

CITY COUNCIL

Chris Dobbs, Mayor
Bruce T. Roundy, Vice-Mayor
Jeffrey A. Tolley
John McDermott
Mathew Romano

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, January 17, 2023 at 6:30 PM

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# 831 7612 1583

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 January 3, 2023 (p.7)
- C. 2ND Quarter Report – City Projects (No Staff Report) (p.16)
- D. Receive and file Arts Commission Minutes for November 16, 2022 (p.17)
- E. Approve and adopt second reading of Ordinance 2023-01: Reasonable Accommodation (p.18)

6. PRESENTATION

Public Works Department and Engineering Annual Review – Ed Vonasek, Public Works Director and Paul Rabo, City Engineer

7. ADMINISTRATIVE BUSINESS

- A. Mid-Year Budget Review (Discussion/Action) – Pete Carr, City Manager/Finance Director (p.20)
- B. Verbal Update on Drought Conditions and Water Supply Project (Discussion) – Pete Carr, City Manager

8. CITY COUNCIL COMMUNICATIONS AND REPORTS

9. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on January 13, 2023.

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.

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**CITY MANAGER**

Peter R. Carr

Warrant List

January 17, 2023

Warrant	1/11/23	\$	415,282.32
Payroll Compensation	1/12/23	\$	123,091.75
Payroll Compensation	12/29/22	\$	123,760.58
Pers 12/1/22-12/14/22	1/10/23	\$	24,913.77
		\$	<u>687,048.42</u>

APPROVED BY

 Mayor, Chris Dobbs

 Vice-Mayor, Bruce T. Roundy

 Councilmember, Jeffrey A. Tolley

 Councilmember, John McDermott

 Councilmember, Mathew Romano

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
56419	01/04/23	NOR40	NORTH VALLEY LLC	-72.25 -346.25	22307u 500810061u	Ck# 056419 Reversed Ck# 056419 Reversed
Check Total.....:				-418.50		
56505	01/04/23	TIA00	TIAA COMMERCIAL FINANCE,	246.93	12302022H	PD/COPIER LEASE
56506	01/05/23	PEL00	PELAGIC ENGINEERING	5681.54	81922H	PED CROSSING PROJECT (RETENTION)
56507	01/11/23	ABD00	ADVANCED DOCUMENT	208.58 67.42 42.84 1.61	89499 89500 INV89498 INV89502	CITY HALL/COPIES BD-PLAN-PW/COPIES PD/COPIES REC/COPIES
Check Total.....:				320.45		
56508	01/11/23	ARA00	ARAMARK UNIFORM SERVICES	926.00	12/31/22	PW/UNIFORM CLEANING
56509	01/11/23	ATT07	A T & T	72.88	DEC22-JAN	AC/PHONE LINE & INTERNET
56510	01/11/23	BAU00	BAUER COMPRESSORS	56665.74	301003	FD MEASURE A/ENGINE #27 MSA'S
56511	01/11/23	BRY02	BRYANT ENTERPRISES, LLC	3000.00	16968	MEASURE A FD/REPEATER/WARRANTIES FOR 24 RADIOS
56512	01/11/23	CAM00	Gary Campbell	2000.00	1092023	FD MEASURE A/ REIMB. FOR PARTS FOR REPEATER
56513	01/11/23	CAR02	CARDMEMBER SERVICE	1711.24 1329.17 2129.65 4716.96 398.30 3852.52 4078.39	12/2022 12/29/22 12292022 22/29/12 DEC 2022 DEC 2022 DECEM2022	PD/TRAINING, STARLINK INTERNET, ADOBE ACROPRO LIB/BOOKS, POSTAGE, EMAIL, STAFF TRAINING DAY MEAL FD MEASURE A/TRAINING, STORAGE PARTS E-25, MEETING PD/SERVER RACK, PW/4 SECURITY CAMERAS & TESTER REC/STAFF SHIRTS, YOUTH BASKETBALL MISC. MULTI-DEPT/IT UPGRADES,OFFICE SUPPLIES, EQ MAINT CH/CLERK TRAINING, ZOOM, NEWS, SAFETY LUNCHEON
Check Total.....:				18216.23		
56514	01/11/23	CED00	CED CHICO	56612.88	818,819	REC/PICKLEBALL, TENNIS, BASKETBALL LIGHTING
56515	01/11/23	CHA01	Justin Chaney	100.00	JAN2023	FD/MEASURE A UNIFORM JAN.2023
56516	01/11/23	CIT01	City of Corning	3594.15	1032023	MEASURE A FD/DISPATCH
56517	01/11/23	CLE05	JUDY CLEVER	50.00	JAN2023	AC/CLEANING OF GALLERY
56518	01/11/23	COM02	Comcast	399.95 291.40	12222022 JAN-FEB23	FD/INTERNET FOR FIREHOUSE MULTI-DEPTS/INTERNET CONNECTION
Check Total.....:				691.35		
56519	01/11/23	COR00	CORNING LUMBER CO., INC.	202.43 67.40	12/25/22 12-297766	MULTI DEPTS/SUPPLIES & FLEET MAINT. FD MEASURE A/PROPANE TANK
Check Total.....:				269.83		
56520	01/11/23	COR02	Corning Chevrolet Buick	429.60	12/29/22	PD/FLEET PARTS
56521	01/11/23	COR05	Corning Ford	231.12	12/29/22	PW/FLEET PARTS
56522	01/11/23	CRE00	CREATIVE COMPOSITION	118.13	21166	CITY COUNCIL/BUSINESS CARDS
56523	01/11/23	CSA00	CSAC-EIA	430.56	23400844	EMPLOYEE ASST PROGRAM JAN-MAR 2023
56524	01/11/23	DOB01	CHRIS DOBBS	300.00	JAN2023	COUNCILMEMBERS STIPEND
56525	01/11/23	DOB02	CHRIS DOBBS	172.50	01112023	COUNCIL/TRAINING PER DIEM
56526	01/11/23	ECO01	ECORP CONSULTING, INC	15126.25	98685	PLANNING/PROF & ADU FEE
56527	01/11/23	EIN02	Gregory P. Einhorn	4000.00	12332DEC	CA/CONTRACT SERVICES
56528	01/11/23	ELLO6	STEVE ELLIOTT	83.01	11302022	AC/FACEBOOK GALLERY
56529	01/11/23	EMP00	Employers Investigative S	346.25	500810061	PD,LIB/EMPLOYER INVESTIGATION SERVICES
56530	01/11/23	ENL00	ENLOE MEDICAL CENTER	731.00	52126916	PD/PHYSICAL
56531	01/11/23	GAN00	Gandy & Staley Oil Co.	2607.65	212364	PW-PD/OIL
56532	01/11/23	GAY01	GAYNOR TELESYSTEMS INC	650.00	42008	FD MEASURE A/FAX NUMBER PORT, REMOTE ADMIN TRNG

REPORT.: Jan 11 23 Wednesday
 RUN....: Jan 11 23 Time: 17:02
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 01-23 thru 01-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056533	01/11/23	GOL05	GOLDEN STATE EMERGENCY VE	562.29	CI037198	FD MEASURE A/E-25 DISCHARGE VALVE
056534	01/11/23	GRA02	GRAINGER, INC.	3781.36 1312.58	4371,1858 6854,8614	MEASURE A FD/PARTS FOR E-37 BM/PW/SUPPLIES
			Check Total.....:	5093.94		
056535	01/11/23	GRO00	Ferguson Enterprises Inc	3629.03	892,654	PW/DWR & SEWER SUPPLIES
056536	01/11/23	HAY02	HAYS EQUIPMENT SALES	51830.43	1092023	FD/2012 FREIGHTLINE TRUCK
056537	01/11/23	HEI01	VIRGIL HEISE	100.00	12012022	FD/JANITORIAL
056538	01/11/23	JAK00	Jake's Mobile Repair	55000.00	135658	BEE SCULPTURES (3RD INSTALLMENT)
056539	01/11/23	JCN00	J.C. NELSON SUPPLY	382.90	4025,3424	REC-CITY HALL/CLEANING SUPPLIES
056540	01/11/23	JOH15	Johnson Controls Fire Pro	2470.20	89424585	PW/FIRE EXTINGUISHER SERVICES
056541	01/11/23	JWC03	JWC Environmental Inc.	5971.79	113322	PW/SEWER POND PARTS
056542	01/11/23	KEN04	ROBERT KENNEDY	275.00	1/7/23	REC/PUMP TRACK 17 HRS
056543	01/11/23	LES00	LES SCHWAB	40.50 4383.59	535672 12312022	PW/FLAT TIRE REPAIR FOR LAWN MOWER FD MEASURE A/2 TIRE REPLACEMENTS FOR R-29, E-28
			Check Total.....:	4424.09		
056544	01/11/23	MAC02	MACQUARIE EQUIPMENT CAPIT	44.18	63998	MEASURE A FD/PRINTER LEASE
056545	01/11/23	MAT04	MATSON & ISOM	1315.00 1802.50 4061.56	86537 86538 0025508IN	PW & PD/EVIDENCE BARN INFRUSTRURE MEASURE A/PD SURFACE PRO UPGRADES PD/04 EVIDENCE INFRASTRUCTURE
			Check Total.....:	7179.06		
056546	01/11/23	MCD00	John McDermott	172.50	01112023	COUNCIL/TRAINING PER DIEM
056547	01/11/23	MCD01	John McDermott	300.00	JAN2023	COUNCILMEMBERS STIPEND
056548	01/11/23	MCM00	McMaster-Carr	154.96	863, 375	PW-SHOP/SUPPLIES
056549	01/11/23	MDR00	MDR NORTHSTATE FIRE TRAIN	510.00	12132022	FD MEASURE A/S130/190-BASIC WILDLAND FIRE
056550	01/11/23	MEZ00	JODY MEZA	314.16	01032023	LIB/DEC TRAVEL TO WILLOWS & BRANCHES,PROGRAM SPLY
056551	01/11/23	MIL00	MILLER GLASS, INC.	569.20	6937,6848	PW/FLEET WINDOW TINT
056552	01/11/23	MJB00	MJB WELDING SUPPLY, INC	12.40	12/31/22	PW/CYLINDER RENTAL
056553	01/11/23	MME00	Municipal Maintenance Equ	58452.27	4058,4465	SEWER/VACCON PARTS
056554	01/11/23	MTS00	Mt. Shasta Spring Water	21.45	441591	FD/KEURIG RENT
056555	01/11/23	NAP00	NAPA AUTO PARTS	1230.47 201.87	12/24/22 12242022	PW/FLEET/SHOP/SUPPLIES MEASURE A FD/PARTS FOR E-25,E-37
			Check Total.....:	1432.34		
056556	01/11/23	NOR06	NOR-MAC INC.	6864.82	52252-001	PW/DWR SUPPLIES
056557	01/11/23	NOR40	NORTH VALLEY LLC	72.25	PER#22307	BD/REIMBURSEMENT FOR PERMIT
056558	01/11/23	NUS00	NUSO, LLC	314.44	130716054	MEASURE A FD/PHONE LINES
056559	01/11/23	ORE00	O'REILLY AUTO	1178.34	12/28/22	PD-PW/FLEET SUPPLIES
056560	01/11/23	ORH00	ORLAND HARDWARE	2931.69 2276.95	12/27/22 12272022	MULTI-DEPTS/MISC SUPPLIES & EQ MAINT FD MEASURE A/BLDG SUPPLIES FOR E-27, E-37
			Check Total.....:	5208.64		
056561	01/11/23	ORL12	Orland-Laurel Masonic Hal	400.00	JAN2023	AC/RENT FEBRUARY 2023
056562	01/11/23	ORL15	Orland Saw & Mower	38.00	48279	FD MEASURE A/E-27SAW SHARPENING
056563	01/11/23	PAC07	PACE ANALYTICAL SERVICES,	931.28	321,078	PW/LAB SERVICES
056564	01/11/23	PAP01	PAPE MACHINERY	3.66	489	PARKS/MOWER PARTS

REPORT.: Jan 11 23 Wednesday
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PAGE: 003
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056565	01/11/23	PAX00	WYATT PAXTON	6430.00	620	BD/PROFESSIONAL SERVICES, MILEAGE DEC2022
056566	01/11/23	PGE00	PG&E	84.20 10.18	12/16/22 12292022	PW/TRAFFIC CONTROL MEASURE A FD/ELECTRICITY FOR COLUSA ST
			Check Total.....:	94.38		
056567	01/11/23	PON00	PONCI'S WELDING	15.09	78528	PW/SHOP SUPPLIES
056568	01/11/23	QUI02	QUILL CORP.	132.04 147.32 363.50	29682839 29761700 29661155,	MULTI/OFFICE SUPPLIES PD/OFFICE SUPPLIES PD/OFFICE SUPPLIES
			Check Total.....:	642.86		
056569	01/11/23	R&B00	R&B A CORE & MAIN COMPANY	403.47	814,330	PW/SHOP SUPPLIES
056570	01/11/23	ROM06	Mathew Romano	300.00	JAN2023	COUNCILMEMBERS STIPEND
056571	01/11/23	ROM07	MATHEW ROMANO	172.50	01112023	COUNCIL/TRAINING PER DIEM
056572	01/11/23	ROU00	BRUCE T. ROUNDY	300.00	JAN2023	COUNCILMEMBERS STIPEND
056573	01/11/23	ROU01	Bruce Roundy	62.82	DEC 2022	COUNCIL/MILEAGE REIMBURSEMENT
056574	01/11/23	SAC01	SACRAMENTO VALLEY MIRROR	389.50	1154	PLN/FARIAS CUP/BLG CODE& COUNCIL/COMM VACANCIES
056575	01/11/23	SEI00	ROY R SEILER, C.P.A	7380.00	30539	ACCOUNTING PROFESSIONAL SERVICES
056576	01/11/23	SHA08	Shasta Safety Supply	397.55	224621	PW/SAFETY SUPPLIES
056577	01/11/23	STO04	Jeffrey G. Dunn	225.00	12/31/22	PEST CONTROL SERVICES
056578	01/11/23	SUN05	Sun Life Financial	4431.81	DEC 2022	GAP MEDICAL INSURANCE
056579	01/11/23	T-M00	T-MOBILE	58.80	12/21/22	LIB/WIFI HOTSPOT
056580	01/11/23	TEH06	TEHAMA TIRE SERVICE	815.98	10052089	PW/FLEET TIRES
056581	01/11/23	THO06	Thomson Reuters-West	327.56	847705385	PD/4 CA PENAL CODE 2023 BOOKS
056582	01/11/23	TOL04	JEFFREY TOLLEY	300.00	JAN2023	COUNCILMEMBERS STIPEND
056583	01/11/23	TUR01	Rae Turnbull	45.00	JAN2023	AC/WEBSITE NEWSLETTER
056584	01/11/23	UNI01	UNITED RENTALS	1631.33	68740-004	PW/DWR SHORING PUMP RENTAL
056585	01/11/23	USA04	USA Blue Book	121.67	218966	PW/WATER SUPPLIES
056586	01/11/23	VAL02	VALLEY ROCK PRODUCTS	846.12 543.92	480,659 008,066/2	PW/DWR SUPPLIES PW/DWR SUPPLIES
			Check Total.....:	1390.04		
056587	01/11/23	VAN00	VANTAGE POINT TRANSFER AG	1669.66	6934919	457 PLAN/304591
056588	01/11/23	VER03	Verizon Wireless	164.04 302.81	3137830 923137828	MEASURE A FD/RESPONSE SERVICE FOR CITY ENGINE PW/SCADA COMPUTERS-IPADS, PD/LAPTOP
			Check Total.....:	466.85		
056589	01/11/23	\R003	DAVID RIVERA	37.49	000C30101	MQ CUSTOMER REFUND FOR RIV0006
056590	01/11/23	\S006	KIM SANDATE	3.79	000C30101	MQ CUSTOMER REFUND FOR SAN0074
			Cash Account Total.....:	415282.32		
			Total Disbursements.....:	415282.32		

REPORT.: 12/29/22
RUN....: 12/29/22 Time: 14:31
Run By.: Deysy Guerrero

CITY OF ORLAND
Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14489	12/29/22	12/28/22	COM01	COMBS, DANIEL T	12-22	06-23	120.00
14490	12/29/22	12/28/22	VON01	VONBARGEN, BRENT	12-22	06-23	1134.56
Z05906	12/29/22	12/28/22	ALV01	ALVA, MICHAELA	12-22	06-23	2027.61
Z05907	12/29/22	12/28/22	AND00	ANDRADE, EDGAR	12-22	06-23	3259.43
Z05908	12/29/22	12/28/22	BIA00	BIANCHINI, ANN	12-22	06-23	136.00
Z05909	12/29/22	12/28/22	BOW00	BOWERS, LINDA	12-22	06-23	408.00
Z05910	12/29/22	12/28/22	CAR03	CARR, PETER R	12-22	06-23	6153.85
Z05911	12/29/22	12/28/22	CES00	CESSNA, KYLE A	12-22	06-23	4168.00
Z05912	12/29/22	12/28/22	CHA01	CHANEY, JUSTIN	12-22	06-23	4633.08
Z05913	12/29/22	12/28/22	COR00	CORTEZ, JOVANY	12-22	06-23	1755.00
Z05914	12/29/22	12/28/22	CRA00	CRANDALL, JEREMY	12-22	06-23	2323.44
Z05915	12/29/22	12/28/22	ESP00	ESPINOSA, LETICIA	12-22	06-23	2373.97
Z05916	12/29/22	12/28/22	FEN03	FENSKE, JOSEPH H	12-22	06-23	2988.19
Z05917	12/29/22	12/28/22	FLO00	FLORES, JOSE D	12-22	06-23	3324.97
Z05918	12/29/22	12/28/22	GAM00	GAMBOA, YADIRA	12-22	06-23	302.10
Z05919	12/29/22	12/28/22	GUE01	GUERRERO, DEYSY D	12-22	06-23	2596.16
Z05920	12/29/22	12/28/22	GUE02	GUERRERO, JORGE	12-22	06-23	2234.11
Z05921	12/29/22	12/28/22	HAR00	ZOLLERHARRIS, TRAVIS	12-22	06-23	2234.42
Z05922	12/29/22	12/28/22	JOH01	JOHNSON, SEAN KARL	12-22	06-23	4766.71
Z05923	12/29/22	12/28/22	LOP01	LOPEZ, ESAU	12-22	06-23	1387.81
Z05924	12/29/22	12/28/22	LOP02	LOPEZ, JOEL	12-22	06-23	1661.54
Z05925	12/29/22	12/28/22	LOW00	LOWERY, KATHERINE	12-22	06-23	3290.45
Z05926	12/29/22	12/28/22	MAR02	MARTINDALE, RYAN EUGENE	12-22	06-23	3094.03
Z05927	12/29/22	12/28/22	MAR04	MARTINEZ, IRMA	12-22	06-23	408.00
Z05928	12/29/22	12/28/22	MEJ00	APARICIO, LILIA MEJIA	12-22	06-23	2780.48
Z05929	12/29/22	12/28/22	MEZ00	MEZA, JODY L	12-22	06-23	3859.13
Z05930	12/29/22	12/28/22	MIL00	MILLS, DARYL A	12-22	06-23	3245.52
Z05931	12/29/22	12/28/22	MON03	MONDRAGON, MEAGAN N	12-22	06-23	1476.50
Z05932	12/29/22	12/28/22	MYE00	MYERS, KEVIN	12-22	06-23	658.54
Z05933	12/29/22	12/28/22	OLI00	OLIVER, LINDA	12-22	06-23	272.00
Z05934	12/29/22	12/28/22	PAN00	PANIAGUA, BLANCA A	12-22	06-23	698.82
Z05935	12/29/22	12/28/22	PAN00	PANIAGUA, BLANCA A	12-22	06-23	698.82
Z05936	12/29/22	12/28/22	PEN01	PENDERGRASS, REBECCA A	12-22	06-23	3090.00
Z05937	12/29/22	12/28/22	PER00	PEREZ, MARGARITA T	12-22	06-23	2006.14
Z05938	12/29/22	12/28/22	PIN00	PINEDO, EDGAR ESTEBAN	12-22	06-23	3064.31
Z05939	12/29/22	12/28/22	POR00	PORRAS, ESTEL	12-22	06-23	1914.97
Z05940	12/29/22	12/28/22	PUN00	PUNZO, GUILLERMO	12-22	06-23	2068.88
Z05941	12/29/22	12/28/22	PUR01	PURCHASE, HEATHER	12-22	06-23	1614.83
Z05942	12/29/22	12/28/22	RIC01	RICE, GERALD W	12-22	06-23	2408.68
Z05943	12/29/22	12/28/22	RIV00	RIVERA, ISRAEL	12-22	06-23	2045.35
Z05944	12/29/22	12/28/22	ROD00	RODRIGUES, ANTHONY	12-22	06-23	2413.69
Z05945	12/29/22	12/28/22	ROE00	ROENSPIE, THOMAS LUKE	12-22	06-23	3598.98
Z05946	12/29/22	12/28/22	ROM00	ROMERO, ARNULFO	12-22	06-23	2859.17
Z05947	12/29/22	12/28/22	SAN02	SANDOVAL, LUCILA	12-22	06-23	1901.97
Z05948	12/29/22	12/28/22	SCH03	SCHMITKE, JENNIFER	12-22	06-23	2400.72
Z05949	12/29/22	12/28/22	SHA02	SHANNON, KYLE ANTHONY	12-22	06-23	735.00
Z05950	12/29/22	12/28/22	STE01	STEWART, ROY E	12-22	06-23	2944.74
Z05951	12/29/22	12/28/22	SUA02	SUAREZ, BRYAN E	12-22	06-23	2253.62
Z05952	12/29/22	12/28/22	SUT00	SUTTON, BRANDON KIJANA	12-22	06-23	2417.53
Z05953	12/29/22	12/28/22	SWI00	SWINHART, ROBERT	12-22	06-23	1970.36
Z05954	12/29/22	12/28/22	VAL00	VALENZUELA, BRENDA	12-22	06-23	316.54
Z05955	12/29/22	12/28/22	VLA00	VLACH, RAYMOND JOSEPH	12-22	06-23	5061.08
Z05956	12/29/22	12/28/22	VON00	VONASEK, EDWARD J	12-22	06-23	4383.94

121,243.75

REPORT.: 12/29/22
RUN....: 12/29/22 Time: 16:40
Run By.: Deysy Guerrero

CITY OF ORLAND
Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
Z05957	12/29/22	12/29/22	PAI01	PAILLON, MICHAEL	12-22	06-23	2516.83

							2516.83

123,760.58

REPORT.: 01/12/23
 RUN....: 01/12/23 Time: 16:13
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
14491	01/12/23	01/11/23	VON01 VONBARGEN, BRENT	01-23	07-23	1296.64
Z05958	01/12/23	01/11/23	ALV01 ALVA, MICAELA	01-23	07-23	2027.61
Z05959	01/12/23	01/11/23	AND00 ANDRADE, EDGAR	01-23	07-23	3333.95
Z05960	01/12/23	01/11/23	BIA00 BIANCHINI, ANN	01-23	07-23	76.50
Z05961	01/12/23	01/11/23	BOW00 BOWERS, LINDA	01-23	07-23	408.00
Z05962	01/12/23	01/11/23	CAR03 CARR, PETER R	01-23	07-23	6153.85
Z05963	01/12/23	01/11/23	CES00 CESSNA, KYLE A	01-23	07-23	4168.00
Z05964	01/12/23	01/11/23	CHA01 CHANEY, JUSTIN	01-23	07-23	4633.08
Z05965	01/12/23	01/11/23	COR00 CORTEZ, JOVANY	01-23	07-23	1739.43
Z05966	01/12/23	01/11/23	CRA00 CRANDALL, JEREMY	01-23	07-23	2323.44
Z05967	01/12/23	01/11/23	ESP00 ESPINOSA, LETICIA	01-23	07-23	2338.15
Z05968	01/12/23	01/11/23	FEN03 FENSKE, JOSEPH H	01-23	07-23	2988.19
Z05969	01/12/23	01/11/23	FLO00 FLORES, JOSE D	01-23	07-23	536.31
Z05970	01/12/23	01/11/23	GAM00 GAMBOA, YADIRA	01-23	07-23	302.10
Z05971	01/12/23	01/11/23	GUE01 GUERRERO, DEYSY D	01-23	07-23	2596.16
Z05972	01/12/23	01/11/23	GUE02 GUERRERO, JORGE	01-23	07-23	2234.12
Z05973	01/12/23	01/11/23	HAR00 ZOLLERHARRIS, TRAVIS	01-23	07-23	2019.62
Z05974	01/12/23	01/11/23	JOH01 JOHNSON, SEAN KARL	01-23	07-23	4784.85
Z05975	01/12/23	01/11/23	LOP01 LOPEZ, ESAU	01-23	07-23	1372.62
Z05976	01/12/23	01/11/23	LOP02 LOPEZ, JOEL	01-23	07-23	1661.55
Z05977	01/12/23	01/11/23	LOW00 LOWERY, KATHERINE	01-23	07-23	3452.80
Z05978	01/12/23	01/11/23	MAR02 MARTINDALE, RYAN EUGENE	01-23	07-23	3996.74
Z05979	01/12/23	01/11/23	MAR04 MARTINEZ, IRMA	01-23	07-23	408.00
Z05980	01/12/23	01/11/23	MEJ00 APARICIO, LILIA MEJIA	01-23	07-23	2780.48
Z05981	01/12/23	01/11/23	MEZ00 MEZA, JODY L	01-23	07-23	3859.13
Z05982	01/12/23	01/11/23	MIL00 MILLS, DARYL A	01-23	07-23	3250.02
Z05983	01/12/23	01/11/23	MON03 MONDRAGON, MEAGAN N	01-23	07-23	1476.50
Z05984	01/12/23	01/11/23	MYE00 MYERS, KEVIN	01-23	07-23	658.54
Z05985	01/12/23	01/11/23	OLI00 OLIVER, LINDA	01-23	07-23	340.00
Z05986	01/12/23	01/11/23	PAI01 PAILLON, MICHAEL	01-23	07-23	2325.86
Z05987	01/12/23	01/11/23	PAN00 PANIAGUA, BLANCA A	01-23	07-23	698.82
Z05988	01/12/23	01/11/23	PEN01 PENDERGRASS, REBECCA A	01-23	07-23	3244.50
Z05989	01/12/23	01/11/23	PER00 PEREZ, MARGARITA T	01-23	07-23	2006.14
Z05990	01/12/23	01/11/23	PIN00 PINEDO, EDGAR ESTEBAN	01-23	07-23	3291.95
Z05991	01/12/23	01/11/23	POR00 PORRAS, ESTEL	01-23	07-23	1914.97
Z05992	01/12/23	01/11/23	PUN00 PUNZO, GUILLERMO	01-23	07-23	2983.36
Z05993	01/12/23	01/11/23	PUR01 PURCHASE, HEATHER	01-23	07-23	1555.75
Z05994	01/12/23	01/11/23	RIC01 RICE, GERALD W	01-23	07-23	2118.14
Z05995	01/12/23	01/11/23	RIV00 RIVERA, ISRAEL	01-23	07-23	2045.35
Z05996	01/12/23	01/11/23	ROD00 RODRIGUES, ANTHONY	01-23	07-23	2413.69
Z05997	01/12/23	01/11/23	ROE00 ROENSPIE, THOMAS LUKE	01-23	07-23	3608.73
Z05998	01/12/23	01/11/23	ROM00 ROMERO, ARNULFO	01-23	07-23	2913.04
Z05999	01/12/23	01/11/23	SAN02 SANDOVAL, LUCILA	01-23	07-23	1901.97
Z06000	01/12/23	01/11/23	SCH03 SCHMITKE, JENNIFER	01-23	07-23	2503.10
Z06001	01/12/23	01/11/23	SHA02 SHANNON, KYLE ANTHONY	01-23	07-23	945.50
Z06002	01/12/23	01/11/23	STE01 STEWART, ROY E	01-23	07-23	2944.75
Z06003	01/12/23	01/11/23	SUA02 SUAREZ, BRYAN E	01-23	07-23	2184.93
Z06004	01/12/23	01/11/23	SUT00 SUTTON, BRANDON KIJANA	01-23	07-23	2542.89
Z06005	01/12/23	01/11/23	SWI00 SWINHART, ROBERT	01-23	07-23	1970.36
Z06006	01/12/23	01/11/23	VAL00 VALENZUELA, BRENDA	01-23	07-23	316.54
Z06007	01/12/23	01/11/23	VLA00 VLACH, RAYMOND JOSEPH	01-23	07-23	5061.08
Z06008	01/12/23	01/11/23	VON00 VONASEK, EDWARD J	01-23	07-23	4383.95

 123091.75

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD JANUARY 3, 2023

CALL TO ORDER

Meeting called to order by Mayor Dobbs at 6:30 PM.

Meeting opened with Pledge of Allegiance

ROLL CALL

Councilmembers present:	Matt Romano, John McDermott, Vice Mayor Bruce Roundy and Mayor Chris Dobbs
Councilmembers absent:	Jeffrey Tolley
Staff present:	Assistant City Manager/Director of Administrative Services Rebecca Pendergrass; City Attorney Greg Einhorn; Public Works Director Ed Vonasek; Police Chief Joe Vlach; City Engineer Paul Rabo; City Planner Scott Friend; City Clerk Jennifer Schmitke; Library Director Jody Meza; Recreation Director Joe Fenske

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS:

None

Mayor Chris Dobbs stated that Staff acknowledged that the date (2022) was incorrect on the meeting agenda for January 3, 2023.

CONSENT CALENDAR

- A. Warrant List (payable obligations)
- B. Approve City Council Minutes for December 20, 2022
- C. Consultant Selection: Pre-Approved Building Plans – Accessory Dwelling Units
- D. Approve and adopt second reading of Ordinance 2022-06 Repealing the 2019 California Building Code in its entirety and replacing it with the 2022 California Building Code and adopting by references including appendices of the 2022 California Building Standards Code

Action: Vice Mayor Roundy moved, seconded by Councilmember Romano, to approve the consent calendar as presented. The motion carried by a voice vote 4-0.

PUBLIC HEARING

Zoning Ordinance Text Amendment (ZCA 2022-01) – Reasonable Accommodations

Mr. Friend presented an introduction and first reading of a proposed amendment to the City of Orland's Municipal Code (OMC) to incorporate changes to the City Code resulting from changes to State and Federal law regarding reasonable accommodations for persons with disabilities or medical conditions necessitating the granting of a Reasonable Accommodation Request (RAR). Mr. Friend stated that this item is an amendment to the Orland Municipal Code (OMC) adding a new section into the code 17.72

FENTANYL PRESENTATION – GLENN COUNTY HEALTH OFFICER DR. JARED GARRISON

Dr. Jarrod Garrison, Glenn County Health Officer, presented information on fentanyl, hoping to bring attention to the drug and awareness to the drug use, overdose, and deaths.

Dr. Garrison presented data on U.S. Drug- induced death rate by drug type over the past 20 years showing that fentanyl is quickly on the rise resulting in 62% of all overdose deaths in America. Dr. Garrison shared that a grain of salt weighs about 60 micrograms and explained that fentanyl the size of 3 grains of salt can be lethal, which is equal to taking 24 Vicodin.

Dr. Garrison gave data and examples of fentanyl overdoses and deaths that are happening not only in California but in Glenn and surrounding Counties. Dr. Garrison showed pictures of what fentanyl looks like, in some cases brightly colored called rainbow fentanyl, different bright colors making the drug look like candy, and explained how some are even transporting the drug in kids toy boxes.

Dr. Garrison spoke about Narcan nasal spray and fentanyl test strips explaining how to use them and where anyone can locally pick it up. Dr. Garrison stated he hopes in the future the Orland Library will be a spot in town that has Narcan nasal spray and fentanyl test strips available for the community.

Dr. Garrison shared stories from people who have passed away from a fentanyl overdoses. Dr. Garrison explained 5 things to do to prevent overdose death is 1. Educate, 2. Learn the signs of overdoses, 3. Carry Narcan, 4. Test for fentanyl and 5. Never use alone.

Councilmember McDermott asked currently if someone in the community needed Narcan nasal spray or fentanyl test strips tomorrow where could they get them. Dr. Garrison shared that items could be picked up at Harmony House, Substance Abuse, Mental Health Department and Orland Pharmacy for free. Councilmember McDermott stated that everyone should make sure they have Narcan on hand because you may think it isn't happening in your own family, but you never know and it is better to be safe.

Mayor Dobbs asked City Librarian Jody Meza if she was consulted about having Narcan nasal spray and fentanyl test strips available at the library. Ms. Meza shared that City Manager Pete Carr had mentioned it to her and stated that after listening to this presentation she felt the information was very helpful and with City Council and the City Manager's approval she approved of having the products available to the community.

Councilmember Romano stated his concerns with what will happen to Library Park and the surrounding neighbors if the Library starts to freely pass out Narcan. Dr. Garrison shared that Council would be surprised by who actual would come in to get the Narcan, people in your community that you would not expect.

Kylie Paulos, Orland resident, shared her story as a concerned citizen and grieving aunt about her nephew who died of a fentanyl poisoning. Ms. Paulos hopes her family's story will help get the word out about the unknown dangers of fentanyl and hopes that the City will consider allowing the Narcan nasal spray and fentanyl test strips to be available for the community to help save live.

Library Director Meza presented a slide show on the status of the library for the 2021/2022 year. Ms. Meza showed a picture of the front entrance of the library and stated that the Library has been funded to get touch-free doors through recent grants and hopes that this project will be completed within the next year.

Ms. Meza stated that the library is lucky enough to have the support from community and partnerships with local donors, Friends of the Library, Orland Rotary, Orland Women's Improvement Club and Glenn County Farm Bureau.

Ms. Meza shared that staffing levels have gone down (3 full-time and 4 part-time), but open hours have gone up and they are maintaining well due to combining positions, bringing in new data bases and software.

Ms. Meza spoke about projects that have been completed at the Library in 2022 including combining catalogs and circulation systems between Orland and Willows, a new website specifically for the Library and the Palace Project Statewide Digital Collection.

Ms. Meza stated the library has been able to receive \$12,731.00 in Zip Books (739 books and audiobooks), a grant for \$12,000.00 for Learning2Go Literacy Kits, \$5,874.00 in Library Broadband Connectivity support, \$3600.00 for Lunch with the Library Summer Program, \$2500.00 for Parks Pass Adventure Backpacks & Telescopes, \$2100.00 for Staff development and Training funds and \$2,000.00 for First5 Children's Services stipend.

The total library users are 10,928; out of this number 5,354 are within the City and 5,246 are in the County, 328 are non-residents.

Vice Mayor Roundy thanked Ms. Meza for all she does for the Library and community.

Councilmember McDermott asked if the City receives support from the County since the Library also serves a lot of their residents. Ms. Meza shared that the City and County have been working toward a 50/50 agreement and shared that the County is working toward reaching that goal.

Councilmember Dobbs thanked Ms. Meza for doing a great job with the library and stated the City is lucky to have her on staff.

ADMINISTRATIVE BUSINESS

WELL CONSTRUCTION CONTRACT BID – CITY ENGINEER PAUL RABO

City Engineer Paul Rabo reminded Council that the City of Orland is working with the State of California Department of Water Resources (DWR) to construct improvements to the City's water system to benefit residents inside and outside City limits. Mr. Rabo stated that the improvements to the system will include a new groundwater well, storage tank and water mains and would be located inside and out of the City.

Mr. Rabo shared that the first part of the project to be advertised is the first phase of a new groundwater well located on Walker Street near Interstate 5. Mr. Rabo stated that the project was advertised in November and bids were opened on December 6, 2022, with a total of three bids

Nar Heer of Nor-Cal Pump & Well Drilling stated his company followed all the procedures and felt that the lowest bidder has not. Mr. Heer presented the Council with Well Industries, Inc response to their protest letter.

Mayor Dobbs asked if City Attorney Greg Einhorn had seen this letter prior to the meeting and if he had any comments for Council on it. Mr. Einhorn reviewed the letter and explained that it had to do with the two issues that Nor-Cal Pump & Well Drilling spoke about at the last meeting: the missing addendum that was categorized as a minor clerical error, and issue with the mobilization/demobilization being bid incorrectly. Mr. Dobbs asked from a legal stand point does the City need to be aware of anything if they decide to choose the lowest bidder. Mr. Einhorn reminded Council that City Council has the discretion to waive clerical errors and other minor irregularities in the bid. Mr. Einhorn shared that he felt the lowest bidder was responsive and the bidder is responsible.

Nar Heer stated that in the protest letter the lowest bidder is still over the 10% that is listed on the RFP and that the lowest bidder is still not following the guidelines.

Ron Stilwell, President of Well Industries, Inc., stated if another bidder is chosen, he will not take legal action against the City.

Alberto Vasquez, Director of Operations for Nor-Cal Pump & Well Drilling stated his concerns for the lowest bidder being given multiple chances to get information in after the due date and the bidder not being responsible. Mr. Vasquez stated that giving the lowest bidder multiple chances is neither fair or competitive to all bidders involved.

Councilmember Romano commented that the job at hand is to drill a well, the City is looking for the best well driller at the best price. Mr. Romano stated if the bidder can come to the meeting and put their name behind their work then he is satisfied with the bid.

Action: Councilmember Romano moved, seconded by Vice Mayor Roundy that City Council waive the irregularities in the low bid and award a construction contract for the City of Orland Walker Street Well Project to Well Industries Inc. and authorize the City Manager to execute the contract and all other documents necessary to complete the project. Upon voice vote, the motion carried 4-0.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Vice Mayor Roundy:

- Stated that he would like to see a discussion about the sewer ponds as a future agenda item.

Mayor Dobbs:

- Nothing to report.

Councilmember Romano:

- Stated he would also like to see a discussion about the sewer ponds on a future agenda.

Councilmember McDermott:

- Nothing to report.

CITIZEN COMMENTS ON CLOSED SESSION ITEMS - NONE

MEETING ADJOURNED TO CLOSED SESSION AT 8:58 PM.

SALES
PUMPS
TANKS
MOTORS
WELLS

**NORTH STATE
DRILLING**
LIC. #812678



NORTH STATE
ELECTRIC & PUMP
LIC. #534959

SERVICE
DOMESTIC
AGRICULTURAL
COMMERCIAL

Paul W. Rabo
City Engineer - City of Orland
115 Yellowstone Drive
Chico, CA 95973

December 20, 2022

Re: Walker Street Well Bid Protest

Mr. Rabo,

Regarding the protest to our Walker Street Well bid *Well Industries, Inc.* would like to offer the following explanation:

1. **Exceeding the 10 percent maximum of Bid Item No. 1**
This was a simply a clerical error. Mobilization / Demobilization should have been listed at 10 percent of the total bid amount.
Well Industries, Inc. will honor the corrected amount of \$34,500.00
2. **Failure to include a copy of the signed addendum.**
The addendum was acknowledged but not included in the bid package. This was an oversight.
The addendum was provided and subsequently included in the bid package.

Well Industries, Inc. accepts responsibility for the lapses in compliance with the bidding process but also recognizes that these items would in no way affect our ability to perform the duties as prescribed by the conditions set forth in the contract documents.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cody Stilwell".

Cody Stilwell, Manager
Well Industries, Inc. dba North State Drilling

COMMITTED
TO
QUALITY

3282 HIGHWAY 32 ; CHICO, CA 95973 | 530-891-5545 | FAX 530-891-0793
WELLINDUSTRIESINC.COM

CITY OF ORLAND
MAJOR PROJECTS Fiscal Year 2022-23

Adopted June 7, 2022
Second Quarter Report: Dec 31 2022

Priorities	More Important	Less Important
More Urgent	Emergency Groundwater Resource Project (DWR – well, tank, mains, laterals, connections) on track	OPD/City Hall Roof & Floor repairs (ARPA) 0%
	Engineering design to 90% for new well on 6 th St (State SRF + IRWM + local) 5%	Library roof and HVAC repairs (ARPA) 5%
	Radio dispatch system phase 3 (final) upgrade 65%	Install EV charging stations in town (ARPA) 5%
	Design traffic safety improvement Newville Rd @ 9 th St. 0%	Complete Rec Trail phase II (State Parks grant) -- permits 90% -- construction 0%
		Construct / install freeway bee art (Caltrans project) -- artwork 80% -- installation 20%
Less Urgent	Prepare (PS&E) for reconstruction of M½ for FY24 (STIP) 50%	Upgrade Lely field lighting (ARPA) 0% (winter 22/23)
	Detail canal undergrounding agreement 0%	OPD and OPW fencing and gating 50%
	Engineering design of west side infrastructure 0%	Build Pump Track (DIF/ARPA) 35%
	Complete upgrade SR32/M½ lift station 10%	East end "Welcome to Orland" sign 0%
	Start streetscapes visible improvements (ARPA) 2%	Work with Transportation Com to fund overlay of Shasta Street 5%
	Replace financial management software (ARPA) 0%	

DWR = Department of Water Resources

SRF = State Drinking Water Revolving Fund

IRWM = Northern Sacramento Valley Integrated Water Resource Management

PS&E = Plans Specifications & Estimates

STIP = State Transportation Improvement Program

**CITY OF ORLAND ARTS COMMISSION
MINUTES**

November 16, 2022

The Wednesday, November 16, 2022 meeting was called to order at 7:00 PM by Chairman Rae Turnbull at the Orland Art Center. Commissioners present were: Jill & Steve Elliott, Mason Greeley, Mary Rose Kennedy, and Paddy Turnbull, and. Absent: Commissioner Jim Scribner and Council Liaison Bruce Roundy. The minutes of the October 19, 2022 meeting were approved as emailed with no corrections or additions (motion made by Paddy Turnbull, seconded by Steve Elliott - motion carried). The Financial Report covering October 1 ~ 31, 2022 provided by Letty Espinosa was reviewed and filed for audit.

COMMISSIONER REPORTS AND UPDATES:

1. Commissioner Rae Turnbull reported that the November First Friday Special Event which featured two talented young pianists who are also brothers was highly successful and drew a very large and supportive crowd.
2. The commission will look forward to hearing commissioner Jim Scribner's report at the next meeting on plans to repair the rainwater damage to the ceiling in a short hallway in the back portion of the gallery, and his update on a proposed new roof scheduled for the historic Masonic Lodge building in which the Orland Art Gallery is housed. Keeping the city's historic buildings well maintained is a great benefit to the city's downtown area.
3. Commissioner Paddy Turnbull reported that the gallery plans to participate in the Chamber of Commerce Christmas Previews event on November 26 by passing out candy canes to passers-by and visitors.
4. Commissioner Steve Elliott reported that flags he ordered for the gallery entrance (to make people more aware of the gallery shows and events) have arrived, and he will put them together and bring them to the gallery.

ITEMS FOR DISCUSSION AND ACTION:

1. Commissioner Steve Elliott made a motion (seconded by Mary Rose Kennedy – motion carried) to raise the rate for gallery Christmas decorating to \$450.
2. The timing of repairs in the short hallway in the back portion of the gallery (required because of the rainwater damage to the ceiling) was discussed and consensus was reached that any time after the second week in December will work.

There being no further business, the meeting adjourned at 7:24 p.m.

Next scheduled meeting: Wednesday, January 18, 2023 at 7:00 p.m.

Respectfully submitted by Jill Elliott and Rae Turnbull

CITY OF ORLAND

CITY COUNCIL ORDINANCE NO. 2023-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORLAND APPROVING AN AMENDMENT TO TITLE 17- ZONING OF THE ORLAND MUNICIPAL CODE BY ADDING SECTION 17.18 – REASONABLE ACCOMMODATIONS, TO INCORPORATE ELEMENTS OF STATE AND FEDERAL LAW REGARDING REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES; TO SUPPORT THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT, THE FEDERAL FAIR HOUSING ACT, AND THE AMERICANS WITH DISABILITIES ACT

WHEREAS, at its regular meeting held on November 17, 2022, the Planning Commission of the City of Orland conducted a noticed public hearing to consider and discuss a proposed amendment to the Orland Municipal Code consolidating and addressing the subject matter of Reasonable Accommodations;

WHEREAS, the Planning Commission of the City of Orland, after the conduct of the noticed public hearing and following the consideration and discussion of the matter, recommended language be incorporated into the proposed amendment and voted unanimously 4-0 to forward the draft Ordinance to the City Council; and

WHEREAS, on January 3, 2023 at a regularly scheduled meeting of the City Council, the draft Ordinance was presented for its first reading and introduction to the City Council, and, after discussion of the matter, the City Council directed staff to return the matter to the City Council for a duly noticed public hearing; and

WHEREAS, at the regularly scheduled City Council meeting of January 17, 2023, the City Council conducted a noticed public hearing to consider an amendment to Title 17 - *Zoning* of the Orland Municipal Code making changes to the City Code to incorporate elements of State and Federal laws regarding reasonable accommodations for persons with disabilities and consolidating reasonable accommodation request information into a single, more convenient location in the Code; and

WHEREAS, The Planning Commission has made a recommendation to the City Council that the proposed action is *exempt* from further environmental review pursuant to California Government Code Section 15061(b)(3), known as the "General Rule" or "Common Sense Exemption" as it has been determined that it can be seen with certainty that there is no possibility that the proposed Municipal Code Amendment would have a significant effect on the environment; and

WHEREAS, after the conduct of the public hearing the City Council voted 4-0 to approve the proposed amendment to the Orland Municipal Code Amendment adding a new Section 17.18- *Reasonable Accommodation* as presented (staff report attachment A).

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Orland does hereby approve Orland Municipal Code Amendment ZCA 2023-01 and making the determination that the action is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Government Code Section 15061(b)(3).

The foregoing Ordinance was adopted by the City Council on the 17th day of January 2023 by the vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: APPROVED AS TO FORM

Jennifer T Schmitke, City Clerk

Gregory Einhorn, City Attorney

CITY OF ORLAND
CITY COUNCIL AGENDA ITEM #: 7.A.
MEETING DATE: January 17, 2023

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager/Finance Director
SUBJECT: Mid-year Budget Review (Discussion/Action)

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

BACKGROUND

The 2022-23 fiscal year budget was adopted in June 2022 and became effective July 1, 2022. Due to the normal seasonality and limited predictability of some revenue sources and expense categories, as well as uncertain and deferred State allocations of certain tax revenues, it is expected that not all budget categories will be at 50% at the fiscal year mid-point. Several necessary assumptions and projections are included in the analysis.

This review is intended to summarize our position so far, this fiscal year compared to budget, and to provide an opportunity to make course corrections if needed. This discussion will include the General Fund, Measure A and major utility funds.

DISCUSSION

General Fund Revenues and Expenditures

General Fund revenues overall are positive at 6% over budget plan, with sales tax and property tax providing the bulk of income and both on track.

- Sales tax is 7% (\$165k) over budget while property tax is per plan.
- Building Dept revenue is 14% ahead of budget projection; Building Dept expenditures are 8% below expected.
- The County's library cost share increased 5% this year after the budget was adopted.

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

- Police Dept operations comprise 46% of the General Fund expenses and are running at 10% below budgeted expenditure.

General Fund Bottom Line

With \$3.3M in ½ yr. revenues against \$2.4M in ½ yr. expenditures, the net of revenue vs expenditure at mid-point in the year is very positive and does not require or suggest unplanned mid-year budget changes. The net gain should be held in reserve as a hedge against risk. A surplus at the end of the

fiscal year, if any, will be needed to help achieve and maintain the General Fund 's target reserve balance.

Measure A Public Safety Revenue and Expenditures

Measure A, with revenue coming in 6% (\$82k) ahead of its fiscal year budget, is its own separate fund with its own annual fiscal report. Measure A expenditures are running 33% ahead of budget but this is not an operational budget with personnel compensation, so the imbalance reflects planned equipment purchases for the 12-mo fiscal year which were made during the first six months of the fiscal year. It will not be a problem to end up balanced in this fund for the fiscal year.

We do have one correction to the Measure A budget we need to make in that the \$15k approved for Fire Department "Facility & Equipment Maintenance & Improvements (Budget page 6) was presented to Council in work sessions as \$55k, then in subsequent edits and revisions inadvertently misstated as \$15k when it came to final budget adoption. \$55,000 is needed for this expense category. Given the pace of revenue, the fund will still be managed to a balance for the fiscal year.

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

Utility funds:

- Water Fund ½-yr revenues of \$1.06M are covering water system and storm drainage operating expenditures of \$.8M while strengthening a fund balance as expected to accomplish planned necessary capital projects. Revenue so far, this fiscal year is 3% better than planned budget, expenditures 4% under budget. More than half of annual revenue is typically realized in the first half of the fiscal year (July-November) due to outdoor irrigation during the hot weather of June-September. Rate adjustments are effective in January.
- Similarly, the Sewer Fund is covering operational costs and building as expected to meet the needs of planned capital improvements. Expenditures of \$586k are running 6% below budget against revenue which is almost right on plan at \$650k.

Attachments (3):

1. Mid-year General Fund and Measure A Revenue Summary
2. Mid-year General Fund and Measure A Expenditure Summary
3. Mid-year Utility Funds (Water and Sewer) Summary

RECOMMENDATION:

Approve a \$40,000 adjustment to increase the budget for the Fire Department, and direct staff to otherwise continue for the balance of this fiscal year as previously authorized and directed.

Fiscal Impact of Recommendation:

\$40,000 increased expenditure for Fire Dept in Measure A.

**City of Orland
2022-2023**

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

No adjustments made for year-end accruals or reversals

Revenue Source	2021-2022 Budget	2022-2023 Budget	Six Months Ended 12/31/2022	Percent of Budget
Taxes				
Property, Received	\$1,828,000	\$2,000,000	\$1,000,000	50%
Sales, General	2,166,000	2,400,000	1,364,933	57%
Public Safety Augmentation	23,000	31,000	16,941	55%
Business Licenses	24,000	26,500	15,517	59%
Franchise Fees	210,000	230,000	82,880	36%
Transient Occupancy Tax	72,000	90,000	46,445	52%
Home owner property tax exemption offset		90,000	45,000	50%
Investment Income	2,000	10,000	5,000	50%
Rents and Royalties	56,000	56,000	29,990	54%
Inter Governmental				
SLESF, Public Safety	148,000	150,000	104,057	69%
Library Subsidy, County	78,000	90,000	94,500	105%
Library Subsidy, Willows	84,000	89,000	46,344	52%
Fire Chief Allocation (District)	124,000	39,000	16,500	42%
Charges for Services				
Zoning and Variance Fees	15,000	10,000	22,656	227%
Building Permits and Related Charges	85,000	140,000	159,595	114%
Library Fees	0	2,000	889	
Green Waste Fees	18,000	0		
Police Fees/Reimbursements	0	0		
Recreation, Park & Swim Programs	55,000	100,000	64,111	64%
Other Revenues	37,500	30,500	51,108	168%
Administrative Allocation to Enterprise Funds	235,000	235,000	120,815	51%
Subtotals	<u>\$5,260,500</u>	<u>\$5,819,000</u>	<u>\$3,287,281</u>	<u>56%</u>
Unusual Items:				
ARPA Fiscal Stabilization	200,000			
CAL FIRE Dozer Grant			127,700	
District Fire Chief Cost Share, 2021-22			123,862	
TOTALS	<u>\$5,460,500</u>	<u>\$5,819,000</u>	<u>\$3,538,843</u>	<u>56%</u>
MEASURE A, NOT Included in Above:				
Sales Tax, Measure A	<u>\$1,050,000</u>	<u>\$1,300,000</u>	<u>\$731,708</u>	<u>56%</u>

**City of Orland
2022-2023**

Mid Year Budget Review -- General Fund/Measure A Expenditures
For the Six Months Ended December 31, 2022

Acct Number & Departments	2021-2022 Full Year Budget	2022-2023 Full Year Budget	Six Months Ended 12/31/2022	Percent of Budget
Administrative Departments				
5010 City Council	\$49,100	\$52,200	\$23,292	45%
5050 City Manager	285,217	350,355	137,319	39%
5020 City Clerk	154,871	65,014	15,062	23%
5030 City Finance/Utility Administrative	244,644	357,551	94,560	26%
5040 City Attorney	49,000	50,000	34,165	68%
5060 City Planning	153,180	151,700	85,189	56%
5070 Building Inspection	129,190	191,694	79,755	42%
5160 City Engineer	27,000	27,000	24,836	92%
General Fund Operational Departments				
5080/5110 City Police	2,282,138	2,473,434	987,928	40%
5120 City Fire Department	236,658	293,449	117,402	40%
5200-5242 City Library	563,488	598,142	282,665	47%
5260 City Recreation/ Pool	318,132	329,707	230,881	70%
General Fund Maintenance -- Public Works				
5090/5150/5170/ City Street Maintenance	148,976	139,653	146,428	105%
5250 City Park Maintenance	253,288	305,721	142,609	47%
5180-5183 City Fleet Maintenance	150,917	189,387	136,092	72%
5190 City Facilities Maintenance	391,706	101,239	67,722	67%
Totals	\$4,894,882	\$5,385,620	\$2,402,091	45%
MEASURE A, NOT Included in Above:	<u>1,102,000</u>	<u>1,211,396</u>	<u>1,007,891</u>	<u>83%</u>

City of Orland
2022-2023
 Mid Year Budget Review - Utility Funds
 For the Six Months Ended December 31, 2022

No adjustments made for year end accruals or reversals

	2021-2022 Full Year Budget	2022-2023 Full Year Budget	Six Months Ended 12/31/2022	Percent of Budget
<u>Water -- Fund 26</u>				
<u>Revenues:</u>				
Service Fees	1,670,000	1,950,000	1,019,964	52%
Line Ft Charges, Capacity and Hookup	84,100	-	24,731	100%
Other	5,000	25,000	10,111	40%
Total Revenues	\$ 1,759,100	\$ 1,975,000	\$ 1,054,806	53%
<u>Expenses (summarized):</u>				
Salaries and Benefits	496,827	545,707	175,710	32%
Utilities	122,000	122,000	50,087	41%
Admin. Allocation	141,000	145,230	72,615	50%
Capital/Debt Service	489,759	640,435	260,000	41%
All Other	281,339	322,755	249,837	77%
Total Expenses	\$ 1,530,925	\$ 1,776,127	\$ 808,249	46%
<i>Net</i>	228,175	198,873	246,557	
<u>Sewer -- Fund 27</u>				
<u>Revenues:</u>				
Service Fees	1,175,000	1,342,000	642,682	48%
Line Ft Charges, Capacity and Hookup	77,900	-	-	
Other	5,000	5,000	7,693	
Total Revenues	\$ 1,257,900	\$ 1,347,000	\$ 650,375	48%
<u>Expenses (summarized):</u>				
Salaries and Benefits	348,703	450,368	155,954	35%
Utilities	10,400	10,400	1,535	15%
Admin. Allocation	80,000	82,400	41,200	50%
Capital/Debt Service	347,827	523,803	250,000	48%
All Other	246,584	277,255	137,512	50%
Total Expenses	\$ 1,033,514	\$ 1,344,226	\$ 586,201	44%
<i>Net</i>	224,386	2,774	64,174	