

CITY OF ORLAND

2017/2018 Budget



Adopted by City Council June 5, 2017

**CITY OF ORLAND
2017 - 2018 BUDGET
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City Manager's Message

July 1, 2017

Looking Back...

Fiscal year 2017 ended June 30th with excellent ongoing municipal operations and many terrific accomplishments including:

- Approval by voters of Measure A, and purchase of a handsome 107' aerial ladder fire truck;
- All new infrastructure to improve the efficiency and lifespan of our wastewater treatment ponds;
- A new well adding 25% more capacity for our drinking water and firefighting systems;
- 28% reduction in water usage, and participation with Glenn County and water districts in formation of a new Sustainable Groundwater Management Agency;
- Energy efficiency projects for all City facilities; and
- Upgraded restrooms and picnic amenities for City Pool.

We became recognized as a "Bee City USA" and proclaimed Orland as "Queen Bee capital of North America."

Our library now features Broadband internet access and a 3D printer! 40 new homes are under construction. The surge in new business investment in Orland is exciting -- leading to more jobs, more shopping opportunities, more visitors, and in some cases additional tax revenue -- for fiscal year 2018, which starts today.



Looking Ahead...

The budget for the coming fiscal year presents Orland's spending plan. It conservatively estimates revenues, most of which are fairly stable.

Passage of the Measure A Public Safety Tax will begin to make a significant difference in our ability to fund fire, police and related equipment.

The budget funds essential services and many desired projects including:

- \$400,000 in new funds for fire dept equipment;
- Solar energy generation projects for most City facilities;
- Taking ownership of responsibility for maintenance of our police vehicle fleet;
- A new street sweeper and other equipment to enable Public Works to better serve you with water, sewer, parks and street services; and
- Support for the Orland Chamber of Commerce as it transforms into an exciting new service format.

The people of your City government look forward to continuing to serve the Orland community.

Peter R. Carr
City Manager



City of Orland

2017 - 2018 Budget

City Council

Mayor
Vice-Mayor
Council Member
Council Member
Council Member

Dennis G. Hoffman
Bruce T. Roundy
Charles W. Gee
James Paschall, Sr.
Salina J. Edwards

Elected Officials

City Clerk
City Treasurer

Angela Crook
Pamela R. Otterson

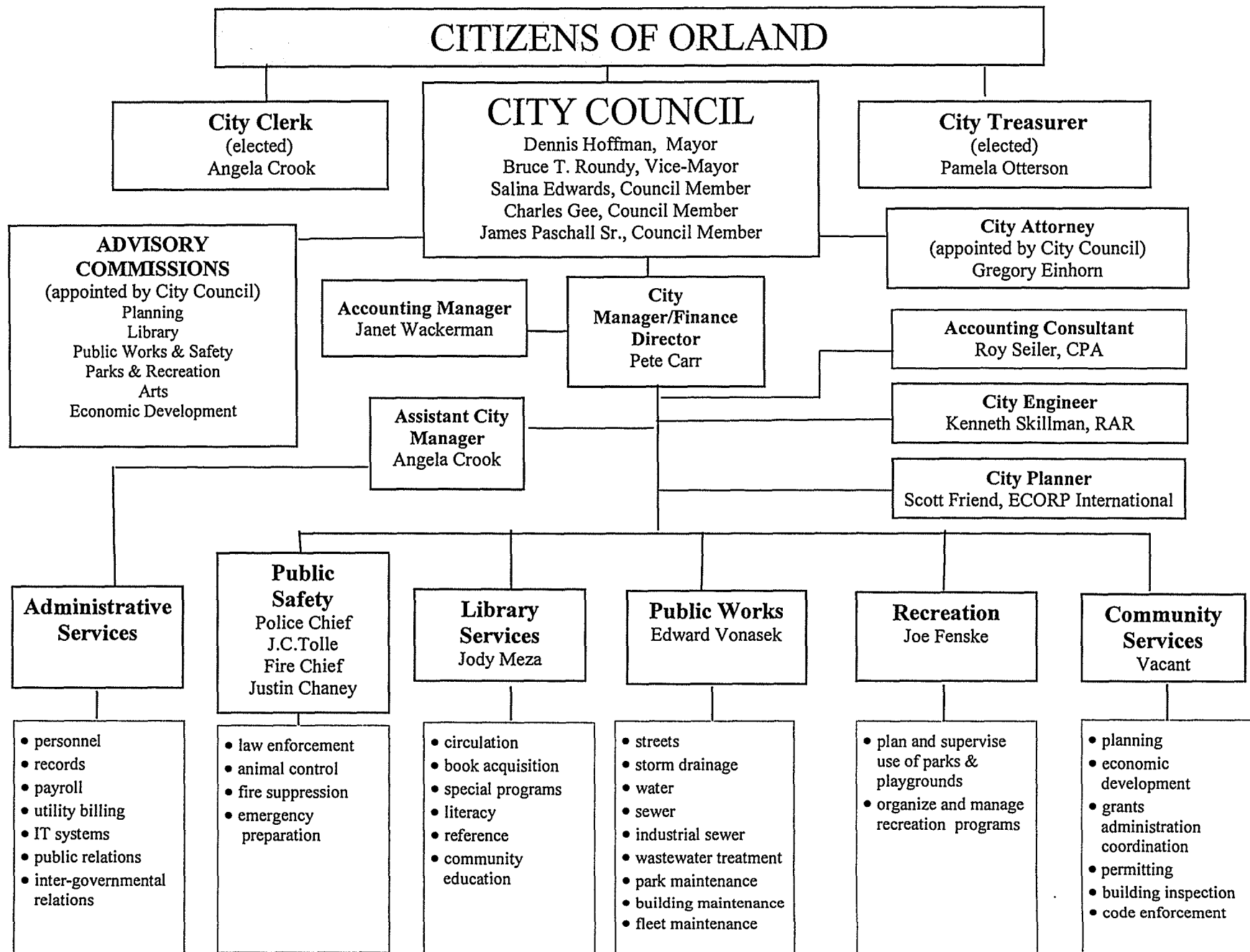
City Staff

City Manager/Director of Finance
Assistant City Manager
City Attorney
Chief of Police
Public Works Director
City Librarian
City Engineer
City Planner
Fire Chief
Recreation Director
Accounting Manager

Peter R. Carr
Angela Crook
Gregory H. Einhorn
J.C. Tolle
Edward Vonasek
Jody Meza
RAR/Kenneth Skillman
ECORP/Scott Friend
Justin Chaney
Joe Fenske
Janet Wackerman

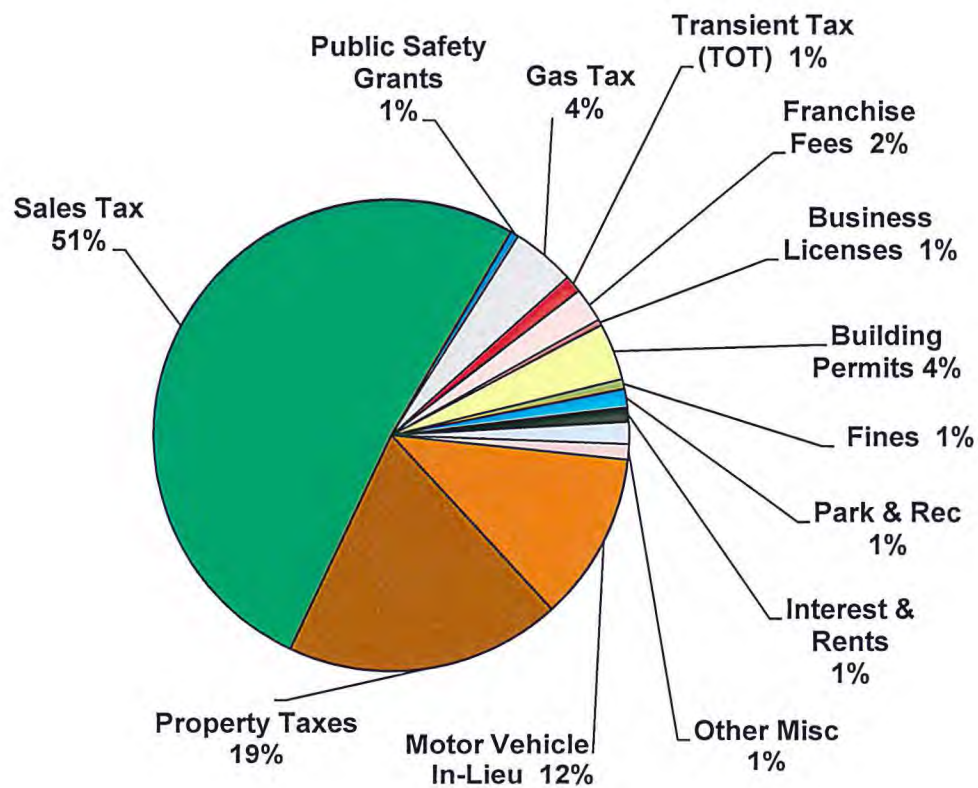
Advisory Commissions

Public Works and Safety Commission
Planning Commission
Economic Development Commission
Parks and Recreation Commission
Library Commission
Arts Commission

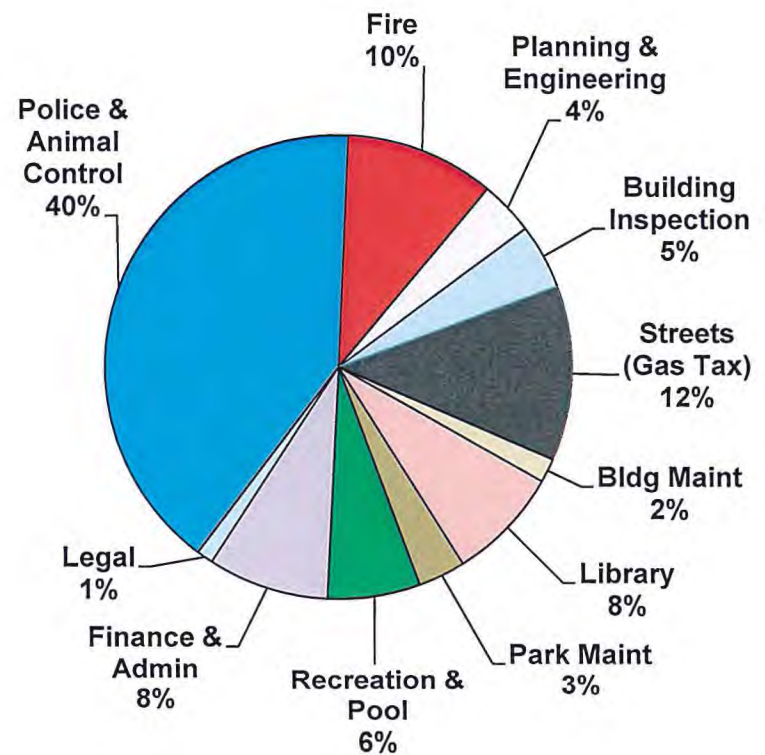


City of Orland Fiscal Year 2017-2018

Where does the General Fund come from?



Where does the General Fund go?



Includes General Fund, Measure A and Gas Tax/Street Funds

CITY OF ORLAND
2017-2018 Budget - Measure A Public Safety Sales Tax Fund

Anticipated Revenues \$ 750,000

Budgeted Expenditures:

<u>Fire:</u>	Ladder truck payment (req'd)	\$ 77,000	
	Ladder truck payment (addt'l)	\$ 77,000	
	Firefighter PPE sets (10@\$5k ea)	\$ 50,000	
	SCBA (3 @ \$7k ea)	\$ 21,000	
	Turnouts (4 @ 3k ea)	\$ 12,000	
	Radios and shared expense for repeater	\$ 10,000	
	Firehouse floor repair, recoat	\$ 13,000	
	Add lighting for training facility	\$ 15,000	
	Add fencing & containers for training facility	\$ 25,000	
	Set aside for fire equipment schedule	\$ 100,000	
			\$ 400,000

<u>Police:</u>	Buy-out fleet maint contract	\$ 10,000	
	Replace 2008 K9 CV unit with K9 SUV	\$ 60,000	
	Purchase & outfit patrol vehicle (finance 3)	\$ 34,000	
	Solar powered speed sign, pole mounted	\$ 4,000	
			\$ 108,000

<u>Public Works:</u>	Fire hydrants (20 @ \$2750 ea)	\$ 55,000	
	Shop extension for fleet maint (phase 1 of 2)	\$ 75,000	
	Emergency light towers w/gen (\$3k ea)	\$ 10,000	
	Emergency traffic alert trailer	\$ 10,000	
	Addt'l road signs, arrow sticks, cones, barricades	\$ 12,000	
			\$ 162,000

Total Budgeted Expenditures \$ 670,000

Projected carryforward for future Public Safety capital outlay, June, 30, 2018 \$ 80,000

CITY OF ORLAND

2017-2018

GENERAL FUND SUMMARY & PROJECTIONS

City of Orland
2017 - 2018 Budget -- General Fund Summary and Projections
(Not Including Measure A Public Safety Fund)

Audited Fund Balance, June 30, 2016	\$ 561,541
<u>2016-2017, PROJECTED:</u>	
Revenues	\$ 4,035,712
Expenditures	<u>\$ (3,925,879)</u>
Projected Fund Balance June 30, 2017	\$ 671,374
<u>2017-2018, Budgeted</u>	
Anticipated Revenues	\$ 4,398,300
Budgeted Expenditures	\$ (4,286,312)
Reflect Change of Moving Building Department to General Fund As of July 1, 2017	\$ (82,500)
Reclassify and Establish a separate Fund for Public Works Capital Outlay	<u>\$ (20,000)</u>
Budgeted Fund Balance, June 30, 2018	<u><u>\$ 680,862</u></u>

The City of Orland City Council Policy of Size and Use of General Fund Reserves states that the City should maintain General Fund Reserves as follows:

General Fund Reserve - based on FY 2015-2016 actual	<u>2015-2016 Actual</u>	<u>Computed Reserve</u>	
One-Sixth of General Fund Expenditures	\$ 3,982,938	\$ 663,823	
Five Percent of the Transient Occupancy Tax	\$ 54,449	\$ 2,722	
Five Percent of the Sales Tax	\$ 1,518,643	\$ 75,932	
Natural Disaster Response		<u>\$ 50,000</u>	
Total General Fund Reserve			<u><u>\$ 792,478</u></u>
Desired Minimum Fund Balance Compared to Budgeted Fund Balance			<u><u>\$ (111,616)</u></u>

In addition, the General Fund continues to owe the Water Enterprise Fund approximately \$450,000.

CITY OF ORLAND

2017-2018

GENERAL FUND REVENUES

City of Orland
2017-2018 Budget - General Fund Revenues
(Not Including Measure A Public Fund)

Revenue Source	2015-2016 Actual	2016-2017 Adopted Budget	2016-2017 Projected Revenues	2017-18 Proposed Budget
Taxes				
Property	\$789,532	\$908,002	\$908,000	\$930,000
Sales	1,497,711	1,750,961	1,790,000	1,875,000
Public Safety Augmentation	20,931	16,000	16,000	20,000
Real Property Transfer Tax	18,239	16,000	16,000	18,000
Business Licenses	19,383	21,000	21,000	21,000
Franchise Fees	115,967	125,000	120,000	120,000
Transient Occupancy Tax	54,499	68,000	60,000	60,000
Home Owners' Prop Tax Reimbursement	8,557	7,500	7,500	8,500
Fines, Forfeitures and State Mandated Cost Reimb.	44,683	50,000	42,000	45,000
Investment Income	148	12,000	5,000	2,000
Rents and Royalties	49,437	42,000	50,000	50,000
Inter Governmental				
Motor Vehicle in Lieu	586,845	588,845	588,845	590,000
Library Allocation (County)	148,409	64,800	64,800	64,800
Charges for Services				
Zoning and Variance Fees	13,115	16,500	23,000	23,000
Building Permits and Related Charges				200,000
Library Fees	3,690	4,500	4,500	4,000
Green Waste Fees	12,984	13,000	13,000	15,000
Budget Act Law Enforce Augmentation	7,296	8,000	8,000	8,000
Recreation, Park & Swim Programs	75,372	75,000	75,000	76,000
Other Revenues	11,177	8,000	8,000	8,000
Administrative Allocation to Enterprise Funds	220,000	215,067	215,067	260,000
Totals	\$3,697,975	\$4,010,175	\$4,035,712	\$4,398,300

CITY OF ORLAND

2017-2018

GENERAL FUND EXPENDITURES SUMMARY

City of Orland
2017-2018 Budget- Summary General Fund Expenditures By Department
Department Detailed Expenditures in Following Sections

Dept. Number	Department	2016-2017 Projected Expenditures	2017-2018 Budgeted Expenditures
Administrative Departments			
5010	City Council	\$ 55,917	\$ 87,950
5050	City Manager	\$ 222,777	\$ 227,704
5020	City Clerk	\$ 119,224	\$ 122,072
5030	City Finance	\$ 137,485	\$ 239,047
5040	City Attorney	\$ 60,240	\$ 56,400
5160	City Engineer	\$ 52,360	\$ 57,500
5070	City Building Inspection	(1) \$	\$ 206,758
5080	Code Enforcement	(1) \$	
5060	City Planning	\$ 99,274	\$ 113,650
5190	City Facilities Maintenance	\$ 98,530	\$ 82,910
General Fund Departments			
5110	City Police	\$ 2,006,824	\$ 2,011,478
5120	City Fire, Operations	\$ 103,160	\$ 115,050
5120	City Fire, Capital Outlay	\$ 79,698	See Measure A
5200	City Library	\$ 343,665	\$ 392,222
5260	City Recreation	\$ 296,550	\$ 320,324
General Fund - Public Works			
5170	City Streets	\$ 57,594	\$ 84,404
5250	City Parks Maintenance	\$ 154,931	\$ 168,843
TOTALS		\$ 3,925,879	\$ 4,286,312

(1) Reported 75% as an enterprise fund, 25% general fund code enforcement in 2016-2017

CITY OF ORLAND

2017-2018

GENERAL FUND EXPENDITURES

BY CITY DEPARTMENT

City Council
2017-2018 Budget
Fund 00, Department 5010

Object Code	Description	2015-2016	2016-2017	2016-2017	2017-2018
		Actual	Budget	Projected	Proposed
013	City Council Members' Stipends	14,880	\$ 15,000	\$ 15,000	\$ 15,000
110	Office Expenses	1,128	1,200	1,200	1,200
120	Special Dept.	1,251	1,500	1,500	1,500
120	Special Dept. - Chamber of Commerce	6,000	6,000	6,000	30,000
120	Special Dept.- Façade/Signage Cost Share		2,000	2,000	10,000
150	Publications	1,332	1,400	1,400	1,400
160	Communications	500	600	600	600
210	Membership, Other	4,481	4,500	4,500	4,500
210	Membership (3Core)		3,500	3,500	3,500
240	Website Hosting and Maintenance		4,600	4,600	4,600
250	Travel/Training	3,653	4,000	4,000	4,000
280	Insurance/Bonds	701	617	617	650
640	Capital Improvements	3,148			
	Other	2,972			
	Sub total	40,046	44,917	44,917	76,950
	Fifth Street Parking Lot Debt Service		11,000	11,000	11,000
Total General Fund Appropriations		\$ 40,046	\$ 55,917	\$ 55,917	\$ 87,950

City Clerk
2017-2018 Budget
Fund 00, Department 5020

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	\$ 78,670	\$ 84,094	\$ 84,094	\$ 94,129
110	Office Expenses	4,196	2,900	2,900	2,900
120	Special Departmental - Other	656	3,800	3,800	3,800
125	Election Charges	0	5,000	5,750	0
150	Advertising	533	750	750	800
160	Communications	833	1,000	1,000	1,000
200	Equipment Maintenance	0	150	150	100
210	Professional and Contract Services	8,105	10,300	10,300	10,300
240	Membership and Dues	180	207	207	200
250	Travel/Training	203	200	200	200
280	Insurance/Bonds	2,572	2,318	2,318	2,500
	Sub total	95,948	110,719	111,469	115,929
291	Pension Obligation Debt Service	5,414	7,755	7,755	6,143
Total General Fund Appropriations		\$ 101,362	\$ 118,474	\$ 119,224	\$ 122,072

City Manager
2017-2018 Budget
Fund 00, Department 5050

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-18 Proposed
010-045	Salaries and Benefits	\$ 169,733	\$ 182,595	\$ 182,595	\$ 188,576
110	Office Expenses	2,153	2,200	2,200	2,200
120	Special Departmental	4,368	5,500	5,500	5,500
160	Communications	2,264	2,500	2,500	2,500
210	Professional and Contract Services	2,713	3,300	3,300	3,300
240	Membership and Dues	1,760	1,050	1,050	1,000
250	Travel/Training	6,630	6,500	6,500	6,500
270	Fuel	134	300	300	300
280	Insurance/Bonds	5,200	4,756	4,756	5,350
	Sub total	194,955	208,701	208,701	215,226
291	Pension Obligation Debt Service	10,949	14,076	14,076	12,478
Total General Fund Appropriations		\$ 205,904	\$ 222,777	\$ 222,777	\$ 227,704

City Finance
2017-2018 Budget
Fund 00, Department 5030

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	\$ -	\$ 57,584	\$ 57,584	\$ 145,721
110	Office Expenses	3,559	6,000	6,000	5,750
120	Special Departmental - Other	2,018	1,000	1,000	1,000
150	Publications	186	250	250	300
160	Communications	811	850	850	800
210	Professional Services-Consultant	80,215	15,600	40,000	40,000
223	Professional Services - Independent Audit	20,000	20,000	23,000	23,000
210	Professional Services - Other	3,735	3,225	3,225	6,100
224	Professional Services - PERS GASB 68	1,950	1,300	1,300	1,300
240	Memberships				250
250	Travel/Training	0	1,800	1,000	1,000
280	Insurance/Bonds	3,365	3,276	3,276	4,000
	Other	2,807			
	Sub total	118,646	110,885	137,485	229,221
291	Pension Obligation Debt Service				9,826
Total General Fund Appropriations		\$ 118,646	\$ 110,885	\$ 137,485	\$ 239,047

City Attorney
2017-2018 Budget
Fund 00, Department 5040

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
110	Office Expenses	8	0	0	0
210	Professional Services - Retainer	43,980	48,000	43,980	46,000
210	Professional Services - Special Services	2,927	8,000	14,000	8,000
280	Insurance/Bonds	2,643	2,258	2,260	2,400
	Sub total	49,558	58,258	60,240	56,400
Total General Fund Appropriations		\$ 49,558	\$ 58,258	\$ 60,240	\$ 56,400

City Engineer
2017-2018 Budget
Fund 00, Department 5160

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
210	Engineering Services	64,425	50,000	50,000	55,000
280	Insurance/Bonds	2,163	2,367	2,360	2,500
	Other	9,076			
	Sub total	75,664	52,367	52,360	57,500
Total General Fund Appropriations		\$ 75,664	\$ 52,367	\$ 52,360	\$ 57,500

City Planning Department
2017-2018 Budget
Fund 00, Department 5060

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
110	Office Expenses	3,137	3,000	3,000	3,000
150	Publication	1,705	2,000	2,000	2,000
160	Communications	646	700	700	700
210	Nexus Study for Land Development Fees	0	6,000	6,000	20,000
210	Professional and Contract Services	113,418	60,000	60,000	60,000
210	Special Projects - General Plan Amendment		15,000	0	0
210	Contract Services - Chico State GIS		10,000	10,000	10,000
210	City Contribution to LAFCO		10,000	10,000	10,000
232	Filing Fees	2,100	2,500	2,500	2,500
280	Insurance/Bonds	3,124	5,074	5,074	5,450
	Sub total	124,130	114,274	99,274	113,650
291	Pension Obligation Debt Service		11,601		
Total General Fund Appropriations		\$ 124,130	\$ 125,875	\$ 99,274	\$ 113,650

City Building Inspection
2017- 2018 Budget
Fund 00, Department 5070

Object Code	Description	Excluding Code Enforcement:			Including Code Enforce.
		2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
010-045	Salaries and Benefits	\$ 81,201	\$ 87,410	\$ 87,410	\$ 132,017
110	Office Expenses	4,632	2,336	2,336	2,300
120	Special Department Expense	1,073	2,000	2,000	2,000
160	Communications and Public Notices	1,611	1,350	1,350	1,400
200	Equipment Maintenance and Leases	855	300	300	1,000
210	Professional and Contract Services	22,313	44,000	15,000	50,000
240	Dues and Memberships	611	304	304	1,000
250	Training and Travel	3,202	2,215	3,000	3,000
270	Gasoline	414	700	700	800
280	Insurance Allocation	1,224	1,806	1,806	3,950
	Other	44			
	Subtotal	117,180	142,421	114,206	197,467
291	Pension Obligation Debt Service	3,212	7,548	7,548	9,291
	Total General Fund Appropriations	\$ 120,392	\$ 149,969	\$ 121,754	\$ 206,758

Revenues Generated

Building Permit Fees and Other Charges

\$ 103,873 \$ 221,000 \$ 135,240 \$ 200,000

City Police
2017-2018 Budget
Funds 00 and 04, Departments 5110 and 5115

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	\$ 1,362,374	\$ 1,512,545	\$ 1,512,545	\$ 1,505,366
	Less: COPS Grant	(100,000)	(100,000)	(100,000)	(100,000)
110	Office Expenses	6,380	5,600	5,600	5,600
120	Dept. Expense - Supplies	30,191	25,100	25,100	30,000
140	Uniform Allowance	13,551	13,500	13,500	15,000
160	Communications	9,172	10,000	10,000	10,000
200	Equipment Maintenance	62,075	76,000	76,000	6,000
210	Professional and Contract Services	39,517	35,000	35,000	35,000
221	Dispatch Services from Glenn County	93,000	95,790	95,790	95,800
222	Animal Control Services from Glenn County	55,000	56,650	56,650	56,600
240	Membership and Dues	685	850	850	900
250	Travel/Training	13,492	13,200	13,200	14,000
270	Fuel	26,084	26,500	26,500	28,000
280	Insurance/Bonds	33,979	39,093	39,093	43,850
285	Interest and Debt Service Expense	1,446	0	0	1,500
	Fleet Maintenance Allocation				70,000
	Sub total	1,646,946	1,809,828	1,809,828	1,817,616
	Traffic Speed Trailer		10,000	10,000	-
291	Pension Obligation Debt Service	186,805	186,996	186,996	193,862
	Total General Fund Appropriations	\$ 1,833,751	\$ 2,006,824	\$ 2,006,824	\$ 2,011,478

City Fire Department
2017-2018 Budget
Fund 00, Department 5120
(Not Including Measure A Public Safety Fund)

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
014	Fire Department Assistance	\$ 14,850	\$ 14,850	\$ 14,850	\$ 22,000
045	Workers' Compensation Insurance	21,981	26,377	10,600	10,600
110	Office Expenses	370	500	500	1,000
120	Dept. Expense - Fire Apparatus	2,847	6,300	6,300	-
160	Communications - Dispatch	23,048	25,850	25,850	26,000
170	Utilities	6,742	8,000	8,000	8,000
190	Building Maintenance	16,599	12,000	12,000	9,000
200	Equipment Maintenance	14,871	17,000	17,000	2,000
210	Professional and Contract Services	1,680	2,000	2,000	8,000
250	Travel/Training	631	1,000	1,000	8,000
270	Fuel	2,851	3,200	3,200	3,500
280	Insurance/Bonds	618	1,860	1,860	1,950
	Fleet Maintenance Allocation				15,000
	Other	6,012			
	Maintenance and Operations	113,100	118,937	103,160	115,050
550	Capital Outlay	1,223	-	3,000	-
	Ladder Truck Deposit/Lease Payment	-	76,698	76,698	-
	Total General Fund Appropriations	\$ 114,323	\$ 195,635	\$ 182,858	\$ 115,050

City Parks Maintenance
2017- 2018 Budget
Fund 00, Department 5250

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	\$ 67,048	\$ 111,054	\$ 111,054	\$ 114,948
110	Office Expenses	32	150	150	100
120	Dept. Expenses - Repair, Supplies & Services	31,677	13,000	13,000	13,000
140	Uniforms	849	900	900	600
160	Communications	625	180	180	500
170	Utilities	1,466	1,750	1,750	1,800
200	Equipment Maintenance & Lease	16,546	2,200	2,200	5,000
280	Insurance/Bonds	1,839	3,368	3,368	3,350
	Tree Replacement				2,500
	Other	8,819			
	Sub total	128,901	132,602	132,602	141,798
	Capital Outlay, Security Cameras				6,000
	Debt Service, Bucket Truck (75%)			13,000	13,000
291	Pension Obligation Debt Service	3,873	9,329	9,329	8,045
Total General Fund Appropriations		\$ 132,774	\$ 141,931	\$ 154,931	\$ 168,843

City Facilities Maintenance

2017-2018 Budget

Fund 00, Department 5190

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
010-045	Salaries and Benefits	\$ 37,601	\$ 53,260	\$ 53,260	\$ 44,794
110	Office Expenses	670	750	750	750
120	Special Department Expense	35			
170	Utilities	15,300	15,500	15,500	15,500
190	Miscellaneous Supplies and Services	17,961	15,500	15,500	15,500
210	Contract Cleaning Services	13,150	0	0	0
280	Insurance/Bonds	752	934	934	1,300
	Sub total	85,469	85,944	85,944	77,844
	Swimming Pool Restroom Repair & ADA Security Cameras for Corporate Yard		5,000	10,000	2,000
291	Pension Obligation Debt Service	1,584	2,586	2,586	3,066
Total General Fund Appropriations		\$ 87,053	\$ 93,530	\$ 98,530	\$ 82,910

City Streets Maintenance
General Fund Portion
2017-2018 Budget
Fund 00, Department 5170

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
010-045	Salaries and Benefits	\$ 142,495	\$ 66,242	\$ 103,000	\$ 208,890
	Less: Gasoline Tax Wages & Benefits	(107,082)	(66,242)	(67,000)	(150,000)
120	Special Departmental	0	2,000	2,000	2,000
140	Uniforms	850	1,000	1,000	1,000
280	Insurance/Bonds	1,309	3,818	3,818	5,450
	Sub total	37,572	6,818	42,818	67,340
	Debt Service, Bucket Truck (25%)			4,200	4,200
291	Pension Obligation Debt Service	14,841	10,576	10,576	12,864
	Total General Fund Appropriations	\$ 52,413	\$ 17,394	\$ 57,594	\$ 84,404

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

City Public Safety Fleet Maintenance

2017-2018 Budget

Fund 00, Department 5180

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	New Department	New Department	New Department	\$ 41,218
110	Office Expenses				2,030
120	Special Department Expense				34,000
170	Utilities				6,000
291	Pension Obligation Debt Service				1,752
	Sub total	-	-	-	83,248
	Allocation of Expenditures to Specific Departments:				
	Police				(70,000)
	Fire				(15,000)
Total Non Allocated General Fund Appropriations		\$ -	\$ -	\$ -	\$ -

City Library
2017-2018 Budget
Fund 00, Department 5200

Object Code	Description	2015-2016	2016-2017	Projected	2017-2018
		Actual	Budget	2016-2017	Proposed
010-045	Salaries and Benefits	\$ 263,674	\$ 340,093	\$ 340,093	\$ 370,009
	Less: City of Willows Reimbursement		(69,584)	(69,584)	(73,313)
		263,674	270,509	270,509	296,696
110	Office Expenses	5,449	4,500	4,500	4,500
120	Special Department Expense	4,897	9,000	9,000	11,000
160	Communications	3,159	1,500	1,500	1,500
170	Utilities	9,381	8,700	8,700	8,700
200	Equipment Maintenance	2,672	3,000	3,000	3,000
200	Equipment Computer Related		1,800	1,800	2,200
210	Professional and Contract Services	6,053	9,750	9,750	8,000
250	Travel/Training	1,800	2,400	2,400	2,400
280	Insurance/Bonds	9,905	8,987	8,987	10,250
	Sub total	306,990	320,146	320,146	348,246
	ADA Corrections, Library Facilities				20,000
	Pension Obligation Debt Service	20,856	23,519	23,519	23,976
	Total General Fund Appropriations	\$ 327,846	\$ 343,665	\$ 343,665	\$ 392,222

**City Recreation and Pool
2017-18 Budget**

Fund 00, Departments 5260 and 5261

Object Code	Description	2015-2016 Actual	2016-2017 Budget	Projected 2016-2017	2017-2018 Proposed
010-045	Salaries and Benefits	\$ 176,036	\$ 166,982	\$ 166,982	\$ 175,703
110	Office Expenses	2,602	2,600	2,600	2,600
120	Dept. Expenses - Recreation	42,143	47,000	47,000	47,000
120	Dept. Expenses - Pool Related	41,861	31,000	31,000	35,000
160	Communications	2,411	2,200	2,200	2,200
170	Utilities	29,359	30,000	30,000	30,000
200	Equipment Maintenance	162	200	200	200
210	Contract Services	1,635	2,000	2,000	6,500
270	Gas and Oil	1,512	1,600	1,600	1,700
280	Insurance/Bonds	5,435	5,339	5,339	5,800
	Other	1,339			
	Sub total	304,495	288,921	288,921	306,703
291	Pension Obligation Debt Service	5,993	7,629	7,629	13,621
	Total General Fund Appropriations	\$ 310,488	\$ 296,550	\$ 296,550	\$ 320,324

CITY OF ORLAND

2017-2018

WATER & SEWER DEPARTMENT

ENTERPRISE FUNDS

City of Orland
2017 - 2018 Budget -- Water Enterprise Operating & Capital Replacement

Description	2015-2016 Actual	2016-2017 Adopted Budget	2016-2017 Projected	2017-18 Proposed Budget
Revenues				
Water Service Fees	\$ 996,620	\$ 1,146,680	\$ 1,200,000	\$ 1,400,000
Water Line Foot Charges, Capacity & Meter Hook-up Fees	\$ 81,785	\$ 67,000	\$ 165,000	\$ 75,000
Other Revenues	1,909	1,000	1,000	1,000
Total Revenues	1,080,314	1,214,680	1,366,000	1,476,000
Personnel Services including wages and benefits	384,024	467,360	467,360	333,215
Operating				
Office Expenses	9,862	7,655	7,655	7,700
Special Departmental Supplies and Tools	76,733	53,711	53,711	53,700
Uniform and Boot Allowance	1,475	1,649	1,649	1,600
Communications	8,356	9,799	9,799	9,800
Utilities	145,860	177,277	170,000	175,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	23,258	24,348	24,348	55,000
Professional and Contract Services	31,534	41,800	41,800	41,800
State Regulatory Fees		15,293	15,293	15,300
Training and Travel		3,000	3,000	3,000
Fuel	17,382	21,754	21,700	23,000
Insurance Allocation	9,337	8,103	8,103	9,100
Pension Obligation Debt Service	19,661	22,445	22,445	24,100
SGMA JPA Cost Share				25,000
Other	17,508			
Administrative Allocation	117,500	120,856	120,856	151,000
Total Operating Expenditures	874,490	987,050	979,719	940,315
Other Expenditures				
Miscellaneous Capital Expenditures	7,046	0	0	0
Debt Service, Equipment	0	45,000	7,000	29,000
Water Meters at Parks				20,000
Rebuild Central Street Well House				40,000
Eva Drive Well Debt Service Payments	0	38,676	0	38,700
Street Sweeper (50%)				27,000
Total Other Expenditures	7,046	83,676	7,000	154,700
Revenue in Excess of Expenditures	\$198,778	\$143,954	\$379,281	\$380,985
Estimated Fund Reserve/(Deficit) on July 1,		185,000	139,000	518,281
Estimated Fund Reserve/(Deficit) at June 30,		\$ 328,954	\$ 518,281	\$ 899,266

City of Orland
2017 - 2018 Budget -- Sewer Enterprise Operating & Capital Replacement

Description	2015-2016 Actual	2016-2017 Adopted Budget	2016-2017 Projected	2017-18 Proposed Budget
Revenues				
Sewer Service Fees	\$ 749,663	\$ 860,845	\$ 875,000	\$ 990,000
Capacity and Hook Up Charges	98,304	65,000	165,000	75,000
Other Revenues	382		800	
Total Revenues	848,349	925,845	1,040,800	1,065,000
Personnel Services including wages and benefits	375,036	367,548	367,548	285,459
Operating				
Office Expenses	8,836	7,500	7,500	7,500
Special Departmental Supplies and Tools	66,680	50,000	50,000	50,000
Uniform and Boot Allowance	1,475	1,600	1,600	1,600
Memberships and Dues	30,795			
Communications	2,774	4,898	4,898	4,900
Utilities	2,931	69,821	69,000	27,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	29,712	33,000	33,000	46,000
Professional and Contract Services	34,954	28,000	28,000	28,000
Sewer Line Inspection Costs		0	0	0
State Regulatory Fees		15,000	15,000	15,000
Training and Travel		600	600	600
Gasoline	17,003	17,500	17,500	17,500
Insurance Allocation	8,954	7,238	7,238	8,300
Pension Obligation Debt Service	18,854	20,050	20,050	16,831
Other	15,141			
Administrative Allocation	92,000	86,708	86,708	99,000
Total Operating Expenditures	717,145	721,463	720,642	619,690
Other Expenditures				
Debt Service, Equipment Purchases	0	45,000	7,000	29,000
Replace Sewer Main CR MM				
Debt Service Payments for the Blue Frog Aerator		137,806	14,000	89,300
Total Other Expenditures	0	182,806	21,000	118,300
Revenue in Excess of Expenditures	\$131,204	\$21,576	\$299,158	\$327,010
Estimated Fund Reserve/(Deficit) on July 1,		55,000	76,576	375,734
Estimated Fund Reserve/(Deficit) at June30,		\$ 76,576	\$ 375,734	\$ 702,744

City of Orland
2017 - 2018 Budget -- Industries Sewer Enterprise

Description	2015-2016 Actual	2016-2017 Adopted Budget	2016-2017 Projected	2017-18 Proposed Budget
Revenues				
Sewer Service Fees from Olive Processors	\$ 54,327	\$ 55,000	\$ 55,000	\$ 65,000
Interest Income Allocation	372	100	100	100
Total Revenues	<u>54,699</u>	<u>55,100</u>	<u>55,100</u>	<u>65,100</u>
Personnel Services including wages and benefits	32,603	40,837	40,837	40,837
Operating				
Special Departmental Supplies and Tools	18	32	100	100
Uniform Allowance	849	1,067	1,067	1,100
Utilities	4,524	4,800	4,800	4,800
Rents and Leases	1,800	1,800	1,800	1,800
Professional and Contract Services	885	700	700	700
Insurance Allocation	995	900	900	800
PERS Side Fund Debt Service	3,666	2,086	2,086	1,762
Administrative Allocation	10,500	7,502	7,502	10,000
Total Expenditures	<u>55,840</u>	<u>59,724</u>	<u>59,792</u>	<u>61,899</u>
Revenue in Excess of Expenditures	<u>(\$1,141)</u>	<u>(4,624)</u>	<u>(4,692)</u>	<u>3,201</u>
Estimated Fund Reserve/(Deficit) on July 1,		43,000	38,376	33,684
Estimated Fund Reserve/(Deficit) at June 30,		<u>\$ 38,376</u>	<u>\$ 33,684</u>	<u>\$ 36,885</u>

CITY OF ORLAND

2017-2018

SPECIAL REVENUE FUNDS

City of Orland
2017 - 2018 Budget - Street Funds

	HUTA and RSTP Fund	Local Transportation Fund	STIP Fund	S.B. 1 Road Maint. Rehab Fund (New)	Totals
Audit Balance, June 30, 2016	\$ 135,963	\$ 10,282	\$ 1	\$ -	\$ 146,246
Anticipated Revenues, 2016-17	\$ 250,000	\$ -	\$ 56,000		\$ 306,000
Projected Expenditures, 2016-17	\$ (270,000)	\$ -	\$ (38,000)	\$ -	\$(308,000)
Projected Fund Balances at June 30, 2017	\$ 115,963	\$ 10,282	\$ 18,001	\$ -	\$ 144,246
2017-18 BUDGET					
Estimated HUTA Apportionments Payable -- State of CA	\$ 175,500			\$ 44,300	\$ 219,800
Projected RSTP Revenues	\$ 85,100				\$ 85,100
Budgeted Expenditures transferred from the Streets and Storm Drains Department to be paid with Non Discretionary Street Funds					
City Engineer and Other Administrative Costs	\$ (35,000)				\$ (35,000)
Street Wages & Benefits	\$ (150,000)				\$(150,000)
Street Lighting and Utilities	\$ (80,000)				\$ (80,000)
Road Patching and Sealing	\$ (10,000)				\$ (10,000)
Equipment Maintenance	\$ (20,000)				\$ (20,000)
Street Related Capital Additions	\$ (40,000)				\$ (40,000)
Street Sweeper (50%)				\$ (27,000)	\$ (27,000)
	<u>\$ (335,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (27,000)</u>	<u>\$(362,000)</u>
Anticipated Balance at June 30, 2018	\$ 41,563	\$ 10,282	\$ 18,001	\$ 17,300	\$ 87,146

City of Orland
2016 -- 2017 Budget -- Library Memorial and Hanbery Trust Fund

Projected Fund Balance at July 1, 2017	\$	80,500
Estimated Donations		600
Estimated Interest Income for the Year		120
Less: Special Departmental - Publications		(5,000)
Anticipated Balance at June 30, 2018	\$	<u><u>76,220</u></u>

CITY OF ORLAND

2017-2018

**ESTABLISHED & AUTHORIZED
POSITIONS**

City of Orland
Established, Authorized and Unfunded Positions
For the Fiscal Year 2017 -- 2018

Established Position Titles	Optimal Staffing	Contract Professionals	Funded Employees	Unfunded Positions
City Manager	1.0		1.0	
Assistant City Manager - City Clerk	1.0		1.0	
City Attorney	0.5	0.5		
City Engineer	0.5	0.5		
City Planner	0.5	0.5		
Accounting Consultant	0.5	0.5		
Accounting Manager/Grants Admin	1.0		1.0	
Accounting Tech II	2.0		2.0	
Accounting Tech I	1.0			1.0
Admin Tech I / Cust Svc / PW Admin	1.0		0.5	0.5
Community Services Director	1.0			1.0
City Building Official	1.0		1.0	
Building Inspector	1.0			1.0
Code Enforcement Officer	0.5			0.5
Permit Tech	1.0		0.5	0.5
Chief of Police	1.0		1.0	
Police Sergeants	2.0		2.0	
Police Patrol Officers (1 Funded by COPs Grant)	8.0		8.0	
Detective	1.0			1.0
GLNTFF	1.0			1.0
School Resource Officer	1.0			1.0
Police Clerk/Records	1.0		1.0	
Community Service Officer/Evidence Technician	1.0		1.0	
Director of Public Works	1.0		1.0	
Public Works Supervisor / Foreman	1.0		1.0	
Admin Support/Grants/Cust Svc	1.0			1.0
Water Treatment Operator	2.0			2.0
Wastewater Treatment Operator	2.0		1.0	1.0
Equipment Mechanic	2.0		2.0	
Equipment Operator	1.0		1.0	
Maintenance Workers	6.0		5.0	1.0
Facilities Custodian	1.0			1.0
Green Waste Operator	0.5		0.5	
Recreation Director	1.0		1.0	
Recreation Assistant PT (+ seasonal help)	0.5		0.5	
City Librarian (shared with Willows)	1.0		1.0	
Librarian - Technician III Cataloguer	1.0		1.0	
Library Technician III	2.0		1.0	1.0
Children's Librarian	1.0		1.0	
Library Assistants (2PT @ .5 = 1 FTE)	1.0		1.0	
Totals	54.5	2.0	38.0	14.5

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CITY OF ORLAND

2017-2018

OBJECTIVES; FUNDED PROJECTS

AND

CAPITAL OUTLAYS

**CITY OF ORLAND OBJECTIVES FY17-18
FUNDED PROJECTS & CAPITAL OUTLAYS**

Adopted June 5, 2017 for FY18

Priorities	More Important	Less Important
More Urgent	Complete plan for replacement of sewer main CR MM Secure funding for water storage project Annexations and freeway signage permits Replace four OPD vehicles, establish local fleet (Measure A) Architectural plans for 824 Fourth Street as city hall Establish plan w/funding agreements for brine ponds Develop stipend system for OVFD Plan PERS cost management	ADA corrections for Library Establish permit tech at City Hall Install solar energy generation projects Street Sweeper (Water & SB1 funds ½ - ½) Redesign/update City website (Allocated) Install water meters at parks Establish "Active Underground Conversion Plan" for utilities
Less Urgent	Construct Phase 1 of mechanic shop extension Security cameras for parks and corp yard Construct two group picnic shelters at Lely Park Replace Lely Park basketball court Construct playground for Linwood subdivision Complete Streetscapes design, plan funding Replace 20 oldest fire hydrants (Measure A)	Review/revise land development and building fees Rebuild Central St well house Decorative pole banners Apply for Fairgrounds feasibility study grant Pump Track (Parks impact fees)

UNFUNDED PROJECTS & CAPITAL OUTLAYS
Expenditures deferred pending availability of funding

Replace OBD vehicle	GenFund-Building	\$ 25k
Restore one castle restroom	GenFund	\$7500
Tehama Street reconstruction	STIP funding via County Transportation Commission	\$1.6M
VacCon replacement	Water & Sewer	\$450k
Lift equipment for new shop extension	Measure A	\$ 15k
Welding shielding and related shop safety	Measure A	\$ 13k
Replace CR MM sewer line (if Sewer Fund is sufficient)	Sewer	\$500k
Replace Lely Park playground equipment	GenFund – Parks Grant	\$ 75k
Upgrade softball fields fencing, grading	Parks – GenFund	\$ TBD
Welcome to Orland sign – east	GenFund	\$ 20k
Construct Phase 1 rec trail	State Parks Grant	\$100k
Meter inflow at industrial ponds (if customers pay for it)	Industrial Pond Customers	TBD
GIS inventory for Public Works infrastructure	Allocated	\$ 5k
Flood & Fire Hazard Gen Plan Edit	GenFund -- Planning Project	\$ 5k