

CITY COUNCIL
Bruce T. Roundy, Mayor
Dennis G. Hoffman, Vice Mayor
James Paschall, Sr.
Charles Gee
Salina 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 complete 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** **Monday, February 1, 2016**

1. **CALL TO ORDER – 7:30 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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. Presentations:
 1. Orland Public Works Department Annual Review – Public Works Director Ed Vonasek
 2. Orland Recreation Department Annual Review – Recreation Director Joe Fenske
5. **CONSENT CALENDAR**
 - A. Approve Warrant List (payable obligations).
 - B. Approve City Council minutes for January 4th & 19th, 2016.
 - C. Receive and file Library Commission minutes for November 10, 2015.
 - D. Receive and file Planning Commission minutes for October 15, 2015.
 - E. Approve second reading and adopt Ordinance No. 2016-XX amending section 2.04.010 of the Orland Municipal Code regarding regular Council meetings.

Comments from the public are welcome. The Mayor will announce the opportunity for comments related to Public Hearings and each action item on the agenda. Please limit your comments to three minutes per topic, and one comment per person per topic. Once the public comment period is closed, please allow the Council the opportunity to continue its consideration of the item without interruption.

6. PUBLIC HEARING – None

7. ADMINISTRATIVE BUSINESS

1. Discuss and consider tax measure for Public Safety. – City Manager Pete Carr
2. Follow-up on consideration of Building Department staffing. – City Manager Pete Carr
3. Discuss and consider paving for Fifth Street parking lot.- City Manager Pete Carr
4. Discuss and consider proposed new location for art sculpture – City Manager Pete Carr
5. Request to appoint liaison to League of California Cities. – Asst. City Manager/City Clerk
Angie Crook

8. CITY COUNCIL COMMUNICATIONS AND REPORTS

9. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on January 28, 2016.

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 865-1601 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.

5.A.

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WARRANT LIST

February 1, 2016

WARRANT	2/1/16	\$	164,422.11
PAYROLL	1/22/16	\$	53,362.34
PAYROLL	1/22/16	\$	23,714.23
TOTAL		<u>\$</u>	<u>241,498.68</u>

APPROVED BY

Bruce T. Roundy, Mayor

Dennis Hoffman, Vice-Mayor

James E. Paschall Sr., Councilmember

Salina J. Edwards, Councilmember

Charles Gee, Councilmember

ack	Check	Vendor	Gross	Discount	Net	Payment Information	
3953	01/20/16	FLE04 FLEMING, JOHN	1912.50	.00	1912.50	JAN 12 20H	INSPECTION AND PLAN REVIE
3954	01/25/16	POS00 POSTMASTER	151.92	.00	151.92	2016 BLH	BUSINESS LICENSE MAILINGS
3955	01/27/16	POS00 POSTMASTER	1234.80	.00	1234.80	1/26/2016H	H20;SWRBILL/PERMIT #20
3956	01/28/16	ABD00 ADVANCED DOCUMENT	86.90	.00	86.90	NIN662576	MD/COPIES
3957	01/28/16	ALL01 ALL SEASONS SCREEN PRINT	38.65	.00	38.65	3633	REC/SHIRTS
3958	01/28/16	AMA01 Amazon	60.90	.00	60.90	1/10/16	LIB/BOOKS
3959	01/28/16	AME00 AMERICAN FAMILY LIFE	433.35	.00	433.35	FEB 2016	SUPPLEMENTAL INSURANCE
3960	01/28/16	AME08 American Fidelity Assuran	116.66	.00	116.66	1332690A	SUPPLEMENTAL FLEX ACCT
3961	01/28/16	AME09 American Fidelity Assuran	458.40	.00	458.40	FEB 1-16	SUPPLEMENTAL INSURANCE
3962	01/28/16	ATT06 A T & T	18.51 18.62 18.51 18.51	.00 .00 .00 .00	18.51 18.62 18.51 18.51	31362 53795 1-10-16 1/10/16	PW/RR WELL COMMUNICATION PW/LIFT STATION COMMUNICA PW/LIFT STATION COMMUNICA PW/WHITEHAWK LIFT STATION
		Check Total.....:	74.15	.00	74.15		
3963	01/28/16	ATT07 A T & T	33.31	.00	33.31	1/7/16	PW/SHOP WELL
3964	01/28/16	BAL00 Knife River Construction	384.42	.00	384.42	1/13/16	PW/BASE & PATCH MATERIAL
3965	01/28/16	BAS00 Basic Laboratory, Inc	427.50	.00	427.50	400430169	PW/LAB SVCS 400;430;169
3966	01/28/16	BRA03 MICHAEL BRANSON	401.00	.00	401.00	JAN 2016	PD/TRAINING TCI INVEST FE
3967	01/28/16	BRO02 DARYL R. BROCK CPA	4856.25	.00	4856.25	1/26/2016	ACCOUNTING SERVICES
3968	01/28/16	BRY02 BRYANT ENTERPRISES, LLC	400.00	.00	400.00	1/1/16	FD/REPLACEMENT BATTERIES
3969	01/28/16	BUR04 Burnham Vet	1080.00	.00	1080.00	110009	FERAL CAT PROGRAM
3970	01/28/16	CAR12 Peter R. Carr	73.44	.00	73.44	1/21/16	11/20;1/20/MILEAGE SHASTA
3971	01/28/16	CCM00 CALIF CITY MGT FOUNDATION	65.00	.00	65.00	1/16/16	CM/ANNUAL MEMBERSHIP DINN
3972	01/28/16	CIT01 City of Corning	3307.50	.00	3307.50	1/11/16	FD/DISPATCH FEES
3973	01/28/16	COL04 LORETTA COLE	264.00	.00	264.00	1/22/16	REC/KICKBOXING
3974	01/28/16	COR00 CORNING LUMBER CO., INC.	22.27	.00	22.27	250273	PW/BACKSTOP MAINT
3975	01/28/16	COR04 CORBIN WILLITS SYSTEMS	479.02	.00	479.02	B601151	MD/MONTHLY SOFTWARE SUPPO
3976	01/28/16	CRO00 ANGIE CROOK	300.00	.00	300.00	JAN 2016	CITY CLERK STIPEND
3977	01/28/16	CSU04 CSUC RESEARCH FOUNDATION	3541.50	.00	3541.50	RF033036	QTRLY PLAN/GIS SVCS
3978	01/28/16	DAY00 DAY WIRELESS SYSTEMS	92.74	.00	92.74	396906;40	PD/RADIO REPAIRS
3979	01/28/16	DEP00 DEPT OF TRANSPORTATION	1066.05	.00	1066.05	SL160411	PW/SIGNAL & LIGHTING MAIN
3980	01/28/16	ECL00 ECLECTIC HORSEMAN COMM.,	315.00	.00	315.00	710	AC/WEBSITE HOST 4TH QTR
3981	01/28/16	EDW00 Salina Edwards	240.00	.00	240.00	jan 2016	COUNCILMEMBER SVCS
3982	01/28/16	GAY01 GAYNOR TELESYSTEMS INC	778.00	.00	778.00	1/27/16	PHONE SYSTEM
3983	01/28/16	GEE00 CHARLIE GEE	240.00	.00	240.00	JAN 2016	COUNCILMEMBER SVCS
3984	01/28/16	GLS01 GLENN CO. FLEET SERVICES	4567.83	.00	4567.83	FL1600	PD/FLEET SERVICE VEH LEAS
3985	01/28/16	GOL01 GOLDEN STATE RISK	3439.24 49418.00	.00 .00	3439.24 49418.00	ANC010116 EBO101169	MONTHLY VISION & DENTAL MONTHLY HEALTH INSSURANCE
		Check Total.....:	52857.24	.00	52857.24		
986	01/28/16	GRO00 Ferguson Enterprises Inc	239.62	.00	239.62	32;160	PW/METER SUPPLIES
987	01/28/16	HAC00 HACH COMPANY	48.38	.00	48.38	9747312	PW/PH SOLUTION
988	01/28/16	HOF00 DENNIS G. HOFFMAN	240.00	.00	240.00	JAN 16	COUNCILMEMBER SVCS
989	01/28/16	KY000 GE CAPITAL	268.75	.00	268.75	64183428	MULIT-DEPTS/COPIER LEASE
990	01/28/16	LEA02 LEAGUE OF CA CITIES	50.00	.00	50.00	2016	CM/SAC VAL DIV MBRSHIP
991	01/28/16	LEL00 LELY'S	8428.42	.00	8428.42	79;80;81	PW/BONNIELN WELL REPAIR
992	01/28/16	MAR01 Marcello & Company	12900.00	.00	12900.00	2014-15	FINANCIAL AUDIT PROGRESS
993	01/28/16	MAT04 MATSON & ISOM	7500.00 74.00	.00 .00	7500.00 74.00	52906 52941	CONTRACT SVCS./IT SUPPORT MD/POSTINI
		Check Total.....:	7574.00	.00	7574.00		
994	01/28/16	ORL01 ORLAND SAND & GRAVEL	106.68	.00	106.68	113753	PW/SAND
995	01/28/16	ORL12 Orland-Laurel Masonic Hal	375.00	.00	375.00	JAN 2016	AC/GALLERY RENT

REPORT.: Jan 28 16 Thursday
 IN....: Jan 28 16 Time: 10:14
 in By.: Pamela Otterson

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 01-16 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
3996	01/28/16	ORO02	OROVILLE HOSPITAL	1080.00	.00	1080.00	11/24/15	PD/SEXUAL EXAM 15-0788
3997	01/28/16	OTT00	PAM OTTERSON	175.00	.00	175.00	JAN 2016	TREASURER STIPEND
3998	01/28/16	PAS02	James Paschall Sr.	240.00	.00	240.00	JAN-2016	COUNCILMEMBER SVCS
3999	01/28/16	PER00	STATE OF CALIF PERS	14542.63	.00	14542.63	1-2016-4	PERS PAYABLE
4000	01/28/16	PGE00	PG&E	12.09	.00	12.09	1/11/16	PW/WALKERST PEDESTAL
				51.94	.00	51.94	1/17/16	PW/TRAFFIC CONTROL
				77.19	.00	77.19	1/20/16	PW/RDMM LIFT STATION
				19.72	.00	19.72	1/20/2016	REC/LIGHTS
			Check Total.....:	160.94	.00	160.94		
4001	01/28/16	QUI02	QUILL CORP.	596.32	.00	596.32	2406828	PD/OFFICE SUPPLIES
				1002.57	.00	1002.57	1/27/2016	MULTI-DEPT SUPPLIES
			Check Total.....:	1598.89	.00	1598.89		
4002	01/28/16	R&B00	R & B Company	2836.93	.00	2836.93	S15361451	PW/PIPE STOCK
4003	01/28/16	ROE02	Thomas Roenspie	401.00	.00	401.00	JAN-2016	PD/TRAINING REIMB FOR TC
4004	01/28/16	ROL00	ROLLS, ANDERSON & ROLLS	16944.50	.00	16944.50	JAN 21-16	CE/CONTRACT SVS
4005	01/28/16	ROU00	BRUCE T. ROUNDY	260.00	.00	260.00	1-2016	COUNCILMEMBER SVCS
4006	01/28/16	ROU01	Bruce Roundy	155.28	.00	155.28	JAN--2016	CC/MILEAGE;PRKING
4007	01/28/16	SEM00	Semingson Architects, Inc	294.00	.00	294.00	15804.03	CONTSVCS/PERMITS
4008	01/28/16	STA04	STATEWIDE COLLECTION	122.82	.00	122.82	Y. PONZ	STATEWIDE PMT REIMB Y. PO
4009	01/28/16	TRA02	TRANSAMERICA	511.50	.00	511.50	=5697	SUPPLEMENTAL INS
			Check Total.....:	561.00	.00	561.00		
4010	01/28/16	UMP00	Umpqua Bank	600.00	.00	600.00	JAN;FEB16	HSA DEPOSIT
4011	01/28/16	USA04	USA Blue Book	82.01	.00	82.01	843482	PW/CONDUCTIVITY SOLUTION
4012	01/28/16	VAN00	VANTAGE POINT TRANSFER AG	1254.33	.00	1254.33	=304591	DEFERRED COMPENSATION PAY
4013	01/28/16	VER03	Verizon Wireless	359.85	.00	359.85	94065	CELL PHONE USAGE
4014	01/28/16	WAC00	JANET BLEVINS WACKERMAN	140.00	.00	140.00	1/25/16	CONTSVCS/MEETING TRANSCRI
			Cash Account Total.....:	164422.11	.00	164422.11		
			Total Disbursements.....:	164422.11	.00	164422.11		
			Cash Account Total.....:	.00	.00	.00		

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday January 4, 2016 7:30 p.m.

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

ROLL CALL

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

Councilmembers absent: None

Staff present: Chief of Police J.C. Tolle, Public Works Director Ed Vonasek, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

None

Presentation:

Chief of Police Tolle gave a power point presentation on annual report of the Orland Police Department. The Police Department is currently fully staffed at this time; however, during the year staffing was below minimum due to officers out for various reasons. Calls for service continue to increase each year. The K9 program had 22 deployments, 8 drugs located, four random school sniffs, 4 suspect searches, and 5 demonstrations. A new K9, named Miky, has just finished training and will be out on patrol with Officer Simpson. Officer Simpson received a lifesaving award, as well as the MADD award, along with Sergeant Johnson. The Police Department and K9 Unit are successfully utilizing social media. Chief Tolle gave a wish list of items: larger facility, bullet-proof glass in the office, and Watchguard body cameras interfaced with the car cameras. A five-year plan for personnel includes: a full-time detective, two additional patrol officers, drug enforcement officer, school resource officer, and three reserve officers. It was noted for the Chief to provide a cost for each prioritized item. Council thanked the department for the work they do.

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for December 7, 2015.
- C. Approve second reading and adopt Ordinance No. 2016-01 adding Chapter 17.16 (Marijuana Cultivation) amending Title 8 (Nuisance) and amending Title 14 (Enforcement/Nuisance Abatement) of the Orland Municipal Code regarding Marijuana Cultivation.

Action: Councilmember Gee moved, seconded by Councilmember Edwards to approve the consent calendar as presented. The motion carried by the following voice vote:
 AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.
 NOES: None

ABSENT: None
ABSTAIN: None

PUBLIC HEARING

None

ADMINISTRATIVE BUSINESS

City Manager Carr brought forward the 4th Quarter Review of Fiscal Year City Projects and Objectives. Mr. Carr gave an update on the following projects: 1) purchase of a ladder truck will be coming up in the near future; 2) the disposition of the Maintenance Assessment District surplus funds is about twenty-five percent complete; 3) downtown signage program is partially done with signs currently in fabrication; 4) a test bore has been drilled at the Eva Drive Well site; still waiting for water quality test to be performed.

Chief Tolle and Public Works Director Vonasek brought forward to consider adding traffic calming measures on Roosevelt Avenue and Third Street. It was recommended by the Orland Public Safety Commission to install two speed tables on Roosevelt Avenue as an option to get motorists to slow down. Chief Tolle discussed installing a speed table near the driveway at North Valley High School, with a crosswalk, since a sidewalk is already located on the north side. The second speed table is recommended to be located on the west roadway edge of North A Street, without a crosswalk. Public Works Director Vonasek advised the Fire Department does approve the speed tables. Approximate total cost is \$4,000.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Gee to approve installing two speed tables on Roosevelt Avenue, with a crosswalk at the North Valley location. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.

NOES: None

ABSENT: None

ABSTAIN: None

City Manager Carr requested Council to consider modifying the Council meeting start time. Council currently meets at 7:30 p.m. and staff recommends starting earlier; such as 6:00 or 7:00 p.m. Other public meetings vary starting time from 5:30 p.m. to 7:00 p.m. Council discussed the varied times, with closed session to begin a half hour prior to the regular meeting.

Action: Councilmember Paschall moved, seconded by Vice Mayor Hoffman to bring forward ordinance amendment changing the Council meeting start time from 7:30 p.m. to 7:00 p.m. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmember Paschall.

NOES: Councilmembers Gee and Edwards

ABSENT: None
ABSTAIN: None

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Gee reported on the following:

- Went on field trip to Sunnyvale recycling plant; very efficient.

Councilmember Edwards reported on the following:

- Went on field trip to Sunnyvale recycling plant; a much more updated version would be located near Orland .

Councilmember Paschall had no reports at this time.

Vice Mayor Hoffman reported on the following:

- Will be attending the Economic Forecast Conference in Oroville on January 14th;
- Attended the Orland Rural Fire Board meeting; board decided not to participate with OVFD towards purchase of ladder truck.

Mayor Roundy discussed if an ad hoc committee is formed regarding a tax initiative for the Fire department, he recommended Vice Mayor Hoffman and Councilmember Paschall be appointed to that committee since they are liaisons to the Fire Department.

Mayor Roundy reported on the following:

- Board of Supervisors will be meeting tomorrow morning regarding Medical Marijuana cultivation issues;
- Farm Bureau Crab Feed & Rib Feed to be held in January;
- 4-H Leadership dinner to be held Sunday, January 10, 2016;
- Attended City Selection Committee meeting.

ADJOURN

Meeting adjourned at 9:03 p.m.

_____Clerk

_____Mayor

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

ROLL CALL

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

Councilmembers absent: None

Staff present: Chief of Police J.C. Tolle, Building Official Jeff Powell, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

None

Presentations:

Fire Chief Bart Caster gave an annual review on the Orland Volunteer Fire Department (OVFD). Chief Caster updated Council on the status of dispatch services through the City of Corning. He stated there is a possibility if Corning's half cent sales tax does not pass, that OVFD will have to look at other avenues for dispatch services. Chief Caster stated the department is currently in the process of replacing budgeted items; such as radios, batteries, air packs, hoses, etc. The Orland Rural Fire Protection District (ORFPD) was awarded a matching grant that was shared between both rural and city. Fire gear (PPE) was purchased (\$20k) with a 50% reimbursement. Chief Caster stated Ladder Truck #26 (36-years old) is due for its annual inspection and hope it passes. The Public Works mechanic has been assisting with fire truck repairs; this has allowed a substantial savings to the fire department. The City Manager and Fire Chief have been in discussion for additional administrative paid staff. Chief Caster advised the ORFPD would like to have a joint meeting with the City to discuss mutual concerns. Mayor Roundy advised Vice Mayor Hoffman and Councilmember Paschall can be part of that discussion as liaisons for the fire department. Chief Caster discussed the crucial need of replacing the aging ladder truck as it's a necessary tool to protect the lives of the citizens of Orland.

Building Official Jeff Powell gave an annual review of the Orland Building Department. Mr. Powell advised the City issued a total of 343 building permits last year. There were 20 code enforcement violation cases and 7 fire prevention cases. A total of \$172,000 in building department revenue was collected this calendar year. After revenues and expenditures, the building department enterprise account accumulated an estimated \$94,000 in funds. Mr. Powell advised he accumulated 400 hours in overtime this past year. With the increased activity in the building department, an additional position (Permit technician/clerk) is very much desired.

Commission Appointment:

Library Commission: one vacancy with new term expiring Dec. 31, 2017.

Applicant: Lynda Fitzgerald

Action: Councilmember Edwards moved, seconded by Vice Mayor Hoffman to appoint Lynda Fitzgerald to the Library Commission with a term to expire December 31, 2017. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.
NOES: None
ABSENT: None
ABSTAIN: None

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for December 21, 2015.
- C. Receive and file Economic Development Commission minutes for December 8, 2015.

Action: Councilmember Paschall moved, seconded by Vice Mayor Hoffman to approve the consent calendar as presented. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.
NOES: None
ABSENT: None
ABSTAIN: None

PUBLIC HEARING

None

ADMINISTRATIVE BUSINESS

City Attorney Einhorn introduced the first reading of Ordinance No. 2016-XX amending Section 2.04.010 of the Orland Municipal Code regarding regular Council meetings. Council discussed at the last Council meeting to change the Council meeting start time from 7:30 p.m. to 7:00 p.m.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Paschall to approve the first reading of ordinance amending section 2.04.010 of the Orland Municipal Code regarding regular Council meetings to change time held from 7:30 p.m. to 7:00 p.m. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee, Edwards and Paschall.
NOES: None
ABSENT: None
ABSTAIN: None

City Manager Carr brought forward to discuss and consider Building department staffing and space. The the Building department has been managed by one person, but due to increased development activities, this has put a heavy demand on building services. It was suggested that possibly a full-time building department position could also assist the fire department's administrative needs. Mr. Carr recommended creating a permit tech position on at least a temporary or part-time basis. Councilmember Paschall advised he was not in favor of a full-time position. Building Official Powell stated the department is definitely understaffed. He advised he understands the fluctuation in construction trends; however, he could still justify the need for a full-time position. It was noted appropriate fee levels may need to be reconsidered. Council discussed the flexibility of contract, part-time and temporary help. Vice Mayor Hoffman advised the Fire Department is still in need of administrative help, therefore, possibly consider hiring two individuals for both departments. Council directed staff to come back with specific costs of part-time and/or full-time position in the Building Department.

City Manager Carr presented for follow-up and consideration of a new ladder truck purchase. Mr. Carr advised at the last Council meeting, staff was directed to explore revenue options for the purchase of a new truck. Mr. Carr advised the ORFPD board has declined to participate in the cost share of a new ladder truck. The estimated cost is \$900,000 dollars. Two options were presented:

- Purchase Ladder truck now, acknowledging the City can make the downpayment but cannot afford lease-purchase payments of \$59-79k/year for 10-15 years; place tax measure on November ballot.
- Defer the purchase decision until November 2016 when the variables are known, acknowledging the cost of custom-built ladder trucks can be expected to increase \$50-100k.

Staff recommended to defer the decision to purchase until November. Councilmember Gee agreed the City should wait until November before committing to a purchase. Councilmember Edwards expressed her concern of not having a reliable ladder truck. Vice Mayor Hoffman felt a property tax revenue is a stable revenue source. Councilmember Paschall advised he understands the great need for a new ladder truck, however, the City cannot go into debt. Michelle McGee questioned why the City does not consider a used truck. Chief Caster explained a lot of used trucks do not meet California standards. Justin Chaney, Assistant Fire Chief, stated he had concerns about not having adequate equipment to protect the citizens of our community. William Irvin, Irvin Trucking, advised the price will just increase if the City waits to buy a new truck. Maureen Locke, 21 South Street, experienced a house fire and knows the importance of having adequate equipment. Ms. Locke felt if the community knows the needs of the Fire Department, they would be willing to support it. Kimberly Miller, 1226 Walters Street, asked if the tax measure does not pass, how do they plan to pay for it. Jeff Powell, identifying himself as a volunteer fire fighter stated the City should proceed with the purchase of the truck. Mr. Chaney questioned the legal binding of sales tax measure proceeds funding the fire department in the future. One citizen suggested an oversight committee. Mayor Roundy suggested moving forward with purchase of new ladder truck.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Edwards to move forward with lease-purchase of new ladder truck for the OVFD. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmember Edwards
NOES: Councilmembers Gee and Paschall

ABSENT: None
ABSTAIN: None

City Manager Carr gave a power point presentation to consider Medical Marijuana delivery businesses. Mr. Carr advised staff and Councilmembers have researched and taken field trips to regional MMJ delivery facilities to consider the proposed licensing of a local MMJ delivery business. The Economic Development Commission has recommended exploring the issue. Staff presented proposed regulations regarding: time and hours of operation; place and distance from schools and parks; restriction on how many businesses; location in stand-alone building; signage; background checks for owners; security & floor layout; legally grown & tested products; and records accountability. The license to operate would be subject to pay 6 – 10% in gross receipts to the City monthly. Mr. Carr stated applications would be reviewed by the City Manager and licenses reviewed annually and may be revoked at any time, with a right to appeal to the City Council. Jamie Kerr, owner of 530 Collective in Shasta Lake City, advised Council she was available as a resource on this subject. Councilmember Edwards advised she has concerns with the quality of life for the community if the City decides to have a MMJ dispensary for additional revenue. Councilmember Edwards questioned proposed business hours (9 AM – 9 PM) as too long and suggested the hours of (10 AM- 5 PM) as adequate. Councilmember Edwards questioned whether the requirement for two plus years’ experience track record is necessary. Council discussed if there was currently any testing of dispensary products. Ms. Kerr advised there is proposed regulation for 2018 that would require any product being dispensed through a licensed dispensary to be mandatory tested through state standards. Councilmember Gee stated he spoke to professionals in the medical field that feel a definite need is there. Councilmember Gee stated the City needs to move forward. Councilmember Paschall agreed with Councilmember Edwards’ statements. Councilmember Paschall also added the need to increase distance separations from schools and parks from 600 feet to 1,000 feet. Vice Mayor Hoffman stated the dispensary is more like a pharmacy for medical purposes. Andrew Merkle, Butte County resident, stated the City should open up to more than one dispensary, as there is a lot of oversight on this type of business. Steven Jahn, care provider for Orland citizens, had concerns with the issue of drug abuse and its increased use if a dispensary was located in Orland. Mike Gleason, 934 Benson Drive, asked what percentage of the population of Orland and surrounding area would have a need for a dispensary. Ms. Kerr noted she has not had any incidence of increased crime activity related to her business in Shasta Lake City. Michelle McGee, County Rd FF, from personal experience, did not see anything good coming from a dispensary located in the City. Crystal Kesee, on behalf of Jessica McKenzie, Executive Director of Inland Cannabis Farmers Association, recommends Council to support the local farming community and protect the rights of cannabis industries.

Action: Vice Mayor Hoffman moved, seconded by Councilmember Gee to proceed with plans for licensure of medical marijuana delivery as follows: (1) Planning Commission to review proposed “Place” regulations, advise council; (2) Staff to draft time, place, manner regulations in actionable ordinance format and noticed public hearing for further discussion, consideration and action. The motion carried by the following voice vote:

AYES: Mayor Roundy, Vice Mayor Hoffman and Councilmembers Gee and Paschall
NOES: Councilmember Edwards
ABSENT: None
ABSTAIN: None

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Gee reported on the following:

- Attended GSRMA meeting; over billion dollar savings in medical billing; increased attorney settlement authority.

Councilmember Edwards reported on the following:

- Attended Library Board meeting;
- FFA Rib feed this Saturday;
- OVFD Spaghetti Feed Feb. 6, 2016.

Mayor Roundy reported on the following:

- Will be attending League of Cities Community Services Policy meeting this Friday; update on Governor's budget, homelessness and marijuana regulation.

Vice Mayor Hoffman reported on the following:

- Attended Economic Forecast Conference;
- Visited MMJ dispensary;
- Attended BOS meeting; request to consider buffer zone for cultivation;
- Request seat on Advisory Ad Hoc committee regarding MMJ cultivation.

Councilmember Paschall had no reports at this time.

ADJOURN

Meeting adjourned at 10:54 p.m.

_____Clerk

_____Mayor

Orland Library Commission Minutes of November 10, 2015

Call to Order at 5:01 pm.

Commissioners Present: G. Russell, K. Claire, J. Claire, T. Waldroop, S. Jackson

Also Present: J. Meza, S. Edwards

No Public present

Minutes of July 14, 2015 were approved with spelling correction. Moved by G. Russell, 2nd by S. Jackson approved unanimously.

ITEM 1. Librarian's Report on budget, statistics, programs, staffing, etc: Librarian reported on circulation and program statistics. Commissioners offered assistance to promote Library services and increase circulation. Children's programming will continue with substitute help while Annie Suarez is out on maternity leave.

ITEM 2. Review new library card format: The Library is now offering new and replacement library cards that feature the library's logo and have a key chain card for a lower cost than the old cards. Commissioners approved of new design and features.

ITEM 3. ACTION ITEM- Approve new directional signage on Library building exterior: Librarian shared mock photos and quote for 3 hand painted signs that would show patrons Library hours, main entrance and community room locations. The Librarian will be asking the Friends of the Orland Free Library to approve funding for the signs. Motion to approve new signs was made by T. Waldroop, 2nd by S. Jackson. Passed unanimously.

ITEM 4: Friends of the Library Report: G. Russell reported 2 more leaves for the Donor Tree have been sold, Fall Book sale numbers declined with \$2,083.97 in sales. They will be checking storage for paperbacks to determine need for sale in January. The processing of book donations could be more efficient if location of sorting and sale could be centralized. Date of the Spring Book Sale will be 3rd week of April. Discussion about putting out more books that would normally be recycled in library lobby and/or sending them to Salt Creek Camp. L&L secondhand thrift store might be liquidating books could be willing to donate to Friends. The Friends are also considering a new brochure that would be more colorful and updated.

Comments by Commission Members: Commissioners discussed ways to encourage more teens to use the Library, including utilizing the popcorn maker, refrigerator and coffee machine that have been added to the community room through donations.

Adjourned 5:50 p.m.

Next meeting will be January 12, 2016 at 5:00 p.m. at the Orland Library Community Room

PLANNING COMMISSION MINUTES
October 15, 2015

1. Call to Order – The meeting was called to order by Vice-Chairperson Elliott at 7:00 PM
2. Pledge of Allegiance – led by Vice-Chairperson Elliott
3. Roll Call: Commissioners Present – Steve Crane, Doris Vickers, Sharon Lazorko, and Wade Elliott
Commissioners Absent - Steven Shoop
Also present- Scott Friend and Janet Wackerman

4. ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments – None

5. APPROVAL OF THE MINUTES FROM September 17, 2015.

Upon motion made by Commissioner Lazorko and seconded by Commissioner Vickers the minutes of the meeting of September 17, 2015 were unanimously approved as presented. The motion carried with Commissioners Vickers, Lazorko and Elliott voting in favor, Commissioner Crane abstaining and Commissioner Shoop absent.

6. PUBLIC HEARING – **Modoc Street Annexation: Annx.#2015-01: A city-initiated proposal to annex and establish City zoning (pre-zoning) on five (5) existing parcels into the City of Orland with no changes in land use.** These parcels are located at the northerly end of Modoc Street and Butte Street, south of the USID Lateral 40 canal and are further described as Glenn County Assessor's Parcel Numbers 046-080-006, 046-080-007, 046-080-008, 046-080-009 and 046-080-010. All five of the subject parcels are located within the Glenn LAFCO adopted Sphere of Influence of the City and all of the parcels are designated with the R-L (*Low-Density Residential*) land use designation on the City of Orland Land Use Diagram. The R-L land use designation allows for the development of a maximum of 6 dwelling units per acre. All of the developable parcels (4 of 5) have existing single-family land uses established on them and are consistent with the requirements of the proposed City of Orland *R-1, One Family Residential* zoning district relative to land use and lot size.

Vice-Chairperson Elliott introduced the item and asked for the Staff Report from City Planner Friend.

City Planner Friend stated the City proposes to annex five existing parcels into the City with no changes in land use. The five parcels have a General Plan land use designation of R-L (*Low-Density Residential*) which allows for the development of a maximum of six residences per acre. All four of the developed parcels currently receive water from the City's system and two of the four parcels receive wastewater service from the city. Annexation of the property will assist City public safety personnel in responding to service requests within their primary area of response. Services related to public works, building services and planning will be streamlined due to the elimination of service duplication.

Vice-Chairperson Elliott opened the Public Hearing for comments at 7:11 P.M. No comments were received and the Public Hearing was closed at 7:12 P.M.

Commissioner Crane asked if code enforcement would be taken care of by City staff at the properties. City Planner Friend stated they would and any parking on the street infractions would be taken care of also.

Commissioner Lazorko asked if the mobile home located on Plumas Street belonged to the owner on Modoc Street. City Planner Friend stated it did.

Vice-Chairperson Elliott asked if there was an active agriculture use on the larger parcel. City Planner Friend stated it has a non-conforming use but the animals can remain if the property is annexed to the City. Vice-Chairperson Elliott asked what would trigger a change. City Planner Friend stated the owner can't expand what is present, for example adding another trailer. Vice-Chairperson Elliott asked if the property could be put into active farm use. City Planner Friend stated it could. Vice-Chairperson Elliott asked if the owner could put in a subdivision. City Planner Friend stated yes.

Upon motion made by Commissioner Vickers and seconded by Commissioner Crane, the Planning Commission adopted Resolution 2015-10 recommending that the City Council approve the Categorical Exemption for the North Modoc Annexation Project and approve PZ#2015-01; and, adopt Planning Commission Resolution 2015-11 recommending that the City Council approve a Resolution of Intent of Annexation subject to Findings and Conditions of Approval contained in the attachments to the Staff Report of October 15, 2015. The motion carried with Commissioners Vickers, Crane, Lazorko and Elliott voting in favor, and Commissioner Shoop absent.

7. ITEMS FOR DISCUSSION OR ACTION – None

8. STAFF REPORT

City Planner Friend reported Starbucks has opened. The Pilot Flying J modified Use Permit to add 1.3 acres will be before the City Council at their October 19 meeting.

City Planner Friend provided an update on recent legislative actions. In particular AB2 (a reinvention of redevelopment agencies), and AB52 that requires local tribal governments 90 days to respond to any discretionary action, also changes regulating the medical marijuana industry, drought measures, collecting an occupancy tax on short term rentals and others.

Vice-Chairperson Elliott suggested the City may want to look at their current policy on medical marijuana in light of the recent legislation.

9. COMMISSIONER REPORTS

Commissioner Lazorko asked if the storage container ordinance would be coming to the Commission for their review. City Planner Friend stated Staff will present a draft amendment and schedule a public hearing for discussion and comment.

Vice-Chairperson Elliott asked for an update on a joint meeting with the Economic Development Commission. City Planner Friend reported the City Manager will set this up.

10. ADJOURNMENT – 7:50 P.M.

Respectfully submitted,

Janet Wackerman, Secretary

Wade Elliott, Vice-Chairperson

ORDINANCE NO. 2016-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORLAND
AMENDING SECTION 2.04.010
OF THE ORLAND MUNICIPAL CODE
REGARDING REGULAR COUNCIL MEETINGS**

WHEREAS, the City Council of the City of Orland hereby intends to and does amend the starting time of its regular meetings, such amendment for the benefit of Orland's citizens.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORLAND DOES ORDAIN AS FOLLOWS:

Section 1. The above-listed findings and statements of intent are true and correct.

Section 2. Section 2.04.010 of the Orland Municipal Code is amended as follows:

2.04.010 - Council meetings.

The regular meetings of the Orland city council shall be held at ~~seven-thirty~~ 7:00 p.m. on the first and third Monday in each month, in the Carnegie Community Center, in the city of Orland; provided, however, that when a first and third Monday falls on a legal holiday, then the regular meeting for that date shall be held on the next business day not a holiday, following such legal holiday. The city council may schedule closed session matters prior to or following that start time.

Section 3. Severability.

If any section, subsection, phrase or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

Section 4. This Ordinance shall take effect thirty (30) days after passage and approval by the City Council.

Section 5. The City Clerk is directed to prepare and have published a summary of this Ordinance no less than five days prior to the consideration of its adoption and again within 15 days following adoption indicating votes cast.

I HEREBY CERTIFY that the above and foregoing Ordinance was duly and regularly introduced and read at a regular meeting held on the 19th day of January, 2016, and was passed and adopted by the City Council of the City of Orland at a regular meeting thereof duly held on the 1st day of February, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bruce Roundy, Mayor

ATTEST:

APPROVED AS TO FORM:

Angela Crook, City Clerk

Gregory Einhorn,
City Attorney

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.1.

MEETING DATE: February 1, 2016

TO: Honorable Mayor and Council

FROM: Pete Carr, City Manager and Scott Friend, City Planner

SUBJECT: Consider Tax Revenue Source for Public Safety (Discussion/Direction/Action)

City Council will continue its consideration of approaching the voters about a tax revenue source to support public safety generally or the fire department specifically.

BACKGROUND

Background information was provided in the December 7, 2015 agenda packet, along with sample scenarios for tax rates. That background can be summarized as follows:

- The City is persistently challenged in ability to meet the needs and requests of the Orland Volunteer Fire Department (OVFD) for replacement purchases of rolling equipment, while maintaining police, public works and other services.
- Revenue from taxes, fees and other sources have proven inadequate to consistently fund city services at the level desired, compared to the ever rising cost of the services.
- OVFD is also identifying the need to plan for eventual paid staffing of at least the chief position, subject to rural/city cost share, although there may be ways to postpone this need for a few more years.
- Most sources of municipal revenue are restricted in use.
- State and federal grant sources have diminished in recent years with little sign of change in direction.
- Cities receive approximately 1% of the State 7.5% sales tax rate for sales in their cities. Many cities and counties in California have a local "add-on" sales tax of up to 2.5%; common in Northern California is 0.5% (=½¢) resulting in a total sales tax of 8%.
- Voters approved most proposed local sales taxes and most proposed local parcel taxes in the past three elections.

On December 7, City Council directed staff to outreach to the community and return with more information to consider relative to new revenue sources. On January 19, Council directed staff to consider what the possibility would be of placing a tax measure on the June ballot.

On December 8, the Economic Development Commission recommended to the City Council that the City consider levying a parcel tax for public safety. At its January 20th meeting, the Chamber of Commerce Board of Directors recommended the City consider a ½-cent sales tax to support the fire department. The city manager also discussed the topic in January with the Orland Women's Improvement Club and the Rotary Club.

DISCUSSION

Process for the Tax:

All ballot measures originating with a city council require a 45-day notice period for a public hearing, then a first and second reading at successive meetings, then the measure goes to the county board of supervisors for approval to be placed on the ballot in a consolidated election. To be timely for the November, 2016 election, the process would need to begin by the Council's March 21 meeting.

Orland consolidates its elections with Glenn County in November of general election years. It is not feasible at this point to place an Orland local tax measure on the June 2016 ballot. It is feasible to prepare one for the November ballot if the city-county process is completed by July.

Scope of the Tax:

Original discussion included consideration of either a public safety tax or a fire department tax. The Council needs to decide and clarify what the intended scope of the tax is (e.g., police + fire, or fire).

"Special taxes" are designated by law to only be used for that stated purpose, but require a 2/3 majority to pass. "General taxes" can be used for any general fund purpose and require only a majority vote to pass. Many cities include an advisory measure on the ballot for voters to advise the city council on how the tax revenue should be spent, and many tax measures provide for a citizen oversight committee to monitor the spending.

Sales Tax vs. Property Tax:

Sales tax is a generally diminishing tax source due to California's outdated tax structure. Sales taxes tend to be more dynamic/less predictable, and are primarily paid by visitors doing business in Orland. Growing the local economic base – especially in taxable sales -- can help offset sales tax declines and even grow sales tax as a revenue source, gradually, over the long term.

Local property taxes can be per parcel or per unit, tend to be consistent year-to-year, are paid by property owners. Local parcel taxes, typically less than \$100/yr each, are common for school bonds, fire districts, even mosquito abatement districts.

Amount of the Tax:

A ½¢ local sales tax can be expected to generate an average \$500,000 per year – approximately the amount it would take to fully fund the Orland Volunteer Fire Department's need for ongoing operations and equipment replacement, and to provide a modest compensation strategy such as very limited stipends for chiefs and perhaps volunteer training.

A \$200 per year parcel tax would generate a similar amount of revenue. A parcel tax should define how it is applied (e.g., commercial vs residential property, developed vs undeveloped, # units). A parcel tax should include an escalator (e.g., CPI % annually) so the tax value does not diminish over time.

As noted December 7th, the parcel tax rate for the Orland Rural Fire Protection District is \$20 per dwelling + 5¢ per acre; this generates about \$70,000 per year. Hamilton City has a \$250 per household parcel tax funding its operations, equipment, paid chief and part-time asst chief.

RECOMMENDATION:

Decide whether to go forward with a tax measure, whether that will be for the November 2016 ballot, and what the intended scope will be. Staff suggests any measure provide for a citizen oversight committee or a report published to the community annually showing how the new tax revenue was spent. Staff suggests the rate of tax be designed to generate approximately \$500,000 per year.

Council may also wish to consider whether any tax measure will include a "sunset" clause or be indefinite. A subsequent tax measure could modify or repeal an indefinite tax.

Fiscal Impact of Recommendation:

A decision to put a tax item before the voters could add a minor elections cost to the FY17 budget. Preparation of materials and public information efforts would be part of normal ongoing operations if no outside consultant is retained. Revenue impact depends on option[s] selected and approved.

Decisions to make:

Tax Process:

- November 2016

Tax Scope:

- Fire or Public Safety
- Special Tax or General Tax
- Citizen Oversight Committee or Annual Report (or none)

Type of Tax:

- Sales or Property
- If Property:
 - per unit or per parcel
 - resi vs commercial
 - developed vs undeveloped

Amount of Tax:

- If Sales: ¼¢ or ½¢ (=7.75% or 8%)
- If Property tax: \$ _____

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.2.

MEETING DATE: February 1, 2016

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Follow-up on Building Department Staffing (Discussion/Direction/Action)

City Manager will continue discussion with Council about resource needs for the Building Department and request authorization for additional staffing.

BACKGROUND

Background on staffing for the Orland Building Department (OBD) was provided January 19th. City Council at that meeting requested more information to cost justify the proposed position, to identify trends in OBD revenues, and to compare the cost of municipal staffing hire to a contract service. Council also expressed interest in space and costs relative to relocating the OBD along with other departments to the 824 Fourth St building (across the street from City Hall).

In summary from January 19th:

- A. Current staff is over-burdened and customer service* is beginning to suffer;
- B. The City has an unfunded, unfilled permit clerk position, likewise an unfunded full-time inspector position;
- C. Options include direct hire of a part or full-time employee, temporary placement services, or professional contract services;
- D. OBD operates separately from the General Fund with revenue from fees exceeding costs by \$90k for calendar year 2015, \$74k ahead of expenses at mid-point this fiscal year; and
- E. Work space and software concerns are being handled by management and are not limiting factors. (Relocation of City Hall functions is not part of this report.)

Although sharing the cost and time of a position with OVFD admin was discussed, it is no longer being considered; the two departments' staffing needs will be handled separately.

*In addition to a permit tech position enabling better customer service by the building official, this person would function as a facilitator to help guide customers through the development and permit process, reducing wait times and coordinating between building and other plan check functions.

DISCUSSION

1. Costs vs Revenues

Since 2007, OBD employed 2½ people for two years, 1½ for the next five years, and 1 person for the past two years and again this year. During this time, OBD operated at a net loss the first six years and a gain the next three years, although internal charges offset what would have been a gain one year. Internal charges (for administrative allocation and rent) are no longer applied to OBD. The department carries a \$138k balance owed to General Fund due to the deficit years.

During the first two years of this time period, and again in the most recent two years, code enforcement work done by OBD has been allocated to General Fund, ranging from \$25k to \$42k/yr.

Current department expense is approximately \$80k per year, after charging off code enforcement expense. Annual revenue from fees for service has fluctuated and ranged from \$51k to \$226k, average \$140k. It is \$116k at mid-point this fiscal year. With projected revenue likely to continue to average \$140k/yr going forward, there is up to \$60k/yr in available operating resource to cover needed labor.

2. Demand for Services

OBD in 2015 processed 350 building permits, including everything from rooftop solar to new houses to a major commercial center. Plans are reviewed in-house for cost efficiency and speed. OBD processed an average of 279 permits in 2007, with a generally increasing trend since then. Each permit requires application and plans review, and most require multiple field inspections.

Building departments also entail customer service counter contact, typically a dozen inquiries per day for us. City Hall front office staff handles what they can and refers the rest to OBD.

In Orland, Building Department staff is key to most code enforcement cases, both those referred by residents and those internally initiated. Some cases are handled with a letter, other require extensive research, multiple contacts, consultation with other departments and agencies, and sometimes court appearances.

The Building Department also has an essential role in fire inspections, ADA accommodation consultation, and improvement of City facilities, as well as many State-required reports to be filed monthly and quarterly.

3. Staffing Options

- a. Hire one permit tech as a City employee – providing max utility and consistency:

Full-time with benefits	\$ 3800/mo	\$ 46,000/yr
Part-time (20 hours)	\$ 1600/mo	\$ 19,000/yr

- b. Use temporary staffing agency -- similar upfront cost, greater flexibility, more turnover cost.

- c. Use contract professional services -- highest cost, moderate flexibility, moderate turnover.
\$ 60/hr (\$9600 FT, \$4800 PT)

RECOMMENDATION

Authorize city manager to create, recruit and fill a permit tech position on at least a part-time temporary basis, up to full-time as needed; or, authorize city manager to engage contract services for same on a temporary basis while evaluating potential for full-time City position.

Fiscal Impact of Recommendation:

There is no General Fund impact; OBD is an enterprise fund that will absorb the cost of these services at its current and projected service levels.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.3.

MEETING DATE: February 1, 2016

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Financing and Paving of Real Property for Public Parking**
(Discussion/Action)

City Manager will ask City Council to award a paving contract for the 5th St Parking lot, and will seek approval on a financing option.

BACKGROUND

The City Council in October 2015 approved the purchase of land on Fifth Street for \$85,000 for long-term use as public parking. That transaction is nearly complete pending recordation. The plan was to pave and stripe the lot. Most adjacent businesses are willing to continue to make contributions toward offsetting City maintenance costs and receive advertising space on the sign.

DISCUSSION

City Public Works sought bids from contractors for paving the lot including grading, paving, installation of bumpers and handicap signage, and striping. Franklin Construction provided a bid of \$38,350. Two additional bids from competitors came in at \$39,668 and \$46,950, respectively, yet neither is as complete a package.

3CORE is extending an offer to the City to finance the acquisition and improvements for a loan of \$115,000 @ 3% annual interest for twelve years (monthly payments of \$958/mo). This would help protect the City's cash flow against the purchase price and improvements, the benefit of which will be enjoyed by the community over and past the life of the loan. City Finance Director recommends the 3CORE financing proposal.

Attachments: Franklin Construction Paving Bid
3CORE Financing Proposal

RECOMMENDATION:

Award parking lot paving bid to Franklin Construction, and approve financing proposal from 3CORE; authorize City Manager to execute contracts with both entities.

Fiscal Impact of recommendation:

\$38,350 + financing costs, General Funds.

REVISION 1

Bid Date: 1/07/2016
Time: 5:00PM

**Proposal for:
City Of Orland Parking Lot Improvements - 710 5th Street**

From
Franklin Construction, Inc.
217 Flume Street Suite 200, Chico, CA 959285427

LN: 567469 Type: A
Phone: (530) 343-9600 Fax: (530) 343-4245



City Of Orland
815 Fourth Street
Orland, CA 95963

Item	Description	Quantity	Unit	Unit Price	Total Price
BASE	Base Bid				
01	Regrade Parking Lot For Asphalt Concrete Paving	1.00	LS	7,000.0000	7,000.00
02	Install Asphalt Concrete Paving	165.00	TN	140.0000	23,100.00
03	Restripe Parking Lot	1.00	LS	800.0000	800.00
04	Install Handicap Signs And Parking Bumpers	1.00	LS	3,000.0000	3,000.00
05	Mobilization	1.00	LS	3,500.0000	3,500.00
				Total:	<u>37,400.00</u>
ADD	Additive Items				
01	Off Haul Excess Material	5.00	LD	190.0000	950.00
				Total:	<u>950.00</u>
Total For Base Bid					37,400.00
Total For Additive Items					950.00
Total:					<u>38,350.00</u>

Attachment Enclosed

Estimator: Myles MacColl

Franklin Construction, Inc.
Job Conditions - Attachment 'A'

REVISION 1

City Of Orland Parking Lot Improvements - 710 5th Street

General Conditions:

1. Payment to be made as follows: Net cash-All accounts are due and payable on the 10th of the month for the work done the previous month. A 1.5% monthly service charge will be assessed on overdue accounts. Full payment due within 30 days of completion of our work.
2. All material is guaranteed to be as specified.
3. All work to be completed in a professional manner according to standard practices.
4. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
5. All agreements contingent upon strikes, accidents or delays beyond our control.
6. Our workers are fully covered by Worker's Compensation Insurance. Waiver of Subrogation for Workers Compensation is not included but can be added at an additional cost.
7. This proposal may be withdrawn by us if not accepted within 30 days.
8. This proposal must be included in all contracts between the owner and Franklin Construction, Inc.
9. All reasonable attorney's fees shall be paid for by the owner, should an attorney be employed to collect payment.

Special Conditions:

1. This proposal only includes working under favorable conditions where soil and/or aggregate moisture contents are at or below optimum moisture content for compaction. This bid does not include dewatering, mechanically or chemically processing soil or aggregates to dry them, or working under wet conditions that do not allow earthwork, soil compaction, placement of aggregates, or placement of asphalt paving to be done using normal practices.
2. Escalation: This proposal is based on current market prices for aggregate, concrete, petroleum fuels, and oil. If during the duration of this project, the price of these elements increases, the owner will be charged for the direct increase in equipment fuel, trucking, and material costs that occurs.
3. This bid is based on the availability of construction water. Increased fees, charges, or other costs resulting from drought conditions may result in additional cost to the owner or general contractor.
4. Wages: This proposal is based on current California State Prevailing Wages.

Scope of Work:

1. Item #1 includes the removal of the existing concrete handicap parking stalls and regrading of the existing aggregate baserock in preparation for new asphalt concrete paving. This price does not include removal of existing baserock but rather regrading to allow for proper drainage and installation of asphalt concrete paving.
2. Item #2 includes the installation of up to 165 TN of asphalt concrete. This price is based on installing a finished compacted sectional thickness of 2" of PG64-10 asphalt concrete.
3. Item #3 includes restriping the parking lot for parking stalls and handicap stalls as well as directional arrows.
4. Item #4 includes the installation of handicap parking signs and entrance sign as well as the installation of 4' concrete wheel stops.
5. Item #5 includes the equipment mobilization. Mobilization is based on completing this work while Franklin Construction is working on the Papst Avenue Reconstruction Project.

Additive Items

6. Additive Item #1 includes the off haul of excavated materials if necessary for grading. Due to the installation of new asphalt concrete, existing materials may be required to be off hauled. This price is a per load price and the total number of loads off hauled will be the number of loads billed (Estimated 5 loads of off haul).

Exclusions:

1. Engineering, testing, staking, bonds, fees, and permits.
2. Workers' Compensation Insurance waiver of subrogation.
3. Storm Water Pollution Prevention Plan and erosion control measures unless otherwise indicated in the proposal.
4. Excavation, handling, removal, or disposal of any toxic, hazardous, or contaminated materials.
5. Septic tank and well abandonment.
6. Sewer, Storm Drain, Water, and Joint Trench systems.
7. Concrete structures, footings, walls, and fences.
8. Prime coat, slurry seal, fog seal, and trench patching.

Franklin Construction, Inc.
Job Conditions - Attachment 'A'

REVISION 1

City Of Orland Parking Lot Improvements - 710 5th Street

- 9. Repairs to existing buildings not caused by Franklin Construction, Inc.
- 10. Handling of any unsuitable material.

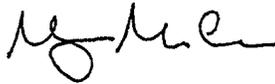
Anything not specifically included in the above scope of work is excluded.

Basis of Bid:

1. This proposal is based on a verbal request from Ed Vonasek with the City of Orland Public Works Department to complete the above scope of work. No plans or specifications were considered in this proposal. Any changes to the above scope of work will require a revision to this proposal.

Franklin Construction, Inc.

By: _____
Myles MacColl, Estimator



Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____ By: _____ Title: _____

Date: _____ By: _____ Title: _____



April 20, 2015

Pete Carr
City Manager
City of Orland
815 Fourth Street
Orland, California 95963

RE: Financing Proposal Extension

Pete,

3CORE, Inc. is prepared to extend the January 14, 2015 financing proposal for your project. Please note that this letter is not intended to constitute a loan commitment but rather to outline the general terms and conditions under which we would be requesting loan approval. These proposed terms and conditions are subject to final approval from our governing body and/or our program administrator. Additional terms and conditions may be attached.

Proposed Line of Credit Terms:

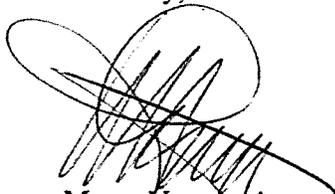
Maximum Amount	\$115,000
Authorized Use of Proceeds	Term loan to acquire & improve parking lot on 5 th Street.
Term	144 months; Pre-Payment Fee of 2% of the outstanding principal balance for first 3 years
Interest Rate	3.0% fixed
Fees	Direct closing costs due on or before loan closing.
Monthly Payment	\$951.95 principal & interest plus a \$6.00 servicing fee
Collateral	First trust deed on property acquired with 3CORE financing.
Conditions	1) Final approval of Loan Administration Board; 2) Subject to the acceptance of the repayment plan approved thru a resolution made by the City of Orland City Council; 3) Subject to the receipt and acceptance of a fair market evaluation of the property, prepared by a

- licensed real estate professional, with a value not to exceed the maximum loan amount;
- 4) Receipt and acceptance of City documents authorizing Council to enter into a loan commitment with 3CORE, Inc.;
 - 5) Disbursement to be made based on schedule approved by City and 3CORE;
 - 6) Receipt and acceptance of other Loan Application information as requested; and
 - 7) Other standard loan conditions to be stated at the time of loan approval.

Our commitment to enter into this transaction is conditioned upon there being no (i) material adverse change in your business affairs or financial condition between the date hereof and the date on which the closing documents have been executed, and (ii) there being no material misstatement in any information provided to us in connection with this transaction. This commitment shall expire on December 31, 2015, if not sooner accepted in writing.

If you have any questions, please don't hesitate to contact me.

Sincerely,



Marc Nemanic

Executive Director
3CORE, Inc.
3120 Cohasset Road; Suite 1
Chico, CA 95973
(530) 893-8732 x204
mnemanic@3coreedc.org

Please sign below to acknowledge acceptance.

Pete Carr, City Manager

Date

*Please return this signed form to us at your earliest convenience.

00026

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 7.4.

MEETING DATE: February 1, 2016

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: New Proposed Location for Next Public Art Installation
(Discussion/Direction/Action)

City Arts Commission will recommend a location other than that previously approved for the next public art bronze sculpture.

BACKGROUND

The proposed location for the "Our Hope and Heritage" bronze sculpture, for which sponsorship fundraising is underway, has been reconsidered by the Arts Commission. The project is being planned at no expense to the City.

DISCUSSION

Rather than the Third Street parking space just south of Walker Street, the Arts Commission proposes the art piece be located at the west end of Welcome to Orland Centennial Park. The site is roughly a 5000 sq ft triangle with no conflicting use, public space in a commercial district.

The Public Works Director advises that the proposed location will require lawn irrigation infrastructure to be relocated to avoid the sculpture, and perhaps a footing installed large enough to facilitate sprinklers and lawn maintenance. Strategic relocation and addition of vegetation may also be desirable at the site to enhance the aesthetics for the art display.

Attachments: Correspondence from Arts Commission Chair Rae Turnbull
Photographic Depiction of Proposed Site

RECOMMENDATION:

Approve Arts Commission proposed location for the bronze art sculpture, "Our Hope and Heritage."

Fiscal Impact of recommendation:

None except possible negligible cost of labor and materials for Public Works site preparation.

City of Orland Arts Commission
Orland Art Center
732 Fourth Street, Orland, California
95963

January 21
2016

Dear Orland City Council members:

The seven member Arts Commission requests your permission to change the proposed location of the city's second public Art Bronze.

The original location on the center area of Third Street, with the sculpture facing Hwy 32 is proving to be less desirable than it first seemed to be.

Therefore, in the interest of better safety and greater visibility, we wish to locate the bronze on the grassy triangle at the corner of Eighth Street and Hwy 32, opposite Centennial Park.

Because of the traffic light at that intersection, many more people will become aware of the bronze as they wait for the light to change. This fulfills one of the purposes of public art, which is to create a good first impression as visitors enter the city.

The grassy area also lends itself to the theme of the bronze, featuring two children seated on a bench, dressed in the historically accurate style of clothing worn in the area in the city's early days. The historical theme also complements the historical reference on the city's entrance sign, "Proud History · Bright Future."

The new location is also pedestrian accessible for those who want a closer look at the sculpture and the bronze donor plaque.

As for the risk of vandalism, this new location is much safer, since it is in a very well lighted area, very visible to the frequent passers-by throughout the day and the night, seven days a week.

Our sculptor, Tamara Bonet, also agrees the eighth Street location will better serve the sculpture as an artistic enhancement to the community and a draw for visitors.

As with all of our projects, this one will be completed to our usual high standards, incurring no additional costs to the city.

Thank you for your consideration of this request.

Sincerely,

Rae Turnbull

Chair, Orlando Arts Commission

Proposed Bronze Sculpture Site
February 2016



1400 K STREET
SACRAMENTO, CA 95814
PH: (916) 658-8200
FX: (916) 658-8240

Angie

WWW.CACITIES.ORG

January 12, 2016

City of Orland
C/O Peter Carr
815 Fourth Street
Orland, CA 95963

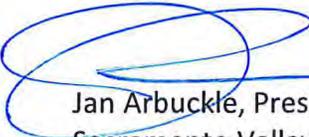
Subject: Request to Appoint Liaison to League of California Cities

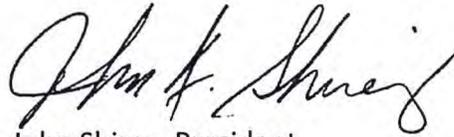
Dear Mr. Carr:

In order that all of our interests are served more effectively, the Sacramento Valley Division leadership encourages your city to appoint, from your city council, an official liaison to the League of California Cities. The liaison serves as the official point of contact for the Sacramento Valley Division of the League and would be the primary recipient of Division communications. Communication from the Division will generally be delivered through email and pertain to division activity but may also include updates from the League.

Once your city has appointed a liaison, please send the appointee's contact information, including email address, to canderson@cacities.org.

Sincerely,


Jan Arbuckle, President
Sacramento Valley Division
League of California Cities


John Shirey, President
Sacramento Valley Area Managers Group
League of California Cities

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