

**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, October 18, 2022 at 6:30 PM**

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](http://www.zoom.us)

WEBINAR ID# 827 8597 2192

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(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 place of residence 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 October 4, 2022 (p.7)
- C. Receive and file Arts Commission minutes of September 28, 2022 (p.12)
- D. Accept Glenn Educational Center Utility Easement (p.13)
- E. CV2/3 Realignment of Allocations(p.15)

**6. ADMINISTRATIVE BUSINESS**

- A. Changes in Housing Development Legislation (Discussion Only – No Staff Report) – Scott Friend, City Planner (p.32)
- B. City-sponsored Community Gift e-cards -- Update (Discussion/Direction) – Pete Carr, City Manager (p.38)
- C. Verbal Update on Drought Conditions and Water Supply 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 October 14, 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 865-1610 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 OF ORLAND

INCORPORATED 1909

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632

**CITY OFFICIALS**

Jennifer Schmitke  
City Clerk

Leticia Espinosa  
City Treasurer

**CITY MANAGER**

Peter R. Carr

## WARRANT LIST

October 18, 2022

Warrant	10/14/22	\$	131,163.42
Payroll Compensation	10/5/22	\$	120,318.48
Pers 09/08/22 - 9/21/22	10/5/22	\$	23,513.24
Pers 09/22/22 -10/05/22	10/4/22	\$	697.22
		\$	<u>274,995.14</u>

**APPROVED BY**

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

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

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

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

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

REPORT.: Oct 14 22 Friday  
 RUN...: Oct 14 22 Time: 11:32  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 10-22 thru 10-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056002	10/13/22	ALT02	Alternative Energy System	-2147.80 -620.00	5051u 13294u	Ck# 056002 Reversed Ck# 056002 Reversed
			Check Total.....:	-2767.80		
056055	10/13/22	POS00	POSTMASTER	1314.19	10042022H	WATER/SEWER BILLING
056056	10/13/22	TIA00	TIAA COMMERCIAL FINANCE,	748.31	9172890H	MULTI DEPARTMENT/COPIER LEASE
056057	10/14/22	ABD00	ADVANCED DOCUMENT	44.20 224.39 90.69	82885 INV82886 INV82887	PD/COPIER USAGE 9/1/22-9/30/22 CITYHALL/COPIES BD-PLAN-PW/COPIES
			Check Total.....:	359.28		
056058	10/14/22	ABS01	ABSOLUTE HEATING & AIR	1269.00	212064,2	BM/AC REPAIR FOR LIBRARY AND REC CENTER
056059	10/14/22	ALT02	Alternative Energy System	620.00	INV13294	PW/PREVENTATIVE MAINTENANCE ON WELL SOLAR
056060	10/14/22	AND06	EDGAR ANDRADE	100.00	OCT2022	Measure A UNIFORMS
056061	10/14/22	ARA00	ARAMARK UNIFORM SERVICES	940.02	116405801	PW/UNIFORM CLEANING SEPTEMBER 2022
056062	10/14/22	ATT07	A T & T	73.52	SEP-OCT	AC/PHONE LINE AND INTERNET
056063	10/14/22	ATT09	AT&T MOBILITY	846.44	10142022	OPD/CELL SERVICE (14)
056064	10/14/22	BOO00	BOOT BARN INC.	440.00	197686-87	PW/BOOTS
056065	10/14/22	CAR02	CARDMEMBER SERVICE	837.80 504.92	SEP22PW SEP.22LIB	PW/MULTI DEPT MISC SUPPLIES LIB/FIRST 5 GRANT MATERIALS,WEBSITE
			Check Total.....:	1342.72		
056066	10/14/22	CAR12	Peter R. Carr	750.00 102.96	OCT2022 10142022	REIMB 2023 CITY CONFERENCE REGISTRATION CM/MILEAGE REIMB, CONFERENCE 10/20/22
			Check Total.....:	852.96		
056067	10/14/22	CES00	Kyle Cessna	100.00	OCT2022	Measure A UNIFORMS
056068	10/14/22	CHA01	Justin Chaney	500.00	OCT2022	FD/MEASURE A UNIFORM JUNE-OCT 2022
056069	10/14/22	CIT01	City of Corning	3660.30	10022022	FD/MEASURE A - DISPATCH 7/1/22-9/30/22
056070	10/14/22	CIV00	CIVICPLUS LLC	747.40	241893	CLERK/SUPPLEMENTATION SUBSCRIPTION
056071	10/14/22	CLE05	JUDY CLEVER	50.00	OCT2022	AC/CLEANING OF GALLERY
056072	10/14/22	COM02	Comcast	399.95	9222022	FD/INTERNET FOR FIREHOUSE
056073	10/14/22	COR00	CORNING LUMBER CO., INC.	728.39	09252022	PW/WATER & SEWER SUPPLIES
056074	10/14/22	COR05	Corning Ford	9.31 31.03	52234 52678	FD/MEASURE A-PARTS FOR TRUCK #20 PW/FLEET PARTS
			Check Total.....:	40.34		
056075	10/14/22	CRE00	CREATIVE COMPOSITION	842.22 299.17	19461 19982	WATER/SEWER BILLING ENVELOPES MULTI DEPARTMENT CITY LETTERHEAD PAPER
			Check Total.....:	1141.39		
056076	10/14/22	CWE00	California Water Environm	202.00	09292022	PW/CWEA ASSOCIATION MEMBERSHIP
056077	10/14/22	DOB01	CHRIS DOBBS	300.00	OCT2022	COUNCILMEMBER STIPEND
056078	10/14/22	ECO01	ECORP CONSULTING, INC	15422.50 630.56	97810 96602,978	PLAN/PROFESSIONAL SERVICES AUT1-31,2022 PLAN/PROF SERVICE APR. 1-30 AUG. 1-31,2022
			Check Total.....:	16053.06		
056079	10/14/22	ELK00	ELK CREEK FIRE PROTECTION	870.61	9162022	FD/MEASURE A- MATCHING FUNDS FOR USDA PAGER GRANT
056080	10/14/22	ELLO6	STEVE ELLIOTT	34.72	093022	AC/GALLERY FACEBOOK ADVERTISING
056081	10/14/22	FLE04	FLEMING, JOHN	1650.00	9/28-10/1	BD/INSPECTION SERVICES
056082	10/14/22	FLO03	JOSE FLORES	100.00	OCT2022	Measure A UNIFORMS
056083	10/14/22	FUL00	KRISTOPHER FULLMORE	100.00	OCT2022	Measure A UNIFORMS
056084	10/14/22	GAN00	Gandy & Staley Oil Co.	3793.33	770,435,5	PW/DIESEL

REPORT.: Oct 14 22 Friday  
 RUN....: Oct 14 22 Time: 11:32  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 10-22 thru 10-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056085	10/14/22	GLE05	GLENN COUNTY/LAFCO	9805.00	OCT142022	LAFCO ANNUAL FEE
056086	10/14/22	GRA02	GRAINGER, INC.	636.96	51,79,70	PW/SHOP SUPPLIES
056087	10/14/22	GRO00	Ferguson Enterprises Inc	48246.15	1730626	PW/WATER & DWR SUPPLIES
056088	10/14/22	HEI01	VIRGIL HEISE	100.00	9012022	FD/JANITORIAL SEPTEMBER 2022
056089	10/14/22	HOF00	DENNIS G. HOFFMAN	300.00	OCT2022	COUNCILMEMBER STIPEND
056090	10/14/22	HOU05	HOUSING TOOLS	885.00	2463	LIBERTY BELL HOME MONITORING
056091	10/14/22	IRV00	BILLY IRVIN	300.00	OCT2022	COUNCILMEMBER STIPEND
056092	10/14/22	JCN00	J.C. NELSON SUPPLY	98.70	771283	PW/BM-CLEANING SUPPLIES
056093	10/14/22	JOH02	SEAN JOHNSON	100.00	OCT2022	Measure A UNIFORMS
056094	10/14/22	KEL01	KELLER SUPPLY COMPANY	968.60	815	PW/MULIT-CHLOR (WELLS)
056095	10/14/22	LAK00	Lakeshore Learning Materi	527.78	293092922	LIB/FIRST 5 GRANT MATERIALS
056096	10/14/22	LES00	LES SCHWAB	731.88	522771	PW/TRACTOR TIRES
056097	10/14/22	LIF00	Life Assist Inc.	121.02	09/30/22	FD/MEASURE A- MEDICAL SUPPLIES
056098	10/14/22	LOW00	Katherine Lowery	100.00	OCT2022	Measure A UNIFORMS
056099	10/14/22	MAC02	MACQUARIE EQUIPMENT CAPIT	44.18	49574	FD/MEASURE A - PRINTER LEASE
056100	10/14/22	MAR17	MARTINDALE, RYAN	100.00	OCT2022	Measure A UNIFORMS
056101	10/14/22	MIL00	MILLER GLASS, INC.	55.00	3-364107	PD/WINDSHEILD REPAIR
056102	10/14/22	MIL07	MILLS, DARYL	100.00	OCT2022	Measure A UNIFORMS
056103	10/14/22	MJB00	MJB WELDING SUPPLY, INC	12.00	09302022	PW/CYLINDER RENTAL
056104	10/14/22	MME00	Municipal Maintenance Equ	3751.31	029,060,2	PW/SEWER-VACCON PARTS
056105	10/14/22	MTS00	Mt. Shasta Spring Water	21.45	418617	FD/KEURIG RENT
056106	10/14/22	NAP00	NAPA AUTO PARTS	586.51 3792.22	09/25/22 09302022	FD/MEASURE A-PARTS FOR TRUCK#20 & ENGINE#28 MULTI DEPT/FLEET, PW/SHOP SUPPLIES
			Check Total.....:	4378.73		
056107	10/14/22	NOR29	NORTH VALLEY INDUSTRIES I	146.54	3473	REC/1 UNIT ADULT SOCCER
056108	10/14/22	NOR35	Northern Tool & Equipment	80.78	50834315	PW/CONCRETE CARTS SUPPLIES
056109	10/14/22	NOR39	NOR CAL SOLAR CLEAN,	2147.80	5051	SOLAR PANEL CLEANING
056110	10/14/22	NUS00	NUSO, LLC	104.45	130688148	FD/MEASURE A PHONE LINES
056111	10/14/22	ORE00	O'REILLY AUTO	770.60	09302022	PD&PW/FLEET SUPPLIES
056112	10/14/22	ORH00	ORLAND HARDWARE	3693.48 1446.20	09272022 SEP27,22	MULTI DEPT/MISC SUPPLIES FD/MEASURE A-BUILDING & EQUIPMENT,OFFICE SUPPLIES
			Check Total.....:	5139.68		
056113	10/14/22	ORL12	Orland-Laurel Masonic Hal	400.00	OCT2022	AC/RENT NOVEMBER 2022
056114	10/14/22	ORL15	Orland Saw & Mower	5180.70	09302022	PW/PARKS & SHOP SUPPLIES
056115	10/14/22	OSCO0	OSCAR REDES	754.25	714814	AC/ART CENTER METAL SIGN
056116	10/14/22	PIN01	EDGAR PINEDO	100.00	OCT2022	Measure A UNIFORMS
056117	10/14/22	PUN01	GUILLERMO PUNZO	214.48	OCT11,22	PW/BOOT REIMBURSMENT
056118	10/14/22	QUI02	QUILL CORP.	399.36	27906704	PD/MISC. OFFICE SUPPLIES
056119	10/14/22	ROD00	ANTHONY RODRIGUES	425.00	09302022	PW/WATER TREATMENT TRAINING
056120	10/14/22	ROE02	Thomas Roenspie	100.00	OCT2022	Measure A UNIFORMS
056121	10/14/22	ROU00	BRUCE T. ROUNDY	300.00	OCT2022	COUNCILMEMBER STIPEND
056122	10/14/22	SCH18	JENNIFER SCHMITKE	21.75 22.13	09272022 10112022	CLERK/MILEAGE REIMBURSEMENT RECORDERS OFFICE CLERK/MILEAGE REIMBURSEMENT
			Check Total.....:	43.88		
056123	10/14/22	STO04	Jeffrey G. Dunn	225.00	09302022	PEST CONTROL SERVICES SEPTEMBER 2022

REPORT.: Oct 14 22 Friday  
 RUN...: Oct 14 22 Time: 11:32  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report  
 Check Listing for 10-22 thru 10-22 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056124	10/14/22	STO10	JOSEPH L STOKES	2200.00	09272022	PW/DWR-REIMBURSMENT WATER SERVICE INSTALLED
056125	10/14/22	SUT02	SUTTON, BRANDON	100.00	OCT2022	MEASURE A UNIFORMS
056126	10/14/22	T&S01	T AND S DVBE, INC.	806.70	22-2761	PW/STREETS & SAFETY SUPPLIES
056127	10/14/22	THO05	THOMAS HYDRAULIC AND	79.94	10032022	PW/SHOP SUPPLIES
056128	10/14/22	TOL04	JEFFREY TOLLEY	300.00	OCT2022	COUNCILMEMBER STIPEND
056129	10/14/22	TUR01	Rae Turnbull	45.00	OCT2022	AC/WEBSITE NEWSLETTER
056130	10/14/22	USA04	USA Blue Book	1529.66	224,882	PW/WATER SUPPLIES
056131	10/14/22	VAL02	VALLEY ROCK PRODUCTS	1442.27	161	PW/BASE ROCK AND SAND
056132	10/14/22	VLA00	RAYMOND J. VLACH	100.00	OCT2022	Measure A UNIFORMS
056133	10/14/22	\D002	CLAYTON DOERFLER	33.44	000C21001	MQ CUSTOMER REFUND FOR DOE0003
Cash Account Total.....:				131163.42		
Total Disbursements.....:				131163.42		
Cash Account Total.....:				.00		

REPORT.: Oct 14 22 Friday  
 RUN...: Oct 14 22 Time: 11:32  
 Run By.: Leticia Espinosa

CITY OF ORLAND  
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
 Check Listing for 10-22 thru 10-22 Bank Account.: 1001

PAGE: 004  
 ID #: PY-DP  
 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
19047	10/05/22	EDD01	STATE OF CALIFORNIA	3823.45	C21005	STATE INCOME TAX
19048	10/05/22	ESD00	STATE OF CALIFORNIA	1314.80	C21005	SDI
19049	10/05/22	OPO00	OPOA TREASURER	585.00	C21005	OPOA DUES
19050	10/05/22	STA00	STATE DISURSEMENT UNIT	83.07	C21005	GARNISHMENTS
19051	10/05/22	TEH00	UMPQUA BANK	11238.14	C21005	FEDERAL INCOME TAX
				14796.66	1C21005	FICA
				3460.48	2C21005	MEDICARE
			Check Total.....:	29495.28		
19052	10/05/22	UPE00	UPEC, LOCAL 792	470.19	C21005	UPEC, LOCAL 792*
			Cash Account Total.....:	35771.79		
			Total Disbursements.....:	35771.79		

REPORT.: 10/05/22  
 RUN...: 10/05/22 Time: 16:58  
 Run By.: Deysy Guerrero

CITY OF ORLAND  
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14454	10/06/22	10/05/22	ESQ01	ESQUIVEL, ITZEL	10-22	04-23	180.00
14455	10/06/22	10/05/22	MAR03	MARTINS, PAULINA	10-22	04-23	285.00
14456	10/06/22	10/06/22	ROE00	ROENSPIE, THOMAS LUKE	10-22	04-23	1394.33
14457	10/06/22	10/05/22	STO00	STORY, ZACHARY	10-22	04-23	97.50
14458	10/06/22	10/05/22	WAT04	WATHEN, MIDASIA	10-22	04-23	97.50
Z05592	10/06/22	10/05/22	ALV01	ALVA, MICAELA	10-22	04-23	2027.61
Z05593	10/06/22	10/05/22	AND00	ANDRADE, EDGAR	10-22	04-23	3665.92
Z05594	10/06/22	10/05/22	BIA00	BIANCHINI, ANN	10-22	04-23	59.50
Z05595	10/06/22	10/05/22	BOW00	BOWERS, LINDA	10-22	04-23	204.00
Z05596	10/06/22	10/05/22	CAR03	CARR, PETER R	10-22	04-23	6153.85
Z05597	10/06/22	10/05/22	CES00	CESSNA, KYLE A	10-22	04-23	4181.50
Z05598	10/06/22	10/05/22	CHA01	CHANEY, JUSTIN	10-22	04-23	4633.08
Z05599	10/06/22	10/05/22	COX00	COX, PAYTON	10-22	04-23	82.50
Z05600	10/06/22	10/05/22	CRA00	CRANDALL, JEREMY	10-22	04-23	2444.41
Z05601	10/06/22	10/05/22	ESP00	ESPINOSA, LETICIA	10-22	04-23	2066.36
Z05602	10/06/22	10/05/22	FEN03	FENSKE, JOSEPH H	10-22	04-23	2988.19
Z05603	10/06/22	10/05/22	FLO00	FLORES, JOSE D	10-22	04-23	3193.62
Z05604	10/06/22	10/05/22	FULO0	FULLMORE, KRISTOPHER	10-22	04-23	3329.45
Z05605	10/06/22	10/05/22	GAM00	GAMBOA, YADIRA	10-22	04-23	302.10
Z05606	10/06/22	10/05/22	GUE01	GUERRERO, DEYSY D	10-22	04-23	2596.16
Z05607	10/06/22	10/05/22	GUE02	GUERRERO, JORGE	10-22	04-23	2234.12
Z05608	10/06/22	10/05/22	HAR00	ZOLLERHARRIS, TRAVIS	10-22	04-23	2019.63
Z05609	10/06/22	10/05/22	HEN00	HENDERSON, OLIVIA	10-22	04-23	161.50
Z05610	10/06/22	10/05/22	JOH01	JOHNSON, SEAN KARL	10-22	04-23	3962.31
Z05611	10/06/22	10/05/22	KOC01	KOCHEMS, EMMA	10-22	04-23	61.20
Z05612	10/06/22	10/05/22	LOP00	LOPEZ, EVELYN SOTO	10-22	04-23	69.75
Z05613	10/06/22	10/05/22	LOW00	LOWERY, KATHERINE	10-22	04-23	3290.45
Z05614	10/06/22	10/05/22	MAR02	MARTINDALE, RYAN EUGENE	10-22	04-23	3408.70
Z05615	10/06/22	10/05/22	MEJ00	APARICIO, LILIA MEJIA	10-22	04-23	2664.90
Z05616	10/06/22	10/05/22	MEZ00	MEZA, JODY L	10-22	04-23	3859.13
Z05617	10/06/22	10/05/22	MIL00	MILLS, DARYL A	10-22	04-23	3239.52
Z05618	10/06/22	10/05/22	MON03	MONDRAGON, MEAGAN N	10-22	04-23	52.73
Z05619	10/06/22	10/05/22	MOR03	MORECI, RORY	10-22	04-23	180.00
Z05620	10/06/22	10/05/22	MYE00	MYERS, KEVIN	10-22	04-23	658.54
Z05621	10/06/22	10/05/22	OLI00	OLIVER, LINDA	10-22	04-23	340.00
Z05622	10/06/22	10/05/22	OVA00	OVARD, CONNOR	10-22	04-23	114.75
Z05623	10/06/22	10/05/22	PAI01	PAILLON, MICHAEL	10-22	04-23	2647.66
Z05624	10/06/22	10/05/22	PAN00	PANIAGUA, BLANCA A	10-22	04-23	698.82
Z05625	10/06/22	10/05/22	PEN01	PENDERGRASS, REBECCA A	10-22	04-23	3090.00
Z05626	10/06/22	10/05/22	PER00	PEREZ, MARGARITA T	10-22	04-23	2006.14
Z05627	10/06/22	10/05/22	PIN00	PINEDO, EDGAR ESTEBAN	10-22	04-23	2799.96
Z05628	10/06/22	10/05/22	POR00	PORRAS, ESTEL	10-22	04-23	1914.97
Z05629	10/06/22	10/05/22	PUN00	PUNZO, GUILLERMO	10-22	04-23	2592.56
Z05630	10/06/22	10/05/22	PUR01	PURCHASE, HEATHER	10-22	04-23	1555.75
Z05631	10/06/22	10/05/22	RIC01	RICE, GERALD W	10-22	04-23	2421.07
Z05632	10/06/22	10/05/22	ROD00	RODRIGUES, ANTHONY	10-22	04-23	2791.05
Z05633	10/06/22	10/05/22	ROE00	ROENSPIE, THOMAS LUKE	10-22	04-23	4430.59
Z05634	10/06/22	10/05/22	ROM00	ROMERO, ARNULFO	10-22	04-23	3316.52
Z05635	10/06/22	10/05/22	SAN02	SANDOVAL, LUCILA	10-22	04-23	1901.97
Z05636	10/06/22	10/05/22	SCH03	SCHMITKE, JENNIFER	10-22	04-23	2400.72
Z05637	10/06/22	10/05/22	SHA02	SHANNON, KYLE ANTHONY	10-22	04-23	510.00
Z05638	10/06/22	10/05/22	STE01	STEWART, ROY E	10-22	04-23	2944.75
Z05639	10/06/22	10/05/22	SUA02	SUAREZ, BRYAN E	10-22	04-23	2588.39
Z05640	10/06/22	10/05/22	SUT00	SUTTON, BRANDON KIJANA	10-22	04-23	1675.84
Z05641	10/06/22	10/05/22	SWI00	SWINHART, ROBERT	10-22	04-23	1970.36
Z05642	10/06/22	10/05/22	VAL00	VALENZUELA, BRENDA	10-22	04-23	316.54
Z05643	10/06/22	10/05/22	VLA00	VLACH, RAYMOND JOSEPH	10-22	04-23	5061.08
Z05644	10/06/22	10/05/22	VON00	VONASEK, EDWARD J	10-22	04-23	4383.93

120318.48



**MINUTES OF THE ORLAND CITY COUNCIL**  
**REGULAR MEETING HELD OCTOBER 4, 2022**

**CALL TO ORDER**

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

Meeting opened with Pledge of Allegiance led by Vice Mayor Jeffrey Tolley.

**ROLL CALL**

Councilmembers present:	Councilmembers Bruce Roundy, Chris Dobbs, Billy Irvin, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman
Councilmembers absent:	None
Staff present:	City Manager Pete Carr; Assistant City Manager/Director of Administrative Services Rebecca Pendergrass; City Clerk Jennifer Schmitke; Police Chief Vlach
Staff via Zoom:	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 September 20, 2022
- C. AB361 Compliance
- D. Adopt Resolution 2022-25: Approving and Adoption the Annual Appropriations Limit for Fiscal Year 2022-2023
- E. Quarterly Report – City Projects

Action: Councilmember Chris Dobbs moved, Councilmember Bruce Roundy seconded, to approve items A-E on the consent calendar. The motion carried by a voice vote 5-0.

**ADMINISTRATIVE BUSINESS**

**A. REQUEST FOR FEE WAIVER: SPAY/NEUTER CLINIC**

Mr. Carr shared that Valerie Johnson, a Glenn County resident with Hidden Treasures Sanctuary & Rescue, a 501(c) 3 tax exempt non-profit organization, sent a letter into the City requesting a waiver of the Conditional Use Permit (CUP) fee which is a necessary permit to conduct the requested activity at the stated location – 33 E. Walker Street. Mr. Carr stated that the CUP permit application fee is \$2,819 and that the CUP application will be heard at the Planning Commission meeting on October 20, 2022.

Mr. Carr asked the Council to determine whether to grant a waiver of the CUP fee and provided options for the Council to choose from:

- A. Approval of the waiver as requested; or
- B. Approval of the waiver in part (specifying the % or \$ amount); or
- C. Deny the waiver request.

Mr. Carr made a note to Council that historically the City does not do permit fee waivers.

Valerie Johnson, Glenn County resident with Hidden Treasures Sanctuary & Rescue, spoke about her organization and explained about the programs they will offer the community. Ms. Johnson explained to Council she wants to help clean up the community by helping with the overwhelming cat issue by spaying/neutering stray cats and finding them forever homes. Ms. Johnson stated she requested the fee waiver for the community after they came together to raise money for the organization through fundraisers and local donations.

Council asked questions about the organization and discussed with the City Attorney Greg Einhorn options on waiving fees.

Action: Councilmember Roundy moved, seconded by Vice Mayor Tolley to approve the waiver as requested in the interest of health and safety within the community. The motion carried by a roll call vote 5-0.

AYES:	Councilmembers Bruce Roundy, Chris Dobbs, Billy Irvin, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman
NOES:	None
ABSTAIN:	None

**B. REQUEST FOR FEE REDUCTION: HABITAT FOR HUMANITY**

Mr. Carr shared that the development impact fees (DIF) for the 33-unit Habitat for Humanity permanent supportive multi-family housing facility under construction at 827 Newville Road total \$380,308. Mr. Carr stated that Habitat Yuba/Sutter is requesting City Council’s consideration of it request to reduce DIF due to budget constraints by \$111,888 which would be a 29% reduction.

Mr. Carr gave Council options for fee reductions which included:

- A. Approval of a reduction in DIF of the Arts Fee and portions of the Parks Improvement Fee and Community & Recreation Facilities Fee (total \$111,888); or
- B. Approval of a reduction in some other amount (specify % or \$ amount); or
- C. Deny fee reduction request.

Councilmember Irvin stated his frustrations on the City having to reduce fees after asking multiple times if the project would cost the City and being told that Habitat for Humanity would take care of all the financials. John Nicoletti Habitat for Humanity representative shared that the budget constraints came from unforeseen cost including the demolition of the old building being higher than expected. Mr. Nicoletti shared that if the waiver is denied the project will continue, it will just detract from other parts of the budget.

Councilmembers stated concerns, asked questions, and discussed the options for the fee reduction.

Action: Councilmember Roundy moved, seconded by Vice Mayor Tolley to approve the fee reduction by 29% across the board from Development Impact Fees (DIF) categories (total \$111,888). The motion carried by a roll call vote 4-1.

AYES: Councilmembers Bruce Roundy, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman  
NOES: Councilmember Billy Irvin  
ABSTAIN: None

### C. ARPA AND CV2/3 REALIGNMENT OF ALLOCATION

Mr. Carr shared that the City has recently received the State Library grant which was applied for earlier in the year; the grant was awarded at \$267,000 with a required minimum match of \$134,000 from the City. Mr. Carr reminded Council that the City set aside \$80,000 in the ARPA budget in June 2022 for a match to possible future State Library grant.

Mr. Carr updated Council on surplus CV2/3 funds (\$68,000) that were previously approved by Council at the August 16, 2022 meeting to be repurposed to the community e-gift card program; since that meeting the City has learned that due to restrictions the funds can only be reprogrammed to facility improvements. Mr. Carr shared that a resolution could be provided as early as the October 18, 2022 meeting if approved in concept at today's meeting.

Mr. Carr stated the funds previously set aside for facility improvements, combined with the surplus \$68,000, will be more than sufficient grant match for the State Library grant. Mr. Carr explained that \$80,000 from American Rescue Plan Act (ARPA) will now be able to cover the approved community e-gift card program.

Mr. Carr went over the Use of ARPA Funds worksheet with Council and explained several suggested adjustments.

Action: Councilmember Irvin moved, seconded by Councilmember Dobbs to approve the adjustments to ARPA and CV2/3 allocation plans as presented including streetscapes and parking lot allocations. The motion carried by a roll call vote 5-0.

AYES: Councilmembers Bruce Roundy, Billy Irvin, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman  
NOES: None  
ABSTAIN: None

### D. DEVELOPMENT REIMBURSEMENT AGREEMENT FOR OFF-RAMP AND NEWVILLE ROAD

Mr. Carr reminded Council on the requirements Caltrans is asking, which is to widen the southbound Interstate 5 off-ramp at exit 619 to provide for a dedicated right-turn lane.

Mr. Carr shared that two Councilmembers volunteered for an ad hoc committee to help develop a proposed development reimbursement agreement. The Committee agreed it is in City's best interests to add an additional right turn-only lane. Mr. Carr

explained the development reimbursement agreement with Maverik, Inc. and requiring fair share contributions by future development.

Mr. Carr reminded Council there would be no fiscal impact to the General Plan but will come from existing Development Impact Fee (DIF) funds and potentially from ARPA funds.

Action: Councilmember Dobbs moved, seconded by Vice Mayor Tolley to approve the proposed reimbursement agreement with Maverik Inc. and authorize City Manager to execute on behalf of the City of Orland and utilize \$100,000 of ARPA funds to assist in the funding. The motion carried by a roll call vote 5-0.

AYES: Councilmembers Bruce Roundy, Billy Irvin, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman  
NOES: None  
ABSTAIN: None

#### **E. VERBAL UPDATE ON DROUGHT CONDITIONS AND WATER SUPPLY PROJECT**

City Manager Pete Carr provided an update on reported dry wells, stating there has only been 1 additional well reported since the last City Council meeting. Currently the total of dry or at-risk wells being reported this year is 116. The total number of wells affected for this drought is now listed at 413.

Mr. Carr shared with Council that connections within City Limits are in progress, Public Works Department is working along Hwy 32 preparing to add to the main line. Mr. Carr stated that City and Department of Water Resources (DWR) Engineers are currently on track and almost 100% complete on well/water tank design and about halfway complete with main line mapping of County properties.

Mr. Carr stated that the City's municipal wells remain stable. Water Consumption for the month of September was 55,733,340 gallons, that is 14% less than September 2020. Mr. Carr stated that City residents have made remarkable water consumption reductions this past month.

Councilmember Dobbs asked if the City could provide a current chart of water levels at the next meeting.

Mr. Carr shared that Glenn County Task Force will meet October 13, 2022.

#### **CITY COUNCIL COMMUNICATIONS AND REPORTS**

Councilmember Roundy:

- Will be attending the LAFCO meeting October 10, 2022.
- Will be attending the Water Authority meeting October 10, 2022

Councilmember Dobbs:

- Attended the Chili Cook-off at Fairview School Western Night September 29, 2022.
- There will be a Fire Dept meeting October 10, 2022.
- Will be attending the next Library Commission meeting.

Councilmember Irvin:

- Nothing to report.

Vice Mayor Tolley:

- Nothing to report.

Mayor Hoffman:

- The Art Gallery will be open October 7, 2022.
- The Honeybee Discovery Center has a fundraiser event this Friday October 7, 2022.

**MEETING ADJOURNED AT 8:14 P.M.**

Jennifer Schmitke, City Clerk

Dennis G. Hoffman, Mayor

**CITY OF ORLAND ARTS COMMISSION  
MINUTES**

September 28, 2022

The Wednesday, September 28, 2022 (September 21, 2022 meeting was postponed due to street flooding in downtown Orland) was called to order at 7:08 PM by Chairman Rae Turnbull at the Orland Art Center. Commissioners present were: Jill & Steve Elliott, Mary Rose Kennedy, Mason Greeley, Paddy Turnbull, and Jim Scribner. Absent: Council Liaison Bruce Roundy. The minutes of the July 20, 2022 meeting were approved as emailed with no corrections or additions (motion made by Paddy Turnbull, seconded by Jim Scribner - motion carried). The Financial Report covering August 1 ~ 31, 2022 provided by Letty Espinosa was reviewed and filed for audit.

**COMMISSIONER REPORTS AND UPDATES**

1. Commissioner Rae Turnbull reported on the August/September exhibit sales and attendance numbers and the September 2<sup>nd</sup> Special Event success and attendance numbers.
2. Commissioner Rae Turnbull reported that she submitted our ad information for the next issue of Enjoy Magazine.
3. Commissioner Rae Turnbull reported that she will be interviewed about the Art Gallery by a local realtor and that the print interview will appear on the realtor's website.
4. Commissioner Rae Turnbull reported that Keith Rawlings finished the baseboard installation and wall painting in the Auxiliary Gallery area and carpet will be installed in time for the Artists Reception Oct. 7<sup>th</sup>.
5. Commissioner Jill Elliott reported on the current number Patron of the Arts members and that she will be sending out renewal forms for the 2023 season soon.
6. Commissioner Jim Scribner reported that the A/C repairs for the gallery have been completed and that the Masons are moving forward with roof repair for the building.

**ITEMS FOR DISCUSSION AND ACTION:**

1. A motion was made by Mason Greeley (second by Jim Scribner, motion carried) to purchase a limited addition print by George Turnbull for addition to the Gallery's permanent collection which is now housed in the completed auxiliary gallery.
2. A motion was made by Paddy Turnbull (seconded by Mason Greeley, motion carried) to authorize Steve Elliott to purchase (2) "Art Reception" and (2) "Open" flags for the entrance of the Gallery.
3. Discussion was had and agreed upon to keep the front doors open and a commissioner posted outside when weather permits to be more welcoming during art receptions and special events.

There being no further business, the meeting adjourned at 8:00 p.m.

***Next scheduled meeting: Wednesday, October 19, 2022 at 7:00 p.m.***

Respectfully submitted by Jill Elliott and Rae Turnbull

## CITY OF ORLAND

### CITY COUNCIL AGENDA ITEM #: 5.D.

**MEETING DATE: October 18, 2022**

**To:** Honorable Mayor and Council  
**From:** Paul W. Rabo, City Engineer  
**Subject:** **Glenn Educational Center Utility Easement** (Action by Consent)

---

**Background:**

Butte College has constructed a satellite campus west of Cortina Drive. The campus is served by City utilities including water and sewer. The project developer installed water and sewer mains from Cortina Drive to the project per the City's improvement standards. Currently the improvements are installed on private property and the City does not have the ability to operate and maintain the improvements. The developer has agreed to provide an easement to the City for utilities and appurtenances over, under, and across a portion of the parcel as shown on the attached plat.

**Requested Action:**

Adopt Resolution 2022-27 "A Resolution of the City Council of the City of Orland Accepting an Easement Grant Deed from Vista La Mesa LLC for Utility Purposes".

**Fiscal Impact:**

None.

**RESOLUTION NO. 2022 - 27**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ORLAND ACCEPTING AN EASEMENT GRANT  
DEED FROM VISTA LA MESA LLC FOR UTILITY PURPOSES**

BE IT RESOLVED that the Easement Grant Deed conveyed by Vista La Mesa, dated April 21, 2022, to the City of Orland is hereby accepted by order of the Orland City Council on the 18th day of October, 2022, and the grantee consents to recordation thereof by its duly authorized officer.

PASSED AND ADOPTED at a regular meeting of the City Council, City of Orland, on The 18<sup>th</sup> day of October, 2022, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Dennis G. Hoffman, Mayor

ATTEST:

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

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 meeting of said City Council, at Orland, California, on the 18<sup>th</sup> day of October, 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 #: 5.E.

**MEETING DATE: October 18, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** City Manager Pete Carr  
**SUBJECT:** CV2/3 Realignment of Allocations (Action)

---

The County of Glenn, in conjunction with the Cities of Orland and Willows, is seeking to amend the current standard agreement for the Community Development Block Grant Coronavirus Response Rounds 2 and 3 (CDBG-CV2/3), administered by the California Department of Housing and Community Development (HCD), in order to repurpose funding from local microenterprise assistance to public facility improvements.

### **BACKGROUND**

On May 4, 2021, the Glenn County Board of Supervisors authorized the Planning and Community Development Services Agency (PCDSA) to prepare a regional grant application, together with the Cities of Orland and Willows. The purpose of the grant and the intended objective was to assist local businesses struggling with the effects of the COVID-19 pandemic. Businesses must have five or fewer employees, national chains and franchises are ineligible. Despite extensive community outreach and advertising throughout each jurisdiction, the number of applications received, and amount of program interest has failed to meet expectations. With close to a year left to expend the funds, staff is concerned there will be a significant balance leftover to forfeit to the State.

In 2021, the County of Glenn administered CV1, the first Coronavirus Response Round, with the City of Orland. The CV1 program and eligibility requirements were almost identical to the current program. The CV1 program faced similar difficulties, despite the pandemic and its repercussions being more recent at the time. A balance of funds left unexpended remained and were ultimately returned to the State. The City of Willows did not participate in CV1; hence Willows' allocated portion is much higher than the County's and City of Orland's for CV2/3.

PCDSA staff recognized the ability to amend the program objective to reallocate this funding and consulted each jurisdiction on a path forward. Each agency identified necessary projects that would qualify with the program and be consistent with the objective addressing COVID-19 issues and enhancing public safety. The deadline to amend the program and have all necessary documents submitted is October 31, 2022.

### **DISCUSSION**

With an original award amount of \$553,309, the current CV2/3 program has assisted 22 businesses, amounting to a total of \$145,500 in grant awards. Grant administrative costs have totaled roughly \$13,350 since program implementation, leaving a remaining award of approximately \$394,459 (though five or fewer business assistance applications currently remain under review).

If the program amendment is approved, each jurisdiction has identified the following projects to allocate the funding toward:

	Allocation	Approx. Balance	Project List
Glenn County	\$80,000	\$37,000	Improvements to the Jane Hahn Building in Willows, housing staff responsible for pandemic response and related activities. Lobby, restroom, and reception renovation.
City of Orland	\$120,000	\$68,000	Orland Free Library Improvements: - Automated doors (touchless entry) - Replacement of HVAC system - Miscellaneous facility repairs
City of Willows	\$353,309	\$289,309	City Hall/Civic Center Improvements: - Automated doors at all Public Entrances - Infrastructure upgrade in Council Chambers to include visual/audio capability of public meetings - Plexiglass installation for worker cubicles in close proximity - Protective barrier at administrative/permitting counter

Attachments (4):

1. CA HCD Revision/Amendment Request Form
2. Resolution
3. Memorandum of Understanding
4. Legal Notice

**RECOMMENDATION**

1. Adopt "A RESOLUTION APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT FOR THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CORONAVIRUS RESPONSE ROUND 2 and 3 (CDBG-CV2 and CV3) NOFA DATED DECEMBER 18, 2020"; and,
2. Approve the updated Memorandum of Understanding between the County of Glenn and the City of Orland.

**Fiscal Impact of Recommendation:**

No fiscal impacts are anticipated that would adversely affect the adopted budget. Grant funds will cover the proposed County project and City will be compensated via the grant funding for staff time spent administering the grant.




---

 CA HCD Revision / Amendment Request Form
 

---

## CA HCD Revision / Amendment Request Form

Please complete the form below to request revisions or amendments to your CDBG-CV Standard Agreement under California Department of Housing and Community Development guidelines. A separate form must be completed for each agreement/award.

### Part 1: Requested Revision / Amendment for:

Award Number: 20-CDBG-CV2-3-00276

Contractor/Grantee: County of Glenn

Grant Administrator (CDBG-CV) OR  
CDBG Representative (Annual CDBG): Brenda Hicks

Person Completing Form: Ashlee Veneman

Complete the Part 2: Contract Revisions and/or Part 3: Amendments sections below. Remember, revisions do not require a new Standard Agreement, while amendments do.

### Part 2: Contract Revisions

Choose revision types (Scope of Work, Timeline or Milestone, Beneficiaries or Other) and complete entries for those revisions. **Revisions MAY NOT be implemented prior to execution unless CA HCD has provided written notice to proceed.**

- Scope of Work Revision** (Choose Itemize the Scope of Work and/or Change the Scope of Work)
- Itemize the Scope of Work

Original Scope of Work:	Proposed Itemized Scope of Work:



- Change the Scope of Work in a manner that does not change the overall budget, National Objective, or change activity type and does not reduce the number of estimated beneficiaries. **If your request impacts these areas, STOP. You must request an Amendment.**

Original Scope of Work:	Proposed Scope of Work:
-------------------------	-------------------------

- Timeline or Milestone Revision**

Proposed revisions may only affect intermediate milestones; **they MAY NOT affect start and end dates.** An Amendment is required to change start or end date.

Original Milestones:	Proposed Milestones:
----------------------	----------------------

- Beneficiaries Revision**

To qualify as a revision, proposed adjustments must increase the estimated number of beneficiaries **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget.**

Original Estimated Number of Beneficiaries: \_\_\_\_\_ Increased Number of Beneficiaries: \_\_\_\_\_



**Other** (Please Explain)

Original Item:	Proposed Change:
----------------	------------------

**Part 3: Contract Amendment**

Include in this section adjustments that change the scope in a manner that requires a change to the awarded activity budget, including adding funds from other State CDBG funded activities, other CDBG-CV allocations, adding Program Income, and reducing funds from either State CDBG awarded funds or Program Income.

Contract Amendments must be fully executed by **BOTH** the Grantee and the CA HCD prior to implementation. **Adjustments MAY NOT be implemented prior to execution unless CA HCD has provided written notice authorizing the Grantee to proceed.**

Choose amendment type(s) (Scope of Work, Budget and Scope of Work, Beneficiaries, or Other) and complete entries for these amendments.

**Scope of Work Amendment** (Choose **EITHER** Add Scope or Reduce Scope)

Add Scope beyond what was included in the original application

Original Scope of Work:	Proposed Scope of Work:
-------------------------	-------------------------



- Reduce Scope such that the activity is materially different from that in the original application.

<p><b>Original Scope of Work:</b> Distribute funds to local, micro-enterprises adversely affected by the COVID-19 pandemic, with the aim of assisting businesses to stay open and retain employees.</p>	<p><b>Proposed Scope of Work:</b> Enhance public facilities to accommodate evolving public safety needs to prevent the spread of COVID-19, with an aim for contactless transactions.</p>
---	--

- Budget and Scope of Work Amendment** (Choose Change of Scope requiring adding funds, Change of Scope requiring reducing funds, and/or Budget Change.)

- Change to the Scope of Work that requires a change to awarded activity budget including **ADDING FUNDS** from other State CDBG funded activities or other CDBG-CV allocations or adding Program Income. **Complete both the scope and budget information below.**

<p>Original Scope of Work:</p>	<p>Proposed Scope of Work:</p>
--------------------------------	--------------------------------

Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



- Change to the Scope of Work that requires a change to awarded activity budget including **REDUCING FUNDS** from either State CDBG awarded funds or Program Income. **Complete both the scope and budget information below.**

Original Scope of Work:	Proposed Scope of Work:
-------------------------	-------------------------

Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds

- Budget change to awarded activity budget including adding funds from other CDBG-CV, CDBG annual funds, or Program Income allocation. If the budget line items (such as activity or activity delivery) are moved **WITHOUT increasing or decreasing the overall budget, complete the Revision section instead.**

Budget Changes			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



**Beneficiaries Amendment**

Proposed adjustments should reduce the estimated beneficiary counts. If the number of beneficiaries is being increased **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget, complete the Revision section instead.**

Original Estimated Number of Beneficiaries: 38 Reduced Number of Beneficiaries: \_\_\_\_\_

**Other (Please Explain)**

Original Item: National Objective: LMJ - low/med job creation and retention Activity Code: 18A - ED Assistance for Profits	Proposed Change: National Objective: 211 - Public Facilities and Improvements Activity Code: 17C - Commercial/Industrial Building Acquisition, construction and rehabilitation.
--	---

**Amendment Justifications and Assurances**

Please include the following information for the proposed amendment.

1. Identify the reasons for the proposed amendment(s). Unable to expend funds; struggling to find eligible applicants.
2. List steps being taken to avoid any future amendment(s) request(s) for the same reason(s). County and Cities have identified several eligible projects that are expected to assist in successfully expending the remaining agreement balance.





#### Part 4: Grantee Approval and Acknowledgment

I approve the revision or amendment requested above. I acknowledge that if revisions are approved, they will be automatically incorporated into our current Standard Agreement. All other provisions of the agreement shall remain unchanged. I also acknowledge that if an amendment is approved, it must be fully executed by both the Grantee and the Department prior to implementation.

Name of Designated Official:

**Scott H. De Moss**

---

Signature of Designated Official:

---

Title of Designated Official:

**County Administrative Officer**

---

Date:

---



**City of Orland  
Resolution 2022-26**

**A RESOLUTION APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT FOR  
THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CORONAVIRUS  
RESPONSE ROUND 2 and 3 (CDBG-CV2 and CV3) NOFA DATED DECEMBER 18, 2020**

BE IT RESOLVED by the City Council of the City of the Orland as follows:

**SECTION 1:**

The City Council has reviewed and hereby approves the submission to the State of California ("State") of one or more amendments to its existing CDBG-CV2 and CV3 Standard Agreement with the State numbered 20-CDBG-CV2-3-00276 (the "Standard Agreement") pursuant to the State's December 2020 CDBG-CV2 and CV3 Notice of Funding Availability (NOFA). The reviewed and approved amendment(s) are presented in Section 2 of this Resolution.

**SECTION 2:**

The following amendments to the Standard Agreement have been reviewed and approved by the City Council with acknowledgement that all provisions of the Standard Agreement other than those shown in the tables below shall remain unmodified.

<b>Existing Section Reference (if Applicable):</b>
<b>Original Provision:</b> Distribute funds to local, microenterprises adversely affected by the COVID-19 pandemic, with the aim of assisting businesses to stay open and retain employees.
<b>Amended Provision:</b> Enhance public facilities to accommodate evolving public safety needs to present the spread of COVID-19 with an aim for contactless transactions.

**SECTION 3:**

The City acknowledges compliance with all state and federal public participation requirements with respect to the proposed amendments to the Standard Agreement described in Section 2 above.

**SECTION 4:**

The City hereby authorizes and directs the Glenn County Administrative Officer or designee, to execute and deliver all applications and/or amendments and act on the City's behalf in all matters pertaining to all such applications and/or amendments.

**SECTION 5:**

If an amendment to the Standard Agreement is approved as contemplated above, the County Administrative Officer or designee, is authorized to enter into, execute, and deliver an amendment to the Standard Agreement and any and all other documentation which may be required by the State from time to time for the purposes of this grant.

**SECTION 6:**

If an amendment to the Standard Agreement is approved, the County Administrative Officer or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Orland held \_\_\_\_\_, 2022 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

---

DENNIS G. HOFFMAN, MAYOR  
 City of Orland, State of California

---

JENNIFER SCHMITKE, CITY CLERK  
 City of Orland, State of California

**STATE OF CALIFORNIA**

I, \_\_\_\_\_, Deputy Clerk of the City of Orland, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

---

JENNIFER SCHMITKE  
 CITY CLERK  
 City of Orland, State of California

**Memorandum of Understanding  
City of Orland & County of Glenn for Community Development Block Grant  
Coronavirus Response Round 2 and 3 (CDBG CV2 & CV3)  
Grant Administration**

This Memorandum of Understanding ("MOU") is entered on \_\_\_\_\_ (the "Effective Date") by and between the **CITY OF ORLAND** (the "CITY") and the **COUNTY OF GLENN** (the "COUNTY"). The CITY and COUNTY, individually each a "PARTY", and jointly referred to herein as the "PARTIES".

**RECITALS**

Whereas, the United States Department of Housing and Urban Development allocated CARES Act Coronavirus relief funding to the states to alleviate economic hardship; and

Whereas, the California Department of Housing and Community Development allocated CDBG-CV2 and CV3 to provide grant monies to local governments; and

Whereas, the COUNTY of Glenn Planning and Community Development Services Agency has applied for said grant monies through a joint application to serve Glenn County across an economic regional approach; and

Whereas, the joint application will include the CITY of Orland for the use of CDBG-CV2 & CV3 grant funds; and

Whereas, there are duplications of services in the unincorporated areas of the COUNTY and the incorporated areas of the CITY; and

Whereas, the CITY is desirous of contracting with the COUNTY for the performance of CDBG-CV2 & CV3 grant administration within its boundaries, through the COUNTY of Glenn Planning and Community Development Services Agency; and

Whereas, the COUNTY is agreeable to rendering such services on the terms and conditions as hereinafter set forth; and

Whereas, such agreements are authorized and provided for by the California Constitution, article XI, section 8, subdivision (a) and Government Code Sections 51300 et seq.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the PARTIES hereto agree, covenant and promise as follows:

**AGREEMENT**

- 1) COUNTY shall provide to CITY CDBG-CV2 & CV3 Economic Development Grant Administration within the corporate limits of the CITY (the "SERVICES"). Such services shall only encompass the duties and functions of the type coming within the jurisdiction and rendered by the COUNTY of Glenn

**Memorandum of Understanding  
CDBG CV2/3 GRANT ADMINISTRATION**

Planning and Community Development Service Agency (PCDSA) under the ordinances of the COUNTY, the statutes of the State of California, and the provisions of the CDBG-CV2 & CV3 grant.

- 2) The level of service provided pursuant to this MOU shall be the same level of service COUNTY provides for the unincorporated areas of the COUNTY by PCDSA.
- 3) The rendition of such services, the standard of performance and other matters incidental to the performance of such services and the control of personnel so employed shall remain in COUNTY. In the event of a dispute between the PARTIES as to the extent of the duties and functions to be rendered hereunder or the level and manner of performance of such services, the determination thereof by the PCDSA Director shall be final and conclusive as between the PARTIES hereto.
- 4) All persons employed in the performance of the services under this MOU shall be COUNTY employees, and no person employed hereunder shall have any CITY benefit, pension, civil service or any status or right offered to CITY employees.
- 5) Pursuant to Government Code Section 51303, for the purpose of performing services and functions under this MOU, and for the purpose of giving it official status to the performance thereof where necessary, every COUNTY officer and employee engaged in the performance of said services hereunder shall be deemed to have the powers of an officer or employee of said CITY only while performing services within the scope of this MOU, and which are purely municipal functions.
- 6) The CITY shall take all necessary actions to authorize COUNTY to lawfully provide the services pursuant to this MOU.
- 7) **COMPENSATION**  
The County shall track and record all services rendered on behalf of the CITY and deduct the cost of said services from the CITY's allocated share of grant funds.
- 8) A) COUNTY shall provide all required and necessary labor, supervision, equipment, supplies, vehicles and materials to COUNTY staff necessary for provision of services to CITY as described above. The CITY shall not be charged any amount in addition to the Compensation set forth in paragraph 7 above for such labor, supervision, equipment, supplies, vehicle mileage and materials. Notwithstanding the foregoing, CITY shall bear such costs as may be incurred in providing the authorizations and actions set forth in Paragraph 7 above.  
  
B) Notwithstanding anything hereinbefore contained, it is agreed that in all instances wherein special supplies (such as stationary, notices, forms and the list must be issued in the name of the CITY) and any new process, procedure or documentation related to and required as part of the grant administration services process will be a cost to CITY and will be included in the grant administration costs.

**Memorandum of Understanding  
CDBG CV2/3 GRANT ADMINISTRATION**

- 9) Nothing herein shall require COUNTY to perform any services under this MOU if COUNTY has insufficient available personnel to provide such services and to perform its other duties as required by law, or if the Director of PCDSA determines in good faith that the COUNTY lacks the resources or information necessary to perform the COUNTY's obligations hereunder. Notwithstanding the foregoing, COUNTY shall give CITY no less than fourteen (14) days' written notice of the cessation of service, together with the reason(s) for such cessation and shall continue to provide the services to CITY during the 14-day period. In such event CITY, in its sole discretion, shall be entitled to have the services performed by any other person or entity, including the CITY's own employees, with no further liability or obligation under this MOU.
- 10) In the event that COUNTY determines that it is unwilling to provide the services described herein, COUNTY shall provide CITY with no less than ninety (90) days written notice that COUNTY will cease providing such services. In such event, CITY, at its sole discretion shall be entitled to have the services performed by any other person or entity, including the CITY's own employees, with no further liability or obligation under this MOU.
- 11) **DATA/RECORDS**: - During the term of this MOU, CITY can access, use, retrieve and download CITY's content at any time. In the event of termination or expiration of this MOU, COUNTY shall maintain CITY's content for a period of ninety (90) days. At CITY's request, COUNTY shall provide CITY's content through a data drop, data migration process or other means agreeable to both PARTIES at CITY's sole expense.

CITY shall maintain all necessary documentation and/or data related to procurements, expenditures, project progress, etc. for submittal to COUNTY for purposes of reporting to state agencies.

- 12) **TERM OF AGREEMENT/TERMINATION** – The term of this MOU shall commence on May 4, 2021 and continue in full force and effect through December 31, 2023, unless terminated as follows:
- a. By mutual agreement of the PARTIES;
  - b. By either party upon a material breach by the other party of the provisions thereof; or
  - c. By either party upon delivery of ninety (90) days' written notice thereof to the other Party.
- 13) COUNTY shall, during the entire term of this MOU, be an independent contractor and nothing in this MOU is intended or shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow the CITY to exercise discretion or control over the professional manner in which COUNTY performs the services which are the subject matter of this MOU. COUNTY staff performing services under this MOU shall at all times remain employees of the COUNTY, and shall not be deemed employees of CITY for any purpose. COUNTY shall be solely responsible for any and all compensation, payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for any COUNTY employee providing services under this MOU.
- 14) **NONASSIGNMENT** – Inasmuch as this MOU is intended to secure the specialized services of COUNTY, COUNTY may not assign, transfer, delegate or sublet any interest herein. Any attempt at

**Memorandum of Understanding  
CDBG CV2/3 GRANT ADMINISTRATION**

assignment of the rights under this MOU, except for those specifically consented to by both PARTIES, evidenced in writing, shall be void.

- 15) **MUTUAL INDEMNIFICATION** – Each Party shall defend, indemnify and hold the other party, its officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys' fees or claims for injury or damages arising out of the performance of services under this MOU but only in proportion and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents or employees.
- 16) **ENTIRE AGREEMENT; MODIFICATION** – This MOU may only be modified by a written agreement hereto executed by both PARTIES. It constitutes the entire agreement between the PARTIES regarding its subject matter. This agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the PARTIES related to the subject matter of this agreement.
- 17) **APPLICATION OF LAW** – This MOU shall be governed by the laws of the State of California. In addition, CITY agrees to follow all applicable state and federal laws pertaining to procurement of services, supplies and construction or improvement of public facilities.
- 18) **SEVERABILITY** – if any portion of this MOU or application is thereof to any person or circumstances shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state or local statute, ordinance, or regulation, the remaining provisions of this MOU or the application thereof shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this MOU are severable.
- 19) **NOTICES** – Any notice required to be given pursuant to the terms and provisions of this MOU shall be in writing and shall be sent first-class mail to the following addresses:

If to CITY:           CITY Manager  
                              CITY of Orland  
                              201 North Lassen Street  
                              Orland, CA. 95988

If to COUNTY: Director of the Planning and Community Development Services Agency  
                          County of Glenn  
                          225 North Tehama Street  
                          Orland, CA. 95988  
                          (530) 934-6540

Notice shall be deemed to be effective two days after the mailing.

**Memorandum of Understanding  
CDBG CV2/3 GRANT ADMINISTRATION**

**IN WITNESS WHEREOF**, COUNTY and CITY have executed this agreement on the day and year set forth below.

DATED: \_\_\_\_\_  
CITY OF ORLAND

DATED: \_\_\_\_\_  
COUNTY OF GLENN

\_\_\_\_\_  
Dennis G. Hoffman  
Mayor

\_\_\_\_\_  
Chairman

Approved as to form:

\_\_\_\_\_  
Greg Einhorn  
City Attorney  
City of Orland

\_\_\_\_\_  
County Counsel  
Glenn County, California



## NOTICE OF PUBLIC HEARING

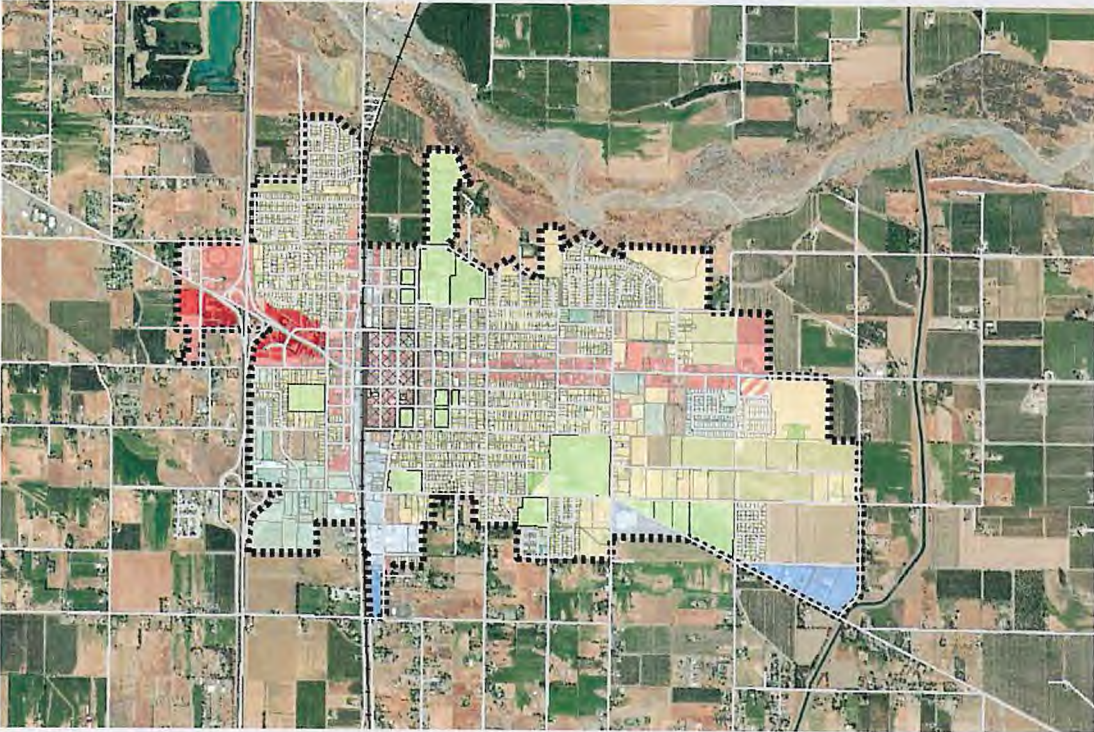
GLENN COUNTY BOARD OF SUPERVISORS – CITY OF  
WILLOWS – CITY OF ORLAND

NOTICE IS HEREBY GIVEN that a public hearing will be held to solicit public input on the proposed project mentioned herein on the following dates:

10/18/22 9:25AM	Glenn County Board of Supervisors	525 W. Sycamore St, Willows, CA. 95988
--------------------	---	---

PROJECT: The Planning & Community Development Services Agency (PCDSA) seeks to apply for a program amendment to the California Department of Housing and Community Development for Community Development Block Grant Coronavirus Response Round 2 and Round 3 (CDBG-CV2 & CV3), The PCDSA will be amending the program from funding for microenterprise assistance to public facility improvements.

All interested parties may submit comments regarding the proposed project by 6:00PM 10/18/2022. Every effort will be made to read or acknowledge your comments into the record, but some comments requiring more than 3 minutes to recite may be summarized due to time limitations. Project documentation is available for review and comments may be sent to PCDSA, 225 North Tehama Street, Willows, CA. 95988.



# City of Orland

Overview of SB 9, AB 2011, and SB 897

October 18, 2022

# SB 9: Housing Development: Approvals

Approved by Governor September 16, 2021, operational starting January 1, 2022.

The law provides for the creation of ADUs by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions.

## Lot Splits/Land Divisions:

Local agencies *must* ministerially approve certain land divisions of one parcel into two, without discretionary review or a hearing (including with no public notice)

- Lots can only be divided once
- Each new parcel must contain a minimum of 1,200 sq.ft., and be zoned single-family residential or be located in an urbanized area
- Land division actions must create no more than two new parcels of approx. equal lot area provided that one parcel shall not be smaller than 40% of the original lot area

# SB 9: Housing Development: Approvals

## Two-Unit Development Projects:

Requires a local agency to *ministerially* approve proposed two-unit projects in single-family residential zones.

- Projects cannot require demolition, and the bill allows up to 25% alteration of exterior structural walls unless the local agency chooses to allow otherwise
- Requires an applicant to sign an affidavit stating that they intend to occupy one of the housing units as their principal residence for a min. of 3 years.
- Site is within an urbanized area or is zoned for single-family residential use
- Permits single-family homes to be converted into duplexes

# AB 2011: Affordable Housing and High Road Jobs Act

Approved by Governor September 28, 2022, operational July 1, 2023 – January 1, 2033.

The law authorizes a development proponent to submit an application for a multi-family housing development that is subject to a streamlined, ministerial approval process and not subject to a conditional use permit if the development satisfies specified objective planning standards.

Authorizes a multi-family housing development that meets specified standards, affordability, and site criteria, and would make the development a “use by right” and subject to one of two streamlined ministerial review processes.

“Use by right”= ministerial in nature (staff-level approval only, not subject to CEQA)

-site criteria: located within a zone where office, retail, or parking are a principally permitted use, and would make the development a “use by right” and subject to streamlined, ministerial review processes.

# AB 2011: Affordable Housing and High Road Jobs Act

Wage and labor requirements:

Contractors of developments of 50+ housing units are required to participate in an apprenticeship program to make specified healthcare expenditures for construction employees.

Labor Commissioner to enforce the obligation to pay prevailing wages.

# SB 897: Junior Accessory Dwelling Units

Approved by Governor on September 28, 2022, operational starting January 1, 2023

The law authorizes a local agency, by ordinance or ministerial approval, to provide for the creation of ADUs in areas zoned for residential use, as specified. Existing law authorizes a local agency to impose standards on ADUs that include, but are not limited to, parking, height, setback, landscape, architectural review, and max size of a unit.

By ministerial approval, the creation of accessory dwelling units in areas zoned for residential use.

- Requires a local agency to allow 2-story ADUs up to 25 ft. tall in specified situations
- Prohibits a local agency from denying an application due to nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety
- Prohibits a local agency from imposing parking standards on certain ADUs

# CITY OF ORLAND

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

**MEETING DATE: September 6, 2022**

**TO:** Honorable Mayor and Council  
**FROM:** City Manager Pete Carr  
**SUBJECT:** **City-sponsored Community Gift e-Cards -- Update** (Discussion/Direction)

---

City Staff is informing Council of the planned launch for the e-gift card program.

### **BACKGROUND**

Background information on the community gift card concept, consultancy services and availability of American Rescue Plan Act (ARPA) funds was provided in the August 16 and September 6<sup>th</sup> agenda packets and meeting minutes. City Council approved agreements directed City staff to proceed with development of the program and allocated Covid-relief funds to support the program. The EDC (Economic Development Commission) also provided guidance and suggestions for program implementation at its September 13<sup>th</sup> meeting.

### **DISCUSSION**

The Orland e-gift card program includes branding, eligibility, marketing, incentives, and accountability.

#### Branding

Our "Queen Bee Bucks" will be presented with a simple queen bee & crown encircled boldly by the name on a gold-colored honeycomb background.



#### Eligible Businesses

Merchants invited to participate will be locally owned, for-profit retail, dining, and personal services. Also, the merchants must:

- Be "brick & mortar," meaning businesses operating from a physical commercial storefront (mobile vendors and home-based businesses are not eligible)
- Maintain a current City business license
- Have no open code enforcement actions
- Be either independently owned/operated or a locally owned chain (i.e., local outlets of chains or franchises headquartered outside of Orland are not eligible)
- Offer services to customers of all ages (no under-21 or under-18 restrictions)

#### Shop Local Program Bonus Gift Incentive

To encourage the success of our program, amplify the infusion of dollars into the local economy and provide incentives to shop local, the phase 1 (initial rollout) of Queen Bee Bucks comes with a limited BOGO (buy one-get one free) based on the success with this experienced in other jurisdictions. Purchasers can get up to two BOGO rewards. All BOGO



cards are loaded with money that – like the e-gift cards themselves -- can only be spent at participating Orland merchants. Orland has the discretion to adjust or eliminate this incentive appropriate to our community in succeeding phases. Also, in phase 1, the City will pay purchasing and delivery fees while funds remain (first come, first serve). This enables the gift card purchaser to buy gift cards for the stated face value without any fine-print fees but is not expected to present a significant cumulative cost to the City.

### Marketing

Our consultant, HdL Economic Solutions, is supporting our branding and marketing efforts and working directly with local businesses to help them access the program. The City will leverage its existing social media and website platforms to market the gift cards to the public. The Orland Area Chamber of Commerce will partner with the City in this outreach. Our publicity may also include flyers, posters, and window clings displayed in the storefronts of participating merchants, at community events, and via the local press/media.

The web portal, provided by the Yiftee platform and customized with Orland's branding, will be used as the landing page to detail the program, showcase participating merchants, highlight the incentive/bonus gifts, and allow customers to make gift cards purchases. The web portal will be linked from the City's website. We expect all of this to be ready for an early November launch.

### Program Accountability and Renewal

Staff intends to provide Council an update on the success and challenges of the initial program after three months of the Program's official launch, to fine-tune the program if required, and to plan a second phase. The Council may consider an additional allocation of APRA funding based on the Program's success or let the e-gift card continue without further City intervention. Metrics to measure the success of the Program could include:

- The rate of sales of gift cards verses the rate of expenditure of cards (are the cards being used?)
- The total amount of gift cards sold (is marketing the program effective?)
- The breakdown in gift card value/denominations (what values are most popular?)
- Where the cards are being spent (are they all in certain business categories, or distributed throughout the community?)
- Total cash infusion into the local economy and budget balance remaining

Although the purchase amount of the gift cards does not expire, to expeditiously circulate the funds into the local economy the bonus cards lose value according to a schedule and expire after six months (120 days) of the initial purchase. Expired bonus gift card funds are then returned to the City to be recirculated to the business community.

### **RECOMMENDATION**

Direct Staff to proceed.

**Fiscal Impact of Recommendation:** N/A