

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

Tuesday, January 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#: 821 8728 4148

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 – 5:30 p.m.

Regular Session – 6:00 p.m.

1. CALL TO ORDER
 - a. Roll Call
 - b. Citizen comment 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.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code section 54956.9 (d) (2): one potential case.

3. RECONVENE TO REGULAR SESSION
Roll Call

4. REPORT FROM CLOSED SESSION
(If the Closed Session is not completed before 6:00p.m., it will resume immediately following the Regular Meeting.)

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 January 4, 2021.
- C. Receive and file Library Commission minutes for September 21, 2020.
- D. Receive and file Economic Development Commission minutes for October 13, 2020.

8. ADMINISTRATIVE BUSINESS

- A. Presentation: Police Department Annual Review – Joe Vlach, Chief of Police
- B. Presentation: Fire Department Annual Review – Justin Chaney, Fire Chief
- C. Fiscal Report for Measure A (Discussion/Action) – Pete Carr, City Manager
- D. Work without permit costs (Discussion/Action) – 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 January 14, 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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Peter R. Carr

WARRANT LIST

January 19, 2021

Warrant	1/14/21	\$	150,398.71
Payroll Compensation	12/30/20	\$	102,049.04
Pers	12/30/20	\$	20,914.63
Pers	1/11/21	\$	21,235.76
Pers	1/12/21	\$	3,517.81
		\$	298,115.95

APPROVED BY

 Bruce T. Roundy, Mayor

 Jeffrey A. Tolley, Vice-Mayor

 Dennis Hoffman, Councilmember

 William "Billy" Irvin, Councilmember

 Chris Dobbs, Councilmember

REPORT.: Jan 14 21 Thursday
 RUN....: Jan 14 21 Time: 09:41
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 01-21 thru 01-21 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
052858	01/12/21	KRA05	Katherine Kraemer	-175.00	5/9/20u	Ck# 052858 Reversed
053081	01/14/21	ABD00	ADVANCED DOCUMENT	92.34 121.21	INV36421 INV36423	BD-PLAN/COPIES MULTI-DEPTS/COPIES
			Check Total.....:	213.55		
053082	01/14/21	AME01	AMERIPRIDE UNIFORM SVCS	1050.01	12/31/20	PW/UNIFORM CLEANING-DECEMBER
053083	01/14/21	AME08	American Fidelity Assuran	1792.26	2086353	FLEX INSURANCE
053084	01/14/21	AME09	American Fidelity Assuran	314.64	D250902	SUPPLEMENTAL INSURANCE
053085	01/14/21	AND06	EDGAR ANDRADE	100.00	JAN 2021	Measure A UNIFORMS
053086	01/14/21	APP02	Appeal-Democrat	324.36	12/31/20	PLAN-CC/CUP2020-01&02/ORDINANCE2020-11
053087	01/14/21	AQU03	Aqua Metric	2681.26	80529	PW/WATER PARTS
053088	01/14/21	AUT01	Automated Dairy	674.85	12/31/20	PW/SANICHLOR
053089	01/14/21	BAS00	Basic Laboratory, Inc	857.20	1/6/21	PW/WATER LAB SERVICES
053090	01/14/21	BUC00	BUCKE'S FEED & GRAIN	100.15	1/4/21	PW/MUCH BOOTS
053091	01/14/21	CAR02	CARDMEMBER SERVICE	918.99 1056.69 3398.65 160.02 171.44 1116.03	12/28 DEC2020 12/28/20 20/28/12 DEC 2020 NOV-DEC28	CM-COUN/CONF & ZOOM MEMBERSHIP FD/MEASURE A/TRAINING, CHIEF TRUCK PARTS PW/SHOP SUPPLIES PW/PARKS PARTS, PD FLEET LIB/POSTAGE,OFFICE SUPPLIES, MS OFFICE SOFTWARE PS/ACROBAT PRO,PHONE CASE,BLINDS,BLU RAY DISC
			Check Total.....:	6821.82		
053092	01/14/21	CAR03	GRANT CARMON	100.00	JAN 2021	Measure A UNIFORMS
053093	01/14/21	CES00	Kyle Cessna	100.00	JAN 2021	Measure A UNIFORMS
053094	01/14/21	COM02	Comcast	289.78	JAN-FEB2	MULTI-DEPTS/INTERNET CONNECTION
053095	01/14/21	COM07	Comcast	404.70	12/22/20	FD/INTERNET
053096	01/14/21	COR00	CORNING LUMBER CO., INC.	2852.94	12/25/20	PW/MISC SUPPLIES AND MATERIALS
053097	01/14/21	COR02	Corning Chevrolet Buick	228.71	29DEC20	FLEET/PD PARTS
053098	01/14/21	CRE00	CREATIVE COMPOSITION	203.63	10631	COUNCIL/BUSINESS CARDS
053099	01/14/21	DAY00	DAY MANAGEMENT CORPS	300.00	INV659996	PD/PROGRAM 16 RADIOS
053100	01/14/21	DEM00	DEMCO	126.65	6882617	LIB/SIGN HOLDER, BOOK COVERING SUPPLIES
053101	01/14/21	EIN02	Gregory P. Einhorn	3850.00	14258	CA/CONTRACT SVCS
053102	01/14/21	ELLO6	STEVE ELLIOTT	53.08	11/30/20	AC/GALLERY ADVERTISING
053103	01/14/21	FLE04	FLEMING, JOHN	533.00	12/29	BD/INSPECTION SERVICES
053104	01/14/21	FLO03	JOSE FLORES	100.00	JAN 2021	MEASURE A UNIFORMS
053105	01/14/21	FUL00	KRISTOPHER FULLMORE	100.00	JAN 2021	Measure A UNIFORMS
053106	01/14/21	GAN00	Gandy & Staley Oil Co.	1522.51	195870	PW/DIESEL
053107	01/14/21	GLE30	GLENN COUNTY	462.70	4275,9046	PW/EVA WELL-WATER PUMP
053108	01/14/21	GOL01	GOLDEN STATE RISK	43644.80	FEB 2021	HEALTH;DENTAL & VISION INSURANCE
053109	01/14/21	GRA02	GRAINGER, INC.	126.65	757410759	PW/SHOP SUPPLIES
053110	01/14/21	GRO00	Ferguson Enterprises Inc	217.66	12/31/20	PW/SEWER MATERIALS
053111	01/14/21	GUE04	DEYSY GUERRERO	251.10	5/26-28/2	REIMBURSEMENT CITY GAP INSURANCE
053112	01/14/21	HEI01	VIRGIL HEISE	100.00	DEC 2020	FD/JANITORIAL
053113	01/14/21	JOH02	SEAN JOHNSON	100.00	JAN 2021	Measure A UNIFORMS
053114	01/14/21	KEG00	KEG Construction	640.00	474	BD/INSPECTION SERVICES
053115	01/14/21	KRA05	Katherine Kraemer	175.00	NOV 2020	REC/LIFEGUARD REIMBURSEMENT
053116	01/14/21	LES00	LES SCHWAB	435.07	12/31/20	PW/TIRES, TIRE REPAIR
053117	01/14/21	LIF00	Life Assist Inc.	424.75	12/31/20	FD/MEASURE A/MEDICAL SUPPLIES

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REPORT.: Jan 14 21 Thursday
 RUN....: Jan 14 21 Time: 09:41
 Run By.: Deyssy Guerrero

CITY OF ORLAND
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 Check Listing for 01-21 thru 01-21 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
053118	01/14/21	LOW00	Katherine Lowery	100.00	JAN 2021	Measure A UNIFORMS
053119	01/14/21	MAR17	MARTINDALE, RYAN	100.00	JAN 2021	MEASURE A UNIFORMS
053120	01/14/21	MAT04	MATSON & ISOM	3504.00	77456	MONTHLY BILLING FOR JANUARY 2021
053121	01/14/21	MCM00	McMaster-Carr	226.79	97,75,37	SHOP/MATERIALS AND SUPPLIES
053122	01/14/21	MEJ00	Lilia Mejia-Aparicio	100.00	JAN 2021	Measure A UNIFORMS
053123	01/14/21	MEZ00	JODY MEZA	200.00	DEC 2020	LIB/MILEAGE
053124	01/14/21	MJB00	MJB WELDING SUPPLY, INC	9.50	12/31/20	PW/CYLINDER RENTAL
053125	01/14/21	MUN03	MUNICIPAL EMERGENCY SVCS	1206.80	IN1535448	FD/COATS & PANTS
053126	01/14/21	NAP00	NAPA AUTO PARTS	1765.14	12/24/20	PW/SHOP MATERIALS, FLEET PARTS
053127	01/14/21	ORE00	O'REILLY AUTO	2287.97	12/28/20	FLEET-PD-PW/PARTS, SHOP MATERIALS
053128	01/14/21	ORH00	ORLAND HARDWARE	6.45 293.92 1262.60	454193 12/27/20 DEC27,20	PD/OFFICE EQUIPMENT FD/MEASURE A/OFFICE SUPPLIES, REPEATER PROJECT PW/MISC SUPPLIES
Check Total.....:				1562.97		
053129	01/14/21	ORL08	ORLAND UNIT WATER USERS	1628.25	11/13/20	PW/2021 O&M WATER ALLOTMENT
053130	01/14/21	ORL15	Orland Saw & Mower	73.97	8490&8447	PARKS/EQUIPMENT MAINTNANCE
053131	01/14/21	OSC00	OSCAR REDES	9.97	925529	BD/HAT
053132	01/14/21	PGE00	PG&E	20.69 50.10 45.29 19814.18	1/8/21 1/9/21 1/11/21 1/25/21	REC/STANDBY POWER REC/LIGHTS PW/WALKER ST PEDESTAL MULTI-DEPTS/UTILITY USAGE
Check Total.....:				19930.26		
053133	01/14/21	PIN01	EDGAR PINEDO	100.00	JAN 2021	Measure A UNIFORMS
053134	01/14/21	QUI02	QUILL CORP.	242.79	2522&3992	MULTI-DEPTS/STAMP,COPY PAPER
053135	01/14/21	ROE02	Thomas Roenspie	100.00	JAN 2021	Measure A UNIFORMS
053136	01/14/21	ROL00	ROLLS, ANDERSON & ROLLS	223.26 6024.53 27974.00	14627 14628 NOV-DEC20	SIXTH ST PRESERVATION TEHAMA ST IMPROVEMENTS CONTRACT SERVICES
Check Total.....:				34221.79		
053137	01/14/21	SEI00	ROY R SEILER, C.P.A	2921.20	29996	ACCOUNTING PROFESSIONAL SERVICES
053138	01/14/21	STO04	Jeffrey G. Dunn	213.00	12/8/20	PEST CONTROL SERVICES
053139	01/14/21	SUN05	Sun Life Financial	4979.67	DEC 2020	GAP INSURANCE
053140	01/14/21	T-M00	T-MOBILE	29.40	12/21/20	LIB/WIFI HOTSPOT
053141	01/14/21	TEH06	TEHAMA TIRE SERVICE	305.57	12/30/20	FLEET/PD TIRES
053142	01/14/21	TIA00	TIAA COMMERCIAL FINANCE,	268.13	7848009	PD/COPIER RENTAL FEE
053143	01/14/21	TUR01	Rae Turnbull	45.00	12/12/20	AC/WEBSITE NEWSLETTER
053144	01/14/21	VAN00	VANTAGE POINT TRANSFER AG	1639.98	123020	DEF COMP PLAN 304591
053145	01/14/21	VER03	Verizon Wireless	104.38	308611	REC/CELL PHONE USAGE
053146	01/14/21	VLA00	RAYMOND J. VLACH	100.00	JAN 2021	Measure A UNIFORMS
053147	01/14/21	WES04	WESTERN READY MIX	298.16	52782	PW/SHOP
053148	01/14/21	\C001	FRANK CONDON	26.19	000C10101	MQ CUSTOMER REFUND FOR CON0014
Cash Account Total.....:				150398.71		
Total Disbursements.....:				150398.71		

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REPORT.: 12/30/20
 RUN....: 12/30/20 Time: 18:29
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
14141	12/30/20	12/30/20	ALL00 ALLEN, JERRY G	12-20	06-21	636.84
14142	12/30/20	12/30/20	FIC00 FICHTER, QUENTIN	12-20	06-21	1484.71
203360	12/30/20	12/30/20	ALV01 ALVA, MICAELA	12-20	06-21	1627.48
203361	12/30/20	12/30/20	AND00 ANDRADE, EDGAR	12-20	06-21	2565.32
203362	12/30/20	12/30/20	CAR02 CARMON, GRANT E	12-20	06-21	3347.43
203363	12/30/20	12/30/20	CAR03 CARR, PETER R	12-20	06-21	5057.58
203364	12/30/20	12/30/20	CES00 CESSNA, KYLE A	12-20	06-21	3587.43
203365	12/30/20	12/30/20	CHA01 CHANEY, JUSTIN	12-20	06-21	3583.85
203366	12/30/20	12/30/20	CRA00 CRANDALL, JEREMY	12-20	06-21	1989.98
203367	12/30/20	12/30/20	ESP00 ESPINOSA, LETICIA	12-20	06-21	1782.38
203368	12/30/20	12/30/20	ESP02 ESPELAND, SAM	12-20	06-21	249.12
203369	12/30/20	12/30/20	FEN03 FENSKE, JOSEPH H	12-20	06-21	2744.95
203370	12/30/20	12/30/20	FLO00 FLORES, JOSE D	12-20	06-21	2791.19
203371	12/30/20	12/30/20	FUL00 FULLMORE, KRISTOPHER	12-20	06-21	3079.19
203372	12/30/20	12/30/20	GAM00 GAMBOA, YADIRA	12-20	06-21	204.74
203373	12/30/20	12/30/20	GUE01 GUERRERO, DEYSY D	12-20	06-21	2328.93
203374	12/30/20	12/30/20	GUE02 GUERRERO, JORGE	12-20	06-21	2046.24
203375	12/30/20	12/30/20	HAR00 ZOLLERHARRIS, TRAVIS	12-20	06-21	1804.69
203376	12/30/20	12/30/20	JOH01 JOHNSON, SEAN KARL	12-20	06-21	4328.06
203377	12/30/20	12/30/20	LED00 LEDAY, JESSICA E	12-20	06-21	2524.73
203378	12/30/20	12/30/20	LOW00 LOWERY, KATHERINE	12-20	06-21	2472.66
203379	12/30/20	12/30/20	MEJ00 MEJIA, LILIA	12-20	06-21	1933.16
203380	12/30/20	12/30/20	MEZ00 MEZA, JODY L	12-20	06-21	3419.26
203381	12/30/20	12/30/20	MIL00 MILLS, DARYL A	12-20	06-21	2917.67
203382	12/30/20	12/30/20	MYE00 MYERS, KEVIN	12-20	06-21	603.06
203383	12/30/20	12/30/20	PAI01 PAILLON, MICHAEL	12-20	06-21	1942.29
203384	12/30/20	12/30/20	PAN00 PANIAGUA, BLANCA A	12-20	06-21	639.92
203385	12/30/20	12/30/20	PEN01 PENDERGRASS, REBECCA A	12-20	06-21	2273.39
203386	12/30/20	12/30/20	PER00 PEREZ, MARGARITA T	12-20	06-21	1843.83
203387	12/30/20	12/30/20	PIN00 PINEDO, EDGAR ESTEBAN	12-20	06-21	2420.97
203388	12/30/20	12/30/20	POR00 PORRAS, ESTEL	12-20	06-21	1711.82
203389	12/30/20	12/30/20	PUN00 PUNZO, GUILLERMO	12-20	06-21	1915.48
203390	12/30/20	12/30/20	RIC01 RICE, GERALD W	12-20	06-21	1942.29
203391	12/30/20	12/30/20	ROD00 RODRIGUES, ANTHONY	12-20	06-21	2442.76
203392	12/30/20	12/30/20	ROE00 ROENSPIE, THOMAS LUKE	12-20	06-21	3488.79
203393	12/30/20	12/30/20	ROM00 ROMERO, ARNULFO	12-20	06-21	2676.66
203394	12/30/20	12/30/20	SCH03 SCHMITKE, JENNIFER	12-20	06-21	1700.01
203395	12/30/20	12/30/20	STE01 STEWART, ROY E	12-20	06-21	2575.78
203396	12/30/20	12/30/20	SUA02 SUAREZ, BRYAN E	12-20	06-21	1874.90
203397	12/30/20	12/30/20	SWI00 SWINHART, ROBERT	12-20	06-21	1595.99
203398	12/30/20	12/30/20	VAL00 VALENZUELA, BRENDA	12-20	06-21	241.57
203399	12/30/20	12/30/20	VLA00 VLACH, RAYMOND JOSEPH	12-20	06-21	4468.46
203400	12/30/20	12/30/20	VON00 VONASEK, EDWARD J	12-20	06-21	4183.30
203401	12/30/20	12/30/20	WAC00 WACKERMAN, JANET	12-20	06-21	3000.18
						102049.04

REPORT.: 12/31/20
 RUN ON.: 01/04/21 Time: 15:16
 RUN BY.: Deysy Guerrero

CITY OF ORLAND

PAGE: 001
 ID #: SPVR
 CTL.: ORL

Vendor Warrant Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
18719	12/31/20	EDD01 STATE OF CALIFORNIA	C01230	12/30/20	STATE INCOME TAX	12-20	3012.72	3012.72
18720	12/31/20	ESD00 STATE OF CALIFORNIA	C01230	12/30/20	SDI	12-20	924.06	924.06
18721	12/31/20	OPO00 OPOA TREASURER	C01230	12/30/20	OPOA DUES	12-20	602.00	602.00
18722	12/31/20	STA00 STATE DISURSEMENT UNIT	C01230	12/30/20	GARNISHMENTS	12-20	88.61	88.61
18723	12/31/20	TEH00 UMPQUA BANK	C01230	12/30/20	FEDERAL INCOME TAX	12-20	9748.73	
18723	12/31/20	TEH00 UMPQUA BANK	1C01230	12/30/20	FICA	12-20	12497.90	
18723	12/31/20	TEH00 UMPQUA BANK	2C01230	12/30/20	MEDICARE	12-20	2933.42	25180.05
18724	12/31/20	UPE00 UPEC, LOCAL 792	C01230	12/30/20	UPEC, LOCAL 792*	12-20	427.50	427.50
TOTAL DISBURSED...							30234.94	30234.94

00004

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD JANUARY 4, 2021

CALL TO ORDER

Meeting called to order by Mayor Roundy at 6:00 p.m.

Meeting opened with the pledge of allegiance.

ROLL CALL

Councilmembers present via teleconference:	Councilmembers Dennis Hoffman, Billy Irvin, Chris Dobbs, Vice-Mayor Jeffrey A. Tolley and Mayor Bruce Roundy
Councilmembers absent:	None
Staff present via teleconference:	Chief of Police Joe Vlach, Public Works Director Ed Vonasek, Fire Chief Justin Chaney, City Manager Pete Carr, City Attorney Greg Einhorn, City Engineer Paul Rabo and City Clerk/Administrative Services Manager Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

Byron Denton, 127 Tanner Way, thanked all the new Councilmembers for serving and thanked the Public Works Department crew for putting up all the decorations around town. He added he was looking forward to Ed's report.

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for December 21, 2020.
- C. Receive and file Planning Commission minutes for November 19, 2020

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

AYES:	Councilmember Irvin, Vice Mayor Tolley, Councilmembers Hoffman, and Dobbs and Mayor Roundy
NOES:	None
ABSENT:	None
ABSTAIN:	None

ADMINISTRATIVE BUSINESS

A. Presentation: Public Works Department and Engineering Annual Review – Ed Vonasek, Public Works Director

Mr. Vonasek gave a slide presentation on what has been accomplished, and the Public Works department's partnerships, in the past year. He noted that the most important, and most involved, project was the reconstruction of Tehama Street. Other projects of note were, meters and backflow

devices installed in city parks, installation of cameras at the Sixth/South street stoplight, bathroom upgrade in Carnegie Center, two downtown alleys repaired, continuation of hydrant replacement program and assisting with numerous other projects.

Councilmember Hoffman thanked Mr. Vonasek and his crew, especially for keeping in mind the safety aspect of their jobs. He has heard a lot of compliments in the community about this department.

Councilmember Irvin asked what the park meters were for. Mr. Vonasek stated the State will be requiring jurisdictions to keep track of all their groundwater use. Mr. Carr added, with the metering of the parks the city is able to better determine what its usage is.

Mr. Rabo stated Tehama Street was the most visible project and staff worked thru complicated and unforeseen items. The Public Works Director and his crew assisted and were important for the success of this project. The Sixth Street preservation project was straight forward, and the Road MM sewer line project is being wrapped up.

Mr. Denton stated he appreciated Mr. Rabo's knowledge and asked when Road MM would be completed. Mr. Rabo stated they have found leaks at the manholes so as soon as they are sealed, the project will be considered finished.

Mr. Denton asked Mr. Vonasek to explain the CUPA project. Mr. Vonasek stated CUPA is a County agency that requires certain materials to be stored in a certain way.

Mayor Roundy stated the department was up to date on equipment purchases. Mr. Vonasek stated they only use Measure A funds when it is safety related. He added they have a program in place for equipment purchasing and are following it.

B. Unpermitted Work Fee – Pete Carr, City Manager

The City levies a \$47 fee when certain types of work are being performed without a building permit. This is not an effective incentive to apply for a permit as required. In researching other jurisdictions, it is common to double the permit fee.

Councilmember Hoffman stated care should be taken to not be too punitive but there should be some fee. As a real estate seller, he knows it is difficult to sell a home if it has had work completed that has not been permitted.

Councilmember Irvin asked if a permit was needed for a water heater replacement. Mr. Carr stated yes because there is a disruption of plumbing and either gas or electric. Councilmember Irvin asked if the owner that did not pay the permit would be charged the \$47 and the cost of a permit. Mr. Carr stated yes.

Vice-Mayor Tolley stated this is a tough issue but want people to do things right. He added that there is a need to find what is a good amount. If the permit was for \$250 and this amount was doubled, it would bring the total to \$500? Mr. Carr stated that yes, if Council would want to double the permit because the work was started without obtaining a permit, the total cost for the permit would be \$500. Vice-Mayor Tolley stated the fee should be updated and people should be encouraged to do the right thing.

Councilmember Dobbs asked if the approximately 18 annual occurrences for working without a permit were for construction or replacing a water heater. Mr. Carr stated it was more often for a roof, patio, bathroom remodel or other remodels. Councilmember Dobbs stated that he agreed that eventually you need to incentivize people to get the permit but didn't think this was the right time due to Covid.

Mr. Einhorn stated he recommends a flat rate, such as what Rio Vista levies so the action is considered a fee and serves as a deterrent and provides funding for the service. Also, doubling the permit fee such as what Glenn County and Willows does is a proper use of the City's police power/authority to regulate construction in the city.

Mayor Roundy stated he wants to increase the fees to protect citizens and as a deterrent to being taken advantage of.

Councilmember Irvin stated he does not agree to suspend raising the fee because of Covid and if it is made a fee, put it high, like \$10,000 or \$1,000.

Vice-Mayor Tolley liked what Councilmembers Dobbs and Irvin said. Councilmember Dobbs clarified his earlier statement and said if a homeowner needs a new roof and it's raining, the job is being done because it has to be done.

Upon the consensus of those present, Staff was directed to look into the matter to update the unpermitted work fee and bring back to them for further review.

C. Verbal Update on Covid-19's Impact on the Local Economy and City Operations – Pete Carr, City Manager

Mr. Carr presented the current Covid-19 statistics for Glenn County to date. There are currently 30% of ICU beds available in the Northern CA region. If this number reaches below 15%, stay at home orders will become effective. Glenn County has a positivity rate of 15.5% with an average of 46 cases per 100K population in the last 14 days. There were 197 active cases this past week, 13 hospitalized this week and a total of 16 deaths.

Mr. Carr stated if the area returns to the red tier, church services can be held indoors, and restaurants can serve patrons indoors. Appointments for the Optum Serve testing site can be made on-line.

Approximately 13 businesses are receiving CARES Act funding. An additional State grant opportunity opened that is being facilitated by 3Core. Business owners can apply for funding on-line.

City operations have not changed. Presently there are five active cases among employees, and one is in quarantine because their spouse tested positive. CalOSHA and CA Department of Public Health have released guidelines for jurisdictions to use. All scheduled ride-a-longs with patrol officers have been cancelled and department heads and Councilmembers have been requested to minimize their visits to City Hall.

City fire fighters were offered vaccinations last week; only priority groups are offered the vaccine at this time. Councilmember Irvin asked if not every firefighter and first responders took the vaccine. Mr. Carr stated that was correct and added that he could regulate who receives the vaccine but he is not requiring every one to receive it at this time.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Tolley:

- Working on a couple of things and will bring forward those items at the next meeting

Councilmember Hoffman:

- Nothing to report

Councilmember Irvin:

- Thanked the Councilmembers and the City for his raise in compensation. He challenged Councilmembers to donate their additional compensation to a charity of their choice. He will be donating \$500 to the Orland High School sports program.

Councilmember Dobbs:

- Nothing to report

Mayor Roundy:

- Stated he thought Councilmember Irvin's suggestion was a good one and offered he would also suggest donating time.
- Attended the County/City Selection Committee and was selected Chair.

Meeting adjourned at 7:26 p.m.

Janet Wackerman, City Clerk

Bruce T. Roundy, Mayor

Orland Library Commission Minutes of September 21st, 2020

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

ITEM 2. Commissioners Present: G. Russell, L. Fitzgerald, S. Romano

Staff/Council Present: Librarian J. Meza, Council Member S. Edward

ITEM 3. No Citizen Comments

ITEM 4. Items for Discussion or Action

1. Motion made, passed unanimously to approve July 20, 2020 minutes.
2. Finance reports and statistics were discussed. In Library circulation and computer use severely curtailed due to closure but e-books and resources expanded and experiencing increases.
3. Library Programs and Events: Events still cancelled due to COVID measures and continue to exclude in person programming in the library building but “storytime takeaway kits” are very popular with patrons. Library continues to promote online storytime time recordings and other activities through social media.
4. Grant Updates: Library received another “Crisis Collection” support grant of \$5,000 for materials purchase, this time to focus on “mental health recovery and resiliency”.

ITEM 5. Commissioner and/or Friends of the Library Reports: Book sale fundraisers still postponed due to COVID crisis. Friends approved purchase of Library magazine subscription renewals \$1,200 and \$8,000 for purchase of outdoor book drop and wood end panels for shelving.

ITEM 6. Adjourned 5:30 p.m.

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
October 13, 2020

1. CALL TO ORDER

The meeting was called to order by Chairperson Hamilton at 6:01 pm

2. PLEDGE OF ALLEGIANCE – led by Chairperson Hamilton.

3. ROLL CALL

Present: Brien Hamilton, Russell Pierce, Charles Gee, David Allee

Absent: Ron Lane

Councilmembers: Bruce Roundy

Staff: Pete Carr, Rebecca Pendergrass

4. ORAL AND WRITTEN COMMUNICATIONS

None

5. CONSENT CALENDAR

Approval of the August 11, 2020 minutes

Moved by Commissioner Gee, seconded by Chairperson Hamilton, motion carried to approve August 11, 2020 minutes as written. 4-0-0-1 Ayes: Commissioners Gee, Hamilton, Pierce, and Allee; Noes: None; Abstain: None; Absent: Lane. Motion carried.

6. ITEMS FOR DISCUSSION OR ACTION

A. Update on COVID's impact on local economic reopening

City Manager Carr reported that only ten counties are classified in the purple tier, including Glenn County. Glenn County is considered "widespread" due to there being more than 7 positive cases daily per 100k people. The Board of Supervisors sent a letter to the State Department of Public Health regarding the use of "per 100k people" is disproportionate to smaller counties and has a negative impact.

B. Informational discussion: City of Corning vacant building ordinance

City Manager Carr reminded the Commission that this agenda topic was originally discussed a little over year ago and that it may be a good time to resume the conversation. The City of Berkeley passed an ordinance a little over a year ago regarding vacant buildings. Similarly, the City of Corning also passed an ordinance that stated buildings were not allowed to be boarded up for a period longer than 30 days and prohibits the existence of a vacant building for a period longer than 30 days, unless there is an active building permit for repair or if the building is up to code, actively being maintained and is being offered for sale or rent. The property owner is issued a notice and is given 30 days to comply before they are possibly fined.

Commissioner Gee stated that he believed buildings could only be subject of code enforcement cases if it posed a threat to public health and safety. He also believes that a lot of property owners may not know what to do/how to start or have the funds to improve their properties. Chairperson Hamilton suggested a letter be sent out, as previously done, to help spark change. Commissioner Allee stated that creating an ordinance like Corning's may create ill will between property/business owners and the City. Commissioner Pierce suggested that giving the timing, currently being in a pandemic, it would be better to take action after seeing what happens in Corning. After discussion, the Commission agreed to table the agenda item to a later date, meanwhile observing the result of Corning's ordinance.

7. STAFF REPORTS

A. Local economic development update

City Manager Carr stated Butte College has announced that they will be constructing a Butte College – Glenn County Center on a parcel just south of South Street. This has created interest in the surrounding parcels from other investors.

A package delivery company, currently remaining unnamed, will be subleasing the majority of a warehouse out at the Orland Airport. They will also be installing a 100-car parking lot. The company has also been given an option to expand in the future. Iron Tree Ag, based in Williams, will be leasing a building as well as a few parcels at the Orland Airport. Their Orland location will be utilized to develop and manufacture autonomous farming equipment.

The Sunny Truck Wash's application to annex into the City and receive Commercial Zoning was approved by the Planning Commission and the City Council. The application was then sent to Glenn County LAFCo where approval of the application was placed on hold to address complaints sent in from a neighboring property owner. The application will be reviewed again at the next meeting on November 9, 2020.

The Orland Unified School District will be reviewing the School Impact Development Fees at their next meeting. The proposed rate increase will change the residential cost from \$3.79/sq. ft. to \$4.08/sq. ft. and the commercial cost from 61¢/sq. ft. to 66¢/sq. ft. Orland is keeping up with state guidelines regarding the fees.

B. Local business update

City Manager Carr shared that over the last three months, the only business license applications that have been submitted are for home-based businesses as no one is investing in opening brick and mortar stores currently.

The City Council and Glenn County Board of Supervisors approved a partnership for the use of the CARES Act money. The previously discussed \$84k the City received will be administered by the County but utilized by City of Orland businesses. These funds are grants and will not have to be repaid by the businesses.

8. COMMISSIONER REPORTS – Work Plan Updates

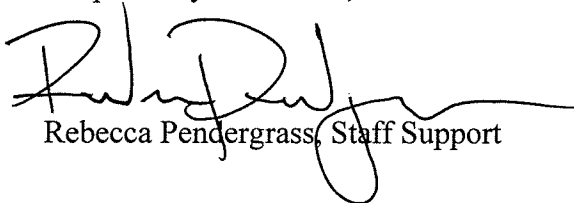
Commissioner Allee shared that the Department of Food and Agriculture has an update regarding the cannabis industry. A statewide cannabis industry education and outreach campaign entitled, *This is California Cannabis*, is promoting California's legal cannabis cultivation market and support cultivation licensing as well as providing support for cannabis growers in securing and maintaining their cultivation licenses. This marketing campaign includes but is not limited to community events and educational workshops. Additional informational materials are available at www.growwithCA.com.

9. FUTURE AGENDA ITEMS

City Manager Carr suggested an update on the Honeybee Discovery Center be added to the next EDC Agenda.

10. ADJOURN – 7:14 pm

Respectfully Submitted,


Rebecca Pendergrass, Staff Support

Brien Hamilton, Chairman

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 8.C.

MEETING DATE: January 19, 2019

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: “Measure A” Sales Tax Report (Discussion/Action)

Council will review staff’s Measure A report for fiscal year 2019-20.

BACKGROUND

Passed by voters in November 2016, Measure A provides new additional funding for public safety, with priority (the first \$300k) to Fire Department capital equipment needs. City officials promised voters that revenue from the measure would be utilized in this way, and assured the public an annual report would be published showing the amount of funds received and how the funds were spent.

Revenue is raised through a local ½¢ sales and use transaction tax. The tax was implemented for retail transactions starting April 1, 2017 and is ongoing. Revenue began being received by the City July 1, 2017. FY19-20 marks the third full fiscal year of Measure A.

DISCUSSION

The first portion of the report summarizes the fiscal year’s activity:

The FY20 budget assumed \$1,050,000 in revenue, and authorized this amount in expenditures including a set aside of \$100k for fire apparatus replacement, \$100k for a future public safety facility, and \$15k for radio system upgrades. Additional authorizations funded public safety related capital equipment purchases for Fire, Police and Public Works departments. Actual revenue was \$1,030,316 (\$20k under budget), with actual expenditures of \$1,192,175 including set asides (\$142k over budget), most of which were post-budget authorizations for PSPS, thermoplastic equipment and technology upgrades.

The second portion of the report summarizes the fund balance:

After the 2020 fiscal year’s activity and set asides, there remains a projected \$458k cash balance in the fund carried forward to FY21. Of this balance, \$450k is committed for future fire equipment, and \$100k is set aside for public safety facility, leaving \$8k uncommitted at the start of the new fiscal year.

Measure A sales tax revenue is expected to take another significant but not devastating hit this year due to the decline in retail sales tax commerce associated with Covid-19. Statewide, hotel and restaurant sales are down 48% from the same period last year. Foot traffic at brick & mortar stores is down about 25%. Orland's sales tax reflects a mix of fuel, retail, and other purchasing. It is not yet clear to what extent our General Fund and Measure A Public Safety Fund are impacted so far this year; this will be addressed in our mid-year financial analysis.

Staff proposes Council acceptance of the report. Once accepted by Council, the Measure A report will be published to the community and available online at the City website.

Attachment: Proposed "Measure A" Public Safety Sales Tax Report FY19-20

RECOMMENDATION:

Accept the proposed "Measure A" Public Safety Sales Tax Report FY19-20.

Fiscal Impact of recommendation: None.

City of Orland
"Measure A" Local Sales Tax Report
 Fiscal Year 2019-2020



Measure A Local Sales Tax Revenue Received, July 2019 - June 2020
 Interest Earnings on Measure A Fund

\$ 1,024,047
 6,269

TOTAL MEASURE A REVENUES:

\$1,030,316

Measure A Local Sales Tax Expenditures, July 2019 - June 2020:

Fire Truck Payment	76,698
Facility & Equipment Repairs	69,268
Volunteer Support	30,000
SCBAs (Breathing Tank Equipment)	42,280
Communications & radio upgrade project	116,029
Response supplies (medical, foam)*	19,245
Generator set*	27,016
Training*	1,893
Set-aside for fire equipment replacement schedule	100,000
Set-aside for future public safety facility	100,000
Set aside for radio project	15,000
SUBTOTAL FOR FIRE:	<u>597,429</u>
Police Patrol Vehicles (debt service)	89,967
Vehicle & equipment repairs	21,855
Communications - radio, dispatch, phone	116,398
Specialized equipment maint (rifles, taser, BPV, etc)	19,209
Training simulator	67,991
Tech upgrades *	41,706
Range trailer and supplies	8,340
SUBTOTAL FOR POLICE:	<u>365,466</u>
Fire hydrants, vehicle, signs, emergency supplies	50,368
Construct shop extension for fleet maintenance	100,632
Generators, trailers (PSPS) *	58,193
Thermoplastic equipment *	20,087
SUBTOTAL FOR PUBLIC WORKS:	<u>229,280</u>

* = approved post-budget

TOTAL EXPENDITURES and SET ASIDES:

\$ 1,192,175

Fund Balance as of July 1, 2019	\$ 619,628
Net of FY19-20 Rev vs Exp & Set Asides	\$ (161,859)
FUND BALANCE as of June 30, 2020	\$ 457,769

Committed:

Accumulated set asides from this and previous fiscal years	450,000
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Uncommitted fund reserves July 1, 2020:	\$ 7,769
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CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 8.D.

MEETING DATE: January 19, 2021

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Unpermitted Work Fee** (Discussion/Direction)

First reading of proposed ordinance to take action relative to updating the City's fee for permit-required work being performed without a permit. Noticed public hearing will be held for second reading.

BACKGROUND

As discussed at the January 4, 2021 meeting, permit fees are designed to offset the jurisdiction's cost of performing inspections of permitted work, ensuring the work is performed according to approved plans and building codes. The State Building Code – which Orland has adopted as its own – prohibits certain types of work from being performed with a building permit and authorizes a fee for commencement of work prior to issuance of a permit. The City of Orland has for two decades levied a \$47.00 fee when this condition is observed and adds this amount to the fee for the building permit.

\$47.00 is not an effective incentive to apply for a permit as required. The process of identifying the condition, notifying the property owner and issuing a Stop Work Order, then processing the fee and lifting the Order is probably costing the City more than \$47.00 in labor & materials. Our most common permit issued currently is rooftop solar, with valuation-based permit fees typically about \$250-450. Water heater permits are about \$91. Working without a permit occurs about 18 times a year.

Other jurisdictions commonly charge double the original fee; that is, what the original fee would have been + 100%, so the permit applicant pays a total of twice what he would have had had he properly applied for a permit in the first place.

DISCUSSION

Council considered economic issues of scale, relevance and timing. Council directed staff to return with an actionable ordinance to update the fee using commonly accepted practices as a basis. Staff proposes doubling the permit fee, with a minimum \$300.

For a typical project started without a permit the calculation would be:

	<u>Building Permit</u>	<u>Stop-work Fee</u>	<u>Total</u>
Rooftop solar	\$375	\$375	\$ 750
Re-roof	\$700	\$700	\$1400
Water heater	\$ 91	\$300 (min)	\$ 391

The additional fee would apply equally to building, plumbing and electrical permits. It would not apply to plan check services.

Attachment: Draft ordinance proposed for adoption – establishing an updated fee for work performed without a building permit.

RECOMMENDATION

Adopt proposed ordinance 2021-01 as presented or as amended.

Fiscal Impact of Recommendation: N/A

**CITY OF ORLAND
CITY COUNCIL ORDINANCE NO. 2021-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORLAND
ADDING SECTION 15.04.030 TO THE ORLAND MUNICIPAL CODE
REGARDING ADDITIONAL FEE FOR WORK DONE
WITHOUT A BUILDING PERMIT**

WHEREAS, the City Council finds that compliance with the building permit process is necessary and proper for the safe and sound construction and completion of building improvements in the City, as it provides for review and approval of the work prior to completion; and,

WHEREAS, the City Council finds that the imposition of an additional fee equal to at least the amount of the permit fee where an improvement is undertaken without the necessary building permit will both encourage compliance with the building permit process and offset the additional cost to the City to review work undertaken without the required permit; and, further, will not penalize those who seek to and do comply with the building code application process. This is a charge equal to that imposed by similarly situated local entities.

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

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

Section 2. Section 15.04.030 of the Orland Municipal Code is added as follows:

15.04.030 Work Without Permit—Additional Fee for Work Done Without Permit

Where work for which a permit is required is commenced prior to the obtaining of the required permit(s), the Building Official or his/her designated representative shall charge two times (double) all applicable permit (inspection) fees related to the required permit(s), including, but not limited to, building permits, sign permits and demolition permits, and in no case less than \$300.00. The payment of the increased fee(s) shall not relieve any person from fully complying with the requirements of this code, other codes adopted by the city, or the requirements of the Planning and Development Code. Failure to comply with the provisions of this chapter may also subject the violator to any other penalties, sanctions or remedies provided elsewhere in this code or by law.

Section 3. Severability.

If any section, subsection, phrase or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this and each

section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

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

Section 5. The City Clerk is directed to publish or post this Ordinance within 15 days following adoption indicating votes cast.

I HEREBY CERTIFY that the above and foregoing Ordinance was duly and regularly introduced and read at a regular meeting held on the 19th day of January, 2021, and was passed and adopted by the City Council of the City of Orland at a regular meeting thereof duly held on the first day of February, 2021, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bruce T. Roundy, Mayor

ATTEST:

APPROVED AS TO FORM:

Janet Wackerman,
City Clerk

Gregory Einhorn,
City Attorney