

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 May 6, 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 seq., the City Council will hold a Closed Session. More specific information regarding this meeting is indicated below.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section: 54956.9(d)(4)
One potential case

B. 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 April 2, 2013
- C. Approve City Council minutes for April 15, 2013.
- D. Receive and file Arts Commission minutes for March 20, 2013.
- E. Receive and file Public Safety Commission minutes for March 11, 2013.
- F. Receive and file Planning Commission minutes for March 21, 2013.
- G. Receive and file correspondence from Orland Unified School District regarding Art teacher and the Orland Arts Center.
- H. Approve Resolution No. 2013-XX to correct discrepancies between Grant Agreement No.12-CDBG-8404 and its Funding Application.

IX. PUBLIC HEARING

(Public Hearing comments will be limited from three to five minutes).

Conduct a public hearing to receive public input regarding Unmet Transit Needs – Mardy Thomas, Glenn County Senior Planner

X. ADMINISTRATIVE COMMUNICATIONS

A. Recreation Director – Joe Fenske

Parks and Recreation Commission recommendation for Petanque.

B. City Manager – Pete Carr

1. Introduce draft five-year plan for the City.
2. Discuss water and sewer budget for upcoming fiscal year.

Orland City Council
May 6, 2013
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XI. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on May 2, 2013.

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

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

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Pamela Otterson
City Treasurer

WARRANT LIST

May 6, 2013

WARRANT	4/30/13	\$	32,291.00
WARRANT	5/2/13	\$	136,273.25
PAYROLL	4/18/13	\$	49,542.45
PAYROLL	4/18/13	\$	23,185.86
TOTAL		\$	241,292.56

APPROVED BY

Charles Gee, Mayor

Dennis G. Hoffman, Vice-Mayor

Bruce T. Roundy, Councilmember

James Paschall, Sr., Councilmember

Salina J. Edwards, Councilmember

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
038510	04/30/13	STO02	MICHAEL STOVER	-461.00	.00	-461.00	MayTrainu	Ck# 038510 Reversed
038533	04/15/13	LEA03	LCC/SAC VALLEY DIVISION	30.00	.00	30.00	041913H	Coun/membership meeting
038534	04/17/13	GLE31	Glenn Golf & Country Club	1450.00	.00	1450.00	041713H	Rec/golf tourn expense
038535	04/19/13	SAL03	Maurice Salinas	390.00	.00	390.00	413 6thStH	Site plan filing fee reim
038536	04/19/13	HAM02	Brien Hamilton	920.00	.00	920.00	2008-02H	Filing fee reimbursement
038537	04/29/13	BEC05	Bob I. Becker	28161.00	.00	28161.00	042313H	Library Expansion
038538	04/30/13	CRO00	ANGIE CROOK	300.00	.00	300.00	Apr 2013	City Clerk Stipend
038539	04/30/13	EDW00	Salina Edwards	192.00	.00	192.00	Apr 2013	CITY COUNCIL COUNCIL FEES
038540	04/30/13	GEE00	CHARLIE GEE	208.00	.00	208.00	Apr 2013	Council member services
038541	04/30/13	HOF00	DENNIS G. HOFFMAN	192.00	.00	192.00	Apr 2013	Council member services
038542	04/30/13	ORL12	Orland-Laurel Masonic Hal	350.00	.00	350.00	May 2013	AC/gallery rent
038543	04/30/13	OTT00	PAM OTTERSON	175.00	.00	175.00	Apr 2013	Treasurer Stipend
038544	04/30/13	PAS02	James Paschall Sr.	192.00	.00	192.00	Apr 2013	Council member services
038545	04/30/13	ROU00	BRUCE T. ROUNDY	192.00	.00	192.00	Apr 2013	CITY COUNCIL COUNCIL FEES
Cash Account Total.....:				32291.00	.00	32291.00		
Total Disbursements.....:				32291.00	.00	32291.00		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
038532	04/11/13	PET00	PETTY CASH/RECREATION	100.00	.00	100.00	041413H	Rec/golf tournament
038546	04/30/13	DPR00	D-Prep LLC	669.00	.00	669.00	041513H	PD/training
038547	05/02/13	ABD00	ADVANCED DOCUMENT	227.47	.00	227.47	635359	Copies
038548	05/02/13	AFF00	Affordable Computer Solut	120.68	.00	120.68	2571	Lib/public printer repair
038549	05/02/13	ALV02	Seleste Alvarado	170.00	.00	170.00	Apr232013	Rec/child care for Lean;M
038550	05/02/13	AMA01	Amazon	451.52	.00	451.52	050513	Lib/materials
038551	05/02/13	AME00	AMERICAN FAMILY LIFE	562.04	.00	562.04	050113	Supplemental insurance
038552	05/02/13	AME01	AMERIPRIDE UNIFORM SVCS	605.70 83.96 388.57	.00 .00 .00	605.70 83.96 388.57	43013 4-30/2013 4/30/2013	PW/uniform cleaning&shop PD/rug cleaning svcs CH;PD;Rec/rug maint
			Check Total.....:	1078.23	.00	1078.23		
038553	05/02/13	ATT05	A T & T	108.29	.00	108.29	4-20-13	PD/phone radio line
038554	05/02/13	ATT06	A T & T	15.93 15.96 15.97 870.73 291.32	.00 .00 .00 .00 .00	15.93 15.96 15.97 870.73 291.32	5655 57229 57230 041013 042013	PW/lift station PW/lift station PW/lift station Phone usage PW/well communications
			Check Total.....:	1209.91	.00	1209.91		
038555	05/02/13	ATT07	A T & T	31.73	.00	31.73	040713	PW/well communications
038556	05/02/13	AYR03	Ian Ayres	100.00	.00	100.00	May 2013	PD/uniform allowance
038557	05/02/13	BAL01	Karen Baldrige	30.00	.00	30.00	4-30-13	Rec/Easter Egg baskets
038558	05/02/13	BAR03	Charles Barnes	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038559	05/02/13	BAS00	Basic Laboratory, Inc	469.60	.00	469.60	263-919	PW/lab svcs
038560	05/02/13	BRO02	DARYL R. BROCK CPA	4975.00	.00	4975.00	4/30/13	FinDir/contract svcs
038561	05/02/13	BUC00	BUCKE'S FEED & GRAIN	36.39	.00	36.39	183358	PD/K9 feed
038562	05/02/13	BYW00	ByWater Solutions	3000.00	.00	3000.00	1669	Lib/annual support;circul
038563	05/02/13	CAR02	CARDMEMBER SERVICE	425.71	.00	425.71	4-30-13	Rec/misc supplies
038564	05/02/13	CAR03	GRANT CARMON	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038565	05/02/13	CES00	Kyle Cessna	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038566	05/02/13	COR00	CORNING LUMBER CO., INC.	999.76 56.41	.00 .00	999.76 56.41	042513 234876	PW/misc supplies PD/K9 supplies
			Check Total.....:	1056.17	.00	1056.17		
038567	05/02/13	COR04	CORBIN WILLITS SYSTEMS	479.02	.00	479.02	00B304151	Multi-depts/software supp
038568	05/02/13	CRE00	CREATIVE COMPOSITION	65.54 315.08	.00 .00	65.54 315.08	83989 113;049	Rec/business cards PD/envelopes&business car
			Check Total.....:	380.62	.00	380.62		
038569	05/02/13	CRO05	Trystin Crook	160.95	.00	160.95	4-30-13	Rec/mileage reimb
038570	05/02/13	DAS00	DASH MEDICAL GLOVES	104.11	.00	104.11	0790683	PD/evidence supplies
038571	05/02/13	DAY00	DAY WIRELESS SYSTEMS	522.75	.00	522.75	550640	PD/radio maint agreement
038572	05/02/13	DEF01	PAT DEFRIES	50.00	.00	50.00	4-11-13	Rec/seniorsize
038573	05/02/13	DEP21	DEPARTMENT OF FINANCE	13000.00	.00	13000.00	48879	Animal control svcs
038574	05/02/13	DOJ03	DEPARTMENT OF JUSTICE	115.00	.00	115.00	379;161	PD/background analysis
038575	05/02/13	ELL00	ELLIS ART & ENGINEERING	58.48	.00	58.48	164106	AC/gallery poster
038576	05/02/13	FEA00	Feather River Hospital	578.22	.00	578.22	4-1-2013	PD/examination
038577	05/02/13	FEN04	Joseph Fenske	153.73	.00	153.73	Mar-Apr13	Rec/mileage reimb
038578	05/02/13	FOU04	Cade Fountain	72.00	.00	72.00	4-30-13	Rec/gym cleaning
038579	05/02/13	GLE01	GLENN COUNTY HEALTH SVCS.	400.00	.00	400.00	5210	Rec/Pool permit
038580	05/02/13	GLS01	GLENN CO. FLEET SERVICES	4502.31	.00	4502.31	1402	PD/vehicle lease maint
038581	05/02/13	GOL02	GOLDEN STATE FLOW	2490.73	.00	2490.73	037558	PW/meters
038582	05/02/13	HAG00	Kalen Hagins	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
038583	05/02/13	JOH02	SEAN JOHNSON	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038584	05/02/13	KYO00	GE CAPITAL	274.13 230.05	.00 .00	274.13 230.05	6259 58719839	Multi-depts/copier lease BD;Plan/copier lease
			Check Total.....	504.18	.00	504.18		
038585	05/02/13	LAN05	Waldemar A. Lang	40.00	.00	40.00	498759	BD/contract inspector
038586	05/02/13	LED01	Jessica Leday	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038587	05/02/13	LEL00	LELY'S	4468.81	.00	4468.81	27955;54	PW/RailroadAve well
038588	05/02/13	LEM00	Severn Lemstrom	100.00	.00	100.00	May 2013	PD/uniform allowance
038589	05/02/13	LIT00	Tammy Littrel	15.00	.00	15.00	042913	AC/model fee
038590	05/02/13	LNC00	L.N. CURTIS & SONS	56.98	.00	56.98	6357100	FD/badge
038591	05/02/13	MAT04	MATSON & ISOM	64.00 7500.00 9432.31 37.63 37.63	.00 .00 .00 .00 .00	64.00 7500.00 9432.31 37.63 37.63	42220 42257 0021006 0021018 0021019	Multi-depts/postini ContractSvcs/IT support City Hall server PW/cash register switch PD/equip maint
			Check Total.....	17071.57	.00	17071.57		
038592	05/02/13	MID03	Mid-Valley Vet Hospital	78.95	.00	78.95	134039	PD/K9 exam
038593	05/02/13	MME00	Municipal Maintenance Equ	111.74	.00	111.74	9146	PW/supplies
038594	05/02/13	NAP00	NAPA AUTO PARTS	314.97 36.05	.00 .00	314.97 36.05	042513 456;424	PW/supplies PD/equip maint
			Check Total.....	351.02	.00	351.02		
038595	05/02/13	NIC04	Nichols, Melburg & Rosset	354.50	.00	354.50	126372102	Library expansion
038596	05/02/13	NOR06	NOR-MAC INC.	203.04	.00	203.04	042613	PW/parks
038597	05/02/13	OAC00	Orland Area Chamber of Co	25.00	.00	25.00	May 2013	Fair Parade entry
038598	05/02/13	OCL00	OCLC.Inc Dept 34299	92.98	.00	92.98	235841	Lib/software subscription
038599	05/02/13	OHS01	OHS Baseball	150.00	.00	150.00	4-30-13	Rec/golf tournament help
038600	05/02/13	ORH00	ORLAND HARDWARE	2931.21	.00	2931.21	042713	PW/supplies
038601	05/02/13	OVA00	Shannon Ovard	279.20	.00	279.20	4-30-13	Rec/golf tourn supplies;f
038602	05/02/13	PEN04	Lupita Pena	150.00	.00	150.00	Apr232013	Rec/childcare for LeanMea
038603	05/02/13	PER00	STATE OF CALIF PERS	18032.82	.00	18032.82	4-2013-4	PERS PAYABLE
038604	05/02/13	PET09	Petty's Superior Svcs	975.00	.00	975.00	3996	BUILDING MAINT. CONTRACT
038605	05/02/13	PGE00	PG&E	226.54 18.39 47.11 62.78 9.53 42.13	.00 .00 .00 .00 .00 .00	226.54 18.39 47.11 62.78 9.53 42.13	040813 041013 041813 042213 4-12-13 4-16-13	FD/utility usage PW/WalkerStPedestal PW/traffic control PW/RDMM lift station Rec/LLpitching machine Rec/LelyPark lights
			Check Total.....	406.48	.00	406.48		
038606	05/02/13	PON00	PONCI'S WELDING	46.01	.00	46.01	4/26/13	PW/supplies
038607	05/02/13	QUI02	QUILL CORP.	559.15 191.74 278.52	.00 .00 .00	559.15 191.74 278.52	043013 1701587 8304494	Office supplies PD/office supplies PD/office supplies
			Check Total.....	1029.41	.00	1029.41		
038608	05/02/13	R&R00	R & R SALES, INC	678.40	.00	678.40	4-22-13	PD/equip repairs
038609	05/02/13	REE00	Hannah Reed	105.48	.00	105.48	4-21-2013	PD/reimb;civil subpoena
038610	05/02/13	REI00	Lindsey Reimers	841.00 66.37	.00 .00	841.00 66.37	042313 4-30-13	Rec/Lean;Mean instructor Rec/golf tourn pictures
			Check Total.....	907.37	.00	907.37		
038611	05/02/13	ROL00	ROLLS, ANDERSON & ROLLS	15914.50 17098.75	.00 .00	15914.50 17098.75	031413 042413	CE/contract svcs CE/contract svcs
			Check Total.....	33013.25	.00	33013.25		
038612	05/02/13	ROU01	Bruce Roundy	231.99	.00	231.99	4/19/13	Coun/mileage reimb
038613	05/02/13	SAC01	SACRAMENTO VALLEY MIRROR	59.00	.00	59.00	050113	Lib/newspaper renewal

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
038614	05/02/13	SAF05	Safe Kids California	36.00	.00	36.00	4-29-13	PD/training
038615	05/02/13	SCH12	Tierra Schulp	30.00	.00	30.00	041513	AC/model fee
038616	05/02/13	SHA08	Shasta Safety Supply	21.39	.00	21.39	2013277	PW/gloves
038617	05/02/13	SIM04	Bryan Simpson	100.00	.00	100.00	May 2013	PD/uniform allowance
038618	05/02/13	SMI03	Justin Smith	104.00	.00	104.00	4-30-13	Rec/gym cleaning
038619	05/02/13	STO01	MICHAEL STOVER	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038620	05/02/13	STO04	STONYCREEK PEST CONTROL	92.00	.00	92.00	041213	Pest control
038621	05/02/13	SUN02	SUNRISE ENVIRONMENTAL	232.83	.00	232.83	26628	PW/supplies
038622	05/02/13	SUN03	SunTrust Equipment	3651.19	.00	3651.19	1491420	PW/sewer truck payment
038623	05/02/13	TEA02	Teacher's Book Connection	89.26	.00	89.26	14711	Lib/Children books
038624	05/02/13	TER01	TERMINIX INTERNATIONAL	36.00	.00	36.00	5259	FD/pest control
038625	05/02/13	TIE00	Lisa Tietz	30.00	.00	30.00	4/22/13	AC/model fee
038626	05/02/13	TOL00	J.C. TOLLE	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038627	05/02/13	TRA02	TRANSAMERICA	591.50	.00	591.50	Apr2013	Term insurance
038628	05/02/13	UMP00	Umpqua Bank	450.00	.00	450.00	May2013	HSA deposit
038629	05/02/13	UNI10	Uniforms Tuxedos & More	122.40	.00	122.40	157;82;27	PD/VIPShirts
038630	05/02/13	VAN00	VANTAGE POINT TRANSFER AG	1567.38	.00	1567.38	4/4-4/17	DefCompPay#304591
038631	05/02/13	VER03	Verizon Wireless	331.00	.00	331.00	03342068	Cell phone usage
038632	05/02/13	VLA00	RAYMOND J. VLACH	100.00	.00	100.00	May 2013	POLICE DEPT UNIFORMS
038633	05/02/13	WEC00	WECO INDUSTRIES, INC.	1807.48	.00	1807.48	29329	PW/Vac-Con supplies
038634	05/02/13	WES00	WESTSIDE CARD LOCK	199.18	.00	199.18	043b45	BD/gasoline usage
				2573.80	.00	2573.80	043b46	PD/gasoline usage
				2948.79	.00	2948.79	043b47	PW/fuel usage
Check Total.....:				5721.77	.00	5721.77		
Cash Account Total.....:				136273.25	.00	136273.25		
Total Disbursements.....:				136273.25	.00	136273.25		

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Tuesday April 2, 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, Bruce Roundy, Salina Edwards, Vice Mayor Hoffman and Mayor Charles Gee

Councilmembers absent: None

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

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

Byron Denton, 127 Tanner Way, hoped everyone enjoyed their Easter weekend.

Trish Saint-Evans, 6825 County Road 15, reminded everyone of Dr. Schmidt's retirement party on April 20, 2013, at Vinsonhaler Park, from 2 – 5 p.m.

Proclamation:

Mayor Gee presented a proclamation observing April as Sexual Assault Awareness Month in the City of Orland. Patty O'Malley, representative from Rape Crisis Intervention accepted the proclamation.

Presentation:

An annual report on Public Safety Commission activities were presented by Caryn Brown, chairperson of the Public Safety Commission. Ms. Brown advised the commission has concentrated on pre-existing safety issues. Uncontrolled intersections were surveyed and recommendations were made for stop signs. Caltrans painted crosswalks on Walker Street and handicap sidewalk accesses were completed. Commissioners also participated in disaster and emergency preparedness training. The commission's meeting day and time has been changed to the second Wednesday of each month, at 6:00 p.m., to hopefully receive additional comments and concerns from the public. Mayor Gee thanked the Public Safety Commission on behalf of the City Council for all their efforts.

The Public Safety Commission requested Council to consider the need for improved lighting downtown. Ms. Brown stated they are aware of the increased costs for LED lighting but the commission felt there were areas that could really benefit from improved lighting. City Manager Carr advised staff is looking into opportunities to locate funding to help accomplish this task. Ms. Brown asked whether new are lights replaced with standard or LED lighting. City Manager Carr advised he would look into that.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilor Roundy reported on the following:

- Attended 3rd Annual Easter Egg Hunt at Lely Park.

Councilor Paschall had no reports.

Councilor Edwards reported on the following:

- Attended Friends of the Fair dinner; great turnout.
- Participated as a judge at the local Science Fair.

Vice Mayor Hoffman reported on the following:

- Attended Friends of the Fair dinner; well supported.

Mayor Gee reported on the following:

- Attended Ray Lyon Memorial service.
- Bihler Field 75th anniversary scheduled for April 21st.
- Received water plan from Congressman Garamendi's office; to receive follow up from Councilor Roundy on the subject.

Mayor Gee directed a statement to Bob Bishop regarding his blog. Mayor Gee stated his facts are not correct and the City is not three (3) million dollars in debt. Mr. Bishop advised he stands by his statement.

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for March 4, 2013.
- C. Receive and file Special meeting Planning Commission minutes for March 11, 2013.
- D. Receive and file Orland Public Safety Commission minutes for February 11, 2013.
- E. Approve 2012 City of Orland General Plan and Housing Element Annual Progress Report.
- F. Authorize City Manager to sign lease agreement between Orland Laurel Hall Association and Orland Arts Commission.
- G. Received Tort Claim by Matt Reno against the City of Orland. Rejection of this tort claim by Matt Reno in accordance with California Government Code Section 913. Direct City Attorney to prepare formal notice of claim rejection.
- H. Accept \$17,510 Board of State and Community Corrections Funds (BSCC) funds proposed plan, equally split with Willows Police Department.

Councilor Paschall requested Item F. to be pulled from the consent calendar.

Vice Mayor Hoffman moved, seconded by Councilor Roundy to approve the consent calendar Items A – H, except for Item F. Motion carried unanimously with no abstentions.

Councilor Paschall advised Item F. is regarding the new lease agreement between the Arts Commission and Orland-Laurel Association. Councilor Paschall questioned whether a three year lease agreement is customary and whether the escalating clause is unusual. It was noted the initial lease agreement was for three years at a reasonable cost to both parties, with the understanding repairs and improvements would be made. Both parties have been satisfied with the improvements and recognize the need for the rent increase.

Councilor Paschall moved, seconded by Councilor Roundy to approve Item F. on the consent calendar. Motion carried unanimously with no abstentions.

PUBLIC HEARING

City Manager Carr brought forward for first reading by title only "An Ordinance of the City Council of the City of Orland amending section 2.18.100 of the Orland Municipal Code (requirement to provide artwork or pay development fee). The following changes indicated below:

1. One-half quarter of one percent for new commercial and industrial construction, remodel or reconstruction;
2. ~~One-half of one percent for remodel or reconstruction of existing commercial or industrial property;~~
32. One-quarter of one percent for new residential subdivisions or developments of two or more units, whether by detached single-family residential structures, condominiums, apartments, duplexes, townhouses or other dwelling units being built in the same tract by the same owner or developer. A project shall be considered a development of two or more units when two or more building permits are issued to the same person for development of new residential structures within a one hundred eighty (180) day period;
43. One-quarter of one percent for new individual single-family residential units constructed on a lot located in an existing subdivision for that portion of building permit valuation in excess of one hundred thousand dollars (\$100,000.00).
4. The arts assessment allocation shall be applied and exempted in accordance with the applications and exemptions as set forth in Orland Municipal Code Chapter 15.42 and supporting development impact fee resolutions.

The Public Hearing opened for comments at 8:03 p.m. Byron Denton stated he was glad everyone was in agreement with the changes. With no further comments, the Public Hearing closed at 8:05 p.m.

Councilor Edwards moved, seconded by Vice Mayor Hoffman to approve the first reading of Ordinance amending section 2.18.100 of the Orland Municipal Code (requirement to provide artwork or pay development fees). Motion carried unanimously with no abstentions.

ADMINISTRATIVE COMMUNICATIONS

Chief of Police:

Chief of Police Tolle brought forward request for Council to consider approval of MOU for police services with the City of Willows. Chief Tolle stated the Willows Police department has been experiencing low staffing levels and is seeking assistance to backfilling patrol shifts. Chief Tolle

advised it would be minimal staffing on a volunteer overtime-basis and he would not compromise staffing for our own police department. There would be no unreimbursed cost to the City of Oland.

Vice Mayor Hoffman moved, seconded by Councilor Paschall to approve the MOU agreement with the City of Willows for police services. Motion carried unanimously with no abstentions.

City Manager:

City Manager Carr brought forward for discussion a recommendation from the Economic Development Commission to conduct a citywide clean-up day. City Manager Carr brought forward options for Council to consider for how to pay for clean-up days:

- A. Sunset the annual green waste curbside pick-up, reducing operational costs of the Public Works Dept. This would also help reduce hours on diesel trucks being regulated under ARB's diesel retrofit requirements, as well as eliminating the piles of accumulating waste in alleys and on streets during weeks and months leading up to the collection. The City would continue its leaf pick-up service.
- B. Negotiate additional service with the contractor with ratepayers absorbing the cost (estimate twenty-five cents per month each) or by trading the value of one service (like bag & tag) for the citywide clean-up event.
- C. Charge those who utilize the clean-up event something like \$10 each, hoping to cover costs with 250-500 residents utilizing the services.

City Manager Carr advised Waste Management currently provides four 30-yard roll offs at no additional charge for clean-up events (city has not utilized). The current contract with WM does not provide for a fully equipped and staffed clean-up day event. However, staff has negotiated a clean-up event this fall at the Glenn County Fairgrounds at no extra cost, if Council so desires. City Manager Carr stated residences are provided a set of 12 bag and tag stickers that can be used anytime during the year; extra recycling carts or green waste carts also are available at no extra charge. The city green waste facility is open to the public, too. Dwight Foltz, Glenn County Board of Supervisors, stated the City and County could cooperate with each other in use of trucks and equipment to reduce costs during the annual green waste clean-up. Council agreed this could be a good solution. Council advised volunteers and organizations could assist with a citywide clean-up.

Council directed the City Manager to establish a date this fall with Waste Management for a citywide clean-up event and to contact other agencies for recycling of tires, appliances and electronics.

City Manager Carr requested Council discuss and give direction to staff regarding the use of 824 Fourth Street city property. City Manager Carr advised the two-year lease with the last retailer ended January 31, 2013. Potential options include: demolish the 824 Fourth Street building and replace with a new City Hall and dedicate the old City Hall for Orland Police expansion; lease to a new tenant or relocate City Hall functions to 824 Fourth Street and rent the back portion of the building. Julie van Tol submitted a letter of interest to possibly locate her new business at this property. Ms. van Tol stated she requests Council to delay a decision for one month until she

makes a final decision. Council agreed they were not in favor of demolishing the building and a debt still needs to be repaid. City Manager Carr advised Police and City Hall impact fees could be used for construction costs. Councilmember Edwards asked Chief of Police Tolle if the Glenn County substation was a viable option for the Police department. Chief of Police Tolle advised the building is deteriorating and supposed to be closed down soon. Council advised all possibilities will be considered, but no decision is planned at this time.

ADJOURN

Meeting adjourned at 9:02 p.m.

_____ Clerk

_____ Mayor

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday April 15, 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, Vice Mayor Dennis Hoffman and Mayor Charles Gee

Councilmembers absent: None

Staff present: Chief of Police J.C. Tolle, Recreation Director Joe Fenske, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen comments:

None

Introductions and awards:

Chief of Police Tolle introduced the following new Police Officers: Severn Lemstrom, Kalen Hagins and newly hired Bryan Simpson. City Clerk Crook gave the Oath of Affirmation to Police Officer Simpson. Police Officer Ian Ayres was presented with the Lifesaving award for his quick response to a gentleman in a vehicle accident that caught on fire. Police Officer Charles Barnes was recognized for the Nicholas T. Mondragon Officer of the Year award. Chief Tolle thanked the entire police department for their outstanding efforts. Mayor Gee on behalf of the City Council thanked the police department for all their hard work.

Proclamations:

Mayor Gee presented a proclamation to Chief of Police Tolle declaring May 12 through 18, 2013, as National Police Week, with special recognition of May 5-6, 2013 as California Peace Officer Memorial Ceremonies and May 15, 2013 as National Peace Officers Memorial Day.

Mayor Gee presented a proclamation honoring Dr. John G. Schmidt for his years of service to the Orland community as the "family doc". The proclamation will be given to him at a community retirement picnic to be held April 20, 2013 at Vinsonhaler Park.

Trish Saint-Evens and Donna Barron came forward to request Council to consider placement of a plaque in Library Park honoring Dr. John G. Schmidt for his lifetime commitment to the community. They felt Library Park was appropriate since his childhood home was across the street. An exact cost of the plaque was not available at this time. Council advised the Arts Commission should be consulted regarding the project. Councilmember Paschall stated the school board should have input since Dr. Schmidt was very much involved with Orland High School. It was suggested the gazebo as a possible location to place the plaque for Dr. Schmidt and other plaques in the future. Councilmember Edwards offered to meet with Trish Saint-Evens to discuss additional details and recommendations.

Presentation:

Orland Pride's request for City Council to accept a \$1,000 donation toward aesthetic improvements in the area of the Orland Arch was deferred, as a representative from the group was not in attendance.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Paschall did not have any reports at this time.

Councilmember Edwards reported on the following:

- Attended Economic Development Commission meeting; the EDC would like to see City entrances/exits cleaned up;
- Attended Public Safety Commission meeting; requesting public input on concerns in the community;
- Acted as judge for Community Connection's high school program;
- Presented \$500 check to Recreation department on behalf of Orland Women's Improvement Club to pay for newly painted sign.

Councilmember Roundy reported on the following:

- Attended Golf Tournament; raised approximately \$6,000 for the Recreation department;
- May 11th, 2013 unveiling of bronze sculpture;
- Orland Pantry Simple Gesture program collected more food;
- Attended GSRMA Ethics and Harassment training ;
- Attended policy committee meeting with the League of California Cities.

Vice Mayor Hoffman reported on the following:

- Chamber of Commerce Bass Tournament a success;
- Orland Grocery Outlet Grand Opening this Wednesday April 17, 2013.

Mayor Gee reported on the following:

- Attended GSRMA Ethics training; bullying also discussed;
- Joint meeting for City/County to be held April 24, 2013, 6:30 p.m. at Orland Memorial Hall.

Trish Saint- Evens, Chamber of Commerce representative, advised there were 12 boats in the bass tournament and the largest bass weighed 5.8 pounds.

CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Minutes for March 18, 2013.
- C. Approve entry fee to participate in Glenn County Fair parade May 18, 2013.
- D. Approve agreement with Glenn County and the Cities within it to toll statute of limitations for claims regarding property tax administration.

Vice Mayor Hoffman moved, seconded by Councilmember Paschall approved the consent calendar as presented. Motion carried unanimously with no abstentions.

PUBLIC HEARING

None

ADMINISTRATIVE COMMUNICATIONS

Recreation Director:

Recreation Director Fenske brought forward Parks and Recreation Commission recommendation for disc golf. The following conditions were recommended:

- Relocation of hole #8 which is close to the south sidewalk near the tennis courts
- Park users have the right away. Disc golfers have to yield to picnickers. If people are using the picnic area the warm up area and hole #9 would be closed.
- Rules and Regulations must be posted at entry to the course.
- No expense to City Hall. It shall be at the users' expense to update or fix any maintenance problems with the course.
- Disc Golf group does the prep work and installs the course with approval/direction of Public Works Director.

Councilmembers discussed concerns over the city's liability, safety issues and/or possible vandalism of the course. Recreation Director Fenske advised the baskets are portable and constructed of steel and will be sleeved in the ground. If other events are being held in the park, the baskets will be removed. Recreation Director Fenske stated the rules will be clearly posted. Chet Ogborn advised he plans to teach disc golf classes for children so they can learn the sport and etiquette on the course. It was noted disc golf would bring additional business to the community.

Vice Mayor Hoffman moved, seconded by Councilmember Roundy to approve the recommended conditions and direct staff to proceed with the installation of a 9-hole disc golf course at Vinsonhaler Park. Motion carried unanimously with no abstentions.

City Manager:

City Manager Carr presented an update on the progress of the Community Center Task Force. The task force reviewed the 2006 consultant's community center project plan and budget and analyzed what has changed in the community's needs. The task force did agree on the following:

- We do not need a 1200- seat gymnasium and 800-fixed seat performing arts venue.
- The facility should be closer to 30,000 square feet on 1 acre.
- We do not want to duplicate or draw away from fairground facilities.
- Vinsonhaler Park is not a good location; location next to OHS is not critical.
- City Recreation Center alleviates some of the need for sports complex, has expansion capability.
- Have a short and long term plan.

Byron Denton felt there should be public input prior to a recommendation being made. After Council discussion, the consensus of Council is to have Councilmember Edwards and Vice Mayor Hoffman bring forward recommendations at the next scheduled Council meeting and to set up a

future town hall meeting for public input. Council agreed the Community Task force has completed their job.

City Manager Carr brought forward Economic Development Commission's recommendation regarding city beautification efforts. City Manager Carr advised a clean-up day is scheduled with Waste Management for September 21st to be held at the fairgrounds. The commission has documented visual blight issues and prioritized areas of concern. Many blight issues are on private property in the county which is not in the City's jurisdiction. Council advised historical preservation should be considered as well as safety and public health issues. Councilmember Edwards encouraged volunteers to help the elderly that may not have a pickup or the help to get their properties cleaned up. Council agreed for staff to take a soft approach to those property owners that may need assistance in cleaning up their properties.

ADJOURN

Meeting adjourned at 9:29 P.M.

_____ Clerk

_____ Mayor

CITY OF ORLAND
ORLAND ARTS COMMISSION MEETING
Wednesday, March 20th, 2013

The March 20th, 2013 meeting was called to order by Co Chair Rae Turnbull at 7:00 p.m. at the Orland Art Center, Fourth and Colusa Streets, Orland. Commissioners present were Rae Turnbull, George Turnbull, Mary Rose Kennedy, Steve Elliott, Jane King, Pam Roundy, Pat Mullanix, and city liaison Bruce Roundy.

Minutes The minutes of the meeting of January 16th, 2013, were approved as emailed. (Jane King and George Turnbull) There was no official meeting on February 20th due to a lack of a quorum.

Treasurer's Report

The Treasurer's report showed a balance of \$4,589.28. Report attached.

Oral or Written Communications:

none

Commissioner Reports

Commissioner Rae Turnbull reported that May 11th, 2013 at approximately 7:30 p.m. the Bronze Public Art Sculpture will be unveiled and its lighting turned on during a celebration ceremony. All donors will be honored at this time, also. The necessary permit has been obtained from the OPD to have Fourth street closed to traffic between Walker and Colusa during the ceremony.

Commissioner Steve Elliott reported on the lighting and fixtures to be installed on the sculpture and where the transformer would be placed. The lights can be controlled either by photo cells or a time switch/sensor.

Commissioner George Turnbull reported that the work on the pedestal for the Bronze has begun. Rebar will be used to stabilize the pedestal permanently into the road bed beneath the current brick surface, so the pedestal will be very secure. It was discovered that there is another road bed beneath the current one. The original roadbed was built in the early 1920's.

City Council Liaison Bruce Roundy commented on the recent City Council meetings wherein the assessment fees allocated to the Arts Commission were discussed. Commissioner Rae was present at both meetings and confirmed that the Arts Commission is in agreement with assessment fees being equal among all entities.

The issue concerning the back alley area outside the Gallery being used by vagrants for bathrooms and other activities was discussed. Several options were discussed, such as fencing in the open end of the walled back courtyard, adding security cameras (the Masonic Lodge already had movement sensor lights installed above the building's back door) etc. The final decision will rest with the Masonic Lodge, the owner of the property, and they are aware of the problem. adjoining businesses have also stressed their concerns about the situation.

Items for Discussion or Action

It was moved and seconded (Jane King and Mary Rose Kennedy) to reimburse Steve Elliott \$563.24 for the purchase of the necessary lighting fixtures, transformer etc. for the purpose of

illuminating the Bronze Public Art Sculpture. A bill for labor from Rancho Electric will be submitted after installation. The motion carried.

Discussion was held concerning the lease renewal for the first floor of the Masonic Lodge. The Masonic Lodge is willing to still allow the Arts Commission to pay an extremely modest rent for such a large and well maintained space. The lease runs for 3 years, as has the current lease, which is set to expire at the end of April. The Arts Commission is well pleased with the Masonic Lodge as a landlord, and they are very pleased with us as tenants. The formal lease will be presented to the City Manager in order for the necessary steps to be taken, so all will be in order when the new lease is set to take effect.

After meeting with OHS Art teacher Molly Wallace, Commissioner Rae Turnbull asked Arts Commissioners if they would approve a "community service" component Rae and Molly proposed for OHS art students. This would consist of selected students from the OHS Advanced Art Class being paired with a gallery docent to serve as auxiliary docent on the 4 to 6 docent shifts (after school hours.)

Student docents would be mentored by the Gallery's adult docent on duty during that shift. Students would also serve as "greeters" during Gallery receptions (see attached comment sheet.) Commissioners agreed that this would be a good idea and a way to encourage young artists to be involved in the community. The date for this community service component to begin will be determined by agreement between Ms. Wallace and the Gallery docents to be involved.

Prior to adjournment, Commissioner Jane King suggested that the Arts Commission prepare a handout for out of town visitors, listing various Orland shops and places of interest for visitors who stop in the Gallery and ask docents for other places they could enjoy while they're in town. Commissioner Rae will contact Claire Arano from the Chamber of Commerce to see if Claire would like to create that handout as suggested.

Adjournment

There being no further business, the meeting was adjourned at 8:00 p.m. ***The next meeting will be held Wednesday, April 17th, 2013 at 7:00 p.m.***

Pat Mullanix

OHS Art Department /Arts Commission Outreach

Molly Wallace and I discussed a possible “outreach” idea for her serious students that would fulfill a “community service” component for the school and the student and also benefit the Gallery. It’s part of the OHS Community Connection program.

The proposed outreach would require Ms. Wallace to select two students from her Advanced Class who would pair up with two docents and be “on duty” with those docents for a prescribed number of hours. The students would be mentored by the docents on the 4 to 6 shifts, which would be after regular school hours.

The students would also serve some of those hours as “greeters” for our Artists’ Receptions...reminding people to sign in....introducing them to the artists etc.

Students would be appropriately dressed and would wear a badge that had their name and “Student Docent OHS”on it.

This could be an excellent way to involve more students in the Gallery experience and hopefully pave the way for more involvement from younger people in the community. “Student Docents” grow up to be the kind of motivated young adults we need to keep the Gallery a vital part of the community’s future.

This also serves the purpose of fulfilling part of the Arts Commission’s stated mission of improving overall awareness of art’s value to the community and to education in general.

*Rae Turnbull
Orland Arts Commission Co-Chair
Art Center Gallery Director*

CITY COUNCIL

Charles W. Gee, Mayor
Dennis 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 MANAGER
Peter R. Carr

CITY OFFICIALS

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

Meeting Place: Carnegie Center
912 Third Street

Orland, CA 95963

ORLAND PUBLIC SAFETY COMMISSION
Monday March 11, 2013

I. CALL TO ORDER – 12:06 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners:	
Chair	Caryn Brown
Vice Chair	Debbie DeMarco
Secretary	Mary Schreiber
	Gary Campbell – Absent
	Larry Bates
Liaison:	Chief J.C. Tolle
Council Appointee:	Salina Edwards

IV. ORAL AND WRITTEN COMMUNICATIONS

a. Citizen Business

Any citizen may address the Commission at this time upon any Subject within the authority of the Public Safety Commission; however, any matter that requires action will be referred for a report at a subsequent meeting. Public is advised to limit discussion to one presentation per individual. Please state your name and address for the record.

V. CONSENT CALENDAR

- a. Approve Safety Commission minutes of February 11, 2013. Motion by Debbie DeMarco, 2nd by Mary Schreiber. Motion passed.

VI. ITEMS FOR DISCUSSION OR ACTION

- a. Discussion/possible action. Change of meeting day/time.

Caryn discussed possible days and times for the OPSC meeting change. Discussion was held and a motion was made by Mary Schreiber to move the meetings for at least 3 months to the 2nd Wednesday of the month at 6 pm. Debbie DeMarco 2nd motion. Motion passed with Commissioner Bates opposing.

- b. Discussion/possible action. Crosswalk at 6th and Monterey.

Caryn discussed that emails to the railroads have not been answered as of yet. She talked with the City regarding brighter lights. She also spoke with the City Manager regarding the use of bendable signs at the cost of \$350 each until the exploration of brighter lights is complete. The cost to convert to LED lighting is approximately \$1500-\$2000 per light as the arm must be replaced. There is also the possibility of using rumble strips in addition to the bendable signs. Caryn offered to draft a letter to the Council about the bendable signs and rumble strips. Debbie moved to send the letter and Larry 2nd the motion. Motion passed.

- c. Letter to City regarding street lights. Review.

Caryn read a draft of the letter she prepared regarding the street lights. All agreed the letter was appropriate. Chief Tolle also discussed working with the Arts Commissions to determine if decorative lights could be used under the beautification project.

VII. PUBLIC SAFETY COMMISSIONER REPORTS

- Caryn received a letter back from the Cal-Trans regarding the engineering and traffic safety studies. Cal-Trans indicated they are not scheduled to do another traffic study until 2014. She sent an email to the City Engineer who indicated the study must be done by CalTrans so she recommended that we revisit the subject next year.
- Caryn discussed the traffic study at 8th & Monterey. Commissioner Bates and DeMarco will get together and do studies beginning this month and will do several intersections and report back to the Commission next month.
- Debbie attended the Planning Commission meeting and the only item which may pertain to the Safety Commission was a discussion on sidewalk signs.

- Caryn attended the Public Works Commission meeting and there was nothing discussed that would relate to the Safety Commission.
- Caryn and Debbie attended the EDC Meeting where they discussed the street lighting. PG&E has indicated the cost to do is approximately \$1,500-2,000 per pole. Larry indicated it was because the LED lighting requires a different type of transformer.
- Selena agreed that it was a good suggestion to have all the Commission Chairs meet periodically.

VIII. LIAISON REPORT

- None to report. Chief Tolle discussed the possibility of having PG&E install LED lights on any future light installations. Discussion was held on check the City code to see if that's already in place as a requirement on any new pole installed.

IX. ADJOURNMENT – 12:47 p.m.

Next meeting is April 10, 2013 at 6:00 p.m.

In compliance with the American 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.

PLANNING COMMISSION MINUTES

March 21, 2013

- I. Call to Order – The meeting was called to order by Vice-Chairperson Elliott at 7:00 P.M.
- II. Pledge of Allegiance – led by Vice-Chairperson Elliott
- III. Roll Call: Commissioners Present – Steven Shoop, Claire Arano, and Wade Elliott
Commissioners Absent - Shannon Ovard and Ryan Bentz
Also present: Pete Carr, Scott Friend, Council member Hoffman and Janet Wackerman
- IV. ORAL AND WRITTEN COMMUNICATIONS
 - A. Citizen Comments – None
- V. APPROVAL OF THE MINUTES OF THE FEBRUARY 21 AND MARCH 11, 2013 PLANNING COMMISSION MEETINGS

Upon motion made by Commissioner Arano and seconded by Commissioner Shoop, the minutes of February 21, 2013 were approved as presented. The motion carried unanimously by voice vote (Commissioner Ovard and Chairman Bentz were absent).

Due to the lack of a quorum from the meeting of March 11, 2013 these minutes will be placed on the April agenda for Commission review.

- VI. PUBLIC HEARING – None
- VII. ITEMS FOR DISCUSSION OR ACTION:
 - 1. **Request to accept the 2012 City of Orland General Plan and Housing Element Annual Progress Report**

The Planning Department has prepared the 2012 General Plan and Housing Element Annual Progress Report pursuant to the requirements of the California Government Code Section 65400(b), which requires that the City analyze and report on its efforts to implement its adopted General Plan and implement the City's Housing Element. This progress report documents the City's progress towards meeting the City's Regional Housing Needs Allocation housing goals and to remove governmental restraints associated with the development of housing in Orland.

City Planner Friend requested the Commission review the report and recommend to the City Council they accept the report before it is submitted to the State. He stated that the report before them was an incorrect version and the correct one would be presented to the City Council. Items listed incorrectly were the Regional Housing Needs Allocation (should have been 621) and identifying the Benson Estates project as affordable housing when it should be referred to as senior-only.

Commissioner Shoop asked if there were more recent growth rates than are mentioned on page 3 of the report. City Planner Friend stated the listed rates were for perspective; growth rates that are more up to date can be used.

Commissioner Shoop asked if the information included on page 4 was from the General Plan. City Planner Friend stated it was.

Upon motion made by Commissioner Arano and seconded by Commissioner Shoop, the 2012 City of Orland General Plan and Housing Element Annual Progress Report was accepted with the changes noted and recommended sending to City Council for their review. The motion carried upon voice vote, 3-0-2.

2. Training Session – Subdivision Map Act (*tabled to April meeting*)

VIII. STAFF REPORTS

1. Monthly activity report:

City Planner Friend stated the map extension request for Creekside Estates will not be necessary due to the adoption of Senate Bill 208 which automatically extended the life of tentative subdivision maps that had not expired as of July 15, 2011. Creekside's new map termination date will be July 2014.

A Statutory Worksheet in compliance with the National Environmental Policy Act has been completed for the Library Expansion project. This worksheet included an asbestos report and project regulatory compliance worksheet.

The National Environmental Policy Act (NEPA) documentation package for the Papst Avenue crossing was finalized. This project is receiving federal funds so a NEPA Environmental Assessment was required.

Working on various zoning ordinance text amendments to include non-conforming uses and structures, A-Frame/portable signs, Housing Element Implementation and the California Cottage Food law.

The Planning Department received one conditional use permit application, four sign administrative use permits and two home occupation administrative use permits.

Vice-Chairperson Elliott requested a diagram as to why Creekside Estates' new map termination date will be July 2014. City Planner Friend offered to provide the chart.

Vice-Chairperson Elliott asked about the status of the Papst Avenue crossing. Secretary Wackerman stated the grant set-up conditions have been submitted to HCD (State Housing and Community Development) for their review. She added that the advertisement for construction bids will be published sometime in May so the contractor will have sufficient time to order the special pipe needed for the undergrounding of the lateral.

Planning Commission Minutes
March 21, 2013
Page 3

Vice-Chairperson Elliott asked what was needed by the City for the Cottage Food law. City Planner Friend stated the City will have to amend their home occupation use code.

IX. COMMISSIONER REPORTS – None

X. ADJOURNMENT – 7:26 PM

Respectfully submitted,

Janet Wackerman, Secretary

Wade Elliott, Vice-Chairperson



1320 Sixth Street
Orland, CA 95963
(530) 865-1200
Fax (530) 865-1202

April 5, 2013

Mrs. Rae Turnbull, Co-Chair Orland Arts Commission, Gallery Director
City of Orland Art Center
732 Fourth Street
P.O. Box 548, Orland, California 95963

Dear Mrs. Turnbull,

On behalf of the Orland Unified School District, please accept my sincere appreciation for your recognition of Orland High School Art Teacher, Molly Wallace. Indeed we are very fortunate to have such a great teacher on our staff. I wish I could take the credit for hiring Molly but she was employed prior to my tenure with the District.

Mrs. Turnbull, our schools are extremely fortunate to have such a powerful local resource as the Orland Arts Center so close at hand. We will continue to encourage all of our students and their families to visit the gallery. Thank you again for recognizing Molly Wallace and thank you for all you do in promoting the arts in Orland.

Sincerely,

Chris von Kleist
Superintendent

Cc/Molly Wallace
Nicole Newman
Governing Board

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: VIII.H

MEETING DATE: May 6, 2013

TO: Honorable Mayor and Council
FROM: Janet Wackerman, Grants Administrator
SUBJECT: Approval of Resolution to Correct Administrative Discrepancies

Staff seeks City Council approval of revised grant project resolution for administrative corrections.

BACKGROUND

The City of Orland received funding in the amount of \$877,195.00 in 2012 from the Community Development Block Grant Program (CDBG) for street improvements to Papst Avenue and a water system capacity study.

At the Council meeting of April 2, 2012, Resolution No. 12-04 was adopted by the City Council approving an application for funding and the execution of a grant agreement and amendments thereto from the 2012 allocation of the State CDBG program.

DISCUSSION

Upon review from CDBG staff, it was determined that some of the subtotal amounts listed in Resolution No. 12-04 were not consistent with what was listed in the application. To resolve this, CDBG has asked that the City adopt a resolution listing the correct distributed amounts. The total amount the City will receive and spend does not change, just how it is allocated. The breakdown is shown on the attached Resolution.

Additionally, CDBG staff determined a Public Hearing was not necessary for this Resolution. For monitoring purposes, copies of this agenda item and the minutes of the discussion will be placed in the grant file for this project.

Attachments (1):

- A. Resolution 2013-XX

RECOMMENDATION

Adopt Resolution 2013-XX, and authorize the City Manager or his designee to submit it to the State.

Fiscal Impact of Recommendation:

None.

RESOLUTION NO. 13-XX

**A RESOLUTION TO CORRECT DISCREPANCIES
BETWEEN GRANT AGREEMENT NO. 12-CDBG-8404
AND ITS FUNDING APPLICATION**

BE IT RESOLVED by the City Council of the City of Orland as follows:

SECTION 1:

The City Council reviewed and approved an application for up to \$877,195.00 for street improvements to Papst Avenue at Lateral 40 to provide emergency ingress/egress to and from the neighborhood north of Bryant Street and to analyze and provide a study on the City's water system - wells, improvements and future demand.

The amount requested will be distributed as follows:

CDBG Public Improvement:	\$726,083
CDBG Administration:	\$61,200
CDBG Activity Delivery:	\$64,912
CDBG Planning Grant	\$25,000

SECTION 2:

The City determined that federal Citizen Participation requirements were met during the development of the application.

SECTION 3:

The City also approved the use of Local Leverage Funding Sources (listed below) in the amount of \$94,912.00 to be used as the City's leverage for this application.

City Impact Fees:	\$93,662
General Fund:	\$1,250

SECTION 4:

The City hereby authorizes and directs the City Manager, or designees, to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 5:

The City Manager, or designees, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 6:

The City Manager, or designees, is authorized to sign Funds Requests and other required reporting forms.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Orland

held on May 6, 2013 by the following vote:

AYES:

NOES:

ABSENT:

Charles Gee, Mayor

ATTEST:

Angela Crook, City Clerk

GLENN COUNTY TRANSPORTATION COMMISSION

Steve Soeth, County of Glenn,, Chairman
Bill Spears, City of Willows, Vice-Chair
John Viegas, County of Glenn,
Michael Murray, County of Glenn
Bruce Roundy, City of Orland
Jim Paschall, City of Orland
Larry Domenighini, City of Willows (Alternate)
Dwight Foltz, County of Glenn (Alternate)

P.O. Box 1070
777 N. Colusa Street
Willows, California 95988

John F. Linhart,
Executive Director

(530) 934-6540
FAX (530) 934-6533

DATE: May 6, 2013

TO: Orland City Council

From: Glenn County Transportation Commission

RE: Unmet Needs and Needs that are Reasonable to meet

Attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2013/2014 Page C
- Glenn Ride ridership July 2008-March 2013
- Dial-A-Ride ridership, Orland and Willows, July 2008-March 2013

The *Transportation Development Act (TDA), Statutes and Administrative Code of Regulations*, requires specific actions on the part of local transportation planning agencies such as the Glenn County Transportation Commission (GCTC). One of these requirements (Section 99401.5) is that the Local Transportation Commission (LTC) explicitly define the phrases "Unmet Transit Needs" and "Needs that are Reasonable to Meet" in terms of local conditions, and that these definitions be documented by resolution or within the agency's minutes. Definitions have been developed to both comply with legislative mandates and be responsive to actual community need within the TDA funding guidelines.

Under TDA direction (Section 99401.5 (c)), the LTC has the authority to identify the unmet transit needs of their jurisdiction and those needs that are considered reasonable to meet. Staff has determined, through contacts with Caltrans representatives, that clear and comprehensive definitions are helpful in ensuring clarity in this annual process. With the above in mind, the following discussion is offered:

An Unmet Transit Need can be found to exist when there is any identifiable group within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services. Transit needs are not static--they can fluctuate with such variables as unemployment, population demographics, land use and circulation patterns, and variations in the local economy. Because of this, transportation needs are annually re-evaluated and revised as necessary.

An unmet transportation need (as opposed to a desire) has, for purposes of our definition, two components:

- 1) A trip destination that provides a necessity of life;
and
- 2) A physical or financial obstacle between the individual and the necessary destination which the individual is unable to overcome.

Necessary trip purposes may be defined as follows:

- a) to obtain or maintain employment;
- b) to obtain non-emergency medical and/or dental care;
- c) shopping for necessities of life;
- d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
- e) to obtain education; or
- f) for the maintenance of life, health, physical and mental well-being

The population groups with the greatest inferred needs are the very young, the handicapped, the economically disadvantaged, and the elderly. There may be considerable overlap among these groups; for instance, many of the elderly may be both economically disadvantaged and handicapped. However, it is not to be implied that all, or even most of these people are transportation-disadvantaged. The aspects described simply identify sub-groups of the population that may tend to contain a disproportionately large number of people with transportation difficulties (in contrast to the general population).

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act. This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are definitions of "Unmet Transit Needs" and "Needs that are Reasonable to Meet." Also attached are ridership figures for Glenn Transit Service's Glenn Ride and Dial-A-Ride service.

Glenn Ride is a public transit program, provides transportation services to the general public—no qualifications, except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced consistent ridership growth. Ridership has grown 295% since Glenn Ride's inception and the program continues to meet its required 10% fare box return as mandated by the Transportation Development Act. Ridership is 0.3% higher for July 2012-March 2013 compared to the same time frame as last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows and to the

Cannella/Huggins Drives area, Leisure Mobile Home Park, east of Orland, and the Willows Glenn Mobile Home Park, west of Willows. Individuals qualifying are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. Transportation is door-to-door to each requested destination. The ridership for this program in the City of Orland averages 87 persons per month and 162 persons per month in the City of Willows.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents. Volunteer drivers from the community provide transportation to individuals for medical appointments. Qualifying individuals are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. The Volunteer Medical Transportation is the program servicing this need.

The GCTC has requested this time and advertised this meeting as an opportunity for residents in the community to provide input on transit needs within the Glenn County Region.

**I. UNMET TRANSIT NEEDS
2013-2014**

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet.
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
 - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
 - a) to obtain or maintain employment;
 - b) to obtain non-emergency medical and/or dental care;
 - c) shopping for necessities of life;
 - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;

- e) to obtain education; and
- f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.

II. REASONABLE TO MEET 2013/2014

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

Cost Effectiveness: 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy farebox and revenue ratios.

Community Acceptance: A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

Equity: The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

Operational Feasibility: The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

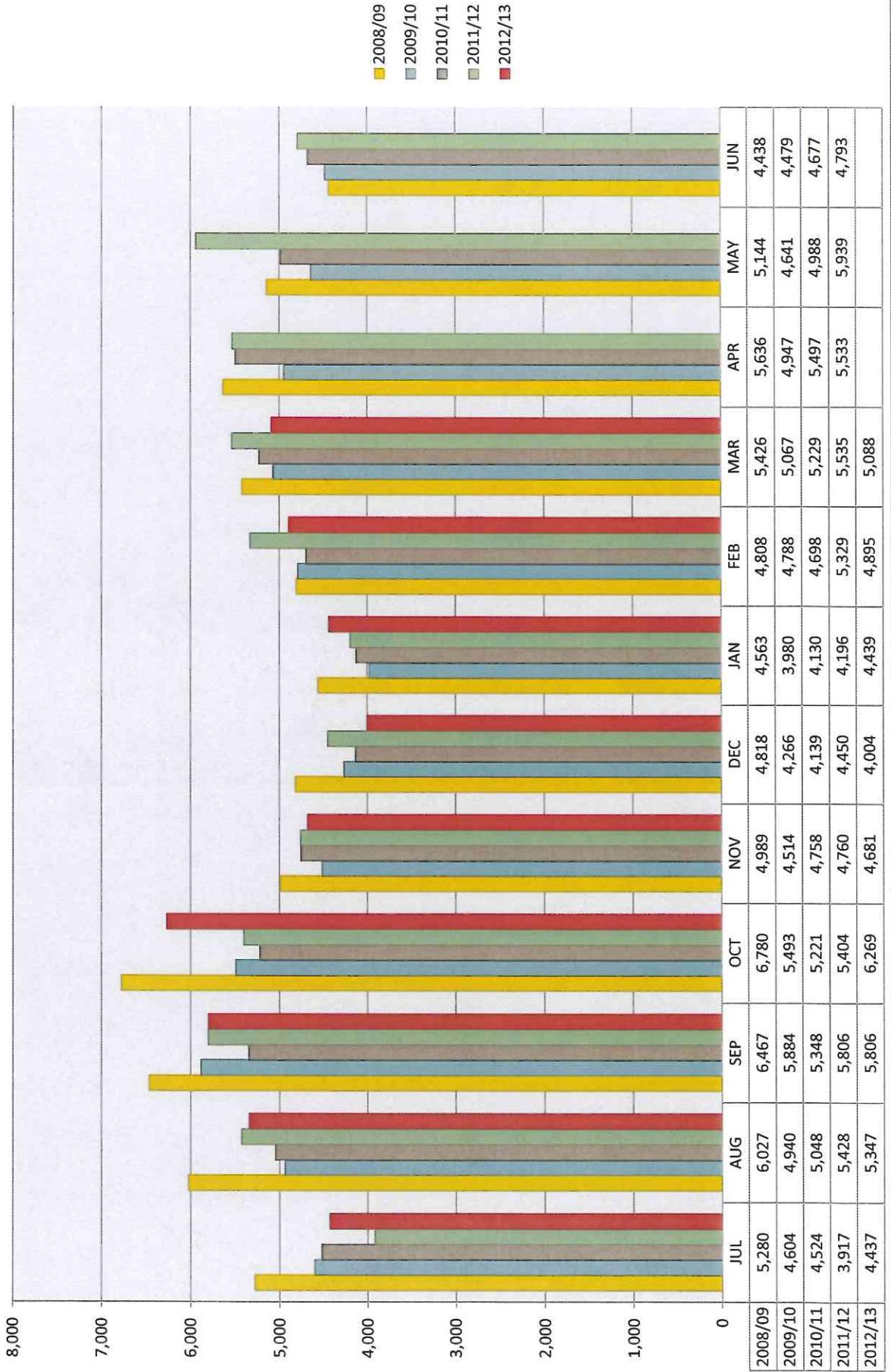
Financial Feasibility: 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

ADA Conformity: The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

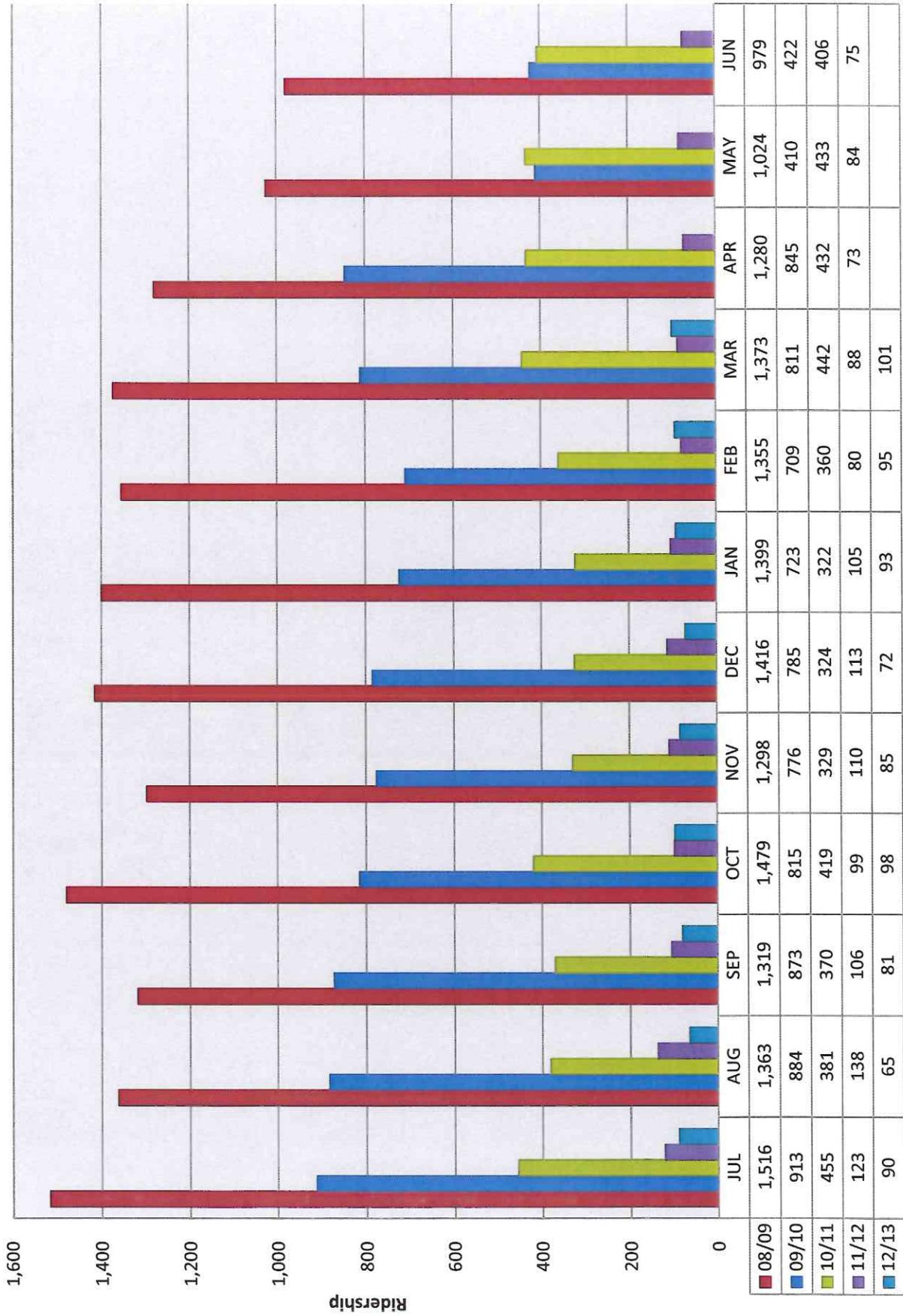
System Impact: The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

Impact Limits: 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.

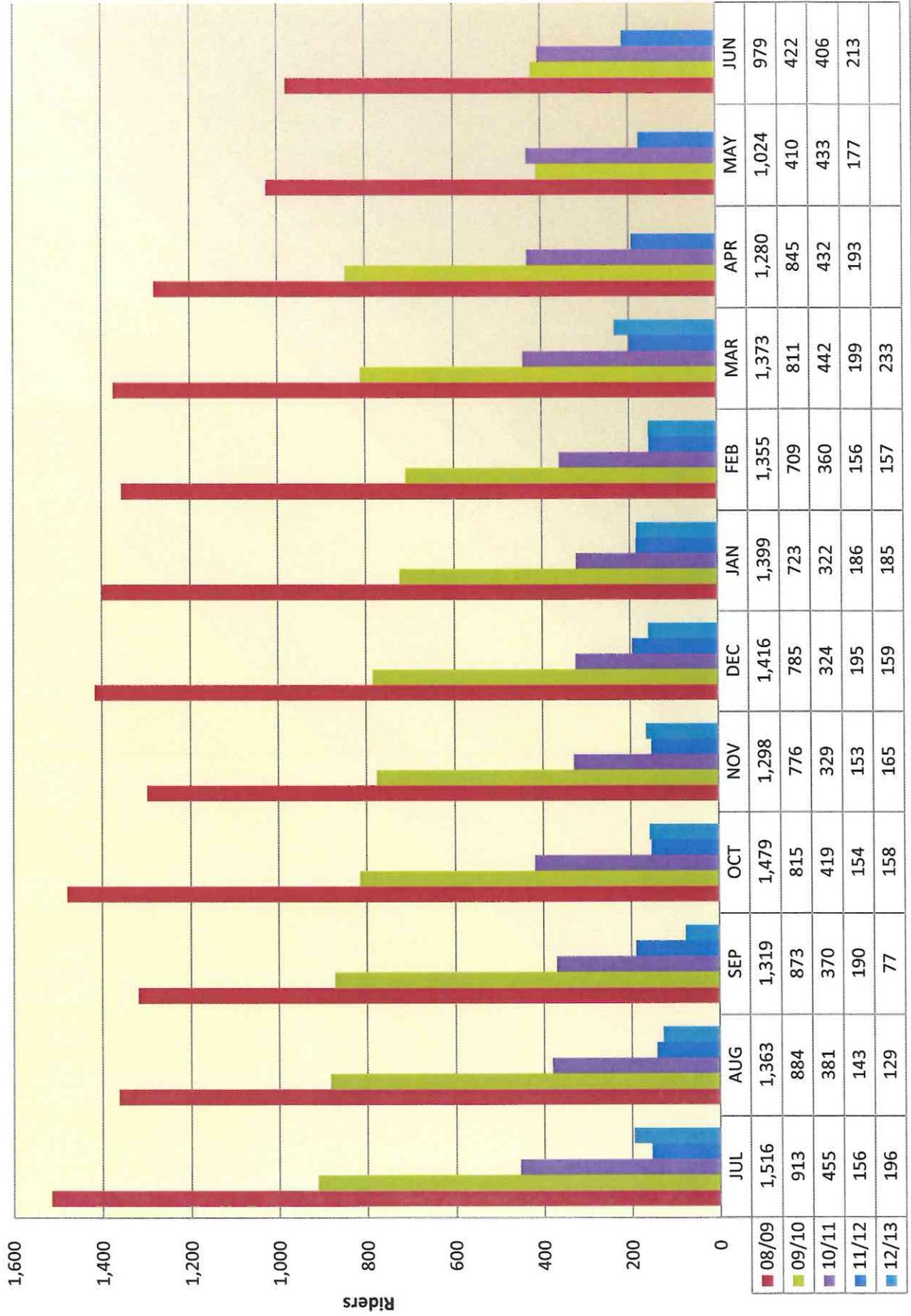
GLENN RIDE RIDERSHIP



Orland Dial-A-Ride Ridership



Willows Dial-A-Ride Ridership



PROOF OF PUBLICATION

No. 2046

In the Matter of

Glenn Co. Planning & Public Works Agency

Legal Notice: Notice of Public Hearing/Noticia de

Audencia Publica

777 N. Colusa St., Willows, CA 95988

State of California)
County of Glenn) ss

The undersigned resident of the County of Glenn,
State of California, says:

That I am, and at all time herein mentioned was
a citizen of the United States and not a party to
nor interested in the above entitled matter; that
I am the principal clerk of the publisher of:

The Sacramento Valley Mirror

That said newspaper is one of general circulation
as defined by Section 6000 Government Code of
the State of California, Case No. 27,207 by the
Superior Court of the State of California, in and
for the County of Glenn, Case #02CV00614; that
said newspaper at all times herein mentioned was
published twice a week (on Wednesdays and
Saturdays) in the town of Willows and County
of Glenn; that the notice of which the annexed
is a true printed copy, was published in said
newspaper on the following days:

March 23rd of 2013

I certify (or declare), under penalty of perjury, that
the foregoing is true and correct, at the County
of Glenn, Willows, California.

Dated March 30th, 2013
at Willows, California.



Tim Crews, Publisher

RECEIVED

APR 01 2013

P & PWA

LEGAL NOTICE NOTICE OF PUBLIC HEARING

Notice is hereby given that the GLENN COUNTY TRANSPORTATION COMMISSION will conduct **Unmet Transit/Transportation Needs Public Hearings** to receive public input that will assist the Commission in identifying Unmet Transit/Transportation needs that may exist in Glenn County. A Spanish Language interpreter will be available for the public hearings. Please note the following schedule of meetings and locations:

Hearing Body	Location	Date and Time
Willows City Council	Council Chambers	Tuesday
	Willows City Hall	April 23, 2013
	201 N. Lassen, Willows	At 7:00 p.m.
Orland City Council	Council Chambers	Monday
	Carnegie Center	May 6, 2013
	912 Third Street, Orland	At 7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers	Tuesday
	Glenn County Memorial Hall	May 7, 2013
	525 West Sycamore Street Willows, CA 95988	At 10:00 a.m.
Transportation Commission	Supervisors Chambers	Thursday
	Glenn County Memorial Hall	May 16, 2013,
	525 West Sycamore Street Willows, CA 95988	At 10:00 a.m.

If you are unable to attend the scheduled meetings, please mail your comments to the Glenn County Transportation Commission, P.O. Box 1070, Willows, CA 95988 or FAX comment to (530) 934-6533 or e-mail comments to transit@countyofglenn.net by Wednesday, May 15, 2013. Please describe in detail the transportation service need.

The meeting rooms are wheelchair accessible and disabled parking is available in front of the Willows City Hall, Glenn County Memorial Hall and on Mill Street, north side of the Carnegie Center in Orland. Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in alternate forms, etc.) are requested to contact the Glenn County Transportation Commission at (530) 934-6540 at least 14 days prior to the scheduled hearing date. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line at 1-800-735-2922.

AVISO LEGAL

NOTICIA LEGAL

NOTICIA DE AUDIENCIA PÚBLICA

Este aviso es para notificar que la COMISIÓN DE TRANSPORTACIÓN DEL CONDADO DE GLENN conducirá una **audiencia pública de las necesidades de Tránsito que no han sido correspondidas** para recibir la opinión del público que asistirá la Comisión en identificar las necesidades de Tránsito que no han sido correspondidas que puedan existir en el Condado de Glenn. Un interprete de español estara disponible para la audiencia publica. Favor de anotar los horarios y lugares de las juntas:

Audiencia Pública	Lugar	Fecha y Horario
Willows City Council	Council Chambers	Martes
	Willows City Hall	23 Abril, 2013 a las
	201 N. Lassen St. Willows	7:00 p.m.
Orland City Council	Council Chambers	Lunes
	Carnegie Center	6 Mayo, 2013, a las
	912 Third St. Orland	7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers	Martes
	Glenn County Memorial Hall	7 Mayo, 2013, a las
	525 W. Sycamore Street Willows, CA 95988	10:00 a.m.
Comisión de Transportación	Supervisors Chambers	Jueves
	Glenn County Memorial Hall	16 Mayo, 2013
	525 W. Sycamore Street Willows, CA 95988	a las 10:00 a.m.

Si usted no puede asistir a las juntas, favor de enviarnos sus comentarios a la Comisión de Transportación del Condado de Glenn, P.O. Box 1070, Willows, CA 95988 o envíe sus comentarios por FAX al (530) 934-6713 o envíe sus comentarios por correo electrónico a transit@countyofglenn.net antes del Miercoles, 15 Mayo, 2013. Por favor describa en detalle la necesidad del servicio de transportación.

Los lugares donde se llevaran acabo las juntas son accesible a las sillas de ruedas y estacionamiento para incapacitados esta disponible en frente del Willows City Hall, Glenn County Courthouse y en la Mill Street, al lado del norte del Carnegie Center en Orland. Individuos que requieran comodidades especiales (interprete de señas, asientos accesibles, documentación de formas alternativas, etc.) se les pide que hablen a la Comisión de Transportación del Condado de Glenn al (530) 934-6540 por lo menos 14 dias antes de la fecha de la junta. Usantes de TDD pueden hablar a la línea del TDD del Servicio del California Relay al 1-800-735-2929 o a la Línea de Voz al 1-800-735-2922.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM#: X.A.

MEETING DATE: MAY 6, 2013

TO: Honorable Mayor and Council
FROM: Director of Recreation
SUBJECT: Petanque at Vinsonhaler Park (Discussion/Approval)

Staff will report on a recommendation by the Recreation Commission to allow a Petanque course to be set up in Vinsonhaler Park or another possible location.

BACKGROUND:

This proposal follows the March 27th Parks and Recreation Commission meeting. Mr. Jan Claire of Orland came to the Recreation Commission with a proposal to place Petanque courts in Vinsonhaler Park. Mr. Claire presented the Commission with the correct dimensions, rules, and regulations of the courts.

Petanque is an increasingly popular sport and is played all throughout the world. Petanque (pronounced PEH-tonk) is a ball-tossing sport played on relatively hard dirt courts which measure roughly 56 feet by 21 feet. Petanque is very similar to Bocce Ball but has many differences within the game. The game can be played by any age and tends to grow more popular as more citizens become aware of the game. The Orland Club would be in the Northwest Region of the USA Petanque Federation, which includes clubs in Northern California, Oregon, Washington, Idaho, Montana, and Wyoming.



DISCUSSION:

Mr. Claire believes Vinsonhaler Park is the perfect spot for five Petanque Courts located on the west side of the tennis courts in between the tennis courts and OHS fence line. Shade is a necessity, and Vinsonhaler Park trees provide much needed shade in this location. Mr. Claire

and the Petanque Club would be responsible for all ongoing costs including maintenance to courts, upkeep of the facility and any recurring cost for the courts or club.

The Recreation Commission voted 4-0 (Commissioner Reimers was absent) to move the project forward to City Council under the following conditions:

- Start with 5 courts and see how the growth of the sport goes until constructing further courts.
- Petanque Club is responsible for all cost of constructing the courts and of purchasing materials, after City provides the dirt surface.
- Petanque Club is responsible for all recurring costs; City shall not be responsible for costs to address vandalism or maintenance to the courts.

RECOMMENDATION FROM COMMISSION:

Approve recommendation and direct staff to proceed with installation of Petanque course at Vinsonhaler Park.

RECOMMENDATION FROM STAFF:

Public Works Director believes we should utilize the bare space behind the Recreation Center for the proposed recommendation. (If placed at Vinsonhaler Park, Public Works would have to relocate irrigation lines, remove current lawn and disrupt tree roots which are close to the surface.) Recreation Director supports the Petanque concept generally, is neutral as to location.

FISCAL IMPACT OF RECOMMENDATION:

No budget impact for supplies as materials will be donated; some staff time will be required to coordinate installation of courts at either location.

CITY OF ORLAND

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

MEETING DATE: May 6, 2013

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Introduction of Draft Five-Year Plan

City Manager will present, in support of the General Plan and annual budget and project priority lists, a draft plan for the city indicating priorities to be accomplished over the next five years.

BACKGROUND

The General Plan, completed in 2010, is the City's overall long-range planning tool. Annual budgets and annual project objectives support the General Plan and address urgent priorities. A 5-year plan is intended to bridge between long-range and short-range planning, providing Council a useful tool to communicate actionable direction to staff.

One of the City's stated project objectives this year was to produce a 5-year plan for finances and economic development.

DISCUSSION

Staff has produced a first draft 5-year plan in a bulleted outline format. The items are presented in affirmative vision-type statements. City finances, economic development and municipal services are addressed.

Staff seeks Council input and direction on the draft plan. It is anticipated the plan will be updated every one to three years, at the direction of Council and/or the suggestion of staff and the community.

Attachment (1): Draft 5-Year Plan

RECOMMENDATION:

Review and direct staff as to producing a final draft 5-year plan for adoption.

Fiscal Impact of recommendation:

Per budget documents as shown.



Building Orland 2018: Our 5-Year Plan

as of May 2013

DRAFT 1
for Council

By 2018 Orland will:

1. Operate on a balanced budget with healthy reserves
 - A. General Fund consistently maintains emergency reserves per its established formula:
 - 1/6 of GFund expenditures + 5% of TOT + 5% of sales tax + \$50k for natural disasters
 - B. Water Fund will be at least 17% paid back from General Fund Inter-fund loan (824 4th St).
 - C. Building Enterprise Fund will be zeroed out and retired.
 - D. All other funds will be operating in the black.
 - E. Revenues will be growing:
 - i. Sales tax + 5% per year minimum
 - ii. Property tax + 2.5% per year
 - iii. VLF, Gas Tax flat, stable
 - iv. TOT rate increased, growth 5% per year
 - F. Expenditure growth will be controlled:
 - i. Personnel costs guided by CPI and market.
 - ii. Energy efficiency plan is in place.
 - iii. Surplus equipment and facilities are disposed.
 - iv. Technology is leveraged to reduce operational costs.
 - v. Maximum grant accessibility is established systematically.
 - vi. Use of volunteers and donations are encouraged, nurtured and leveraged.
 - vii. Planning and building services are at least 80% cost covered by fees.
 - G. Adopt and implement new accounting software.
 - H. Operate financial processes with clearly established procedures manuals and checklists.

2. Fire Department remains volunteer and sustainably funded.
 - A. ISO rating of 3 or 4 is maintained.
 - B. City addresses facility, capital and expense requirements in annual budget.
 - C. City provides admin support as needed.
 - D. If additional funding is needed beyond city resources, City sponsors property assessment.

3. Police Department is stable, well staffed and well equipped.
 - A. Staffing includes School Resource Officer, detective and GLNTF assignments – separately or in shared positions.
 - B. All officers have field laptops and video cameras.
 - C. Department station has 3000 sq ft and ample parking.
 - D. Services are available by contract to other agencies.

4. Maintain utility rates and services that are competitive and stable.
 - A. Water and sewer and garbage rates will adjust incrementally and annually, keeping pace with CPI.
 - B. If storm drain utility fee is needed, will cost no more than \$5 monthly per household, will fund all storm drain maintenance.
 - C. Solid waste collection is cost-controlled, universal, and augmented with at least one annual clean-up event; all customers are provided with green waste carts at no extra charge. All property owners participate in curbside collection services.

5. Position the City for robust but orderly growth.
 - A. The General Plan will continue to be maintained and updated as necessary to communicate the city's vision for growth and to guide city decisions.
 - B. High priority annexation areas will be indentified, pre-zoned and actively engaged.
 - C. County, OUWUA, and Farm Bureau, are affirmatively engaged in Orland's plan for growth.

- D. Primary growth preference is for jobs (with secondary preferences for ag-related and commercial uses). Lower priority for housing supported by maintenance assessment districts.
- E. Design standards and construction standards are in place.
- F. Impact fees are adequate for needs and remain competitive relative to region.
- G. Waste water plant remains well managed and sustainable, master planned without discharge.
- H. Water system is full SCADA (automatic alerting and remote control), aquifer volume maintained, consistently in compliance, master planned.
- I. A tax sharing agreement with the county is in place to support future city growth.
- J. The City has updated its Municipal Services Review (MSR) and Sphere of Influence (SOI) documents and is working with the Glenn County LAFCo.
- K. Actively working to streamline the City's development codes and to develop programs supporting the City's General Plan vision.
- L. The City has prepared/updated facilities master plans to guide expenditures, improvements and extensions of critical municipal infrastructure.

6. Freeway gateways identify, announce and invite visitors to Orland.

- A. Programs to encourage the re-use of vacant downtown buildings will be in place to encourage property owners to restore and occupy, remove, or address blight.
- B. Programs to require that vacant and open lots be attractively maintained will be in place.
- C. Signage will support business while promoting visual aesthetics of the community.
- D. Commercial development will be active at both I-5 interchanges.
- E. Tourist draws will be leveraged – arts, sports facilities, rural recreation – enough to create demand for lodging enterprises.
- F. Plans will be underway for local or regional festival to draw tourism.
- G. Themed “brand” will evolve or be identified in plans.
- H. We are preserving and protecting our historic legacy and growing our arts appreciation culture.

7. Pedestrian friendly with planned bicycle path system.
 - A. No condition 4 or 5 (moderate, total failure) sidewalk sections.
 - B. ADA accessible ramps are available at every commercial block.
 - C. Sidewalks connect schools to neighborhoods; plan in place to complete sidewalks throughout the city.
 - D. Off-road trail system is planned for Stony Creek area.
 - E. Connectivity is provided to regional bikeway and path systems.
 - F. Bicycle racks are available at all parks, downtown and other shopping areas.
 - G. A Bicycle and Pedestrian Master Plan will be prepared to guide non-motorized transportation decisions and to assist in leveraging grant funding for improvements.
 - H. No waste materials are accumulating in city right-of-way pedestrian or bicycle paths.

8. Parks and recreation depts provide exemplary facilities and services for residents and visitors.
 - A. Rec center is expanded for classes, multi-purpose and event rentals.
 - B. Lely Pond level and quality is consistently controlled.
 - C. Swimming pool is upgrade for temperature control and competitive meet potential.
 - D. At least one spray park is in place, another planned.
 - E. Bihler Field has expanded, shaded bleachers; relocated dugouts; warning track.
 - F. Covered group picnic facility is in place or planned. Dilapidated picnic tables are replaced.
 - G. A playground is added or planned for each major new subdivision.
 - H. New activity facilities include spray park, disc golf, skate/bike park, trails.
 - I. Parks have a healthy mix of tree ages – new trees are being planted according to a plan.
 - J. Updated restrooms are provided at Vinsonhaler and Lollipop Land.
 - K. A community center concept is designed and in construction or programmed for specific date and site of implementation.

9. We are improving the health, safety and welfare of the community.
 - A. Our library makes a significant community difference in literacy education, access to internet, community meeting facilitation, health education.
 - B. City programs encourage balanced nutrition and active lifestyles.
 - C. Gang signs, if any, are eradicated within a few hours of appearance.
 - D. Attractive nuisances and blight are minimal and actively pursued by code enforcement.

10. City staff is effectively serving and developing professionally.
 - A. Succession plans are successfully being implemented for public works and finance.
 - B. Orland has earned the reputation in the regional business and development communities as a business-friendly and investment-attractive place, with clear permit processes and recognized outstanding customer service.

11. The City is engaged in meaningful ways with the community.
 - A. City uses social media tools to keep robust and positive dialogue with residents.
 - B. City enjoys a solid and productive relationship with Chamber of Commerce and business owners.
 - C. City is widely perceived as transparent, open, welcoming of input.
 - D. City commissions are actively productive, appreciated by Council and staff, and helping to grow informed candidates for Council office.

CITY OF ORLAND

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

MEETING DATE: May 6, 2013

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: Budget Presentation #1 – Enterprise Funds

City manager and Finance Director will present proposed draft budget for enterprise funds for fiscal year 2013-14.

BACKGROUND

The focus of this budget presentation is water, sewer, and building department enterprise funds.

- A. The City directly provides water and sewer services with rates reflecting cost recovery for operations and capital infrastructure replacement. Per Resolution 2012-05, rates were adjusted July 2012 via a property owner election and are to be adjusted annually based on a specific CPI factor.
- B. The Building Department provides permit and inspection services on behalf of the City for developer customers, with fees designed for partial cost recovery. It was set up as an enterprise fund at one time with the intention of capturing costs for comparison to revenues, and has operated as a separate revenue center for accounting purposes.

DISCUSSION

Water and sewer funds have been recovering from several years of negative cash flow due to operating costs exceeding operating revenue, prior to the 2012 rate increase. The water fund is running in the black on a monthly basis with a projected cash balance on June 30, 2013 of positive \$10,000 -- after the recent water project expenses and before the outstanding receivable from the General Fund (for 824 Fourth Street). The sewer fund is likewise running positive on a monthly basis; it is recovering from negative cash flow and a significant negative cash balance, and will be close to zero at the end of this fiscal year.

A 5.2% rate increase is programmed as directed by Resolution 2012-05. Revenue for FY14 reflects this rate adjustment. Recent changes to administration of billing procedures is resulting in reduced aging of accounts, higher late fee revenues, lower collections costs, and property liens to properly collect on outstanding unpaid bills.

Please note that staff is proposing separate funds for operating vs capital improvements starting FY14, which enhances accountability of the functions but reduces operational flexibility.

The Building Department has in recent years been running a deficit due to the lack of revenues from fee-generating services compared to ongoing fixed operational costs. Deficits in the Building Fund, like surpluses, are effectively balanced by the General Fund. Staff proposes that the Building Fund sunset and be incorporated into the General Fund, which reflects the General Fund nature of the service and requires addressing the accumulated deficit shown on the books of the Building Enterprise Fund.

Major projects for fiscal year 2013-14 related to the enterprise funds include a CDBG grant-funded well capacity study, and purchase & installation of a new sewer headworks for the wastewater treatment plant. The \$75,000-90,000 headworks project, approved in concept in March 2013, can be financed by one of several options:

- A. Direct and immediate purchase which exceeds the current capacity of the Sewer Fund but which recovers itself within twelve months.
- B. Formal interfund transfer on a short-term loan basis from General to Sewer.
- C. Commercial loan at perhaps 4% for a year, following the pattern of the purchase of the Vac-Con sewer suction truck which will be paid off this November.
- D. Deferring the purchase until the Sewer Fund has sufficient reserves and the Vac-Con truck loan is satisfied.

Staff seeks direction on this project as part of the overall budget plan.

No other significant changes or projects are anticipated directly related to water and sewer, although planned staffing changes in Public Works department will have a minor effect on both funds. One position in the department remains unfunded and unfilled; two other expected vacancies are programmed for replacement. Refunding the vacant Public Works open position, which was filled prior to January 2012, would impact the General Fund, street funds and enterprise funds.

Attachments (2):

1. Draft budget for water and sewer, operating and capital funds for FY14
2. CPI datasheet and proposed rates for FY14 for water and sewer services

RECOMMENDATION:

Direct staff as to enterprise fund budgets and headworks project; staff recommends preliminary adoption of this portion of the budget and "Option A" for funding the headworks project.

Fiscal Impact of recommendation:

Per budget documents as shown.

City of Orland

2013 -- 2014 Budget -- Water Enterprise Operating For the Year Ending June 30, 2014

Description	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
Revenues				
Water Service Fees	\$ 626,779	\$ 771,000	\$ 790,000	\$ 836,340
Interest and Other Income	4,372	7,000	7,000	7,000
Total Revenues	<u>631,151</u>	<u>778,000</u>	<u>797,000</u>	<u>843,340</u>
Personnel Services including wages and benefits	333,981	375,223	370,000	395,000
Operating				
Office Expenses	9,573	8,000	7,800	8,000
Special Departmental Supplies and Tools	20,560	18,000	29,400	30,000
Uniform Allowance	1,395	1,500	1,350	1,500
Advertising	88	200	150	200
Communications	6,759	7,000	12,800	14,000
Utilities	125,941	120,000	144,000	145,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	12,987	14,000	15,800	16,000
Professional and Contract Services	32,533	37,000	35,000	37,000
Dues and Memberships	8,216	9,000	8,778	10,000
Training and Travel	476	700	3,600	500
Gasoline	24,628	24,000	23,500	25,000
Insurance Allocation	11,209	10,885	10,885	10,885
Pension Obligation Debt Service	6,495	21,482	21,482	22,253
Administrative Allocation	78,801	93,662	93,662	96,500
Total Expenditures	<u>685,642</u>	<u>752,652</u>	<u>790,207</u>	<u>823,838</u>
Revenue in Excess of Expenditures	<u>(\$54,491)</u>	<u>\$25,348</u>	<u>\$6,793</u>	<u>\$19,502</u>

City of Orland
2013 -- 2014 Budget -- Water Enterprise Capital
For the Year Ending June 30, 2014

Description	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
Revenues				
Water Capital Fees	\$ 132,410	\$ 40,000	\$ 62,000	\$ 65,000
Total Revenues	<u>132,410</u>	<u>40,000</u>	<u>62,000</u>	<u>65,000</u>
Non Operating Expenditures				
Debt Service on Con -- Vac Purchase	29,208	29,208	21,906	12,170
Capital System Improvements	109,691	78,377	80,000	24,000
Truck Replacement (1/2 Water and 1/2 Sewer)	0	0	0	10,000
Total Expenditures	<u>138,899</u>	<u>107,585</u>	<u>101,906</u>	<u>46,170</u>
Revenue in Excess of Expenditures	<u>(\$6,489)</u>	<u>(\$67,585)</u>	<u>(\$39,906)</u>	<u>\$18,830</u>

City of Orland

2013 -- 2014 Budget -- Sewer Enterprise Operating For the Year Ending June 30, 2014

Description	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
Revenues				
Sewer Service Fees	\$ 466,556	\$ 559,586	\$ 577,000	\$ 603,000
Interest and Other Income	0	0	0	0
Total Revenues	<u>466,556</u>	<u>559,586</u>	<u>577,000</u>	<u>603,000</u>
Personnel Services including wages and benefits	306,522	366,618	345,000	360,000
Operating				
Office Expenses	9,606	9,000	10,400	10,000
Special Departmental Supplies and Tools	25,512	27,000	28,900	29,000
Uniform Allowance	1,547	1,600	1,550	1,500
Advertising	88	0	150	200
Communications	2,102	2,400	5,900	6,000
Utilities	2,056	2,000	3,700	3,500
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	13,860	15,000	13,000	12,000
Professional and Contract Services	22,545	24,000	14,700	14,000
Dues and Memberships	12,619	13,000	12,492	12,000
Training and Travel	472	700	250	500
Gasoline	12,647	24,000	26,600	26,000
Insurance Allocation	9,706	9,421	9,421	9,500
Pension Obligation Debt Service	5,620	18,590	18,590	19,500
Administrative Allocation	53,392	73,905	73,905	75,000
Total Expenditures	<u>490,294</u>	<u>599,234</u>	<u>576,558</u>	<u>590,700</u>
Revenue in Excess of Expenditures	<u>(\$23,738)</u>	<u>(\$39,648)</u>	<u>\$442</u>	<u>\$12,300</u>

City of Orland
2013 -- 2014 Budget -- Sewer Enterprise Capital
For the Year Ending June 30, 2014

Description	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
Revenues				
Sewer Capital Fees	\$ 45,970	\$ 70,000	\$ 51,000	\$ 55,000
Total Revenues	<u>45,970</u>	<u>70,000</u>	<u>51,000</u>	<u>55,000</u>
Non Operating Expenditures				
Debt Service on the Con -- Vac Purchase	14,605	14,605	10,954	6,085
Capital Expenditures	0	0	0	80,000
Headworks Project	0	0	0	10,000
Truck Replacement (1/2 Water and 1/2 Sewer)	0	0	0	0
Total Expenditures	<u>14,605</u>	<u>14,605</u>	<u>10,954</u>	<u>96,085</u>
Revenue in Excess of Expenditures	<u>\$31,365</u>	<u>\$55,395</u>	<u>\$40,046</u>	<u>(\$41,085)</u>