL CODE 2021 BOOKS
053498	04/01/21	TRA02	TRANSAMERICA	627.00	MAR 2021	GROUP LIFE INSURANCE
053499	04/01/21	USA04	USA Blue Book	1080.83	532156	PW/WATER PARTS
053500	04/01/21	VAL10	Valley Truck & Tractor	937.28	72,75,88	PARKS/MOWER PARTS
053501	04/01/21	VAN00	VANTAGE POINT TRANSFER AG	1749.77 1749.77	31121 32521	DEF COMP PLAN 304591 DEF COMP PLAN 304591
			Check Total.....:	3499.54		
053502	04/01/21	VER03	Verizon Wireless	164.04 245.41 104.48	70347 875670345 875670346	MEASURE A FD/RESPONSE SERVICES PW/SCADA COMPUTER/IPADS, PD LAPTOP REC/CELL PHONE USAGE

REPORT.: Apr 01 21 Thursday
 RUN...: Apr 01 21 Time: 09:52
 Run By.: Deysy Guerrero

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

PAGE: 003
 ID #: PY-DP
 CTL.: ORL

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Check Total.....:				513.93		
053503	04/01/21	VLA00	RAYMOND J. VLACH	100.00	APRIL2021	Measure A UNIFORMS
053504	04/01/21	WEL02	Wells Fargo Vendor Fin Se	199.34	14308859	BD-PLAN/COPIER LEASE
053505	04/01/21	WEX00	WEX BANK	43.07	845896BD	BD/FUEL
				106.86	845896CM	CM/FUEL
				773.71	845896FD	FD/FUEL
				4764.31	845896PD	PD/FUEL
				3458.63	845896PW	PW/FUEL
				142.65	845896REC	REC/FUEL
Check Total.....:				9289.23		
Cash Account Total.....:				198698.59		
Total Disbursements.....:				198698.59		

REPORT.: Mar 29 21 Monday
 RUN....: Mar 29 21 Time: 08:20
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 03-21 thru 03-21 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053419	03/26/21	DOB01	CHRIS DOBBS	300.00	MARCH2021	CITY COUNCIL STIPEND
053420	03/26/21	HOF00	DENNIS G. HOFFMAN	300.00	MARCH2021	CITY COUNCIL STIPEND
053421	03/26/21	IRV00	BILLY IRVIN	300.00	MARCH2021	CITY COUNCIL STIPEND
053422	03/26/21	ORL12	Orland-Laurel Masonic Hal	400.00	APRIL2021	AC/RENT
053423	03/26/21	ROU00	BRUCE T. ROUNDY	300.00	MARCH2021	CITY COUNCIL STIPEND
053424	03/26/21	TIA00	TIAA COMMERCIAL FINANCE,	299.87	MARCH2021	MULTI/COPIER LEASE
053425	03/26/21	TOL04	JEFFREY TOLLEY	300.00	MARCH2021	CITY COUNCIL STIPEND
Cash Account Total.....:				2199.87		
Total Disbursements.....:				2199.87		
Cash Account Total.....:				.00		

REPORT.: Mar 29 21 Monday
 RUN....: Mar 29 21 Time: 08:57
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 03-21 thru 03-21 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053426	03/29/21	POS00	POSTMASTER	1242.52	3/29/21	WATER-SEWER/BILLING
Cash Account Total.....:				1242.52		
Total Disbursements.....:				1242.52		
Cash Account Total.....:				.00		

REPORT.: 03/25/21
 RUN...: 03/25/21 Time: 14:28
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
14153	03/25/21	03/24/21	ALL00 ALLEN, JERRY G	03-21	09-21	601.46
14154	03/25/21	03/24/21	FIC00 FICHTER, QUENTIN	03-21	09-21	1484.73
Z03617	03/25/21	03/24/21	ALV01 ALVA, MICAELA	03-21	09-21	1627.48
Z03618	03/25/21	03/24/21	AND00 ANDRADE, EDGAR	03-21	09-21	2565.32
Z03619	03/25/21	03/24/21	CAR02 CARMON, GRANT E	03-21	09-21	3422.28
Z03620	03/25/21	03/24/21	CAR03 CARR, PETER R	03-21	09-21	5057.58
Z03621	03/25/21	03/24/21	CES00 CESSNA, KYLE A	03-21	09-21	3587.43
Z03622	03/25/21	03/24/21	CHA01 CHANEY, JUSTIN	03-21	09-21	3583.85
Z03623	03/25/21	03/24/21	CRA00 CRANDALL, JEREMY	03-21	09-21	1662.60
Z03624	03/25/21	03/24/21	ESP00 ESPINOSA, LETICIA	03-21	09-21	1782.38
Z03625	03/25/21	03/24/21	ESP02 ESPELAND, SAM	03-21	09-21	358.11
Z03626	03/25/21	03/24/21	FEN03 FENSKE, JOSEPH H	03-21	09-21	2854.74
Z03627	03/25/21	03/24/21	FLO00 FLORES, JOSE D	03-21	09-21	2762.24
Z03628	03/25/21	03/24/21	FUL00 FULLMORE, KRISTOPHER	03-21	09-21	3079.19
Z03629	03/25/21	03/24/21	GAM00 GAMBOA, YADIRA	03-21	09-21	303.58
Z03630	03/25/21	03/24/21	GUE01 GUERRERO, DEYSY D	03-21	09-21	2328.93
Z03631	03/25/21	03/24/21	GUE02 GUERRERO, JORGE	03-21	09-21	2046.25
Z03632	03/25/21	03/24/21	HAR00 ZOLLERHARRIS, TRAVIS	03-21	09-21	1804.69
Z03633	03/25/21	03/24/21	JOH01 JOHNSON, SEAN KARL	03-21	09-21	4328.26
Z03634	03/25/21	03/24/21	LED00 LEDAY, JESSICA E	03-21	09-21	2524.73
Z03635	03/25/21	03/24/21	LOW00 LOWERY, KATHERINE	03-21	09-21	2733.29
Z03636	03/25/21	03/24/21	MAR02 MARTINDALE, RYAN EUGENE	03-21	09-21	1504.84
Z03637	03/25/21	03/24/21	MEJ00 APARICIO, LILIA MEJIA	03-21	09-21	1933.16
Z03638	03/25/21	03/24/21	MEZ00 MEZA, JODY L	03-21	09-21	3419.26
Z03639	03/25/21	03/24/21	MIL00 MILLS, DARYL A	03-21	09-21	2917.67
Z03640	03/25/21	03/24/21	MYE00 MYERS, KEVIN	03-21	09-21	603.06
Z03641	03/25/21	03/24/21	PAI01 PAILLON, MICHAEL	03-21	09-21	1942.29
Z03642	03/25/21	03/24/21	PAN00 PANIAGUA, BLANCA A	03-21	09-21	639.92
Z03643	03/25/21	03/24/21	PEN01 PENDERGRASS, REBECCA A	03-21	09-21	2273.39
Z03644	03/25/21	03/24/21	PER00 PEREZ, MARGARITA T	03-21	09-21	1843.83
Z03645	03/25/21	03/24/21	PIN00 PINEDO, EDGAR ESTEBAN	03-21	09-21	2421.11
Z03646	03/25/21	03/24/21	POR00 PORRAS, ESTEL	03-21	09-21	1711.82
Z03647	03/25/21	03/24/21	PUN00 PUNZO, GUILLERMO	03-21	09-21	1804.66
Z03648	03/25/21	03/24/21	RIC01 RICE, GERALD W	03-21	09-21	1995.47
Z03649	03/25/21	03/24/21	ROD00 RODRIGUES, ANTHONY	03-21	09-21	3003.19
Z03650	03/25/21	03/24/21	ROE00 ROENSPIE, THOMAS LUKE	03-21	09-21	3270.75
Z03651	03/25/21	03/24/21	ROM00 ROMERO, ARNULFO	03-21	09-21	2632.55
Z03652	03/25/21	03/24/21	SCH03 SCHMITKE, JENNIFER	03-21	09-21	1700.01
Z03653	03/25/21	03/24/21	STE01 STEWART, ROY E	03-21	09-21	2575.78
Z03654	03/25/21	03/24/21	SUA02 SUAREZ, BRYAN E	03-21	09-21	1874.91
Z03655	03/25/21	03/24/21	SWI00 SWINHART, ROBERT	03-21	09-21	1636.91
Z03656	03/25/21	03/24/21	VAL00 VALENZUELA, BRENDA	03-21	09-21	316.54
Z03657	03/25/21	03/24/21	VLA00 VLACH, RAYMOND JOSEPH	03-21	09-21	4468.46
Z03658	03/25/21	03/24/21	VON00 VONASEK, EDWARD J	03-21	09-21	4183.30
Z03659	03/25/21	03/24/21	WAC00 WACKERMAN, JANET	03-21	09-21	3000.18
						104172.18

REPORT.: 03/11/21
 RUN....: 03/11/21 Time: 14:22
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
14151	03/11/21	03/10/21	ALL00 ALLEN, JERRY G	03-21	09-21	636.84
14152	03/11/21	03/10/21	FIC00 FICHTER, QUENTIN	03-21	09-21	1484.73
Z03574	03/11/21	03/10/21	ALV01 ALVA, MICAELA	03-21	09-21	1627.48
Z03575	03/11/21	03/10/21	AND00 ANDRADE, EDGAR	03-21	09-21	2565.33
Z03576	03/11/21	03/10/21	CAR02 CARMON, GRANT E	03-21	09-21	3347.43
Z03577	03/11/21	03/10/21	CAR03 CARR, PETER R	03-21	09-21	5057.58
Z03578	03/11/21	03/10/21	CES00 CESSNA, KYLE A	03-21	09-21	3587.42
Z03579	03/11/21	03/10/21	CHA01 CHANEY, JUSTIN	03-21	09-21	3583.85
Z03580	03/11/21	03/10/21	CRA00 CRANDALL, JEREMY	03-21	09-21	1989.98
Z03581	03/11/21	03/10/21	ESP00 ESPINOSA, LETICIA	03-21	09-21	1782.38
Z03582	03/11/21	03/10/21	ESP02 ESPELAND, SAM	03-21	09-21	124.56
Z03583	03/11/21	03/10/21	FEN03 FENSKE, JOSEPH H	03-21	09-21	2854.74
Z03584	03/11/21	03/10/21	FLO00 FLORES, JOSE D	03-21	09-21	2762.24
Z03585	03/11/21	03/10/21	FUL00 FULLMORE, KRISTOPHER	03-21	09-21	3079.19
Z03586	03/11/21	03/10/21	GAM00 GAMBOA, YADIRA	03-21	09-21	268.28
Z03587	03/11/21	03/10/21	GUE01 GUERRERO, DEYSY D	03-21	09-21	2328.92
Z03588	03/11/21	03/10/21	GUE02 GUERRERO, JORGE	03-21	09-21	2046.24
Z03589	03/11/21	03/10/21	HAR00 ZOLLERHARRIS, TRAVIS	03-21	09-21	1804.69
Z03590	03/11/21	03/10/21	JOH01 JOHNSON, SEAN KARL	03-21	09-21	4328.26
Z03591	03/11/21	03/10/21	LED00 LEDAY, JESSICA E	03-21	09-21	2524.73
Z03592	03/11/21	03/10/21	LOW00 LOWERY, KATHERINE	03-21	09-21	2646.41
Z03593	03/11/21	03/10/21	MAR02 MARTINDALE, RYAN EUGENE	03-21	09-21	1504.84
Z03594	03/11/21	03/10/21	MEJ00 APARACIO, LILIA MEJIA	03-21	09-21	1933.16
Z03595	03/11/21	03/10/21	MEZ00 MEZA, JODY L	03-21	09-21	3419.26
Z03596	03/11/21	03/10/21	MIL00 MILLS, DARYL A	03-21	09-21	2917.67
Z03597	03/11/21	03/10/21	MYE00 MYERS, KEVIN	03-21	09-21	603.06
Z03598	03/11/21	03/10/21	PAI01 PAILLON, MICHAEL	03-21	09-21	1942.29
Z03599	03/11/21	03/10/21	PAN00 PANIAGUA, BLANCA A	03-21	09-21	639.92
Z03600	03/11/21	03/10/21	PEN01 PENDERGRASS, REBECCA A	03-21	09-21	2273.39
Z03601	03/11/21	03/10/21	PER00 PEREZ, MARGARITA T	03-21	09-21	1843.83
Z03602	03/11/21	03/10/21	PIN00 PINEDO, EDGAR ESTEBAN	03-21	09-21	3248.51
Z03603	03/11/21	03/10/21	POR00 PORRAS, ESTEL	03-21	09-21	1711.83
Z03604	03/11/21	03/10/21	PUN00 PUNZO, GUILLERMO	03-21	09-21	2001.40
Z03605	03/11/21	03/10/21	RIC01 RICE, GERALD W	03-21	09-21	1985.15
Z03606	03/11/21	03/10/21	ROD00 RODRIGUES, ANTHONY	03-21	09-21	2442.75
Z03607	03/11/21	03/10/21	ROE00 ROENSPIE, THOMAS LUKE	03-21	09-21	4142.85
Z03608	03/11/21	03/10/21	ROM00 ROMERO, ARNULFO	03-21	09-21	2632.55
Z03609	03/11/21	03/10/21	SCH03 SCHMITKE, JENNIFER	03-21	09-21	1700.01
Z03610	03/11/21	03/10/21	STE01 STEWART, ROY E	03-21	09-21	2575.78
Z03611	03/11/21	03/10/21	SUA02 SUAREZ, BRYAN E	03-21	09-21	1874.91
Z03612	03/11/21	03/10/21	SWI00 SWINHART, ROBERT	03-21	09-21	1636.90
Z03613	03/11/21	03/10/21	VAL00 VALENZUELA, BRENDA	03-21	09-21	316.54
Z03614	03/11/21	03/10/21	VLA00 VLACH, RAYMOND JOSEPH	03-21	09-21	4468.46
Z03615	03/11/21	03/10/21	VON00 VONASEK, EDWARD J	03-21	09-21	4183.30
Z03616	03/11/21	03/10/21	WAC00 WACKERMAN, JANET	03-21	09-21	3000.18
						105429.82

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD MARCH 15, 2021

CALL TO ORDER

Meeting called to order by Mayor Roundy at 5:17 p.m.

ROLL CALL

Councilmembers present via teleconference: Councilmembers Billy Irvin, Dennis Hoffman,
Chris Dobbs (*arrived 5:34PM*), 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 real property negotiations pursuant to Government Code Section 54956.8; Property: 400 Mill Street, regarding significant exposure to litigation pursuant to Government Code Section: 54956.9 (d) (2); two potential cases and public employee appointment, employment evaluation of performance, dismissal or release pursuant to Government Code Section 54957, City Manager.

RECONVENE TO REGULAR SESSION – 6:00 p.m.

ROLL CALL

Councilmembers present via teleconference: Councilmembers Dennis Hoffman, Billy Irvin,
Chris Dobbs, Vice Mayor Jeffrey A. Tolley and Mayor
Bruce T. Roundy
Councilmembers absent: None
Staff present via teleconference: Public Works Director Ed Vonasek, City Planner Scott
Friend, City Manager Pete Carr, City Attorney Greg
Einhorn, City Engineer Paul Rabo and City
Clerk/Administrative Services Manager Janet Wackerman

REPORT FROM CLOSED SESSION

Mayor Roundy reported direction was given to Staff regarding three items. The fourth item re: City Manager was continued to April 5.

Meeting opened with the pledge of allegiance.

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments: Byron Denton, resident, stated he was glad for the recent rain.

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for March 1, 2021.
- C. Receive and file Economic Development Commission minutes of January 12, 2021.

Action: Vice Mayor Tolley moved, seconded by Councilmember Hoffman to approve the consent calendar. The motion carried 5-0 by the following roll call vote:

AYES: Vice Mayor Tolley, Councilmembers Hoffman, Irvin, Dobbs and Mayor Roundy

NOES: None

ABSENT: None

ABSTAIN: None

ADMINISTRATIVE BUSINESS

A. Presentation by Waste Management regarding AB1383, Recycling Regulation Compliance

Diana Ramirez, Public Sector Manager for Waste Management, provided an overview on reducing short-lived climate pollutants in California. Waste Management will begin a “no charge” campaign starting March 29 and ending May 3, using smart technology in their trucks to determine compliance with AB1383. Ms. Ramirez stated rural communities can request a waiver for some of the regulations. Full compliance will begin January 1, 2022.

B. Green Waste Facility Update (Discussion/Direction) – Ed Vonasek, Public Works Director

Mr. Vonasek updated Councilmembers on the status of the City’s green waste operations. After three months, the operator at the facility reports customers with small truck loads have decreased since the price increase. No decrease in commercial customers has occurred. Mr. Vonasek also reports burning within the city limits has increased. The biggest expense is for chipping the materials.

MaryJo Alonzo, resident, stated she is concerned with the increase in residential fees. She doesn’t think the operation should be cost neutral but fees for residential customers should be reduced. She suggested reducing costs to \$15 for residential customers.

Discussion was held and Councilmembers recommended prices for residential customers be adjusted to what they were prior to the December 2020 increase. They also requested a request for proposals be released to find a vendor to grind the green waste, and to report to City Council in June. Mr. Carr stated the rate schedule will be submitted to City Council at their next meeting.

C. Robbins Street (Discussion/Direction)– Ed Vonasek, Public Works Director/Paul Rabo, City Engineer

Mr. Vonasek provided history, costs and information on desirable improvements to Robbins Street. Based on costs for the recently completed Tehama Street, Mr. Rabo estimates constructing the street would cost approximately \$943K. He added there would be other costs to relocate utility poles, fire hydrants and obtaining right-of-way. Mr. Friend stated environmental and long-term operation and maintenance of the street needs to be considered also.

Councilmember Hoffman stated since there are only a couple of houses that presently front this street, the cost of improvements should be borne by a developer. He added there are other streets with greater traffic that should be considered for improvement.
(Councilmember Irvin signed off, 7:57 PM)

Scott Arbuckle, Janice Walker and Carol Hansen, residents residing or owning property on Robbins Street, stated they are opposed to improvements on this street.

Mr. Denton stated there are streets that need slurry sealed and should take care of what we have now.

Sam Llamas, an owner on Robbins Street thanked Vice Mayor Tolley for inquiring about the improvements and agrees it would be costly, but this kind of vision is good for the community. Vice Mayor Tolley acknowledged Mr. Llamas' opinion and suggested maybe 10-20 years down the road this street will be developed.

Mayor Roundy asked for a list of transportation projects city staff has developed so City Council is aware of what is anticipated for funding. He added Robbins Street could be put on a priority list.

D. 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 44 active cases and four hospitalizations. Approximately 5,000 inoculations have been provided in the County. Optum Serve site will be open for testing Monday thru Wednesday. CV-2 and 3 grants are intended for economic development and public services. The funding from the latest federal bill, \$1.4M allocation, can be used to offset lost revenue but cannot be used for pension costs.

The Hive will have a drive-thru event on April 10 and in conjunction with this, several local businesses are participating in a "Shop Hop."

There are no city employees off work due to COVID.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Hoffman:

- Nothing to report

Vice Mayor Tolley:

- Economic Development Commission met and discussed the Amazon Distribution Center. He also challenged EDC to come up with a vision for Orland.
- Attended grand opening of the Salty Hereford.
- Studio Milan is using the City's Façade Improvement Program.
- A citizen told him they have noticed a lot more trash since COVID, especially "mask trash."

Councilmember Dobbs:

- Orland Volunteer Fire Department annual ticket drive ends March 20.

Mayor Roundy:

- Attended Resource Conservation District meeting. Would like to place on a future agenda discussion regarding working with them about arundo in Stony Creek.
- Attended the Water Authority meeting; Nature Conservancy wants to partner with them.
- He suggested the Planning Commission should also be included in Vice Mayor Tolley's challenge of coming up with a vision for the community.

Meeting adjourned at 8:30 p.m.

Janet Wackerman, City Clerk

Bruce T. Roundy, Mayor

Orland Library Commission Minutes of January 11, 2021

ITEM 1. Call to Order at 5:00 p.m.

ITEM 2. Commissioners Present: L. Fitzgerald, S. Romano, S. Edwards

Staff/Council Present: Librarian J. Meza, Council Member C. Dobbs

ITEM 3. No Citizen Comments

ITEM 4. Items for Discussion or Action

1. Motion made, passed unanimously to approve September 21, 2020 minutes.
2. Finance reports and statistics were discussed. Library circulation and computer use are still limited due to COVID restrictions so rates of use have decreased but not as much as might be expected. E-books usage continues to grow and the library continues to add new online/digital resources to meet new demand.
3. Library Programs and Events: Events still cancelled due to COVID measures and exclude in person programming in the library building but “storytime takeaway kits” continue to be very popular with patrons and the Glenn GOALS display and drop in children’s activity (“adopt a farm dog” with pledge to read to their puppy) was extremely well received.
4. Grant Updates: The Library has applied for \$2000 in First 5 funding; currently receiving the Crisis Collection “mental health recovery and resiliency” materials and has display planned; Zip books program ending this spring; JobNow & VetNow services now available.

ITEM 5. Commissioner and/or Friends of the Library Reports: Book sale fundraisers still postponed due to COVID crisis. Friends provided free children’s books to Corn Maze participants; free books are available in lobby and the in library sales area is being refreshed regularly.

ITEM 6. Adjourned 5:15 p.m.

CITY OF ORLAND

CITY COUNCIL CONSENT ITEM #: 7.D.

MEETING DATE: April 5, 2021

TO: Honorable Mayor and Council
FROM: Janet Wackerman, Administrative Services Manager
SUBJECT: Authorizing Resolution for Drinking Water State Revolving Fund Application

The City Council is asked to adopt Resolution 2021-04 designating an authorized representative to provide the assurances, certifications, and commitments required for the financial assistance application to the State Water Resources Control Board (SWRCB).

BACKGROUND

The City's existing elevated water tank was constructed in 1912. This tank does not meet the requirements of the CA Water Works Standards for needed storage volume for a public water system with the number of water service connections that currently exist and does not meet current CA Building Code structural design standards to resist the effects of an earthquake.

By letter of October 16, 2018, the SWRCB ordered the City to discontinue the supply of domestic water from well 05-Corporation Yard.

DISCUSSION

City staff will submit an application to the SWRCB requesting funds from the Drinking Water State Revolving Fund for environmental and designs costs of a domestic well and ground storage tank. As part of the financial assistance portion of the application, a resolution is needed designating an authorized representative to sign and file for, and on behalf, of the Entity.

Attachment:

Resolution 2021-04

RECOMMENDATION

Authorize the City Manager as the Authorized Representative or his designee.

Fiscal impact of recommendation:

None

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: 2021-04

WHEREAS the City Council has the authority to construct, operate and maintain the City of Orland water system and,
(insert appropriate findings)
RESOLVED BY THE City Council OF THE
(insert name of Governing Board of the Entity)
City of Orland (the "Entity"), AS FOLLOWS:
(insert Entity name)

The City Manager (the "Authorized Representative") or designee is
(insert Title of Authorized Representative)
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance
Application for a financing agreement from the State Water Resources Control Board for the planning, design,
and construction of Domestic Well and Ground Storage Tank (the "Project").
(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications,
and commitments required for the financial assistance application, including executing a financial assistance
agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the
Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of
the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted
at a meeting of the City Council held
(insert name of Governing Board of the Entity)
on April 5, 2021.
(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 8.A.

MEETING DATE: April 5, 2021

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager/Finance Director
SUBJECT: Annual Financial Audit Report (Discussion/Action)

City Manager as Director of Finance, and Accounting Manager will present the annual independent financial audit report for Council consideration and will recommend acceptance.

BACKGROUND

The City each year engages an outside auditor, currently the Sacramento CPA firm Marcello & Company, to perform an independent audit of City finances compliant with Orland Municipal Code and California State Government Code. The report contains financial statements, audit-based opinions about the accuracy and reasonableness of management's presentation of financial information as well as internal controls, and a management letter to the City Council.

Once accepted by the City Council, the entire audit report is filed with the State, posted at the City website, and made available by the City in printed form for public review.

DISCUSSION

The auditor reports that Orland's financial statements "present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Orland..." No material deficiencies were identified.

As of June 30, 2020, the City had total assets of \$14M against liabilities of \$8.8M.

- Of the General Fund's \$1.6M total fund balance, \$818k is Measure A (net is \$754k).
- Cash and investments were \$4.5M in governmental and \$2.6M in enterprise funds.
- Government Funds, including building fees and development fees but excluding water and sewer, City received \$8.26M and expended \$7.08M.
- Net development impact fees increased \$68k to \$2.3M as revenues exceeded expenditures on planned capital projects.
- Water Fund balance increased \$524k to \$3.0M; Sewer Funds increased \$572k to \$1.87M after the Road MM capital improvement sewer project.

This past fiscal year's audit was, like so many activities in the pandemic, delayed in timing by two months but is equal in quality to normal years. Each Council member is provided a printed copy of the audit report, along with the March 2021 Management Letter from the auditor.

Upon acceptance by the City Council, the financial audit report becomes a completed, filed and published document of the City.

Attachment: Fiscal Year 2020 Financial Audit Report for City of Orland
(to be provided in hardbound copy to each Councilmember)

RECOMMENDATION:

Consider and accept the annual financial report as presented.

Fiscal Impact of Recommendation:

The annual audit expense is \$31,600 including GASB-required sub-audit components.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 8.B.

MEETING DATE: April 5, 2021

TO: Honorable Mayor and Council
FROM: Leticia Espinosa, City Treasurer
SUBJECT: Treasurer's Report

Staff presents the Treasurer's Report and requests an appointment of one (1) Councilmember to the City's Investment Committee.

BACKGROUND

The City's Investment Policy identifies various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment related activities.

The Treasurer has the authority to invest funds but only upon the direction of the City of Orland Investment Committee. This committee is to be comprised of the Mayor, one City Councilmember, the City Manager and the Accounting Manager. The last time the committee met was January 2018 and direction was given to the City Treasurer on investing funds in the California Local Agency Investment Fund (LAIF). Funds were also locked into two CDs; one maturing in July 2021 and the other in July 2022.

DISCUSSION

Staff has researched rates for investing funds and at present LAIF is providing .63%. Current rate for one-year CDs is .15%, .20% for two year. Council may consider using the money that is in the CD that matures in July to pay off the CA PERS unfunded liability.

Attachments: Treasurer's Report as of March 1, 2021
City of Orland Statement of Investment Policy

RECOMMENDATION

Appoint Councilmember to the City Investment Committee, receive and file report.

Fiscal Impact of Recommendation: None.

**City of Orland
Report of the Treasury
Schedule of Cash and Investments
As of March 1, 2021**

Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Orland

<u>Description of Security/Financial Institution</u>	<u>Investment Policy Category</u>	<u>Reconciled Balance</u>
Cash Held on Hand:	N/A	
City Hall		\$ 150
City Pool		\$ 25
Green Waste		\$ 50
Public Works		\$ 35
Police		<u>\$ 100</u>
Subtotal		<u>\$ 360</u>
 Cash and Investments Held by Banking Institutions:		
Umpqua Bank:		
Checking Accounts, General and Payroll Deposit Account	N/A	\$ 299,644
Evidence Fund Account*	N/A	\$ 347,463
Volunteers In Police Service (VIPS) Account*	D	\$ 10,305
Housing/Economic Development Program Income Account*	N/A	\$ 15,321
Subtotal	D	<u>\$ 687,727</u>
* = restricted use		
 Local Agency Investment Fund (LAIF), Office of the Treasurer, State of CA LAIF Current interest rate 0.63%	 C	 <u>\$ 5,497,034</u>
	<u>Maturity</u>	<u>Market</u>
	<u>Dates</u>	<u>Value</u>
Umpqua Bank Certificates of Deposit 1.950%	Jul-21	\$ 631,246
Umpqua Bank Certificates of Deposit 2.600%	Jul-22	\$ 642,007
 Total Cash and Investments Held by the City of Orland		 <u>\$ 8,131,106</u>

I Certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the investment policy of the City of Orland as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the office of the City Clerk. The investment program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days.


Submitted: Leticia Espinosa/City Treasurer

City of Orland

Statement of Investment Policy

I. INTRODUCTION

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment related activities. Related activities that encompass good cash management including accurate cash projections, expeditious collection of revenue, control of disbursements and cost-effective banking relationships.

II. SCOPE

The investment policy covers all funds and investment activities under the direct authority of the City of Orland.

III. OBJECTIVE

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Orland shall be undertaken in manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. Liquidity: An adequate percentage of the portfolio will be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets are highly recommended. Priority should be given to investments with a low sensitivity to market risk.
- C. Yield: Yield should become a consideration only after the basic requirements of safety and liquidity has been met.
- D. Market-Average Rate of Return: The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws and ordinances.
- E. Diversification: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.

F. Prudence: The City of Orland adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section #2261), which obligates a fiduciary to ensure that: ". . . Investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

G. Public Trust: All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

IV. DECLARATION OF AUTHORITY

The City Treasurer has the authority to invest funds in certain eligible securities in accordance with Government Code Section 53635, but only upon the direction of the City of Orland Investment Committee. Said committee to be comprised of the City Mayor, one City Council Member appointed by the City Council, the City Manager and the City Accounting Manager.

V. REPORTING

The City of Orland Treasurer shall submit a quarterly investment report to the City Council which shall include all of the elements of the report as prescribed by Government Code Section 53646.

VI. INVESTMENT INSTRUMENTS

Investments for the City of Orland may be made in one or more of the following types of investments:

Types of Investments	Maximum Percentage or Amount	Maximum Maturity
A. Certificates of deposit	Unlimited	5 Years
B. Negotiable Certificates of Deposit	30%	5 Years
C. Local Agency Investment Fund	\$5 Million	n/a

D. Passbook Savings Account Demand Deposits	Unlimited	n/a
E. Securities of the US Government and its Agencies	Unlimited	5 Years
F. Bankers Acceptances	40%	270 Days
G. Commercial Paper	30%	180 Days
H. Medium Term Notes	30%	5 Years

VII. INTERNAL CONTROLS

A system of internal control shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the City.

VIII. MATURITIES

All security purchases and holdings shall be maintained within the statutory limits imposed by the Government Code.

IX. BANKS AND SECURITIES DEALERS

The City Investment Committee, in selecting financial institutions for deposits and investments, shall consider the creditworthiness of such institutions. The City Investment Committee shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are either deposited or invested.

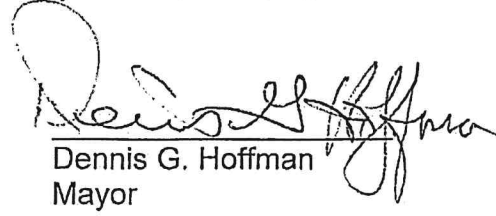
X. RISK TOLERANCE

The City of Orland recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. A competitive bid process, when practical, will be used to place investments.

XI. STATEMENT OF INVESTMENT POLICY

Annually, this *Statement of Investment Policy* shall be reviewed and authorized by the City Council.

02/07/2017
Date


Dennis G. Hoffman
Mayor

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 8.C.

MEETING DATE: April 5, 2021

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Pension Cost Management (Discussion/Direction)

City Staff and City Council will continue their consideration of pension cost management.

BACKGROUND:

As noted in the February 16th and March 1st agenda packets on this topic, Council and Staff have been exploring the City's pension liabilities and potential measure to undertake more control of the costs. We have discussed:

- Orland's current unfunded accrued liability (UAL) and funding (\$6.7M+ @ 70%)
- Orland's UAL status relative to other payroll costs and to other agencies
- Why we have a defined-benefit pension plan
- How pension plans are funded and the impact of market return of invested assets
- CalPERS pension changes and investment history
- Statewide pension reform -- PEPRA
- Orland's payment schedule and actions City is taking now to manage the cost
- Additional optional actions available to the City to further manage the cost
 - Apply cash reserves to UAL paydown, or to a Section 115 Trust
 - UAL restructuring thru a "fresh start" amortization
 - UAL restructuring thru a pension obligation bond (POB)
- Basic arbitrage opportunities and risks associated with POB

Council directed Staff to continue to explore these options and engage a municipal finance advisor.

DISCUSSION:

1. Barry Powell, CEO/CFO for North Valley Ag Services, will address the Council to share his perspective on years of experience in the banking industry examining CalPERS and municipal pension restructurings. The invitation to Mr. Powell was extended by the city manager upon recommendation by Councilmember Dobbs and with approval of Mayor Roundy.
2. Jeff Small and Robbie Bendorf of Capitol Public Finance Group (CapPFG) will address the Council to introduce the firm's experience, perspective and services. The City engaged CapPFG in 2019 to assist in planning financing for the City Public Safety Facility. Progress on this project was informally paused in 2020 with pandemic uncertainties, but the firm remains engaged and ready to advise on a broadened scope of project needs. CapPFG can work with the City on an hourly basis, or a contingency fee basis, or a hybrid arrangement.

Attachment: Draft Services Agreement City of Orland and Capitol PFG

RECOMMENDATION:

Direct staff as to desired path forward with pension cost management, including engagement of Capitol PFG.

**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 **29th 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: Peter Carr

Title: City Manager

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

CITY COUNCIL AGENDA ITEM #: 8.D.

MEETING DATE: April 5, 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 discuss potential uses for various pandemic relief funds being made available to the City.

BACKGROUND:

One of the first sources of relief funding for our use related to Covid-19 was CV1, approximately \$70k designated for relief to businesses. The City partnered with Glenn County to administer a program providing grants up to \$7500 per applicant. The program was not oversubscribed and is in addition to CDBG-HCD grants to businesses and the CA Small Business Covid Relief grants to small businesses.

CV2 and CV3 total \$280k and have similar targets of business relief, homelessness reduction, economic development, and public services. Allowed uses include grants to businesses, and capital expenditures for public services and facilities related to Covid-19 impacts.

The next funding source to consider is the American Rescue Plan Act (ARPA), making up to \$1.4M available to Orland in two installments – half this spring and the balance a year from now. ARPA can be utilized for addressing revenue shortages and/or for new expenditures related to coping with Covid-19. Specifically, ARPA can be used for:

- o Backfill of revenue accounts depleted by losses and operating & emergency expenses
- o Direct assistance to households, small businesses, non-profits, aid to impaired industries
- o Aid to “essential workers” and their employers
- o Infrastructure investments in water, sewer and broadband utilities leading to job creation and/or economic development

Prohibited uses of ARPA funds include pension cost offsets, tax reductions, and transportation infrastructure.

Funds must be requested with a plan, then expenditures documented for potential future reporting. Funds must be expended by 2024.

DISCUSSION:

Each jurisdiction, prior to identifying its plan for use-of-funds, should consider what other sources of funding already exist for target purposes, and avoid duplication. Examples of other sources already available include:

- PPP, UI, Restaurant Revitalization Fund
- FEMA and SAFER grants for firefighters
- Vaccination, testing, mental health, substance abuse support
- Childcare, extended SNAP and WIC program increases
- Rent/mortgage and utility assistance
- Transportation projects now and in future bills

City staff suggests Council – with discussion and public input -- authorize partnering with the County again for CV2 and CV3 except that a portion be reserved for ADA improvements of the library entrance.

City staff also suggests Council – with discussion and public input -- authorize staff to apply for use of ARPA funds for selected choices such as the following (rough estimates):

1. \$400k to backfill General Fund reserves depleted by sales tax shortfalls FY20 and FY21
2. \$200k to backfill Measure A Public Safety Fund revenue shortfalls FY 20 and 21
3. \$160k for IT & security upgrades, evidence barn improvements, roof & floor repairs for OPD
4. \$50k for library entrance improvements (ADA, touchless entry/exit) if not included in CV2/3
5. \$150k to extend water service to County Road 15
6. \$200k to construct tower-style freeway multi-tenant sign w/lease revenue
7. \$30k to construct Welcome to Orland sign at east entrance to City
8. \$500k for selected features of Streetscapes plan 4th to 5th Streets
9. \$400k for intersection repairs and streetlight Neville @ Commerce
10. \$115k to payoff 5th St parking lot loan
11. \$100k to acquire additional lot for future HDC development.
12. [your idea here]

This topic is informational – *just for discussion* -- this evening. Decisions should be made April 19th for staff to complete a funding application by the due date in early May.

RECOMMENDATION: Direct staff as desired.