

CITY OF ROSEBURG, OREGON
ADOPTED BUDGET
FOR THE FISCAL 2012-2013 YEAR

Prepared by: City of Roseburg Finance Department



Website Tag



CITY OF ROSEBURG, OREGON

2012-13 BUDGET

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Larry Rich

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Rick Coen, Councilor Ward III
Steve Kaser, Councilor Ward IV
Tom Ryan, Councilor Ward II
Steve Barnhart
Anthony Flagor
Susan Onikama
Vacancy

Michael Baker, Councilor Ward IV
Bob Cotterell, Councilor Ward III
Melissa Smith, Councilor Ward I
Steve Tuchscherer, Councilor Ward II
Jared Castle
Knut Torvik
Richard Weckerle
Vacancy

Administrative Staff

P. Eric Swanson, City Manager
James A. Burge, Police Chief
Sheila R. Cox, City Recorder
Michael G. Danielle, Airport Director
Brian R. Davis, Community Development Director
Cheryl K. Guyett, Finance and Management Services Director
G. Mike Lane, Fire Chief
Kenneth W. Madison, Municipal Judge
Nicole A. Messenger, Public Works Director
John D. VanWinkle, Human Resources Director

CITY OF ROSEBURG, OREGON

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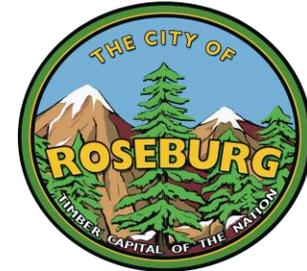
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May 8, 2012

City of Roseburg Budget Committee Members:

SUBJECT: 2012-2013 BUDGET TRANSMITTAL MEMO

I am pleased to present the proposed FY 2012-2013 City of Roseburg budget for your consideration. The budget is balanced and was prepared keeping in mind the 2012-17 Strategic Plan goals and implementation efforts recently adopted by the City Council. The proposed budget also realizes the goal of maintaining current service levels with a 30% General Fund Reserve.

Though we hope the worst of the “Great Recession of 2008” is over, our local economy continues to suffer from high unemployment and other conditions attributed to the poor economy. While other communities have seen significant reductions in property values and associated revenue due to a decline in residential property development, Roseburg officials have supported measures to annex properties and approve commercial development. These steps, in addition to seeking greater efficiencies in our operations with technology (for example) and leveraging local dollars with state and federal grants, have allowed us to make important capital investments in transportation and other infrastructure.

We continue to meet challenges associated with PERS and OPSRP contributions. Revenues needed to operate City government are also stretched by rising health and property insurance costs. We have recently finalized the general service and police bargaining unit agreements. The current fire service agreement expires June 30, 2012.

City leaders will focus again on annexation proposals in the coming year. If such action is taken prior to March 30, 2013, the resultant revenues will impact the 2013/14 budget year. The City Council recently approved the bylaws governing The Partnership to increase the number of private sector entities that participate in economic development initiatives and management in Roseburg and throughout Douglas County. We believe this reorganization will put the City and County in a good position once the economy provides more opportunities.

CITY GOALS AND OBJECTIVES

In February 2012, the Council adopted the 2012-2017 Strategic Plan update which outlines objectives, strategies and actions within four principles: Great Neighborhoods; Safe City; Healthy Economy; Effective Government. This Plan more clearly defines the actions to support each goal which is specifically measured with an accomplishment date. The updated Plan better reflects the City Council’s goals and the departmental goals outlined within this budget document. The Strategic Plan will be utilized as a “score card” to evaluate how the City is investing the resources given to us by the taxpayer, promoting fiscal responsibility. This ever-evolving product will assist us with the continual improvement that the City must engage in to keep Roseburg prepared for the future.

SUCSESSES

Again this year, our employees strove to hold expenditures to meet the Budget Committee's goal of a 30% General Fund reserve. They have used the financial resources given by the Budget Committee to provide services that are needed and valued by City residents. A few of the more notable successes include:

City Administration and Finance Departments

- ❖ Processed over 230 business registrations, 40 rolls of microfilm, 17 OLCC licenses, 28 special OLCC permits, 60+ formal public records requests, 80 special permits, 23 ordinances and 27.
- ❖ Updated Administrative Policy & Procedures Manual.
- ❖ Processed 6 new telecom franchises, renewed 15 and negotiated new Avista franchise.
- ❖ Assisted with Charter Communications and Pacific Power audits.
- ❖ Updated all standard City contract language.
- ❖ Implemented electronic advertising for City projects and meeting agendas.
- ❖ Transition with new Human Resources Director/Risk Manager John VanWinkle and Airport Director Mike Danielle.
- ❖ Processed 10 seasonal employees, hired 19 regular employees, promoted/transferred 7 current employees to new positions and transitioned 10 from City employment.
- ❖ Transitioned OSHA training to in-house "tailgate talks" saving consultant costs and reducing crew time.
- ❖ Settled multi-year contracts with general services and police employees.
- ❖ Received 9th Safety Award from the League of Oregon Cities.
- ❖ Received the Government Finance Officers Association Award for "Excellence in Financial Reporting" for the 2010 Comprehensive Annual Report for the 18th consecutive year.
- ❖ Completed Municipal Court case management system upgrade.
- ❖ Implemented GASB 54 fund balance reporting accounting standard.
- ❖ Fire substations and Water Treatment Plant brought online with new phone system and wireless service.
- ❖ Installed new Equallogic Storage array for virtualization and storage for physical servers.
- ❖ Setup and design new City website.
- ❖ Exchange 2010 installation of higher availability.
- ❖ Redesigned backup scheme for better use of storage along with recoverability.

Police and Fire Departments

- ❖ In collaboration with Public Works and Community Development, successfully maintained class three fire protection rating.
- ❖ Received, equipped and placed into service a new 2011 Pierce fire engine.
- ❖ Completed twelve significant fire investigations.

- ❖ Collaborated with Douglas County Fire Prevention Co-Op during Fire Prevention Week.
- ❖ Began coordination of the City's emergency preparedness.
- ❖ City employees completed NIMS compliance training.
- ❖ Organized committee tasked with coordinating equipment, functions and set up of the Emergency Operations Center.
- ❖ Coordinated City's participation in the statewide "Great Oregon Shakeout 2011" earthquake drill.
- ❖ Received Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) grant.
- ❖ Conducted over seven hundred hours of training.
- ❖ Responded to approximately 4,520 emergency incidents, of which 3,200 were medical in nature.
- ❖ Harvard Fire station remodeled to create a drive through bay and additional parking.
- ❖ Implemented Police K-9 program with Officer Todd Crouse and K-9 Ido and Officer Ryan Dingman and K-9 Iago; completely funded through private donations.
- ❖ Implementing the eCitation and eCrash system.
- ❖ Acquired new Tasers with back-up shot capability.
- ❖ Five Major Crimes Team activations.
- ❖ Investigated approximately 60 cases of child abuse, including 41 cases of sexual abuse or molestation.
- ❖ With six members, Volunteers in Police Service contributed 3,120 hours, drove their personal vehicles 11,916 miles, handled 167 abandoned vehicle complaints; issued 461 warnings for handicap parking violations, performed 92 vacation house checks and assisted with special events traffic and parking control.
- ❖ RAYS Juvenile Program handled approximately 138 new cases and held more youth court sessions than any other youth court program in Oregon.

Community Development

- ❖ In conjunction with Public Works worked toward implementation of previously adopted plans.
- ❖ The Waterfront Plan - Invasive vegetation removal along the east bank of the South Umpqua north of Deer Creek; Planting new trees and a bench on the top of the riverbank in the same area; Slurry seals on sections of Washington, Oak and Spruce.
- ❖ Streetscape agreements with ODOT and the Tribe for landscaping, sidewalks and bike lanes along Washington and Spruce in conjunction with the Tribe's business incubator.
- ❖ Bicycle-Pedestrian Plan: Paving of the bike-ped undercrossing on Rowe Street; Crosswalks at the south end of Pine Street (also from Mill-Pine Plan); Funding to improve the Riverfront Trail from Oak to Douglas; Funding for path between Templin and Micelli Park.
- ❖ Three important transportation projects in 2011: Highway 138 Realignment Project moved forward with a low-cost, least-impact solution chosen; Adoption of the Exit 129 (Del Rio) Interchange Area Management Plan; Staff participation on a statewide panel to change the Transportation Planning Rule.
- ❖ Assisted with reorganization of The Partnership and its bylaws.
- ❖ Airport Zone language amended to allow more flexibility for uses near the airport.

- ❖ Completed first phase of planning for redevelopment of the downtown switchyard.
- ❖ Completed contract with Downtown Roseburg Association which included hiring a director.
- ❖ Completed downtown grocery market study to determine needs in the wake of Safeway leaving downtown.
- ❖ The Umpqua Valley Arts Center recommended by the State Advisory Committee on Historic Preservation to be placed on the National Register of Historic Places.
- ❖ The State Historic Preservation Office uploaded Roseburg's historic survey information into their new database.
- ❖ Assisted with preparation of the Strategic Plan, the Sustainability Plan, contract renewal for the Visitors Center and participation in the Blue Sky Initiative.

Public Works

- ❖ Received over 5,500 phone calls and maintenance crews responded to 2022 work orders.
- ❖ Received grants to reconstruct the waterfront path in Riverside Park and assist in renovation of Parrott Creek Park.
- ❖ Phoenix School obtained a grant to improve water quality and habitat along Deer Creek.
- ❖ Successfully launched geocache series.
- ❖ Worked closely with community partners to provide the following affordable programming: Wise Kids Outdoors, Senior Fitness Class, Movies in the Park, Museum in the Park, Sticks for Kids, Annual Swift Watch
- ❖ 131 reservations for park usage (pavilions, special events, etc.)
- ❖ Coordinated park field usage agreements with fourteen organized athletic leagues/organizations.
- ❖ Replaced water mains on West, College, Bradford, Carroll, Lincoln, Pitzer and Leland Streets.
- ❖ Continued water meter replacement program.
- ❖ Established new program wherein all valves, hydrants and appurtenances will be captured utilizing a GPS unit.
- ❖ Removed two water treatment plant raw water pumps which are to be rebuilt.
- ❖ Installed a new treatment plant water meter to provide more accurate data.
- ❖ Cathodic Protection Study nearing completion.
- ❖ Selected engineering consultant to design replacement of the 20-inch transmission main between the Water Treatment Plant and Hooker Road.
- ❖ Partnered with ODOT to pave and improve multi-use path connection between Rowe Street and South Umpqua Greenway.
- ❖ Hired consultant to provide recommendations to improve pedestrian crossings on SE Pine and NE Stephens Streets.
- ❖ Installed Pine Street pedestrian crossings.
- ❖ Calkins Area Drainage Study redesigned for significant construction cost savings.
- ❖ Installed new piping in unimproved portion of Oakland right-of-way.
- ❖ Designed system to pick up runoff that collects and pools in an alley off Harvard Avenue.
- ❖ Nine streets overlaid, including four arterials – SE Stephens Street between City Limits and Rice Street, Oak Avenue between SE Stephens Street to Kane Street, Washington Avenue between Kane Street and SE Stephens Street, and NE Stephens Street between Newton Creek Road and Edenbower Boulevard.
- ❖ Twenty five streets slurry sealed as part the preventative maintenance program.

- ❖ Environmental Analysis for taxiway relocation project completed.
- ❖ Received grant from FAA to remove obstruction off north end of runway.
- ❖ Energy Grants to replace park irrigation pumps, Garden Valley traffic signal controllers, renovate Art Center windows.
- ❖ City Hall and Fulton Street Maintenance Shop security upgrades.
- ❖ Street maintenance crew installing new dugouts at Gaddis Park.

CHALLENGES AND OPPORTUNITIES

We also face a number of continuing challenges and opportunities in the coming fiscal year, to include:

- ❖ Work with real property marketing consultant to sell surplus properties.
- ❖ Update the City Charter.
- ❖ Review potential annexation and UGB expansion opportunities in North Roseburg.
- ❖ Redevelopment of downtown (CORP) switchyard property.
- ❖ Work with Cow Creek Tribe on Downtown Roseburg Business Center site development and incubator business development programs and strategies.
- ❖ Continue to promote the investigation, research and application for grant and other funding opportunities to leverage outside resources for the betterment of Roseburg.
- ❖ Implement the action plans as outlined in the City Strategic Plan.
- ❖ Edenbower/Aviation Phase 2 Intersection Improvements.
- ❖ Implement the Public Safety Center Solar Project.
- ❖ Airport Runway Extension Project construction and Taxiway Relocation Design and Permitting.
- ❖ Stewart Parkway/Edenbower Intersection Improvements.
- ❖ Stewart Parkway S-Curves final design and environmental permitting.
- ❖ Downtown improvements design.
- ❖ Construction of 20-inch Transmission Main Replacement, Wanell/Luth Storm Drainage Improvements and revisiting the Transportation SDC Methodology.

OVERALL BUDGET SUMMARY

The total FY 2012-2013 proposed budget, including General Fund and all enterprise fund expenditures is proposed at \$59,275,948 compared to the current year adopted budget of \$54,627,671. Through the very dedicated efforts of City Staff, we were able to begin and finish the year in compliance with the Budget Committee's goal for a 30% General Fund Reserve.

GENERAL FUND SUMMARY

Basic operations in the General Fund include Parks, a portion of Public Works, Police, Fire, Community Development, Finance and Management Services, Municipal Court and Administration. The General Fund provides funding for daily services most residents recognize and use frequently. The FY 2012-2013 General Fund is proposed at \$24,137,859.

GENERAL FUND REVENUES

Total Operating Revenues are proposed at \$17,512,582 an increase of \$716,864 from the 2011-2012 adopted budget of \$16,795,718. A factor in the increase is the result of additional property taxes. Property taxes continue to be the largest share of General Fund revenues. Current year property taxes are planned to increase by \$230,000 or 1.02% from the 2011-2012 adopted budget of \$10,980,000.

With the passage of Measure 50 in 1997, the property tax system changed from a levy based system to a modified tax rate system. A permanent tax rate was established at \$8.4774 for the City of Roseburg. As an example, a home with an assessed value of \$150,000 will pay \$1,272 in property taxes to the City.

GENERAL FUND EXPENDITURES

Total General Fund expenditures are proposed at \$18,561,104 for next fiscal year, equaling a \$427,311 increase.

ENTERPRISE, SPECIAL REVENUE, AND CAPITAL PROJECTS FUNDS

Enterprise Funds, Special Revenue Funds and Capital Projects Funds actually comprise the majority of the City’s overall budget. Enterprise Funds include the Water Fund, Storm Drainage, Off Street Parking, Airport and Golf. Special Revenue Funds consist of Public Works, Grants, Downtown Development District, Hotel/Motel Tax, Bike Trail, Housing Rehab, Economic Development and the Stewart Trust. Capital Projects Funds consist of Transportation, Park Improvement, Equipment Replacement, Assessment Improvements and Facilities Replacement.

Most of these funds will remain constant with a few changes that will be explained during the budget process.

I look forward to reviewing the proposed budget with you and wish to thank the many City Staff responsible for assembling this proposed budget. Special thanks go to Cheryl Guyett, Director of Finance and Management Services. As in past years, Cheryl spent many long hours putting the budget together and making sure it is as accurate as it can be.

- Cheryl Guyett, Finance and Management Services Director
- Jim Burge, Police Chief
- Sheila Cox, City Recorder
- Mike Danielle, Airport Director
- Debi Davidson, Management Technician

Brian Davis, Community Development Director
Ronda Fluetsch, Accounting Clerk
Esther Howerton, Payroll/Benefits Technician
Debbie Keller, Accountant
Mike Lane, Fire Chief
Nikki Messenger, Public Works Director
John VanWinkle, Human Resources Director

Respectfully submitted,

A handwritten signature in black ink that reads "Eric Swanson". The signature is written in a cursive, slightly slanted style.

P. Eric Swanson
City Manager

CITY OF ROSEBURG, OREGON

BUDGET USER GUIDE

2012-2013 BUDGET

Budget: The budget is a comprehensive financial plan for the fiscal year ahead. The budget document shows estimated revenues and expenditures at various levels of detail. It includes information about programs and policies, and is a working guide for City administrators to use in monitoring expenditures, performance and productivity. The City of Roseburg has elected the option of budgeting by a fiscal year, beginning July 1 and ending on the following June 30.

The budget authorizes the City to spend money and limits how much money can be spent. The document forms the basis and justification for the levy of property taxes. The budget, as required by statute, is a balanced budget with equal resources and requirements.

The document is arranged in a manner that allows the reader to review the budget as a summary or by individual fund or department. Narratives are presented at the beginning of each fund and department to provide the reader with explanations related to current operations as well as changes in the operations expected in the coming budget year. In addition, personal service levels adopted for the budget year and three prior years are presented for comparison purposes.

Budget Basis: The City budgets its governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds) on the modified accrual basis of accounting. Under this basis, revenues are recognized when susceptible to accrual (i.e., when the transaction is both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The accrual basis of accounting is used for budgeting the proprietary fund types (Enterprise Funds and Internal Service Fund). Under this method, revenues are estimated when earned and expenses are budgeted at the time liabilities are incurred. Exceptions from the accrual basis are principal collections on notes receivable as revenue in the year received; payment of debt principal is budgeted as an expenditure when paid; capitalized assets are budgeted when incurred; and depreciation is not budgeted.

BUDGET USER GUIDE, continued

The City does not produce a separate capital budget; rather related capital expenditures are budgeted within the individual departments or funds. Non-Enterprise capital funding is contained primarily in the Special Revenue and Capital Projects Fund categories.

Budget Committee and Committee Functions: The Budget Committee, established by ORS 294.336, is composed of an equal number of qualified electors and members of the City Council. A qualified elector is a person who is qualified to vote in elections of the City. The qualified elector members are appointed by the Mayor and City Council for three-year terms, approximately one-third of which expire each year.

Oregon Local Budget Law allows public input and participation throughout the budget process. All Budget Committee meetings are open to the public. A majority (at least nine favorable votes for a Committee of sixteen) of the Budget Committee is required to approve any motion.

At its first meeting, the Budget Committee elects a presiding officer from among the members. The Budget Committee receives the budget document, hears the budget message and hears any persons wishing to speak about the budget. If the Budget Committee does not approve the budget at its first meeting, additional meetings are scheduled. The time and place of additional meetings must be announced prior to adjournment of each meeting. If this is not done, any additional meetings must meet the public meetings law requirements.

The Budget Committee reviews, and if necessary, revises the proposed budget submitted by the Budget Officer. The Budget Committee generally studies the budget by using the two previous years' actual data, the current budgeted data and the figures proposed by the Budget Officer for comparisons. Pursuant to ORS 294.406, the Budget Committee may obtain from staff any additional information it requires to make decisions about the budget.

The Budget Committee does not approve new personnel, employee contracts or salary schedules, nor does it negotiate salary contracts. However, the adopted salary schedules, negotiated contracts and other materials having a fiscal impact on the budget document may be requested for review by the Budget Committee.

The Budget Committee has the power to:

BUDGET USER GUIDE, continued

1. Limit the amount of tax which may be levied by the City. The total property tax levy or property tax rate may not exceed the amount shown in the approved budget document or the maximum rate allowed by law.
2. Establish a maximum for total permissible expenditures for each fund for the year. The Council, however, may raise the spending level not to exceed ten percent for each fund.
3. Approve the budget as submitted or as revised. The function of the Budget Committee ends when the budget is approved. However, the Committee may meet from time to time at its discretion.

Budget Process: Local budget law requires that specific actions must occur as a local government prepares its budget. The process can be distinguished by the following phases:

Request Phase: Each year department managers submit preliminary budget information, narrative and other supporting documentation to the City Manager, the City's Budget Officer, and to the Finance Director. This information is prepared based on department staffing and operational needs as discussed in planning sessions with the City Manager. The Management Technician computes salaries and benefits for all departments. Capital expenditure and/or major vehicle acquisition requests from the City's Equipment Replacement Reserve Fund are also submitted based on a five year or longer replacement plan. The Enterprise Fund's requests for major equipment or vehicle expenditures are budgeted within the respective funds.

Proposal Phase: The City Manager and Finance Director meet with department managers to review requests. The information is reviewed to determine service level, cost effectiveness and uniformity compared to previous years' budget and actual data. In addition, the City Manager insures that resources are properly allocated to accomplish implementation of City Council goals and associated work program.

The Finance Department staff balance all funds, and with assistance from the Management Technician, finalize and print the proposed budget document.

After the proposed budget is prepared, the Budget Officer publishes the notice of Budget Committee meeting. The notice must be published two times, five to thirty days before the scheduled budget committee meeting date.

BUDGET USER GUIDE, continued

Approval Phase: The Budget Committee convenes to review and discuss the proposed budget. Copies of the proposed budget are distributed and the budget message is delivered. Department managers present financial and budget highlights.

The Budget Committee may propose additions or deletions of items from the budget. The Committee may meet as many times as needed to revise and complete the budget. All meetings are subject to the Oregon Public Meetings Law as outlined in Chapter 192 of the Oregon Revised Statutes.

Adoption Phase: The final phase in the budget process is adoption. After the Budget Committee approves a proposed budget, the City Council must hold a budget hearing. Five to twenty-five days before the scheduled hearing, the City must publish a budget summary and notice of budget hearing. The purpose of the hearing is to allow citizens to comment on the approved budget.

The City Council has the authority to change the approved budget prior to adoption. However, if a change would increase property taxes over the amount published in the budget summary or increase expenditures in any one fund by more than 10%, a new budget summary must be published and another budget hearing must be held.

At a regularly scheduled public meeting, a resolution or ordinance is enacted to adopt the budget, make appropriations and impose taxes. The adopted budget becomes effective July 1 and the budget, along with other documentation, is filed with the County Assessor's office by July 15.

Budget Amendment Phase: Once the City is operating within the adopted budget, it may find it necessary to change appropriated expenditures. The existing appropriations may have to be decreased or increased, but under no conditions is it lawful for the City to levy an additional tax in the current fiscal year.

If a change in appropriations is necessary, ORS 294.450 allows certain transfers when authorized by official resolution or ordinance of the governing body. The resolution or ordinance must state the need for the transfer, the purpose of the authorized expenditure and the amount of the appropriations transferred.

BUDGET USER GUIDE, continued

ORS 294.450 provides for transfers of appropriations within a fund, transfers of general operating contingency and transfers of appropriations from the General Fund to another fund. Transfers of operating contingency in excess of 15% of the total appropriations of a fund, and any transfer from a special fund must be made through the supplemental budget process.

Supplemental Budget: Certain circumstances may arise which require the expenditure of revenues in excess of those appropriated in the adopted fiscal budget. One of the following circumstances would require a supplemental budget:

1. An occurrence, condition or need which had not been ascertained at the time the budget was adopted.
2. Funds were made available by another government agency and were not anticipated at the time the budget was adopted.
3. Proceeds from involuntary conversion require immediate replacement to continue operations.

If the supplemental budget is in excess of 10% of the fund budget, it is published in the same manner and by the same procedures as the annual budget. The Council holds a public hearing, and after the public hearing, makes additional appropriations as provided by the supplemental budget. The supplemental budget may not authorize any levy of additional taxes. If the supplemental budget is not in excess of 10% of the fund budget, it may be adopted at a regular meeting of the City Council.

Budget Message: The Budget Message is a statement by the Budget Officer about the City's proposed budget. The Budget Officer recommends a balanced budget to the Budget Committee, who will evaluate and modify it before approving a version for the City Council to consider. The Budget Message explains the proposed budget and any significant changes in the City's financial position.

Budget Compliance: The City manages its finances according to generally accepted accounting principles. During the year, expenditures and resources are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are distributed to management. An annual audit is performed and filed with the State of Oregon each year by an independent Certified Public Accountant. The City publishes an annual comprehensive financial report that documents the City's budgetary performance and compliance.

CITY OF ROSEBURG, OREGON

FINANCIAL MANAGEMENT POLICIES

It is the responsibility of City staff, in particular the Finance and Management Services Department, to monitor the City's financial status. Revenues and expenditures are monitored on a continual basis to ensure that resources are materializing as projected and that expenditures do not exceed allowable limits. Supplemental Budgets are designed to facilitate the review and adjustments necessary to maintain sound financial status.

One way in which the Budget Committee participates in the City's financial management is in budgeting for anticipated cash flow requirements (ensuring that adequate cash is available to meet expenditures). An example is the Unappropriated Ending Fund Balance, which is budgeted in one year to become a resource in the following year, funding a portion of operations for the first five months of the fiscal year. The City's fiscal year begins on July 1, yet the major portion of General Fund revenues from property taxes is not received until after November 15.

City staff takes an active role in investing available funds. A considerable amount of revenue is gained through investments, and it is considered one of the responsibilities of public agencies to gain the maximum amount of revenue with a minimum of risk by investment of the public's money, consistent with State regulations.

DEBT MANAGEMENT

The City has historically taken a conservative posture in the use of long-term debt for the creation or major renovation of capital infrastructure. Long-term borrowing in order to finance large capital projects, land acquisition or to refinance existing debt takes advantage of changing interest rates. The City does not borrow on a short-term basis to support ongoing operations.

Borrowing for capital improvements is achieved through the sale of General Obligation or Revenue bonds. General Obligation bonds are backed by the faith and credit of the City. Authority for the sale of General Obligation bonds must be provided by a vote of the citizens. Bancroft Improvement bonds are used to finance local improvements. Under the State's Bancroft Act, the City is authorized to place a lien against the benefiting property as security for the assessment payments. Bancroft bonds are a general obligation of the City. The City may levy taxes to pay this debt in the event collections from the benefited property owners are insufficient to meet the debt obligation.

Revenue bonds, used to construct revenue-producing facilities (such as a parking structure) are payable solely out of pledged revenues of the City and are not general obligations of the City or a charge upon the tax revenues of the City.

FINANCIAL MANAGEMENT POLICIES, continued

Detailed schedules of the City's current bonded debt are included within the document. Under Oregon statutes, the City is limited in the amount of debt it can issue to 3 percent of True Cash Value (TCV) for bonded debt. These limitations do not apply to bonds issued for water projects or parking facilities.

FINANCIAL MANAGEMENT GOALS AND POLICIES

The Financial Management Goals and Policies for the City of Roseburg provide the framework and direction for financial planning and decision making by the City Council, Budget Committee and City Staff. They are designed to ensure the financial integrity of the City government and to provide a service delivery system that addresses the needs and desires of citizens.

Prudent management of Roseburg's financial resources will allow for the continued ability to provide municipal services both in terms of operating services and infrastructure maintenance and enhancement.

The management of municipal resources is complex. Competent financial management is needed to make effective and efficient use of City resources. An important step toward assuring that financial management is both consistent and rational is through the adoption of financial management goals and policies.

The following goals and policies for the City of Roseburg are intended to guide the City in its financial matters. The goals are broad statements of philosophy and the basic guiding parameters for financial management of the City of Roseburg. The policies provide more specific direction on how to achieve the goals and are the basis for consistent actions that move the community toward sound financial management decisions. The key policy is the establishment of a priority system which reflects the Council ranking of City service priorities. Budget allocations are based on this priority system.

I. City of Roseburg Financial Management Goals

- A. To provide for quality basic City services.
- B. To establish a financial base sufficient to maintain or enhance City assets required to support community service demand.
- C. To respond to changes in the needs, desires and service requirements of Roseburg.

FINANCIAL MANAGEMENT POLICIES, continued

- D. To follow prudent and professional financial management practices to assure residents of Roseburg and the financial community that our City government is well managed and in sound fiscal condition.
- E. To cooperate with other government entities to provide cost effective services to citizens.
- F. To have an adequate capital improvement program that maintains and enhances the public's assets.

II. City of Roseburg Financial Management Policies

A. Resource Planning and Allocation Policies

1. Policy. Revenues, operating and capital expenditures and debt service will be projected each year.
2. Policy. The City budget will support City Council goals and policies and the long range plans and needs of the community.
3. Policy. The Operating and Capital Budgets will be prepared by the City Manager and reviewed by the Budget Committee consistent with the following municipal service priorities:
 - a. Service Level 1. Preserve the public safety system, which includes Police, Fire and Municipal Court.
 - b. Service Level 2. Facilitate economic diversification to preserve the City's revenue base and assure community employment.
 - c. Service Level 3. Address the balance of municipal services as resources allow, which primarily include cultural and leisure services, in addition to current services.
 - d. Service Level 4. Maintain and replace the City's existing fixed assets, which include equipment, infrastructure and facilities. When required for the preservation of health, safety or quality of life in the community, develop or enhance the fixed asset inventory.

FINANCIAL MANAGEMENT POLICIES, continued

4. Policy. The relationship between the Operations and Capital expenditures will be explicitly recognized and incorporated into the budget process. Funding for budgets shall be sufficient to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.

B. Accounting and Financial Practices Policies

1. Policy. The City will maintain an accounting and financial reporting system that conforms with Generally Accepted Accounting Principles and Local Budget Law and will issue a Comprehensive Annual Financial Report (CAFR).
2. Policy. Each fund will maintain adequate cash reserves, borrow internally from another City fund or borrow externally to provide for cash flow requirements. In 2010, the Budget Committee established a target reserve of 30% for the General Fund. A PERS Reserve was also established to fund future rate increases. Reserves shall be reviewed annually to determine sufficient funding levels.
3. Policy. The City will not normally earmark specific revenues for specific public purposes in general services funds such as the General Fund.
4. Policy. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by a user fee or charge.
5. Policy. Properties foreclosed under the Bancroft program will be managed and disposed of in such a manner so as to attempt to at least reimburse the program for all direct and indirect costs incurred and so as not to disrupt the marketplace.
6. Policy. The City will manage its funds as independent entities in accordance with legal, administrative and GAAP.
7. Policy. Each fund, as appropriate, will maintain a contingency account to meet unanticipated requirements during the budget year.

FINANCIAL MANAGEMENT POLICIES, continued

C. Revenue Policies

1. Policy. To the maximum extent possible, supplemental property tax levies will be used only for time-limited operating services or for capital improvements.
2. Policy. The City will decrease the dependence on property taxes and diversify the supporting revenue base in the General Fund.
3. Policy. To the maximum extent possible, the City will secure a dedicated revenue source to fund general and storm sewer capital projects.
4. Policy. The City will charge the direct beneficiaries of City services fees that recover the partial or full cost of providing that service. The level of fee support shall be routinely adjusted to ensure that rates are equitable and cover that percentage of the total cost deemed appropriate.

D. Capital Improvements Policies

1. Policy. Financing of infrastructure improvements through use of Bancroft bonds will be limited to those where the required improvement-to- assessed-value ratio does not exceed one to one and to the extent the City's financial position permits the use of this financing device.
2. Policy. Use of General Obligation bonds will be limited to major capital infrastructure creation.
3. Policy. The City will finance capital projects by using self-supporting revenue pledged bonds, which could be General Obligation backed, whenever a Service is an enterprise or utility-based and where the user directly benefits.
4. Policy. To maintain the City's physical assets, a current inventory of all the City's physical assets and their condition and maintenance costs will be maintained.
5. Policy. Operating funds to maintain capital improvements and additional staff needs will be estimated and identified prior to making the decision to undertake capital improvements.

FINANCIAL MANAGEMENT POLICIES, continued

6. Policy. The City will plan for capital improvements over a multi-year period of time. The Capital Improvements Program will directly relate to the long-range plans and policies of the City.

E. Intergovernmental Revenue Assistance Policies

1. Policy. The City will use non-recurring revenue on time-limited services, capital projects, equipment requirement or services that can be terminated without significant disruption to the community or City government.
2. Policy. The City will project the receipt of intergovernmental revenues only during the period of time in which an authorization exists.

F. Debt and Investment Management Policies

1. Policy. The City will seek to maintain and if possible improve its current “A” bond rating so its borrowing costs are minimized and its access to credit is preserved.
2. Policy. The City will have a specific set of debt issuance guidelines consistent with Federal, State and local laws and policies.
3. Policy. When making investments, the City will follow State law and local investment guidelines and shall abide by the following criteria in priority order:
 - a. Preservation of capital
 - b. Maintenance of a liquid position
 - c. Maximum yield

G. Organizational Policies

1. Policy. The City Manager will review the organizational structure at frequent intervals to assure that it is responsive to current conditions and service duplication.
2. Policy. The City will provide adequate funding to stabilize the City employment force and minimize uncertainty about the continuity of the service delivery system.

FINANCIAL MANAGEMENT POLICIES, continued

3. Policy. Employee compensation will be comparable to public and private sector compensation paid in the relevant recruiting area.
4. Policy. The City will match job classifications and number of employees to the service delivery system and will communicate service and staff adjustments to the public and parties affected by changes.
5. Policy. The City will be committed to maintaining and improving productivity of staff through a proper working environment, appropriate equipment, necessary training and adequate supplies and materials.

H. Other Policies

1. Policy. The City will routinely evaluate its service delivery system, according to established efficiency and effectiveness criteria, to determine whether a service should be provided by the City or by agreement with a private contractor.
2. Policy. The City will evaluate its use of intergovernmental service contracts to preclude unwarranted duplication of services in overlapping jurisdictions and to assure an effective and efficient service delivery system to the community.
3. Policy. The City will comply with mandatory Federal, State and local laws and rules and when appropriate will comply with industry and professional requirements or standards.
4. Policy. Related entities, established or sanctioned by the City Council, will comply with the Roseburg Municipal Code and City Council adopted policies and procedures and will be accountable for operational and financial compliance and reporting standards as established by the Council or its designee.

CITY OF ROSEBURG, OREGON

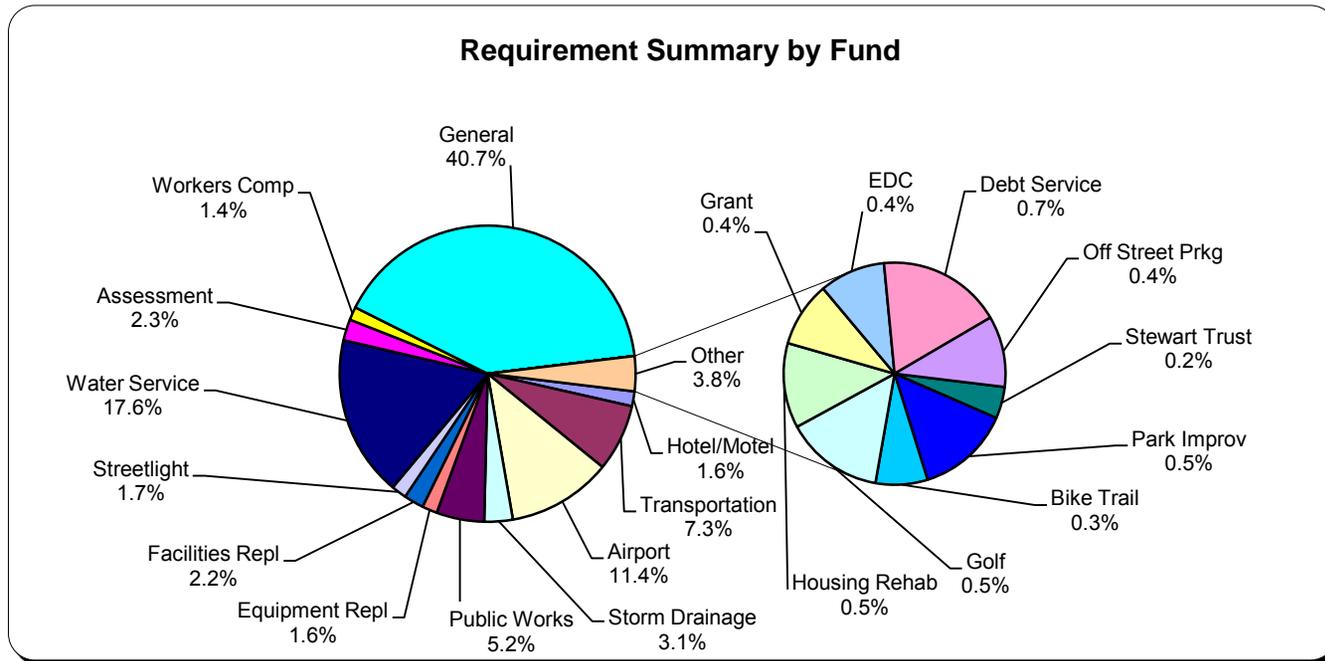
GENERAL INFORMATION

The City of Roseburg, county seat of Douglas County, is located in southwestern Oregon on Interstate Highway 5, approximately 70 miles south of Eugene and 125 miles north of the California state line. The City is situated on the Umpqua River in the Umpqua Valley. Roseburg is the largest city in Douglas County and the 23rd largest city in Oregon. The City of Roseburg was incorporated in 1872 and operates under the provisions of its own charter and applicable state law. The City provides a full range of municipal services including police and fire protection, parks and recreation facilities, streets, airport, planning and building services. The City also operates water and storm drainage utility systems.

Date of incorporation	1872		
Form of government	Council/Manager	Water Utility:	
Area in square miles	10.6	Annual consumption in millions of gallons	1,565
Population	21,670	Local storage in millions of gallons	12
		Miles of water mains	191
Fire Protection:		Number of users	11,095
Fire Stations	3	Streets:	
Fire Hydrants	1,215	Miles of paved streets	112
Full Time Employees	42.5	Miles of unpaved streets	5.5
Police Protection:		Parks and Recreation:	
Police Stations	10	Developed parks	20
Patrol Cars	9	Park acreage	428
Patrol Motorcycles	2	Golf courses	1
Full-time Employees	40	Tennis Courts	18

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY FUND

The Requirement Budget Summary on the following page shows that the 2012-2013 adopted budget is \$4,678,277 more than the 2011-2012 adopted budget. This represents an increase of 8.56%. The General Fund, the City's largest governmental fund, represents 40.7% of total requirements and contains the budgets for the primary operating departments of the City. Funds are listed in the following chart by those funds with expenditures over \$600,000 in the first plot and those under \$600,000 in the second plot. The first plot represents funds totaling \$57,040,778 or 96.2% of total proposed expenditures. The second plot represents funds totaling \$2,265,170 or approximately 3.8% of total proposed expenditures.



CITY OF ROSEBURG, OREGON

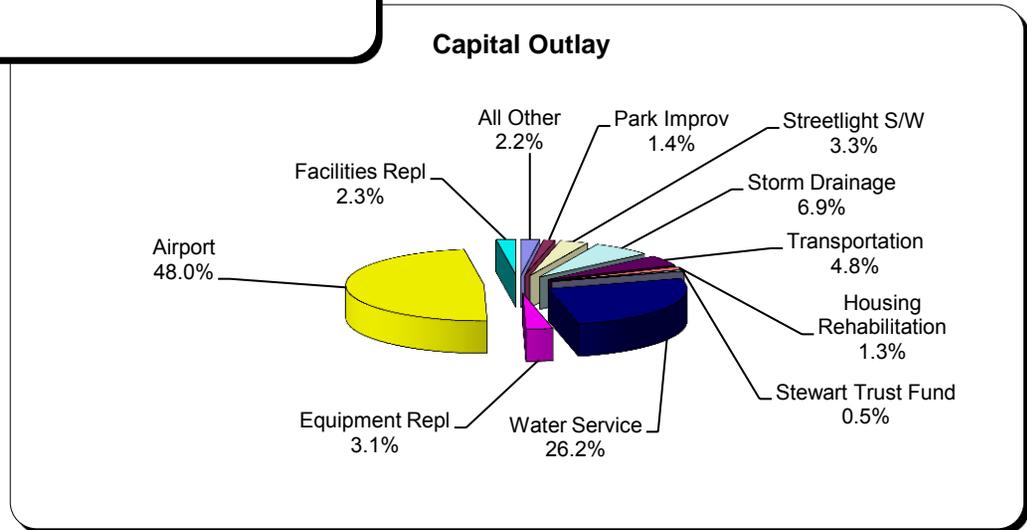
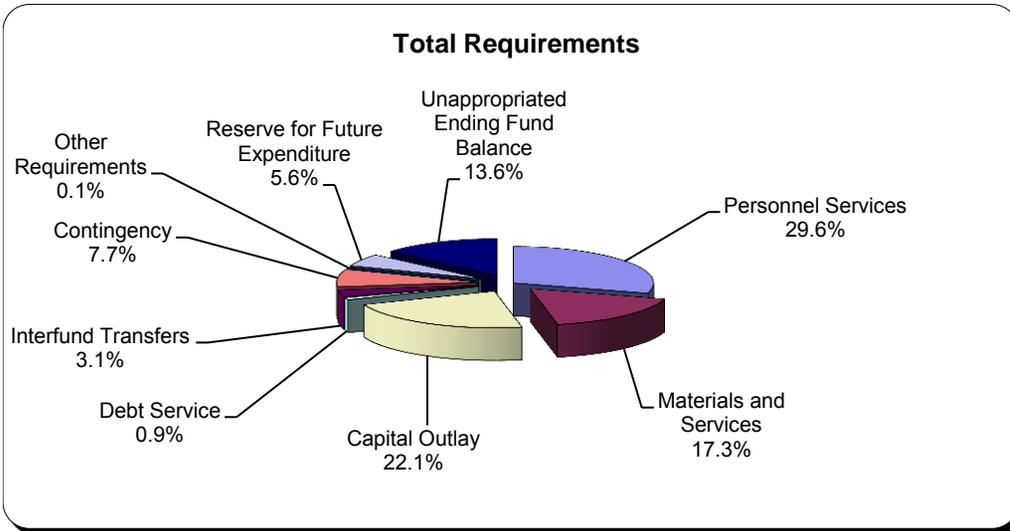
REQUIREMENT SUMMARY BY FUND
2012-2013 BUDGET

<u>FUND IDENTIFIER</u>	<u>DESCRIPTION OF REQUIREMENTS</u>	<u>ACTUAL 2009-2010</u>	<u>ACTUAL 2010-2011</u>	<u>ADOPTED 2011-2012</u>	<u>ACTUAL YTD 12/31/11</u>	<u>PROJECTED YE 06/30/12</u>	<u>PROPOSED 2012-2013</u>	<u>APPROVED 2012-2013</u>	<u>ADOPTED 2012-2013</u>
010	General Fund	22,004,167	22,785,216	23,517,980	19,459,976	23,976,727	24,137,859	24,137,859	24,137,859
020	Public Works Special Revenue Fund	3,311,561	3,081,742	3,045,686	2,121,884	3,043,458	3,099,027	3,099,027	3,099,027
022	Grant Special Revenue Fund	75,992	926,746	167,175	82,569	100,362	213,926	213,926	213,926
024	Hotel/Motel Tax Fund	911,138	889,911	929,378	419,287	927,955	963,664	963,664	963,664
029	Streetlight/Sidewalk Fund	852,430	726,257	825,494	728,266	888,929	982,183	982,183	982,183
025	Bike Trail Fund	59,417	70,413	73,004	68,433	74,419	141,563	171,563	171,563
026	Housing Rehab Loan Fund	358,689	284,305	291,976	281,871	282,575	280,280	280,280	280,280
055	Economic Development Fund	366,332	248,855	230,295	194,066	242,160	217,095	217,095	217,095
071	Stewart Trust Fund	150,906	122,118	84,610	86,743	92,642	104,702	104,702	104,702
041	Debt Retirement Fund	529,065	527,673	411,000	190,300	411,000	410,000	410,000	410,000
031	Transportation Fund	5,648,983	5,715,284	4,757,787	3,581,118	4,573,549	4,341,906	4,341,906	4,341,906
032	Park Improvement Fund	259,977	214,425	295,911	170,828	191,969	309,424	309,424	309,424
033	Equipment Replacement Fund	874,656	883,576	716,840	704,750	715,892	976,892	976,892	976,892
034	Assessment Improvement Fund	1,580,565	1,291,567	1,335,359	1,321,653	1,335,156	1,367,156	1,367,156	1,367,156
036	Facilities Replacement Fund	3,166,453	1,444,161	1,265,833	1,303,342	1,537,716	1,288,302	1,288,302	1,288,302
027	Storm Drainage Fund	1,365,392	1,816,193	2,103,108	1,756,816	2,232,626	1,842,831	1,842,831	1,842,831
051	Off Street Parking Fund	272,045	259,358	267,762	183,091	249,190	234,170	234,170	234,170
052	Airport Fund	897,647	1,074,150	3,349,776	1,423,175	2,640,717	6,766,771	6,766,771	6,766,771
053	Water Service Fund	8,975,842	9,206,662	9,689,628	7,990,998	9,863,192	10,420,816	10,420,816	10,420,816
054	Golf Fund	424,776	373,098	384,336	196,117	348,512	324,010	324,010	324,010
061	Workers' Compensation Fund	854,595	865,722	884,733	692,868	795,885	853,371	853,371	853,371
TOTAL REQUIREMENTS		52,940,628	52,807,432	54,627,671	42,958,151	54,524,631	59,275,948	59,305,948	59,305,948

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY CLASSIFICATION

The City of Roseburg's requirements by classification are shown on the following page. As the first graph illustrates, expenditures for personnel services represent 29.6% of the total budget; materials and services represents 17.3% and capital outlay 22.1% of the total budget.

The second graph illustrates the distribution of total capital outlay costs with primary expenditures being for water, airport and transportation projects.



CITY OF ROSEBURG, OREGON

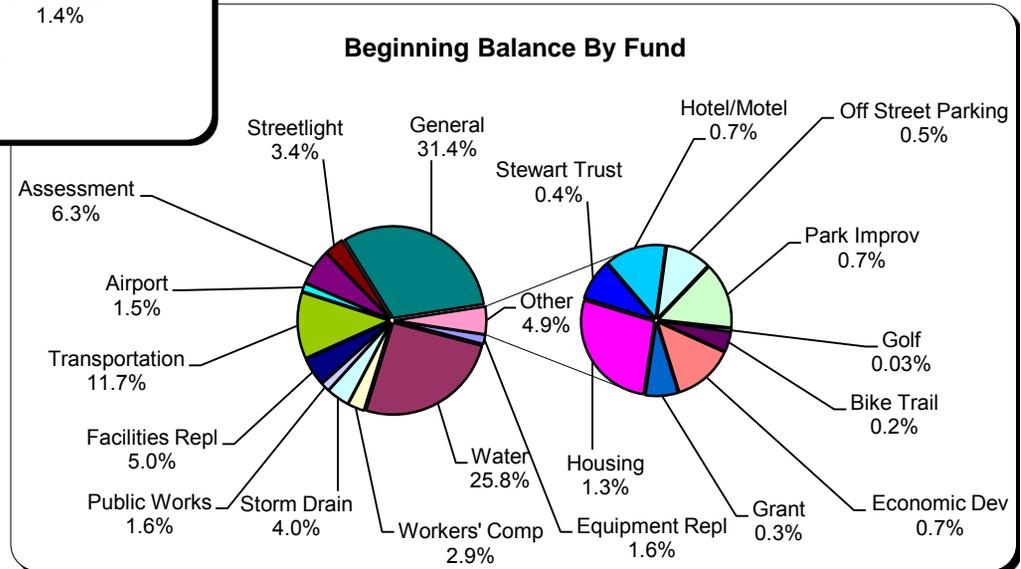
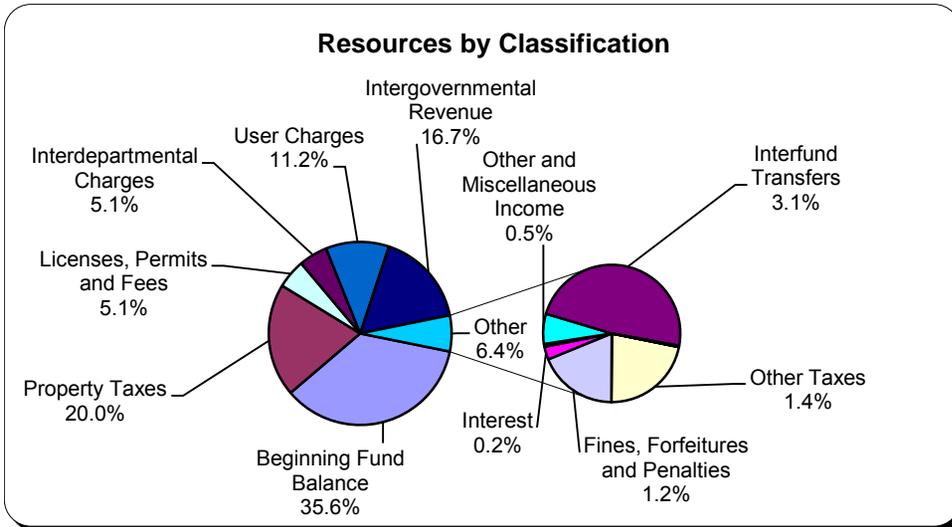
REQUIREMENT SUMMARY BY CLASSIFICATION
2012-2013 BUDGET

<u>DESCRIPTION OF REQUIREMENTS</u>	<u>ACTUAL 2009-2010</u>	<u>ACTUAL 2010-2011</u>	<u>ADOPTED 2011-2012</u>	<u>ACTUAL YTD 12/31/11</u>	<u>PROJECTED YE 06/30/12</u>	<u>PROPOSED 2012-2013</u>	<u>APPROVED 2012-2013</u>	<u>ADOPTED 2012-2013</u>
Personnel Services	14,955,017	15,346,956	17,321,745	8,139,921	16,504,713	17,546,292	17,546,292	17,546,292
Materials and Services	8,208,424	9,650,348	10,639,478	5,145,847	9,945,074	10,238,888	10,208,888	10,228,888
Capital Outlay	5,691,822	3,553,966	9,456,283	1,778,344	4,715,266	13,118,235	13,148,235	13,148,235
Debt Service	551,974	548,740	545,740	225,044	545,740	542,541	542,541	542,541
Interfund Transfers	1,548,293	1,486,422	1,683,478	1,463,706	1,670,654	1,818,465	1,848,465	1,848,465
Contingency	-	-	3,102,646	-	-	4,585,462	4,585,462	4,585,462
Other Requirements	152,469	50,000	100,000	-	50,000	50,000	50,000	50,000
Reserve for Future Expenditure	-	-	7,934,219	-	-	3,293,674	3,293,674	3,293,674
Unappropriated Ending Fund Balance	21,832,629	22,171,000	3,844,082	26,205,289	21,093,184	8,082,391	8,082,391	8,062,391
TOTAL REQUIREMENTS	52,940,628	52,807,432	54,627,671	42,958,151	54,524,631	59,275,948	59,305,948	59,305,948

CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION

The City's resources by classification are shown on the following page. Beginning fund balances represent \$21,093,184 or 35.6% of the City's resources. Property taxes are \$11,840,000 or 20% of the budget. Of this total, current year property taxes are \$11,210,000.

The second chart shows beginning fund balances. The first plot lists funds with beginning fund balances greater than \$300,000. This year the General Fund has 31.4% of all beginning fund balances with a proposed carry forward of \$6,625,277. The Water Fund projects \$5,431,870, Transportation Fund \$2,465,701 and the Facilities Replacement Fund \$1,048,302 for beginning fund balances.



CITY OF ROSEBURG, OREGON

RESOURCE SUMMARY BY CLASSIFICATION
2012-2013 BUDGET

<u>DESCRIPTION OF RESOURCES</u>	<u>ACTUAL 2009-2010</u>	<u>ACTUAL 2010-2011</u>	<u>ADOPTED 2011-2012</u>	<u>ACTUAL YTD 12/31/11</u>	<u>PROJECTED YE 06/30/12</u>	<u>PROPOSED 2012-2013</u>	<u>APPROVED 2012-2013</u>	<u>ADOPTED 2012-2013</u>
Beginning Fund Balance	21,813,614	21,832,629	21,299,086	22,171,001	22,171,001	21,093,184	21,093,184	21,093,184
Property Taxes	10,816,426	11,185,635	11,486,000	10,161,255	11,595,000	11,840,000	11,840,000	11,840,000
Other Taxes	774,982	784,823	825,000	286,732	795,000	825,000	825,000	825,000
Licenses, Permits and Fees	2,532,856	2,708,872	2,641,284	1,286,784	2,959,224	3,035,430	3,035,430	3,035,430
Interdepartmental Charges	2,819,875	2,608,052	2,831,003	1,399,361	2,831,003	3,008,295	3,008,295	3,008,295
Rental Income	1,500	6,279	-	-	-	-	-	-
User Charges	6,913,821	6,828,580	7,023,108	3,667,817	6,588,170	6,618,528	6,618,528	6,618,528
Fines, Forfeitures and Penalties	874,078	764,919	824,500	312,046	716,800	706,000	706,000	706,000
Intergovernmental Revenue	3,632,823	4,229,326	5,221,866	1,556,156	4,393,998	9,914,715	9,914,715	9,914,715
Interest	189,124	157,344	124,575	64,071	121,427	114,235	114,235	114,235
Assessment Collections	118,662	25,859	27,975	34,337	44,500	25,000	25,000	25,000
Other and Miscellaneous Income	679,698	119,752	64,700	32,669	104,543	267,000	267,000	267,000
Interfund Transfers	1,548,293	1,486,422	1,683,478	1,463,706	1,670,654	1,818,465	1,848,465	1,848,465
Bond Proceeds/Loan Repayment	83,962	9,380	555,096	520,000	530,095	10,096	10,096	10,096
Reimbursements	140,914	59,560	20,000	2,216	3,216	-	-	-
TOTAL RESOURCES	52,940,628	52,807,432	54,627,671	42,958,151	54,524,631	59,275,948	59,305,948	59,305,948

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2012-2013 BUDGET**

2012-2013 CURRENT PROPERTY TAX REQUIREMENTS

FUND	2012-2013 ADOPTED RATE*	2012-2013 ESTIMATED \$ LEVY	LESS ESTIMATES			2012-2013 PROJECTED NET COLLECTIONS
			DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.5%	TOTAL DEDUCTIONS	
CITY-WIDE LEVIES:						
General Fund **	8.4774	12,251,366	245,027	796,339	1,041,366	11,210,000
TOTALS	8.4774	12,251,366	245,027	796,339	1,041,366	11,210,000

*Estimated assessed valuation for City-wide levies is \$1.445 billion, a 2% increase.
The above tax rates are calculated before compression in accordance with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON

PROPERTY TAXES
2012-2013

HISTORY OF PROPERTY TAX LEVIES AND RATES

	LEVIES			Rates		
	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
CITY-WIDE LEVIES:						
General Fund Levy	11,255,711	11,667,918	12,025,982	8.4774	8.4774	8.4774
Totals	<u>11,255,711</u>	<u>11,667,918</u>	<u>12,025,982</u>	<u>8.4774</u>	<u>8.4774</u>	<u>8.4774</u>
Assessed Valuation - City-Wide Levies**				1,334,907,648	1,383,678,220	1,427,831,948

** Assessed value is no longer 100% of market value.

CITY OF ROSEBURG, OREGON
FUND BALANCES BY FUND

Oregon Revised Statutes require that all funds be balanced when budgeted. Deficit fund balances are not allowed. All expenditures are limited to the legal appropriations. Contingency appropriations are to cover unforeseen events that may occur during the budget year but are not planned to be spent at budget preparation time. Reserves are monies set aside for future use. No expenditures may be made out of these budgeted amounts without going through the supplemental budget process. The following table summarizes the City's estimated beginning and ending fund balances for the 2012-2013 budget year.

FUND	ESTIMATED FUND BALANCE JULY 1, 2012	2012-2013				ESTIMATED FUND BALANCE JUNE 30, 2013
		ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	
General Fund	6,625,277	17,512,582	18,581,104	925,000	65,000	4,566,755
Special Revenue Funds:						
Public Works Special Revenue	332,300	2,766,727	2,875,103	223,924	-	-
Grant Special Revenue	73,262	140,664	171,264	42,662	-	-
Hotel/Motel Tax	137,639	826,025	851,269	112,395	-	-
Streetlight/Sidewalk	716,261	265,922	502,885	200,000	-	279,298
Bike Trail	44,419	127,144	127,969	43,594	-	-
Housing Rehab Loan	279,530	750	253,286	26,994	-	-
Economic Development Fund	137,835	79,260	101,832	115,263	-	-
Stewart Trust	92,642	12,060	60,000	44,702	-	-
Debt Service Funds:						
Debt Retirement	-	410,000	410,000	-	-	-
Capital Projects Funds:						
Transportation	2,465,701	1,876,205	2,328,611	1,000,000	-	1,013,295
Park Improvement	149,224	160,200	198,242	111,182	-	-
Equipment Replacement	339,892	637,000	408,000	-	568,892	-
Assessment Improvement	1,335,156	32,000	-	300,000	1,067,156	-
Facilities Replacement	1,048,302	240,000	495,676	200,000	592,626	-
Enterprise Funds:						
Storm Drainage	851,331	991,500	1,494,600	348,231	-	-
Off Street Parking	102,670	131,500	169,061	65,109	-	-
Airport	306,902	6,459,869	6,753,675	13,096	-	-
Water Service	5,431,870	4,988,946	7,015,850	500,000	1,000,000	1,904,966
Golf	7,200	316,810	310,700	13,310	-	-
Internal Service Fund:						
Workers' Compensation	615,771	237,600	255,294	300,000	-	298,077
	21,093,184	38,212,764	43,364,421	4,585,462	3,293,674	8,062,391

CITY OF ROSEBURG, OREGON

SUMMARY OF POSITIONS
2012-2013 BUDGET

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
<u>General Fund</u>								
City Manager's Department	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Finance and Mgmt Services								
Finance	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8
Information Technology	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Finance and Mgmt Services	9.8	9.8	9.8	9.8	9.8	9.8	9.8	9.8
Community Development Dept:								
Planning Division	5.5	4.5	4.5	4.5	3.5	3.5	3.5	3.5
Building Division	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Total Community Development	6.5	5.5	5.5	5.5	3.5	3.5	3.5	3.5
Public Works Department:								
Building Maintenance Division	3.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0
Total Public Works	3.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0
Parks and Recreation Dept:								
Administration	2.0	2.0	2.0	2.0	2.0	2.3	2.3	2.3
Parks Maintenance Division	10.0	11.0	10.0	10.0	10.0	10.0	10.0	10.0
Total Parks and Recreation	12.0	13.0	12.0	12.0	12.0	12.3	12.3	12.3
Municipal Court	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7
Police Department	42.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Fire Department	38.5	36.5	38.5	38.5	42.5	42.5	42.5	42.5
Total General Fund	120.5	115.5	117.5	117.5	119.5	119.8	119.8	119.8
<u>Public Works Fund</u>								
Administration Division	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Engineering Division	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Division	12.0	12.0	12.0	12.0	12.0	12.8	12.8	12.8
Total Public Works Fund	23.0	23.0	23.0	23.0	23.0	23.8	23.8	23.8
<u>Airport Fund</u>								
Airport Manager	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<u>Water Service Fund</u>								
Production Department	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Transmission and Distribution	9.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Total Water Service Fund	15.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0
<u>Golf Fund</u>								
Maintenance Department	2.8	2.5	2.5	2.5	2.5	2.0	2.0	2.0
TOTAL POSITIONS	161.3	159.0	161.0	161.0	163.0	163.5	163.5	163.5

CITY OF ROSEBURG, OREGON

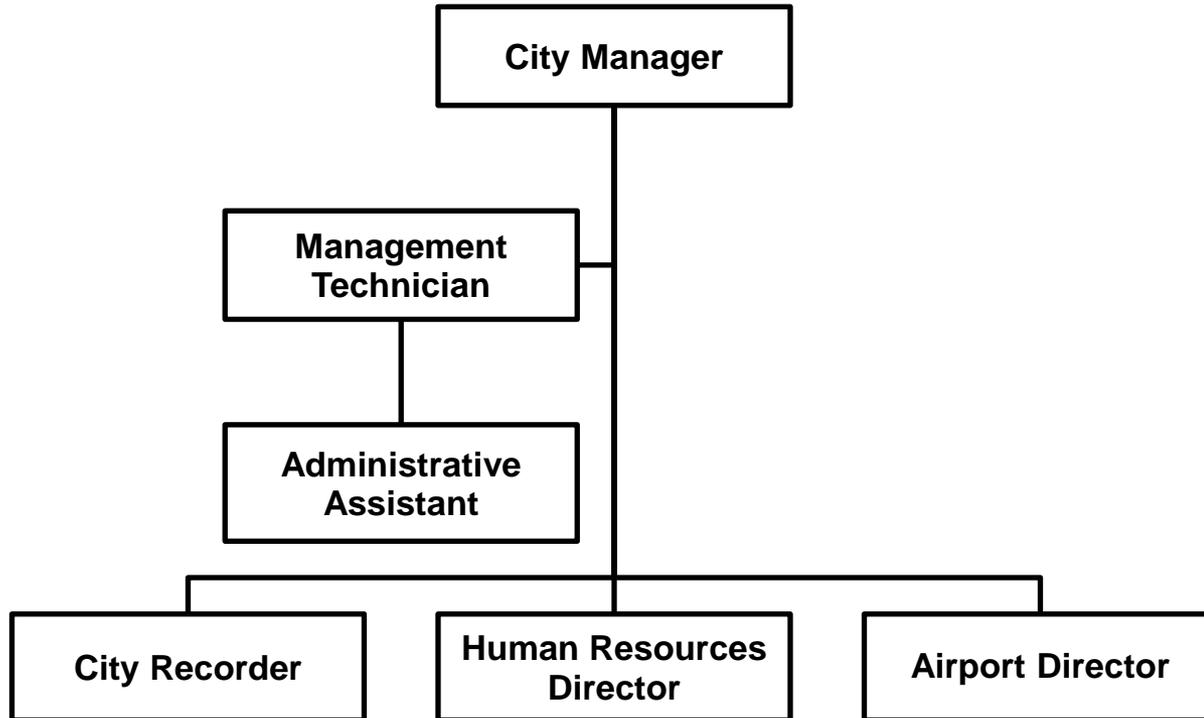
ORGANIZATIONAL CHART

The City of Roseburg is a municipal corporation first organized in 1872. The Roseburg City Council is elected to serve as the governing body for Roseburg's 21,670 citizens. The Mayor, who presides at the Council meetings, is elected for a two-year term. The City is divided into four wards with two Council members per ward. Council members serve a four-year term with one Council position in each ward being up for election every two years.

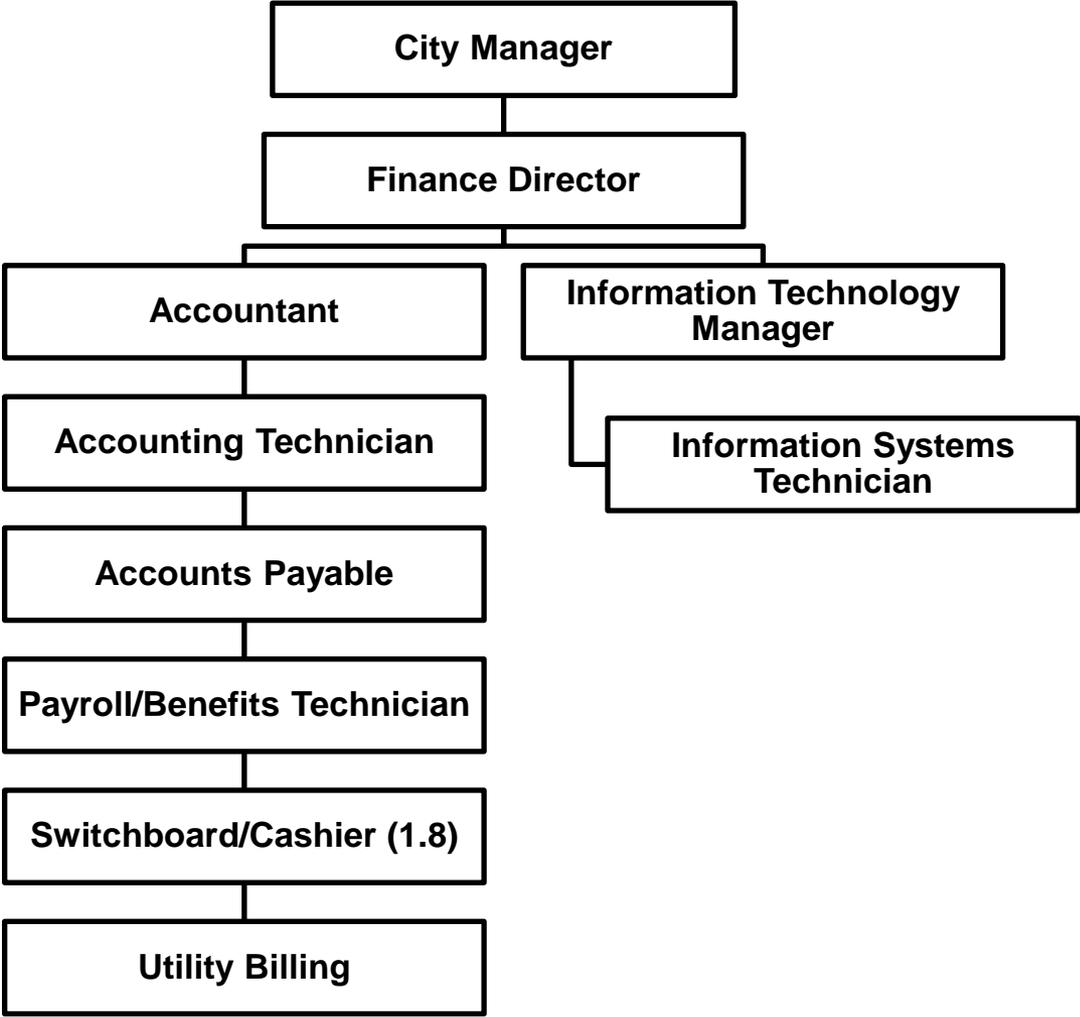
The Mayor and City Council appoint the City Manager. The Manager has the responsibility for administering all City functions except Municipal Court. All City directors and department heads, except the Municipal Judge, report to the City Manager.

In addition, City Council has eight advisory commissions and committees composed of citizens of Roseburg to assist in the decision making process.

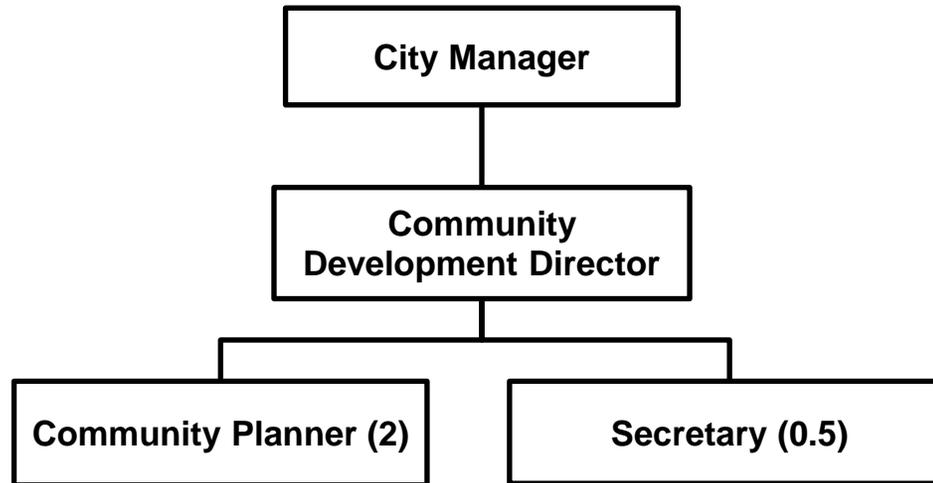
City of Roseburg Administration



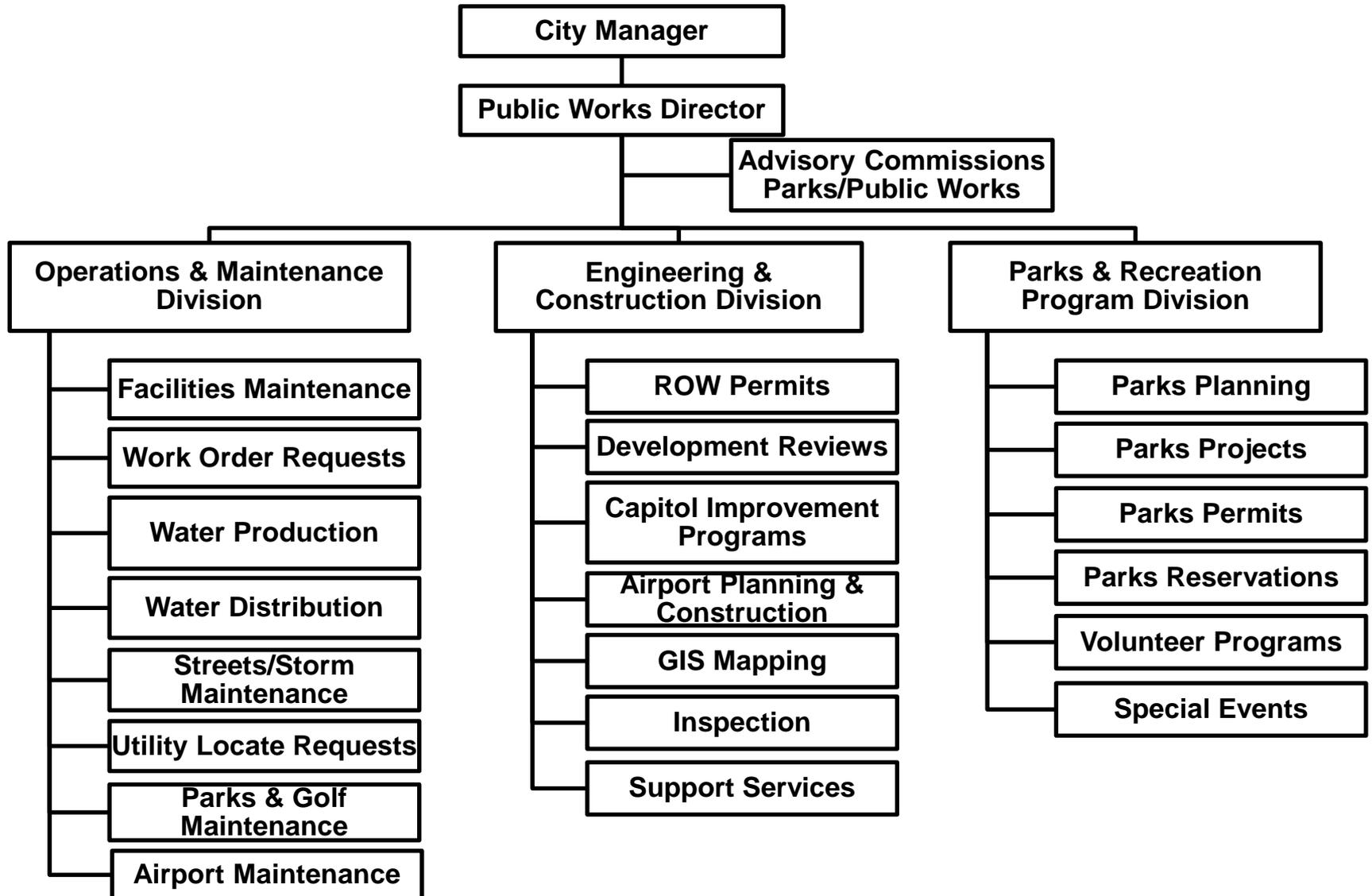
City of Roseburg
Finance and Management Services Department

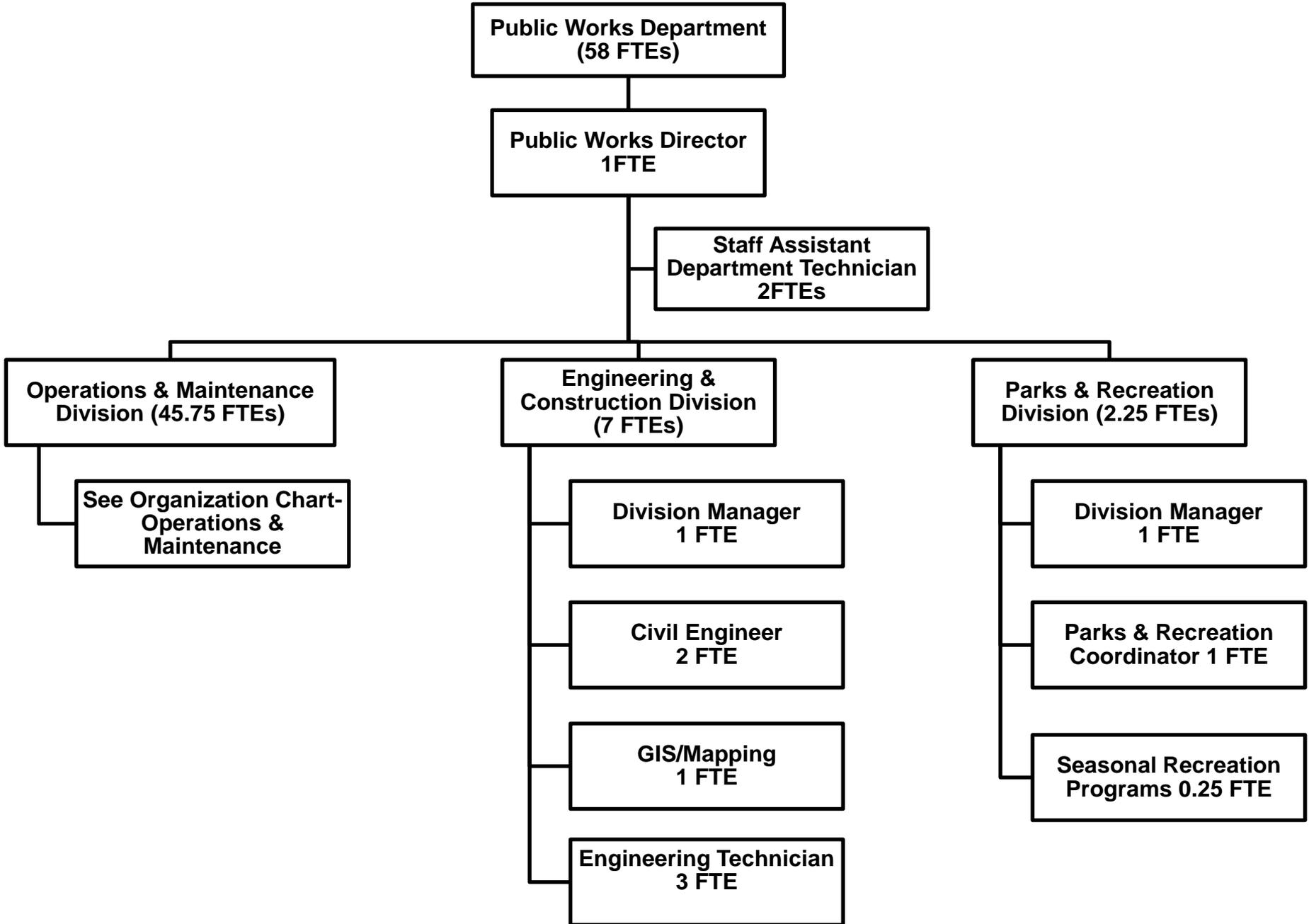


City of Roseburg
Community Development Department



City of Roseburg
Public Works Department





Public Works Director

**Operations & Maintenance Division
(45.75 FTE's)**

**Streets / Storm
(16.25 FTE's)**

**Water Distribution
(11.5 FTE's)**

**Water Production
(6 FTE's)**

**Parks & Golf
(12 FTE's)**

**Superintendent
1 FTE**

**Superintendent
1 FTE**

**Superintendent
1 FTE**

**Superintendent
1 FTE**

**Secretary
1 FTE**

**Meter Reader /
Customer Service
2 FTE**

**Operators
5 FTE**

**Park Maintenance
6.75 FTE**

**Golf Greens
Keeper 1 FTE**

**Building
Maintenance
(3 FTE's)**

**Maintenance
Crews (11
FTE's)**

**Utility Locates
1 FTE**

**Seasonal
2.25 FTE**

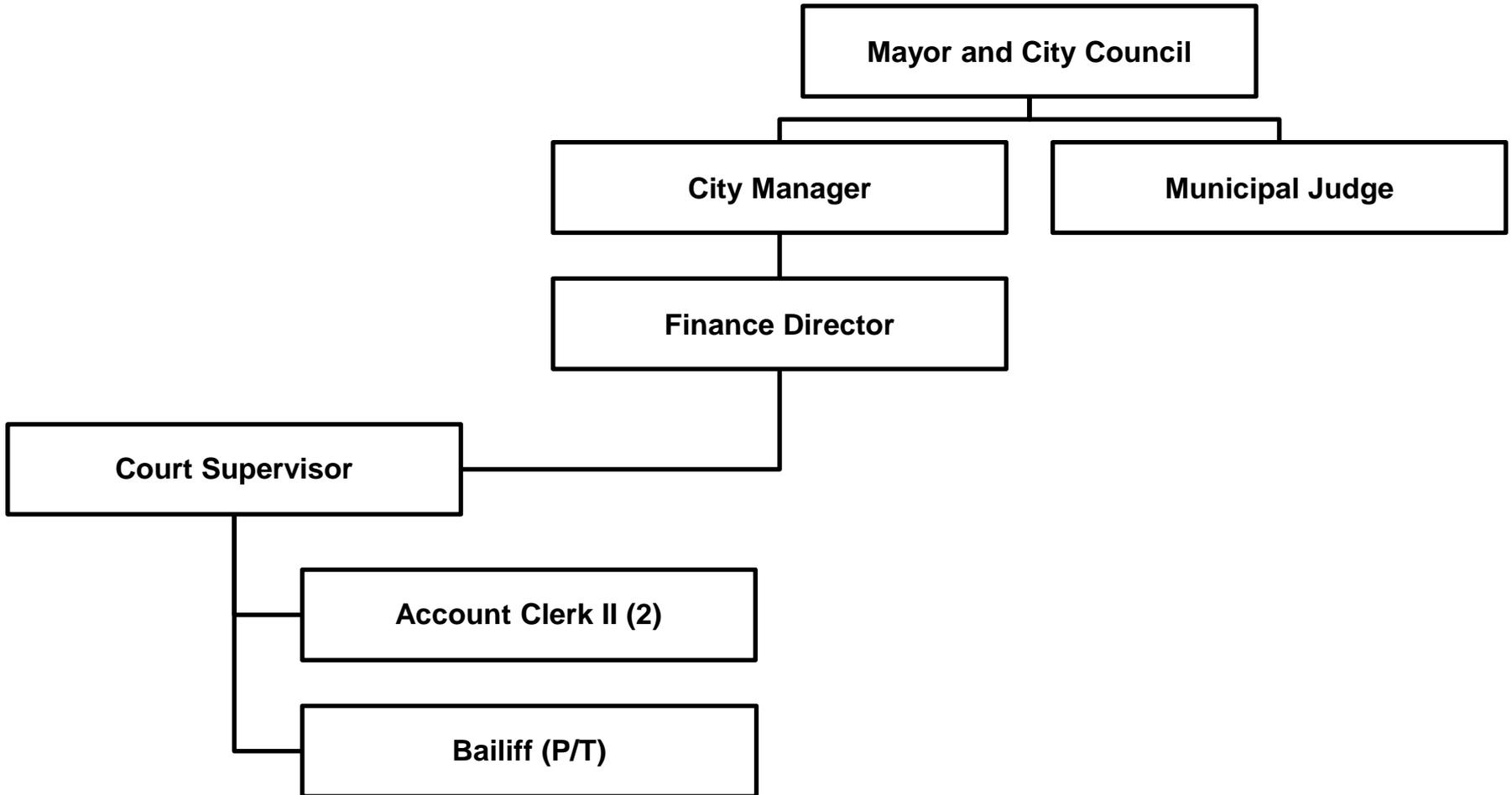
**Seasonal
1 FTE**

**Seasonal
0.75 FTE**

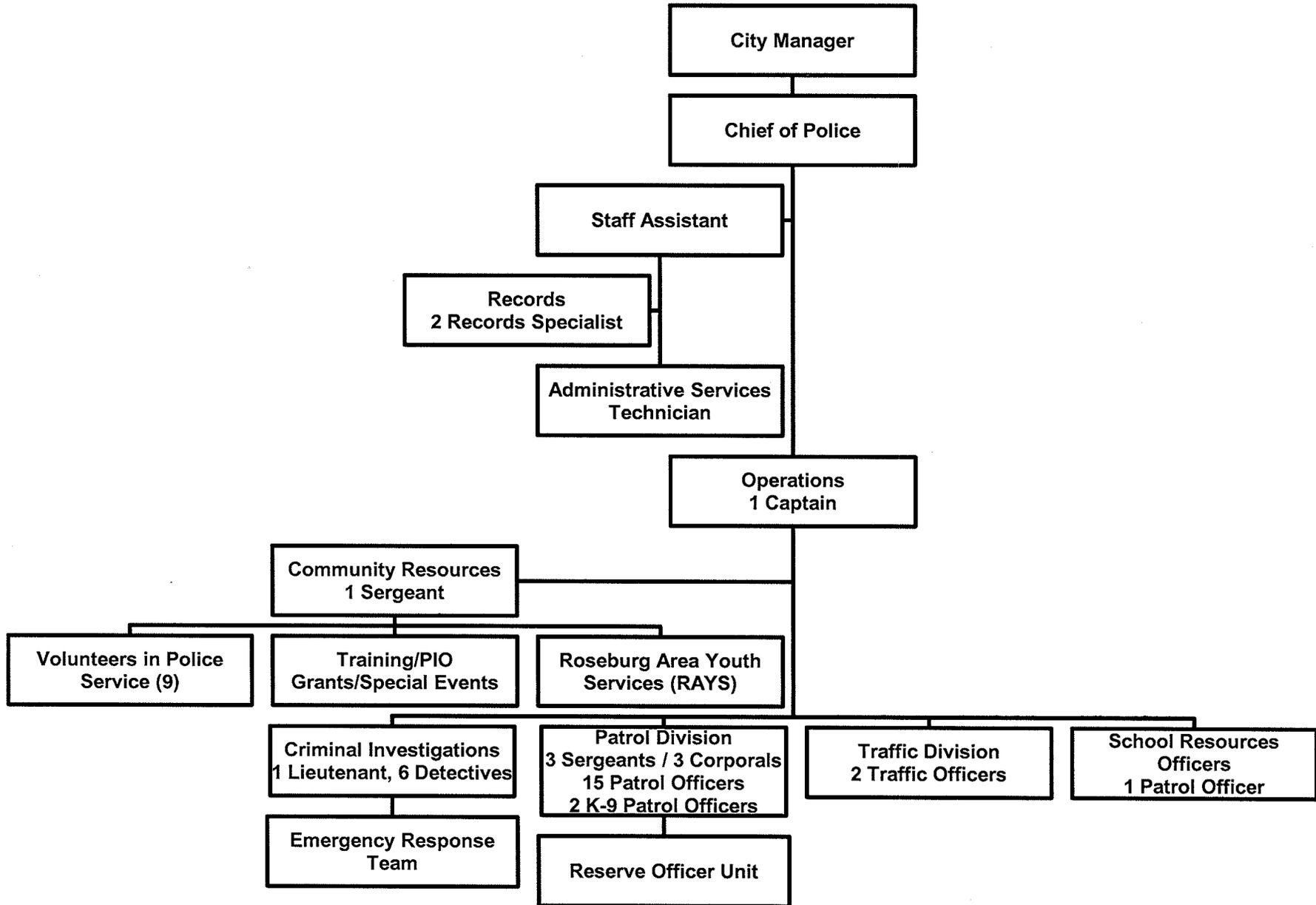
**Cross Connection
1 FTE**

**Maintenance Crews
6 FTE**

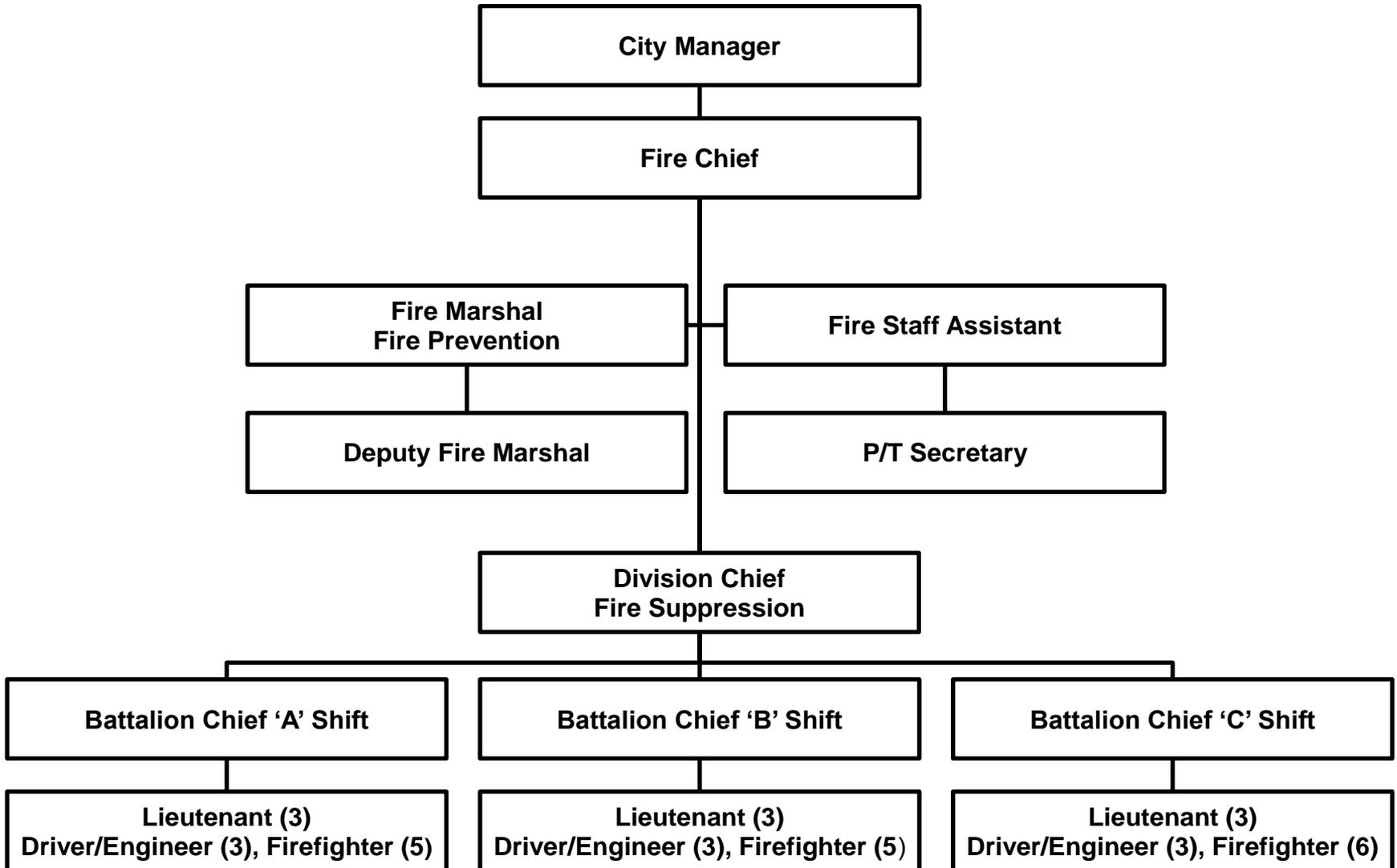
City of Roseburg Municipal Court



City of Roseburg Police Department



City of Roseburg Fire Department



CITY OF ROSEBURG, OREGON

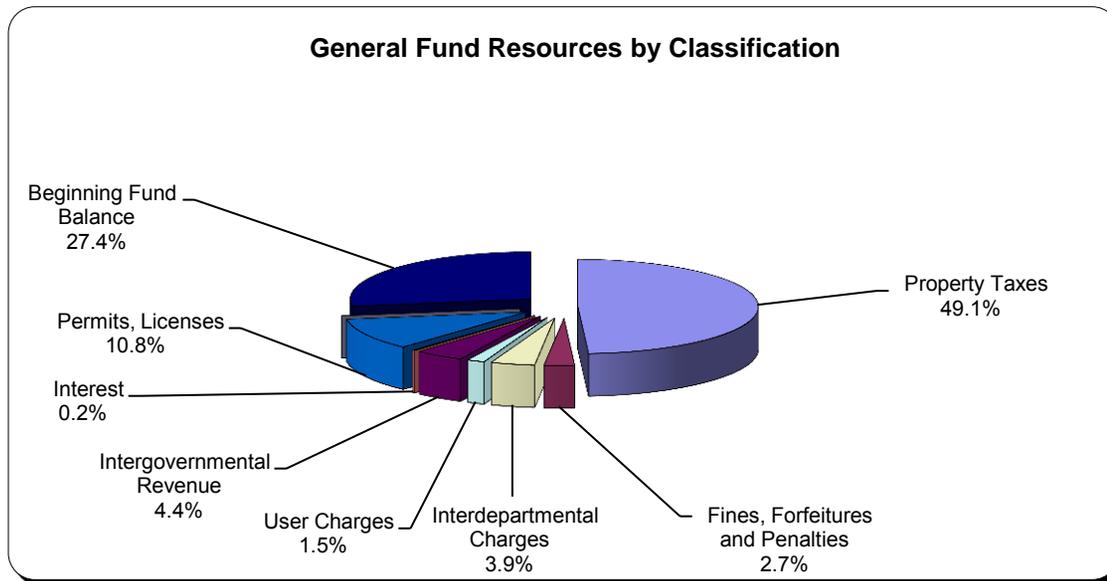
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CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

Total General Fund operating revenues are \$716,864 more than the 2011-2012 budget. Property taxes are increasing by approximately 3.1%, however as a percentage of total resources it represents 49.1%. Other significant resources include shared revenues from the State of Oregon which are derived from the sale of liquor and tobacco products, franchise fees and charges to other funds for services provided.



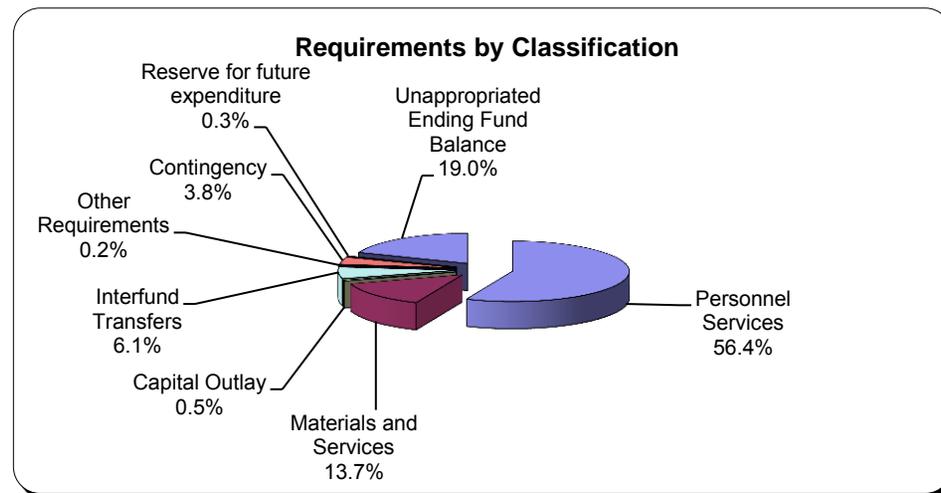
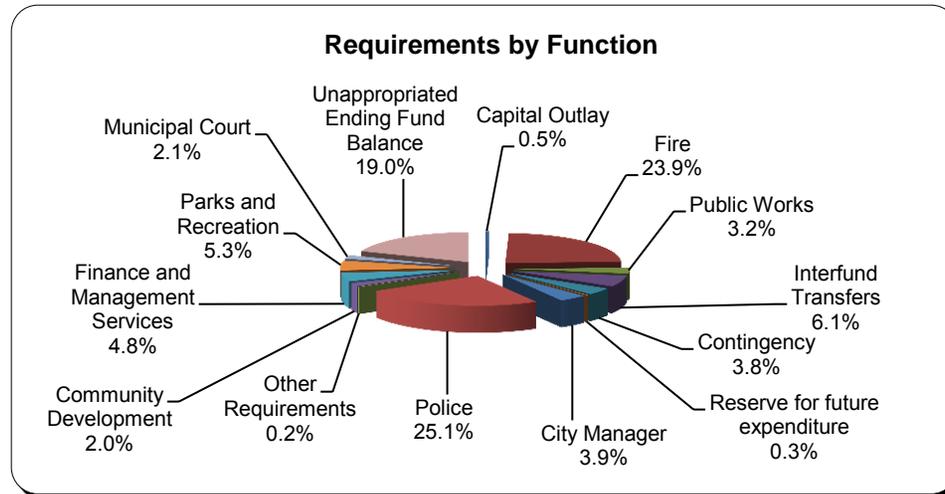
CITY OF ROSEBURG, OREGON

SUMMARY	ACTUAL <u>2009-2010</u>	ACTUAL <u>2010-2011</u>	ADOPTED <u>2011-2012</u>	ACTUAL <u>YTD 12/31/11</u>	PROJECTED <u>YE 06/30/12</u>	PROPOSED <u>2012-2013</u>	APPROVED <u>2012-2013</u>	ADOPTED <u>2012-2013</u>
<u>GENERAL FUND (010)</u>								
RESOURCES:								
Property Taxes	10,774,631	11,185,635	11,486,000	10,161,255	11,595,000	11,840,000	11,840,000	11,840,000
Land Sales	34,545	-	-	-	-	-	-	-
Licenses, Permits, and Fees	2,311,677	2,359,558	2,291,700	1,068,803	2,533,850	2,599,075	2,599,075	2,599,075
Charges for Services:								
Fines Forfeitures and Penalties	808,544	704,234	756,500	286,898	665,800	655,000	655,000	655,000
Interdepartmental Charges	985,810	942,418	917,235	458,607	917,235	945,503	945,503	945,503
User Charges	408,762	410,228	387,500	203,275	384,800	374,000	374,000	374,000
Intergovernmental Revenue	673,518	775,672	903,783	389,114	945,123	1,054,004	1,054,004	1,054,004
Interest	60,515	40,958	36,000	18,792	42,600	45,000	45,000	45,000
Miscellaneous	37,575	42,511	17,000	3,763	22,850	-	-	-
Total Operating Revenues	16,095,577	16,461,214	16,795,718	12,590,507	17,107,258	17,512,582	17,512,582	17,512,582
Interfund Transfers	-	110,673	-	-	-	-	-	-
Proceeds From Asset Sales	327	-	-	-	-	-	-	-
Beginning Fund Balance	5,908,263	6,213,329	6,722,262	6,869,469	6,869,469	6,625,277	6,625,277	6,625,277
TOTAL RESOURCES	22,004,167	22,785,216	23,517,980	19,459,976	23,976,727	24,137,859	24,137,859	24,137,859

**CITY OF ROSEBURG, OREGON
GENERAL FUND REQUIREMENTS**

The first graph shows expenditures by function including public safety departments Police, Fire and Court, which make up 51.1% of the total. Other operating departments represent 19.2% of the budget. The contingency budget of \$925,000 is not anticipated to be spent during the fiscal year and requires City Council action before being utilized.

The second graph emphasizes the large percentage of personnel costs in the General Fund which represents 56.4% of total requirements and over 73.4% of the anticipated expenditures in the General Fund (total requirements less contingency, reserve and unappropriated ending fund balance). Reserve for future expenditure and contingency total \$990,000 and represent 5.3% of fund expenditures of \$18,561,104.



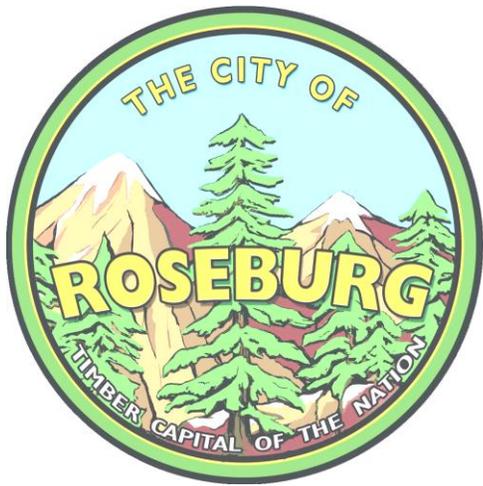
CITY OF ROSEBURG, OREGON

SUMMARY	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
<u>GENERAL FUND (010)</u>								
REQUIREMENTS:								
Operating Budget:								
Personnel Services	11,696,346	11,875,659	13,407,028	6,295,672	12,754,277	13,624,176	13,624,176	13,624,176
Materials and Services	2,798,023	2,905,872	3,210,537	1,341,011	3,080,945	3,303,945	3,303,945	3,323,945
Total Operating Budget	14,494,369	14,781,531	16,617,565	7,636,683	15,835,222	16,928,121	16,928,121	16,948,121
Capital Outlay	17,194	43,846	125,100	76,366	125,100	116,000	116,000	116,000
Interfund Transfers	1,229,275	1,040,370	1,341,128	1,341,128	1,341,128	1,466,983	1,466,983	1,466,983
Other Requirements	50,000	50,000	50,000	-	50,000	50,000	50,000	50,000
Total Expenditures	15,790,838	15,915,747	18,133,793	9,054,177	17,351,450	18,561,104	18,561,104	18,581,104
Reserved for Future Expenditure	-	-	5,084,187	-	-	65,000	65,000	65,000
Contingency	-	-	300,000	-	-	925,000	925,000	925,000
Unappropriated Ending Fund Balance	6,213,329	6,869,469	-	10,405,799	6,625,277	4,586,755	4,586,755	4,566,755
Total Fund Balance	6,213,329	6,869,469	5,384,187	10,405,799	6,625,277	5,576,755	5,576,755	5,556,755
TOTAL REQUIREMENTS	22,004,167	22,785,216	23,517,980	19,459,976	23,976,727	24,137,859	24,137,859	24,137,859

GENERAL FUND (010)

OPERATING BUDGET BY DEPARTMENT

City Manager	863,047	759,630	958,862	393,588	851,340	942,775	942,775	962,775
Finance and Management Services	944,141	986,494	1,131,985	476,689	1,041,759	1,156,270	1,156,270	1,156,270
Community Development	636,999	547,467	663,794	219,045	420,780	475,394	475,394	475,394
Public Works	629,827	596,627	718,841	327,356	707,181	763,521	763,521	763,521
Parks and Recreation	1,039,357	1,070,335	1,253,937	583,067	1,211,429	1,274,344	1,274,344	1,274,344
Municipal Court	425,997	386,060	503,968	216,449	480,150	500,263	500,263	500,263
Police Department	5,288,347	5,606,876	5,947,106	2,897,733	5,901,252	6,057,803	6,057,803	6,057,803
Fire Department	4,666,654	4,828,042	5,439,072	2,522,756	5,221,331	5,757,751	5,757,751	5,757,751
TOTAL OPERATING BUDGET BY DEPARTMENT	14,494,369	14,781,531	16,617,565	7,636,683	15,835,222	16,928,121	16,928,121	16,948,121



CITY OF ROSEBURG, OREGON
GENERAL FUND

RESOURCES

- ◆ Beginning Fund Balance – This provides cash flow for City operations until property tax revenues are received.
- ◆ Current Year Property Taxes – This consists of all current property tax revenue generated by the City.
- ◆ Building Permit Fees – These are the fees generated from all building activities within the City limits. The City contracts with Douglas County for building inspections services. In 2010, the City agreed to temporarily waive receipt of any portion of the permit fees. Formerly the City received 20% of fees.
- ◆ Franchise Fees – Cable television pays 5%, natural gas pays 6% and electric pays 7% of the gross receipts within the City limits. Telecommunication franchise fees are 7% of gross revenue derived from exchange services for “Carriers” (telecommunication utility or co-operative); 5% of gross revenues derived from customers within the City for “Non-Carrier Providers with City customers”; and \$2.00 per linear foot of public way occupied for “Non-Carrier Providers without City customers and private communication networks.” Storm Drainage and Water Utility fees are based on 5% of their budgeted revenues respectively.
- ◆ Interdepartmental Charges – An indirect cost allocation model has been developed to charge General Fund services provided to other funds. Funds are charged based on the prior year budget. Future year allocation methodology will continue to be evaluated.
- ◆ State Shared Revenues – Liquor, tobacco, 911 emergency telephone and revenue sharing funds are distributed on a per capita basis statewide.
- ◆ Service Area Fee – Fees for water service provided to customers outside the city limits. Charges are based on meter size.
- ◆ Fire Suppression and Fire Prevention Fees – These fees were instituted in 2006 for a variety of fire inspections, permits and consultations.

CITY OF ROSEBURG, OREGON

GENERAL FUND (010) - REVENUES

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	5,908,263	6,213,329	6,722,262	6,869,469	6,869,469	6,625,277	6,625,277	6,625,277
REVENUES - (010)								
311 1010 Current Year Property Taxes	10,342,882	10,651,479	10,980,000	9,864,364	11,000,000	11,210,000	11,210,000	11,210,000
311 1011 Prior Years' Property Taxes	424,562	522,923	500,000	296,891	590,000	625,000	625,000	625,000
311 1012 Land Sales	34,545	-	-	-	-	-	-	-
311 1020 In Lieu of Taxes	7,187	11,233	6,000	-	5,000	5,000	5,000	5,000
321 1012 Planning Fees	21,731	25,080	25,000	6,711	17,000	20,000	20,000	20,000
321 1014 Garbage Permits	30,000	30,000	30,000	-	30,000	30,000	30,000	30,000
321 1020 Parks Department Fees	74,413	57,223	55,000	9,456	55,000	55,000	55,000	55,000
321 1050 Other Licenses	32,005	37,515	35,000	17,020	35,000	36,000	36,000	36,000
321 1510 Miscellaneous Building Fees	90	180	-	120	150	-	-	-
321 1511 Structural Fees	4,410	-	-	-	-	-	-	-
321 1512 Plumbing Fees	1,162	-	-	-	-	-	-	-
321 1513 Mechanical	1,551	-	-	-	-	-	-	-
321 1515 Mobile Home Fees	157	-	-	-	-	-	-	-
321 1520 Plan Review Fees	6,360	-	-	101	-	-	-	-
321 1525 Derelict Building Fees	400	(2,595)	-	1,200	3,000	-	-	-
321 2010 Gas Franchise Fees	331,091	329,955	275,000	94,735	314,500	323,935	323,935	323,935
321 2012 Electric Franchise Fees	1,007,504	1,138,452	1,250,000	613,132	1,445,000	1,488,350	1,488,350	1,488,350
321 2014 Telephone Franchise Fees	410,256	344,616	285,000	158,582	297,500	306,425	306,425	306,425
321 2016 Cable TV Franchise Fees	128,640	133,572	110,500	54,646	110,500	113,815	113,815	113,815
321 2018 Water Utility Franchise Fees	219,907	222,810	187,500	93,750	187,500	184,805	184,805	184,805
321 2020 Storm Drainage Franchise Fees	42,000	42,750	38,700	19,350	38,700	40,745	40,745	40,745
322 1010 Fines	357,802	342,809	360,000	140,269	325,000	325,000	325,000	325,000
322 1015 Court Costs	63,899	59,390	63,000	31,349	65,000	54,000	54,000	54,000
322 1025 Police-Impound Admin Fee	10,400	7,330	7,000	3,110	8,000	8,000	8,000	8,000
322 1035 Court Appointed Attorney Fees	6,532	5,582	6,500	908	2,800	3,000	3,000	3,000
385 1020 Court Collections	369,911	289,123	320,000	111,262	265,000	265,000	265,000	265,000
331 1040 Federal Grants	-	-	195,000	-	195,000	365,000	365,000	365,000
332 1020 State Grants	3,600	6,191	20,600	20,600	20,600	3,600	3,600	3,600
332 2020 Liquor State Subventions	240,408	253,537	260,000	123,888	267,000	278,000	278,000	278,000
332 2030 Tobacco State Subventions	31,149	33,120	30,500	17,317	31,500	30,500	30,500	30,500
332 3010 State Revenue Sharing	170,938	172,342	182,000	86,212	178,000	185,000	185,000	185,000
332 3020 911 System Revenue	109,230	106,981	107,500	53,866	102,000	55,000	55,000	55,000
332 3025 Hazardous Materials Revenue	12,737	15,281	-	4,453	10,000	-	-	-
333 2010 Contracted Services	16,596	21,840	22,000	10,920	21,840	21,840	21,840	21,840
334 1000 Intergovernmental Revenue-Local	70,310	150,204	70,000	63,769	103,000	100,000	100,000	100,000
341 1035 Interagency - Urban Renewal	18,550	16,176	16,183	8,089	16,183	15,064	15,064	15,064
341 1010 Interdept Charges-General Fund	11,500	23,000	-	-	-	-	-	-
341 1020 Interdept Charges-Public Works	368,706	354,756	335,457	167,727	335,457	348,405	348,405	348,405
341 1024 Interdept Charges-Hotel/Motel	28,740	-	24,179	12,089	24,179	26,211	26,211	26,211
341 1026 Interdept Charges-Housing Rehab	2,686	3,230	3,045	1,521	3,045	3,286	3,286	3,286
341 1027 Interdept Charges-Storm	32,985	29,359	29,625	14,811	29,625	27,537	27,537	27,537

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - REVENUES</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
341 1029	Interdept Charges-Sidewalk	5,171	7,779	3,972	1,986	3,972	2,384	2,384	2,384
341 1031	Interdept Charges-Transportation	47,937	33,213	77,190	38,592	77,190	55,692	55,692	55,692
341 1032	Interdept Charges-Park Improvement	2,109	4,021	1,245	621	1,245	2,242	2,242	2,242
341 1034	Interdept Charges-Assessment Fund	7,386	7,911	-	-	-	-	-	-
341 1051	Interdept Charges-OSP	8,565	8,106	8,530	4,264	8,530	7,996	7,996	7,996
341 1052	Interdept Charges-Airport	22,860	14,537	22,379	11,189	22,379	49,112	49,112	49,112
341 1053	Interdept Charges-Water	352,665	359,530	333,517	166,759	333,517	347,579	347,579	347,579
341 1054	Interdept Charges-Golf	61,006	57,922	55,632	27,816	55,632	57,533	57,533	57,533
341 1055	Interdept Charges-Economic Development	11,738	8,412	7,450	3,724	7,450	7,732	7,732	7,732
341 1061	Interdept Charges-Work Comp	21,756	30,642	15,014	7,508	15,014	9,794	9,794	9,794
342 1005	Rental Income	-	100	-	100	100	-	-	-
343 3080	User Fees	357,835	340,816	340,000	170,788	340,000	340,000	340,000	340,000
343 6010	Lien Search Fee	13,805	11,085	11,500	6,323	14,000	15,000	15,000	15,000
343 8010	Fire Suppression Fees	797	13,625	2,000	3,484	4,500	-	-	-
343 8020	Fire Prevention Fees	8,600	14,422	10,000	5,154	10,000	10,000	10,000	10,000
344 2550	Parks Administration Fee	2,240	3,630	-	-	-	-	-	-
344 3010	Court Administrative Fee	13,042	12,372	12,000	5,321	7,300	-	-	-
344 3510	Police Administrative Fee	11,068	11,253	10,000	10,537	7,000	7,000	7,000	7,000
344 4010	Fire Administrative Fee	1,375	3,025	2,000	1,668	2,000	2,000	2,000	2,000
361 2000	Special Assessment	2,510	-	-	-	-	-	-	-
371 1010	Interest Income	60,515	40,958	36,000	18,792	42,600	45,000	45,000	45,000
381 2010	Contributions	-	36,517	10,000	-	17,750	-	-	-
385 1010	Miscellaneous	35,065	5,894	7,000	3,663	5,000	-	-	-
391 2040	Transfers-Residual Equity Park Debt	-	110,673	-	-	-	-	-	-
392 1000	Proceeds From Asset Sales	327	-	-	-	-	-	-	-
Total		16,095,904	16,571,887	16,795,718	12,590,507	17,107,258	17,512,582	17,512,582	17,512,582
TOTAL REVENUES & BEGINNING FUND BALANCE		22,004,167	22,785,216	23,517,980	19,459,976	23,976,727	24,137,859	24,137,859	24,137,859

**CITY OF ROSEBURG, OREGON
GENERAL FUND
CITY MANAGER DEPARTMENT**

CURRENT OPERATIONS

The City Manager is charged with the primary administrative functions of the City as outlined in the City Charter and oversees all operations. The Manager is responsible for enforcement of the City Charter, Municipal Code and City operating rules.

In addition to the City Manager, four positions are budgeted in this Department. Department employees work with, and act as resources to, all City departments as well as elected officials. The Management Technician provides high level support services to the Department. An Administrative Assistant provides assistance to the Management Technician. The Human Resources Director is responsible for formulation and administration of personnel rules and bargaining agreements, collective bargaining negotiations, workers compensation claims and program oversight, risk management, insurance purchasing and administration, benefits purchase and oversight, visitor and convention support, employee training and safety and assists with emergency operations planning. The City Recorder is responsible for management and retention of all City records, leases, contracts and agreements, legal and public notices, elections, business registrations, special permits and licenses, distribution and handling of all bids, assistance in property management and liens, processes ordinances and resolutions and serves as Clerk of the City Council.

DEPARTMENT GOALS - PRIOR YEAR

1. Update Administrative Policies and Procedures.
2. Enhance records archival system.
3. Update Special Events Booklet; track effect of changes.
4. Continue implementation of workplace security report as budgeted funds are available.
5. Update contracting documents to comply with legislative amendments.
6. Implement risk management procedures for insurance certification verification.

DEPARTMENT GOALS- CURRENT YEAR

1. Develop City Council Policy Manual.
2. Take lead in compliance with ADA review.
3. City Charter update
4. Investigate Social Networking
5. Work with departments to establish Customer Service Plan

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
City Manager	1.0	1.0	1.0	1.0
Human Resources Director	1.0	1.0	1.0	1.0
City Recorder	1.0	1.0	1.0	1.0
Management Assistant	1.0	1.0	1.0	1.0
Administrative Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	5.0	5.0	5.0	5.0

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - CITY MANAGER DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 1010									
Salaries and Wages		436,201	402,721	413,381	202,938	408,290	424,570	424,570	424,570
Employee Benefits		191,118	163,533	227,981	105,070	214,050	227,910	227,910	227,910
Total		627,319	566,254	641,362	308,008	622,340	652,480	652,480	652,480
MATERIALS AND SERVICES - 1010									
412 3010	Lodging and Registration	127	2,199	4,000	107	3,000	4,000	4,000	4,000
412 3015	Meals and Mileage	1,242	1,587	5,000	440	4,500	5,000	5,000	5,000
412 3020	Commission Meetings and Meals	96	448	500	-	-	500	500	500
412 3025	Council Travel and Conference	233	65	1,000	-	500	2,000	2,000	2,000
412 3035	Memberships	14,383	14,560	16,500	15,208	16,000	22,250	22,250	22,250
412 3040	Dues and Subscriptions	4,177	2,056	4,000	2,705	3,200	4,000	4,000	4,000
412 3055	Personnel Training	-	-	2,000	-	-	2,000	2,000	2,000
412 3310	Professional Services-Legal	54,829	44,752	90,000	24,048	65,000	88,000	88,000	88,000
412 3315	Auditing	9,264	11,155	12,000	5,018	12,000	12,000	12,000	12,000
412 3330	Professional Services Technical	83	-	-	81	100	100	100	100
412 3620	Special Services	10,516	3,219	5,000	-	2,500	5,000	5,000	5,000
412 3690	Misc. Contracted Services	83,443	67,885	100,000	18,190	80,000	80,000	80,000	100,000
412 3810	Recording	1,544	184	3,000	139	500	2,500	2,500	2,500
412 3815	Advertising	13,003	6,843	12,000	1,417	6,000	8,945	8,945	8,945
412 3820	Budget and Special Election	-	300	-	-	-	1,000	1,000	1,000
412 3825	Codifications	2,284	2,872	3,500	1,514	3,500	4,500	4,500	4,500
412 3830	Personnel Recruitment	3,547	9,452	7,500	5,113	7,500	9,500	9,500	9,500
412 3835	Neighborhood/Information Program	-	176	2,000	-	-	1,000	1,000	1,000
412 4215	Cellular Phone	530	-	-	-	-	-	-	-
412 4510	Office Supplies	9,164	7,802	15,000	4,889	7,000	11,000	11,000	11,000
412 4520	Postage	20,053	13,368	25,000	6,030	15,000	19,000	19,000	19,000
412 4545	Materials & Supplies - Special Purchases	3,390	861	3,500	142	1,000	3,500	3,500	3,500
412 4580	Office Equipment/Furniture	-	1,070	2,000	-	200	1,500	1,500	1,500
412 4830	Equipment Maintenance & Repair	3,820	2,522	4,000	539	1,500	3,000	3,000	3,000
Total		235,728	193,376	317,500	85,580	229,000	290,295	290,295	310,295
TOTAL CITY MANAGER DEPARTMENT		863,047	759,630	958,862	393,588	851,340	942,775	942,775	962,775

CITY OF ROSEBURG, OREGON
GENERAL FUND

FINANCE AND MANAGEMENT SERVICES DEPARTMENT

CURRENT OPERATIONS

The responsibilities of the Finance and Management Services Department include budget preparation, accounting, utility and assessment billing, financial analysis, financial reporting and grant administration. The Department is responsible for providing timely and accurate financial information in conformity with both generally accepted accounting principles for government entities and applicable State and Federal laws. The Department also operates the central switchboard and information center for City Hall.

Total personnel remains at 7.8 FTE; however realignment of departmental functions has led to reinstatement of the Accounting Technician position and the elimination of an Accountant position.

DEPARTMENT GOALS – PRIOR YEAR

1. Review Financial Policies.
2. Implement GASB Fund Balance Reporting Accounting Standard
3. Review Services for Green efficiencies, i.e. paperless billing options
4. Submit CAFR to GFOA financial reporting certification program.
5. Research payroll technologies

DEPARTMENT GOALS – CURRENT YEAR

1. Review and adopt Financial Policies.
2. Submit CAFR to GFOA financial reporting certification program.
3. Update Investment Policy
4. Implement electronic utility billing options

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Finance Director	1.0	1.0	1.0	1.0
Accountant	1.0	2.0	2.0	1.0
Account Clerk	1.8	1.8	1.8	1.8
Account Clerk II	2.0	2.0	2.0	2.0
Accounting Technician	1.0	0.0	0.0	1.0
Payroll/Benefits Technician	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	7.8	7.8	7.8	7.8

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - FINANCE DIVISION</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 1015									
	Salaries and Wages	378,141	365,897	405,724	193,877	391,378	423,579	423,579	423,579
	Employee Benefits	179,752	188,509	249,607	106,587	210,202	242,105	242,105	242,105
	Total	557,893	554,406	655,331	300,464	601,580	665,684	665,684	665,684
MATERIALS AND SERVICES - 1015									
412 3010	Lodging and Registration	110	199	3,000	-	1,350	3,000	3,000	3,000
412 3015	Meals and Mileage	137	134	800	64	375	1,000	1,000	1,000
412 3040	Dues and Subscriptions	1,560	1,092	1,500	537	1,100	1,200	1,200	1,200
412 3055	Personnel Training	-	25	2,000	195	500	1,000	1,000	1,000
412 3330	Professional Services-Technical	(750)	7,185	1,500	-	500	7,500	7,500	7,500
412 3690	Contracted Services-Miscellaneous	803	344	1,000	-	350	4,000	4,000	4,000
412 3870	Bad Debt Expense	2,125	3,415	3,600	1,197	3,000	3,600	3,600	3,600
412 3885	Banking Fees	1,723	2,057	3,200	1,064	2,500	3,000	3,000	3,000
412 3915	Software Non Capital	-	-	5,000	-	-	5,000	5,000	5,000
412 3920	Technology-Support and Maintenance	59,290	49,884	55,000	25,160	52,000	55,000	55,000	55,000
412 3925	Office Machine Rentals	689	577	1,000	-	600	1,000	1,000	1,000
412 3940	Website	-	-	-	651	-	-	-	-
412 4210	Telephone Communications	15,899	11,169	15,000	5,355	11,500	15,000	15,000	15,000
412 4215	Cellular Phone	112	110	120	44	185	500	500	500
412 4510	Office Supplies	6,999	4,777	8,000	2,141	6,000	7,000	7,000	7,000
412 4515	Equipment Non Capital	-	6,149	1,000	-	100	1,000	1,000	1,000
412 4545	Supplies	987	77	-	530	100	-	-	-
412 4830	Equipment Maintenance	940	729	2,100	33	1,000	1,200	1,200	1,200
412 5710	Insurance-Automobile	445	1,894	1,850	437	875	950	950	950
412 5715	Insurance-General Liability	13,145	16,030	17,800	7,797	15,600	16,450	16,450	16,450
412 5720	Insurance-Property	4,660	3,728	4,200	1,862	3,725	4,200	4,200	4,200
412 5790	Insurance-Miscellaneous	5,103	3,630	3,400	774	1,550	3,400	3,400	3,400
	Total	113,977	113,205	131,070	47,841	102,910	135,000	135,000	135,000
TOTAL FINANCE DIVISION		671,870	667,611	786,401	348,305	704,490	800,684	800,684	800,684

**CITY OF ROSEBURG, OREGON
GENERAL FUND**

**FINANCE AND MANAGEMENT SERVICES DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

CURRENT OPERATIONS

The Information Technology Division of the Finance Department was formed to provide centralized services for technology related issues within the organization. The division also develops technology enhancements that will provide our customer and citizen base with the most economical and efficient service options available.

CHANGES FROM CURRENT OPERATIONS

During Fiscal Year 2006, a Technical Administrator position was added to assist with the workload related to information systems. For Fiscal Year 2007, part-time positions were added to operate the Government Television equipment for meetings conducted in the Council Chambers. In 2008, outside consultants were more often used than in years past to help achieve department projects and goals as I.T.'s workload continues to grow at an accelerated rate. In 2009, IT began to use less consultants than in years past and began to consolidate servers to a centrally managed system. In 2010, IT began self-supporting all city technology systems reducing costs for consultants.

DEPARTMENT GOALS – PRIOR YEAR

1. Setup public kiosk at City Hall and setup online utility billing for public.
2. Rebuild City Website for easier use and more functionality.
3. Design a Disaster Recovery plan for server failovers.
4. Install new Storage system for City Data
5. Upgrade phone system from express version to full Call Manager
6. Research future technologies and continue to improve processes and systems.

DEPARTMENT GOALS – CURRENT YEAR

1. Setup and Design Enterprise Document Management System for all City Departments
2. Transfer existing database systems to new Database server
3. Upgrade Virtualization to Vsphere 5
4. Upgrade Police and Fire MDC's to latest CAD/RMS system from County

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Info Technology Manager	1.0	1.0	1.0	1.0
PEG Technician	0.3	0.0	0.0	0.0
Technical Administrator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	2.3	2.0	2.0	2.0

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - INFORMATION TECHNOLOGY DIVISION</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2013-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 1025									
Salaries and Wages		107,619	117,228	122,565	61,128	122,568	128,150	128,150	128,150
Employee Benefits		54,647	67,278	83,305	37,242	77,752	83,670	83,670	83,670
Total		162,266	184,506	205,870	98,370	200,320	211,820	211,820	211,820
MATERIALS AND SERVICES - 1025									
412 3010	Lodging and Registration	-	-	2,000	-	-	1,000	1,000	1,000
412 3015	Meals and Mileage	-	-	600	-	-	600	600	600
412 3040	Dues and Subscriptions	-	-	300	-	-	600	600	600
412 3055	Personnel Training	-	-	4,700	-	600	4,400	4,400	4,400
412 3690	Contracted Services	7,928	409	-	-	-	-	-	-
412 3910	Hardware Non Capital	41,918	52,529	57,458	13,814	81,748	40,100	40,100	40,100
412 3915	Software Non Capital	34,788	44,014	20,000	1,006	13,900	31,310	31,310	31,310
412 3920	Technology-Support and Maintenance	16,305	10,371	19,000	3,082	15,008	23,000	23,000	23,000
412 3930	Technology-Contracted Services	-	-	-	-	-	35,600	35,600	35,600
412 3940	Technology/Website	4,339	24,997	30,000	11,236	23,000	-	-	-
412 4215	Cellular Phone	3,323	1,736	1,656	643	1,656	1,656	1,656	1,656
412 4510	Office Supplies	372	126	300	-	37	300	300	300
412 4545	Supplies	330	147	400	153	300	400	400	400
412 4580	Office Equipment/Furniture	45	-	800	18	600	2,000	2,000	2,000
412 4815	Vehicle Repair and Maintenance	385	-	2,000	-	-	2,000	2,000	2,000
412 4820	Vehicle Fuel	272	48	-	36	100	-	-	-
412 4830	Equipment Maintenance	-	-	500	26	-	800	800	800
Total		110,005	134,377	139,714	30,014	136,949	143,766	143,766	143,766
TOTAL INFORMATION TECHNOLOGY DIVISION		272,271	318,883	345,584	128,384	337,269	355,586	355,586	355,586
TOTAL FINANCE AND MANAGEMENT SERVICES		944,141	986,494	1,131,985	476,689	1,041,759	1,156,270	1,156,270	1,156,270
TOTAL ADMINISTRATIVE DEPARTMENT		1,807,188	1,746,124	2,090,847	870,277	1,893,099	2,099,045	2,099,045	2,119,045

**CITY OF ROSEBURG
GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department is responsible for land use planning, permit services, economic development, code compliance and special community development and redevelopment projects. The Department has three Divisions to provide these services, Planning, Building and Code Compliance. Separately, the department manages the Economic Development Fund.

The Planning Division is responsible for all current and long-range land use planning functions. Current planning activities include coordination of site plan review of all development proposals and processing of all land use planning applications. Long-range planning activities include development and maintenance of the Comprehensive Plan, Land Use and Development Ordinance and public facilities plans. The Planning Division works closely with the Planning, Economic Development and Historic Resource Review Commissions. Special planning projects are also administered by the department which include Sustainability, Waterfront, Downtown planning and coordination, Oregon Main Street Program and redevelopment and urban growth projects. Staff will continue to concentrate on the impact of major development, updating elements of the City Comprehensive Plan and updating the City's Land Use Development Ordinance. Code Compliance cases and requests for action by the public continue to increase yearly. The Building Division contracts with Douglas County to provide permit services. Community Development will combine its Planning and Building ("Permit Services") budgets into one department budget for 2012-13.

DEPARTMENT GOALS – PRIOR YEAR

1. Provide growth opportunities: A) Adopt 2030 population forecast. B) Commence urban growth boundary analysis once population forecast is complete. C) Finalize Urban Growth Management Agreement with the County.
2. Improve economy: A) Complete Economic Opportunities Analysis. Determine employment land needs. B) Assist with restructuring of The Partnership. C) Contribute city share to downtown Main Street Program.
3. Provide multi-modal transportation: A) Continue to implement the Transportation and Bicycle-Pedestrian Plan. B) Complete Highway 138 NEPA Study and determine preferred alternative.
4. Revitalize neighborhoods: A) Commence LUDO update project. B) Implement projects in Mill-Pine, West Avenue, Downtown, and Waterfront Plans. C) Continue downtown redevelopment efforts.

DEPARTMENT GOALS – CURRENT YEAR

1. Adopt new population forecast and update urban growth boundary for future residential and employment needs.
2. Take first steps for large-scale annexation of land within urban growth boundary.
3. Assess feasibility of urban renewal district along Harvard Avenue.
4. Finalize rough design for Highway 138 realignment through downtown.
5. Commence update of Land Use and Development Ordinance
6. Switch out 1990's permit software for updated system.
7. Continue to administer shared compliance program.

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Director	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	0.0
Community Planner	2.0	1.0	1.0	2.0
Compliance Officer	1.0	1.0	1.0	0.0
Department Technician	1.0	0.5	0.5	0.0
Secretary	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.5</u>
	6.0	4.5	4.5	3.5

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - COMMUNITY DEVELOPMENT DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 1520									
Salaries and Wages		333,867	283,265	285,596	120,326	230,540	229,087	229,087	229,087
Employee Benefits		167,042	157,507	183,921	65,213	126,665	130,057	130,057	130,057
Total		500,909	440,772	469,517	185,539	357,205	359,144	359,144	359,144
MATERIALS AND SERVICES - 1520									
412 3010	Lodging and Registration	2,630	475	2,400	1,010	2,000	2,700	2,700	2,700
412 3015	Meals and Mileage	1,255	897	1,200	385	1,000	1,500	1,500	1,500
412 3020	Commission Meetings and Meals	180	63	-	-	-	200	200	200
412 3040	Dues and Subscriptions	1,285	1,268	2,000	660	1,500	2,000	2,000	2,000
412 3310	Professional Services-Legal	32,089	15,463	35,000	4,333	5,000	35,000	35,000	35,000
412 3320	Professional Services-Survey & Engineering	5,161	886	5,000	2,790	5,290	10,000	10,000	10,000
412 3330	Professional Services-Technical	200	1,150	8,000	-	2,000	3,000	3,000	3,000
412 3630	Contracted Services	16,189	6,828	45,000	9,121	15,000	45,000	45,000	45,000
412 3815	Advertising	916	450	1,500	-	500	1,000	1,000	1,000
412 3860	Abatement Expense	-	-	-	-	1,000	3,500	3,500	3,500
412 4210	Telephone Communications	-	-	-	-	-	500	500	500
412 4510	Office Supplies	2,029	2,296	2,500	925	2,000	2,500	2,500	2,500
412 4515	Equipment Non Capital	1,650	-	1,000	-	500	1,000	1,000	1,000
412 4545	Materials and Supplies	522	2,213	2,000	488	1,500	2,000	2,000	2,000
412 4580	Office Equipment/Furniture	-	775	1,200	-	500	1,000	1,000	1,000
412 4815	Vehicle Expense-Maintenance	-	-	-	-	-	1,250	1,250	1,250
412 4820	Vehicle Expense-Fuel	-	-	-	-	-	1,600	1,600	1,600
412 4830	Equipment Maintenance	3,056	2,426	3,500	539	2,000	2,500	2,500	2,500
Total		67,162	35,190	110,300	20,251	39,790	116,250	116,250	116,250
TOTAL PLANNING DIVISION		568,071	475,962	579,817	205,790	396,995	475,394	475,394	475,394

CITY OF ROSEBURG, OREGON
GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT
PERMIT SERVICES

PERMIT SERVICES OPERATIONS

This budget has been consolidated with the Planning Division into one Community Development Department budget. Included for historical purposes only.

DEPARTMENT GOALS – PRIOR YEARS

1. Develop paperless permit procedure for basic proposals
2. Test new web-based version of PermitPack and fix bugs
3. Switch over to new permit system; shut down the Access 97-based PermitPack and the DOS-based “Old PermitPack”
4. Continue to refine building permit review/process for in-house and customer use

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Department Technician	1.0	1.0	1.0	0.0

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - COMMUNITY DEVELOPMENT DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 1525									
Salaries and Wages		39,200	41,352	44,179	7,030	9,030	-	-	-
Employee Benefits		25,098	28,113	34,628	5,212	10,856	-	-	-
Total		64,298	69,465	78,807	12,242	19,886	-	-	-
MATERIALS AND SERVICES - 1525									
412 3010	Lodging and Registration	460	300	500	-	500	-	-	-
412 3015	Meals and Mileage	302	76	300	-	300	-	-	-
412 3040	Dues and Subscriptions	165	415	400	155	400	-	-	-
412 3630	Contracted Services	51	71	-	42	42	-	-	-
412 3860	Abatement Expense	-	-	-	-	500	-	-	-
412 4210	Telephone Communications	401	23	300	-	-	-	-	-
412 4215	Cellular Phone	1,165	734	1,300	46	46	-	-	-
412 4510	Office Supplies	1,059	(60)	-	-	-	-	-	-
412 4545	Materials and Supplies	62	-	-	11	11	-	-	-
412 4815	Vehicle Expense-Maintenance	548	72	1,250	-	500	-	-	-
412 4820	Vehicle Expense-Fuel	417	409	1,120	759	1,600	-	-	-
Total		4,630	2,040	5,170	1,013	3,899	-	-	-
TOTAL BUILDING DIVISION		68,928	71,505	83,977	13,255	23,785	-	-	-
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		636,999	547,467	663,794	219,045	420,780	475,394	475,394	475,394

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE DIVISION

CURRENT OPERATIONS

The Building Maintenance Division is a cost center for budgeting purposes, providing janitorial costs, maintenance costs and utility fees for City Hall. The division funds three full time employees to perform the maintenance duties at all of the City's various facilities. Specialty contractors or vendors are engaged when necessary to perform specific tasks.

DIVISION GOALS – PRIOR YEAR

1. Develop a written plan for monitoring, operation and maintenance of City HVAC systems.
2. Identify opportunities to implement the Sustainability Policy where applicable.
3. Verify that all appropriate facilities have undergone lighting upgrades for energy efficiency.

DIVISION GOALS – CURRENT YEAR

1. Continue development of written O & M manual for City Hall.
2. Continue implementation of energy efficiency upgrades and other elements identified in the Sustainability Plan.
3. Implement projects identified in the Facilities Fund portion of the Capital Improvement Plan.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Maintenance II	0.0	1.0	1.0	1.0
Maintenance I	1.0	0.0	0.0	0.0
Building Maintenance Tech	1.0	1.0	1.0	1.0
Custodian	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	3.0	3.0	3.0	3.0

CITY OF ROSEBURG, OREGON

GENERAL FUND (010) - PUBLIC WORKS DEPARTMENT

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
PERSONNEL SERVICES - 2035								
Salaries and Wages	118,427	80,985	131,046	56,145	121,301	132,198	132,198	132,198
Employee Benefits	77,175	61,708	104,880	35,043	80,763	97,033	97,033	97,033
Total	195,602	142,693	235,926	91,188	202,064	229,231	229,231	229,231

MATERIALS AND SERVICES - 2035

412 3010	Lodging and Registration	-	-	750	-	500	700	700	700
412 3015	Meals and Mileage	-	-	250	-	200	300	300	300
412 4210	Telephone	394	386	405	192	395	400	400	400
412 4515	Small Tools	4,290	-	2,500	-	1,500	2,500	2,500	2,500
412 4545	Materials and Supplies	16,033	10,453	16,000	3,699	11,000	12,000	12,000	12,000
412 4810	Building and Grounds Maintenance	19,276	10,554	21,000	14,451	25,000	25,000	25,000	25,000
412 5410	Utilities-Power-City Hall	19,469	20,422	22,000	8,960	18,766	20,700	20,700	20,700
412 5420	Utilities-Natural Gas-City Hall	11,013	12,222	12,375	2,802	13,548	13,600	13,600	13,600
412 5430	Utilities-Water	2,070	2,061	2,300	1,307	1,893	2,000	2,000	2,000
412 5435	Utilities-Sewer	324	936	820	418	1,003	1,055	1,055	1,055
412 5440	Utilities-Garbage Service	774	774	815	323	775	815	815	815
412 5455	Utilities-Storm Drainage	515	523	600	282	564	595	595	595
Total		74,158	58,331	79,815	32,434	75,144	79,665	79,665	79,665
TOTAL BUILDING MAINTENANCE DEPARTMENT		269,760	201,024	315,741	123,622	277,208	308,896	308,896	308,896

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT
STREET LIGHT DIVISION

CURRENT OPERATIONS

The Street Light Division is a cost center for budgeting purposes which provides for utilities, maintenance and rentals of the entire street light/traffic signal system in the city. Increased costs are attributable to the following: rising energy costs, the addition of lights requested by citizens and in newly annexed areas, and the construction of additional traffic signals.

The City currently owns approximately 220 streetlights and pays the associated utility costs. The remaining streetlights are rented on a monthly basis from Pacific Power for a flat monthly charge. There are approximately 2425 streetlights currently in operation under this arrangement with Pacific Power. Public Works staff monitors streetlights, and coordinate repairs either with a contract electrician (City street lights) or Pacific Power. In addition, the City owns and operates 32 traffic signals. Traffic signal maintenance and programming is contracted with ODOT. Public Works staff administers the ODOT contract and coordinate repairs, upgrades and programming changes with ODOT.

PREVIOUS YEAR GOALS

1. Continue to evaluate lighting standards for different classifications of streets.
2. Continue to seek grant opportunities for LED and signal controller upgrades.
3. Investigate new technologies for increasing efficiency of existing traffic signals.

CURRENT YEAR GOALS

1. Look for ways to streamline maintenance activities to reduce costs.
2. Continue to update traffic signals and controllers for reduced energy consumption.

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - PUBLIC WORKS DEPARTMENT</u>	<u>ACTUAL 2009-2010</u>	<u>ACTUAL 2010-2011</u>	<u>ADOPTED 2011-2012</u>	<u>ACTUAL YTD 12/31/11</u>	<u>PROJECTED YE 06/30/12</u>	<u>PROPOSED 2012-2013</u>	<u>APPROVED 2012-2013</u>	<u>ADOPTED 2012-2013</u>
MATERIALS AND SERVICES - 2045								
432 4840 Traffic Signal Maintenance	16,424	18,865	24,000	9,343	24,073	26,400	26,400	26,400
432 4845 Street Light Maintenance	6,172	6,212	7,500	2,714	5,447	7,500	7,500	7,500
432 5410 Utilities-Power City Owned	4,138	4,447	5,000	2,212	5,923	6,225	6,225	6,225
432 5460 Utilities-Traffic Lights	32,897	34,859	36,600	15,108	37,032	39,000	39,000	39,000
432 5465 Street Light Rentals	300,436	331,220	330,000	174,357	357,498	375,500	375,500	375,500
Total	<u>360,067</u>	<u>395,603</u>	<u>403,100</u>	<u>203,734</u>	<u>429,973</u>	<u>454,625</u>	<u>454,625</u>	<u>454,625</u>
TOTAL STREET LIGHTS DIVISION	<u>360,067</u>	<u>395,603</u>	<u>403,100</u>	<u>203,734</u>	<u>429,973</u>	<u>454,625</u>	<u>454,625</u>	<u>454,625</u>
TOTAL PUBLIC WORKS DEPARTMENT	<u>629,827</u>	<u>596,627</u>	<u>718,841</u>	<u>327,356</u>	<u>707,181</u>	<u>763,521</u>	<u>763,521</u>	<u>763,521</u>

CITY OF ROSEBURG, OREGON
GENERAL FUND

PARKS AND RECREATION
ADMINISTRATION

CURRENT OPERATIONS

The Parks and Recreation Program Manager oversees long range park planning and programs and development of funding for park improvements, including grant writing. The Parks Coordinator position assists recreation groups with scheduling use of parks, and oversees the park leases and permits. The administration associated with Park reservations and secretarial services is provided by Public Works Department Administrative staff. The 0.25 FTE of seasonal employees teach the recreational programs and fitness classes. The Public Works Director serves as the Director for the Parks Division.

This division is responsible for overseeing general parks, golf, and recreation operations; it also administers grants and coordinates volunteer services.

DEPARTMENT GOALS – PRIOR YEAR

1. Create new recreation/outdoor education programs.
2. Continue to seek funding resources for park improvements.

DEPARTMENT GOALS - CURRENT YEAR

1. Apply for Tree City USA designation

PERSONNEL HISTORY

The personnel service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Parks Manager	1.0	1.0	1.0	1.0
Parks Coordinator	1.0	1.0	1.0	1.0
Seasonal (Rec programs)	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.25</u>
	2.0	2.0	2.0	2.25

CITY OF ROSEBURG, OREGON

GENERAL FUND (010) - PARKS DEPARTMENT

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 2550								
Salaries and Wages	109,224	116,658	125,903	71,886	125,912	132,454	132,454	132,454
Employee Benefits	53,629	59,815	72,660	33,079	68,508	73,730	73,730	73,730
Total	162,853	176,473	198,563	104,965	194,420	206,184	206,184	206,184
MATERIALS AND SERVICES - 2550								
452 3010 Lodging and Registration	335	1,000	800	150	500	500	500	500
452 3015 Meals and Mileage	92	171	300	155	275	400	400	400
452 3020 Commission Meetings and Meals	14	22	-	-	-	-	-	-
452 3040 Dues and Subscriptions	-	290	290	300	300	300	300	300
452 3230 City Services-Public Works	27,994	27,543	32,214	16,104	32,214	34,376	34,376	34,376
452 3630 Contracted Services	3,068	788	900	84	300	600	600	600
452 3680 Contracted Services - 4th of July	-	5,000	7,500	750	7,500	7,500	7,500	7,500
452 3835 Neighborhood/Information Program	4,253	4,122	4,200	-	4,200	4,500	4,500	4,500
452 3838 Recreation Program	2,669	2,818	3,000	905	2,500	3,000	3,000	3,000
452 4510 Office Supplies	529	334	400	105	200	250	250	250
452 4545 Materials and Supplies	344	914	700	270	600	500	500	500
452 4565 Volunteers-Project Materials	6,918	7,831	8,000	1,787	8,000	8,000	8,000	8,000
452 4815 Vehicle Expense-Maintenance	-	-	100	-	-	100	100	100
452 4820 Vehicle Expense-Fuel	34	-	200	-	100	200	200	200
Total	46,250	50,833	58,604	20,610	56,689	60,226	60,226	60,226
TOTAL PARKS ADMINISTRATION	209,103	227,306	257,167	125,575	251,109	266,410	266,410	266,410

CITY OF ROSEBURG, OREGON
GENERAL FUND
PARKS AND RECREATION - MAINTENANCE DIVISION

CURRENT OPERATIONS

The Parks Maintenance Division is responsible for maintaining parks and landscaped areas in/around buildings, parking lots and traffic medians. Twenty parks and approximately 30 additional landscaped areas are maintained by staff, totaling more than 428 acres. These include small neighborhood parks, Sunshine Park and the Stewart Park complex. This division also maintains trails, wildlife areas and greenways. Parks Maintenance staff facilitates opportunities for active and passive recreation.

The Parks Maintenance Division is currently budgeted for 10.0 FTEs

DEPARTMENT GOALS – PRIOR YEAR

1. Implement irrigation retrofits as time and budget permits.
2. Provide training and incorporate currently accepted landscape management practices (as prescribed by Oregon Parks and Rec Department).
3. Identify opportunities for improved public safety and reduced incidences of vandalism.

DEPARTMENT GOALS - CURRENT YEAR

1. Continue to implement irrigation upgrades.
2. Investigate security measures to reduce vandalism.
3. Continue to facilitate volunteer projects within the parks system

PERSONNEL HISTORY: The personnel service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Park Maintenance I	3.75	3.75	2.75	3.75
Park Maintenance II	1.25	1.0	2.0	2.0
Park Mechanic	1.0	1.0	1.0	1.0
Horticulturist	1.0	1.0	1.0	0.0
Park Superintendent	1.0	1.0	1.0	1.0
Seasonal/ Part-time	<u>2.0</u>	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
	10.0	10.0	10.0	10.0

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - PARKS DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 2555									
Salaries and Wages		371,163	368,482	417,949	190,517	382,459	422,431	422,431	422,431
Employee Benefits		186,849	205,212	272,951	110,477	237,202	270,593	270,593	270,593
Total		558,012	573,694	690,900	300,994	619,661	693,024	693,024	693,024
MATERIALS AND SERVICES - 2555									
452 3010	Lodging and Registration	220	632	1,000	178	450	800	800	800
452 3015	Meals and Mileage	-	-	400	473	270	400	400	400
452 3040	Dues and Subscriptions	325	325	500	225	250	400	400	400
452 3630	Technical	-	3,844	3,600	1,499	10,000	3,600	3,600	3,600
452 3650	Contracted Services/Arborist	9,270	7,985	8,500	1,560	7,500	8,500	8,500	8,500
452 3660	Contracted Services/Wetlands	8,889	-	-	-	-	-	-	-
452 3665	Contracted Services/Personnel	-	-	-	-	9,215	-	-	-
452 4210	Telephone Communications	4,073	3,109	5,000	1,539	3,200	3,200	3,200	3,200
452 4215	Cellular Phone	2,378	2,013	2,800	816	1,900	2,500	2,500	2,500
452 4515	Small Tools	6,762	5,494	8,000	2,467	12,000	10,000	10,000	10,000
452 4540	Fertilizer and Chemicals	13,725	12,937	16,000	14,418	16,000	19,000	19,000	19,000
452 4545	Materials and Supplies	28,440	19,572	20,000	9,175	30,000	20,000	20,000	20,000
452 4560	Paint & Painting Supplies	837	327	-	-	-	-	-	-
452 4810	Building and Grounds Maintenance	45,495	15,804	16,000	6,337	22,500	18,000	18,000	18,000
452 4811	Landscape Maintenance	-	13,189	18,000	7,681	17,000	17,000	17,000	17,000
452 4812	Turf & Irrigation Maintenance	-	29,570	28,000	14,250	30,000	27,000	27,000	27,000
452 4815	Vehicle Expense-Maintenance	4,315	3,014	5,000	543	4,000	5,000	5,000	5,000
452 4820	Vehicle Expense-Fuel	18,640	23,069	24,000	13,523	28,000	30,000	30,000	30,000
452 4825	Vehicle Tires	1,894	579	2,100	490	1,490	1,800	1,800	1,800
452 4830	Equipment Maintenance	11,869	12,853	16,000	12,019	24,000	18,000	18,000	18,000
452 4850	Equipment Rental	473	196	500	253	500	500	500	500
452 4875	Vandalism	2,113	1,924	3,500	1,817	3,600	4,000	4,000	4,000
452 5120	Uniforms	1,205	1,086	1,500	505	1,500	1,500	1,500	1,500
452 5410	Utilities-Power	30,253	29,920	36,000	14,568	30,993	32,600	32,600	32,600
452 5420	Utilities-Natural Gas	1,860	2,509	2,500	272	1,574	2,000	2,000	2,000
452 5430	Utilities-Water	33,514	31,720	34,500	28,367	35,457	36,520	36,520	36,520
452 5435	Utilities-Sewer	6,995	7,038	7,500	2,939	7,065	7,300	7,300	7,300
452 5440	Utilities-Garbage	8,133	8,289	8,770	3,636	8,741	9,200	9,200	9,200
452 5455	Utilities-Storm Drainage	6,025	6,180	6,550	3,206	6,370	6,565	6,565	6,565
452 5710	Insurance-Automobile	3,384	3,269	3,800	1,932	3,450	4,575	4,575	4,575
452 5715	Insurance-General Liability	5,702	7,409	8,650	3,664	7,330	7,600	7,600	7,600
452 5720	Insurance-Property	11,097	10,784	12,000	5,580	11,170	12,000	12,000	12,000
452 5740	Insurance-Equipment	3,025	3,336	3,700	1,792	3,586	3,750	3,750	3,750
452 5790	Insurance-Miscellaneous	1,331	1,359	1,500	774	1,548	1,600	1,600	1,600
Total		272,242	269,335	305,870	156,498	340,659	314,910	314,910	314,910
TOTAL PARKS MAINTENANCE		830,254	843,029	996,770	457,492	960,320	1,007,934	1,007,934	1,007,934
TOTAL PARKS DEPARTMENT		1,039,357	1,070,335	1,253,937	583,067	1,211,429	1,274,344	1,274,344	1,274,344

CITY OF ROSEBURG, OREGON
GENERAL FUND

MUNICIPAL COURT

CURRENT OPERATIONS

Municipal Court is responsible for the judicial function of the City. The Municipal Judge is appointed by and reports directly to City Council. The Municipal Court support staff, consisting of 3 full-time positions, and part-time bailiffs, is responsible for Court related administrative duties. This staff reports to the Finance Director.

The City continues to evaluate the Court function from its ability to serve the local community needs and for its cost efficiency. This budget reflects costs associated with providing contract prosecution services, indigent defense, jury and subpoena fees.

CHANGES TO CURRENT OPERATIONS

The organizational structure was changed in 2010 with the addition of a Court Supervisor position and an offsetting reduction of an Account Clerk II position. The new position provides support and staff supervision for court case management.

DEPARTMENT GOALS – PRIOR YEAR

1. Complete case management system upgrade.
2. Implement JustWare document imaging.
3. Research online payment options.

DEPARTMENT GOALS – CURRENT YEAR

1. Work with JustWare to expand financial reporting capabilities.
2. Review department internal controls
3. Implement police E-Ticketing and case management interface.

PERSONNEL HISTORY The personal service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Municipal Judge	0.3	0.3	0.3	0.3
Account Clerk II	2.0	2.0	2.0	2.0
Court Admin Officer	1.0	0.0	0.0	0.0
Court Supervisor	0.0	1.0	1.0	1.0
Bailiff	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
Total	3.7	3.7	3.7	3.7

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - MUNICIPAL COURT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 3010									
Salaries and Wages		162,440	151,877	188,454	89,030	187,445	195,133	195,133	195,133
Employee Benefits		98,797	85,559	137,314	55,390	115,905	125,130	125,130	125,130
Total		261,237	237,436	325,768	144,420	303,350	320,263	320,263	320,263
MATERIALS AND SERVICES - 3010									
422 3010	Lodging and Registration	440	-	1,100	-	-	600	600	600
422 3015	Meals and Mileage	111	-	400	-	-	400	400	400
422 3030	Expense Allowance	2,898	-	-	-	-	-	-	-
422 3040	Dues and Subscriptions	-	85	400	-	100	400	400	400
422 3055	Personnel Training	4,700	-	5,500	-	5,700	1,000	1,000	1,000
422 3335	Professional Services-Prosecution	71,094	69,600	72,600	29,000	69,600	72,600	72,600	72,600
422 3340	Court Appointed Attorney Fees	60,000	60,000	60,000	25,000	60,000	60,000	60,000	60,000
422 3690	Contracted Services	7,065	2,925	13,000	25	4,200	5,000	5,000	5,000
422 3875	Jury and Subpoena Fees	50	215	500	90	500	500	500	500
422 3885	Banking Fees	1,616	1,835	2,000	1,030	2,000	2,000	2,000	2,000
422 3915	Software Non Capital	2,000	-	-	-	13,000	15,000	15,000	15,000
422 3920	Technology-Support and Maintenance	5,194	4,991	12,000	11,938	12,000	12,000	12,000	12,000
422 4510	Office Supplies	3,592	2,933	3,500	1,758	3,000	3,500	3,500	3,500
422 4515	Equipment Non Capital	-	-	1,000	188	500	500	500	500
422 4615	Rent-Building	6,000	6,000	6,000	3,000	6,000	6,000	6,000	6,000
422 4830	Repairs and Maintenance-Equipment	-	40	200	-	200	500	500	500
Total		164,760	148,624	178,200	72,029	176,800	180,000	180,000	180,000
TOTAL MUNICIPAL COURT		425,997	386,060	503,968	216,449	480,150	500,263	500,263	500,263

CITY OF ROSEBURG, OREGON
GENERAL FUND-POLICE DEPARTMENT

CURRENT OPERATIONS

This year we were able to accomplish two goals that added some efficiencies and effectiveness to our operations. First, we successfully implemented a Police K9 program. The process of starting a K9 program began over a year ago with the development of a business plan while the fundraising efforts launched in March 2011. A dedicated corps of volunteer fundraisers was able to reach our first fundraising goal of \$35,000 within three months and our second goal of \$50,000 before the end of 2011. Because of the dedication of the volunteer fundraisers and a very supportive community no General Fund tax dollars were utilized to get this program operating. The K9 teams will add a significant measure of effectiveness to our patrol force. The police department has also enjoyed the positive public relations aspect the K9/handler teams have brought to the organization.

The second goal we were able to complete was the acquisition of an e-Citation and e-Crash System. The Oregon Department of Transportation (ODOT) assisted with the purchase of the program through a grant award. The police department will see some efficiency in data entry thereby eliminating a duplication of effort by our Records Specialists in our Records Division. The reduction in data entry redundancy via the e-Citation program will provide a needed relief to the Records Division that saw the elimination of one FTE Records Specialist last year. Municipal Court clerks will also realize the same efficiencies when their program is implemented.

We continue to meet the challenge of doing more with less. I know that our citizens face the same challenges in their households and we are empathetic to the struggles that we see them enduring on a daily basis. This year we saw a modest 2% increase in reports written by our police officers as reflect in the number of cases taken:

- 2010 – 5668 case numbers
- 2011 – 5780 case numbers

Some of our most valuable personnel resources do not even wear a blue uniform or drive a marked police car. Those are our Volunteers in Police Service (VIPS), our partnership with the Douglas County Juvenile Department and the Roseburg Area Youth Services (RAYS) program. A partnership with the Roseburg School District and their partial funding of a School Resource Officer provides enhanced services of safety and protection for students and employees.

SIGNIFICANT ACHIEVEMENTS

- Implementation of Police K9 program
- Volunteers in Police Service contributed 3120 hours to the community this year compared to 3010 hours last year. Our VIPS drove their personal vehicles 11,916 miles while commuting to and from the Police Department
- RAYS reported 1,187 hours of community service completed amounts to \$10,683 worth of work provided to the community by youth
- Strategic Plan review was completed and updated, new goals added
- Funding for e-Citation and e-Crash program acquired and in process of implementation

OPERATIONAL CHANGES

The staffing level will remain unchanged during this fiscal year. Utility and maintenance line items have been significantly adjusted to accurately reflect anticipated costs. Fuel costs are a greater concern this year than last and have been adjusted to reflect speculative increases. Our Dispatch Contract fee reflects a 3% increase and our Jail Expense line item has been significantly adjusted in anticipation of a continuing trend of increased arrests and incarcerations. One of our primary concerns is the recent news and fears of significant cuts in the number of available jail beds

**CITY OF ROSEBURG, OREGON
GENERAL FUND-POLICE DEPARTMENT**

available to house offenders. If jail bed cuts do occur we may see a savings in the Jail Expense line item but our public safety jeopardized and the workload of the police officers will be impacted. This year, I included/added \$20,000 to my Jail Expense line item to support Casa de Belen as they endeavor to provide a place for our homeless teens and homeless families with adolescents.

Goals 2011/12

1. **Attain full staffing levels as authorized by the budget.**
Complete. Police Department is at full staffing.
2. **Evaluate Roseburg Police Department participation on the Douglas Interagency Narcotics Team (DINT).** *Complete. The police department's participation is critical to the success of DINT. This goal shall be evaluated on a yearly basis to due funding cuts and reduced budgets.*
3. **Provide public education about drug addiction through DINT and local media.** *Complete. This goal must be continuous – education is a vital component to drug use and addiction prevention measures.*
4. **Increase the number of traffic officers through grant funding, if available.** *Not complete/Continuous – the police department applied for a COPS Grant and was not selected to receive funds.*
5. **Evaluate implementation and effectiveness of Photo Red Light technology.** *Complete. City Council elected not to pursue Photo Red Light program.*

1. **Maintain full staffing levels as authorized by the budget.** “A Safe City” Goal 1; Objective 1.1A
2. **Prepare, plan and seek alternatives for a decrease in jail bed capacity and availability due to expected cuts in Douglas County Sheriff's Office services.** “A Safe City” Goal 1; Objective 1.1F
3. **Evaluate the need and feasibility of enacting an ordinance to eliminate select low cost, high alcohol content single serving malt beverages.** “A Safe City” Goal 1; Objective 1.1G
4. **Evaluate Roseburg Police Department participation on the Douglas Interagency Narcotics Team (DINT) based on budget conditions and continued participation by agencies funded by safety net dollars.** “A Safe City” Goal 1; Objective 1.2A
5. **Provide public education about drug addiction through DINT and local media and other available forms of outreach.** “A Safe City” Goal 1; Objective 1.2B
6. **Evaluate Police Records Management System (RMS) and Field Reporting System (FRS) for opportunities to partner with local agencies in data sharing endeavors.** “A Safe City” Goal 1; Objective 1.2C
7. **Increase the number of traffic officers through available grant opportunities.** “A Safe City” Goal 3; Objective 3.1A

Goals 2012/13

PERSONNEL HISTORY	2009/10	2010/11	2011/12	2012/13
Police Chief	1	1	1	1
Staff Assistant	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	4	4	4	4
Corporal	3	3	3	3
Officer	21	20	20	20
Detective	6	6	6	6
Records Specialist	3	3	2	2
Administrative Tech	1	1	1	1
TOTAL	42	41	40	40

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - POLICE DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 3510									
	Salaries and Wages	2,746,160	2,798,062	2,908,781	1,454,305	2,900,281	3,001,936	3,001,936	3,001,936
	Employee Benefits	1,612,172	1,722,982	2,029,731	963,564	1,938,586	2,013,259	2,013,259	2,013,259
	Total	4,358,332	4,521,044	4,938,512	2,417,869	4,838,867	5,015,195	5,015,195	5,015,195
MATERIALS AND SERVICES - 3510									
422 3010	Lodging and Registration	1,826	3,090	5,000	1,693	3,500	5,000	5,000	5,000
422 3015	Meals and Mileage	1,067	2,511	2,500	380	1,200	2,500	2,500	2,500
422 3040	Dues and Subscriptions	334	808	500	455	500	500	500	500
422 3090	Training-Equipment	3,500	1,253	6,000	924	3,000	4,000	4,000	4,000
422 3230	Janitorial Services	5,750	11,500	-	-	-	-	-	-
422 3310	Professional Services-Legal	91,750	89,936	25,000	19,480	40,000	25,000	25,000	25,000
422 3345	Personnel Testing	945	-	1,000	-	600	1,000	1,000	1,000
422 3630	Contracted Services-Animal Shelter	-	25,000	25,000	-	25,000	25,000	25,000	25,000
422 3635	Contracted Services-Dispatch	335,678	342,391	352,664	176,331	352,664	308,244	308,244	308,244
422 3640	Emergency Medical	-	38	1,000	-	-	-	-	-
422 3645	Jail Expenses	171,210	272,156	200,000	88,462	270,000	280,000	280,000	280,000
422 3835	Neighborhood Program	455	782	500	412	500	500	500	500
422 3910	Hardware Non Capital	-	14	13,275	6,437	13,000	500	500	500
422 3915	Software Non Capital	80	-	-	-	-	-	-	-
422 3920	Technology-Support and Maintenance	14,862	27,007	31,725	26,743	32,000	35,000	35,000	35,000
422 3925	Office Machine Rentals	4,080	5,971	5,000	-	5,000	5,000	5,000	5,000
422 4210	Telephone Communications	6,826	573	-	174	174	-	-	-
422 4215	Cellular Phone	14,621	17,606	15,000	6,566	17,500	20,000	20,000	20,000
422 4220	Radio Communications	4,446	8,028	6,000	2,460	5,000	6,000	6,000	6,000
422 4290	Other Communications	-	9	-	9	9	-	-	-
422 4510	Office Supplies	5,228	6,034	5,000	3,221	5,000	5,000	5,000	5,000
422 4515	Supplies-Equipment Non Capital	9,069	25,759	8,500	299	8,000	8,000	8,000	8,000
422 4520	Postage	1,699	909	1,500	448	1,000	1,500	1,500	1,500
422 4545	Materials and Supplies	9,845	6,222	7,500	1,828	5,000	7,000	7,000	7,000
422 4565	Volunteers Program	151	74	500	130	425	500	500	500
422 4575	Printing	4,062	1,696	3,000	785	2,200	2,500	2,500	2,500
422 4580	Office Equipment/Furniture	60	-	500	-	-	500	500	500
422 4585	K-9	-	6,372	35,000	20,428	30,000	25,000	25,000	25,000
422 4590	Supplies-Miscellaneous	2,950	284	2,500	34	1,500	2,000	2,000	2,000
422 4610	Police Station Lease	29,250	-	-	-	-	-	-	-
422 4810	Building and Grounds Maintenance	6,884	16,241	15,000	16,766	19,000	20,000	20,000	20,000
422 4815	Vehicle Expense-Maintenance	27,669	21,288	29,000	12,246	26,000	28,000	28,000	28,000
422 4820	Vehicles Expense-Fuel	46,074	56,303	55,000	35,147	65,000	65,000	65,000	65,000
422 4825	Vehicles Expense-Tires	4,085	6,537	5,000	3,297	6,500	5,500	5,500	5,500
422 4830	Equipment	581	618	-	163	163	-	-	-
422 5120	Uniforms	26,494	21,701	30,000	10,229	25,000	30,000	30,000	30,000

CITY OF ROSEBURG, OREGON

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
<u>GENERAL FUND (010) - POLICE DEPARTMENT</u>								
422 5410 Utilities-Power	17,861	20,654	21,000	9,096	21,000	22,000	22,000	22,000
422 5420 Utilities-Gas	12,264	13,413	8,700	2,478	8,700	8,700	8,700	8,700
422 5430 Utilities-Water	1,825	3,216	5,200	2,239	5,200	5,200	5,200	5,200
422 5435 Utilities-Sewer	2,093	2,437	2,200	904	2,200	2,500	2,500	2,500
422 5440 Utilities-Garbage Service	494	450	600	187	600	600	600	600
422 5455 Utilities-Storm Drainage	466	426	1,000	652	1,000	1,000	1,000	1,000
422 5710 Insurance-Automobile	6,064	8,174	9,350	3,375	8,000	9,350	9,350	9,350
422 5715 Insurance-General Liability	49,126	45,284	55,000	20,620	41,500	56,650	56,650	56,650
422 5720 Insurance-Property	2,090	6,299	9,680	3,149	6,500	10,164	10,164	10,164
422 5740 Insurance-Equipment	-	220	-	-	-	-	-	-
422 5790 Insurance-Miscellaneous	6,201	6,548	7,700	1,617	3,250	7,700	7,700	7,700
Total	930,015	1,085,832	1,008,594	479,864	1,062,385	1,042,608	1,042,608	1,042,608
TOTAL POLICE DEPARTMENT	5,288,347	5,606,876	5,947,106	2,897,733	5,901,252	6,057,803	6,057,803	6,057,803

CITY OF ROSEBURG, OREGON
GENERAL FUND

FIRE DEPARTMENT

CURRENT OPERATIONS

The Fire Department is a full service emergency provider including Fire Suppression, Emergency Medical Services, Hazardous Materials response and mitigation, Fire Prevention and Code Enforcement. In addition to these formal activities, the personnel are actively involved in the community to provide fire safety awareness to children and businesses.

Fire Department personnel and equipment are located in three fire stations within the City. The Department has three major divisions: Emergency Services, Fire Prevention and Resource Management & Training with a total of 42.5 personnel. The City participates in a regional hazardous materials response program that is sponsored by the State of Oregon. Equipment and training costs are supported by the State. Response costs are recouped through the State or the entity that created the need for the response.

During 2012-13, the Fire Department plans to continue working on improving existing facilities, monitor the effectiveness of the SAFER Grant as it relates to staffing and overtime, coordinate Emergency Management to enhance the City's ability to deal with a city-wide disaster, and further strengthening our ability to provide fire protection to the community. The Department will continue to evaluate new programs and actively seek new avenues to improve working relationships within the City organization, the local community and other governmental agencies.

FIRE DEPARTMENT, continued

DEPARTMENT GOALS – PRIOR YEAR

1. Complete the Urban Services Agreement with Fire District #2.
2. Update the Roseburg Fire Department Deployment Plan to evaluate current operations and response times.
3. Implement “Firewise”, a fire prevention program in the Urban Interface.
4. Continue to work towards NIMS Compliance for the City, and enhancing the City’s ability to respond to a citywide disaster.

DEPARTMENT GOALS – CURRENT YEAR

1. Recertify all personnel with State of Oregon certifying agencies for fire (DPSST) and EMS (Department of Human Services - Health Services).
2. Monitor the effectiveness of the SAFER grant as it relates to staffing and overtime
3. Enhance the City’s ability to respond to a citywide disaster through increased emergency preparedness.

PERSONNEL HISTORY

The personnel service position data is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Chief	1.0	1.0	1.0	1.0
Division Chief	1.0	1.0	1.0	1.0
Fire Marshal	1.0	1.0	1.0	1.0
Deputy Fire Marshal	1.0	1.0	1.0	1.0
Battalion Chief	3.0	3.0	3.0	3.0
Staff Assistant	1.0	1.0	1.0	1.0
Secretary I	0.5	0.5	0.5	0.5
Fire Lieutenant	9.0	9.0	9.0	9.0
Driver/Engineer	9.0	9.0	9.0	9.0
Firefighter	<u>12.0</u>	<u>12.0</u>	<u>16.0</u>	<u>16.0</u>
	38.5	38.5	42.5	42.5

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - FIRE DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 4010									
	Salaries and Wages	2,832,271	2,918,352	3,172,398	1,504,717	3,085,203	3,338,739	3,338,739	3,338,739
	Employee Benefits	1,415,354	1,490,564	1,794,074	826,896	1,709,381	1,932,412	1,932,412	1,932,412
	Total	4,247,625	4,408,916	4,966,472	2,331,613	4,794,584	5,271,151	5,271,151	5,271,151
MATERIALS AND SERVICES - 4010									
422 3010	Lodging and Registration	1,821	1,261	4,000	1,105	1,300	4,000	4,000	4,000
422 3015	Meals and Mileage	611	311	1,000	331	500	1,000	1,000	1,000
422 3040	Dues and Subscriptions	3,718	5,813	3,400	869	3,400	7,200	7,200	7,200
422 3055	Personnel Training	1,168	1,383	5,000	-	5,000	5,000	5,000	5,000
422 3230	City Services-Public Works	5,750	11,500	-	-	-	-	-	-
422 3310	Professional Services-Legal	30,317	810	25,000	1,860	10,000	25,000	25,000	25,000
422 3330	Professional Services-Technical	5,600	6,407	7,500	2,800	5,600	7,500	7,500	7,500
422 3350	Professional Services-Laboratory/Medical	5,157	7,316	9,200	-	5,000	9,200	9,200	9,200
422 3635	Contracted Services-Dispatch	37,297	38,043	39,400	19,592	39,400	40,600	40,600	40,600
422 3690	Contracted Services-Misc	285	854	1,000	444	1,000	1,000	1,000	1,000
422 3835	Neighborhood/Education Programs	3,080	2,811	3,000	150	2,600	2,500	2,500	2,500
422 3860	Weed Abatement Expenses	175	-	500	-	-	-	-	-
422 3865	Haz-Mat Response	320	-	5,000	-	-	5,000	5,000	5,000
422 3910	Hardware Non Capital	-	-	7,500	7,306	7,306	2,500	2,500	2,500
422 3920	Technology-Support and Maintenance	480	-	6,500	6,341	6,341	6,700	6,700	6,700
422 4210	Telephone Communications	7,288	1,955	8,000	1,964	4,000	5,000	5,000	5,000
422 4215	Cellular Phone	7,950	8,910	9,000	3,524	9,000	9,000	9,000	9,000
422 4220	Radio Communications	3,516	4,198	5,500	3,770	5,500	5,500	5,500	5,500
422 4510	Office Supplies	6,589	7,752	7,000	2,007	5,000	6,000	6,000	6,000
422 4515	Equipment Non Capital/Engine Equipment	24,843	32,860	25,000	15,063	28,000	25,000	25,000	25,000
422 4520	Postage	658	326	1,000	95	500	500	500	500
422 4545	Materials and Supplies	26,114	17,343	20,000	9,282	20,000	25,000	25,000	25,000
422 4555	Extinguishing Agents	1,991	492	2,300	455	2,300	2,300	2,300	2,300
422 4580	Office Equipment/Furniture	2,424	2,330	3,000	-	2,000	3,000	3,000	3,000
422 4810	Building and Grounds Maintenance	30,276	37,626	31,300	15,538	26,300	35,000	35,000	35,000
422 4815	Vehicle Expense-Maintenance	40,310	42,900	35,500	23,603	35,500	39,000	39,000	39,000
422 4820	Vehicle Expense-Fuel	23,290	26,522	32,400	16,294	32,400	37,000	37,000	37,000
422 4825	Vehicle Tires	5,533	2,268	6,000	1,844	6,000	6,000	6,000	6,000
422 4830	Equipment Maintenance	14,735	16,452	20,900	7,439	16,900	24,300	24,300	24,300
422 5115	Safety Clothing	17,128	23,877	15,500	2,400	15,500	16,500	16,500	16,500
422 5120	Uniforms	17,226	8,931	10,000	4,693	13,000	12,000	12,000	12,000
422 5410	Utilities-Power	23,267	27,655	34,000	12,484	34,000	34,000	34,000	34,000
422 5420	Utilities-Gas	20,021	20,889	23,000	4,491	23,000	23,000	23,000	23,000
422 5430	Utilities-Water	4,013	5,220	8,500	3,482	8,500	8,500	8,500	8,500
422 5435	Utilities-Sewer	2,527	3,122	3,200	1,299	3,200	3,200	3,200	3,200
422 5440	Utilities-Garbage	1,102	979	1,000	396	1,000	1,000	1,000	1,000
422 5455	Utilities-Storm Drain	590	977	1,200	938	1,200	2,000	2,000	2,000

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010) - FIRE DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
422 5710	Insurance-Automobile	11,223	11,680	13,000	6,140	13,000	13,000	13,000	13,000
422 5715	Insurance-General Liability	9,933	16,696	14,000	4,735	14,000	14,000	14,000	14,000
422 5720	Insurance-Property	8,725	8,415	10,000	4,210	10,000	10,000	10,000	10,000
422 5740	Insurance-Equipment	5,990	6,075	7,300	3,144	7,300	7,300	7,300	7,300
422 5790	Insurance-Miscellaneous	5,988	6,167	7,000	1,055	2,200	2,300	2,300	2,300
Total		419,029	419,126	472,600	191,143	426,747	486,600	486,600	486,600
TOTAL FIRE DEPARTMENT		4,666,654	4,828,042	5,439,072	2,522,756	5,221,331	5,757,751	5,757,751	5,757,751

CITY OF ROSEBURG, OREGON

GENERAL FUND NON-DEPARTMENTAL

CAPITAL OUTLAY - The City's asset capitalization policy is to capitalize and depreciate individual asset acquisitions greater than \$5,000 with a useful life or more than one year. The general rule of materiality applies to group acquisitions. Items costing less than \$5,000 or having a useful life of one year or less will be treated as operating expenditures and included in the materials and service category of each department budget.

Information Technology

\$41,000 City-Wide Document Management System

Finance

\$7,000 Copier

Community Development

\$18,000 Permit System

Police

\$50,000 Records Mgmt System Data Conversion

CONTINGENCY, RESERVES AND UNAPPROPRIATED ENDING FUND BALANCE – In 2010 the Budget Committee established a goal to maintain a 30% General Fund reserve. The reserve identifies funds to be saved for future use and to provide working capital to meet cash flow needs until the time sufficient revenues become available. The reserve is comprised of contingency, reserves and unappropriated ending fund balance. Amounts exceeding the scope of the current reserve would require additional authorization.

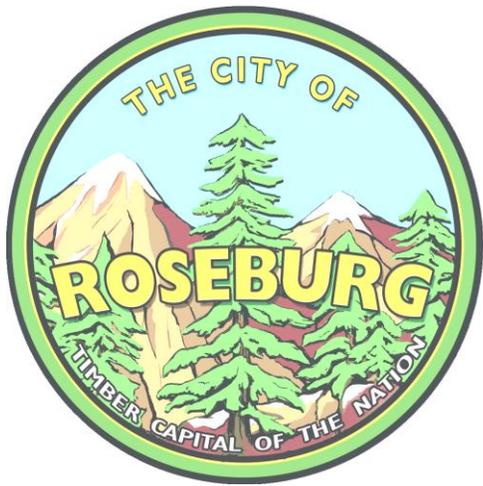
CONTINGENCY includes an amount for unforeseen events.

RESERVE FOR FUTURE EXPENDITURE includes an amount for firefighter overtime savings to offset future costs. The City was awarded a \$648,324 SAFER grant in 2011 for the employment of four firefighters for a twenty-four month period. The grant requires the City to fully fund the firefighters for an additional twelve month period. Overtime savings for the first seven months of the grant period are estimated at \$65,000.

UNAPPROPRIATED ENDING FUND BALANCE includes funds to meet cash flow needs for the first few months of the fiscal year until property taxes become available, generally October and November of each year. Except in an emergency situation no expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted.

CITY OF ROSEBURG, OREGON

<u>GENERAL FUND (010)</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
CAPITAL OUTLAY - 7575									
413 7020	Equipment Acquisition-Police	-	-	47,500	-	47,500	50,000	50,000	50,000
413-7020	Equipment Acquisition-Administration	3,151	-	-	-	-	7,000	7,000	7,000
413 7020	Equipment Acquisition-IT	-	31,974	77,600	76,366	77,600	41,000	41,000	41,000
413 7020	Equipment Acquisition-Fire	14,043	11,872	-	-	-	-	-	-
413 7020	Equipment Acquisition-Planning	-	-	-	-	-	18,000	18,000	18,000
Total		17,194	43,846	125,100	76,366	125,100	116,000	116,000	116,000
TRANSFERS - 9090									
495 8820	Transfer to Public Works Fund	678,775	670,370	773,128	773,128	773,128	831,983	831,983	831,983
495 8822	Transfer to Grant Fund	20,000	-	-	-	-	-	-	-
495 8832	Transfer to Park Improvement	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
495 8833	Transfer to Equipment Fund	360,500	360,000	558,000	558,000	558,000	625,000	625,000	625,000
495 8861	Transfer to Worker's Compensation Fund	160,000	-	-	-	-	-	-	-
Total		1,229,275	1,040,370	1,341,128	1,341,128	1,341,128	1,466,983	1,466,983	1,466,983
OTHER REQUIREMENTS - 9093									
459 9110	Library	50,000	50,000	50,000	-	50,000	50,000	50,000	50,000
TOTAL EXPENDITURES		15,790,838	15,915,747	18,133,793	9,054,177	17,351,450	18,561,104	18,561,104	18,581,104
OPERATING CONTINGENCY - 9091									
606 9010		-	-	300,000	-	-	925,000	925,000	925,000
RESERVE FOR FUTURE EXPENDITURE - 9092									
608 9210		-	-	5,084,187	-	-	65,000	65,000	65,000
607 9410	UNAPPROPRIATED ENDING FUND BALANCE-9494	6,213,329	6,869,469	-	10,405,799	6,625,277	4,586,755	4,586,755	4,566,755
TOTAL FUND BALANCE		6,213,329	6,869,469	5,384,187	10,405,799	6,625,277	5,576,755	5,576,755	5,556,755
TOTAL EXPENDITURES & ENDING FUND BALANCE		22,004,167	22,785,216	23,517,980	19,459,976	23,976,727	24,137,859	24,137,859	24,137,859

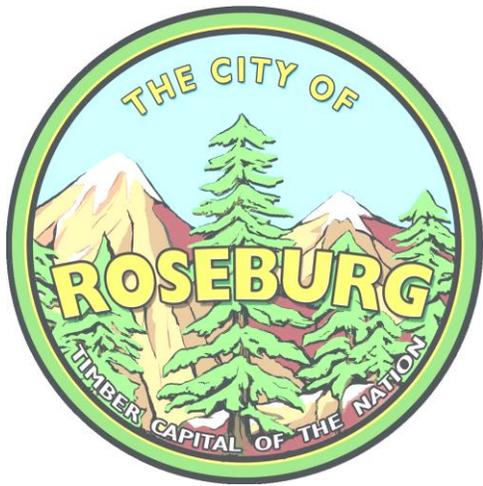


CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
PUBLIC WORKS FUND

The Public Works Fund was created for the FY 2005-06 in an effort to make the budget easier to understand and to assist with final allocation of expenditures and revenues between different City departments.

RESOURCES

This fund accounts for the revenues generated for the administration of the Public Works Department and maintenance of City streets.

- Beginning Fund Balance - This is the estimated cash carryover from the current fiscal year.
- Interdepartment Charges and Transfers – Revenue for this fund is generated through interdepartment charges and transfers from other funds.
- Public Works Fees – Includes plan review and inspection fees, work in right-of-way permits, and other permits processed through the Public Works Department.
- SDC Administration – An administrative fee related to processing SDC's. This fee was dropped from eight to four percent in FY 2008-09. The administrative fees are no longer being transferred.

CITY OF ROSEBURG, OREGON

SUMMARY	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
<u>PUBLIC WORKS (020)</u>								
RESOURCES:								
Charges for Services:								
Fees	13,437	11,995	9,000	1,784	3,500	3,500	3,500	3,500
Interdepartmental Charges	1,546,065	1,440,634	1,713,768	840,768	1,713,768	1,828,792	1,828,792	1,828,792
Intergovernmental Revenue	84,355	85,673	92,198	50,476	96,698	101,252	101,252	101,252
Interest	4,278	3,688	3,500	636	1,272	1,200	1,200	1,200
Miscellaneous	171	444	-	-	-	-	-	-
Total Operating Revenues	1,648,306	1,542,434	1,818,466	893,664	1,815,238	1,934,744	1,934,744	1,934,744
Interfund Transfers	678,775	670,370	773,128	773,128	773,128	831,983	831,983	831,983
Reimbursements	30,000	45,000	-	-	-	-	-	-
Beginning Fund Balance	954,480	823,938	454,092	455,092	455,092	332,300	332,300	332,300
TOTAL RESOURCES	3,311,561	3,081,742	3,045,686	2,121,884	3,043,458	3,099,027	3,099,027	3,099,027
REQUIREMENTS:								
Operating Budget:								
Personnel Services	1,806,012	1,906,348	2,114,905	1,000,945	2,037,140	2,168,913	2,168,913	2,168,913
Materials and Services	681,611	720,302	721,242	280,304	674,018	706,190	706,190	706,190
Total Operating Budget	2,487,623	2,626,650	2,836,147	1,281,249	2,711,158	2,875,103	2,875,103	2,875,103
Total Expenditures	2,487,623	2,626,650	2,836,147	1,281,249	2,711,158	2,875,103	2,875,103	2,875,103
Operating Contingency	-	-	209,539	-	-	223,924	223,924	223,924
Unappropriated Ending Fund Balance	823,938	455,092	-	840,635	332,300	-	-	-
TOTAL REQUIREMENTS	3,311,561	3,081,742	3,045,686	2,121,884	3,043,458	3,099,027	3,099,027	3,099,027
OPERATING BUDGET BY DEPARTMENT								
Administration	723,122	754,859	740,868	341,844	719,022	760,255	760,255	760,255
Engineering	671,698	700,792	745,383	329,047	702,329	751,013	751,013	751,013
Streets	1,092,803	1,170,999	1,349,896	610,358	1,289,807	1,363,835	1,363,835	1,363,835
TOTAL OPERATING BUDGET BY DEPARTMENT	2,487,623	2,626,650	2,836,147	1,281,249	2,711,158	2,875,103	2,875,103	2,875,103

CITY OF ROSEBURG, OREGON

PUBLIC WORKS FUND (20)

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
301 0000 BEGINNING FUND BALANCE	954,480	823,938	454,092	455,092	455,092	332,300	332,300	332,300
REVENUES - (020)								
321 1010 Public Works Fees	13,437	11,995	9,000	1,784	3,500	3,500	3,500	3,500
332 3030 Other	4,120	6,989	2,000	5,380	6,500	5,000	5,000	5,000
341 1035 Interagency-Urban Renewal	80,235	78,684	90,198	45,096	90,198	96,252	96,252	96,252
341 1010 Interdept Charges-General Fund	27,994	27,543	32,214	16,104	32,214	34,376	34,376	34,376
341 1027 Interdept Charges-Storm	305,880	287,484	335,022	167,508	335,022	357,508	357,508	357,508
341 1029 Interdept Charges-Streetlight/Sidewalk	51,749	50,206	56,696	28,346	56,696	60,501	60,501	60,501
341 1031 Interdept Charges-Transportation	699,783	670,529	773,128	386,566	773,128	825,019	825,019	825,019
341 1036 Interdept Charges-Facilities Fund (PSC)	32,705	21,000	32,214	-	32,214	34,376	34,376	34,376
341 1052 Interdept Charges-Airport	40,112	40,304	46,388	23,192	46,388	49,501	49,501	49,501
341 1053 Interdept Charges-Water	387,842	343,568	438,106	219,052	438,106	467,511	467,511	467,511
371 1010 Interest Income	4,278	3,688	3,500	636	1,272	1,200	1,200	1,200
385 1010 Miscellaneous	171	444	-	-	-	-	-	-
391 1010 Transfers-General Fund	678,775	670,370	773,128	773,128	773,128	831,983	831,983	831,983
392 3000 Insurance Reimbursement	30,000	45,000	-	-	-	-	-	-
Total	2,357,081	2,257,804	2,591,594	1,666,792	2,588,366	2,766,727	2,766,727	2,766,727
TOTAL REVENUES & BEGINNING FUND BALANCE	3,311,561	3,081,742	3,045,686	2,121,884	3,043,458	3,099,027	3,099,027	3,099,027

CITY OF ROSEBURG, OREGON
PUBLIC WORKS FUND

PUBLIC WORKS DEPARTMENT - ADMINISTRATION DIVISION

CURRENT OPERATIONS

Public Works Administration is responsible for providing support services for other public works divisions, including administration of the budget and capital improvement programs, park reservations, permits, and user group coordination. In FY 2007-08, the Administration Division was divided into two divisions, an Administration Division and an Engineering Division, to reflect organizational changes made to improve operations. Previously, Public Works, Water and Parks were three separate departments. They have been combined into Public Works Department. This is part of the long-term plan to facilitate the combination of divisions, to maximize efficiencies (staffing and equipment) and to improve coordination between the different specialties.

DEPARTMENT GOALS-PREVIOUS YEAR

1. Evaluate system development charge methodologies.
2. Continue to develop strategies for long-term dedicated transportation funding.
3. Continue to evaluate potential efficiencies that may be realized by altering work hours and/or days.
4. Improve website by adding additional on-line forms/permits
5. Successfully implement Capital Improvement Plan and the first phases of the Sustainability Plan.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue to investigate strategies for long term funding of transportation improvements projects.
2. Evaluate utility rate structures for water and storm drainage funds.
3. Successfully deliver capital improvement projects.
4. Partner with RUSA to update the aerial photography of the UGB.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Director	1.0	1.0	1.0	1.0
Secretary II	1.0	1.0	0.0	1.0
Department Technician	1.0	1.0	2.0	1.0
Staff Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	4.0	4.0	4.0	4.0

CITY OF ROSEBURG, OREGON

<u>PUBLIC WORKS FUND (20) - ADMINISTRATION DIVISION</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 2030									
Salaries and Wages		215,564	222,868	231,400	114,524	231,870	238,938	238,938	238,938
Employee Benefits		106,151	115,155	140,461	65,749	132,680	142,212	142,212	142,212
Total		321,715	338,023	371,861	180,273	364,550	381,150	381,150	381,150
MATERIALS AND SERVICES - 2030									
432 3010	Lodging and Registration	-	615	1,200	50	1,065	1,000	1,000	1,000
432 3015	Meals and Mileage	10	15	300	68	200	200	200	200
432 3020	Commission Meetings	-	23	50	-	-	-	-	-
432 3040	Dues and Subscriptions	137	183	250	99	200	200	200	200
432 3210	City Services-Management	258,706	334,756	335,457	157,729	335,457	348,405	348,405	348,405
432 3215	City Services-Finance	90,000	-	-	-	-	-	-	-
432 3310	Professional Services-Legal	42,144	65,690	15,000	558	7,500	15,000	15,000	15,000
432 3320	Surveying and Engineering Services	-	3,715	4,000	-	1,000	2,000	2,000	2,000
432 3330	Professional Services-Technical	1,500	1,500	1,500	-	-	1,000	1,000	1,000
432 3630	Contracted Services	270	285	750	126	300	500	500	500
432 3910	Hardware Non Capital	-	-	-	-	800	1,000	1,000	1,000
432 4215	Cellular Phone	608	521	600	-	-	-	-	-
432 4510	Office Supplies	652	415	400	158	400	400	400	400
432 4545	Materials and Supplies	236	1,079	500	106	400	400	400	400
432 4580	Office Equipment/Furniture	-	-	250	-	100	250	250	250
432 4815	Vehicle Expense-Maintenance	781	691	750	9	300	750	750	750
432 4820	Vehicle Expense-Fuel	3,784	4,109	5,000	2,104	4,250	5,000	5,000	5,000
432 4830	Equipment Maintenance	2,579	3,239	3,000	564	2,500	3,000	3,000	3,000
Total		401,407	416,836	369,007	161,571	354,472	379,105	379,105	379,105
TOTAL ADMINISTRATION DIVISION		723,122	754,859	740,868	341,844	719,022	760,255	760,255	760,255

CITY OF ROSEBURG, OREGON
PUBLIC WORKS FUND

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

CURRENT OPERATIONS

Engineering Division is responsible for issuing work in right-of-way (ROW) permits; development reviews including public infrastructure needs for residential, commercial, and industrial development and new subdivisions; capital improvement program including master planning, funding development, design and construction administration; planning and coordinating maintenance programs for major public infrastructure such as City streets, traffic signals, street lights, water mains, water pumping stations and water reservoirs; mapping of City infrastructure including review and update of City base maps, orthophotos and GIS systems; inspection of work in ROW including construction in existing ROW and new development; and providing support services to other Public Works divisions and other City departments. The division provides engineering support services for water system, streets, storm drainage, parks, facilities, the Roseburg Regional Airport and Urban Renewal infrastructure projects. The Engineering Division was created in FY 2007-08 to improve department operations.

DEPARTMENT GOALS-PREVIOUS YEAR

1. Successfully implement Capital Improvement Program.
2. Apply for grant funding (if available) for creation of a formal water conservation plan.
3. Revisit implementation of Public Improvement by Private Contract standards.
4. Successfully complete various grant funded projects.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue to successfully implement Capital Improvement Program.
2. Apply for grant funding (if available) for creation of a formal water conservation plan.
3. Deliver the many large capital improvement projects programmed for FY 12-13 in an efficient and cost effective manner.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Technician I, II, III	3.0	3.0	3.0	3.0
GIS Specialist	1.0	1.0	1.0	1.0
Seasonal Technician	0.5	0.0	0.0	0.0
Civil Engineer	1.0	1.0	2.0	2.0
City Engineer	1.0	1.0	0.0	0.0
Division Manager	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	7.5	7.0	7.0	7.0

CITY OF ROSEBURG, OREGON

<u>PUBLIC WORKS FUND (20) - ENGINEERING DIVISION</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 2020									
Salaries and Wages		444,294	452,680	446,128	211,328	444,408	461,584	461,584	461,584
Employee Benefits		222,534	241,804	284,755	114,953	249,416	276,929	276,929	276,929
Total		666,828	694,484	730,883	326,281	693,824	738,513	738,513	738,513
MATERIALS AND SERVICES - 2020									
432 3010	Lodging and Registration	395	346	2,200	-	1,200	2,200	2,200	2,200
432 3015	Meals and Mileage	-	333	300	141	300	350	350	350
432 3040	Dues and Subscriptions	-	-	400	-	200	350	350	350
432 3320	Surveying and Engineering Services	-	-	4,000	-	1,000	2,000	2,000	2,000
432 3330	Professional Services-Technical	-	-	1,000	-	-	1,000	1,000	1,000
432 3630	Professional Services-Contracted	135	142	500	42	250	500	500	500
432 4215	Cellular Phone	1,294	1,320	1,350	355	855	1,200	1,200	1,200
432 4510	Office Supplies	651	404	750	244	500	600	600	600
432 4545	Materials and Supplies	2,343	3,763	3,500	1,984	4,000	4,000	4,000	4,000
432 4580	Office Equipment/Furniture	-	-	500	-	200	300	300	300
432 4815	Vehicle Expense-Maintenance	52	-	-	-	-	-	-	-
Total		4,870	6,308	14,500	2,766	8,505	12,500	12,500	12,500
TOTAL ENGINEERING DIVISION		671,698	700,792	745,383	329,047	702,329	751,013	751,013	751,013

CITY OF ROSEBURG, OREGON
PUBLIC WORKS FUND

PUBLIC WORKS DEPARTMENT - STREET DIVISION

CURRENT OPERATIONS

This Division maintains 150 miles of improved and unimproved streets within the City. This includes street sweeping, striping, maintenance of traffic control devices, alley maintenance, storm drainage maintenance and major and minor street repairs. In addition, the Division provides a leaf pickup program each fall throughout the City. The Division also provides support and maintenance of the Roseburg Regional Airport. The Street Division is a division under the “Operations and Maintenance Division” of Public Works as outlined in the Administration Division portion of the budget.

DEPARTMENT GOALS-PREVIOUS YEAR

1. Utilize new equipment to fullest extent possible to increase efficiency associated with the Pavement Management Program.
2. Continue efforts to emphasize safety in the work place.
3. Continue to utilize available technology to streamline maintenance efforts, such as GIS mapping and GPS technology for tracking roadway signage.

DEPARTMENT GOALS-CURRENT YEAR

1. Complete the GPS data capture of assets within the storm drainage system.
2. Establish a program for capturing sign data with GPS.
3. Continue to work as safely and efficiently as possible.

PERSONNEL HISTORY

The personal service position detail is as follows:

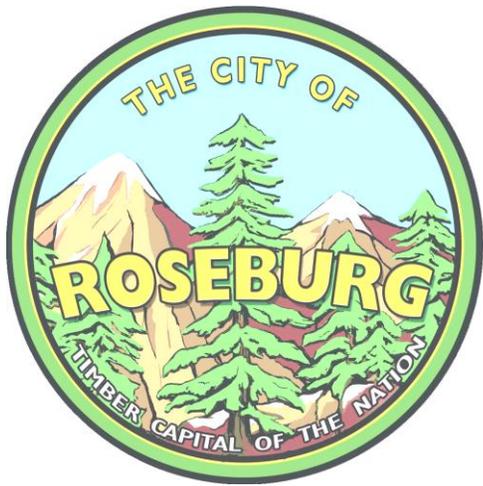
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Street Maintenance I, II, III	11.0	11.0	11.0	11.0
Street Superintendent	1.0	1.0	1.0	1.0
Seasonal/Temp	<u>1.6</u>	<u>0.0</u>	<u>0.0</u>	<u>0.75</u>
	13.6	12.0	12.0	12.75

A direct allocation has also been made under materials and services, to fund 30 percent of a Park Maintenance I FTE to assist with landscaping needs in right-of-way.

CITY OF ROSEBURG, OREGON

PUBLIC WORKS FUND (20) - STREET DEPARTMENT

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
PERSONNEL SERVICES - 2040								
Salaries and Wages	494,195	519,441	559,455	293,081	565,400	593,008	593,008	593,008
Employee Benefits	323,274	354,400	452,706	201,310	413,366	456,242	456,242	456,242
Total	817,469	873,841	1,012,161	494,391	978,766	1,049,250	1,049,250	1,049,250
MATERIALS AND SERVICES - 2040								
432 3010 Lodging and Registration	50	1,397	1,500	-	1,250	1,500	1,500	1,500
432 3015 Meals and Mileage	-	65	500	-	200	500	500	500
432 3040 Dues and Subscriptions	100	-	250	100	200	200	200	200
432 3050 Safety Activities	59	58	200	-	100	200	200	200
432 3220 City Services-Parks	20,000	20,000	20,000	9,998	20,000	20,000	20,000	20,000
432 3350 Laboratory/Medical	1,356	1,972	1,500	258	1,500	1,500	1,500	1,500
432 3690 Contracted Services-Miscellaneous	84	71	-	84	12,750	4,000	4,000	4,000
432 4210 Telephone Communications	2,375	335	500	101	215	225	225	225
432 4215 Cellular Phone	3,268	1,798	2,200	673	1,615	1,700	1,700	1,700
432 4220 Radio and Pagers	22	355	750	-	500	500	500	500
432 4290 Communications Miscellaneous	387	347	500	182	400	400	400	400
432 4510 Office Supplies	274	328	500	173	400	450	450	450
432 4515 Small Tools	2,986	2,233	2,500	1,484	2,500	2,500	2,500	2,500
432 4540 Chemicals	3,259	4,981	4,000	25	4,000	5,000	5,000	5,000
432 4545 Materials and Supplies	8,332	9,475	10,000	4,271	10,000	10,000	10,000	10,000
432 4555 Safety Equipment and Supplies	3,020	2,983	4,000	1,541	3,000	3,500	3,500	3,500
432 4560 Paint and Signs	32,264	39,139	48,000	12,163	42,000	45,000	45,000	45,000
432 4580 Office Equipment/Furniture	197	-	400	-	-	400	400	400
432 4810 Building and Ground Maintenance	11,170	10,500	12,000	3,238	9,000	11,000	11,000	11,000
432 4815 Vehicle Expense-Maintenance	13,821	9,795	14,000	5,471	12,000	12,500	12,500	12,500
432 4820 Vehicle Expense-Fuel	33,311	42,572	45,000	27,071	56,820	58,000	58,000	58,000
432 4825 Vehicle Tires	2,238	2,770	2,500	2,027	3,000	4,000	4,000	4,000
432 4830 Equipment Maintenance	4,173	14,030	8,000	9,084	12,000	12,000	12,000	12,000
432 4835 Road and Bridge Maintenance	30,545	33,084	48,000	11,297	35,000	45,000	45,000	45,000
432 4837 Tree Removal/Maintenance	2,415	1,288	3,500	-	2,500	3,500	3,500	3,500
432 4847 Street Sweeper Debris Disposal	3,072	4,721	5,000	2,133	4,500	5,000	5,000	5,000
432 4850 Equipment Rental	-	-	750	-	750	750	750	750
432 4855 General Maintenance	31	-	200	-	-	-	-	-
432 5120 General Uniform	1,129	1,770	1,800	1,425	1,800	2,000	2,000	2,000
432 5410 Utilities-Power	8,964	8,350	9,200	2,980	9,254	9,750	9,750	9,750
432 5420 Utilities-Gas	16,833	10,591	14,600	610	4,939	12,000	12,000	12,000
432 5430 Utilities-Water	6,538	5,975	10,000	3,776	4,330	6,000	6,000	6,000
432 5435 Utilities-Sewer	656	656	750	273	656	690	690	690
432 5440 Utilities-Garbage Service	2,642	2,642	2,900	1,101	2,642	2,775	2,775	2,775
432 5455 Utilities-Storm Drainage	2,289	2,317	2,660	1,230	2,375	2,495	2,495	2,495
432 5710 Insurance-Automobile	8,787	8,842	9,375	3,053	6,110	8,000	8,000	8,000
432 5715 Insurance-General Liability	30,921	39,160	36,000	4,699	31,835	10,000	10,000	10,000
432 5720 Insurance-Property	9,509	4,363	5,000	1,054	2,110	2,300	2,300	2,300



CITY OF ROSEBURG, OREGON

PUBLIC WORKS FUND (20) - STREET DEPARTMENT

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
432 5740 Insurance-Equipment	5,263	5,172	6,000	2,775	5,550	5,850	5,850	5,850
432 5790 Insurance-Miscellaneous	2,994	3,023	3,200	1,617	3,240	3,400	3,400	3,400
Total	<u>275,334</u>	<u>297,158</u>	<u>337,735</u>	<u>115,967</u>	<u>311,041</u>	<u>314,585</u>	<u>314,585</u>	<u>314,585</u>
TOTAL STREET DEPARTMENT	<u>1,092,803</u>	<u>1,170,999</u>	<u>1,349,896</u>	<u>610,358</u>	<u>1,289,807</u>	<u>1,363,835</u>	<u>1,363,835</u>	<u>1,363,835</u>
TOTAL EXPENDITURES	<u>2,487,623</u>	<u>2,626,650</u>	<u>2,836,147</u>	<u>1,281,249</u>	<u>2,711,158</u>	<u>2,875,103</u>	<u>2,875,103</u>	<u>2,875,103</u>
OPERATING CONTINGENCY - 9091 606 9010	-	-	209,539	-	-	223,924	223,924	223,924
UNAPPROPRIATED ENDING FUND BALANCE	<u>823,938</u>	<u>455,092</u>	-	<u>840,635</u>	<u>332,300</u>	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>3,311,561</u>	<u>3,081,742</u>	<u>3,045,686</u>	<u>2,121,884</u>	<u>3,043,458</u>	<u>3,099,027</u>	<u>3,099,027</u>	<u>3,099,027</u>

CITY OF ROSEBURG, OREGON
GRANT SPECIAL REVENUE FUND

The Grant Special Revenue Fund was created in the 2005-06 fiscal year in an effort to make the budget easier to understand. The Fire and Police departments actively pursued and successfully received grant funds in order to supplement limited operating resources. Historically, grant resources specific to Community Development, Police and Fire have been budgeted in the General Fund with related expenditures within the departments' operating budgets. The expenditures related to these grants have created anomalies from one budget year to the next making operational comparisons difficult. The General Fund now budgets an operating transfer to the Grant Fund for the City's grant matches. Grants that are specific to Special Revenue, Capital Improvement or Enterprise Funds remain with those funds.

DEPARTMENT	PROJECT/ GRANT NAME	GRANTING AGENCY	GRANT AMOUNT	CITY MATCH AMOUNT	EXPENDITURE CY BUDGET AMOUNT
PLANNING	CERTIFIED LOCAL GOVERNMENT	STATE HISTORIC OFFICE	14,500	14,500	(1) 14,500
PLANNING	DOWNTOWN SWITCHYARD REDEVELOPMENT	STATE OF OREGON	54,000	6,000	60,000
PLANNING	SENIOR CENTER		0	20,000	20,000
POLICE	PUBLIC SAFETY SECURITY SYSTEM	US DOJ	41,466		41,466
POLICE	VEST GRANT	US DOJ	5,000	5,000	10,000
POLICE	SPEED ENFORCEMENT EQUIP	ODOT	5,000		5,000
POLICE	EVIDENCE PHOTOGRAPHIC EQUIP	DOJ	8,298		8,298
POLICE	HOMELAND SECURITY BLOCK GRANT	HOMELAND SECURITY	12,000		12,000
			140,264	45,500	171,264

(1) IN-KIND

CITY OF ROSEBURG, OREGON

SUMMARY

GRANT SPECIAL REVENUE FUND (022)

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
RESOURCES:								
Intergovernmental Revenue	14,000	873,120	100,804	25,333	42,933	140,264	140,264	140,264
Interfund transfers	20,000	-	-	-	-	-	-	-
Donations	-	-	-	250	250	-	-	-
Interest	411	328	350	207	400	400	400	400
Total Operating Revenues	34,411	873,448	101,154	25,790	43,583	140,664	140,664	140,664
Beginning Fund Balance	41,581	53,298	66,021	56,779	56,779	73,262	73,262	73,262
TOTAL RESOURCES	75,992	926,746	167,175	82,569	100,362	213,926	213,926	213,926
REQUIREMENTS								
Operating Budget:								
Materials and Services	22,694	869,967	59,338	9,500	27,100	129,798	129,798	129,798
Total Operating Budget	22,694	869,967	59,338	9,500	27,100	129,798	129,798	129,798
Capital Outlay	-	-	41,466	-	-	41,466	41,466	41,466
Total Expenditures	22,694	869,967	100,804	9,500	27,100	171,264	171,264	171,264
Contingency	-	-	66,371	-	-	42,662	42,662	42,662
Unappropriated Ending Fund Balance	53,298	56,779	-	73,069	73,262	-	-	-
TOTAL REQUIREMENTS	75,992	926,746	167,175	82,569	100,362	213,926	213,926	213,926

CITY OF ROSEBURG, OREGON

<u>GRANT FUND (022)</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
301 0000	BEGINNING FUND BALANCE	41,581	53,298	66,021	56,779	56,779	73,262	73,262	73,262
REVENUES - (022)									
331 1020	Federal Grants	-	7,934	54,764	-	17,600	54,764	54,764	54,764
332 1020	State Grants	11,000	860,695	41,040	-	17,000	85,500	85,500	85,500
334 1020	Local Grants	3,000	4,491	5,000	25,333	8,333	-	-	-
371 1010	Interest Income	411	328	350	207	400	400	400	400
381 2010	Donations/Other	-	-	-	250	250	-	-	-
391 1010	Transfer from General Fund	20,000	-	-	-	-	-	-	-
	Total	34,411	873,448	101,154	25,790	43,583	140,664	140,664	140,664
	TOTAL REVENUES & BEGINNING FUND BALANCE	75,992	926,746	167,175	82,569	100,362	213,926	213,926	213,926
MATERIALS AND SERVICES - 1520									
412 3630	Contracted Services	5,665	857,330	-	3,500	3,500	94,500	94,500	94,500
412 4545	General Materials	-	6,000	17,000	6,000	6,000	-	-	-
	Total	5,665	863,330	17,000	9,500	9,500	94,500	94,500	94,500
MATERIALS AND SERVICES - 2550									
452 3838	General Materials	-	500	-	-	-	-	-	-
	Total	-	500	-	-	-	-	-	-
MATERIALS AND SERVICES - 3510									
422 4220	Communications	-	-	8,040	-	-	-	-	-
422 4515	Supplies-Equipment Non Capital	3,695	6,137	24,298	-	17,600	25,298	25,298	25,298
422 5120	Uniforms	-	-	10,000	-	-	10,000	10,000	10,000
	Total	3,695	6,137	42,338	-	17,600	35,298	35,298	35,298

CITY OF ROSEBURG, OREGON

<u>GRANT FUND (022)</u>	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
MATERIALS AND SERVICES - 4010								
422 3010 Lodging & Registration	469	-	-	-	-	-	-	-
422 3015 Meals & Mileage	676	-	-	-	-	-	-	-
422 3690 Contracted Services	8,700	-	-	-	-	-	-	-
422 4515 Supplies-Equipment Non Capital	2,755	-	-	-	-	-	-	-
422 4545 Materials and Supplies	734	-	-	-	-	-	-	-
Total	13,334	-	-	-	-	-	-	-
TOTAL MATERIALS AND SERVICES	22,694	869,967	59,338	9,500	27,100	129,798	129,798	129,798
CAPITAL OUTLAY - 7575								
413 7020 Equipment Acquisition-Police	-	-	41,466	-	-	41,466	41,466	41,466
Total	-	-	41,466	-	-	41,466	41,466	41,466
TOTAL EXPENDITURES	22,694	869,967	100,804	9,500	27,100	171,264	171,264	171,264
OPERATING CONTINGENCY - 9091								
606 9010	-	-	66,371			42,662	42,662	42,662
UNAPPROPRIATED ENDING FUND BALANCE	53,298	56,779	-	73,069	73,262	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	75,992	926,746	167,175	82,569	100,362	213,926	213,926	213,926

CITY OF ROSEBURG, OREGON
HOTEL/MOTEL TAX FUND

RESOURCES AND REQUIREMENTS

CURRENT OPERATIONS

This special revenue fund is used to account for the 8% City Hotel/Motel Tax. An additional 1% was levied for statewide tourism promotion funding. However, those funds are not available to the City of Roseburg but are distributed by the state regionally.

By ordinance, these revenues are to be used for tourism promotion, streetlight and sidewalk improvements and economic development.

The materials and services portion of this budget is for the tourism and promotion program which receives approximately 57% of the annual estimated revenues. The City contracts with the Roseburg Area Chamber of Commerce to provide visitor services. Pursuant to that contract the Chamber was to receive a base amount plus the Portland-Salem Cost of Living Index computed for June to June. The remaining balance of the 57% is allocated to the Visitors and Convention Commission for purposes such as outreach marketing and other expenses in accordance with applicable state law. Due to declining revenues which resulted in limited funding for the City's Commission, the Chamber and City agreed to reallocate the tourism funding. As a result the Chamber receives 90% of the tourism portion of the funds, with the Commission receiving the 10% balance. The services contract expires June 30, 2013.

The transfer to Economic Development Fund is for the share of projected revenues, approximately 10%, that is dedicated to economic development. A transfer of 32.89% of the taxes is made to the Streetlight/Sidewalk Fund.

The operating contingency appropriation, as in other funds, is available for unforeseen situations that may occur during the fiscal year. Governing body approval prior to expenditure is required and unexpended funds are included in the ending fund balance history line item.

CITY OF ROSEBURG, OREGON

HOTEL/MOTEL TAX FUND (024)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	134,905	103,978	102,878	131,930	131,930	137,639	137,639	137,639
REVENUES - (024)								
315 1010 Hotel/Motel Tax	774,982	784,823	825,000	286,732	795,000	825,000	825,000	825,000
371 1010 Interest Income	1,251	1,110	1,500	625	1,025	1,025	1,025	1,025
Total	776,233	785,933	826,500	287,357	796,025	826,025	826,025	826,025
TOTAL REVENUES & BEGINNING FUND BALANCES	911,138	889,911	929,378	419,287	927,955	963,664	963,664	963,664
MATERIALS AND SERVICES - 7474								
462 3210 City Services-Management	28,740	-	24,179	12,089	24,179	26,211	26,211	26,211
462 3620 V & C Local Events	1,000	2,132	50,000	10,075	26,545	32,000	32,000	32,000
462 3625 Contracted Services-Chamber Tourism	458,402	420,470	458,470	147,739	410,066	451,576	451,576	451,576
Total	488,142	422,602	532,649	169,903	460,790	509,787	509,787	509,787
TRANSFER - 9090								
495 8829 Transfer to Street Light/Sidewalk Fund	245,439	258,026	263,390	94,306	253,523	262,722	262,722	262,722
495 8855 Transfer to Economic Development	73,579	77,353	78,960	28,272	76,003	78,760	78,760	78,760
Total	319,018	335,379	342,350	122,578	329,526	341,482	341,482	341,482
TOTAL EXPENDITURES	807,160	757,981	874,999	292,481	790,316	851,269	851,269	851,269
OPERATING CONTINGENCY - 9091								
606 9010 RESERVE - HOTEL/MOTEL	-	-	54,379	-	-	112,395	112,395	112,395
UNAPPROPRIATED ENDING FUND BALANCES	103,978	131,930	-	126,806	137,639	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCES	911,138	889,911	929,378	419,287	927,955	963,664	963,664	963,664

CITY OF ROSEBURG, OREGON
STREET LIGHTS AND SIDEWALK FUND

The Street Lights and Sidewalk Fund was historically included with the Hotel/Motel Tax Fund. For clarification, a separate fund for streetlights and sidewalks was created in FY 2006-07.

RESOURCES

- ◆ Transfer - Revenue is a transfer from the Hotel/Motel Tax Fund, set by ordinance at 32.89 percent of revenue collected from the hotel/motel occupancy tax (after deducting City administrative expenses).

REQUIREMENTS

- ◆ Materials and Services - These costs are an indirect allocation to the General Fund for administration of the fund (Management Services) and a direct allocation to the Public Works Fund to cover the City's costs for administering projects, engineering, and construction observation.
- ◆ Improvements – The City sidewalk rehabilitation program is funded by the fund. The cost for sidewalk rehabilitation varies annually depending on the number of applications received. This fund also provides match towards other major improvement projects. Due to the large expense for major traffic signal and street light projects, it may take several years to accumulate sufficient funds to construct a project.
- ◆ Cost estimates for FY 2012-13 are listed in Table T-1. The capital improvement projects planned for FY 2012-13 include Stewart Parkway/Edenbower Intersection Improvements, Edenbower/Aviation Phase 2 Improvements, Chestnut/Stephens Signal Improvements, and the Stewart Parkway S-Curves Realignment Project. .

CITY OF ROSEBURG, OREGON

STREET LIGHT/SIDEWALK FUND (29)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	599,313	439,160	558,904	625,743	625,743	716,261	716,261	716,261
REVENUES - (029)								
331 1535 Other Grants	-	25,965	-	4,247	4,247	-	-	-
371 1010 Interest Income	4,217	2,747	2,500	1,754	3,200	3,200	3,200	3,200
361 2000 Assessments-S/W	3,461	359	700	-	-	-	-	-
391 1024 Transfer from Hotel/Motel Fund	245,439	258,026	263,390	94,306	253,523	262,722	262,722	262,722
391 3000 Insurance Reimbursements	-	-	-	2,216	2,216	-	-	-
Total	253,117	287,097	266,590	102,523	263,186	265,922	265,922	265,922
TOTAL REVENUES & BEGINNING FUND BALANCE	852,430	726,257	825,494	728,266	888,929	982,183	982,183	982,183
MATERIALS AND SERVICES - 7474								
432 3210 City Services-Management	5,171	7,779	3,972	1,986	3,972	2,384	2,384	2,384
432 3230 City Services-Public Works	51,749	50,206	56,696	28,346	56,696	60,501	60,501	60,501
432 4545 Materials and Supplies	-	-	-	-	-	5,000	5,000	5,000
Total	56,920	57,985	60,668	30,332	60,668	67,885	67,885	67,885
CAPITAL OUTLAY - 7575								
433 7045 Sidewalks-New Construction	249,456	-	75,000	-	20,000	125,000	125,000	125,000
433 7046 Sidewalks-Reconstruction	52,500	5,210	40,000	3,009	42,000	65,000	65,000	65,000
433 7047 Improve-Street Lights/Signals	54,394	37,319	20,000	(3,206)	25,000	95,000	95,000	95,000
433 7048 Traffic Signals	-	-	50,000	-	25,000	150,000	150,000	150,000
Total	356,350	42,529	185,000	(197)	112,000	435,000	435,000	435,000
TOTAL EXPENDITURES	413,270	100,514	245,668	30,135	172,668	502,885	502,885	502,885
OPERATING CONTINGENCY - 9091								
606 9010	-	-	579,826	-	-	200,000	200,000	200,000
UNAPPROPRIATED ENDING FUND BALANCE	439,160	625,743	-	698,131	716,261	279,298	279,298	279,298
TOTAL EXPENDITURES & ENDING FUND BALANCE	852,430	726,257	825,494	728,266	888,929	982,183	982,183	982,183

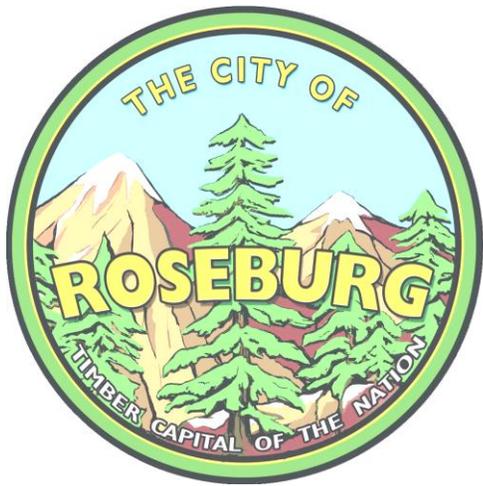


TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2012-13

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	800,000		800,000		
Sidewalks New Construction	25,000	25,000			
Sidewalks Reconstruction	40,000	40,000			
Edenbower & Aviation Drive - Signal Phase II	650,000	50,000	250,000		350,000
Downtown Improvements	370,000				370,000
South Stewart Parkway Improvements - Design/Const (65% SD)	450,000	100,000	250,000	100,000	
Stewart Parkway/Edenbower Intersection Improvements	365,000	50,000	125,000		190,000
Stephens/Chestnut Signal	465,000	150,000			315,000
Calkins Drainage Phase 3	700,000			700,000	
Riverside Park Path Reconstruction (Grant Project)	120,000				120,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	20,000	20,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	34,000			34,000	
Buildings and Structures	10,000			10,000	
Airport Grant Matching Funds	720,000				720,000
GIS/Mapping	12,500		7,500	5,000	
Downtown Marketing Plan	30,000				30,000
Façade Improvement Program	50,000				50,000
Total	4,916,500	435,000	1,432,500	904,000	2,145,000

CITY OF ROSEBURG, OREGON
BIKE TRAIL FUND

RESOURCES AND REQUIREMENTS

The Bike Trail Fund accounts for the state mandated 1% share of gasoline subventions and grant revenues for the construction and maintenance of bike trails within the City boundaries. The projects in the Bike Trail Fund are coordinated through the Parks Division and Parks & Recreation Commission. Bike trails are located within many of the City's parks as well as adjacent to streets, which are wide enough to accommodate them. A new Bicycle and Pedestrian Plan was adopted in 2009.

This year's budget includes a transfer from the Transportation Fund to perform repairs to existing sections of trails. This transfer is funded via the Transportation Fund's franchise fee related income. The City has applied for a grant to construct a new trail between Micelli and Templin Beach Parks. This project is included in the current FY budget.

CITY OF ROSEBURG, OREGON

BIKE TRAIL FUND (025)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2010-2011	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	50,086	59,417	41,424	62,197	62,197	44,419	44,419	44,419
REVENUES - (025)								
371 1010 Interest Income	482	351	400	167	330	-	-	-
332 2010 Gasoline Subvention	8,849	10,645	11,180	6,069	11,892	12,175	12,175	12,175
332 1020 Other Grants	-	-	20,000	-	-	74,969	74,969	74,969
391 1031 Transfer from Transportation Fund	-	-	-	-	-	10,000	40,000	40,000
Total	9,331	10,996	31,580	6,236	12,222	97,144	127,144	127,144
TOTAL REVENUES & BEGINNING FUND BALANCE	59,417	70,413	73,004	68,433	74,419	141,563	171,563	171,563
CAPITAL OUTLAY - 7575								
453 7035 Bike Trail Improvements	-	8,216	60,000	20,000	30,000	97,969	127,969	127,969
TOTAL EXPENDITURES	-	8,216	60,000	20,000	30,000	97,969	127,969	127,969
OPERATING CONTINGENCY - 9091								
606 9010	-	-	13,004	-	-	43,594	43,594	43,594
UNAPPROPRIATED ENDING FUND BALANCE	59,417	62,197	-	48,433	44,419	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	59,417	70,413	73,004	68,433	74,419	141,563	171,563	171,563

CITY OF ROSEBURG, OREGON
HOUSING REHAB LOAN FUND

RESOURCES AND REQUIREMENTS

CURRENT OPERATIONS

This fund accounts for federal and state housing improvement grant revenues. The program was initiated in the 1988-89 fiscal year with funding available through August 1994. This program was designed to provide interest-free loans to bring inadequate housing up to minimum health and safety standards.

Resources for this fund are repayment of rehab loans at title transfer. A grant to fund rehab projects in the Mill-Pine area was completed in 2002.

Contracted Services – This item is utilized to contract for services related to rehabilitation loans. Umpqua Community Development Corporation provides grant administration and grant reporting services related to the loans.

City Services – Finance – This represents fund administrative costs that are being reimbursed to the General Fund.

Additions to Accounts Receivable – This represents funds budgeted for new rehabilitation loans. No funding has been included in the proposed budget for new loans. The loan program will be postponed to guarantee sufficient funding for completion of the parking lot project.

Capital Outlay has been included in this year's budget to complete the Shalimar parking lot. This project will provide parking to residents of the Grand Hotel and is subject to Community Development Block Grant program guidelines.

CITY OF ROSEBURG, OREGON

HOUSING REHABILITATION LOAN FUND (026)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	330,144	282,606	265,976	281,075	281,075	279,530	279,530	279,530
REVENUES - (026)								
371 1010 Interest Income	2,678	1,699	1,000	796	1,500	750	750	750
394 3000 Contract Repayments	25,867	-	25,000	-	-	-	-	-
Total	28,545	1,699	26,000	796	1,500	750	750	750
TOTAL REVENUES & BEGINNING FUND BALANCES	358,689	284,305	291,976	281,871	282,575	280,280	280,280	280,280
MATERIALS AND SERVICES - 7474								
412 3210 City Services-Management	2,686	3,230	3,045	1,521	3,045	3,286	3,286	3,286
412 3630 Contracted Services	18,928	-	20,000	-	-	75,000	75,000	75,000
Total	21,614	3,230	23,045	1,521	3,045	78,286	78,286	78,286
CAPITAL OUTLAY - 7575								
413 7035 Improvements	-	-	175,000	-	-	175,000	175,000	175,000
	-	-	175,000	-	-	175,000	175,000	175,000
OTHER REQUIREMENTS - 9093								
499 9130 Additions to Accounts Receivable	54,469	-	50,000	-	-	-	-	-
TOTAL EXPENDITURES	76,083	3,230	248,045	1,521	3,045	253,286	253,286	253,286
OPERATING CONTINGENCY - 9091								
606 9010	-	-	43,931	-	-	26,994	26,994	26,994
UNAPPROPRIATED ENDING FUND BALANCE	282,606	281,075	-	280,350	279,530	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	358,689	284,305	291,976	281,871	282,575	280,280	280,280	280,280

ECONOMIC DEVELOPMENT FUND

RESOURCES

Economic Development Fund resources are from City Hotel/Motel taxes. A transfer from the Hotel/Motel Fund represents approximately 10% of the tax collected in accordance with Roseburg Municipal Code.

MATERIALS AND SERVICES

The largest expenditures are for professional services. These include contracted services, grants, studies, and contributions to worthy economic development causes. Many of the projects funded with materials and services are developed by partnerships between the State, County and local organizations like the Partnership, leveraging the public/private investment. The Economic Development, Public Works, Historic Resource Review and Airport Commissions work together to evaluate a number of projects and programs to improve the City's overall economic and community development position.

PROJECTS FROM PRIOR YEAR

1. Finalize restructuring of The Partnership
2. Expand enterprise zone
3. Facilitate redevelopment of abandoned switchyard to promote business expansion and growth
4. Continue support for Roseburg Regional Airport growth opportunities
5. Contribute to downtown Main Street program
6. Complete employment land analysis
7. Assist in redevelopment of vacant sites
8. Assist in updating community and economic development plans/programs
9. Administer funds for economic development
10. Participate in developing/expanding economic development partnerships

PROJECTS FOR CURRENT YEAR

1. Facilitate redevelopment of abandoned switchyard to promote business expansion and growth
2. Continue support for Roseburg Regional Airport growth opportunities
3. Contribute to support downtown Main Street program
4. Finish economic opportunities analysis for Roseburg urban area
5. Complete 20-year employment land forecast associated with updated population projection
6. Assess wetland impediments for employment zoned property north of North Umpqua River
7. Administer funds for economic development
8. Participate in developing/expanding economic development partnerships

CITY OF ROSEBURG, OREGON

ECONOMIC DEVELOPMENT FUND (055)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	254,710	170,690	150,585	165,407	165,407	137,835	137,835	137,835
REVENUES - (055)								
332 1020 Other Grants	35,986	-	-	-	-	-	-	-
371 1010 Interest Income	2,057	812	750	387	750	500	500	500
391 1024 Transfer From Hotel/Motel	73,579	77,353	78,960	28,272	76,003	78,760	78,760	78,760
Total	111,622	78,165	79,710	28,659	76,753	79,260	79,260	79,260
TOTAL REVENUES & BEGINNING FUND BALANCE	366,332	248,855	230,295	194,066	242,160	217,095	217,095	217,095
MATERIALS AND SERVICES - 7474								
462 3020 Commission Meetings and Meals	-	120	-	-	-	-	-	-
462 3210 City Services-Management	11,738	8,412	7,450	3,724	7,450	7,732	7,732	7,732
462 3630 Contracted Services-Technical	10,267	85	-	-	-	-	-	-
462 3690 Contracted Services	140,518	74,831	150,000	40,625	96,875	94,100	94,100	94,100
Total	162,523	83,448	157,450	44,349	104,325	101,832	101,832	101,832
CAPITAL OUTLAY - 7575								
463 7035 Improvements-General	33,119	-	-	-	-	-	-	-
Total	33,119	-	-	-	-	-	-	-
OTHER REQUIREMENTS - 9093								
499 9135 Revolving Loans	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	195,642	83,448	157,450	44,349	104,325	101,832	101,832	101,832
OPERATING CONTINGENCY - 9091								
606 9010	-	-	72,845	-	-	115,263	115,263	115,263
UNAPPROPRIATED ENDING FUND BALANCE	170,690	165,407	-	149,717	137,835	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	366,332	248,855	230,295	194,066	242,160	217,095	217,095	217,095

CITY OF ROSEBURG, OREGON
STEWART TRUST FUND

The expendable trust funds have been reclassified under GASB34 reporting requirements to special revenue funds.

STEWART TRUST FUND

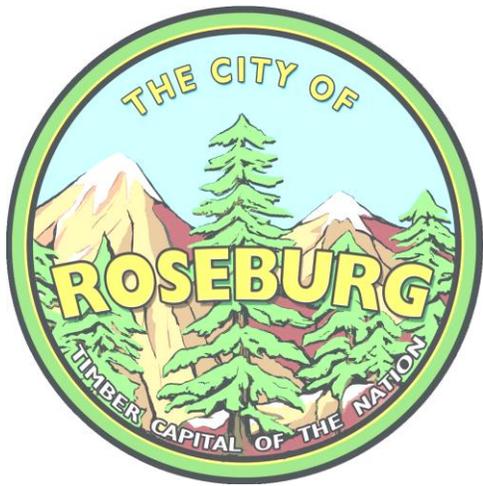
The trust was established in 1974 with funds from the estate of Earle B. Stewart. The primary expenditures from this trust are for improvements to the City's American Legion baseball field and to Stewart Park. Since the inception of the trust, which is administered by a trustee, improvements in excess of \$600,000 have been funded. The Parks and Recreation Commission and City Council review proposed projects annually for submission to the trustee for funding.

In FY 2012-13, funds have been programmed to provide matching funds for the Fir Grove Parking Improvement Project.

CITY OF ROSEBURG, OREGON

STEWART TRUST - (071)

	ACTUAL <u>2009-2010</u>	ACTUAL <u>2010-2011</u>	ADOPTED <u>2011-2012</u>	ACTUAL <u>YTD 12/31/11</u>	PROJECTED <u>YE 06/30/12</u>	PROPOSED <u>2012-2013</u>	APPROVED <u>2012-2013</u>	ADOPTED <u>2012-2013</u>
301 0000 BEGINNING FUND BALANCE	132,092	110,906	74,535	80,846	80,846	92,642	92,642	92,642
REVENUES - 071								
371 1010 Interest Income	400	58	75	28	56	60	60	60
381 1010 Trust Contributions-Earle Stewart	18,414	11,154	10,000	5,869	11,740	12,000	12,000	12,000
Total	18,814	11,212	10,075	5,897	11,796	12,060	12,060	12,060
TOTAL REVENUES & BEGINNING FUND BALANCE	150,906	122,118	84,610	86,743	92,642	104,702	104,702	104,702
CAPITAL OUTLAY - 7575								
453 7082 Improvements-Stewart Park	40,000	25,772	30,000	-	-	45,000	45,000	45,000
453 7083 Improvements-Legion	-	15,500	15,000	-	-	15,000	15,000	15,000
Total	40,000	41,272	45,000	-	-	60,000	60,000	60,000
TOTAL EXPENDITURES	40,000	41,272	45,000	-	-	60,000	60,000	60,000
OPERATING CONTINGENCY - 9091								
606 9010	-	-	39,610	-	-	44,702	44,702	44,702
UNAPPROPRIATED ENDING FUND BALANCE	110,906	80,846	-	86,743	92,642	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	150,906	122,118	84,610	86,743	92,642	104,702	104,702	104,702



CITY OF ROSEBURG, OREGON

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DEBT SERVICE FUNDS

Debt Retirement Fund

99-100

CITY OF ROSEBURG, OREGON
DEBT RETIREMENT FUND

RESOURCES AND REQUIREMENTS

The Debt Retirement Fund accounts for payments on the 2006 Full Faith and Credit Note and the 2007 Full Faith and Credit Note.

The 2006 and the 2007 Full Faith and Credit Notes were issued to fund construction of the new Public Safety facility, which houses the Police, Fire, and Information Technology departments for the City of Roseburg. The City entered into an intergovernmental agreement with the Urban Renewal Agency to use tax increment revenues to pay for the costs of the facility. The facility qualifies as an urban renewal project in the Agency's Urban Renewal Plan.

A schedule of future requirements for the retirement of the 2006 Tax-Exempt Financing Note follows. The note will pay off on June 1, 2017.

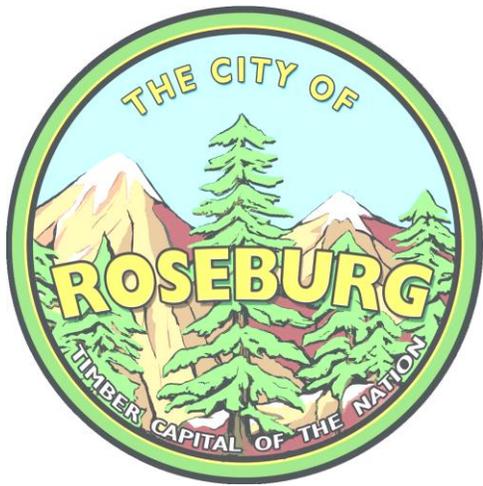
	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2013	-	171,000	171,000
2014	2,210,000	171,000	2,381,000
2015	65,000	82,600	147,600
2016-2017	<u>2,000,000</u>	<u>160,000</u>	<u>2,160,000</u>
	\$ 4,275,000	\$ 584,600	\$ 4,859,600

A schedule of future requirements for the retirement of the 2007 Tax-Exempt Financing Note follows. The note will pay off on June 1, 2016.

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2013	30,000	208,400	238,400
2014	25,000	207,200	232,200
2015	2,415,000	206,200	2,621,200
2016	<u>2,740,000</u>	<u>109,600</u>	<u>2,849,600</u>
TOTAL	\$ 5,210,000	\$ 731,400	\$ 5,941,400

CITY OF ROSEBURG, OREGON

<u>DEBT RETIREMENT FUND (040/041)</u>		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
		<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>YTD 12/31/11</u>	<u>YE 06/30/12</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
301 0000	BEGINNING FUND BALANCE	102,477	110,673	-	-	-	-	-	-
REVENUE - (040)/(041)									
(040) 311 1011	Prior Year Property Taxes	7,250	-	-	-	-	-	-	-
(040) 371 1010	Interest Income	946	-	-	-	-	-	-	-
(041) 334 1040	Interagency Revenue	418,392	417,000	411,000	190,300	411,000	410,000	410,000	410,000
	Total	426,588	417,000	411,000	190,300	411,000	410,000	410,000	410,000
	TOTAL REVENUES & BEGINNING FUND BALANCE	529,065	527,673	411,000	190,300	411,000	410,000	410,000	410,000
DEBT SERVICE - 8080									
(041) 474 8510	Principal-FFC 2006 Issue-U/R	-	-	-	-	-	-	-	-
(041) 474 8550	Interest-FFC 2006 Issue-U/R	171,000	171,000	171,000	85,500	171,000	171,000	171,000	171,000
(041) 474 8515	Principal-FFC 2007 Issue-U/R	35,000	35,000	30,000	-	30,000	30,000	30,000	30,000
(041) 474 8555	Interest-FFC 2007 Issue-U/R	212,392	211,000	210,000	104,800	210,000	209,000	209,000	209,000
	Total	418,392	417,000	411,000	190,300	411,000	410,000	410,000	410,000
TRANSFER-9090									
(040) 495 8910	Residual Equity Transfer	-	110,673	-	-	-	-	-	-
	TOTAL EXPENDITURES	418,392	527,673	411,000	190,300	411,000	410,000	410,000	410,000
	UNAPPROPRIATED ENDING FUND BALANCE	110,673	-	-	-	-	-	-	-
	TOTAL EXPENDITURES & ENDING FUND BALANCE	529,065	527,673	411,000	190,300	411,000	410,000	410,000	410,000



CITY OF ROSEBURG, OREGON

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Facilities Replacement Fund	116-118

CITY OF ROSEBURG, OREGON
TRANSPORTATION FUND

The Transportation Fund accounts for the financial resources used for infrastructure construction and major improvements other than those related to drainage, parks and proprietary fund assets. Historically, street reconstruction and new street projects have been funded through this fund.

Public Works Administration administers the Capital Improvement Fund with oversight from the Public Works Commission. General improvement projects are prioritized using the City's five-year capital improvement plan and the City's Comprehensive Land Use Plan.

Staff proposes to continue to fund the City's pavement management program. The program typically consists of three different surfacing techniques: asphalt overlays, slurry seal and chip seal. A computer program analyzes data to determine the appropriate technique to use and prioritizes the streets in the database. The Public Works Commission reviews the program on an annual basis, prior to implementation. The 10-year Pavement Management Plan was completed in 2008 and can be used to provide a list of priorities and funding recommendations for future pavement management projects.

The pavement management program has been very successful, as the City has been able to resurface over 60% of the existing streets over the last 15 years. The major arterials have been overlaid and many neighborhood streets have been slurry sealed during this time. Most unimproved streets have received chip seal coatings to establish a driving surface, which is more durable than gravel and reduces maintenance costs. This program has allowed for less staff time to be spent on unsurfaced high maintenance streets and concentrate on more cost-effective maintenance items.

The intent of the program is to identify streets that can benefit from an overlay or slurry seal prior to reaching a point of needing total reconstruction. Slurry seals and overlays are significantly less expensive than rebuilding streets. Street lives may be extended 5 to 10 years using these techniques at a fraction of the reconstruction cost. Once a street has reached the point of needing to be completely rebuilt, it can take many years before funds are available. It is the City's intent to attempt to provide intermediate surfaces whenever possible.

The budget includes revenue from the Transportation System Development Charge, adopted in FY 2004-05, which will make available a portion of the funding necessary to provide capacity infrastructure improvements in the City. The TSDC was temporarily reduced to 25 percent until December 31, 2012 or until further action is taken by Council. Projects eligible for funding by SDC's are intended to provide additional capacity for increased traffic associated with new development and minimize the public's expense.

CITY OF ROSEBURG, OREGON
TRANSPORTATION FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated cash carry-over from the current fiscal year to complete projects in progress.
- ◆ ISTEА/STP Funds – This line item typically includes Federal ISTEА funds at \$200,000 per year. The intent is to apply the money to the Stewart Parkway Capacity and Safety Improvement Project.
- ◆ Aid to Cities -- Prior to FY 2007-08, Douglas County historically authorized \$400,000 in Aid to Cities Funds for Roseburg. In FY 2007-08, this was reduced by half to \$200,000. Due to Safety Net issues, it is assumed that no money will be available this year via this program.
- ◆ Gas State Subvention – This is the estimated amount generated for the City through the State gas tax and vehicle licensing fees.
- ◆ System Development Charge – This revenue is generated at the time of new development. The Charge is based on traffic generated by the development.
- ◆ Franchise Fee – Fifteen percent of franchise fees paid by utility companies will now be used for pavement management.

REQUIREMENTS

- ◆ Road and Bridge Maintenance – This is for overlays and slurry seal projects anticipated to be accomplished in 2012-13.
- ◆ Capital Outlay – Some specific projects have been proposed for the 2012-13 fiscal year and are listed in Table T-1. Note that a combination of funding sources will be utilized for many of the projects.
- ◆ Transfer to Public Works Fund – A transfer of \$825,019 to the Public Works Fund has been budgeted. The transfer will fund approximately 30 percent of the Public Works Engineering, Administration and Street Maintenance Divisions.

CITY OF ROSEBURG, OREGON

TRANSPORTATION FUND (031)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	2,533,330	3,638,500	2,588,339	2,743,658	2,743,658	2,465,701	2,465,701	2,465,701
REVENUES - (031)								
321 2012 Electric Franchise Fees	207,742	337,319	340,584	196,237	382,500	393,975	393,975	393,975
321 2018 Water Utility Franchise Fees	-	-	-	16,546	33,092	31,660	31,660	31,660
321 2020 Storm Drainage Franchise Fees	-	-	-	3,414	6,282	7,220	7,220	7,220
331 1010 ISTEА/STP Funds	412,070	-	600,000	-	200,000	200,000	200,000	200,000
331 1035 Federal Operating Grants	-	-	-	-	-	-	-	-
331 1535 Other Grants	-	536,271	-	-	-	-	-	-
332 1020 State Operatng Grants	-	-	-	-	-	-	-	-
332 2010 Gas State Subventions	876,050	1,053,923	1,106,864	600,825	1,177,370	1,205,350	1,205,350	1,205,350
333 1010 Aid to Cities	800,000	-	-	-	-	-	-	-
333 1000 Intergovernmental-Local	-	-	-	-	-	-	-	-
343 7010 Transportation SDC	229,282	125,948	100,000	11,838	16,424	25,000	25,000	25,000
343 7015 SDC Admin Fee	8,400	5,330	4,000	1,223	1,921	1,000	1,000	1,000
371 1010 Interest Income	21,682	17,968	18,000	7,377	12,302	12,000	12,000	12,000
371 1030 Interest Income-Interfund Loan	-	-	-	-	-	-	-	-
382 1000 Private Contributions	559,952	-	-	-	-	-	-	-
385 1010 Miscellaneous	475	25	-	-	-	-	-	-
Total	3,115,653	2,076,784	2,169,448	837,460	1,829,891	1,876,205	1,876,205	1,876,205
TOTAL REVENUES & BEGINNING FUND BALANCE	5,648,983	5,715,284	4,757,787	3,581,118	4,573,549	4,341,906	4,341,906	4,341,906
MATERIALS AND SERVICES - 7474								
432 3215 City Services-Management	47,937	33,213	77,190	38,592	77,190	55,692	55,692	55,692
432 3230 City Services-Public Works	699,783	670,529	773,128	386,566	773,128	825,019	825,019	825,019
432 3245 City Services-SDC Administration	-	-	-	-	-	-	-	-
432 3310 Professional Services	-	-	2,500	-	500	1,000	1,000	1,000
432 3315 Audit Fees	2,105	2,535	2,000	1,140	2,280	2,400	2,400	2,400
432 3320 Engineering Services	3,284	1,307	5,000	-	1,000	1,500	1,500	1,500
432 3690 Contracted Services	-	-	-	-	-	-	-	-
432 4545 Supplies	-	-	500	-	250	500	500	500
432 4835 Road and Bridge Maintenance	278,388	805,140	800,000	655,002	800,000	800,000	770,000	770,000
Total	1,031,497	1,512,724	1,660,318	1,081,300	1,654,348	1,686,111	1,656,111	1,656,111

CITY OF ROSEBURG, OREGON

TRANSPORTATION FUND (031)

CAPITAL OUTLAY - 7575

	ACTUAL <u>2009-2010</u>	ACTUAL <u>2010-2011</u>	ADOPTED <u>2011-2012</u>	ACTUAL <u>YTD 12/31/11</u>	PROJECTED <u>YE 06/30/12</u>	PROPOSED <u>2012-2013</u>	APPROVED <u>2012-2013</u>	ADOPTED <u>2012-2013</u>
433 7010 Land	4,771	-	-	-	28,000	-	-	-
433 7052 Improvements-St Construction	696,619	1,398,086	814,000	72,160	375,000	462,500	462,500	462,500
433 7053 Improvements-Transportation	276,261	60,386	260,000	-	50,000	162,500	162,500	162,500
433 7055 Equipment/Mapping	1,335	430	7,500	-	500	7,500	7,500	7,500
Total	978,986	1,458,902	1,081,500	72,160	453,500	632,500	632,500	632,500

TRANSFERS - 9090

495 8825 Transfer to Bike Trail	-	-	-	-	-	10,000	40,000	40,000
TOTAL EXPENDITURES	2,010,483	2,971,626	2,741,818	1,153,460	2,107,848	2,328,611	2,328,611	2,328,611

OPERATING CONTINGENCY - 9091

606 9010	-	-	350,000	-	-	1,000,000	1,000,000	1,000,000
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UNAPPROPRIATED ENDING FUND BALANCE

	3,638,500	2,743,658	1,665,969	2,427,658	2,465,701	1,013,295	1,013,295	1,013,295
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TOTAL EXPENDITURES & ENDING FUND BALANCE

	5,648,983	5,715,284	4,757,787	3,581,118	4,573,549	4,341,906	4,341,906	4,341,906
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TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2012-13

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	800,000		800,000		
Sidewalks New Construction	25,000	25,000			
Sidewalks Reconstruction	40,000	40,000			
Edenbower & Aviation Drive - Signal Phase II	650,000	50,000	250,000		350,000
Downtown Improvements	370,000				370,000
South Stewart Parkway Improvements - Design/Const (65% SD)	450,000	100,000	250,000	100,000	
Stewart Parkway/Edenbower Intersection Improvements	365,000	50,000	125,000		190,000
Stephens/Chestnut Signal	465,000	150,000			315,000
Calkins Drainage Phase 3	700,000			700,000	
Riverside Park Path Reconstruction (Grant Project)	120,000				120,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	20,000	20,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	34,000			34,000	
Buildings and Structures	10,000			10,000	
Airport Grant Matching Funds	720,000				720,000
GIS/Mapping	12,500		7,500	5,000	
Downtown Marketing Plan	30,000				30,000
Façade Improvement Program	50,000				50,000
Total	4,916,500	435,000	1,432,500	904,000	2,145,000

CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

The Park Improvement Fund identifies the revenue sources and expenditures associated with major park improvements. The acquisition and development of Sunshine Park, Fir Grove section of Stewart Park, and other major park projects are accounted for in this fund.

The Park Improvement Fund revenues are derived from State and Federal Grants, Intergovernmental Grants, System Development Charges (SDC's), donations, and transfers from the General Fund. SDC fees can only be utilized to allow for acquisition and development of park property as well as service level increases in our system to meet the demands created by population growth.

CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- Beginning Fund Balance – This is the amount anticipated to be carried forward from the current year.
- Federal and State Grants – This reflects potential grant requests made to the State for eligible projects.
- Intergovernmental – This is used to account for potential participation from other local agencies.
- Donations – This reflects special fund-raising for specific purpose projects.
- Transfer from General – This transfer represents an amount committed to continue implementing master plan improvements.

REQUIREMENTS

- Improvements – Parks – These improvements are generally contingent upon successful grant applications. Funds from Park Improvement will be used as match for the parking improvement project at Fir Grove Park, if the grant is awarded.

CITY OF ROSEBURG, OREGON

PARK IMPROVEMENT FUND (032)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	121,227	93,517	142,111	139,230	139,230	149,224	149,224	149,224
REVENUES - (032)								
331 1535 Other Grants	-	36,866	-	6,565	6,565	-	-	-
332 1520 Capital Grants	111,197	46,303	102,000	-	-	114,000	114,000	114,000
343 5010 System Development Charge	12,844	14,564	30,000	2,675	5,350	10,000	10,000	10,000
343 5015 SDC Admin Fee	730	582	1,200	107	214	400	400	400
371 1010 Interest Income	1,071	694	600	359	718	800	800	800
381 2010 Donations/Other	2,908	825	-	9,350	10,350	15,000	15,000	15,000
381 2510 Infrastructure	-	11,074	10,000	2,400	19,400	10,000	10,000	10,000
385 1010 Miscellaneous	-	-	-	142	142	-	-	-
391 1010 Transfer from General Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total	138,750	120,908	153,800	31,598	52,739	160,200	160,200	160,200
TOTAL REVENUES & BEGINNING FUND BALANCE	259,977	214,425	295,911	170,828	191,969	309,424	309,424	309,424
MATERIALS AND SERVICES - 7474								
452 3210 City Services-Management	2,109	4,021	1,245	621	1,245	2,242	2,242	2,242
452 3245 City Services-SDC Administration	-	-	-	-	-	-	-	-
452 3615 Contracted Services	2,741	-	1,000	-	500	1,000	1,000	1,000
452 4545 Materials and Supplies	1,418	716	7,500	4,725	6,000	15,000	15,000	15,000
Total	6,268	4,737	9,745	5,346	7,745	18,242	18,242	18,242
CAPITAL OUTLAY - 7575								
453 7015 Improvements-Parks	160,192	70,458	140,000	12,809	35,000	180,000	180,000	180,000
Total	160,192	70,458	140,000	12,809	35,000	180,000	180,000	180,000
TOTAL EXPENDITURES	166,460	75,195	149,745	18,155	42,745	198,242	198,242	198,242
OPERATING CONTINGENCY - 9091								
	-	-	146,166		-	111,182	111,182	111,182
UNAPPROPRIATED ENDING FUND BALANCE	93,517	139,230	-	152,673	149,224	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	259,977	214,425	295,911	170,828	191,969	309,424	309,424	309,424

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund was established a number of years ago to provide assurances that funding would be available to provide for major vehicle acquisitions. By annually transferring resources from the General Fund, budget fluctuations in tax-supported funds can be minimized.

The City has prepared this budget in conjunction with its 5-year plan and a longer-term 20-year replacement schedule for fire apparatus. Due to the significant cost associated with fire apparatus (\$200,000 - \$850,000), it is essential that reserve funds be established for their future replacement.

The City maintains a vehicle replacement policy that calls for replacement of different types of vehicles at different intervals. Evaluations are made based on vehicle performance, maintenance history of the vehicle and job requirements for which the vehicle is used. Many vehicles are reassigned after the primary use of the vehicle can no longer be accommodated. Police patrol vehicles have been utilized by the Fire Department or as general pool vehicles after they are no longer adequate for patrol. The Parks Department has historically used public works vehicles after they are no longer useful for their original purpose.

Vehicle rotation in Police, Public Works, Parks, and Fire have been evaluated to determine cost effective replacement schedules which reduce maintenance requirements and under utilization of staff time and effectively use the City's capital dollars.

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated cash carryover from the prior fiscal year.
- ◆ Transfer from General Fund – This is the transfer for the City’s general operations vehicle replacement needs including Public Works, Parks and Public Safety.
- ◆ Sale Proceeds – The City evaluates the effectiveness of continued utilization of all vehicles. In some cases vehicles are reassigned, and in other cases, the vehicles are sold.

REQUIREMENTS

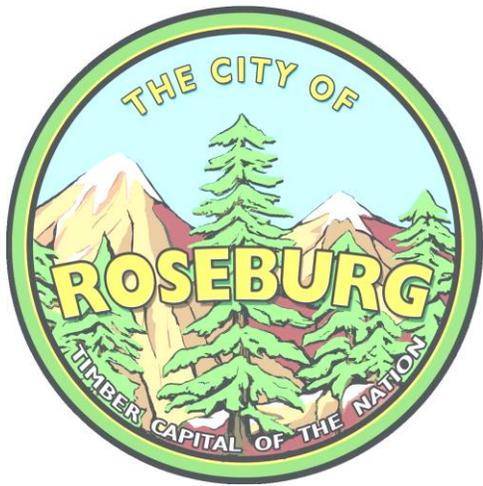
- ◆ Parks:
 - (1) Pickup truck, replacement for 1994
 - (1) Compact Tractor/Loader
 - (1) Fairway Mower, replacement for 1992
- ◆ Police:
 - (1) Motorcycle
 - (4) Patrol sedans
- ◆ Public Works:
 - (1) Dump Truck, replacement for 1995
- ◆ Fire:
 - (1) Staff Vehicle
- ◆ In prior years a contingency was established for unforeseen events. It is not included in this year’s plan, but will continue to be evaluated each year.
- ◆ Reserves – This is the amount to provide for future purchases based on the City’s projections and replacement program. This includes a reserve for future replacement of major fire equipment. The reserve will be used to replace equipment that was originally purchased with grant funds. Also included is a \$50,000 annual reserve for acquisition or replacement of essential City information systems.

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND (033)
5 YEAR PROJECTION

FUND/DEPT	#	2012-13	#	2013-14	#	2014-15	#	2015-16	#	2016-17	FIVE-YEAR TOTAL
BEGINNING BALANCE		\$339,892		\$568,892		\$785,892		\$890,892		\$510,892	\$339,892
REQUIREMENTS											
<u>PUBLIC SAFETY</u>											
FIRE DEPT											
STAFF VEHICLE	1	35,000									35,000
TURNOUTS, EQUIPMENT			1	25,000					1	35,000	60,000
BRUSH FIRE ENGINE					1	85,000					85,000
TRIPLE COMBINATION PUMPER							1	600,000			600,000
DEPT TOTAL	1	\$35,000	1	\$25,000	1	\$85,000	1	\$600,000	1	\$35,000	\$780,000
POLICE DEPT											
MOTORCYCLE	1	22,000					1	25,000	1	27,500	74,500
SEDAN-CHIEF									1	26,000	26,000
UNMARKED			1	26,000	1	27,000					53,000
PATROL-SEDAN	4	140,000			4	142,000	4	143,000			425,000
DEPT TOTAL	5	\$162,000	1	\$26,000	5	\$169,000	5	\$168,000	2	\$53,500	\$578,500
TOTAL PUBLIC SAFETY	6	\$197,000	2	\$51,000	6	\$254,000	6	\$768,000	3	\$88,500	\$1,358,500
<u>PUBLIC WORKS</u>											
ADMINISTRATION											
SEDAN-POOL					1	20,000			1	20,000	40,000
DEPT TOTAL	-	-	-	-	1	20,000	-	-	1	20,000	\$40,000
ENGINEERING DEPT.											
TECH TRUCK					-	22,000	1	22,000			44,000
DEPT TOTAL	-	-	-	-	1	22,000	1	22,000	-	-	\$44,000
STREET MAINTENANCE											
PICKUP REPLACEMENT					1	28,000			1	28,000	56,000
PICKUP 1-TON DUALY											-
PICKUP WITH UTILITY CRANE FLAT BED							1	40,000			40,000
CRANE TRUCK									1	95,000	95,000
INGERSALL RAND ROLLER			1	50,000							50,000
DUMP TRUCK	1	85,000					1	82,000			167,000
TMT PAINT MACHINE			1	10,000	1	10,000					20,000
SWEEPER			1	200,000					1	225,000	425,000
SWEEP/PATCH TRUCK					1	90,000					90,000
AIR COMPRESSOR					1	25,000			1	22,000	47,000
CAMERA VAN							1	75,000			75,000
ARROWBOARD TRI-MOUNTED			1	30,000							30,000
ASPHALT GRINDER W/ BOBCAT											-
DEPT TOTAL	1	\$85,000	4	\$290,000	4	\$153,000	3	\$197,000	4	\$370,000	\$1,095,000
TOTAL PUBLIC WORKS	1	\$85,000	4	\$290,000	6	\$195,000	4	\$219,000	5	\$390,000	\$1,179,000

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND (033)
5 YEAR PROJECTION

FUND/DEPT	#	2012-13	#	2013-14	#	2014-15	#	2015-16	#	2016-17	FIVE-YEAR TOTAL
PARKS											
PICKUP	1	32,000	1	33,000	2	61,000					126,000
COMPACT TRACTOR/LOADER	1	40,000									40,000
SPREADER								1	20,000		20,000
LD LOADER								1	43,000		43,000
CHIPPER								1	48,000		48,000
TURF SWEEPER											-
UTILITY CART			1	25,000	1	18,000	1	27,000			70,000
FAIRWAY MOWER	1	54,000					1	53,000			107,000
ZERO TURN MOWER			1	18,000	1	20,000					38,000
MOWER-72"					1	34,000					34,000
MOWER-126"			1	53,000							53,000
DEPT TOTAL	3	\$126,000	4	\$129,000	5	\$133,000	2	\$80,000	3	\$111,000	\$579,000
TOTAL REQUIREMENTS	10	\$408,000	10	\$470,000	17	\$582,000	12	\$1,067,000	11	\$589,500	\$3,116,500
RESOURCES											
GENERAL-EQUIPMENT & VEHICLES		550,000		600,000		600,000		600,000		600,000	2,950,000
GENERAL-FIRE EQUIPMENT		25,000		25,000		25,000		25,000		25,000	125,000
GENERAL-FINANCIAL SYSTEM		50,000		50,000		50,000		50,000		50,000	250,000
ASSET SALES		10,000		10,000		10,000		10,000		10,000	50,000
INTEREST		2,000		2,000		2,000		2,000		2,000	10,000
TOTAL RESOURCES		\$637,000		\$687,000		\$687,000		\$687,000		\$687,000	\$3,385,000
ENDING BALANCE/RESERVE		\$568,892		\$785,892		\$890,892		\$510,892		\$608,392	\$608,392
RESERVE-EQUIPMENT & VEHICLES		360,892		527,892		557,892		102,892		160,392	160,392
RESERVE FOR FIRE EQUIPMENT		158,000		158,000		183,000		208,000		198,000	198,000
RESERVE FOR FINANCIAL SYSTEM		50,000		100,000		150,000		200,000		250,000	250,000
TOTAL RESERVES		\$568,892		\$785,892		\$890,892		\$510,892		\$608,392	\$608,392



CITY OF ROSEBURG, OREGON

<u>EQUIPMENT REPLACEMENT FUND (033)</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
301 0000	BEGINNING FUND BALANCE	405,043	516,104	146,340	146,392	146,392	339,892	339,892	339,892
REVENUES - (033)									
371 1010	Interest Income	3,265	2,176	2,500	358	2,000	2,000	2,000	2,000
392 1000	Proceeds From Asset Sales	21,758	4,784	10,000	-	9,500	10,000	10,000	10,000
391 1010	Transfer From General Fund	360,500	360,000	558,000	558,000	558,000	625,000	625,000	625,000
392 3000	Reimbursements/Insurance	84,090	512	-	-	-	-	-	-
	Total	469,613	367,472	570,500	558,358	569,500	637,000	637,000	637,000
TOTAL REVENUES & BEGINNING FUND BALANCE		874,656	883,576	716,840	704,750	715,892	976,892	976,892	976,892
MATERIALS AND SERVICES - 7474									
412 4620	Lease Expense-Vehicles	9,000	-	-	-	-	-	-	-
	Total	9,000	-	-	-	-	-	-	-
CAPITAL OUTLAY - 7575									
413 7031	Public Works Acquisition-Street Maintenance	30,651	176,924	106,000	-	85,000	85,000	85,000	85,000
413 7032	General Fund Acquisition-Parks	66,847	89,914	67,000	-	67,000	126,000	126,000	126,000
413 7033	Public Safety Acquisition-Police	251,093	27,797	202,000	42,977	202,000	162,000	162,000	162,000
413 7034	Public Safety Acquisition-Fire	961	442,549	57,000	-	22,000	35,000	35,000	35,000
	Total	349,552	737,184	432,000	42,977	376,000	408,000	408,000	408,000
TOTAL EXPENDITURES		358,552	737,184	432,000	42,977	376,000	408,000	408,000	408,000
RESERVED FOR FUTURE EXPENDITURE - 9092									
608 9210		-	-	284,840	-	-	568,892	568,892	568,892
UNAPPROPRIATED ENDING FUND BALANCE		516,104	146,392	-	661,773	339,892	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE		874,656	883,576	716,840	704,750	715,892	976,892	976,892	976,892

CITY OF ROSEBURG, OREGON
ASSESSMENT IMPROVEMENT FUND

The Assessment Improvement Fund is used to account for the construction of Local Improvement District projects. These projects may be requested by property owners or initiated by City Council action. Generally, very large projects are financed through issuance of short-term debt obligations during construction. After the completion of the projects, the City can sell assessment bonds and retire the short-term obligations. After bonds are issued, the corresponding long-term debt is incorporated into the Assessment Fund and provision for repayment is budgeted.

The 1994-95 budget included a one-time transfer of \$400,000 from General Fund. These funds were the remaining balance from previous local improvement districts. We established a revolving loan pool in the Assessment Fund to provide financing for smaller improvement projects, which would no longer require bank financing. This saves significant financing costs and provides for timelier project planning.

All improvements paid for through the Assessment Fund are assessed to those property owners for whom a specific benefit can be determined, and the benefited property is liened for the amount of the assessment. Local Improvement Districts are formed in compliance with applicable State statutes and the City's Municipal Code. The City has attempted to minimize its risk associated with assessment projects by establishing very strict guidelines relating to value of improvements in relationship to the value of benefited property.

CITY OF ROSEBURG, OREGON

ASSESSMENT IMPROVEMENT FUND (034)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	1,450,200	1,258,095	1,292,384	1,283,656	1,283,656	1,335,156	1,335,156	1,335,156
REVENUES - (034)								
361 2000 Assessment Income	116,352	17,802	27,975	31,651	40,000	20,000	20,000	20,000
371 1010 Interest Income	11,703	7,613	15,000	3,660	7,000	7,000	7,000	7,000
371 1015 Assessment Interest	2,310	8,057	-	2,686	4,500	5,000	5,000	5,000
Total	130,365	33,472	42,975	37,997	51,500	32,000	32,000	32,000
TOTAL REVENUES & BEGINNING FUND BALANCE	1,580,565	1,291,567	1,335,359	1,321,653	1,335,156	1,367,156	1,367,156	1,367,156
MATERIALS AND SERVICES - 7474								
432 3210 City Services-Management	7,386	7,911	-	-	-	-	-	-
Total	7,386	7,911	-	-	-	-	-	-
CAPITAL OUTLAY - 7575								
433 7045 Improvements-LID's-Sidewalks	315,084	-	-	-	-	-	-	-
Total	315,084	-	-	-	-	-	-	-
TOTAL EXPENDITURES	322,470	7,911	-	-	-	-	-	-
OPERATING CONTINGENCY - 9091								
606 9010	-	-	300,000	-	-	300,000	300,000	300,000
RESERVED FOR FUTURE EXPENDITURE - 9092								
608 9210	-	-	1,035,359	-	-	1,067,156	1,067,156	1,067,156
UNAPPROPRIATED ENDING FUND BALANCE	1,258,095	1,283,656	-	1,321,653	1,335,156	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	1,580,565	1,291,567	1,335,359	1,321,653	1,335,156	1,367,156	1,367,156	1,367,156

CITY OF ROSEBURG, OREGON
FACILITIES REPLACEMENT FUND

During the 1999 fiscal year, Council adopted a goal to “start to develop a facilities plan.” Thereafter, the Facilities Replacement Fund was created in 1999-2000 to provide for the future major renovation and replacement of City-owned facilities. Such use for enterprise type activities will require Council action and will occur only if insufficient enterprise funds are available and action is necessary to protect and preserve the City’s capital investment.

A comprehensive assessment of the physical condition of city-owned buildings was completed in 2007. The study identified facilities requiring immediate maintenance as well as long-term (30 year) needs. The total priority needs identified in the study total approximately \$1 million.

Projects under construction and/or completed this fiscal year include: energy and electrical upgrades at the Art Center, electrical upgrades at the Parks Maintenance Shop, access improvements at Fire Station 2, repair of the Airport AV gas fueling station, security upgrades at City Hall and Fulton Maintenance Facility, and dugouts at Gaddis Park.

Proposed projects for 2012-13 are outlined on Table F-1 included in this document.

CITY OF ROSEBURG, OREGON

FACILITIES REPLACEMENT FUND (036)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	3,135,033	1,399,658	1,259,833	1,299,800	1,299,800	1,048,302	1,048,302	1,048,302
REVENUES - (036)								
331 1535 Other Grants	-	6,171	-	-	-	-	-	-
332 1020 State Grants	-	-	-	-	231,716	30,000	30,000	30,000
342 1005 Rental Income	1,500	6,279	-	-	-	-	-	-
371 1010 Interest Income	21,276	8,154	6,000	3,542	6,200	5,000	5,000	5,000
371 1030 Interest Income-Bonds	114	-	-	-	-	-	-	-
381 2510 Contributions	-	22,888	-	-	-	105,000	105,000	105,000
392 1000 Proceeds from Sale of Assets	-	1,011	-	-	-	100,000	100,000	100,000
392 3000 Insurance Reimbursements	8,530	-	-	-	-	-	-	-
Total	31,420	44,503	6,000	3,542	237,916	240,000	240,000	240,000
TOTAL REVENUES & BEGINNING FUND BALANCE	3,166,453	1,444,161	1,265,833	1,303,342	1,537,716	1,288,302	1,288,302	1,288,302
MATERIALS AND SERVICES - 7474								
412 3230 City Services-Public Works	-	21,000	-	-	32,214	34,376	34,376	34,376
412 3630 Professional Services	389	291	25,000	-	-	135,000	135,000	135,000
412 3899 Non Capital-Public Safety Center	50,163	2,592	-	-	-	-	-	-
412 4545 General Materials	-	542	-	58	200	1,000	1,000	1,000
412 4810 Repairs and Maintenance	11,549	9,031	25,000	60	12,000	20,000	20,000	20,000
Total	62,101	33,456	50,000	118	44,414	190,376	190,376	190,376
CAPITAL OUTLAY - 7575								
413 7010 Land	-	-	-	-	-	-	-	-
413 7015 Improvements-City Facilities	70,550	95,713	586,000	197,910	445,000	305,300	305,300	305,300
413 7015 Improvements-Public Safety Facility	1,098,348	-	-	-	-	-	-	-
413 7020 Equipment	516,504	15,192	-	-	-	-	-	-
413 7035 Improvements	19,292	-	-	-	-	-	-	-
Total	1,704,694	110,905	586,000	197,910	445,000	305,300	305,300	305,300
TOTAL EXPENDITURES	1,766,795	144,361	636,000	198,028	489,414	495,676	495,676	495,676
OPERATING CONTINGENCY - 9091								
606 9010	-	-	100,000	-	-	200,000	200,000	200,000
RESERVED FOR FUTURE EXPENDITURE - 9092								
608 9210	-	-	529,833	-	-	592,626	592,626	592,626
UNAPPROPRIATED ENDING FUND BALANCE	1,399,658	1,299,800	-	1,105,314	1,048,302	-	-	-
TOTAL FUND BALANCE	1,399,658	1,299,800	629,833	1,105,314	1,048,302	792,626	792,626	792,626
TOTAL EXPENDITURES & ENDING FUND BALANCE	3,166,453	1,444,161	1,265,833	1,303,342	1,537,716	1,288,302	1,288,302	1,288,302

**TABLE F-1
FACILITIES FUND PROJECTS
FY 2012-13**

Facility	Description	Estimated Cost
Airport	Roofing Repairs	\$ 25,000
	<i>Airport Total</i>	\$ 25,000
City Hall	Security Upgrades	\$ 20,000
	Plumbing Upgrades	\$ 21,000
	<i>City Hall Total</i>	\$ 41,000
Other Buildings	Templin Restroom	\$ 4,000
	Willis House Walls	\$ 7,500
	Willis House Fire Protection	\$ 1,600
	<i>Other Buildings Total</i>	\$ 13,100
Fir Grove Park	Arts Center Exterior Lighting	\$ 15,000
	<i>Fir Grove Park Total</i>	\$ 15,000
Fire Stations	Station 2 Furnaces	\$ 11,700
	Station 3 Water System	\$ 15,400
	PSC Solar	\$ 135,000
	<i>Fire Stations Total</i>	\$ 162,100
Gaddis Park	Parking Lot	\$ 12,000
	Plumbing Upgrades	\$ 7,500
	<i>Gaddis Park Total</i>	\$ 19,500
Golf Course	Cart Barns Siding	\$ 10,000
	ADA Upgrades	\$ 3,500
	<i>Golf Course Total</i>	\$ 13,500
Parks Maintenance Shop	Roll Up Doors	\$ 6,600
	Patch/Paint	\$ 12,000
	<i>Parks Maintenance Shop Total</i>	\$ 18,600
PW Maintenance Shop	Security Upgrades	\$ 5,000
	<i>PW Maint</i>	\$ 5,000
Stewart Park	Hoffman Center HVAC	\$ 7,500
	Riverbank Erosion	\$ 20,000
	<i>Stewart Park Total</i>	\$ 27,500
Miscellaneous	ADA Upgrades	\$ 100,000
FACILITIES FUND TOTAL*		\$ 440,300
*\$305,300 Capital, \$135,000 Non-Capital		

CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
STORM DRAINAGE FUND

CURRENT OPERATIONS

This fund was created in 1989-90 to account for the revenues and operations of the City's storm drainage system. The principal source of revenue to this fund is user charges. Grant revenues will be applied for when available.

The Fund is managed by the Public Works Department using the City's Storm Drainage Master Plan as a general guideline. General oversight is provided by the Public Works Commission. An update of the Storm Drainage Master Plan was completed in 2011. The plan identifies approximately \$20 million in needed improvements. System development charges will be reviewed based on capital improvement and operation needs identified in the Master Plan update.

CITY OF ROSEBURG, OREGON
STORM DRAINAGE FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Fees - Revenues are projected at \$3.77 per equivalent residential unit (ERU).
- ◆ System Development Charge - This is a fee charged to help defray the costs associated with major developments that would impact the drainage system as a whole. The fee complies with Oregon Revised Statutes. Revenue projections are based on the SDC charge of \$940 per ERU.

REQUIREMENTS

- ◆ Materials and Services - These costs are for the administration of the fund and for annual drainage system maintenance programs. Much of the ongoing maintenance is performed by the Public Works Department staff budgeted in the Public Works Fund. Revenue transferred from the Storm Drainage Fund supports staffing in Public Works Administration and Engineering, and in the Street Maintenance Division. A direct allocation has also been made to Parks Maintenance to assist with landscaping needs in storm drainage detention and treatment areas.
- ◆ Improvements – Money has been budgeted in FY 2012-13 to construct storm drainage improvements on Wannell and Luth Streets and to contribute to storm improvements as part of improvement project on South Stewart Parkway Project. Storm Drainage Capital Projects are outlined in Table T-1.

CITY OF ROSEBURG, OREGON

STORM DRAINAGE FUND (027)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	350,833	846,087	1,122,108	1,282,241	1,282,241	851,331	851,331	851,331
REVENUES - (027)								
343 2005 Fees	856,557	900,979	925,000	467,650	935,300	963,000	963,000	963,000
343 2010 System Development Charge	149,922	60,713	50,000	3,656	10,000	25,000	25,000	25,000
343 2020 SDC Admin Fee	3,997	2,429	2,000	146	400	1,000	1,000	1,000
371 1010 Interest Income	4,083	5,985	4,000	3,123	4,685	2,500	2,500	2,500
Total	1,014,559	970,106	981,000	474,575	950,385	991,500	991,500	991,500
TOTAL REVENUES & BEGINNING FUND BALANCE	1,365,392	1,816,193	2,103,108	1,756,816	2,232,626	1,842,831	1,842,831	1,842,831
MATERIALS AND SERVICES - 7474								
432 3210 City Services-Management	12,985	9,359	29,625	4,813	29,325	22,537	22,537	22,537
432 3220 City Services-Parks	20,000	20,000	20,000	9,998	20,000	5,000	5,000	5,000
432 3230 City Services-Public Works	305,880	287,484	335,022	167,508	335,022	357,508	357,508	357,508
432 3310 Legal	-	93,905	750,000	677,754	750,000	100,000	100,000	100,000
432 3315 Audit Fees	2,105	2,534	2,200	1,140	2,280	2,300	2,300	2,300
432 3320 Engineering	-	-	1,500	-	-	1,000	1,000	1,000
432 3690 Contracted Services	650	2,218	800	822	1,200	1,200	1,200	1,200
432 3840 Franchise Fee	42,000	42,750	45,550	22,764	45,550	47,935	47,935	47,935
432 3845 Property Taxes	18	19	20	18	18	20	20	20
432 3870 Bad Debt Expense	3,017	3,656	4,000	2,041	4,100	4,000	4,000	4,000
432 3885 Banking Fees	-	472	1,000	345	800	1,000	1,000	1,000
432 3910 Hardware Non Capital	-	45	5,000	-	-	1,000	1,000	1,000
432 3915 Software Non Capital	3,750	3,238	6,000	3,450	5,000	5,000	5,000	5,000
432 3920 Technology-Support and Maintenance	-	2,658	6,000	2,323	4,500	5,000	5,000	5,000
432 4515 Supplies	-	-	2,000	870	2,000	2,000	2,000	2,000
432 4545 General Materials	1,317	487	2,500	213	1,000	1,500	1,500	1,500
432 4815 Vehicle Maintenance	7,815	2,853	2,500	380	1,500	2,000	2,000	2,000
432 4830 Equipment Maintenance	-	642	1,500	215	1,000	1,000	1,000	1,000
432 4855 Storm Drainage Maintenance	5,145	7,636	10,000	771	7,500	7,500	7,500	7,500
432 5715 Insurance-General Liability	-	-	-	11,210	-	23,100	23,100	23,100
Total	404,682	479,956	1,225,217	906,635	1,210,795	590,600	590,600	590,600

CITY OF ROSEBURG, OREGON

STORM DRAINAGE FUND (027)

CAPITAL OUTLAY - 7575

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
433 7015 Buildings and Structures	-	541	42,500	17,152	20,000	10,000	10,000	10,000
433 7020 Equipment Acquisition	6,408	20,000	4,000	-	-	34,000	34,000	34,000
433 7050 Improvements-Drainage	108,215	33,455	825,000	25,964	150,000	855,000	855,000	855,000
433 7055 Improvements-Mapping	-	-	5,000	-	500	5,000	5,000	5,000
Total	114,623	53,996	876,500	43,116	170,500	904,000	904,000	904,000
TOTAL EXPENDITURES	519,305	533,952	2,101,717	949,751	1,381,295	1,494,600	1,494,600	1,494,600
OPERATING CONTINGENCY - 9091								
606 9010	-	-	1,391	-	-	348,231	348,231	348,231
UNAPPROPRIATED ENDING FUND BALANCE	846,087	1,282,241	-	807,065	851,331	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	1,365,392	1,816,193	2,103,108	1,756,816	2,232,626	1,842,831	1,842,831	1,842,831

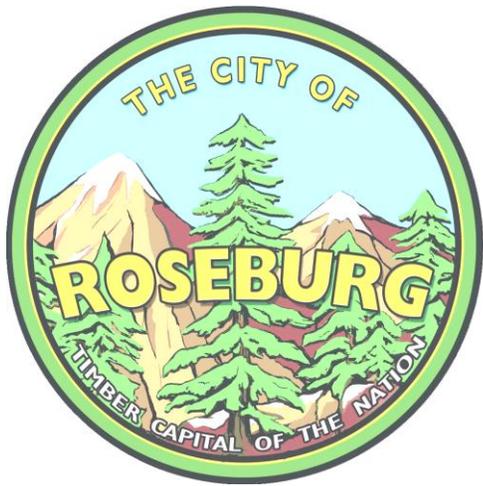


TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2012-13

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	800,000		800,000		
Sidewalks New Construction	25,000	25,000			
Sidewalks Reconstruction	40,000	40,000			
Edenbower & Aviation Drive - Signal Phase II	650,000	50,000	250,000		350,000
Downtown Improvements	370,000				370,000
South Stewart Parkway Improvements - Design/Const (65% SD)	450,000	100,000	250,000	100,000	
Stewart Parkway/Edenbower Intersection Improvements	365,000	50,000	125,000		190,000
Stephens/Chestnut Signal	465,000	150,000			315,000
Calkins Drainage Phase 3	700,000			700,000	
Riverside Park Path Reconstruction (Grant Project)	120,000				120,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	20,000	20,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	34,000			34,000	
Buildings and Structures	10,000			10,000	
Airport Grant Matching Funds	720,000				720,000
GIS/Mapping	12,500		7,500	5,000	
Downtown Marketing Plan	30,000				30,000
Façade Improvement Program	50,000				50,000
Total	4,916,500	435,000	1,432,500	904,000	2,145,000

CITY OF ROSEBURG, OREGON
OFF STREET PARKING FUND

RESOURCES

This fund is used to account for the City owned off-street parking facilities as well as enforcement and maintenance of the on-street parking areas as designated in the Municipal Code. Operations are financed and recovered through user charges.

In 1980 the City constructed a multi-level parking structure to provide monthly rental parking for downtown employees as well as free customer parking. Another lot at Rose and Cass is provided solely for free customer parking. In addition, the City maintains two street level parking lots in the downtown area to provide off-street parking for owners and employees of the area businesses. These parking lots are the Flegel Center Lot at Kane and Washington and the Phillips Lot on Stephens near Lane.

As operating expenditures have historically exceeded revenues, Staff continues to evaluate the most efficient methods for managing the off street parking program. During Fiscal Year 2006-2007, the City chose to contract with Diamond Parking to provide parking enforcement. Their current contract expires December 31, 2013. The City has entered into an agreement with the Roseburg Downtown Association which requires the Association to submit a proposal, on or before June 30, 2012, to operate, manage and maintain a parking enforcement program for all downtown public parking areas that currently have or may have potentially designated limitations. Therefore, upon consideration of that proposal, changes may be implemented for parking enforcement.

- ◆ Beginning Fund Balance - This is the amount of carryover needed to provide for adequate cash to meet the funds current obligations.

- ◆ User Charges - These charges include a contract with the County for parking enforcement services on County lots, parking meter revenues and space lease revenues from non-metered off-street City owned parking facilities.

CITY OF ROSEBURG, OREGON

OFF STREET PARKING FUND (051) - ENFORCEMENT

	<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
301 0000 BEGINNING FUND BALANCE	120,882	119,949	120,562	117,590	117,590	102,670	102,670	102,670
REVENUES - (051)								
322 1510 Parking Fines	65,534	60,685	68,000	25,148	51,000	51,000	51,000	51,000
342 1030 User Charges-Parking Facility	43,672	40,908	40,000	22,130	43,000	43,000	43,000	43,000
343 1010 User Charges-County Lot	6,397	6,687	6,500	2,988	7,000	7,000	7,000	7,000
343 1015 User Charges-Parking Meters	34,453	29,871	32,000	14,911	30,000	30,000	30,000	30,000
371 1010 Interest Income	1,083	718	700	324	600	500	500	500
385 1010 Miscellaneous	-	154	-	-	-	-	-	-
385 1020 Recovery of Bad Debt	24	386	-	-	-	-	-	-
Total	151,163	139,409	147,200	65,501	131,600	131,500	131,500	131,500
TOTAL REVENUES & BEGINNING FUND BALANCE	272,045	259,358	267,762	183,091	249,190	234,170	234,170	234,170

ENFORCEMENT DEPARTMENT

MATERIALS AND SERVICES - 4510

412 3690 Contracted Services	101,779	100,499	100,000	49,353	100,000	105,000	105,000	105,000
412 4515 Equipment Non Capital	101	-	10,000	-	-	10,000	10,000	10,000
412 4545 Materials and Supplies	207	468	1,000	1,116	2,000	1,000	1,000	1,000
412 4815 Vehicle Expense-Maintenance	206	-	1,000	-	-	-	-	-
412 4820 Vehicle Expense-Fuel	357	332	750	-	-	-	-	-
412 4830 Repairs and Maintenance-Equipment	1,705	1,152	2,000	-	1,000	2,000	2,000	2,000
Total	104,355	102,451	114,750	50,469	103,000	118,000	118,000	118,000
TOTAL ENFORCEMENT DEPARTMENT	104,355	102,451	114,750	50,469	103,000	118,000	118,000	118,000

CITY OF ROSEBURG, OREGON
OFF STREET PARKING

ADMINISTRATIVE DEPARTMENT

This department is responsible for costs associated with off street-parking facility operations including maintenance, utilities and security. Buildings and ground maintenance are budgeted to reflect actual costs and charges for general fund services have been adjusted to more closely reflect the direct cost of those services.

CITY OF ROSEBURG, OREGON

<u>OFF STREET PARKING FUND (051) - ADMINISTRATIVE DEPT.</u>	<u>ACTUAL 2009-2010</u>	<u>ACTUAL 2010-2011</u>	<u>ADOPTED 2011-2012</u>	<u>ACTUAL YTD 12/31/11</u>	<u>PROJECTED YE 06/30/12</u>	<u>PROPOSED 2012-2013</u>	<u>APPROVED 2012-2013</u>	<u>ADOPTED 2012-2013</u>
MATERIALS AND SERVICES - 1020								
412 3210 City Services-Management	8,565	8,106	8,530	4,264	8,530	7,996	7,996	7,996
412 3315 Auditing/Legal and Accounting	1,685	2,029	2,000	913	2,000	2,000	2,000	2,000
412 4210 Telephone Communications	1,352	1,328	1,400	662	1,400	1,400	1,400	1,400
412 4545 Materials and Supplies	686	618	1,000	-	100	1,000	1,000	1,000
412 4810 Building and Grounds Maintenance	15,525	6,352	15,000	2,161	9,000	15,000	15,000	15,000
412 5410 Utilities-Power Parking Lots	16,350	17,374	17,000	8,882	19,000	20,000	20,000	20,000
412 5435 Utilities-Sewer	60	60	60	25	60	60	60	60
412 5455 Utilities-Storm Drain	82	85	100	43	100	100	100	100
412 5710 Insurance-Automobile	254	254	300	49	105	105	105	105
412 5720 Insurance-Property	3,182	3,111	3,500	1,556	3,225	3,400	3,400	3,400
Total	47,741	39,317	48,890	18,555	43,520	51,061	51,061	51,061
TOTAL ADMINISTRATIVE DEPARTMENT	47,741	39,317	48,890	18,555	43,520	51,061	51,061	51,061
TOTAL EXPENDITURES	152,096	141,768	163,640	69,024	146,520	169,061	169,061	169,061
OPERATING CONTINGENCY - 9091								
608 9010	-	-	104,122	-	-	65,109	65,109	65,109
UNAPPROPRIATED ENDING FUND BALANCE	119,949	117,590	-	114,067	102,670	-	-	-
TOTAL EXPENDITURES & ENDING FUND BALANCE	272,045	259,358	267,762	183,091	249,190	234,170	234,170	234,170

CITY OF ROSEBURG, OREGON
AIRPORT FUND

CURRENT OPERATIONS

The Airport Fund was separated from Economic Development in 2002 to account for revenues and expenditures of the Roseburg Regional Airport. Primary operating revenues are from fuel sales and lease income. The fund depends on federal grants for most airport construction and major improvements.

The airport operating policies and capital improvements fall under the auspices of the Airport Commission. The day-to-day activities are performed under the direction of the Airport Manager who works for the City Manager. The Department of Public Works also helps manage airport functions.

Lease income is derived from property leases and hanger leases. These leases comply with FAA guidelines and the revenues offset the reduction in General Fund subsidy for operations, which was eliminated in 1995-96.

In order to plan and execute future airport capital improvement projects, the City has contracted with an engineering and consulting firm for planning, design and environmental work necessary for the taxiway relocation project. Funds are budgeted in the current year to complete the design phase of the project.

ConnectOregon III grant and FAA grant funds have been received to fund a runway extension. The current budget includes funds to complete this project in FY 12-13. The 400 foot extension will provide a total distance of 5,000 feet which will meet the minimum criteria for a Category II Airport and will allow for increased takeoff and landing distance.

The City has applied for a *ConnectOregon* 4 grant to extend the taxiway. Costs are projected at \$900,000 with a twenty percent match from Urban Renewal.

A taxiway Relocation project will move the taxiway forty feet to the West to meet FAA design standards. The City's FY12-13 entitlement funds will be applied to the permitting process for the Newton Creek culvert extension. Matching funds for this project will also come from Urban Renewal.

CITY OF ROSEBURG, OREGON

AIRPORT FUND (052)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	291,046	303,583	448,484	436,557	436,557	306,902	306,902	306,902
REVENUES - (052)								
331 1515 Federal Grants	198,406	60,756	746,737	13,899	773,539	4,860,000	4,860,000	4,860,000
332 1520 State Grants	-	176,926	1,127,300	273,575	497,162	1,262,701	1,262,701	1,262,701
334 1000 Local Intergovernmental	-	150,000	-	-	-	-	-	-
342 1010 Rental Income-Tie Downs	5,155	4,453	3,600	2,326	4,318	3,984	3,984	3,984
342 1015 Fees-Fuel Flow	4,393	5,239	10,000	3,120	6,000	4,500	4,500	4,500
342 1020 Rental Income-Land Lease	193,985	185,017	198,500	79,005	160,798	163,708	163,708	163,708
342 1025 Rental Income-Hangars	187,775	184,844	192,755	93,382	170,920	155,076	155,076	155,076
343 4530 Fuel Sales	-	-	100,000	-	68,756	7,500	7,500	7,500
371 1010 Interest Income	3,547	2,894	2,400	1,044	2,400	2,400	2,400	2,400
385 1010 Miscellaneous	13,340	438	-	267	267	-	-	-
395 2010 Loan Proceeds	-	-	520,000	520,000	520,000	-	-	-
Total	606,601	770,567	2,901,292	986,618	2,204,160	6,459,869	6,459,869	6,459,869
TOTAL REVENUES & BEGINNING FUND BALANCE	897,647	1,074,150	3,349,776	1,423,175	2,640,717	6,766,771	6,766,771	6,766,771

CITY OF ROSEBURG, OREGON
AIRPORT FUND

AIRPORT OPERATIONS

CURRENT OPERATIONS: Airport operations are performed under the direction of the Airport Director who works under the City Manager. The Public Works Department assists with airport maintenance and the planning and implementation of airport construction projects. A direct allocation from the Airport Fund to the Public Works Fund pays for their services.

DEPARTMENT GOALS:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Continue working with Engineering and Consulting firms to plan, design and conduct environmental work on future capital improvement projects. 2. Complete runway extension to a total of 5002 feet. 3. Increase the north expansion area T-hangar occupancy rate. | <ol style="list-style-type: none"> 4. Market the property north of Edenbower for non-aviation uses. 5. Pursue opportunities for capital funding from Douglas County 6. Continue to develop and market the former Palm Harbor Lot. |
|--|--|

MATERIALS AND SERVICES: Significant expenditures are described as follows:

City Services/Management – This is reimbursement for the General Fund for administrative costs.

City Services/Public Works – This is the allocation to the Public Works Fund for Public Works Department Services.

Building & Grounds – This is for basic airport maintenance.

CAPITAL OUTLAY: Funds are budgeted for FAA Entitlement Grants and State Grants. Connect Oregon funds along with FAA monies will be used for moving the parallel taxiway and extending the length of the runway. Construction should begin in the Spring of 2012.

DEBT SERVICE: Full Faith and Credit Airport Bonds were issued to finance construction of the new T-hangars, utilities, parking and road improvements at the airport.

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	55,000	67,287	122,287
2014	60,000	65,087	125,087
2015	60,000	62,687	122,687
2016-2032	<u>1,490,000</u>	<u>602,575</u>	<u>2,092,575</u>
TOTAL	\$1,665,000	\$797,636	\$2,462,636

CITY OF ROSEBURG, OREGON

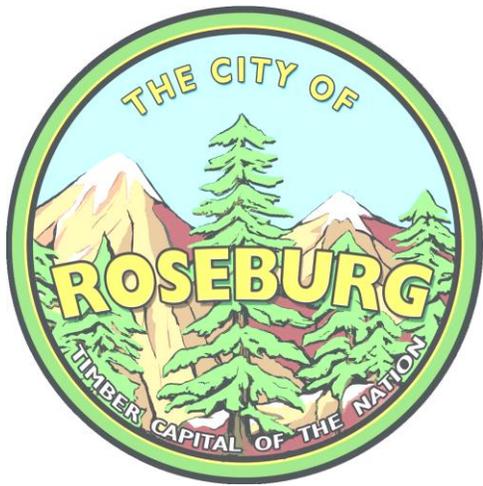
AIRPORT FUND (052)

PERSONNEL SERVICES - 5010

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
Salaries and Wages	22,233	32,270	81,645	40,323	81,656	85,546	85,546	85,546
Employee Benefits	6,875	3,019	25,777	11,370	25,816	27,101	27,101	27,101
Total	29,108	35,289	107,422	51,693	107,472	112,647	112,647	112,647

OPERATIONS-MATERIALS AND SERVICES - 5010

462 3010 Lodging and Registration	177	2,354	3,410	333	1,000	1,000	1,000	1,000
462 3015 Meals and Mileage	126	545	1,000	90	200	250	250	250
462 3020 Commission Meetings and Meals	-	117	-	-	-	-	-	-
462 3040 Dues and Subscriptions	155	103	485	30	155	125	125	125
462 3210 City Services-Management	22,860	14,537	22,379	11,189	22,379	49,112	49,112	49,112
462 3230 City Services-Public Works	40,112	40,304	46,388	23,192	46,388	49,501	49,501	49,501
462 3310 Professional Services-Legal	8,301	15,734	15,000	4,191	8,000	7,000	7,000	7,000
462 3315 Professional Services-Audit	4,210	5,069	5,000	2,280	5,000	5,000	5,000	5,000
462 3320 Surveying and Engineering	25	-	3,000	-	-	-	-	-
462 3330 Professional Services-Technical	500	500	1,000	500	1,000	1,000	1,000	1,000
462 3630 Contracted Services	4,680	5,418	3,000	5,762	7,000	5,000	5,000	5,000
462 3845 Property Taxes	-	-	-	595	595	-	-	-
462 3940 Technology/DSL/Website	-	632	1,500	352	1,500	1,000	1,000	1,000
462 4210 Telephone Communications	1,601	1,166	1,500	289	1,025	500	500	500
462 4215 Cellular Phone	651	-	-	-	-	500	500	500
462 4545 Materials and Supplies	2,289	1,009	2,500	159	250	1,000	1,000	1,000
462 4615 Rental Expense	3,000	-	-	-	-	-	-	-
462 4810 Building and Grounds Maintenance	35,446	35,229	35,000	16,105	18,350	30,000	30,000	30,000
462 4820 Fuel	-	-	100,150	36	66,000	-	-	-
462 4830 Vehicles-Repairs	-	116	500	260	500	500	500	500
462 5410 Utilities-Power	20,238	22,514	22,730	8,734	22,730	23,685	23,685	23,685
462 5420 Utilities-Gas	-	-	-	-	650	-	-	-
462 5430 Utilities-Water	2,130	1,597	3,250	1,260	1,500	1,000	1,000	1,000
462 5435 Utilities-Sewer	1,020	1,020	1,100	425	1,100	1,100	1,100	1,100
462 5455 Utilities-Storm Drainage	13,843	14,246	14,250	8,109	15,500	15,500	15,500	15,500
462 5710 Insurance-Automobile	-	-	-	156	312	327	327	327
462 5715 Insurance-General Liability	9,038	4,900	10,000	2,609	5,218	5,374	5,374	5,374
462 5720 Insurance-Property	2,789	2,725	3,500	1,647	3,291	3,458	3,458	3,458
462 5740 Insurance-Equipment	240	234	300	114	234	245	245	245
462 5790 Insurance-Miscellaneous	-	-	-	281	563	563	563	563
Total	173,431	170,069	296,942	88,698	230,440	202,740	202,740	202,740
TOTAL OPERATIONS	202,539	205,358	404,364	140,391	337,912	315,387	315,387	315,387



CITY OF ROSEBURG, OREGON

<u>AIRPORT FUND (052)</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
CAPITAL OUTLAY - 7575									
463 7035	Improvements-Airport Projects	58,107	243,293	524,502	877,852	1,097,877	1,456,000	1,456,000	1,456,000
463 7063	Improvements-Grants	209,931	67,455	2,182,215	11,129	773,539	4,860,000	4,860,000	4,860,000
TOTAL CAPITAL OUTLAY		<u>268,038</u>	<u>310,748</u>	<u>2,706,717</u>	<u>888,981</u>	<u>1,871,416</u>	<u>6,316,000</u>	<u>6,316,000</u>	<u>6,316,000</u>
DEBT SERVICE - 8080									
474 8515	Airport-Principal	50,000	50,000	55,000	-	55,000	55,000	55,000	55,000
474 8555	Airport-Interest	73,487	71,487	69,487	34,744	69,487	67,288	67,288	67,288
TOTAL DEBT SERVICE		<u>123,487</u>	<u>121,487</u>	<u>124,487</u>	<u>34,744</u>	<u>124,487</u>	<u>122,288</u>	<u>122,288</u>	<u>122,288</u>
TOTAL EXPENDITURES		594,064	637,593	3,235,568	1,064,116	2,333,815	6,753,675	6,753,675	6,753,675
OPERATING CONTINGENCY - 9091									
606 9010		-	-	114,208	-	-	13,096	13,096	13,096
UNAPPROPRIATED ENDING FUND BALANCE		<u>303,583</u>	<u>436,557</u>	<u>-</u>	<u>359,059</u>	<u>306,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES & ENDING FUND BALANCE		<u>897,647</u>	<u>1,074,150</u>	<u>3,349,776</u>	<u>1,423,175</u>	<u>2,640,717</u>	<u>6,766,771</u>	<u>6,766,771</u>	<u>6,766,771</u>

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

The Water Service Fund accounts for the operation of the City's domestic drinking water utility. The operations, debt and capital outlay are totally supported by charges for services. The City purchased the utility from Oregon Water Corporation in 1977, and has since been upgrading the system in the course of normal depreciation as well as to correct major existing deficiencies within the system. Once undertaken, these projects are designed to accommodate anticipated growth and changes in design standards.

In 2010, the Water System Master Plan and Capital Improvement Plan update was completed. This plan will direct and prioritize capital improvements of major transmission lines, pump stations, and reservoir maintenance and replacement; and established a goal to replace 1-2 percent of the system's distribution piping each year. These lines are being replaced to current design standards for domestic and fire flows. A long range Water Supply Plan and Water Treatment Facilities Preliminary Design Report were completed in 2009. Together, these three documents will outline the high priority projects for the next decade.

CITY OF ROSEBURG, OREGON

SUMMARY	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
<u>WATER SERVICE FUND (053)</u>								
RESOURCES:								
Charges for Services	4,462,265	4,545,780	4,598,664	2,600,244	4,431,551	4,487,850	4,487,850	4,487,850
Intergovernmental	-	-	-	-	-	450,000	450,000	450,000
Interest	39,137	28,910	25,000	14,647	26,330	26,000	26,000	26,000
Contractor Advances	4,766	-	-	-	-	-	-	-
Reimbursements	2,344	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	9,489	5,000	-	5,000	-	-	-
Miscellaneous	12,021	14,048	12,000	9,341	23,450	15,000	15,000	15,000
Total Operating Revenues	4,520,533	4,598,227	4,640,664	2,624,232	4,486,331	4,978,850	4,978,850	4,978,850
Bond/Loan Proceeds	10,095	9,380	10,096	-	10,095	10,096	10,096	10,096
Beginning Fund Balance	4,445,214	4,599,055	5,038,868	5,366,766	5,366,766	5,431,870	5,431,870	5,431,870
TOTAL RESOURCES	8,975,842	9,206,662	9,689,628	7,990,998	9,863,192	10,420,816	10,420,816	10,420,816
REQUIREMENTS:								
Operating Budget								
Personnel Services	1,281,508	1,359,235	1,510,748	708,893	1,446,498	1,515,787	1,515,787	1,515,787
Materials and Services	1,743,011	1,804,751	2,083,486	926,779	1,888,074	2,053,063	2,053,063	2,053,063
Total Operating Budget	3,024,519	3,163,986	3,594,234	1,635,672	3,334,572	3,568,850	3,568,850	3,568,850
Capital Outlay	1,304,268	675,910	2,997,000	424,222	1,096,750	3,447,000	3,447,000	3,447,000
Interfund Loan	48,000	-	-	-	-	-	-	-
Total Expenditures	4,376,787	3,839,896	6,591,234	2,059,894	4,431,322	7,015,850	7,015,850	7,015,850
Operating Contingency	-	-	300,000	-	-	500,000	500,000	500,000
Reserve for Future Plant Replacement	-	-	1,000,000	-	-	1,000,000	1,000,000	1,000,000
Unappropriated Ending Fund Balance	4,599,055	5,366,766	1,798,394	5,931,104	5,431,870	1,904,966	1,904,966	1,904,966
TOTAL REQUIREMENTS	8,975,842	9,206,662	9,689,628	7,990,998	9,863,192	10,420,816	10,420,816	10,420,816
OPERATING BUDGET BY DEPARTMENT								
Production Department	868,650	898,328	1,044,972	469,676	957,485	1,051,561	1,051,561	1,051,561
Transmission and Distribution	1,056,498	1,169,841	1,290,231	580,880	1,172,286	1,265,856	1,265,856	1,265,856
Administration Department	1,099,371	1,095,817	1,259,031	585,116	1,204,801	1,251,433	1,251,433	1,251,433
TOTAL OPERATING BUDGET BY DEPARTMENT	3,024,519	3,163,986	3,594,234	1,635,672	3,334,572	3,568,850	3,568,850	3,568,850

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

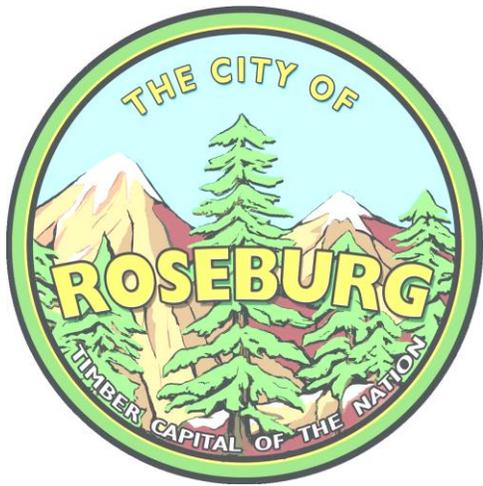
RESOURCES

This fund accounts for the revenues generated for the operation, maintenance and upgrading of the water system.

- Beginning Fund Balance - This is the estimated cash carryover from the current fiscal year ending June 30, 2012.
- Charges for Service - Revenues shown are estimates of what actual receipts will be considering the increase in the number of services, actual rates of collection, and other factors.
- Connection Fees - This fee reflects the average cost to connect new customers to the water system.
- System Development Charges - This fee reflects the additional cost of a new service to reimburse the system for previous system wide improvements or to help offset capacity demands. This charge must comply with Oregon Revised Statutes.
- Outside Fee – This fee is collected in the Water Service Fund and transferred to the General Fund.

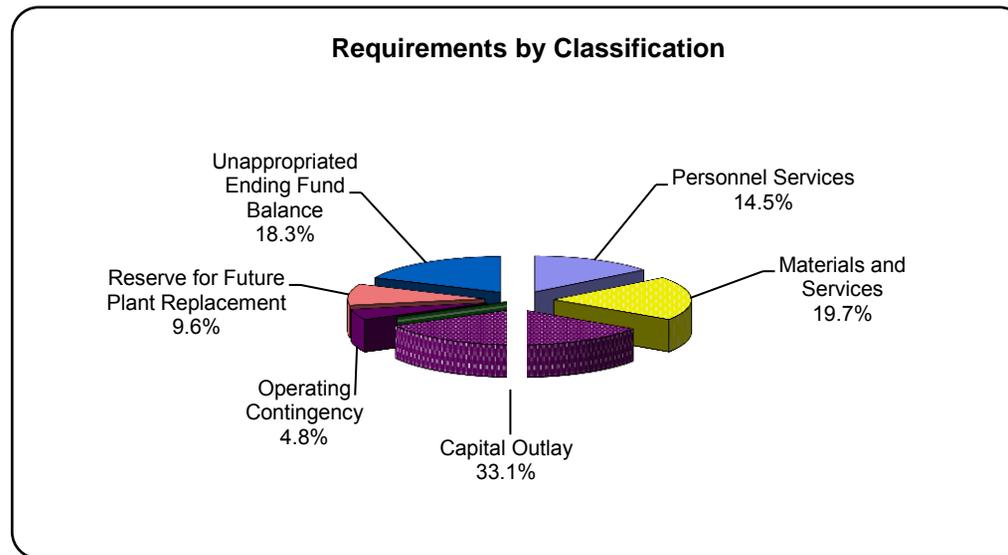
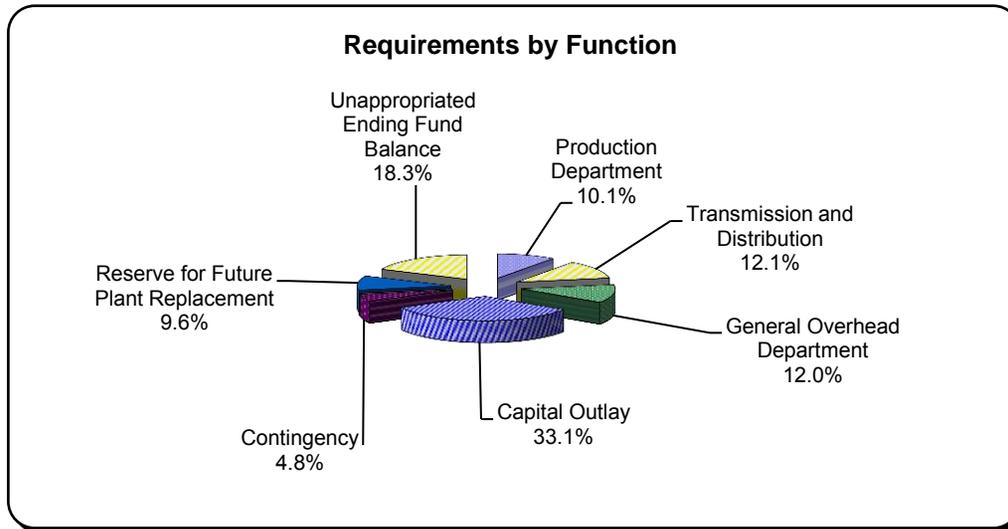
CITY OF ROSEBURG, OREGON

<u>WATER FUND (053)</u>		ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000	BEGINNING FUND BALANCE	4,445,214	4,599,055	5,038,868	5,366,766	5,366,766	5,431,870	5,431,870	5,431,870
REVENUES - (053)									
331 1040	Intergovernmental-FEMA	-	-	-	-	-	450,000	450,000	450,000
342 1020	Rental Income	4,697	4,838	-	-	4,935	5,000	5,000	5,000
343 3010	Charges-Residential Service	2,548,198	2,513,142	2,479,159	1,468,808	2,421,733	2,458,000	2,458,000	2,458,000
343 3020	Charges-Commercial Service	1,310,391	1,321,578	1,481,999	753,862	1,395,139	1,416,000	1,416,000	1,416,000
343 3030	Charges-Public Service	334,725	323,688	323,992	221,974	329,676	334,600	334,600	334,600
343 3035	Charges-Bulk Water	-	-	-	8,702	13,050	12,000	12,000	12,000
343 3040	Charges-Public Fire Protect	55,868	58,717	60,726	30,671	61,856	62,750	62,750	62,750
343 3045	Charges-Delinquent Fee	65,782	68,515	65,393	35,085	72,157	65,000	65,000	65,000
343 3050	Charges-Turn on	20,020	26,725	30,000	11,460	19,349	20,000	20,000	20,000
343 3055	Unbilled Revenue	(47,018)	20,487	-	-	-	-	-	-
343 3060	Connection Fees	59,490	35,400	33,665	12,380	18,450	20,000	20,000	20,000
343 3065	Special Connection Fees	500	500	1,000	-	-	-	-	-
343 3070	System Development Charges	59,895	124,410	75,000	33,975	49,463	50,000	50,000	50,000
343 3085	SDC Admin Fees	2,471	5,097	3,000	1,758	2,480	2,000	2,000	2,000
343 3090	Dixonville Surcharge	41,896	42,358	42,230	21,569	43,263	42,500	42,500	42,500
343 3510	Charges-Contractor O.A.R.'s	5,350	325	2,500	-	-	-	-	-
371 1010	Interest Income	39,137	28,910	25,000	14,647	26,330	26,000	26,000	26,000
382 1000	Contractor Advances	4,766	-	-	-	-	-	-	-
385 1010	Miscellaneous	7,747	11,994	9,000	8,019	20,424	12,000	12,000	12,000
385 1020	Recovery of Bad Debt	4,274	2,054	3,000	1,322	3,026	3,000	3,000	3,000
392 1000	Proceeds From Asset Sales	-	9,489	5,000	-	5,000	-	-	-
392 3000	Reimbursements Insurance	2,344	-	-	-	-	-	-	-
395 1010	Loan Repayment	10,095	9,380	10,096	-	10,095	10,096	10,096	10,096
TOTAL REVENUES		4,530,628	4,607,607	4,650,760	2,624,232	4,496,426	4,988,946	4,988,946	4,988,946
TOTAL REVENUES & BEGINNING FUND BALANCE		8,975,842	9,206,662	9,689,628	7,990,998	9,863,192	10,420,816	10,420,816	10,420,816



CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

The following charts show Water Fund expenditures by function and by classification. The fund operates under the supervision of the Public Works Director. The Production and Transmission and Distribution departments include direct personnel costs. Administrative positions budgeted in the Water Fund in previous years are now included in the Public Works Special Revenue Fund. The Water Fund is charged an administrative fee for public works management services which is listed in the materials and services section of the Administration Department.



CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

PRODUCTION DEPARTMENT

CURRENT OPERATIONS

The production division is responsible for the operation and maintenance of the Winchester Water Treatment Plant. The City is currently producing an average of slightly in excess of 5.4 million gallons per day (MGD). Peak day water production in 2010 was 10.6 MGD. The capacity of the treatment plant is 12 MGD. Planning for expansion of the plant from 12 MGD to 18 MGD will be an upcoming priority. The City accepted the Water Treatment Plant Preliminary Design Report in March 2010, which outlines future improvements to be made at the facility.

Personal Services: This is the cost associated with staffing needed to operate the water treatment plant 24-hours per day, 7-days per week.

Materials and Services: This budget reflects relatively few changes in production.

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Treatment Plant Operator	5.0	5.0	5.0	5.0
Plant Superintendent	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total:	6.0	6.0	6.0	6.0

CITY OF ROSEBURG, OREGON

<u>WATER FUND (053) - PRODUCTION DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
PERSONNEL SERVICES - 6010									
	Salaries and Wages	319,325	331,230	342,276	172,106	342,573	351,098	351,098	351,098
	Employee Benefits	196,059	216,958	250,736	117,181	235,243	249,073	249,073	249,073
	Total	515,384	548,188	593,012	289,287	577,816	600,171	600,171	600,171
MATERIALS AND SERVICES - 6010									
412 3010	Lodging and Registration	1,372	1,219	2,000	726	100	2,000	2,000	2,000
412 3015	Meals and Mileage	-	-	500	-	150	500	500	500
412 3040	Dues and Subscriptions	4,047	1,187	3,000	1,053	3,553	3,000	3,000	3,000
412 3310	Professional Services	997	-	1,000	-	-	1,000	1,000	1,000
412 3690	Contracted Services Miscellaneous	10,162	4,537	8,000	2,480	4,480	8,000	8,000	8,000
412 3850	Water and Bacterial Analysis	16,760	9,301	19,000	6,583	9,583	19,000	19,000	19,000
412 3910	Hardware Non Capital	4,151	451	4,500	-	-	4,500	4,500	4,500
412 3915	Software Non Capital	-	-	1,500	-	-	1,500	1,500	1,500
412 3920	Technology-Support and Maintenance	-	-	2,000	-	-	2,000	2,000	2,000
412 4210	Telephone Communications	1,722	1,706	2,200	796	1,596	2,000	2,000	2,000
412 4215	Cellular Phone	120	182	200	53	110	200	200	200
412 4510	Office Supplies	1,158	956	1,000	517	817	1,000	1,000	1,000
412 4525	Materials & Supplies-Pumping	12,802	11,792	16,000	3,780	6,780	16,000	16,000	16,000
412 4540	Chemicals/Wholesale Water	59,325	56,632	70,000	20,759	65,759	70,000	70,000	70,000
412 4545	General Materials	3,698	6,306	3,000	449	949	3,000	3,000	3,000
412 4570	Materials and Supplies-Treatment	13,662	14,506	22,000	10,662	16,662	22,000	22,000	22,000
412 4580	Office Equipment/Furniture	349	383	1,000	-	200	1,000	1,000	1,000
412 4810	Building and Grounds Maintenance	12,809	17,014	34,000	14,224	20,224	33,000	33,000	33,000
412 4815	Vehicle Expense-Maintenance	1,108	112	1,000	-	1,000	1,000	1,000	1,000
412 4820	Vehicle Expense-Fuel	767	1,010	1,200	407	807	1,200	1,200	1,200
412 4830	Equipment Maintenance	12,174	11,269	12,000	6,396	11,396	12,000	12,000	12,000
412 5120	Uniforms	980	1,047	1,250	693	993	1,250	1,250	1,250
412 5410	Utilities-Power	194,647	210,074	245,100	110,621	234,000	245,700	245,700	245,700
412 5435	Utilities-Sewer	300	300	325	125	325	345	345	345
412 5440	Utilities-Garbage Service	156	156	185	65	185	195	195	195
	Total	353,266	350,140	451,960	180,389	379,669	451,390	451,390	451,390
TOTAL WATER PRODUCTION DEPARTMENT		868,650	898,328	1,044,972	469,676	957,485	1,051,561	1,051,561	1,051,561

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

TRANSMISSION AND DISTRIBUTION DEPARTMENT

CURRENT OPERATIONS

The transmission and distribution system consists of parallel transmission mains between the treatment plant and the main reservoirs, transmission mains to various parts of town, storage facilities with over 11 million-gallons of capacity, and 126 miles of distribution lines. This department is responsible for maintenance of the system as well as installation of new services and meters. In addition to the above facilities, the City acquired 23 miles of distribution piping, 6 pump stations and two reservoirs of the Dixonville System for maintenance, for which funding will be derived from the benefited services.

DEPARTMENT GOALS-CURRENT YEAR

1. Utilize new equipment to increase efficiencies associated with valve maintenance throughout the system.
2. Continue meter replacement program.
3. Complete GPS survey of valves, hydrants, and meters.

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Water Maintenance I	2.0	3.0	3.0	2.0
Water Maintenance II	4.0	4.0	3.0	4.0
Water Maintenance III	4.0	3.0	4.0	4.0
Water Superintendent	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	11.0	11.0	11.0	11.0

CITY OF ROSEBURG, OREGON

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
<u>WATER FUND (053) -TRANSMISSION & DISTRIBUTION DEPARTMENT</u>								
PERSONNEL SERVICES - 6510								
Salaries and Wages	462,996	483,103	525,159	243,848	505,167	534,452	534,452	534,452
Employee Benefits	303,128	327,944	392,577	175,758	363,515	381,164	381,164	381,164
Total	766,124	811,047	917,736	419,606	868,682	915,616	915,616	915,616
MATERIALS AND SERVICES - 6510								
412 3010 Lodging and Registration	205	2,022	2,000	520	750	2,100	2,100	2,100
412 3015 Meals and Mileage	465	373	500	276	400	500	500	500
412 3040 Dues and Subscriptions	563	1,270	1,000	625	1,250	1,250	1,250	1,250
412 3350 Professional Services	1,266	2,774	2,500	472	1,200	1,500	1,500	1,500
412 3630 Contracted Services	18,809	37,498	22,000	10,626	24,000	25,000	25,000	25,000
412 3690 Miscellaneous	135	275	150	5,034	6,000	150	150	150
412 3845 Property Taxes	165	170	-	101	125	150	150	150
412 3910 Hardware Non Capital	-	970	4,000	-	1,000	2,500	2,500	2,500
412 3915 Software Non Capital	-	1,165	1,200	-	1,000	1,200	1,200	1,200
412 3920 Technology-Support and Maintenance	-	-	500	-	500	500	500	500
412 4210 Telephone Communications	2,421	335	600	101	225	250	250	250
412 4215 Cellular Phone	4,235	2,836	3,000	907	2,000	2,000	2,000	2,000
412 4220 Radio Communication and Pager	-	-	700	-	500	500	500	500
412 4225 Communications-Telemetry	12,428	12,069	15,000	5,780	11,600	13,000	13,000	13,000
412 4510 Office Supplies	472	251	750	303	600	750	750	750
412 4515 Equipment Non Capital	8,662	9,406	5,000	1,820	5,200	5,500	5,500	5,500
412 4530 Materials-O.A.R.'S	-	-	-	278	600	600	600	600
412 4545 Materials and Supplies	66,421	81,264	90,000	31,607	60,000	75,000	75,000	75,000
412 4580 Office Equipment and Furniture	-	243	500	-	250	500	500	500
412 4810 Building and Grounds Maintenance	7,103	5,693	12,000	1,180	5,000	7,000	7,000	7,000
412 4815 Vehicle Expense-Maintenance	5,673	5,148	6,000	2,266	4,600	5,000	5,000	5,000
412 4820 Vehicle Expense-Fuel	19,236	21,093	22,000	12,506	26,250	28,000	28,000	28,000
412 4825 Vehicle Expense-Tires	1,875	1,850	2,500	3,055	5,000	5,000	5,000	5,000
412 4830 Equipment Maintenance-Pump Stations	57	3,491	4,000	588	1,200	2,000	2,000	2,000
412 4860 Replacement Services and Meters	35,156	65,886	65,000	44,702	60,000	65,000	65,000	65,000
412 4861 New Services and Meters	7,563	11,634	12,000	2,876	6,000	7,500	7,500	7,500
412 4865 Patching	14,650	12,924	15,000	3,369	8,000	12,000	12,000	12,000
412 5120 Uniforms	3,671	4,633	4,000	2,570	4,500	4,500	4,500	4,500
412 5410 Utilities-Power	58,012	58,611	62,675	26,969	57,500	66,000	66,000	66,000
412 5420 Utilities-Natural Gas	16,833	10,591	13,250	610	4,000	10,000	10,000	10,000
412 5430 Utilities-Water	1,168	1,122	1,250	588	1,100	1,250	1,250	1,250
412 5435 Utilities-Sewer	655	655	700	273	655	700	700	700
412 5440 Utilities-Garbage	395	394	460	164	395	415	415	415
412 5455 Utilities-Storm Drainage	2,080	2,148	2,260	1,108	2,204	2,925	2,925	2,925
Total	290,374	358,794	372,495	161,274	303,604	350,240	350,240	350,240
TOTAL TRANSMISSION AND DISTRIBUTION DEPARTMENT	1,056,498	1,169,841	1,290,231	580,880	1,172,286	1,265,856	1,265,856	1,265,856

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

ADMINISTRATION DEPARTMENT

CURRENT OPERATIONS

The Public Works Administration and Engineering Divisions are responsible for the administrative function of the Water Utility. Administrative functions include planning, design, inspections, water meter applications, customer service, and municipal code enforcement. A direct allocation from the Water Service Fund to the Public Works Fund covers these costs. Overhead items such as insurance, planning, contractual services with other departments and the franchise fee are also included in this portion of the budget. General Fund departments provide financial, risk management, personnel and other administrative services to the utility and are reimbursed through City service line items.

Materials and Services: City Services - This is for the administrative costs paid from General Fund and reimbursed by the Water Service.

Franchise Fee: This franchise fee is paid to the City General Fund. It is based on approximately 5% of gross sales of the fund.

CITY OF ROSEBURG, OREGON

<u>WATER FUND (053)-ADMINISTRATION DEPARTMENT</u>		<u>ACTUAL</u> <u>2009-2010</u>	<u>ACTUAL</u> <u>2010-2011</u>	<u>ADOPTED</u> <u>2011-2012</u>	<u>ACTUAL</u> <u>YTD 12/31/11</u>	<u>PROJECTED</u> <u>YE 06/30/12</u>	<u>PROPOSED</u> <u>2012-2013</u>	<u>APPROVED</u> <u>2012-2013</u>	<u>ADOPTED</u> <u>2012-2013</u>
MATERIALS AND SERVICES - 6810									
412 3010	Lodging and Registration	190	470	1,000	-	500	500	500	500
412 3015	Meals and Mileage	-	-	250	-	100	200	200	200
412 3020	Commission Meetings and Meals	-	-	-	-	-	-	-	-
412 3035	Memberships	-	-	300	300	300	300	300	300
412 3040	Dues and Subscriptions	3,235	3,235	3,500	3,241	3,500	3,500	3,500	3,500
412 3210	City Services-Management	316,665	323,530	333,517	148,759	333,517	332,579	332,579	332,579
412 3220	City Services-Parks	21,000	21,000	32,000	10,500	21,000	-	-	-
412 3230	City Services-Public Works	387,842	343,568	438,106	219,052	438,106	467,511	467,511	467,511
412 3250	City Services-Fire	15,000	15,000	15,000	7,500	15,000	15,000	15,000	15,000
412 3310	Legal Services	1,419	2,762	5,000	-	3,500	25,000	25,000	25,000
412 3315	Audit Services	4,632	5,578	5,000	2,509	5,020	5,200	5,200	5,200
412 3690	Contracted Services	975	1,025	4,000	452	1,000	2,000	2,000	2,000
412 3810	Recording	78	193	250	174	350	400	400	400
412 3840	Franchise Fee	219,907	222,810	220,563	110,296	220,563	217,418	217,418	217,418
412 3870	Bad Debts Allowance	31,166	35,233	35,000	16,265	35,000	35,000	35,000	35,000
412 3885	Banking Fees	1,611	4,361	7,500	3,305	7,000	7,500	7,500	7,500
412 3910	Hardware Non Capital	-	45	7,500	-	1,000	3,000	3,000	3,000
412 3915	Software Non Capital	3,750	7,468	16,000	7,374	8,500	12,000	12,000	12,000
412 3920	Technology-Support and Maintenance	14,555	25,408	45,000	16,776	33,000	40,000	40,000	40,000
412 3940	Website	-	-	100	-	-	-	-	-
412 4510	Office Supplies	11,402	6,877	10,000	5,860	8,000	9,000	9,000	9,000
412 4520	Postage	31,519	31,897	35,100	14,908	33,000	35,000	35,000	35,000
412 4545	Materials and Supplies	22	3	2,000	-	250	500	500	500
412 4580	Office Equipment/Furniture	-	-	500	-	250	500	500	500
412 4815	Vehicle Expense-Maintenance	-	-	200	-	100	500	500	500
412 4820	Vehicle Expense-Fuel	3,933	4,579	4,850	2,643	5,425	6,000	6,000	6,000
412 4825	Vehicle Tires	320	-	250	-	-	400	400	400
412 5120	Uniforms	-	-	400	-	400	400	400	400
412 5710	Insurance-Automobile	3,070	2,436	3,075	1,290	2,580	2,750	2,750	2,750
412 5715	Insurance-General Liability	9,890	21,238	13,420	4,857	9,720	10,250	10,250	10,250
412 5720	Insurance-Property	12,896	12,694	14,665	6,958	13,920	14,625	14,625	14,625
412 5740	Insurance-Equipment	2,369	2,315	2,675	1,254	2,510	2,600	2,600	2,600
412 5790	Insurance-Miscellaneous	1,925	2,092	2,310	843	1,690	1,800	1,800	1,800
Total		1,099,371	1,095,817	1,259,031	585,116	1,204,801	1,251,433	1,251,433	1,251,433
TOTAL ADMINISTRATION DEPARTMENT		1,099,371	1,095,817	1,259,031	585,116	1,204,801	1,251,433	1,251,433	1,251,433

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

CAPITAL OUTLAY

Capital outlay continues to be budgeted for system replacement and upgrading in accordance with the Master Plan for the system. A Capital Improvement Plan (CIP) for FY 2012-13 is listed on the attached summary of Capital Projects, Table W-1. The major projects planned for construction in the year are described below.

Improvements-Main Replacement: The City replaces mains, which are not cost effective to repair, with lines that meet the current code requirements for domestic and fire flows. The 2012-2013 budget reflects anticipated replacement of \$1,162,000 of main replacement. This is higher than a typical year because it includes replacing a damaged river crossing that will be eligible for 75 percent reimbursement by FEMA.

Improvements-New Mains & Transmission Mains: Funds for construction of new mains are reserved for undetermined projects to be done in conjunction with streets under construction. Transmission main expenditures provide for the replacement of a section of existing 20-inch main with a new 24-inch main in the Winchester area.

Improvements-Water Treatment Plant: In 2009, the City completed the Long-Range Water Supply Plan and Water Treatment Facilities Preliminary Design Report, which will direct the future upgrading and expansion at the Winchester Water Plant. The proposed improvements, itemized on Table W-1, include telemetry upgrades and short term upgrades to resolve current known problems or issues that have been identified in the report.

Improvements-Reservoir: Projects include improvements to the reservoirs within the system.

Contractor Advance Projects: This is budgeted to anticipate requests by users and developers to add services to the system. The contracting party reimburses the costs.

OPERATING CONTINGENCY

This is an amount proposed to finance occurrences not known by the City at budget time. As in other funds, any expenditure from contingency must be reappropriated by the governing body into an existing appropriation category prior to the expenditure of funds. In accordance with State law, any unexpended amounts from the operation contingency appropriation are included in the unappropriated ending fund balance history. The prior year budget amount is included for comparison purposes only.

TRANSFERS

Transfer to Debt Service Fund: In 1977, the City used General Obligation Bonds to purchase the water system. The 30-year Bond was fully retired in the 2006-07 fiscal budget year.

**TABLE W-1
WATER PROJECTS
CAPITAL IMPROVEMENT PROJECTS
FY 2012-13**

Account	Account Name	CIP #	Project	Description	Subtotal	Total
7010	Land	1	Minor Property and Easements	As needed	\$5,000	\$5,000
7015	Buildings and Structures	2	Admin & Maintenance Facility	Buildings & Structures	\$15,000	\$15,000
7020	Equipment	3			\$0	\$0
7030	Water Vehicles	4	Half-ton pickup	Replacement of 2001	\$30,000	\$30,000
7055	Mapping	5	Aerial Photos/Contours	Aerial Photos	\$10,000	\$15,000
		6	GIS/Mapping	Mapping	\$5,000	
7057	Improvements-Main Replacements	7	Brown & Nebo Streets	1,300 lf of 8-inch	\$210,000	\$1,162,000
		8	Highland Street	1,000 lf of 8-inch	\$160,000	
		9	Marsters Street	1,200 lf of 8-inch	\$192,000	
		10	Laurelwood River Crossing	Replace Damaged Crossing	\$600,000	
7061	Improvements-New Mains	11	To fill system gaps as needed	To be determined	\$5,000	\$5,000
7065	Plant Improvements	12	Rebuild LH Pump #1		\$50,000	\$225,000
		13	TelemetrySCADA System	Evaluation & Design	\$25,000	
		14	Telemetry Updates	Replace RTU units	\$150,000	
7066	Improvements-Reservoir	15	Garden Valley/Rocky Ridge PS	Upgrade Pump Station	\$40,000	\$40,000
7067	Transmission Main	16	20" & 30" Transmission Main	Cathodic Protection Replacement	\$150,000	\$1,950,000
		17	20" Main Replacement Construction	Phase 1	\$1,800,000	
7070	LID Mains-Contractors	18				\$0
7075	Contractor Advance Projects	19	Improvements reimbursed by developers	To be determined	\$0	\$0
Total 7575-413 Water Fund CAPITAL OUTLAY:					\$3,447,000	\$3,447,000

CITY OF ROSEBURG, OREGON

WATER FUND (053)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
CAPITAL OUTLAY - 7575								
413 7010 Land	-	-	5,000	-	-	5,000	5,000	5,000
413 7015 Buildings and Structures	-	5,733	42,500	17,335	22,500	15,000	15,000	15,000
413 7020 Equipment	19,147	6,443	50,000	51,750	51,750	-	-	-
413 7030 Water Vehicles	-	-	30,000	-	30,000	30,000	30,000	30,000
413 7055 Mapping	85,850	4,773	7,500	-	7,500	15,000	15,000	15,000
413 7057 Improvements-Main Replacement	224,300	477,133	455,000	231,549	450,000	1,162,000	1,162,000	1,162,000
413 7061 Improvements-New Mains	6,171	-	2,000	-	-	5,000	5,000	5,000
413 7065 Plant Improvements	80,484	27,205	260,000	80,148	170,000	225,000	225,000	225,000
413 7066 Improvements-Reservoir	651,345	51,103	20,000	10,000	15,000	40,000	40,000	40,000
413 7067 Transmission Main	236,971	103,520	2,000,000	33,440	350,000	1,950,000	1,950,000	1,950,000
413 7070 LID Mains-Contractors	-	-	125,000	-	-	-	-	-
Total	1,304,268	675,910	2,997,000	424,222	1,096,750	3,447,000	3,447,000	3,447,000
OTHER REQUIREMENTS - 9093								
499 9140 Interfund Loan	48,000	-	-	-	-	-	-	-
TOTAL EXPENDITURES	4,376,787	3,839,896	6,591,234	2,059,894	4,431,322	7,015,850	7,015,850	7,015,850
OPERATING CONTINGENCY - 9091								
606 9010	-	-	300,000	-	-	500,000	500,000	500,000
RESERVED FOR FUTURE PLANT REPLACEMENT - 9092								
608 9210	-	-	1,000,000	-	-	1,000,000	1,000,000	1,000,000
UNAPPROPRIATED ENDING FUND BALANCE	4,599,055	5,366,766	1,798,394	5,931,104	5,431,870	1,904,966	1,904,966	1,904,966
TOTAL EXPENDITURES & ENDING FUND BALANCE	8,975,842	9,206,662	9,689,628	7,990,998	9,863,192	10,420,816	10,420,816	10,420,816

CITY OF ROSEBURG, OREGON
GOLF FUND

This fund was established in 1986 to account for operations of the Stewart Park Golf Course. The principal sources of revenues are green fees and other user charges. In 1989-90 the City took over full operations of the course and continued to operate all aspects of the facility until 1995. Pro shop operations were contracted out to a private concessionaire in 1995 when the Golf Commission determined such a contract would be more cost-effective and allow for enhanced improvements.

OUTLOOK

The municipal course consists of nine holes covering 2,909 yards located in the center of the Stewart Park complex. The course is operated under the supervision of the Parks and Recreation Program Manager with oversight from the Parks Commission. The Head Greenskeeper is responsible for course maintenance. The Head Greenskeeper supervises two seasonal employees. They provide daily maintenance and are also instrumental in constructing improvements on the course.

Overall revenues have remained fairly flat over the last few years. A new fee structure for passes was implemented in April 2011. Daily green fees were lowered at the same time to attempt to increase the number of rounds played, which has dropped significantly over recent years. The new fee structure has increased the number of rounds played, but expenditures continue to outpace revenues. Staff will continue to look for strategies and fee structures aimed at increasing revenues.

CITY OF ROSEBURG, OREGON
GOLF FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Beginning Fund Balance: The balance is expected to be significantly lower than the previous year.
- ◆ Golf Fees: The 2012-2013 budget reflects a very slight increase in revenue from the previous year.
- ◆ Rental Income: This accounts for cart rental on a per round basis and cart storage rental on an annual basis.
- ◆ Lease Income: This account is the revenue generated from the ground lease agreement for a cell tower on the golf course.
- ◆ Miscellaneous Income: This accounts for a portion of revenue received from the driving range per the concessionaire services agreement.

REQUIREMENTS

- ◆ Capital Outlay: Due to limited resources, no capital improvements are budgeted this fiscal year.

CITY OF ROSEBURG, OREGON

GOLF FUND (054)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	66,401	67,550	42,647	36,188	36,188	7,200	7,200	7,200
REVENUES - (054)								
342 1020 Land Lease	16,391	16,883	17,389	17,389	17,389	17,910	17,910	17,910
342 2010 Daily Cart Rental	30,068	28,718	38,000	20,486	33,645	35,000	35,000	35,000
342 2015 Annual Cart Storage	15,601	15,067	16,000	283	15,100	15,100	15,100	15,100
342 2020 Trail Fees	6,584	6,962	7,000	362	7,561	7,500	7,500	7,500
342 2040 Driving Range	33,978	32,381	38,000	18,273	35,091	36,000	36,000	36,000
343 4010 Golf Fees	202,610	186,942	225,000	88,207	162,632	165,000	165,000	165,000
343 4030 Annual Passes	-	18,055	-	14,141	40,000	40,000	40,000	40,000
371 1010 Interest Income	858	540	300	194	312	300	300	300
385 1010 Miscellaneous	30	-	-	594	594	-	-	-
392 1000 Proceeds from Asset Sales	4,255	-	-	-	-	-	-	-
393 4010 Interfund Loan Proceeds	48,000	-	-	-	-	-	-	-
Total	358,375	305,548	341,689	159,929	312,324	316,810	316,810	316,810
TOTAL REVENUES & BEGINNING FUND BALANCE	424,776	373,098	384,336	196,117	348,512	324,010	324,010	324,010

CITY OF ROSEBURG, OREGON
GOLF FUND

MAINTENANCE DIVISION

CURRENT OPERATIONS

Responsibilities of this department include maintaining the nine-hole course, the driving range, cart paths, the practice putting green, maintenance equipment, and the irrigation system. Staff also undertakes capital projects as funding permits, including improving the drainage, tee and fairway improvements, and asphalt cart path projects, which allow for greater course usage during inclement weather.

The golf services operation, which includes a pro-shop and restaurant is operated by a private concessionaire. A new concessionaire took over operations on July 1, 2009. This agreement will expire on December 31, 2012.

Personnel Services: The number of FTE's is being lowered this year to 2.0 FTEs; with one full time employee and 2080 hours of seasonal time. This adjustment is necessary due to increasing personnel costs outpacing revenues.

Materials and Services: This portion of the budget includes expenditures for turf management, irrigation maintenance, vehicle fuel and maintenance, insurance, staff training, payment to the concessionaire and an administrative charge for City administrative services.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Maintenance I	0.0	1.0	1.0	0.0
Maintenance II	0.75	0.0	0.0	0.0
Head Greenskeeper	1.0	1.0	1.0	1.0
Seasonal	1.0	0.5	0.43	1.0
Part-time	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	2.75	2.5	2.43	2.0

CITY OF ROSEBURG, OREGON

GOLF FUND (054) - MAINTENANCE

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
PERSONNEL SERVICES - 7010								
Salaries and Wages	84,347	99,668	102,906	48,809	93,809	78,828	78,828	78,828
Employee Benefits	57,696	70,756	78,736	33,909	65,517	45,941	45,941	45,941
Total	142,043	170,424	181,642	82,718	159,326	124,769	124,769	124,769
MATERIALS AND SERVICES - 7010								
452 3010 Lodging and Registration	-	185	300	178	200	300	300	300
452 3015 Meals and Mileage	-	251	260	78	100	250	250	250
452 3040 Dues and Subscriptions	220	170	170	220	220	220	220	220
452 3210 City Services-Administration	41,006	37,922	35,632	17,818	35,632	37,533	37,533	37,533
452 3220 City Services-Parks	20,000	20,000	20,000	9,998	20,000	20,000	20,000	20,000
452 3690 Contracted Services	48,726	54,957	67,000	33,026	67,000	68,000	68,000	68,000
452 3815 Advertising	300	300	300	-	300	300	300	300
452 4215 Cellular Phone	-	-	50	-	-	-	-	-
452 4515 Small Tools	400	469	500	23	250	300	300	300
452 4540 Chemicals	7,991	3,978	8,500	1,984	6,000	6,500	6,500	6,500
452 4545 Materials and Supplies	5,382	3,940	6,000	1,043	4,500	4,500	4,500	4,500
452 4810 Building and Grounds Maintenance	5,605	5,726	9,000	2,722	6,000	5,000	5,000	5,000
452 4815 Vehicle Expense-Maintenance	30	-	500	-	250	250	250	250
452 4820 Vehicle Expense-Fuel	7,044	10,382	9,500	5,096	10,200	10,000	10,000	10,000
452 4825 Vehicle Expense-Tires	174	-	250	-	250	300	300	300
452 4830 Equipment Maintenance	4,234	3,456	5,500	3,661	5,500	6,000	6,000	6,000
452 4850 Equipment Rental	-	-	150	-	-	150	150	150
452 5120 Uniforms	-	214	220	-	220	220	220	220
452 5410 Utilities-Power	9,070	9,386	11,000	5,893	9,800	10,290	10,290	10,290
452 5435 Utilities-Sewer	1,079	1,035	1,150	425	1,035	1,090	1,090	1,090
452 5440 Utilities-Garbage	1,312	1,153	1,200	532	1,170	1,230	1,230	1,230
452 5710 Insurance-Automobile	321	275	305	205	410	430	430	430
452 5715 Insurance-General Liability	217	178	200	317	635	670	670	670
452 5720 Insurance-Property	989	971	1,075	484	970	1,020	1,020	1,020
452 5740 Insurance-Equipment	1,159	1,175	1,300	473	950	980	980	980
452 5790 Insurance-Miscellaneous	107	110	125	69	141	145	145	145
Total	155,366	156,233	180,187	84,245	171,733	175,678	175,678	175,678
TOTAL MAINTENANCE DEPARTMENT	297,409	326,657	361,829	166,963	331,059	300,447	300,447	300,447

CITY OF ROSEBURG, OREGON

GOLF FUND (054)

CAPITAL OUTLAY - 7575

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
453 7020 Equipment	49,722	-	-	-	-	-	-	-
453 7035 Improvements-Other	-	-	5,000	-	-	-	-	-
Total	49,722	-	5,000	-	-	-	-	-

DEBT SERVICE - 8080

474 8510 Principal	9,195	9,380	9,591	-	9,591	9,807	9,807	9,807
474 8520 Interest	900	873	662	-	662	446	446	446
Total	10,095	10,253	10,253	-	10,253	10,253	10,253	10,253

TOTAL EXPENDITURES

	357,226	336,910	377,082	166,963	341,312	310,700	310,700	310,700
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OPERATING CONTINGENCY - 9091

606 9010	-	-	7,254	-	-	13,310	13,310	13,310
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UNAPPROPRIATED ENDING FUND BALANCE

	67,550	36,188	-	29,154	7,200	-	-	-
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TOTAL EXPENDITURES & ENDING FUND BALANCE

	424,776	373,098	384,336	196,117	348,512	324,010	324,010	324,010
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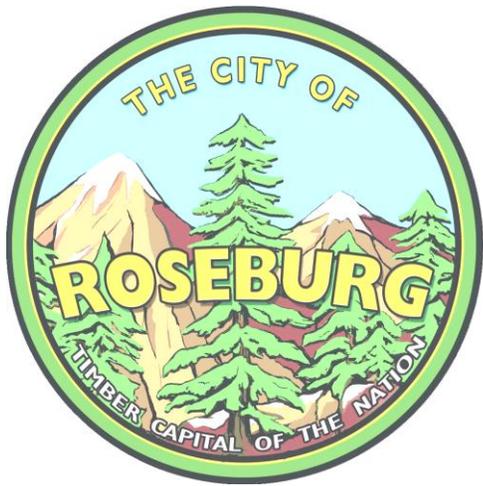
CITY OF ROSEBURG, OREGON

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INTERNAL SERVICE FUND

Workers' Compensation Fund

153-155



CITY OF ROSEBURG, OREGON
WORKERS' COMPENSATION FUND

The Workers' Compensation Fund is an internal service fund established in 1987 that is used to account for the financing of the City's self-insured worker's compensation costs. Workers' Compensation expenditures include claims costs, safety and wellness equipment and training, excess insurance premium and bond premium.

The program instituted by the City includes an aggressive internal claims management program, assistance from a consulting industrial hygiene and safety professional and the active participation of the employee Safety Committee. The City is liable for direct payment of individual claims and time loss not to exceed \$350,000 per occurrence (\$400,000 for Public Safety employees). Each claim in excess of the specified payment amounts is covered by an excess insurance policy up to the statutory maximum.

In addition to the claims management program, the City has instituted safety and wellness procedures to allow employees to involve themselves directly in the program. That has been successful in helping to control costs. Safety equipment, training classes and videos have been purchased with Workers' Compensation Fund dollars. As dollars are available, Safety Committee is also sharing in the cost of security measures for all work facilities. All these components help contribute to the reduction in work-related accidents and injuries. The Safety Committee and City employees are proud to have received a League of Oregon Cities Safety Award nine times in the last ten years.

CITY OF ROSEBURG, OREGON
WORKERS' COMPENSATION FUND

RESOURCES AND REQUIREMENTS

ACTUARIAL REVIEW

In order to appropriately fund the program and retain as much of our funding resources as possible for department operations, actuarial reviews are done by a contracted professional. The most recent review was completed in July 2010 for the fund as of June 30, 2010. An additional review will be conducted in July of 2012 to ensure that the fund remains appropriately funded and actuarially sound.

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated carryover available to the fund at the end of the current fiscal year.
- ◆ Interdepartmental Charges – Charges to departments are based on a state generated manual for workers' compensation premiums as determined by the Department of Consumer and Business Services. The City also has amended the amount outlined in the manual when the financial status of the fund has been able to support reductions in resources.
- ◆ Additional resources may include reimbursements from the state Employer-At-Injury Program and reimbursements from our Workers' Compensation excess insurance carrier.

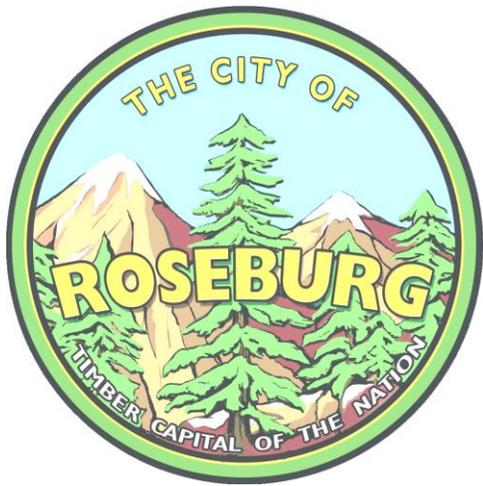
REQUIREMENTS

- ◆ City Services – Management – This is a reimbursement to General Fund for administrative costs.
- ◆ Contracted Services – This amount is being budgeted to fund consultation and claims management services.
- ◆ Workers' Compensation – This is an amount for general workers' compensation expenses which include time loss, medical and other related costs.
- ◆ Insurance – This is the cost of excess insurance and a bond with the State.
- ◆ Capital Outlay – This amount is for safety equipment which complies with new standards and possible correction of some safety concerns at work sites.

CITY OF ROSEBURG, OREGON

WORKER'S COMPENSATION (061)

	ACTUAL 2009-2010	ACTUAL 2010-2011	ADOPTED 2011-2012	ACTUAL YTD 12/31/11	PROJECTED YE 06/30/12	PROPOSED 2012-2013	APPROVED 2012-2013	ADOPTED 2012-2013
301 0000 BEGINNING FUND BALANCE	386,354	622,536	660,733	590,385	590,385	615,771	615,771	615,771
REVENUES - (061)								
341 1010 Interdept Charges-General	221,528	173,212	153,401	76,691	153,401	167,192	167,192	167,192
341 1020 Interdept Charges-Public Works	33,687	25,574	22,958	11,474	22,958	40,265	40,265	40,265
341 1052 Interdept Charges-Airport/EDC	159	-	109	55	109	104	104	104
341 1053 Interdept Charges-Water	28,978	23,358	20,927	10,463	20,927	23,744	23,744	23,744
341 1054 Interdept Charges-Golf	3,648	2,856	2,605	1,303	2,605	2,695	2,695	2,695
371 1010 Interest Income	4,184	3,976	4,000	1,804	3,500	3,600	3,600	3,600
385 1010 Miscellaneous	107	162	-	693	1,000	-	-	-
392 3000 Reimbursements	15,950	14,048	20,000	-	1,000	-	-	-
391 1010 Transfer from General Fund	160,000	-	-	-	-	-	-	-
Total	468,241	243,186	224,000	102,483	205,500	237,600	237,600	237,600
TOTAL REVENUES & BEGINNING FUND BALANCE	854,595	865,722	884,733	692,868	795,885	853,371	853,371	853,371
MATERIALS AND SERVICES - 7474								
412 3045 Wellness and Training	658	948	2,500	190	1,000	2,500	2,500	2,500
412 3050 Safety and Training	10,472	18,254	25,000	400	6,000	20,000	20,000	20,000
412 3210 City Services-Management	21,756	30,885	15,014	7,508	15,014	9,794	9,794	9,794
412 3630 Contracted Services	13,020	12,760	15,000	2,250	9,500	15,000	15,000	15,000
412 3855 Workers' Compensation	157,761	176,879	110,000	57,834	110,000	167,000	167,000	167,000
412 5730 Insurance	28,392	35,611	37,500	38,600	38,600	41,000	41,000	41,000
Total	232,059	275,337	205,014	106,782	180,114	255,294	255,294	255,294
TOTAL EXPENDITURES	232,059	275,337	205,014	106,782	180,114	255,294	255,294	255,294
OPERATING CONTINGENCY - 9091								
606 9010	-	-	300,000	-	-	300,000	300,000	300,000
UNAPPROPRIATED ENDING FUND BALANCE	622,536	590,385	379,719	586,086	615,771	298,077	298,077	298,077
TOTAL EXPENDITURES & ENDING FUND BALANCE	854,595	865,722	884,733	692,868	795,885	853,371	853,371	853,371



CITY OF ROSEBURG, OREGON

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**CITY OF ROSEBURG, OREGON
FUND DESCRIPTIONS AND ACCOUNTING METHODS**

GENERAL FUND

This fund is used to account for all financial resources of the City, except those to be accounted for in another fund. Resources include beginning fund balance, property taxes, franchise fees, state and local shared revenues, licenses and permits and charges for services. Expenditures are for the City Manager Department, Finance and Management Services, Community Development, Public Works, Parks and Recreation, Police, Municipal Court and Fire. This fund uses the modified accrual method of accounting.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds account for transactions on the modified accrual method of accounting.

Public Works Fund. The Public Works Fund provides maintenance and operation of the City's transportation infrastructure. Operations include ongoing maintenance of City streets and new capital projects as outlined in the Transportation Fund capital plan.

Grant Special Revenue Fund. This fund accounts for the proceeds of general governmental grants nonspecific to other funds.

Hotel/Motel Tax Fund. This fund is used to account for proceeds from the City's 8% Hotel/Motel Transient Room Tax. By ordinance, the revenues generated are to be used for tourism promotion, street light and sidewalk improvements and economic development. The economic development portion of the taxes is transferred to the Economic Development Fund; the street light and sidewalk portion is transferred to the Street Light/Sidewalk Fund; with the balance for tourism is budgeted to be expended out of this fund.

Sidewalk Fund. This fund accounts for the City's sidewalk and street light improvements. Revenue, established by ordinance, is from the hotel/motel transient room tax.

Bike Trail Fund. This fund is used to account for the State mandated 1% of gasoline subventions and for grant proceeds. These revenues will be used to implement the bikeway master plan in the City.

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

Housing Rehab Loan Fund. This fund is used to account for federal and state housing improvement grants. The program was initiated in 1988/89 and was funded through August 1994. The current program was designated to provide interest free owner occupied and rental loans to bring inadequate housing up to minimum health and safety standards.

Economic Development Fund. The primary revenue source is a transfer from the Hotel/Motel Tax Fund. Expenditures are for economic development activities and are under the auspices of the Economic Development Commission.

Stewart Trust Fund. The revenue to this fund is investment income. Expenditures must be for Stewart Park and/or Legion Field improvements and maintenance.

DEBT SERVICE FUNDS

Debt Retirement Fund. Debt Service Funds account for the accumulation of resources to be used to pay long-term bonded debt. Expenditures and revenues are accounted for on the modified accrual basis of accounting.

CAPITAL PROJECTS FUNDS

Capital project funds are established to account for financial resources which are used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds, internal service funds, special assessment funds and trust funds). Capital project funds use the modified accrual method of accounting.

Transportation Fund. This fund is used to account for revenue from government grants, interagency funds, state gas taxes and transportation system development charges. Expenditures are for infrastructure construction and major improvements other than those related to drainage, parks and proprietary fund assets.

Park Improvement Fund. Historically, this fund has been used to account for grant revenues and a transfer from General Fund. The budget includes system development charge fees.

Equipment Replacement Fund. This fund accumulates revenues to be used for the purpose of general operation and public safety vehicles. Long-term projections are used to determine annual requirements to meet City vehicle needs.

Assessment Improvement Fund. This fund accounts for construction of special local improvements, usually streets, sidewalks and other needed infrastructure. Revenues are from short-term borrowing and unbonded assessments. Expenditures are for the entire cost of the project.

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

Facilities Replacement Fund. This fund was created in 1999-2000 to provide resources for replacement and improvement of City facilities. Transfers from the General Fund are received when funding is available.

ENTERPRISE FUNDS

Enterprise funds account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Enterprise funds use the full accrual basis of accounting for financial statement purposes

Storm Drainage Fund. This fund accounts for the revenues and operations of the City's storm drainage system. The principal source of revenue to this fund is user charges. Major expenditures will be for system improvements and capital development as identified in the recently completed Storm Drainage Master Plan.

Off Street Parking Fund. This is an enterprise fund established to account for the acquisition, operation and maintenance of the off street parking facilities. Revenues are from user charges. Expenditures are for enforcement and facilities operations.

Airport. This fund is used to account for airport operations and maintenance. Revenues are from charges for services and grants. Expenditures are for facilities operations. Capital improvements to these facilities are made primarily from grant funds.

Water Service Fund. This fund accounts for the City's water utility operations and capital improvements. Revenues are from charges for services and expenditures are for operations, capital improvements and debt related to system purchase in 1977, which was refinanced in 1998.

Golf Fund. This fund is used to account for the Municipal Golf Course. The principal sources of revenue are green fees and other user charges. Expenditures are for maintenance and improvements to the course. The operations of the course have been contracted out to a private concessionaire as of fiscal year 1995.

INTERNAL SERVICE FUNDS

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the government unit or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting.

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

Workers' Compensation Fund. Revenues in this fund are from charges to other City departments. The City is self-insured for the first \$350,000 of workers' compensation claims per occurrence. Any one occurrence exceeding \$350,000 is covered by insurance up to \$2,000,000. Expenditures are for reported and expected claims, administrative operating costs and premium expense for excess insurance.

CITY OF ROSEBURG, OREGON

GLOSSARY

Accrual Basis. A method of accounting where revenues and expenditures are recorded when incurred rather than when cash is received or paid.

Annexation. The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation. An authorization from City Council for spending specific amounts of money for specified purposes during specific periods of time based on the adopted budget.

Assessed Value. The value set by the County Assessor on real and personal property as a basis for levying taxes.

Benefits. The non-salary portion of an employee's total compensation. A typical benefit package includes such things as insurance, retirement, vacation and sick leave.

Bonds. A written promise to pay a sum of money, called principal or face value, at a future date (maturity date) along with periodic interest paid at a specified rate. Bonds are typically used to finance long-term capital improvements.

Budget. A financial operating plan with estimated expenditures and expected revenues for a given period.

Capital Projects Funds. These funds account for resources to be used for the acquisition or construction of major capital facilities.

Capital Outlay. Expenditure for assets which generally have a useful life of more than one year (buildings, equipment, furniture, machinery, etc.).

Compression. The amount lost due to the constitutionally mandated property tax limitation.

Contingency. An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations.

Debt Service. Payment of interest and principal related to long-term debt.

Debt Service Funds. These funds account for the accumulation of resources to pay the debt on capital projects.

GLOSSARY, continued

Enterprise Funds. These funds account for operations that are financed and operated in a manner similar to private business enterprises. The cost of providing goods and services is recovered through user charges.

Expendable Trust Funds. Funds used to account for monies received that can be expended only on certain specific purposes.

Expenditures. The spending of money by the City for programs and projects included within the approved budget.

Fiscal Year. A 12-month period from July 1 to June 30 for which the City plans the use of its funds.

Fixed Assets. Assets with a long-term character such as land, buildings, furniture and other equipment.

Fund. An accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

General Fund. The fund used to account for the financial operations of the City which are not accounted for in any other fund.

Governmental Fund Types. Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities.

Interdepartmental Charges. Reimbursement for services which are paid for out of one fund, but benefit the programs in another fund.

Local Option Levy. A levy for up to 5 years for operating purposes or up to 10 years for capital expenditures approved by voters.

Materials and Services. A classification of expenditures used in an operating budget that refers to planned purchases other than Personal Services or Capital Outlay.

Maximum Tax Rate. The maximum rate which may be imposed by the municipal entity in accordance with Oregon Revised Statute.

GLOSSARY, continued

Modified Accrual Basis. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Revenues are recognized when they become susceptible to accrual (when they become both “measurable” and “available” to finance expenditures of the current period). “Available” means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the liability is incurred.

Operating Budget. Money spent on items needed in day to day government operations.

PERS. The Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personal Services. Payroll expenses such as wages, Social Security, retirement contributions and insurance benefits.

Proposed Budget. The financial and operating document submitted to the Budget Committee and the City Council for consideration.

Requirements. Total expenditures, reserves and ending unappropriated fund balance.

Reserves. Monies set aside for future use. No expenditures may be made out of this budgeted amount without a supplemental budget.

Resources. Total amounts available for appropriation consisting of the estimated beginning fund balance plus anticipated revenues.

Revenues. Monies received or anticipated by the City.

Special Revenue Funds. Funds used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.

Supplemental Budget. A budget prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. A supplemental budget cannot be used to increase a tax levy.

Tax Anticipation Notes (TANS). TANS are a financing mechanism wherein a local government borrows all or part of the anticipated property tax revenues at the beginning of the fiscal year and repays the TANS out of the property tax collections.

GLOSSARY, continued

Transfers. Amounts distributed from one fund to finance activities in another fund. Transfers are shown as a requirement in the originating fund and a resource in the receiving fund.

Unappropriated Ending Fund Balance. An amount set aside in the budget to be used as a cash carryover to the next year's budget to provide the City with needed cash until tax money is received from the County Treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget.

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

Under the oversight of the City Manager, the City of Roseburg functions within a structured personnel system that complies with applicable law, the City Charter, City published policies and the terms of collective bargaining agreements. Management of the personnel system, as well as of benefit purchases and cost containment, is the assigned responsibility of the Human Resources Director. The Management Technician is an integral part of the operation of these functions. The City Manager and Municipal Judge have individual contractual arrangements with the City Council.

The City of Roseburg employees are comprised of those covered by the contracts with the Roseburg Police Employees Association (RPEA), the International Association of Fire Fighters (IAFF) and the International Brotherhood of Electrical Workers (IBEW). In addition to the union contracts, the City has Personnel Policies that apply to all employees. City employees not subject to union contracts are our Mid Management positions and the Department Head Management Team. These individuals are not covered by a union contract due to the nature of their work, but are subject to the Personnel Policies and an Employee Handbook. In all instances, employees are to be reviewed at least annually, for their job performance and possible merit increase based upon satisfactory performance. The performance review date for each employee is the anniversary date of their employment or promotion to their current position.

Union employees are subject to a contractual salary schedule with progression in the salary steps based upon work performance and time in their position. By virtue of a previous arbitration award, Fire union employees receive a step increase based solely upon time in their position. The actual salary amounts, and the 5% step increases per position, are agreed upon when the contracts are renewed and are listed specifically in each of the contracts. In addition, the contracts may provide for an annual increase in the entire pay plan for July 1 of each contract year, which is usually the cost of living adjustment (COLA), and any negotiated/arbitration awarded additions.

The salaries of mid-management employees and Department Heads are subject to a market study salary plan approved by the City Manager that calls for 2.5% differentials between salary steps. In specific, extraordinary situations, with City Manager approval, Department Heads may reward employees with a one time 2.5% bonus that does not become part of their salary for future increases. The City Manager may make similar awards to the Management Team where the employee's activities warrant this recognition of effort. City Council provided guidelines for computation of any COLA to be granted in July of each year to Mid-Management staff and Department Heads. A 2% COLA is budgeted for this group of employees for the 2012/13 Fiscal Year.

As of June 30, 2012, employees covered by the contract with IAFF are completing the last year of a three year agreement. Negotiations for a successor contract are ongoing as of March 2012. The budget reflects an estimated 2% salary increase for this group.

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

The current contract with employees represented by the RPEA is in effect through June 30, 2013. A 2% salary increase has been budgeted according to the contract.

The contract with the IBEW represented employees runs through June 30, 2014. A 1.8% across the board salary increase for this group has been budgeted according to the contract.

All personnel related activities are subject to the approved budget and all efforts are made during the budget process to provide accurate figures based upon the expected adherence to the salary plans in force. Since merit increases are granted on the employee's anniversary of hire or promotion date, the annual salaries listed in the budget document will not always be a simple multiple of 12. Any necessary changes in salary or position during a budget year must be supported by documentation and are to be reviewed by Human Resources and approved by the City Manager. Under the supervision of the City Manager and within the parameters set by the City Council, this program is reviewed regularly to ensure the pay plan meets the needs of the City to ensure a stable, educated and viable workforce. Salary ranges on an average annual basis are provided in this appendix.

After salaries, the City's largest personnel related expense is the cost of health, dental, vision and life insurance benefits. Working together, the Human Resources Director and the current contracted City benefits agent, Gordon Groshong of Wilson Hiergood and Associates, have continued the City's long history of working with health insurance companies to receive the best value for the City's benefit dollars. Based upon data provided in regard to benefit utilization, we have budgeted an estimated percentage increase, but will not complete the benefit renewal process until after the written budget is produced and submitted to the Budget Committee. Staff researches industry pricing, available providers, utilization information, deductible options and customer service during the renewal process. Any wellness activities and employee awareness of healthier lifestyle choices should eventually have a positive effect upon employee health and the City budget. In addition, informational meetings with employees and year-end total benefit statements impress upon employees the cost and value to us all of these benefits.

With help from our benefits agent, staff continues to research what effect recent federal health care legislation may have on the City's benefits program. It appears that there will be no new significant impact during this budget year. However, provisions implemented in 2011 such as extending coverage to children up to age 26, the elimination of pre-existing condition exclusions for children, and the elimination of lifetime benefit maximums may affect benefit utilization experience and impact costs in future years.

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

As an added benefit, the City provides a flexible spending account (FSA) program for Department Heads, Mid-Management and IBEW employees. This program allows employees to save pre-tax dollars to pay for unreimbursed medical or dependent care expenses. Health related information is made available to employees, and the City hopes to foster individual employee ownership of their health care choices and encourage employees to improve their health and well being for both productivity and financial savings in health care payments. Health Reimbursement Arrangement (HRA) accounts have been available to RPEA and IAFF employees in past years. The HRA program will expand to all employees in 2012, adding an additional tax-advantaged opportunity for employees to best utilize limited health care dollars.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John VanWinkle". The signature is stylized and cursive.

John VanWinkle
Human Resources Director
Office of the City Manager

**CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
SALARY DATA**

NO. IN POSITION	POSITION	2010/11 ACTUAL WAGES	2011/12 BUDGETED WAGES	2011/12 ANTICIPATED ACTUAL WAGES	2012/13 BUDGETED WAGES
<i>City Manager's Office</i>					
1	City Manager	126,480	129,805	126,000	130,142
1	Human Resources	83,549	81,978	81,990	85,723
1	City Recorder	88,206	92,749	92,766	96,990
1	Management Technician	66,839	67,247	67,248	68,595
1	Administrative Assistant	37,646	39,362	39,356	42,145
<i>Community Development</i>					
1	Director	85,184	88,979	88,974	93,036
2*	Community Planner	58,176	59,340	59,352	55,988
.5*	Secretary	38,750	40,320	15,822	21,096
<i>Finance/I.T./Municipal Court</i>					
1	Director	90,690	95,821	95,826	98,220
1	IT Manager	69,132	72,277	72,276	74,088
1	Accountant	53,231	54,480	55,763	58,301
1*	Information Technician	48,096	50,288	50,292	51,549
1	Technician	47,592	48,544	n/a	56,301
4	Account Clerk II	39,860	39,320	39,252	40,916
1	Account Clerk I	37,512	38,262	38,268	38,952
1*	Court Supervisor	n/a	42,769	41,210	43,089

** Transition in employment caused variation in budgetary and actual numbers.
All numbers reflect the "average" annual wage for each respective classification. Public Safety actual bargaining unit wages are often higher than budget because "actual" paid to the employee includes paid overtime which is budgeted separately.*

**CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
SALARY DATA**

NO. IN POSITION	POSITION	2010/11 ACTUAL WAGES	2011/12 BUDGETED WAGES	2011/12 ANTICIPATED ACTUAL WAGES	2012/13 BUDGETED WAGES
<i>Police</i>					
1	Chief	99,894	103,954	103,956	108,685
1	Captain	93,036	94,591	94,596	96,488
1	Lieutenant	85,164	85,998	86,004	87,724
4	Sergeants	81,111	78,177	78,180	79,744
3	Corporals	85,651	74,029	74,342	76,302
26	Police Officers	67,037	62,272	62,785	64,909
1	Staff Assistant	51,815	52,632	54,606	53,697
1	Administrative Technician	n/a	40,348	n/a	43,236
2	Police Records Specialists	38,676	40,136	40,856	39,413
<i>Fire</i>					
1	Chief	99,426	103,954	103,956	108,685
1	Division Chief	92,852	94,468	94,464	96,353
1	Fire Marshal	91,344	93,171	93,168	95,031
3	Battalion Chiefs	89,243	85,888	85,884	87,602
1	Deputy Fire Marshal	77,262	80,778	80,772	84,444
9	Lieutenants	87,809	75,906	75,906	77,424
9	Driver/Engineers	79,517	67,920	69,894	71,292
11	Firefighters	72,745	59,630	59,998	60,690
1	Staff Assistant	45,300	47,357	47,376	49,535
.5	Secretary	17,534	18,905	14,126	19,476

** Transition in employment caused variation in budgetary and actual numbers.
All numbers reflect the "average" annual wage for each respective classification. Public Safety actual bargaining unit wages are often higher than budget because "actual" paid to the employee includes paid overtime which is budgeted separately.*

**CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
SALARY DATA**

NO. IN POSITION	POSITION	2010/11 ACTUAL WAGES	2011/12 BUDGETED WAGES	2011/12 ANTICIPATED ACTUAL WAGES	2012/13 BUDGETED WAGES
<i>Building Maintenance</i>					
1*	Facilities Technician	n/a	51,261	41,515	49,310
1	Maintenance I	45,407	46,500	46,500	47,340
1	Custodian	30,608	32,785	32,786	35,048
<i>Parks & Recreation/Golf</i>					
1	Manager	71,926	75,196	75,207	78,629
1	Superintendent	59,972	62,695	62,708	65,559
1	Greenskeeper	55,404	52,281	56,520	53,025
1	Maintenance III/Mechanic	50,539	51,261	51,264	52,118
1	Maintenance II	45,447	46,500	46,500	45,138
1	Coordinator	42,212	45,207	45,205	48,325
4	Maintenance I	39,246	39,742	40,291	41,206
<i>Public Works Fund</i>					
1	Director	96,462	101,415	101,418	106,035
1	Engineer	92,052	97,047	97,068	101,490
2	Civil Engineer	66,468	64,851	64,266	66,918
1	Superintendent	61,341	64,135	64,143	67,057
2	Engineering Technician III	57,714	59,340	59,352	60,408
2	Street Maintenance III	50,256	51,261	51,264	52,188
2	Engineering Technician II	47,641	49,450	49,852	51,981
1	Staff Assistant	47,592	48,544	48,546	49,535
4	Street Maintenance II	45,588	46,500	46,021	47,302
1	Department Technician	41,352	42,179	42,180	42,936
5	Street Maintenance I	40,049	40,947	40,429	41,999

** Transition in employment caused variation in budgetary and actual numbers.
All numbers reflect the "average" annual wage for each respective classification. Public Safety actual bargaining unit wages are often higher than budget because "actual" paid to the employee includes paid overtime which is budgeted separately.*

**CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
SALARY DATA**

NO. IN POSITION	POSITION	2010/11 ACTUAL WAGES	2011/12 BUDGETED WAGES	2011/12 ANTICIPATED ACTUAL WAGES	2012/13 BUDGETED WAGES
1	Secretary	37,462	38,262	38,268	38,952
<i>Water Fund</i>					
2	Superintendents	64,848	68,079	66,244	69,254
4	Water Maintenance III	50,609	51,261	48,878	50,509
5	Plant Operators	53,332	51,139	51,142	52,188
3	Water Maintenance II	47,200	44,427	48,003	48,423
3	Water Maintenance I	37,675	36,004	36,479	39,135
<i>Airport Fund</i>					
1*	Airport Manager	n/a	81,645	81,656	85,546

** Transition in employment caused variation in budgetary and actual numbers.
All numbers reflect the "average" annual wage for each respective classification. Public Safety actual bargaining unit wages are often higher than budget because "actual" paid to the employee includes paid overtime which is budgeted separately.*

**CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
MANAGER SALARIES**

POSITION	ACTUAL 2009/10	ACTUAL 2010/11	ADOPTED 2011/12	PROJECTED 2011/12	PROPOSED 2012/13
City Manager	126,000	126,480	129,805	126,000	130,142
Fire Chief	153,035	99,426	103,954	103,956	108,685
Police Chief	128,339	99,894	103,954	103,956	108,685
Public Works Director	92,640	96,462	101,415	101,418	106,035
Finance Director	86,856	90,690	95,821	95,826	98,220
City Recorder	84,900	88,206	92,749	92,766	96,990
Community Development Director	82,404	85,184	88,979	88,974	93,036
Human Resources Director	124,056	83,549	81,978	81,990	85,723
Airport Manager	22,233*	n/a	81,645	81,656	85,546

**APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2011**

FIREFIGHTER	HIRE	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Base Pay	4176 17.2088	4385 18.0701	4604 18.9725	4834 19.9203	5077 20.9217
2%	4260 17.5549	4473 18.4327	4696 19.3517	4931 20.3201	5179 21.3420
4%	4343 17.8970	4560 18.7912	4788 19.7308	5027 20.7157	5280 21.7582
5%	4385 18.0701	4604 18.9725	4834 19.9203	5076 20.9176	5331 21.9684
6%	4427 18.2431	4648 19.1539	4880 20.1099	5124 21.1154	5382 22.1786
7%	4468 18.4121	4692 19.3352	4926 20.2995	5172 21.3132	5432 22.3846
8%	4510 18.5852	4736 19.5165	4972 20.4890	5221 21.5151	5483 22.5948
9%	4552 18.7582	4780 19.6978	5018 20.6786	5269 21.7129	5534 22.8050
10%	4594 18.9313	4824 19.8791	5064 20.8681	5317 21.9107	5585 23.0151
11%	4635 19.1003	4867 20.0563	5110 21.0577	5366 22.1126	5635 23.2212
12%	4677 19.2734	4911 20.2376	5156 21.2473	5414 22.3104	5686 23.4313
13%	4719 19.4464	4955 20.4190	5203 21.4409	5462 22.5082	5737 23.6415
14%	4761 19.6195	4999 20.6003	5249 21.6305	5511 22.7102	5788 23.8517

July 2012 pay plan currently under negotiation.

- 6% EMT Intermediate or Paramedic Certification
- 2% Haz Mat Team Members
- 2% Four Year College Degree (any major)
- 2% Two Year Degree (Fire Science only)
- 2% Lead Emergency Medical Technician

Fire Prevention	4692 27.0692	4929 28.4365	5171 29.8327	5432 31.3385	5706 32.9192
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**APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2011**

PAY SCALE	DRIVER/ENGINEER	LIEUTENANT
Base Pay	5382 22.1786	5821 23.9876
2%	5490 22.6236	5937 24.4657
4%	5597 23.0646	6054 24.9478
5%	5651 23.2871	6112 25.1868
6%	5705 23.5096	6170 25.4258
7%	5759 23.7321	6228 25.6648
8%	5813 23.9547	6287 25.9080
9%	5866 24.1731	6345 26.1470
10%	5920 24.3956	6403 26.3860
11%	5974 24.6181	6461 26.6250
12%	6028 24.8407	6520 26.8681
13%	6082 25.0632	6578 27.1072
14%	6135 25.2816	6636 27.3462

- 6% EMT Intermediate or Paramedic Certification
- 2% Haz Mat Team Members
- 2% Four Year College Degree (any major)
- 2% Two Year Degree (Fire Science only)
- 2% Lead Emergency Medical Technician

July 2012 pay plan currently under negotiation.

**POLICE DEPARTMENT
JULY 1, 2012 2% over FY 2011-2012**

- 3% Bachelor's Degree (only if Intermediate or Advanced degree not held)
- 5% Field Training Officer 4% Intermediate Certificate
- 3% Sign Language or Spanish 8% Advanced Certificate
- 6% Motorcycle Officer 7% Detective
- 6% School Resource Officer 3% Training Coordinator

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	2823	2964	3112	3268	3431	3603
Admin Technician	16.2869	17.1003	17.9542	18.8542	19.7946	20.7869
Plus 3%	2908	3053	3205	3366	3534	3711
	16.7772	17.6138	18.4907	19.4196	20.3889	21.4100

CORPORAL

TITLE	
Corporal	5775
Plus 3%	33.3179
	5948
Plus 4%	34.3160
	6006
Plus 5%	34.6507
	6064
Plus 6%	34.9853
	6122
Plus 7%	35.3199
	6179
Plus 8%	35.6488
	6237
Plus 9%	35.9834
	6295
Plus 10%	36.3180
	6353
Plus 11%	36.6526
	6410
Plus 12%	36.9815
	6468
	37.3161

Plus 13%	6526
	37.6507
Plus 14%	6584
	37.9853
Plus 15%	6641
	38.3142
Plus 16%	6699
	38.6488
Plus 17%	6757
	38.9834
Plus 18%	6815
	39.3181
Plus 19%	6872
	39.6469

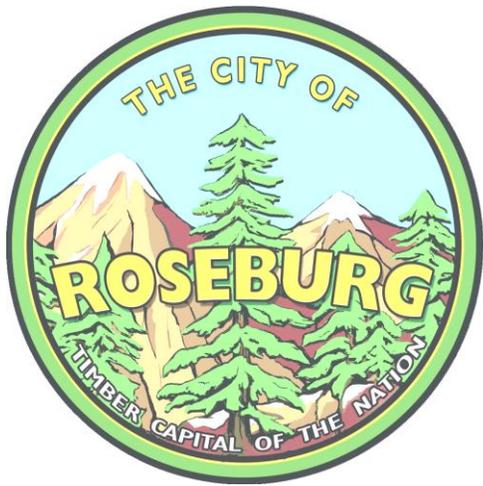
POLICE DEPARTMENT
JULY 1, 2012 **2% over FY 2011-2012**

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	3916 22.5927	4112 23.7235	4318 24.9120	4534 26.1582	4761 27.4678	5000 28.8467	5250 30.2890
Plus 3%	4033 23.2678	4235 24.4332	4448 25.6620	4670 26.9428	4904 28.2929	5150 29.7121	5408 31.2006
Plus 4%	4073 23.4985	4276 24.6697	4491 25.9101	4715 27.2024	4951 28.5640	5200 30.0006	5460 31.5006
Plus 5%	4112 23.7235	4318 24.9120	4534 26.1582	4761 27.4678	4999 28.8409	5250 30.2890	5513 31.8064
Plus 6%	4151 23.9485	4359 25.1486	4577 26.4063	4806 27.7275	5047 29.1179	5300 30.5775	5565 32.1064
Plus 7%	4190 24.1735	4400 25.3851	4620 26.6544	4851 27.9871	5094 29.3890	5350 30.8660	5618 32.4122
Plus 8%	4229 24.3985	4441 25.6216	4663 26.9024	4897 28.2525	5142 29.6660	5400 31.1544	5670 32.7122
Plus 9%	4268 24.6236	4482 25.8582	4707 27.1563	4942 28.5121	5189 29.9371	5450 31.4429	5723 33.0179
Plus 10%	4308 24.8543	4523 26.0947	4750 27.4044	4987 28.7717	5237 30.2140	5500 31.7314	5775 33.3179
Plus 11%	4347 25.0792	4564 26.3313	4793 27.6525	5033 29.0371	5285 30.4910	5550 32.0198	5828 33.6237
Plus 12%	4386 25.3043	4605 26.5678	4836 27.9005	5078 29.2967	5332 30.7621	5600 32.3083	5880 33.9237
Plus 13%	4425 25.5293	4647 26.8101	4879 28.1486	5123 29.5563	5380 31.0391	5650 32.5968	5933 34.2295
Plus 14%	4464 25.7543	4688 27.0467	4923 28.4025	5169 29.8217	5428 31.3160	5700 32.8852	5985 34.5295
Plus 15%	4503 25.9793	4729 27.2832	4966 28.6506	5214 30.0813	5475 31.5871	5750 33.1737	6038 34.8353
Plus 16%	4543 26.2101	4770 27.5198	5009 28.8986	5259 30.3410	5523 31.8641	5800 33.4622	6090 35.1353
Plus 17%	4582 26.4351	4811 27.7563	5052 29.1467	5305 30.6064	5570 32.1352	5850 33.7506	6143 35.4411
Plus 18%	4621 26.6601	4852 27.9928	5095 29.3948	5350 30.8660	5618 32.4122	5900 34.0391	6195 35.7411
Plus 19%	4660 26.8851	4893 28.2294	5138 29.6429	5395 31.1256	5666 32.6891	5950 34.3276	6248 36.04668

NONREPRESENTED EMPLOYEES - EFFECTIVE 07-01-12 (2% COLA)

RANGE	POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
1	Admin Assistant	2969 17.1292	3043 17.5561	3119 17.9946	3197 18.4446	3277 18.9061	3359 19.3792	3443 19.8638	3529 20.3600	3617 20.8677	3707 21.3869	3800 21.9235
2	Acct Tech Fire Staff Assistant Payroll Technician Public Works Asst	3224 18.6004	3305 19.0677	3388 19.5465	3473 20.0369	3560 20.5389	3649 21.0523	3740 21.5773	3883 22.1139	3929 22.6677	4027 23.2331	4128 23.8158
3	Court Supervisor Police Staff Asst	3497 20.1754	3584 20.6773	3674 21.1966	3766 21.7273	3860 22.2697	3956 22.8235	4055 23.3947	4156 23.9774	4260 24.5774	4366 25.1889	4475 25.8178
4	Info Technician Civil Engineer I	3849 22.2062	3945 22.7601	4044 23.3312	4145 23.9139	4249 24.5139	4355 25.1255	4464 25.7543	4576 26.4005	4690 27.0582	4807 27.7332	4927 28.4255
5		4117 23.7524	4220 24.3466	4325 24.9524	4433 25.5755	4544 26.2159	4658 26.8736	4774 27.5428	4893 28.2294	5015 28.9332	5140 29.6544	5268 30.3929
6	Accountant Management Tech	4467 25.7716	4579 26.4178	4693 27.0755	4810 27.7505	4930 28.4429	5053 29.1525	5179 29.8794	5308 30.6237	5441 31.3910	5577 32.1756	5716 32.9776
7	Civil Engineer II Superintendent	4848 27.9698	4969 28.6679	5093 29.3833	5220 30.1160	5351 30.8717	5485 31.6448	5622 32.4352	5763 33.2487	5907 34.0795	6055 34.9334	6206 35.8045
8	Park&Rec Manager Senior Planner	5258 30.3352	5389 31.0910	5524 31.8698	5662 32.6660	5804 33.4853	5949 34.3218	6098 35.1814	6250 36.0584	6406 36.9584	6566 37.8815	6730 38.8277
9	Civil Engineer III Deputy Fire Marshal IT Manager	5704 32.9083	5847 33.7333	5993 34.5757	6143 35.4411	6297 36.3295	6454 37.2353	6615 38.1642	6780 39.1161	6950 40.0969	7124 41.1008	7302 42.1277
10	Fire Marshal	6186 35.6891	6341 36.5834	6500 37.5007	6662 38.4354	6829 39.3988	7000 40.3854	7175 41.3950	7354 42.4277	7538 43.4893	7726 44.5739	7919 45.6874
11	Airport Director City Engineer Managing Engineer City Recorder Human Res Director	6716 38.7469	6884 39.7161	7056 40.7085	7232 41.7239	7413 42.7681	7598 43.8355	7788 44.9316	7983 46.0567	8183 47.2105	8388 48.3932	8598 49.6048
12	Com Devel Director Finance Director	7288 42.0470	7470 43.0970	7657 44.1758	7848 45.2778	8044 46.4086	8245 47.5682	8451 48.7567	8662 49.9740	8879 51.2260	9101 52.5068	9329 53.8222
13	Fire Chief Police Chief Public Works Director	7904 45.6009	8102 46.7432	8305 47.9144	8513 49.1144	8726 50.3433	8944 51.6010	9168 52.8933	9397 54.2145	9632 55.5703	9873 56.9607	10,120 58.3857

14		8576 49.4779	8790 50.7125	9010 51.9818	9235 53.2799	9466 54.6126	9703 55.9799	9946 57.3819	10,195 58.8184	10,450 60.2896	10,711 61.7954	10,979 63.3416
15		9306 53.6895	9539 55.0338	9777 56.4069	10,021 57.8146	10,272 59.2627	10,529 60.7454	10,792 62.2627	11,062 63.8205	11,339 65.4186	11,622 67.0513	11,913 68.7302
19	Police Sergeant						6645 28.3373					
19	Battalion Chief						7300 28.9158	242.67 hrs				
19	Police Lieutenant						7310 42.1739					
21	Division Chief						8029 46.3220					
21	Police Captain						8041 46.3913					



IBEW SALARY PLAN – JULY 2012

Adjusted by 1.8% over 2011/2012 pursuant to collective bargaining agreement

RANGE	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	Bailiff Custodian	2307 13.3099	2422 13.9733	2543 14.6714	2670 15.4041	2804 16.1772	2944 16.9849
2		2422 13.9733	2543 14.6714	2670 15.4041	2804 16.1772	2944 16.9849	3091 17.8330
3	Account Clerk I Department Secretary	2543 14.6714	2670 15.4041	2804 16.1772	2944 16.9849	3091 17.8330	3246 18.7273
4		2670 15.4041	2804 16.1772	2944 16.9849	3091 17.8330	3246 18.7273	3408 19.6619
5	Account Clerk II Department Tech Maintenance I	2804 16.1772	2944 16.9849	3091 17.8330	3246 18.7273	3408 19.6619	3578 20.6427
6	Engineering Tech I	2944 16.9849	3091 17.8330	3246 18.7273	3408 19.6619	3578 20.6427	3757 21.6754
7	Maintenance II Assistant Planner	3091 17.8330	3246 18.7273	3408 19.6619	3578 20.6427	3757 21.6754	3945 22.7601
8	Parks & Rec Coordinator	3246 18.7273	3408 19.6619	3578 20.6427	3757 21.6754	3945 22.7601	4142 23.8966
9	Engineering Tech II Maintenance III Park/Equipment Maintenance Water Plant Operator	3408 19.6619	3578 20.6427	3757 21.6754	3945 22.7601	4142 23.8966	4349 25.0909
10		3578 20.6427	3757 21.6754	3945 22.7601	4142 23.8966	4349 25.0909	4566 26.3428
11	Greenskeeper Horticulturist Facilities Maint Tech	3757 21.6754	3945 22.7601	4142 23.8966	4349 25.0909	4566 26.3428	4794 27.6582
12	Community Planner Engineering Tech III	3945 22.7601	4142 23.8966	4349 25.0909	4566 26.3428	4794 27.6582	5034 29.0429

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2012-2013**

<u>TARGET DATE</u>	<u>ACTION</u>	<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/30/12	8:00 A.M. – Noon Budget Planning Meeting – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process	8. 03/30/12	City Manager completes review of operating & CIP sections of departmental budgets; begins revenue projections and directs expenditure adjustments
2. 02/13/12	6:00 P.M. (Prior to Council Meeting) Budget Committee Meeting: Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Tom Davidson; Distribution of Budget User’s Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2011– Adoption of budget calendar	9. 04/09/12	*6:00 P.M. (Prior to Council Meeting) Budget Committee Meeting: CIP Report and Brief Budget Status Report *7:00 P.M. Council Meeting – Adoption of CIP *Notice of 5/08/12 Budget Committee Meeting/Public Hearing on <i>Possible</i> Uses of State Revenue Sharing mailed to Budget Committee & News-Review; for 1st publication on 4/22/12; 2nd on 4/29/12 ** ORS 294.401(4) requires notice to be published <u>twice</u>, at least 7 days apart, with 1st publication no more than 30 days prior to hearing & 2nd not less than 5 days prior to hearing
3. Week of 02/13/12	IT meets with individual departments to determine technology needs	10. 04/22/12	Notice of 05/08/12 Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing published for the 1 st time in News-Review
4. 02/29/12	Grant requests due in City Manager's office with funds Identified	11. 04/23/12	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
5. 03/05/12	Departmental budgets submitted to City Manager and Finance Director at department head meeting		
6. 03/16/12	Finance Director completes review of departmental budgets & CIP and advises City Manager of any uncommitted revenues		
7. Week of 03/19/12	Departments meet with City Manager to review departmental budgets		

<u>TARGET DATE</u>	<u>ACTION</u>	<u>TARGET DATE</u>	<u>ACTION</u>
12. 05/01/12	Proposed budget and budget message are hand delivered to Budget Committee	18. 06/03/12	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/11/12 Public Hearing on <i>Proposed Uses of Revenue Sharing</i> <u>published</u> in News-Review
13. 05/08/12	<u>7:00 P.M. – 10:00 P.M. First Budget Committee Meeting:</u> City Manager presents budget message; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible Uses Thereof</i> held; Individual departments begin review of their respective portions of the budget	19. 06/11/12	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee</i> and adopts a resolution electing to receive state revenue sharing & adopting the final budget **pursuant to ORS 221.770
14. 05/09/12 & 05/10/12	<u>7:00 P.M. – 10:00 P.M. Budget Committee Meetings</u> continue	20. 07/03/12	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. *Deadline is 07/15
15. 05/15/12 & 05/16/12	<u>7:00 P.M. – 10:00 P.M. Budget Committee Meetings</u> continue if necessary. **Budget Committee must hold final session and approve the proposed budget by 05/16/11		
16. 05/18/12	Notify News-Review of space needed for budget summary publication		
17. 05/25 /12	<u>Mail</u> Notice of 06/11/12 Public Hearing on <i>Proposed Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee</i> to News-Review to be published on 6/03/12 **ORS 294.421(2) requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing		

A public meeting of the Roseburg City Council will be held on June 11, 2012 at 7:00 p.m. at 900 SE Douglas Avenue, Roseburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2012 as approved by the City of Roseburg Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Major changes, if any, and their effect on the budget, are explained below.

Contact: Cheryl Guyett	Telephone: 541-492-6710	Email: cguyett@cityofroseburg.org
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FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
Beginning Fund Balance/Net Working Capital	21,832,629	21,299,086	21,093,184
Fees, Licenses, Permits, Fines, Assessments & Other Service	10,334,509	10,516,867	10,384,958
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,275,267	5,241,866	10,056,715
Revenue from Bonds and Other Debt	-	520,000	-
Interfund Transfers / Internal Service Reimbursements	4,094,474	4,514,481	4,856,760
All Other Resources Except Property Taxes	1,619,074	1,555,371	1,704,331
Property Taxes Estimated to be Received	10,651,479	10,980,000	11,210,000
Total Resources	\$52,807,432	\$54,627,671	\$59,305,948

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	15,346,956	17,321,745	17,546,292
Materials and Services	9,650,348	10,639,478	10,208,888
Capital Outlay	3,553,966	9,456,283	13,148,235
Debt Service	548,740	545,740	542,541
Interfund Transfers	1,486,422	1,683,478	1,848,465
Contingencies	-	3,102,646	4,585,462
Special Payments	50,000	100,000	50,000
Unappropriated Ending Balance and Reserved for Future Expenditure	22,171,000	11,778,301	11,376,065
Total Requirements	\$52,807,432	\$54,627,671	\$59,305,948

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Name City Manager	759,630	958,862	942,775
FTE	5.0	5.0	5.0
Name Finance and Management Services	986,494	1,131,985	1,156,270
FTE	9.8	9.8	9.8
Name Community Development	547,467	663,794	475,394
FTE	5.5	5.5	3.5
Name Public Works Department	596,627	718,841	763,521
FTE	2.0	3.0	3.0
Name Parks and Recreation	1,070,335	1,253,937	1,274,344
FTE	13.0	12.0	12.3
Name Municipal Court	386,060	503,968	500,263
FTE	3.7	3.7	3.7

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Name Police Department	5,606,876	5,947,106	6,057,803
FTE	40.0	40.0	40.0
Name Fire Department	4,828,042	5,439,072	5,757,751
FTE	36.5	38.5	42.5
Name Public Works Fund	3,081,742	3,045,686	3,099,027
FTE	23.0	23.0	23.8
Name Grants	926,746	167,175	213,926
FTE	-	-	-
Name Economic Development	248,855	230,295	217,095
FTE	-	-	-
Name Hotel/Motel Tax Fund	889,911	929,378	963,664
FTE	-	-	-
Name Bike Trail	70,413	73,004	171,563
FTE	-	-	-
Name Housing Rehab Loan	284,305	291,976	280,280
FTE	-	-	-
Name Street/Sidewalk	726,257	825,494	982,183
FTE	-	-	-
Name Debt	527,673	411,000	410,000
FTE	-	-	-
Name Transportation	5,715,284	4,757,787	4,341,906
FTE	-	-	-
Name Park Improvement	214,425	295,911	309,424
FTE	-	-	-
Name Equipment Replacement	883,576	716,840	976,892
FTE	-	-	-
Name Facilities Replacement	1,444,161	1,265,833	1,288,302
FTE	-	-	-
Name Assessment Improvement	1,291,567	1,335,359	1,367,156
FTE	-	-	-
Name Stewart Trust	122,118	84,610	104,702
FTE	-	-	-
Name Storm Drainage	1,816,193	2,103,108	1,842,831
FTE	-	-	-
Name Off Street Parking	259,358	267,762	234,170
FTE	-	-	-
Name Airport	1,074,150	3,349,776	6,766,771
FTE	1.0	1.0	1.0
Name Water	9,206,662	9,689,628	10,420,816
FTE	17.0	17.0	17.0
Name Golf	373,098	384,336	324,010
FTE	2.5	2.5	2.0

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Name Workers' Compensation	865,722	884,733	853,371
FTE	-	-	-
Non-Departmental / Non-Program	8,003,685	6,900,415	7,209,738
FTE	-	-	-
Total Requirements	\$52,807,432	\$54,627,671	\$59,305,948
Total FTE	159.00	161.00	163.50

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
Community Development: Elimination of Compliance Officer position and Department Technician position Permit Services consolidated with Planning Division			
Fire Department: 4 Firefighters hired with two year SAFER grant			
Airport Fund: \$6 million runway extension and taxiway relocation projects funded with FAA and ConnectOregon grants			
Water Fund: Laurelwood river crossing main replacement, \$600,000, 75% FEMA grant eligible Phase I Winchester 24" main replacement, \$1.8 million			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 8.4774 per \$1,000)	8.4774	8.4774	8.4774

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
Other Bonds	\$11,150,000	
Total	\$11,150,000	

EXHIBIT "A"
2012-2013 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆	Administration	\$	2,119,045	
◆	Community Development		475,394	
◆	Public Works		763,521	
◆	Parks and Recreation		1,274,344	
◆	Municipal Court		500,263	
◆	Police Department		6,057,803	
◆	Fire Department		5,757,751	
◆	Capital Outlay		116,000	
◆	Transfers		1,466,983	
◆	Operating Contingency		925,000	
◆	Library		50,000	
			50,000	\$ 19,506,104

SPECIAL REVENUE FUNDS

Public Works

Departments

◆	Administration		760,255	
◆	Engineering		751,013	
◆	Streets		1,363,835	
◆	Operating Contingency		223,924	
			223,924	3,099,027

Grant Special Revenue

◆	Materials and Services		129,798	
◆	Capital Outlay		41,466	
◆	Operating Contingency		42,662	
			42,662	213,926

Hotel/Motel Tax

◆	Materials and Services		509,787	
◆	Transfers		341,482	
◆	Operating Contingency		112,395	
			112,395	963,664

EXHIBIT "A"
2012-2013 BUDGET APPROPRIATIONS

Streetlight/Sidewalk			
◆	Materials and Services	67,885	
◆	Capital Outlay	435,000	
◆	Operating Contingency	200,000	702,885
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Bike Trail			
◆	Capital Outlay	127,969	
◆	Operating Contingency	43,594	171,563
<hr/>			
Housing Rehabilitation Loan Fund			
◆	Materials and Services	78,286	
◆	Capital Outlay	175,000	
◆	Operating Contingency	26,994	280,280
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Economic Development Fund			
◆	Materials and Services	101,832	
◆	Operating Contingency	115,263	217,095
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Stewart Trust- Special Revenue Fund			
◆	Capital outlay	60,000	
◆	Operating Contingency	44,702	104,702
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<u>DEBT SERVICE FUNDS</u>			
Debt Retirement Fund			
◆	Debt Service	410,000	410,000
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EXHIBIT "A"
2012-2013 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

Transportation

◆ Materials and Services	1,656,111	
◆ Capital Outlay	632,500	
◆ Transfers	40,000	
◆ Operating Contingency	1,000,000	3,328,611

Park Improvement

◆ Materials and Services	18,242	
◆ Capital Outlay	180,000	
◆ Operating Contingency	111,182	309,424

Equipment Replacement

◆ Capital Outlay	408,000	408,000
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Assessment

◆ Operating Contingency	300,000	300,000
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Facilities Replacement Fund

◆ Materials and Services	190,376	
◆ Capital outlay	305,300	
◆ Operating Contingency	200,000	695,676

ENTERPRISE FUNDS

Storm Drainage

◆ Materials and Services	590,600	
◆ Capital Outlay	904,000	
◆ Operating Contingency	348,231	1,842,831

EXHIBIT "A"
2012-2013 BUDGET APPROPRIATIONS

Off Street Parking

Departments

◆ Enforcement	118,000	
◆ Administration	51,061	
◆ Operating Contingency	65,109	234,170

Airport Fund

◆ Airport Operations	315,387	
◆ Capital Outlay	6,316,000	
◆ Debt Service	122,288	
◆ Operating Contingency	13,096	6,766,771

Water Service Fund

Departments

◆ Production	1,051,561	
◆ Transmission and Distribution	1,265,856	
◆ General Overhead	1,251,433	
◆ Capital Outlay	3,447,000	
◆ Operating Contingency	500,000	7,515,850

Golf

◆ Maintenance	300,447	
◆ Debt Service	10,253	
◆ Operating Contingency	13,310	324,010

INTERNAL SERVICE FUND

Workers Compensation

◆ Materials and Services	255,294	
◆ Operating Contingency	300,000	555,294

TOTAL BUDGET APPROPRIATIONS

\$ 47,949,883

EXHIBIT "A"
2012-2013 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>	
General	\$ 65,000	\$ 4,566,755	\$ 4,631,755	
Streetlight/Sidewalk	-	279,298	279,298	
Transportation	-	1,013,295	1,013,295	
Equipment Replacement	568,892	-	568,892	
Assessment Improvement	1,067,156	-	1,067,156	
Facilities Replacement	592,626	-	592,626	
Water	1,000,000	1,904,966	2,904,966	
Workers Compensation	-	298,077	298,077	
	<u>\$ 3,293,674</u>	<u>\$ 8,062,391</u>	<u>\$ 11,356,065</u>	<u>11,356,065</u>
 TOTAL BUDGET				 <u><u>\$ 59,305,948</u></u>

RESOLUTION NO. 2012-10

A RESOLUTION ADOPTING THE 2012-2013 BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2012; and

WHEREAS, at a regular meeting of the City Council held on June 11, 2012, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. After public hearing held on June 11, 2012, the Roseburg City Council hereby adopts the budget for the fiscal year 2012-2013 in the sum of \$59,305,948, a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2012-2013 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2012, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. This Resolution shall become effective immediately upon adoption by the Roseburg City Council.

APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 11TH DAY OF JUNE, 2012.



Debra R. Davidson, Acting City Recorder

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Douglas County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Roseburg has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Douglas County. The property tax, fee, charge or assessment is categorized as stated by this form.

900 SE Douglas Roseburg OR 97470 06/14/2012

Mailing Address of District City State ZIP code Date

Cheryl K. Guyett Finance Director 541-492-6710 cguyett@cityofroseburg.org

Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits			
		Rate -or- Dollar Amount			
1.	Rate/Amount levied (within permanent rate limit)	1	8.4774		
2.	Local option operating tax	2		Excluded from Limits	Measure 5 Dollar Amount of Bond Levy
3.	Local option capital project tax	3			
4.	Levy for pension and disability obligations	4			
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001			5a.	
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001			5b.	
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)			5c.	0

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	8.4774
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)