

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** **Monday March 18, 2013**

Closed Session – 7:00 p.m.
Regular Session – 7:30 p.m.

I. CALL TO ORDER

1. Roll Call
2. Public comment on closed session items.

II. CLOSED SESSION

Pursuant to California Government Code Sections 54950 et sq., the City Council will hold a Closed Session. More specific information regarding this meeting is indicated below.

A. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section: 54957.6
Agency Negotiator(s): City Manager Pete Carr
City Attorney Greg Einhorn

Employee Organization(s): United Public Employees of California Local #792
(Mid Management and General Units)
Unrepresented Employees (All others not in UPEC)

III. REPORT FROM CLOSED SESSION

(If the Closed Session is not completed before 7:30 p.m., it will resume immediately following the Regular Meeting).

IV. RECONVENE TO REGULAR SESSION

1. Roll Call

V. PLEDGE OF ALLEGIANCE

VI. 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).**

VII. CITY COUNCIL COMMUNICATIONS AND REPORTS

VIII. CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for February 19, 2013.
- C. Receive and file Orland Public Works Commission minutes for September 18, 2012.
- D. Receive and file Economic Development Commission minutes for January 7, 2013.
- E. Receive and file Economic Development Commission minutes for February 4, 2013.

IX. PUBLIC HEARING - None
(Public Hearing comments will be limited from three to five minutes).

X. ADMINISTRATIVE COMMUNICATIONS

A. Recreation Director – Joe Fenske

- 1. Update on recreation program and activities.

B. City Manager – Pete Carr

- 1. Continue review of Arts Fund assessment fee.
- 2. Review and discuss Economic Development Commission's recommendations.
- 3. Request to consider project for wastewater headworks.
- 4. Update on other projects.

XI. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on March 14, 2013.

Orland City Council
March 18, 2013
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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.

VIII.A.

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CITY MANAGER

Peter R. Carr

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City Treasurer

WARRANT LIST

March 18, 2013

WARRANT	3/14/13	\$	249,234.00
PAYROLL	3/7/13	\$	48,303.18
PAYROLL	3/7/13	\$	22,445.47
TOTAL		<u>\$</u>	<u>319,982.65</u>

APPROVED BY

Charles Gee, Mayor

Dennis G. Hoffman, Vice-Mayor

Bruce T. Roundy, Councilmember

James Paschall, Sr., Councilmember

Salina J. Edwards, Councilmember

REPORT.: Mar 14 13 Thursday
 RUN....: Mar 14 13 Time: 11:09
 Run By.: FINANCE

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 03-13 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
038301	03/06/13	EDD00	EMPLOYMENT DEV. DEPART.	6612.00	.00	6612.00	022613H	Unemployment benefit
038302	03/08/13	HOL03	Ryan Holland	100.00	.00	100.00	030813H	Rec/basketball referee
038303	03/08/13	SCH11	Ethan Schmeltzer	100.00	.00	100.00	030813H	Rec/basketball referee
038304	03/12/13	GLE14	GLENN COUNTY	50.00	.00	50.00	CUP201301H	Plan/filing fee
038305	03/14/13	ABD00	ADVANCED DOCUMENT	65.00	.00	65.00	IN41191	PD/fax cleaning
038306	03/14/13	AFF00	Affordable Computer Solut	50.00	.00	50.00	2502	Lib/computer maint
038307	03/14/13	AIR00	AIR RITE HEATING & AIR	143.00	.00	143.00	6931	PD/AC unit repair
038308	03/14/13	AME01	AMERIPRIDE UNIFORM SVCS	448.54 83.96 378.31	.00 .00 .00	448.54 83.96 378.31	22813 2-28/2013 2/28/2013	PW/uniform clean&shop sup FD/rug cleaning svcs CH;PD;Rec/rug maint
			Check Total.....:	910.81	.00	910.81		
038309	03/14/13	ARR00	Arrowhead Emblems	219.63	.00	219.63	10212	PD/patches
038310	03/14/13	ATT06	A T & T	291.30 108.27	.00 .00	291.30 108.27	032912 2/20/13	PW/well communications PD/radio
			Check Total.....:	399.57	.00	399.57		
038311	03/14/13	AYR03	Ian Ayres	100.00	.00	100.00	Mar 2013	PD/uniform allowance
038312	03/14/13	BAC01	BACKGROUNDS AND MORE	1350.00	.00	1350.00	3055	PD/background check
038313	03/14/13	BAL00	Knife River Construction	83.42	.00	83.42	136265	PW/materials
038314	03/14/13	BAN01	The Bank of New York Mell	1200.00	.00	1200.00	252169054	POB Trustee fees
038315	03/14/13	BAR03	Charles Barnes	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038316	03/14/13	BAS00	Basic Laboratory, Inc	200.00	.00	200.00	61;71;108	PW/lab svcs
038317	03/14/13	BAW02	Curtis Bawden	31.03	.00	31.03	2/8/2013	Water deposit refunded
038318	03/14/13	BJO01	Beth Bjorklund	50.00	.00	50.00	Mar show	AC/gallery show
038319	03/14/13	BRO02	DARYL R. BROCK CPA	4700.00	.00	4700.00	031213	FinDir/contract svcs
038320	03/14/13	BSN04	BSN Sports	276.29	.00	276.29	95185500	Rec/t-ball supplies
038321	03/14/13	CAL14	Cal Signal Corp	240.00	.00	240.00	4289	PW/SixthSt signal maint
038322	03/14/13	CAR02	CARDMEMBER SERVICE	429.07 42.98 570.40	.00 .00 .00	429.07 42.98 570.40	2/27/13 02/27/2013 end2/2713	Lib/postage;ink;craft sup PW/tools PD/office&misc exp
			Check Total.....:	1042.45	.00	1042.45		
038323	03/14/13	CAR03	GRANT CARMON	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038324	03/14/13	CES00	Kyle Cessna	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038325	03/14/13	COM02	Comcast	92.43	.00	92.43	02/25/13	Lib/internet svcs
038326	03/14/13	CRO05	Trystin Crook	146.52	.00	146.52	Mar 2013	Rec/mileage reimb
038327	03/14/13	CVS00	CVS Pharmacy	8.84	.00	8.84	021913	Council water
038328	03/14/13	DAY00	DAY WIRELESS SYSTEMS	5522.85	.00	5522.85	136291-00	FD/radios
038329	03/14/13	DEF01	PAT DEFRIES	50.00	.00	50.00	2-27-13	Rec/seniorsize instructor
038330	03/14/13	DEP21	DEPARTMENT OF FINANCE	88375.00 60.00	.00 .00	88375.00 60.00	132301 Feb2013	PD/dispatch svcs PD/parking cites
			Check Total.....:	88435.00	.00	88435.00		
038331	03/14/13	EIN02	Gregory P. Einhorn	3350.00	.00	3350.00	11294	CE/contract svcs
038332	03/14/13	ELL00	ELLIS ART & ENGINEERING	30.10	.00	30.10	163922	AC/gallery posters
038333	03/14/13	FRA00	FRANCOTYP-POSTALIA, INC.	159.48	.00	159.48	463993	Postage meter rental
038334	03/14/13	GLS01	GLENN CO. FLEET SERVICES	4351.34	.00	4351.34	FL1397	PD/vehicle lease
038335	03/14/13	GOL01	GOLDEN STATE RISK	44668.51	.00	44668.51	4/2013	Health insurance
038336	03/14/13	GOL02	GOLDEN STATE FLOW	2104.85	.00	2104.85	I037257	PW/meters
038337	03/14/13	GRO00	Ferguson Enterprises Inc	58.05	.00	58.05	880874	PW/supplies
038338	03/14/13	HAG00	Kalen Hagins	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038339	03/14/13	HAY01	HAYDEN FIRE PROTECTION	81.65	.00	81.65	41498	Lib/fire extinguisher mai

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
038340	03/14/13	HEI01	VIRGIL HEISE	100.00	.00	100.00	637117	FD/janitorial svcs
038341	03/14/13	INT03	Int. Assoc.for Property	50.00	.00	50.00	2013Dues	PD/prop&evidence dues
038342	03/14/13	JOH00	JOHN'S TIRE & MUFFLER	94.85	.00	94.85	116556	PW/truck repair
038343	03/14/13	JOH02	SEAN JOHNSON	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038344	03/14/13	LAN05	Waldemar A. Lang	220.00	.00	220.00	498756	BD/contract svcs
038345	03/14/13	LED01	Jessica Leday	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038346	03/14/13	LEM00	Severn Lemstrom	100.00	.00	100.00	Mar 2013	PD/uniform allowance
038347	03/14/13	LIT00	Tammy Littrel	30.00	.00	30.00	030413	AC/model fee
038348	03/14/13	MAR01	Marcello & Company	7650.00	.00	7650.00	No.2	Audit svcs
038349	03/14/13	MAT04	MATSON & ISOM	288.75 64.00 948.49	.00 .00 .00	288.75 64.00 948.49	41820 41952 0020946	AC/website;newsletter upd Multi-depts/postini PD/RAM for server
			Check Total.....:	1301.24	.00	1301.24		
038350	03/14/13	MID02	MID STATE SURGE	255.69	.00	255.69	24585	PW/sanichlor
038351	03/14/13	MIK00	MIKE'S REPAIR SHOP	132.53	.00	132.53	362577	PW/supplies
038352	03/14/13	MIL00	MILLER GLASS, INC.	157.30	.00	157.30	3197600	PD/glass for desktop
038353	03/14/13	MJB00	MJB WELDING SUPPLY, INC	8.50	.00	8.50	985815	PW/cylinder rental
038354	03/14/13	NAP00	NAPA AUTO PARTS	1963.58	.00	1963.58	022513	PW/parts&supplies
038355	03/14/13	NIC04	Nichols, Melburg & Rosset	5260.00	.00	5260.00	126372101	Library expansion plans
038356	03/14/13	OCL00	OCLC.Inc Dept 34299	92.98	.00	92.98	229678	Lib/cataloging svc
038357	03/14/13	ORH00	ORLAND HARDWARE	2099.13 26.86	.00 .00	2099.13 26.86	022713 2/27/13	PW/misc supplies PD/spec dept supplies
			Check Total.....:	2125.99	.00	2125.99		
038358	03/14/13	ORL01	ORLAND SAND & GRAVEL	72.89	.00	72.89	109209	PW/base materials
038359	03/14/13	PER00	STATE OF CALIF PERS	27138.73	.00	27138.73	3-2013-3	PERS PAYABLE
038360	03/14/13	PET09	Petty's Superior Svcs	975.00	.00	975.00	3968	BUILDING MAINT. CONTRACT
038361	03/14/13	PGE00	PG&E	10.51 15701.73	.00 .00	10.51 15701.73	031013 2/26/13	Rec/LLpitching machine Utility usage
			Check Total.....:	15712.24	.00	15712.24		
038362	03/14/13	PMC00	PACIFIC MUNICIPAL CONSULT	1380.00 4548.30	.00 .00	1380.00 4548.30	37112 37114	Impact fee update study Plan/contract svcs
			Check Total.....:	5928.30	.00	5928.30		
038363	03/14/13	PON00	PONCI'S WELDING	55.46	.00	55.46	2/26/13	PW/supplies
038364	03/14/13	QUI02	QUILL CORP.	540.24	.00	540.24	228-305	Office supplies
038365	03/14/13	ROU01	Bruce Roundy	22.20	.00	22.20	3/12/13	Coun/mileage reimb
038366	03/14/13	RUB00	Rubie's Plumbing & Rooter	650.00	.00	650.00	2627	FD/water heater
038367	03/14/13	SCH05	JERE SCHMITKE	150.00	.00	150.00	030413	PW/boot reimb
038368	03/14/13	SHE02	Sherwin-Williams Co	319.82	.00	319.82	7964-6	PW/paint sprayer repair
038369	03/14/13	SIM01	SIMPLOT	97.88	.00	97.88	16420	PW/arrow(herbicide)
038370	03/14/13	SPE00	Speak Write	71.58	.00	71.58	ac0ebf11	PD/contract svcs
038371	03/14/13	STO01	MICHAEL STOVER	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038372	03/14/13	STO04	STONYCREEK PEST CONTROL	92.00	.00	92.00	030813	Pest control
038373	03/14/13	SUN02	SUNRISE ENVIRONMENTAL	609.38	.00	609.38	25145	PW/supplies
038374	03/14/13	SUR00	SURPLUS SALES	63.27	.00	63.27	3/1/13	PW/supplies
038375	03/14/13	TOL00	J.C. TOLLE	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038376	03/14/13	TRI00	Tri-County Newspapers Inc	153.64	.00	153.64	2/28/13	Legal notices
038377	03/14/13	TRI03	Tri-County Portable Toile	80.00	.00	80.00	727	PW/green waste site
038378	03/14/13	TUR02	Patricia Turnbull	30.00	.00	30.00	031113	AC/model fee

REPORT.: Mar 14 13 Thursday
 RUN....: Mar 14 13 Time: 11:09
 Run By.: FINANCE

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 03-13 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
038379	03/14/13	UMP00	Umpqua Bank	450.00	.00	450.00	March 13	HSA deposit
038380	03/14/13	VAL02	VALLEY ROCK PRODUCTS	172.66	.00	172.66	1091376	PW/materials
038381	03/14/13	VAN00	VANTAGE POINT TRANSFER AG	1567.38	.00	1567.38	2/21-3/6	DefCompPay#304591
038382	03/14/13	VCS00	VCSI	250.00	.00	250.00	2/27/13	PD/K9maintenance
038383	03/14/13	VLA00	RAYMOND J. VLACH	100.00	.00	100.00	Mar 2013	POLICE DEPT UNIFORMS
038384	03/14/13	WES00	WESTSIDE CARD LOCK	361.23	.00	361.23	023b43	FD/fuel
				129.34	.00	129.34	023b45	BD/gasoline usage
				3502.81	.00	3502.81	023b47	PW/fuel usage
				2342.90	.00	2342.90	2/26/13	PD/gasoline usage
Check Total.....:				6336.28	.00	6336.28		
038385	03/14/13	XER00	XEROX CORP.	224.25	.00	224.25	066824767	PD/copier lease
038386	03/14/13	\C028	CLOUD, SHILEE	35.93	.00	35.93	000B30301	MQ CUSTOMER REFUND FOR CL
038387	03/14/13	\M033	MOJICA, MIGUEL MONTES	9.37	.00	9.37	000B30301	MQ CUSTOMER REFUND FOR MO
Cash Account Total.....:				249234.00	.00	249234.00		
Total Disbursements.....:				249234.00	.00	249234.00		
Cash Account Total.....:				.00	.00	.00		

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Tuesday February 19, 2013
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, and Vice Mayor Dennis Hoffman and Mayor Charles Gee

Councilmembers absent: None

Staff present: Grant Administrator Janet Wackerman, Recreation Director Joe Fenske, City Planner Scott Friend, Public Works Director Jere Schmitke, Sergeant Sean Johnson, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

None

Introduction:

Mayor Gee presented members of the local Boy Scouts Troop 4 and their leaders with a commendation letter. Council appreciated their efforts in putting up the flags on Walker Street during the holidays.

Mayor Gee requested Item VIII.C.2 – Parks Commission recommendation regarding Bihler Field to be brought forward at this time. City Manager Carr described Bihler Field improvements which have been completed so far. However, the American Legion Board is requesting the City purchase a special mix of materials with a soil conditioner such as Diamond Pro that would provide a more consistent playing surface. The balance remaining in the donation fund for Bihler improvements is \$1,300. The cost of a shipment of Diamond Pro is approximately \$6,700. The Parks Commission has recommended a meeting of all stakeholders to determine conditions of the field and who would maintain it. The Parks Commission advised that specialized maintenance of the league baseball diamond is not a city public works crew responsibility; mowing is routine, but infield conditioning is not. Orland High School Athletic Director advised they are satisfied with the current condition of Bihler Field. Council discussed concerns in costs of maintenance. City Attorney Greg Einhorn advised using Park Development Impact Fees is a gray area, since the soil could be considered a one-time improvement, but impact fees are not intended for ongoing maintenance. American Legion Coach Greg Ferreira requested the City to finish what was started. Orland High School baseball players stated there were safety reasons for completing the improvements to the field. Council agreed to table a decision at this time until staff and stakeholders meet to discuss the issue as recommended by the Parks Commission, and seek advice from a baseball field maintenance expert.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilor Roundy followed up on fees/donations for the Arts Commission's bronze horse sculpture project. Councilor Roundy advised there were concerns at the last meeting regarding the Public Arts Fund paying for the pedestal and sales tax on the sculpture. Councilor Roundy stated by reviewing the minutes, contract and municipal code, the commission is correct in charging the PublicArts fund for the pedestal and sales tax. Councilor Edwards advised she was told the contractor for the pedestal was not charging for his labor, only material costs. Councilor Paschall and Mayor Gee stated they do not agree with this area of the municipal code or the fact the contract states mounting and installation shall be the responsibility of the agency. Mayor Gee stated he was under the impression the sculpture would be entirely funded by donations. Councilor Paschall and Mayor Gee request there be a review in the future of the municipal code on how the Arts fee fund is handled.

CONSENT CALENDAR

- A. Approve City Council minutes for January 22, 2013 and February 4, 2013.
- B. Approve Warrant List (payable obligations).
- C. Receive and file Public Safety Commission minutes for December 10, 2012.
- D. Letter of Appreciation to Will Tasto, Waste Tire Products.
- E. Approve and authorize City Manager to sign Memorandum of Understanding with Dos Rios Continuum of Care.
- F. Approve and authorize Automatic Aid Agreement between the Hamilton City Fire Protection District and the Orland Rural Fire District/Orland City Fire Department.
- G. Adopt Resolution No. 2013-06 approving use of Library Park for the Glenn County Certified Farmer's Market.
- H. Approve and authorize City Manager to sign Letter of Convenience and Necessity for Grocery Outlet, 1026 South Street, Orland.

Councilor Edwards requested Item E. removed from the consent calendar for more explanation.

Vice Mayor Gee moved, seconded by Councilor Edwards to approve the consent calendar except for Item E. Motion carried unanimously with no abstentions.

Councilor Edwards advised the date of the Memorandum of Understanding for Dos Rios Continuum of Care should be corrected. Council questioned whether the City is responsible for any of the services provided in the agreement. It was noted that Glenn County HRA is the responsible agency. Sergeant Johnson advised the police department does issue motel vouchers and bus tickets on a discretionary basis, but city funds are not used.

Councilmember Edwards moved, seconded by Vice Mayor Gee to accept the Memorandum of Understanding with the Dos Rios Continuum of Care. Motion carried unanimously with no abstentions.

PUBLIC HEARING

Grants Administrator Wackerman brought forward a request for public input and to adopt Resolution No. 2013-07 approving the use of the City's Community Development Block Grant Program (CDBG) Program Income (PI) for a waiver activity. Ms. Wackerman stated Council

awarded Bob Becker Construction the contract for \$155,000 to renovate the city's library. The total construction project is \$160,000. Orland Friends of the Library will be contributing \$75,000 of this cost and offered to conduct fundraisers to purchase tables, chairs, etc. The City can request from the State to use program income funds to replace the worn floor covering for the main library as well as purchase of tables, chairs, project screen and other items. City Manager Carr advised approval of the application would allow the City to utilize up to \$41,000 for accessory expenses. The Public Hearing opened at 7:38 p.m. for comments. No comments were received, the Public Hearing closed at 7:39 p.m.

Councilmember Roundy moved, seconded by Councilmember Paschall to adopt Resolution No. 2013-07 authorizing the City Manager or his designee to sign the CDBG Program Income Waiver Activity application and submit to the State. Motion carried unanimously with no abstentions.

ADMINISTRATIVE COMMUNICATIONS

Public Works Director:

Public Works Director Schmitke gave an update on the role of the Public Works Department and projects:

- Working on connecting the Linwood subdivision to the Whitehawk subdivision with a 10 inch main water line.
- A grant has been recently applied for to dig and install a new water well to replace the Railroad Avenue well that was taken out of service last year.
- Working on covering the ditch at Bryant Street and extend Papst Avenue to the north making it a through street.
- Bihler Field was upgraded by improving the infield.

The Public Works department is also in charge of the Green Waste Dump site. Due to misuse of the facility in the past, a gatekeeper was hired, and fees are now collected ranging from \$5 - \$15. The site is currently receiving 30-60 loads per day. Public Works Director Schmitke stated he also has concerns that will need to be addressed in the future, such as dump trucks that do not meet current Air Resource Board standards; replacement of the head works at the City sewer treatment plant and a generator is needed for the four lift stations. Mr. Schmitke advised the City's annual green waste curbside pickup needs to be reconsidered. Mr. Schmitke advised the public works crew keeps busy with extra projects (i.e. vacant parking lot, decorating around town, putting up banners). Mr. Schmitke stated there is a position in the public works department that remains unfilled at this time. Council thanked the Public Works department for the outstanding job they do.

City Planner:

City Planner Friend gave an update on the progress of the City's Development Impact Fee Program. City Planner Friend will be meeting with department heads to assess capital facilities needs, equipment costs and potential future impacts and service needs anticipated from new growth and development within the City. The City's population has increased by 2 to 4 percent in years past; projections show 3,000 to 10,000 new residents to Orland in twenty years. City

Planner Friend stated due to some services changing, finding the right level of future service can be a struggle. City Planner Friend will bring the project back in 30 to 60 days for review.

City Manager:

City Manager gave an update on the pending agreement with Orland Unified School District Swimming Pool Improvements. The City received a bid from Holiday Pools, the only company that submitted a bid. The firm and proposal has been reviewed by staff and found to be responsible to perform the work. The contract price to upgrade the pool is approximately \$400,000. The Orland Unified School District has not given a clear agreement that this project is a priority, even though it was favored by the Orland Unified School Board. City Manager advised Council needs to decide whether to proceed and construct the pool without the school agreement. However, the contractor has advised depending on the weather, he cannot guarantee the pool would be complete by June 10, causing a potential disruption to the Orland Otters swim season. City Manager Carr advised If Council decides to defer the construction project until the end of summer, costs may possibly increase. Kathy Orona-Ike advised a delay in the completion of the pool would be devastating to the swim team this year. Council discussed considering a pool cover if the decision is to delay the project.

Councilmember Roundy moved, seconded by Councilmember Edwards to delay the construction of the pool project until further notice. Motion carried unanimously with no abstentions.

Motion was amended by Vice Mayor Hoffman and seconded by Councilor Edwards to delay construction of the pool project until *mid-August*. Motion carried unanimously with no abstentions.

City Manager Carr requests Council to consider approval of a paving project for the west end of South Street, utilizing Gas Tax/Street Funds. Mr. Carr noted with the recent significant private investment into the shopping center, this is an ideal time to make the repairs and improvements. The City received two bids; the lowest bidder from Knife River Construction for \$54,000. Tesoro Corporation has advised they would contribute \$15,000 towards the project. This contribution would help defray about 27% in costs, therefore, utilizing up to \$39,000 in City gas tax/street funds.

Councilor Roundy moved, seconded by Vice Mayor Hoffman to approve project and accept bid from Knife River Construction, to reconstruct and repave the section of South Street from northbound 1-5 off-ramp to the shopping center main entrance, at a total cost of \$54,000, utilizing \$39,000 from gas tax/street funds and a \$15,000 contribution from Tesoro Corporation. Motion carried unanimously with no abstentions.

ADJOURN

Meeting adjourned at 9:50 p.m.

_____Clerk

_____Mayor

ORLAND PUBLIC WORKS COMMISSION

Minutes

September 18, 2012

I. Call to Order

The meeting was called to order by Chairman Denton at 4:18 p.m.

II. Pledge of Allegiance – led by Chairman Denton

III. Roll Call

Present: Byron Denton, Will Tasto and Roger Hansen

Absent: Emil Cavagnolo and Tim Boehm

Staff: Jere Schmitke, Ken Skillman, Pete Carr and Janet Wackerman

IV. Oral and Written Communications

A. Citizen Business: None

V. Consent Calendar

A. Approval of April 18, 2012 minutes.

Moved by Commissioner Tasto, seconded by Commissioner Hansen, motion carried to approve April 18, 2012 minutes as presented. Commissioners Cavagnolo and Boehm were absent.

VI. Administrative Communications

Public Works Director Schmitke requested Item 4 of the Agenda be moved to Item 1. Upon consensus of the Commissioners, the item was moved.

1. Wastewater Treatment Plant headworks option

City Engineer Skillman reported on the auger monster system for the wastewater treatment plant. He stated the current price for the system is \$88,000.00, not including the construction of the channel. He estimates it would cost approximately \$10,000 to \$15,000 more to construct the channel. City Manager Carr asked if the Public Works crew could construct the channel. Public Works Director Schmitke stated he would consider what they can accomplish. City Engineer Skillman estimates the total job would cost approximately \$100,000. He will look into other manufacturers for pricing.

Chairman Denton stated he is interested in the system because problems with the plant's machinery and the amount of material that is left for discharge would be reduced and suggested recommending to the City Council they look into budgeting for it.

Moved by Commissioner Tasto, seconded by Commissioner Hansen, motion carried to recommend City Manager look into financing for purchase of a auger monster. Commissioners Cavagnolo and Boehm were absent.

PUBLIC WORKS COMMISSION MINUTES

September 18, 2012

Page 2

2. Update on Waterline extension connecting Hambright Avenue to the Linwood Subdivision

Public Works Director Schmitke reported the pipe and valves have been purchased and the Public Works crew is working on the project in between other duties. Chairman Denton asked for costs to date. Public Works Director Schmitke stated it has cost approximately \$35,000 for materials.

3. Papst Avenue overcrossing
4. Water Capacity Study

Secretary Wackerman reported the City was awarded funds from CDBG to construct the Papst Avenue overcrossing and to conduct a water capacity study. She handed out background information from the grant application for Commissioners review. Commissioners will review the Study for comments when it is available in draft form.

VII. Commissioner Communications

Chairman Denton asked that the water/sewer rate be increased every year so a large increase in the rate would not be necessary. Public Works Director Schmitke stated it can be tied to the Consumer Price Index (C.P. I.). City Manager Carr concurred that the rates could be adjusted every year based on CPI. Commissioner Hansen stated he is concerned with fees and taxes piling up. City Manager Carr stated the CPI can also decrease. He offered to look into the matter and report his findings to the Commission at their next meeting.

Commissioner Tasto spoke of his concern regarding the stop lights at South and Sixth Street. He has observed that they are not synchronized in the east/west direction. Public Works Director Schmitke stated there is a problem with the sensors under the pavement; if vehicles are not stopped in the right area, the lights do not change. Commissioner Hansen stated he has noted this also and suggested a mark be placed on the road where vehicles can stop. Public Works Director Schmitke stated he will look into what can be done to remedy this problem.

VIII. Adjournment – 4:50 P.M.

Respectfully submitted,


Janet Wackerman, Secretary

Byron Denton, Chairman

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
January 7, 2013

The meeting was called to order by Chairman Campbell at 6:04 P.M. and opened with the Pledge of Allegiance.

Commissioners Present: Sarah Leydon, Edgar Valenzuela and Gary Campbell
Commissioners Absent: Helen Duree, and Mike Wyser
Councilmembers Present: Charles Gee
Staff Present: Pete Carr and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizens Business – None

CONSENT CALENDAR

M/S/C Campbell-Leydon Tabled election of Chairman and Vice-Chairman to the February 4,
(*Passed unanimously 3-0-2*) 2013 meeting

Secretary Wackerman stated a quorum was not present from the December 3, 2013 meeting so the approval of those minutes will be tabled to the February 4, 2013 meeting.

ITEMS FOR DISCUSSION OR ACTION

Commissioners discussed what topics to include at the January 23, 2013 workshop. City Manager Carr suggested they add review of downtown signs (A frame and informational signage). Commissioner Leydon requested information on motels. City Manager Carr offered to invite a local person who is involved in the hospitality industry to speak on motels at the workshop.

STAFF REPORTS

City Manager Carr presented an update on business activity. Sales tax report for workshop will be a summary; will not be stating for specific businesses.

The Planning Commission approved sign variance for Stony Creek Square and the owner will also be refurbishing the existing sign. The Grocery Outlet and Dollar Tree stores are on target for an April 2013 grand opening. The owner of the shopping center has received inquiries from other businesses also wanting to locate there.

Chairman Campbell asked about the status of Sapphire Plaza and 7-11. City Manager Carr stated they are waiting for the foreclosure proceeding process but 7-11 is still committed and other businesses are interested in locating to the Plaza.

City Manager Carr reported that another national retailer is interested in locating in Orland and reports that it is in negotiations with a property owner.

City Manager Carr stated that the City Council wants all City athletic fields in top shape and the infield at Bihler has been redone. Commissioner Valenzuela stated he is speaking with

representatives of Pepsi, Coke, etc to seek sponsorship of a scoreboard for Bihler and asked how he should proceed. City Manager Carr stated the matter would go to the Parks & Recreation Commission first, for their review and comments, and then the City Council.

The Parks & Recreation Commission presented a priority list to Council and upgrading the City pool was number 1. They are asking the school district to help with funding. Commissioner Leydon asked when the school district will make their decision and City Manager stated he will be making a presentation to their Board in January.

The water tower is now illuminated with LED lights; lights for the Arch are being selected and Public Works is waiting for PG&E to connect for power so fixtures can be installed. The lights in the downtown trees are not working out but City Manager Carr stated he has observed that other towns have their lights plugged into street light poles. He will contact P.G.& E to determine if outlets can be attached to city light poles. Commissioners suggested a discussion on downtown and city-wide lighting be put on the workshop agenda.

The Council approved the contract to utilize a vacant lot to be used for parking on Fifth Street. It will be cost neutral to the City but a benefit to businesses in the area. Four area businesses will contribute to the cost of the lease.

City Manager Carr noted that he has submitted to the Council percentage accomplishments to his goals and objectives. He will email this updated document to the Commissioners.

City Manager Carr stated tonight's Council meeting will have a presentation from the Glenn County Superintendent of Schools, Tracey Quarne, regarding the status of providing high speed internet for County schools. City Manager Carr will present for Council consideration a letter of support for Golden Bear Broadband, a fiber-based broadband capability for businesses in a 16 rural counties area.

Commissioner Valenzuela suggested entertainment for weekends to draw people to downtown. City Manager Carr suggested the Chamber of Commerce should take the lead on this.

Discussion was held on absentee owners and their vacant stores. City Manager Carr commented that it was hit and miss on contacting owners but he is talking to agents of the buildings about maintaining their vacant properties.

COMMISSIONER REPORTS

Chairman Campbell reported the Motor-icle Run will be held January 19th and proceeds will go to landscape around the Arch. The Black Butte Triathlon will be held sometime in April with Orland Volunteer Fire Department present for emergency standby purposes. Commissioner Valenzuela suggested holding an event in Orland to bring the triathlon group into town. Chairman Campbell agreed and suggested something healthy to align with the kind of event the triathlon is.

Commissioner Leydon asked if the lot on Fifth St could be used for events. City Manager Carr stated it would depend on the event and it would need to be acceptable to the businesses underwriting for the lot. Secretary Wackerman suggested waiting to see what kind of usage the lot receives as there may be times it is not used as much before planning to use it for any events. Commissioner Leydon asked about holding music events. Secretary Wackerman suggested contacting the Arts Commission and/or Parks & Recreation Commission since those kind of events fall under their review and recommendation. Commissioner Leydon added that the City of Williams holds music in the park events during the summer.

Chairman Campbell suggested the banner over Walker Street needs to be illuminated. City Manager Carr offered to look into the matter and report back to Commission. Chairman Campbell also mentioned more lighting is needed on Fourth and Fifth Streets to make the town look more open and inviting. City Manager Carr commented that most downtown businesses in most cities are closed at night, even if they have good lighting.

Commissioner Valenzuela commented that he would like to find a niche to represent Orland; he will challenge the Chamber on this matter. Chairman Campbell stated the EDC has been working on branding and need to find something and market it. Commissioner Valenzuela suggested holding a Hispanic festival but should be careful and make sure it and other events are inclusive.

Chairman Campbell stated the upcoming motorcycle event could give Orland a “mark” and calling the City “City of Festivals” would also be good.

Commissioner Leydon asked for an update on the City’s Facebook page. City Manager Carr stated it has over 140 likes to date. Chairman Campbell asked for the motorcycle event to be put on Facebook. Secretary Wackerman informed Commissioners that the City Clerk had received information on the event and will be posting it to the page. She also noted that agendas for all Commissions and Council are now on the City’s web site.

ADJOURNMENT – 6:55 P.M.

Respectfully submitted,

Janet Wackerman, Secretary

Gary Campbell, Chairman

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
February 4, 2013

The meeting was called to order by Chairman Campbell at 6:00 P.M. and opened with the Pledge of Allegiance.

Commissioners Present: Helen Duree, Mike Wyser, Edgar Valenzuela and Gary Campbell
Commissioners Absent: Sarah Leydon
Councilmembers Present: Charles Gee and Bruce Roundy
Staff Present: Pete Carr and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizens Business – None

Election of Chairman and Vice-Chairman –

M/S/C Duree-Wyser Nominated and elected Gary Campbell for Chairman
(Passed unanimously 4-0-1 with Leydon absent)

M/S/C Wyser-Campbell Nominated and elected Helen Duree for Vice-Chairman
(Passed unanimously 4-0-1 with Leydon absent)

CONSENT CALENDAR

M/S/C Duree-Valenzuela Approved minutes of December 3, 2012 and
(Passed unanimously 3-0-1-1) with accepted January 23, 2013 workshop notes
Valenzuela abstaining & Leydon absent)

Secretary Wackerman stated a quorum was not present from the January 7, 2013 meeting so the approval of those minutes will be tabled to the March 4, 2013 meeting.

Presentation: Yassi Lam and David Allee, Glenn County Human Services Agency

City Manager Carr introduced Ms. Lam who gave an overview of services the County provides for businesses. They have helped businesses with web site development, bookkeeping, social media and have programs that will reimburse employers for hiring qualified employees. Commissioner Valenzuela commented Walgreens uses the YES program and it has worked great. He suggested a partnership with HSA and the Chamber be developed. Commissioner Duree recommended a venue other than a regular Chamber meeting since there are small numbers present there. Commissioner Valenzuela stated Walgreens and the Chamber will be sharing a booth at the Glenn County Fair and maybe HSA would like to be included. City Manager Carr asked if a lot of their services overlap what SBDC offers. Ms. Lam stated they partner with SBDC. Commissioner Duree asked how much money was available for loans. Mr. Allee stated they are looking at what amounts could be available and whether grants could be

offered. Commissioner Duree asked if funds from HSA could be used to get a conventional bank loan. Mr. Allee stated that could be one of the sources that are offered to help a business owner. Mayor Gee asked if there was any investigation into using venture capital funds. Mr. Allee stated getting those funds for Glenn County has not been successful. However, the County utilizes a consultant to look for funding and the most recent funding obtained was \$20,000.

ITEMS FOR DISCUSSION OR ACTION

Commissioners reviewed the draft 2013 Project Development Plan. They offered the following changes:

Project 1: Strategic Plan for Bringing Additional Lodging to Orland; Commissioner Duree offered to be the Commissioner responsible for the project; due date of June 2013.

Project 2: Follow up on Suggested Projects (research & recommend); Commissioner Leydon had offered to be the Commissioner responsible for suggested projects listed, Commissioner Wyser offered to research historical districts and Chairman Campbell offered to research obtaining a LED lighted sign for Interstate 5; also, added fiber optic to item e., Broadband/Wi-Fi access; no due date set.

Project 3: Explore Industrial/Commercial opportunities; kept as presented with no due date or Commissioner responsible added.

Project 4: Community Enhancement Projects; responsibility of Chairman Campbell; due date of March 2013. Commissioners added more specific language to 4.b: Beautification of Public and Private property along Entrances within the City *along State Route 32/Walker Street and the downtown area.*

Project 5: Encourage and Support the Development of a Visitor Center at the Entryway to Orland; no revisions, Commissioners responsible or due date; and

Project 6: Continue Partnerships with Glenn County city/county EDC steering committee, Glenn County HRA, Glenn County Office of Education and other area economic development leaders; no due date or Commissioners responsible; changed Glenn County HRA to HSA.

Secretary Wackerman stated the changes will be made to the Plan and presented to Commissioners for their review at their next regular meeting before it is sent to the City Council.

Discussion was held on a discount market in the community. Chairman Campbell offered location of the market could make a difference on whether it is successful or not.

Chairman Campbell stated he will present a list of property owners that should be asked to clean-up at the March meeting. Byron Denton, 127 Tanner Way, stated there is a building located behind the Auto Zone that should be cleaned up. Commissioner Duree recommended Commissioners each take a two block area to take notes of problems. Chairman Campbell offered to review the entrances to I5, both sides; Commissioners Leydon and Duree will review Walker Street east to County Road M and Commissioners Wyser and Valenzuela offered to

review Walker Street west to County Road H. Chairman Campbell asked for notes and pictures of what is found be brought to the March meeting.

Chairman Campbell requested research on whether a community clean-up day could be scheduled for the spring. City Manager Carr stated he will look into the matter and place an action item on the next EDC agenda to recommend a clean-up date to the City Council.

Commissioners Duree and Wyser reported on the CED conference. Commissioner Wyser stated he appreciated the State representation and found the conference very beneficial. Commissioner Duree stated she was happy to see State Controller John Chiang at the conference. Both commented on Glenn County HSA Director Scott Gruendl's talk highlighting Orland and its collaboration with the County of Glenn. Yassi Lam, CED Advisory Board member, stated she will bring their comments to their next meeting.

(Councilmember Hoffman arrived 7:09PM)

City Manager Carr brought to the attention of the Commission that there may be a possible conflict for their meetings when City Council holds their closed session meetings. The Council will hold their closed sessions starting at 7:00PM before the regular meeting time of 7:30PM. Commissioners asked for a discussion and action item on the March agenda to discuss changing the EDC meetings to the second Tuesday of the month.

STAFF REPORTS

City Manager Carr stated there are a number of projects to report on. Scotty D's has closed, Grocery Outlet signed a lease with the owner of Stony Creek Plaza and Dollar Tree is in the final stages of negotiations for their lease. City staff will be meeting with a national brand store that is looking at locating on Walker Street. *(Councilmember Edwards arrived 7:13PM)* The Public Works Commission will review the repaving of South Street in front of Stony Creek Plaza for a recommendation to City Council. There is no activity to report for Sapphire Plaza but a pharmacist is locating to Palm Plaza in the vacant store next to Andy's Butcher Shop.

COMMISSIONER REPORTS

None

ADJOURNMENT – 7:17PM

Respectfully submitted,

Janet Wackerman, Secretary

Gary Campbell, Chairman

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: X.B.1.

MEETING DATE: March 18, 2013

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Arts Assessment Fee** (Discussion/Direction to Staff)

Council will continue its consideration of the city's arts assessment fee and may provide direction to staff on possible changes intended.

BACKGROUND

Provided in March 4th agenda packet staff report, same subject.

Attachments (2)

1. OMC 2.18 pertinent extracts
2. Sample art assessment fee calculations
3. Arts Commission Budget Statement for July 1, 2006 thru Feb 18, 2013

DISCUSSION

City Council on March 4th discussed the code, practices and results of the city's administration of the arts assessment fee. Arts Commission co-chair Rae Turnbull reported that 46% of the Arts Fund is self-generated through donations, fundraiser and fees charged to participants in arts programs.

It was noted by staff that the assessment fee is generally charged only in cases of new residential construction over \$100,000 value and all new commercial construction, although there have been some instances of large commercial remodels several years ago where the fee was assessed. The fee is permit value-based, and is assessed on commercial at twice the rate of residential. There was initial agreement that the assessment should be levelized between residential and commercial.

Council directed staff to return with additional information, specifically:

- What is the historical share of revenue between residential and commercial?
- What is the impact of not charging for commercial remodels and reconstructions?

Staff offers the following in response to these inquiries:

1. Since the inception of the arts assessment fee to date, 27.4% has come from commercial projects, 72.6% from residential. (A simple reduction of the commercial rate to match the existing residential rate would have resulted in a 13.7% reduction in arts fund revenues from assessments, or a reduction of \$13,088.)
2. A review of commercial remodel projects in which the fee could potentially have been assessed but was not, during the 24 mos Jan 2011 to December 2012, indicates 22 projects of varying value could have resulted in assessments of \$2 to \$500 each for a total revenue of \$1997.00. Extrapolated out, staff estimates \$7000 (\$1,000 per year) could have been collected *at current rates* from commercial remodels since inception of the fund. Reduction of the commercial rate to match residential, of course, would produce closer to \$500 per year from remodels.

These commercial remodel permits are typically for projects such as ADA upgrades, interior wall relocations, and restyling customer seating areas. Expansion of square footage is rare for both commercial and residential.

RECOMMENDATION:

Consider and direct staff.

Fiscal Impact of Recommendation: N/A

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: X.B.2.

MEETING DATE: March 18, 2013

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Economic Development Commission Recommendation
(Discussion/Action)

City Council will receive an update from the Economic Development Commission (EDC) and a recommendation for a community clean-up event.

BACKGROUND

The EDC is established to focus on economic development (ED) activities and opportunities, and advise City Council accordingly. Three new members were added to the five-member panel in 2012. The EDC meets at least once a month. Mayor Gee is liaison.

DISCUSSION

The commission recently attended the ED conference in Oroville, heard from a local consultant in site-selection for the lodging industry, and plans to hear a presentation soon from a venture capital consultant. The EDC is using these resources and its own observations to formulate an approach to active, effective economic development for Orland. The EDC Work Plan for 2013 is now drafted and provided for your information and review.

Recommendation to Council: Budget for a clean-up day this spring or next fiscal year and/or negotiate with Waste Management to include clean-up day with their contract; WM price is \$3,000-5000 for a typical event.

The EDC is discussing street lighting, freeway signage, downtown signage, downtown visual image, and leveraging of our partnership with the Chamber as opportunities for ED. The EDC is also working with staff on an assessment of visual blight issues, primarily along the Walker corridor, with the intent that a recommendation will be forwarded including a balance of city and volunteer effort to correct the issues.

Attachment: Draft Work Plan for EDC for 2013

RECOMMENDATION

Consider recommendation on clean-up event, direct staff. Consider work plan, provide feedback if desired.

Fiscal Impact of Recommendation

Up to \$5,000 general fund expense.

ORLAND ECONOMIC DEVELOPMENT COMMISSION 2013 PROJECT DEVELOPMENT PLAN

The Orland EDC has worked since its inception in May 2005 toward development of a plan and guideline for the enhancement of the Economic climate of Orland. The Commission has developed the following goals and objectives through a series of Commission meetings, completion of over 75 face-to-face interviews with Orland Businesses, and 3 town hall meetings with 1) Orland Business Owners 2) Orland Commercial Property Owners and 3) General Public.

Due Date	Project:	Commissioner Responsible
June 2013	1. STRATEGIC PLAN FOR BRINGING ADDITIONAL LODGING TO ORLAND <ol style="list-style-type: none"> a. Develop a marketing packet <ol style="list-style-type: none"> i. Utilize services of local hospitality consultant 	Duree
August 2013	2. FOLLOW UP ON SUGGESTED PROJECTS (RESEARCH & RECOMMEND) <ol style="list-style-type: none"> a. Historical District – Commissioner Wyser b. Entertainment events and attractions c. LED lighted sign for freeway –Commissioner Campbell d. Branding e. Broadband/Wi-Fi access and/or fiber optic 	Leydon
June 2013	3. EXPLORE INDUSTRIAL/COMMERCIAL OPPORTUNITIES <ol style="list-style-type: none"> a. Industrial Park b. Expand processes of existing local products, i.e. packaging c. Expand retail sales of local products, packaged in Glenn County 	Wyser/Valenzuela
May 2013	4. COMMUNITY ENHANCEMENT PROJECTS <ol style="list-style-type: none"> a. Monitor Facade Improvement Program b. Beautification of Public and Private property along entrances within the City (State Route 32/Walker Street and downtown) 	Campbell

- d. Pride in ownership/code enforcement city-wide
- e. Lighting of the downtown area

June 2013

5. ENCOURAGE AND SUPPORT THE DEVELOPMENT OF A VISITOR CENTER AT THE ENTRYWAY TO ORLAND. Leydon/Duree

- a. Directional sign for businesses located in the downtown area
- b. Chamber of Commerce role and funding

Ongoing

6. CONTINUE PARTNERSHIPS WITH GLENN COUNTY CITY/COUNTY EDC STEERING COMMITTEE, GLENN COUNTY HSA, GLENN COUNTY OFFICE OF EDUCATION AND OTHER AREA ECONOMIC DEVELOPMENT LEADERS. Commission

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: X.B.3

MEETING DATE: March 18, 2013

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Wastewater Influent Headworks** (Discussion/Action)

City Council will consider request from Public Works Director and Public Works Commission to purchase and install a new headworks for the city's wastewater pond system.

BACKGROUND

The city's network of waste water collection lines all meet at the entrance, or influent station, of the pond plant. Septage solids – especially foreign object solids – are caught and removed at the influent station to prevent their introduction into our carefully managed pond plant. To prevent clogging, any screen or filter must have a mechanical device in action to keep the influent flowing while objects are removed.

Orland's existing headworks, shown at right, is comprised of a water pressure-driven gear box and locally custom-fabricated mechanical arm in slow motion to clean a screen. Debris is discharged to a side bin which is periodically manually emptied using an old small backhoe modified for this purpose. The device works but is well past its designed and expected life. Maintenance demand is high, as shown at right where Public Works crew members are seen replacing a gear box on it last December.

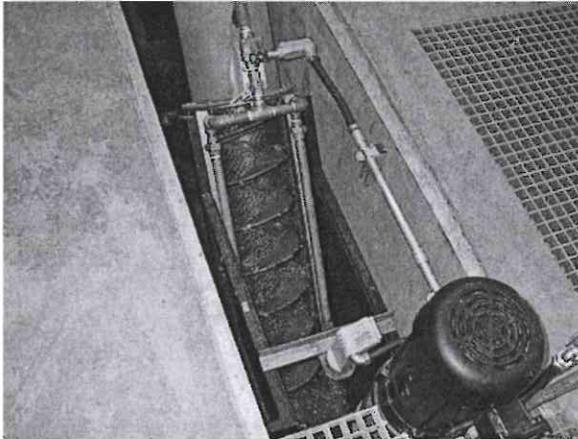
Failure of the device could result in foreign objects entering the ponds which would then have to be manually identified and removed, including those floating and those sinking, at a significant cost in labor. The influent cannot be stopped, so failure could create an ongoing 24-hr/day problem.



Concerned about the operational role of this influent protection system, the Public Works Department and Commission have been discussing alternatives to the current set-up. Both recommend a new device employing advanced technology for effectiveness and efficiency.

DISCUSSION

The age of our equipment, a growing population, and increased use of “flushable wipes” suggests action should be taken sooner rather than later. Methods and technologies for automated septage separation vary among manufacturers and applications. Staff has been consulting with vendors, researching best practices and field-visiting other agencies’ facilities.



In our case, the Commission and Director recommend a simple but updated device which would adapt to our pipelines and channel, separate out and concentrate the debris, grind the debris and convey it (as shown at left) into a dumpster ready for hauling by the solid waste hauling contractor. Automated load sensing and reversal would optimize performance and reduce interventions required. The new system would be more effective, more efficient, and more reliable than our current set-up.

Replacement of our headworks would be a capital improvement project. Costs would be borne by the sewer enterprise fund. Sufficient funds are anticipated to be available in FY14, and starting by November 2013 will be available on a monthly payment basis for a short-term loan if needed. A notice to bid is being published to solicit competitive bids for the equipment. We believe our Public Works department crew can handle installation.

Equipment is anticipated to cost \$60,000-75,000; electrical and other associated installation work – some by local contract and most in-house – can be expected to result in a total project of up to \$100,000.

RECOMMENDATION

Approve the wastewater influent headworks project plans and authorize staff to proceed with bid evaluation and assembly of internal financing plans. Bid proposals will be offered to City Council for award of project.

Fiscal Impact of Recommendation

Up to \$100,000 capitalized to sewer fund.