

CITY COUNCIL

Chris Dobbs, Mayor
Bruce T. Roundy, Vice-Mayor
Jeffrey A. Tolley
John McDermott
Mathew Romano

CITY OFFICIALS

Jennifer Schmitke
City Clerk

Leticia Espinosa
City Treasurer

CITY OF ORLAND

INCORPORATED 1909

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



CITY MANAGER

Peter R. Carr

AGENDA

REGULAR MEETING, ORLAND CITY COUNCIL

Tuesday, May 16, 2023 at 6:30 PM

This City Council meeting will be held at Carnegie Center, 912 Third Street, Orland and teleconferenced using Zoom technology. City staff may appear in person or remotely.

The public is encouraged to participate in the meeting via Zoom or can participate at Carnegie Center.

ZOOM Link: www.zoom.us

WEBINAR ID# 864 0836 7016

ZOOM Telephone - Please call: 1 (669) 900-9128

1. CALL TO ORDER – 6:30 P.M.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT CALENDAR

- A. Warrant List (payable obligations) (p.1)
- B. Approve City Council Minutes for May 2, 2023 (p.6)
- C. Receive and file Arts Commission Minutes from April 19, 2023 (p.9)
- D. Receive and file Economic Development Commission Minutes from March 14, 2023 (p.10)
- E. Adopt Resolution No. 2023-02 Annual Assessment for Glenn County Solid Waste Operations (p.13)

5. PRESENTATION

GLENN COUNTY CARE COURT – Joe Hallett, Glenn County Behavioral Health Director (p.15)

6. ADMINISTRATIVE BUSINESS

- A. Fiscal Year 2023-2024 Budget Discussion#4: General Fund Expenditures, Street Fund and Projects (Discussion/Direction) - Pete Carr, City Manager (p.23)
- B. Customer Request for Waiver of Late Fees (Direction/Action) – Rebecca Pendergrass, Director of Administrative Services/ACM (p.45)

7. ORAL AND WRITTEN COMMUNICATIONS

Public Comments:

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

8. CITY COUNCIL COMMUNICATIONS AND REPORTS

9. CLOSED SESSION

A. Public Comments: The Public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public comments are generally restricted to three minutes.

B. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency designated representative: Peter R. Carr

Employee organization: Orland Mid-Management Unit

C. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code section 54956.9(d)(4):

One potential case: APN 040-184-003-000

10. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on May 11, 2023.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street, in Orland or on the City's website at www.cityoforland.com where meeting minutes and audio recordings are also available.

In compliance with the Americans with Disabilities Act, the City of Orland will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office 865-1610 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



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WARRANT LIST

May 16, 2023

Warrant	5/11/2023	\$	1,787,676.51
Payroll #9 Compensation	5/4/2023	\$	131,058.37
PERS 03/23/2023 - 04/05/202	5/1/2023	\$	24,715.18
PERS 04/06/2023 - 04/19/202	5/3/2023	\$	24,878.70
			\$ 1,968,328.76

APPROVED BY

Mayor, Chris Dobbs

Vice-Mayor, Bruce T. Roundy

Councilmember, Jeffrey A. Tolley

Councilmember, John McDermott

Councilmember, Mathew Romano

REPORT.: May 11 23 Thursday
 RUN...: May 11 23 Time: 12:59
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 05-23 thru 05-23 Bank Account.: 1001

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
057133	05/01/23	TIA00	TIAA COMMERCIAL FINANCE,	299.87	9504910H	MULTI DEPTS/COPIER LEASE
057134	05/11/23	ABD00	ADVANCED DOCUMENT CONCEPT	7.38 40.61 187.99 34.40 6.65	98896 INV98893 INV98894 INV98895 INV98897	FD/MEASURE A-COPIER PD/COPIES APR. 1-30,2023 CITY HALL/COPIES BD-PLAN-PW/COPIES REC/COPIES
			Check Total.....:	277.03		
057135	05/11/23	AFF00	Affordable Computer Solut	165.00 95.00	6964 6971	AC/SET UP NEW DELL LAPTOP FD/MEASURE A- ONE DRIVE ASSIST/AIRDROP
			Check Total.....:	260.00		
057136	05/11/23	AMA03	AMAZON CAPITAL SERVICES	1589.44	1QYQCFY7M	LIB/ZIP BOOKS
057137	05/11/23	AME00	AMERICAN FAMILY LIFE	1159.96	5730,4491	SUPPLEMENTAL INSURANCE
057138	05/11/23	ARA00	ARAMARK UNIFORM SERVICES	962.07	2342,7143	PW/UNIFORM CLEANING APRIL 2023
057139	05/11/23	ATT07	A T & T	72.58	04252023	AC/PHONE LINE & INTERNET APR 26 - MAY 25,2023
057140	05/11/23	BAN06	GUSTAVO BANUELOS	170.00	2545	REC/POOL PARTY REFUND CANCELLATION
057141	05/11/23	BAR11	ZACHARY BARBER	9.15	05092023	PW/REIMBURSEMENT FOR WINDOW MARKER
057142	05/11/23	BRA05	BRANDEN'S PLUMBING & ROOT	3000.00	92	DWR/INSTALLATION & CITY CONNECTION
057143	05/11/23	CAR02	CARDMEMBER SERVICE	629.11 3955.22 243.58 2673.97 2205.78 1362.45 2693.70	APR2022 MAY23PD 05082023 MAY23LIB MAY2023FD MAY2023PW MAY2023SH	CH/zoom, Postage, Training PD/TRAINING & SUPPLIES REC/APPLE.COM & POOL SUPPLIES LIB/LITERACY KIT GRANT MATERIALS FD/MEASURE A-APPLE STORAGE, OFFICE SUPPLIES, TRNG. PW/SHOP SUPPLIES/FLEET EQ MAIN MULTI DEPT/SUPPLIES-BUILDING & EQ MAINTENANCE
			Check Total.....:	13763.81		
057144	05/11/23	CEN01	Cengage Learning Inc.	828.03	81077916	LIB/ANNUAL SUBSCRIPTION OF LARGE PRINT BOOKS
057145	05/11/23	COM02	Comcast	404.70 296.40	04222023 MAY-JUN23	FD/INTERNET FOR FIREHOUSE APR 26- MAY 25,2023 MULTI-DEPTS/INTERNET CONNECTION
			Check Total.....:	701.10		
057146	05/11/23	COR00	CORNING LUMBER CO., INC.	773.33	04252023	PW/PARK/SHOP/DWR - SUPPLIES
057147	05/11/23	COR02	Corning Chevrolet Buick	924.29	089,093,1	PD,FLEET/EQUIPMENT MAINTENANCE
057148	05/11/23	DEP00	DEPT OF TRANSPORTATION	2872.96	SL230720	PW/SIGNAL & LIGHTING MAINTENANCE
057149	05/11/23	DEP21	DEPARTMENT OF FINANCE	12.50	05012023	PD/PARKING CITE ASSESSMENT FOR APRIL 2023
057150	05/11/23	DOJ03	DEPARTMENT OF JUSTICE	96.00	653927	PD/DOJ FINGERPRINT APP (3) APRIL 2023
057151	05/11/23	DOW00	DOWN RANGE	303.06	618593	PW/UNIFORMS
057152	05/11/23	ECO01	ECORP CONSULTING, INC	13196.90	99866	PLAN/PROFESSIONAL SERVICE MAR 1-31, 2023
057153	05/11/23	EIN02	Gregory P. Einhorn	4000.00	12403APR	CA/CONTRACT SERVICE APRIL 2023
057154	05/11/23	ELLO6	STEVE ELLIOTT	54.93 34.58	01312023 05092023	AC/ADVERTISING AC/REIMBURSEMENT SUPPLIES
			Check Total.....:	89.51		
057155	05/11/23	GAY01	GAYNOR TELESYSTEMS INC	5883.47	INV42505	PD-CH/4-Security Upgrades
057156	05/11/23	GLE02	GLENN COUNTY SHERIFF	37000.00 37000.00 37000.00	042823-11 042823-12 042823-13	ANIMAL CNTL & DISPATCH SERVICE OCT - DEC, 2022 ANIMAL CNTL & DISPATCH SERVICE JAN - MAR 2023 ANIMAL CNTL & DISPATCH SERVICE APR - JUN, 2023
			Check Total.....:	111000.00		
057157	05/11/23	GLE37	GLENN CO ENVIRONMENTAL HE	299.89	AEC-153	REC/AQUA TRACK REPLACEMENT PART
057158	05/11/23	GOL01	GOLDEN STATE RISK	58226.42	847,797	DENTAL/VISION & HEALTH INSURANCE
057159	05/11/23	GRA02	GRAINGER, INC.	1115.50	5784,0847	PW/SHOP OFFICE SUPPLIES, FLEET EQ MAINTENANCE
057160	05/11/23	GRO00	Ferguson Enterprises Inc	6225.32	4465,1760	PW/WATER DWR/SUPPLIES
057161	05/11/23	HEI01	VIRGIL HEISE	100.00	4012023	FD/JANITORIAL

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057162	05/11/23	HEI02	ELLEN HEISE	377.12	05102023	AC/OIL PAINTING "PARADISE MEADOW MT. SHASTA"
057163	05/11/23	ILL00	ILLINOIS LIBRARY ASSOCIAT	160.94	239507	LIB/SUMMER READING PROGRAM SUPPLIES
057164	05/11/23	IMA00	IMAGE TREND, INC.	7430.75	142284	FD/MEASURE A- RADIO REPEATER, CAD ANNUAL FEE
057165	05/11/23	JCN00	J.C. NELSON SUPPLY	230.88	775670.01	BM/CLEANING SUPPLIES
057166	05/11/23	JOH05	SEAN JOHNSON	266.52	05012023	PD/MILEAGE REIMBURSEMENT, TRNING APR 24-24,2023
057167	05/11/23	KEL01	KELLER SUPPLY COMPANY	1555.27	886.001	PW/MULTI-CHLOR (WELLS)
057168	05/11/23	LAL00	Lalo's Tree Service	4200.00	1455	PW/TREE REMOVAL
057169	05/11/23	LEH00	LEHR	137.92	S186839	PD/KNOB, SLIDER W/STRIPE
057170	05/11/23	LES00	LES SCHWAB	92.96	2908,9518	PW-PD/ EQUIPMENT & FLEET MAINTENANCE
057171	05/11/23	LIF00	Life Assist Inc.	750.59 149.64	1312811 1324476	PD/STATPACKS AED PACK (3) PD/MEASURE A-ADC PROSPHYG 775 BP UNIT (7)
			Check Total.....:	900.23		
057172	05/11/23	LIN00	LINCOLN AQUATICS	7901.44	SN097140	REC/POOL SUPPLIES & EQUIPMENT
057173	05/11/23	MAC02	MACQUARIE EQUIPMENT CAPIT	94.20 48.28	984 86993	Rec/Printer Lease FD/MEASURE A-PRINTER LEASE
			Check Total.....:	142.48		
057174	05/11/23	MCM00	McMaster-Carr	340.01	96821074	PW/FLEET EQUIPMENT MAINTENANCE
057175	05/11/23	MEZ00	JODY MEZA	317.24	04262023	LIB/APRIL TRAVEL TO WILLOWS/BRANCHES & PROGRAMS
057176	05/11/23	MEZ01	Ulises Meza	400.00	05112023	AC/MAINTENANCE OF BRONZE SCUPTURES
057177	05/11/23	MID07	MIDWEST TAPE	25.04	503670478	LIB/DVD
057178	05/11/23	MIS01	MissionSquare - 304591	1704.88 1772.52	6290241 6314470	457 PLAN/304591 457 PLAN/304591
			Check Total.....:	3477.40		
057179	05/11/23	MJB00	MJB WELDING SUPPLY, INC	12.00	04302023	PW/CYLINDER RENTAL
057180	05/11/23	MOT00	Motorola Solutions Inc.	8773.57 43049.49	187097834 187097836	PD/MEASURE A-3 APX 4500 FD/MEASURE A-ENGINE 38 MOBILES
			Check Total.....:	51823.06		
057181	05/11/23	NAP00	NAPA AUTO PARTS	3762.65 19293.22	4252023 04252023	FD/EQUIPMENT FOR U-39 MULTI DEPT/FLEET MAINTENANCE & SUPPLIES
			Check Total.....:	23055.87		
057182	05/11/23	NOR06	NOR-MAC INC.	436.12	448465-01	PW/PARK SUPPLIES
057183	05/11/23	NUS00	NUSO, LLC	104.73	130756815	FD/MEASURE A-PHONE LINES
057184	05/11/23	ORE00	O'REILLY AUTO	145.12 909.83	4282023 04282023	FD/PARTS AND OIL FOR TRUCK #20 PD/FLEET EQ MAINTENANCE PW/SHOP SUPPLIES
			Check Total.....:	1054.95		
057185	05/11/23	ORH00	ORLAND HARDWARE	60.29 5010.76	4272023 04272023	FD/MEASURE A-BUILDING SUPPLIES MULTI DEPT/EQ & BUILDING SUPPLIES
			Check Total.....:	5071.05		
057186	05/11/23	ORL00	ORLAND VOLUNTEER FIRE DPT	40000.00	05102023	FD/VOLUNTEER SUPPORT
057187	05/11/23	ORL15	Orland Saw & Mower	1526.96	05012023	PW/PARK EQUIPMENT MAINTENANCE & SUPPLIES
057188	05/11/23	ORL20	Orland Fire Protection Di	49500.00	05102023	FD/REIMBURSEMENT USDA NEW WATER TENDER
057189	05/11/23	PAC07	PACE ANALYTICAL SERVICES,	711.16	570,571,5	PW/ LAB SERVICES
057190	05/11/23	PAC09	PACIFIC WEST COMPANIES	1245958.00	15980-1	LIBERTY BELL APARTMENTS
057191	05/11/23	PAU00	Paulos Collision Repair	4928.86	1107	REC/SPLASH PAD REFURBISH
057192	05/11/23	PAX00	WYATT PAXTON	8636.88	659	BD/PROFESSIONAL SERVICE/MILEAGE APRIL 2023
057193	05/11/23	PEN00	PENWORTHY CO.	233.99	589992	LIB/CHILDREN'S BOOKS

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
057194	05/11/23	PGE00	PG&E	53.72	04212023	PW/CORTINA DR LIFT STATION
057195	05/11/23	PON00	PONCI'S WELDING	109.37	032,026	PW/PARK SUPPLIES
057196	05/11/23	ROU01	Bruce Roundy	667.64	04202023	AC/REIMBURSEMENT DELL LAPTOP
057197	05/11/23	RTD00	RT Dennis Accountancy	25900.00	755	Audit Services
057198	05/11/23	SAC01	SACRAMENTO VALLEY MIRROR	91.00	05012023	LIB/SUBSCRIPTION RENEWAL
				91.00	05092023	CITY HALL/ONE YEAR SUBSCRIPTION
			Check Total.....:	182.00		
057199	05/11/23	SCH07	Scholastic	2217.44	4279,1208	LIB/GRANT MATERIALS
057200	05/11/23	SCH17	SCHOOL LIFE	124.96	200068590	LIB/SUMMER READING SUPPLIES
057201	05/11/23	SEA03	MAKENSY SEALY	255.00	0002607	REC/POOL PARTY REFUND CANCELLATION
057202	05/11/23	SEI00	ROY R SEILER, C.P.A	6000.00	30552	ACCOUNTING PROFESSIONAL SERVICE APRIL 2023
057203	05/11/23	SIM01	SIMPLOT	853.93	7526,7557	PARKS/CHEMICALS
057204	05/11/23	STO04	Jeffrey G. Dunn	225.00	04302023	PEST CONTROL SERVICES APRIL 2023
057205	05/11/23	STR03	STREAM IT NETWORKS LLC	50.00	05000121	LIB/BAYLISS LIB-WIRELESS SERVICE MAY 1-MAY 31,2023
057206	05/11/23	T&S01	T AND S DVBE, INC.	108.61	23-578	PW/STREET SUPPLIES
057207	05/11/23	T-M00	T-MOBILE	29.40	04212023	LIB/WIFI HOTSPOT
057208	05/11/23	TIA00	TIAA COMMERCIAL FINANCE,	268.13	9512140	PD/COPIER LEASE
057209	05/11/23	VAL02	VALLEY ROCK PRODUCTS	825.14	464,640,6	PW/DWR/STREET/PARK SUPPLIES
057210	05/11/23	WES16	West Mitsubishi	45357.91	05032023	CITY ADMIN VEHICLE
057211	05/11/23	ZOL00	ZOLL MEDICAL CORPORATION	15226.24	4007564	PD/MEASURE A-AED PLUS & SUPPLIES
			Cash Account Total.....:	1787676.51		
			Total Disbursements.....:	1787676.51		
			Cash Account Total.....:	.00		

REPORT.: 05/04/23
 RUN...: 05/04/23 Time: 12:31
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14526	05/04/23	05/03/23	HAR00	ZOLLERHARRIS, TRAVIS	05-23	11-23	2019.61
14527	05/04/23	05/03/23	MAR03	MARTINS, PAULINA	05-23	11-23	62.00
14528	05/04/23	05/03/23	PER00	PEREZ, MARGARITA T	05-23	11-23	2006.14
14529	05/04/23	05/03/23	SUA03	SUAREZ, ARMANDO RUEDA	05-23	11-23	1620.80
Z06413	05/04/23	05/03/23	ALV01	ALVA, MICAELA	05-23	11-23	2027.61
Z06414	05/04/23	05/03/23	AND00	ANDRADE, EDGAR	05-23	11-23	3604.20
Z06415	05/04/23	05/03/23	BAR02	BARBER, ZACHARY	05-23	11-23	2580.48
Z06416	05/04/23	05/03/23	BIA00	BIANCHINI, ANN	05-23	11-23	68.00
Z06417	05/04/23	05/03/23	BOW00	BOWERS, LINDA	05-23	11-23	408.00
Z06418	05/04/23	05/03/23	CAR03	CARR, PETER R	05-23	11-23	6153.85
Z06419	05/04/23	05/03/23	CES00	CESSNA, KYLE A	05-23	11-23	4168.00
Z06420	05/04/23	05/03/23	CHA01	CHANEY, JUSTIN	05-23	11-23	4633.08
Z06421	05/04/23	05/03/23	COR00	CORTES, JOVANY	05-23	11-23	2032.11
Z06422	05/04/23	05/03/23	CRA00	CRANDALL, JEREMY	05-23	11-23	2323.43
Z06423	05/04/23	05/03/23	ESP00	ESPINOSA, LETICIA	05-23	11-23	2150.02
Z06424	05/04/23	05/03/23	FEN03	FENSKE, JOSEPH H	05-23	11-23	2988.19
Z06425	05/04/23	05/03/23	FLO00	FLORES, JOSE D	05-23	11-23	3560.27
Z06426	05/04/23	05/03/23	GAM00	GAMBOA, YADIRA	05-23	11-23	302.10
Z06427	05/04/23	05/03/23	GUE01	GUERRERO, DEYSY D	05-23	11-23	2596.16
Z06428	05/04/23	05/03/23	GUE02	GUERRERO, JORGE	05-23	11-23	2448.91
Z06429	05/04/23	05/03/23	JOH01	JOHNSON, SEAN KARL	05-23	11-23	4632.76
Z06430	05/04/23	05/03/23	LOP01	LOPEZ, ESAU	05-23	11-23	1661.54
Z06431	05/04/23	05/03/23	LOP02	LOPEZ, JOEL	05-23	11-23	1661.54
Z06432	05/04/23	05/03/23	LOW00	LOWERY, KATHERINE	05-23	11-23	3723.39
Z06433	05/04/23	05/03/23	MAR02	MARTINDALE, RYAN EUGENE	05-23	11-23	2751.77
Z06434	05/04/23	05/03/23	MAR04	MARTINEZ, IRMA	05-23	11-23	408.00
Z06435	05/04/23	05/03/23	MEJ00	APARICIO, LILIA MEJIA	05-23	11-23	2780.48
Z06436	05/04/23	05/03/23	MEZ00	MEZA, JODY L	05-23	11-23	3859.13
Z06437	05/04/23	05/03/23	MIL00	MILLS, DARYL A	05-23	11-23	3250.02
Z06438	05/04/23	05/03/23	MON03	MONDRAGON, MEAGAN N	05-23	11-23	1476.51
Z06439	05/04/23	05/03/23	MYE00	MYERS, KEVIN	05-23	11-23	658.54
Z06440	05/04/23	05/03/23	OLI00	OLIVER, LINDA	05-23	11-23	340.00
Z06441	05/04/23	05/03/23	PAI01	PAILLON, MICHAEL	05-23	11-23	2325.87
Z06442	05/04/23	05/03/23	PAN00	PANIAGUA, BLANCA A	05-23	11-23	698.82
Z06443	05/04/23	05/03/23	PEN01	PENDERGRASS, REBECCA A	05-23	11-23	3244.50
Z06444	05/04/23	05/03/23	PIN00	PINEDO, EDGAR ESTEBAN	05-23	11-23	4253.46
Z06445	05/04/23	05/03/23	POR00	PORRAS, ESTEL	05-23	11-23	1914.97
Z06446	05/04/23	05/03/23	PUN00	PUNZO, GUILLERMO	05-23	11-23	2068.88
Z06447	05/04/23	05/03/23	PUR01	PURCHASE, HEATHER	05-23	11-23	1614.83
Z06448	05/04/23	05/03/23	RIC01	RICE, GERALD W	05-23	11-23	2118.14
Z06449	05/04/23	05/03/23	RIV00	RIVERA, ISRAEL	05-23	11-23	2045.35
Z06450	05/04/23	05/03/23	ROD00	RODRIGUES, ANTHONY	05-23	11-23	2413.68
Z06451	05/04/23	05/03/23	ROE00	ROENSPIE, THOMAS LUKE	05-23	11-23	4565.28
Z06452	05/04/23	05/03/23	ROM00	ROMERO, ARNULFO	05-23	11-23	2862.61
Z06453	05/04/23	05/03/23	SAN02	SANDOVAL, LUCILA	05-23	11-23	1901.97
Z06454	05/04/23	05/03/23	SCH03	SCHMITKE, JENNIFER	05-23	11-23	2503.10
Z06455	05/04/23	05/03/23	SHA02	SHANNON, KYLE ANTHONY	05-23	11-23	480.50
Z06456	05/04/23	05/03/23	STE01	STEWART, ROY E	05-23	11-23	2944.74
Z06457	05/04/23	05/03/23	SUA02	SUAREZ, BRYAN E	05-23	11-23	2184.93
Z06458	05/04/23	05/03/23	SUT00	SUTTON, BRANDON KIJANA	05-23	11-23	2067.39
Z06459	05/04/23	05/03/23	SWI00	SWINHART, ROBERT	05-23	11-23	1970.36
Z06460	05/04/23	05/03/23	VAL00	VALENZUELA, BRENDA	05-23	11-23	316.54
Z06461	05/04/23	05/03/23	VLA00	VLACH, RAYMOND JOSEPH	05-23	11-23	5061.08
Z06462	05/04/23	05/03/23	VON00	VONASEK, EDWARD J	05-23	11-23	4383.93
Z06463	05/04/23	05/03/23	ZIN00	PEREZ, ARNULFO ZINTZUN	05-23	11-23	1620.80
							131058.37

REPORT.: 05/04/23
 RUN ON.: 05/04/23 Time: 13:28
 RUN BY.: Deysy Guerrero

CITY OF ORLAND
 Vendor Warrant Register Print

PAGE: 001
 ID #: SPVR
 CTL.: ORL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
19140	05/04/23	EDD01 STATE OF CALIFORNIA	C30504	05/04/23	STATE INCOME TAX	05-23	3750.65	3750.65
19141	05/04/23	ESD00 STATE OF CALIFORNIA	C30504	05/04/23	SDI	05-23	1167.48	1167.48
19142	05/04/23	OPO00 OPOA TREASURER	C30504	05/04/23	OPOA DUES	05-23	628.00	628.00
19143	05/04/23	STA00 STATE DISURSEMENT UNIT	C30504	05/04/23	GARNISHMENTS	05-23	83.07	83.07
19144	05/04/23	TEH00 UMPQUA BANK	C30504	05/04/23	FEDERAL INCOME TAX	05-23	11426.22	
19144	05/04/23	TEH00 UMPQUA BANK	1C30504	05/04/23	FICA	05-23	16067.96	
19144	05/04/23	TEH00 UMPQUA BANK	2C30504	05/04/23	MEDICARE	05-23	3757.86	31252.04
19145	05/04/23	UPE00 UPEC, LOCAL 792	C30504	05/04/23	UPEC, LOCAL 792*	05-23	548.40	548.40
TOTAL DISBURSED...							37429.64	37429.64

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD MAY 2, 2023

CALL TO ORDER

Meeting called to order by Mayor Chris Dobbs at 6:30 PM.

Meeting opened with Pledge of Allegiance

ROLL CALL

Councilmembers present:	Councilmembers John McDermott, Jeffrey Tolley, Matt Romano, Vice Mayor Bruce Roundy, Mayor Chris Dobbs
Councilmembers absent:	None
Staff present:	City Manager Pete Carr; Chief Joe Vlach; City Clerk Jennifer Schmitke; City Attorney Greg Einhorn
Staff present online:	Public Works Director Ed Vonasek, Recreation Director Joe Fenske

CONSENT CALENDAR

- A. Warrant List (payable obligations)
- B. Approve City Council Minutes for April 18, 2023
- C. Receive and file Recreation Commission Minutes from February 22, 2023
- D. Approve and Adopt Second Reading of Ordinance 2023-02
- E. City and Orland Unified School District Partnership Sand Volleyball Courts

Councilmember Tolley asked to pull item E from the consent calendar.

Action: Councilmember Tolley moved, seconded by Vice Mayor Roundy to approve the consent calendar items A-D. Motion carried by a voice vote 5-0.

Councilmember Tolley stated he pulled the item because he felt this item needed to be discussed by Council before approving.

Mayor clarified that the item being pulled is for the Council to consider the recommendation from the Recreation Commission on approving the area at Vinsonhaler Park for City/School partnership sand volleyball courts.

Councilmember McDermott and Vice Mayor Roundy both agreed the location being close to the school would make the best choice and only add to the park.

Recreation Director Joe Fenske explained the advantages of the proposed Vinsonhaler location over the alternatives. Councilmembers asked questions and discussed the need for sand volleyball courts as well as the location.

Superintendent Vic Perry voiced support for the proposed location.

Ann Butler, Orland resident shared her excitement about the possibility of sand volleyball courts coming to Orland.

Action: Councilmember McDermott moved, seconded by Vice Mayor Roundy, to approve the Recreation Commission recommendations. Motion carried by a voice vote 4-1.

Councilmember Tolley wanted on record his opposition is due to the location of the sand volleyball court in Vinsonhaler Park and wanting a more in-depth discussion on the project.

PRESENTATION - ORLAND AREA CHAMBER OF COMMERCE UPDATE

Dee Dee Jackson, Orland Area Chamber Of Commerce President and Danielle Hernandez, Orland Area Chamber of Commerce Board Member spoke about what the Chamber does to support the community and resources they have to help local businesses.

Ms. Jackson shared future goals for the Chamber and what the Chamber will be working on in 2023. Ms. Jackson spoke about the membership revenue (currently 154 members), City support (FY 2023 \$11,250), expenses, revenues, and losses for the past few years.

Vice Mayor Roundy asked for clarification on what types of memberships the Chamber provides and how many members per membership type. Ms. Jackson explained the different membership types and stated she would get back to him with the exact number of members per membership type.

Ms. Jackson asked the Council to consider an increase in City support, doubling Transient Occupancy Tax (TOT) to 30% annually and starting to share 20% of Business License Revenue, or increase annual support to \$7500 a quarter (whichever is greater).

Byron Denton expressed his support for the Orland Area Chamber of Commerce.

Councilmembers discussed concerns, asked questions, and made suggestions on what the Chamber could do to sustain community support.

Ms. Hernandez asked if the Council felt like the Chamber should come to Council and request help from the City for each individual event or come to the Council once a month for a Chamber update. The council liked the idea of the Chamber coming more often to update the Council.

Mr. Carr reminded the Council that they could give direction to staff on how to support the Chamber at the next meeting or before the budget is finalized. Mr. Carr stated he could bring examples of how other City's work with their Chambers.

ADMINISTRATIVE BUSINESS

A. FISCAL YEAR 2023-2024 BUDGET DISCUSSION#3: MEASURE A, WATER, SEWER, DEBT SCHEDULE

City Manager Carr presented the third part of the proposed draft budget to Council for the next fiscal year (2023-2024) which starts July 1. Mr. Carr spoke about the anticipated revenue and planned expenditures for the Measure A Public Safety Fund and updated the Council on how this year and next year's activities will affect the fund balance.

Councilmembers asked questions about the proposed increase for Fire Department for volunteer support.

Councilmember Romano stated concerns over the Public Works Department not getting the same amount of Measure A funds as the Fire and Police Departments. Mr. Carr explained that when Measure A was originally presented to voters each department wasn't allotted a percentage, Staff thought Measure A would only generate \$500,000 a year and the Fire Department was allotted the first \$350,000 for Fire Department capital equipment and the remaining would go to other public safety needs within the City. Councilmember McDermott stated his concerns about protecting Measure A funds for the Fire Department.

Mr. Carr reviewed the major capital water projects for the upcoming year, briefly discussed water and sewer operational funds, summarized the overall enterprise fund balances, and gave an update on the City's reduced debt obligations.

Councilmember McDermott asked Mr. Carr about getting pricing for replacing streetlights including material and labor. Vice Mayor Roundy suggested to Council that the City look into running string lights over top of 4th and 5th streets in the downtown area to help with lighting.

Mayor Dobbs mentioned he would like to see the City start focusing more on roads. Councilmember Romano suggested having staff look into passing a special sales tax to help raise funds for updating roads. Mr. Carr stated that staff could create a future agenda item focused on street funding options.

Councilmembers asked questions and discussed budget items but did not direct staff to change course.

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS: None

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember McDermott:

- Attended the Planning Commission meeting April 20th;

Councilmember Romano:

- Orland Area Chamber of Commerce meeting will be May 4th at 15;
- Attended the Transportation and Transit meeting April 20th;
- Will attend the EDC meeting May 11th.

Councilmember Tolley:

- Nothing to Report.

Vice Mayor Roundy:

- LAFCO will meet May 8th;
- Attended the Transportation and Transit meeting April 20th;
- Will be doing a presentation about his trip to Africa at Art Gallery on May 5th.

Mayor Dobbs

- Nothing to Report.

MEETING ADJOURNED AT 8:24 PM

Jennifer Schmitke, City Clerk

Chris Dobbs, Mayor

CITY OF ORLAND ARTS COMMISSION

MINUTES

April 19, 2023

The Wednesday, April 19, 2023 meeting was called to order at 7:01 PM by Chairman Rae Turnbull at the Orland Art Center. Commissioners present were: Jill & Steve Elliott, Mason Greeley, Mary Rose Kennedy, Paddy Turnbull, and Council Liaison Bruce Roundy. Absent: Commissioner Jim Scribner. The minutes of the March 15, 2023 meeting were approved as emailed with no corrections or additions (motion made by Paddy Turnbull, seconded by Steve Elliott - motion carried). Financial Reports covering March 1 ~ 31, 2023 provided by Letty Espinosa were reviewed and filed for audit.

COMMISSIONER REPORTS AND UPDATE:

- (1) Commissioner Steve Elliott gave an update on progress of upgrades to the Art Center's audio/visual equipment used for Gallery presentations. Steve has identified a suitable projector screen and will be ordering it next week. Affordable Computer Solutions assessed the Art Center's laptop, which is now several years old. This laptop is used at most presentations where photos are shown and is now too outdated to support current photography software and must be replaced.
- (2) Commissioner Paddy Turnbull reported that a bell has been installed on the Art Center exterior to the left of the front doors with a button placed within easy reach of a handicapped person in a wheelchair. Once pressed, the bell alerts the docent on duty to provide assistance and direct that individual to our special entrance for those who use wheelchairs or walkers or other forms of walking assistance.
- (3) Commissioner Jill Elliott reported to date there are 53 Patrons of the Arts members.

ITEMS FOR DISCUSSION AND ACTION:

- (1) A motion was made by Paddy Turnbull, seconded by Mary Rose Kennedy – motion carried, to purchase the laptop suggested by Affordable Computer Solutions for use at the Art Center's presentations.
- (2) A motion was made by Steve Elliott, seconded by Mary Rose Kennedy – motion carried, to purchase the Paradise Meadow Mt. Lassen oil painting by Ellen Heise for \$350, and Emerald Journey oil on linen panel painting by Steve Crane for \$360 for the city's permanent public art collection.
NOTE: The city of Orland is the only city of its size in the northstate that has a Permanent Collection of museum quality artwork for the public to enjoy, free of charge. It's displayed in the Art Center's lovely auxiliary gallery, where students, community members, and out of area visitors can access it now and throughout the years ahead.
- (3) The commission acknowledged the legitimacy of reimbursing the city for mailings to our Patrons for the time period from November 9, 2020 to the present.

There being no further business, the meeting adjourned at 7:45 p.m.

Next scheduled meeting: Wednesday, May 17, 2023 at 7:00 p.m.

Respectfully submitted by Jill Elliott and Rae Turnbull

CITY OF ORLAND
ECONOMIC DEVELOPMENT COMMISSION MEETING
March 14, 2023

1. CALL TO ORDER

The meeting was called to order by Chairperson Lane at 6:00 pm.

2. PLEDGE OF ALLEGIANCE – led by Chairperson Lane.

3. ROLL CALL

Present: Ron Lane, David Allee, Dennis Hoffman, and Dee Dee Jackson
Absent: Russell Pierce
Councilmembers: Jeff Tolley, Mathew Romano
Staff: Pete Carr, Rebecca Pendergrass

4. ORAL AND WRITTEN COMMUNICATIONS

None

5. CONSENT CALENDAR

- A. Approval of the November 8, 2022, minutes
- B. Approval of the January 10, 2023, minutes

Moved and approved by unanimous vote.

6. ITEMS FOR DISCUSSION OR ACTION

A. Hotel Attraction and Site Selection

City Manager Carr informed the Commission that a hotel developer has expressed interest in specific Orland locations but that no applications have been submitted. Mr. Carr shared some marketing information with the Commission, located on the City's website: <https://www.cityoforland.com/city-of-orland-economic-development/>.

B. Queen Bee Bucks Program Update and Consideration of Point Program Alternative

City Manager Carr reminded the Commission of the current Queen Bee Bucks program. Of the original \$80,000 budgeted for the project the remaining \$12,000 is available for matching gift card purchases. The City had record-breaking sales at the beginning of the program but sales have since slowed.

Mr. Carr has explained that alternative programs, such as 5 Stars, could be a new "shop local program" to replace the Queen Been Bucks. Commissioners expressed

concern regarding merchants and customers having to learn an entirely new system. Upon additional discussion, the Commission requested more information on alternatives that include advanced technology or app component.

7. STAFF REPORTS

A. Façade Improvement Program Update

City Manager Carr reported that \$11,000 of the façade improvement program funds have been utilized so far this year. Most recently Farwood and Napa have used their entire \$3,000 allotment available to them. Newville Brewing and Three Little Birds are the most recent businesses to express interest in the program and have started submitting documentation.

B. Local Business and Development Updates

City Manager Carr gave an update on the Maverik fueling station and McDonald's, both expected to bring in additional freeway traffic. A compressed natural gas (CNG) line is currently being installed on 8th Street, cross of South Street to the current CFN station.

There is a 10-unit, market rate, apartment complex nearing completion, just one block down from the hardware store. The Habitat for Humanity project, 33 units, is slated to be open at the end of April. Two additional apartment complexes, 35 units each, have begun construction. The housing developer, D.R. Horton, has pulled out of the Orland Park I development on the east end of town.

Caltrans is working on plans to repave State Route 32 from the Sacramento River to Interstate 5, which will also address drainage problems, missing sidewalks, and ADA issues.

8. COMMISSIONER REPORTS

- Chairperson Lane stated that the two local car clubs, Wicked Obsession and 530 Mini Trucks, toy drive in November raised over \$5,000.
- Commissioner Hoffman shared that the Honeybee Discover Center is open for visitors on the first Friday of the month and needs volunteers.

9. FUTURE AGENDA ITEMS

- Hotel Data Analysis
- Additional information on shop local alternatives

Economic Development Commission
March 14, 2023
Page 3

10. ADJOURN – 7:23 pm

Respectfully Submitted,


Rebecca Pendergrass, Commission Secretary


Ron Lane, Chairperson

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 4.E.

MEETING DATE: May 16, 2023

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Annual Assessment for Glenn County Solid Waste Operations**
(Discussion/Action)

City Council is asked to approve the authorization for the normal ongoing annual property tax assessment to support operations of the Glenn County solid waste and recycling operations.

BACKGROUND

In addition to per-customer collection fees and per-ton tipping fees, the solid waste disposal system is supported by an ongoing annual property tax assessment and guided by a joint powers agreement (JPA). All three jurisdictions (County, Willows, Orland) participate on the same basis. Councilmembers Romano (primary) and Councilmember Tolley (alternate) serve on this JPA board.

DISCUSSION

The tax assessment proposed for approval by Resolution remains the same rate as the last several years: \$42.74 on each dwelling unit and commercial / industrial establishment. Revenue from funds collected is utilized for landfill operations (if any) and closure.

Attachment: Resolution 2023-02 consenting to the extension of service charges imposed on improved real property for the use of the Glenn County Solid Waste System.

RECOMMENDATION:

Approve annual assessment for the solid waste system by adoption of proposed resolution 2023-02.

Fiscal Impact of recommendation:

None.

RESOLUTION NO. 2023-02

**ANNUAL RESOLUTION CONSENTING TO THE EXTENSION OF SERVICE CHARGES
IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF
ORLAND FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM**

WHEREAS, Section 25830 of California Government Code provides for the Board of Supervisors, by resolution or ordinance, establish a schedule of fees to be imposed on land within the unincorporated area of the county and incorporated areas of the county where cities do not provide their own waste disposal sites; and

WHEREAS, the City of Orland does not have a City solid waste disposal site; and

WHEREAS, the Orland City Council, is a member of the Glenn County Waste Management Regional Agency, a Joint Powers Authority and supports the operation of the Glenn County Solid Waste System; and

WHEREAS, California Health and Safety code Section 5471 for the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer and/or sanitation systems; and provides for said fees to be collected on the tax roll; and

WHEREAS, the Board of Supervisors of Glenn County shall adopt a resolution establishing such fees, in the amount of \$42.74 on each dwelling unit and commercial / industrial establishment within the unincorporated area of the county and incorporated area of the City of Orland for fiscal year 2023/2024, said fee amount being identical to the fee imposed in fiscal year 2022/2023.

THEREFORE, the Orland City Council does hereby consent to the extension of an annual fee of \$42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

THIS RESOLUTION was passed by the Orland City Council at a regular meeting held on May 16th 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Dobbs, Mayor

ATTEST:

Jennifer Schmitke, City Clerk

Glenn County CARE Court



COMMUNITY ASSISTANCE, RECOVERY, AND EMPOWERMENT
(C.A.R.E.) COURT

1

CARE Court Overview

- A new framework designed to link individuals with **specific** mental health disorders to county behavioral health to receive the support and care they need.
 - Designed as a diversion process to prevent conservatorship or incarceration.
- Connects a person to a court-ordered Care Plan for up to 24 months.
 - Clinically prescribed, individualized treatment plan, with supportive services and dedicated team.



2

Criteria and Eligibility

- 18 years of age or older
- Not clinically stable in ongoing voluntary treatment
- Currently experiencing a severe mental illness, with a diagnosis of schizophrenia spectrum or other psychotic disorders
- And at least one of the following is true:
 - The person is unlikely to survive safely in the community without supervision and the person's condition is substantially deteriorating; OR
 - The person needs services in order to prevent a relapse or deterioration that would result in grave disability, or serious harm to self or others.

3

What are Schizophrenia Spectrum and Other Psychotic Disorders?

- ***NOTE: Diagnoses must be determined by a Licensed Practitioner of the Healing Arts with a scope of practice that includes assessment and diagnosis of behavioral health disorders. Other concerns must be ruled out before a mental health diagnosis is made**
- From the Diagnostic and Statistical Manual of Mental Disorders 5th Edition (DSM-5)
 - May include any of the following symptoms causing clinically significant distress:
 - Delusions
 - Hallucinations
 - Disorganized Thinking (Speech)
 - Grossly Disorganized or Abnormal Motor Behavior
 - Including Catatonic behavior
 - Negative Symptoms
 - Diminished emotional expression
 - Decrease in self-initiated purposeful activities
 - Diminished speech
 - Lack of interest in social activities

4

How is someone referred to CARE Court?

PETITION



A petition may be submitted by the following individuals:

- ✓ Family member
- ✓ Adult Roommate
- ✓ First responder
- ✓ Provider/clinician
- ✓ Public guardian
- ✓ Adult protective services
- ✓ County behavioral health
- ✓ Indian Health services
- ✓ Tribal courts,
- ✓ Hospital Director
- ✓ Court
- ✓ Respondent (self-referral)

- The petition must contain facts supporting how the respondent meets criteria for CARE Court, AND
- Either of the following:
 - ✓ Affidavit of eligibility by a licensed behavioral health professional or;
 - ✓ Written evidence that the respondent was detained for at least 2 involuntary inpatient treatment episodes, 1 of which was in the past 60 days.

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Caution: petitions must be valid

If a person or organization files multiple petitions found to be without merit or intended to harass or annoy, the court may consider that party a "vexatious litigant" under California law.



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How To Initiate the Care Court Process



First, the petitioner fills out the CARE court petition form, which includes:

Either of the following:

An affidavit of eligibility by a licensed behavioral health professional

OR

Evidence that the respondent has been detained for at least two involuntary inpatient treatment episodes, with one in the last 60 days.

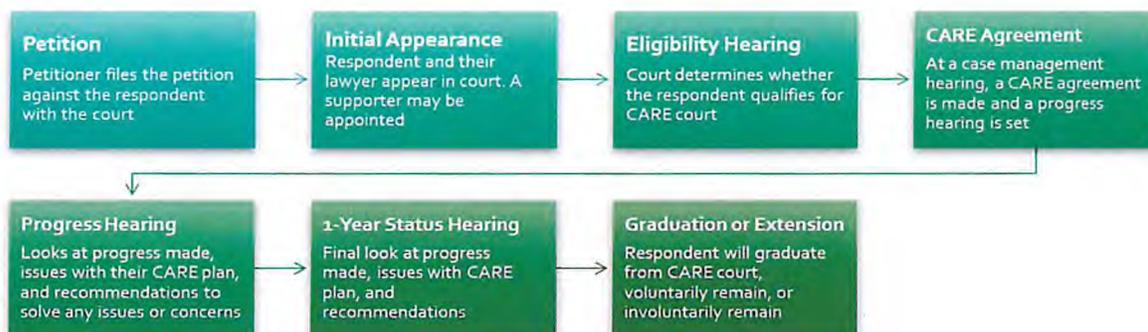


Second, the court reviews the petition to verify the petitioner provided enough evidence that the respondent is, or may be, eligible.

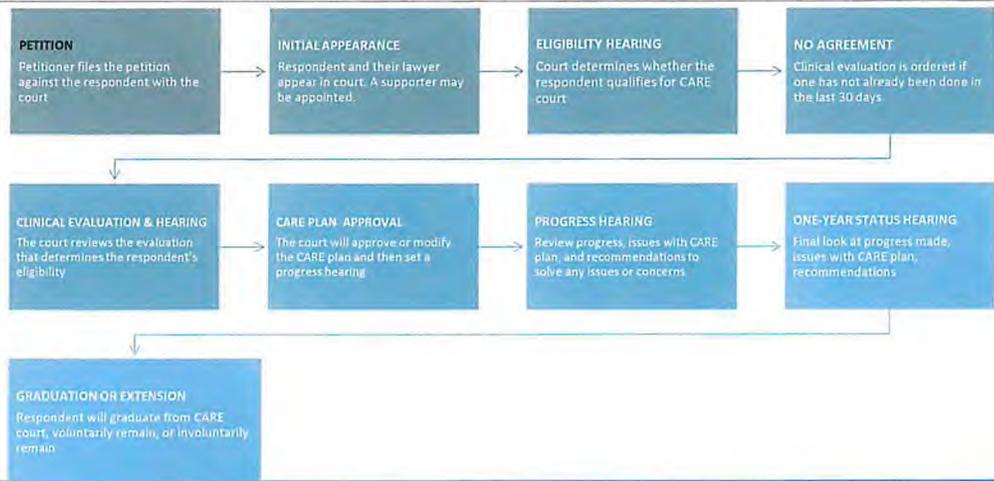


Third, if there is sufficient evidence, then the case is set for an initial appearance within 14 days and directs the County Behavioral Health Agency to evaluate and attempt to engage the respondent into voluntary services.

Voluntary Services Agreement Process



Court-Ordered Services Process



9

The CARE Agreement/CARE Plan

Both the CARE Agreement and CARE Plan contain the same elements, and may include the following services as needed:

- Behavioral Health Services
- Medications
- Housing resources
- Social Services
- Other general services



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Development of the Care Plan



The CARE plan is jointly developed by County Behavioral Health, with the respondent, their counsel and supporter within 14 days of establishing eligibility.

The county, the parties, or both, may present a proposed CARE Plan to the court.

Elements of the CARE plan will be approved by the Judge and can be adopted via court order.

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CARE Plan: Medication Orders



Stabilization medications: antipsychotic medications to reduce symptoms of hallucinations, delusions, and disorganized thinking.

Can be court ordered;

Cannot be forcibly administered; AND,

The respondent **cannot be** penalized for failure to comply with medication order.

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Respondent's Rights



Respondent's Rights

- Receive notice of the hearing
- Receive a copy of the court-ordered evaluation
- Be represented by an attorney
- Have a supporter present
- Be present at the hearings or waive the right to be present
- Present evidence at a hearing (of ineligibility, good progress, etc.)
- Call witnesses at a hearing to testify (of ineligibility, good progress, etc.)
- Cross-examine petitioner's witnesses at a hearing
- Appeal the court's decisions, and be told of this right

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Voluntary Supporter

- Respondents may choose a voluntary "supporter" to aid them throughout the CARE Court process. The supporter will:
 - Help the respondent understand, consider, and communicate informed and self-directed choices and decisions
 - Help prevent the need for more restrictive alternatives, such as conservatorship
- The supporter may be present at all hearings, as requested by the respondent.
- Training is available for voluntary supporters, to help understand the importance of their role in CARE Court.

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Frequently Asked Questions



Can anyone be referred to CARE Court?

No. CARE Court has specific criteria, and petitions must come from an allowable source with all required elements.

How can I refer someone to CARE Court?

A person can only enter the program through the petition process.

Is CARE Court involuntary or forced treatment?

No. There are steps throughout the process to engage respondents voluntarily in treatment. If the respondent does not participate in CARE, they may be subject to additional court hearings, but ultimately CARE is a voluntary Civil Court Process.

Does CARE Court add additional services not previously offered?

No. CARE Court utilizes existing services already offered by counties but offers a different framework to deliver those services.

Is CARE Court only for persons experiencing homelessness?

No. While homelessness may be one of the concerns for the respondent, it is not a requirement for participation in the program. CARE Court is designed for persons with specific mental health diagnoses, who are at risk for remaining safely in the community.

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Contacts

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HHS Deputy Director
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Kristin Doyle, LCSW

Program Manager, Adult Mental Health Services
Glenn County Behavioral Health
530-865-6459

KDoyle@countyofglenn.net

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CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 6.A.

MEETING DATE: May 16, 2023

TO: Honorable Mayor and Council
FROM: Pete Carr, City Manager
SUBJECT: **Fiscal Year 2023-24 Budget Discussion #4:
General Fund Expenditures, Street Funds (Discussion/Direction)**

City staff will brief Council on ongoing progress in preparing a draft proposed budget for the next fiscal year.

BACKGROUND

City staff is preparing a draft budget for the fiscal year 2023-24 (FY24) which starts July 1. The budget will represent the City's best estimate of anticipated revenues and a spending plan consistent with Council direction. In previous budget discussions we reviewed planned capital projects and objectives, Water and Sewer Funds, the Measure A Public Safety Fund, the schedule of City debt and General Fund revenues. City Staff continues to analyze revenue projections and collect cost estimates consistent with the City's objectives for service levels, improvement projects and emergency reserves, resulting in an evolving budget picture.

DISCUSSION

This evening's discussion will begin with a summarized preview of expenditure plans for the General Fund by department and function, then address gas tax/street funds. We will review the list of projects programmed for next year. There will be an opportunity to revisit any previously discussed budget items. Direction received from Council this evening will further inform staff as we proceed with formulation of the final proposed budget which is planned for presentation to Council for consideration of adoption on June 6th.

General Fund Expenditures

With \$6.05M in proposed expenditures against \$6.16M in anticipated revenue, the General Fund will continue to operate in the black with a surplus of about \$100k and will maintain reserves of over \$2M.

- This assumes full funding of all positions, accomplishment of capital projects and purchase of equipment as proposed in the budget process, and labor costs in alignment with agreements.
- Chamber support is proposed at \$32,500 per Chamber request at 30% of ToT and 20% of business license tax revenue, which is recommended by EDC. Support in recent years was \$11,250 + a one-time payment from ARPA (Covid Relief funds) of \$7000.
- New line items are added in (\$10,000 each) for grant applications for City Manager and Planning departments.
- Legal counsel retainer contract is proposed for 5% (\$2400) increase. This is the first adjustment in several years.
- Rec has a new \$500 allocation for scheduling coordination software.

Please note that the DWR-funded Orland Water Supply Project is established as a separate fund in order to avoid co-mingling of expenses and reimbursements with other funds and is not part of the City's annual budget.

Street/Gas Tax Funds

Street *maintenance* (i.e. patching, striping, sweeping) is primarily funded through the General Fund. This portion of the General fund must show a consistent "maintenance of effort" to retain qualification for State Street/Gas Tax funds. Some expenses of street maintenance are not allowed to be charged to gas tax funds derived from the State. Resources allocated to this portion of the General Fund are in competition with allocations for police, fire, library, parks & recreation, planning, engineering, legal, administration and other public works portions of the General Fund – although it is acknowledged that much of public safety is allocated to Measure A Public Safety and much of the cost of public works is allocated to Water and Sewer funds, to the extent the expenses are relevant to the functions.

Street *projects* (i.e., chip seal, repaving, reconstruction) are typically funded through the Street/Gas Tax Fund which must be accounted and reported separately from the General Fund. There are many legislatively designated sources of gas taxes which we summarize into HUTA (Highway Users Tax Administration) and RSTP (Regional Street Improvement Plan), STIP (Street Improvement Plan), and SB1 (State Road Rehabilitation). HUTA and SB 1 flow to the City directly based on formulas. RTIP and STIP are case-by-case project funding mechanisms that we access on a competitive and agency-share basis through the Glenn County Transportation Commission.

In a given year, the City receives a total of about \$500k in State funding for street projects. In addition to specific projects, Orland typically charges to Gas Tax the cost of engineering expenses for street projects (\$75,000), a portion of employee labor for street maintenance (\$120,000), street lighting (\$75,000), and capital expenditures for street maintenance equipment (\$120,000). To the extent these costs are allocated to the Street/Gas Tax Fund and not to the General Fund, less of the State gas tax revenue is available for repair projects. To the extent they are assigned to General Fund, there would be more pressure on all other General Fund departments.

Projects

The only additional capital project suggested since the April 4th discussion is for Rec Center roof repair, and the M^{1/2} reconstruction project should move from planning to implementation in FY 24. There are grant applications pending which could result in projects, if awarded.

Overall Budget Review

We can take another look at any categories Council members may want to revisit.

Attachments (5):

- A. General Fund Summary and Projections
- B. Summary of General Fund Balance
- C. General Fund Expenditures by Department
- D. Street/Gas Tax Funds
- E. Projects and Objectives for FY24

RECOMMENDATION: Provide direction at Council discretion.

Fiscal Impact of Recommendation: The final budget will balance revenues with expenditures as it provides for operational and improvement project objectives and will maintain fund reserves.

City of Orland
2023 - 2024 Budget General - Fund Summary and Projections
 (Not Including Measure A Public Safety Fund)

Audited Fund Balance, June 30, 2022	\$	3,805,569	
Less: Included in Measure A	\$	(1,557,660)	
Less: Included in ARPA	\$	(475,892)	
Less: General Plan Surcharge	\$	(78,278)	
Recognized Fund Balance: June 30, 2022			\$ 1,693,739
 <u>2022-2023, PROJECTED:</u>			
Projected Revenues			\$ 6,154,800
Projected Expenditures			\$ (5,717,983)
Projected Fund Balance: June 30, 2023			\$ 2,130,556
 <u>2023-2024, Budgeted</u>			
Anticipated Revenues			\$ 6,160,600
Budgeted Expenditures			\$ (6,053,601)
Revenue Over/(Under) Expenditures:			\$ 106,999
Budgeted Fund Balance: June 30, 2024			\$ 2,237,555
 Budgeted General Fund Reserve Expressed as a Percentage of Budgeted Expenditures			 <u>37.0%</u>

	Percentage of Budgeted Expenditures	
Minimum Acceptable General Fund Reserve	25%	\$ 1,513,400
(Under)/Over Acceptable General Fund Reserve		\$ 724,154
Desired General Fund Reserve	50%	\$ 3,026,801
(Under)/Over Desired General Fund Reserve		\$ (789,246)

City of Orland
2023-2024 Budget- Summary General Fund Expenditures By Department
Department Detailed Expenditures in Following Sections

Department	2022-2023 Budgeted Expenditures	2022-2023 Projected Expenditures	2023-2024 Budgeted Expenditures
City Council	\$ 52,200	\$ 43,250	\$ 73,450
City Manager	\$ 350,355	\$ 344,615	\$ 437,772
City Clerk	\$ 65,014	\$ 65,014	\$ 63,983
City Accounting	\$ 244,644	\$ 254,611	\$ 258,732
City Attorney	\$ 49,000	\$ 68,000	\$ 52,400
City Planning	\$ 151,700	\$ 153,180	\$ 161,700
City Police	\$ 2,473,434	\$ 2,473,434	\$ 2,543,880
City Fire	\$ 293,449	\$ 293,449	\$ 295,840
City Building Inspection	\$ 191,694	\$ 191,694	\$ 191,460
City Engineer	\$ 27,000	\$ 27,000	\$ 27,000
City Facilities Maintenance	\$ 189,387	\$ 189,387	\$ 212,824
City Streets	\$ 139,653	\$ 139,653	\$ 202,712
City Parks Maintenance	\$ 305,721	\$ 305,721	\$ 274,588
City Fleet Maintenance, After Allocation to Police and Fire	\$ 101,239	\$ 101,239	\$ 224,604
City Recreation/ City Pool	\$ 329,707	\$ 329,707	\$ 329,595
City Library	\$ 598,142	\$ 598,142	\$ 649,634
	Shown Before Reimbursements		
General Fund Portion of Debt Service (*)	\$ 66,734	\$ 139,887	\$ 53,427
	<u>\$ 5,629,073</u>	<u>\$ 5,717,983</u>	<u>\$ 6,053,601</u>

Debt Service Excludes PERS Pension Obligation Bonds and PERS Unfunded Liabilities which are included in individual departments

**City Council
2023-2024 Budget
Fund 00, Department 5010**

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
013	City Council Members' Stipends	18,000	18,000	18,000	18,000
110	Office Expenses	1,546	1,600	1,300	1,600
120	Special Dept.	0		300	
150	Special Dept. - Chamber of Commerce	11,250	11,250	0	32,500
545	Special Dept.- Façade/Signage Cost Share	18,425			
122	Special Department Expense - Technology	4,787	6,200	6,200	6,200
150	Publications		1,000	400	1,000
160	Communications	621	600	500	600
240	Membership, Other	5,364	4,900	4,900	4,900
240	Membership (3Core)	5,500	5,500	5,500	5,500
122	Website Hosting and Maintenance		0	0	0
250	Travel/Training	1,661	2,000	5,000	2,000
280	Insurance/Bonds	1,156	1,150	1,150	1,150
640	Capital Improvements				
	Other	568			
	Subtotal	68,878	52,200	43,250	73,450
Total General Fund Appropriations		\$ 68,878	\$ 52,200	\$ 43,250	\$ 73,450

City Manager
2023-2024 Budget
Fund 00, Department 5050

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	\$ 225,232	\$ 228,050	\$ 228,310	\$ 355,569
	PERS unfunded liability/Pension Obligation Bonds	41,568	70,105	70,105	47,503
110	Office Expenses	2,381	2,000	2,000	2,000
120	Special Departmental	100			
122	Special Departmental-Technology	4,787	6,200	6,500	6,200
160	Communications	1,695	1,500	1,500	1,500
210	Professional and Contract Services	0	1,000	1,500	1,000
	Grant writing & admin				10,000
240	Membership and Dues	112	500	500	2,000
250	Travel/Training	1,586	2,000	2,200	500
270	Fuel	0	500	0	9,500
280	Insurance/Bonds	9,412	9,500	9,500	2,000
095	Employee Recognition	0	2,000	0	
	Subtotal	286,873	323,355	322,115	437,772
640	Capital Items -- replace admin vehicle	0	27,000	22,500	0
291	Pension Obligation Debt Service	9,050			

City Clerk
2023-2024 Budget
Fund 00, Department 5020

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	\$ 78,150	39,535	39,535	44,481
	PERS unfunded liability/Pension Obligation Bonds	11708	79	79	102
110, 450	Office Expenses/Supplies	2,876	2,500	2,500	2,500
120	Special Departmental - Other	-			
122	Special Departmental - Technology	4,766	6,200	6,200	6,200
125	Election Charges	201	6,000	6,000	0
150	Publications	841	500	500	500
160	Communications	862	1,000	1,000	1,000
200	Equipment Maintenance		0	0	0
210	Professional and Contract Services	2,029	4,000	4,000	4,000
240	Membership and Dues	109	200	200	200
242	Filings		0	0	0
250	Travel/Training	-	500	500	500
280	Insurance/Bonds	4,380	4,500	4,500	4,500
	Subtotal	105,922	65,014	65,014	63,983
640	Agenda Management Software				7,500
291	Pension Obligation Debt Service	4,728			
Total General Fund Appropriations		\$ 110,650	\$ 65,014	\$ 65,014	\$ 63,983

City Accounting Department
2023-2024 Budget
Fund 00, Department 5030

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	140,878	152,884	152,884	161,645
	PERS unfunded liability/Pension Obligation Bonds	13,496	13,497	13,497	10,137
110	Office Expenses/Bank Fees	7,818	2,500	6,400	7,000
120	Special Departmental - Other	353			
122	Special Departmental - Technology	4,787	3,480	4,500	6,200
160	Communications	1,061	1,000	1,000	1,000
210	Professional Services-Consultant	17,566	30,000	35,000	36,000
223	Professional Services - Independent Audit	27,000	27,000	27,000	30,000
210	Professional Services - Other	0	3,000	3,000	3,000
224	Professional Services - PERS GASB 68	1,750	3,000	3,000	3,000
240	Memberships	0	250	250	250
250	Travel/Training	0	500	500	500
280	Insurance/Bonds				
	Subtotal	214,709	237,111	247,031	258,732
291	Pension Obligation Debt Service	7,580	7,533	7,580	
Total General Fund Appropriations		222,289	244,644	254,611	258,732

**City Attorney
2023-2024 Budget
Fund 00, Department 5040**

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
210	Professional Services - Retainer	56,140	47,000	48,000	50,400
	Other		2,000	20,000	2,000
	Subtotal	56,140	49,000	68,000	52,400
Total General Fund Appropriations		\$ 56,140	\$ 49,000	\$ 68,000	\$ 52,400

**City Police
2023-2024 Budget**

Funds 00 and 04, Departments 5110 and 5115
(Not Including Measure A Public Safety Fund)

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	1,786,784	1,955,010	1,955,010	2,016,150
	PERS unfunded liability/Pension Obligation Bonds	209,404	216,324	216,324	216,830
110	Office Expenses	8,551	6,500	6,500	6,500
120	Special Dept. Expense - Supplies	15,904	30,000	30,000	30,000
122	Special Department-Technology	17,266	31,200	31,200	30,000
160	Communications	3,418	0	0	0
170	Utilities	1,157			
200	Equipment and Building Maintenance	3,999	0	0	0
210	Professional and Contract Services	32,483	30,000	30,000	30,000
222	Animal Control Services from Glenn County	55,000	55,000	55,000	55,000
240	Membership and Dues	588	900	900	900
250	Travel/Training	27,120	20,000	20,000	20,000
270	Fuel	67,815	50,000	50,000	60,000
280	Insurance/Bonds	77,412	78,500	78,500	78,500
	Fleet Maintenance Allocation (Expended from Measure A)		0	0	0
	Subtotal	\$ 2,306,901	\$ 2,473,434	\$ 2,473,434	\$ 2,543,880
550	Capital Outlay				
291	Pension Obligation Debt Service	76,122			
	Total General Fund Appropriations	\$ 2,383,023	\$ 2,473,434	\$ 2,473,434	\$ 2,543,880

City Fire
2023-2024 Budget
Fund 00, Department 5120
(Not Including Measure A Public Safety Fund)

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits*	157,222	254,566	254,566	255,546
	PERS unfunded liability/Pension Obligation Bonds	556	2,726	2,726	2,337
045	Workers' Compensation Insurance (Volunteers)	8,806	12,157	12,157	12,157
110	Office Expenses	331	1,200	1,200	3,000
120	Special Departmental-other	30			
122	Special Departmental-Technology	4,787	7,900	7,900	7,900
160	Communications	1,982			
170	Utilities	4,528	6,000	6,000	6,000
190	Building Maintenance	0	0		0
200	Equipment Maintenance	0	0		0
210	Professional and Contract Services	1,620	1,400	1,400	1,400
250	Travel/Training	0	0	0	0
270	Fuel	0	0	0	0
280	Insurance/Bonds	9,664	7,500	7,500	7,500
	Fleet Maintenance Allocation* (Expended from Measure A)	0	0	0	0
	Maintenance and Operations	189,526	293,449	293,449	295,840
550	Capital Outlay				
Total General Fund Appropriations		\$ 189,526	\$ 293,449	\$ 293,449	\$ 295,840

*Cost share reimbursement from the County per contract.

**City Planning Department
2023-2024 Budget**

Fund 00, Department 5060

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
110	Office Expenses	4,558	3,000	3,000	3,000
122	Special Departmental-Technology	4,787	5,000	3,480	5,000
120	Special Departmental-other	5,775	0	3,000	0
150	Publications (Legal Notices/Filing Fees)	3,562	2,000	2,000	2,000
160	Communications	870	700	700	700
210	Professional and Contract Services	115,256	120,000	120,000	120,000
210	Grant writing & admin				10000
210	Contract Services - Chico State GIS	16,000	11,000	11,000	11,000
210	City Contribution to LAFCO	10,350	10,000	10,000	10,000
240	Memberships	108	0	0	0
250	Travel/Training	600	0	0	0
	Subtotal	161,866	151,700	153,180	161,700
Total General Fund Appropriations		\$ 161,866	\$ 151,700	\$ 153,180	\$ 161,700

City Building Inspection & Code Enforcement
2023-2024 Budget
Fund 00, Department 5070

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	44,265	54,988	54,988	58,923
	PERS unfunded liability/Pension Obligation Bonds	96	14,106	14,106	9,937
110	Office Expenses	3,696	3,500	3,500	3,500
120	Special Department Expense	68	1,000	1,000	1,000
122	Special Department Expense - Technology Upgrades	4,787	5,000	5,000	5,000
160	Communications and Public Notices	1,371	1,400	1,400	1,400
200	Equipment Maintenance and Leases	24	200	200	200
210	Professional Services (Plan Review)	23,786	35,000	35,000	35,000
220	Contract Services (Inspection)	43,139	75,000	75,000	75,000
240	Dues and Memberships	50	200	200	200
250	Training and Travel	0	500	500	500
270	Gasoline	776	800	800	800
280	Insurance Allocation				
450	Supplies	49			
640	Capital Items				
	Subtotal	122,107	191,694	191,694	191,460
291	Pension Obligation Debt Service	1,629			
Total General Fund Appropriations		\$ 123,736	\$ 191,694	\$ 191,694	\$ 191,460

City Engineer
2023-2024 Budget
Fund 00, Department 5160

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
210	Engineering Services	27,068	27,000	27,000	27,000
	Subtotal	27,068	27,000	27,000	27,000
Total General Fund Appropriations		\$ 27,068	\$ 27,000	\$ 27,000	\$ 27,000

**City Streets Maintenance
General Fund Portion
2023-2024 Budget
Fund 00, Department 5170**

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	139,079	215,028	215,028	269,645
	PERS unfunded liability/Pension Obligation Bonds	29,764	17,625	17,625	26,067
	Less: Gasoline Tax Wages & Benefits		(120,000)	(120,000)	(120,000)
120	Special Departmental	0	2,100	2,100	2,100
140	Uniforms	2,539	2,200	2,200	2,200
170	Utilities/Street Lights				
200	Equipment Maintenance	500			
203	Fleet Maintenance Allocation	31,619	15,000	15,000	15,000
210	Professional Services	1,164			
280	Insurance/Bonds	9,968	7,700	7,700	7,700
450	Supplies	13,979			
	Subtotal	228,612	139,653	139,653	202,712
291	Pension Obligation Debt Service	0			
Total General Fund Appropriations		\$ 228,612	\$ 139,653	\$ 139,653	\$ 202,712

Note: The majority of the City's street costs are paid through the Highway Users Tax special revenue fund which is shown separately on page 29.

**City Facilities Maintenance
2023-2024 Budget**

Fund 00, Department 5190

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	80,214	112,221	112,221	130,790
	PERS unfunded liability/Pension Obligation Bonds	4,956	8,166	8,166	13,034
110	Office Expenses	-	500	500	500
120	Special Department Expense	-			
170	Utilities	8,234	11,000	11,000	11,000
190	Miscellaneous Supplies and Services	21,484	25,000	25,000	25,000
280	Insurance/Bonds	2,516	2,500	2,500	2,500
640	Capital Improvements		25,000	25,000	25,000
640	Capital Equipment (Roofs, Sidewalks, Painting & Waterproofing)	6,613	5,000	5,000	5,000
	Subtotal	124,017	189,387	189,387	212,824
540	Improvements	-			
546	Library and Carnegie Center ADA upgrades	-			
291	Pension Obligation Debt Service	2,406			
	Total General Fund Appropriations	\$ 126,423	\$ 189,387	\$ 189,387	\$ 212,824

City Fleet Maintenance
2023-2024 Budget
Fund 00, Department 5180-5183

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	203,439	178,365	178,365	302,370
	PERS unfunded liability/Pension Obligation Bonds	180	1,274	1,274	634
110	Office Expenses				
120-450	Special Department Expense/Supplies, Admin	708	5,000	5,000	5,000
120-450	Special Department Expense/Supplies, Police	76,632	15,000	15,000	15,000
120-450	Special Department Expense/Supplies, Fire	41,779	15,000	15,000	15,000
120-450	Special Department Expense/Supplies, Public Works	87,826	25,000	25,000	25,000
170	Utilities	-	3,300	3,300	3,300
200	Equipment Maintenance, Other	1,861	3,300	3,300	3,300
291	Pension Obligation Debt Service	2,324			
	Subtotal	414,749	246,239	246,239	369,604
	Allocation of Expenditures to Specific Departments:	(211,905)			
	Police (Measure A)	(52,881)	(60,000)	(60,000)	(60,000)
	Fire (Measure A)	(40,231)	(40,000)	(40,000)	(40,000)
	Street Funds/Gas Tax		(15,000)	(15,000)	(15,000)
	Parks		(15,000)	(15,000)	(15,000)
	Water		(7,500)	(7,500)	(7,500)
	Sewer		(7,500)	(7,500)	(7,500)
Total Non-Allocated General Fund Appropriations		\$ 109,732	\$ 101,239	\$ 101,239	\$ 224,604

City Parks Maintenance
2023-2024 Budget
Fund 00, Department 5250

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	196,507	178,961	178,961	156,948
	PERS unfunded liability/Pension Obligation Bonds	18056	26,760	26,760	15,640
110	Office Expenses	38	150	150	150
120	Dept. Expenses - Repair, Supplies & Services	32,807	30,000	30,000	30,000
140	Uniforms	2,539	1,500	1,500	1,500
160	Communications	205	550	550	550
170	Utilities	16,810	3,500	3,500	3,500
200	Equipment Maintenance & Lease	5,447	10,000	10,000	12,000
250	Training and Travel				
280	Insurance/Bonds	7,048	5,800	5,800	5,800
270	Fuel	970	1,500	1,500	1,500
560	Tree Replacement	74	3,000	3,000	3,000
	Fleet Maintenance Allocation	48,738	15,000	15,000	15,000
	Subtotal	329,239	276,721	276,721	245,588
291	Pension Obligation Debt Service	7,080	0	0	0
640	Capital Outlay	0	29,000	29,000	29,000
Total General Fund Appropriations		\$ 336,319	\$ 305,721	\$ 305,721	\$ 274,588

**City Recreation and Pool
2023-2024 Budget
Fund 00, Departments 5260 and 5261**

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	5260 Salaries and Benefits, Recreation	151,532	95,571	95,571	113,253
010-045	5261 Salaries and Benefits, Recreation	95,491	95,124	95,124	79,623
010-050	5260 PERS unfunded liability/Pension Obligation Bonds-Rec	19652	24,080	24,080	22,319
010-050	5261 PERS unfunded liability/Pension Obligation Bonds-Rec		1,032	1,032	
110	Office Expenses	15,546	6,000	6,000	6,000
120	Dept. Expenses - Recreation	2,512	6,000	6,000	6,000
120	Dept. Expenses - City Pool	7,799	18,000	18,000	18,000
122	Special Department-Tech (+Rec Desk)	8,487	9,900	9,900	10,400
160	Communications	3,889	4,500	4,500	4,500
170	Utilities	6,689	8,000	8,000	8,000
170	Utilities - City Pool	10,451	13,000	13,000	13,000
190	Building Maintenance	11,372	10,000	10,000	10,000
200	Equipment Maintenance	29	200	200	200
210	Professional and Contract Services	6,549	8,000	8,000	8,000
250	Training and Travel	600			
270	Gas and Oil	1,721	2,500	2,500	2,500
280	Insurance/Bonds	10,168	7,800	7,800	7,800
450/460	Pool Supplies and Water Treatment	50,543	20,000	20,000	20,000
	Other	1,770			
	Subtotal	404,800	329,707	329,707	329,595
540	Capital Outlay				
291	Pension Obligation Debt Service	10,024			
Total General Fund Appropriations		\$ 414,824	\$ 329,707	\$ 329,707	\$ 329,595

City Library
2023-2024 Budget
 Fund 00, Department 5200

Object Code	Description	2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	424,288	444,171	444,171	523,407
	PERS unfunded liability/Pension Obligation Bonds	62,160	87,571	87,571	59,827
110	Office Expenses	6,064	4,700	4,700	4,700
120	Special Department Expense	10,089	10,500	10,500	10,500
122	Special Department-Technology	4,787	6,200	6,200	6,200
160	Communications	2,616	2,000	2,000	2,000
170	Utilities	16,599	10,000	10,000	10,000
200	Equipment Maintenance	3,467	5,500	5,500	5,500
210	Professional and Contract Services	15,608	10,000	10,000	10,000
250	Travel/Training	2,400	3,000	3,000	3,000
280	Insurance/Bonds	18,020	14,500	14,500	14,500
	Subtotal	566,098	598,142	598,142	649,634
	ADA Corrections, Library Facilities Capital Outlay Pension Obligation Debt Service	18,806			
	Total General Fund Appropriations	\$ 584,904	\$ 598,142	\$ 598,142	\$ 649,634

City of Orland Street Funds -- Gas Tax 2023- 2024 Budget

	HUTA and RSTP Fund	STIP Fund	STIP Fund	S.B. 1 Road Maint. Rehab Fund	<u>Totals</u>
Audit Balance, June 30, 2022	\$ 218,378	\$ -	\$ (2,460)	\$ 143,997	\$ 359,915
Anticipated Revenues, 2022-2023	\$ 330,000		\$ -	\$ 181,000	\$ 511,000
Budgeted Expenditures, 2022-2023	\$ (304,000)		\$ -	\$ (160,000)	\$ (464,000)
Less: Expected Capital Expenditure Carryover	<u>\$ -</u>				<u>\$ -</u>
Projected Fund Balances at June 30, 2023	<u>\$ 244,378</u>	<u>\$ -</u>	<u>\$ (2,460)</u>	<u>\$ 164,997</u>	<u>\$ 406,915</u>
2023-24 BUDGET					
Estimated HUTA Apportionments Payable -- State of CA	\$ 232,000			\$ 204,500	\$ 436,500
Projected RSTP Revenues	\$ 110,000				\$ 110,000
Projected STIP Revenues		\$ 1,000,000			\$ 1,000,000
Total Projected Revenues	<u>\$ 342,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ 204,500</u>	<u>\$ 1,546,500</u>
City Engineer and Other Administrative Costs					\$ -
Street Wages & Benefits Allocation	\$ 120,000				\$ 120,000
Street Lighting and Utilities Allocation	\$ 75,000				\$ 75,000
Road Patching and Sealing (SB-1 Shasta Street)	\$ 10,000			\$ 76,000	\$ 86,000
Road M1/2 Planning and Construction		\$ 1,000,000		\$ 70,000	\$ 1,070,000
Equipment Maintenance	\$ 15,000				\$ 15,000
Street Related Capital Additions	\$ 100,000			\$ 20,000	\$ 120,000
Total Budgeted Expenditures	<u>\$ 320,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ 166,000</u>	<u>\$ 1,486,000</u>
Projected Balance at June 30, 2023	<u>\$ 266,378</u>	<u>\$ -</u>	<u>\$ (2,460)</u>	<u>\$ 203,497</u>	<u>\$ 467,415</u>

**CITY OF ORLAND
MAJOR PROJECTS Fiscal Year 2023-24**

DRAFT May 16, 2023

Attachment E

044

Priorities	More Important	Less Important
More Urgent	<p>Emergency Groundwater Resource Project (DWR – well, tank, mains, laterals, connections)</p> <p>Engineering design to 90% for new well on 6th St (State SRF + IRWM + local)</p> <p>Traffic safety improvement Newville Rd @ 9th St. – study & design</p> <p>OPD/City Hall Roof & Floor repairs (ARPA) <i>if not completed Q4</i></p> <p>Library roof and HVAC repairs (ARPA) <i>if not completed Q4</i></p>	<p>Construct Rec Trail phase II (State Parks grant)</p> <p>Construct / install freeway bee art (Caltrans project) <i>if not completed Q4</i></p> <p>Rec Center roof repair</p> <p>Install EV charging stations in town (ARPA or grant)</p>
Less Urgent	<p>Reconstruction of M½ (FY24 STIP)</p> <p>Detail canal undergrounding agreement</p> <p>Start streetscapes visible improvements (ARPA)</p> <p>Replace financial management software (ARPA)</p>	<p>Upgrade Lely field lighting (ARPA)</p> <p>OPD and fencing and gating?</p> <p>Work with Transportation Com to fund overlay of Shasta Street</p>

DWR = Department of Water Resources
 SRF = State Drinking Water Revolving Fund
 IRWM = Northern Sacramento Valley Integrated Water Resource Management
 ARPA = American Rescue Plan Act
 STIP = State Transportation Improvement Program

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 6.B.

MEETING DATE: May 16, 2023

TO: Honorable Mayor and Council
FROM: Rebecca Pendergrass, Director of Administrative Services/ACM
SUBJECT: **Customer Request for Waiver of Late Fees** (Discussion/Action)

City staff presents a customer's request to have late fees on water bills waived.

BACKGROUND

Orland Municipal Code, Chapter 13 Water and Sewer Service System, establishes that utility charges are due and payable within 30 days of the billing date and are delinquent if not paid within 30 days (OMC 13.04.112).

OMC 13.04.122 states "Charges that remain unpaid five days following the past due date shall be assessed as a basic penalty as set forth in the rate schedule as delinquent charges. A "final notice" will be issued by mail as part of the late charge notice, with shut-off of service scheduled for no earlier than noon of the day following the five-day delinquency period. No further notices need be provided." The code further subjects unpaid bills to additional % charges after 5 days after the bill due date, and to property lien after 60 days. The current late fee basic penalty is \$25 per account.

OMC 13.04.080 provides for service discontinuance for nonpayment. OMC 13.04.090 and 13.04.120 provide for cumulative enforcement remedies.

Typically, water and sewer bills are mailed out by the 1st of each month for the previous billing cycle ending the 25th of the month. Bills are due on the 25th of the following month. Unpaid bills then accrue a late fee – normally on the 27th – and the customer is sent a 5-day shut-off notice.

Most customers promptly pay their bills by mail, in person, via the night drop, online with a credit card, or online via bank ACH (automated clearing house) check. When using ACH, the customer directs the bank as to when to make payment, and the bank mails payment from its processing location to Orland City Hall. Payments are processed daily as they are received at City Hall. Late fees are assessed when the payment has not arrived on time, regardless of the method of payment chosen by the customer.

The longstanding City policy/practice is that each customer can have late fees waived one time.

DISCUSSION

Stephen L. Johnson of Kailua Kona, Hawaii, owns multi-family residential rental property in Orland, a total of seven water accounts, one for each apartment complex building. The City mailed his consolidated bill on March 24 with payment due on each account April 25. Although Mr. Johnson claims he directed his bank to pay the bill "ten days in advance" the ACH check was dated April 24, and a late fee (7 accounts @ \$25 ea. = \$175.00) was assessed April 27 when the payment had not yet arrived. The payment arrived April 28.

Mr. Johnson maintains that his payment was mailed in time, and he has only been late once before in 20 years. He asked City Hall staff on May 3 to waive his late fee, then requested to speak with the manager when his request was denied. The City Manager personally met with the Postmaster May 3, who confirmed with the letter carrier for this route that there were no abnormalities in local mail processing that week. Mr. Carr then contacted Mr. Johnson by telephone that day and informed him that the late fee would not be waived per his request because payment was clearly received past the due date and the City had previously waived his late fees. Mr. Johnson asked Mr. Carr to convey to the Council his displeasure and request for a waiver of the late fees.

Note: Mr. Johnson has been assessed late fees for payments received past the due date (across all seven accounts) for three billing cycles in 2004, five billing cycles in 2005, 4 billing cycles in 2006, and one billing cycle in 2021. Reversing fees one time per customer is a common courtesy in the financial sector.

The \$25 late fee is intended to approximately offset the typical administrative expense of identifying and confirming the late payment account, preparing, and printing the late notice, mailing the late notice via USPS, processing the late payment and updating the account. In this case, significantly more time (hours) has been expended in customer interaction, document research, legal review, and preparation on this report for Council consideration.

Attachments:

- A. S. Johnson water bill and ACH check
- B. S. Johnson late payment summary report
- C. Relevant excerpts from Orland Municipal Code

RECOMMENDATION

Direct Staff.

Fiscal Impact of Recommendation:

Up to \$175 in late fees which would be received by the Water Fund.

<p>Approved by City Manager: </p>

**CITY OF ORLAND
UTILITY SERVICE BILL**

MAKE CHECKS PAYABLE TO:

CITY OF ORLAND
815 FOURTH STREET
ORLAND CA 95963

THIS BILL IS PAYABLE UPON RECEIPT (530) 865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
431 FIFTH ST	03/26/23	04/25/23	██████████
STEVE JOHNSON		ACCOUNT NUMBER	AMOUNT PAID
████████████████████		████████████████████	

PLEASE PAY THE EXACT AMOUNT DUE
TO AVOID PENALTY, PAYMENT MUST BE RECEIVED
ON OR BEFORE DELINQUENT DATE SHOWN

Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
431 FIFTH ST	████████████████████	01/25/23	03/25/23	0059

PREVIOUS BALANCE	CURRENT CHARGES	BALANCE DUE
.00	██████████	██████████

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
██████	██████	████	Water Use	██████████
			RESIDENTIAL SEWER CHARGE	██████████

**CITY OF ORLAND
UTILITY SERVICE BILL**

MAKE CHECKS PAYABLE TO:

CITY OF ORLAND
815 FOURTH STREET
ORLAND CA 95963

THIS BILL IS PAYABLE UPON RECEIPT

(530) 865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
415 FIFTH ST	03/26/23	04/25/23	[REDACTED]
STEVE JOHNSON [REDACTED]		ACCOUNT NUMBER	AMOUNT PAID
		[REDACTED]	

PLEASE PAY THE EXACT AMOUNT DUE
TO AVOID PENALTY, PAYMENT MUST BE RECEIVED
ON OR BEFORE DELINQUENT DATE SHOWN

Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
415 FIFTH ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE	CURRENT CHARGES	BALANCE DUE
.00	[REDACTED]	[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	[REDACTED]
			RESIDENTIAL SEWER CHARGE	[REDACTED]

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UTILITY SERVICE BILL**

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CITY OF ORLAND
815 FOURTH STREET
ORLAND CA 95963

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(530)865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
407 FIFTH ST	03/26/23	04/25/23	[REDACTED]
STEVE JOHNSON		ACCOUNT NUMBER	AMOUNT PAID
[REDACTED]		[REDACTED]	

PLEASE PAY THE EXACT AMOUNT DUE
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ON OR BEFORE DELINQUENT DATE SHOWN

Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
407 FIFTH ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE	CURRENT CHARGES	BALANCE DUE
.00	[REDACTED]	[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	.00W
			RESIDENTIAL SEWER CHARGE	[REDACTED]

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ORLAND CA 95963

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(530) 865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
417 SHASTA ST	03/26/23	04/25/23	[REDACTED]
STEVE JOHNSON [REDACTED]		ACCOUNT NUMBER	AMOUNT PAID
		[REDACTED]	

PLEASE PAY THE EXACT AMOUNT DUE
TO AVOID PENALTY, PAYMENT MUST BE RECEIVED
ON OR BEFORE DELINQUENT DATE SHOWN

Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
417 SHASTA ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE

CURRENT CHARGES

BALANCE DUE

[REDACTED]
.00

[REDACTED]

[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	.00W
			RESIDENTIAL SEWER CHARGE	[REDACTED]

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SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
415 SHASTA ST	03/26/23	04/25/23	[REDACTED]
STEVE JOHNSON [REDACTED]		ACCOUNT NUMBER	AMOUNT PAID
		[REDACTED]	

PLEASE PAY THE EXACT AMOUNT DUE
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CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
415 SHASTA ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE

CURRENT CHARGES

BALANCE DUE

[REDACTED]
.00

[REDACTED]

[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	[REDACTED]
			RESIDENTIAL SEWER CHARGE	[REDACTED]

**CITY OF ORLAND
UTILITY SERVICE BILL**

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815 FOURTH STREET
ORLAND CA 95963

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(530) 865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
401 FIFTH ST	03/26/23	04/25/23	[REDACTED]
STEVE JOHNSON [REDACTED]		ACCOUNT NUMBER	AMOUNT PAID
		[REDACTED]	

PLEASE PAY THE EXACT AMOUNT DUE
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Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
401 FIFTH ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE	CURRENT CHARGES	BALANCE DUE
.00	[REDACTED]	[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	.00W
			RESIDENTIAL SEWER CHARGE	[REDACTED]

**CITY OF ORLAND
UTILITY SERVICE BILL**

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815 FOURTH STREET
ORLAND CA 95963

THIS BILL IS PAYABLE UPON RECEIPT

(530) 865-1600

SERVICE ADDRESS	BILL DATE	DELINQUENT DATE	TOTAL AMOUNT DUE
423 FIFTH ST	03/26/23	04/25/23	[REDACTED]
STEVEN JOHNSON		ACCOUNT NUMBER	AMOUNT PAID
[REDACTED]		[REDACTED]	[REDACTED]

PLEASE PAY THE EXACT AMOUNT DUE
TO AVOID PENALTY, PAYMENT MUST BE RECEIVED
ON OR BEFORE DELINQUENT DATE SHOWN

Detach and return above portion with payment and retain lower portion for your records

CITY OF ORLAND Utility Service Bill

SERVICE ADDRESS	ACCOUNT NO.	FROM	TO	DAYS
423 FIFTH ST	[REDACTED]	01/25/23	03/25/23	0059

PREVIOUS BALANCE	CURRENT CHARGES	BALANCE DUE
.00	[REDACTED]	[REDACTED]

CONSUMPTION			CHARGES	
PRIOR READING	CURRENT READING	USAGE	CHARGES	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	Water Use	.00W
			RESIDENTIAL SEWER CHARGE	[REDACTED]

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER, "VOID" FEATURE, SIMULATED WATERMARK (REVERSE SIDE) MICRO PRINT BORDER.

STEPHEN L JOHNSON

██████████

Please Direct Any Questions To
 877-248-7923
 Payment Processing Center
 P.O. Box 74618
 Chicago, IL 60675-4618

WELLS FARGO BANK, NA

██████████

██████████

April 24, 2023

Pay ██████████ DOLLARS

TO THE ORDER OF CITY OF ORLAND
 815 4TH ST
 ORLAND, CA 95963-1714

\$ ██████████

REMITTANCE VOID IF NOT CASHED WITHIN 90 DAYS.

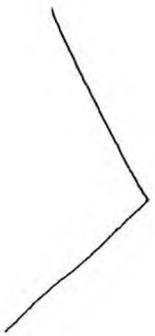
██████████
 AUTHORIZED SIGNATURE

rec'd.
 Fri 4/28

Due 4/25 Tues
 4/26 grace day, double check account
 4/27 late clip assessed
 4/28 payment arrived.

ACCTS

JOH 0037
 ↑ 38
 39
 40
 41
 42
 ↓ JOH 43



7 Accounts Total

(We Rev.
 \$175⁰⁰
 May 3, 2021)

* Postmaster
 * Letter Carrier

Customer: JOHNSON, STEVE (JOH0037)	Amount
04/27/23 First Notice	25.00
04/28/21 First Notice	25.00

Customer Late Notice Inquiry (Current to Oldest)

Customer: JOHNSON, STEVE (JOH0037)		Amount
04/27/23	First Notice	25.00
04/28/21	First Notice	25.00
09/01/06	First Notice	2.00
07/10/06	First Notice	2.00
05/04/06	First Notice	2.00
03/01/06	First Notice	2.00
09/06/05	First Notice	2.00
07/12/05	First Notice	2.00
05/05/05	First Notice	2.00
03/08/05	First Notice	2.00
01/10/05	First Notice	2.00
08/31/04	First Notice	2.00
07/07/04	First Notice	2.00
01/14/04	First Notice	2.00
11/05/01	First Notice	2.00
04/30/01	First Notice	2.00

ORLAND MUNICIPAL CODE

Excerpts relative to late payment of utility bills

13.04.080 - Service discontinuance for nonpayment.

Upon failure of the owner of any premises to pay any billed water or sewer service charges prior to delinquency or if the owner or occupant of any premises shall violate any other provision of this chapter, any one or more of the following actions authorized by this section may be taken by the city to enforce such payment:

A. In each case where any bill for water or sewer service remains unpaid after such bill becomes delinquent, and such delinquency shall continue for a period of thirty (30) days, the city shall authorize disconnection of the premises from the water and sewer system, subject to the giving of five days' notice as provided in [Section 13.04.070](#). Whenever premises have been disconnected from the sewer or water system for nonpayment of service charges, such premises shall not be reconnected to the systems until all delinquent and current charges have been paid and until a connection permit has been obtained and until such of the following charges as are applicable shall have been paid: a sewer disconnection fee equal to the actual cost to the city of such disconnection, a water disconnection fee equal to the actual cost to the city of such disconnection, a sewer reconnection fee equal to the actual cost to the city of such reconnection, and a water reconnection fee equal to the actual cost to the city of such reconnection; and until the owner or occupant of such premises shall otherwise have complied with this chapter.

B. In each case where premises are disconnected from the water and/or sewer system, the council shall cause the city to take, or to request any authorized public officer to take, such steps as may be legally taken to prohibit occupancy of such premises until they shall be reconnected to the water and/or sewer systems.

13.04.090 - Enforcement remedies cumulative.

The city, the council and all proper city officers, agents or employees shall promptly, efficiently and economically take all steps, actions or remedies necessary for the collection of charges as provided in this chapter which are now or may hereafter be provided for in law. Such remedies for collecting and enforcing such charges are cumulative and may be pursued alternately, or any thereof may be used consecutively when the council so determines.

13.04.112 - Manner of payment.

All water and sewer rates and charges shall be due and payable monthly or bi-monthly or such other manner as the city council may from time to time prescribe. All rates and charges

are payable to the city at the office of the city treasurer. All rates and charges are due within thirty (30) days of the billing date, and shall be delinquent if not paid within thirty (30) days of the billing date.

(Ord. No. 2013-01, § 2)

13.04.118 - Owner liable for charges.

Notwithstanding any provision of this code to the contrary, the owner of a parcel to which one or more utility services are rendered shall be responsible and liable for the payment of all utility service charges for the utility services, and the city may utilize any and all procedures available under this code or state law to collect payment.

(Ord. No. 2013-01, § 2; Ord. No. 2014-09, § 2)

13.04.124 - Lien recorded; procedure.

Any utility service charges that have been delinquent for sixty (60) days or more shall be subject to having the lien provided for in [Section 13.04.122](#) recorded with the Glenn County Recorder pursuant to the procedures in this section.

Thereafter, such lien shall not be released unless and until it is fully paid or rendered invalid by operation of law, provided that the city manager may release a lien if the city manager determines that the lien was recorded in error. The minimum amount of delinquency for recording a lien is sixty (60) days. City staff is authorized to write off as uncollectible accounts which are past sixty (60) days and less than fifty dollars (\$50.00).

(Ord. No. 2013-01, § 2)