

CITY OF ORLAND

2019/2020 Budget



Adopted by City Council June 3, 2019

CITY OF ORLAND

2019 - 2020 BUDGET

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City Manager's Message

July 1, 2019

Another bzzzy year for Orland...

Fiscal year 2019 ended June 30th with excellent ongoing municipal operations and many terrific accomplishments including:

- Addition of a Police officer and a Public Works crew member;
- Construction of a new park at Linwood subdivision and first phase rec trail;
- Completion of computer technology controls for our drinking water system;
- Purchase of land for our next well, water storage tank and public safety facility;
- Engineering and financial preparation for repaving of Tehama Street;
- Opening the library on Saturdays;
- Improved connectivity at the library with broadband;
- Purchase of land for a future Honeybee Discovery Center;
- And, of course...
OktoBEEfest and our first annual Queen Bee Festival street fair!



Looking Ahead...

The budget for the coming fiscal year presents Orland's spending plan. It conservatively estimates revenues -- most of which are stable or better -- to provide services. This budget funds essential services and many desired projects including:

- \$700,000 for public safety equipment;
- Our first-ever paid Fire chief;
- Repaving of Tehama Street;
- Replacement of the critical sewer main on County Road MM (with funding assistance from USDA); and
- Developing plans for our next well, a modern water storage tank, and a public safety facility.

Voter approval in 2016 of the Measure A Public Safety Tax is making a significant positive difference in our ability to fund fire, police and related safety equipment.

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

Peter R. Carr
City Manager

City of Orland

2019 - 2020 Budget

City Council

Mayor
Vice-Mayor
Council Member
Council Member
Council Member

Bruce T. Roundy
Salina J. Edwards
Dennis Hoffman
James Paschall, Sr.
William "Billy" Irvin

Elected Officials

City Clerk
City Treasurer

Angela Crook
Deysy Guerrero (*appointed*)

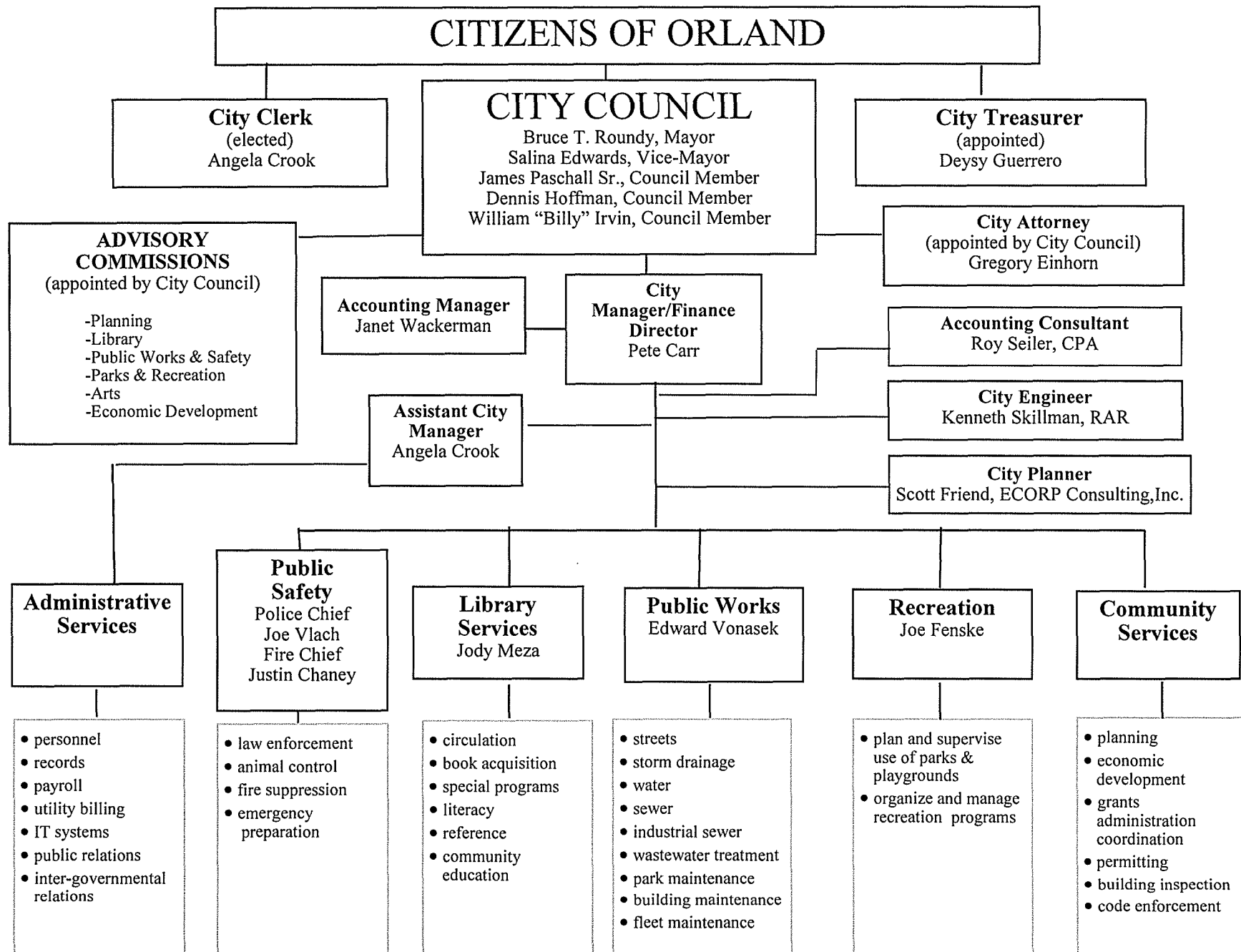
City Staff

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
Joe Vlach
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
Summary of Major Fund Balances

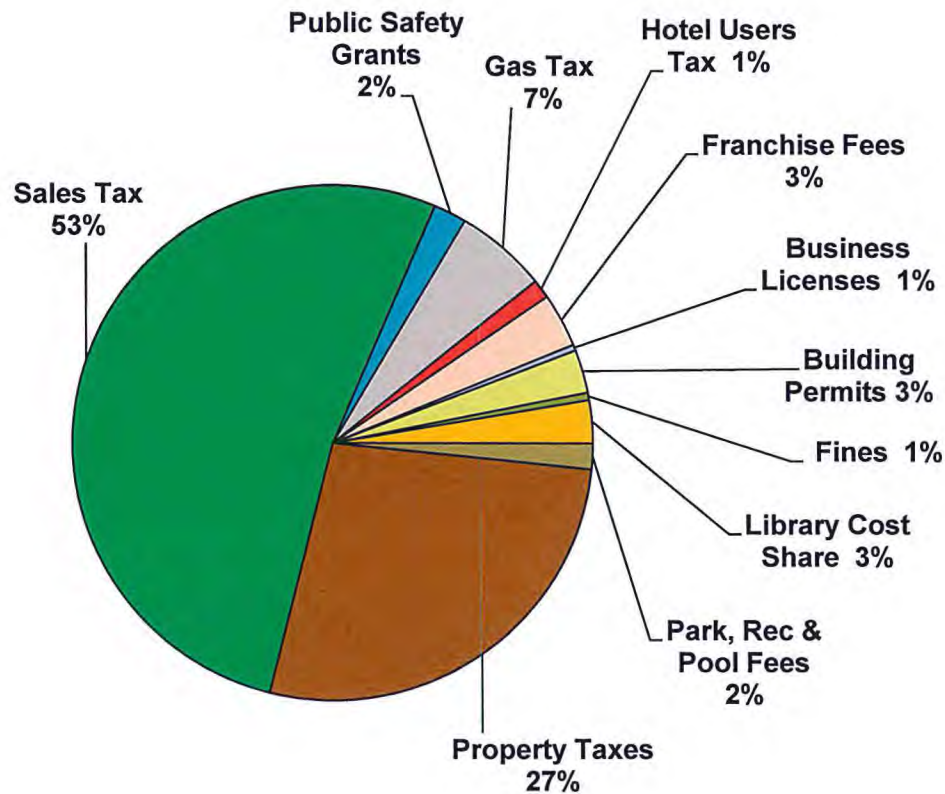
Fund Code	Fund Name	Fund Balance per Audit July 1, 2018	Projected 2018-19 Revenues and Transfers In	Expenditures Transfers Out	Fund Balance Projected June 30, 2019	Budgeted 2019-20 Revenues	Expenditures	Fund Balance Budgeted June 30, 2020
00	General Fund	350,933	5,213,983	4,531,575	1,033,341	4,881,800	4,760,395	1,154,746
01	Measure A Safety Fund	735,328	900,000	1,015,700	619,628	1,050,000	835,000	834,628
21	Gas Tax Funds	153,533	419,600	439,900	133,233	1,527,550	1,571,232	89,551
35	Development Impact Fund	1,859,028	650,000	175,000	2,334,028	65,000	60,000	2,339,028
26	Water Enterprise Fund	1,580,425	1,745,000	1,327,693	1,997,732	1,678,900	1,237,657	2,438,975
27	Sewer Enterprise Fund	210,699	1,260,000	959,972	510,727	1,144,500	923,548	731,679
28	Sewer Industries Fund	143,423	66,675	66,675	143,423	69,852	69,852	143,423

Notes: Enterprise fund balances shown exclude capital assets and long term debt.

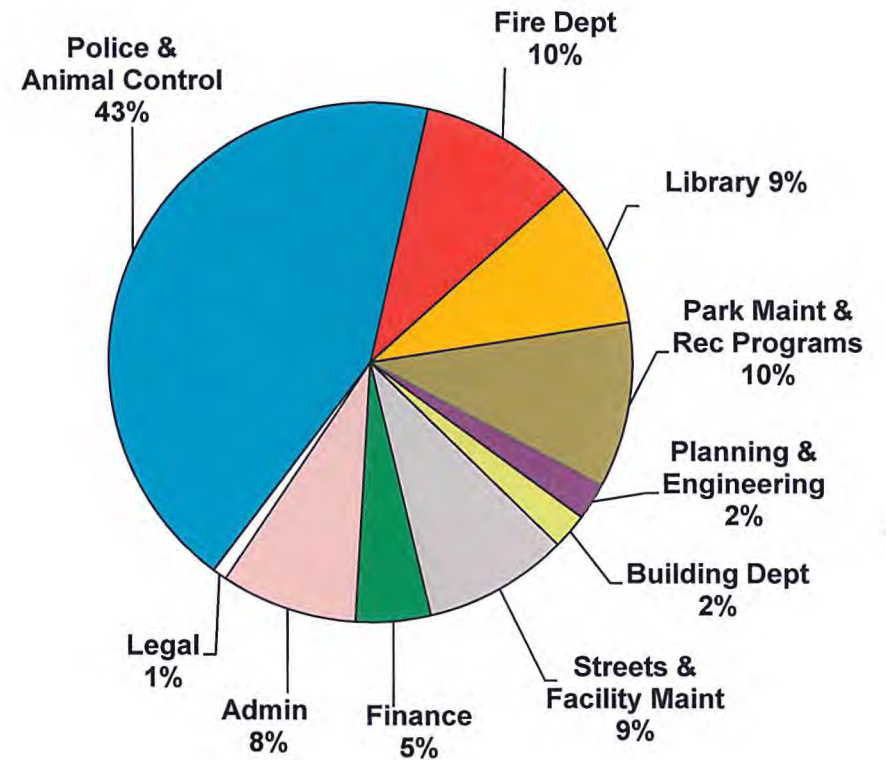
Adjustments and projections as of May 22, 2019

City of Orland Fiscal Year 2019-2020

Where does the General Fund come from?



Where does the General Fund go?



Includes General Fund, Measure A, Ongoing Gas Tax Funds

CITY OF ORLAND
2019-2020 Budget - Measure A Public Safety Sales Tax Fund

Anticipated Revenues 2019-2020: \$ 1,050,000

Budgeted Expenditures:

Fire:	Ladder truck payment (req'd + addtl)	\$ 154,000	
	Facility & Equip Maint & Improvements*	\$ 50,000	
	Volunteer Support*	\$ 30,000	
	SCBA, Turnouts*	\$ 48,000	
	Communications -- pagers, dispatch*	\$ 40,000	
	Potential VGA grant match for radios	\$ 20,000	
	Addtl fencing for training facility	\$ 20,000	
	Set aside for fire apparatus replacement schedule	\$ 100,000	
	Set aside for future public safety facility	\$ 100,000	
	Set aside for future radio repeater project	\$ 15,000	
	<i>* = shared with Rural</i>	\$ 577,000	

Police:	Patrol vehicle purchase payments	\$ 116,000	
	Patrol vehicle maintenance	\$ 20,000	
	Police Communications -- Dispatch and Radios	\$ 105,000	
	Maint renewals for specialized equipment	\$ 16,000	
	Portable Visual Training System	\$ 63,000	
		\$ 320,000	

Public Works:	Fire hydrants, incident vehicle, road signs	\$ 53,000	
	Construct shop extension for fleet maint	\$ 100,000	
		\$ 153,000	

Total Budgeted Allocations FY20: \$ 1,050,000

Reserve Fund Balance:	
Projected Fund Balance, June 30, 2019	\$ 619,628
Set aside this FY for future Public Safety equipment (see above):	\$ 115,000
Set aside this FY for future Public Safety facility (see above):	\$ 100,000
Total	\$ 215,000
Budgeted Fund Balance, June 30, 2020	\$ 834,628

CITY OF ORLAND

2019-2020

GENERAL FUND SUMMARY & PROJECTIONS

City of Orland
2019-2020 Budget -- General Fund Summary and Projections
 (Not Including Measure A Public Safety Fund)

Audited Fund Balance, June 30, 2018	\$	1,086,261		
Less: Included in Measure A	\$	(735,328)		
Recognized Fund Balance: June 30, 2018			\$	350,933

2018-2019, PROJECTED:

Original Budget, Revenues	\$	4,586,100		
Add Anticipated Overages (largely sales tax and Hotel Users Tax)	\$	254,300		
Add, Transfer of SLESA Fund Balance, Shown as a Transfer In.	\$	138,583		
Add, Transfer of Measure A Funds (initial payments for ladder truck and accessories)	\$	235,000		
Original Budget, Expenditures			<u>\$</u>	<u>(4,531,575)</u>
Projected Fund Balance: June 30, 2019			\$	1,033,341

2019-2020, Budgeted

Anticipated Revenues	\$	4,881,800		
Budgeted Expenditures			<u>\$</u>	<u>(4,760,395)</u>
Revenue Over/(Under) Expenditures:	\$	121,405		
Budgeted Fund Balance: June 30, 2020			\$	1,154,746
Budgeted General Fund Reserve Expressed as a Percentage of Budgeted Expenditures				<u>24.3%</u>

	Percentage of Budgeted Expenditures	
Minimum Acceptable General Fund Reserve	25%	\$ 1,190,099
(Under)/Over Acceptable General Fund Reserve		<u>\$ (35,353)</u>
Desired General Fund Reserve	50%	\$ 2,380,198
(Under)/Over Desired General Fund Reserve		<u>\$ (1,190,099)</u>

CITY OF ORLAND

2019-2020

GENERAL FUND REVENUES

City of Orland
2019-2020 Budget - General Fund Revenues
 (Not Including Measure A Safety Fund)

Revenue Source	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected Revenues	2019-20 Proposed Budget
Taxes				
Property Taxes	\$1,523,168	\$1,504,000	\$1,504,000	\$1,608,000
Sales Tax	1,980,671	1,836,000	1,986,000	2,050,000
Less Allocation to County				(7,500)
Prop 172/Public Safety Augmentation	20,990	21,000	21,000	21,000
SLESA Public Safety		133,000	133,000	100,000
Business Licenses	21,182	21,000	22,000	22,000
Hotel User's Tax	66,218	56,000	85,000	70,000
Fines, Forfeitures and State Mandated Cost Reimb.	32,776	40,000	40,000	29,000
Investment Income	2,259	1,000	2,500	3,500
Rents and Royalties	55,311	53,200	59,000	62,000
Franchise Fees	139,534	143,000	143,000	143,000
Inter Governmental				
Library Allocation (County)	65,680	66,000	78,000	78,000
Library Allocation (City of Willows)	73,312	77,900	77,900	79,000
Charges for Services				
Planning	15,282	47,000	47,000	7,000
Building Permits and Related Charges	90,431	132,000	194,000	158,000
Library Fees	4,446	4,000	4,000	2,000
Green Waste Fees	15,423	15,000	13,000	12,000
Recreation, Park & Swim Programs	87,114	95,000	90,000	95,000
Other Revenues	2,203	22,000	22,000	20,800
Administrative Allocation to Enterprise Funds	301,390	319,000	319,000	329,000
Totals	\$4,497,390	\$4,586,100	\$4,840,400	\$4,881,800

CITY OF ORLAND

2019-2020

GENERAL FUND EXPENDITURES SUMMARY

City of Orland
2019-2020 Budget- Summary General Fund Expenditures By Department
 Department Detailed Expenditures in Following Sections

Dept. Number	Department	2018-2019 Budgeted Expenditures	2018-19 Projected Expenditures	2019-2020 Budgeted Expenditures
5010	City Council	\$ 58,950	\$ 52,050	\$ 75,700
5050	City Manager	\$ 233,257	\$ 229,088	\$ 246,202
5020	City Clerk	\$ 137,582	\$ 140,672	\$ 142,895
5030	City Finance/Utility Administrative	\$ 264,959	\$ 248,139	\$ 256,022
5040	City Attorney	\$ 47,000	\$ 49,000	\$ 49,000
5060	City Planning	\$ 92,700	\$ 92,700	\$ 98,500
5110	City Police	\$ 2,081,768	\$ 2,081,768	\$ 2,070,228
5120	City Fire	\$ 104,912	\$ 68,070	\$ 177,730
5070	City Building Inspection	\$ 103,051	\$ 112,751	\$ 121,636
5160	City Engineer	\$ 30,000	\$ 30,000	\$ 30,000
5190	City Facilities Maintenance	\$ 106,528	\$ 91,528	\$ 107,753
5170	City Streets	\$ 136,293	\$ 136,293	\$ 148,086
5250	City Parks Maintenance	\$ 192,148	\$ 216,148	\$ 234,206
5180	City Fleet Maintenance, After Allocation to Police and Fire	\$ 62,498	\$ 66,798	\$ 72,807
5260/1	City Recreation/ City Pool	\$ 326,644	\$ 331,444	\$ 334,000
5200	City Library	\$ 489,626	\$ 493,626	\$ 506,330
	Shown Before Reimbursements			
9900	General Fund Portion of Debt Service (*)	\$ 97,200	\$ 91,500	\$ 89,300
TOTALS		\$ 4,565,116	\$ 4,531,575	\$ 4,760,395

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

CITY OF ORLAND

2019-2020

**GENERAL FUND EXPENDITURES
BY CITY DEPARTMENT**

City Council
2019-2020 Budget
Fund 00, Department 5010

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
013	City Council Members' Stipends	\$ 14,640	\$ 16,700	\$ 15,000	16,700
110	Office Expenses	1,445	1,200	1,200	1,200
120	Special Dept.	3,215		-	
120	Special Dept. - Chamber of Commerce	30,000	9,000	9,000	22,500
120	Special Dept.- Façade/Signage Cost Share	3,425	15,000	3,100	15,000
122	Special Department Expense - Technology Upgrades				3,250
150	Publications	461	1,400	1,400	1,400
160	Communications	198	600	600	600
210	Membership, Other	5,052	4,500	4,500	4,500
210	Membership (3Core)	9,000	5,500	3,500	5,500
240	Website Hosting and Maintenance	533	400	4,600	400
250	Travel/Training	4,032	4,000	6,500	4,000
280	Insurance/Bonds	846	650	650	650
640	Capital Improvements				
	Other	516		2,000	
	Sub total	73,363	58,950	52,050	75,700
Total General Fund Appropriations		\$ 73,363	\$ 58,950	\$ 52,050	\$ 75,700

City Manager
2019-2020 Budget
Fund 00, Department 5050

Object Code	Description	2017-2018	2018-2019	2018-2019	2019-2020
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	\$ 183,972	\$ 178,454	\$ 178,454	\$ 185,221
	PERS Unfunded liability		20,536	20,536	23,000
110	Office Expenses	2,624	2,200	2,500	2,200
120	Special Departmental	1,716			
122	Special Departmental-Technology Upgrades		2,670	2,670	3,250
160	Communications	1,322	1,000	1,000	1,000
210	Professional and Contract Services	2,611	3,000	3,000	3,000
240	Membership and Dues	775	1,500	1,500	1,500
250	Travel/Training	1,736	1,500	1,500	2,000
270	Fuel	100	100	100	800
275	Opportunity Zone Project				10,500
280	Insurance/Bonds	6,278	5,350	5,350	5,350
	Other	1,147			
	Sub total	202,281	216,310	216,610	237,821
291	Pension Obligation Debt Service	16,560	16,947	12,478	8,381
Total General Fund Appropriations		\$ 218,841	\$ 233,257	\$ 229,088	\$ 246,202

City Clerk
2019-2020 Budget
Fund 00, Department 5020

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 91,129	90,050	90,050	97,382
	PERS unfunded liability		13,176	13,176	15,307
110	Office Expenses	2,997	2,900	2,900	2,500
120	Special Departmental - Other	387			6,000
122	Special Departmental - Technology Upgrades		5,070	5,070	5,800
125	Election Charges		5,000	9,090	
150	Advertising	975	800	800	100
160	Communications	564	1,000	1,000	1,000
200	Equipment Maintenance		100	100	0
210	Professional and Contract Services	7,695	8,000	7,000	7,500
240	Membership and Dues	250	200	200	200
250	Travel/Training	1,228	200	200	200
280	Insurance/Bonds	3,110	2,500	2,500	2,500
	Sub total	108,335	128,996	132,086	138,489
291	Pension Obligation Debt Service	8,266	8,586	8,586	4,406
Total General Fund Appropriations		\$ 116,601	\$ 137,582	\$ 140,672	\$ 142,895

City Finance/Utility Administrative
2019-2020 Budget
Fund 00, Department 5030

Object Code	Description	2017-2018	2018-2019	2018-2019	2019-2020
		Actual	Budget	Projected	Proposed
010-045	Salaries and Benefits	74,872	142,800	142,800	155,159
	PERS Unfunded liability		17,822	17,822	20,593
110	Office Expenses/ Bank Fees	7,113	5,150	9,000	5,150
120	Special Departmental - Other	545			
122	Special Departmental - Technology Upgrades		5,070	7,500	4,500
150	Publications		450	450	450
160	Communications	781	1,400	1,400	1,400
210	Professional Services-Consultant	31,502	46,100	22,000	24,000
223	Professional Services - Independent Audit	24,650	25,000	26,000	27,000
210	Professional Services - Other	4,677	7,000	7,000	7,000
224	Professional Services - PERS GASB 68	1,800	1,300	1,300	3,000
240	Memberships	110	250	250	250
250	Travel/Training	285	1,000	1,000	500
280	Insurance/Bonds	4,064			
	Sub total	150,399	253,342	236,522	249,002
291	Pension Obligation Debt Service		11,617	11,617	7,020
Total General Fund Appropriations		\$ 150,399	264,959	248,139	256,022

City Attorney
2019-2020 Budget
Fund 00, Department 5040

Object Code	Description	2017-2018	2018-2019	2018-2019	2019-2020
		Actual	Budget	Projected	Proposed
210	Professional Services - Retainer	44,561	47,000	47,000	47,000
	Other	3,192		2,000	2000
	Sub total	47,753	47,000	49,000	49,000
Total General Fund Appropriations		\$ 47,753	\$ 47,000	\$ 49,000	\$ 49,000

City Planning Department
2019-2020 Budget
Fund 00, Department 5060

Object Code	Description	2017-2018	2018-2019	2018-2019	2019-2020
		Actual	Budget	Projected	Proposed
110	Office Expenses	3,929	3,000	3,000	3,000
122	Special Departmental-Technology Upgrades		2,670	2,670	5,800
120	Special Departmental-other	288	14,330	14,330	17,000
150	Publications	766	2,000	2,000	2,000
160	Communications	643	700	700	700
210	Professional and Contract Services	111,434	50,000	50,000	50,000
210	Contract Services - Chico State GIS	10,000	10,000	10,000	10,000
210	City Contribution to LAFCO	10,000	10,000	10,000	10,000
232	Filing Fees				
280	Insurance/Bonds	3,774	0	0	0
	Sub total	140,834	92,700	92,700	98,500
Total General Fund Appropriations		\$ 140,834	\$ 92,700	\$ 92,700	\$ 98,500

City Police
2019-2020 Budget
Funds 00 and 04, Departments 5110 and 5115

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 1,446,410	1,514,557	1,514,557	1,555,401
	PERS unfunded liability		132,181	132,181	161,846
110	Office Expenses	2,075	5,600	5,600	5,000
120	Dept. Expense - Supplies	27,022	30,000	30,000	28,000
122	Special Department-Technology Upgrades		2,700	2,700	2,700
140	Uniform Allowance	13,687			
160	Communications	4,231			
200	Equipment Maintenance	70,173			
210	Professional and Contract Services	54,925	30,000	30,000	25,000
221	Dispatch Services from Glenn County	93,000			
222	Animal Control Services from Glenn County	73,801	55,000	55,000	55,000
240	Membership and Dues	409	900	900	900
250	Travel/Training	11,671	14,000	14,000	20,000
270	Fuel	36,392	33,000	33,000	42,000
280	Insurance/Bonds	41,426	44,000	44,000	44,000
285	Interest and Debt Service Expense	5,462			
	Fleet Maintenance Allocation		60,000	60,000	60,000
	Sub total		1,921,938	1,921,938	1,999,847
550	Capital Outlay	44,887			
291	Pension Obligation Debt Service	132,197	159,830	159,830	70,381
Total General Fund Appropriations		\$ 2,057,768	\$ 2,081,768	\$ 2,081,768	\$ 2,070,228

City Fire
2019-2020 Budget
Fund 00, Department 5120
(Not Including Measure A Public Safety Fund)

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits		46,842	10,000	112,874
	PERS unfunded liability		12	12	348
014	Fire Department Assistance	22,000			
045	Workers' Compensation Insurance (Volunteers)		11,008	11,008	11,008
110	Office Expenses	562	1,000	1,000	1,000
120	Dept. Expense - Fire Apparatus	20,871			
122	Special Departmental-Technology Upgrades		550	550	500
160	Communications - Dispatch	21,970			
170	Utilities	25,084	2,000	2,000	4,000
190	Building Maintenance	16,805			
200	Equipment Maintenance	5,632			
210	Professional and Contract Services	11,954	11,000	11,000	11,000
250	Travel/Training	6,925	8,000	8,000	12,000
270	Fuel	3,770	4,000	4,000	4,500
280	Insurance/Bonds	1,547	5,500	5,500	5,500
	Fleet Maintenance Allocation		15,000	15,000	15,000
	Maintenance and Operations	137,120	104,912	68,070	177,730
550	Capital Outlay	14,353			
	Ladder Truck Deposit/Lease Payment				
Total General Fund Appropriations		\$ 151,473	\$ 104,912	\$ 68,070	\$ 177,730

City Building Inspection

2019-2020 Budget

Fund 00, Department 5070

ject Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 3,186	29,851	\$ 29,851	33,445
	PERS Unfunded Liability				82
110	Office Expenses	2,746	2,300	2,700	2,300
120	Special Department Expense	2,376	2,000	14,000	2,000
122	Special Department Expense - Technology Upgrades				7,100
160	Communications and Public Notices	2,086	1,400	1,400	1,400
200	Equipment Maintenance and Leases	38	200	1,000	200
210	Professional Services (Plan Review)	620	10,000	10,000	23,000
220	Contract Services (Inspection)	49,282	56,500	50,000	50,000
240	Dues and Memberships	99			
250	Training and Travel	76		300	
270	Gasoline	665	800	500	600
280	Insurance Allocation	1,476			
	Other	2,015			
	Subtotal	64,665	103,051	109,751	120,127
291	Pension Obligation Debt Service	11,593		3,000	1,509
	Total General Fund Appropriations	\$ 76,258	\$ 103,051	\$ 112,751	\$ 121,636

Revenues Generated

Building Permit Fees and Other Charges

\$ 132,000 \$ 194,000 \$ 158,000

City Engineer
2019-2020 Budget
Fund 00, Department 5160

Object Code	Description	2017-2018	2018-2019	2018-2019	2019-2020
		Actual	Budget	Projected	Proposed
210 280	Engineering Services	48,106	30,000	30,000	30,000
	Insurance/Bonds	2,612			
	Other	12,804			
	Sub total	63,522	30,000	30,000	30,000
Total General Fund Appropriations		\$ 63,522	\$ 30,000	\$ 30,000	\$ 30,000

City Facilities Maintenance
2019-2020 Budget
Fund 00, Department 5190

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 49,241	46,434	46,434	49,917
	PERS unfunded liability		2,969	2,969	3,528
110	Office Expenses	200	750	750	750
120	Special Department Expense	0	2,500	2,500	2,500
170	Utilities	85,918	10,000	10,000	10,000
190	Miscellaneous Supplies and Services	14,720	15,500	15,500	15,500
280	Insurance/Bonds	908	1,300	1,300	1,300
640	Capital Improvements	235,651			
	Sub total	386,638	79,453	79,453	83,495
	Security Cameras		2000	2000	2000
546	Library and Carnegie Center ADA upgrades		20,000	5,000	20,000
291	Pension Obligation Debt Service	3,934	5,075	5,075	2,258
Total General Fund Appropriations		\$ 390,572	\$ 106,528	\$ 91,528	\$ 107,753

City Streets Maintenance
General Fund Portion
2019-2020 Budget
Fund 00, Department 5170

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 67,361	226,703	226,703	237,420
	PERS Unfunded liability		9,663	9,663	11,473
	Less: Gasoline Tax Wages & Benefits		(120,000)	(120,000)	(120,000)
120	Special Departmental	3,354	2,000	2,000	2,000
140	Uniforms	1,081	1,000	1,000	1,000
280	Insurance/Bonds		5,450	5,450	5,450
	Sub total	71,796	124,816	124,816	137,343
291	Pension Obligation Debt Service	18,344	11,477	11,477	10,743
Total General Fund Appropriations		\$ 90,140	\$ 136,293	\$ 136,293	\$ 148,086

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

City Parks Maintenance
2019-2020 Budget
Fund 00, Department 5250

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 99,255	136,283	136,283	144,904
	PERS Unfunded liability		13,234	13,234	15,395
110	Office Expenses	75	100	100	100
120	Dept. Expenses - Repair, Supplies & Services	22,140	13,000	32,000	49,000
140	Uniforms	1,081	600	600	600
160	Communications	197	500	500	500
170	Utilities	1,764	1,800	1,800	1,800
200	Equipment Maintenance & Lease	8,983	8,000	12,000	10,000
280	Insurance/Bonds	2,220	3,350	3,350	3,350
270	Fuel		1,000	1,000	1,000
560	Tree Replacement			1,000	1,000
	Other	76			
	Sub total	135,791	177,867	201,867	227,649
291	Pension Obligation Debt Service	10,094	14,281	14,281	6,557
Total General Fund Appropriations		\$ 145,885	\$ 192,148	\$ 216,148	\$ 234,206

**City Fleet Maintenance
2019-2020 Budget**

Fund 00, Department 5180

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ -	39,485	39,485	47,558
	PERS unfunded liability		13	13	97
110	Office Expenses	-			
120	Special Department Expense, Police	-	60,000	60,000	60,000
120	Special Department Expense, Fire	-	15,000	15,000	15,000
120	Special Department Expense, Other City	-	20,000	20,000	20,000
170	Utilities	-	3,000	3,000	3,000
291	Pension Obligation Debt Service			4,300	2,152
	Sub total	-	137,498	141,798	147,807
	Allocation of Expenditures to Specific Departments:				
	Police		(60,000)	(60,000)	(60,000)
	Fire		(15,000)	(15,000)	(15,000)
Total Non Allocated General Fund Appropriations		\$ -	\$ 62,498	\$ 66,798	\$ 72,807

**City Recreation and Pool
2019-2020 Budget**

Fund 00, Departments 5260 and 5261

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 207,665	192,962	192,962	205,149
	PERS unfunded liability		13,747	13,747	15,518
110	Office Expenses	2,317	2,600	2,600	2,600
120	Dept. Expenses - Recreation	35,008	41,900	41,900	36,000
120	Dept. Expenses - Pool related	43,793	35,000	35,000	30,000
122	Special Department-Technology Upgrades		5,100	5,100	3,250
160	Communications	1,840	2,200	2,200	2,200
170	Utilities	54,940	8,000	8,000	8,000
170	Utilities - Pool related	18,080	7,000	7,000	8,000
200	Equipment Maintenance	159	200	200	200
210	Professional and Contract Services	1,708	1,200	6,000	6,000
270	Gas and Oil	1,204	1,700	1,700	2,000
280	Insurance/Bonds	6,563	5,800	5,800	5,800
	Other				
	Sub total	373,277	317,409	322,209	324,717
540	Capital Outlay	9,304			
291	Pension Obligation Debt Service	15,430	9,235	9,235	9,283
Total General Fund Appropriations		\$ 398,011	\$ 326,644	\$ 331,444	\$ 334,000

City Library
2019-2020 Budget
Fund 00, Department 5200

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
010-045	Salaries and Benefits	\$ 344,465	366,260	366,260	384,879
	PERS unfunded liability		48,241	48,241	55,435
110	Office Expenses	3,815	4,500	4,500	4,500
120	Special Department Expense	10,824	10,450	10,450	10,500
122	Special Department-Technology Upgrades		550	550	3,250
160	Communications	2,154	1,500	1,500	2,000
170	Utilities	11,061	8,000	11,500	9,000
200	Equipment Maintenance	2,709	2,200	2,200	2,200
210	Professional and Contract Services	6,023	6,000	6,500	4,500
250	Travel/Training	2,677	2,400	2,400	2,400
280	Insurance/Bonds	11,958	10,250	10,250	10,250
	Sub total	395,686	460,351	464,351	488,914
	ADA Corrections, Library Facilities				
	Capital Outlay	834			
	Pension Obligation Debt Service	32,493	29,275	29,275	17,416
Total General Fund Appropriations		\$ 429,013	\$ 489,626	\$ 493,626	\$ 506,330

Revenue Allocations

Glenn County	<u>\$ 65,680</u>	<u>\$ 66,000</u>	<u>\$ 78,000</u>	<u>\$ 78,000</u>
City of Willows	<u>\$ 73,313</u>	<u>\$ 77,900</u>	<u>\$ 77,900</u>	<u>\$ 79,000</u>

CITY OF ORLAND

2019-2020

**WATER & SEWER DEPARTMENT
ENTERPRISE FUNDS**

City of Orland
2019-2020 Budget -- Water Enterprise Operating & Capital Replacement

Description	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Projected	2019-2020 Proposed Budget
Revenues				
Water Service Fees	\$ 1,522,052	1,432,000	1,540,000	1,600,000
Water Line Foot Charges, Capacity & Meter Hook-up Fees	49,747	45,000	205,000	78,900
Other Revenues	27,287			
Total Revenues	\$ 1,599,086	\$ 1,477,000	\$ 1,745,000	\$ 1,678,900
Personnel Services including wages and benefits	371,434	363,478	363,478	384,689
PERS unfunded liability		29,009	29,009	33,961
Operating				
Office Expenses	12,350	12,000	12,000	12,000
Special Departmental Supplies and Tools	98,538	30,000	100,000	46,000
Special Departmental Technology Upgrades				9,700
Uniform and Boot Allowance	1,786	1,600	1,600	1,700
Communications	9,000	9,800	9,800	9,800
Utilities	103,395	40,000	70,000	65,000
Rents and Leases	16,311	12,000	12,000	12,000
Equipment Maintenance	28,527	24,400	24,400	20,000
Professional and Contract Services	54,546	30,000	45,000	50,000
Membership/Dues	1,364			2,000
Training and Travel	1,796	2,000	2,000	2,000
Fuel	17,386	18,000	18,000	20,000
Insurance Allocation	14,109	8,100	8,100	8,100
Pension Obligation Debt Service	40,000	52,061	52,061	17,407
SGMA JPA Cost Share		18,300	18,300	4,000
Other-Technology Upgrades		3,870	3,870	4,000
Administrative Allocation	170,945	181,600	181,600	187,300
Total Operating Expenditures	941,487	836,218	951,218	889,657
Other Expenditures				
Capital Outlay	2,744	67,500	67,500	67,500
Vacuum, Water's Share	209,353			
Water Meters at Parks		35,000	35,000	75,000
Rebuild Central Street Well House		40,000	40,000	
Eva Well Reserve Establishment			51,275	
Debt Service	52,084	182,700	182,700	205,500
Total Other Expenditures	264,181	325,200	376,475	348,000
Revenue in Excess of Expenditures	\$ 393,418	\$ 315,582	\$ 417,307	\$ 441,243

City of Orland
2019- 2020 Budget -- Sewer Enterprise Operating & Capital Replacement

Description	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Projected	2019-2020 Proposed Budget
Revenues				
Sewer Service Fees	\$ 1,025,143	1,025,000	1,025,000	1,060,000
Capacity and Hook Up Charges	53,355	50,000	235,000	84,500
Other Revenues	15,737			
Total Revenues	<u>1,094,235</u>	<u>1,075,000</u>	<u>1,260,000</u>	<u>1,144,500</u>
Personnel Services including wages and benefits	297,972	249,057	249,057	264,288
PERS unfunded liability		15,246	15,246	17,763
Operating				
Office Expenses	12,310	7,500	9,000	7,500
Special Departmental Supplies and Tools	58,863	9,000	40,000	9,000
Special Departmental Technology Upgrades				9,700
Uniform and Boot Allowance	1,786	1,600	1,600	1,700
Memberships and Dues	21,882	15,000	25,000	15,000
Communications	1,957	2,000	2,000	2,000
Utilities	77,049	24,000	10,000	10,000
Rents and Leases	16,311	12,000	12,000	12,000
Equipment Maintenance	36,143	33,000	33,000	33,000
Professional and Contract Services	62,983	15,200	15,200	15,200
Sewer Line Inspection Costs				
State Regulatory Fees		15,000	15,000	15,000
Training and Travel	1,558	600	600	600
Gasoline	15,971	17,500	17,500	19,000
Insurance Allocation	10,812	7,238	17,500	7,238
Pension Obligation Debt Service	35,162	29,199	29,199	11,959
Other-Technology Upgrades		3,870	3,870	
Administrative Allocation	<u>117,625</u>	<u>124,600</u>	<u>124,600</u>	<u>128,500</u>
Total Operating Expenditures	<u>768,384</u>	<u>581,610</u>	<u>620,372</u>	<u>579,448</u>
Other Expenditures				
Capital Outlay	11,903	67,500	67,500	67,500
Unusual Items, Sewer Ponds, Vacuum and Security Camera	287,535			
Environmental Study		50,000	50,000	50,000
Debt Service	47,951	222,100	222,100	226,600
Total Other Expenditures	<u>347,389</u>	<u>339,600</u>	<u>339,600</u>	<u>344,100</u>
Revenue in Excess of Expenditures	<u>(\$21,538)</u>	<u>\$153,790</u>	<u>\$300,028</u>	<u>\$220,952</u>

City of Orland
2019-2020 Budget -- Industries Sewer Enterprise

Description	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Projected	2019-2020 Proposed Budget
Revenues				
Sewer Service Fees from Olive Processors	\$ 61,827	\$ 66,675	\$ 66,675	\$ 69,852
Interest Income Allocation	344			
Total Revenues	<u>62,171</u>	<u>66,675</u>	<u>66,675</u>	<u>69,852</u>
Personnel Services including wages and benefits		40,904	40,904	43,256
PERS unfunded liability		2,851	2,851	3,338
Operating				
Special Departmental Supplies and Tools		100	100	100
Uniform Allowance	1,083	1,100	1,100	1,100
Utilities	2,402	3,500	3,500	3,500
Rents and Leases	1,800	1,800	1,800	1,800
Professional and Contract Services		700	700	700
Insurance Allocation	1,202	900	900	900
PERS Side Fund Debt Service	746	2,020	2,020	1,958
Administrative Allocation	12,070	12,800	12,800	13,200
Total Expenditures	<u>19,303</u>	<u>66,675</u>	<u>66,675</u>	<u>69,852</u>
Revenue in Excess of Expenditures	<u>\$ 42,868</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF ORLAND

2019-2020

SPECIAL REVENUE FUNDS

City of Orland
2019-2020 Budget - Street Funds

	HUTA and RSTP Fund	Local Transportation Fund	STIP Fund	S.B. 1 Road Maint. Rehab Fund	Totals
Audit Balance, June 30, 2018	\$ 97,401	\$ 10,332	\$ -	\$ 45,800	\$ 153,533
Anticipated Revenues, 2018-19	\$ 281,000		\$ -	\$ 138,600	\$ 419,600
Budgeted Expenditures, 2018-19	<u>\$ (301,300)</u>		<u>\$ -</u>	<u>\$ (138,600)</u>	<u>\$ (439,900)</u>
Projected Fund Balances at June 30, 2019	<u>\$ 77,101</u>	<u>\$ 10,332</u>	<u>\$ -</u>	<u>\$ 45,800</u>	<u>\$ 133,233</u>
2019-20 BUDGET					
Estimated HUTA Apportionments Payable -- State of CA	\$ 197,350			\$ 140,200	\$ 337,550
Projected RSTP Revenues	\$ 100,000				\$ 100,000
Projected STIP Revenues			\$ 1,090,000		\$ 1,090,000
Total Projected Revenues	<u>\$ 297,350</u>	<u>\$ -</u>	<u>\$ 1,090,000</u>	<u>\$ 140,200</u>	<u>\$ 1,527,550</u>
Storm Drains Department to be paid with Non Discretionary Street Funds					
City Engineer and Other Administrative Costs					\$ -
Street Wages & Benefits Allocation	\$ 120,000				\$ 120,000
Street Lighting and Utilities Allocation	\$ 65,000				\$ 65,000
Road Patching and Sealing	\$ 40,000	\$ 10,332			\$ 50,332
Equipment Maintenance					\$ -
Street Related Capital Additions					\$ -
Street Sweeper (50%)					\$ -
Public Works Related Debt Service	\$ 97,300				\$ 97,300
Repair commercial routes in the downtown area				\$ 10,000	\$ 10,000
Rehabilitate a portion of Tehama Street from Woodward Ave to East Ave			\$ 1,090,000	\$ 138,600	\$ 1,228,600
Total Budgeted Expenditures	<u>\$ 322,300</u>	<u>\$ 10,332</u>	<u>\$ 1,090,000</u>	<u>\$ 148,600</u>	<u>\$ 1,571,232</u>
Projected Balance at June 30, 2020	<u>\$ 52,151</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,400</u>	<u>\$ 89,551</u>

City of Orland
2019-2020 Budget -- Library Memorial and Hanbery Trust Fund

Projected Fund Balance at July 1, 2019	\$ 80,119
Estimated Donations	600
Estimated Interest Income for the Year	120
Less: Special Departmental - Publications	(5,000)
	<hr/>
Anticipated Balance at June 30, 2020	<u><u>\$ 75,839</u></u>

CITY OF ORLAND

2019-2020

**ESTABLISHED & AUTHORIZED
POSITIONS**

City of Orland
Established, Authorized and Unfunded Positions
For the Fiscal Year 2019 -- 2020

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	0.5			0.5
Community Services Director	1.0			1.0
City Building Official	1.0			1.0
Building Inspector	1.0	0.5		0.5
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	0.5		0.5	
Water Treatment Operator	2.0		1.0	1.0
Wastewater Treatment Operator	2.0		1.0	1.0
Equipment Mechanic	2.0		2.0	
Equipment Operator	1.0			1.0
Maintenance Workers	7.0		7.0	
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 II	2.0		1.0	1.0
Childrens' Librarian	1.0		1.0	
Library Assistants (2PT @ .5 = 1 FTE)	1.0		1.0	
Totals	54.5	3.0	41.0	10.5

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CITY OF ORLAND

2019-2020

**OBJECTIVES; FUNDED PROJECTS
AND
CAPITAL OUTLAYS**

**CITY OF ORLAND OBJECTIVES FY19-20
FUNDED PROJECTS & CAPITAL OUTLAYS**

Adopted June 3, 2019

Priorities	More Important	Less Important
More Urgent	Replace sewer main CR MM \$1M USDA/SRF - Sewer Reconstruct Tehama Street \$1M+ RTIP, STIP, SB1 \$140k Engineering design for water storage, well \$60k Water Upgrade SR32/M½ lift station \$60k Sewer Set plan w/funding agreements for brine ponds \$10k Sewer Plan future Public Safety Facility staff work Flood & Fire Hazard, VMT Gen Plan edit \$10k allocated	Produce & publish Opportunity Zone prospectus \$10,000 Seek grants for Rec Trail Phase II, Community Center staff work Obtain SB2 Planning Grant staff work Estab. "Active Underground Conversion Plan" for utilities staff work Ag-Resi buffer standards – revise to protect resi \$10k Planning
Less Urgent	Erect fleet maintenance shop \$100k Meas A Pursue funding for Streetscapes staff work Replace 15 oldest fire hydrants \$60k Water Upgrade Carnegie restrooms to ADA OPW + \$15k allocated Add meter for industrial ponds inflow \$8k paid by customers Create flexible 10-year fiscal forecast tool staff work Restore Lollipop Land/Castle restroom (DIF) OPW + \$3k	Plan SCADA for Sewer System \$10k Sewer Complete Fee Study Updates (DIF and Planning User Fees) \$70k Build Pump Track (Parks impact fees) OPW + 15k Automate data system for OPW projects and ops \$8k allocated

UNFUNDED OBJECTIVES, PROJECTS & CAPITAL OUTLAYS

Expenditures deferred pending availability of funding—not necessarily in order of priority

Deferred to future years:

Lift equipment for new shop extension	Measure A	\$ TBD
Welding shielding and related shop safety	Measure A	\$ 13k
Upgrade softball fields fencing, grading	Parks – GenFund	\$ TBD
Welcome to Orland sign – east entrance SR32	GenFund	\$ 20k
Replace CSO/Evidence truck	Measure A	\$ 35k
Replace City Manager vehicle	Allocated	\$ 25k
Replace Building Inspector vehicle	GenFund-Building	\$ 25k
GIS inventory for Public Works infrastructure	Allocated	\$ 20k
Housing Element Update (2021-22)	Allocated	TBD - RFP

CITY OF ORLAND

2019-2020

DEBT OBLIGATIONS

City of Orland
Debt Obligations 2019-20
Schedule of Payments

Date of Report: June 3, 2019

Issuer	Item[s] Financed	Original Loan Amount	% Rate	Loan End Date	FY 19-20 Payments	Payments allocated to funds:					Remaining Balance June 30, 2020
						General Fund	Measure A - Safety	Gas Tax	Water	Sewer	
Bank of Mellon	Pension Bond	1,270,200	4.4	2022	171,430	130,330			25,700	15,400	361,451
PNC	FD Ladder Truck	655,090	3.0	2022	153,395		153,395				428,308
Umpqua	OPW Equip	732,791	5.0	2022	160,932	12,875		94,950	25,749	27,358	346,747
Umpqua	Bucket truck	105,481	4.0	2022	17,244	6,898		1,724	4,311	4,311	34,417
Umpqua	OPW Equip	8,697	4.7	2023	1,861			620	620	620	5,243
Umpqua	Police Vehicles	227,986	4.7	2023	51,317		51,317				139,187
Umpqua	Police Vehicles	161,401	4.5	2024	36,069		36,069				124,352
To Be Determined	Police Vehicles	130,000	TBD	2025	26,000		26,000				104,000
Umpqua	Blue Frog Project	854,101	5.0	2024	137,219					137,219	542,443
3CORE	5th St Parking Lot	115,000	3.0	2028	11,500	11,500					78,906
Umpqua	Energy Efficiency	866,000	3.0	2032	72,812	13,834			57,521	1,456	756,140
Umpqua	Solar Project, NET OF CREBs	1,575,066	1.9	2032	114,950	21,840			52,880	40,230	1,338,089
SWRF	Eva Well	1,160,268	0.0	2048	38,676				38,676		983,832
Total:		7,862,081			993,405	197,276	266,781	97,295	205,458	226,595	5,243,115

NOTE:

One of the two Bank of Mellon Pension Bond loans, with an original balance of \$1,038,000 was paid off during the 2018-19 fiscal year.

Subtotals:	Pension	171,430
	Fire Dept	153,395
	Police	77,317
	Public Works Equip	180,037

City General Fund and Measure A Debt Service
2019-2020 Budget
Fund 00, Department 9000

Previously included in separate department line items
Excludes PERS Pension Obligation Bonds and PERS Unfunded Liabilities

GENERAL FUND:

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
285	Loan from Water Fund		14,400	14,400	14,400
805	ALTEC Lease Payable		6,900	6,900	6,900
810	3CORE		17,200	11,500	11,500
815	Clean Energy Efficiency Loan (General Fund Portion)		14,600	14,600	13,800
825	Public Works Equipment Loan (General Fund Portion)		12,900	12,900	12,900
835	Solar Energy Loan (General Fund Portion)		31,200	31,200	29,800
Total General Fund Appropriations		\$ -	\$ 97,200	\$ 91,500	\$ 89,300

MEASURE A FUND:

Object Code	Description	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Proposed
820	Fire Engine Lease/Purchase		153,400	153,400	154,000
830	Police Vehicles Lease/Purchase		51,300	51,300	116,000
Total Measure A Fund Appropriations		\$ -	\$ 204,700	\$ 204,700	\$ 270,000