

2/26/2026

Mayor and Members of the City Council

City Manager

City of Orland

815 Fourth Street

Orland, CA 95963

Re: Clarification of Authority and Formalization of Inspection and Plan Check Services

Dear City Manager, Mayor, and Council Members:

We are writing to formally request clarification regarding my continued provision of building inspection, plan review, code enforcement, and related professional services to the City of Orland.

In December 2024, following notification that the prior professional services agreement had expired in June 2024, we submitted a revised agreement reflecting only (1) a change in business name from Paxton-Scott Enterprises to Paxton Family Inspection Services, and (2) modest rate adjustments for Building Official, inspection and plan check services. At that time, I was advised by the then-City Manager that the matter would be addressed.

Since that time, and continuing through the present, I have provided services at the request and direction of City administrative staff. These services have included, but are not limited to:

- Field inspections
- Plan review and plan check services
- Code enforcement support
- Public meetings and City Council presentations
- Coordination with staff and the public
- Use of City facilities, keys, and assigned City email

Invoices have been submitted in the normal course of business and have been processed and paid by the City.

It has recently come to my attention that the revised agreement submitted in December 2024 may not have been formally executed or ratified. Given the administrative transitions that occurred in 2025, as multiple department heads resigned or were dismissed, it appears this may have been an unintended oversight.

Because I have continued to perform assigned governmental functions in good faith reliance on staff direction and City authorization, we respectfully request:

- Written confirmation of my current authority to continue performing Building Official, inspection, and plan review services; and
- Placement of an agenda item before the City Council to formally ratify prior services performed from June 2024 to present; and
- Formal approval and execution of a professional services agreement moving forward to ensure clarity, compliance, and risk protection for all parties.

It is important to me that both the City and my firm are properly protected through clear authorization, defined scope of services, insurance documentation, and indemnification provisions consistent with standard municipal practice.

Until formal clarification is provided, I believe it is prudent for the City to confirm whether we should continue accepting new assignments.

We have at all times acted in good faith and in reliance upon direction from City administration. Our goal is to resolve this matter professionally, transparently, and in a manner that ensures continuity of service to the community while protecting the interests of the City and our firm.

Please advise how the City wishes to proceed.

Respectfully,

Wyatt Paxton

Nicholas Paxton

Paxton Family Inspection Services