



CITY OF ORLAND STAFF REPORT

MEETING DATE: March 3, 2026

TO: Honorable Mayor and City Council

FROM: Scott Drexel, City Attorney

SUBJECT: Introduction of Ordinance No.2026-XX Amending Orland Municipal Code Sections 2.32.030 and 2.36.030 – Commission Appointment Procedures (Introduction / First Reading)

BACKGROUND

At its February 17, 2026 meeting, the City Council received a staff report outlining current commission appointment procedures and provided direction regarding a proposed standardized appointment process. As part of that discussion, the Council identified two provisions of the Orland Municipal Code (OMC) that require amendment to reflect the current City organizational structure and to align with the Council's preferred appointment framework.

Both amendments address commission appointment procedures and are appropriately enacted in a single ordinance consistent with the single-subject rule. The two code changes are:

- OMC Section 2.32.030 (Planning Commission) – Update the interview panel composition to replace the obsolete title “community services director” with “community development director or designee.”
- OMC Section 2.36.030 (Public Works and Safety Commission) – Remove the mandatory interview panel requirement, allowing appointments to be governed by the same standardized process applicable to all other City commissions.

DISCUSSION

Amendment to OMC Section 2.32.030 – Planning Commission

The Planning Commission appointment procedure currently requires an interview panel consisting of the City Manager, the “community services director,” the City Engineer, and a member of the City Council. The City no longer has a position titled “community services director.” The Community Development Director (or City Planner) currently performs the planning-related functions contemplated by this provision. The proposed amendment replaces that obsolete title with “community development director or designee.” The Planning Commission interview panel requirement is otherwise retained in the code, given the quasi-judicial and land use functions of the commission.

Amendment to OMC Section 2.36.030 – Public Works and Safety Commission

The Public Works and Safety Commission appointment procedure currently requires an interview panel of two City Council members and the commission chairperson. The City Council has determined that this requirement is not necessary as a code mandate. The proposed amendment removes the mandatory interview panel language, leaving the appointment procedure consistent with all other City commissions: appointment by the Mayor, subject to confirmation by the City Council. Interview procedures, where the Council deems them appropriate, would be governed by the standardized process adopted by resolution.

RELATIONSHIP TO STANDARDIZED APPOINTMENT PROCESS

These code amendments are intended to work in conjunction with the administrative standardized commission appointment process discussed at the February 17, 2026 meeting. No additional Municipal Code changes are required for that process. The Council may consider formalizing the standardized process by resolution at a future meeting.

FISCAL IMPACT

None. These amendments are administrative in nature and do not require additional appropriations.

RECOMMENDATION

Staff recommends that the City Council:

- Introduce Ordinance No.2026-XX, amending Sections 2.32.030 and 2.36.030 of the Orland Municipal Code relating to commission appointment procedures; and
- Direct the City Clerk to publish notice of the ordinance in accordance with Government Code Section 36933 and schedule adoption at the next regular City Council meeting.

ATTACHMENTS

- Ordinance No. 2026-XX – Amending OMC Sections 2.32.030 and 2.36.030 (Commission Appointment Procedures)