

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, February 7, 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# 839 9705 2839

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 17, 2023 (p.7)
- C. Amendment Agreement: City-Sponsored Community Gift e-Card (p.11)
- D. Receive and file Planning Commission Minutes for November 17, 2022 (p.15)
- E. Receive and file Arts Commission Minutes for January 18, 2023 (p.22)

6. PRESENTATION

- A. Police Department Annual Review –Joe Vlach, Police Chief
- B. Fire Department Annual Review – Justin Chaney, Fire Chief

7. ADMINISTRATIVE BUSINESS

- A. Update City Council Appointments to Boards (No Staff Report) – Chris Dobbs, Mayor (p.23)
- B. City Council Meeting Location and Format (Discussion/Action) – Peter Carr, City Manager (p.25)
- C. Request to Utilize Publicly Owned City Space (Discussion/Action) – Pete Carr, City Manager (p.26)

8. CITY COUNCIL COMMUNICATIONS AND REPORTS

9. CLOSED SESSION

- A. Public Comments: The Public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public comments are generally restricted to three minutes.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section:54957
Position: City Manager

10. RECONVENE TO REGULAR SESSION

11. REPORT FROM CLOSED SESSION

12. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on February 2, 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.

**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

WARRANT LIST

February 7, 2023

Warrant	2/2/2023	\$	335,131.94
Pers 12/15/22 - 12/28/22	1/24/2023	\$	24,379.31
Payroll Compensation	1/26/2023	\$	130,761.27
		\$	<u>490,272.52</u>

APPROVED BY

 Mayor, Chris Dobbs

 Vice-Mayor, Bruce T. Roundy

 Councilmember, Jeffrey A. Tolley

 Councilmember, John McDermott

 Councilmember, Mathew Romano

REPORT.: Feb 02 23 Thursday
RUN....: Feb 02 23 Time: 16:26
Run By.: Leticia Espinosa

CITY OF ORLAND
Cash Disbursement Detail Report
Check Listing for 02-23 thru 02-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056500	02/02/23	VAN00	VANTAGE POINT TRANSFER AG	-1669.66	6856304u	Ck# 056500 Reversed
056591	02/02/23	PAU00	Paulos Collision Repair	2994.15	3161H	PD/VEHICLE REPAIR
056592	02/02/23	STA05	State Water Resources Con	45.00	1182023H	PW/WATER DIST OPER EXAM D2
056593	02/02/23	BUT12	BCPH Lab	115.00	012023H	PW/RABIES TESTING
056594	02/02/23	PGE00	PG&E	17742.39	DECEM2022H	MULTI-DEPTS/UTILITY USAGE
056595	02/02/23	VAL02	VALLEY ROCK PRODUCTS	543.92	066,008H	PW/DWR & STREETS SUPPLIES
056596	02/02/23	SHA08	Shasta Safety Supply	297.55	224621H	PW/SAFETY SUPPLIES
056597	02/02/23	POS00	POSTMASTER	1314.28	FEB2023H	WATER & SEWER BILLING FOR FEBRUARY 2023
056598	02/02/23	GLT00	GLENN COUNTY FINANCE DEPA	25204.00	012723H	WESTSIDE SALES TAX SHARED ALLOCATION
056599	02/02/23	ABS01	ABSOLUTE HEATING & AIR	138.00	213922-1	REC/UNIT REPAIR
056600	02/02/23	AIR01	Airgas-USA, LLC	23.00	800915372	FD/MEASURE A- MEDICAL OXYGEN
056601	02/02/23	ALL12	ALLERION CONSULTING GROUP	24204.13	6782,783,	DWR/NEW WELL PREP & PLANNING
056602	02/02/23	ALT02	Alternative Energy System	1142.75	13773	PW/ROOSEVELT WELL SOLAR MAINT.
056603	02/02/23	AMA01	Amazon	358.48	01102023	LIB/BOOKS, PROGRAM MATERIALS
056604	02/02/23	AME00	AMERICAN FAMILY LIFE	676.57	371801	SUPPLEMENTAL INSURANCE
056605	02/02/23	AND06	EDGAR ANDRADE	24.00	FEB2023	PD/GYM REIMBURSEMENT FEB/2023
				100.00	FEB.2023	Measure A UNIFORMS
			Check Total.....:	124.00		
056606	02/02/23	AQU03	Aqua Metric	1606.71	92738	PW/WATER METER SUPPLIES
056607	02/02/23	ATT05	A T & T	153.48	19329344	FD/MEASURE A- PHONES
056608	02/02/23	ATT06	A T & T	24.04	01102023	PW/HL LIFT STATION - 470
				24.04	01122023	PW/WH LIFT STATION - 843
				24.04	JAN122023	PW/AIRPORT LIFTSTATION - 906
			Check Total.....:	72.12		
056609	02/02/23	ATT07	A T & T	68.06	01072023	PW/SHOP
				73.54	JAN-FEB23	AC/PHONE LINE & INTERNET
			Check Total.....:	141.60		
056610	02/02/23	ATT09	AT&T MOBILITY	848.96	01172023	PD/CELL SERVICE (14)
056611	02/02/23	ATT10	AT&T MOBILITY (FIRST NET)	98.86	1022023	FD/MEASURE A- PHONES FOR CHIEFS
				144.87	01022023	PW/CELL PHONE USAGE DECEMBER
			Check Total.....:	243.73		
056612	02/02/23	BAC02	ESO SOLUTIONS, INC.	2674.28	ESO102337	FD/MEASURE A-EMERGENCY RESPONSE SERVICE
056613	02/02/23	BAM00	BAMBAUER TOWING SERVICE	300.00	53748	PD/ABATEMENT TOWING CASE #220537
056614	02/02/23	BAU00	BAUER COMPRESSORS	279.60	302433	FD/MEASURE A- ENGINE #27 RADIO TAGS
056615	02/02/23	BET02	BETTER EARTH ELECTRIC INC	457.78	01/24/23	BLDG/REFUND FOR PERMIT #22337
056616	02/02/23	BID02	REMY BIDSTRUP	250.00	FEB2023	AC/SOCIAL MEDIA MARKETING
056617	02/02/23	BOO00	BOOT BARN INC.	440.00	2022/2023	PW/BOOTS
056618	02/02/23	CAL14	Cal Signal Corp	562.50	8892	PW/STREETS 6TH & SOUTH ST INSPECTION & REPAIRS
056619	02/02/23	CAR02	CARDMEMBER SERVICE	432.49	JAN2023	REC/SHIRTS AND BASKETBALLS
				2126.66	JAN23LIB	LIB/COMPUTER REPLACEMENT, OFFICE SUPPLIES
				1403.19	Jan 2022	CH/Zoom, Envelopes
				2618.31	JAN2023PD	PD/TRNING,STARLINK INTERNET,LEAGAL BOOKS
				39.82	JAN2023PW	PW/OFFICE SUPPLIES
				2259.36	JAN2023SH	SHOP, PW, FD/BM SUPPLIES
			Check Total.....:	8879.83		
056620	02/02/23	CAR12	Peter R. Carr	38.31	01172023	CM/MILEAGE REIMBURSEMENT LEAGUE CONF.
				42.02	01232023	CM/MILEAGE & VIPS CHAMBER LUNCH REIMBURSEMENT
			Check Total.....:	80.33		
056621	02/02/23	CAS05	CASCADE FIRE EQUIPMENT	2734.90	702,796	FD/MEASURE A- HELMETS,HOSES & SCBA'S ID BANDS

REPORT.: Feb 02 23 Thursday
 RUN...: Feb 02 23 Time: 16:26
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 02-23 thru 02-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056622	02/02/23	CES00	Kyle Cessna	100.00	FEB.2023	Measure A UNIFORMS
056623	02/02/23	CES01	Kyle Cessna	250.00	02012023	PD/PER DIEM & TRAINING FEB27-MAR3,2023
056624	02/02/23	CHA01	Justin Chaney	100.00	FEB2023	FD/MEASURE A- UNIFORM FEB. 2023
056625	02/02/23	CLE05	JUDY CLEVER	50.00	FEB2023	AC/CLEANING OF GALLERY
056626	02/02/23	COM02	Comcast	404.70	02012023	FD/INTERNET FOR FIREHOUSE
056627	02/02/23	COR00	CORNING LUMBER CO., INC.	132.24	01252022	PW/WATER & STREET SUPPLIES
056628	02/02/23	COR04	CORBIN WILLITS SYSTEMS	508.34	C301151	MULTI-DEPTS/MONTHLY SOFTWARE SUPPORT
056629	02/02/23	COR05	Corning Ford	547.44	54277,541	FD/MEASURE A-PARTS FOR TRUCKS #29 & #40
056630	02/02/23	CRE00	CREATIVE COMPOSITION	406.14	21008	PD/OFFICE SUPPLIES
056631	02/02/23	DEP21	DEPARTMENT OF FINANCE	50.00	JAN2023	PD/PARKING CITE ASSESSMENT FOR JAN.2023
056632	02/02/23	DIE02	DIEGO SALAZAR ENTERPRISE	340.00	01272023	PW/SHOP LIFT
056633	02/02/23	ECL00	ECLECTIC HORSEMAN COMM.,	300.00	60296	AC/WEBSITE HOSTING 1ST QUARTER 2023
056634	02/02/23	ECO01	ECORP CONSULTING, INC	847.50 16437.50	98856 98896	PROFESSIONAL SERVICE DWR DROUGHT SUPPORT DEC1-31 PROFESSIONAL SERVICES DEC. 1-31, 2022
			Check Total.....:	17285.00		
056635	02/02/23	EIS00	Employers Investigative S	1916.42	5050544	PD/CANDIDATE BACKGROUND CHECK
056636	02/02/23	ELLO6	STEVE ELLIOTT	126.85 19.81	11122022 12312023	AC/REIM. FOR BLUE OPEN SIGN FLAGS AC/GALLERY FACEBOOK ADVERTIZING
			Check Total.....:	146.66		
056637	02/02/23	FLO03	JOSE FLORES	100.00	FEB.2023	Measure A UNIFORMS
056638	02/02/23	FLO04	JOSE FLORES	203.71	01302023	PD/MILEAGE REIMBURSEMENT & FIELD TRAINING
056639	02/02/23	FUL04	Full Moon Portable Sanita	60.00	1559	PW/CITY YARD DECEMBER
056640	02/02/23	GLE10	Glenn County Fire Chiefs	300.00	23-0010	FD/MEASURE A-REPEATER REPAIRS & UPDATE FUND
056641	02/02/23	GOL01	GOLDEN STATE RISK	53582.18	ANC011523	DENTAL/VISION & HEALTH INSURANCE
056642	02/02/23	GRA02	GRAINGER, INC.	2199.42	JAN12-25	MULTI DEPT/SUPPLIES
056643	02/02/23	GRO00	Ferguson Enterprises Inc	18192.30	500,563,	PW/WATER SUPPLIES
056644	02/02/23	HEI01	VIRGIL HEISE	100.00	JAN2023	FD/JANITORIAL
056645	02/02/23	HOM00	HOME DEPOT CREDIT SERVICE	5189.99	01132023	PW/W/S SUPPLIES - PD/3 OFFICE EQUIPMENT
056646	02/02/23	HOU05	HOUSING TOOLS	6075.00	Multi Inv	Liberty Bell, HOME/CDBG
056647	02/02/23	J&H00	J & H Restoration Inc.	45.50	02012023	BUSINESS LIC. #782 DOUBLE PMT REIMBURSEMENT
056648	02/02/23	JBA00	J Baldridge Construction	145.00	23-003	REC/REC CENTER ROOF REPAIR
056649	02/02/23	JCN00	J.C. NELSON SUPPLY	357.98	774540	MULTI DEPT/BM-BATHROOM SUPPLIES
056650	02/02/23	JOH02	SEAN JOHNSON	100.00	FEB.2023	Measure A UNIFORMS
056651	02/02/23	KEL01	KELLER SUPPLY COMPANY	1657.64	761	PW/MULTI-CHLOR WELLS
056652	02/02/23	KEV00	KEVIN TUPES FABRICATION	260.00	01262023	PW/WELL MAINTENANCE
056653	02/02/23	LAK00	Lakeshore Learning Materi	11355.17	429011723	LIB/LITERACY KIT GRANT PURCHASES
056654	02/02/23	LOW00	Katherine Lowery	24.00 100.00	FEB2023 FEB.2023	PD/GYM REIMBURSEMENT FEB 2023 Measure A UNIFORMS
			Check Total.....:	124.00		
056655	02/02/23	MAC02	MACQUARIE EQUIPMENT CAPIT	43.10	65839	REC/COPIER LEASE
056656	02/02/23	MAR17	MARTINDALE, RYAN	100.00	FEB.2023	Measure A UNIFORMS
056657	02/02/23	MAT04	MATSON & ISOM	5475.00 641.36	86738 0022663	MULTI DEPTS/SERVICES MULTI DEPTS/SERVICES CISCO SMART SWITCH
			Check Total.....:	6116.36		
056658	02/02/23	MCD00	John McDermott	58.00	01232023	COUNCIL/REIMBURSEMENT CONFERENCE PARKING

REPORT.: Feb 02 23 Thursday
 RUN...: Feb 02 23 Time: 16:26
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 02-23 thru 02-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056659	02/02/23	MCM00	McMaster-Carr	598.98	8819,1717	PW/BM/FD/FLEET
056660	02/02/23	MEZ00	JODY MEZA	250.00	JAN30,23	LIB/JANUARY TRAVEL TO WILLOWS LIB & BRANCHES
056661	02/02/23	MIL07	MILLS, DARYL	100.00	FEB.2023	Measure A UNIFORMS
056662	02/02/23	MIS01	MissionSquare - 304591	1675.60 1675.60 1669.66	6357728 6410569 6856304	457 PLAN/ 304591 457 PLAN/ 304591 457 PLAN/ 304591
			Check Total.....:	5020.86		
056663	02/02/23	MME00	Municipal Maintenance Equ	37.11	5023	PW/SEWER VACCON PARTS
056664	02/02/23	NAP00	NAPA AUTO PARTS	110.45	1252023	FD/PARTS FOR E-25 & TRUCK #40
056665	02/02/23	NOR37	NORTH STATE SCREENPRINTIN	29.82	195353	REC/BASKETBALL SHIRTS
056666	02/02/23	NOR40	NORTH VALLEY LLC	303.60	01172023	BLDG/REFUND FOR PERMIT #22229
056667	02/02/23	ORE00	O'REILLY AUTO	357.31	01282023	PD&PW/FLEET EQUIPMENT & SHOP SUPPLIES
056668	02/02/23	ORH00	ORLAND HARDWARE	3803.88 49.53	01272023 657,238,	PD/3 CAMERA SUPPLIES & MULTI DEPT/MISC. PD/WALL CHARGER & CORD
			Check Total.....:	3853.41		
056669	02/02/23	PAC07	PACE ANALYTICAL SERVICES,	1708.07	300254-28	PW/LAB SERVICES
056670	02/02/23	PAX00	WYATT PAXTON	7495.00	631	BD/PROFESSIONAL SERVICES/MILEAGE FOR JAN 2023
056671	02/02/23	PGE00	PG&E	20.03 96.72	1092023 01182023	FD/MEASURE A- ELECTRICITY FOR COLUSA ST PW/TRAFFIC CONTROL
			Check Total.....:	116.75		
056672	02/02/23	PIN01	EDGAR PINEDO	100.00	FEB.2023	Measure A UNIFORMS
056673	02/02/23	QUI02	QUILL CORP.	43.09 441.11 379.69 590.98	29927388 388,3038, 5342,5806 849,611,0	PD/MISC. OFFICE SUPPLIES PD/OFFICE SUPPLIES MULTI-DEPTS/OFFICE SUPPLIES MULTI DEPTS/ SUPPLIES
			Check Total.....:	1454.87		
056674	02/02/23	RIV02	ISRAEL RIVERA	27.50 100.00	FEB2023 FEB.2023	PD/GYM REIMBURSEMENT FEB 2023 MEASURE A UNIFORMS
			Check Total.....:	127.50		
056675	02/02/23	ROE02	Thomas Roenspie	100.00	FEB.2023	Measure A UNIFORMS
056676	02/02/23	ROL00	ROLLS, ANDERSON & ROLLS	5190.00 6086.00	15664 01182023	ENGINEER GROUND WATER RESOURCE PROJECT ENGINEERING SERVICE DEC 1-31,2022
			Check Total.....:	11276.00		
056677	02/02/23	ROM07	MATHEW ROMANO	75.12	301282	COUNCIL/CONFERENCE PARKING REIMBURSEMENT
056678	02/02/23	SCH18	JENNIFER SCHMITKE	43.13	01202023	CLERK/MILEAGE REIM-DWR ESA NOTARIZING
056679	02/02/23	SUN02	SUNRISE ENVIRONMENTAL	1673.22	135551	PW/SHOP SUPPLIES
056680	02/02/23	SUT02	SUTTON, BRANDON	100.00	FEB.2023	MEASURE A UNIFORMS
056681	02/02/23	T&S01	T AND S DVBE, INC.	60538.74	23-30&23-	PW/STREETS-SAND BAGS/ CRACK FILLER-EQUIPMENT
056682	02/02/23	T-M00	T-MOBILE	29.40	01202023	LIB/WIFI HOTSPOT
056683	02/02/23	TIA00	TIAA COMMERCIAL FINANCE,	299.87 246.93	9366689 9372044	MULTI/COPIER LEASE PD/COPIER LEASE
			Check Total.....:	546.80		
056684	02/02/23	TLC00	TLC	669.63	02/20/202	AC/REMOVAL OF ORNAMENTS CHRISTMAS TREE
056685	02/02/23	TRA02	TRANSAMERICA	643.50	JAN2023	SUPPLEMENTAL INSURANCE
056686	02/02/23	TUR01	Rae Turnbull	45.00	FEB2023	AC/WEBSITE NEWSLETTER
056687	02/02/23	UNI01	UNITED RENTALS	1631.33	68740-005	PW/DWR SHORING PUMP RENTAL
056688	02/02/23	VAL02	VALLEY ROCK PRODUCTS	2471.84	685,676	PW-DWR/WATER & SEWER SUPPLIES

REPORT.: Feb 02 23 Thursday
 RUN....: Feb 02 23 Time: 16:26
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 02-23 thru 02-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056689	02/02/23	VER03	Verizon Wireless	78.45	925515753	REC/COMMUNICATIONS
				266.07	992515752	PW/SCADA COMPUTER-IPADS
				164.04	992551575	FD/MEASURE A-RESPONSE SERVICE
			Check Total.....:	508.56		
056690	02/02/23	VLA00	RAYMOND J. VLACH	100.00	FEB.2023	Measure A UNIFORMS
056691	02/02/23	WEL02	Wells Fargo Vendor Fin Se	148.70	023474688	BD-PLAN/COPIER LEASE
056692	02/02/23	WES16	West Mitsubishi	135.00	72015	PW/FLEET PARTS
056693	02/02/23	WEX00	WEX BANK	145.00	522108REC	REC/FUEL
				1303.34	6522108FD	FD/FUEL
				4320.29	6522108PD	PD/FUEL
				3751.94	6522108PW	PW/FUEL
			Check Total.....:	9520.57		
056694	02/02/23	WIL02	Willows Fire Department	750.00	23-003	FD/MEASURE A-EMR CLASS
056695	02/02/23	YIF00	YIFTEE, INC	350.00	4813	MARKETING KIT - CITY OF ORLAND
056696	02/02/23	ZIP00	ZIPS	230.00	2460	PD/TOWING SERVICE
			Cash Account Total.....:	335131.94		
			Total Disbursements.....:	335131.94		

REPORT.: 01/26/23
 RUN....: 01/26/23 Time: 12:09
 Run By.: Detsy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14492	01/26/23	01/25/23	ALL01	ALLEN, TATUM	01-23	07-23	120.13
14493	01/26/23	01/25/23	ESQ01	ESQUIVEL, ITZEL	01-23	07-23	182.13
14494	01/26/23	01/25/23	MAR03	MARTINS, PAULINA	01-23	07-23	193.75
14495	01/26/23	01/25/23	STO00	STORY, ZACHARY	01-23	07-23	182.13
14496	01/26/23	01/25/23	VON01	VONBARGEN, BRENT	01-23	07-23	1296.64
206009	01/26/23	01/25/23	ALV01	ALVA, MICHAELA	01-23	07-23	2027.61
206010	01/26/23	01/25/23	AND00	ANDRADE, EDGAR	01-23	07-23	3332.45
206011	01/26/23	01/25/23	BAL01	BALDRIDGE, EDEN	01-23	07-23	120.13
206012	01/26/23	01/25/23	BOW00	BOWERS, LINDA	01-23	07-23	408.00
206013	01/26/23	01/25/23	CAR03	CARR, PETER R	01-23	07-23	6153.85
206014	01/26/23	01/25/23	CES00	CESSNA, KYLE A	01-23	07-23	4186.00
206015	01/26/23	01/25/23	CHA01	CHANNEY, JUSTIN	01-23	07-23	4633.08
206016	01/26/23	01/25/23	CON00	CONTRERAS, ISAAC	01-23	07-23	213.13
206017	01/26/23	01/25/23	COR00	CORTEZ, JOVANY	01-23	07-23	1817.32
206018	01/26/23	01/25/23	CRA00	CRANDALL, JEREMY	01-23	07-23	2323.43
206019	01/26/23	01/25/23	ESP00	ESPINOSA, LETICIA 26	01-23	07-23	2150.02
206020	01/26/23	01/25/23	FEN03	FENSKE, JOSEPH H	01-23	07-23	2988.19
206021	01/26/23	01/25/23	FLO00	FLORES, JOSE D	01-23	07-23	536.31
206022	01/26/23	01/25/23	GAM00	GAMBOA, YADIRA	01-23	07-23	302.10
206023	01/26/23	01/25/23	GUE01	GUERRERO, DEYSY D	01-23	07-23	2596.16
206024	01/26/23	01/25/23	GUE02	GUERRERO, JORGE	01-23	07-23	2234.11
206025	01/26/23	01/25/23	HAR00	ZOLLERHARRIS, TRAVIS	01-23	07-23	2019.62
206026	01/26/23	01/25/23	HEN00	HENDERSON, OLIVIA	01-23	07-23	34.00
206027	01/26/23	01/25/23	JOH01	JOHNSON, SEAN KARL	01-23	07-23	6563.64
206028	01/26/23	01/25/23	LOP01	LOPEZ, ESAU	01-23	07-23	1565.09
206029	01/26/23	01/25/23	LOP02	LOPEZ, JOEL	01-23	07-23	1661.54
206030	01/26/23	01/25/23	LOW00	LOWERY, KATHERINE	01-23	07-23	4133.21
206031	01/26/23	01/25/23	MAR02	MARTINDALE, RYAN EUGENE	01-23	07-23	5011.32
206032	01/26/23	01/25/23	MAR04	MARTINEZ, IRMA	01-23	07-23	408.00
206033	01/26/23	01/25/23	MEJ00	APARICIO, LILIA MEJIA	01-23	07-23	2780.48
206034	01/26/23	01/25/23	MEZ00	MEZA, JODY L	01-23	07-23	3859.13
206035	01/26/23	01/25/23	MIL00	MILLS, DARYL A	01-23	07-23	3212.52
206036	01/26/23	01/25/23	MON03	MONDRAGON, MEAGAN N	01-23	07-23	1476.50
206037	01/26/23	01/25/23	MOR03	MORECI, RORY	01-23	07-23	182.13
206038	01/26/23	01/25/23	MYE00	MYERS, KEVIN	01-23	07-23	658.54
206039	01/26/23	01/25/23	OLI00	OLIVER, LINDA	01-23	07-23	408.00
206040	01/26/23	01/25/23	ORO03	OROZCO, ETHAN	01-23	07-23	182.13
206041	01/26/23	01/25/23	ORO04	OROZCO, JORDAN	01-23	07-23	213.13
206042	01/26/23	01/25/23	OVA00	OVARD, CONNOR	01-23	07-23	182.13
206043	01/26/23	01/25/23	OVI01	OVITZ, GRAYSON	01-23	07-23	112.38
206044	01/26/23	01/25/23	PAI01	PAILLON, MICHAEL 15	01-23	07-23	2610.34
206045	01/26/23	01/25/23	PAN00	PANIAGUA, BLANCA A	01-23	07-23	698.82
206046	01/26/23	01/25/23	PEN01	PENDERGRASS, REBECCA A	01-23	07-23	3244.50
206047	01/26/23	01/25/23	PER00	PEREZ, MARGARITA T	01-23	07-23	2006.14
206048	01/26/23	01/25/23	PIN00	PINEDO, EDGAR ESTEBAN	01-23	07-23	3991.45
206049	01/26/23	01/25/23	POR00	PORRAS, ESTEL	01-23	07-23	1914.97
206050	01/26/23	01/25/23	PUN00	PUNZO, GUILLERMO	01-23	07-23	2314.36
206051	01/26/23	01/25/23	PUR01	PURCHASE, HEATHER	01-23	07-23	1457.28
206052	01/26/23	01/25/23	RIC01	RICE, GERALD W	01-23	07-23	2118.15
206053	01/26/23	01/25/23	RIV00	RIVERA, ISRAEL	01-23	07-23	2045.35
206054	01/26/23	01/25/23	ROD00	RODRIGUES, ANTHONY	01-23	07-23	3054.81
206055	01/26/23	01/25/23	ROE00	ROENSPIE, THOMAS LUKE	01-23	07-23	4522.78
206056	01/26/23	01/25/23	ROM00	ROMERO, ARNULFO	01-23	07-23	3013.90
206057	01/26/23	01/25/23	SAN01	SANCHEZ, MELANIE CARRIL	01-23	07-23	182.13
206058	01/26/23	01/25/23	SAN02	SANDOVAL, LUCILA	01-23	07-23	1901.97
206059	01/26/23	01/25/23	SCH03	SCHMITKE, JENNIFER	01-23	07-23	2664.36
206060	01/26/23	01/25/23	SHA02	SHANNON, KYLE ANTHONY	01-23	07-23	759.50
206061	01/26/23	01/25/23	STE01	STEWART, ROY E	01-23	07-23	2944.75
206062	01/26/23	01/25/23	SUA02	SUAREZ, BRYAN E	01-23	07-23	2202.10
206063	01/26/23	01/25/23	SUT00	SUTTON, BRANDON KIJANA	01-23	07-23	2601.39
206064	01/26/23	01/25/23	SWI00	SWINHART, ROBERT	01-23	07-23	1970.36
206065	01/26/23	01/25/23	THO02	THOMPSON, JAYDEN	01-23	07-23	120.13
206066	01/26/23	01/25/23	VAL00	VALENZUELA, BRENDA	01-23	07-23	316.54
206067	01/26/23	01/25/23	VLA00	VLACH, RAYMOND JOSEPH	01-23	07-23	5061.08
206068	01/26/23	01/25/23	VON00	VONASEK, EDWARD J	01-23	07-23	4383.95

 130761.27
 =====

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD JANUARY 17, 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, Jeffrey Tolley, Vice Mayor Bruce Roundy, and Mayor Chris Dobbs
Councilmembers absent:	None
Staff present:	City Manager Pete Carr; Assistant City Manager/Director of Administrative Services Rebecca Pendergrass; City Attorney Greg Einhorn; Public Works Director Ed Vonasek; Police Chief Joe Vlach; City Clerk Jennifer Schmitke; City Engineer Paul Rabo (via Zoom)

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS:

None

CONSENT CALENDAR

- A. Warrant List (payable obligations)
- B. Approve City Council Minutes for January 3, 2023
- C. 2ND Quarter Report – City Projects
- D. Receive and file Arts Commission Minutes for November 16, 2022
- E. Approve and adopt second reading of Ordinance 2023-01: Reasonable Accommodation

Councilmember Romano asked about an item on the warrant list for Logic Engineering. Assistant City Manager Rebecca Pendergrass explained that the expense was the retention fee from the Caltrans funded pedestrian crossing project that was recently completed.

Action: Vice Mayor Roundy moved, seconded by Councilmember Romano, to approve the consent calendar as presented. The motion carried by a voice vote 5-0.

PRESENTATIONS

PUBLIC WORKS DEPARTMENT AND ENGINEERING ANNUAL REVIEW – ED VONASEK, PUBLIC WORKS DIRECTOR AND PAUL RABO, CITY ENGINEER

Mr. Vonasek presented an annual review of the Public Works Department. Mr. Vonasek explained that during the past year the department has continued to oversee and maintain water and sewer mains & lines, streets, parks, storm drains, building maintenance, fleet vehicles, and tree removal/replacement.

Vice Mayor Roundy shared with Council that the current drainage system that Orland has is based on a 25-year event and that the system is not built to drain water quickly. Mr. Vonasek agreed that when the City gets storms that produce large amounts of water quickly the current system isn't able to drain quickly but explained that the City has very porous soil which does help with water drainage.

Highlights and accomplishments for this past year include the completion of the Linwood Park fitness stations which were donated by Orland Rotary, the completion of the pickleball courts in Vinsonhaler park, installation of a water bottle filling station at the pool as well as updates to a storage shed at the Orland Pool that was sponsored by the Orland Otters. Mr. Vonasek shared that City crews continue working with the Department of Water Resources (DWR) on connecting City and County residents to City water. Mr. Vonasek explained that he has also been working with Caltrans and a local artist on the Caltrans interchange art project and that it should be installed on I-5 in April 2023. Additionally, Mr. Vonasek stated that the City of Orland is loaning out one mechanic, on an as-needed basis, to help the City of Willows as their emergency vehicle mechanic is out.

Councilmember McDermott asked if Public Works needed any additional help with regards to the DWR project and stated he understands that the City has their own day-to-day work and wants to make sure that the Public Works Department has enough support. Mr. Vonasek shared that the State will be providing additional support in construction. Mr. Carr shared that any future water main installations will be completed by a contractor and the Public Works crew will connect the laterals.

Councilmember Romano asked what the next steps are regarding the DWR project. Paul Rabo explained the order of the project phases and is hopeful the bids will be able to go out by end of January for the pipeline (phase 2a and 2b).

Goals for 2023 include: working on new connections for people who are participating in the DWR Orland area water project, completing the Caltrans interchange art project, and beginning on Road M ½ street reconstruction project.

Joyce Bippus, Orland resident, asked about the Caltrans art project and stated concerns she had with the project. Mr. Carr confirmed that the project is 100% paid for by Caltrans and shared that the art is part of the Clean California project.

Amanda Samons, Orland resident, stated her concerns for Lely Park and mentioned that during the last rainstorm she noticed people were driving through the water near the Rec Center at Lely park and asked if there is a way that the City could block the Rec Center parking lot so that when the park becomes flooded people cannot drive into the park creating damage to the park. Mayor Dobbs asked staff if they would work together on a solution to this situation and Mr. Carr thanked Ms. Samons for her suggestion.

ADMINISTRATIVE BUSINESS

A. MID-YEAR BUDGET REVIEW – PETE CARR, CITY MANAGER

City Manager Carr presented Council with a mid-year budget review for fiscal year 2022/2023. Mr. Carr shared that General Fund revenues are 6% over budget with sales tax and property tax providing the bulk of the income and shared that expenditures are 5% under budget.

Measure A revenue is coming in at 6% ahead of the budget and expenditures are running 33% ahead of budget. Mr. Carr mentioned a correction in the budget requested by administration, \$55K was presented and approved for Fire Department "Facility & Equipment Maintenance & Improvements" but when edits were made \$15K was misprinted to the final budget adoption. Mr. Carr shared that \$55K is the correct number needed for this expense for repairs to the fire building and fire engines.

The water and sewer funds are both on track for fiscal year. The water fund has about \$1.06M in revenues covering water system and storm drainage operating, expenditures are about \$.8M and will help accomplish planned necessary capital projects. Revenue so far, this fiscal year is 3% better than planned budget, expenditures 4% under budget. The sewer fund expenditures of \$586K are running 6% below budget against revenue which is almost right on plan at \$650K.

Councilmember Romano asked what the reserves were set at for the water fund. Mr. Carr referred to the 2022/2023 (page 29 of budget) stating the water fund has \$198K in revenue above expenditures and stated there is over a million in reserves that has been accumulated over the past years, showing (page 4 of budget) on summary page the water enterprise fund balance of \$3.2M as of June 2022.

ACTION: Vice Mayor Roundy moved, seconded by Councilmember Tolley to approve the \$40k adjustment to Measure A to increase the budget for the Fire Department and direct staff to continue for the balance of this fiscal year as previously authorized and directed. The motion was carried 5-0 by a voice vote.

B. VERBAL UPDATE ON DROUGHT CONDITIONS AND WATER SUPPLY PROJECT

City Manager Pete Carr shared that the City is at 77% of a normal year's precipitation so far. Mr. Carr showed a graph of precipitation showing that Orland has received 15 inches of rain so far this year. Mr. Carr reported that as of this morning Black Butte Lake is at 55% full and discharge is 12,876 cubic feet per second.

Mr. Carr shared that the City wells haven't seen a noticeable change since September and stated Glenn County is still in a drought. Mr. Carr provided an update on reported dry wells, stating there has only been one new at-risk well reported since the last update at the December 6th Council meeting. Currently the total number of dry or at-risk wells being reported this year is at 127 and the total number of wells affected for this drought is now listed at 427 in Glenn County.

Mr. Carr reminded Council that the ground water project that the City is working on with DWR will be connecting about 185 Glenn County residents to City water. A mobile home park near Orland is now interested in connecting to City water and we are in the process of looking into funding to help them get connected.

Mr. Carr stated that City wells continue to get tested weekly for well levels and quality, well levels remain stable, and the City continues to produce good drinking water.

Councilmember Tolley asked if staff had an idea of how long it would take to see a difference in well levels. Mr. Vonasek stated there isn't really a way to predict that. Mr. Vonasek shared that the water being pushed down Stony Creek will probably be more helpful to recharge the groundwater more than the rainfall when it comes to see a difference in well levels. Councilmember Tolley asked if staff could provide an updated chart to show the currently well levels at the next Council meeting. Mr. Carr shared

that the City's shallow wells are 50-60 feet below the surface and the deeper wells are 120-140 ft below the surface.

Joyce Bippus, Orland resident, asked about the testing of the City wells and stated her concerns for the quality of water at her home. Ms. Bippus asked if the testing is posted anywhere for residents to view and Mr. Vonasek stated that the annual report is posted on the City website. Mr. Rabo explained the State's requirements for reporting and stated that the Consumer Confidence Report that is published shows when there are areas of concern. Mr. Rabo stated nothing shows in the report that suggests that the City water is contaminated or proposes a threat to residents.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Tolley:

- Shared the reason he was absent from the last meeting was because of a medical emergency he had resulting in him having to have brain surgery. Councilmember Tolley stated he is on the road to recovery and thankful for all the support from the City and Orland residents.

Vice Mayor Roundy:

- Will be attending the Transportation and Transit meeting January 18th.
- Recommended getting a letter from the City of Orland to Caltrans stating concerns about getting the Streetscapes project moving.
- Glenn County Water Authority will be meeting on February 13th.
- LAFCo will be meeting on February 13th.

Mayor Dobbs:

- Mayor Dobbs shared that he will be attending a new Mayors and Councilmembers seminar in Sacramento January 18th, 19th and 20th with Councilmembers Romano and McDermott.
- Will be attending the County appointments meeting next week.

Councilmember Romano:

- Asked for an update on the status on the new roof, new doors, and HVAC upgrade for the Library. Mr. Vonasek gave Council an update on the upcoming projects.
- Attended the Chamber Buzz on January 12th.

Councilmember McDermott:

- Nothing to report.

MEETING ADJOURNED AT 7:29 PM

Jennifer Schmitke, City Clerk

Chris Dobbs, Mayor

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 5.C.

MEETING DATE: February 7, 2023

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr
SUBJECT: Amendment to Agreement: City-sponsored Community Gift e-Cards (Action)

Staff requests City Council approve an amendment to the contract with the Queen Bee Bucks facilitator to continue the 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 agenda packets. City Council approved a proposed agreement with HdL Companies September 6th to provide economic development consultation and facilitation of a Yiftee "shop local" digital cards project, not to exceed \$12,500 in fees to HdL. The project launched November 1, funded by an \$80,000 allocation of ARPA funds. The minutes of the December 20 meeting included a verbal progress report on the successful launch of the project.

DISCUSSION

After the first three months of the project, as of January 31:

- Queen Bee Bucks have been branded and launched with 33 participating merchants
- \$80,000 in Queen Bee Bucks have been purchased or awarded
- 79% of cards (524/730) = \$54,000 in Queen Bee Bucks has been redeemed at local stores and restaurants
- The City has paid \$3000 in purchaser fees and awarded \$33,410 in matching gift cards
- HdL consultation and facilitation fees (separate from expenses via Yiftee) of \$12,500 have been reached.
- The City is nearing \$62K expenditure of its \$80K allocation

HdL staff have helped Orland create, develop and launch a digital gift card program with social media and physical marketing, software management, technical troubleshooting, and merchant support. HdL coordinates between Orland City Hall and Yiftee Inc. and helps with merchant relations.

To continue and sustain the program, the City should increase its fee allowance for HdL services to not exceed \$16,000. The City should also increase its deposit with Yiftee to the full \$64,000 while considering what steps to take after the ARPA allocation is exhausted.

Attachment:

Amendment 1 to Professional Services Agreement between the City of Orland and HdL

RECOMMENDATION

Approve the amendment as presented (increasing HdL agreement from \$12,500 to \$16,000) and direct staff to continue the Queen Bee Bucks program within its current budget.

Fiscal Impact of Recommendation: \$3,500 out of the total \$80,000 allocated in ARPA funds.

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF
ORLAND AND HINDERLITER, DE LLAMAS AND ASSOCIATES**

1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement (PSA) Between the City of Orland and Hinderliter, De Llamas and Associates (HdL) that was dated and entered into on August 7th, 2022 is hereby made and entered into this _____ day of January, 2023 by and between the City of Orland (City) and HdL (Consultant). City and Consultant are sometime individually referred to herein as "Party" and collectively as "Parties".

2. AMENDMENT

Section 3.3 Fees and Payments of the PSA is hereby amended to increase the not to exceed amount for total compensation for the Services from \$12,500 to \$16,000.

All other provisions and terms of the PSA shall remain in effect.

SIGNATURE PAGE TO

**FIRST AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT BY AND BETWEEN THE CITY OF ORLAND
AND HINDERLITER, DE LLAMAS AND ASSOCIATES, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ORLAND

HINDERLITER, DE LLAMAS AND ASSOCIATES, INC.

By: _____

Pete Carr

City Manager

By: _____

Andrew Nickerson

President/CEO

Attest:

City Clerk

Approved as to Form:

City Attorney

**PLANNING COMMISSION MINUTES
November 17, 2022**

1. Call to Order – The meeting was called to order by Chairperson Wade Elliott at 5:30 PM

2. Pledge of Allegiance – Led by Commissioner Romano

3. Roll Call:

Commissioner's present –	Chairperson Wade Elliott, Vice Chairperson Stephen Nordbye, Commissioners Doris Vickers, and Michelle Romano
Commissioner's absent -	Commissioner Sharon Lazorko
Councilmember present -	None
Staff present-	City Planner Scott Friend and City Clerk Jennifer Schmitke

4. ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments - None

5. CONSENT CALENDAR

- A. Compliance with AB361
- B. Approval of Prior Minutes: August 18, 2022
- C. Approval of Prior Minutes: October 20, 2022

ACTION: Commissioner Vickers moved, seconded by Commissioner Romano to approve consent calendar items 5B and 5C. Motion carried unanimously by voice vote, 4-0.

ACTION: Vice Chairperson Nordbye moved, seconded by Commissioner Vickers to approve consent calendar item 5A. Motion carried unanimously by a voice vote, 4-0.

Chairperson Elliott asked the Commission for permission to move agenda item number 7 ahead of the Public Hearing items. Commission was in consensus to present the agenda item early.

7. ITEMS FOR DISCUSSION OR ACTION

Conditional Use Permit: CUP 2022-06 – Hidden Treasures Sanctuary and Rescue (33 East Walker Street).

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the use of a "Animal Hospital/Veterinary Office" as required by Orland Municipal Code Section 17.40.040(A)(2). The project is proposed to be located at 33 East Walker Street (APN 041-072-002) in the City of Orland. The property is currently owned by Ricky Quezada and Monica Mojica.

The subject parcel is designated *Commercial (C)* on the City's General Plan land use diagram and is zoned in the C-2, *Community Commercial* zoning district. Pursuant to Orland Municipal Code (OMC) section 17.40.040(A)(2), Animal Hospitals and Veterinary Clinics are permitted on the ground floor in a C-2 zone with approval of a CUP. The proposed Veterinary Clinic consists of a clinic limited to

spaying/neutering, animal vaccine injections, micro-chip implants, and simple procedures such as mite and flea prevention for dogs and cats.

Mr. Friend stated that Conditional Use Permit (CUP) 2022-06 was a continued Public Hearing from the October 20th Planning Commission meeting and explained that the staff report had been amended. Mr. Friend shared that at the previous meeting the Commission directed staff to amend the conditions of approval and work with the applicant to make sure everyone was in agreement with the amended conditions. Mr. Friend went over the amended conditions with the commission addressing occupancy, overnighting of animals and the understanding that the CUP runs with the land.

Mr. Friend stated he wanted on the record that information was sent to the City sharing that there was a possibility of someone living on the site, he shared that he spoke with Ms. Johnson, applicant, and she confirmed that no one will be living on the site.

The Commission shared approval of the amended conditions and Chairperson Elliott thanked the applicant.

ACTION: Vice Chairperson Nordbye moved, seconded by Commissioner Vickers to approve Planning Commission Resolution PC 2022-15, approving Conditional Use Permit application #2022-06 subject to the Conditions of Approval provided in attachments and determining that the proposed action is exempt from further review pursuant to Section 15061.b.3 of the Government Code. Motion carried, 4-0 by a voice vote.

6. Public Hearing

A. Conditional Use Permit: CUP 2022-07 – McDonald’s Pole Sign (128 Frances Lane).

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the construction of a “Pole Sign” as defined by Orland Municipal Code Section 17.78.250(B)(9). The project is proposed at 901 Newville Road (APN 040-131-008). The property is identified as being owned by Reed Land Holdings, LP.

The subject parcel is designated *Commercial (C)* on the City’s General Plan land use diagram and is zoned in the C-H, *Highway Service Commercial* zoning district. Pursuant to Orland Municipal Code (OMC) section 17.78.250(A), Pole Signs are permitted on a site with no development in a C-H zone with approval of a CUP. A quick-service restaurant has been approved previously on the site and building plans have been approved prior to this action. Pursuant to OMC 17.78.250(B)(9) a CUP may be granted to exceed the allowable advertising surface area; to permit the construction of a new pole sign within 330 feet of an existing pole sign, and to exceed the maximum permitted pole sign height of seventy feet. The proposed request is for both additional signage height and advertising area.

Mr. Friend presented a request for a Conditional Use Permit (CUP) to permit the erection of a “Pole Sign” on an existing parcel identified as 128 Frances Lane. Mr. Friend noted that the parcel is designated *Commercial (C)* on the General Plan land use map and is in the C-H (*Highway Service Commercial*) zoning district. Mr. Friend reminded the Commission that pursuant to Orland Municipal Code (OMC) Chapter 17.78.250(A), the proposed action requires the approval of a CUP by the Planning Commission due to the request involving an increase in the permitted sign advertising square footage, located within 330 feet from an existing pole sign, and total sign height. Pursuant to OMC 17.78.250 (B)(9) and further

17.78.450(C)(a), a CUP may be granted to exceed the allowable advertising surface for pole signs, to exceed the maximum permitted pole sign height, and to construct a pole sign within 330 feet of an existing pole sign if the sign is located within a freeway interchange property.

Mr. Friend provided background and pictures for the project stating that the proposed Pole Sign would have approximately 250 square feet of total advertising space composed of two individual signs and would be 110 feet in height (total, actual height of pole under sign would be 100 feet). Mr. Friend shared that the applicant (McDonald's USA, LLC) submitted plans indicating a multi-tenant use of the sign, with the second space on the sign being for an unknown future tenant of the adjacent property, which is not permitted by the OMC 17.78.050 (A).

Mr. Friend stated that staff recommends that the Planning Commission determine that the proposed action is exempt from additional CEQA review, and that they approve the additional sign height and sign area for a Pole Sign.

Drew Sanchez, McDonald's Representative clarified that the sign being proposed should be a dual tenant sign. Mr. Sanchez stated that he understands that the OMC does not allow for offsite advertisement and that is why a letter was sent to the Planning Department proposing that the property owner owns both parcels and that the adjacent property would be the sole use for the other side of the sign. Mr. Friend stated that the OMC does not allow for a dual sign on one site for two tenants on different sites, sharing that tonight's meeting is to approve one sign on a single piece of property. Mr. Friend stated that if the applicant wants the sign to be an offsite sign the City would need to either amend its Municipal Code or issue a Variance. Mr. Friend explained that the City Attorney has recommended changing the OMC and not issuing a Variance.

Mr. Friend spoke to the Commission about code amendments sharing that he would like to expedite the process as quickly as possible to get the signed approved so McDonald's can begin work. Mr. Friend stated that neither a code amendment nor Variance can be approved through a CUP.

Chairperson Elliott explained that tonight the only action that can be taken is the approval of the height of the sign and size of the sign with conditions. Chairperson Elliott asked Mr. Sanchez to follow up with a request for a Variance or code change to result in the dual tenant sign for a future meeting. Mr. Sanchez stated he would like at a minimum to have the sign height and square footage approved for a sole tenant and he would at a future meeting come back to get the code amended to get a dual tenant sign.

Mr. Sanchez spoke about the importance of the McDonald's Pole Sign and shared why the pole sign height and location will help with future success for the restaurant located along I5 in Orland.

Chairperson Elliott opened the Public Hearing at 5:51 PM.

With no comments, Chairperson Elliott closed the Public Hearing at 5:51 PM.

Commissioners and staff discussed code changes that were made in the past having to do with sign improvements, improvements they will want to discuss amending in the future and discussed heights and sizes of other businesses and restaurants in Orland off I5.

Chairperson Elliott thanked Mr. Sanchez for his request and stated that the Planning Commission is prepared to approve the request as submitted minus the approval for a secondary tenant, but adding to

the record that the Planning Commission anticipates that the applicant will work with the Planning Department and choose a course of action, either a request to work with the City in a Code change or a Variance.

ACTION: Commissioner Romano moved, seconded by Commissioner Vickers to approve the project (CUP 2022-07) and determine that the proposed action is exempt from further review pursuant to Section 15061.b.3 of the Government Code and Resolution PC 2022-16 approving Conditional Use Permit application #2022-07 subject to the Conditions of Approval as presented. Motion carried, 4-0 by a voice vote.

Mr. Friend asked for clarification from the Commission that they are asking staff to move forward with the code amendment on the dual tenant signage to bring back at a future meeting. The Commission stated that pursuant to a conversation with the applicant they hope to have this item back at a future meeting.

B. Conditional Use Permit: CUP 2022-08 – Bill Schnoebelen (Applicant), Arbuckle Donnan SUC TRS (Landowner) at 500 5th Street. APN 040-115-001 and -002.

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the use of the existing structures for the purposes of a Metal Working Shop (OMC 17.40.040(27) for the fabrication of metal parts. The project is proposed at 500 Fifth Street. The property is identified as being owned by the Arbuckle Donnan SUS Trust. The existing buildings on the site were previously used for a retail commercial use

The subject parcel is designated with the Light Industrial – Commercial (I-L/C) Land Use Designation on the City’s General Plan land use diagram and is zoned with the C-2, *Community Commercial* zoning designation. Pursuant to Orland Municipal Code (OMC) section 17.40.040(27), The proposed use, Metal Working Shop, is permitted on the site subject to the approval of a Conditional Use Permit (CUP).

Mr. Friend presented a request for Conditional Use Permit (CUP) to permit the operation of a metal working shop on an existing parcel identified as 500 & 508 5th Street. Mr. Friend noted that the subject parcel is designated Light Industrial/Commercial (I-L/C) on the General Plan land use map and located in the C-2 (Community Commercial) zoning district. Mr. Friend reminded the Commission that pursuant to OMC Chapter 17.40, the proposed action requires the approval of a CUP by the Planning Commission.

Mr. Friend provided background on the business, pictures of the site and an explanation of the site plan. Mr. Friend spoke about requirements of the applicant to work with Public Works department to address any required improvements to the curb, gutter, sidewalks along the east and northern property boundaries, as well as any improvements to the onsite dirt parking lot.

Chairperson Elliott welcomed the applicant to come forward to speak about his Metal Working business.

Mr. Bill Schnoebelen explained to the Commission his vision for the location which entails high variance low volume machining. Mr. Schnoebelen stated that many of his manufactured parts are shipped out of the country.

Commissioners asked about the quantity and type of machines that will be used in the shop and how many employees he planned on hiring. Mr. Schnoebelen answered all Commissioner questions.

Chairperson Elliott opened the Public Hearing at 6:12 PM.

Austin Barron, Chico Realtor spoke about the history of the 508 5th Street building and on Mr. Schnoebelen's behalf, stating that the applicant would be an asset to the community.

Patrick Astarita, Mr. Schnoebelen's employee, stated he is excited to bring this type of manufacturing to Orland.

Chairperson Elliott closed the Public Hearing at 6:15 PM.

Vice Chairperson Nordbye asked if the business would be running 24 hours a day. Mr. Schnoebelen stated that the machines will run 24 hours a day. Vice Chairperson Nordbye also asked about how loud the noises will be from the running machines. Mr. Schnoebelen stated that the machines are quiet enough for you to have a conversation next to it, the louder machine will be the compressor at 85 decibels. He stated that the building is cinder block and with the doors closed you cannot hear the machines or generators from the outside.

ACTION: Vice Chairperson Nordbye seconded by Commissioner Vickers to recommend that the Planning Commission approve the project (CUP 2022-08) and determine that the proposed action is exempt from further review pursuant to Section 15061.b.3 of the Government Code and approve Planning Commission Resolution 2022-17, approving Conditional Use Permit application #2022-08 subject to the Conditions of Approval that was provided in Attachment C and Attachment D as well as paving the delivery area and repairing the sidewalk and gutter. Motion carried, 4-0 by a voice vote.

C. Zoning Ordinance Amendments – Accessory Dwelling Unit Proportional Development Impact Fee Reduction Program.

A proposed amendment to Orland Municipal Code (OMC) Section 17.76.130, *Accessory Dwelling Units and Junior Accessory Dwelling Units* to establish a proportional Development Impact Fee (DIF) for Accessory Dwelling Units as required by California Government Code Section 65852.2(3)(A). The proposed action would result in the adoption of a methodology for the reduction of DIF's for ADU's and JADU's.

Mr. Friend presented a request for an update to the City's Development Impact Fees (DIFs) for new construction in the city. California Government Code Section 65852.3(3)(A) requires a reduced DIF for Accessory Dwelling Units (ADUs). The fee is to be based on proportional relationship between the square footage of the primary dwelling and the ADU. Mr. Friend stated that the City of Orland does not have a provision in the current fee structure, so this will establish what the law requires which is a proportionate share fee.

Mr. Friend stated that currently the City charges a DIF for a new residential, commercial, and industrial construction in the City as permitted by California Government Code Section 66000.

Mr. Friend shared that currently the impact fee program is not based on square footage but total units. Mr. Friend explained that staff had to formulate a methodology on how the City could achieve a proportionate relationship allocation cost as the City's current fee is based upon total units and not square footage.

Mr. Friend asked the Commission to give a recommendation to City Council to amend the City code via the fee program to establish a percentage share relationship.

Mr. Friend stated that the goal was to reduce the proportionate shared cost for new ADU's reviewed the proposed single family and Multi-family ADU DIF tables. Mr. Friend stated that the action for the Commission is not to set the fee but establish the methodology via a recommendation to the City Council.

Chairperson Elliott opened the Public Hearing at 6:26 PM.

With no comments, Chairperson Elliott closed the Public Hearing at 6:26 PM.

Commissioners discussed the proposed costs and shared thoughts on the amounts and stated concerns with the amendment. Mr. Friend stated the proposed fees are some of the lowest in the state.

ACTION: Commissioner Vickers moved, seconded by Commissioner Romano that the Planning Commission adopt Planning Commission Resolution #2022-18 recommending for approval to the City Council, the ADU DIF as presented herein and approval of the Categorical Exemption as presented, Motion carried, 4-0 by a voice vote.

8. STAFF REPORT

Mr. Friend shared that on October 17, 2022 LAFCo approved the Westside annexation. December 5, 2022 will be when the protest hearing is held. The Kraemer annexation will be held in December and the Commission will have an update at the next planning meeting in December.

Mr. Friend shared that the City has received a general plan amendment and a rezone for a multi-family project south of Penbrook on County Road M opposite the Baldwin Minkler Facilities.

Mr. Friend shared that he was informed that DR Horton has backed out of the Orland Park Phase I property. The property is still owned by Visioni Brothers who is still looking to develop that area residential. There are currently 37 lots that will be completed but any future expansion in that area is on hold.

Mr. Friend shared that the Department of Water Resources (DWR) project is moving along.

Mr. Friend shared that two Conditional Use Permits will be brought forward at the December 15, 2022 meeting.

Mr. Friend shared that the 2022 Elections have been completed for City Council but the official names have not be released as of yet, January Planning Commission will most likely have a new liaison at the meetings.

9. COMMISSIONERS REPORTS

- Vice Chairperson Nordbye reported that he likes driving thru town and seeing all the new projects around town.
- Commissioner Romano had nothing to report.
- Commissioner Vickers had nothing to report.
- Chairperson Elliott had nothing to report.

10. ADJOURNMENT – 7:24 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Wade Elliott, Chairperson

**CITY OF ORLAND ARTS COMMISSION
MINUTES**

January 18, 2023

The Wednesday, January 18, 2023 meeting was called to order at 7:03 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 Council Liaison Bruce Roundy. Absent: Commissioner Jim Scribner. The minutes of the November 16, 2022 meeting were approved as emailed with no corrections or additions (motion made by Mary Rose Kennedy, seconded by Mason Greeley - motion carried). Financial Reports covering November 1 ~ December 31, 2022 provided by Letty Espinosa were reviewed and filed for audit.

COMMISSIONER REPORTS AND UPDATES:

Commissioner Steve Elliott reported that the January 6th Friday Special Event presentation by Fine Art photographer Bradley Foster was highly successful with 45 people in attendance.

Commissioner Jim Scribner supplied his report regarding repairing the rain water damage to the ceiling in a portion of the gallery via email. He stated that “until the main roof is repaired, which is scheduled to begin in early Spring with the cooperation of the weather, the masonic lodge will be working with Rex Construction to mitigate the problem until the permanent repairs are made.”

Commissioner Jill Elliott reported that to date 44 patron renewals and \$2,150 have been received as a result of the Patron of the Arts 2023 membership drive.

ITEMS FOR DISCUSSION AND ACTION:

Commissioner Steve Elliott provided information on ideas for and the projected costs of the purchase and installation of gallery lighting in the Permanent Collection wing of the Art Center. Mary Rose Kennedy made a motion (Paddy Turnbull seconded, motion carried) to allocate up to \$2,000 for the purchase of lighting in the Permanent Collection wing of the Art Center.

Commissioner Paddy Turnbull informed the commission that it is necessary to replace the movable display case with a new, more efficient display case for small art pieces. Following discussion, the commission authorized Paddy to research and find a suitable new display case. Paddy will either report back at the next meeting or send an email should she find something in the meantime.

Commissioner Rae Turnbull introduced the idea of hiring social media marketer, Remy Bidstrup to handle the marketing of the Orland Art Center on various media platforms. Following discussion a motion was made by Mary Rose Kennedy (seconded by Paddy Turnbull, motion carried) to hire social media marketer, Remy Bidstrup for a 6 month trial period at the rate of \$250 per month.

There being no further business, the meeting adjourned at 7:53 p.m.

Next scheduled meeting: Wednesday, February 15, 2023 at 7:00 p.m.

Respectfully submitted by Jill Elliott and Rae Turnbull

2023 Council Appointments to Boards and Commissions

Updated January 25, 2023

City Commissions

Arts 3 rd Wed, monthly, 7 pm	Roundy Romano(alternate)
Economic Development (EDC) 2 nd Tues, every odd month, 6 pm	Tolley Romano(alternate)
Library 2 nd Mon, every other month, 5:00 pm	Dobbs McDermott(alternate)
Parks & Recreation 4 th Wed, meets when called, 6:30 pm	Roundy Tolley(alternate)
Planning 3 rd Thurs, monthly, 5:30 pm	Tolley McDermott (alternate)
Public Works/Safety 2 nd Tues, every even month, 4 pm	Roundy McDermott(alternate)

City Selection Committee

Mayor

County Committees

Joint City/County EDC	Romano Tolley
LAFCo Meets 2 nd Monday, 9 am, monthly County pays \$25 monthly stipend	Bruce Roundy (member) appt. until May 2025 (No Alternate seat until 2024 for) (Alternate switches between Orland & Willows; 2023 appointment is from Willows)
Transit Committee Meets with Local Transportation Comm. County pays \$50 monthly stipend	Roundy Romano Tolley(alternate)
Transportation Commission 3 rd Thurs, monthly, 10 am, County pays \$50 monthly stipend	Roundy Romano

Waste Management Regional
Agency

Romano
Tolley (alternate)

Air Pollution Control District Board
(Council minute order if City asked
to serve on board)

Mayor
Vice Mayor, alternate

Airport Land Use Commission
No meeting schedule

Dobbs
No alternates on this commission

Fire Department Liaison
2nd Mon, monthly, dinner 7 pm,
meeting 8pm

Dobbs
McDermott (alternate)

Glenn County Groundwater
Sustainability Agency

Roundy
Pete Carr (alternate)
Ed Vonasek (alternate)

Golden State Risk Management
2nd Wed every other month, 6 pm
GSRMA pays \$100 per meeting stipend

(Orland does not have representation
at this time).

Cal Cities
(a.k.a League of California Cities)

Roundy
Romano (Alternate)

Orland Area Chamber of Commerce
Board -3rd Wed, monthly, noon

Romano
Tolley(alternate)

Orland Unit Water Users' Assoc
Voting delegate

Dobbs

Code Enforcement Hearing Officer

Tolley
Romano(alternate)

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.B.

MEETING DATE: February 7, 2023

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr
SUBJECT: **City Council Meeting Location and Format** (Discussion/Action)

City Council will consider possible changes to its meeting location and agenda format.

BACKGROUND

Orland Municipal Code 2.04.020 sets regular City Council meetings at 6:30pm on first and third Tuesdays in the Carnegie Community Center. Closed session items may be scheduled prior to or following the 6:30 public session. Meeting agendas and format conform to California State Government code and the Brown Act, with some aspects of format and protocol at local discretion. The current order of agenda items, and method of publishing agenda packets, has gradually evolved over many years.

DISCUSSION

Mayor Dobbs requests Council consideration of several Council meeting-related topics including:

1. Location options for regular meetings
2. Placement of "Public Comment" on the agenda
3. Paper vs digital agenda format

RECOMMENDATION

Consider options and direct City staff accordingly.

Fiscal Impact of Recommendation: N/A

CITY OF ORLAND
CITY COUNCIL AGENDA ITEM #: 7.C.

MEETING DATE: February 7, 2023

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr
SUBJECT: **Request to Utilize Publicly Owned City Space** (Discussion/Action)

City Council will consider a request to utilize and encroach onto a portion of the City sidewalk / public street right-of-way on Fifth and Colusa Streets.

BACKGROUND

Orland Municipal Code empowers City staff to approve certain types of Encroachment Permit applications such as connections to water and sewer, conforming signage, and temporary use of sidewalks and streets. Use of City space outside the authority of staff administrative action is deferred to the City Council. This action is not subject to Planning Commission review.

The CEO of business start-up Newville Brewing Company, Kristen Baugher, requests approval of specific changes to the current façade of the long-empty building at the northwest corner of 5th St and Colusa Streets (728 5th St); specifically:

- Replacing the current awning with a new style the length of 5th St and a portion of Colusa St, overhanging the sidewalk; and
- Sidewalk modifications to accommodate a new entrance with ADA access on the Colusa side;
- A patio area on the Fifth St side with seating; and
- Addition of flower planters in front of the building.

Ms. Baugher's written request, made after consultation with City staff, is provided along with relevant engineering drawings and site elevations.

DISCUSSION

The subject site has been a vacant commercial building for well over a decade, most recently used as a nightclub. The building has apparent deferred maintenance and is generally considered an eyesore with a faded mural. Its proximity to the downtown shopping district, the site of the future Honeybee Discovery Center and the firehouse make it a key location for redevelopment consideration. The current exterior of the building is built on/at the property line with City sidewalk on both the Colusa and Fifth Street frontages.



The requested use of publicly owned space would encroach into the usable sidewalk on both sides (Colusa and Fifth) but would allow ample remaining sidewalk for pedestrian and ADA access. The use is not expected to result in a loss of parking, though one or more spaces may convert to ADA accessible -- which is needed in this area.

Previous requests for such utilization of public space have been considered on a case-by-case basis depending on the circumstances. Like most cities, Orland was especially lenient about outdoor dining during the height of Covid restrictions, while otherwise generally avoiding long-term private use of public right-of-way spaces.



The requested awnings and planters are fairly routine approvals. The requested modification to a City sidewalk to provide an accessibility ramp is also common. The requested outdoor dining area will require specifications written into the permit to protect the public interest. As to the proposed outdoor dining area, California State Department of Alcoholic Beverage Control (ABC) can be expected to provide an additional layer of regulation for site layout and operations.

The City Council is being asked to provide policy-level direction to City staff, to issue or not issue an Encroachment Permit per the developer's request. Any permit issued would necessarily include appropriate and specific Conditions of Approval (COA).

Attachment: Correspondence request from Ms. Baugher to City of Orland with drawings and site elevations, 1/31/23

RECOMMENDATION

Staff recommends Council direction to Staff to issue an Encroachment Permit for this project, and further recommends City support through inclusion in the Orland Façade Improvement Program.

Fiscal Impact of Recommendation: N/A



Newville Brewing Company, Inc
Kristin Baugher, CEO
329 Yolo St
Orland, CA 95963

The City of Orland
C/O City Manager Pete Carr
815 4th Street
Orland, CA 95963

Dear City of Orland, City Manager, and City Council,

I am the owner of 728 Fifth Street, a property that we can all agree has been neglected for too long.

I purchased this building as a challenge to myself to do my part in beautifying and revitalizing the Downtown Orland Business District. After some consideration it was decided that this location would be the perfect spot for a family-friendly brewpub. Matt Galloway, and Orland native Ryan Galbraith, of the architectural firm RGA, have been working hard to help my vision come to life. Our goal is to renew the corner of Fifth and Colusa Streets, while maintaining the old time charm of Orland's historic downtown.

In order to achieve an impactful transformation on the corner of Fifth and Colusa Streets we will need to use some space from the public right of way. Fortunately, the sidewalks on this corner are generous enough to allow for some encroachment while still leaving plenty of room for ADA access. Below is a breakdown of the requests that will need your support.

Fifth Street Patio Dining

- I propose the addition of a small patio to the Fifth Street side of the building. The addition will require a railing extending out up to 6' from the east side of the building, and running for 20' 7". This will create interest at the far end of 5th Street, thus drawing shoppers, diners, and visitors to the south end of the street while still maintaining a clear path for ADA sidewalk access.

Awnings

- I also propose the replacement to the current oversized, and dilapidated awning with a smaller, slatted awning, of a depth of 3' 6", hung at 10' 10 3/4" above the ground. This awning will cover the entire Fifth Street side of the building, and portions of the Colusa Street side.
- Another 48' (approx.) of awning will be hung 8' 6" from the ground, along the wall enclosing the back patio area along the Colusa Street side.

These awnings will provide pedestrians with some much needed shade along the Colusa side of the building, and provide visual interest to help revitalize Colusa Street.

Entrance

- I also propose the allowance of a 2'4"x 17' encroachment into the public right of way on the Colusa Street side of the building. This addition is needed to create what will become the new main entrance, and allow for ADA access into the building. This addition will include improvements to the existing sidewalk and add more aesthetic interest to Colusa Street.

Flower Boxes

- Finally, I propose the removal of the current evaporative air conditioning unit from the south side of the building, and the addition of four planter boxes hung 2'8" from the ground, at regular intervals. The care of the planter boxes shall be the sole responsibility of the building owner. These planter boxes, not unlike those present at the Orland Art Center, will help with the "greening" of Colusa Street, and create a welcoming atmosphere for locals and visitors of Orland.

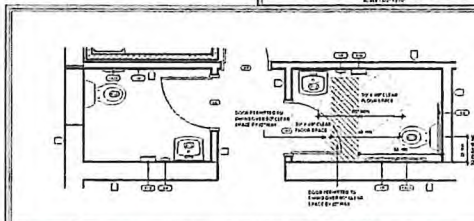
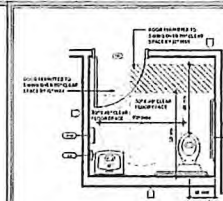
It is my hope that you will join me in my efforts to bring life back to the corner of Fifth and Colusa Streets, and approve these proposals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Baugher', with a stylized, flowing script.

Kristin Baugher
Newville Brewing Company, Inc

- Fifth Street Patio Dining
- Awning Height 10' 10 3/4"
- Awning Height 8' 6"
- New Entrance
- Flower Boxes



NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
3. ALL MATERIALS SHALL BE OF QUALITY AND SHALL BE SUBMITTED FOR APPROVAL PRIOR TO INSTALLATION.
4. ALL FINISHES SHALL BE AS NOTED OR AS SHOWN ON THE SCHEDULE.
5. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE OSHA SAFETY REGULATIONS.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY REGULATIONS.
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS REGULATIONS.
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION REGULATIONS.
10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE INTERNATIONAL ASSOCIATION OF ELECTRICAL ENGINEERS REGULATIONS.

LEGEND:

- EXISTING
- NEW

CC - FLOOR PLAN NOTES & LEGEND

Scale: 1/8" = 1'-0"

RUSSELL GALLOWAY ASSOCIATES, INC.

REGISTERED ARCHITECTS
ORLANDO, FLORIDA

PROJECT: NEWVILLE BREWERY CO.

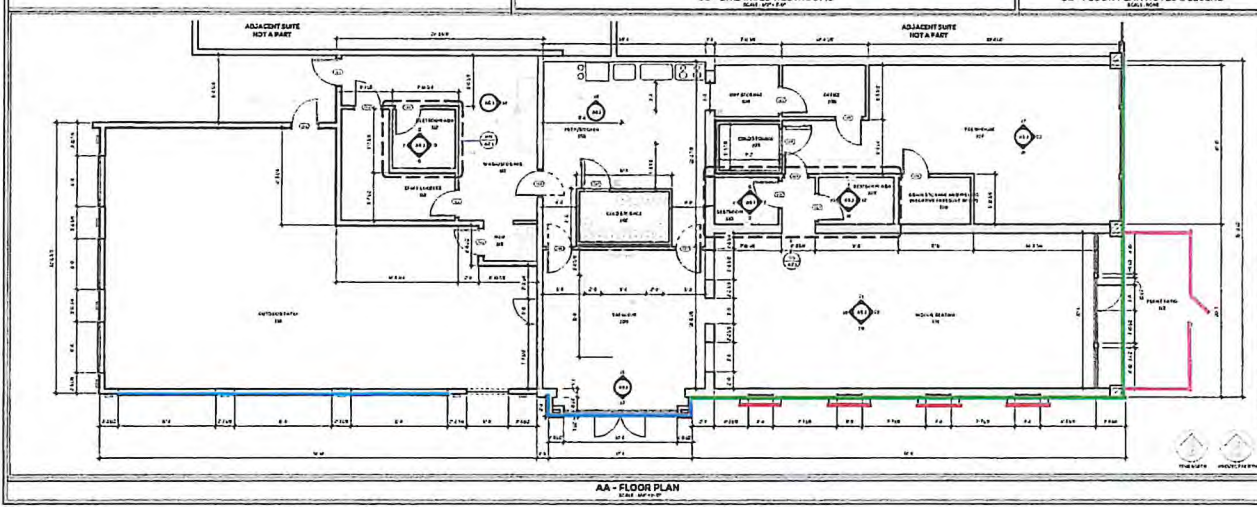
ARCHITECT: KRISTEN DAUGHER

728 5TH STREET
ORLANDO, FL 32801
95963

407-555-1111
407-555-1112

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	08/15/11
2	ISSUED FOR CONSTRUCTION	08/15/11

PRELIMINARY FLOOR PLAN A2.1





Fifth St.



Colvsa St