



ORLAND CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, April 01, 2025 at 6:30 PM
Carnegie Center, 912 Third Street and via Zoom

P: (530) 865-1600 | www.cityoforland.com

City Council: Mathew Romano, Mayor | JC Tolle, Vice-Mayor
John McDermott | Brandon Smith | Terrie Barr

City Manager: Peter R. Carr **City Clerk:** Jennifer Schmitke

Virtual Meeting Information:

<https://us02web.zoom.us/j/86847735453>

Webinar ID: 868 4773 5453 | Zoom Telephone: 1 (669) 900-9128

Public comments are welcomed and encouraged in advance of the meeting by emailing the City Clerk at jtschmitke@cityoforland.com or by phone at (530) 865-1610 by 4:00 p.m. on the day of the meeting

1. **CALL TO ORDER - 6:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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. **CLOSED SESSION PURSUANT TO** Government Code section 54957
Public Employment
Positions: Police Chief, Fire Chief and City Manager

5. **RECONVENE TO REGULAR SESSION - 6:30 P.M.**

6. **REPORT FROM CLOSED SESSION**

(If the Closed Session is not completed before 6:30 P.M., it will resume immediately following the Regular Session.)

7. **CONSENT CALENDAR**

Comments from the public are welcomed. The Mayor will announce the opportunity for comments related to each action item on the agenda. Please limit your comments to three minutes per topic, and one comment per person per topic. Once the public comment period is closed, please allow the Council the opportunity to continue its consideration of the item without interruption. In order to respect all speakers and attendees, please refrain from outbursts like clapping or booing.

- [A.](#) Warrant List (Payable Obligations) (Pg.4)
- [B.](#) Approve City Council Special Meeting Minutes from March 18, 2025 (Pg.13)
- [C.](#) Approve City Council Minutes from March 18, 2025 (Pg.14)
- [D.](#) Approve City Council Special Meeting Minutes from March 19, 2025 (Pg.20)
- [E.](#) Approve City Council Special Meeting Minutes from March 21, 2025 (Pg. 21)
- [F.](#) Receive and File Arts Commission Minutes from February 12, 2025 (Pg.22)
- [G.](#) Receive and File Planning Commission Minutes from February 16, 2025 (Pg.23)
- [H.](#) Purchase of Diagnostic Service Machine for City-Owned Vehicles and Equipment (Pg.30)
- [I.](#) City Data Migration to Cloud Storage (Pg.36)
- [J.](#) Proclamation, Letter and Resolution of Support - Purple Heart City (Pg.40)
- [K.](#) Treasurer's Report (Pg.46)

8. PRESENTATIONS

- A. Proclamation: Recognition of Gregory P. Einhorn's Years of Service with the City of Orland
- B. Proclamation: Recognition of Scott Friend's Years of Service with the City of Orland
- C. Proclamation: Recognition of Peter R. Carr's Years of Service with the City of Orland

9. PUBLIC HEARING

- [A.](#) Title 17 Zoning Ordinance Amendment: Accessory Structures - Scott Friend, City Planner (*No Staff Report - Powerpoint Presentation*) (Pg.50)
- [B.](#) Planned Development Use Permit PDUP#2025-01: A request to approve a Planned Development Use Permit (PDUP) to permit a professional office (Cabrera's Income Tax) use at an existing structure located at 909 3rd Street, on Glenn County (APN) 040-218-001. - Scott Friend, City Planner (Pg.77)

10. ADMINISTRATIVE BUSINESS

- [A.](#) Acknowledgment of City Planner Services RFP (Discussion)(No Staff Report) - Mayor Romano (Pg.91)
- [B.](#) New City Attorney Contract (Discussion/Action) - Greg Einhorn, City Attorney (Pg.100)
- [C.](#) Contract for Greg Einhorn Services for Labor Negotiations (Discussion/Action) - Greg Einhorn, City Attorney (Pg.104)
- [D.](#) Fiscal Year 2025-26 Budget Discussion#3: Fund Balances; General Fund, Gas Tax, Measure A and Enterprise Funds (Discussion/Direction) - Pete Carr, City Manager (Pg.105)

11. CITY MANAGER VERBAL REPORT

12. 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 all your comments to the Mayor or Vice Mayor, not to City Staff nor to the audience.(Public Comments will be limited to three minutes).

13. CITY COUNCIL COMMUNICATIONS AND REPORTS

14. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54965 and 54954.2(a), the agenda for this meeting was properly posted on March 28, 2025.

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 video 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 530-865-1610 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.



CITY COUNCIL
Mathew Romano, Mayor
J.C. Tolle, Vice-Mayor
John McDermott
Brandon Smith
Terrie Barr

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
Jennifer Schmitke
City Clerk

Leticia Espinosa
City Treasurer

WARRANT LIST

April 1, 2025

Payroll Compensation # 6	3/20/2025	\$	134,002.16
Payroll Taxes # 6	2/21/2025	\$	38,123.68
Other Payroll Deductions # 6	2/21/2025	\$	1,686.92
PERS 2/6/2025 - 2/19/25 # 5	2/21/2025	\$	28,964.76
Payable Obligation W/S Refund	3/24/2025	\$	484.71
Payable Obligation	3/27/2025	\$	967,490.92
		\$	<u>1,170,753.15</u>

APPROVED BY

Mayor, Mathew Romano

Vice-Mayor, J.C. Tolle

Councilmember, John McDermott

Councilmember, Brandon Smith

Councilmember, Terrie Barr



City of Orland, CA

Packet: PYPKT00338 - 03/06/2025-03/19/2025 #6-2025
 Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
Mejia Aparicio, Lilia	<u>MEJ00</u>	03/21/2025	859	2,978.09
Alva, Micaela	<u>ALV01</u>	03/21/2025	831	2,417.85
Andrade, Edgar	<u>AND00</u>	03/21/2025	832	3,574.01
Arellanes, Ashley	<u>ARE00</u>	03/21/2025	833	1,789.20
Avila-Reyes, Salvador	<u>REY00</u>	03/21/2025	14900	148.50
Baldrige, Eden	<u>BAL01</u>	03/21/2025	834	93.50
Barber, Zachary	<u>BAR02</u>	03/21/2025	835	3,658.49
Blake, Christina	<u>BLA00</u>	03/21/2025	836	185.64
Bowers, Linda	<u>BOW00</u>	03/21/2025	837	441.36
Carlson, Preston	<u>CAR06</u>	03/21/2025	14895	90.75
Carr, Peter R	<u>CAR03</u>	03/21/2025	838	6,653.85
Cessna, Kyle A	<u>CES00</u>	03/21/2025	839	4,778.42
Champagne-Meredyk, Ayder	<u>CHA02</u>	03/21/2025	841	74.25
Chaney, Justin	<u>CHA01</u>	03/21/2025	840	4,873.08
Cortes, Jovany	<u>COR00</u>	03/21/2025	842	2,445.99
Crandall, Jeremy	<u>CRA00</u>	03/21/2025	843	2,484.21
Eden, Jaycee	<u>EDE00</u>	03/21/2025	14897	82.50
Eden Zammarron, Lanie	<u>ZAM00</u>	03/21/2025	14903	41.25
Ehorn, Caitlin A	<u>EHO00</u>	03/21/2025	844	327.60
Espinosa, Leticia	<u>ESP00</u>	03/21/2025	845	2,563.82
ESQUIVEL, ITZEL	<u>ESQ01</u>	03/21/2025	846	140.25
Flores, Jose D	<u>FLO00</u>	03/21/2025	847	3,986.17
Galvan, Rosaura	<u>GAL00</u>	03/21/2025	848	565.76
Gamboa, Yadira	<u>GAM00</u>	03/21/2025	849	636.40
Guerrero, Victor	<u>GUE04</u>	03/21/2025	851	90.75
Guerrero Simpson, Deysy D	<u>GUE01</u>	03/21/2025	850	2,808.00
Halsey-Diehl, Abigail	<u>DIE00</u>	03/21/2025	14896	82.50
Henderson, Olivia	<u>HEN00</u>	03/21/2025	852	2,513.17
Johnson, Sean Karl	<u>JOH01</u>	03/21/2025	853	5,476.58
Kremer, Caydance Christina	<u>KRE00</u>	03/21/2025	14898	165.00
Lopez, Esau	<u>LOP01</u>	03/21/2025	854	1,886.98
Lopez, Joel	<u>LOP02</u>	03/21/2025	855	1,981.33
Lowery, Katherine	<u>LOW00</u>	03/21/2025	856	3,661.80
Martindale, Ryan Eugene	<u>MAR02</u>	03/21/2025	857	3,503.44
Martins, Paulina	<u>MAR03</u>	03/21/2025	858	255.00
Meza, Jody L	<u>MEZ00</u>	03/21/2025	860	4,441.47
Mills, Daryl A	<u>MIL00</u>	03/21/2025	861	271.74
Mondragon, Meagan N	<u>MON03</u>	03/21/2025	862	1,894.93
Murillo, Anthony	<u>MUR00</u>	03/21/2025	863	239.25
Myers, Kevin	<u>MYE00</u>	03/21/2025	864	712.12
Newham, Jackson	<u>NEW00</u>	03/21/2025	865	148.50
Oliver, Linda	<u>OLI00</u>	03/21/2025	866	285.05
Ortega, Allan	<u>ORT01</u>	03/21/2025	867	82.50
Pacheco, Dominic	<u>PACO0</u>	03/21/2025	14899	90.75
Perez, Margarita T	<u>PER00</u>	03/21/2025	869	2,393.36
Pinedo, Edgar Esteban	<u>PIN00</u>	03/21/2025	870	3,465.40
Porras, Estel	<u>POR00</u>	03/21/2025	871	2,071.22
Punzo, Emzly	<u>PUN01</u>	03/21/2025	872	173.25
Rivera, Israel	<u>RIV00</u>	03/21/2025	873	2,390.45
Rodrigues, Anthony	<u>ROD00</u>	03/21/2025	874	2,610.65
Roenspie, Thomas Luke	<u>ROE00</u>	03/21/2025	875	4,517.78

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Employee	Employee #	Payment Date	Number	Earnings
Romero, Arnulfo	<u>ROM00</u>	03/21/2025	876	3,271.38
ROWE, LILLIANNA	<u>ROW00</u>	03/21/2025	14901	90.75
Sanchez, Daniel Angel	<u>SAN03</u>	03/21/2025	878	2,749.25
Sandoval, Lucila	<u>SAN02</u>	03/21/2025	877	2,333.45
Schager, Luke	<u>SCH00</u>	03/21/2025	14902	90.75
Schmitke, Jennifer	<u>SCH03</u>	03/21/2025	879	2,563.82
Shannon, Kyle Anthony	<u>SHA02</u>	03/21/2025	880	2,106.37
Stewart, Roy E	<u>STE01</u>	03/21/2025	881	3,226.30
Suarez, Bryan E	<u>SUA02</u>	03/21/2025	882	2,184.42
Sutton, Brandon Kijana	<u>SUT00</u>	03/21/2025	883	3,601.80
Swinhart, Robert	<u>SWI00</u>	03/21/2025	884	2,131.14
THOMPSON, JAYDEN	<u>THO02</u>	03/21/2025	885	239.25
Vargas, Giovanni	<u>VAR01</u>	03/21/2025	886	406.64
Vargas, Alberto	<u>VAR02</u>	03/21/2025	887	3,357.34
Velasquez, Ivan	<u>VELO3</u>	03/21/2025	889	305.25
Velasquez, Isaac	<u>VELO2</u>	03/21/2025	888	305.25
Vlach, Raymond Joseph	<u>VLA00</u>	03/21/2025	890	5,301.08
Webster, Rebecca A	<u>PEN01</u>	03/21/2025	868	4,506.04
Webster, Zachary	<u>WEB00</u>	03/21/2025	891	1,987.97
Totals:				134,002.16



City of Orland, CA

Packet: PYPKT00342 - Void-Kremer
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
Kremer, Caydance Christina	<u>KRE00</u>	03/21/2025	R-14898	-165.00
Totals:				-165.00



City of Orland, CA

Packet: PYPKT00341 - Lister 3/6/25-3/19/25 #6-2025
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
Lister, Kaden	<u>LIS01</u>	03/24/2025	14904	165.00
Totals:				165.00



City of Orland, CA

Tax History Report

Report Summary By Tax Code

3/6/2025 - 3/19/2025

Tax Code	Subject To Amount	Calculated Employee Amt	Calculated Employer Amt	EE Adjustment Amount	ER Adjustment Amount	Supplemental Subject To Amount	Supplemental Amount (EE)	Total Employee Amount	Total Employer Amount
Federal W/H - Federal Income Tax Withholding	117,069.54	11,182.27	0.00	0.00	0.00	0.00	0.00	11,182.27	0.00
MC - Medicare	138,239.97	2,004.50	2,004.50	0.00	0.00	0.00	0.00	2,004.50	2,004.50
SDI - State Disability Insurance	138,250.38	1,659.04	0.00	0.00	0.00	0.00	0.00	1,659.04	0.00
SS - Social Security	138,239.97	8,570.86	8,570.86	0.00	0.00	0.00	0.00	8,570.86	8,570.86
State W/H - State Income Tax Withholding	114,718.47	4,131.65	0.00	0.00	0.00	0.00	0.00	4,131.65	0.00
		27,548.32	10,575.36	0.00	0.00	0.00	0.00	27,548.32	10,575.36

Check Register

Packet: APPKT00129 - 3/6/25-3/19/25 #6-2025

By Check Number



City of Orland, CA

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Checking-Accounts Payable Checking						
OPO00	OPOA Treasurer	03/21/2025	Regular	0.00	726.00	60817
STA00	State Disbursement Unit	03/21/2025	Regular	0.00	628.14	60818
UPE00	UPEC, Local 792	03/21/2025	Regular	0.00	332.78	60819

Bank Code AP Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	3	0.00	1,686.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	5	3	0.00	1,686.92

Payroll # 5-2025

Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Retirement Appointment Reconciliation

Name: City of Orland CalPERS ID: 6398969968

Payment Request Acceptance

Your request for payment has been accepted

- To generate the employer payment report, please click the print button.
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

Payment Setup Total

Total Payment Amount: \$28,964.76

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1002869835	03/21/2025	100000017829087	Employer Contribution, PEPRA, 25553, CalPERS, 02/20/2025 - 03/05/2025	EFT - Debit	121140933	\$7,344.50
1002869836	03/21/2025	100000017829015	Employer Contribution, Classic, 1165, CalPERS, 02/20/2025 - 03/05/2025	EFT - Debit	121140933	\$7,163.18
1002869837	03/21/2025	100000017829120	Employer Contribution, PEPRA, 26748, CalPERS, 02/20/2025 - 03/05/2025	EFT - Debit	121140933	\$6,981.99
1002869838	03/21/2025	100000017829054	Employer Contribution, Classic, 1166, CalPERS, 02/20/2025 - 03/05/2025	EFT - Debit	121140933	\$6,201.75
1002869839	03/21/2025	100000017829161	Employer Contribution, PEPRA, 25916, CalPERS, 02/20/2025 - 03/05/2025	EFT - Debit	121140933	\$1,273.34



City of Orland, CA

Refund Check Register

Refund Check Detail

UBPKT001110 - Refund for 130-0865-000

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
130-0865-000	Thitpaneth, Khoun	3/24/2025	60820	484.71			484.71	Deposit
Total Refunded Amount:				484.71				

Revenue Code Summary

Revenue Code	Amount
996 - 996-Unapplied Credits	484.71
Revenue Total:	484.71

General Ledger Distribution

Posting Date: 03/24/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 260 - WATER ENTERPRIS			
260-1026	ACCOUNTS RECEIVABLE-CUSTO	484.71	
260-1199	Claim On Cash-Water Enterprise	-484.71	Yes
260 Total:		0.00	
Fund: 999 - POOLED CASH			
999-1002	Cash In Bank-Depository Interest	-484.71	
999-2000	Due To Other Funds (Pooled Cash)	484.71	Yes
999 Total:		0.00	
Distribution Total:		0.00	



Warrant For April 01, 2025

Payable Vendor Name	Payable Amount	Payable Item Description
Lucila Sandoval	PD/Measure A- Uniform April	\$ 100.00
Lucila Sandoval	PD/Gym Reimbursement April	\$ 45.00
Vistis Group Inc.	PW/Uniform Cleaning January 2025	\$ 250.57
Edgar Pinedo	PD/Measure A- Uniform April	\$ 100.00
Edgar Pinedo	PD/Gym Reimbursement April	\$ 19.50
Jose Flores	PD/Measure A- Uniform April	\$ 100.00
Jose Flores	PD/Gym Reimbursement April	\$ 45.00
Sutter Buttes Communicati	FD/Measure A-Radio Repeater Field Service Call	\$ 185.00
Apple Books	LIB/Hamilton City Library Books	\$ 501.49
Corning Chevrolet Buick	PD/Fleet Equipment Maintenance	\$ 286.44
Raymond J. Vlach	PD/Measure A- Uniform April	\$ 100.00
Macquarie Equipment Capital Inc.	REC/Printer Lease	\$ 42.67
Macquarie Equipment Capital Inc.	FD/Measure A-Printer Lease Feb 26 - Mar 25, 2025	\$ 44.18
Thomas Roenspie	PD/Measure A- Uniform April	\$ 100.00
Western Ready Mix	PW/Streets	\$ 865.66
Gandy & Staley Oil Co. Inc	PD/Motor Oil	\$ 503.75
J.C. Tolle	Councilmember Stipend - March	\$ 950.00
At&T Mobility (First Net)	PW/Cell Phone Usage Feb 3 - Mar 2, 2025	\$ 311.41
At&T Mobility (First Net)	FD/Measure A-Phones, Ipads Service	\$ 277.90
Terrie Barr	Councilmember Stipend - March	\$ 950.00
Corbin Willits Systems	MULTI-DEPTS/Monthly Software Support April	\$ 603.90
Bambauer Towing Service	PD/Towed Vehicle 8 from City Yard to Corning Chevy	\$ 230.00
Bambauer Towing Service	PD/Towed Vehicle #7 from OPD to Corning Chevy	\$ 230.00
Rae Turnbull	AC/Website Newsletter	\$ 52.00
Grainger, Inc.	PW/Shop,Water, Street Supplies, Park Eq Maintenane	\$ 2,835.61
John Mcdermott	Councilmember Stipend - March	\$ 950.00
Martindale, Ryan	PD/Measure A- Uniform April	\$ 100.00
Napa Auto Parts	FD/Fleet - Antifreeze For E28	\$ 29.06
Sean Johnson	PD/Measure A- Uniform April	\$ 100.00
Knife River Construction	PW/Street Supplies	\$ 875.05
3Core	Membership Annual Renewal 2025-2026	\$ 5,500.00
Judy Clever	AC/Cleaning & Maintenance of Gallery April 2025	\$ 200.00
Orland Area Chamber Of Co	Quarterly Support Jan, Feb, Mar, 2025	\$ 8,125.00
Francotyp-Postalia, Inc.	Mult-Depts/Postage Meter Rental 3/13/25 - 6/12/25	\$ 161.63
Glock Professional Inc.	PD/Armorer's Course (x4) Redding - July 24,2025	\$ 1,200.00
Hinderliter Dellamas & As	Transaction Tax Services Jan-Mar 2025	\$ 600.00
Baker & Taylor	LIB/Books	\$ 327.57
Kevin Tupes	PW/Well SCADA Maintenance	\$ 910.00
Cascade Fire Equipment	FD/Measure A- Gloves, HOse Lay Packs, Bullards	\$ 3,503.29
Justin Chaney	FD/Measure A- Uniform April 2025	\$ 100.00
Sutton, Brandon	PD/Measure A- Uniform April	\$ 100.00
Sutton, Brandon	PD/Gym Reimbursement April	\$ 24.00
Lilia Mejia-Aparicio	PD/Measure A- Uniform April	\$ 100.00
Israel Rivera	PD/Measure A- Uniform April	\$ 100.00
Israel Rivera	PD/ Gym Reimbursement April	\$ 27.50
Steven Halsey Electric	PW/Park Electrical Services	\$ 10,775.00
Ferguson Enterprises Inc	PW/Water Supplies	\$ 1,724.00
Sun Life Financial	Gap Medical Insurance - March 2025	\$ 4,849.88
Edgar Andrade	PD/Measure A- Uniform April	\$ 100.00
Edgar Andrade	PD/Gym Reimbursement April	\$ 24.00
Matson & Isom	PW/CorpYard Configuer ISP Connections For GCSO	\$ 1,375.00
Matson & Isom	MULTI-DEPTS/Microsoft 365 CoPilot Annual License	\$ 450.00
Matson & Isom	MULTI-DEPTS/PowerEdge T440 Renewal & 1 yr Warranty	\$ 777.04
Matson & Isom	MULTI-DEPTS/Cloud to Cloud Backup MS365 Monthly	\$ 203.00
Matson & Isom	MULTI-DEPTS/Cloud to Cloud Backup for MS365	\$ 203.00
Matson & Isom	MULTI-DEPTS/Barracuda Backup Server for Nov. 2024	\$ 216.81
Matson & Isom	MULTI-DEPTS/Barracuda Backup Server for Jan. 2025	\$ 216.81
Matson & Isom	MULTI-DEPTS/Monthly Billing for January 2025	\$ 10,065.00
Matson & Isom	MULTI-DEPTS/Monthly Billing for December 2024	\$ 9,687.00
Pace Analytical Services,	PW/Lab Services	\$ 1,983.80
Liebert Cassidy Whitmore	Professional Services Through February 28, 2025	\$ 1,635.00
Sean Johnson	PD/PER DIEM-POST Course, Sacramento May 5-8	\$ 200.00
Katherine Lowery	PD/PER DIEM-Leadership Course, Monterey Apr 24-25	\$ 100.00

Sonsray Machinery	PW/Equipment Maintenance	\$	2,630.51
Sacramento Valley Mirror	Legal Notice / CUP 2025-01	\$	165.60
Sacramento Valley Mirror	Legal Notice - CUP 2025-01	\$	179.40
Lewis R. Hall	Plant Operator Consultant Service 3/7/25 - 4/7/25	\$	3,000.00
Arbolito LLC	PD/Measure A-Installation Equip New Vehicle #16	\$	23,628.51
Tyler Technologies, INC.	CH/Financial Software Setup	\$	1,015.00
Tyler Technologies, INC.	CH/Financial Software Setup	\$	4,580.55
Tyler Technologies, INC.	CH/Financial Software Setup	\$	6,000.00
Tyler Technologies, INC.	CH/Annual Fees April 1 - March 31, 2025	\$	38,817.00
Freedom Forever LLC	Refund for Building Permits 24256 & 24249	\$	754.46
Natalie Brown	AC/Performing Pianistt Art Reception	\$	80.00
Alberto Vargas	PD/Measure A- Uniform April	\$	100.00
County Of Glenn	Ambulance/Measure A- Rent & Sup 50% Jan, Feb, Mar,	\$	40,750.11
J&J Pumps Inc.	PW/Sewer Lift Station Standardization Road N	\$	88,878.93
MDS Engineering & Construction, Inc.	DWR- Phase 4 Water Storage Tank Pay est5	\$	339,705.75
Recdesk, Llc	REC/Annual Subscription - RecDesk	\$	4,160.00
Best Best & Krieger Attorneys At Law	LAFCO Annexation Professional Service Through Feb	\$	10,539.00
Remy Bidstrup	AC/Social Media Marketing April 2025	\$	275.00
Katherine Lowery	PD/Measure A- Uniform April	\$	100.00
Katherine Lowery	PD/Gym Reimbursement April	\$	24.00
Transamerica	Term Insurance - March 1-31, 2025	\$	489.21
Brandon Smith	Councilmember Stipend - March	\$	950.00
A T & T	AC/Phone Line & Internet March 26 - April 25, 2025	\$	96.04
A T & T	PW/Shop	\$	31.61
UPEC, Local 792	Union Dues for Rueda-Suarez & Zintzun	\$	47.54
Wells Fargo Vendor Fin Se	PLAN-PW/Copier Lease Mar 27 - Apr 26, 2025	\$	148.70
PG&E	Cor Ellis St & Jackson - Feb 19- Mar 19, 2025	\$	9.53
PG&E	Robbins Street Lights	\$	17.81
PG&E	PW/Cortina Dr Lift Station	\$	60.67
PG&E	PW/Traffic Control	\$	126.88
Peter R. Carr	CM/Reimbursement-Palm Desert Conf Lodging & Milage	\$	892.50
Miwall Corporation	PD/Horn 9mm 135 gr +P FLX Duty 500 & Hornady 9 mm	\$	5,664.66
Verizon Wireless	PW-SCADA Computer & Ipads	\$	461.21
Motorola Solutions Inc.	PD/Measure A-Body Worn Cameras X2 With Accessories	\$	3,372.58
Motorola Solutions Inc.	PD/Measure A-APX4500 Enhanced VHF Mobile X2	\$	11,254.39
Alternative Energy System	Suisun Well Site Solar - Labor and Material	\$	1,277.55
A T & T	MULTI-DEPT/Phones 2/13/25 - 3/12/25	\$	974.34
A T & T	PW/WH Lift Station - 843	\$	33.78
A T & T	PW/Airport Lift Station - 906	\$	31.65
A T & T	PW/HL Lift Station - 470	\$	32.99
Kyle Cessna	PD/Measure A- Uniform April	\$	100.00
Daniel Sanchez	PD/Measure A- Uniform April	\$	100.00
Bywater Solutions	LIB/Software Support and Hosting	\$	3,399.00
Mathew Romano	Councilmember Stipend - March	\$	950.00
Nelson's Building Maintenance	Multi-Dept/BM - Bathroom Supplies	\$	661.19
Awards Company	Plaque - Einhorn	\$	60.35
Awards Company	Plaque - Friend	\$	120.70
Westside Ambulance	Westside Ambulance/ Measure J- April	\$	17,000.00
Nuso, Llc	FD/Measure A- Phone Lines	\$	106.60
Mcmaster-Carr	PW/Water Supplies	\$	84.42
Glenn County Fire Chief'S	FD/Measure A-Repeater Repairs & Update Fund	\$	300.00
Wex	FD/Fuel	\$	2,097.51
Wex	PD/Fuel	\$	5,629.65
Wex	PW/Fuel	\$	3,234.77
Post Master	Water/Sewer Billing April 2025	\$	1,640.00
Missionsquare	457 Plan/304591	\$	2,230.75
Glenn County Clerk Recorder	CEQA Filing Fee - Library Auto Door	\$	50.00
Glenn County Clerk Recorder	CEQA Filing Fee - City Hall, Police Dep Auto Door	\$	50.00
Glenn County Clerk Recorder	CEQA Filing Fee - Recreation Auto Door	\$	50.00
Glenn County Clerk Recorder	CEQA Filing Fee CUP 2024-2, 715 Fourth St	\$	50.00
Dave Gross Enterprises, Inc.	DIF Parks Improvements -Pool Const Renovation	\$	260,870.00
		\$	967,490.92



ORLAND CITY COUNCIL SPECIAL MEETING
Tuesday, March 18, 2025

CALL TO ORDER

Meeting was called to order by Mayor Matt Romano at 4:30 PM.

ROLL CALL

Councilmembers Present: Councilmembers Brandon Smith, Terrie Barr, John McDermott, Vice Mayor JC Tolle and Mayor Matt Romano

Councilmembers Absent: None

Staff Present: City Manager Pete Carr; City Attorney Greg Einhorn, Public Works Director Zach Barber

CITIZENS COMMENTS ON CLOSED SESSION - None

THE MEETING ADJOURNED TO CLOSED SESSION AT 4:30 PM.

CLOSED SESSION ADJOURNED AT 6:42 PM and continued to the end of the regular meeting closed session.

REPORT FROM CLOSED SESSION – Closed session to resume on March 19, 2025, at 6:00 PM.

MEETING ADJOURNED AT 10:09 PM

Jennifer Schmitke, City Clerk

Mathew Romano, Mayor



ORLAND CITY COUNCIL REGULAR MEETING
Tuesday, March 18, 2025

CALL TO ORDER

The meeting was called to order by Mayor Matt Romano at 6:47 PM.

ROLL CALL

Councilmembers Present: Councilmembers Brandon Smith, Terrie Barr, John McDermott, Vice Mayor JC Tolle and Mayor Matt Romano

Councilmembers Absent: None

Staff Present: City Manager Pete Carr; City Attorney Greg Einhorn; Public Works Director Zach Barber (left at 6:40)

Arrived at 6:40: Police Chief Joe Vlach; City Clerk Jennifer Schmitke; Director of Administrative Services/Asst. City Manager Rebecca Webster, Fire Chief Justin Chaney

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

- A. Warrant List (Payable Obligations)
- B. Approve Special City Council Minutes from March 4, 2025
- C. Approve City Council Minutes from March 4, 2025
- D. Receive and File Library Commission Minutes from January 13, 2025
- E. Approve and Adopt Second Reading of Ordinance 2025-02: An Ordinance of the City of Orland to designate Fire Hazard Severity Zones
- F. Annual Assessment for Glenn County Solid Waste Operations
- G. Economic Development Commissioner Appointments Portal to Portal Fire Department Agreement 2025
- H. Portal to Portal Fire Department Agreement 2025

ACTION: Councilmember McDermott moved, seconded by Vice Mayor Tolle, to approve the consent calendar as presented. Motion carried by a voice vote 5-0.

ADMINISTRATIVE BUSINESS

Water Tank Aesthetics

Mr. Carr shared that background on the topic was provided at the February 18th meeting, and presented renderings and color recommendations from Melton Design Group under a \$2000.00 consultancy contract for this purpose.

Orland resident Jan Walker expressed her appreciation for the presented renderings and stated she approved of the "Ginger Mist" color.

County resident Susie Smith voiced concerns about the tank's color potentially contributing to heat retention and shared her opinion on landscaping.

County resident Joanie Woods shared that she likes the "Ginger Mist" color and shared her preference for landscaping.

Orland resident Earl Megginson suggested incorporating measures to keep the tank cool and recommended low-maintenance landscaping.

Orland resident Ron Lane shared his landscaping ideas, expressing his approval of the lighter tank color.

After reviewing the proposed paint color, landscaping, and fencing, the Council selected "Ginger Mist" as the preferred color and agreed to revisit the landscaping and fencing decisions at a future meeting.

ACTION: Councilmember Smith moved, seconded by Councilmember McDermott, to select Ginger Mist for the base color of the water tank. Motion carried by a voice vote 5-0.

City Hall / Public Safety Center

Mr. Carr provided a follow-up on the City Hall/Public Safety Center discussion from the February 18, 2025, meeting, where the Council explored options for City Hall and the Orland Police Department (OPD). He reviewed the estimated costs for constructing a new City Hall and renovating the City Hall/OPD building, as well as outlined potential funding sources.

Councilmembers shared their preferences for relocating City Hall, questioned the interfund loan payoff, and explored various design options, including the addition of a council chambers. They also reviewed construction costs and financing options for remodeling the existing building and constructing a new facility on the City-owned lot at 824 Fourth Street.

Council expressed concerns about the police department's need for a functional and adequate workspace, considering whether the remodel should be prioritized. Chief Vlach and Mr. Carr explained that the department currently operates in a cramped and insufficient space. Councilmembers also inquired about the financing and overall costs of the OPD remodel project. Chief Vlach noted that while the department's needs are pressing, it could temporarily manage until City Hall relocates to a new facility.

County resident Joannie Woods inquired about the possibility of using the building at 501 Walker Street, located on the corner of SR32, and suggested using Carnegie Center for a new City Hall. Mr. Carr had noted in the staff report that 501 Walker is not and cannot be considered.

County resident Susie Smith expressed concerns about the planning process for relocating City Hall and expanding the police department.

Orland resident Jan Walker voiced her support for moving City Hall to the 824 Fourth Street location and suggested incorporating a historic façade into the design of the new building.

Councilmembers unanimously agreed that the police department deserves a facility that meets its growing needs and instills a sense of pride. They also expressed a shared desire for a City Hall that appropriately serves the City of Orland. While some Councilmembers voiced concerns about the ongoing maintenance issues at the 824 Fourth Street building, Councilor Barr supported the idea of relocating City Hall there and addressing repairs as needed. The council directed staff to proceed with issuing an RFP for an architect to design the expansion of the police department and to explore a conceptual design for a new City Hall at 824 Fourth Street.

ACTION: Councilmember Smith moved, seconded by Councilmember McDermott, to direct staff to publish an RFP seeking an architect to include the design of a future new City Hall building at 824 Fourth Street and also the expansion of the Police Department. Motion carried by a roll call vote 5-0.

Ayes: Councilmembers McDermott, Barr, Smith, Vice Mayor Tolle, and Mayor Romano
Noes: None

Engagement with GHD for On-call Services

Mr. Carr presented the proposed on-call services agreement with GHD to the Council, following the Council's previous request for City staff to seek these services. Under the agreement, GHD would provide the City with professional transportation design advice at an approximate rate of \$300 per hour. Their services will include:

- **Transportation Planning:** Assistance with Master Plans, General Plan updates, and traffic guidelines.
- **Bicycle/Pedestrian Planning:** Support for Complete Streets projects, trails, and bike/pedestrian plans.
- **Transportation Design:** Preparation of Plans, Specifications, and Estimates (PS&E) for roads, traffic signals, roundabouts, and ADA-compliant infrastructure.
- **Grant Applications:** Guidance on applications for funding programs such as the Active Transportation Program (ATP) and Highway Safety Improvement Program (HSIP).

These services will be in addition to the City's ongoing collaboration with RAR, the City Engineer.

The Council agreed that GHD provides the necessary services to meet the City's needs.

ACTION: Councilmember McDermott moved, seconded by Vice Mayor Tolle, to proceed with an on-call services agreement with GHD. Motion carried by a voice vote 5-0.

RFP for Planning Design Consultants

Mr. Carr presented the draft Request for Proposals (RFP) for Planning Design Consultants, as requested by the Council at the February 16, 2025, meeting.

The proposed RFP includes the following key features:

- **Scope of Work:** A professional review of the City's existing design standards, culminating in a report to the Council with recommendations for potential updates.
- **Community Engagement:** Two days of outreach meetings to present the current design standards and gather public input on desired improvements.
- **Timeline:** Firms will have four weeks to submit proposals, including pricing.

Orland resident Mr. Lane inquired about how the City plans to notify the community about the outreach meetings.

Councilmembers expressed no concerns with the RFP and agreed it aligns with the direction provided to staff.

ACTION: Councilmember Smith moved, seconded by Councilmember Barr, to approve the RFP as presented and authorize Staff to publish it. Motion carried by a voice vote 5-0.

Budget Discussion #2: Revenue Forecasting, General Fund Reserves, Measure A and Measure J

Mr. Carr presented a second draft of the FY25/26 capital projects list, updated to reflect the Council's reordered priorities from the March 4th budget discussion. Councilmembers asked questions about the ongoing projects and expressed concerns about the importance of specific initiatives.

Fire Chief Justin Chaney addressed questions about the need for roof repairs and equipment upgrades, confirming both are included in the FY25/26 Measure A budget. Mayor Romano highlighted the need to update water mains, particularly in the downtown area. Chief Chaney explained that he is conducting tests on lines and hydrants ahead of the new water tank and pump installation. Following the installation, he will retest the system to gather accurate data on the downtown area's water suppression needs.

Mr. Carr also presented a revised staffing worksheet. He noted that the proposed part-time library position was withdrawn, emphasized the Council's priority to retain the School Resource Officer (SRO) position, and outlined the need for additional support at City Hall. Instead of funding a year-round recreation department assistant role, he suggested using short-term seasonal staff as needed. Additionally, the Public Works Supervisor position is not proposed for funding in FY25/26. Councilmembers expressed concerns about relying on short-term seasonal staff for recreation and proposed exploring a shared position between the recreation department and public works.

Ms. Smith voiced concerns about the withdrawal of the proposed additional part-time library position for FY25/26.

Ms. Woods shared her concerns about the water infrastructure needs for the downtown area.

Mayor Romano emphasized the importance of using Measure A and Measure J funds responsibly to support Fire, Police, and Ambulance services.

City Manager Verbal Report

- City Attorney Greg Einhorn's final meeting will be on April 1. At that same meeting, the contract for the new attorney from Jones Mayer, Scott Drexler, will be introduced. Mr. Einhorn noted that Drexler's contract will take effect on April 1, with his first in-person meeting scheduled for April 15.

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS:

Glenn County Supervisor Monica Rossman announced that the Board of Supervisors has approved the designation of the Purple Heart Trail along SR32.

CITY COUNCIL COMMUNICATIONS AND REPORTS

COUNCILMEMBER UPDATES

Councilmember Smith:

- Attended the GGA Joint Well Meeting on March 10th ;
- Attended the Library Commission Meeting on March 10th ;
- Attended VIPs Award Banquet Night;

Vice Mayor Tolle:

- Attended the Orland Chamber of Commerce Meeting on March 6th;
- Attended the Library Commission on March 10th;
- Attended the VIPs Award Banquet Night;
- Asked if someone from the tree committee could come to a future meeting;(Mayor shared that could be a future agenda item).

Councilmember Barr:

- Attended the VIPs Award Banquet Night;
- Honored Jorge Vasquez, owner of Hecho on Fourth Street, and wished him well in future endeavors.

Councilmember McDermott:

- Thanked the community for supporting the Fire Department;
- Attended the Fireman's Ball March 15th;
- Stated his congratulations to the North team.

Mayor Romano:

- Attended the Fireman's Ball March 15th;
- Attended LAFCo;
- Shared that the pool is coming along nicely;
- Shared his appreciation for the staff who got the upgraded chopper pumps;

FUTURE AGENDA ITEMS

- Tree committee

CITIZENS' COMMENTS ON CLOSED SESSION - None
THE MEETING ADJOURNED TO CLOSED SESSION AT 8:42 PM.
CLOSED SESSION ENDED AND RECONVENED TO REGULAR SESSION AT 10:20 PM.

MEETING ADJOURNED AT 10:20 PM

Jennifer Schmitke, City Clerk

Mathew Romano, Mayor



ORLAND CITY COUNCIL SPECIAL MEETING

Tuesday, March 19, 2025

Special Closed session meeting from 4:30 PM March 18, 2025, resumed as noticed on March 19, 2025 at 6:00 PM.

No public comment.

Council met in closed session from 6:01 until 7:30 PM.

In open session at 7:30 PM, the Mayor reported:

Direct City Attorney to prepare response to Appeal of Personnel Action, Section 10.02 of the General Unit Memorandum of Understanding.

MEETING ADJOURNED AT 7:30 PM

Jennifer Schmitke, City Clerk

Mathew Romano, Mayor



ORLAND CITY COUNCIL SPECIAL MEETING

Tuesday, March 21, 2025

CALL TO ORDER

Meeting was called to order by Mayor Matt Romano at 1:31 PM.

ROLL CALL

Councilmembers Present: Councilmembers Brandon Smith, Terrie Barr, John McDermott, Vice Mayor JC Tolle and Mayor Matt Romano

Councilmembers Absent: None

Staff Present: City Attorney Greg Einhorn

PLEDGE OF ALLEGIANCE

CITIZENS COMMENTS ON CLOSED SESSION - None
THE MEETING ADJOURNED TO CLOSED SESSION AT 1:32 PM.
CLOSED SESSION ADJOURNED AT 2:40 PM.

REPORT FROM CLOSED SESSION – No reportable action.

MEETING ADJOURNED AT 2:41 PM

Jennifer Schmitke, City Clerk

Mathew Romano, Mayor

**CITY OF ORLAND ARTS COMMISSION
MINUTES**

February 12, 2025

The Wednesday, January 15, 2025 meeting was cancelled due to illness. To accommodate the installation schedule for the new water tank project the Wednesday February 19, 2025 meeting was rescheduled to February 12, 2025 and was called to order at 6:58 p.m. by Chairman Rae Turnbull at the Orland Art Center. Commissioners present were: Jill Elliott, Steve Elliott, Mason Greeley, Mary Rose Kennedy, Paddy Turnbull and Jim Scribner. Also in attendance: Community Liaison Laurie LaGrone and Council Liaison Terry Barr. Minutes of the Wednesday November 20, 2024 meeting were approved as emailed with no corrections or additions (motion made by Paddy Turnbull, seconded by Steve Elliott - motion carried). Financial Report covering December 1 through December 31, 2024 provided by Letty Espinosa was accepted as presented with no corrections or additions (motion made by Jim Scribner, seconded by Mary Rose Kennedy – motion carried).

COMMISSIONER REPORTS AND ACTION:

- 1) Reports from Commission Chair Rae Turnbull:
 - A. Rae gave a brief general review and clarification of the Arts Commission’s role as a Public Art advisory body, and its separate role as manager of the Orland Art Center.
 - B. Rae gave an update on efforts to make businesses aware of the concept of Public Art via a flyer (designed by Community Liaison Laurie LaGrone) that was mailed to all businesses.

ITEMS FOR DISCUSSION OR ACTION:

- 1) Whether to have a mural painted on the water tower was discussed. The water tower foundation will be poured in February. The tower will be composed of welded steel panels which will go up one at a time in March. Galvanized steel presents a much more complicated surface preparation for painting a mural. This highly specialized prep process is costly and presents more risk for the durability of the artwork. The water tank steel panels do require the application of a base paint. A motion was made by Mary Rose Kennedy (seconded by Steve Elliott, motion carried) to forgo a mural.
- 2) Color choices in the Tnemec Company, Inc. Color Book for the water tower steel panels were discussed. A motion was made by Steve Elliott (seconded by Mary Rose Kennedy, motion carried) to select the color 08YW “Lemonwater” from the Tnemec Company, Inc. Color Book for the water tank steel panels.
- 3) A purchase by the Arts Commission of one of Harleen Osburn’s framed drawings as part of the city’s permanent Art collection was discussed. A motion was made by Paddy Turnbull (seconded by Mary Rose Kennedy, motion carried) to purchase the limited edition charcoal giclee print “Phalaenopsis” by Harleen Osburn for \$296.31. (tax included)

MEMBER REPORTS:

None.

PUBLIC COMMENTARY:

None.

There being no further business, the meeting adjourned at 8:00 p.m.

Next scheduled meeting: Wednesday, March 19th, 2025 at 7:00 p.m.

Respectfully submitted by Jill Elliott and Rae Turnbull



PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, January 16, 2025

CALL TO ORDER – The meeting was called to order by Chairperson Stephen Nordbye at 5:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioner’s present:	Chairperson Stephen Nordbye, Vice Chairperson Sharon Lazorko, Alex Enriquez and Vern Montague
Commissioner absent:	Commissioner Wade Elliott
Councilmember(s) present:	None
Staff present:	City Planner Scott Friend; City Clerk Jennifer Schmitke

IDENTIFY CHAIRPERSON AND VICE CHAIRPERSON FOR 2025

City Clerk Jennifer Schmitke requested nominations for Chairperson for 2025. Vice Chairperson Lazorko nominated Commissioner Stephen Nordbye. With no further nominations, the nomination period was closed. Commissioner Nordbye accepted the nomination and a vote on the motion was conducted. The motion carried 4-0 by a voice vote. Commissioner Nordbye was declared Chairperson for 2025.

City Clerk Schmitke requested nominations for Vice Chairperson for 2025. Chairperson Nordbye nominated Commissioner Sharon Lazorko. With no further nominations, the nomination period was closed. Commissioner Lazorko accepted the nomination and a vote on the motion was conducted. The motion carried 4-0 by a voice vote. Commissioner Lazorko was declared Vice Chairperson for 2025.

ORAL AND WRITTEN COMMUNICATIONS

Orland resident Jan Walker highlighted several key topics during her remarks. She emphasized the importance of installing electrical charging stations in Orland and stressed the significance of having a clear vision for the City's future. She also expressed concerns about the loss of trees in the community and the potential implications of adding the Carnegie Building to the historical register. Additionally, she proposed the idea of a mural on the new water tank to enhance its visual appeal.

CONSENT CALENDAR

Approval of Prior Minutes: December 19, 2024

ACTION: Commissioner Montague moved, seconded by Commissioner Enriquez to approve consent calendar as presented. Motion carried unanimously by a voice vote, 4-0.

ITEMS FOR DISCUSSION OR ACTION

A. Special Event Follow-up Discussion

City Planner Scott Friend initiated a discussion on special events, referencing a concern raised by resident Mike Gleason during the public comment period of the January 7th City Council meeting. Mr. Gleason, who was present at the meeting and who provided a presentation to the Planning Commission documenting his concerns about the event and the concerns of various neighbors in his area, expressed frustration about a circus tent that appeared behind his home on Benson Drive without prior notice. He detailed the issues the neighborhood experienced, including disruptive lighting, loud noise, and music that continued past 9 p.m. Mr. Gleason also raised concerns about the lack of communication with residents, questioning why the tent in an was allowed to be placed in this location and questioning the notification process for this activity. He thanked City Manager Pete Carr and City Planner Scott Friend for explaining the city's code requirements and processes and expressed a desire to collaborate with the city to enhance regulations for special events.

Mr. Friend acknowledged Mr. Gleason's concerns, thanking him for bringing the issue to light. He noted that this was the first time such an issue had been raised, highlighting gaps in the current approval process regarding noticing and buffering standards for special events. While the circus tent was installed with the correct approval, Mr. Friend agreed that updates to the special events permit and possibly the Orland Municipal Code (OMC) might be necessary to address the concerns that were expressed. He shared that City staff have already begun researching potential improvements, including revising the permit process to include clearer standards for items potential to include noticing and spacing.

Orland resident Ron Lane asked about state standards for the fairgrounds and whether the City might consider adopting similar guidelines. Mr. Friend explained that the State of California generally leaves such regulations to the discretion of local entities. Chairperson Nordbye suggested that the fairgrounds might have their own regulations and requested City staff to reach out to the fairgrounds for more information.

The Planning Commission deliberated on the issue, highlighting the need to address gaps in the special events permit process which would provide a solution but also explored the possibility of also amending the OMC. These changes would aim to enhance communication, improve oversight, and prevent similar issues with future events. Mr. Friend stated that City staff could conduct further research, consult with other entities, and return to the Commission with a proposed set of parameters for their review and consideration.

PUBLIC HEARING

A. Title 17 Zoning Ordinance Amendment – Accessory Structures

City Planner Scott Friend introduced Ruby Triguero, who presented proposed amendments to the standards for accessory structures outlined in Title 17 of the Orland Municipal Code (OMC) to the Planning Commission. Ms. Triguero provided context from the December 19th Planning Commission meeting, where City staff had initially address the concept of modifying the City's existing standards. At that time, the Planning Commission directed staff to revise the standards, focusing on the maximum height of accessory structures and setback requirements.

Ms. Triguero highlighted that accessory structures—including detached garages, storage buildings, and patio covers—are designed to complement primary residential structures and must meet specific design and placement criteria.

Ms. Triguero provided an overview of the proposed text amendments which included:

1. **Storage Building Height.** The draft amendment would modify the maximum 15-foot structure height to permit accessory buildings up to a maximum of 25 feet for certain structures. Currently, primary structures in the R-1 and R-2 zones are allowed a 35-foot maximum building height and up to 45-feet in the R-3 zone. Additionally, the maximum height of an ADU structure is applicable according to the designated residential zone in which the property is located.

Considering the greater height limits for primary structures and ADUs, the proposed increase of maximum building height for storage and, or shop buildings would allow for increased flexibility and maximization of yard area. Structure setbacks dependent on building height would apply.

2. **Utility Restriction.** The draft amendment would remove the electrical and plumbing restriction stated in OMC Section 17.20.060(E)(6). The current restriction on installation of electrical and plumbing only applies to accessory structures within the R-1 zone. The proposed draft amendment would remove the limitation to provide consistency amongst the design standards for accessory structures in the R-2 and R-3 zones.
3. **Restricted Dwelling Use.** The draft amendment would insert a new standard to restrict residential occupation of an accessory structure. Despite the proposed amendment to remove the installation of electrical and plumbing, the permitted uses of an accessory structure shall be distinguished from those of an Accessory Dwelling Unit (ADU). Shall a structure be intended for living purposes, the structure shall comply with the ADU standards of OMC Section 17.76.130.
4. **Runoff Prevention.** The draft amendment would add a design standard for all accessory structures to be constructed to prevent stormwater runoff onto adjacent properties. Regardless of structure setbacks, proper construction and maintenance of drainage shall be the responsibility of the property owner.
5. **Minimum Structure Setbacks.** The draft amendment would modify the minimum setback requirement to 4 feet from the side and rear property line in all residential zoning districts. Currently, it is codified that accessory structures shall have a minimum 5-foot side and 20-foot rear setback. The proposed setback amendment provides consistency with the 4-foot side and rear setback standard for ADUs as prescribed in GOV § 66314, subd. (d)(7) and stated in OMC Section 17.76.130.

Additionally, the proposed draft amendment would clarify the minimum front setback of accessory structures to 20 feet and would add and clarify the standard that no accessory structure shall exist in front of the front plane of the primary structure. The modification from 35 feet to a 20-foot front setback provides consistency with the setback requirements of a primary structure and would provide flexibility and maximization for use of side yard areas. It was noted that not all accessory structures are permitted within a front yard. As accessory structures refer to the assortment of buildings that are incidental to a primary structure, some structures (garage/carport) are permitted in the front yard while others (storage/shop building, pool/spa) are restricted.

- 6. **Setback Exceptions.** The amendment would codify accessory structures under 120 square feet in size, 6 feet or less in height, and not requiring a building permit would have zero side and rear setbacks. Currently, the setback standards within the OMC state that structures less than 120 square feet and less than or equal to 6 feet tall shall have a zero rear setback standard. The proposed text amendment would streamline incidental structures and provide consistency with exempted structures identified in the California Building Code. Additionally, the proposed 6-foot height limit would maintain consistency with the residential fence standard stated in OMC Section 17.76.190(C) as permitted by right.

It was noted that a building permit shall continue to be required on all installations of plumbing and electrical within a structure and that the proposed code amendment would not modify anything in the California Building Code or the City's adoption of that Code. In the case of a proposed accessory structure that does not meet all 3 requirements to qualify for zero side and rear setbacks, the minimum 4-foot side and rear setbacks would apply.

Additionally, the proposed action would require that all accessory structures, regardless of size, would be required to comply with the stormwater runoff prevention design standard. Shall a proposed accessory structure qualify for zero side and rear setbacks, the structure should be constructed to maintain proper drainage to prevent runoff to adjacent properties.

- 7. **Accessory Structure Setbacks Table.** Based upon the Planning Commission's feedback and to ensure clarity, the Structure Setbacks Table is proposed to be updated as follows:
 - a. The side, interior lot, setback requirement for accessory structures would be amended to distinguish tiers, specific to the height of the structure. Establishing setback tiers allows for increased flexibility amongst homeowners when determining the appropriate sized structure while maximizing the amount of yardage. The three setback tiers are as follows:
 - 1. Accessory structures 120 square feet or less, below 6 feet in height, and not requiring a building permit shall have a zero-foot setback from the side property line.
 - 2. Accessory structures between 6 feet and less than 15 feet shall have a 4-foot side setback.
 - 3. Accessory structures that have a height between 15 feet and 25 feet shall have a minimum 4-foot side setback and shall add an additional foot for every foot above 15 feet. In the example of a proposed 18-foot accessory structure, the structure shall maintain a minimum 7-foot side setback.
 - b. The side, corner lot, setback requirement for accessory structures would be amended as follows:
 - i. Accessory structures, located on the same plane as the primary structure, would be amended to maintain a 10-foot setback.
 - ii. Accessory structures, located behind the rear plane of the primary structure, would be amended from a 10-foot setback to a four-foot side setback.
 - c. The rear setback requirement for accessory structures would be amended as follows:
 - i. It is currently codified that accessory structures not located on an alley shall maintain rear setbacks specific to the material and height of the structure (see **Figure 4**).

Accessory structure (no alley):	
Less than or equal to 120 square foot footprint, and less than or equal to six feet tall	Zero
Metal sided and roofed	
Structure less than or equal to six feet tall	Zero
Metal sided and roofed	
Structure greater than six feet tall	1' for each foot of height above six feet, up to ten feet

FIGURE 4 – REAR ACCESSORY STRUCTURE SETBACKS

The proposed amendment removes the specificity of material and establishes tiers based upon the height of the structure. Consistent with the proposed amendment to the side setbacks of accessory structures, the three tiers are described as follows:

1. Accessory structures 120 square feet or less, below 6 feet in height, and not requiring a building permit shall have a minimum zero-foot setback from the rear property line.
2. Accessory structures between 6 feet and less than 15 feet shall have a 4-foot rear setback.
3. Accessory structures that have a height between 15 feet and 25 feet shall have a minimum 4-foot rear setback and shall add an additional foot for every foot above 15 feet. In the example of a proposed 18-foot accessory structure, the structure shall maintain a minimum 7-foot rear setback.

Chairperson Nordbye opened the public hearing at 6:43 PM.

Mr. Ron Lane questioned what would happen to people who already sheds in their backyards and Mr. Friend have shared that they would be considered grandfathered as constructed.

Chairperson Nordbye closed the public hearing at 6:44 PM.

Commissioners discussed, shared concerns and asked questions regarding accessory structures including concerns about adding utilities such as water and electricity and set back concerns for emergency personnel and pre-existing structures.

Vice Chairperson Lazorko moved that the Planning Commission recommend to the City Council for their approval Planning Commission Resolution #2025-XX recommending for approval to the City Council, the Municipal Code Amendment addressing accessory structures as presented herein and determine that the proposed action (Municipal Code Amendment) is determined to be categorically exempt pursuant to CEQA guidelines section 15061(b)(3) as it can be seen with certainty that there is no possibility that the proposed revisions to the City of Orland Municipal code would have a significant effect on the environment, and therefore the proposed revision is not subject to CEQA. The motion carried 4-0 by a voice vote.

PRESENTATION

A. Planning Department Annual Presentation

City Planner Scott Friend provided an overview of the Planning Department's activities for 2024, outlining their key responsibilities, including managing General Plan Amendments, Zoning Code Amendments, Environmental Compliance (CEQA/NEPA), project processing, and staffing Planning Commission meetings. He emphasized the department's role in ensuring statutory and regulatory compliance, assisting City staff with project tasks, and engaging with the public and City clients.

Mr. Friend also summarized the department's 2024 accomplishments and special projects, including the final certification of the 6th Cycle Housing Element, updates to the Zoning Code (Accessory Uses/Structures), and ongoing efforts to improve informational handouts and website updates. These updates include planning applications, a notification page, and a dedicated page for Accessory Dwelling Units (ADUs). Additionally, the Planning Department is collaborating with Glenn County on the Glenn County Multi-Jurisdiction Hazard Mitigation Plan (GCMJHMP). He highlighted several approved projects for the year.

Looking ahead, Mr. Friend detailed ongoing projects extending into 2025, such as the DWR/City of Orland/Glenn County Drought Relief Project, a potential Phase 2 expansion for Butte College, and the Glenn County Health and Human Services Center. Anticipated residential and infrastructure projects for 2025 include Orland Park – Phase I, additional General Plan and Zoning Code Amendments, water tank and well projects, and the Road M ½ Rehabilitation Project.

Mr. Friend expressed his gratitude to City Hall staff, department heads, and city employees for their support in helping the Planning Department achieve another successful year.

Ms. Jan Walker shared her appreciation for the city, expressing her deep love for Orland and reaffirming her enthusiastic support for the community.

Mr. Ron Lane shared an exciting moment for the community, mentioning that Orland was featured in Episode 4 of the Hulu show *High Potential*.

Mr. Mike Gleason expressed his gratitude to Mr. Friend and Mr. Carr for their openness and willingness to assist him in addressing his concerns.

Commission members expressed their appreciation to Scott for dedicating time and effort to assist both the Commission and the community with various projects.

STAFF REPORT

Mr. Friend shared that on January 13th Glenn LAFCo met to reconsider its previous action on the City of Orland request for annexation for the Modoc Street Annexation. Mr. Friend shared that the LAFCo declined to reconsider the matter thus resulting in the denial of the Modoc Street Annexation action as it was requested. Mr. Friend noted that the City has received a number of applications; 1 for a senior apartment complex on 8th Street, he noted that approximately 40 permits have been applied for in the Orland Park phase 1 (8 slabs poured) effort, he shared that the City Manager, Mr. Carr and he had met with a hotel that is interested in coming to Orland, and that they continually meet with developers that are interested in properties around town. Mr. Friend reminded the Commission that he is a contracted employee and only in the office on Thursdays.

COMMISSIONERS REPORTS

- **Commissioner Montague**: Nothing to report.

- **Commissioner Enriquez**: Nothing to report.
- **Vice Chairperson Lazorko**: Shared her appreciation for City Staff's availability to the community.
- **Chairperson Nordbye**: Thanked City Staff for all they do for the community.

FUTURE AGENDA ITEMS - Nothing

ADJOURNMENT – 7:23 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson



CITY OF ORLAND STAFF REPORT
MEETING DATE: April 1, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Zachary Barber Orland Public Works Director
Pete Carr, City Manager

SUBJECT: Purchase of Diagnostic Service Machine for City-Owned Vehicles and Equipment (Action)

BACKGROUND

The City operates a fleet of vehicles and equipment essential for public safety, emergency response, and general city operations. Maintaining these assets in optimal condition is crucial to ensuring reliability, safety, and efficiency. Currently, the City’s maintenance team relies on outsourced diagnostic services or outdated diagnostic tools, which results in delays, increased costs, and reduced operational effectiveness.

DISCUSSION

To improve efficiency and reduce maintenance costs, Staff proposes acquiring a modern diagnostic service machine capable of servicing all City-owned vehicles and equipment, including specialized fire and police units.

The proposed diagnostic machine will provide the following benefits:

- **Enhanced Maintenance Efficiency:** The machine will allow in-house diagnostics, reducing downtime and reliance on third-party services.
- **Cost Savings:** Investing in a diagnostic machine will significantly lower the cost of vehicle servicing over time by reducing outsourced diagnostics.
- **Improved Service Reliability:** Immediate access to diagnostic tools will help the fleet management team identify and resolve issues promptly, ensuring vehicles remain in service.
- **Comprehensive Compatibility:** The selected diagnostic machine will be capable of reading and interpreting codes for a wide range of city-owned assets, including emergency vehicles, heavy equipment, and utility trucks.
- **Safety and Compliance:** Ensuring that emergency response vehicles are in optimal condition aligns with the City's commitment to public safety.

ALTERNATIVES

1. **Approve the purchase** of the diagnostic service machine, enabling the City to enhance fleet maintenance operations.
2. **Continue outsourcing diagnostic services**, which may result in continued delays and increased maintenance costs.
3. **Explore leasing options** for a diagnostic machine, which may offer flexibility but could result in higher long-term costs.

ATTACHMENTS:

- Quote(s) for the diagnostic service machine
- Comparison of in-house vs. outsourced diagnostic costs
- Specifications and capabilities of the proposed diagnostic tool

RECOMMENDATION

Approve the purchase of a diagnostic service machine for utilization on all city-owned vehicles and equipment, including fire and police vehicles.

Fiscal Impact of Recommended Action

\$11,500 + tax, includes software, training, and initial setup. Funding is available in the current fiscal year's Measure A Public Safety – Public Works budget. The expected return on investment includes reduced third-party diagnostic fees and improved fleet longevity, resulting in long-term savings.



JPRO Diagnostic Service Kit with NextStep Repair (264450)

\$7,524.00

Includes:

- JPRO Professional diagnostic software (Annual subscription)
- NextStep Repair software (Annual subscription)
- NEW Panasonic Semi-Rugged Toughbook
 - Includes 3 year limited manufacturer's warranty
- DLA+ 3.0 Adapter Kit
 - DLA+ 3.0 Vehicle Interface Adapter
 - 9-pin heavy-duty cable (backward compatible with existing 9-pin connectors)
 - OBD-II Type-B cable for Mack & Volvo
 - OBD-II Type-B cable for Sprinter/Hino/Isuzu

- USB cable
- 1 year limited manufacturer's warranty SOLUTIONS ▾
- Durable toolbox carrying case

SUPPORT ▾

To learn about monthly payment and financing options, call (855) 889-5776 (option 3).

RESOURCES ▾



ABOUT ▾

CONTACT

SKU: 264450 / Categories: JPRO Software & Service Kits, NextStep Repair Software & Service Kits /
 Tags: Cummins Diagnostic & Repair Software, Detroit Diesel Diagnostic and Repair Software, Heavy
 Duty Truck Scan Tools, Volvo Diagnostic & Repair Software



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7. H.



**USER-FRIENDLY
DIAGNOSTICS.**

**ADVANCED
CAPABILITIES.**

JPRO® empowers technicians of any skill level to **diagnose and troubleshoot** commercial vehicles and equipment, whether in the service bay, at the job site, or anywhere in between.

ELEVATE TECHNICIANS

Empower your staff to take on more work with less help from others! JPRO helps entry-level technicians take on tougher jobs with less assistance.

SIMPLIFY TRAINING

By using a single application for your diagnostic needs, you can focus training on technology and tools that your technicians routinely use.

REDUCE DOWNTIME

From its rapid connection times to assisted diagnostic features, JPRO is designed to get fleet assets healthy and back in operation.



**WATCH THE
VIDEO!**



BROAD COVERAGE

Diagnose your fleet of vehicles and equipment from a single, easy-to-use application!

From commercial trucks and school buses to dozers and excavators, JPRO covers a wide range of vehicle and equipment components and manufacturers, such as:

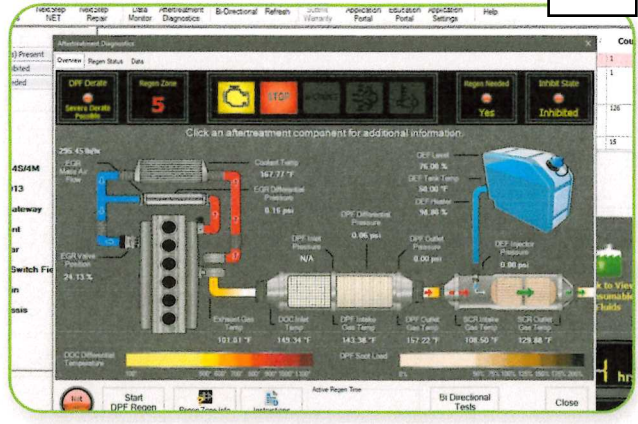
COMPONENTS:

- On & Off-Hwy Engines
- Transmissions
- ADAS
- ABS
- TPMS
- And more!

MANUFACTURERS:

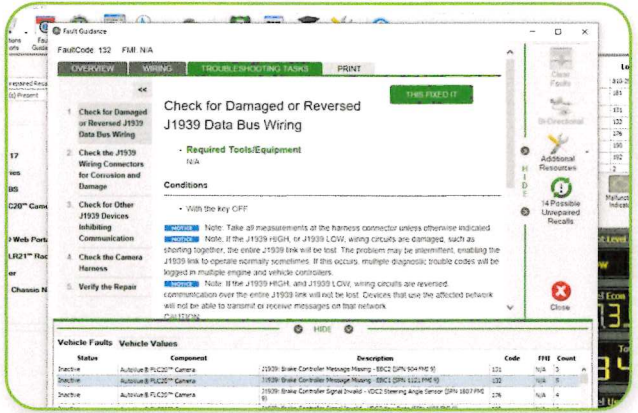
- Allison
- Bendix
- CAT
- Cummins
- Detroit
- Ford
- GM
- International
- John Deere
- Kenworth
- Komatsu
- Mack
- PACCAR
- Peterbilt
- Thomas Built
- Volvo
- Wabco
- And more!

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USER-FRIENDLY EXPERIENCE

Whether forcing a DPF regen or determining the ideal diagnostic steps, technicians can trust JPRO will help them through the task at hand.



EFFECTIVE TROUBLESHOOTING

Follow troubleshooting trees and access features like wiring diagrams and component locators to pinpoint the root cause of issues.

FEATURED PRODUCTS



COMPLETE DIAGNOSTIC SERVICE KIT

P/N: 264450-TAAS

JPRO Diagnostic Service Kit with NextStep Repair and TaaS

INCLUDES:
NEW Panasonic Toughbook, software, Technician as a Service, DLA+ adapter, and vehicle cables.

- P/N: 264450**
JPRO Diagnostic Service Kit with NextStep Repair
- P/N: 263050-TAAS**
JPRO Diagnostic Service Kit with TaaS
- P/N: 263050-NS**
JPRO Diagnostic Service Kit
- P/N: 234450**
JPRO with NextStep Repair Software & Adapter Kit
- P/N: 232150-NS**
JPRO Software & Adapter Kit

Additional purchase options available, call for details. All products listed include a 1-year annual software subscription.



QUESTIONS? Contact a U.S.-based product specialist: **855-889-JPRO**



CITY OF ORLAND STAFF REPORT
MEETING DATE: April 1, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Rebecca Webster, Director of Administrative Services/Assistant City Manager

SUBJECT: City Data Migration to Cloud Storage **(Action)**

BACKGROUND:

Over the past year, the City has been transitioning from its legacy enterprise software, MOMs, to a modern, cloud-based system provided by Tyler Technologies. This transition represents a significant upgrade in functionality, efficiency, and accessibility for City operations. However, during this process, staff has continued to rely on the MOMs system to access historical data essential for various tasks.

Given the need to reference and utilize legacy records throughout this transition, it has been determined that continued access to the MOMs system will be necessary for an additional 18 months. Maintaining access during this period will ensure that staff can efficiently complete essential duties, retrieve historical information as needed, and facilitate a seamless transition to the new system without disruption to City operations.

ANALYSIS:

The attached proposal outlines a plan to migrate the MOMs software system to a cloud-based platform, eliminating the need for a physical server replacement. This transition offers a more modern, scalable, and secure solution that aligns with the City's ongoing efforts to enhance technological efficiency.

If this migration does not take place, the existing server will need to be replaced later this year to ensure continued functionality, as it will be reaching the end of its warranty period. Upgrading the server would require additional investment in hardware and maintenance, whereas transitioning to a cloud-based system would provide a more sustainable and cost-effective long-term solution.

Attached: M&I Proposal

RECOMMENDATION:

Direct staff to approve the proposal presented by Matson & Isom Technology.

FISCAL IMPACT OF RECOMMENDATION:

One time cost of \$6,168.56 and a monthly cost of \$511.81 (18 months) to be split between General Fund (40%) and Water/Sewer (60%).



MOMs Storage Solution and Vendor Facilitation v.2

This project ensures the continued support of MOMs software through mid-2026. As the City of Orland (City Hall) transitions to a cloud-based IT infrastructure, there remains a need to host MOMs software. This initiative details the process of migrating MOMs software from its current on-premises server to a cloud-hosted Microsoft Azure server. The cloud hosting will remain in place until mid-2026, after which, once City Hall no longer requires access to MOMs software for lookup or processing, the subscription will be discontinued.

Scope of Work

Project Coordination

- Facilitate project kickoff meeting
- Coordinate project management and scheduling tasks
- Provide ongoing project status updates and conduct sync meetings

Phase I: Solution Design & Procurement

- Design and architect solution
- Procure project materials
- Create annual agreement and associated configuration with expiration tracking
- Create Client Org in Nerdio

Phase II: Azure Cloud Deployment

- Azure Cloud Deployment
 - Configure VPN between Azure and on-premises network
 - Configure NAT Gateway to have static public IP
 - Configure Azure Backups (Nerdio backup configuration, Backup Radar API setup)
 - Configure Azure Files Storage Account
 - DNSFilter deployment or site configuration

Phase III: Vendor Facilitation Migration (MOMs Software by Corbin Willits Systems)

- Build Azure App server per vendor system requirements
 - Monitor remote access for vendor (application installation, configuration, and data migration)
 - Client application installation or reconfiguration
 - Perform cutover quality assurance, test access, and printing

Phase IV: Project Capstone Activities

- Review all documentation for accuracy and add new information as needed
- Review backup configuration in Azure and backup reporting in Backup Radar
- Confirm project scope completion and review with the internal team
- Review project scope with stakeholders to ensure completeness
- Review applicable configuration statuses to ensure accuracy for renewals or cancellations
- Draft and deliver project completion letter



Proposal

Matson & Isom Technology Consulting
3259 Esplanade
Chico, CA 95973
United States

T: 5308919146

Prepared for City of Orland
Rebecca Webster
815 4th Street
Orland, CA 95963
United States

T: 5308651601
E: rwebster@cityoforland.com

Proposal #	5370
Date	01/27/2025
Expires	02/28/2025
Contact	Ben Hamblet

ACCEPT PROPOSAL

MOMs Storage Solution and Vendor Facilitation v.2

One-Time Fees

Item	Qty	Price	Total
Estimated Services Managed Solutions (~29.5 Hours)	1	\$5,410.00	\$5,410.00†
Azure Hybrid Benefit (AHB) - 3yr	1	\$704.00	\$704.00
This is a 3-year Windows Server License.			

One-Time Subtotal	\$6,114.00
Orland City Tax (7.75%)	\$54.56
Total One-Time	\$6,168.56 USD

Monthly Fees

Item	Qty	Price	Total
ClearIT Cloud App	1	\$475.00	\$475.00
This is a monthly recurring charge.			
The per-person cost is based on a set of assumptions and recommendations around performance, availability, capacity and hosted Apps. Should any of those change in the future, the price is subject to change.			

† Non-taxable item

Please contact us if you have any questions.

Monthly Subtotal	\$475.00
Orland City Tax (7.75%)	\$36.81
Total Monthly	\$511.81 USD

ACCEPT PROPOSAL

Assumptions/Exclusions

- All work will be completed during standard business hours. If after-hours work is required, it will be billed at 1.5x the consultant's standard hourly billing rate.
- If out-of-scope changes are requested during the engagement, or if we determine that greater work is required than initially estimated, we



Proposal

will work with you to define additional Change Orders.

- Applying any required patches or updates to the source environment is considered out of scope and will be billed separately.
- To fully apply security policies, Microsoft Business Premium licenses (at minimum) must be used for all users. Accounts without this level of licensing may not have full security features enabled.
- All devices involved in the project must be running at least Windows 10 Professional.
- The customer must provide an accurate and up-to-date list of active users who will need access to the relevant systems and applications.
- M&I requires that the customer provide administrator access to all necessary systems, including mobile devices, DNS records, Microsoft 365 tenant, and any third-party applications required for SSO configuration.
- Delays due to poor internet connections or issues with user devices may extend the project timeline and could result in an additional Change Order.
- Users must have a reliable and functional internet connection. Hotspots and public Wi-Fi may result in delays and extend project timelines.
- If additional users are added to the project scope, M&I will adjust the project budget accordingly via a Change Order.

Engagement Team

Vaughna Schooler will assume Project Coordinator and primary deployment responsibilities for this engagement. Other members of M&I specialize in specific areas (development, design, hardware, networking, accounting software, Internet, security, training) and will assist where applicable.

Timing

We can commence work on this engagement upon project approval. Capstone activities will be scheduled in coordination with the primary client contact.

Your Responsibilities

You and your staff will need to fulfill the following responsibilities:

- Make available any appropriate resources to ensure this engagement can be completed in a timely manner.
- Ensure appropriate staff are available as necessary.
- Confirm schedules of key project stakeholders to ensure they are available during the scheduled onsite days, if necessary.

Please contact me if I can be of further assistance.



CITY OF ORLAND STAFF REPORT
MEETING DATE: April 1, 2025

TO: Honorable Mayor and Councilmembers
FROM: Pete Carr, City Manager
SUBJECT: **Purple Heart Trail (Action)**

BACKGROUND:

The Purple Heart Trail program was created to honor and recognize the sacrifices of U.S. Armed Forces members who have been wounded or lost their lives in combat. This nationwide initiative designates roadways, bridges, and monuments as lasting tributes to Purple Heart recipients. Installing Purple Heart Trail signage within the City limits would reaffirm the community’s commitment to its veterans, providing a visible and enduring symbol of gratitude and respect.

ANALYSIS:

Staff recommends full support for the efforts of VFW Post 1770 and its Auxiliary. The VFW plans to collaborate with Caltrans District 3 to secure the necessary encroachment permits for installing the signage. If the Council approves the resolution and letter of support, staff will work closely with Caltrans District 3 to facilitate timely approval and installation of the signs within the CA State Route 32 right-of-way at the east and west entrances to the City of Orland.

Attachments: Letter of Support, Resolution 2025-XX and Purple Heart Trail Proclamation

RECOMMENDATION:

Approve a Resolution and a Letter of Support to install Purple Heart Trail signage on CA State Route 32.

FISCAL IMPACT OF RECOMMENDATION: None



CITY COUNCIL
Mathew Romano, Mayor
J.C. Tolle, Vice-Mayor
John McDermott
Brandon Smith
Terrie Barr

CITY OF ORLAND

INCORPORATED 1909

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

CITY OFFICIALS
Jennifer Schmitke
City Clerk

Leticia Espinosa
City Treasurer

CITY MANAGER
Peter R. Carr

April 1, 2025

Caltrans District 3
Encroachment Permit Division
703 B. St.
Marysville, CA 95901

Subject: Letter of Support for Purple Heart Trail Signage on the CA State Route 32 Entrances to the City of Orland

To whom it may concern,

On behalf of the City of Orland, I am proud to submit this letter of support for Veterans of Foreign Wars (VFW) Post 1770 and its Auxiliary in their initiative to install Purple Heart Trail signage at the east and west entrances of the city along California State Route 32.

Orland takes great pride in honoring and supporting our nation's veterans, especially those wounded in combat or who have made the ultimate sacrifice. Installing these signs will serve as a lasting tribute to their courage and sacrifice while reaffirming our city's deep gratitude for their service.

The City of Orland supports VFW Post 1770 and its Auxiliary in this meaningful initiative, which aligns with the Military Order of the Purple Heart's mission to promote patriotism and ensure that our combat-wounded veterans are never forgotten. These signs will not only honor the sacrifices of Purple Heart recipients but also serve as a powerful reminder to residents and visitors of the medal's significance and the brave individuals who have earned this distinguished honor.

We respectfully urge Caltrans District 3 to approve the placement of these signs within the California State Route 32 right-of-way at the east and west entrances to our city. Your support in this effort will help ensure that our nation's heroes receive the recognition they deserve. We appreciate your consideration and look forward to collaborating to honor and commemorate their sacrifices.

Thank you for your time and support. Please feel free to reach out if you need any additional information.

Sincerely,

Mathew Romano
Mayor



Resolution 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF Orland IN SUPPORT OF THE INSTALLATION OF PURPLE HEART TRAIL SIGNAGE ON CALIFORNIA State Route 32 BY THE VFW POST 1770 / AUXILIARY

WHEREAS, the Purple Heart is the oldest military decoration still in use today and was established by General George Washington in 1782 as the Badge of Military Merit; and

WHEREAS, the Purple Heart is awarded to members of the United States Armed Forces who have been wounded or lost their lives in combat while serving our nation; and

WHEREAS, the Purple Heart Trail program was established to honor and recognize the sacrifices of these courageous individuals by designating roadways, bridges, and monuments as a tribute to Purple Heart recipients; and

WHEREAS, the City of Willows has a proud history of supporting veterans and, in July of 2024, officially proclaimed itself as a Purple Heart City to demonstrate its commitment to honoring and recognizing the service and sacrifice of its combat-wounded veterans; and

WHEREAS, Veterans of Foreign Wars (VFW) Post 1770 / Auxiliary has proposed the installation of Purple Heart Trail signage at the east and west entrances to the City of Orland along California State Route 32 to further honor Purple Heart recipients; and

WHEREAS, the installation of these signs will provide a lasting and visible tribute to Purple Heart recipients while educating residents and visitors about their sacrifices and contributions; and

WHEREAS, the VFW Post 1770 / Auxiliary will be working with Caltrans District 3 to acquire the necessary encroachment permits for the placement of the signs within the California State Route 32 right-of-way; and

WHEREAS, the City of Orland fully supports this initiative and urges Caltrans District 3 to approve the placement of the Purple Heart Trail signage on the east and west entrances to the City of Orland along California State Route 32.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS HEREBY:

- 1. Expresses its full support for the installation of Purple Heart Trail signage on California State Route 32 at the east and west entrances to the City of Orland.
- 2. Approves the attached Letter of Support advocating for the placement of the signage.
- 3. Authorizes the Mayor to sign the Letter of Support and any necessary documents on behalf of the City Council.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 1st day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

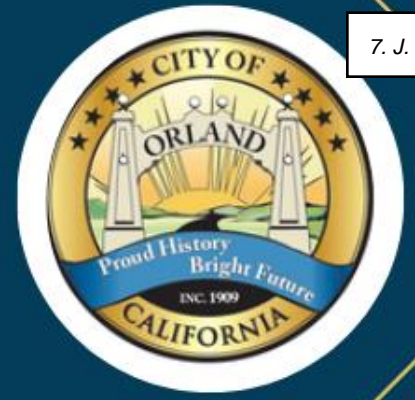
ATTESTED:

Mathew Romano, Mayor

Jennifer Schmitke, City Clerk

CITY COUNCIL

CITY OF ORLAND



7. J.

PROCLAMATION

A PURPLE HEART CITY

- WHEREAS,** The City of Orland in the State of California has always supported its military veterans' population; and
- WHEREAS,** The Purple Heart is the oldest military decoration in present use and was initially created as the Badge or Military Merit by General George Washington in 1782; and
- WHEREAS,** The Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and
- WHEREAS,** The mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly make sure we never forget; and
- WHEREAS,** The City of Orland and surrounding community has a substantial decorated veteran population including Purple Heart recipients; and
- WHEREAS,** The Veterans of Foreign Wars Post 1992 support the City of Orland in becoming a Purple Heart City; and
- WHEREAS,** The Orland citizens appreciate the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important to acknowledge them for their courage, and show them the honor and support they have earned.

NOW THEREFORE, the City Council of the City of Orland does hereby proclaim the City of Orland **A PURPLE HEART CITY** and encourage the citizens of the City of Orland to show their appreciation for the sacrifices of the Purple Heart recipients have made in defending our freedom, to acknowledge their courage, and to show them the honor and support they have earned.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the corporate seal of the City of Orland to be affixed this 1st day of April, 2025

Mathew Romano, Mayor

April 1, 2025



CITY OF ORLAND STAFF REPORT
MEETING DATE: March 7, 2025

TO: Honorable Mayor and Council
FROM: Leticia Espinosa, City Treasurer
SUBJECT: **Treasurer’s Report (Receive and File)**

BACKGROUND:

The City’s Investment Policy identifies various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment related activities.

The Treasurer has the authority to invest funds but only upon the direction of the City of Orland Investment Committee. This Committee is to be comprised of the mayor, one City Councilmember, the City Manager and the Accounting Manager.

ANALYSIS:

The treasurer reported interest earned in 2024 was \$ 510,660.43. Options for a CD that matured 2/27/25 were discussed separately with each committee member. The Treasurer added an additional \$ 1,427,175.09 to matured CD to make it \$ 3,000,000.00 (Three Million), Rate 4%, six-month CD maturity date September 7, 2025.

Interest earned is allocated to funds owning the invested cash. Interest earned this year 2025:

January 2025 \$ 40,527.46

February 2025 \$ 42,006.56

Attachment: Treasurer’s Report as of March 7, 2025.

RECOMMENDATION:

Acknowledge Treasurer Investment activity.


**City of Orland
Report of the Treasury
Schedule of Cash and Investments
As of March 4, 2025**


Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Orland

<u>Description of Security/Financial Institution</u>	Reconciled
Cash Held on Hand	
<u>City Hall</u>	\$ 150
<u>City Pool</u>	\$ 25
<u>Public Works</u>	\$ 35
<u>Police</u>	\$ 100
Umpqua Bank	
Checking Account	\$ 104,793
Deposit Account	\$ 28,956
Evidence Fund Account *	\$ 16,587
18 Month CD - Maturity Date 5/21/2025	\$ 1,086,171
18 Month CD - Maturity Date 7/23/2025	\$ 2,133,318
Money Market Account	\$ 4,909,579
Housing/Economic Development Program Income Account*	\$ 765,897
Tri Counties Bank	
6 Month CD - Maturity 2/27/2025	\$ 1,537,127
(LAIF) Local Agency Investment Fund	\$ 20,041
Northern California Bank	
Money Market Account	\$ 4,424,395
Total Cash and Investments Held by the City of Orland	\$ 15,027,174


* = restricted use

I Certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the investment policy of the City of Orland as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the office of the City Clerk. The investment program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days


Submitted: Leticia Espinosa/City Treasurer

2024 INTEREST									
	LAIF	Tri-Counties Bank 6 m CD 1.5	Northern CA Bank 2 yr CD 1	Northern CA Bank Money Market 3.2	Umpqua Bank 18 m CD XX8391 2	Umpqua Bank Money Market	Umpqua Bank 18 m CD XX5094 1.		
		4.00%			4.75%		5.25%		
1st Q	N/A	Maturity 2/27/2025	Maturity 11/14/2024	N/A	Maturity 7/23/2024	N/A	Maturity 5/21/2025		
JAN	\$ -	Opened 2/26/24	\$ 1,721.14	\$ 18,513.08	\$ 5,498.00	\$ 6,595.52	\$ 4,458.59	\$ 36,786.33	
FEB	\$ -		\$ 1,612.76	\$ 15,797.65	\$ 5,853.92	\$ 8,286.63	\$ 4,189.12	\$ 35,740.08	
MAR	\$ 204.70	\$ 7,790.00	\$ 1,726.81	\$ 12,029.33	\$ 8,207.86	\$ 13,402.03	\$ 4,496.27	\$ 47,857.00	\$ 120,383.41
2nd Q									
APR		\$ 5,330.00	\$ 1,673.82	\$ 12,035.10	\$ 7,975.14	\$ 12,382.93	\$ 4,370.19	\$ 38,437.18	
MAY		\$ 5,330.00	\$ 1,732.49	\$ 12,483.30	\$ 8,273.24	\$ 15,826.13	\$ 4,534.90	\$ 48,180.06	
JUNE	\$ 218.43	\$ 5,330.00	\$ 1,679.43	\$ 12,126.27	\$ 8,038.57	\$ 15,604.33	\$ 4,407.74	\$ 47,404.77	\$ 134,022.01
3rd Q									
JUL		\$ 6,673.47	\$ 1,738.23	\$ 12,820.78	\$ 8,338.95	\$ 8,593.84	\$ 4,573.87	\$ 42,739.14	
AUG		\$ 6,673.47	\$ 1,741.15	\$ 13,299.06	\$ 8,372.60	\$ 6,209.18	\$ 4,593.79	\$ 40,889.25	
SEP	\$ 232.18	\$ 5,981.99	\$ 1,687.86	\$ 12,921.26	\$ 8,135.19	\$ 4,057.41	\$ 4,464.98	\$ 37,480.87	\$ 121,109.26
4th Q									
OCT		\$ 5,981.99	\$ 1,746.93	\$ 13,023.01	\$ 8,439.19	\$ 11,986.71	\$ 4,633.26	\$ 45,811.09	
NOV		\$ 5,981.99	\$ 733.47	\$ 14,222.35	\$ 8,199.90	\$ 11,575.21	\$ 4,503.34	\$ 45,216.26	
DEC	\$ 230.40	\$ 5,981.99	CLOSED 11/14/24	\$ 16,659.31	\$ 8,506.32	\$ 8,067.31	\$ 4,673.07	\$ 44,118.40	\$ 135,145.75
TOTAL									\$ 510,660.43

* Restricted	*PD Evidence Account	*CDBG Housing	
1st Q			
JAN	\$ 48.27	\$ 1,957.25	\$ 2,005.52
FEB	\$ 45.31	\$ 1,837.10	\$ 1,882.41
MAR	\$ 48.59	\$ 1,970.79	\$ 2,019.38
			\$ 5,907.31
2nd Q			
APR	\$ 47.23	\$ 1,913.81	\$ 1,961.04
MAY	\$ 49.16	\$ 1,984.22	\$ 2,033.38
JUN	\$ 47.70	\$ 1,927.44	\$ 1,975.14
			\$ 5,969.56
3rd Q			
JUL	\$ 50.45	\$ 2,036.51	\$ 2,086.96
AUG	\$ 51.87	\$ 2,171.21	\$ 2,223.08
SEP	\$ 50.38	\$ 2,108.14	\$ 2,158.52
			\$ 6,468.56
4th Q			
OCT	\$ 52.25	\$ 2,185.68	\$ 2,237.93
NOV	\$ 49.56	\$ 2,073.18	\$ 2,122.74
DEC	\$ 49.60	\$ 2,221.24	\$ 2,270.84
			\$ 6,631.51
TOTAL			\$ 24,976.94

2025 INTEREST							
	LAIF	Tri-Counties Bank 6 m CD 3	Northern CA Bank Money Market	Umpqua Bank 18 M CD xx5094 1	Umpqua Bank 18 m CD XX8391 2	Umpqua Bank Money Market	
		4.00%		5.25%	4.75%		
1st Q	N/A	Maturity 9/4/2025	N/A	Maturity 5/21/2025	Maturity 7/23/2024	N/A	
JAN		\$ 5,981.99	\$ 16,148.86	\$ 4,693.43	\$ 8,540.63	\$ 5,162.55	\$ 40,527.46
FEB		\$ 5,788.02	\$ 14,636.98	\$ 4,257.70	\$ 7,745.24	\$ 9,578.62	\$ 42,006.56
MAR							\$ 82,534.02
2nd Q							
APR							
MAY							
JUN							
3rd Q							
JUL							
AUG							
SEP							
4th Q							
OCT							
NOV							
DEC							

* Restricted	*PD Evidence Account	*CDBG Housing	
1st Q			
JAN	\$ 47.10	\$ 2,166.79	\$ 2,213.89
FEB	\$ 42.52	\$ 1,963.13	\$ 2,005.65
MAR			\$ 4,219.54
2nd Q			
APR			
MAY			
JUN			
3rd Q			
JUL			
AUG			
SEP			
4th Q			
OCT			
NOV			
DEC			



Title 17 – Accessory Structures Code Amendments

ORLAND CITY COUNCIL

4-1-2025

Accessory Structure – Shed Types/Styles



Lofted Barns



Utility Sheds



Tiny Rooms



Little Barns



Single Slope



Garages



Dormers



Animal Shelters



Porches



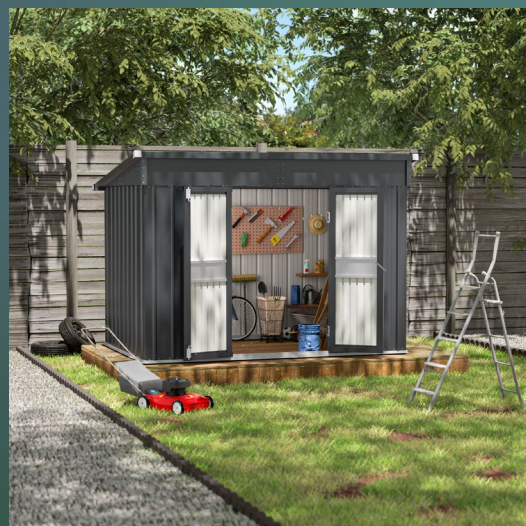
Side Gable



Cabanas



Chicken Coops



Sizes

8'x10'	8'x12'	8'x14'	8'x16'	8'x18'	8'x20'	8'x24'								
10'x10'	10'x12'	10'x14'	10'x16'	10'x18'	10'x20'	10'x22'	10'x24'							
12'x12'	12'x14'	12'x16'	12'x18'	12'x20'	12'x22'	12'x24'	12'x26'	12'x28'	12'x30'	12'x32'	12'x34'	12'x36'	12'x38'	12'x40'
14'x14'	14'x16'	14'x18'	14'x20'	14'x22'	14'x24'	14'x26'	14'x28'	14'x30'	14'x32'	14'x34'	14'x36'	14'x38'	14'x40'	
16'x20'	16'x24'	16'x28'	16'x30'	16'x32'	16'x36'	16'x40'								

Accessory Structure – Accessory Bldg.

Types/Styles



- ADU's
- Carports
- Shade Str's.
- Patio Covers
- Gazebos
- Workshops
- Detached Garages

Accessory Structure – Structure Heights

Accessory Structure - Height

Current Standard – 15' maximum



Proposed Standard – 25' maximum



18x40x16 RV Accessory Structure

Accessory Structure – Height

proposed tier structure

Accessory Structure Setbacks (side & rear)		
1	120 sq. ft. or less, below 6 ft. in height, and not requiring a building permit	0
2	Structures between 6 ft. and 15 ft. in height	4 ft.
3	Structures between 15 ft. and 25 ft. in height	Minimum 4 ft. setback, plus 1 ft. for each additional foot above 15 ft.

Accessory Structure – Height *proposed – 3 tiers*

6ft. or less



6ft. – 15 ft.



15 ft. – 25 ft.



Accessory Structure - Height

Current Standard – 15' maximum

Proposed Standard – 25' maximum



Accessory Structure – Setbacks

Accessory Structure – Front Setback / Detached Garages

9. A.

Proposed Standard – **20 feet minimum**, shall not exist in the front plane of a primary structure.



Accessory Structure – Front Setback

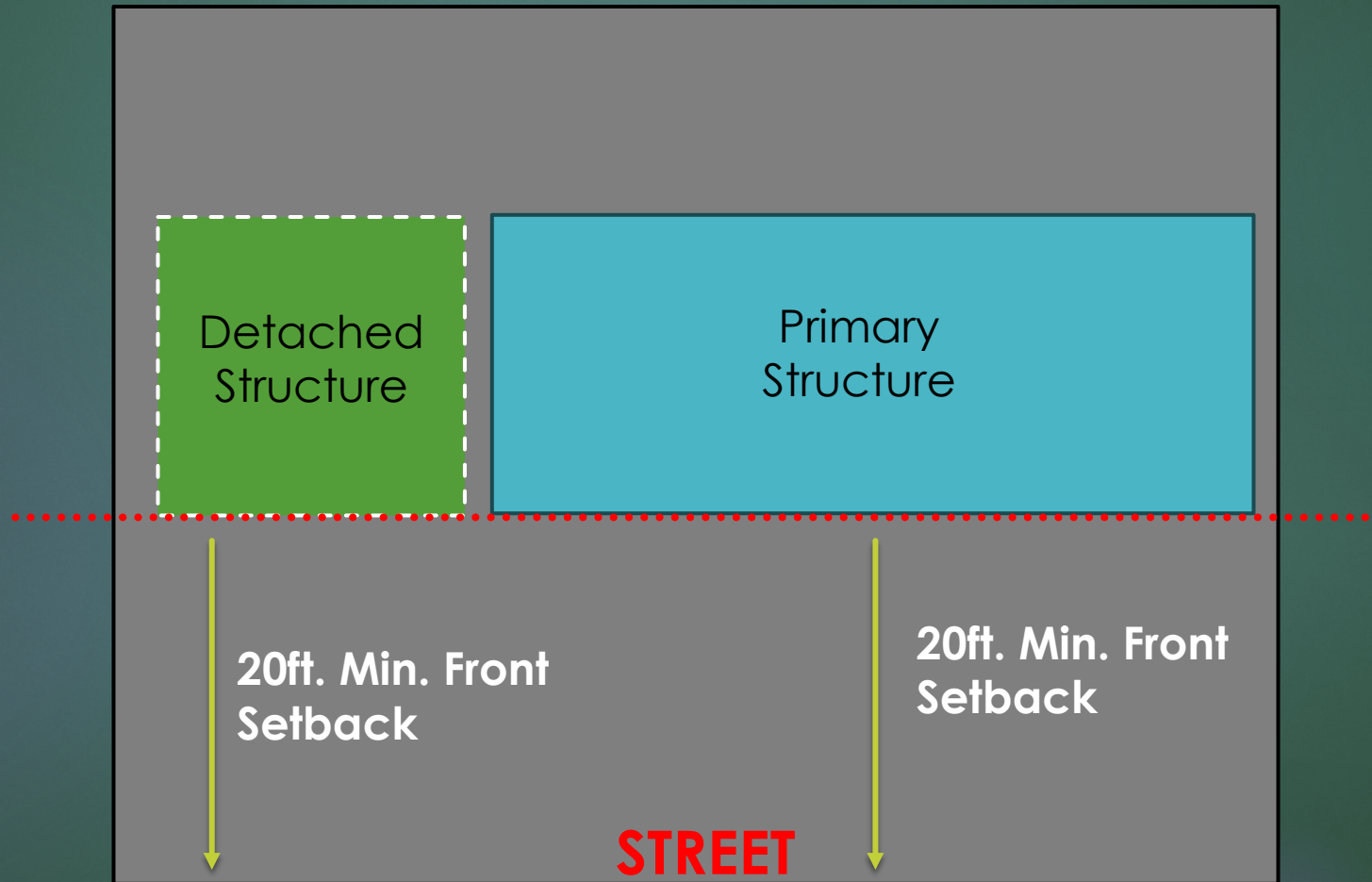
Proposed Standard – 20 feet minimum, shall not exist in the front plane of a primary structure.



‘Snout Houses’:
garages in the front plane of the primary structure would **not be permitted closer than 20’ to the Public R/W.**

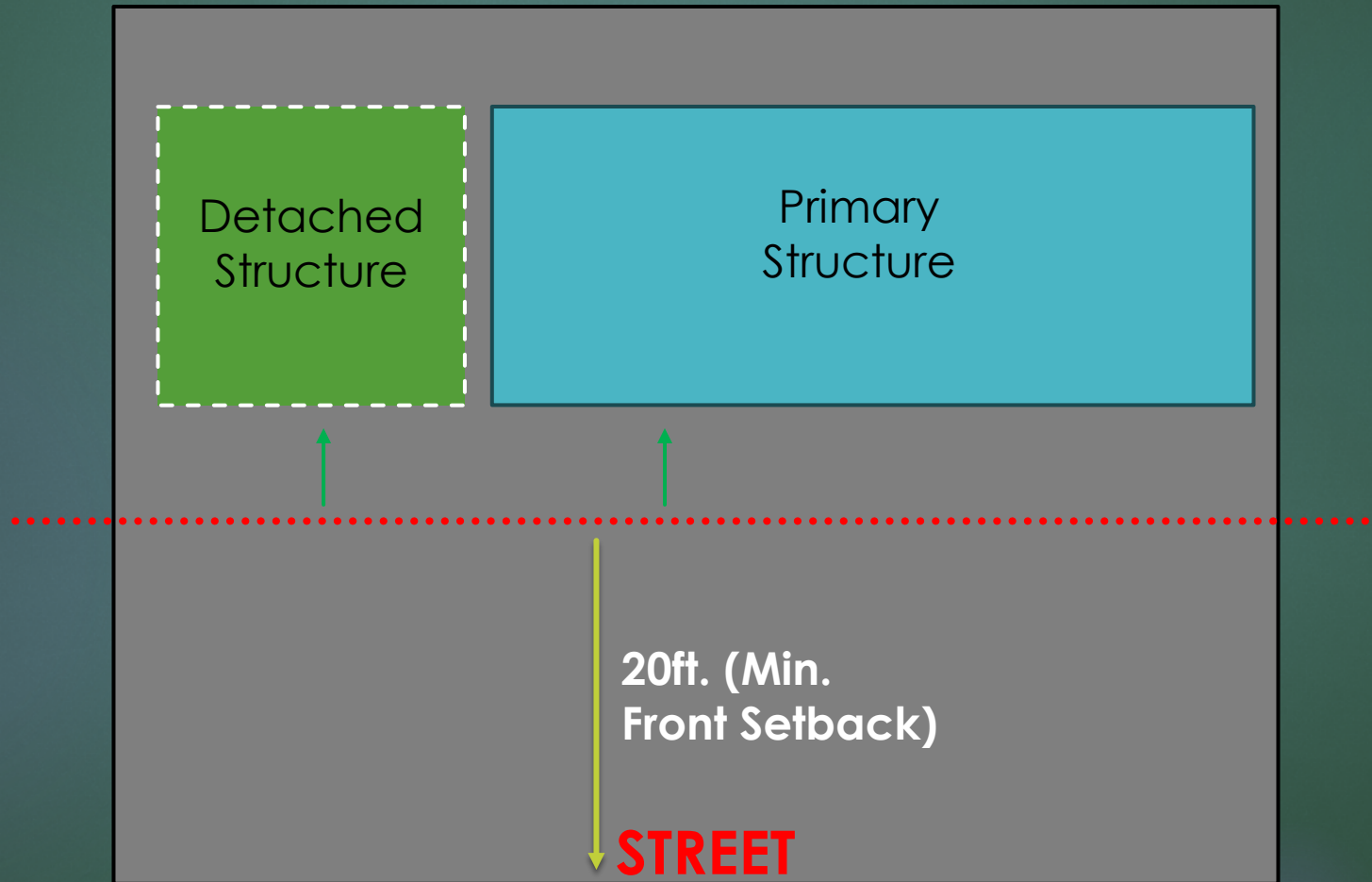
Accessory Structure – Front Setback

Proposed Standard – 20 feet minimum, shall not exist in the front plane of a primary structure.



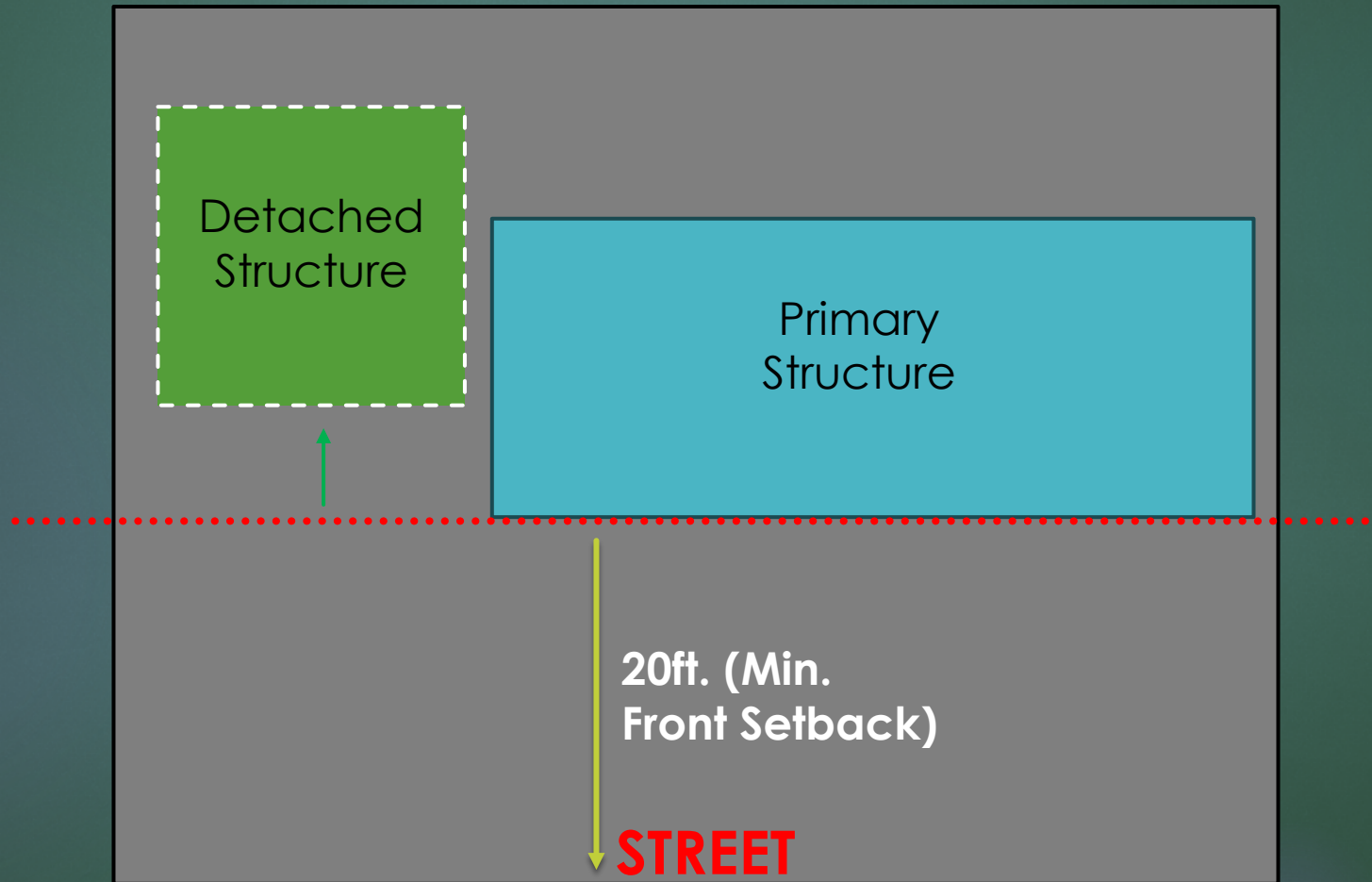
Accessory Structure – Front Setback

Proposed Standard – 20 feet minimum, shall not exist in the front plane of a primary structure.



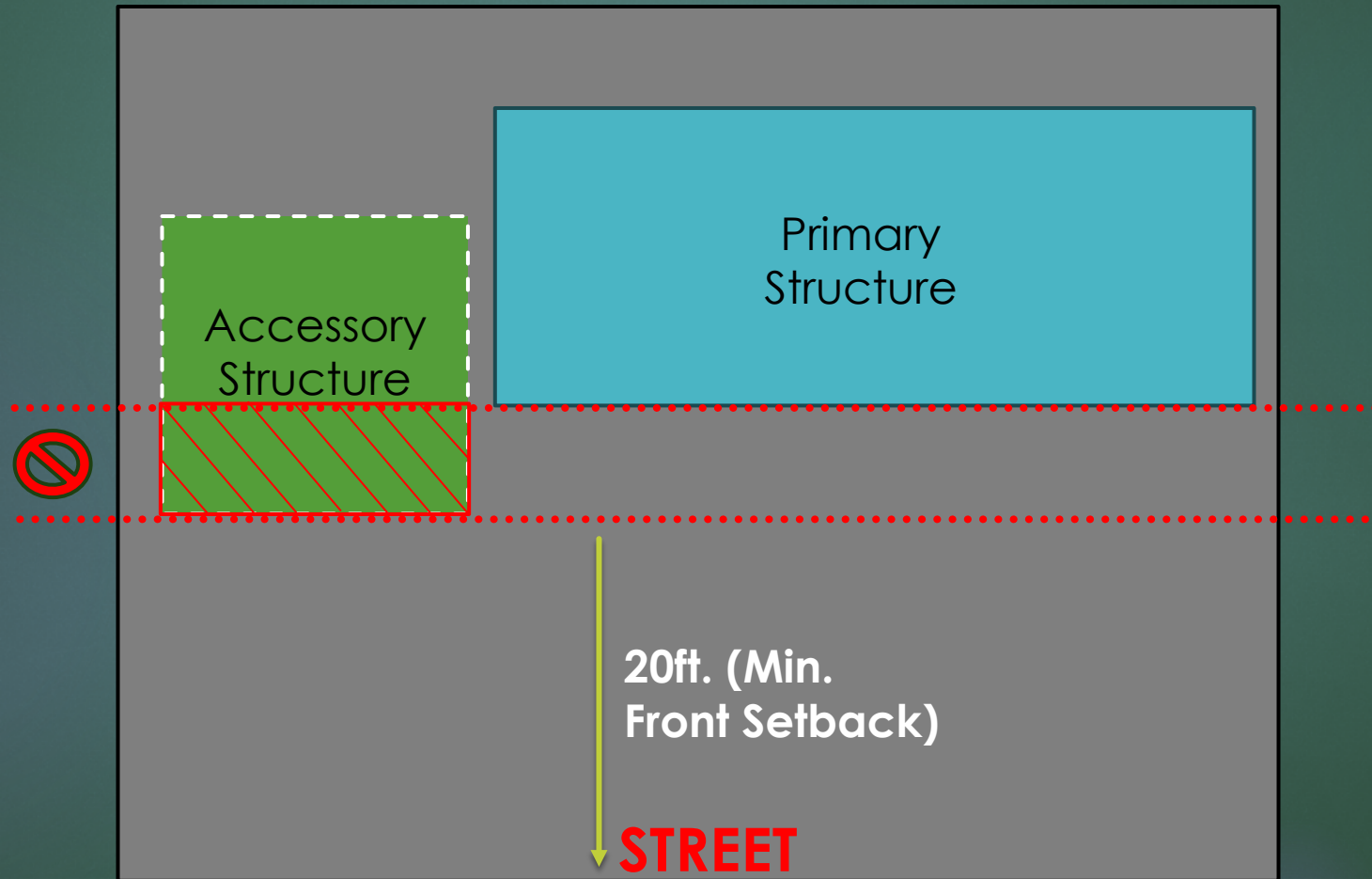
Accessory Structure – Front Setback

Proposed Standard – 20 feet minimum, shall not exist in the front plane of a primary structure.



Accessory Structure – Front Setback

Proposed Standard – 20 feet minimum, shall not exist in the front plane of a primary structure.

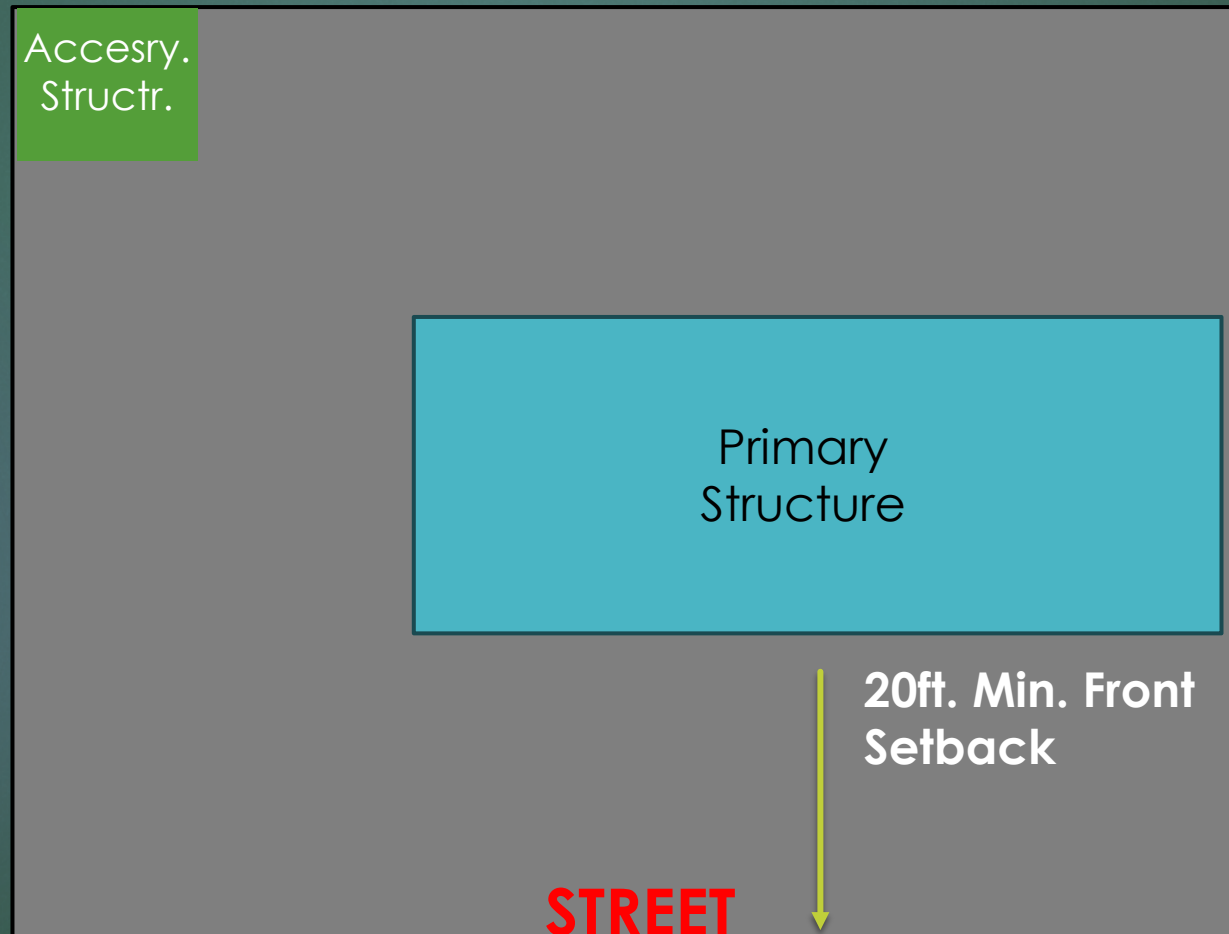


Accessory Structure – Setback

Placement/Location Scenarios:

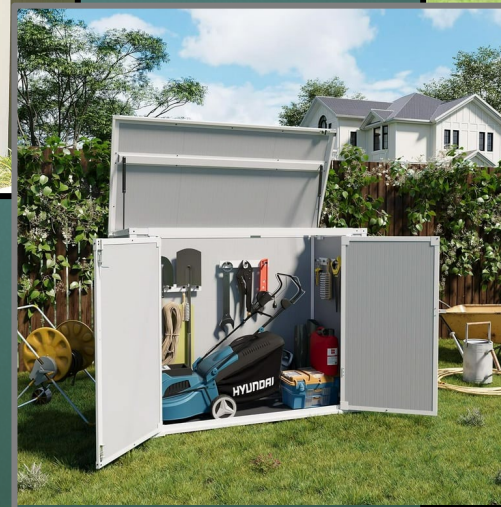
- 1) Into the Corner
- 2) ADU / Minimum Setback
- 3) Minimum Setback + Height

Accessory Structure – No Setback (0')

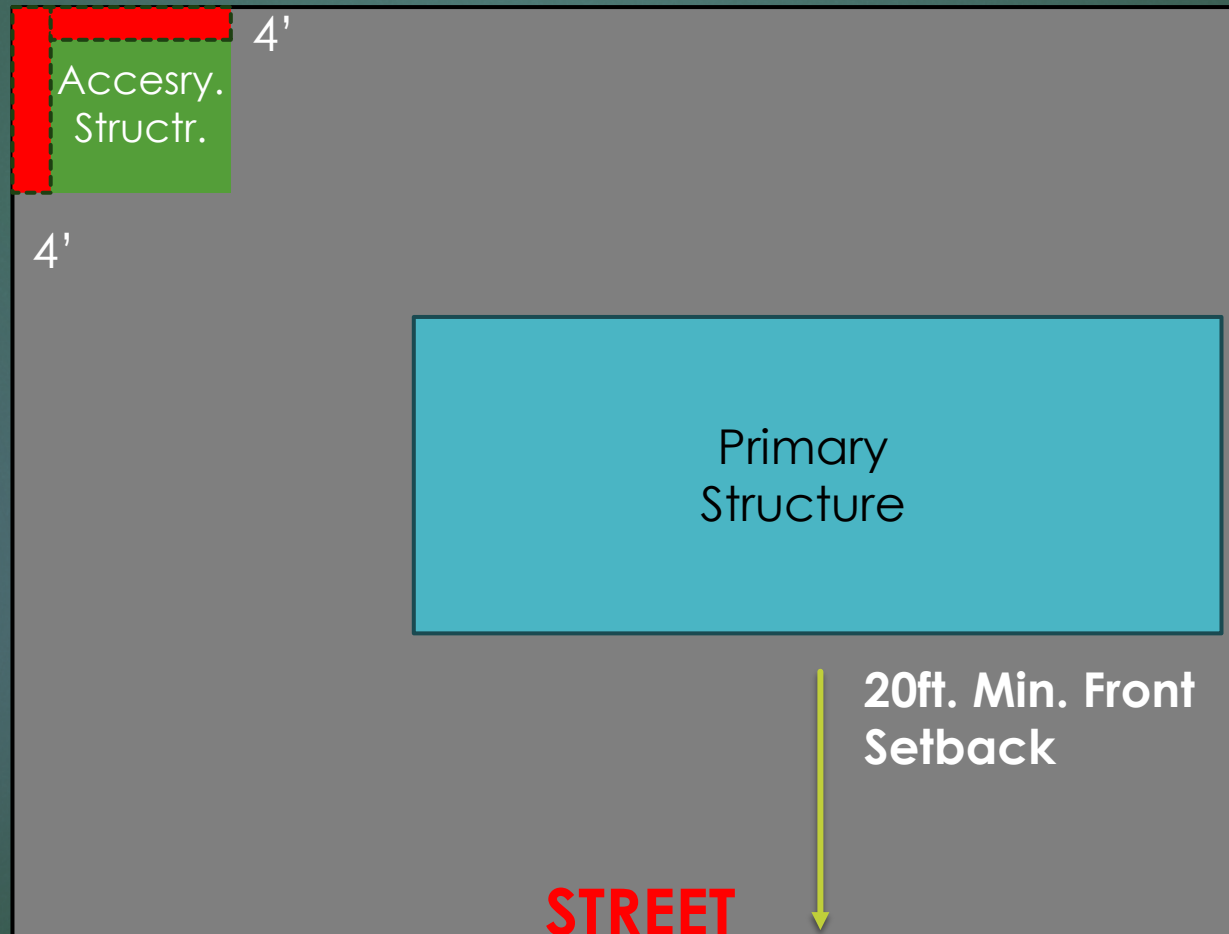


Accessory Structure – Setback

Proposed Standard – Minimum 0' side & rear setbacks for structures **120 sq. ft. or less, 6ft. or less in height, and not otherwise requiring a building permit.**



Accessory Structure – 4' Setback

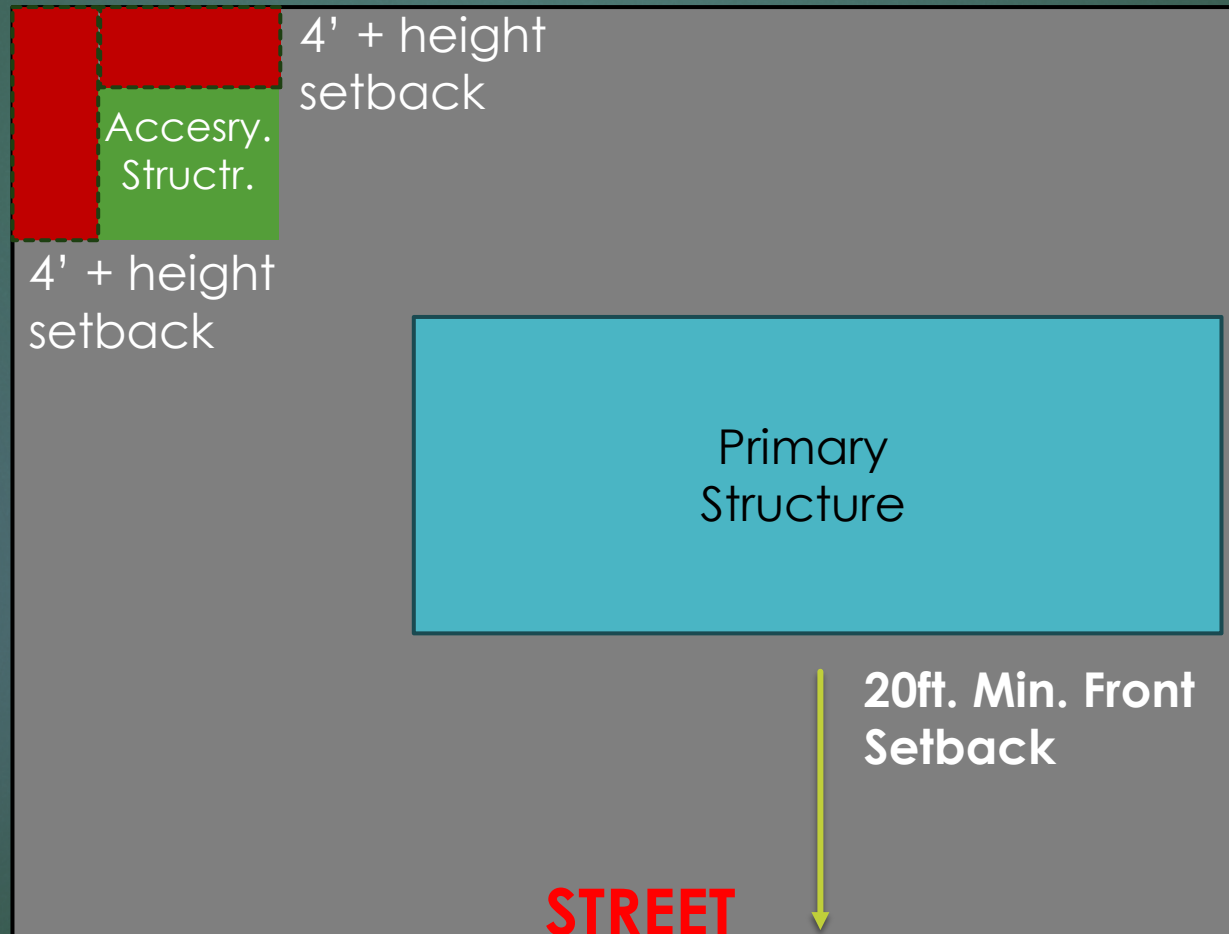


Accessory Structure – Setback

Proposed Standard – Minimum **4'** side & rear setbacks for structures, **6ft.**
to 15ft. in height

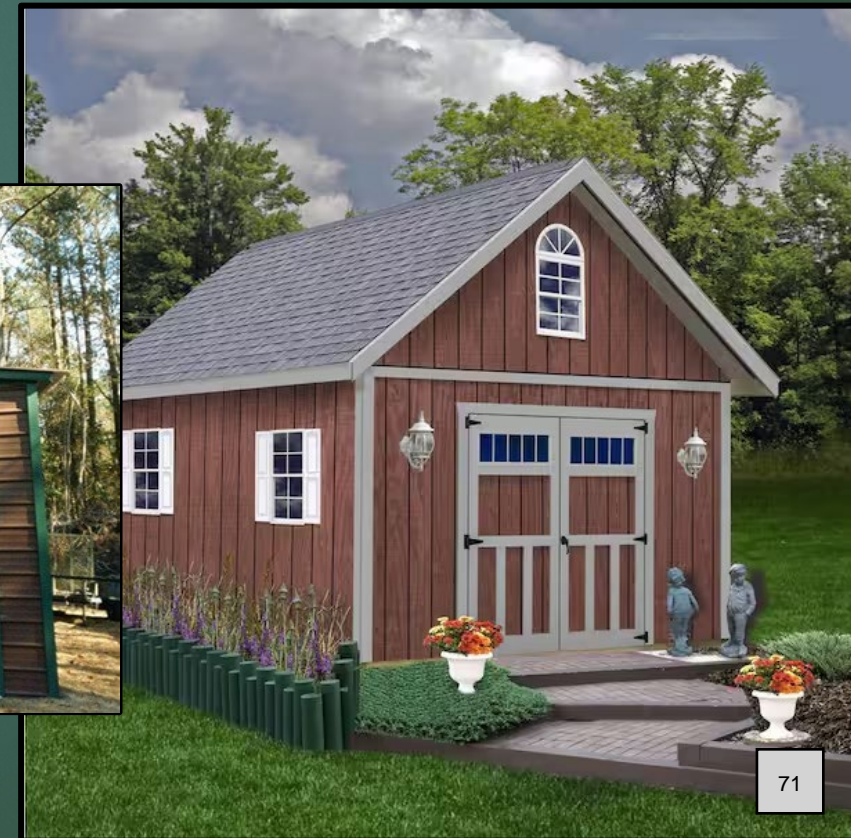


Accessory Structure – 4' Setback



Accessory Structure – Setback

Proposed Standard – Minimum **4'+** side & rear setbacks for structures, **15ft. to 25ft.** in height



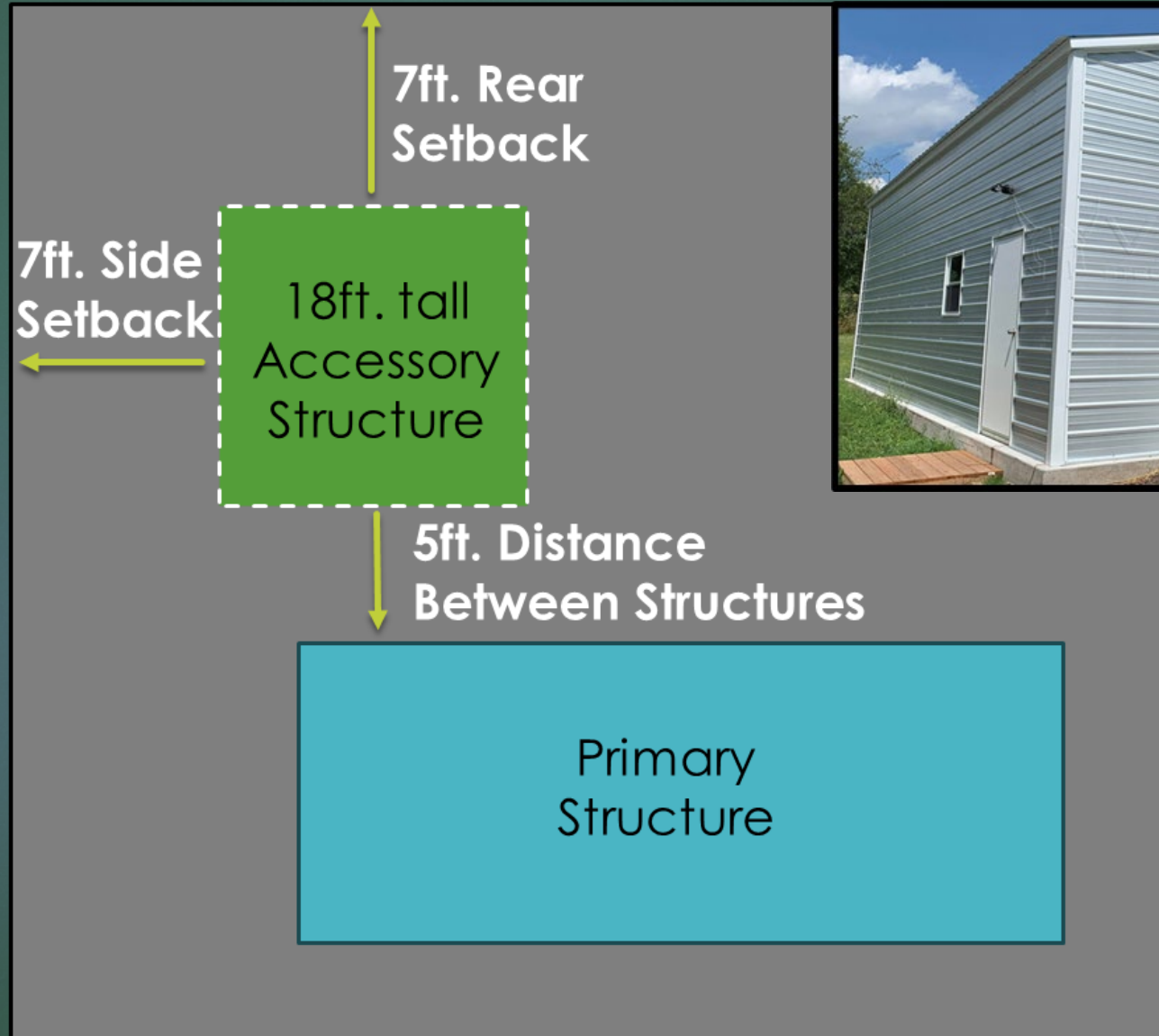
Accessory Structures - Setbacks

Structures 15ft. – 25ft. tall shall have a minimum 4ft. setback, **plus 1 ft. for each additional foot above 15ft.**

(18' bldg. height = 's

4' min. setback + 3' height-based setback = 's

7' total req'd setback)



Accessory Structure – Shade Structures / Other

Placement/Location Scenarios:

- 1) Detached Garages
- 2) Workshops
- 3) Shade Structures / Patio Covers

Accessory Structure – Shade Structures / Other



Patio Cover



Lot size constraints

Setback vs. height constraints



Accessory Structures – General

Placement/Location Scenarios:

1) Examples / Locations

Accessory Structure – Shade Structures / Other



House at rear of lot vs. house at front of lot

Large grouping of Accry. Str's and Detached Str's.





CITY OF ORLAND STAFF REPORT
MEETING DATE: April 1, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Scott Friend, AICP - City Planner

SUBJECT: **Planned Development Use Permit PD-UP#2024-01:** A request to approve a Planned Development Use Permit (PD-UP) to permit the continued commercial use and occupation of an existing structure located at 909 Third Street, on Glenn County Assessor’s Parcel Number (APN) 040-218-001. The existing business is Cabrera’s Income Tax service. Pursuant to Orland Municipal Code Chapter 17.60, the proposed action requires the approval of a Conditional Use Permit by the City Council.

SUMMARY:

The City of Orland has received a request for a Planned Development / Conditional Use Permit (PD-UP / CUP#2024-01) on an existing parcel of land identified as 909 Third Street and further as Glenn County APN 040-218-001. The subject parcel is approximately 10,400 square feet in size and is located at the southeast corner of Third Street and Mill Street. The subject parcel is designated *Residential Low Density* (R-L) on the Orland General Plan land use map and located in the *Planned Development* (PD) zoning district. The parcel is located outside of the formally designated Downtown Area/Special Parking overlay district. The current owner, Susana Cabrera, has submitted a request for a Conditional Use Permit, for the purposes of establishing a non-residential land use on the parcel. No requests to modify development standards have been requested or are being proposed.

Orland Municipal Code (OMC) Section 17.60.020, directs that the Planning Commission “provide a recommendation on the planned development applications to the city council”. This report and recommendation is intended to conform to the direction provided by the OMC.

BACKGROUND:

The subject parcel is zoned with the *Planned Development* (PD) zoning and the existing structure located on the parcel has been utilized for a non-residential purpose for many decades. The current use of the parcel (*Cabrera’s Income Tax services*) has been operating on the parcel for many years. According to the Glenn County Assessor’s Office, the existing structure on the site is ±985 square feet in size and was built in 1951.

The Project Site is designated *Residential Low Density* (R-L) on the Orland General Plan land use map. The *Residential Low Density* land use designation is utilized in areas where development of up to 6 dwelling units per acre is desired. The City of Orland General Plan establishes the following additional direction, “[t]ypical development in this designation includes single-family attached and detached homes, accessory structures, and occasionally churches, schools, parks and other governmental or quasi-governmental uses.”

No alterations or modifications to the existing structure or parcel are proposed with this action.

In instances where a parcel of land exists which contains an existing developed use that was not being requesting to be modified, the City has historically waived the requirement for the submittal of a detailed Planned Development Master Plan (OMC 17.60.020). As noted previously, no modifications to either the existing built structure or parcel are being pursued or requested with this action. Rather, the proposed action seeks to establish the existing structure as a permitted use of the parcel for a non-residential purpose.

ANALYSIS:

Pursuant to Orland Municipal Code (OMC) section 17.60., uses located in the P-D, *Planned Development* zoning district are subject to the securing of a Use Permit by the City for the use of the parcel.

The existing structure is a one-story, ±985 square foot structure, built in 1951. The historic “front” of the building was oriented toward 3rd Street consistent with the residential uses located in the area surrounding the structure. The current entrance to the existing use is now oriented onto Mill Street. Parking is accommodated by existing diagonally oriented on-street parking, located immediately adjacent to the existing use on both Mill Street and 3rd Street. No off-street parking exists on the parcel currently and none is proposed.

The parcel is provided with City-provided utility services (water, sewer and storm drainage) and is connected to the existing utility grid for electrical service. An existing alleyway is located to the east of the parcel and separates the uses fronting on 3rd street from those fronting onto 2nd street. No changes or alterations to the existing building or the surrounding utilities are proposed with this action.

The application was routed to responsible agencies by City staff and no comments were received.

OMC Chapter 17.60 – P-D Planned Development Zone:

Chapter 17.60 of the OMC provides the legal authority and basis for the issuance of a Use Permit for parcels designated with the Planned Development (P-D) zoning in the City. Section 17.60.010 establishes that:

1. *Submittal of a planned development master plan to the planning commission following the hearing and notification requirements for use permits.*
2. *The detail provided shall be sufficient to show the intended use, density, intensity and plan concepts proposed within the project.*
3. *Within one year of approval of the planned development master plan, an application shall be submitted to rezone the site (or a portion thereof) of to P-D. The P-D zone change request is submitted with a use permit application for the phase(s) of the project included in the requested P-D zone change area. If the site has been previously zoned P-D, a rezone application is not necessary.*
4. *Where lots/parcels are to be sold as part of the planned development, a tentative subdivision or parcel map application shall also accompany the use permit and zone change request.*
5. *If the project is small and the master plan is sufficiently detailed, the use permit approving the master plan may be all that is necessary to authorize project implementation along with a P-D zone change and tentative map application, if applicable.*

As established in the OMC and State law guiding the issuance of Use Permits, the City may impose Conditions of Approval on a Use Permit that it finds necessary to carry out the purpose of the Code. In this instance, staff did not recommended that the Planning Commission impose any specific Conditions of Approval specific to this request and none were added by the Planning Commission upon their approval.

Upon review of the application, the Planning Commission and staff believe that the establishment, maintenance, or operation of the proposed project along with its Conditions of Approval will not, under the circumstances of the particular case, be materially detrimental to the health, safety, peace, morals,

comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be materially detrimental to property or improvements in the neighborhood or to the general welfare of the City.

PLANNING COMMISSION ACTION/SUMMARY:

At the regular meeting of the Planning Commission on March 20, 2025, the Planning Commission conducted a noticed Public Hearing to review and consider the request. Following the conduct of the public hearing and after hearing and considering public input, the Planning Commission voted unanimously via a vote of 5-0 to recommend approval of the PD-UP as submitted to the City Council.

ENVIRONMENTAL REVIEW:

The Planning Commission recommends that the City Council determine that the project is *exempt* from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15301 “*Existing Facilities*” as the proposed project involves no expansion of the existing structure, no change of use and is located on an existing parcel of land.

FISCAL IMPACT OF RECOMMENDATION:

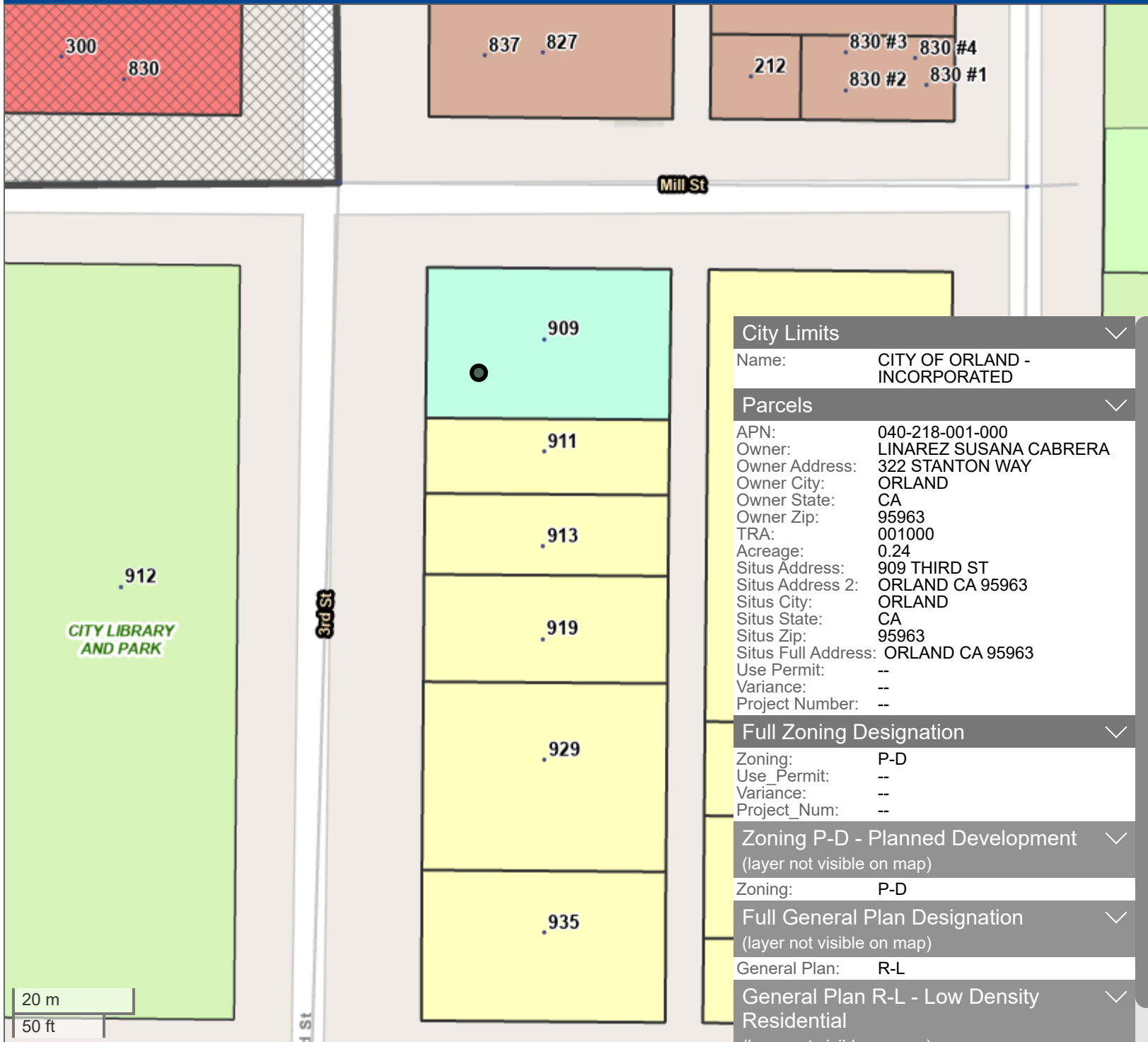
Adoption of the project will have no impact to the budget of the Planning Department and no impact to the City’s General Fund operating budget is anticipated due to the action.

RECOMMENDATION:

The Planning Commission had recommended that the City Council approve the application as submitted, making findings and subject to general Conditions of Approval. Staff recommends that the City Council concur with the recommendation of the Planning Commission via the adoption of City Council Resolution 2025-___, “A Resolution of the City Council of the City of Orland to Approve the Planned Development Use Permit (PD-UP) for the Cabrera’s Income Tax Planned Development – Use Permit Project.”

ATTACHMENTS

- **Attachment A – Zoning Site Exhibit**
- **Attachment B – Aerial Photo Exhibit**
- **Attachment C – PD-UP/CUP #2024-01 Application**
- **Attachment D – Conditions of Approval for CUP #2024-01**
- **Attachment E – Required CUP Findings #2024-01**
- **Attachment F – CEQA Notice of Exemption**
- **Attachment G – DRAFT City Council Resolution CC 2025-___**



LEGEND

- Address
- ⊞ City Limits
- ⊞ Downtown Area/Special Parking
- Roads
- + Railroad
- ▭ Places

Pavement Survey Data

- ▭ Parcels

Full Zoning Designation

- ▭ C-1 - Neighborhood Commercial
- ▭ C-2 - Community Commercial
- ▭ C-H - Highway Service Commercial
- ▭ M-H - Heavy Industrial
- ▭ M-L - Light Industrial
- ▭ MU - Mixed Use
- ▭ O-S - Open Space
- ▭ P-D - Planned Development
- ▭ P-F - Public Facilities
- ▭ R-1 - Residential One-Family
- ▭ R-1/C-2
- ▭ R-2 - Residential Two-Family
- ▭ R-3 - Residential Multiple Family
- ▭ R-E - Residential Estates

City Limits ▾
 Name: CITY OF ORLAND - INCORPORATED

Parcels ▾
 APN: 040-218-001-000
 Owner: LINAREZ SUSANA CABRERA
 Owner Address: 322 STANTON WAY
 Owner City: ORLAND
 Owner State: CA
 Owner Zip: 95963
 TRA: 001000
 Acreage: 0.24
 Situs Address: 909 THIRD ST
 Situs Address 2: ORLAND CA 95963
 Situs City: ORLAND
 Situs State: CA
 Situs Zip: 95963
 Situs Full Address: ORLAND CA 95963
 Use Permit: --
 Variance: --
 Project Number: --

Full Zoning Designation ▾
 Zoning: P-D
 Use_Permit: --
 Variance: --
 Project_Num: --

Zoning P-D - Planned Development ▾
 (layer not visible on map)

Full General Plan Designation ▾
 (layer not visible on map)

General Plan: R-L

General Plan R-L - Low Density Residential ▾
 (layer not visible on map)

CUP 2024-01
Cabreras Income Tax

9. B.



Mill St

3rd St

Mill St

Mill Street School

CABRERA'S INCOME TAX

Orland Special Programs Center

Orland Free Library



3rd St

2nd St

81

100 ft

Google Earth

Library Park

Image © 2025 Airbus

**CITY OF ORLAND
PLANNING DEPARTMENT
815 FOURTH STREET
ORLAND, CA 95963
530.865.1608 (PHONE) 530.865.1632 (FAX)**

APPLICATION FOR A CONDITIONAL USE PERMIT

Please submit the following items. A complete Application will ensure its prompt processing. If you have any questions, please contact the City of Orland Planning Department at 530.865.1608 or by email to nsailsbery@cityoforland.com.

1. APPLICANT(S):

NAME: Subana Cabrera Linarez
ADDRESS: 909 3rd St, Orland, CA 95963
PHONE:(Business): Cabrera's Income Tax LLC
(Home): 530 988 9068
(Mobile): 530 717 7588
EMAIL ADDRESS: ctaxpreorland@gmail.com

2. PROPERTY OWNER(S):

NAME: Subana Cabrera Linarez
ADDRESS: 322 Stanton Way
PHONE:(Business): same
(Home): _____
(Mobile): 530 717 7588
EMAIL ADDRESS: susanacabrera85@gmail.com

3. Name and address of property owner(s) duly authorized agent who is to be furnished with Notice of Hearing (Section 65091 California Government Code):

NAME: Subana Cabrera Linarez
ADDRESS: 322 Stanton Way
PHONE:(Business): _____
(Home): _____
(Mobile): 530 717 7588
EMAIL ADDRESS: susanacabrera85@live.com

City of Orland Conditional Use Permit
Instructions and Application Form

4. Address and Location of Project: 909 3rd St

5. Current Assessor's Parcel Number: _____

6. Zoning: _____

7. General Plan Land Use Classification: _____

8. Existing use of property(ies): Office

9. Request: _____

10. Provide any additional information that may be helpful in evaluating this request:

11. Surrounding Land Uses and Zoning Districts (please be specific):

North: _____

South: _____

East: _____

West: _____

12. Topography: _____

13. Vegetation: _____

14. Water Supply: Source or Type: Provider:
Existing: _____

Proposed: _____

15. Sewage Disposal:
Existing: _____

Proposed: _____

CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT #2024-01, 909 Third Street (Cabrera)

Conditional Use Permit #2024-01: A request to approve a Conditional Use Permit (CUP) to permit the non-residential use of an existing structure located at 909 Third Street, on Glenn County Assessor's Parcel Number (APN) 040-218-001. Pursuant to Orland Municipal Code Chapter 17.60, the proposed action requires the approval of a Conditional Use Permit by the City.

Conditions of Approval:

General Conditions:

1. The applicant shall file a Declaration of Acceptance of the following conditions by submitting a signed copy of the conditions to the Planning Department within ten (10) days of Planning Commission approval.
2. Failure to comply with the conditions specified herein as the basis for approval of application and issuance of permit constitutes cause for the revocation of said permit. Unless otherwise provided for in a special condition to this Use Permit, all conditions must be completed prior to or concurrently with the establishment of the granted use.
3. The use granted by this permit shall be established within one (1) year of the date of approval or the permit shall become null and void.
4. The applicant shall submit a check or money order in the amount of **\$100.00 made payable to the City of Orland** for the preparation of the Notice of Exemption from CEQA within five (5) days of the date of approval.
5. The applicant shall submit a check or money order in the amount of **\$50.00 made payable to the Glenn County Recorder's Office** for the fee to record the Notice of Exemption from CEQA within five (5) days of the date of approval.
6. Neither the applicant, or any agent nor representative of the applicant shall intentionally omit or misrepresent any material fact in connection with the application. Any alleged material misrepresentation shall constitute grounds for the City of Orland to commence a revocation hearing and constitute grounds to revoke the permit.
7. The project applicant and/or contractor shall obtain all necessary permits from the City and pay all appropriate fees for any required utilities modification, construction, and connection work associated with the project. Project shall also obtain permits all necessary and required building permits from the City of Orland Building Department and pay all appropriate fees for construction work to be undertaken as a result of this approval.
8. If changes are requested to the plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the Planning Commission prior to implementing the changes.
9. No changes shall be made to any approved plan(s), which would alter the character of the site plan or the use of the property, without prior approval of the City Planner and City Engineer.
10. If changes are requested to the site plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the City Council, prior to implementing the changes.

Use/Site Specific Conditions of Approval:

1. The project shall maintain adequate entrance and exit access to and from the structure in compliance with the standards of the California Building Code.

- 2. No additions to the existing structure are permitted with the conditional approval of this request.
- 3. All outdoor lighting (wall lights, interior signage, etc.) shall be directed away from adjacent uses and properties and shall be shielded so that no light is emitted above a horizontal plane (parallel to the ground) from the base of the fixture-head and/or so that no exterior lighting is un-shielded to the public view.

Statement of Acknowledgement:

I have reviewed the Conditions of Approval associated with the approval of CUP#2024-01 and acknowledge and consent to the Conditions as presented.

Signed,

Applicant

Date

**CITY OF ORLAND
FINDINGS OF APPROVAL FOR: CONDITIONAL USE
PERMIT #2024-01**

909 Third Street, Orland, CA 95963
Assessor's Parcel Number: 040-218-001

Findings for adoption of the Conditional Use Permit:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use;
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use;
3. The proposed use will not be detrimental or injurious to the general welfare of the City of Orland; and
4. The proposed use will be consistent with the policies, standards and any use designations of the general plan, any applicable specific plan and the PD, Planned Unit Development zoning district upon the issuance of the Permit.
5. The project will not have a significant or unmitigable impact on the physical environment.

Staff Analysis of Consistency with Required Findings:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use: *The proposed use is permitted with an approved Conditional Use Permit as established by the Orland Municipal Code and the request has been processed consistent with the provisions of Sections 17.48.030(A)(3) of the OMC. The proposed use would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as the approval of this request would allow for specific zoning to be assigned to parcel: 040-218-001. The use would not result in any impacts to the existing environment, as the use will not create significant new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. As conditioned, potential impacts associated with the approved use would be addressed. Subject to the issuance of a Conditional Use Permit by the Planning Commission, and subject to the Conditions of Approval for the project, uses of the site would remain consistent with the intent of the General Plan designation and zone district. As such, the project will not be detrimental to the health, safety or general welfare of the project area.*
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use: *The proposed use would be compatible with the surrounding land uses and would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as permit approval would allow for the use of the existing structures on site in a manner permitted by the City Municipal Code and does not include any requests for additional*

- construction or development. The use would not result in any impacts to the existing environment, will not create significant new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. As conditioned, potential impacts associated with the approved use would be addressed. Subject to the issuance of a Conditional Use Permit by the Planning Commission, and subject to the Conditions of Approval for the project, uses of the site would remain consistent with the intent of the General Plan designation and zone district. As such, the project will not be detrimental to the health, safety or general welfare of the project area.*
3. The proposed use will not be detrimental or injurious to the general welfare of the city: *The proposed use is permitted with an approved Conditional Use Permit as established by the Orland Municipal Code and the request has been processed consistent with the provisions of Sections 17.48.030(A)(3) of the OMC. The proposed use would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as the approval of this request would allow for specific zoning to be assigned to parcel: 040-218-001. The proposed dwelling use is compatible with the surrounding environment as the project site is located in an area of predominantly mixed uses. As conditioned, the use would not result in any adverse impacts to the existing environment, as the use will not create new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. The proposed use would not result in the use of hazardous substances or create a hazardous condition on the site. As such, the project will not be detrimental to the health, safety or general welfare of the city.*
 4. The proposed use will be consistent with the policies, standards and land use designations of the general plan and any applicable specific plan: *The City of Orland Municipal Code allows for specific zoning to be applied to a property zoned PD, Planned Development, upon the approval of a Conditional Use Permit by the Planning Commission. With the issuance of a Conditional Use Permit, the project would be consistent with the City's codes and standards.*
 5. The project will not have a significant or unmitigable impact on the physical environment. *The proposed project meets the criteria for the use of the Existing Facilities (15301), pursuant to the State CEQA guidelines and will not have a significant impact on the physical environment.*

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Glenn
526 West Sycamore Street
Willows, CA 95988

From: (Public Agency): City of Orland
815 Fourth Street
Orland, CA 95963

(Address)

Project Title: Conditional Use Permit #2024-218-01

Project Applicant: Susana Cabrera Linarez

Project Location - Specific:

909 3rd Street in Orland, Glenn County, CA 95963. APN 040--001.

Project Location - City: Orland Project Location - County: Glenn County

Description of Nature, Purpose and Beneficiaries of Project:

A proposal to permit the use of an existing parcel for a non-residential use on an existing legal lot in the City of Orland. The Project applicants, Susana Cabrera Linarez, is requesting that a planned development use permit be issued to validate the existing condition on the site. As stated in Orland Municipal Code Section 17.60, a planned development use permit must be issued by the City for the use. The primary beneficiary of the project is project applicant and subsequent owners/users of the parcel.

Name of Public Agency Approving Project: City of Orland

Name of Person or Agency Carrying Out Project: City of Orland

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: §15301 (Existing Facilities)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The City of Orland has determined that this project is exempt from CEQA as it can be seen with certainty that the proposed project would not have a significant effect on the environment as the proposed project involves no expansion of the existing structure. Therefore, the project is exempt pursuant to CEQA Guidelines Section 15301.

Lead Agency
Contact Person: Scott Friend Area Code/Telephone/Extension: (530) 865-1608

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ■ Yes No

Signature: _____ Date: 3/17/2025 Title: City Planner

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

CITY OF ORLAND
CITY COUNCIL RESOLUTION CC 2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ORLAND APPROVING A PLANNED DEVELOPMENT
USE PERMIT (PD-UP) ON PROPERTY DESCRIBED AS 909 THIRD STREET
SUBJECT TO THE MAKING OF FINDINGS AND CONDITIONS OF APPROVAL

**ACTION: APPROVAL OF PLANNED DEVELOPMENT USE PERMIT #2024-01
909 3rd Street, APN: 040-218-001**

WHEREAS, the City Council held a duly noticed public hearing to accept public comments and to review and consider the application on April 1, 2025; and

WHEREAS, the City Council deliberated on the proposed request and has determined, subject to approval of the Planned Development Use Permit being requested and the Conditions of Approval, the request is consistent with the Orland General Plan and the requirements of the Orland Zoning code; and

WHEREAS, the City Council has determined the project is Categorically Exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the State CEQA guidelines further described as the ‘Existing Facilities’ exemption; and

WHEREAS, the City Council, in a staff report dated April 1, 2025, has made the following findings with respect to the requested Conditional Use Permit:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use.
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use.
3. The proposed use will not be detrimental or injurious to the general welfare of the city.
4. The proposed use will be consistent with the policies, standards and any use designations of the general plan, any applicable specific plan and the MU, Mixed Use zoning district upon the issuance of the Permit.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Orland does hereby approve Planned Development Use Permit #2024-01, subject to the following conditions:

General Conditions:

1. The applicant shall file a Declaration of Acceptance of the following conditions by submitting a signed copy of the conditions to the Planning Department within ten (10) days of Planning Commission approval.
2. Failure to comply with the conditions specified herein as the basis for approval of application and issuance of permit constitutes cause for the revocation of said permit. Unless otherwise provided for in a special condition to this Use Permit, all conditions must be completed prior to or concurrently with the establishment of the granted use.
3. The use granted by this permit shall be established within one (1) year of the date of approval or the permit shall become null and void.
4. The applicant shall submit a check or money order in the amount of **\$100.00 made payable to the City of Orland** for the preparation of the Notice of Exemption from CEQA within five (5) days of the date of approval.

5. The applicant shall submit a check or money order in the amount of **\$50.00 made payable to the Glenn County Recorder's Office** for the fee to record the Notice of Exemption from CEQA within five (5) days of the date of approval.
6. Neither the applicant, or any agent nor representative of the applicant shall intentionally omit or misrepresent any material fact in connection with the application. Any alleged material misrepresentation shall constitute grounds for the City of Orland to commence a revocation hearing and constitute grounds to revoke the permit.
7. The project applicant and/or contractor shall obtain all necessary permits from the City and pay all appropriate fees for any required utilities modification, construction, and connection work associated with the project. Project shall also obtain permits all necessary and required building permits from the City of Orland Building Department and pay all appropriate fees for construction work to be undertaken as a result of this approval.
8. If changes are requested to the plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the Planning Commission prior to implementing the changes.
9. No changes shall be made to any approved plan(s), which would alter the character of the site plan or the use of the property, without prior approval of the City Planner and City Engineer.
10. If changes are requested to the site plan or the Conditions of Approval, a Planned Development / Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the City Council, prior to implementing the changes.

Use/Site Specific Conditions of Approval:

1. The project shall maintain adequate entrance and exit access to and from the structure in compliance with the standards of the California Building Code.
2. No additions to the existing structure are permitted with the approval of this request.
3. Any/All new outdoor lighting (wall lights, signage, etc.) shall be directed away from adjacent residential uses and properties and shall be shielded so that no light is emitted above a horizontal plane (parallel to the ground) from the base of the fixture-head and/or so that no exterior lighting is un-shielded to the public view.

The foregoing Resolution was adopted by the City Council on the 1st day of April, 2025 by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

ATTEST:

Jennifer T. Schmitke, City Clerk



CITY OF ORLAND

REQUEST FOR PROPOSALS

Comprehensive Professional Planning Services

Proposals Must be Received No Later than 4:00 p.m., April 28, 2025

Remit To:
City of Orland
Jennifer Schmitke, City Clerk
815 Fourth Street
Orland CA 95963

REQUEST FOR PROPOSALS OUTLINE

- I. PURPOSE
- II. BACKGROUND
- III. SCOPE OF SERVICES
- IV. PROPOSAL SUBMITTAL
- V. SUBMITTAL REQUIREMENTS
- VI. PROPOSAL REVIEW AND EVALUATION CRITERIA
- VII. TIMELINE
- VIII. ADDITIONAL REQUIREMENTS

City of Orland Request for Proposal For Comprehensive Professional Planning Services

I. PURPOSE

The purpose of this Request for Proposal (“RFP”) is to solicit, select and award a contract for the provision of comprehensive professional planning services as needed by the City of Orland. The City aims to provide timely, efficient, and professional service responsive to the needs of the City and of project applicants.

II. BACKGROUND

Orland is located in the Sacramento Valley region of Northern California, lying inland between the State's coastal mountain ranges and the Sierra Nevada Mountains. Orland is situated approximately 100 miles north of the City of Sacramento on Interstate 5, roughly halfway between Portland and Los Angeles. The City has robust commercial activity at the I-5 / SR32 interchange, and a remarkably popular set of boutique shops and excellent restaurants.

The regional economy continues to be predominantly based upon agricultural production and agriculturally oriented industry. “The Queen Bee Capital of North America,” Orland boasts more producers of queen bees than anyplace, local families who have mastered the art and science of cultivating starter units for beekeepers worldwide.

Approximately half of Glenn County’s population lives in and near Orland. Orland’s general fund is heavily dependent on sales tax revenue from refueling operations. The City is keenly aware of the need to expand and diversify its economy.

III. SCOPE OF SERVICES

The consulting planner or planning firm will be asked to provide and manage a full range of municipal planning services for the City. The service expectation is to rise above a task-based service approach to the provision of a fully comprehensive municipal planning service; provide expertise in comprehensive municipal planning (short and long range), zoning, residential and commercial development, and provide a range of professional planning services and local government technical assistance. The ideal firm would demonstrate a history of competence providing planning services, a clear understanding of CEQA guidelines and the wherewithal to review and successfully guide project applicants through the development/CEQA process, with a proven commitment to excellent customer service.

IV. PROPOSAL SUBMITTAL

- A. Printed on paper proposals are acceptable if a digitized version is also received.
- B. Proposals will be accepted until 4:00 p.m., April 28, 2025. Acceptable forms of delivery would be by email to cityclerk@cityoforland.com , and by U.S. Mail or other third-party delivery services, or personal delivery to:

City of Orland
Jennifer Schmitke, City Clerk
815 Fourth Street
Orland, CA 95963
- C. Submittal of proposals will be at the proposer’s risk. **Proposals received after 4:00 p.m., April 28, 2025, may not be considered.**
- D. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents.
- E. All costs of proposal preparation and submittal shall be the responsibility of the proposer.
- F. A professional services rate sheet must be submitted in a separate attachment showing rates for City services.
- G. All questions relating to this proposal must be received in writing via e-mail addressed to cityclerk@cityoforland.com . Questions will not be accepted via any other method or format. All questions and responses will be distributed to all prospective bidders who have registered with the City of Orland through [Public Purchase](#).
- H. All materials submitted in response to this Request for Proposal become the property of the City of Orland.

V. SUBMITTAL REQUIREMENTS

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive proposals will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

1. Statement of Understanding

The proposal must provide a detailed description of the candidate’s approach to the performance of the services requested that illustrates the candidate’s knowledge of municipal planning functions and needs, and demonstrates an understanding of the nature of the work being requested.

2. Proposed Team Members

Identify and provide brief descriptions of the primary responsible representative(s) and title(s); an organizational chart of the team anticipated to be involved in providing the services is optional. Provide the role and relevant background experience of the individuals involved in providing the services to the City, including a brief description of the education, experience and qualifications of the key personnel.

3. Approach and Availability

Provide an understanding of the approach your firm proposes to accomplish this task to include assigned staff, customer service, hours committed to counter hours, response times, routing times (when submitted to support staff or higher lever task specific staff (e.g., CEQA). Note that currently Orland has on-site in-person planner services one day per week, one planning commission meeting per month, occasional required attendance at city council meetings which are held twice monthly. Firms should consider including in their proposals this level of service and attendance at one city council meeting per month as part of the engagement.

4. References

Provide at least three (3) references of other public agencies (including contact name, email addresses, and telephone numbers) that City staff may contact to verify the experience of the proposer, preferably identifying projects performed for those references that are relevant or similar in nature to the planning services requested in this Request for Proposal.

5. The Cost of Services.

The proposal should state the cost of the services to be provided to the City identifying the following:

- A. The hourly rate for each person or professional classification providing service to the City;
- B. The time increment(s) billed for services provided to the City;
- C. Any additional charges billed for providing services to the City; and
- D. The billing policies of the bidder.

The proposal should include a sample or template of the firm’s public agency professional services agreement and sample invoice.

VI. PROPOSAL REVIEW AND EVALUATION CRITERIA

- A. City staff will evaluate the proposals to determine responsiveness and the respective qualifications and experience of each responding party.
- B. A responsive bidder is one whose proposal substantially complies with all requirements of this Request for Proposal.
- C. A responsible bidder is one which:
 - 1. Demonstrates the competency, experience, and education required to effectively perform the duties enumerated in the Scope of Services;
 - 2. Has the experience of successfully performing similar services;
 - 3. Demonstrates a commitment to be regularly and readily accessible to the City regarding all aspects of planning services and progress of applications and projects;
 - 4. Has no record of unsatisfactory performance, lack of integrity, and/or poor business ethics;
 - 5. Is otherwise qualified and eligible to receive a contract award under applicable statutes and regulations; and
 - 6. Whose qualifications and record of performance are verified by acceptable references.
- D. The City reserves the right to declare any proposal irregular and disqualified for award if it is conditional, incomplete, or not responsive to this Request for Proposal.
- E. The City reserves the right to waive any proposal irregularity. However, this will not relieve the Contractor from full compliance with the contractual requirements if awarded the contract.
- F. The City reserves the right to reject any and all proposals. The City Reserves the right to re-start the Request for Proposal process, and/or to perform any or all planning services with City staff.
- G. The contract award may not be based solely on price. A combination of factors determined to be in the best interest of the City will be considered.
- H. The selected bidder will be expected to enter into a contract with the City of Orland and the City reserves the right to negotiate all terms of any such contract.

VII. TIMELINE

RFP Issuance	March 25, 2025
Question Submittal Deadline	April 17, 2025
RFP Submittal (4:00 pm)	April 28, 2025
Interview Date (tentative)	May 6, 2025
Reference checking, second interviews as needed	
City Council Award of Contract (tentative)	May 20, 2025

VIII. ADDITIONAL REQUIREMENTS

- A. The successful bidder must obtain a business license with the City of Orland prior to the commencement of any work performed.
- B. The successful bidder must acknowledge that the individual or entity performing services is doing so as an independent contractor of the City of Orland and will provide a Form W-9 upon signing of Professional Services Contract.
- C. Insurance and Indemnification
 - a. The successful bidder shall, at its sole cost and expense, procure, pay for and keep in full force and effect the following insurance coverages:
 - i. Commercial General Liability Insurance with respect to the operations of the contractor in the performance of services on behalf of the City per current ISO form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000) per occurrence, and Commercial Automobile Liability insurance for owned and non-owned autos with limits of not less than One Million Dollars (\$1,000,000) combined single limit. Such policies shall identify “the City of Orland” as an additional named insured and provide that such policy may not be cancelled or permitted to expire without at least thirty (30) days’ prior written notice to the City of Orland of such intended cancellation.
 - ii. Workers’ Compensation coverage for all contractor employees as required by California Labor Code § 3700.
 - iii. The successful bidder shall maintain professional liability (errors and omissions) insurance, in a minimum limit of One Million Dollars (\$1,000,000) covering the wrongful or negligent acts, errors, or omissions of the contractor, its managers, employees, agents and representatives in connection with the performance of its duties and services for and on behalf of the City.
 - iv. The successful bidder shall provide to the City a true and exact copy of each paid in full policy evidencing such insurance or a certificate of the insurer, certifying that such policy has been issued, providing the coverage required and containing the provisions specified herein prior to the effective date of any agreement entered into as a result of the bidding process, and upon renewals, not less than thirty (30) days prior to the expiration of such coverage.
 - v. All the above listed policies of insurance are required and shall be written by responsible insurance companies authorized by the State of California.

b. Indemnification.

The successful bidder shall indemnify, defend, and hold harmless the City and its officers, council members, employees, attorneys and agents against and from any and all liabilities, losses, demands, actions, expenses or claims, including reasonable attorney’s fees and court costs, arising from any act or omission by the contractor, its officers, directors, attorneys and/or agents.

Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.

The City of Orland is an Equal Opportunity Provider.

LEGAL SERVICES AGREEMENT
for
CITY OF ORLAND

1. **IDENTIFICATION OF PARTIES.** This Agreement is made between JONES MAYER, hereafter referred to as “Law Firm,” and City of Orland, hereafter referred to as “Client.”

This Agreement is required by Business and Professions Code section 6148 and is intended to fulfill the requirements of that section.

2. **LEGAL SERVICES TO BE PROVIDED.** The legal services to be provided by Law Firm to Client are as follows: City attorney services, and special projects as assigned. Said legal services and representation are assigned to Law Firm.

3. **RESPONSIBILITIES OF ATTORNEY AND CLIENT.** Law Firm will perform the legal services called for under this Agreement, keep Client informed of progress and developments, and respond promptly to Client’s inquiries and communications. Client will be truthful and cooperative with Law Firm and keep Law Firm reasonably informed of developments; as well as make timely payments required under this Agreement.

4. **ATTORNEY’S FEES.** Client will pay Law Firm for attorney’s fees for the legal services provided under this Agreement at the rate of \$275 per hour for general legal services by attorney representation under this Agreement and \$175 per hour for a paralegal. Special or litigation services will be provided at the rate of \$295 per hour for attorney representation. Law Firm will charge in minimum units of one tenth of an hour.

Law Firm will charge for all activities undertaken in providing legal services to Client under this Agreement, including, but not limited to, the following: Travel, meetings, court appearances, correspondence and legal documents (review and preparation), legal research and telephone consultations.

Client acknowledges that Law Firm has made no promise about the total amount of attorney’s fees to be incurred by Client under this Agreement.

5. **RATE GUARANTEE.** We will freeze our rates for a period of two years, with rates to increase thereafter based upon the Consumer Price Index increase for the prior year utilizing the standard as established by the Bureau of Labor Statistics of the

U.S. Department of Labor for consumers in the Sacramento area, or another mutually agreed upon index.

6. **COSTS.** Client will pay all “costs” in connection with Law Firm’s representation under this Agreement. Costs will be advanced by Law Firm and then billed to Client. The anticipated costs for representation under this Agreement include, but are not limited to, mileage at current IRS rate, round trip, to appear at any hearing or conference, messenger service fees and overnight delivery fees. The hourly rate identified above includes photocopying expenses (under 100 pages).

7. **INSURANCE.** Law Firm will secure and maintain the following insurance policies and levels of coverage for the duration of the contract. Law Firm will provide Client with certificates of insurance as proof of coverage. All insurers will have a rating of “A-“ or better.

a. **PROFESSIONAL LIABILITY INSURANCE.** \$2,000,000/\$4,000,000; \$50,000 deductible

b. **GENERAL LIABILITY INSURANCE.** \$2,000,000/\$4,000,000; \$2,500 deductible

c. **AUTO LIABILITY INSURANCE.** \$1,000,000; \$2,500 deductible

d. **WORKERS COMP INSURANCE.** \$2,000,000; no deductible

e. **CYBER LIABILITY INSURANCE.** \$1,000,000; \$25,000 deductible

8. **REPRESENTATION OF ADVERSE INTERESTS.** Client is informed that the Rules of Professional Conduct of the State Bar of California require the Client’s informed written consent before an attorney may begin or continue to represent the Client when the attorney has had a relationship with another party interested in the subject matter of the attorney’s proposed representation of the Client. Client and Law Firm are not aware of any potential conflicts and have discussed them in detail. Law Firm will consult with Client in accordance with the requirements of the Rules of Professional Conduct as to any new matters assigned to Law Firm after the entering of this Agreement regarding any potential conflicts of interest relating to such new matters.

9. **DISCHARGE OF ATTORNEY.** Client may discharge Law Firm, pursuant to state law, by written notice effective when received by Law Firm. Notwithstanding the discharge, Client will be obligated to pay Law Firm its last statement within thirty (30) days as set forth under the terms of this Agreement.

10. **STATEMENTS AND PAYMENTS.** Law Firm will send Client monthly statements indicating attorney fees and costs incurred and their basis, any amount applied for deposits, and any current balance owed. If no attorney fees or costs are incurred for a

particular month, or if they are minimal, the statement may be held and combined with that for the following month. Any balance will be paid in full within thirty (30) days after the statement is mailed and within thirty (30) days after final statement is submitted due to discharge of Law Firm

11. **ENTIRE AGREEMENT.** This Agreement contains the entire Agreement of the parties. No other Agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. **SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

13. **MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent Agreement of the parties only by an instrument in writing signed by both of them or an oral Agreement to the extent that the parties carry it out.

14. **ARBITRATION OF FEE DISPUTE.** If a dispute arises between Law Firm and Client regarding attorney's fees under this Agreement and one of the parties files suit in any court other than small claims court, the non-filing party has the right to stay that suit by timely electing to arbitrate the dispute under Business and Professions Code sections 6200-6206, in which event the party filing suit must submit the matter to such arbitration.

15. **ATTORNEY'S FEES AND COSTS IN ACTION ON AGREEMENT.** The prevailing party in any action or proceeding to enforce any provision of this Agreement will be awarded reasonable attorney's fees and costs incurred in that action or proceeding or in efforts to negotiate the matter.

16. **FILE RETENTION AND DESTRUCTION.** At the conclusion of this matter, we will retain your legal files for a period of 10 years after we close our file. At the expiration of the 10-year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files.

17. **EXECUTION.** This Agreement may be executed in counterparts and by fax or electronic signature. In executing this Agreement, the Client warrants (i) by



executing this Agreement, the Client is formally bound to the provisions of this Agreement and (ii) the entering into this Agreement does not violate any provision of any other agreement to which the Client is bound.

18. EFFECTIVE DATE OF AGREEMENT. The effective date of this Agreement will be the date when it is executed by the last of the parties to do so.

The foregoing is agreed to by:

Dated: _____ . 2025

By: _____

Peter Carr, City Manager
CITY OF ORLAND

Dated: _____ . 2025

JONES MAYER

Ryan R. Jones
Owner

LABOR NEGOTIATIONS RETENTION AGREEMENT

This Agreement, effective upon the date of the Client’s signature below, is made between Gregory P. Einhorn, Attorney at Law (Labor Negotiator), and the City of Orland, by and through its City Council (Client.)

1. **Subject Matter of Services.** It is agreed that Labor Negotiator is to represent and provide labor negotiations services as requested and directed by the Client and by Client’s City Manager (Services). Services to include the following: preparation for and attendance at negotiation (bargaining) sessions, meetings, including City Council meetings, travel, correspondence, document review and preparation, research, and telephone consultations.

2. **Fees and Charges.** Labor Negotiator will bill the Client at an hourly rate of \$175.00 per hour for all activities undertaken in providing Services to Client under this Agreement.

3. **Payment.** Client agrees to pay Labor Negotiator full payment of charges billed within 30 days of receipt of billing.

4. **Responsibility of Labor Negotiator.** Labor Negotiator shall be responsible for rendering professional labor relations negotiations services in his role as Labor Negotiator for the Client. Labor Negotiator shall maintain professional liability coverage in the amount of \$1,000,000.00 per claim/aggregate at all times during the pendency of this Agreement. Labor Negotiator shall be available to Client and Client’s staff upon reasonable notice and shall respond promptly to requests by Client and Client’s staff.

5. **Independent Contractor.** Labor Negotiator is an Independent Contractor, and not an employee of Client. As an independent contractor, Labor Negotiator shall not receive PERS entitlements or other retirement benefits.

6. **Termination.** This Agreement may be terminated by either party, with or without cause, upon 30 days’ written notice.

7. **Entire Agreement; Modification.** This Agreement shall be the operative agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by all parties.

City of Orland, by _____

Dated: _____

Gregory P. Einhorn

Dated:_____



CITY OF ORLAND STAFF REPORT
MEETING DATE: April 1, 2025

TO: Honorable Mayor and Council

FROM: Pete Carr, City Manager

SUBJECT: **Fiscal Year 2025-26 Budget Discussion#3: Fund Balances; General Fund, Gas Tax, Measure A and Enterprise Funds** (Discussion/Direction)

City staff will brief Council and seek direction 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 2025-26 (FY26) which starts July 1. The budget will represent the City's best estimate of probable revenues and a spending plan to support operations and projects consistent with Council direction. Staff will continue to analyze revenue projections and collect cost estimates to produce an evolving budget picture in anticipation of an adoptable budget before July 1st.

ANALYSIS

This evening's discussion will build on the previous two discussions about capital projects, staffing, and revenues. We will consider the balances of all major funds with particular focus on the General Fund and Measure A Public Safety Fund. We will also include a first look at next year's Gas Tax Fund, Water and Sewer Funds.

Direction received from Council this evening will further inform staff analysis as we proceed with formulation of the final proposed budget which is planned, ideally, for presentation to Council for consideration of adoption on June 4th.

Fund Balances

While still awaiting our FY24 audit report to confirm starting balances for funds for this fiscal year, our best estimates indicate reasonably reliable starting fund balances. The General Fund reserve, which – excluding Measure A -- was close to \$2M not more than a year ago, is declining and at risk of dipping below \$1M. All other funds have healthy reserves. The General Fund at this time is still more than double the balance five years ago, and four times the balance 13 years ago, but falls very short of our internally set formula-based minimum threshold but is well short of our \$3.3M target.

General Fund

With \$6.48M in expected revenue against \$6.73M in planned expenditures, the first-draft preliminary budget is not balanced and suggests a reduction in reserves for the second year in a row. Most cities in California are experiencing a similar fiscal disposition this year.

Changes from the FY25 General Fund budget include:

- City Attorney and City Planning costs are expected to rise significantly, total >\$100k.
- GHD transportation consulting is estimated at 200 hours = \$60k, as a placeholder. The Council may wish to consider charging this optional advisory service to Gas Tax/Streets.
- Planning design consultants are estimated at \$25k, as a placeholder.
- Salaries & benefits are increased by 2%, but bargaining unit negotiations have not yet begun. Health insurance benefits are likely to rise by at least double that rate.
- OFD cost shifting from General Fund to Measure A provides some relief to General Fund.
- Chamber of Commerce and Facade Improvement program support are reduced.
- No funding is provided to continue the Queen Bee Bucks gift card promotion.

Note that the \$168,000 pending Teeter Plan clawback demand is not shown as an expense this year or next.

Measure A Public Safety Fund

The Measure A expenditure budget also has significant differences from FY25:

- Gradual Fire Department operations cost-shifting from General Fund.
- One-time expenditures for roof repair and concrete for training facility.
- Increases in Police dispatch and animal control contracts.
- Police vehicles have been on a 1/year replacement schedule, but the fleet of Chevy Tahoe vehicles is deteriorating and depreciating faster than expected, triggering higher than usual maintenance costs and earlier than expected replacement costs. Given the potential impact of tariffs on the cost of new vehicles, the price of new Ford units, and the cost of upfitting, we have conservatively estimated the cost at \$115k each.
- One-time costs to migrate OPD data to a cloud server, and to expand the successful new drone program.
- The Public Works safety items portion is reduced by 50%.
- 12-hr ambulance support, currently at approximately \$15-30k/month, is not included as the original Public Safety expenses are exceeding the projected revenue into the fund. This support would need to be shifted to the Measure J budget.

Gas Tax – Streets Fund

State allocations are shown against known major projects and resources for smaller in-house maintenance projects.

Water and Sewer Utility Funds

Operationally, revenues for these funds are covering their expenses. Several recent and current large projects and capital expenditures affect annual balances and the reserves significantly, as expected. This

year we are showing a cost-shift from Sewer to Water, correcting a longstanding 50-50 cost allocation for these two utilities which are not 50-50 in their cost of operation.

Attachments (2):

1. Draft Summary of Major Fund Balances
2. Draft Revenue and Expenditure Budget FY26 for Measure A, General Fund, Gas Tax
3. Draft Revenue and Expenditure Budget FY26 for Water and Sewer Funds
4. Capital Equipment Replacement Schedules for OPD, OFD, OPW

RECOMMENDATION

Provide direction at Council discretion. Staff will proceed with budget preparation accordingly, acknowledging the limitations of budget forecasting without the previous year's audit and without a clear accounting of year-to-date expenditures.

Fiscal Impact of Recommendation:

Staff will strive to balance revenues with expenditures as it produces a budget intended to provide for operations and improvement project objectives; when possible, budgets are designed to maintain or build fund reserves.

City of Orland
Summary of Major Fund Balances

DRAFT 4.1.25

Fund Code	Fund Name	Fund Balance pre Audit July 1, 2024			Projected 2024-2025		Fund Balance Projected June 30, 2025		Fund Balance Budgeted June 30, 2026	
		Balance pre Audit July 1, 2024	Revenues and Transfers In	Expenditures and Transfers Out	Projected June 30, 2025	Revenues	Expenditures	Budgeted 2025-2026 Revenues	Budgeted 2025-2026 Expenditures	Budgeted June 30, 2026
00	General Fund	1,346,341	6,477,681	6,747,830	1,076,192	6,675,701	7,034,625	717,268		
01	Measure A Safety Fund	1,571,437	1,277,000	1,447,000	1,401,437	1,300,000	1,515,000	1,186,437		
15	Measure J SALP Fund	-	-	102,000	(102,000)	975,000	384,000	489,000		
21	Street Related Funds (Gas Tax)	1,106,182	602,757	801,000	907,939	2,501,863	2,830,000	579,802		
35	Development Impact Fund	3,486,871	571,491	575,537	3,482,825	400,000	100,000	3,782,825		
26	Water Enterprise Fund	4,864,549	2,069,000	2,033,968	4,899,581	2,159,200	3,275,106	3,783,675		
27	Sewer Enterprise Fund	703,906	1,404,000	1,592,114	515,792	1,471,350	1,474,698	512,444		
28	Sewer Industries Fund	434,055	104,000	5,500	532,555	36,000	14,100	554,455		

City of Orland 2025-2026 Budget-Measure A Public Safety Fund Budget

DRAFT 4.1.25

Description	2023-2024	2024-2025	2024-2025	2025-2026
	Actual	Budgeted	Projected	Proposed
Revenues:				
Sales Tax, Local 1/2 cent	\$ 1,356,449	\$ 1,350,000	\$ 1,242,000	\$ 1,260,000
Investment Income	\$ 17,333	\$ 30,000	\$ 35,000	\$ 40,000
Grants and Reimbursements	\$ 273,700	\$ 67,000		\$ -
Total Revenues	\$ 1,647,482	\$ 1,447,000	\$ 1,277,000	\$ 1,300,000

Expenditures:					
Fire:	Salaries and Benefits			200,000	
	Workers Compensation			12,157	
	Office Expenses			3,500	
	Special Dept. Technology			10,000	
	Utilities			15,000	
	Professional and Contract Services			1,200	
	Insurance			13,500	
	Uniforms			1,000	
	Public Relations -- Fire Prevention			2,000	
	Facility Maint			10,000	
	Roof Project - 1/2 cost share with rural			55,000	
	Equip Maint -- engine parts, nozzles, foam...			40,000	
	Medical Supplies			6,000	
	Turnouts			30,000	
	Training Facility Improvements -- Concrete			10,000	
	Volunteer Support*			50,000	
	Communications-pagers, radios			30,000	
	Dispatch Contract			30,000	
	Potential RFC grant match for radios			20,000	
	Fuel			15,000	
	Travel & Training			15,000	
	Set aside - SCBA compressor replacement			20,000	
	Set aside - fire apparatus replace schedule			200,000	
		842,000	797,000	797,000	789,357
Police:	Patrol vehicles (two new) purchases			230,000	
	Fleet Maintenance Allocation			70,000	
	Dispatch Contract			205,000	
	Range/ammo, emergency/med equip			30,000	
	Maintenance, Renewal & Licensing			90,000	
	Promo materials, fuel contingency			15,000	
	Grant Writing			10,000	
	Communications/Radios (port, veh)			30,000	
	*Drone Program			25,000	
	*Server Migration to Cloud			50,000	
	*Vest replacement (5 yr cycle)			4,000	
	*VIPS Support			10,000	
	*Range Conex			30,000	
		293,126	610,000	610,000	799,000
Public Works:	Fire Hydrants, safety equipment, road signs			54,000	
	Capital per equip replacement schedule			-	
	Grant Writing			-	
		104,716	118,000	118,000	54,000
Total Expenditures		\$1,238,358	\$1,515,000	\$1,515,000	1,642,357

FY24 Audit Report not yet received.
FY25 YTD expenditures not yet available from Accounting Consultant.

Balance: \$ (342,357)

City of Orland
2025 - 2026 Budget General - Fund Summary and Projections
 (Not Including Measure A Public Safety Fund) **DRAFT 4.1.25**

Fund Balance, June 30, 2024	\$ 2,917,778
Less: Included in Measure A	\$ (1,571,437)
Less: Included in ARPA	\$ -
Less: General Plan Surcharge	\$ (145,000)
Recognized Fund Balance: June 30, 2024	\$ 1,201,341

2024-2025, PROJECTED:

Projected Revenues	\$ 6,477,681
Projected Expenditures	\$ (6,747,830)
Projected Fund Balance: June 30, 2025	\$ 931,192

2025-2026, Budgeted

Anticipated Revenues	\$ 6,675,701
Budgeted Expenditures	\$ (7,034,625)
Revenue Over/(Under) Expenditures:	\$ (358,924)
Budgeted Fund Balance: June 30, 2026	\$ 572,268

Budgeted General Fund Reserve Expressed as a Percentage of Budgeted Expenditures 8.1%

	Percentage of Budgeted Expenditures
Minimum Acceptable General Fund Reserve (Under)/Over Acceptable General Fund Reserve	25%
\$ 1,758,656	
\$ (1,186,388)	
Desired General Fund Reserve (Under)/Over Desired General Fund Reserve	50%
\$ 3,517,312	
\$ (2,945,044)	

City of Orland
2025-2026 Budget - General Fund Revenues

DRAFT 4.1.25

Revenue Source	2023-2024 Adopted Budget	2024-2025 Adopted Budget	2024-2025 Projected Revenues	2025-2026 Proposed Budget
Taxes				
Property Taxes (including Motor Vehicle In Lieu)	\$2,050,000	\$2,260,000	\$2,260,000	\$2,300,000
Sales Tax -- not including Measure A	2,625,000	2,772,000	2,550,240	2,588,500
Less Allocation to County	(22,000)	(62,000)	(62,000)	(62,000)
Prop 172/Public Safety Augmentation	31,000	33,000	31,446	31,566
COPS/SLESA Public Safety Grant	170,000	170,000	170,000	170,000
Business Licenses	27,000	31,000	31,000	31,000
Franchise Fees (PGE, ATT, WM, etc.)	240,000	320,250	320,250	330,000
Hotel User's Tax (TOT)	90,000	60,000	53,400	55,000
Investment Income	10,000	60,000	80,000	90,000
Rents and Royalties	54,100	56,000	56,000	40,000
Solar CREBS Credit, General Fund Portion	7,500	7,000	7,000	7,000
Inter-Governmental				
Orland Library Cost Share (County)	95,000	98,000	120,000	104,000
Library Director Cost Share (City of Willows)	92,000	93,000	93,000	76,600
Branch Libraries-Glenn County	0	102,000	58,000	90,000
Fire Chief Cost Share (Rural/County)	42,000	42,000	42,000	44,000
Fire Dept. Fleet Maint. Reimbursement (Rural/County)	20,000	20,000	20,000	20,000
Charges for Services				
Planning/Zoning	70,000	60,000	50,000	75,000
Building Permits and Related Charges	140,000	160,000	140,000	210,000
Library Fees	1,000	1,000	1,000	1,000
Recreation, Park & Swim Programs	135,000	155,000	155,000	165,000
Other Revenues and One Time Monies				
Police Related Fines, Etc.		25,000	25,000	25,000
Grant/Program Reimbursements				
Other Revenues	53,000	20,000	20,000	20,000
Administrative Allocation From Enterprise Funds				
	230,000	256,345	256,345	264,035
Totals	<u>\$6,160,600</u>	<u>\$6,739,595</u>	<u>\$6,477,681</u>	<u>\$6,675,701</u>

City of Orland
2025-2026 Budget- Summary General Fund Expenditures By Department
 Department Detailed Expenditures in Following Sections

DRAFT 4.1.25

Department	2024-2025 Budgeted Expenditures	2024-2025 Projected Expenditures	2025-2026 Proposed Expenditures
City Council	\$ 103,935	\$ 108,135	\$ 105,635
City Administration	\$ 517,387	\$ 498,887	\$ 508,887
City Clerk	\$ 78,382	\$ 78,382	\$ 78,382
City Accounting	\$ 298,354	\$ 308,354	\$ 347,193
City Attorney	\$ 52,400	\$ 58,000	\$ 134,000
City Planning	\$ 194,300	\$ 194,300	\$ 244,300
City Police	\$ 2,884,642	\$ 2,881,642	\$ 2,933,482
City Fire	\$ 437,378	\$ 437,378	\$ 203,400
City Building Inspection	\$ 212,372	\$ 217,372	\$ 218,943
City Engineer	\$ 29,500	\$ 29,500	\$ 89,500
City Facilities Maintenance	\$ 187,252	\$ 182,252	\$ 188,787
City Streets	\$ 113,961	\$ 113,961	\$ 142,714
City Parks Maintenance	\$ 249,197	\$ 256,697	\$ 270,836
City Fleet Maintenance, After Allocation to Specific Departments	\$ 212,505	\$ 206,390	\$ 381,197
City Recreation/ City Pool	\$ 402,767	\$ 392,210	\$ 404,010
City Library	\$ 701,691	\$ 706,691	\$ 722,648
Shown Before Reimbursements			
General Fund Portion of Debt Service (*)	\$ 60,999	\$ 59,279	\$ 60,711
	<u><u>\$ 6,737,022</u></u>	<u><u>\$ 6,729,430</u></u>	<u><u>\$ 7,034,625</u></u>

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

City Council
2025-2026 Budget
Fund 00, Department 5010

DRAFT 4.1.25

Object Code	Description	2023-2024	2024-2025	2024-2025	2024-2025	2025-2026
		Actual	Budget	Projected	Proposed	Proposed
013	City Council Members' Stipends		40,750	40,750	40,750	40,750
110	Office Expenses		2,500	2,500	2,500	2,500
150	Econ Dev - Chamber of Commerce		32,500	32,500	32,500	12,000
545	Econ Dev - Façade/Improvement Grants		7,000	7,000	7,000	5,000
240	Econ - Membership (3CORE)		5,500	5,500	5,500	5,500
122	Special Department Expense - Technology		4,500	4,500	4,500	4,500
150	Publications		200	200	200	200
160	Communications		400	400	400	400
200	Equipment Maintenance					
220	Grant Writing		0	0	0	0
240	Membership, Other		5,685	5,685	5,685	5,685
122	Website Hosting and Maintenance		0	0	0	0
250	Travel/Training		2,000	2,000	2,000	2,000
280	Insurance/Bonds		2,100	2,100	2,100	2,100
640	Capital Improvements		800	800	800	0
	Other					
	Subtotal	-	103,935	103,135	103,135	80,635
Total General Fund Appropriations		\$ -	\$ 103,935	\$ 103,135	\$ 103,135	\$ 80,635

City Administration
2025-2026 Budget
Fund 00, Department 5050

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual		Budget		Projected		Proposed	
010-045	Salaries and Benefits			\$ 397,645		\$ 397,645		\$ 397,645	
	PERS unfunded liability/Pension Obligation Bonds			66,442		66,442		66,442	
110	Office Expenses			2,000		2,000		2,000	
122	Special Departmental-Technology			6,500		6,500		6,500	
160	Communications			1,700		1,700		1,700	
210	Professional and Contract Services			1,000		1,000		1,000	
210	Grant Writing and Studies			10,000		-		10,000	
240	Membership and Dues			2,000		2,000		2,000	
250	Travel/Training			2,000		2,000		2,000	
270	Fuel			9,500		1,000		1,000	
280	Insurance/Bonds			17,100		17,100		17,100	
095	Employee Recognition			1,500		1,500		1,500	
	Subtotal	0		517,387		498,887		508,887	
640	Capital Items -- replace admin vehicle			0		0		0	
	Total General Fund Appropriations	\$ -		\$ 517,387		\$ 498,887		\$ 508,887	

City Clerk
2025-2026 Budget
Fund 00, Department 5020

DRAFT 4.1.25

Object Code	Description	2023-2024	2024-2025	2024-2025	2024-2025	2025-2026
		Actual	Budget	Projected	Proposed	
010-045	Salaries and Benefits		\$ 45,925	\$ 45,925	\$ 45,925	45,925
	PERS unfunded liability/Pension Obligation Bonds		177	177	177	177
110, 450	Office Expenses/Supplies		2,700	2,700	2,700	2,700
120	Special Departmental - Other					
122	Special Departmental - Technology		6,500	6,500	6,500	6,500
125	Election Charges		6,000	6,000	6,000	6,000
150	Publications		200	200	200	200
160	Communications		1,000	1,000	1,000	1,000
200	Equipment Maintenance		500	500	500	500
210	Professional and Contract Services					
240	Membership and Dues		250	250	250	250
242	Filings		200	200	200	200
250	Travel/Training		500	500	500	500
280	Insurance/Bonds		8,100	8,100	8,100	8,100
640	Agenda Management Software		6,330	6,330	6,330	6,330
	Subtotal	0	78,382	78,382	78,382	72,382
Total General Fund Appropriations		\$ -	\$ 78,382	\$ 78,382	\$ 78,382	\$ 72,382

City Attorney
2025-2026 Budgett
Fund 00, Department 5040

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
210	Prof Services - City Attorney Retainer	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400	\$ 132,000			
	Other contract legal services		2,000	2,000	26,000	2,000			
	Subtotal	50,400	52,400	52,400	76,400	134,000			
Total General Fund Appropriations		\$ 50,400	\$ 52,400	\$ 52,400	\$ 76,400	\$ 134,000			

**City Accounting Department
2025-2026 Budget**

DRAFT 4.1.25

Fund 00, Department 5030

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits		\$ 179,661	\$ 179,661		\$ 179,661	\$ 200,000		
	PERS unfunded liability/Pension Obligation Bonds		13,943	13,943		13,943	13,943		13,943
110	Office Expenses/Bank Fees		7,000	7,000		7,000	7,000		7,000
120	Special Departmental - Other		6,500	6,500		6,500	6,500		6,500
122	Special Departmental - Technology		17,500	17,500		17,500	17,500		25,000
122	Accounting Software- Tyler		1,000	1,000		1,000	1,000		2,000
160	Communications-Internet/Phones		39,000	39,000		49,000	49,000		59,000
210	Professional Services-Consultant		30,000	30,000		30,000	30,000		30,000
223	Professional Services - Independent Audit		3,000	3,000		3,000	3,000		3,000
224	Professional Services - PERS GASB 68		250	250		250	250		250
240	Memberships		500	500		500	500		500
250	Travel/Training								
280	Insurance/Bonds								
	Subtotal	0	298,354	298,354		308,354	308,354		347,193
	Total General Fund Appropriations	\$ -	\$ 298,354	\$ 298,354		\$ 308,354	\$ 308,354		\$ 347,193

City Planning Department
2025-2026 Budget
 Fund 00, Department 5060

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2025-2026	
		Actual	Budget	Projected	Proposed		
110	Office Expenses		3,100	3,100	3,100		
122	Special Departmental-Technology		5,200	5,200	5,200		
120	Special Departmental-other		0	0	0		
150	Publications (Legal Notices/Filing Fees)		2,000	2,000	2,000		
160	Communications		1,000	1,000	1,000		
210	Professional and Contract Services		150,000	160,000	200,000		
210	Grant writing & studies		10,000	0	10,000		
210	Contract Services - Chico State GIS		11,000	11,000	11,000		
210	City Contribution to LAFCO		12,000	12,000	12,000		
240	Memberships		0	0	0		
250	Travel/Training		0	0	0		
	Subtotal	-	194,300	194,300	244,300		
Total General Fund Appropriations		\$ -	\$ 194,300	\$ 194,300	\$ 244,300		

City Building Inspection & Code Enforcement
2025-2026 Budget

DRAFT 4.1.25

Fund 00, Department 5070

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits		\$ 64,976	\$ 64,976	\$ 64,976	\$ 64,976	\$ 66,275		
	PERS unfunded liability/Pension Obligation Bonds		13,596	13,596	13,596	13,596	13,868		
110	Office Expenses		7,500	7,500	7,500	7,500	7,500		
122	Special Department Expense - Technology Upgrades		12,600	12,600	12,600	12,600	12,600		
160	Communications and Public Notices		1,500	1,500	1,500	1,500	1,500		
200	Equipment Maintenance and Leases		200	200	200	200	200		
210	Professional Services (Plan Review)		35,000	35,000	40,000	40,000	40,000		
220	Contract Services (Inspection)		75,000	75,000	75,000	75,000	75,000		
240	Dues and Memberships		0	0	0	0	0		
250	Travel/Mileage		2,000	2,000	2,000	2,000	2,000		
450	Supplies								
640	Capital Items								
	Subtotal	0	212,372	212,372	217,372	217,372	218,943		
	Total General Fund Appropriations	\$ -	\$ 212,372	\$ 212,372	\$ 217,372	\$ 217,372	\$ 218,943		

**City Police
2025-2026 Budget**

DRAFT 4.1.25

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

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits		\$ 2,179,158	\$ 2,179,158		\$ 2,222,741		\$ 2,222,741	
	PERS unfunded liability/Pension Obligation Bonds		262,884	262,884		268,141		268,141	
110	Office Expenses		6,500	6,500		6,500		6,500	
120	Special Dept. Expense - Supplies		30,000	30,000		30,000		30,000	
122	Special Department-Technology		32,700	32,700		32,700		32,700	
160	Communications		0	0		0		0	
200	Equipment and Building Maintenance		0	0		0		0	
210	Professional and Contract Services		30,000	30,000		30,000		30,000	
222	Animal Control Services from Glenn County		96,000	96,000		93,000		96,000	
240	Membership and Dues		900	900		900		900	
250	Travel/Training		35,000	35,000		35,000		35,000	
270	Fuel		70,000	70,000		70,000		70,000	
280	Insurance/Bonds		141,500	141,500		141,500		141,500	
	Subtotal	\$ -	\$ 2,884,642	\$ 2,884,642	\$ 2,881,642	\$ 2,881,642	\$ 2,933,482	\$ 2,933,482	
550	Capital Outlay								
	Total General Fund Appropriations	\$ -	\$ 2,884,642	\$ 2,884,642	\$ 2,881,642	\$ 2,881,642	\$ 2,933,482	\$ 2,933,482	

City Fire
2025-2026 Budget
Fund 00, Department 5120
(Not Including Measure A Public Safety Fund)

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits*		\$ 386,167	\$ 386,167		\$ 386,167		\$ 200,000	
045	PERS unfunded liability/Pension Obligation Bonds		3,354	3,354		3,354		3,400	
110	Workers' Compensation Insurance (Includes Volunteers)		12,157	12,157		12,157		0	
120	Office Expenses		3,500	3,500		3,500			
122	Special Departmental-other								
140	Special Departmental-Technology		8,300	8,300		8,300		0	
160	Uniforms								
170	Communications								
170	Utilities		9,000	9,000		9,000		0	
210	Professional and Contract Services		1,400	1,400		1,400		0	
250	Travel/Training		0	0		0		0	
280	Insurance/Bonds		13,500	13,500		13,500		0	
	Maintenance and Operations	0		437,378		437,378		203,400	
550	Capital Outlay								
Total General Fund Appropriations			\$ -	\$ 437,378		\$ 437,378		\$ 203,400	

*Cost share reimbursement from the County per contract.

**City Engineer
2025-2026 Budget
Fund 00, Department 5160**

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
210	Engineering Services -- RAR		29,500	29,500	29,500	29,500	29,500	60,000	
	Engineering Services -- GHD Subtotal	-	29,500	29,500	29,500	29,500	29,500	89,500	
Total General Fund Appropriations		\$ -	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500	\$ 89,500	

City Facilities Maintenance
2025-2026 Budget

DRAFT 4.1.25

Fund 00, Department 5190

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits		\$ 117,307	\$ 117,307	\$ 117,307	\$ 117,307	\$ 119,653		
	PERS unfunded liability/Pension Obligation Bonds		9,445	9,445	9,445	9,445	9,634		
170	Utilities		11,000	11,000	11,000	11,000	12,000		
190/450	Miscellaneous Supplies and Services		25,000	25,000	25,000	25,000	38,000		
280	Insurance/Bonds		4,500	4,500	4,500	4,500	4,500		
640	Capital Improvements		10,000	10,000	10,000	10,000			
640	Capital Equipment		5,000	5,000	5,000	5,000	5,000		
	Subtotal	-	182,252	182,252	182,252	182,252	188,787		
190	Recreation Center Roof Repair		-	-	-	-	-		
546	Carnegie Center Upgrades		5000	5000	0	0	0		
	Total General Fund Appropriations	\$ -	\$ 187,252	\$ 187,252	\$ 182,252	\$ 182,252	\$ 188,787		

City Streets Maintenance
General Fund Portion
2025-2026 Budget
Fund 00, Department 5170

DRAFT 4.1.25

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Proposed			
010-045	Salaries and Benefits		\$ 219,951	\$ 219,951	219,951	\$ 224,350			
	PERS unfunded liability/Pension Obligation Bonds		17,710	17,710	17,710	18,064			
	Less: Gasoline Tax Wages & Benefits		(150,000)	(150,000)	(150,000)	(150,000)			
120	Special Departmental Supplies		2,100	2,100	2,100	2,100			
140	Uniforms		2,200	2,200	2,200	2,200			
160	Communications-Cell Phones		4,800	4,800	4,800	4,800			
170	Utilities/Street Lights		0	0	0	0			
200	Equipment Maintenance		8,000	8,000	8,000	12,000			
203	Fleet Maintenance Allocation		0	0	0	20,000			
210	Professional Services								
280	Insurance/Bonds		9,200	9,200	9,200	9,200			
	Subtotal	-	113,961	113,961	113,961	142,714			
550	Capital Outlay								
	Total General Fund Appropriations	\$ -	\$ 113,961	\$ 113,961	\$ 113,961	\$ 142,714			

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

**City of Orland Street Funds -- Gas Tax
2025- 2026 Budget**

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	HUTA Fund (21)	STIP Fund	S.B. 1 Road Maint. Rehab Fund (34)	<u>Totals</u>
Audit Balance, June 30, 2024	\$ 553,091	\$ -	\$ 553,091	\$ 1,106,182
Anticipated Revenues, 2024-2025	\$ 370,000	\$ -	\$ 232,757	\$ 602,757
Budgeted Expenditures, 2024-2025	\$ (635,000)	\$ -	\$ (166,000)	\$ (801,000)
Less: Expected Capital Expenditure Carryover	\$ -	\$ -	\$ -	\$ -
Projected Fund Balances at June 30, 2025	\$ 288,091	\$ -	\$ 619,848	\$ 907,939

2025-26 BUDGET

Estimated HUTA Apportionments Payable -- State of CA	\$ 237,106	\$ -	\$ 232,757	\$ 469,863
Projected RSTP Revenues	\$ 140,000	\$ -	\$ -	\$ 140,000
Projected STIP Revenues	\$ -	\$ 1,892,000	\$ -	\$ 1,892,000
Total Projected Revenues	\$ 377,106	\$ 1,892,000	\$ 232,757	\$ 2,501,863

Planned expenditures FY25:

Street Maintenance Wages and Benefits Allocation	\$ 200,000	\$ -	\$ -	\$ 196,000
Fleet Maintenance Allocation	\$ 15,000	\$ -	\$ -	\$ 15,000
Street Lighting and Utilities Allocation	\$ 80,000	\$ -	\$ -	\$ 80,000
Road Patching and Sealing	\$ 50,000	\$ -	\$ 70,000	\$ 120,000
Road Maintenance	\$ 150,000	\$ -	\$ 220,000	\$ 370,000
Sidewalk Program	\$ 50,000	\$ -	\$ -	\$ 50,000
Shasta-Bryant Street Project	\$ -	\$ 860,000	\$ -	\$ 860,000
Road M1/2 Construction	\$ 30,000	\$ 1,032,000	\$ -	\$ 1,032,000
Streets Master Plan Update	\$ -	\$ -	\$ 30,000	\$ 30,000
Street Related Capital Additions	\$ 85,000	\$ -	\$ 23,000	\$ 77,000
Total Budgeted Expenditures	\$ 660,000	\$ 1,892,000	\$ 313,000	\$ 2,830,000

Projected Balance at June 30, 2026

	\$ 5,197	\$ -	\$ 539,605	\$ 579,802
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**City Fleet Maintenance
2025-2026 Budget**
Fund 00, Department 5180-5183

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Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Proposed	Proposed		
010-045	Salaries and Benefits		\$ 234,615	\$	228,000	\$	239,307		
	PERS unfunded liability/Pension Obligation Bonds		18,890		18,890		18,890		
110	Office Expenses		1,000		1,500		2,000		
120/200/450	Equipment Maintenance/Supplies, Admin	-	55,000		55,000		70,000		
120/200/450	Equipment Maintenance/Supplies, Police		15,000		15,000		20,000		
120/200/450	Equipment Maintenance/Supplies, Fire		65,000		65,000		65,000		
120/200/450	Equipment Maintenance/Supplies, Public Works		-		-		-		
170	Utilities		1,000		1,000		1,000		
200	Equipment Maintenance, Other								
	Subtotal	-	390,505		384,390		416,197		
	Allocation of Expenditures to Specific Departments:								
	Police (Measure A)	(60,000)	(60,000)		(60,000)		(70,000)		
	Fire (Measure A)	(40,000)	(50,000)		(50,000)		20,000		
	Street Funds/Gas Tax	(15,000)	(15,000)		(15,000)		(15,000)		
	Parks	(15,000)	(15,000)		(15,000)		(15,000)		
	Water	(7,500)	(22,000)		(22,000)		25,000		
	Sewer	(7,500)	(16,000)		(16,000)		20,000		
	Total Non-Allocated General Fund Appropriations	\$ (145,000)	\$ 212,505	\$	\$ 206,390	\$	\$ 381,197		

**City Parks Maintenance
2025-2026 Budget**

DRAFT 4.1.25

Fund 00, Department 5250

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual		Budget		Projected		Proposed	
010-045	Salaries and Benefits			\$ 131,971	\$	131,971	\$	134,610	\$
	PERS unfunded liability/Pension Obligation Bonds			\$ 10,626	\$	10,626	\$	10,626	\$
110	Office Expenses			150		150		150	
120/450	Dept. Expenses - Repair, Supplies & Services			30,000		37,500		45,000	
140	Uniforms			1,500		1,500		1,500	
160	Communications			550		550		550	
170	Utilities			3,500		3,500		3,500	
200	Equipment Maintenance & Lease			12,000		12,000		12,000	
210	Professional Services								
280	Insurance/Bonds			10,400		10,400		10,400	
270	Fuel			1,500		1,500		1,500	
560	Tree Replacement			3,000		3,000		7,000	
	Fleet Maintenance Allocation			15,000		15,000		15,000	
	Subtotal			220,197		227,697		241,836	
640	Capital Outlay			29,000		29,000		29,000	
	Total General Fund Appropriations			\$ 249,197	\$	256,697	\$	270,836	\$

**City Recreation and Pool
2025-2026 Budget**

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Fund 00, Departments 5260 and 5261

Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	5260 Salaries and Benefits, Recreation		\$ 152,134		\$ 142,000		\$ 144,840		
010-045	5261 Salaries and Benefits, Pool		\$ 101,423		\$ 98,000		\$ 99,960		
010-050	5260 PERS unfunded liability/Pension Obligation Bonds-Rec/Pool		34,010		34,010		34,010		
110	Office Expenses		6,000		6,000		6,000		
120	Supplies - Recreation		6,000		6,000		6,000		
120	Supplies - City Pool		18,000		18,000		18,000		
122	Special Department-Tech (+Rec Desk)		10,900		10,900		10,900		
160	Communications		4,500		4,500		4,500		
170	Utilities		9,000		9,000		9,000		
170	Utilities - City Pool		18,000		18,000		18,000		
190	Building Maintenance		1,000		1,000		3,000		
200	Equipment Maintenance		200		200		200		
210	Professional and Contract Services		3,000		3,000		3,000		
250	Training and Travel								
270	Gas and Oil		2,500		2,500		2,500		
280	Insurance/Bonds		14,100		14,100		14,100		
450/460	Pool Supplies and Chemicals		22,000		25,000		30,000		
	Other								
	Subtotal	-	402,767		392,210		404,010		
540	Capital Outlay								
	Total General Fund Appropriations	\$ -	\$ 402,767	\$ -	\$ 392,210	\$ -	\$ 404,010		

City Library
2025-2026 Budget
Fund 00, Department 5200

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Object Code	Description	2023-2024		2024-2025		2024-2025		2025-2026	
		Actual	Budget	Budget	Projected	Projected	Proposed		
010-045	Salaries and Benefits		\$ 557,852	\$ 557,852	\$ 557,852	\$ 557,852	\$ 569,009		
	PERS unfunded liability/Pension Obligation Bonds		\$ 65,539	\$ 65,539	\$ 65,539	\$ 65,539	\$ 65,539		
110	Office Expenses		4,700	4,700	4,700	4,700	5,500		
120/450	Special Department Expense, Supplies		10,500	10,500	10,500	10,500	10,000		
122	Special Department-Technology		6,500	6,500	6,500	6,500	6,500		
160	Communications		2,000	2,000	2,000	2,000	3,000		
170	Utilities		10,000	10,000	15,000	15,000	17,500		
200	Equipment Maintenance		5,500	5,500	5,500	5,500	5,500		
210	Professional and Contract Services		10,000	10,000	10,000	10,000	10,500		
250	Travel/Training		3,000	3,000	3,000	3,000	3,500		
280	Insurance/Bonds		26,100	26,100	26,100	26,100	26,100		
	Subtotal	-	701,691	701,691	706,691	706,691	722,648		
	ADA Corrections, Library Facilities Capital Outlay								
	Total General Fund Appropriations	\$ -	\$ 701,691	\$ 701,691	\$ 706,691	\$ 706,691	\$ 722,648		

City of Orland
2024- 2025 Budget -- Sewer Enterprise Operating & Capital Replacement

DRAFT 4.1.25

Description	2023-2024 Actual	2024-2025 Budget	2024-2025 Projected	2025-2026 Proposed
Revenues				
Sewer Service Fees	1,249,952	1,387,000	1,387,000	1,456,350
Capacity and Hook Up Charges	-	0	0	0
Grants	-	0	0	0
Investment and Other Revenues	16,509	17,000	17,000	15,000
Total Revenues	\$ 1,266,461	\$ 1,404,000	\$ 1,404,000	\$ 1,471,350
Personnel Services including wages and benefits				
PERS unfunded liability/Pension Obligation Bonds		\$ 406,557	\$ 406,557	\$ 426,885
		\$ 27,155	\$ 27,155	\$ 27,155
Operating				
Office Expenses		16,000	16,000	11,700
Tools		16,000	16,000	8,000
Technology		16,000	16,000	18,000
Accounting Software- Tyler		13,000	13,000	10,000
Uniform and Boot Allowance		5,000	5,000	17,000
Memberships/Dues/Permits		26,000	26,000	27,000
Communications/Cell Phones		7,600	7,600	8,000
Utilities		16,000	16,000	20,000
Rents and Leases		13,240	13,240	14,000
Equipment/Building Maintenance		5,000	5,000	6,000
Professional and Contract Services		10,000	40,000	40,000
State Regulatory Fees		15,600	15,600	15,600
Training and Travel		3,000	3,000	3,000
Fuel		40,000	40,000	30,000
Non Capitalized Equipment		20,000	20,000	24,000
Insurance Allocation		28,800	14,000	17,280
Master Plan Update		25,000	25,000	30,000
Supplies		45,000	45,000	50,000
Water Treatment		1,100	1,100	1,300
Fleet Maintenance Allocation		16,000	16,000	20,000
Administrative Allocation		102,538	102,538	107,665
Total Operating Expenditures	\$ -	\$ 874,590	\$ 889,790	\$ 932,585
Other Expenditures				
Capital Outlay, Capitalized	187,317	278,000	645,151	484,000
Sewer Line Replacement		50,000	0	-
Capital Items -- replace mgr vehicle	11,334	-	0	-
Environmental Study		-	0	0
Other Expenses	6,179	-	5,000	7,000
Debt Service (Excludes Pension Obligation Bonds, Above)	23,689	195,803	52,173	51,113
Total Other Expenditures	228,519	523,803	702,324	542,113
Total Expenditures	228,519	1,398,393	1,592,114	1,474,698
Revenue in Excess of Expenditures	\$ 1,037,942	\$ 5,607	\$ (188,114)	\$ (3,348)

City of Orland
2025-2026 Budget -- Water Enterprise Operating & Capital Replacement

DRAFT 4.1.25

Description	2023-2024	2024-2025	2024-2025	2024-2025	2025-2026
	Actual	Budget	Projected	Proposed	Proposed
Revenues					
Water Service Fees	1,822,282	2,004,000	2,004,000	2,104,200	2,104,200
Water Line Foot Charges, Capacity & Meter Hook-up Fees	7,556	15,000	15,000	15,000	15,000
Investment interstand CREBS Revenues	45,000	50,000	50,000	40,000	40,000
Total Revenues	\$ 1,874,838	\$ 2,069,000	\$ 2,069,000	\$ 2,159,200	\$ 2,159,200
Personnel Services including wages and benefits					
PERS unfunded liability/Pension Obligation Bonds	\$	586,936	\$ 586,936	\$	598,675
		\$ 34,534	\$ 34,534	\$	34,534
Operating					
Office Expenses		16,500	16,500		23,400
Tools		15,000	15,000		24,000
Technology		30,000	30,000		35,000
Accounting Software- Tyler		13,000	13,000		19,000
Uniform and Boot Allowance		5,500	5,500		2,700
Communications/Cell Phones		11,600	11,600		12,500
Utilities		134,000	134,000		154,000
Rents and Leases		13,240	13,240		15,000
Equipment/Building Maintenance		50,000	50,000		55,000
Professional and Contract Services		48,000	48,000		50,000
Grant writing & Admin		10,000	10,000		10,000
Membership/Dues/Permits		30,000	30,000		40,000
Non Capitalized Equipment		30,000	30,000		35,000
Training and Travel		4,000	4,000		6,000
Fuel		55,000	55,000		65,000
Insurance Allocation		24,000	24,000		28,800
Master Plan Update		25,000	0		30,000
SGMA JPA Cost Share		6,000	6,000		7,000
Supplies		100,000	100,000		110,000
Water Treatment		16,000	16,000		17,000
Fleet Maintenance Allocation		22,000	22,000		25,000
Administrative Allocation		153,807	153,807		161,497
Total Operating Expenditures	\$ -	\$ 1,434,117	\$ 1,409,117	\$ 1,559,106	\$ 1,559,106
Other Expenditures					
Capital Outlay		114,000	461,930		1,541,000
Water Line Replacement		-	-		-
Capital Items -- replace mgr vehicle		-	-		-
Other Expenses		5,000	5,000		5,000
Debt Service (Excludes Pension Obligation Bonds, Above)		157,921	157,921		170,000
Total Other Expenditures	-	276,921	624,851	1,716,000	1,716,000
Total Expenditures	-	1,711,038	2,033,968	3,275,106	3,275,106
Revenue in Excess of Expenditures	\$	\$ 357,962	\$ 35,032	\$ (1,115,906)	\$ (1,115,906)

Orland Consolidated Capital Equipment Schedule FY25/26

Dept	Item description	#	new / replac.	Age	Water	Sewer	Street Funds	GenFund	M/A Public Safety	Maint Districts	Total
Funded FY25											
OFD	No purchases scheduled										\$ -
OPD	Patrol -- Ford Explorer/Interceptor	501	rep	2017					\$ 115,000		\$ 115,000
OPD	Patrol -- Ford Explorer/Interceptor	503	rep	2017					\$ 115,000		\$ 115,000
OPW	F250 service truck	63	rep	1993	\$ 55,000	\$ 30,000	\$ 15,000				\$ 100,000
OPW	Sweeper/broom accessories	32	rep	1994	\$ 56,000	\$ 24,000	\$ 40,000				\$ 120,000
OPW	Telehandler (ext. forklift)		new		\$ 30,000	\$ 30,000	\$ 30,000				\$ 90,000
	Funded FY 25 Total				\$ 141,000	\$ 84,000	\$ 85,000	\$ -	\$ 230,000	\$ -	\$ 540,000
Future/deferred purchases to FY27 and Beyond											
OFD	Fire Engine	25	rep						\$ 1,200,000		\$ 1,200,000
OFD	Ladder Truck	26	rep	2016					\$ 2,500,000		\$ 2,500,000
OPD	1-2 Patrol vehicles per year	5XX	rep	oldest					\$ 115,000		\$ 230,000
OPW	F700 Water Truck (26k)	60	rep	2014	\$ 65,800	\$ 28,200	\$ 46,000				\$ 140,000
OPW	F600 bucket truck (26k)	49	rep	2014	\$ 28,000	\$ 12,000	\$ 80,000	\$ 80,000			\$ 200,000
OPW	F150 service pickup	61	rep	2004	\$ 36,400	\$ 15,600	\$ 12,000				\$ 64,000
OPW	F150 service pickup	62	rep	2004	\$ 38,000	\$ 22,000	\$ 20,000				\$ 80,000
OPW	F150 pickup	63	rep	2004	\$ 29,000	\$ 13,000	\$ 10,000				\$ 52,000
OPW	Additional items including street sweeper, tractors, dump trucks, etc in use but not scheduled for replacement at this time.										
	Future/deferred purchases totals				\$ 197,200	\$ 90,800	\$ 168,000	\$ 80,000	\$ 3,815,000	\$ -	\$ 4,466,000
	SCHEDULED Total				\$ 338,200	\$ 174,800	\$ 253,000	\$ 80,000	\$ 4,045,000	\$ -	\$ 5,006,000