

CITY COUNCIL

Charles Gee, Mayor
Dennis G. Hoffman, Vice Mayor
Bruce T. Roundy
James Paschall Sr.
Salina J. Edwards

CITY OF ORLAND

INCORPORATED 1909

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



CITY OFFICIALS

Angela Crook
Assistant City Manager/City Clerk
Pamela Otterson
City Treasurer

CITY MANAGER

Peter R. Carr

If anyone wishes to address the City Council on an item to be considered at this meeting, please fill out a Speaker Request Form and submit to the City Clerk before the meeting begins. (optional)

Meeting Place: Carnegie Center
912 Third Street
Orland, CA 95963

AGENDA
REGULAR MEETING, ORLAND CITY COUNCIL
Tuesday January 22, 2013

- I. **CALL TO ORDER – 7:30 p.m.**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **ORAL AND WRITTEN COMMUNICATIONS**

A. Citizen Comments:

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor; however, no formal action or discussion will be taken unless placed on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. **(Oral communications will be limited to three minutes)**

B. Introduction:

Mayor Gee will recognize members of the local Weeblos Pack 25, Den 9 and their leaders.

C. Commission Appointment/Reappointment:

Library Commission – 2 vacancies with new terms expiring Dec. 31, 2014. Applications received: Gene H. Russell & Kathleen Claire

V. CITY COUNCIL COMMUNICATIONS AND REPORTS

VI. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately following approval of remaining items on Consent Calendar.

- A. Approve City Council minutes for December 17, 2012.
- B. Approve Warrant List (payable obligations).
- C. Receive and file Arts Commission minutes for November 14, 2012.
- D. Receive and file Economic Development Commission minutes for November 5, 2012.
- E. Adopt Resolution No. 2013-XX adopting water and sewer rates for deposit and delinquency penalty.
- F. Approve extension of expired terms for Parks and Recreation and Public Safety Commissioners until new appointments are complete.

**VII. PUBLIC HEARING - None
(Public Hearing comments will be limited to three to five minutes in length).**

VIII. ADMINISTRATIVE COMMUNICATIONS

A. City Attorney – Greg Einhorn

Discussion on commissioner appointment process.

B. Chief Tolle – J.C. Tolle

Presentation on Police Department activities.

C. City Manager – Pete Carr

1. City Budget Mid-Year Review (Finance Director/City Manager).
2. Verbal update on potential partnership with Orland Unified School District upgrades for swim pool; discussion and possible action.
3. Verbal update on selection of contractor for Library addition project.

IX. ADJOURN

Orland City Council
January 22, 2013
Page 3

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on January 17, 2013.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street, Orland, CA.

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

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City Treasurer

Letter of Commendation Orland Weeblos Pack 25, Den 9

Boys and their leaders of the Orland Weeblos Pack 25, Den 9 are hereby commended for their exemplary efforts to learn about and participate in our local government process. Your time and attention in understanding how your City works will help you become better citizens and community leaders. The City of Orland is proud to be part of your mission to build courage, confidence and character and to make the world a better place.

Presented January 22, 2013 on behalf of the City Council of the City of Orland,

Charles Gee
Mayor

**LIBRARY COMMISSION
TWO APPOINTMENTS
NEW TERM EXPIRES 12/31/2014**

Patricia Mullanix Term Expires 12/31/12
Gene H. Russell Term Expires 12/31/12

Applications Received:

Gene Russell*

Kathleen Claire

*Desire for reappointment to commission



CITY OF ORLAND
FACT SHEET FOR COUNCIL APPOINTMENT
TO COMMISSIONS, COMMITTEES AND BOARDS

Body to Which Appointment is Sought:

- Arts Commission
City Council
Economic Development Commission
[X] Library Commission
Parks & Recreation Commission
Planning Commission
Public Works Commission
Safety Commission
[X] Reappointment to Commission

Name Gene H. Russell
*Address 123 Central Street
Mailing Address Orland, CA 95963
Home Phone: () 530/865-9555
Work Phone: () -
Fax: () -
E-mail: orly@saber.net

* Must live within city limits of Orland or reside within the 95963 postal zip code.

Not required to complete below, if reapplying for appointment to a commission

EDUCATION

High School Graduate Yes GED Location
Other formal education Chico State College - A.B., M.E.
Utah State University, Logan, UT - Ed.D.

EMPLOYMENT HISTORY

List all employment during the last five years. If retired, list last employer.

Table with 3 columns: Period, Employer (include location), Position/Title. Row 1: 1973-99, Orland Public Schools, Educator.

(continued on other side)

PERSONAL DATA

Are you related to any member of the City Council, any City Board/Commission/ Committee Member or City Employee? No. If yes, please list name and relationship:

Year you became an Orland resident. 1973

Are you a City of Orland registered voter? YES

Have you ever been convicted of a felony? No If yes, explain.

List civic activities, clubs, association, etc. Orland Historical & Cultural Society, Friends of the Orland Free Library, Orland Alumni Association

Briefly state your reasons for interest in the appointment sought. _____

To continue projects started.
To give back to library for services rendered in the past.
Can offer creative ideas from visits to numerous libraries.

I certify that the foregoing is true and correct to the best of my knowledge.

Gene H. Russell
Signature

Date: November 15, 2012

IMPORTANT: Appointees to certain commissions and boards will be required to complete a Statement of Economic Interest as required by California Government Code §87200 et seq. and the City of Orland Conflict of Interest Code.

Return form to: **City Clerk
815 Fourth Street
Orland, CA 95963**



CITY OF ORLAND
FACT SHEET FOR COUNCIL APPOINTMENT
TO COMMISSIONS, COMMITTEES AND BOARDS

Body to which appointment is sought:

- Arts Commission
City Council
Economic Development Commission
[X] Library Commission
Parks & Recreation Commission
Planning Commission
Public Works Commission
Safety Commission
Other

Name KATHLEEN W. CLAIRE
Address 6265 CANELLA DR.
Mailing Address ORLAND, CA 95963
Home Phone: (530) 865-5840
Work Phone: ()
Fax: ()
E-mail: KWCLAIRE35@gmail.com

EDUCATION

High School Graduate [X] GED Location CHICO HIGH SCHOOL
Other formal education 1 SEMESTER BUTTE COLL.

EMPLOYMENT HISTORY

List all employment during the last five years. If retired, list last employer.

Table with 3 columns: Period, Employer (include location), Position/Title. Entries include 2000-2006 Sierra Telephone Co. Oakhurst, CA. gardener and retired Volunteer Oakhurst Public Library 7 yrs.

PERSONAL DATA

Are you related to any member of the City Council, any City Board/Commission/ Committee Member or City Employee? If yes, please list name and relationship:

Year you became an Orland resident. 2012

Are you a City of Orland registered voter? yes

Have you ever been convicted of a felony? _____ If yes, explain.

List civic activities, clubs, associations, etc. Volunteer Orland Free Library

Briefly state your reasons for interest in the appointment sought. I feel a public library is a city's greatest asset. Keeping up with all the newest technology will be the biggest challenge facing any public office.

I certify that the foregoing is true and correct to the best of my knowledge.

Kathleen McClair
Signature

Date: Jan. 3, 2013

IMPORTANT: Appointees to certain commissions and boards will be required to complete a Statement of Economic Interest as required by California Government Code §87200 et seq. and the City of Orland Conflict of Interest Code.

Return form to: City Clerk
City of Orland
815 4th Street
Orland CA 95963

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday December 17, 2012
7:30 p.m.

Meeting called to order by Mayor Gee. Meeting opened with the pledge of allegiance.

ROLL CALL

Councilmembers present: Jim Paschall, Salina Edwards, Bruce Roundy, Vice Mayor Dennis Hoffman and Mayor Charles Gee

Councilmembers absent: None

Staff present: Chief of Police Tolle, Fire Chief Gomes, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

Mike Yalow, 163 E. Swift Street, spoke on behalf of the Northern California Regional Middle Mile Infrastructure project requesting a Letter of Support for Broadband Infrastructure Implementation, to be agendized for the next Council meeting. Mr. Yalow also requested Council to appoint Councilmember Bruce Roundy to the Consortium as a representative from Council, as he is already involved with the League of California Cities.

Byron Denton, 127 Tanner Way, encouraged everyone to come out to the Avenue of Lights. Mr. Denton advised he attended the "Wreaths across America" ceremony, which was well done.

Commission Reappointments/Appointments:

1. Economic Development Commission – 2 vacancies with new terms expiring Dec. 31, 2014. Applications received: Gary Campbell, Mike Yalow, Mary Schreiber and Edgar Valenzuela.

Mayor Gee moved, seconded by Councilmember Edwards, to appoint Gary Campbell and Edgar Valenzuela to the EDC Commission with new terms expiring Dec. 31, 2014. Motion carried with no abstentions.

2. Planning Commission – 2 vacancies with new terms expiring Dec. 31, 2016. Applications received: Stephen Shoop, Deborah Carter, Mary Schreiber and Mike Yalow.

Mayor Gee advised the Municipal Code requires all the Commissions to have a majority of city residents to serve on those commissions. At this time, there are an insufficient number of applicants that are city residents considered eligible by the interview committee to fulfill the membership on the Planning Commission. Therefore, Mayor Gee recommended reopening the application period for the Planning Commission and other Commissions that have not made their appointments. Councilor Roundy disagreed with Mayor Gee's recommendation and advised there were enough city resident applicants for the Planning Commission appointments. City Attorney Einhorn advised the interview committee's recommendation conflicted with the Municipal Code as there would not be a majority of city residents serving on the commission, therefore, it should go back to the interview committee for another recommendation. Councilor Roundy agreed it needs to go back to the committee and

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday December 17, 2012 -2-

selection process again. Mayor Gee advised the committee did not recommend the other city applicant; therefore, it needs to be readvertised and specified the need of city residents to apply.

Vice Mayor Hoffman moved, seconded by Councilmember Edwards, to reopen the recruitment process for the Planning Commission and other vacancies and specify city and/or county resident requirements that need to be fulfilled. Motion carried 4-1, Councilmember Roundy abstained.

Mr. Yalow came forward asking for a reason he was not appointed to the Planning Commission. Mayor Gee advised the recommendation from the interview committee were for the two county residents that applied and that he was not considered qualified.

Planning Commission applicant Mary Schreiber advised even though she was a county resident her commitment is as great as a city resident.

Mayor Gee moved, seconded by Councilmember Edwards, to extend the existing Planning Commissioners' terms up to 90 days from Dec, 31, 2012 during the recruitment process period. Motion carried 4-1, Councilmember Roundy abstained.

3. Public Works Commission – 3 vacancies with new terms expiring Dec. 31, 2014.
Applications received: Emil Cavagnolo, Byron Denton and Roger Hansen.

No appointments were made at this time due to the previous motions.

Council Appointments:

2013 Council Appointments to Boards and Commissions

Golden State RMA
2nd Wed every other month, 6 pm
Stipend \$100 per meeting

Charles Gee
Salina Edwards, alternate

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

Dennis Hoffman
Jim Paschall, alternate

Airport Land Use Commission
No meeting schedule

Bruce Roundy – appt. through May 5, 2014
Dennis Hoffman, alternate

Orland Area Chamber of Com.
Board - 3rd Wed, monthly, noon, at
Chamber office.

Dennis Hoffman
Salina Edwards, alternate

Orland Unit Water Users' Assoc
Voting delegate

Charles Gee

Advisory to City Commissions

Library Commission
2nd Tues, every other month, 5:30 pm

Salina Edwards
Dennis Hoffman, alternate

Public Works Commission
Meets when called

Jim Paschall
Salina Edwards, Alternate

Parks & Recreation Commission
4th Wed, monthly, 6:30 pm

Bruce Roundy
Salina Edwards, alternate

Public Safety Commission
2nd Mon, monthly or every other month,
Noon

Salina Edwards
Jim Paschall, alternate

Arts Commission
3rd Wed, monthly, 7 pm

Bruce Roundy
Dennis Hoffman, alternate

Economic Development (EDC)
1st Mon, monthly, 6 pm

Charles Gee
Bruce Roundy, alternate

Planning Commission
3rd Thurs, monthly, 7 pm

Dennis Hoffman
Charles Gee, alternate

Special Assignments

City Selection Committee

Mayor Charles Gee, Chairman

City Selection Committee

LAFCO
Meets when called
Stipend \$25 per meeting

Bruce Roundy (member) appt. until May 2013
New term begins May 2013 - May 2017
Alternate member switches between Orland & Willows
(Willows has alternate member 2013-2017)

Waste Management Regional
Agency

Dennis Hoffman
Charles Gee
Salina Edwards, alternate

Local Transportation Comm
3rd Thurs, monthly, 10 am, between
Orland & Willows
Stipend \$50 per meeting

Bruce Roundy
Jim Paschall

Transit Committee
Meets with Local Transportation Comm.

Bruce Roundy
Jim Paschall
Salina Edwards, alternate

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday December 17, 2012 -4-

Joint City/County EDC

Bruce Roundy
Charles Gee

League of California Cities

Bruce Roundy

Presentation:

Fire Chief Gomes gave a power point presentation on Fire Department activities. Chief Gomes advised the Fire Department is in need of annual replacement of equipment. This would prevent a large onetime expense and would provide the ability to spread the costs over a 10-15 year period. Critical needs of the department include: personal protective equipment, self-contained breathing apparatus, radio pager replacements and maintenance of the apparatus program. Fire Chief Gomes advised approximately \$35,000-\$40,000 is needed for the next ten years to bring inventory to current standards, as well as an additional \$10,000 - \$20,000 annually for truck reserve funding. Council agreed there is a vital need to invest in the Fire Department and adequately fund various equipment and fire truck needs.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Roundy reported on the following:

- Approved the Certified Farmers Market for 2013.
- Partner with CCC in Arundo reduction.
- The Pantry collecting from the schools for Christmas baskets; Orland Rotary provides toys; Orland Friends of Library provides books.
- Glenn County Transportation & Transit meeting this Thursday Dec. 20, 2012.
- New Mayors and Councilmembers Conference coming up in January.

Councilmember Paschall reported on the following:

- Avenue of Lights; traffic congestion on streets. Spoke to Chief regarding hazard and need to lighting up the intersection. VIP's need to be thanked for their help.

Councilmember Edwards reported on the following:

- Attended the Wreaths across America ceremony, Fire Department did a terrific job as well as Orland High School Choir.
- Thanked Glenn County Office of Education for the labor they supervise for arundo eradication.
- Thanked Art and Dottie Tefelski for all of their work with Wreaths across America.

Councilmember Hoffman stated the following:

- Questioned if the City is getting reimbursed for any police costs at the Avenue of Lights; it was confirmed no costs are being reimbursed.

Mayor Gee reported on the following:

- Planning Commission meeting will be held December 20, 2012; request Vice Mayor Hoffman to attend as Grocery Outlet sign will be discussed.
- Tri County Economic Conference in Oroville January 17, 2013.

CONSENT CALENDAR

- A. Approve City Council minutes for November 19, 2012.
- B. Approve City Council minutes for December 3, 2012.
- C. Approve Warrant List (payable obligations).
- D. Receive and file Economic Development Commission minutes for October 1, 2012.
- E. Approve Deferred Improvement Agreement between City of Orland and David Forster, authorize Mayor to execute Agreement and approve Parcel Map No. 2008-01.
- F. Adopt Resolution No. 2012-XX approving the Interfund Loan Payback Plan.

Councilmember Edwards requested Item F. be removed from the agenda for discussion and possible amendment.

Councilmember Roundy moved, seconded by Vice Mayor Hoffman, to approve Items A-E on the Consent Calendar. Motion carried with no abstentions.

Councilmember Edwards requested the Interfund Loan Payback Resolution be amended and brought back to Council at the next regular meeting. Councilor Edwards advised since the payback agreement is dependent upon rental income, Council needs to be made aware in the case rental payments are not received for at least three months.

Councilmember Edwards moved, seconded by Councilmember Paschall, to amend the Interfund Loan Payback Resolution to include an annual review by Council, unless payments are not current for at least three consecutive months, then needs to be brought forward to Council's attention. Motion carried with no abstentions.

PUBLIC HEARING

1. First Reading by title only of " An Ordinance of the City Council of the City of Orland repealing and reenacting Article III of Chapter 13.04 and amending 13.04.020 of the Orland Municipal Code, Water and Sewer Systems: Service Charges and Definitions.

City Manager Carr presented for consideration the first reading of the ordinance regarding the adoption of revisions to the Orland Municipal Code related to utility billing practices, accounts receivables and collection processes on unpaid bills. As discussed in the last Council meeting, it was proposed to increase the Water Service Deposit to \$150; the ordinance states an advance deposit as specified in the rate schedule. City Manager Carr stated the rate schedule will be brought forward in a separate resolution. Council discussed increasing the Delinquent Utility Service Charge from \$5 to \$10. City Attorney Einhorn advised the Delinquent Utility Service Charge dollar amount can be referenced in the rate schedule as well, with an increase to \$10. The Public Hearing opened for comments at 9:03 p.m. Byron Denton asked if a cost of living increase was addressed regarding water and sewer rates. City Manager Carr stated the water rates are addressed in the fee schedule, however, this ordinance reflects how staff is to handle delinquent utility accounts. With no further comments, the Public Hearing closed at 9:05 p.m.

Councilmember Paschall moved, seconded by Councilmember Edwards, to amend the ordinance as presented and to bring forward the ordinance for Second Reading at the next scheduled Council meeting. Motion carried with no abstentions.

ADMINISTRATIVE COMMUNICATIONS

City Manager Carr brought forward discussion of Public Facilities Planning - Community Center. The City is currently updating its Development Impact Fees (streets, fire, community center, etc.) by conducting a nexus study to anticipate future funding needs. Discussion occurred on what individuals would serve on this committee to discuss the needs and and/or options for a community center. Council directed staff to select a committee (5-7 members) to consider options and recommendations to Council on a Community Center.

Tracey Quarne suggested the committee seek answers regarding community center needs, size, and potential budget etc.

Meeting adjourned to Closed Session at 9:45 p.m.

CLOSED SESSION

Closed Session was held regarding Conference With Legal Counsel-Pending Litigation – Pursuant to Government Code Section: 54956.9(a); City of Orland v. Western Insurance Company

Closed Session was held regarding Negotiation of Real Estate Transaction; Pursuant to Government Code Section: 54956.8; Property: APN'S 040-155-033-0 & 040-155-004-0; Under negotiation: potential lease

Closed Session was held regarding Public Employee Appointment, Employment, Evaluation of Performance, Dismissal or Release; Pursuant to Government Code Section: 54957; Position: City Manager

Meeting reconvened to open session at 10:28 p.m.

REPORT FROM CLOSED SESSION

Direction was given to City Attorney regarding pending litigation.

Direction given to City Manager regarding potential lease of real property.

Direction was given to City Manager regarding performance evaluation.

ADJOURN

Meeting adjourned at 10:29 p.m.

_____Clerk

_____Mayor

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City Treasurer

WARRANT LIST

January 22, 2013

WARRANT	1/16/13	\$	149,922.40
PAYROLL	1/10/13	\$	47,424.89
PAYROLL	1/10/13	\$	22,096.23
TOTAL		\$	219,443.52

APPROVED BY

Charles Gee, Mayor

Dennis G. Hoffman, Vice-Mayor

Bruce T. Roundy, Councilmember

James Paschall, Sr., Councilmember

Salina J. Edwards, Councilmember

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
138032	01/16/13	ABD00	ADVANCED DOCUMENT	2.87	.00	2.87	633033	BD;Plan/billable copies
				184.10	.00	184.10	633129	Copies
				Check Total.....:		186.97	.00	186.97
138033	01/16/13	ABS00	ABSOLUTE SAFETY TRAINING,	300.00	.00	300.00	270	FD/ContEd for EMTs
138034	01/16/13	AIR00	AIR RITE HEATING & AIR	155.00	.00	155.00	6787	Rec Center furnace repair
138035	01/16/13	ALL01	ALL SEASONS SCREEN PRINT	2038.98	.00	2038.98	2943	Rec/t-shirts for basketba
138036	01/16/13	BAS00	Basic Laboratory, Inc	275.00	.00	275.00	789;90;21	PW/lab svcs
138037	01/16/13	BRO02	DARYL R. BROCK CPA	4600.00	.00	4600.00	1/15/13	FinDir/cont svcs
138038	01/16/13	BUC00	BUCKE'S FEED & GRAIN	239.48	.00	239.48	650;168	PD/K9 dog house& feed
138039	01/16/13	C&R00	C & R Radio	988.16	.00	988.16	805	FD/repeater antenna
138040	01/16/13	CAL04	CA Building Standards Com	106.20	.00	106.20	10-12/12	BD/CBSC fees
138041	01/16/13	CAR02	CARDMEMBER SERVICE	132.96	.00	132.96	12/12	Lib/postage;books
				93.12	.00	93.12	12-28-12	CM/travel expense
				45.00	.00	45.00	12/28/12	PD/membership dues
				912.18	.00	912.18	12282012	Clerk/misc exp
				676.95	.00	676.95	20121228	PD/misc supplies&dues
				778.85	.00	778.85	Dec282012	Stamped envelopes
				Check Total.....:		2639.06	.00	2639.06
138042	01/16/13	CAR12	Peter R. Carr	30.00	.00	30.00	1/2-1/10	CM/travel expense
138043	01/16/13	CIL00	Carl Ciliax	1085.00	.00	1085.00	Tax Due	AC/bronze statute
138044	01/16/13	COM02	Comcast	82.41	.00	82.41	12/28/12	Multi-depts/internet conn
138045	01/16/13	CVS00	CVS Pharmacy	19.12	.00	19.12	121912	City Hall supplies
138046	01/16/13	DAY00	DAY WIRELESS SYSTEMS	1000.00	.00	1000.00	324088	PW/radio installation
138047	01/16/13	DEF01	PAT DEFRIES	50.00	.00	50.00	1-4-13	Rec/seniorsize instructor
138048	01/16/13	DEM00	DEMCO	339.65	.00	339.65	4821643	Lib/book processing suppl
138049	01/16/13	DEP11	DEPART. OF CONSERVATION	265.52	.00	265.52	10-12/12	BD/strong motion fees
138050	01/16/13	DEP21	DEPARTMENT OF FINANCE	13000.00	.00	13000.00	48877	Animal control svcs
				20.00	.00	20.00	Dec 2012	PD/p-cite assessment
				Check Total.....:		13020.00	.00	13020.00
138051	01/16/13	EIN02	Gregory P. Einhorn	4825.00	.00	4825.00	11236;252	CA/contract svcs
138052	01/16/13	ENL00	ENLOE MEDICAL CENTER	194.00	.00	194.00	12/4/12	PD/physical exam
138053	01/16/13	GAL01	GALE GROUP	43.08	.00	43.08	98080174	Lib/large print books
138054	01/16/13	GLE05	GLENN COUNTY/LAFCO	7448.00	.00	7448.00	1295963	LAFCO contrib.
138055	01/16/13	GOL01	GOLDEN STATE RISK	43879.95	.00	43879.95	2/2013	Health Ins. premium
138056	01/16/13	GRO00	Ferguson Enterprises Inc	1726.28	.00	1726.28	810;224	PW/supplies
138057	01/16/13	HEI01	VIRGIL HEISE	100.00	.00	100.00	1/7/13	FD/janitorial
138058	01/16/13	LEA01	LOCC	50.00	.00	50.00	4103	2013 Dues
138059	01/16/13	LEE04	Nancy Leek	17.89	.00	17.89	12/18/12	Lib/reimb for craft suppl
138060	01/16/13	LES00	LES SCHWAB	122.56	.00	122.56	5257	PW/battery for pick-up
138061	01/16/13	LNC00	L.N. CURTIS & SONS	167.71	.00	167.71	5222	FD/CO detectors repair
138062	01/16/13	MAN01	Tim Mangum	32.57	.00	32.57	9902	Rec/new keys
138063	01/16/13	MAR01	Marcello & Company	17500.00	.00	17500.00	1/2/13	Annual audit (1)
138064	01/16/13	MAT04	MATSON & ISOM	321.25	.00	321.25	41176	AC/website update
				7500.00	.00	7500.00	41291	ContSvcs/IT support
				62.00	.00	62.00	41347	Multi-depts/postini
				Check Total.....:		7883.25	.00	7883.25
138065	01/16/13	MED01	Patterson Medical Supply	97.86	.00	97.86	7624-01	PD/safety supplies
138066	01/16/13	MEZ00	JODY MEZA	200.00	.00	200.00	Dec 2012	Lib/mileage
138067	01/16/13	MIL00	MILLER GLASS, INC.	35.00	.00	35.00	3195148	CM/windshield repair
138068	01/16/13	MJB00	MJB WELDING SUPPLY, INC	8.50	.00	8.50	978850	PW/cylinder rental

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
038069	01/16/13	MME00	Municipal Maintenance Equ	214.37	.00	214.37	78715	PW/ball valve
038070	01/16/13	NOR22	NorthNet Library System	300.00	.00	300.00	1103	Lib/retirees health ins.
038071	01/16/13	O'R00	O'Reilly Auto Inc	55.53	.00	55.53	12/28/12	PD/equip parts
038072	01/16/13	OCL00	OCLC.Inc Dept 34299	185.96	.00	185.96	217124	Lib/interlibrary loan sof
038073	01/16/13	PEP00	PETTY CASH POLICE DEPT	144.99	.00	144.99	Jan2013	PD/misc tags
038074	01/16/13	PER00	STATE OF CALIF PERS	17130.69	.00	17130.69	01-2013-3	PERS PAYABLE
038075	01/16/13	PGE00	PG&E	10.51 19.72 15638.80 21.20 78.18	.00 .00 .00 .00 .00	10.51 19.72 15638.80 21.20 78.18	1-11-13 1/11/13 26Dec12 1/092013 1/7/2013	Rec/LLpitching machine Rec/LelyPark lights Utility usage PW/WalkerStPedestal FD/utilities
			Check Total.....:	15768.41	.00	15768.41		
038076	01/16/13	QUI02	QUILL CORP.	799.79 295.57	.00 .00	799.79 295.57	812;265 1/3-1/11	PD/office&spec dept expen Office supplies
			Check Total.....:	1095.36	.00	1095.36		
038077	01/16/13	ROU01	Bruce Roundy	16.65	.00	16.65	1/14/13	Coun/mileage reimb
038078	01/16/13	SAC01	SACRAMENTO VALLEY MIRROR	293.63	.00	293.63	11843	Legal notices
038079	01/16/13	SAV00	North State Grocery	24.61	.00	24.61	12/03/12	Council reception
038080	01/16/13	SHA08	Shasta Safety Supply	139.97	.00	139.97	2013114	PW/safety supplies
038081	01/16/13	SIM01	SIMPLOT	135.07	.00	135.07	777016079	PW/round-up
038082	01/16/13	STB01	STATE BOARD OF EQUAL.	153.22	.00	153.22	4Qtr2012	PW/qtrly fuel tax
038083	01/16/13	STO04	STONYCREEK PEST CONTROL	92.00	.00	92.00	011113	Pest control
038084	01/16/13	TRI00	Tri-County Newspapers Inc	309.05	.00	309.05	123112	Legal notices
038085	01/16/13	TRI03	Tri-County Portable Toile	80.00	.00	80.00	670	PW/green waste
038086	01/16/13	TUR01	Rae Turnbull	150.00	.00	150.00	Jan 2013	AC/gallery supplies
038087	01/16/13	VAN00	VANTAGE POINT TRANSFER AG	1567.38	.00	1567.38	12/26-109	DefCompPay#304591
038088	01/16/13	WOO05	Alexa Woodward	30.00	.00	30.00	010713	AC/model fee
038089	01/16/13	XER00	XEROX CORP.	208.31	.00	208.31	1/1/2013	PD/copier lease
038090	01/16/13	\T009	TORREZ, GUILLERMO	75.00	.00	75.00	000B30101	MQ CUSTOMER REFUND FOR TO
			Cash Account Total.....:	149922.40	.00	149922.40		
			Total Disbursements.....:	149922.40	.00	149922.40		
			Cash Account Total.....:	.00	.00	.00		

CITY OF ORLAND
ORLAND ARTS COMMISSION MEETING
Wednesday, November 14th, 2012

The November 14th, 2012 meeting was called to order by Co Chair Rae Turnbull at 7:00 p.m. at the Orland Art Center, Fourth and Colusa Streets, Orland. Commissioners present were Rae Turnbull, George Turnbull, Pat Mullanix, Mary Rose Kennedy, and Steve Elliott. Absent: Commissioners Jane King and Pam Roundy and city liaison Bruce Roundy.

Minutes The minutes of the meeting of October 17th, 2012, were approved as emailed. (Mary Rose Kennedy and George Turnbull)

Treasurer's Report

The Treasurer's report shows a balance of: \$19,988.13 as of November 12th, 2012. This *includes* ongoing donations for the Bronze Public Art project.

Oral or Written Communications:

none

Commissioner Reports

(1) Commissioner Rae Turnbull reported that the donation drive for the Bronze Public Art Project is going well, with only \$4000 still needed to bring the amount to the full total required.

(2) Upcoming workshops are filling easily. Artist and teacher Jeannie Vodden's Watercolor techniques workshop scheduled for February is already full. Rae Turnbull's Calligraphy workshop is scheduled for March and Betsy van Tol will offer her children's workshop again during the summer months. Orland High School Art teacher Molly Wallace brings her art students to every show at the Gallery, and teachers from C.K. Price are also bringing their students. It's very gratifying to see Orland schools taking advantage of such a valuable, and free, resource.

(3) Gallery sales from the current November show will result in \$321. in commissions to be paid to the Gallery. As of November 1st, the grand total of commissions from sales at the Gallery total \$7,902 since the Arts Commission first established the Art Center. This includes sales from *both* locations, the one on South Street and our current Fourth Street location. For both locations, the total collected for Show entry fees is \$2,105. Both of these funds help us continue to provide quality shows and projects that benefit the entire community.

Items for Discussion or Action

Commissioner Steve Elliott reported on the additional gallery lighting situation. The donated transformers are 300 watts and Steve ascertained that they would work well for the intended use in the center of the Gallery. However, some additional parts will need to be purchased and installed to make the unit fully operational. It was moved and seconded (Mary Rose Kennedy and George Turnbull) that we approve a working sum not to exceed \$850 in order to upgrade and install the additional Gallery lighting. Motion carried.

Adjournment

There being no further business, the meeting was adjourned at 7:40 p.m. *The next meeting will be held Wednesday, January 16, 2013 at 7:00 p.m. Due to the Christmas holidays, the December meeting was cancelled.*

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
November 5, 2012

The meeting was called to order by Chairman Campbell at 6:03 P.M. and opened with the Pledge of Allegiance.

Commissioners Present: Mike Yalow, Helen Duree, Mike Wyser, Sarah Leydon and Gary Campbell
Commissioners Absent: None
Councilmembers Present: Bruce Roundy
Staff Present: Pete Carr and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizens Business – None

CONSENT CALENDAR

Commissioner Yalow stated the October 1, 2012 minutes, under the Oral and Written Communication item regarding Bob Pasero and Orland Pride, should be corrected by eliminating that the organization will be a fundraising arm for the EDC. Orland Pride is not a fundraising arm for the EDC.

M/S/C Yalow- Wyser Approved minutes of October 1, 2012 as corrected
(*Passed unanimously with Leydon abstaining*)

ITEMS FOR DISCUSSION OR ACTION

Discussion was held on LED lights for the downtown trees. City Manager Carr stated at present there are two strands of lights each on two of the downtown trees. He would like to see the tree protectors removed but they are needed for the light controls. Chairman Campbell suggested using zip ties to secure the lights to the trees. City Manager Carr stated all Fourth Street downtown trees could have lights by the downtown Christmas event Thanksgiving weekend. Chairman Campbell suggested obtaining brighter lights and longer strings. Commissioner Yalow asked how much money was budgeted. City Manager Carr stated the strands are under \$20 ea, thus the project is in the hundreds of dollars, not thousands. Commissioner Yalow stated he wished the merchants would stay open later with the lights being on. Commissioner Duree stated towns with lights look open even if they are not. Commissioner Leydon agreed the tree protectors should be removed and finds them harsh looking. Commissioner Duree stated she did not have a problem with them but would like to see them maintained; painted and made sure they are upright.

City Manager Carr asked for feedback regarding the lighting of the downtown trees after they have been in place for a while.

STAFF REPORTS

City Manager Carr gave an update on businesses. He stated it is going well at the Stony Creek Plaza mall with the former Longs building completely cleared out and a new sign will be reviewed by the Planning Commission at their December meeting. The grocery and retail stores should be in the mall by April 2013. The owner of the mall thinks small local businesses will fill in the remaining areas.

Bonnie Morgan asked if the County courthouse was going to be relocated. City Manager Carr stated it will not anytime soon due to reduced State funding for the project.

In regards to Sapphire Plaza, 7-11 is working on arranging for tenant improvements and has obtained an ABC license.

Portuguese Plaza has a couple of prospective tenants. Its neighbor, the Shell station, plans to fix and upgrade their broken sign this year.

The City Council approved expanding the façade improvement program but so far only one applicant outside the downtown area has shown an interest in the funds.

Commissioner Yalow asked if the owner of the vacant lot on Fifth Street (Uncle Chong's) has been contacted. City Manager Carr stated he had but City Council has not yet considered authorizing him to negotiate a deal there.

City Manager Carr stated the business that is locating in the former Ice Box has been approved by the Planning Commission for a variance to parking spaces and the Commission also approved changing mobile food carts and vending carts to an administrative permit process. At present two local businesses are interested in using mobile food vehicles. Chairman Campbell stated he hoped the businesses would be aware of the trash that collects from their operations. City Manager Carr stated the City can act on it if it is a nuisance. Commissioner Leydon asked if push carts were required to show their business licenses. City Manager Carr stated it has not been a requirement until now but vendors are now being required to show a health permit and business license.

Council member Roundy asked if Burger King or Subway had expressed any interest in the vacant lots next to their businesses. City Manager Carr stated no one has contacted City staff. He added he was pleased with Burger King's recent remodel. Chairman Campbell stated it is the highest grossing store in the north state.

City Manager reported owners of property on the south side of Cortina Drive are communicating. One owner has property that is landlocked from any egress or ingress except for

an inadequate easement. City Manager Carr stated there has been an offer made but he does not know the outcome.

Secretary Wackerman asked for Commissioners to let her know if they will be attending the Center for Economic Development's economic forecast January 17, 2013. Commissioners Duree, Leydon and Wyser stated they will be attending.

COMMISSIONER REPORTS

Chairman Campbell reported Orland Pride and several other organizations will be organizing a motorcycle run in January to help fund lighting the Arch. The Run begins and ends at the Fire Department.

He also reported the Black Butte Triathlon will be held June 8-9 at the Lake. He plans to be at the event as an Orland Volunteer Fireman and the Army Corps are working at the triathlon also. If local businesses are interested, more food vendors are needed.

Commissioner Yalow reported on his meeting with USDA. They will be funded at a reduced level. If anyone is interested in utilizing them, the Redding office is the one to contact. He also reported the NRCS (Natural Resource Conservation Service) is facing funding problems and they need to be more interested in the north state. The RCD and the County EDA steering committee are looking at the ag industry in regards to food processing. He also reported Kandi Manhart, executive officer for the RCD has been appointed to the RCD State Leadership committee.

(Mayor Elliott arrived at 6:57 P.M.)

Commissioner Yalow asked for the EDC to review the Project Development Plan and the city's land use inventory. Chairman Campbell recommended a workshop be scheduled for January 23 to discuss the Plan and the inventory. Commissioner Duree suggested cordoning off areas of the city to deal with clean-up. Commissioner Leydon suggested utilizing street artists to make the downtown more appealing.

(Council member Hoffman arrived at 7:05 P.M.)

Commissioner Duree stated the city's website needs to be more interesting. Commissioner Leydon stated there is already an Orland Facebook page that has 1700 likes. This page, she says, was established by someone anonymously who saw a need for the city. City Manager Carr stated the City's Facebook page will be launched sometime during the week.

Commissioner Duree offered a brand name, "Orland – Hometown America". Commissioner Leydon suggested putting the branding suggestions on the city's Facebook page so they could be

voted on. Commissioner Campbell stated the city should consider professional help for the branding name.

(Council member Gee arrived at 7:13 P.M.)

Commissioners suggested branding be placed on the next EDC agenda along with an update on the Arch lighting and the number of business licenses issued.

ADJOURNMENT – 7:19 P.M.

Respectfully submitted,

Janet Wackerman, Secretary

Gary Campbell, Chairman

RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND ADOPTING WATER AND SEWER SERVICE RATES FOR DEPOSIT AND DELINQUENCY PENALTY

WHEREAS, the City Council of the City of Orland (City) has adopted Orland Municipal Code (OMC) Article III, Chapter 13.04, setting forth water and sewer system service charges, billing and collections; and,

WHEREAS, OMC sections 13.04.116 and 13.04.122 provide for the establishment of water and sewer system deposit and payment delinquency penalty amounts by a rate schedule resolution, respectively; and,

WHEREAS, the City hereby does set those rates herein.

NOW, THEREFORE, BE IT RESOLVED by the City as follows:

That the water and sewer system deposit amount referenced in OMC 14.04.116 be set at \$150.

That the water and sewer system delinquency penalty amount be set at \$10, reflecting the cost incurred in processing the delinquency notification and accounting.

This Resolution was passed by the City Council of the City of Orland at a regular meeting thereof on the 22nd day of January, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Charles Gee, Mayor

ATTEST:

Angela Crook, City Clerk

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: VI.F.

MEETING DATE: January 22, 2013

TO: Honorable Mayor and Council
FROM: Angie Crook, Assistant City Manager/City Clerk
SUBJECT: Extend Expired Terms of Commissioners

The City Clerk is requesting to extend the expired terms of Parks and Recreation and Public Safety Commissioners until interviews and appointments are complete.

BACKGROUND

Due to the extension of the application period for certain city commissions, this has caused some commissions to be unable to hold their monthly meeting due to a majority of the members whose terms expired December 31, 2012. The commission application deadline closed January 15, 2013.

At a previous meeting, Council approved extending the expired terms of the Planning Commissioners until new appointments were made.

DISCUSSION

Commission interviews are being determined at this time. Once interviews are complete, a recommendation will be brought forward to Mayor and Council at a regular scheduled meeting.

RECOMMENDATION:

Approve extension of expired terms for Parks and Recreation and Public Safety Commissioners until new appointments are complete.

Fiscal Impact of Recommendation: None.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: VIII.C.1.

MEETING DATE: January 22, 2013

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

City Manager and Finance Director will discuss the status of the city's revenues and expenses compared to budget, as of the mid-point in this fiscal year. Deferred expenditures and their prioritization will also be reviewed.

BACKGROUND

The City budget for fiscal year 2012-13 was adopted in June 2012. The budget represented staff's best forecast of revenues to be expected in the coming year, and a plan for providing essential municipal services within resources available. This provided the City's first projected "balanced budget" in several years, and projected a restoration of reserves to the City's established minimum level.

At that time and since then, requests for expenditures have been considered by Council and deferred pending review of actual revenues received and expenses incurred. Tonight's snapshot budget analysis summarizes both sides of the equation, with many funds grouped together in like categories for presentation purposes, for Council consideration.

DISCUSSION

Some General Fund revenues are running slightly higher than budgeted. Other revenue sources are running even with or slightly under projections (most notably Motor Vehicle License Fees revenues decreased by \$39,000), for a net "wash" in revenues compared to budget.

General Fund expenses are similarly situated, running just \$23,411 under budget. Both revenues and expenses are within 1% of budget at this time, and are forecasted to remain so through the close of this fiscal year.

The General Fund balance reached the City's minimum standard by the end of FY12, plus some. While we projected the balance to be at \$602k by June 30, the subsequent

year-end closing process identified the reserve balance at \$637k. The minimum, based on City-established % of revenues, is currently \$585k.

Water and Sewer Enterprise Fund mid-year summaries indicate that current expenses are being met by current revenues, within a comfortable and appropriate margin.

Attachments (3): Six-month Summary of General Fund Revenues
 Six-month Summary of General Fund Expenses
 Six-Month Summary of Enterprise Funds Revenues & Expenses
 Deferred Expenditure List as of January 2012

RECOMMENDATION:

Staff does not recommend at this time funding any of the deferred expenditures that would tend to obligate long-term ongoing expenses, due to the narrowness of the budget variance. Council may wish, however, to consider some one-time expenditure items (such as items # 1 thru 3 on the list) for the items' criticality and/or their likelihood for minimal budget and fund balance impact.

We will be revisiting the list this spring in preparation for the fiscal year 2013-14 budget, which we anticipate to be more optimistic for sales taxes. We also anticipate increased costs in some essential services.

Fiscal Impact of Recommendation:

None, or up to \$35,000 for General Fund if items #1, #2 and #3 are funded.

City of Orland
2012 -- 2013 Budget Comparison -- General Fund Revenues
For the Six Months Ended December 31, 2012

Revenue Source	Final 2012-2013 Budget	July through December 2012 Activity	Amount Remaining	Percentage Remaining
Taxes				
Property and Related - Note 1	\$798,000	\$439,958	\$358,042	44.87%
Sales - Note 2	929,000	476,675	452,325	48.69%
Public Safety Augmentation	13,000	8,459	4,541	34.93%
Business Licenses	21,000	9,755	11,245	53.55%
Franchise Taxes	107,000	52,535	54,465	50.90%
Transient Occupancy Tax	42,000	22,046	19,954	47.51%
Fines and Forfeits	32,000	18,954	13,046	40.77%
Interest Income	12,000	5,401	6,599	54.99%
Rents and Royalties	44,000	26,473	17,527	39.83%
Inter Governmental				
Motor Vehicle in Lieu - Note 3	572,104	258,338	313,766	54.84%
County Library Subsidy	60,299	30,150	30,149	50.00%
Charges for Services				
Parks & Recreation Programs	55,500	24,462	31,038	55.92%
Other City Charges and Fees	45,000	20,687	24,313	54.03%
Miscellaneous Revenues	12,000	10,323	1,677	13.98%
Administrative Allocation from the Enterprise Funds	192,192	96,096	96,096	50.00%
Totals	\$2,935,095	\$1,500,312	\$1,434,783	48.88%

The six month level of revenue is approximately 1.12% greater than the budget, this represents a positive position of about \$26,000; however, when this is coupled with the (Note 2) Sales Tax increase of approximately \$12,000, and the (Note 3) Motor Vehicle decrease of \$39,781, there does not appear to be any addition funds available from the revenue

Note 1 - Glenn County remits approximately 55% of the annual property and related taxes with the first installment of payments; therefore, the amount remaining is as anticipated.

Note 2 - Sales taxes revenues are received three months in arrears. The final, December sales tax for the City will not be received until March 2013. Using a conservative estimate based upon December 2011, the sales tax for the six months ended should be approximately \$12,000 more than budgeted.

Note 3 - The City's final Motor Vehicle in Lieu receipt in May will be \$273,985 which will be \$39,781 less than the budget.

City of Orland
 2012 -- 2013 Budget -- General Fund Expenditures
 For the Six Months Ended December 31, 2012

Fund Number & Departments	Final 2012-2013 Budget	July through December 2012 Activity	Amount Remaining	Percentage Remaining
Administrative Departments				
(38 % is charged to the Enterprises)				
5010 City Council	\$23,834	\$16,896	\$6,938	29.11%
5050 City Manager	162,163	92,266	69,897	43.10%
5020 City Clerk	95,302	46,008	49,294	51.72%
5030 Finance	90,043	33,377	56,666	62.93%
5040 Legal	56,152	20,696	35,456	63.14%
5160 Engineer	24,033	13,095	10,938	45.51%
5190 Building Maintenance	47,482	32,766	14,716	30.99%
General Fund Departments				
(No charges to the Enterprises)				
5060 City Planning	85,414	34,098	51,316	60.08%
5110 City Police	1,583,986	730,214	839,194	52.98%
5120 Fire	118,814	50,845	67,969	57.21%
5200 Library	280,450	146,864	133,586	47.63%
5260 Recreation & Pool	182,032	113,131	68,901	37.85%
6220 Grants	1,175	278	897	76.34%
General Fund - Public Works				
(No charges to the Enterprises)				
5170 Street & Storm Drains	47,968	26,528	21,440	44.70%
5250 Park Maintenance	122,569	80,235	42,334	34.54%
Totals	\$2,921,417	\$1,437,297	\$1,469,542	50.30%

The general fund expenditures are less than the budgeted expenditures for this six month period in the amount of \$23,411.

City of Orland
 2012 -- 2013 Budget -- City Water Enterprise Comparison
 For the Six Months Ended December 31, 2012

Expenditure Type	Annual 2012-2013 Budget	Six - Months 2012-2013 Actual	Amount Remaining	Remaining Percentage
Revenues	\$ 818,000	\$ 501,884	\$ 316,116	38.64%
Salaries and Benefits	375,223	185,924	189,299	50.45%
Operating Expenses	437,429	284,734	152,695	34.91%
Total Expenditures	812,652	470,658	341,994	42.08%
Revenues in Excess of Expenditures	\$ 5,348	\$ 31,226	\$ (25,878)	

Note: The City received \$27,003 during this period for Line Foot Charges, Capacity charges and hook-up fees.

City of Orland
 2012 -- 2013 Budget -- City Sewer Enterprise Comparison
 For the Six Months Ended December 31, 2012

Expenditure Type	Annual 2012-2013 Budget	Six - Months 2012-2013 Actual	Amount Remaining	Remaining Percentage
Revenues	\$ 629,586	\$ 310,082	\$ 319,504	50.75%
Salaries and Benefits	366,618	162,173	204,445	55.77%
Operating Expenses	274,616	117,212	157,404	57.32%
Total Expenditures	641,234	279,385	361,849	56.43%
Revenues in Excess of Expenditures	\$ (11,648)	\$ 30,697	\$ (42,345)	

Note: The City received \$21,003 during this period for Capacity charges and hook-up fees.

DEFERRED EXPENDITURES

City of Orland – January 2013

GF = General Fund

1. City server replacement \$15k (40% GF)
2. Fire Dept -- PPE \$2063 ea, SCBA \$7925 ea – \$169k total
 - o 2 SCBA's + 5 PPE = \$26k (OVFD minimum request)
3. PW crew staffing – 2-3 month overlap for mechanic position refill --\$9k (35% GF)
4. PW crew staffing – entry level position, FT \$34k or \$5k PT (35% GF)
5. Chamber of Commerce program support -- \$3k
6. Utility truck for recreation dept -- \$8k used
7. Library addition accessories (chairs, AV) -- \$8k
8. Main library carpeting replacement -- \$9k
9. Repaving west end of South St – \$40k-\$60k (could be Street Funds)
10. Restore stipends for Council members -- \$1368 (62% GF)
11. Re-roof 824 Fourth St for approximately \$32k
12. Chairs (stackable, comfortable) for Carnegie Center \$4k