

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 6. A.

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 August 2, 2022 at 6:30 P.M.

This meeting will be conducted pursuant to the provisions AB361 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. Councilmembers and City staff may choose to be in person or remote.

The public is encouraged to participate in the meeting via Zoom or can participate at Carnegie Center.

ZOOM Link: www.zoom.us

WEBINAR ID# 886 9303 7088

ZOOM Telephone - Please call: 1 (669) 900-9128

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

Public Comments:

Members of the public wishing to address the Council on any item 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. 1)
- B. Approve City Council Minutes for July 19, 2022 (p. 5)
- C. Approve Special Joint Meeting Minutes for July 14, 2022 (p. 8)

6. ADMINISTRATIVE BUSINESS

- A. Agreement for Library Realignment (Discussion/Action) – Pete Carr, City Manager (p. 9)
- B. Verbal Update on Drought Conditions and Water Supply Project (Discussion) – Pete Carr, City Manager

7. CITY COUNCIL COMMUNICATIONS AND REPORTS

8. 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 LABOR NEGOTIATORS - Government Code Section: 54957.6
Agency Negotiators: Greg Einhorn
Council Members Bruce Roundy and Billy Irvin
Employee Organization: United Public Employees of California Local #792, General Unit
- C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Government Code Section: 54956.8
Property: 710 5th Street, Orland
Agency Negotiator: Peter Carr
Negotiation Parties: Confidential
Under Negotiation: Suitability, price and terms for EV charging site

9. RECONVENE TO REGULAR SESSION

10. REPORT FROM CLOSED SESSION

11. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on July 29, 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 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 865-1610 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.

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

WARRANT LIST

AUGUST 2,2022

Warrant 7/28/22	\$	543,181.30
Payroll Compensation 7/14/22 - 7/27/22	\$	130,788.46
	\$	673,969.76

APPROVED BY

 Dennis Hoffman, Mayor

 Jeffrey A. Tolley, Vice-Mayor

 Bruce T. Roundy, Councilmember

 William "Billy" Irvin, Councilmember

 Chris Dobbs, Councilmember

REPORT.: Jul 28 22 Thursday
 RUN...: Jul 28 22 Time: 15:50
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 07-22 thru 07-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
055695	07/19/22	GOL01	GOLDEN STATE RISK	405601.00	207100088H	ANNUAL INSURANCE
055696	07/22/22	CAR02	CARDMEMBER SERVICE	15.35	055696H	PW/MISC. SUPPLIES
055697	07/28/22	4LE00	4 LEAF INC.	3250.00	JO741-22F	BD/PLAN REVIEW FOR 901 NEWVILLE RD
055698	07/28/22	AND06	EDGAR ANDRADE	100.00	AUG2022	Measure A UNIFORMS
055699	07/28/22	ANI00	ANIXTER, INC.	173.51	194482932	PW/EVIDENCE ROOM
055700	07/28/22	ATT05	A T & T	151.84	18453281	FD/MEASURE A-PHONES 6/10/22-7/9/22
055701	07/28/22	ATT06	A T & T	135.88 22.43 22.43 944.20 22.43	07202022 18465935 JULY22PW 018488812 JULY2022P	PW/WELL COMMUNICATIONS PW/WH LIFT STATION - 843 PW/AIRPORT LIFT STATION - 906 MULTI-DEPTS/PHONE PW/HL LIFT STATION 470
Check Total.....:				1147.37		
055702	07/28/22	ATT07	A T & T	67.92	JULY22SH	PW-SHOP/SERVICE JULY7-AUG6
055703	07/28/22	ATT09	AT&T MOBILITY	848.26	X07102022	PD/CELL SERVICE (14)
055704	07/28/22	ATT10	AT&T MOBILITY (FIRST NET)	198.77 144.74	7022022 07102022	FD/MEASURE A-PHONES CITY ENGINE 6/3/22-7/2/22 PW/CELL PHONE USAGE JULY
Check Total.....:				343.51		
055705	07/28/22	AWA00	Awards Company	4.60	#22586	PD/1 VIPS AWARD PLAQUE
055706	07/28/22	BRY02	BRYANT ENTERPRISES, LLC	980.00	16554	FD/MEASURE A-REPEATER,RADIO FOR ENGINE #27
055707	07/28/22	BWC00	W.B. BENBOW	572.00	529	PW/SCADA SOFTWARE MONITORING
055708	07/28/22	CES00	Kyle Cessna	100.00	AUG2022	Measure A UNIFORMS
055709	07/28/22	CIV00	CIVICPLUS LLC	900.00	234668	CLERK/MUNICODE ONLINE CODE HOSTING
055710	07/28/22	COR04	CORBIN WILLITS SYSTEMS	508.34	C207151	MULTI-DEPTS/MONTHLY SOFTWARE SUPPORT
055711	07/28/22	DOB01	CHRIS DOBBS	300.00	JULY2022	CITY COUNCIL STIPEND
055712	07/28/22	DOG00	Dog Waste Depot	233.68	495429	PARKS/PET WASTE BAGS
055713	07/28/22	ECO01	ECORP CONSULTING, INC	6132.50	97167	PLAN/PROF SERVICES JUN1-JUN30
055714	07/28/22	EIN02	Gregory P. Einhorn	7820.50	14645,146	CA/CONTRACT SERVICES & RETAINER LABOR
055715	07/28/22	FLE04	FLEMING, JOHN	1612.50	JULY13-16	BD/INSPECTION SERVICES
055716	07/28/22	FLO03	JOSE FLORES	100.00	AUG2022	Measure A UNIFORMS
055717	07/28/22	FUL00	KRISTOPHER FULLMORE	100.00	AUG2022	Measure A UNIFORMS
055718	07/28/22	GOL01	GOLDEN STATE RISK	49721.06	ANC071522	DENTAL/VISION & HEALTH INSURANCE
055719	07/28/22	GRA02	GRAINGER, INC.	1707.78	995,514,5	PW/SHOP SUPPLIES & PARKS SUPPLIES
055720	07/28/22	HOF00	DENNIS G. HOFFMAN	300.00	JULY2022	CITY COUNCIL STIPEND
055721	07/28/22	HOM00	HOME DEPOT CREDIT SERVICE	229.21	07132022	PW/SAFETY BARRIERS
055722	07/28/22	HOU05	HOUSING TOOLS	2787.50	2400	LIBERTY BELL HOME MONITORING 6/1/22-7/10/22
055723	07/28/22	IRV00	BILLY IRVIN	300.00	JULY2022	CITY COUNCIL STIPEND
055724	07/28/22	JOH02	SEAN JOHNSON	100.00	AUG2022	Measure A UNIFORMS
055725	07/28/22	JOH05	SEAN JOHNSON	86.75	07222022	PD/MILEAGE REIMBURSEMENT-TRAINING JULY 20,22
055726	07/28/22	LEL00	LELY'S	146.63	44822	PW/SHOP SUPPLIES
055727	07/28/22	LIF00	Life Assist Inc.	39.46	1227504	FD/MEASURE A-MEDICAL SUPPLIES
055728	07/28/22	LOW00	Katherine Lowery	100.00	AUG2022	Measure A UNIFORMS
055729	07/28/22	MAR17	MARTINDALE, RYAN	100.00	AUG2022	Measure A UNIFORMS
055730	07/28/22	MAT04	MATSON & ISOM	3924.00 10859.85	84398 Multi Ins	MULTI DEPT/MONTHLY BILLING JULY Monthly Services, Firewall Certs Renewal
Check Total.....:				14783.85		
055731	07/28/22	MCM00	McMaster-Carr	28.38	874	PW/SHOP SUPPLIES

REPORT.: Jul 28 22 Thursday
RUN....: Jul 28 22 Time: 15:50
Run By.: Leticia Espinosa

CITY OF ORLAND
Cash Disbursement Detail Report
Check Listing for 07-22 thru 07-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
055732	07/28/22	MIL07	MILLS, DARYL	100.00	AUG2022	Measure A UNIFORMS
055733	07/28/22	ORL12	Orland-Laurel Masonic Hal	400.00	JULY2022	AC/RENT
055734	07/28/22	ORL14	Orland Unified School Dis	5969.25	07262022	REC/PARTNERSHIP SUMMER CAMPS
055735	07/28/22	PAC07	PACE ANALYTICAL SERVICES,	2627.26	391,639,5	PW/LAB SERVICES
055736	07/28/22	PGE00	PG&E	19.40 95.42 18458.66 9.86	7112022 07192022 07262022 72622REC	FD/MEASURE A -ELECTRICITY FOR COLUSA ST PW/TRAFFIC CONTROL MULTI-DEPTS/UTILITY USAGE REC/STANDBY POWER
Check Total.....:				18583.34		
055737	07/28/22	PIN01	EDGAR PINEDO	100.00	AUG2022	Measure A UNIFORMS
055738	07/28/22	QUI02	QUILL CORP.	127.62	26276463	CH/SUPPLIES
055739	07/28/22	RAM06	Andy Ramirez	125.00	07262022	REC/COED UMP 5 GAMES
055740	07/28/22	REC01	RECREONICS	1660.00	0894300IN	REC/POOL FEATURES
055741	07/28/22	ROE02	Thomas Roenspie	100.00	AUG2022	Measure A UNIFORMS
055742	07/28/22	ROM04	SANDY ROMANO	225.00	07222022	REC/COED SCOREKEEP 15 GAMES
055743	07/28/22	ROU00	BRUCE T. ROUNDY	300.00	JULY2022	CITY COUNCIL STIPEND
055744	07/28/22	ROU01	Bruce Roundy	41.87	07272022	COUNCIL/MILEAGE REIMBURSEMENT
055745	07/28/22	SAC01	SACRAMENTO VALLEY MIRROR	885.60	813,848	LEGAL NOTICES/ZONING OF 6 PARCELS
055746	07/28/22	SAL07	KADIE SALAZAR	120.00	07152022	REC/SWIM LESSON SESSION 3 CANCELED REFUND
055747	07/28/22	SUT02	SUTTON, BRANDON	100.00	AUG2022	Measure A UNIFORMS
055748	07/28/22	T&S01	T AND S DVBE, INC.	408.80	22-1634	PW/STREETS & SAFETY SUPPLIES
055749	07/28/22	TIA00	TIAA COMMERCIAL FINANCE,	299.87	9057030	MULTI/COPIER LEASE
055750	07/28/22	TOL04	JEFFREY TOLLEY	300.00	JULY2022	CITY COUNCIL STIPEND
055751	07/28/22	TRA02	TRANSAMERICA	577.50	504680316	SUPPLEMENTAL INSURANCE
055752	07/28/22	USA00	Underground Service Alert	1226.43	022122999	PW/MEMBERSHIP & USA TICKETS
055753	07/28/22	USA04	USA Blue Book	3224.48	49222	PW/WATER SUPPLIES
055754	07/28/22	VAN00	VANTAGE POINT TRANSFER AG	1744.01	07142022	457 PLAN/304591
055755	07/28/22	VER03	Verizon Wireless	1700.44 78.59 164.04	11322648 911322649 911322650	PW/SCADA COMPUTERS-IPADS, PD LAPTOP REC/COMMUNICATONS FD/MEASURE A-RESPONSE SERVICE FOR CITY ENGINE
Check Total.....:				1943.07		
055756	07/28/22	VLA00	RAYMOND J. VLACH	100.00	AUG2022	Measure A UNIFORMS
055757	07/28/22	WAT03	Bill Wathen	250.00	07272022	REC/COED UMP GAMES (10)
055758	07/28/22	WEL02	Wells Fargo Vendor Fin Se	148.70	20987275	BD-PLAN/COPIER LEASE
Cash Account Total.....:				543181.30		
Total Disbursements.....:				543181.30		
Cash Account Total.....:				.00		

REPORT.: 07/28/22
 RUN....: 07/28/22 Time: 13:08
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14427	07/28/22	07/27/22	CLO00	CLOYD, RILEY J	07-22	01-23	137.70
14428	07/28/22	07/27/22	CLO01	CLOYD, HANNAH	07-22	01-23	1044.23
14429	07/28/22	07/27/22	KAR00	KARLE, CARSON	07-22	01-23	717.20
14430	07/28/22	07/27/22	ORO02	OROZCO, EVVEN	07-22	01-23	393.98
14431	07/28/22	07/27/22	OVI00	OVITZ, BRADEN	07-22	01-23	450.00
14432	07/28/22	07/27/22	SCH04	SCHERMER, THOMAS BRIAN	07-22	01-23	157.50
14433	07/28/22	07/27/22	TES00	TESTERMAN, RUBY	07-22	01-23	1138.01
14434	07/28/22	07/27/22	VLA01	VLACH, ETHAN	07-22	01-23	722.93
14435	07/28/22	07/27/22	WAT01	WATHEN, CELESTINA S	07-22	01-23	360.00
14436	07/28/22	07/27/22	WAT03	WATHEN, AIDEN	07-22	01-23	1200.00
14437	07/28/22	07/27/22	WAT04	WATHEN, MIDASIA	07-22	01-23	307.50
Z05313	07/28/22	07/27/22	ALV01	ALVA, MICAELA	07-22	01-23	2027.61
Z05314	07/28/22	07/27/22	AND00	ANDRADE, EDGAR	07-22	01-23	5747.97
Z05315	07/28/22	07/27/22	BAL00	BALDRIDGE, THEA	07-22	01-23	1158.98
Z05316	07/28/22	07/27/22	BEL00	BELTER, ANNIE	07-22	01-23	839.66
Z05317	07/28/22	07/27/22	BOW00	BOWERS, LINDA	07-22	01-23	136.00
Z05318	07/28/22	07/27/22	CAR03	CARR, PETER R	07-22	01-23	6153.85
Z05319	07/28/22	07/27/22	CES00	CESSNA, KYLE A	07-22	01-23	4056.89
Z05320	07/28/22	07/27/22	CHA01	CHANEY, JUSTIN	07-22	01-23	4633.08
Z05321	07/28/22	07/27/22	CLO02	CLOYD, GRACIE	07-22	01-23	397.50
Z05322	07/28/22	07/27/22	CON00	CONTRERAS, ISAAC	07-22	01-23	1162.80
Z05323	07/28/22	07/27/22	CRA00	CRANDALL, JEREMY	07-22	01-23	2123.38
Z05324	07/28/22	07/27/22	ESP00	ESPINOSA, LETICIA	07-22	01-23	2222.92
Z05325	07/28/22	07/27/22	FEN03	FENSKE, JOSEPH H	07-22	01-23	2988.19
Z05326	07/28/22	07/27/22	FLO00	FLORES, JOSE D	07-22	01-23	3202.62
Z05327	07/28/22	07/27/22	FUL00	FULLMORE, KRISTOPHER	07-22	01-23	3678.03
Z05328	07/28/22	07/27/22	GAM00	GAMBOA, YADIRA	07-22	01-23	397.50
Z05329	07/28/22	07/27/22	GUE01	GUERRERO, DEYSY D	07-22	01-23	2449.18
Z05330	07/28/22	07/27/22	GUE02	GUERRERO, JORGE	07-22	01-23	2107.65
Z05331	07/28/22	07/27/22	HAR00	ZOLLERHARRIS, TRAVIS	07-22	01-23	1347.65
Z05332	07/28/22	07/27/22	HEN00	HENDERSON, OLIVIA	07-22	01-23	1134.75
Z05333	07/28/22	07/27/22	JOH01	JOHNSON, SEAN KARL	07-22	01-23	4659.76
Z05334	07/28/22	07/27/22	KOC01	KOCHEMS, EMMA	07-22	01-23	940.95
Z05335	07/28/22	07/27/22	LOP00	LOPEZ, EVELYN SOTO	07-22	01-23	232.50
Z05336	07/28/22	07/27/22	LOW00	LOWERY, KATHERINE	07-22	01-23	3002.51
Z05337	07/28/22	07/27/22	MAR02	MARTINDALE, RYAN EUGENE	07-22	01-23	2767.73
Z05338	07/28/22	07/27/22	MEJ00	APARICIO, LILIA MEJIA	07-22	01-23	2664.90
Z05339	07/28/22	07/27/22	MEZ00	MEZA, JODY L	07-22	01-23	3859.13
Z05340	07/28/22	07/27/22	MIL00	MILLS, DARYL A	07-22	01-23	3239.52
Z05341	07/28/22	07/27/22	MON03	MONDRAGON, MEAGAN N	07-22	01-23	66.33
Z05342	07/28/22	07/27/22	MOR02	MORECI, CHRISTOPHER DAVI	07-22	01-23	1934.54
Z05343	07/28/22	07/27/22	MYE00	MYERS, KEVIN	07-22	01-23	621.30
Z05344	07/28/22	07/27/22	OLI00	OLIVER, LINDA	07-22	01-23	306.00
Z05345	07/28/22	07/27/22	ORO03	OROZCO, ETHAN	07-22	01-23	619.65
Z05346	07/28/22	07/27/22	ORO04	OROZCO, JORDAN	07-22	01-23	1380.83
Z05347	07/28/22	07/27/22	OVA00	OVARD, CONNOR	07-22	01-23	696.15
Z05348	07/28/22	07/27/22	PAI01	PAILLON, MICHAEL	07-22	01-23	2044.73
Z05349	07/28/22	07/27/22	PAN00	PANIAGUA, BLANCA A	07-22	01-23	416.40
Z05350	07/28/22	07/27/22	PEN01	PENDERGRASS, REBECCA A	07-22	01-23	3179.86
Z05351	07/28/22	07/27/22	PER00	PEREZ, MARGARITA T	07-22	01-23	1892.62
Z05352	07/28/22	07/27/22	PHI00	PHILLIPS, AMELIA	07-22	01-23	269.74
Z05353	07/28/22	07/27/22	PIN00	PINEDO, EDGAR ESTEBAN	07-22	01-23	3117.47
Z05354	07/28/22	07/27/22	POR00	PORRAS, ESTEL	07-22	01-23	1763.56
Z05355	07/28/22	07/27/22	PUN00	PUNZO, GUILLERMO	07-22	01-23	1951.77
Z05356	07/28/22	07/27/22	PUR01	PURCHASE, HEATHER	07-22	01-23	1486.26
Z05357	07/28/22	07/27/22	RIC01	RICE, GERALD W	07-22	01-23	1998.23
Z05358	07/28/22	07/27/22	ROD00	RODRIGUES, ANTHONY	07-22	01-23	2323.59
Z05359	07/28/22	07/27/22	ROE00	ROENSPIE, THOMAS LUKE	07-22	01-23	3609.85
Z05360	07/28/22	07/27/22	ROM00	ROMERO, ARNULFO	07-22	01-23	2890.88
Z05361	07/28/22	07/27/22	SAN01	SANCHEZ, MELANIE CARRIL	07-22	01-23	1068.75
Z05362	07/28/22	07/27/22	SCH03	SCHMITKE, JENNIFER	07-22	01-23	2284.82
Z05363	07/28/22	07/27/22	SHA02	SHANNON, KYLE ANTHONY	07-22	01-23	157.50
Z05364	07/28/22	07/27/22	STE01	STEWART, ROY E	07-22	01-23	2798.05
Z05365	07/28/22	07/27/22	SUA02	SUAREZ, BRYAN E	07-22	01-23	1998.94
Z05366	07/28/22	07/27/22	SUT00	SUTTON, BRANDON KIJANA	07-22	01-23	1675.84
Z05367	07/28/22	07/27/22	SWI00	SWINHART, ROBERT	07-22	01-23	1983.13
Z05368	07/28/22	07/27/22	VAL00	VALENZUELA, BRENDA	07-22	01-23	316.54
Z05369	07/28/22	07/27/22	VLA00	VLACH, RAYMOND JOSEPH	07-22	01-23	5061.08
Z05370	07/28/22	07/27/22	VLA02	VLACH, ZOE	07-22	01-23	527.85
Z05371	07/28/22	07/27/22	VON00	VONASEK, EDWARD J	07-22	01-23	4383.94

130788.46

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD JULY 19, 2022

CALL TO ORDER

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

Meeting opened with Pledge of Allegiance led by City Clerk, Jennifer Schmitke.

ROLL CALL

Councilmember present:

Councilmembers Bruce Roundy, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman

Councilmembers absent:

Councilmember Billy Irvin

Staff present:

City Manager, Pete Carr; Assistant City Manager/Director of Administrative Services, Rebecca Pendergrass; City Clerk, Jennifer Schmitke; Police Chief, Joe Vlach; City Attorney, Greg Einhorn; Recreation Director, Joe Fenske

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS: None

CONSENT CALENDAR

- A. Warrant List (payable obligations)
- B. Approve City Council Minutes for July 5, 2022
- C. Receive and file Library Commission Minutes from May 9, 2022
- D. Orland Emergency Groundwater Resource Project Design Services

Action: Vice Mayor Tolley moved, seconded Councilmember Dobbs to approve items A, B and C on the consent calendar. The motion carried by a voice vote 4-0.

Vice Mayor Tolley asked City Manager Carr for clarification on consent item D. Mr. Carr explained that staff is requesting approval from Council to authorize the Public Works Director, or his designee, to enter into contract(s) with consultant(s) to provide engineer-related design services as needed for the Orland Emergency Groundwater Resource Project, in order to avoid delays on this project.

Action: Vice Mayor Tolley moved, seconded by Councilmember Dobbs to approve consent item D. The motion carried by a voice vote 4-0.

ADMINISTRATIVE BUSINESS

A. Parks and Recreation Commission: Skatepark Update

Recreation Director Joe Fenske presented to Council a recommendation from the Recreation Commission on a possible skate park in Orland. Director Fenske spoke about the results of the skate park survey that was sent out to Orland Unified School District Families, sharing that the response from

families was positive (88%) and in favor of the skate park project. Director Fenske noted that the parent base does not represent the City of Orland's resident constituency.

Director Fenske shared that the Recreation Commission supports the project to move forward, as long as the following conditions are met:

1. A cost estimate to be provided by the Skate Park Committee.
2. That cost estimate to be included in a survey that staff will send out to the City residents.
3. A list of viable locations for the skate park to be created.
4. Funding from the City remains minimal, not to exceed 5 percent of the total funding of the project.

Mayor Hoffman opened the meeting to public comments.

Carolos Ramirez, skate park supporter, shared ideas to help create a successful skate park in Orland. Mr. Ramirez stated that if the skate park is built correctly, it could bring people from all over to visit Orland and use the park.

Leilani Miller, Skate Park Committee member, shared concerns for the skate park committee having to pay out of pocket for a cost estimate of a skate park. Ms. Miller asked for recommendations on locations that Council thought would be acceptable for a skate park.

Mathew Romano, Orland resident, shared a new park would be nice, but he felt there are other priorities in Orland that should be taken care of such as a heater for the pool and upgrades to Biehler Field before starting a new project.

Council asked questions and discussed concerns with the recommendation from the Recreation Commission for the proposed skate park project.

Action: Councilmember Dobbs made a motion to send recommendations back to the skate park committee to get a cost estimate before coming back to City Council to approve funding to send a survey out to the residents of Orland, seconded by Vice Mayor Tolley. The motion carried by a roll call vote 4-0.

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

B. Verbal Update on Drought Conditions and Water Supply Project – Pete Carr, City Manager

City Manager Pete Carr provided an update on reported dry wells, stating there are currently a total of 67 wells reported this year being affected, 47 of those are completely dry. Mr. Carr stated the municipal wells continue to be stable, sufficient, and monitored weekly.

Mr. Carr reminded Council that groundwater project is proceeding daily with property owners coming into City Hall to ask questions and sign water connection packets.

Mr. Carr reminded Council that the City has been in stage 2 of the City's 4 stage water conservation plan since May 1, 2022, stage 2 targets a 30% water reduction. Mr. Carr shared that City staff is issuing advisories and warnings to residents, no code enforcement actions have been taken.

North Valley Community Foundation (NVCF) representative Jody Samons mentioned that the total number of wells reported dry or at risk this drought is 366, and that Willows area tank refill services will be provided from City of Willows water using meters on loan from the City of Orland.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Roundy:

- Will be attending Water Authority (SGMA) board meeting in July.
- Will be attending the LAFCo (Annexation) meeting in July.

Councilmember Dobbs:

- Attended the Fire Department dinner meeting July 18, 2022.

Vice Mayor Tolley:

- Announced that the Butte College Glenn Center ribbon cutting will be on August 10, 2022.
- Attended the Fire Department dinner meeting for July 18, 2022.
- Attended the Joint meeting with EDC, Planning and City Council July 14, 2022.
- Will be attending the skate park committee meeting on July 25, 2022, from 6-7 pm at Carnegie Center.
- Will be attending the County Supervisors meeting at Thunderhill on July 27, 2022.

Mayor Hoffman:

- Announced that National Night Out will be in Library Park on August 2, 2022.

CITIZEN COMMENTS ON CLOSED SESSION ITEMS – None

ADJOURN TO CLOSED SESSION AT 7:38 P.M.

CLOSED SESSION OPENED 7:42 P.M.

RECONVENE TO REGULAR SESSION AT 7:56 P.M.

REPORT FROM CLOSED SESSION – No reportable action.

MEETING ADJOURNED AT 7:57 P.M.

Jennifer Schmitke, City Clerk

Dennis G. Hoffman, Mayor

MINUTES OF THE ORLAND CITY COUNCIL
SPECIAL JOINT MEETING, ORLAND CITY COUNCIL, ORLAND ECONOMIC DEVELOPMENT
COMMISSION & ORLAND PLANNING COMMISSION
HELD JULY 14, 2022

CALL TO ORDER

Meetings called to order by Vice Mayor Tolley, Chairperson Elliott and Chairperson Lane at 4:03

PLEDGE OF ALLEGIANCE

Meeting opened with Pledge of Allegiance.

ROLL CALL

Councilmembers present:	Councilmembers Roundy, Irvin and Vice Mayor Tolley
Councilmembers absent:	Councilmember Dobbs and Mayor Hoffman
Commissioners present:	Commissioners Lazorko, Vickers, Romano, Allee, Pierce (arrived at 4:28 pm), Vice Chairpersons Nordbye, Romano, Chairpersons Elliott and Lane
Commissioners absent:	None
Staff present:	City Manager Pete Carr, City Planner Scott Friend and City Clerk Jennifer Schmitke

PUBLIC COMMENTS

None

DEVELOPMENT COORDINATION

City Planner Scott Friend presented to Council, Commissions, and staff an overview of the general plan, zoning, and specific plans for the City of Orland.

Councilmembers and Commissioners discussed what City leaders could and should to do for the future development of Orland. Design Standards and the Streetscapes Project generated substantial interest from participants.

No action was taken.

ADJOURN

Meetings adjourned by Vice Mayor Tolley, Chairperson Elliott and Chairperson Lane at 6:04 p.m.

Jennifer Schmitke, City Clerk

Jeffrey Tolley, Vice Mayor

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 6. A.

MEETING DATE: August 2, 2022

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr and Library Director Jody Meza
SUBJECT: **Agreement for Library Realignment** (Discussion/Action)

City staff will present a Memorandum of Understanding (MOU) for Council approval transferring administrative responsibility for Glenn County branch library operations to the City of Orland.

BACKGROUND

In July 1968 the City of Orland, County of Glenn and City of Willows entered into a Joint Exercise of Powers Agreement (JPA) to provide coordinated library services, each jurisdiction owning its own equipment and materials. The Orland librarian also supervised the Hamilton City library. In 1993 the Hamilton City Community Services District (CSD) took over supervision of its own library, and in 1999 was brought into the JPA by a joint memorandum of understanding (MOU). In that MOU, Willows was to operate branch libraries in Elk Creek and Bayliss. The County would provide proportional funding to Willows, Orland and Hamilton. Orland would provide supervision for the Orland area not including Hamilton, Willows for the southern area including Elk Creek and Bayliss.

Funding was set as "endeavor to increase the annual library budgets..." from the 1999-2000 basis. Each jurisdiction would be responsible for its own library buildings. The MOU continues on a year-to-year basis with allowance to be "amended and/or modified at any time..."

In September 2010 the Orland Library Director was asked to assume operational responsibility for Willows and its outlying County branches, although the staff of all three branches remained Willows employees. Willows agreed to share the ½ the cost of the Library Director's compensation plus a modest travel allowance. Hamilton City CSD continued to operate its own branch for a while, then more recently that library closed and remains closed today.

On June 7th, the Council discussed the situation – that the Orland Library Director hires and supervises all library employees at both cities and all branches -- and the request from Willows and the County for Orland to take on the branch employees. Council directed Staff to proceed with transfer of administrative responsibility for the Glenn County branch libraries to the City of Orland, effective July 1.

DISCUSSION

Staff worked with County and Willows staff to produce a proposed agreement to transfer administrative responsibility for branch libraries from Willows to Orland, with the County reimbursing Orland for all expenses. A budget is created for each of the three branch facilities. The concept is that the City would operate the branch libraries with staffing provided by the City of Orland commensurate with the cost of the services and reimbursement made available by the

County through its annual budget process. The budget amount for this agreement will be determined by the Board through the annual County budget. The County Administrative Officer will work the Orland City Manager and Library Director to estimate the cost of library staffing each year.

Separately, the three jurisdictions are considering a more equitable share of costs going forward for the operation of the Orland and Willows municipal libraries.

Attachment: Memorandum of Understanding between the County of Glenn and the City of Orland for Branch Library Operations

RECOMMENDATION

Approve proposed MOU with County of Glenn to provide for Orland taking administrative responsibility for operations and staffing of County library branches, with the County fully reimbursing the City at an agreed annual amount, effective July 1, 2022.

Fiscal Impact of Recommendation: No direct impact on Orland General Fund as County would reimburse Orland for costs of operating the branch locations.

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF GLENN AND THE CITY OF ORLAND FOR OPERATION OF BRANCH LIBRARIES

I. PURPOSE

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of July 1, 2022 by and between the County of Glenn, herein referred to as "County" and the City of Orland, herein referred to as "City". The effective date of this agreement is July 1, 2022 through June 30, 2027. This MOU defines the respective roles and responsibilities of the County and City in relation to staffing, supervision and the respective costs of the operations of the Bayliss, Elk Creek and Hamilton City Libraries.

Whereas, County desires to obtain staffing and supervision of the Bayliss, Elk Creek and Hamilton City Libraries; and

Whereas, the City desires and has the capacity to offer the services of such staff with supervision, to assist County; and

NOW THEREFORE, the parties agree as follows:

II. SERVICES

1. City will provide the services of library staff and supervision

Said staff will be responsible of the operation of the Bayliss, Elk Creek, and Hamilton City Libraries. The designated library staff will be a city employee and will be supervised by the City.

The library staff will receive direction from their supervisor and scheduling for library staffing will be under the authority of the City.

The City shall determine the conditions of employment for the library staff, including hours, wages, working conditions, assigning work schedules, approving leave, discipline, hiring and discharging or any other condition of employment in accordance with City of Orland's current policies and procedures. City will control and maintain all employee records pertaining to the staff.

It is the desire of both parties that the hours of operation for the Bayliss, Elk Creek, and Hamilton City Library will be scheduled to provide the public the optimal opportunity for use of the facilities. This schedule will be determined and agreed to within 30 days of the signing of this agreement. If the necessity arrives that the schedule requires adjusting, both parties will promptly meet in good faith to reach a resolution.

2. Compensation for Services

County will reimburse City of Orland for expenses as outlined in Exhibit A (Bayliss Library), Exhibit B (Elk Creek Library), and Exhibit C (Hamilton City Library). The County shall make no payment to City in any greater amount for any extra, further, or additional services, unless such services and payment therefore have been mutually agreed to and this Agreement has been formally amended in accordance with the provisions of this Agreement.

Cost increases for library staffing shall be increased as a part of the budget process annually and communicated by the City to the County before April of each fiscal year. There shall be no other increases that occur. The total annual amount of this MOU shall not exceed Fifty-Six Thousand Four Hundred Eighty-One Dollars (\$56,481) in Year One.

City shall invoice County quarterly for the cost of services as described above in the MOU.

3. Relationship of Parties

- A. County and City shall remain separate and distinct entities operated within the County of Glenn.
- B. All parties are and shall remain employees of their respective agencies and neither is an agent, officer or employee of the other party. The parties mutually understand that this MOU is between County and City and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
- C. City is and shall remain the sole employer of the Library Staff. The library staff shall continue to be governed by all terms and conditions of employment in accordance with City of Orland's rules and policies. City is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments for its respective employee. County is and shall remain the sole employer of the janitorial and facilities maintenance staff. The janitorial and facilities maintenance staff shall continue to be governed by all terms and conditions of employment in accordance with County of Glenn's rules and policies. County is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments for its respective employee.
- D. Each party shall indemnify and hold the other party harmless from any liability which that party may incur because of the other party's failure to pay such obligations.

4. County Responsibilities

- A. County shall be responsible for all required maintenance and safety of all library properties and facilities. City shall notify County immediately of any safety issues. Safety issues and incidents that are unreported or incidents that occur due to the negligence of City staff shall become the City's liability.
- B. County shall be responsible for regularly scheduled janitorial cleaning services at all library facilities.

5. Dispute Resolution

In the event of a dispute between County and City concerning the performance or direction of the staff that cannot be resolved, the parties to this agreement agree to refer the issue to the County Administrative Officer and City Manager for resolution.

If no mutually acceptable resolution of the dispute can be achieved both parties retain their rights to terminate this agreement as described in Section 13 of this Agreement.

6. Amendment

The provisions of this agreement may not be modified, except by a written instrument signed by both parties.

7. Hold Harmless

- A. To the fullest extent allowed by law, County shall defend, indemnify, and hold harmless City, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the County, its officers, agents, or employees. County responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law.
- B. To the fullest extent allowed by law, City shall defend, indemnify, and hold harmless County, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the City, its officers, agents, or employees. City responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law.

8. Insurance Requirements

7.1 City Insurance

City shall procure and maintain for the duration of the contract insurance against claims as per Exhibit D.

7.2 County Insurance

County shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the County, his agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- a. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- b. Workers' Compensation: as required by the State of California, with Statutory limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- c. Professional Liability (Errors and Omissions): Insurance appropriate to the County's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the County maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the County. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

B. Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions:

- a. Additional Insured Status The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the County including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the County's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
- b. Primary Coverage
For any claims related to this contract, the County's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance

maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the County's insurance and shall not contribute with it.

c. Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity

d. Waiver of Subrogation

County hereby grants to Entity a waiver of any right to subrogation which any insurer of said County may acquire against the Entity by virtue of the payment of any loss under such insurance. County agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

e. Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the County to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.

f. Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

g. Claims Made Policies (note – should be applicable only to professional liability, see below) If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the County must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

h. Verification of Coverage

County shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the County's obligation to provide them.

The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

i. Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

9. Miscellaneous

During the performance of this agreement, no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status be denied any benefits or be subject to unlawful discrimination.

10. Entire Understanding

This MOU comprises the entire written understanding between County and City and there are no other warranties or promises other than those contained in this written document. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. City specifically acknowledges that County relies solely upon the provisions contained in this MOU and no others.

11. Governing Laws

The laws of the State of California shall govern construction of this MOU.

12. Venue

Each party agrees that the proper venue for any action brought in court or by arbitration (if arbitration is agreed to by both parties) will be in Glenn County, California.

13. Term of Agreement

This agreement shall commence July 1, 2022, and continue through June 30, 2027, unless terminated earlier as provided herein.

14. Termination

Both parties shall have the right to terminate this MOU upon thirty (30) days' written notice of such termination.

County shall pay City the reasonable value of services rendered to date pursuant to this MOU in addition to any amount previously billed amount by City, not to exceed the amount documented by City as work completed to date and subject to the limit set forth in "Compensation" above.

County may terminate the MOU immediately upon written notice should funding for this agreement either cease or be materially decreased.

15. Notices

Any notices required under this MOU shall be in writing and shall be deemed to have been fully served if delivered in person to the party for whom it is intended or sent by first class mail to the address of the person for whom it is intended as specified in this MOU:

County of Glenn
Scott H. De Moss
County Administrative Officer
525 W. Sycamore St.
Willows, CA 95988

City of Orland
Pete Carr
City Manager
815 Fourth St
Orland, CA 95963

16. Signatures

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands on the day and year first above written.

County of Glenn
Scott H. De Moss
County Administrative Officer

City of Orland
Peter R. Carr
City Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

William J. Vanasek, County Counsel
Glenn County, California

Gregory P. Einhorn, City Attorney
City of Orland, California

**BAYLISS LIBRARY
PROPOSED BUDGET**

COUNTY LIBRARY 2021/22
10,000

			Proposed Orland administered Budget
ACCT.# DESCRIPTION	FY 2020/2021 BUDGET	FY 2021/2022 BUDGET	
338.4004.121 PART TIME SALARIES staffing 4 hrs/week	4096	4096	Staffing 12 hrs/week 10,608
338.4008.121 SUI?FICA/WORKERS COMP	554	554	1,518
338.4009.121 OFFICE SUPPLIES			600
338.4030.121 SPECIAL DEPARTMENT (collection materials)			1,200
338.4071.121 COMMUNICATIONS	450	450	450
338.4080.121 P.G. & E.	2400	2400	2,400
Circulation software, catalog hosting, digital catalog, etc			380
Administrative expense 10%			1,715
TOTAL	7500	7500	\$18,871

PERSONNEL:

PART-TIME LIBRARY CLERK (Currently 4 Hrs. Per Week- Reduced from 8 Hrs. Per Week as of July 2020)

The Bayliss Library is currently open from 1-5pm on Tuesdays. Registered Library Card Holders=495;
Annual Visits to the Library= 619 (2019 preCovid) Items Circulated Annually= 1,532 (20/21 fiscal year)

There is no funding for collection materials, office supplies, etc

ELK CREEK
LIBRARY PROPOSED
BUDGET

COUNTY LIBRARY 2021/22
14,000

			Proposed Orland administered Budget	
ACCT.# DESCRIPTION		FY 2020/2021 BUDGET	FY 2021/2022 BUDGET	
338.4004.121	PART TIME SALARIES staffing 9 hrs/week	5916	5916	Staffing 12 hrs/wk 10,608
338.4008.121	SUI/FICA/WORKERS COMP	846	846	1,518
338.4009.121	OFFICE SUPPLIES	1,638	1,638	600
338.4030.121	SPECIAL DEPARTMENT (collection materials)			1,200
338.4071.121	COMMUNICATIONS	900	900	900
338.4080.121	RENT	1200	1200	1,200
Circulation software, catalog hosting, digital catalog, etc				380
Administrative expense				1,640
TOTAL		10,500	10,500	18,046

PERSONNEL:

PART-TIME LIBRARY CLERK (Currently 10 Hrs. Per Week)

The Elk Creek Library is currently open from 8am-12pm on Thursdays and 10am-2pm on Saturdays and Fridays from 11am-12. Registered Library Card Holders=407; Annual Visits to the Library= 1,555 (2019 preCovid) Items Circulated Annually= 1,621 (20/21 fiscal year)

HAMILTON CITY LIBRARY
PROPOSED
BUDGET

ACCT.# DESCRIPTION	Proposed Orland administered Budget
338.4004.121 PART TIME SALARIES staffing 12 hrs/week	10,608
338.4008.121 SUI/FICA/WORKERS COMP 338.4009.121	1,518
OFFICE SUPPLIES	800
338.4030.121 SPECIAL DEPARTMENT (collection materials)	2,000
338.4071.121 COMMUNICATIONS	1,860
338.4080.121 INSURANCE (building?)	550
Circulation software, catalog hosting, digital catalog, etc	450
Administrative expense 10%	1,778
TOTAL	\$19,564

PERSONNEL:
PART-TIME LIBRARY CLERK

Exhibit D – Certificate of Insurance to be provided by GSRMA