

## CITY COUNCIL

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

## CITY OFFICIALS

Jennifer Schmitke  
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, February 1, 2022**

**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.**

**This City Council meeting will be held at Carnegie Center, 912 Third Street, Orland and teleconferenced using Zoom technology in compliance with current Executive Orders. Councilmembers and City staff may choose to be in person or remote.**

**The public is encouraged to participate in the meeting via Zoom and can also join by telephone or at Carnegie Center.**

**Please call: 1 (669) 900-9128 Webinar ID#: 880 5210 0520**

- 1. CALL TO ORDER – 6:30 P.M.**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ORAL AND WRITTEN COMMUNICATIONS**

**A. Public 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).**

**5. CONSENT CALENDAR**

- A. Warrant List (payable obligations). (p. 001)**

- B. Approve City Council minutes for January 18, 2022. (p. 005)
- C. Receive and file Library Commission minutes of November 8, 2021. (p. 010)
- D. Receive and file Planning Commission minutes of December 16, 2021. (p. 011)
- E. Receive and file Recreation Commission minutes of November 17, 2021. (p. 017)
- F. Annual Treasurer's Report (p. 019)

## **6. ADMINISTRATIVE BUSINESS**

- A. Compliance with AB361(Discussion/Action) – Pete Carr, City Manager (p. 021)
- B. Caltrans Interstate Beautification Project (Discussion/Action) – Ed Vonasek, Director of Public Works (p.024)
- C. Presentation: Recreation Department (Discussion)– Joe Fenske
- D. Update to Recreation Fees (Discussion/Action) – Joe Fenske, Recreation Director (p. 032)
- E. Update to Parks Capital Planning (Discussion/Action) – Joe Fenske, Recreation Director (p. 034)
- F. Mid-Year Budget Review (Discussion/Direction) – Pete Carr, City Manager (p. 036)
- G. Verbal Update on Drought Conditions and Water Connection Project (Discussion) – Pete Carr, City Manager

## **7. CITY COUNCIL COMMUNICATIONS AND REPORTS**

## **8. ADJOURN**

**CERTIFICATION:** Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on January 27, 2022.

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

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

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**CITY MANAGER**

Peter R. Carr

## WARRANT LIST

February 1, 2022

Warrant	1/27/22	\$	212,820.28
Payroll Compensation	1/13/22	\$	102,597.81
Payroll Compensation	1/14/22	\$	3,178.67
		\$	<u>318,596.76</u>

**APPROVED BY**

\_\_\_\_\_  
 Dennis Hoffman, Mayor

\_\_\_\_\_  
 Jeffrey A. Tolley, Vice-Mayor

\_\_\_\_\_  
 Bruce T. Roundy, Councilmember

\_\_\_\_\_  
 William "Billy" Irvin, Councilmember

\_\_\_\_\_  
 Chris Dobbs, Councilmember



REPORT.: Jan 27 22 Thursday  
 RUN....: Jan 27 22 Time: 14:49  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 01-22 thru 01-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
054767	01/27/22	AND06	EDGAR ANDRADE	-100.00	JAN2022u	Ck# 054767 Reversed
054803	01/27/22	HOL00	HOLIDAY SUPERMARKET	-11800.00	257u	Ck# 054803 Reversed
054853	01/27/22	POS00	POSTMASTER	1248.32	01262022H	WATER/SEWER BILLING
054854	01/27/22	AIR01	Airgas-USA, LLC	133.01	121401541	MEASURE A FD/MEDICAL OXYGEN
054855	01/27/22	AIR04	Aircon Energy Inc	131.80	01142022	PW/LAPTOP BATTERY INSTALLATION
054856	01/27/22	ALL05	All About Locks&Safes	64.14	AR1930	PD/BACK DOOR NEW KEYS QTY(20)
054857	01/27/22	AMA01	Amazon	1842.41	01102022	LB/BOOKS,OFFICE SUPPLIES
054858	01/27/22	AND06	EDGAR ANDRADE	100.00	FEB2022	Measure A UNIFORMS
054859	01/27/22	ATT05	A T & T	149.95	175890586	MEASURE A FD/PHONES
054860	01/27/22	ATT06	A T & T	22.91 22.91 275.44 22.91 833.91	01102022 01122022 01202022 01252022 17623059	HL LIFT STATION PW/AIRPORT LIFTSTATION PW/WELL COMMUNICATION PW/WH LIFT STATION MULTI-DEPTS/PHONE
Check Total.....:				1178.08		
054861	01/27/22	ATT07	A T & T	33.78	01252022	PW/SHOP
054862	01/27/22	ATT09	AT&T MOBILITY	845.04	X01102022	CELL SVCS(14)
054863	01/27/22	ATT10	AT&T MOBILITY (FIRST NET)	98.31	01022022	MEASURE A FD/PHONES FOR CITY ENGINE
054864	01/27/22	BAN00	Bank of New York Mello Tr	90572.00	11122	DEBT SVC PMT PENSION BOND
054865	01/27/22	BHU00	BHUPINDER SINGH	600.00	01262022	COUNCIL/FACADE IMPROVEMENT
054866	01/27/22	BSN04	BSN Sports	48.75	304775418	REC/BASKETBALL NETS
054867	01/27/22	CES00	Kyle Cessna	100.00	FEB/2022	Measure A UNIFORMS
054868	01/27/22	COR02	Corning Chevrolet Buick	415.38	339,325,3	FLEET/PD PARTS
054869	01/27/22	COR04	CORBIN WILLITS SYSTEMS	508.34	C201151	MULTI-DEPTS/MONTHLY SOFTWARE SUPPORT
054870	01/27/22	CRE02	Creative Services of New	204.95	D21-25862	PD/JUNIOR OFFICER BADGE STICKERS
054871	01/27/22	ECL00	ECLECTIC HORSEMAN COMM.,	255.00	57241	AC/WEBSITE HOSTING
054872	01/27/22	EIS00	Employers Investigative S	106.25	5050432	PD/VIPS CANDIDATE BACKGROUND
054873	01/27/22	FLE04	FLEMING, JOHN	1525.00	JAN12-25	BD/INSPECTION SERVICES
054874	01/27/22	FLO03	JOSE FLORES	100.00	FEB/2022	Measure A UNIFORMS
054875	01/27/22	FUL00	KRISTOPHER FULLMORE	100.00	FEB/2022	Measure A UNIFORMS
054876	01/27/22	GAY01	GAYNOR TELESYSTEMS INC	160.00	40523	FD/MEASURE A PHONE LINE SERVICE
054877	01/27/22	GLE02	GLENN COUNTY SHERIFF	37000.00	01202205	ANIMAL CONTROL SVCS OCT-DEC,DISPATCH OCT-DEC
054878	01/27/22	GRA02	GRAINGER, INC.	977.34	942	PW/FLEET & SHOP SUPPLIES
054879	01/27/22	HOL06	HOLMES TRUCK SERVICES	11800.00	12192021	OLD WELL DESTRUCTION
054880	01/27/22	JCN00	J.C. NELSON SUPPLY	833.50	573,687,6	PW/BM CLEANING SUPPLIES
054881	01/27/22	JJM00	JJMS ENTERPRISES, INC.	931.94	22073	PW/VEHICLE LIFT INSPECTION
054882	01/27/22	JOH02	SEAN JOHNSON	100.00	FEB/2022	Measure A UNIFORMS
054883	01/27/22	LAL00	Lalo's Tree Service	7800.00	1330	PARK 3 PINE TREE REMOVED W/STUMPS
054884	01/27/22	LEA02	LEAGUE OF CA CITIES	100.00	5022	CC/MEMBERSHIP DUES SACVALLEY DIVISION
054885	01/27/22	LOW00	Katherine Lowery	100.00	FEB/2022	Measure A UNIFORMS
054886	01/27/22	MAR17	MARTINDALE, RYAN	100.00	FEB/2022	Measure A UNIFORMS
054887	01/27/22	MAT04	MATSON & ISOM	1650.00	2065	SERVER UPDATE
054888	01/27/22	MCM00	McMaster-Carr	466.58	01072022	PW/FLEET SEWER SUPPLIES
054889	01/27/22	MIL07	MILLS, DARYL	100.00	FEB/2022	Measure A UNIFORMS

REPORT.: Jan 27 22 Thursday  
 RUN...: Jan 27 22 Time: 14:49  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 01-22 thru 01-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
054890	01/27/22	ORL12	Orland-Laurel Masonic Hal	400.00	FEB2022	AC/RENT
054891	01/27/22	PAC07	PACE ANALYTICAL SERVICES,	3240.40	JANUARY22	PW/LAB SERVICES
054892	01/27/22	PGE00	PG&E	9.85	1112022	MEASURE A FD/ELECTRICITY COLUSA ST
				9.52	01062022	REC/STANDBY POWER
				69.88	01162022	PW/TRAFFIC CONTROL
				29991.79	01222022	MULTI-DEPTS/UTILITY USAGE
			Check Total.....:	30081.04		
054893	01/27/22	PIN01	EDGAR PINEDO	100.00	FEB/2022	Measure A UNIFORMS
054894	01/27/22	PIN02	EDGAR PINEDO	250.00	01192022	PD/PER-DEM TRAINING
054895	01/27/22	QUI03	QUILT FARM AND CUSTOM EMB	968.54	704	STAFF SHIRTS/REC BASKETBALL SHIRTS
054896	01/27/22	R&B00	R&B A CORE & MAIN COMPANY	610.41	085	PW/WATER PARTS
054897	01/27/22	ROE02	Thomas Roenspie	100.00	FEB/2022	Measure A UNIFORMS
054898	01/27/22	ROU01	Bruce Roundy	18.48	01252022	MILE-REM OTHER HALF 12/14 & 01/10
054899	01/27/22	SHA08	Shasta Safety Supply	598.29	22110	PW/SAFETY SUPPLIES
054900	01/27/22	STE05	Roy Stewart	150.00	12072021	PW/REIMBURSEMENT FOR BOOTS
054901	01/27/22	SUN05	Sun Life Financial	4745.11	JAN2022	GAP INSURANCE
054902	01/27/22	SWI02	Robert Swinhart	144.72	01162022	PW/BOOT REIMBURSEMENT
054903	01/27/22	T&S01	T AND S DVBE, INC.	575.08	22-66	PW/RAIN GEAR
054904	01/27/22	TIA00	TIAA COMMERCIAL FINANCE,	298.49	01122022	MULTI/COPIER LEASE
054905	01/27/22	TLC00	TLC	561.05	02122022	AC/REMOVAL TREE DECORATIONS
054906	01/27/22	TRA02	TRANSAMERICA	627.00	JAN2022	TERM INSURANCE
054907	01/27/22	VAN00	VANTAGE POINT TRANSFER AG	1539.73	11322	DEFERRED COMPENSATION PLAN
054908	01/27/22	VLA00	RAYMOND J. VLACH	100.00	FEB/2022	Measure A UNIFORMS
054909	01/27/22	WAS00	WASTE MANAGEMENT	54.43	305330	FD/MEASURE A EXTRA PICKUP
054910	01/27/22	WEL02	Wells Fargo Vendor Fin Se	199.34	018553971	BD-PLAN/COPIER LEASE
054911	01/27/22	WEX00	WEX BANK	60.73	757071REC	REC/FUEL
				56.40	7757071BD	BLDG/FUEL
				1107.06	7757071FD	FD/FUEL
				4670.20	7757071PD	PD/FUEL
				3455.00	7757071PW	PW/FUEL
			Check Total.....:	9349.39		
054912	01/27/22	XYL00	Xylem Water Solutions USA	7528.91	5708	PW/HEARTLAND SEWER LIFT STATION PARTS
			Cash Account Total.....:	212820.28		
			Total Disbursements.....:	212820.28		
			Cash Account Total.....:	.00		

REPORT.: 01/13/22  
 RUN....: 01/13/22 Time: 16:51  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14345	01/13/22	01/12/22	COM01	COMBS, DANIEL T	01-22	07-22	90.00
Z04641	01/13/22	01/12/22	ALV01	ALVA, MICHAELA	01-22	07-22	1760.13
Z04642	01/13/22	01/12/22	AND00	ANDRADE, EDGAR	01-22	07-22	2774.40
Z04643	01/13/22	01/12/22	CAR03	CARR, PETER R	01-22	07-22	5769.23
Z04644	01/13/22	01/12/22	CES00	CESSNA, KYLE A	01-22	07-22	3784.41
Z04645	01/13/22	01/12/22	CHA01	CHANEY, JUSTIN	01-22	07-22	3881.08
Z04646	01/13/22	01/12/22	CRA00	CRANDALL, JEREMY	01-22	07-22	2039.08
Z04647	01/13/22	01/12/22	ESP00	ESPINOSA, LETICIA	01-22	07-22	1931.74
Z04648	01/13/22	01/12/22	FEN03	FENSKE, JOSEPH H	01-22	07-22	2911.84
Z04649	01/13/22	01/12/22	FLO00	FLORES, JOSE D	01-22	07-22	2987.38
Z04650	01/13/22	01/12/22	FUL00	FULLMORE, KRISTOPHER	01-22	07-22	3160.98
Z04651	01/13/22	01/12/22	GAM00	GAMBOA, YADIRA	01-22	07-22	330.00
Z04652	01/13/22	01/12/22	GUE01	GUERRERO, DEYSY D	01-22	07-22	2398.80
Z04653	01/13/22	01/12/22	GUE02	GUERRERO, JORGE	01-22	07-22	2107.63
Z04654	01/13/22	01/12/22	HAR00	ZOLLERHARRIS, TRAVIS	01-22	07-22	1905.30
Z04655	01/13/22	01/12/22	JOH01	JOHNSON, SEAN KARL	01-22	07-22	4849.62
Z04656	01/13/22	01/12/22	LOW00	LOWERY, KATHERINE	01-22	07-22	2862.09
Z04657	01/13/22	01/12/22	MAR02	MARTINDALE, RYAN EUGENE	01-22	07-22	2310.06
Z04658	01/13/22	01/12/22	MEJ00	APARICIO, LILIA MEJIA	01-22	07-22	2544.42
Z04659	01/13/22	01/12/22	MEZ00	MEZA, JODY L	01-22	07-22	3762.99
Z04660	01/13/22	01/12/22	MIL00	MILLS, DARYL A	01-22	07-22	3005.21
Z04661	01/13/22	01/12/22	MON03	MONDRAGON, MEAGAN N	01-22	07-22	1326.60
Z04662	01/13/22	01/12/22	MOR02	MORECI, CHRISTOPHER DAVI	01-22	07-22	1529.27
Z04663	01/13/22	01/12/22	MYE00	MYERS, KEVIN	01-22	07-22	621.30
Z04664	01/13/22	01/12/22	PAI01	PAILLON, MICHAEL	01-22	07-22	2000.56
Z04665	01/13/22	01/12/22	PAN00	PANIAGUA, BLANCA A	01-22	07-22	659.31
Z04666	01/13/22	01/12/22	PEN01	PENDERGRASS, REBECCA A	01-22	07-22	3000.01
Z04667	01/13/22	01/12/22	PER00	PEREZ, MARGARITA T	01-22	07-22	1899.15
Z04668	01/13/22	01/12/22	PIN00	PINEDO, EDGAR ESTEBAN	01-22	07-22	2618.43
Z04669	01/13/22	01/12/22	PUN00	PUNZO, GUILLERMO	01-22	07-22	2149.98
Z04670	01/13/22	01/12/22	RIC01	RICE, GERALD W	01-22	07-22	2001.75
Z04671	01/13/22	01/12/22	ROD00	RODRIGUES, ANTHONY	01-22	07-22	3123.31
Z04672	01/13/22	01/12/22	ROE00	ROENSPICE, THOMAS LUKE	01-22	07-22	3839.34
Z04673	01/13/22	01/12/22	ROM00	ROMERO, ARNULFO	01-22	07-22	2473.71
Z04674	01/13/22	01/12/22	SCH03	SCHMITKE, JENNIFER	01-22	07-22	2284.82
Z04675	01/13/22	01/12/22	STE01	STEWART, ROY E	01-22	07-22	2798.04
Z04676	01/13/22	01/12/22	SUA02	SUAREZ, BRYAN E	01-22	07-22	1998.93
Z04677	01/13/22	01/12/22	SWI00	SWINHART, ROBERT	01-22	07-22	1770.31
Z04678	01/13/22	01/12/22	VAL00	VALENZUELA, BRENDA	01-22	07-22	316.54
Z04679	01/13/22	01/12/22	VLA00	VLACH, RAYMOND JOSEPH	01-22	07-22	4753.08
Z04680	01/13/22	01/12/22	VON00	VONASEK, EDWARD J	01-22	07-22	4266.98
							102597.81

REPORT.: 01/14/22  
 RUN....: 01/14/22 Time: 09:37  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
Z04681	01/14/22	01/14/22	POR00	PORRAS, ESTEL	01-22	07-22	1763.18
Z04682	01/14/22	01/14/22	PUR01	PURCHASE, HEATHER	01-22	07-22	1415.49
							3178.67

**MINUTES OF THE ORLAND CITY COUNCIL**  
**REGULAR MEETING HELD JANUARY 18, 2022**

**CALL TO ORDER**

Meeting called to order by Mayor Hoffman at 6:30 p.m.

Meeting opened with the pledge of allegiance.

**ROLL CALL**

Councilmembers present via teleconference:	Billy Irvin, Chris Dobbs
Councilmember present at Carnegie Center:	Councilmembers Bruce Roundy, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman
Councilmembers absent:	None
Staff present via teleconference:	City Clerk, Jennifer Schmitke; Assistant City Manager/Administrative Services Director, Rebecca Pendergrass; Ed Vonasek; Director of Public Works, Justin Chaney, Fire Chief; City Attorney, Greg Einhorn; Joe Vlach, Police Chief
Staff present at Carnegie Center:	City Manager, Peter Carr

**ORAL AND WRITTEN COMMUNICATIONS**

**A. Public Comments: None**

**CONSENT CALENDAR**

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for January 4, 2022.
- C. Designate Regional Transit Committee Alternate.
- D. Revised Resolution 2022-03 for Habitat for Humanity Project.

Vice Mayor Tolley pulled consent items A, B and D. Vice Mayor Tolley pointed out an error on a vendor name on the warrant list, asked for a correction to the vote tabulation for the January 4 minutes, said that he is willing to serve as the alternate to the Regional Transit Committee, and corrected a business name in the staff report for item D (Orlanda Motel). Mr. Carr stated that the corrections would be made.

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

AYES: Councilmember Roundy, Irvin, Vice Mayor Tolley and Mayor Hoffman

005

NOES: None  
ABSENT: None  
ABSTAIN: None

## **ADMINISTRATIVE BUSINESS**

### **A. Caltrans Interstate Beautification Project – Ed Vonasek, Public Works Director**

Director Vonasek presented a proposed project to Council for a Caltrans Interstate Beautification Project. Caltrans announced their Clean California initiative which includes investments in litter collection, community engagement and education in an effort to transform unsightly roadsides. The City was solicited for input on the beautification that will take place at the northbound and southbound Interstate 5 off ramps, interchange of State Route 32.

Mr. Vonasek stated City Staff was given a short time frame to respond and suggested the installation of bee artwork to coincide with Orland being the Queen Bee Capital of North America. Caltrans agreed to the installation of two bee sculptures, one on either side of the interstate. The City has identified a local artist who has agreed to construct the two sculptures which will each stand at approximately 12 feet tall. Mr. Vonasek explained that along with the sculptures Caltrans will also be adding additional improvements to the area including stamped concrete to look like honeycomb.

Director Vonasek stated the City is being asked to enter into an agreement to support the grant as intended and stated. Caltrans requests that once the project is completed, the City takes ownership of the sculptures and continue to maintain the artwork.

Director Vonasek stated he will bring back this topic at the next City Council meeting on February 1, 2022 to meet Caltrans' requests for two public outreach meetings allow the public to have a chance to discuss the artwork.

Mr. Vonasek stated the current fiscal impact of this project, covers all construction and installation of the two sculptures, the City will only be required to pay for the ongoing maintenance of the sculptures.

Councilmember Roundy asked if the Arts Commission was approached for their input on the project. Director Vonasek stated that due to the short time frame the City had to respond the Arts Commission was not initially notified. City Manager Carr stated that the Arts Commission was informed of today's council meeting, and he believed that they would discuss the project at their January 19, 2022 meeting.

Vice Mayor Tolley asked when the Council would have to act on the project. Director Vonasek stated that approval is needed at the next City Council meeting on February 1, 2022.

Mayor Hoffman asked if the Honeybee Discovery Center has seen the art.

Councilmember Irvin asked about maintenance costs and insurance. Director Vonasek stated maintenance and insurance would be within the City scope.

### **B. School Resource Officer (SRO) MOU Agreement – Joe Vlach, Chief of Police**

Chief Vlach presented to Council an agreement to accept a School Resource Officer Grant that was offered to Orland Police Department by Glenn County Office of Education (GCOE) Superintendent, Tracey Quarne. Chief Vlach stated that Orland Unified Superintendent Victor Perry and GCOE April Hine were both online to answer any questions.

006



California Department of Justice opened up grants for SRO's funded from tobacco tax legislation. Chief Vlach stated that GCOE would be the grant administrator which will fund the officer, full salary and benefits for 3 years. The grant has already started and continues for 2 ½ years. The grant covers all anticipated expenses for an experienced officer to be specially assigned as SRO on a full-time basis for 2 ½ years. Chief Vlach stated that there is zero cost to the City for the first three years, at the end of the funding period Chief is hopeful that the grant can be reapplied for to continue the position.

Chief Vlach stated the SRO will focus much attention on tobacco abuse cessation and prevention but will also perform any other normal law enforcement functions needed. The SRO will be mobile between Orland's five campuses and two outlying in the north county (Plaza and Lake) and will be available for evening and weekend school events like football games. The SRO will also be available to respond to OPD emergencies if needed.

Councilmember Irvin asked if an explanation could be made for what a vape detector is. April Hine explained.

Vice Mayor Tolley asked Chief Vlach if the SRO that OPD had 15 years ago was helpful. Chief Vlach and Victor Perry Superintendent of Orland Unified School District agreed the experience was very successful. Mr. Perry also agreed with Chief Vlach who stated that a law enforcement presence creates relationships with the students which will then carry on into the community.

Councilmember Dobbs asked if the City would be providing a vehicle for the SRO or if since the funding has already started could the City use some of that funding to purchasing a new car for the officer. Chief Vlach stated that Orland Police Department has one or two standby vehicles for the SRO to use. April Hine stated though GCOE and the City of Orland a vehicle would be made available for the officer to drive to each school.

Action: Councilmember Roundy moved, seconded by Councilmember Dobbs to approve the MOU and authorize Chief of Police to execute the agreement. The motion carried 4-0-1 by the following roll call vote.

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

### **C. Presentation: Police Department – Joe Vlach, Chief of Police**

Chief Vlach shared a slide show presentation on his departments 2022 activities. Currently there are eight patrol officers (1 K9), two sergeants and one Chief of Police. Orland Police Department (OPD) has one vacancy currently for officers, one full-time non-sworn Admin Secretary, one part-time non-sworn Public Safety Clerk (that is shared with the Fire Department) and one opening for the CSO/Records position.

Activity for 2021 was up from 2020 just a bit, a total of 5215.

Chief Vlach state disturbing the peace was the top call for his officers for the third year in a row, with welfare checks coming in second and assisting other agencies coming in third. Citations most often given out are for running stop signs, driving with no insurance and unlicensed or suspended license.

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The VIPS put in 1815 volunteer hours, with a total of 15 members.

Councilmembers thanked Chief Vlach for his presentation and the work of the department.

#### **D. Presentation: Fire Department – Justin Chaney, Fire Chief**

Chief Chaney reported on the fire department's 2021 activities with a slide presentation. They presently have 40 volunteers along with a part-time office assistant that is shared with the police department. There were 718 calls, 379 within the city limits (227 City medical calls, 127 City fire calls and 25 City vehicle collision calls), 302 rural calls and 37 mutual aid calls.

Chief Chaney stated this year the budget replaced 8 sets of turn outs, 7 structure helmets, 6 structure boots, 7 structure gloves and 8 radio pagers.

Chief Chaney stated informed Council that an average volunteer puts in about 183 hours of training.

Chief Chaney stated that in the future he hopes to continue to apply for available grants, complete the radio infrastructure project, replace the roof of the main fire department building and be able to build a pump testing facility. Councilmember Roundy asked what the cost would be to build a pump testing facility. Chief Chaney believed that depending on the cost of the tank the project would be around \$50,000 to \$100,000, hopeful that a local business could donate the tank and then the only cost would be concrete and plumbing.

Councilmembers asked several questions and expressed their appreciation for the fire department.

#### **E. High Pressure Mobile Pump System – Justin Chaney, Fire Chief**

Chief Chaney presented to Council a request for authorization to purchase a high-pressure pump system for the fire department's side-by-side. Chief Chaney explained that Orland has always has a problem with vegetation fires on the north edge of town that threatens homes along the creek.

The volunteers created a committee, did some fundraising, and found some private sponsors so they could purchase a six-man side-by-side.

A high-pressure foam system just under \$22,000 and the fire department is asking the City to use money from the Measure A fire truck reserve to make the purchase and get the side-by-side completed and ready for the upcoming fire season.

Councilmember Irvin state he is for the equipment purchase but asked about wording on the Measure A funding.

Action: Councilmember Dobbs moved, seconded by Vice Mayor Tolley to approve the purchase of the high-pressure foam system from Golden State Fire and authorize the Fire Chief to execute the agreement. The motion carried 5-0 by the following roll call vote.

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

#### **F. Verbal update on Drought Conditions and Water Connection Project - Pete Carr, City Manager**

City Manager Carr reported as of January 18, 2022, a total of 311 wells had been registered as distressed. Of those wells 194 (countywide) are dry. There are 237 people that have expressed interest in connecting. Currently engineers are working on the most efficient use of money to create a loop system that will serve as many people as possible. Mr. Carr stated that the City is also working with the state on the specifications for a new well, storage facilities and booster pumps.

Mr. Carr reported that the City's wells are holding steady, and they continue to be monitored weekly. Mr. Carr stated that three pumps went out last week, but the City was fortunate to have Mr. Wim Lely to help.

## **CITY COUNCIL COMMUNICATIONS AND REPORTS**

Councilmember Roundy:

- The Arts Commissions monthly meeting will be January 19, 2022 at 7 PM.

Councilmember Irvin:

- Requested that the page number be listed next to the agenda item.

Councilmember Dobbs:

- Nothing to report.

Vice Mayor Tolley:

- Nothing to report.

Mayor Hoffman:

- The Planning Commissions monthly meeting will be January 20, 2022 at 5:30 PM.

## **ADJOURN TO CLOSED SESSION AT 8:44 PM**

### **CITIZEN COMMENTS ON CLOSED SESSION ITEMS – None**

### **CLOSED SESSION**

- A. Public Comments: The public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public comments are generally restricted to three minutes.
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one potential case

## **RECONVENE TO REGULAR SESSION AT 8:58 PM**

**REPORT FROM CLOSED SESSION** – Direction was given to staff.

**MEETING ADJOURNED AT 8:58 PM**

Jennifer Schmitke, Deputy City Clerk

Dennis Hoffman, Mayor

009

**Orland Library Commission Minutes of Monday, November 8, 2021**

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

**ITEM 2. Commissioners Present:** M. Deeming, L. Fitzgerald, S. Romano

**Staff/Council Present:** Librarian J. Meza

**ITEM 3. No Citizen Comments**

**ITEM 4. Items for Discussion or Action**

1. ACTION ITEM: Approve minutes of the September 13, 2021 meeting. Motion made by M. Deeming, passed unanimously.
2. Reports from City Librarian on financial and monthly statistics; no new information regarding library door/exterior project. Funding discussions with Glenn County are ongoing.
3. Library Programs and Training: Children's Librarian reports programing is going well and collaborative Families for Literacy programs have started to be held monthly at the library. Zip books is funded but now word on when ordering can resume. Library has been notified that additional hotspots and chromebooks will be available for patron checkout.

**ITEM 5. Commissioner and/or Friends of the Library Reports:** The Friends of the Library hosted author talk by Steve Callan at November meeting to excellent turnout. Plans for Saturday book sale in February.

**ITEM 6. Adjourned** 5:30 p.m.



PLANNING COMMISSION MINUTES  
December 16, 2021

1. Call to Order – The meeting was called to order by Chairperson Elliott at 5:30 PM
2. Pledge of Allegiance – Mayor Dennis Hoffman
3. Roll Call: Commissioners present – Wade Elliott, Doris Vickers, Stephen Nordbye, Michelle Romano and Sharon Lazorko  
Commissioners absent - None  
Councilmember present - Dennis Hoffman  
Also present - City Planner Scott Friend, Mike Martin of ECorp,  
Jennifer Schmitke, Admin Support and Planning  
Commission Secretary/City Clerk, Janet Wackerman

4. ORAL AND WRITTEN COMMUNICATIONS  
Citizen Comments – None

5. APPROVAL OF THE MINUTES FROM NOVEMBER 18, 2021

Upon motion made by Commissioner Vickers and seconded by Commissioner Nordbye, the minutes of November 18, 2021 were approved as presented. The motion carried unanimously by voice vote, 5-0.

**6. Extension of Tentative Subdivision Map 2017-01 (Penbrook)**

Chairperson Elliott introduced the item and requested the Staff report from Mr. Friend.

Mr. Friend stated the owners of the Penbrook Subdivision have requested a second one-year extension for Tentative Subdivision Map #2017-01. A TPM may be extended up to three times. Steve Butler, representing the applicants, was present for comments.

Commissioner Vickers stated she would love to see this project go forward. Commissioner Lazorko asked how likely this project will happen. Mr. Friend stated there is a need for this type of development and hopes it is built.

Upon motion made by Commissioner Vickers and seconded by Commissioner Lazorko, the Planning Commission approved a one-year extension of Tentative Subdivision Map 2017-01 subject to all prior Conditions of Approval, Mitigation Measures and Findings and setting a new map expiration date of December 17, 2022. The motion carried, 5-0 by voice vote.

7. PUBLIC HEARINGS

**A. Tentative Parcel Map and Conditional Use Permit: TPM 2021-01 and CUP 2021-01**

The proposed action is the approval of a tentative parcel map that would subdivide a 0.99-acre parcel into three (3) parcels. The three resultant lots will be approximately 12,575 sq. ft. (resultant parcel 1), 10,009 sq. ft. (resultant parcel 2), and 16,913 sq. ft. (resultant parcel 3). The property is currently vacant/undeveloped and has a General Plan Designation of R-L - Low Density Residential. The property is zoned "P-D" - Planned Development.

Pursuant to Orland Municipal Code Section 17.60, a use permit is required for project approval in the Planned Development Zone. The applicant plans to develop the three resultant parcels with 1 single-family home, one duplex and one triplex (6 units total). The County Assessor's Parcel Number on the site is 040-170-006.

The Proposed action is categorically *exempt* from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15315 (Minor Land Division) as the project consists of the division of property into four or fewer parcels and is in conformance with the general plan and zoning, no other variances or exceptions requiring environmental review are required, and all required services and access to the proposed parcels to local standards are available. The proposed Conditional Use Permit is categorically *exempt* from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as it can be seen with certainty that there is no possibility that the proposed tentative subdivision map or approval of the conditional use permit would have a significant effect on the environment.

Chairperson Elliott introduced the item and requested the Staff report from Mr. Friend.

Mr. Friend stated the proposed action is the approval of a parcel map that would subdivide a .99-acre parcel into three (3) lots. Under the Subdivision Map Act, proposed divisions of land into four or fewer parcels that are to be sold, leased or financed require a parcel map as opposed to a final subdivision map. He added no comments were received by outside reviewing entities, but City staff noted the following comments:

- driveway access from Cortina Court;
- driveway width(s) on Cortina Court;
- front lot width for each of the three proposed lots;
- masonry sound wall along Interstate 5 frontage (already in-place);
- fencing along USID irrigation lateral bordering on proposed parcel 3; and
- establishment of a one (1) foot maintenance assessment district along the southerly parcel line of proposed parcel 3 as per the City Council revised City of Orland canal guidelines.

Chairperson Elliott opened the Public Hearing at 5:45PM.

Steve Butler, representing the applicant, stated the driveway as proposed by City staff will keep it clear for thru traffic and the owner agrees with the condition.

No one spoke for or against the proposed action and the Public Hearing closed at 5:47PM.

Chairperson Elliott asked if there will be other conditions imposed when the plans are submitted. Mr. Friend stated only thru the building department permitting process.

Commissioner Lazorko asked if there will be no street parking. Mr. Friend stated there will be

some street parking, but it will be important to not block the entrance. He added the Fire Chief related they would park their emergency vehicles on the street and access into the site from the driveway.

Commissioner Nordbye moved, and Commissioner Vickers seconded that the Planning Commission determined that the project is categorically exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Section §15315, Minor Land Divisions, and §15061 (b)(3), the General Rule. The motion carried, 5-0 by voice vote.

Commissioner Lazorko moved, and Commissioner Nordbye seconded that the Planning Commission adopt Resolution 2021-07 approving TPM #2021-01. The motion carried 5-0, by voice vote.

Commissioner Romano moved and Commissioner Vickers seconded that the Planning Commission adopt Resolution 2021-08 recommending to the City Council to approve PDUP #2021-08. The motion carried, 5-0 by voice vote.

#### **B. Zoning Ordinance Text Amendment (ZCA #2021-02): Objective Design Standards**

The proposed action is an amendment to Title 17 - Zoning of the Orland Municipal Code to establish State-mandated Design Standards to apply to projects meeting State established standards, making them exempt from discretionary review by the City. The Objective Design Standards serve as minimum requirements for qualifying multi-family residential development.

The standards will be mandatory for any qualifying residential project for which a streamlined approval process is requested by an applicant. Qualifying residential projects are those that comply with Government Code Section 65913.4(a) which requires certain provisions for affordable housing. These Objective Design Standards apply within the following zoning districts within the city: R-1, R-2, R-3, C-1, C-2, and DT-MU.

The Proposed action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b) (3), the Commonsense rule as the action will not include any physical development nor result in development which is not already considered in the particular zoning district.

Chairperson Elliott asked Mr. Friend for the Staff Report. Mr. Friend introduced Mike Martin of ECorp to present the item.

Mr. Martin stated cities are required to establish objective design standards for multifamily residential development that are eligible under Senate Bill 35. He added that the adoption of Objective Design Standards is an important factor in assuring that future multifamily development meets the City's objectives for design and compatibility.

Chairperson Elliott opened the Public Hearing at 6:01PM.

No comments were received for or against the Zoning Ordinance Text Amendment and the Public Hearing was closed at 6:02PM.

Discussion was held on the impact of the ZCA. Commissioner Nordbye stated he wants to table the item and continue to the next meeting. He asked Mr. Martin if other cities had similar text to what was proposed for Orland. Mr. Martin stated he reviewed ten different cities' amendments to prepare what the Commission is reviewing.

Commissioner Romano asked if this would apply to more than two units. Chairperson Elliott stated it would not apply to single-family dwellings.

Commissioners expressed concern that a developer could ask for the SB35 design standards exemption before the ZCA is adopted. Mr. Friend stated since the discussion has begun at the Commission level, a developer cannot ask for an exemption at this time.

Chairperson Elliott stated he is inclined to continue the discussion, for further review. Commissioner Vickers stated the changes looked good from what was done in the past.

Commissioner Romano asked if the developer has to go by SB35. Mr. Friend stated the developer decides if they will use SB35 and other design standards would have to be used if they did not use SB35.

Upon motion made by Commissioner Lazorko and seconded by Commissioner Vickers, recommend the Planning Commission adopt Resolution #2021-09, recommending for approval to the City Council, the Municipal Code Amendment as presented and approve Categorical Exemption 15061(b) (3). The motion failed with two aye votes from Commissioners Lazorko and Vickers and three no votes from Commissioners Nordbye, Romano and Chairperson Elliott.

Upon motion made by Commissioner Nordbye and seconded by Commissioner Romano the Public Hearing for Zoning Ordinance Text Amendment (ZCA #2021-02): Objective Design Standards was continued to the next regular Planning Commission meeting. The motion carried 5-0, by voice vote.

## **8. Residential – Small Home Overlay District (Discussion and Review)**

Chairperson Elliott asked Mr. Friend for the Staff report. Mr. Friend asked Mr. Martin to present the item.

Mr. Martin stated that as part of the SB2 grant, the City can propose the creation of a new overlay zoning district to establish standards, design guidelines, a plan review and approval process to permit the development of multiple small or "minimal size" dwelling units in multi-family residentially zoned areas. The Residential-Small Home Overlay District (R-SHO) is staff's proposed overlay district to satisfy the SB2 grant project.



Examples of how the district would look was presented for Commissioners via a PowerPoint presentation.

Mr. Friend stated there are no projects proposed at this time, but an inquiry was made to City Staff regarding small homes. Funding from the SB2 and LEAP grants was used to create the proposed process, guidelines and standards for the district for Commission review. He added that a tiny home could be built at present within the city limits, but City requires it to be on a permanent foundation and hook-up to City services.

Commissioner Romano asked if the overlay would be for infill only or if the site was five acres. Mr. Martin stated the tiny homes could be placed anywhere but the City Council and Planning Commission would have discretionary approval and the property would have to be zoned R-2, R-3 or DT-MU. Commissioner Romano asked how density would be adjusted. Mr. Friend stated the General Plan is still applicable. Commissioner Romano asked what would prevent the development from being a mobile home park. Mr. Martin stated the tiny home has to look like a home.

Commissioner Nordbye and Chairperson Elliott stated they do not feel this is needed in the community. Chairperson Elliott added that Accessory Dwelling Units and Junior Accessory Dwelling Units are what is needed and step-up homes.

Mr. Friend stated he will ask the State if the City does not need to include this district and if they say it has to be done, he will bring it back to the Commission for further review.

Chairperson Elliott stated he thinks the community will hit their housing numbers without this overlay district.

## 9. STAFF REPORT

### A. Department Activity Report (verbal)

Mr. Friend reported:

- Ms. Wackerman is retiring from the City of Orland so this will be her last meeting. Jennifer Schmitke will be assuming Planning Commission secretarial duties;
- He will be presenting the annual review of the Planning and Building Departments at the City Council's December 21<sup>st</sup> meeting;
- At the Commission's January meeting, a new Chairperson and Vice Chairperson will be elected;
- Additionally at the January meeting, Commissioners will be asked what work projects they would like to see City staff work on for 2022;
- Ms. Wackerman reported City staff and Caltrans are working on funding for the SR32/Walker Street streetscapes project.

10. COMMISSIONER REPORTS

Commissioner Romano asked about conducting a special meeting or a workshop to discuss work projects. Chairperson Elliott stated the Commission has held workshops in the past and have agendized education items for regular meetings. Commissioner Lazorko added she has attended State sponsored education events and has found them very helpful.

11. ADJOURNMENT – 7:07 PM

Respectfully submitted,

Janet Wackerman, Secretary

Wade Elliott, Chairperson

Recreation Commission

Karen Baldridge, Chair  
 Shannan Ovard, Vice Chair  
 Larry Carmona  
 Joser Rosales  
 Jason Ovitz



**City of Orland**  
**Recreation Commission Minutes Consent Calendar**  
**November 17<sup>th</sup>, 2021, 6:30pm**

**1. CALL TO ORDER – 6:30 p.m.**

Meeting was called to order by Commission Chair Karen Baldridge at 6:34pm

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Commission members present – Chair Karen Baldridge, Vice Chair Shannan Ovard, Jason Ovitz.

Commission members absent – Larry Carmon and Joser Rosales

Staff members present – Recreation Director Joe Fenske

**4. ORAL AND WRITTEN COMMUNICATIONS**

Citizen Comments:

Any person may address the Recreation Commission at this time upon any subject within the authority of the Recreation Commission; however, public is advised to limit discussion to one presentation per individual. Please state your name and address for the record.

No citizens addressed the commission at this time.

**5. CONSENT CALENDAR**

**A. Approve April 28<sup>th</sup>, 2021, Recreation Commission minutes.**

Vice Chair Ovard moved, seconded by Commissioner Ovitz to approve consent calendar. Motion carried 3-0

**6. ADMINISTRATIVE COMMUNICATIONS, REPORTS, AND ACTIONS**

**A. Presentation & discussion on City Dog Park – Lindsay Mower.**

Lindsay Mower Orland resident presented to the Commission a presentation on developing a dog park in the City. Mrs. Mower stated there is a need for a dog park so people can take their dogs and allow them to run off leash and not interfere with people visiting regular parks. Mr. Fenske stated dogs currently are allowed in Orland City Parks but must be on a leash. Mr. Fenske supports to idea of a dog park but there is a lot of groundwork that needs to take place first. Mr. Fenske said right now the first goal is to locate a piece of property that would work for a dog park. The Recreation Commission supports the idea of a dog park. They did not allocate any funds currently and are recommending the project to City Council to gage their idea on the topic. Vice Chair Ovard made a motion, to recommend to City Council to place a dog park on our Capital Improvement list, seconded by Commissioner Ovitz. Motion carried 3-0. The Recreation Commission stated if City Council approves their recommendation to place a dog park on the Capital Improvement list, then the Commission will begin to work with Mrs. Mower locating a place and start discussing funding for the project.

**B. Discussion and recommendation to City Staff on ideas for Orland Park.**

Recreation Director Joe Fenske presented to the Recreation Commission the development of Orland Park. Mr. Fenske asked to commission to make a recommendation to City Council on what they would like to see

developed at Orland Park. Mr. Fenske stated it is a neighborhood park similar to Heartland Park. The Commission liked the idea of having Orland Park as an open space grass field that kids could kick a soccer ball, throw a baseball, or play football. They did not see a need for a playground structure as there are two playgrounds in walking distance of Orland Park. Vice Chair Ovard made a motion to recommend to City Council to develop Orland Park into a grass ball field that had permanent soccer goals, benches, walking path, and a sidewalk around the area that could be used for a small walking path. Commission Ovitz seconded the motion. Motion carried 3-0.

**C. Report on summer programs and City Pool operations.**

Recreation Director Joe Fenske gave an update on summer programs and pool. Mr. Fenske stated they had a full summer Youth Soccer league with no games canceled. Adult softball went extremely well. Mr. Fenske stated Tiny Tots Tumbling was so popular that they had to add an additional class, both classes were full. Swim lessons were full for public and private lessons. The pool was reserved for every available day for private pool parties.

**7. COMMISSIONER REPORTS**

**A. Miscellaneous reports if any from commissioners.**

No reports from Commissioners at this time.

**8. ADJOURNMENT**

Meeting adjourned at 7:43pm



**CITY OF ORLAND CITY**  
**COUNCIL AGENDA ITEM #: 5.F.**  
**MEETING DATE: February 1, 2022**

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

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**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.

**DISCUSSION**

Investment committee met January 4, 2022. City Treasurer has researched rates for investing funds and at present LAIF is providing .24%. Current bank public funds certificates of deposit rates are: six month .04%, one-year up to thirty-six months .11%. We will review public funds certificate of deposit rate in July to determine if we want to let out current CD roll over or just transfer funds to LAIF.

**Attachments:** Treasurer's Report as of January 4, 2022

**Fiscal Impact of Recommendation:** None

Staff Report Approved by City Manager 
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**City of Orland**  
**Report of the Treasury**  
**Schedule of Cash and Investments**  
**As of January 4, 2022**

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		\$ 150
Public Works		\$ 35
Police		\$ 100
Subtotal		<u>\$ 460</u>
Cash and Investments Held by Banking Institutions:		
Umpqua Bank:		
Checking Accounts, General and Payroll	N/A	\$ 148,484
Deposit Account	N/A	\$ 102,479
Evidence Fund Account*	D	\$ 13,947
Volunteers In Police Service (VIPS) Account*	N/A	\$ 476
Housing/Economic Development Program Income Account*	D	\$ 743,779
Subtotal		<u>\$ 1,009,165</u>
* = restricted use		
Local Agency Investment Fund (LAIF), Office of the Treasurer, State of CA	C	<u>\$ 7,004,703</u>
LAIF current rate .24%		
	<u>Maturity Dates</u>	<u>Market Value</u>
Umpqua Bank Certificates of Deposit 2.600%	Jul-22	\$ 656,139
<b>Total Cash and Investments Held by the City of Orland</b>		<b><u>\$ 8,670,467</u></b>

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

### CITY COUNCIL AGENDA ITEM #: 6.A.

**MEETING DATE: February 1, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** City Attorney and City Manager  
**SUBJECT: Compliance with AB361** (Discussion/Action)

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City Staff will request City Council to adopt a resolution acknowledging the ongoing State declaration of a public health emergency and ensuring City public meetings conform to the provisions of applicable law.

#### **BACKGROUND**

The Brown Act has long allowed elected local public officials to participate by teleconferencing under certain noticing and access conditions. California AB361, signed into law in September 2021, allows expanded teleconferencing flexibility during the current public health crisis.

City of Orland routinely uses Zoom technology to broadcast City Council meetings for public viewing and enable remote participation in the meetings at specific public comment opportunities. These meetings are recorded with video available on the City website in addition to the written minutes of the meetings.

#### **DISCUSSION**

Through proper noticing and constructive utilization of teleconferencing technology to broadcast meetings and invite public participation in a hybrid in-person and remote format, the City's meeting notices and conduct have consistently conformed to the intent of current law. An additional step the City should take is to adopt a resolution acknowledging the health emergency and definitively stating that the City will utilize the provisions of AB361 to conduct its public meetings.

AB361 requires that the Council re-affirm this resolution monthly until the law sunsets.

Attachment: AB361 Resolution

#### **RECOMMENDATION:**

Adopt Resolution 2022-\_\_ as presented.

#### **Fiscal Impact of Recommendation:**

None.

**CITY OF ORLAND**  
**RESOLUTION NO. 2022-\_\_**  
**RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS**  
**DURING A PROCLAIMED STATE OF EMERGENCY**

WHEREAS, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

NOW THEREFORE, the City of Orland hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The City Council of the City of Orland finds, by a majority vote, the following:
  - a. That there exists a proclaimed state of emergency; and
  - b. State or local officials have imposed or recommended measures to promote social distancing.



3. The City Council and any of its committees, joint committees, ad hoc groups, and staff is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

4. This Resolution shall take effect February 1, 2022 and shall remain in effect for thirty (30) days thereafter (until March 2, 2022), provided the conditions set forth in Section 2 remain.

PASSED AND ADOPTED by the Orland City Council this first day of February, 2022, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Dennis Hoffman, Mayor

ATTEST:

Jennifer Schmitke, City Clerk

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

I, Jennifer Schmitke, City Clerk of the City of Orland, hereby certify that the attached is a true and correct copy of a Resolution duly made by the City Council at a regular meeting of said City Council, at Orland, California, on the first day of February, 2022, the original of which is on file in my office and duly and regularly entered in the official records of proceedings of the City Council of the City of Orland.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Schmitke, City Clerk

## CITY OF ORLAND

### CITY COUNCIL AGENDA ITEM #: 6.B.

**MEETING DATE: February 1, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** Ed Vonasek, Director of Public Works  
**SUBJECT:** Caltrans Interstate Beautification Project (Discussion/Action)

---

City Council will be presented with the Caltrans Maintenance Agreement for consideration.

**BACKGROUND:**

City Council was presented on January 18, 2022 with Caltrans Interstate Beautification Project, which includes the installation of two sculptures at the northbound and southbound Interstate 5 off-ramps, interchange of State Route 32. The sculptures will consist of a honeybee on an almond blossom and a queen bee on a portion of honeycomb, both will be 12' tall and mounted to a 3' tall base for a total of 15' tall. The area surrounding the statues will be stamped and colored concrete that will resemble honeycomb.

**DISCUSSION:**

Caltrans will be covering the cost of construction and installation of the two sculptures but are requesting that the City handle ongoing maintenance. Once the project is completed the artwork will become the property of the City and will be insured under the City's policy with Golden State Risk Management Authority (GSRMA).

Attachment: Caltrans Maintenance Agreement

**RECOMMENDATION:** Discuss project and direct staff to sign maintenance agreement.

**Fiscal Impact of Recommendation:** The grant covers cost of construction and installation of the two sculptures and there is no match required. The City will be responsible for ongoing maintenance of the sculptures after the project is completed. The annual cost to the City of this maintenance is estimated at \$600.00 annually.

Staff Report Approved By City Manager <i>PJC</i>
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**MAINTENANCE AGREEMENT  
FOR ART  
IN THE CITY OF ORLAND**

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the City of Orland; hereinafter referred to as "CITY" and collectively referred to as "PARTIES".

SECTION I

RECITALS

1. WHEREAS, the PARTIES desire to work together to allocate their respective obligations relative to Transportation Art (which includes graphics upon a required engineered transportation feature that expresses unique attributes of a community's history, resources, or character) within STATE's right of way; and
2. WHEREAS, this Agreement addresses CITY's responsibility for maintaining the Transportation Art installed or painted within the State Highway right of way on Route 5 at the Route 5/32 Separation hereinafter referred to as "ART," as shown on Exhibit A, attached to and made a part of this Agreement; and
3. WHEREAS, the PARTIES hereto mutually desire to clarify the division of maintenance responsibility as defined in Section 27 of the California Streets and Highway Code that include, but are not limited to, providing emergency repair and maintenance (collectively hereinafter "MAINTAIN/MAINTENANCE") of ART at the location as shown on Exhibit A; and
4. WHEREAS, there are existing Freeway Maintenance Agreements between STATE and COUNTY, and this agreement is not intended to replace or supersede any other prior Freeway Maintenance Agreements.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION II

AGREEMENT

1. In consideration of the mutual covenants and promises herein contained, CITY and STATE agree as follows:

1.1. When a change to this agreement is necessary, the PARTIES will execute a formal amendment in writing by and through their authorized representatives.

2. CITY's obligations hereunder, at CITY's expense, include the following:

2.1. CITY shall ensure ART is provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance. CITY shall coordinate said MAINTENANCE with STATE prior to the start of any work.

2.2. An Encroachment Permit rider may be required for any changes to the scope of work allowed by this agreement prior to the start of any work within STATE's right of way.

2.3. CITY and CITY contractors will be required to obtain an encroachment permit from STATE prior to the start of any work within the STATE's right of way.

2.4. CITY shall replace or repair damaged ART when observed or within thirty (30) calendar days of being notified in writing by STATE.

2.5. CITY shall remove ART and restore STATE-owned areas to a safe and attractive condition acceptable to the STATE, in the event this agreement is terminated as set forth herein.

2.6. CITY shall expeditiously MAINTAIN, replace, repair, restore or remove ART if it has become unsightly.

2.7. CITY shall MAINTAIN all ART within the Agreement limits of the STATE highway right of way, as shown on Exhibit A, at CITY's expense, MAINTENANCE includes, but is not limited to: (1) restoration or replacement of damaged ART; (2) removal of dirt, debris, graffiti, grown vegetation and weeds surrounding ART and the immediate area CITY uses to access and maintain ART; and (3) removal of any deleterious item or material on ART in an expeditious manner. Graffiti removal must conform to applicable STATE policies and guidelines that require prompt removal of offensive messages and timely removal of all other graffiti. MAINTENANCE practices must protect air and water quality as required by law.

2.8. No work will be performed from the freeway or adjacent roadside, unless approved by STATE in the form of a separate Encroachment Permit. All work



will be conducted from local streets or adjacent sidewalks. CITY shall be responsible for necessary traffic operations, traffic control and traffic/lane closures required for MAINTENANCE operations in the area.

2.9. Other than STATE-approved ART, no alteration of the existing freeway structure or any other highway facility, including signage, will be permitted, unless pre-approved in writing by STATE. No landscaping shall be removed to accommodate ART unless approved by STATE.

2.11. All work by or on behalf of CITY will be done at no cost to STATE.

2.12. CITY shall remove ART whenever, in the opinion of the STATE, it creates a maintenance or operational concern. In the event CITY fails to remove ART in a timely manner, STATE may remove ART thirty (30) calendar days following written notification to CITY, and STATE will bill CITY for all costs of its removal and for the restoration of STATE owned areas to their original condition.

2.13. CITY may remove part or all of ART thirty (30) days following notification to STATE. CITY shall remove ART and restore STATE-owned areas to a safe and attractive condition acceptable to STATE.

2.14. CITY is required to obtain from ARTIST, or any party CITY contracts with for the ART, an assignment of all copyright interests in the ART to the STATE.

2.15. CITY shall maintain all rights and obligations under this agreement with artists or any party it contracts with for ART in order to fulfill CITY's obligations under this Agreement. These rights and obligations include, but are not limited to, the ability to repair or restore ART, remove ART, and clean ART.

2.16. ART located within STATE right-of-way becomes property of the STATE.

3. STATE shall have the following obligations and rights under this Agreement:

3.1. Provide CITY with timely written notice of unsatisfactory conditions that require correction by the CITY. However, the non-receipt of notice does not excuse CITY from MAINTENANCE responsibilities assumed under this Agreement.

3.2. Provide CITY the necessary Encroachment Permits from STATE's District 3 Encroachment Permit Office prior to CITY's entering STATE right of way to perform CITY maintenance responsibilities. This permit will be issued at no cost to CITY.

- 3.3. Provide CITY's contractor and ART artist(s) an Encroachment Permit from STATE prior to the start of any work within STATE's right of way. A permit fee will be required for CITY's contractor and for ART artist(s).
- 3.4. Reserve the right to remove ART or alter parts thereof due to emergency, construction, rehabilitation, or other necessary activities affecting these transportation facilities without any obligation, compensation to, or approval of CITY.
- 3.5. STATE reserves the right to remove or alter any ART that presents an immediate safety hazard to the public, as determined by STATE, without delay or advance notification to CITY.
- 3.6. STATE will not be responsible for the cost of any maintenance, repair, restoration or replacement of ART which is damaged by anything STATE does or does not do in the course of STATE's duties related to highway operations and activities. STATE will not be responsible for any damages caused by any vandalism or accidents on the roadway.
- 3.7. STATE will notify CITY thirty (30) days in advance of any planned work that may impact the ART. If the work required is due to a public safety hazard, this notification period does not apply, and STATE will notify CITY as soon as practicable of the planned or performed work.

#### 4. LEGAL RELATIONS AND RESPONSIBILITIES

- 4.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or to affect the legal liability of a PARTY to the Agreement by imposing any standard of care with respect to the operation and maintenance of STATE highways and local facilities different from the standard of care imposed by law.
- 4.2. If during the term of this Agreement, CITY should cease to MAINTAIN ART to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of CITY at CITY's expense or direct CITY to remove or itself remove ART at CITY's sole expense and restore STATE's right of way to its prior condition. CITY hereby agrees to pay said STATE expenses, within thirty (30) calendar days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or

removing ART, STATE will provide written notice to CITY to cure the default and CITY will have thirty (30) calendar days within which to affect that cure.

4.3. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction conferred upon CITY under this Agreement. It is understood and agreed that CITY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CITY under this Agreement.

#### 5. PREVAILING WAGES:

5.1. Labor Code Compliance- If the work performed on the ART is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. CITY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CITY agrees to include prevailing wage requirements in its contracts for public work. Work performed by CITY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.

5.2. Prevailing Wage Requirements in Subcontracts - CITY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CITY's contracts.

6. SELF-INSURED - CITY and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.

- 6.1. SELF-INSURED - CITY is self-insured. CITY agrees to deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement in a form satisfactory to STATE, along with a signed copy of the Agreement.
- 6.2. SELF-INSURED using Contractor - If the work performed under this Agreement is done by CITY's contractor(s), CITY shall require its contractor(s) to maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE and shall be delivered to the STATE with a signed copy of this Agreement
7. TERMINATION - This Agreement may be terminated by mutual written consent of PARTIES, and by STATE for cause. CITY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.
8. TERM OF AGREEMENT - This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.
9. AUTHORITY - Each individual executing this AGREEMENT on behalf of each PARTY represents and warrants that he/she is duly authorized to execute this AGREEMENT. CITY represents and certifies that it has, through its regular political process, authorized the execution of this AGREEMENT by appropriate resolution, delegation, or plenary authority, as required.
10. COUNTERPARTS - This AGREEMENT may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
11. ELECTRONIC SIGNATURES - Electronic signatures of the PARTIES, whether digital or encrypted, are intended to authenticate this written AGREEMENT, and shall have the same force and effect as manual signatures for this AGREEMENT.



PARTIES are empowered by Streets and Highways Code section 114 and 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE CITY OF ORLAND

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Mayor/Chairman

TOKS OMISHAKIN  
Director of Transportation

Initiated and Approved

By: \_\_\_\_\_  
CITY Manager

By: \_\_\_\_\_  
Deputy District Director  
Maintenance District 3

ATTEST:

By: \_\_\_\_\_  
CITY Attorney

As to Form and Procedure:

By: \_\_\_\_\_  
CITY Clerk

By: \_\_\_\_\_  
Attorney  
Department of Transportation

**CITY OF ORLAND**  
**CITY COUNCIL AGENDA ITEM #: 6.D.**  
**MEETING DATE: February 1<sup>st</sup>, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** Recreation Director – Joe Fenske  
**SUBJECT:** Recreation Program Fees

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Council will consider approval of Recreation Commission recommended changes to the fee schedule for use of recreation facilities and programs.

**BACKGROUND**

The City publishes a fee schedule for rental use of recreation facilities and for participation in recreation programs. The objective of these fees is to provide partial recovery of the costs associated with construction, maintenance of facilities, purchase of equipment and supplies, and related labor – within the bounds of general and reasonable residents' ability to pay for the service provided. These fees were most recently increased in 2014, 2016, and 2019 due to minimum wage increases. Prior to that the fees were not increased in several years.

Recreation programs are a General Fund expense. Currently, the recreation department overall cost is approximately \$317k; the share of this cost varies across many programs and facilities. \$193k is employee compensation, including lifeguard wages and other part-time employees. \$42k is pool maintenance, equipment, chemicals, and supplies. \$42k for youth and adult recreation programs. \$40k for office supplies, fuel, materials, and all other necessities or unseen costs for the recreation department. This does not include the cost of maintaining parks which is a Public Works function. Revenue from all programs combined is \$50-60k/year.

**DISCUSSION**

At the January 26<sup>th</sup>, 2022 Recreation Commission meeting, the Recreation Commission discussed fees for youth and adult programs, park facility rentals, and City Pool operations, including the Orland Otters yearly contribution of \$3,500 to \$4,000 to help offset pool expenses. The Recreation Commission is not recommending changes to rental of park facilities currently. The Commission considered and agreed upon a fee structure which keeps fees the same for City residents and non-residents.

Key to the proposal and consideration process was striking a balance between recovery of the City's costs and avoidance of exceeding residents' ability to pay. Staff and Commission are confident the fee schedule proposed to Council reasonably addresses both objectives.

If approved by City Council, the Recreation Commission would re-evaluate Recreation fees again in January 2024. The Recreation Commission is recommending adjustments to Recreation fees to go into effect April 1<sup>st</sup>, 2022. Attached are the proposed adjustments in program fees voted 4-0 by the Recreation Commission to recommend to City Council.

**RECOMMENDATION:**

Adopt fees as proposed.

**Fiscal impact of Recommendation:**

Unknown increase in rec program revenues. City Hall estimates \$12,000 increase in revenue.

**Recreation Current Fees / Proposed Fees**

Program	Current Fee	Proposed Fee	Notes
Youth Soccer	\$50	\$60	
Youth Basketball	\$50	\$60	
Summer Camps	\$50	\$60	
Tumbling/Dance	\$50	\$60	
Adult Basketball	\$200	\$250	
Adult Fast Pitch Softball	\$750	\$850	
Adult Coed Softball	\$450	\$500	
Adult Volleyball	\$200	\$250	
<b>Pool Operations:</b>			
Daily Fee	\$2	\$3	
Individual Season Pass	\$55	\$75	**Pool is tentatively scheduled to be open <u>60 day</u> swims and 26 evenings swims**
Family Season Pass	\$90	\$150	**Up to 8 immediate family members*
Public Swim Lessons	\$50	\$60	
Private Swim Lessons	\$75	\$85	
Pool Party Rentals	1-49 swimmers = \$75 50-74 swimmers = \$85 75-99 swimmers = \$100 100-124 swimmers = \$115 125-149 swimmers = \$130 150-174 swimmers = \$150 175-200 swimmers = \$160	1-49 swimmers = \$85 50-74 swimmers = \$95 75-99 swimmers = \$110 100-124 swimmers = \$125 125-149 swimmers = \$140 150-174 swimmers = \$160 175-200 swimmers = \$170	*These fees are per hour rate*
Sponsored Free Swim Days	Day swim = \$250 Day swim + Evening swim= \$300	Day swim = \$350 Day swim + Evening swim= \$400	
Park Reservations	Picnic Areas = \$40 Lely Covered Areas = \$75	Picnic Areas = \$40 Lely Covered Areas = \$75	

Staff Report Approved By  
City Manager *PIC*

## City of Orland

### City Council Agenda Item #: 6.E.

**Meeting Date: February 1<sup>st</sup>, 2022**

**TO:** Honorable Mayor and City Council  
**FROM:** Recreation Director – Joe Fenske  
**SUBJECT:** Park Impact Fees - Capital Improvement Projects (Discussion/Action)

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#### BACKGROUND

Parks related development impact fees can be used for new, upgraded, or expanded facilities, but not for routine maintenance. Park impact fees in recent years have been used at the City Pool, splash pad, playgrounds at Lely Park, Lollipop Land, Heartland, basketball courts at Lely Park, group covered picnic area, pickleball courts at Vinsonhaler Park and many other projects for benefit of the community of Orland in the past several years.

#### DISCUSSION

As of December 2021, the Park Impact Fee Improvement account is \$398,000. Of those funds the City Council approved \$40,000 in 2017 for Lely Park ball field improvements and \$12,000 in 2016 for a pump track. Starting in 2020, the City also began collecting fee revenue in two new related accounts – Parks Acquisition and Parks Capital Maintenance.

At the July 6<sup>th</sup>, 2021, City Council approved the following: Pickleball courts not to exceed \$200,000; basketball lighting not to exceed \$40,000; and set-aside \$100,000 to replace the lights at Lely Park ball fields. Staff is confident that some of these projects will come in under budget. The City has \$85,000 this year and \$85,000 next year designated in ARPA funding to upgrade the Lely Park ball field lighting, which may allow the City to use the \$100,000 currently allocated for ball field lighting on other future projects. The budget remaining in the Park Impact Fee account would leave approximately \$6,000 unobligated.

The City was anticipating awarded of Prop 68 funding for the development of Newport Park and to replace the current outdated play structure by the City Pool. Unfortunately, the City was not awarded funding for these projects. At the January 26<sup>th</sup>, 2022 Recreation Commission meeting the Commission voted 4-0 to recommend City Council add the following projects to the Capital Improvement list:

- Replace outdated playground at the City Pool / Girls Softball Field
- Development of Newport Park
- Development of a Dog Park



Budgets for projects listed above would be determined when the other projects are finished, and more funding is available. A dog park is in the preliminary stages of discussion, no location has been determined yet.

**RECOMMENDATION:**

Consider and accept the capital Improvement recommendations from the Recreation Commission.

**FISCAL IMPACT OF RECOMMENDATION:**

Designation of funds in the Park Impact Fee account. No impact on General Fund.

Staff Report Approved By City Manager <i>PRC</i>
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## CITY OF ORLAND

### CITY COUNCIL AGENDA ITEM #: 6.F

**MEETING DATE: February 1, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** City Manager  
**SUBJECT: Mid-year Budget Review** (Discussion/Direction)  
-----

City Manager will update the Council on budget revenues and expenditures midway through the fiscal year.

#### **BACKGROUND**

The 2021-22 fiscal year budget was adopted in June 2021 and became effective July 1, 2021. Due to the seasonality and limited predictability of some revenue sources and expense categories, as well as unclear and deferred State allocations of certain tax revenues, not all budget categories will be at 50% at the fiscal year mid-point. Several necessary assumptions and projections are included in the analysis.

This review is intended to summarize our position so far compared to planned budget, and to provide an opportunity to make course corrections as needed.

#### **DISCUSSION**

This discussion includes the General Fund, Measure A and major utility funds.

##### General Fund Revenues and Expenditures

General Fund revenues overall are 1.5% over budget plan, with sales tax and property tax providing the bulk of income.

- Sales tax is 4% under budget while property tax is on target.
- Building Dept revenue is 17% ahead of budget projection; Building Dept expenditures are only 37% of budget.
- County library cost share has been increased this year from \$67,500 to \$90,000.

General Fund expenditures overall are about 5% under budget at this point, providing a net cushion.

- Police department operations comprise 42% of the General Fund and are running at 3% below budgeted expenditure
- We are doing a better job of capturing fleet maintenance expenses this year, so we are operating closer to budget and seeing the offset in related accounts like General Fund Street Maintenance and Street Funds.

### General Fund Bottom Line

With \$2.8M in ½ -yr revenues against \$2.44M in ½-yr expenditures, the net of revenue vs expenditure at mid-point in the year is positive and does not require unplanned mid-year budget changes. The net gain needs to be held as a hedge against risk. A surplus at the end of the fiscal year, if any, will be needed to help bolster and maintain the General Fund Reserve's target balance.

### Measure A Public Safety Revenue and Expenditures

Measure A, with revenue running almost 12% ahead of its fiscal year budget, is its own separate fund for which an annual fiscal report was approved and published earlier this fiscal year. Measure A expenditures are running well under budget so far.

ARPA Funds are being tracked separately and will be reported at fiscal year end. All expected revenue was received at once and expenditures are beginning to occur as authorized by Council.

Other major funds:

- Water Fund ½-yr revenues of \$1.07M are covering water system and storm drainage operating expenditures of \$.472M while building a fund balance as expected to accomplish planned necessary capital projects. Revenue so far this fiscal year is 58% of planned budget, expenditures 31% of budget. More than half of annual revenue is typically experienced in the first half of the fiscal year (July-November) due to outdoor irrigation during the hot weather of July-September.
- Similarly, the Sewer Fund is covering operational costs and building as expected to meet the needs of planned capital improvements. Expenditures of \$.536M are running 2% ahead of budget against revenue which is right on plan at \$.627M. Final payment on the Road MM sewerline replacement has been made.

### Attachments (3):

Mid-year General Fund / Measure A Revenue Summary  
Mid-year General Fund / Expenditure Summary  
Mid-year Enterprise Funds (Water and Sewer) Summary

### **RECOMMENDATION:**

Consider the City's operational position relative to budget, direct staff to continue as previously authorized and directed for the balance of this fiscal year.

### **Fiscal Impact of Recommendation:**

None.

**City of Orland**  
**2021-2022**  
Mid Year Budget Review -- General Fund Revenues  
For the Six Months Ended December 31, 2021

No adjustments made for year end accruals or reversals

**CURRENT PERIOD**

Revenue Source	2020-2021 Budget	2021-2022 Budget	Six Months Ended 12/31/2021	Percent of Budget
<b>Taxes</b>				
Property, Received 01-22-20	\$1,653,000	\$1,828,000	\$914,000	50.00%
Sales, General, SIX Payments	2,019,500	2,166,000	1,002,397	46.28%
COVID Relief Fund	0	0		
Public Safety Augmentation	19,000	23,000	16,569	72.04%
Real Property Transfer Tax				
Business Licenses	22,500	24,000	14,281	59.50%
Franchise Fees	155,000	210,000	100,000	47.62%
Transient Occupancy Tax	42,000	72,000	56,106	77.93%
Home Owners' Prop Tax Reimbursement				
<b>Investment Income</b>	3,500	2,000	1,000	50.00%
<b>Rents and Royalties</b>	55,000	56,000	13,665	24.40%
<b>Inter Governmental</b>				
SLESF, Public Safety	140,000	148,000	52,995	35.81%
Mandated Costs Reimb	20,000	0	0	
Library Subsidy, County	78,000	78,000	45,000	57.69%
Library Subsidy, Willows	81,741	84,000	43,271	51.51%
Fire Chief Allocation (County)	0	124,000		
<b>Charges for Services</b>				
Zoning and Variance Fees	8,000	15,000	29,176	194.51%
Building Permits and Related Charges	100,000	85,000	57,325	67.44%
Library Fees	0	0		
Green Waste Fees	15,000	18,000	6,586	36.59%
Police Fees/Reimbursements	0	0	17,832	
Recreation, Park & Swim Programs	23,750	55,000	65,217	118.58%
<b>Other Revenues</b>	25,000	37,500	51,484	137.29%
ARPA Fiscal Stabilization	0	200,000	200,000	
<b>Administrative Allocation to Enterprise Funds</b>	231,946	235,000	117,500	50.00%
<b>Totals</b>	<b>\$4,692,937</b>	<b>\$5,460,500</b>	<b>\$2,804,404</b>	<b>51.36%</b>
<b>MEASURE A, NOT Included in Above:</b>				
<b>Sales Tax, Measure A</b>	<b>943,500</b>	<b>1,050,000</b>	<b>653,877</b>	<b>62.27%</b>
<b>Totals</b>	<b>\$943,500</b>	<b>\$1,050,000</b>	<b>\$653,877</b>	<b>62.27%</b>



**City of Orland**  
**2019-2020**

Mid Year Budget Review -- General Fund/Measure A Expenditures  
For the Six Months Ended December 31, 2021

Acct Number & Departments	2020-2021 Full Year Budget	2021-2022 Full Year Budget	Six Months Ended 12/31/2021	Percent of Budget
<b>Administrative Departments</b>				
5010 City Council	\$58,080	\$49,100	\$34,985	71%
5050 City Manager	247,941	285,217	118,281	41%
5020 City Clerk	145,076	154,871	82,742	53%
5030 City Finance/Utility Administrative	211,501	244,644	78,489	32%
5040 City Attorney	49,000	49,000	20,000	41%
5060 City Planning	91,000	153,180	54,732	36%
5070 Building Inspection	129,139	129,190	48,367	37%
5160 City Engineer	27,000	27,000	9,748	36%
5180-5183 City Fleet Maintenance	88,926	110,917	145,622	131%
5190 City Facilities Maintenance	97,435	391,706	48,110	12%
<b>Other General Fund Departments</b>				
5080/5110 City Police/Code Enforce	2,084,755	2,282,138	1,061,265	47%
5120 City Fire Department	187,468	236,658	97,641	41%
5200-5242 City Library	543,218	563,488	250,922	45%
5260 City Recreation/ Pool	298,745	317,774	189,847	60%
<b>General Fund - Public Works</b>				
5090/5150/5170/ City Streets, Public Works	135,675	148,976	51,533	35%
5250 City Park Maintenance	243,652	253,288	151,254	60%
General Fund Portion of Debt Service	81,350			
<b>Totals</b>	<b>\$4,719,961</b>	<b>\$5,397,147</b>	<b>\$2,443,538</b>	<b>45%</b>
 <b>MEASURE A, NOT Included in Above:</b>	 <u><b>1,035,300</b></u>	 <u><b>1,102,000</b></u>	 <u><b>182,017</b></u>	 <u><b>17%</b></u>

**City of Orland**  
**2020-2021**  
Mid Year Budget Review -Enterprise Funds  
For the Six Months Ended December 31, 2021

No adjustments made for year end accruals or reversals

Revenue Source	2020-2021 Full Year Budget	2021-2022 Full Year Budget	Six Months Ended 12/31/2021	Percent of Budget
<b><u>Sewer Enterprise, Fund 27</u></b>				
Revenues:				
Service Fees	1,100,000	1,175,000	621,147	53%
Line FT Charges, Capacity and Hookup	84,500	77,900		0%
Other		5,000	5,618	
Total Revenues	1,184,500	1,257,900	626,765	50%
Expenses:				
Key Amounts				
Salaries and Benefits	360,193	348,703	153,394	44%
Utilities	10,000	10,400	1,268	12%
Admin. Allocation	78,673	80,000	40,000	50%
Capital/Debt Service	490,200	347,827	198,652	57%
All Other	194,039	246,584	143,096	58%
Total Expenses	1,133,105	1,033,514	536,410	52%
Net	51,395	224,386	90,355	
<b><u>Water Enterprise, Fund 26</u></b>				
Revenues:				
Service Fees	1,660,000	1,670,000	1,017,184	61%
Line FT Charges, Capacity and Hookup	78,900	84,100	2,980	4%
Other		5,000	7,384	
Total Revenues	1,738,900	1,759,100	1,027,548	58%
Expenses:				
Key Amounts				
Salaries and Benefits	506,605	496,827	187,989	38%
Utilities	90,000	122,000	48,626	40%
Admin. Allocation	139,673	141,000	70,500	50%
Capital/Debt Service	434,600	489,759	16,987	3%
All Other	218,687	281,339	148,391	53%
Total Expenses	1,389,565	1,530,925	472,493	31%
Net	349,335	228,175	555,055	