

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday August 20, 2012 7:30 p.m.

Meeting called to order by Mayor Elliott. Meeting opened with the Pledge of Allegiance.

ROLL CALL

Councilmembers present: Jim Paschall, Dennis Hoffman, Bruce Roundy, Vice Mayor Charles Gee and Mayor Wade Elliott

Councilmembers absent: None

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

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

Trish Saint-Evens, 6825 County Road 15, advised she thought her concerns regarding the smoking ordinance were going to be brought forward at this Council meeting. Mayor Elliott advised the Parks and Recreation Commission meeting will discuss the issue on August 29, 2012.

Proclamation:

Mayor Elliott presented a Proclamation designating August 26, 2012 as Women's Equality Day to Salina Edwards, President Orland Women's Improvement Club; Tony Miller, President Maywood Women's Improvement Club; Pat Mullanix, Shasta District Women's Club; Chris Stifter, Orland Women's Improvement Club; and Lynn Leeman, Maywood Women's Improvement Club.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Roundy reported on the following:

- Attended RCD meeting; advised the City no longer has a seat on the Water Advisory Board.
- Attended Glenn County Economic Development Steering Committee scope meeting; expect to use grant monies for Ag innovation.
- Will be attending August 21, 2012 meeting with stakeholders regarding arundo project.
- Friends of the Library Ice Cream Social will be held August 26, 2012.

Councilmember Hoffman attended Commissioner Steve Monck's memorial service.

Councilmember Gee reported on the following:

- He and City Manager Carr attended the Waste Management Board meeting; dump closure still in process; KVB project still moving forward.

Mayor Elliott reported on the following:

- Attended Commissioner Steve Monck's memorial service.
- Attended ribbon cutting celebration for addition at C.K. Price school.

CONSENT CALENDAR

- A. Approve Warrant List.
- B. Approve Travel Expense policy for Council.
- C. Approve staff recommendation to cancel regularly scheduled meeting of September 4, 2012.
- D. Approve and authorize City Manager to execute contract with Petty's Superior Services for janitorial services.

Councilmember Roundy request Item B. removed from the Consent Calendar for discussion.
Councilmember Paschall request Item D. removed from the Consent Calendar also for discussion.

Councilmember Roundy moved, seconded by Councilmember Paschall to approve Items A and C on the Consent Calendar. Motion carried with no abstentions.

Councilmember Roundy advised he agreed with Section 11.1 Travel Budget. Councilmember Roundy spoke to City Attorney Einhorn regarding some changes he felt should be made in Section 11.2. The policy should state *Council Approval* rather than *City Manager Approval* as already stated throughout the policy. Councilmember Roundy also advised the number of miles should be changed from 100 to 75 in regards to meetings and events within 75 driving miles distance (each way) do not generally include reimbursable overnight accommodations. Additional language was added in Section 11.2 to clarify the following: for travel and related expenses, generally outside of 11.1. Council agreed to the changes.

Vice Mayor Gee moved, seconded by Mayor Elliott to approve Item B. and its amendments to Section 11.2 as presented. Motion carried with no abstentions.

Councilmember Paschall advised the City Manager has received an estimate from a local janitorial firm to clean the city buildings in order to relieve the public works crew from having to do the job, as they could be better utilized in their area of work. A few years back, the city requested in-house janitorial duties as a step in tightening the city budget.

Councilmember Paschall moved, seconded by Councilmember Hoffman to approve Item D. on the consent calendar. Motion carried with no abstentions.

PUBLIC HEARING

None

ADMINISTRATIVE COMMUNICATIONS

City Attorney:

City Attorney Einhorn introduced for first reading by title only of an Ordinance entitled "An Ordinance of the City of Orland amending Title 2 of the Orland Municipal Code regarding Department Heads, City Officials and Contract Consultants".

Councilmember Paschall moved, seconded by Vice Mayor Gee to approve the first reading of an Ordinance amending Title 2 of the Orland Municipal Code regarding Department Heads, City Officials and Contract Consultants. Motion carried with no abstentions.

City Manager:

City Manager Carr presented for discussion and initial outline of the Information Technology Plan. The objectives include reliability, efficiency and increased community outreach. The following summarized assessment gives immediate and long term considerations:

City Hall

- The city hall server needs replacement very soon. Hope to be accomplished by summer 2012.
- Upgraded to high-speed internet in July.
- A replacement network switch is on order.
- Work stations over three years old are being considered for replacement.

Library

- Upgrade to high speed internet.
- Assess system firewall vulnerabilities.
- Consider contract maintenance provider service options.

Police Department

- Server is newer and in good condition.
- Recent upgrades of the Glenn County Sheriff Office (GCSO) system ; provides better connectivity.
- Mobile laptop device prepared for test launch this month.

Guests

- Consider opportunities for improved public Wi-Fi access.

Long-term

- Need to establish an ongoing budget to provide system currency; review annually.

Public Notification and Outreach

- GCSO utilizes Rapid Notify system.
- Ability to utilize this system for Orland-specific needs including safety alerts and community outreach.

GIS

- The city is contracted with CSUC for geographic information systems (GIS) services and Parcel Quest.
- Discussing opportunities and costs with the county on new tool they are rolling out.

Website

- Updates and improvements continue on city website.
- Recommendations offered by the Economic Development Commission (EDC).
- Several departments already have Facebook account.
- EDC sees economic development opportunities.
- Manpower resource is a critical consideration.

Social Media

- Staff surveying best practices at other municipalities; working with city attorney to propose a social media policy.

City Manager Carr advised he will present cost factors at a future meeting.

Mayor Elliott advised the Council will not meet at their regularly scheduled meeting on September 4, 2012, rather they will meet at their second meeting of the month, September 17, 2012.

ADJOURN

Meeting adjourned at 8:18 p.m.

_____Clerk

_____Mayor