

# **City of Orland**

2012 – 2013  
Approved Budget



As Approved by City Council  
June 18, 2012

**CITY OF ORLAND**  
**2012 – 2013 BUDGET**  
**TABLE OF CONTENTS**

	<b>Pages</b>
<b>Members of the City Council, Elected Officials, City Staff &amp; Advisory Commissions</b>	<b>1</b>
<b>City Organization Chart</b>	<b>2</b>
<b>General Fund Summary</b>	<b>3</b>
<b>General Fund Reserves Summary</b>	<b>4</b>
<b>General Fund Revenues</b>	<b>5</b>
<b>General Fund Expenditures Summary and Reconciliation</b>	<b>6</b>
<b>City Council Expenditures</b>	<b>7</b>
<b>City Manager Expenditures</b>	<b>8</b>
<b>City Clerk Expenditures</b>	<b>9</b>
<b>Finance Department Expenditures</b>	<b>10</b>
<b>Legal Department Expenditures</b>	<b>11</b>
<b>Engineering Department Expenditures</b>	<b>12</b>
<b>Building Maintenance Expenditures</b>	<b>13</b>
<b>Planning Department Expenditures</b>	<b>14</b>
<b>Police Department Expenditures</b>	<b>15</b>
<b>Fire Department Expenditures</b>	<b>16</b>
<b>Library Expenditures</b>	<b>17</b>
<b>Recreation and Pool Expenditures</b>	<b>18</b>
<b>Grants Department Expenditures</b>	<b>19</b>
<b>Streets &amp; Storm Drains Expenditures</b>	<b>20</b>
<b>Park Maintenance Expenditures</b>	<b>21</b>
<b>Enterprise Funds Budgets</b>	<b>22-25</b>
<b>Special Revenue Funds</b>	<b>26-28</b>
<b>Authorized Positions</b>	<b>29</b>

# City of Orland

## 2012 - 2013 Budget

### City Council

Mayor	Wade S. Elliott
Vice-Mayor	Charles W. Gee
Councilman	Bruce T. Roundy
Councilman	James Paschall, Sr.
Councilman	Dennis G. Hoffman

### Elected Officials

City Clerk	Angela Crook
City Treasurer	Pamela R. Otterson

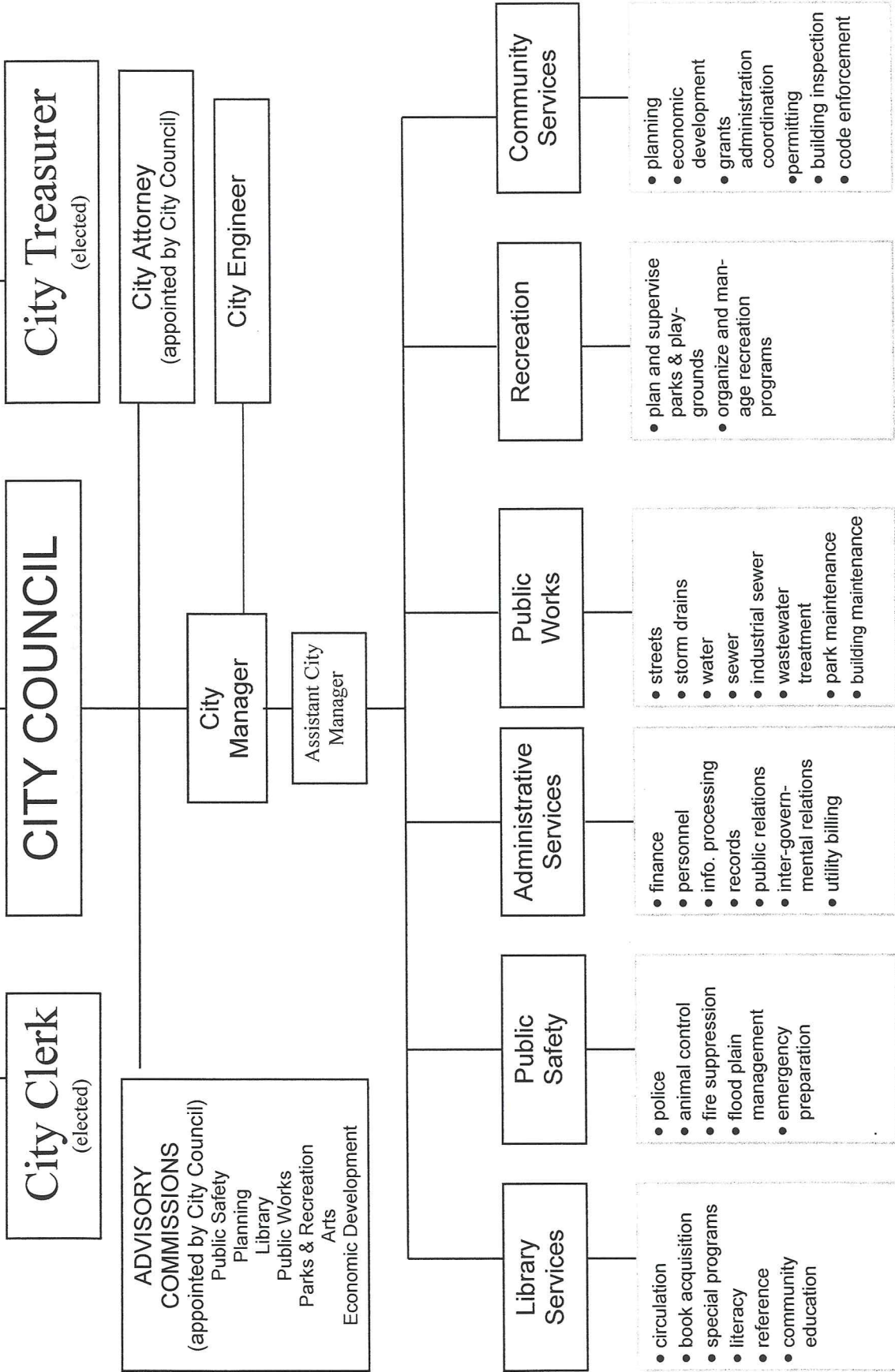
### City Staff

City Manager	Peter R. Carr
City Attorney	Gregory H. Einhorn
Chief of Police	JC Tolle
Director of Public Works	Jere Schmitke
City Librarian	Jody Meza
City Engineer	RAR/Kenneth Skillman
City Planner	PMC/Scott Friend
Fire Chief	Jeffrey Gomes
Recreation Director	Joe Fenske
Contract Building Official	BroadSpec
Director of Finance	Daryl R. Brock, CPA
Grants Administrator	Janet Wackerman

### Advisory Commissions

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

# CITIZENS OF ORLAND



# **CITY OF ORLAND**

**2012 – 2013**

## **GENERAL FUND SUMMARY**

**City of Orland**  
 2012 -- 2013 Budget -- General Fund Summary  
 For the Year Ending June 30, 2013

Description	<u>Amounts</u>
<b>Projected General Fund Revenues - Page 5</b>	<b>\$ 2,935,095</b>
<b>Budgeted General Fund Expenditures - Page 6</b>	
Salaries and Benefits	(1,806,245)
Operating Expenditures and Debt Service	<u>(1,115,172)</u>
<b>Total General Fund Budgeted Expenditures</b>	<u><b>(2,921,417)</b></u>
<b>Budgeted Revenue in Excess of Expenditures</b>	<u><u><b>\$ 13,678</b></u></u>

# **CITY OF ORLAND**

**2012 – 2013**

## **SUMMARY OF GENERAL**

### **FUND RESERVES**

**City of Orland**  
**2012 -- 2013 Budget -- General Fund Reserves Summary**  
**For the Year Ending June 30, 2013**

Description	<u>2011-2012 Budget</u>	<u>2012-2013 Budget</u>
Anticipated Fund Balance at Beginning of Year	\$ 560,000	\$ 589,000
Add: Estimated General Fund Revenues in Excess of Estimated General Fund Expenditures for the Current Year		13,678
Less: General Fund Reserves Used to Balance the Budget in the Prior Year's Budget	(143,973)	-
<b>Unappropriated General Fund Reserve</b>	<u><u>\$ 416,027</u></u>	<u><u>\$ 602,678</u></u>

Note 1: Funds within the General Fund Reserve appropriated by prior councils - These appropriations are not mandated by any Federal or California statutes.

Fire Apparatus Reserve	\$ 122,491
Unemployment Compensation Reserve	87,000
	<u><u>\$ 209,491</u></u>

Note 2: *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 -		
One-Sixth of General Fund Expenditures	\$ 486,903	
Five Percent of the Transient Occupancy Tax	2,100	
Five Percent of the Sales Tax	46,450	
Natural Disaster Response	50,000	
Total General Fund Reserve		<u><u>\$ 585,453</u></u>

Note 3: Budgeted General Fund Reserve in Excess of the Note - 2 requirement is \$ 17,225



# **CITY OF ORLAND**

**2012 – 2013**

## **GENERAL FUND REVENUES**

**City of Orland**  
**2012--2013 Budget -- General Fund Revenues**  
**For the Year Ending June 30, 2013**

Revenue Source	2010-2011 Actual	2011-2012 Adopted Budget	2012-2013 Preliminary Budget
<b>Taxes</b>			
Property	\$798,774	\$834,000	\$780,000
Sales	747,728	730,000	929,000
Public Safety Augmentation	15,989	13,000	13,000
Real Property Transfer Tax	13,561	9,000	8,000
Business Licenses	20,573	23,000	21,000
Franchise Fees	105,044	100,000	107,000
Transient Occupancy Tax	47,559	43,000	42,000
Home Owners' Prop Tax Reimbursement	10,617	10,450	10,000
<b>Fines and Forfeits</b>	37,447	38,000	32,000
<b>Interest Income</b>	202	14,000	12,000
<b>Rents and Royalties</b>	41,808	40,000	44,000
<b>Inter Governmental</b>			
Motor Vehicle in Lieu	607,311	606,000	572,104
County Library Subsidy	60,299	60,299	60,299
<b>Charges for Services</b>			
Zoning and Variance Fees	40,960	16,685	18,000
Library Fees	3,614	2,676	3,000
Green Waste Fees	0	0	12,000
Police Fees	19,413	12,251	12,000
Swim Program	19,307	14,942	15,500
Recreation and Park Programs	52,968	40,000	40,000
<b>Miscellaneous Revenues</b>	19,157	12,000	12,000
<b>Administrative Allocation to Enterprise Funds</b>	162,173	156,639	192,192
<b>Totals</b>	<u><u>\$2,824,504</u></u>	<u><u>\$2,775,942</u></u>	<u><u>\$2,935,095</u></u>

# **CITY OF ORLAND**

**2012 – 2013**

**GENERAL FUND EXPENDITURES**

**BY CITY DEPARTMENT**

**City of Orland**  
**2012 -- 2013 Budget General Fund Expenditures Summary**

Dept Number	Department	Salaries and Benefits		Operating Expenditures		PERS Side Fund Debt Service	
		Budget 2012-2013	Budget 2011-2012	Budget 2012-2013	Budget 2011-2012	Budget 2012-2013	Budget 2011-2012
<b>Administrative Departments</b>							
5010	City Council	\$ -	\$ -	\$ 23,834	\$ 24,027	\$ -	\$ -
5050	City Manager	135,278	116,705	16,762	15,503	10,123	0
5020	City Clerk	71,391	74,932	18,918	14,893	4,993	0
5030	City Finance	0	0	90,043	88,334	0	0
5040	City Attorney	0	0	56,152	40,115	0	0
5160	City Engineer	0	0	23,528	34,333	0	0
5190	City Building Maintenance	19,360	19,375	27,018	29,037	1,104	0
<b>General Fund Departments</b>							
5060	Community Services - Planning	0	122,090	76,904	24,581	8,510	0
5110	City Police	1,090,208	1,281,691	346,748	324,889	147,030	0
5120	City Fire Department	0	0	118,814	72,526	0	0
5200	City Library	230,564	235,701	33,331	29,140	17,045	0
5260	City Recreation	117,712	117,562	59,298	61,543	5,022	0
6220	City Grants Administration	0	0	1,175	1,175	0	0
<b>General Fund - Public Works</b>							
5170	City Streets and Storm Drains	40,275	78,535	3,848	4,623	3,845	0
5250	Park Maintenance	101,457	92,023	15,325	16,782	5,802	0
<b>TOTALS</b>		<b>\$ 1,806,245</b>	<b>\$ 2,138,614</b>	<b>\$ 911,698</b>	<b>\$ 781,501</b>	<b>\$ 203,474</b>	<b>\$ -</b>
Total General Fund Expenditures for 2012-2013		\$ 2,921,417					
Total General Fund Expenditures for 2011-2012		\$ 2,920,115					
<b>Increase in Total Expenditures</b>		<b>\$ 1,302</b>				<b>Represents at .4% Increase</b>	

**City Council**  
**2012-2013 Budget**  
**Fund 00, Department 5010**

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Projected	Budget		
013	City Council Persons' Fees	\$ 11,712	\$ 11,712	\$ 11,712	\$ 11,712	\$ 11,712	\$ 11,712		
110	Office Expenses	733	700	700	700	700	700		
120	Special Departmental - Other	706	250	250	500	500	500		
120	Special Depart-Best of the West Sponsor	1,000	1,125	1,125	1,000	1,000	1,000		
120	Special Depart-Background Check	0	0	0	2,175	2,175	0		
120	Special Depart-Down Town EDC Cost Share	0	200	200	5,600	5,600	0		
120	Special Depart - Oland Chamber Car Show	0	0	0	1,000	1,000	0		
150	Advertising - Other	1,750	0	0	135	135	200		
150	Advertising State Fair Contribution	1,000	1,000	1,000	0	0	0		
210	Professional Services	4,806	0	0	135	135	200		
210	Contracts - Website Maintenance	600	600	600	600	600	600		
240	Membership- League of CA Cities	4,018	4,000	4,000	3,953	3,953	4,000		
250	Travel/Training	3,299	4,000	4,000	4,500	4,500	4,500		
280	Insurance/Bonds	432	440	440	450	450	422		
	Sub total	30,056	24,027	24,027	32,460	32,460	23,834		
	<b>Total Appropriations</b>	<b>\$ 30,056</b>	<b>\$ 24,027</b>	<b>\$ 24,027</b>	<b>\$ 32,460</b>	<b>\$ 32,460</b>	<b>\$ 23,834</b>		

**Departmental Decrease of \$193 which represents at .81% decrease.**

**City Manager**  
**2012-2013 Budget**  
**Fund 00, Department 5050**

Object Code	Description	2010-2011	2011-2012	2011-2012	2012-2013
		Actual	Budget	Projected	Budget
0XX	Salaries and Benefits	\$ 116,269	\$ 116,705	\$ 57,646	\$ 135,278
110	Office Expenses	2,590	2,500	2,500	2,500
120	Special Departmental. Expenses	262	500	900	500
150	Advertising	63	0	1,725	-
160	Communications	1,091	1,100	1,200	1,100
210	Professional & Contract Services	0	1,500	61,000	1,500
210	Contracts - Matson & Isom	132	131	2,200	1,775
240	Membership/Dues	1,235	883	-	700
250	Travel/Training	6,880	4,000	2,200	4,000
270	Gasoline and Oil	236	1,400	0	400
280	Insurance/Bonds	3,225	3,489	3,489	4,287
	Sub total	15,714	15,503	75,214	16,762
	PERS Side Fund Debt Service	0	0	3,061	10,123
	<b>Total Appropriations</b>	<b>\$ 131,983</b>	<b>\$ 132,208</b>	<b>\$ 135,921</b>	<b>\$ 162,163</b>

Departmental Increase of \$29,955 which represents a 22.65% increase.

**City Clerk**  
**2012-2013 Budget**  
Fund 00, Department 5020

Object Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Budget
0XX	Salaries and Benefits	\$ 74,656	\$ 74,932	\$ 74,932	\$ 71,391
110	Office Expenses	3,324	3,000	2,900	3,000
120	Special Departmental. Expenses	244	250	800	250
125	Election	2,683	0	0	3,400
150	Advertising	531	500	1,200	500
160	Communications	308	275	320	275
210	Professional & Contract Services	8,859	7,500	7,500	7,500
210	Contracts - Liebert Cassidy & Widmore	2,544	0	0	0
210	Contracts - Matson & Isom	800	794	750	794
240	Membership/Dues	0	140	267	140
250	Travel/Training	40	200	220	1,000
280	Insurance/Bonds	2,093	2,234	2,234	2,059
	Sub total	21,426	14,893	16,191	18,918
	PERS Side Fund Debt Service	0	0	1,510	4,993
	<b>Total Appropriations</b>	<b>\$ 96,082</b>	<b>\$ 89,825</b>	<b>\$ 92,633</b>	<b>\$ 95,302</b>

Departmental Increase of \$5,477 which represents a 6.10% increase.

**City Finance**  
**2012-2013 Budget**  
Fund 00, Department 5030

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Budget		
110	Office Expenses	\$ 4,236	\$ 3,004	\$	2,000	\$	3,000		
110	Office Expenses - Bank Service Charges	1,671	0	0	2,152		1,800		
120	Special Departmental. Expenses	0	142	142	90		142		
160	Communications	447	425	425	420		425		
210	Professional & Contract Services	72,526	65,500	65,500	72,850		65,500		
210	Annual Audit	18,346	16,000	16,000	16,000		16,000		
210	Contracts - Matson & Isom	785	750	750	2,200		750		
240	Membership/Dues	265	110	110	110		110		
250	Travel/Training	278	300	300	150		300		
280	Insurance/Bonds	2,067	2,103	2,103	2,103		2,016		
	Sub total	100,621	88,334	88,334	98,075		90,043		
	<b>Total Appropriations</b>	<b>\$ 100,621</b>	<b>\$ 88,334</b>	<b>\$ 88,334</b>	<b>\$ 98,075</b>	<b>\$</b>	<b>\$ 90,043</b>		

Departmental Increase of \$1,709 which represents a 1.93% increase.



**City Attorney**  
**2012-2013 Budget**  
**Fund 00, Department 5040**

Object Code	Description	2010-2011	2011-2012	2011-2012	2012-2013
		Actual	Budget	Projected	Budget
110	Office	\$ 485	\$ -	\$ 400	\$ -
210	Annual Contract Services	46,951	38,038	48,000	48,000
210	Special Project Services	0	0	9,000	7,000
210	Contracts - Matson & Isom	0	375	0	0
250	Travel/Training	0	500	1,178	0
280	Insurance/Bonds	1,063	1,202	1,202	1,152
	Sub total	48,499	40,115	59,780	56,152
<b>Total Appropriations</b>		<b>\$ 48,499</b>	<b>\$ 40,115</b>	<b>\$ 59,780</b>	<b>\$ 56,152</b>

Departmental Increase of \$16,037 which represents a 39.98% increase.

**City Engineer**  
**2012-2013 Budget**  
Fund 00, Department 5160

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Projected	Budget		
110	Office Expenses	\$ 312	\$ 350	\$ 350	\$ 350	\$ 350	\$ 376		
210	Professional & Contract Services	41,021	32,000	32,000	18,000	18,000	22,000		
210	Contracts - Matson & Isom	78	781	781	0	0	0		
280	Insurance/Bonds	1,181	1,202	1,202	1,202	1,202	1,152		
	Sub total	42,592	34,333	34,333	19,202	19,202	23,528		
640	Capital Outlay	0	0	0	0	0	0		
	<b>Total Appropriations</b>	<b>\$ 42,592</b>	<b>\$ 34,333</b>	<b>\$ 34,333</b>	<b>\$ 19,552</b>	<b>\$ 19,552</b>	<b>\$ 23,528</b>		

Departmental Decrease of \$10,805 which represents a 45.92% decrease.

**City Building Maintenance**  
**2012-2013 Budget**  
Fund 00, Department 5190

Object Code	Description	2010-2011	2011-2012	2011-2012	2012-2013
		Actual	Budget	Projected	Budget
0XX	Salaries and Benefits	\$ 18,194	\$ 19,375	\$ 20,717	\$ 19,360
110	Office Expenses	40	50	21	50
120	Special Departmental. Expenses	0	100	-	100
170	Utilities	18,783	17,000	15,000	16,000
190	Building Maintenance	12,209	11,000	12,000	10,000
210	Professional & Contract Services	6	100	-	100
210	Contracts - Matson & Isom	21	209	-	209
280	Insurance/Bonds	554	578	578	559
	Sub total	31,613	29,037	27,599	27,018
	PERS Side Fund Debt Service	0	0	334	1,104
	Remodel Costs of 824 Fourth Street			29,500	
	<b>Total Appropriations</b>	<b>\$ 49,807</b>	<b>\$ 48,412</b>	<b>\$ 78,150</b>	<b>\$ 47,482</b>

Departmental Decrease of \$930 which represents a 1.84% decrease.

**City Community Services - Planning**  
**2012-2013 Budget**  
Fund 00, Department 5060

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Projected	Budget	Budget
OXX	Salaries and Benefits	\$ 99,547	\$ 122,090	\$ 122,090	\$ 47,882	\$	\$	\$	-
110	Office Expenses	6,210	5,500	5,500	5,200		5,200	5,000	5,000
120	Special Departmental Expenses	549	600	600	700		700	600	600
150	Advertising	838	600	600	1,000		1,000	600	600
160	Communications	340	400	400	312		312	400	400
200	Color Printer Purchase	3,789	0	0	0		0	0	0
210	Annual Contract Services	27,999	11,000	11,000	44,000		44,000	48,000	48,000
210	Special Project Services	0	0	0	0		0	16,000	16,000
210	Contracts - Matson & Isom	2,600	1,242	1,242	2,143		2,143	1,242	1,242
240	Membership/Dues	350	350	350	360		360	350	350
250	Travel/Training	1,412	1,400	1,400	243		243	1,400	1,400
280	Insurance/Bonds	3,295	3,489	3,489	3,489		3,489	3,312	3,312
	Sub total	47,382	24,581	24,581	57,447		57,447	76,904	76,904
	PERS Side Fund Debt Service	0	0	0	2,573		2,573	8,510	8,510
	<b>Total Appropriations</b>	<b>\$ 146,929</b>	<b>\$ 146,671</b>	<b>\$ 146,671</b>	<b>\$ 107,902</b>	<b>\$</b>	<b>\$ 107,902</b>	<b>\$ 85,414</b>	<b>\$ 85,414</b>

**Departmental Decrease of \$61,257 which represents a 71.72% decrease.**

**City Police**  
**2012-2013 Budget**  
Fund 00, Department 5110

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Budget		
OXX	Salaries and Benefits	\$ 1,230,031	\$ 1,281,691	\$ 1,150,471	\$ 1,090,208				
110	Office Expenses	4,589	4,480	4,000	3,500				
115	Booking Fees	0	0		0				
120	Special Depart - Bullet Proof Vests Net Costs	0	0		5,000				
120	Special Departmental. Expenses	15,598	14,000	11,000	12,000				
140	Uniform Allowances	14,875	14,400	13,000	14,400				
150	Advertising	383	400	480	500				
160	Communications	5,762	5,500	5,000	5,500				
200	Equipment Maintenance	62,341	55,000	64,000	62,000				
210	Professional and Contract Services	9,828	12,262	13,200	15,000				
221	Dispatch Services from Glenn County	88,375	93,778	93,778	93,778				
210	Contracts - Matson & Isom	14,310	14,310	14,000	21,000				
222	Animal Control Services	52,000	42,000	52,000	52,000				
240	Membership/Dues	635	293	700	1,000				
250	Travel/Training	6,754	6,000	4,500	4,000				
270	Gasoline and Oil	25,178	20,000	25,000	25,000				
280	Insurance/Bonds	35,133	36,466	36,466	32,070				
	Sub total	335,761	318,889	337,124	346,748				
	Capital Outlay Interest on Police Facility	0	6,000		0				
	PERS Side Fund Debt Service	0	0	44,451	147,030				
	<b>Total Appropriations</b>	<b>\$ 1,565,792</b>	<b>\$ 1,606,580</b>	<b>\$ 1,532,046</b>	<b>\$ 1,583,986</b>				

Departmental Decrease of \$22,594 which represents a 1.43% decrease.

**City Fire Department**  
**2012-2013 Budget**  
Fund 00, Department 5120

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Projected	Budget	Budget
14	Fire Department Assistance	\$ 12,850	\$ 12,850	\$ 12,850	\$ 12,850	\$ 12,850	\$ 12,850	\$ 12,850	\$ 12,850
110	Office Expenses	737	800	800	800	800	800	1,500	1,500
120	Special Departmental Expenses	6,667	7,000	7,000	8,000	8,000	8,000	7,000	7,000
160	Communications	12,574	14,500	14,500	18,000	18,000	18,000	17,000	17,000
170	Utilities	10,494	11,000	11,000	6,500	6,500	6,500	11,000	11,000
160	Building Maintenance	8,180	12,000	12,000	8,000	8,000	8,000	12,000	12,000
200	Equipment Maintenance	11,774	10,000	10,000	10,500	10,500	10,500	10,000	10,000
210	Professional & Contract Services	115	100	100	0	0	0	100	100
210	Contracts - Matson & Isom	0	125	125	0	0	0	0	0
250	Travel/Training	249	250	250	0	0	0	2,000	2,000
270	Gasoline & Oil	3,368	3,000	3,000	3,500	3,500	3,500	4,500	4,500
280	Insurance/Bonds	354	901	901	901	901	901	864	864
	Sub total	54,512	59,676	59,676	56,201	56,201	56,201	65,964	65,964
	Capital Outlay and Improvements	0	0	0	0	0	0	5,000	5,000
	VFA Grant Matching Funds	0	0	0	0	0	0	5,000	5,000
	Truck Replacement Reserve	0	0	0	0	0	0	30,000	30,000
	Total Appropriations								
	<b>Total Appropriations</b>	<b>\$ 67,362</b>	<b>\$ 72,526</b>	<b>\$ 72,526</b>	<b>\$ 69,051</b>	<b>\$ 69,051</b>	<b>\$ 69,051</b>	<b>\$ 118,814</b>	<b>\$ 118,814</b>

Departmental Increase of \$46,288 which represents a 63.82% increase.

**City Library**  
**2012-2013 Budget**  
Fund 00, Department 5200

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Projected	Budget		
0XX	Salaries and Benefits	\$ 274,798	\$ 289,721	\$ 289,721	\$ 245,760	\$ 245,760	288,754		
	Less: City of Willows Reimbursement	(46,010)	(54,020)	(54,020)	(58,680)	(58,680)	(58,680)		
		\$ 228,788	\$ 235,701	\$ 235,701	\$ 187,080	\$ 187,080	\$ 230,074		
110	Office Expenses	1,627	1,700	1,700	3,681	3,681	3,500		
120	Special Departmental. Expenses	2,364	2,000	2,000	1,727	1,727	2,000		
160	Communications	1,135	1,200	1,200	1,200	1,200	1,200		
170	Utilities	7,208	8,000	8,000	6,000	6,000	7,000		
200	Equipment Maintenance	390	2,400	2,400	1,257	1,257	1,400		
210	Professional & Contract Services	1,048	900	900	4,000	4,000	7,500		
210	Contracts - Liebert Cassidy & Widmore	0	273	273	0	0	0		
210	Contracts - Matson & Isom	0	2,737	2,737	0	0	0		
210	Travel/Training/Mileage Reimbursement	1,700	1,300	1,300	1,600	1,600	2,400		
280	Insurance/Bonds	7,354	8,630	8,630	8,630	8,630	8,331		
	Sub total	22,826	29,140	29,140	28,095	28,095	33,331		
	PERS Side Fund debt Service	0	0	0	5,153	5,153	17,045		
	<b>Total Appropriations</b>	<b>\$ 251,614</b>	<b>\$ 264,841</b>	<b>\$ 264,841</b>	<b>\$ 279,008</b>	<b>\$ 279,008</b>	<b>\$ 280,450</b>		

Departmental Increase of \$15,609 which represents a 5.89% increase.

**City Recreation and Pool**  
**2012-2013 Budget**  
Fund 00, Department 5260 and 5261

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Projected	Budget		
0XX	Salaries and Benefits	\$ 114,152	\$ 117,562	\$ 117,562	\$ 113,059	\$ 113,059	\$ 117,712	\$ 117,712	
110	Office Expenses	3,154	1,673	1,673	2,000	2,000	3,000	3,000	
120	Special Departmental Expenses	26,121	36,000	36,000	40,000	40,000	35,000	35,000	
150	Advertising	0	0	0	0	0	1,000	1,000	
160	Communications	1,511	1,017	1,017	1,300	1,300	1,200	1,200	
170	Utilities	10,657	15,000	15,000	11,000	11,000	11,000	11,000	
210	Professional & Contract Services	11,723	2,500	2,500	1,500	1,500	3,000	3,000	
210	Contracts - Matson & Isom	2,566	1,496	1,496	1,000	1,000	1,200	1,200	
270	Gasoline and Oil	412	300	300	700	700	500	500	
280	Insurance/Bonds	3,304	3,557	3,557	3,557	3,557	3,398	3,398	
	Sub total	59,448	61,543	61,543	61,057	61,057	59,298	59,298	
	PERS Side Fund Debt Service	0	0	0	1,518	1,518	5,022	5,022	
	<b>Total Appropriations</b>	<b>\$ 173,600</b>	<b>\$ 179,105</b>	<b>\$ 179,105</b>	<b>\$ 175,634</b>	<b>\$ 175,634</b>	<b>\$ 182,032</b>	<b>\$ 182,032</b>	

Departmental Increase of \$2,927 which represents a 1.63% increase.



**City Grant Administration**  
**2012-2013 Budget**  
Fund 00, Department 6220

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Projected	Budget		
110	Office Expenses	\$ 130	\$ 500	500	\$ 150	\$ 150	500		
150	Advertising	287	150	150	0	150	150		
160	Communications	497	525	525	500	500	525		
330	General Fund Matching Funds	0	0	0					
	Sub total	914	1,175	1,175	650	650	1,175		
	<b>Total Appropriations</b>	<b>\$ 914</b>	<b>\$ 1,175</b>	<b>\$ 1,175</b>	<b>\$ 650</b>	<b>\$ 650</b>	<b>\$ 1,175</b>		

Departmental Increase of \$0 which represents a no change.

**City Streets and Storm Drains**  
**2012-2013 Budget**  
Fund 00, Department 5170

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Projected	Budget	Projected
0XX	Salaries and Benefits	\$ 61,305	\$ 78,535	\$ 80,073	\$ 40,275				
140	Uniforms	949	950	950	950				950
200	Equipment Maintenance	84	952	0	952				952
280	Insurance/Bonds	2,667	2,721	2,721	2,721				1,946
	Sub total	3,700	4,623	3,671	3,848				
	PERS Side Fund Debt Service	0	0	1,163	3,845				
	<b>Total Appropriations</b>	<b>\$ 65,005</b>	<b>\$ 83,158</b>	<b>\$ 84,907</b>	<b>\$ 47,968</b>				

Departmental Decrease of \$35,190 which represents a 73.36% decrease.

Note: The majority of the City's street and storm drain operating costs are paid from the CA Gasoline Tax Fund.

**City Park Maintenance**  
**2012-2013 Budget**  
Fund 00, Department 5250

Object Code	Description	2010-2011		2011-2012		2011-2012		2012-2013	
		Actual	Budget	Budget	Projected	Budget	Budget		
0XX	Salaries and Benefits	\$ 86,117	\$ 92,023	\$ 92,430	\$ 101,457				
110	Office Expenses	98	100	400	300				
120	Special Departmental. Expenses	7,551	6,019	6,200	5,220				
140	Uniforms	949	695	840	1,000				
160	Communications	164	123	150	150				
170	Utilities	4,320	4,500	4,200	5,000				
190	Building Maintenance	0	120	0	0				
200	Equipment Maintenance	2,777	800	800	700				
210	Contracts - Matson & Isom	215	1,690	0	0				
280	Insurance/Bonds	2,671	2,735	2,735	2,940				
	Sub total	18,745	16,782	15,325	15,310				
	PERS Side Fund Debt Service	0	0	1,754	5,802				
	<b>Total Appropriations</b>	<b>\$ 104,862</b>	<b>\$ 108,805</b>	<b>\$ 109,509</b>	<b>\$ 122,569</b>				

Departmental Increase of \$13,764 which represents a 12.65% increase.

# **CITY OF ORLAND**

**2012 – 2013**

**ENTERPRISE FUNDS**

**BUDGETS**

**City of Orland**  
**2012 -- 2013 Budget -- Building Department Enterprise**  
**For the Year Ending June 30, 2013**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Budget
<b>Revenues</b>				
Building Permit Fees	\$ 100,604	\$ 120,000	\$ 34,000	\$ 80,000
Plan Check and Other Charges	56,075	60,000	16,000	40,000
<b>Total Revenues</b>	<b>156,679</b>	<b>180,000</b>	<b>50,000</b>	<b>120,000</b>
<b>Personnel Services including wages and benefits</b>	<b>106,129</b>	<b>114,262</b>	<b>110,582</b>	<b>94,482</b>
<b>Operating</b>				
Office Expenses	3,896	2,600	2,400	2,000
Special Departmental Supplies and Tools	4,339	2,600	300	300
Uniform Allowance	82	0	0	100
Communications	894	900	990	900
Rents and Leases	6,000	6,000	6,000	6,000
Equipment Maintenance	78	250	0	0
Professional and Contract Services	31,976	25,000	9,500	10,000
Dues and Memberships	500	400	380	380
Training and Travel	707	700	500	500
Gasoline	1,369	1,200	1,300	1,500
Insurance Allocation	3,297	3,455	3,455	2,627
PERS Side Fund Debt Service	0	0	1,832	6,058
<b>Depreciation Expense</b>	<b>3,374</b>	<b>3,400</b>	<b>3,300</b>	<b>3,000</b>
<b>Administrative Allocation</b>	<b>22,316</b>	<b>19,204</b>	<b>19,204</b>	<b>16,654</b>
<b>Total Expenditures</b>	<b>184,957</b>	<b>179,971</b>	<b>159,743</b>	<b>144,501</b>
<b>Revenue in Excess of Expenditures</b>	<b>(\$28,278)</b>	<b>\$29</b>	<b>(\$109,743)</b>	<b>(\$24,501)</b>

**City of Orland**  
**2012 -- 2013 Budget -- Water Enterprise**  
**For the Year Ending June 30, 2013**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Budget
<b>Revenues</b>				
Water Service Fees	\$ 626,779	\$ 627,000	\$ 653,544	\$ 771,000
Water Capital Charges	132,410	100,000	23,879	40,000
Interest and Other Income	3,201	7,000	7,000	7,000
<b>Total Revenues</b>	<b>762,390</b>	<b>734,000</b>	<b>684,423</b>	<b>818,000</b>
<b>Personnel Services including wages and benefits</b>	<b>367,800</b>	<b>377,180</b>	<b>393,341</b>	<b>375,223</b>
<b>Operating</b>				
Office Expenses	8,233	8,000	9,000	8,000
Special Departmental Supplies and Tools	24,113	15,000	18,000	18,000
Uniform Allowance	1,226	1,200	1,400	1,500
Advertising	61	200	0	200
Communications	7,042	6,500	6,500	7,000
Utilities	123,386	115,000	118,000	120,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	18,597	14,000	13,000	14,000
Professional and Contract Services	33,955	25,000	39,000	37,000
Dues and Memberships	11,012	11,000	8,500	9,000
Training and Travel	195	250	500	700
Gasoline	22,557	20,000	22,000	24,000
Insurance Allocation	10,821	11,209	11,209	10,885
PERS Side Fund Debt Service	0	0	6,494	21,482
<b>Depreciation Expense</b>	<b>53,242</b>	<b>29,208</b>	<b>50,000</b>	<b>60,000</b>
<b>Administrative Allocation</b>	<b>79,168</b>	<b>78,801</b>	<b>78,801</b>	<b>93,662</b>
<b>Total Expenditures</b>	<b>773,408</b>	<b>724,548</b>	<b>787,745</b>	<b>812,652</b>
<b>Revenue in Excess of Expenditures</b>	<b>(\$11,018)</b>	<b>\$9,452</b>	<b>(\$103,322)</b>	<b>\$5,348</b>

## City of Orland

### 2012 -- 2013 Budget -- Sewer Enterprise For the Year Ending June 30, 2013

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Budget
<b>Revenues</b>				
Sewer Service Fees	\$ 458,499	\$ 459,000	\$ 459,846	\$ 559,586
Sewer Capital Charges	110,716	40,000	50,574	70,000
<b>Total Revenues</b>	<u>569,215</u>	<u>499,000</u>	<u>510,420</u>	<u>629,586</u>
<b>Personnel Services including wages and benefits</b>	322,622	317,216	325,290	366,618
<b>Operating</b>				
Office Expenses	8,247	7,198	9,000	9,000
Special Departmental Supplies and Tools	18,685	15,000	27,000	27,000
Uniform Allowance	1,226	1,100	1,600	1,600
Advertising	61	200	0	0
Communications	1,895	1,800	2,100	2,400
Utilities	2,953	2,800	2,000	2,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	15,772	11,000	15,000	15,000
Professional and Contract Services	29,275	10,000	24,000	24,000
Dues and Memberships	10,102	11,000	13,000	13,000
Training and Travel	158	300	500	700
Gasoline	22,294	15,000	24,000	24,000
Insurance Allocation	9,425	9,706	11,209	9,421
PERS Side Fund Debt Service	0	0	5,620	18,590
<b>Depreciation Expense</b>	43,666	23,204	45,000	42,000
<b>Administrative Allocation</b>	56,663	53,392	53,392	73,905
<b>Total Expenditures</b>	<u>555,044</u>	<u>490,916</u>	<u>570,711</u>	<u>641,234</u>
<b>Revenue in Excess of Expenditures</b>	<u>\$14,171</u>	<u>\$8,084</u>	<u>(\$60,291)</u>	<u>(\$11,648)</u>

**City of Orland**  
**2012 -- 2013 Budget -- Industries Sewer Enterprise**  
**For the Year Ending June 30, 2013**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Budget
<b>Revenues</b>				
Sewer Service Fees from Olive Processors	\$ 55,408	\$ 55,500	\$ 51,612	\$ 60,000
Interest Income Allocation	0	60	400	400
<b>Total Revenues</b>	<u>55,408</u>	<u>55,560</u>	<u>52,012</u>	<u>60,400</u>
<b>Personnel Services including wages and benefits</b>	30,613	35,246	36,033	36,661
<b>Operating</b>				
Special Departmental Supplies and Tools	640	650	0	0
Uniform Allowance	949	850	900	900
Utilities	2,750	2,330	2,350	2,500
Rents and Leases	1,800	1,800	1,800	1,800
Professional and Contract Services	603	1,000	1,000	1,000
Training and Travel	0	300	500	500
Insurance Allocation	1,047	1,078	1,078	1,046
PERS Side Fund Debt Service	0	0	624	2,063
<b>Depreciation Expense</b>	14,715	14,715	14,715	14,715
<b>Administrative Allocation</b>	6,079	5,242	5,242	7,970
<b>Total Expenditures</b>	<u>59,196</u>	<u>63,211</u>	<u>64,242</u>	<u>69,155</u>
<b>Revenue in Excess of Expenditures</b>	<u>(\$3,788)</u>	<u>(\$7,651)</u>	<u>(\$12,230)</u>	<u>(\$8,755)</u>



# **CITY OF ORLAND**

**2012 – 2013**

**SPECIAL REVENUE FUNDS**

**BUDGETS**

**City of Orland**

2012 -- 2013 Budget -- California Gasoline Tax Fund  
For the Year Ending June 30, 2013

	California Constitution Article XIX, Section Numbers					Totals	
	2103	2105	2106	2107	2107.5		RSTP
Projected Fund Balances at July 1, 2011	\$66,900	\$19,300	\$50,800	\$22,200	\$8,400	\$43,300	\$210,900
Estimated Apportionments Payable -- State of California	90,000	35,000	25,000	50,000	2,000	70,000	272,000
Budgeted Expenditures transferred from the Streets and Storm Drains Department to be paid with Gasoline Tax Funds							
Street Lighting and Utilities		(20,000)	(20,000)	(20,000)		(20,000)	(80,000)
Special Departmental Expenses	(30,000)		(10,000)			(30,000)	(70,000)
Equipment Maintenance	(10,000)	(10,000)		(10,000)		(30,000)	(30,000)
Street Related Wages and Benefits	(33,000)		(10,000)			(30,000)	(73,000)
Street Related Fuel	(6,000)		(6,000)				(12,000)
City Engineer and Other Professional Costs	(12,000)	(6,000)	(12,000)	(12,000)	(6,000)	(12,000)	(60,000)
Anticipated Balance at June 30, 2013	<u>\$65,900</u>	<u>\$18,300</u>	<u>\$17,800</u>	<u>\$30,200</u>	<u>\$4,400</u>	<u>\$21,300</u>	<u>\$157,900</u>

**City of Orland**  
 2012 -- 2013 Budget -- Supplemental Law Enforcement Fund  
 For the Year Ending June 30, 2013

Expenditure Type	2012-2013 Budget
<b>Projected Fund Balance at July 1, 2012</b>	\$ 10,500
Anticipated Revenue from the State of California	100,000
Estimated Interest Income for the Year	0
Less: Front-Line Public Safety Expenditures	(78,772)
Police Chief Vehicle	(23,000)
Mobile Computer Systems - 3 @ \$2,500	(7,500)
Contract Services - Accounting	(600)
	(86,872)
<b>Projected Balance at June 30, 2013</b>	<b>\$ 628</b>

**City of Orland**  
 2011 -- 2012 Budget -- Library Memorial and Hanbury Trust Fund  
 For the Year Ending June 30, 2012

Expenditure Type	2012-2013 Budget
<b>Projected Fund Balance at July 1, 2012</b>	\$ 84,000
Anticipated Revenue	1,500
Estimated Interest Income for the Year	120
Less: Special Departmental - Publications	(4,620)
<b>Anticipated Balance at June 30, 2013</b>	<b>\$ 81,000</b>

Note: The City is required to maintain at least a balance of \$80,000 as terms of the original bequest.

# **CITY OF ORLAND**

**2012 – 2013**

**AUTHORIZED CITY POSITIONS**

**City of Orland  
Authorized Positions  
For the Year Ending June 30, 2013**

Position Title	Number of Authorized Positions
City Manager	1
City Clerk - Assistant City Manager	1
City Attorney	1
City Engineer	1
Director of Finance	1
Community Service Director	0
Recreation Director	1
Code Enforcement Officer	0
City Building Official	0
Building Inspectors	1
Permit Clerk	0
Chief of Police	1
Police Sergeants	2
Police Patrol Officers (1 Funded by SLEF) (1 Funded by COPs Grant)	8
Police Clerk/Records	1
Police Clerk/Evidence Technician	1
Director of Public Works	1
Public Works Foreman	1
Accounts Payable Clerk/Receptionist	1
Water Utility Billing Clerk and Assistant	2
Water Treatment Maintenance	1
Equipment Mechanic	1
Equipment Operator	1
Maintenance Workers	4
Park Workers	2
City Librarian	1
Librarian - Technician III Cataloguer	1
Library Technician III	1
Children's Librarian	1
Library Assistants (Part time)	2