

City of Roseburg, Oregon



2017-2018 Adopted Budget

CITY OF ROSEBURG, OREGON
ADOPTED BUDGET
FOR THE FISCAL 2017-2018 YEAR

Prepared by: City of Roseburg Finance Department



CITY OF ROSEBURG, OREGON

2017-18 BUDGET

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Larry Rich

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Sheila R. Cox, City Recorder
James A. Burge, Police Chief
Stuart I. Cowie, Community Development Director
D. Ron Harker, Finance and Management Services Director
Gregory G. Timm, 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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CITY OF ROSEBURG, OREGON

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City of Roseburg

2017-2018 BUDGET MESSAGE **April 25, 2017**

Ladies and Gentlemen of the Budget Committee:

I am pleased to present the proposed FY 2017-2018 City of Roseburg budget for your consideration. The budget is a tool used by Staff and Council to provide a roadmap for future operations and capital investments. We have attempted to provide funding at a level consistent with current and projected operational service levels and incorporated strategies to achieve Council's goals. Staff worked extensively with the City Council to evaluate and eventually update our General Fund reserve policy in 2015. Council adopted an updated policy which allowed for a budgeted ending General Fund reserve of as low as 20% after being held at 30% for the previous five years. The prior policy led to somewhat arbitrary service level reductions at a time when our long-term projections did not indicate the necessity of those reductions. While this General Fund budget continues to provide for services at a cost that exceeds our current year resources, our six-year forecast model continues to give us confidence that our proposed service levels can be maintained and enhanced over the next few years and still meet our Council policy objectives over the longer term.

Our local economy continues to trail the larger federal and state economies, but conditions have improved dramatically over the last two years. In 2015, the State of Oregon unemployment rate dropped below the national rate for the first time in almost twenty years, driven primarily by Portland metropolitan area employment. Many rural communities had been seeing significant reductions in property values and associated revenue due to a decline in residential property development. In 2015, more building permits were issued in Roseburg than any year since 2007, and even more were issued in 2016. The City property values are beginning to rise again and should return to historical levels over the next few years. Assessed value growth has not met the 3% threshold allowed by state law the last few years, but increased over 2% in 2016-17 for the first time in a number of years. We continue to be concerned that Real Market value and assessed value are not reaching levels that were anticipated. We are beginning to see some new commercial construction, and housing starts have increased considerably in the last twenty four months. During the current fiscal year, we worked with the developers of the former Douglas Community Hospital site that now houses combined State of Oregon offices. The project was complete around January 2017 and occupied by three different units of State government. This development will add to the tax base and "Beautify" an area of the community that is directly off Interstate 5 at the south I-5 entrance to our community.

The City continues to work with state and local government partners to ensure that additional commercial development will occur within the City limits and allow for economic expansion and assessed value growth. These steps, in addition to seeking greater efficiencies in our

operations and leveraging local dollars with state and federal grants, have allowed us to make important capital investments in transportation and other infrastructure.

The City, our Urban Renewal Agency and the Oregon Department of Transportation entered into an agreement to undertake one of the largest public works transportation projects in recent memory. ODOT is overseeing the Highway 138 Corridor project which will enhance pedestrian and bicycle travel as well as provide for better freight mobility and vehicular travel from the west end of the Oak and Washington Avenue bridges east and then north to Diamond Lake Boulevard. This \$12 million project rebuilt eight intersections, three railroad crossings and five travel lanes through much of the project area. The Highway 138 Corridor project is now anticipated to be complete on or around June 30, 2017. At the same time, the City/Urban Renewal Agency constructed improvements in a five block section immediately east of this project on Oak and Washington in the downtown core area. These two projects combined to provide an almost \$15 million investment in beautification and infrastructure in the center of Roseburg and is a great example of governmental cooperation and the leveraging of scarce resources. I would again like to thank Public Works Director Nikki Messenger and our partners at ODOT for making this project a reality for our community.

The Urban Renewal Agency also constructed a Parking Structure project and a road improvement project adjacent to 138 last summer adding approximately \$1.5 million in infrastructure investment in this core area. The Spruce/Parrott improvement added significant infrastructure to both the local residential street (Parrott) and commercial street (Spruce). Spruce Street was realigned to match the 138 Corridor improvement and provides for better bicycle, pedestrian and freight access into the mixed use area.

We continue to meet challenges associated with PERS rates, which increased by about 4% of payroll July of 2013 and 2 plus percent of payroll in 2015. Overall rates will again be increasing effective July 1, 2017 by approximately 4% of payroll and likely will increase an additional 4% of payroll in 2019. The rates imposed by PERS are effective for two year periods so the 4% increase will be effective for the next two fiscal years. Resources needed to operate City government are also stretched by rising health care premiums and property insurance costs. We have worked closely with our agent and providers to keep the cost of all insurance premiums down. We have been pretty successful in moderating the cost of health care premiums again this year, but we will experience a premium increase for the first time in three years. In addition, liability and property insurance premiums continue to increase at rates higher than the CPI. We are completing the first year of a collective bargaining agreement with our Police Department bargaining group and the second year of the contract with IAFF, our Fire Department bargaining group. We are currently in negotiations with the IBEW, our General Service collective bargaining group. It is important to note that while the impacts of collective bargaining have financial implications related to our budgets each year, approval of collective bargaining agreements is the sole responsibility of Council, not the Budget Committee. Information related to the impacts of collective bargaining has been included in the proposed budget. Pay schedules have also been included in the appendices section.

CITY GOALS AND OBJECTIVES

In April 2017, the Council adopted four goals that have and will continue to provide direction to Staff over the next few years as we develop budgets and strategies to meet those goals. Council chose to return to a goal setting process that provided direction related to the “big

picture” rather than a listing of individual actions or activities. The four goals for the next two fiscal years are as follows:

1. Develop and implement transportation funding policies to meet identified community needs.
2. Support and adopt policy development and implementation to enhance housing and community development.
3. Take a proactive role in community economic development and revitalization.
4. Develop programs and policies to enhance community livability and public safety.

City Staff continues to outline activities and priority projects that will allow us to measure progress towards achieving these goals. As you review the departmental and fund narratives you will see how these goal areas are being addressed through individual department goals and projects.

The proposed General Fund budget ending balance (combined with the operating contingency) will be about 23% of expenditures, still well above the General Fund Reserve policy, but our planned expenditures will exceed revenues in each of the next two fiscal years. Because our resource picture will improve dramatically when our Urban Renewal District plan expires in September 2019, Council adopted the change in our reserve requirements as part of Council’s previous “operational sustainability” goal. We have used the estimated available financial resources to continue to provide a high level of services that are needed and valued by City residents and are sustainable over the long run. We accomplished many things over the course of the last year, a few of which are included below.

Administration

The Finance Department received its 24th consecutive Award for Excellence in Financial Reporting from the Government Finance Officers Association. In addition to providing quarterly financial updates to Council, the Department completed the final phase of the migration of all financial systems to a new integrated financial software suite for financial reporting, court operations, human resources and utility billing. The IT Department helped establish an archive email server and installed new wireless technology that allows the City to place our network in remote locations throughout the City. The City Manager’s office continued to work closely with Council to implement goal related activities. Human Resources completed the recruitment and hiring for a number of new employees throughout the organization and coordinated safety training. The Recorder’s Office worked to bring additional departments into the electronic records management/archive system and to transfer microfilmed records to the system. A number of administrative Staff participated in Economic Development activities through the Partnership, Industrial Development Board and the Umpqua Business Center.

Public Safety

The Police and Fire Department’s most notable efforts focused on resiliency and community healing in the aftermath of the UCC tragedy in October. The preparedness of both departments was outstanding, and hopefully, the experience and lessons learned will assist us and other agencies in the future. They and we continue to work with the Community

Healing and Recovery Team (CHART) the Leadership Council (TLC) to help move the community forward in its efforts to regroup.

The Fire Department completed over 4,000 hours of training on issues ranging from apparatus operations to hazardous materials response and emergency medical services. The department planned and coordinated a community safety training exercise in conjunction with the Great Oregon Shakeout which included participation by the City of Roseburg, Douglas County, Mercy Medical Center and a number of other local businesses. Community awareness of how to respond during a natural disaster is an essential part of our preparedness program.

The Police Department co-sponsored Crisis Intervention Team training along with the National Alliance on Mental Illness. The training gives officers a greater understanding of how to handle situations involving emotionally disturbed individuals. The department also partnered with the Community Health Alliance to provide response intervention services on an ongoing basis. The department continues to operate the highly successful K-9 program and partners with the Volunteers in Police Service and the Roseburg Area Youth Services Program. The City and Roseburg Public Schools continue to co-fund two School Resource Officers which is a very successful program.

Community Development

Community Development welcomed a new Director this year, Stuart Cowie, who is bringing a fresh perspective and new ideas to CDD and our organization. Department Staff worked with ODOT toward adoption of the Interchange Area Management Plan for Exit 127 and the initiation of a new Transportation System Plan. The proposed budget continues the increase of the Compliance Officer position from part-time to full-time as was done last year. This continued commitment to compliance will allow the department to enhance the community service level substantially by providing more opportunity to respond to code violations and compliance issues. This increase is consistent with the Council's goal relating to community livability and public safety. The compliance program was very successful this year after going back to a full time position and will be instrumental in carrying out portions of Council's goals.

Public Works

Public Works developed and oversaw a number of projects during the last year including the Spruce/Parrot improvements, the parking structure improvements, continued coordination with ODOT for the Highway 138 improvements, Harvard and Chestnut Storm Drainage and Parks multi-use path improvements. The Five-Year Pavement Maintenance report was recently completed with the assistance of a consultant, and the City Council will soon need to adopt long-term funding options to implement the street resurfacing and improvement programs which is part of Council's goal relating to transportation funding. Staff from Public Works, Finance and Administration recently completed water and storm drainage utility rate studies that were adopted by Council setting the framework for our implementation of the City's Water and Storm Drainage Master Plans. Revenues from both utilities continue to provide resources in line with our projections and are providing sustainable resources to invest in our community's infrastructure. We will continue to work with Council to evaluate transportation and parks funding.

Current Operations

We made every effort to provide a proposed budget that continues current operations in the General Fund and enhances levels of service in some of the enterprise funds. After working with City Council, we established an updated six-year forecasting model and revised our General Fund Ending Fund Balance/Future Year reserve policy in 2015 which was incorporated into the 2015-16 budget. This 2017-18 budget includes some minor additions to operational budgets to help meet recently adopted Council goals related to community livability, public safety and housing.

In the Fire Department, the additional .5 FTE office staff last year allowed us to better utilize our administrative staff and allow the Department to begin working more closely with our Administrative Department to ensure the records management program can be implemented with fidelity in a timely manner. We are adding additional hours to this position again this year in an effort to more efficiently utilize management resources in the department

The Police Department budget includes the addition of 1 FTE to provide for a specific “community policing” position to work directly with businesses and individuals where criminal incidents are proliferating that impact business opportunities and quality of life. This will increase the department FTE from the current service level, increasing to 41 FTE. In 2015 we reached an agreement with Roseburg Public Schools to return to providing two School Resource Officer positions with their funding support. During the recession, the District was unable to continue to fund their portion of two positions, so one position was reduced. With the financial support of RPS, we were able to fill the second SRO position as an assignment from current staffing levels. We are budgeting to continue the two SRO positions with RPS, and have also entered into an agreement with Glide Public Schools to provide a contract part-year SRO at the Glide campus.

We continue to evaluate the effectiveness of all areas of service provided through the Department. Last year was the fourth full year with the multiple K-9 units, and we look forward to continuing the programs in which these units are involved. We transitioned our previous narcotics/drug dog to the Sheriff’s office to utilize at the Douglas County jail effective July 1, 2015 and acquired an additional K-9 to partner with one of our officers. We work closely with the DC Sheriff’s office K-9 units for support and training. Our K-9 operations have, and continue to be supported by the generous support of a local community member as well as support through donations from many others in our community.

The 2016-17 Proposed Budget included an increase of one FTE to reinstate the Engineer position reduced in 2014-15 and normal cost increases for collectively bargained increase and ongoing materials and supply cost increases. The entire cost of the Engineering FTE addition was offset by additional transfers/charges for service from the Transportation, Water, Storm and Urban Renewal budgets. That position has been critical in allowing us to carry out our current capital project. Our current Capital Improvement Plan indicates that we will be developing and overseeing \$10-\$12 million in projects annually through 2019 and additional Engineering staff is required to meet our time frames. Again, there is no net impact to our General Fund as the entire cost of this additional FTE is being paid through other funding mechanisms.

The General Fund Budget includes operating expenditures of \$22.22 million which exceeds our operating revenues of \$21.37 million by about \$852,000. Total General Fund

expenditures, including transfers and capital outlay total \$23.08 million and exceed current year revenues by approximately \$1.71 million or about 8.0% of revenues.

We will accommodate this shortfall by utilizing a portion of our reserves/beginning fund balance while still leaving an ending fund balance/contingency of over \$5.34 million, or 23.1% of expenditures, well above the current policy of 20% and within the parameters outlined to Council during our policy discussions. As I indicated earlier in this message, the new ending fund balance policy was revisited with Council as part of our organizational sustainability goal. Adequate reserves are essential to the operations of any local government, but the amount should be tempered with the reliability and availability of future resources and the need to provide service. Reductions in the ending fund balance/reserves will occur this year and next year in an effort to continue our high level of service to the community. After two years the Urban Renewal Agency plan will expire and the property tax generated in the District (currently about \$2.2 million) will go back on the general tax rolls and will be distributed to the City of Roseburg. Based on our current six-year forecast, this level of General Fund service is sustainable throughout the forecast period and beyond in accordance with Council's fund balance policy.

Significant Budgetary Changes

There are no major service level changes in the General Fund this year, however there continues to be budget pressure that are beyond our control relating to some personnel costs. Those will be discussed in the next section.

As indicated above, most of the changes relate to small increases in FTE in a few areas of the budget that will allow us to carry out current and prior Council goals. Each of these additions will be evaluated over time as we attempt to provide a baseline service level to which we will compare long term resources for sustainability. The current proposed General Fund budget contains about \$21.37 million in current year resources and \$23.08 million in current year expenditures. Again, I want to emphasize that this imbalance continues a high level of service to our community while we plan for the 2019 addition back to the tax rolls of the Urban Renewal assessed value.

The primary reason expenditure increases outstrip resource increases is the continuing increase in PERS rates and the overall impact of personnel costs (including the increase of 2 FTE). Over 91% of the projected increases in cost in the proposed budget related to Personnel Service costs. We are primarily a service organization, and we will always need to balance the cost of personnel in relationship to the services we provide. Philosophically, it is important to match current resources and expenditures over time so that the implications of revenue or cost shifts can be evaluated against organizational baseline service standards. As we move forward in fiscal 2017-18, we will be monitoring our projections relating to operational and infrastructure sustainability. While we continue to provide a very high level of service, we must evaluate how to maintain those services in the future. Our six-year forecast model continues to indicate that our operations will be sustainable and within Council policy as a result of the inclusion of over an additional \$2.5 million in property tax revenues beginning in 2019-20 at the end of our Urban Renewal plan area designation.

One other notable budgetary impact carried over from prior years relates to the issuance of Pension Obligation Bonds (POBs) during 2014 of almost \$4.9 million which was a one-time resource influx and is not included in this budget. This was a one-time issuance, and the

proceeds were paid to PERS to reduce our ongoing obligation related to the transition liability which was part of our unfunded actuarial liability. The payment in 2014 will result in savings of approximately \$1.04 million over the 15 year repayment period and a net present value savings of more than \$800,000. Issuance of the POBs and the ongoing debt service necessitated creation of a Pension Obligation Debt Service Fund. It was created using a supplemental budget process in 2014 and now shows in the budget document with only debt service costs and interdepartmental charges.

Collective Impacts – Outside Influences

As indicated previously, the increase in our PERS rates, initially estimated at almost 6% of payroll effective July 1, 2013-15 (and 4% biennially thereafter) made it very difficult to balance our operational budget. PERS reform was passed during the 2013 legislative session that reduced the increase to closer to 4.5% of payroll. The City issued Pension Obligation Bonds to pay off a transition liability that was accruing interest at 8% annually, reducing our PERS cost by an additional .25% of payroll after debt service. The legislative reforms were challenged in court and oral arguments in front of the Oregon State Supreme Court were heard during fiscal 2015. The Supreme Court decision overturned the majority of the cost saving measures outlined in the statutory changes and PERS increases will once again have a dramatic impact on governmental entities throughout the state. As previously stated rates increased again in July 2015 and will again July 2017 for the current two-year period. We now anticipate that PERS rates will continue to increase 3% to 4% of payroll each biennium for the next six to eight years and stay at the higher rates for another 20 years. We are in the system, and only the legislature and eventually, the courts can impact the PERS system. We have an obligation to pay the rates as determined by the actuary in accordance with state statute. If no changes are forthcoming, rates will likely stabilize around 30% of payroll, or about 20% of payroll higher than rates were throughout the 1990's.

During the current fiscal year, Douglas County implemented plans to discontinue funding for the county wide library system. The headquarters library and largest branch library is located in Roseburg and is scheduled to close the end of May. At this time one Roseburg City Councilor sits on a County appointed task force to evaluate the future of the library system. No decisions have been made nor can we identify the financial impacts of the closure. We continue to budget \$50,000 towards support of the library, but Council will need to develop some policy around the future of the City's participation in a local or regional library. Douglas County currently owns the buildings and assets related to the library system, at least in Roseburg. We will continue to work on how a library looks in the future and what role the City of Roseburg will play in that future.

OVERALL BUDGET SUMMARY

The total FY 2017-2018 proposed budget, including General Fund and all other fund expenditures, is proposed at \$64.20 million compared to the current year adopted budget of \$61.89 million. This represents an increase of approximately 3.7% which based on our projections for all funds continues to be sustainable. There are significant capital expenditures (\$13.65 million) included in the overall budget, primarily almost \$2.5 million in the Transportation Fund, over \$2 million in the Water Enterprise Fund, over \$460,000 in the Equipment Replacement Fund and almost \$1.9 million in the Storm Drainage Fund. We have also included almost \$2.25 million in the Facilities Fund and \$1.75 million in the Grant Fund, most of which is contingent on state grants. Each of these fund expenditures represents

scheduled projects and acquisitions from our five-year Capital Improvement Plan (CIP) which is an important planning document that is updated every two years. Information in the CIP is influenced by a number of master plans developed for our water and storm utilities, parks and streets.

Resources budgeted in the Facilities and Grant Funds include a CDBG Grant to participate in building a new Head Start facility in the community (\$1.5 million) as well as the seismic upgrade of both of our Fire Department substations (\$1.5 million). We have been awarded the CDBG grant and should receive final award information on the two seismic grant opportunities by the time we hold our first Budget Committee meeting.

GENERAL FUND SUMMARY

Basic operations in the General Fund include Parks, Public Works, Police, Fire, Community Development, Finance and Management Services, Municipal Court and Administration. The General Fund provides funding for most direct operational services that residents recognize and use frequently. The FY 2017-2018 General Fund is proposed at \$28,414,888 (up 3.7%) including reserves of approximately 23.1% of General Fund expenditures or \$5.34 million.

GENERAL FUND REVENUES

Total operating revenues are proposed at \$21,368,080. This is a 6.55% increase from the total resources budgeted last year. The most significant General Fund resource continues to be current and prior year property taxes. Property taxes are estimated to increase by \$764,000 or almost 6% from the 2016-17 adopted budget of \$12,823,550. As recessionary impacts subside and new construction continues, we anticipate property taxes should continue to increase above the three percent benchmark allowed by statute for existing property values. We will continue to monitor values very closely to determine if the local assessment and taxation function is reflective of the local market and real market values. There are currently proposals in various stages of planning or development that could provide an increase in assessed value next year of between \$15 and 20 million, or about an additional 1%.

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 \$23,077,540, exclusive of reserves which is a \$1.37 million (6.3%) increase. The proposed expenditures have been included in our updated six-year forecast model and appear to be sustainable through the forecast period. It is essential that we continue to monitor both revenues and expenditures in our model to ensure that we can continue to provide high levels of service to citizens.

ENTERPRISE, SPECIAL REVENUE, AND CAPITAL PROJECTS FUNDS

Enterprise Funds, Special Revenue Funds and Capital Projects Funds actually comprise the majority (almost 56%) of the City's overall budget. Enterprise Funds include the Water Fund, Storm Drainage, Off Street Parking and Airport. Special Revenue Funds consist of Grants, Hotel/Motel Tax, Bike Trail, Street Lights and Sidewalk Funds, Housing Rehab, Golf, Economic Development and the Stewart Trust. Capital Project Funds consist of

Transportation, Park Improvement, Equipment Replacement, Assessment Improvement and Facilities Replacement.

We spend most of our time discussing our General Fund as it provides many of the basic services that people in a community come to rely on in their day to day lives. However, the City also provides the basic infrastructure for our community which provides many quality of life supports that people take for granted. The City provides water to over 10,000 customers through our water utility fund at an annual cost of approximately \$11 million. Pumping water from the pristine North Umpqua River, the water is then filtered and treated before being pumped through an extensive distribution and storage system prior to finding its way into individual homes and businesses. Potable water is an important component of our community system and continued good stewardship of the water system is critical to our future.

Likewise, the local transportation system is essential for our citizens as we provide a system to meet recreational and business needs throughout the City. An efficient inter-connected multi-modal system is also critical for quality of life and economic development in a community. We have recently completed a system analysis of our street systems condition and will be discussing public policy issues surrounding appropriate transportation service levels and conditions and how to appropriately share the cost burden of providing a first class transportation system. Our annual pavement maintenance needs are now in excess \$1.5 annually and we are currently unable to meet those annual requirements. Once again Council has adopted a goal around transportation funding and we hope to have something in front of the voters during this calendar year.

The Storm Drainage Fund is the third largest fund outside of the General Fund and was created to provide a funding mechanism to develop and improve our community storm drainage system in 1989. Over the last 25 years, significant progress has been made to manage and improve the drainage system throughout the community. Over the last few years, a comprehensive rate study was completed and implemented by Council to insure that the City would continue to have resources to maintain and upgrade our facilities and to remedy high priority system issues.

These two enterprise funds and the Transportation Capital Projects Fund budgets total almost \$20.4 million and comprise 31.8% of the City's total expenditures. Each of the remaining funds are provided to carry out important community services and functions and when taken together, the overall \$64.2 million budget allows us to carry out both operational and infrastructure related projects and services on behalf of the community. The funds included in the Water, Storm and Transportation Funds are not generally discretionary but are required to be utilized for the specific purposes that the fees and charges were developed to carry out.

I look forward to reviewing the proposed budget with you and wish to thank the many City Staff members responsible for preparation of this proposed budget. A budget of this magnitude and complexity could not be developed without the policy direction from our City Council and the ongoing support and efforts of each of our volunteer commissions and our dedicated staff. Special thanks go to Ron Harker, Director of Finance and Management Services and his entire team. As in past years, the Department spent many long hours putting the budget together and making sure it represents the collective wisdom of all the

Staff involved in development of the budget. I would like to individually thank the following Finance staff and Department Heads for their efforts in putting together a budget that will allow us to continue to provide exceptional service to our community.

Ron Harker, Finance and Management Services Director
Jim Burge, Police Chief
Sheila Cox, City Recorder
Stuart Cowie, Community Development Director
Debi Davidson, Management Technician
Debbie Keller, Lead Accountant
Tonya Iannuzzo, Accountant
Nikki Messenger, Public Works Director
Gregg Timm, Fire Chief
John VanWinkle, Human Resources Director

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Lance Colley", enclosed within a simple oval border.

C. Lance Colley
City Manager

CITY OF ROSEBURG, OREGON

BUDGET USER GUIDE

2017-2018 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.

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 USER GUIDE, continued

Budget Committee and Committee Functions: The Budget Committee, established by ORS 294.414, 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 and hears the budget message. At the second meeting, the Budget Committee holds a public hearing on the use of state shared revenues and hears and considers testimony from the public on the budget. If the Budget Committee does not approve the budget at its second 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 294.428, 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:

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 adjust the committee approved spending level upwards of 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 USER GUIDE, continued

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.

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.

BUDGET USER GUIDE, continued

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 294.463 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.

ORS 294.463 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 USER GUIDE, continued

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. City Departments have instant access to budget reports through the City's accounting software and review such reports frequently. An annual audit is performed and filed with the State of Oregon each year by an independent Certified Public Accountant.

The City publishes a Comprehensive Annual Financial Report (CAFR) that documents the City's budgetary performance and compliance; the CAFR can be found on the City's website at: <http://www.cityofroseburg.org/departments/finance/annual-financial-report/>.

The City also publishes a Popular Annual Financial Report that is a summary view of financial activities that are reported in more detail in the CAFR. The report is specifically designed to be readily accessible and easily understandable to the general public without a background in public finance; the PAFR can be found on the City's website at: <http://www.cityofroseburg.org/departments/finance/pafr-report/>.

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.
- 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.

FINANCIAL MANAGEMENT POLICIES, continued

- 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.
- 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 to Generally Accepted Accounting Principles and

FINANCIAL MANAGEMENT POLICIES, continued

Local Budget Law and will issue a Comprehensive Annual Financial Report (CAFR) and a Popular Annual Financial Report (PAFR).

2. Policy. Each fund will maintain adequate cash reserves, borrow internally from another City fund or borrow externally to provide for cash flow requirements. The City's General Fund Balance Policy includes a reserve target of twenty percent of expenditures. Annually, the City Manager reviews the City's financial status and develops a budget process that accounts for the City's projected financial status for the budget year based on 'best practice' evaluation criteria.
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.

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.

FINANCIAL MANAGEMENT POLICIES, continued

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.
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.

FINANCIAL MANAGEMENT POLICIES, continued

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.
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.

FINANCIAL MANAGEMENT POLICIES, continued

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 South 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 and planning. The City also operates water and storm drainage utility systems.

Date of incorporation	1872
Form of government	Council/Manager
Area in square miles	10.6
Population	22,820

Fire Protection:

Fire Stations	3
Fire Hydrants	1,324
Full Time Employees	41.50

Police Protection:

Police Stations	1
Patrol Cars/Motorcycles	13
Full-time Employees	40

Water Utility:

Annual consumption in millions of gallons	1,706
Local storage in millions of gallons	10.7
Miles of water mains	196
Number of users	11,062

Streets:

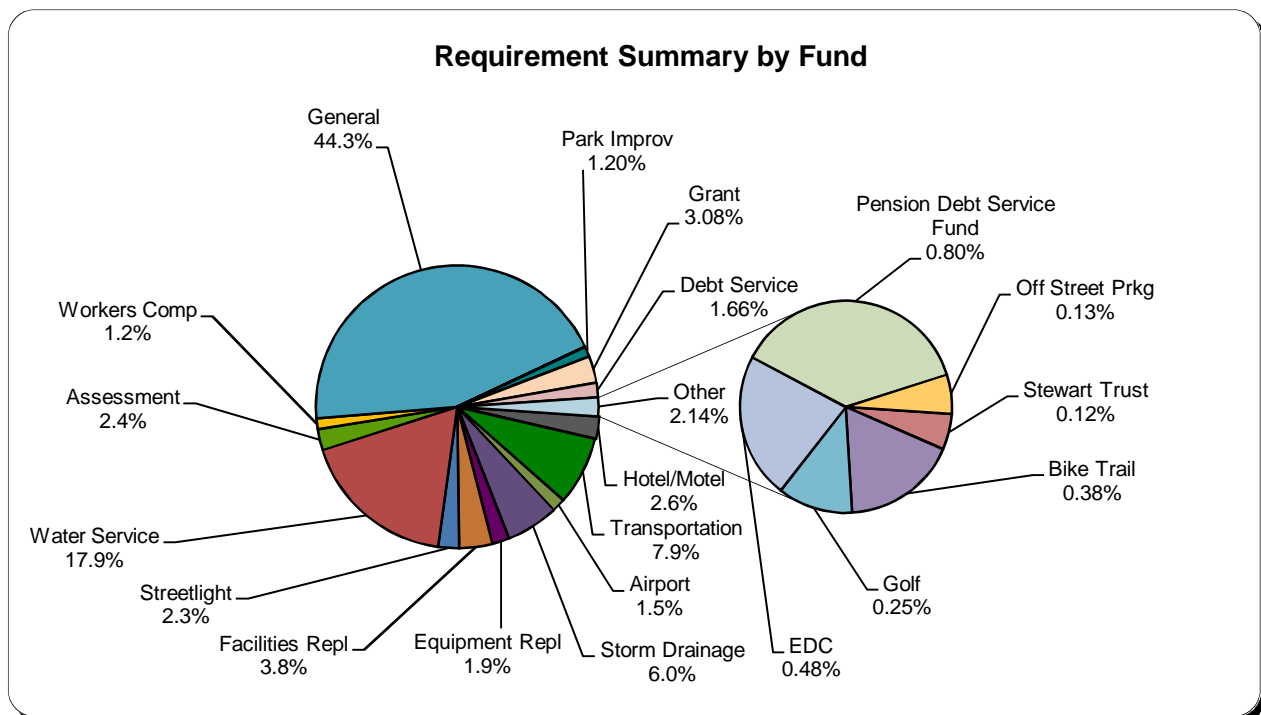
Miles of paved streets	112
Miles of unpaved streets	5.5

Parks and Recreation:

Developed parks	20
Park acreage	428
Golf courses	1
Tennis Courts	18

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY FUND

The Requirement Budget Summary on the following page shows that the 2017-2018 adopted budget is \$2,310,909 more than the 2016-2017 adopted budget. This represents an increase of 3.6%. The General Fund, the City's largest governmental fund, represents 44.3% 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 \$62,826,527 or 97.86% of total proposed expenditures. The second plot represents funds totaling \$1,375,315 or approximately 2.14% of total proposed expenditures.



CITY OF ROSEBURG, OREGON

REQUIREMENT SUMMARY BY FUND
2017-2018 BUDGET

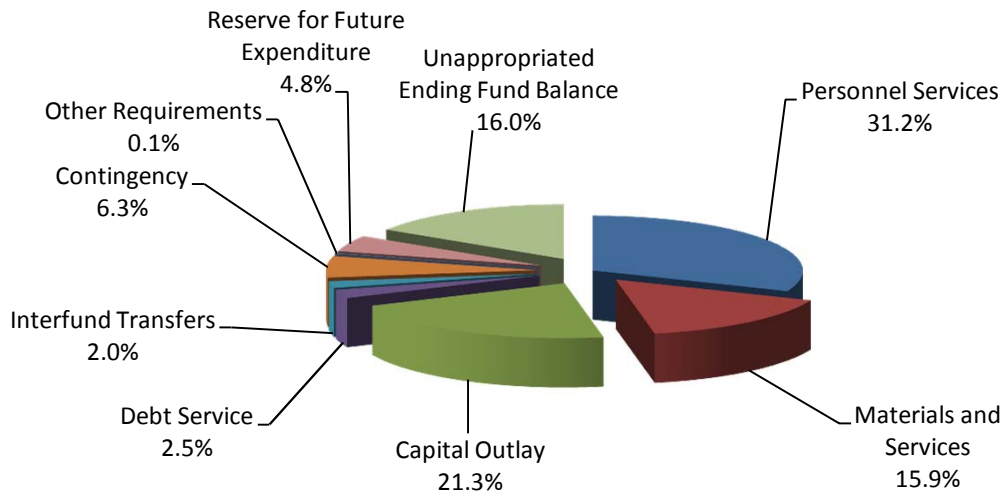
<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>	<u>FUND</u> <u>IDENTIFIER DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
26,869,729	27,221,984	27,398,889	010 General Fund	28,414,888	28,414,888	28,414,888
90,501	93,093	1,106,975	022 Grant Special Revenue Fund	1,977,738	1,977,738	1,977,738
1,263,464	1,353,622	1,466,237	024 Hotel/Motel Tax Fund	1,651,534	1,651,534	1,651,534
1,348,693	1,541,021	1,413,458	029 Streetlight/Sidewalk Fund	1,503,471	1,503,471	1,503,471
224,413	134,742	296,597	025 Bike Trail Fund	241,280	241,280	241,280
99,452	125,967	200,313	054 Golf Fund	157,629	157,629	157,629
241,198	257,824	286,994	055 Economic Development Fund	305,158	305,158	305,158
92,749	93,760	103,060	071 Stewart Trust Fund	75,384	75,384	75,384
2,768,800	2,929,600	2,161,500	041 Debt Retirement Fund	1,065,000	1,065,000	1,065,000
417,631	436,682	490,204	042 Pension Bond Debt Service Fund	513,503	513,503	513,503
4,574,798	5,548,244	5,602,124	031 Transportation Fund	5,041,541	5,041,541	5,041,541
239,627	273,773	873,135	032 Park Improvement Fund	771,949	771,949	771,949
1,520,436	1,691,201	1,302,703	033 Equipment Replacement Fund	1,240,606	1,240,606	1,240,606
1,474,713	1,495,763	1,531,928	034 Assessment Improvement Fund	1,562,338	1,562,338	1,562,338
926,882	935,132	1,957,094	036 Facilities Replacement Fund	2,463,417	2,463,417	2,463,417
2,613,440	3,227,548	3,711,766	027 Storm Drainage Fund	3,858,212	3,858,212	3,858,212
232,054	219,362	235,401	051 Off Street Parking Fund	82,361	82,361	82,361
1,953,324	617,857	656,369	052 Airport Fund	973,078	973,078	973,078
9,690,719	9,413,222	10,375,295	053 Water Service Fund	11,502,930	11,502,930	11,502,930
954,295	780,480	720,891	061 Workers' Compensation Fund	799,825	799,825	799,825
<u>57,596,918</u>	<u>58,390,877</u>	<u>61,890,933</u>	TOTAL REQUIREMENTS	<u>64,201,842</u>	<u>64,201,842</u>	<u>64,201,842</u>

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY CLASSIFICATION

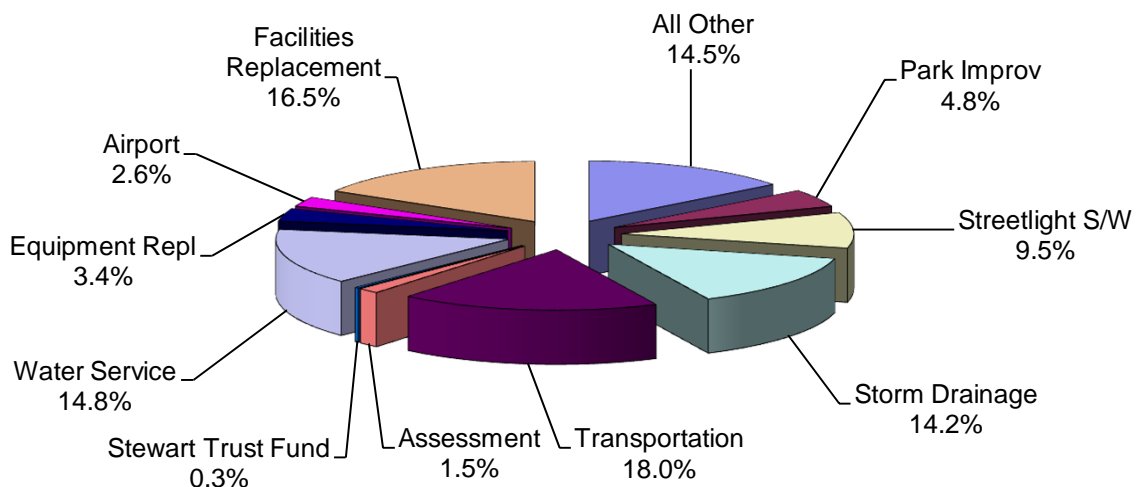
The City of Roseburg's requirements by classification are shown on the following page. As the first graph illustrates, expenditures for personnel services represent 31.2% of the total budget; materials and services represents 15.9% and capital outlay 21.3% of the total budget.

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

Total Requirements



Capital Outlay



CITY OF ROSEBURG, OREGON

REQUIREMENT SUMMARY BY CLASSIFICATION
2017-2018 BUDGET

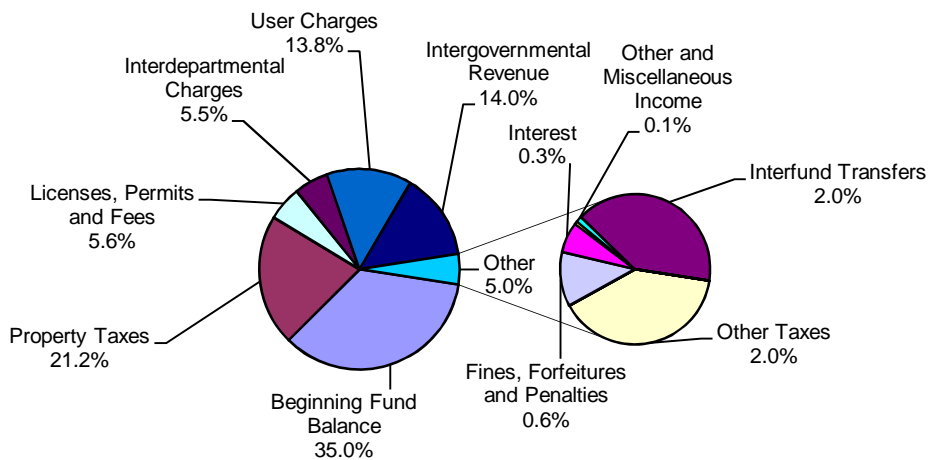
<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>	<u>DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
16,938,290	17,365,472	18,753,025	Personnel Services	20,004,787	20,004,787	20,004,787
8,386,868	9,023,050	10,388,372	Materials and Services	10,194,398	10,194,398	10,194,398
4,756,446	3,512,367	9,293,153	Capital Outlay	13,654,200	13,654,200	13,654,200
3,309,653	3,463,148	2,708,432	Debt Service	1,629,073	1,629,073	1,629,073
1,112,080	1,152,449	1,223,588	Interfund Transfers	1,280,000	1,280,000	1,280,000
-	-	4,697,520	Contingency	4,052,921	4,052,921	4,052,921
50,000	50,000	50,000	Other Requirements	50,000	50,000	50,000
-	-	4,344,329	Reserve for Future Expenditure	3,067,776	3,067,776	3,067,776
23,043,581	23,824,391	10,432,514	Unappropriated Ending Fund Balance	10,268,687	10,268,687	10,268,687
<u>57,596,918</u>	<u>58,390,877</u>	<u>61,890,933</u>	TOTAL REQUIREMENTS	<u>64,201,842</u>	<u>64,201,842</u>	<u>64,201,842</u>

CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION

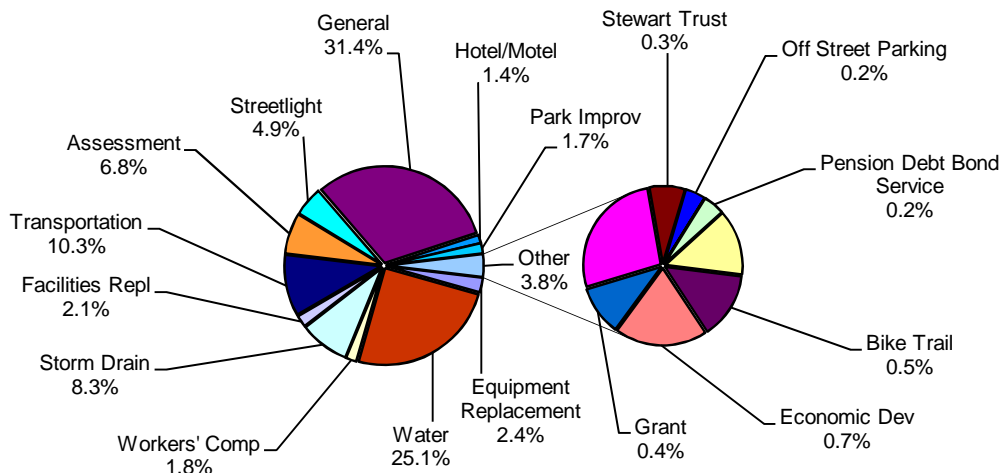
The City's resources by classification are shown on the following page. Beginning fund balances represent \$22,469,674 or 35% of the City's resources. Property taxes are \$13,588,000 or 21.2% of the budget. Of this total, current year property taxes are \$13,065,000.

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 \$7,046,808. The Water Fund projects \$5,633,103, Transportation Fund \$2,307,725 and the Facilities Replacement Fund \$461,917 for beginning fund balances.

Resources by Classification



Beginning Balance By Fund



CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION
2017-2018

<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>	<u>DESCRIPTION OF RESOURCES</u>	<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
21,982,007	23,081,091	22,943,414	Beginning Fund Balance	22,469,674	22,469,674	22,469,674
12,422,400	12,595,411	12,823,550	Property Taxes	13,588,000	13,588,000	13,588,000
1,010,617	1,124,510	1,236,556	Other Taxes	1,256,440	1,256,440	1,256,440
2,930,431	2,983,730	3,148,485	Licenses, Permits and Fees	3,566,900	3,566,900	3,566,900
3,121,358	3,020,425	3,242,526	Interdepartmental Charges	3,553,397	3,553,397	3,553,397
7,570,664	7,911,833	8,424,504	User Charges	8,851,825	8,851,825	8,851,825
513,297	545,585	596,500	Fines, Forfeitures and Penalties	374,875	374,875	374,875
6,673,891	5,577,319	7,750,850	Intergovernmental Revenue	8,987,471	8,987,471	8,987,471
118,730	150,073	111,960	Interest	209,760	209,760	209,760
20,780	12,324	20,200	Assessment Collections	18,600	18,600	18,600
82,531	200,315	303,800	Other and Miscellaneous Income	44,900	44,900	44,900
1,112,080	1,152,449	1,223,588	Interfund Transfers	1,280,000	1,280,000	1,280,000
28,132	28,312	65,000	Reimbursements	-	-	-
<u>57,596,918</u>	<u>58,390,877</u>	<u>61,890,933</u>	TOTAL RESOURCES	<u>64,201,842</u>	<u>64,201,842</u>	<u>64,201,842</u>

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2017-2018 BUDGET**

2017-2018 CURRENT PROPERTY TAX REQUIREMENTS

FUND	2017-2018 ADOPTED RATE*	2017-2018 ESTIMATED \$ LEVY	LESS ESTIMATES			2017-2018 PROJECTED NET COLLECTIONS
			DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.0%	TOTAL DEDUCTIONS	
CITY-WIDE LEVIES:						
General Fund **	8.4774	14,744,565	294,891	884,674	1,179,565	13,565,000
TOTALS	8.4774	14,744,565	294,891	884,674	1,179,565	13,565,000

*Estimated assessed valuation for City-wide levies is \$1.601 billion, a 2.4% increase.

The above tax rates are calculated before compression in accordance with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2017-2018**

HISTORY OF PROPERTY TAX LEVIES AND RATES

	LEVIES			Rates		
	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
CITY-WIDE LEVIES:						
General Fund Levy	12,648,295	12,781,263	13,297,247	8.4774	8.4774	8.4774
Totals	<u>12,648,295</u>	<u>12,781,263</u>	<u>13,297,247</u>	<u>8.4774</u>	<u>8.4774</u>	<u>8.4774</u>

Assessed Valuation - City-Wide Levies** 1,513,414,338 1,538,459,989 1,588,476,711

** 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 2017-2018 budget year.

FUND	ESTIMATED FUND BALANCE JULY 1, 2017	2017-2018				ESTIMATED FUND BALANCE JUNE 30, 2018
		ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	
General Fund	7,046,808	21,368,080	23,077,540	1,000,000	-	4,337,348
Special Revenue Funds:						
Grant Special Revenue	88,238	1,889,500	1,928,500	-	49,238	-
Hotel/Motel Tax	315,094	1,336,440	1,376,025	-	275,509	-
Streetlight/Sidewalk	1,105,371	398,100	1,376,489	126,982	-	-
Bike Trail	118,133	123,147	140,000	101,280	-	-
Golf	115,931	41,698	80,270	77,359	-	-
Economic Development Fund	164,158	141,000	153,725	-	151,433	-
Stewart Trust	62,824	12,560	40,000	-	35,384	-
Debt Service Funds:						
Debt Retirement	-	1,065,000	1,065,000	-	-	-
Pension Bond Debt Service Fund	37,503	476,000	438,985	-	-	74,518
Capital Projects Funds:						
Transportation	2,307,725	2,733,816	3,566,024	-	1,475,517	-
Park Improvement	387,249	384,700	665,000	-	106,949	-
Equipment Replacement	549,606	691,000	556,600	-	684,006	-
Assessment Improvement	1,529,338	33,000	200,000	-	200,000	1,162,338
Facilities Replacement	461,917	2,001,500	2,373,677	-	89,740	-
Enterprise Funds:						
Storm Drainage	1,875,212	1,983,000	2,629,143	1,000,000	-	229,069
Off Street Parking	36,561	45,800	62,959	19,402	-	-
Airport	228,578	744,500	674,418	298,660	-	-
Water Service	5,633,103	5,869,827	6,037,516	1,000,000	-	4,465,414
Internal Service Fund:						
Workers' Compensation	406,325	393,500	370,587	429,238	-	-
	22,469,674	41,732,168	46,812,458	4,052,921	3,067,776	10,268,687

CITY OF ROSEBURG, OREGON

SUMMARY OF POSITIONS
2017-2018 BUDGET

<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>		<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>General Fund</u>			
4.50	4.50	4.50	City Manager's Department	5.00	5.00	5.00
7.30	7.30	7.30	Finance and Mgmt Services	7.30	7.30	7.30
2.00	2.00	2.00	Finance	2.00	2.00	2.00
9.30	9.30	9.30	Information Technology	9.30	9.30	9.30
3.60	4.50	5.00	Total Finance and Mgmt Services	5.00	5.00	5.00
			Community Development Department			
6.25	6.50	7.50	Public Works Department:	7.50	7.50	7.50
3.00	3.00	3.00	Engineering Division	3.00	3.00	3.00
3.00	3.00	3.00	Administration Division	3.00	3.00	3.00
12.60	12.60	12.60	Building Maintenance Division	12.60	12.60	12.60
24.85	25.10	26.10	Street Division	26.10	26.10	26.10
			Total Public Works			
2.25	2.25	2.25	Parks and Recreation Dept:	2.25	2.25	2.25
11.00	11.00	12.00	Administration	12.00	12.00	12.00
13.25	13.25	14.25	Parks Maintenance Division	14.25	14.25	14.25
3.20	3.20	3.20	Total Parks and Recreation	3.20	3.20	3.20
40.00	40.00	40.00	Municipal Court	42.00	42.00	42.00
41.25	41.50	41.50	Police Department	41.75	41.75	41.75
139.95	141.35	143.85	Fire Department	146.60	146.60	146.60
			Total General Fund			
0.50	0.50	0.50	Airport Fund	0.00	0.00	0.00
			Airport Manager			
6.00	6.00	6.00	Water Service Fund	6.00	6.00	6.00
11.00	11.00	11.00	Production Department	11.00	11.00	11.00
17.00	17.00	17.00	Transmission and Distribution	17.00	17.00	17.00
157.45	158.85	161.35	Total Water Service Fund	163.60	163.60	163.60
			TOTAL POSITIONS			
				163.60	163.60	163.60

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 22,820 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. All City directors and department heads, except the Municipal Judge, report to the City Manager.

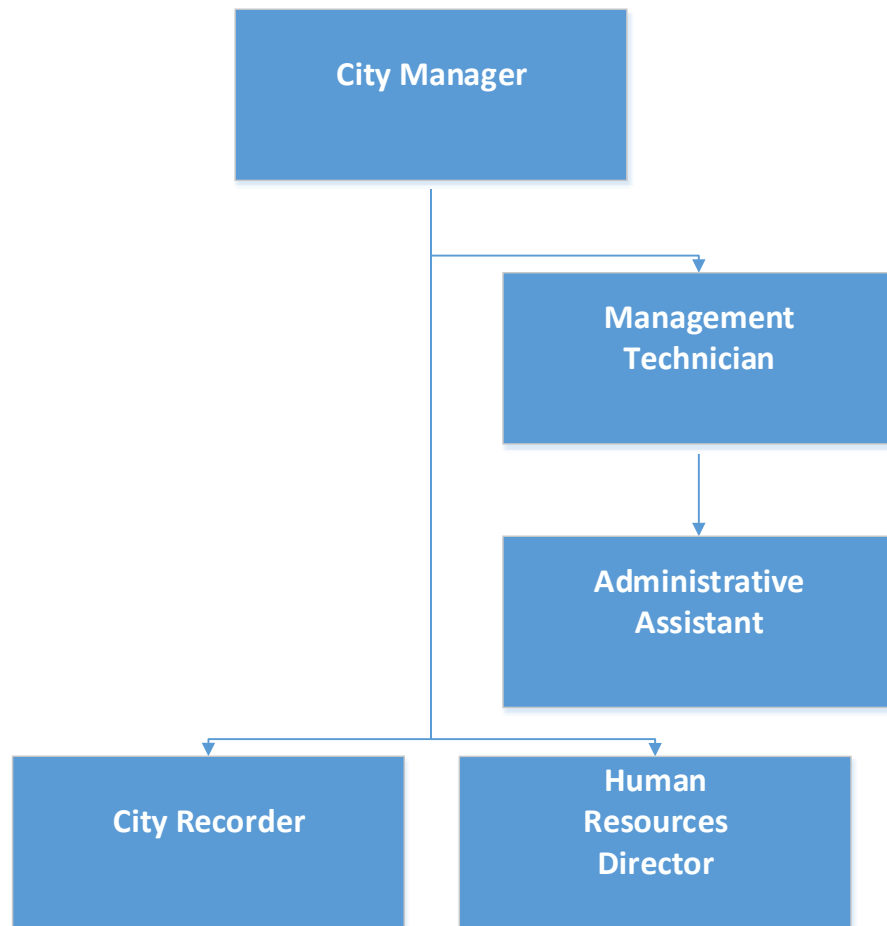
In addition, City Council has seven advisory commissions and committees composed of citizens of Roseburg to assist in the decision making process.

CITY OF ROSEBURG



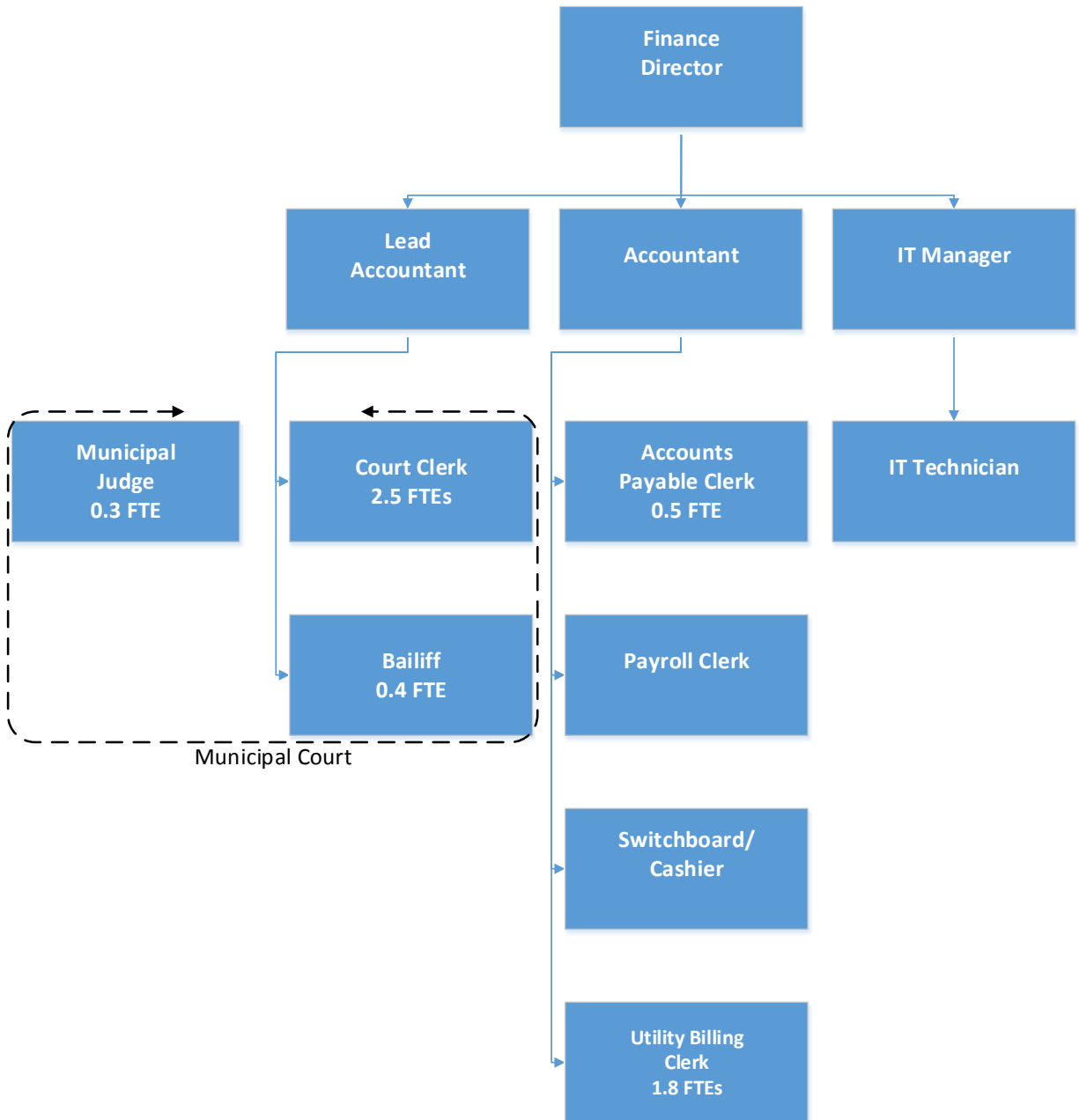
CITY OF ROSEBURG

Administration



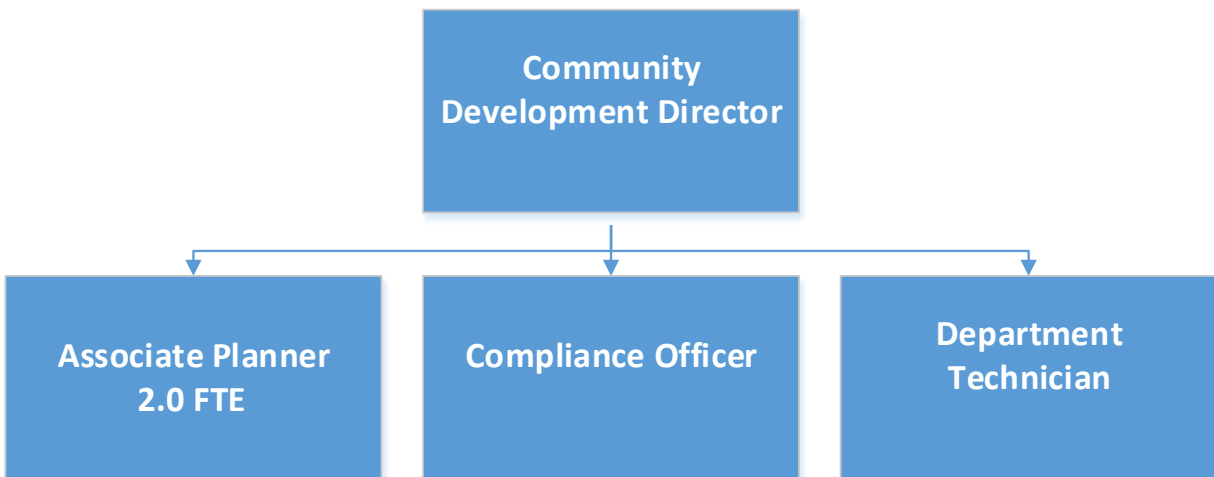
CITY OF ROSEBURG

Finance and Management Services and Municipal Court



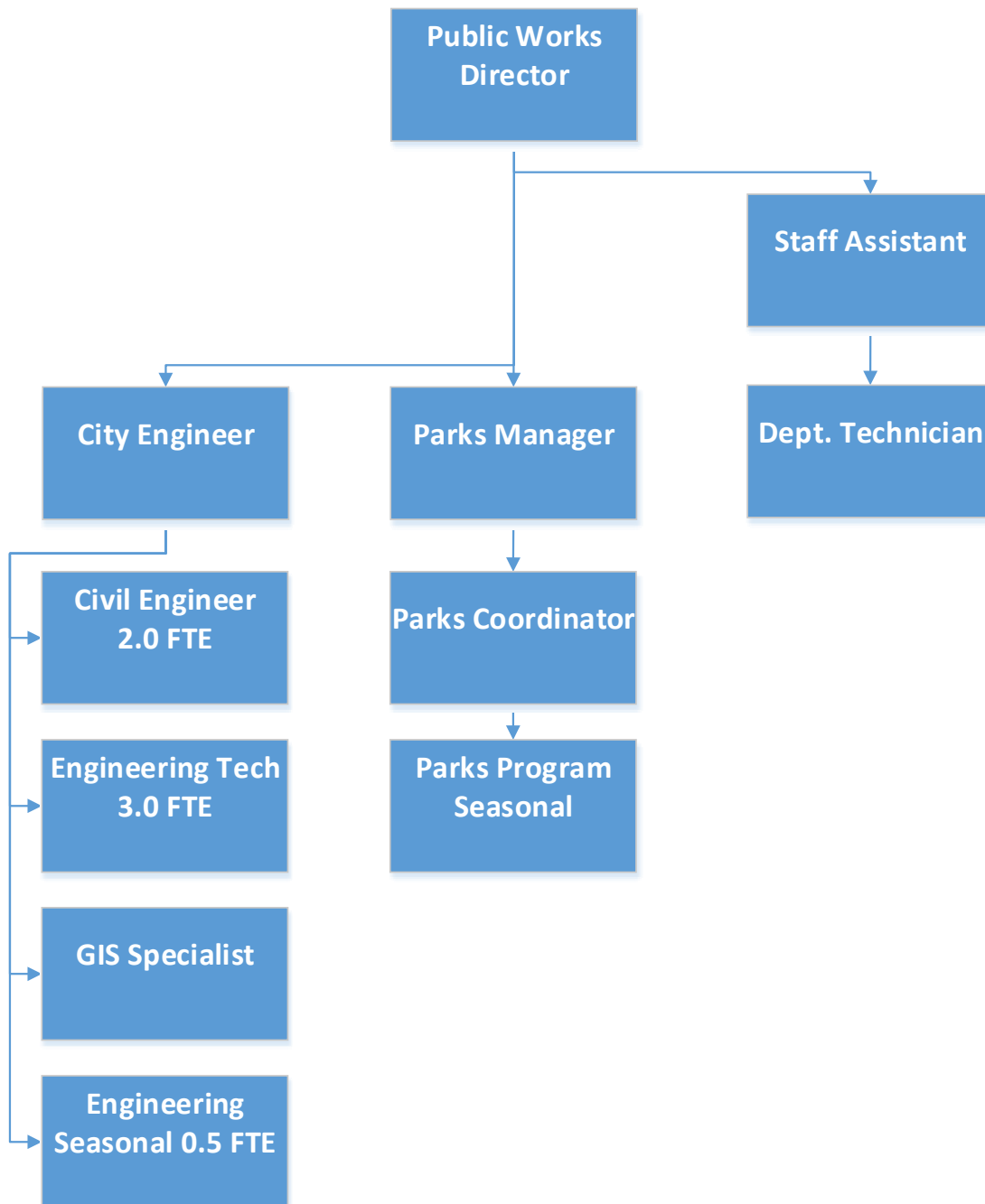
CITY OF ROSEBURG

Community Development Department



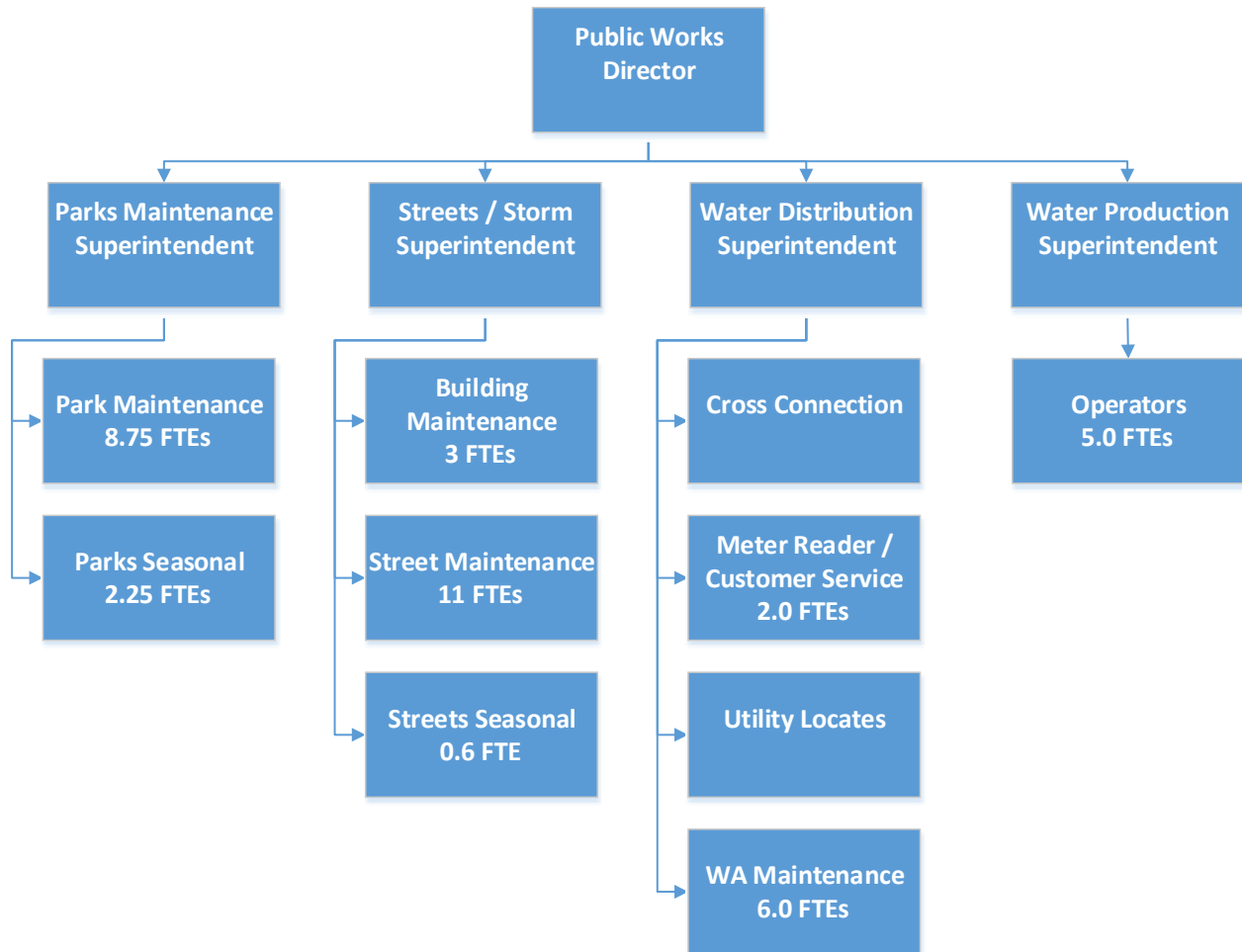
CITY OF ROSEBURG

Public Works Administration / Engineering & Construction



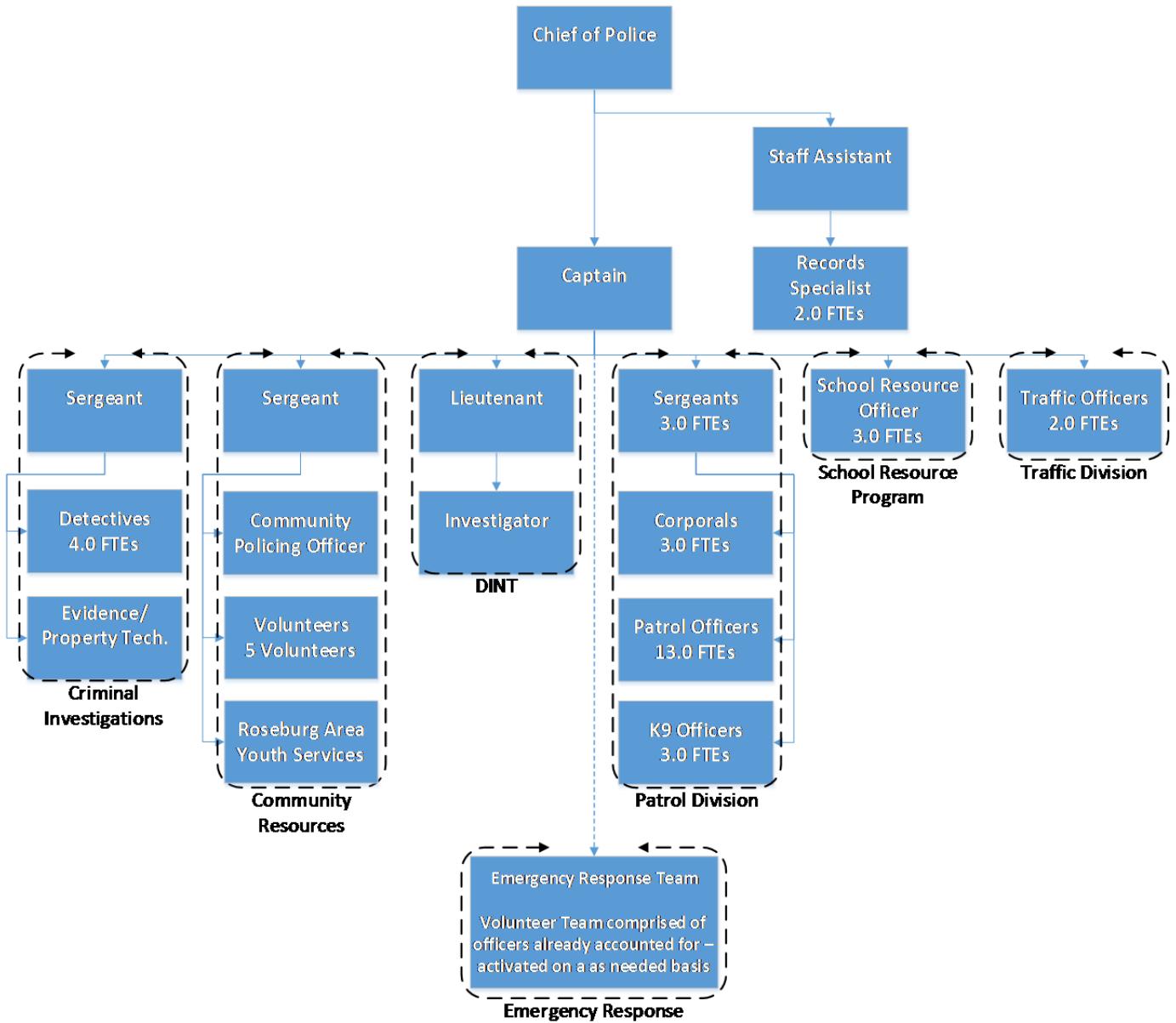
CITY OF ROSEBURG

Public Works Operations & Maintenance



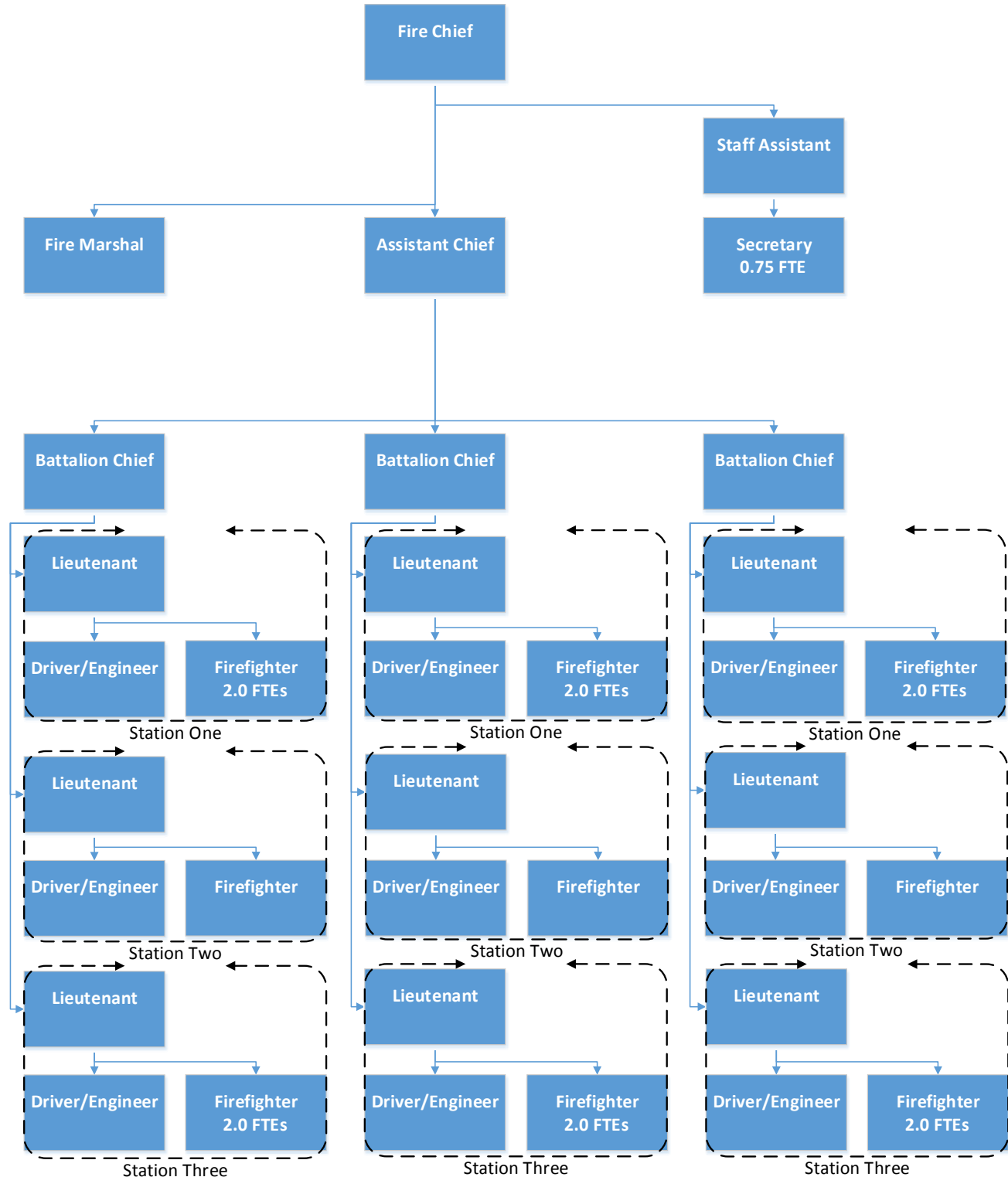
CITY OF ROSEBURG

Police Department



CITY OF ROSEBURG

Fire Department



CITY OF ROSEBURG, OREGON

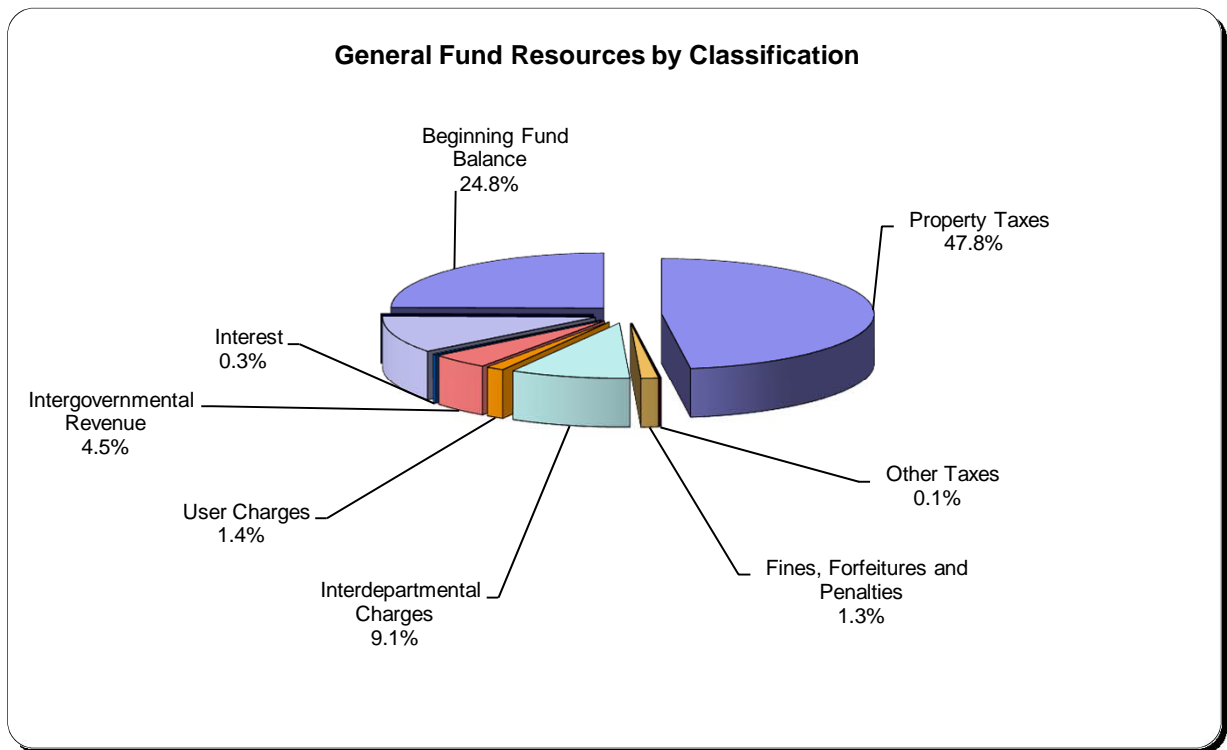
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CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

Total General Fund operating revenues are \$1,313,794 more than the 2016-2017 budget. Property taxes are increasing by approximately 5.96%, however as a percentage of total resources it represents 47.8%. 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.

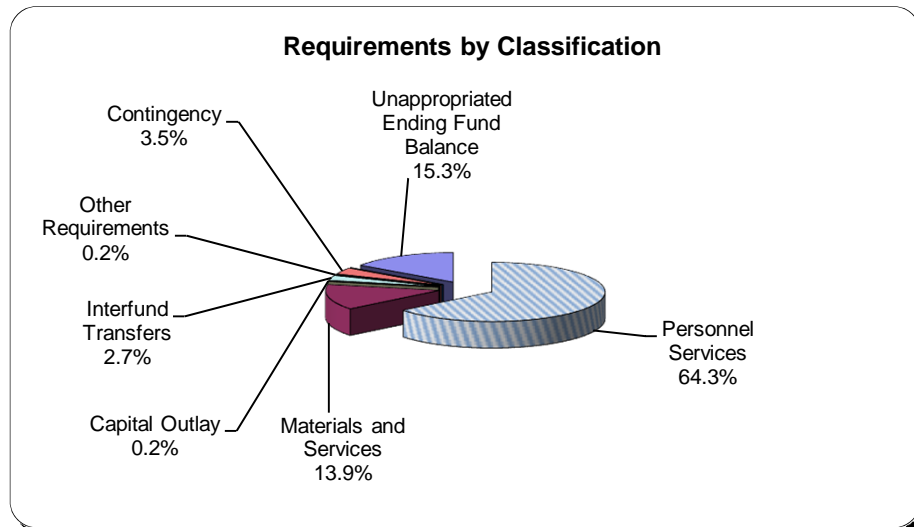
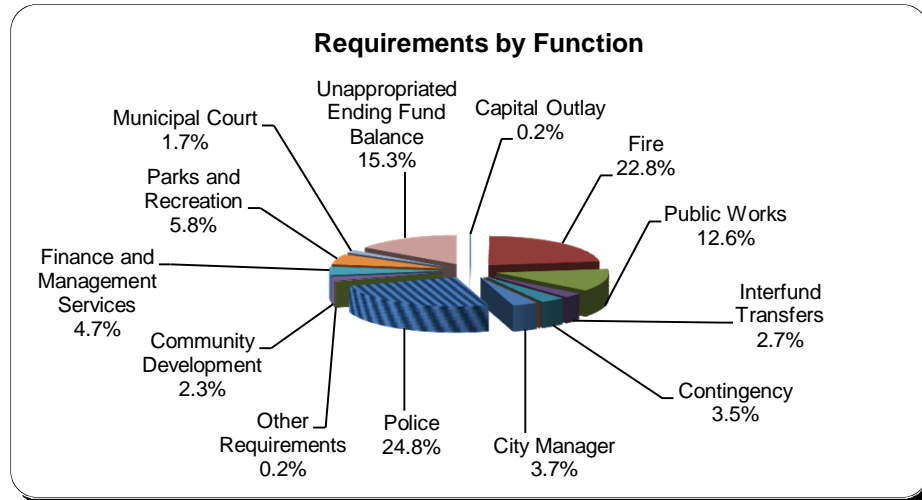


CITY OF ROSEBURG, OREGON						
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017	SUMMARY	PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100)						
RESOURCES:						
12,406,338	12,565,280	12,823,550	Property Taxes	13,588,000	13,588,000	13,588,000
16,062	30,131	-	Land Sales	-	-	-
-	-	-	Other Taxes	25,000	25,000	25,000
2,516,144	2,563,826	2,701,788	Licenses, Permits, and Fees	3,059,800	3,059,800	3,059,800
Charges for Services:						
458,252	486,144	541,500	Fines Forfeitures and Penalties	374,875	374,875	374,875
2,474,714	2,305,062	2,407,181	Interdepartmental Charges	2,587,397	2,587,397	2,587,397
385,375	391,168	384,350	User Charges	387,900	387,900	387,900
948,462	1,031,573	1,151,917	Intergovernmental Revenue	1,265,108	1,265,108	1,265,108
42,620	55,972	44,000	Interest	80,000	80,000	80,000
28,610	33,503	-	Miscellaneous	-	-	-
19,276,577	19,462,659	20,054,286	Total Operating Revenues	21,368,080	21,368,080	21,368,080
-	-	-	Interfund Transfers	-	-	-
-	1,160	-	Proceeds From Asset Sales	-	-	-
-	13,614	-	Reimbursements	-	-	-
7,593,152	7,744,551	7,344,603	Beginning Fund Balance	7,046,808	7,046,808	7,046,808
26,869,729	27,221,984	27,398,889	TOTAL RESOURCES	28,414,888	28,414,888	28,414,888

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 49.3% of the total. Other operating departments represent 29.1% of the budget. The contingency budget of \$1,000,000 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 64.3% of total requirements and over 79.2% 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 \$1,000,000 and represent 3.5% of fund expenditures of \$28,414,888.



			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>	<u>SUMMARY</u>			<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>GENERAL FUND (100)</u>					
			REQUIREMENTS:					
			Operating Budget:					
15,313,798	15,733,649	17,057,814	Personnel Services			18,267,886	18,267,886	18,267,886
3,052,211	3,189,921	3,846,641	Materials and Services			3,952,554	3,952,554	3,952,554
18,366,009	18,923,570	20,904,455	Total Operating Budget			22,220,440	22,220,440	22,220,440
59,169	22,489	54,000	Capital Outlay			52,100	52,100	52,100
650,000	675,000	700,000	Interfund Transfers			755,000	755,000	755,000
50,000	50,000	50,000	Other Requirements			50,000	50,000	50,000
19,125,178	19,671,059	21,708,455	Total Expenditures			23,077,540	23,077,540	23,077,540
-	-	-	Reserved for Future Expenditure			-	-	-
-	-	1,000,000	Contingency			1,000,000	1,000,000	1,000,000
7,744,551	7,550,925	4,690,434	Unappropriated Ending Fund Balance			4,337,348	4,337,348	4,337,348
7,744,551	7,550,925	5,690,434	Total Fund Balance			5,337,348	5,337,348	5,337,348
26,869,729	27,221,984	27,398,889	TOTAL REQUIREMENTS			28,414,888	28,414,888	28,414,888

			<u>GENERAL FUND (100)</u>					
			OPERATING BUDGET BY DEPARTMENT					
810,808	884,654	986,641	City Manager			1,048,499	1,048,499	1,048,499
1,098,225	1,130,885	1,277,463	Finance and Management Services			1,331,661	1,331,661	1,331,661
411,834	486,608	603,531	Community Development			642,506	642,506	642,506
2,929,719	2,959,360	3,367,555	Public Works			3,566,470	3,566,470	3,566,470
1,352,371	1,363,054	1,573,967	Parks and Recreation			1,641,698	1,641,698	1,641,698
424,282	450,023	473,260	Municipal Court			487,440	487,440	487,440
5,863,750	6,006,974	6,583,468	Police Department			7,034,773	7,034,773	7,034,773
5,475,020	5,642,012	6,038,570	Fire Department			6,467,393	6,467,393	6,467,393
18,366,009	18,923,570	20,904,455	TOTAL OPERATING BUDGET BY DEPARTMENT			22,220,440	22,220,440	22,220,440



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.
- ◆ Franchise Fees – Cable television pays 5%, natural gas pays 6% and electric pays 9% 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 5% of revenues.
- ◆ 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, marijuana 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					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			GENERAL FUND (100) - REVENUES					
7,593,152	7,744,551	7,344,603	00-00-301000	BEGINNING FUND BALANCE		7,046,808	7,046,808	7,046,808
			REVENUES - (100)					
11,781,305	11,978,918	12,252,550	70-40-311100	Current Year Property Taxes		13,065,000	13,065,000	13,065,000
605,264	565,354	550,000	70-40-311200	Prior Years' Property Taxes		500,000	500,000	500,000
16,062	30,131	-	70-40-311300	Land Sales		-	-	-
19,769	21,008	21,000	70-40-311400	In Lieu of Taxes		23,000	23,000	23,000
-	395	-	00-00-311500	Penalties and Interest		-	-	-
-	-	-	70-40-315200	Marijuana 3%		25,000	25,000	25,000
8,159	11,313	10,000	30-10-321100	Public Works		11,000	11,000	11,000
31,325	35,639	30,000	50-10-321102	Planning Fees		43,000	43,000	43,000
30,000	30,000	30,000	10-10-321104	Garbage Permits		30,000	30,000	30,000
53,646	62,784	55,000	40-10-321120	Parks Department Fees		62,000	62,000	62,000
42,354	42,738	45,000	10-10-321149	Other Licenses		40,000	40,000	40,000
210	214	-	50-10-321510	Miscellaneous Building Fees		-	-	-
2,766	1,676	500	50-10-321525	Derelict Building Fees		500	500	500
294,418	287,513	330,000	78-40-321700	Gas Franchise Fees		310,000	310,000	310,000
1,439,520	1,461,838	1,520,000	78-40-321720	Electric Franchise Fees		1,850,000	1,850,000	1,850,000
231,085	231,457	245,000	78-40-321740	Telephone Franchise Fees		265,000	265,000	265,000
124,261	128,738	130,000	78-40-321760	Cable TV Franchise Fees		137,000	137,000	137,000
199,600	203,640	232,470	78-40-321780	Water Utility Franchise Fees		231,300	231,300	231,300
58,800	66,276	73,818	00-00-321800	Storm Drainage Franchise Fees		80,000	80,000	80,000
429,234	411,854	507,000	20-10-322101	Fines		351,000	351,000	351,000
20,198	16,754	25,000	20-10-322105	Court Costs		19,100	19,100	19,100
3,600	2,900	2,500	20-10-322125	Police-Impound Admin Fee		1,000	1,000	1,000
5,220	3,932	7,000	20-10-322135	Court Appointed Attorney Fees		3,775	3,775	3,775
-	50,704	-	20-10-322140	Criminal Fines		-	-	-
32,039	11,088	-	20-20-331140	Federal Grants		-	-	-
4,000	4,200	14,540	40-20-332120	State Grants		9,000	9,000	9,000
323,180	323,237	372,600	78-40-332520	Liquor State Subventions		391,360	391,360	391,360
29,894	29,697	26,775	78-40-332530	Tobacco State Subventions		27,384	27,384	27,384
-	-	-	78-40-332540	Marijuana Subventions		40,000	40,000	40,000
210,276	204,139	218,000	78-40-332710	State Revenue Sharing		222,854	222,854	222,854
13,019	12,088	15,000	20-20-332725	Hazardous Materials Revenue		12,000	12,000	12,000
5,609	7,880	-	30-20-332730	Other		-	-	-
21,840	21,840	21,840	20-20-333210	Contracted Services		-	-	-
115,571	105,000	105,000	20-20-334100	Intergovernmental Revenue-Local		170,000	170,000	170,000
-	6,836	-	10-10-341120	Interdept Charges-Public Works		-	-	-
24,323	26,077	35,181	10-10-341125	Interdept Charges-Hotel/Motel		40,025	40,025	40,025
418,801	392,403	429,794	10-10-341156	Interdept Charges-Storm		471,215	471,215	471,215
74,087	71,704	72,073	10-10-341129	Interdept Charges-Sidewalk		75,289	75,289	75,289
935,399	854,632	865,827	10-10-341131	Interdept Charges-Transportation		943,024	943,024	943,024
193,034	312,404	378,162	10-10-341135	Interagency - Urban Renewal		392,510	392,510	392,510
41,570	36,758	37,153	30-10-341136	Interdept Charges-Facilities		39,677	39,677	39,677
6,384	6,722	6,975	10-10-341151	Interdept Charges-OSP		6,859	6,859	6,859
94,175	81,648	70,111	10-10-341152	Interdept Charges-Airport		84,898	84,898	84,898
853,425	800,776	857,660	10-10-341153	Interdept Charges-Water		898,098	898,098	898,098
6,000	6,000	6,000	10-10-341122	Interdept Charges-Golf		6,000	6,000	6,000
4,421	4,626	4,609	10-10-341155	Interdept Charges-Economic Development		6,225	6,225	6,225
16,129	16,880	21,798	10-10-341161	Interdept Charges-Work Comp		16,087	16,087	16,087
343,153	342,795	343,000	10-10-343280	User Fees		344,000	344,000	344,000
14,725	18,305	17,500	10-10-343810	Lien Search Fee		21,000	21,000	21,000
561	716	250	20-10-343910	Fire Suppression Fees		500	500	500
12,570	11,025	6,000	20-10-343920	Fire Prevention Fees		6,000	6,000	6,000
31	-	-	00-00-344120	Community Development Fee		-	-	-
2,940	2,835	2,500	40-10-344250	Parks Administration Fee		2,900	2,900	2,900
105	-	100	20-10-344410	Court Administrative Fee		-	-	-

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - REVENUES								
7,985	11,610	10,000	20-10-344510	Police Administrative Fee		10,000	10,000	10,000
3,305	3,882	5,000	20-10-344610	Fire Administrative Fee		3,500	3,500	3,500
575	416	-	30-30-361200	Special Assessment		-	-	-
42,620	55,577	44,000	60-40-371100	Interest Income		80,000	80,000	80,000
13,495	22,617	-	20-20-381110	Contributions		-	-	-
14,540	10,470	-	80-40-385100	Miscellaneous		-	-	-
-	1,160	-	90-40-392100	Proceeds From Asset Sales		-	-	-
-	13,614	-	99-40-392300	Reimbursements		-	-	-
19,276,577	19,477,433	20,054,286	Total			21,368,080	21,368,080	21,368,080
TOTAL REVENUES & BEGINNING								
26,869,729	27,221,984	27,398,889	FUND BALANCE			28,414,888	28,414,888	28,414,888

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 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. The Management Technician provides high level support services to the Department. An Administrative Assistant provides assistance to the Department.

DEPARTMENT GOALS - PRIOR YEAR

1. Bring the Public Works and Police Departments on-line with electronic records system
2. Continue implementation of City Council goals
3. Take lead in implementing ADA compliance citywide
4. Evaluate transportation funding options
5. Evaluate a new urban renewal area

DEPARTMENT GOALS - CURRENT YEAR

1. Bring Finance and Department on-line with electronic records system and provide access to the system to additional Staff members.
2. Successfully transition with new City Recorder and Management Technician as those two employees retire.
3. Evaluate and implement new urban renewal district.
4. Provide comprehensive Citywide employee training in ethics, harassment and customer service
5. Implement City Council goals in conjunction with all departments.

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</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 Technician	0.5	0.5	0.5	1.0
Administrative Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	4.5	4.5	4.5	5.0

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - CITY MANAGER DEPARTMENT								
PERSONNEL SERVICES - 1010								
414,634	432,902	453,250	Salaries and Wages			469,294	469,294	469,294
191,201	195,810	203,891	Employee Benefits			255,205	255,205	255,205
605,835	628,712	657,141	Total			724,499	724,499	724,499
MATERIALS AND SERVICES - 1010								
3,228	4,489	3,500	41-3010	Lodging and Registration		5,000	5,000	5,000
942	960	3,000	41-3015	Meals and Mileage		3,000	3,000	3,000
-	-	500	41-3020	Commission Meetings and Meals		500	500	500
1,609	1,800	4,500	41-3025	Council Travel and Conference		4,500	4,500	4,500
18,799	18,641	21,500	41-3035	Memberships		21,500	21,500	21,500
761	2,085	4,000	41-3040	Dues and Subscriptions		4,000	4,000	4,000
1,099	528	2,000	41-3055	Personnel Training		2,000	2,000	2,000
62,991	74,553	80,000	41-3310	Professional Services-Legal		85,000	85,000	85,000
12,352	11,194	12,000	41-3315	Auditing		12,000	12,000	12,000
90	91	-	41-3330	Professional Services Technical		-	-	-
1,150	16,000	30,000	41-3620	Special Services		25,000	25,000	25,000
67,767	74,450	100,000	41-3690	Misc. Contracted Services		100,000	100,000	100,000
256	905	2,000	41-3810	Recording		2,000	2,000	2,000
4,536	6,185	6,000	41-3815	Advertising		6,000	6,000	6,000
-	-	2,000	41-3820	Budget and Special Election		2,000	2,000	2,000
2,379	6,679	17,000	41-3825	Codifications		10,000	10,000	10,000
4,831	11,778	10,000	41-3830	Personnel Recruitment		10,000	10,000	10,000
5,275	6,836	10,000	41-4510	Office Supplies		10,000	10,000	10,000
12,368	12,599	15,000	41-4520	Postage		15,000	15,000	15,000
2,099	4,739	3,500	41-4545	Materials & Supplies - Special Purchases		3,500	3,500	3,500
-	-	1,000	41-4580	Office Equipment/Furniture		1,000	1,000	1,000
2,441	1,430	2,000	41-4830	Equipment Maintenance & Repair		2,000	2,000	2,000
204,973	255,942	329,500	Total			324,000	324,000	324,000
810,808	884,654	986,641	TOTAL CITY MANAGER DEPARTMENT			1,048,499	1,048,499	1,048,499

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, treasury and debt management, 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.

GOALS – PRIOR YEAR

1. Finalize the upgrade of the utility billing system software.
2. Submit CAFR to GFOA certification program.
3. Submit PAFR (Popular Annual Financial Report) to GFOA award program.
4. Review online payment services for service enhancement and cost savings.
5. Re-organize the 2nd floor of City Hall to enhance productivity and customer service.

GOALS – CURRENT YEAR

1. Submit CAFR (Comprehensive Annual Financial Report) to GFOA certification program.
2. Submit PAFR (Popular Annual Financial Report) to GFOA award program.
3. Review online payment services for service enhancement and cost savings.
4. Implement GASB Statement No. 77 “Tax Abatement Disclosures”.
5. Research and evaluate alternative transportation funding options.
6. Re-organize the 2nd floor of City Hall to enhance safety, productivity and customer service.

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Finance Director	1.0	1.0	1.0	1.0
Lead Accountant	0.0	0.0	1.0	1.0
Accountant	2.0	2.0	1.0	1.0
Account Clerk	1.8	1.8	1.8	1.8
Account Clerk II	1.5	1.5	1.5	1.5
Payroll/Benefits Technician	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	7.3	7.3	7.3	7.3

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - FINANCE DIVISION								
PERSONNEL SERVICES - 1015								
382,706	390,555	417,681	Salaries and Wages			436,338	436,338	436,338
232,506	223,590	253,585	Employee Benefits			271,196	271,196	271,196
615,212	614,145	671,266	Total			707,534	707,534	707,534
MATERIALS AND SERVICES - 1015								
3,960	3,456	3,460	41-3010	Lodging and Registration		4,360	4,360	4,360
1,445	1,265	1,125	41-3015	Meals and Mileage		1,300	1,300	1,300
984	728	1,525	41-3040	Dues and Subscriptions		1,525	1,525	1,525
1,015	105	1,000	41-3055	Personnel Training		1,000	1,000	1,000
6,435	1,160	7,725	41-3330	Professional Services-Technical		1,225	1,225	1,225
942	2,658	3,000	41-3690	Contracted Services-Miscellaneous		3,250	3,250	3,250
2,648	1,892	4,200	41-3870	Bad Debt Expense		4,200	4,200	4,200
6,377	9,645	12,800	41-3885	Banking Fees		12,800	12,800	12,800
-	-	6,000	41-3915	Software Non Capital		6,000	6,000	6,000
49,266	53,572	44,000	41-3920	Technology-Support and Maintenance		44,000	44,000	44,000
735	-	1,000	41-3925	Office Machine Rentals		1,000	1,000	1,000
13,305	14,323	15,500	41-4210	Telephone Communications		16,300	16,300	16,300
3,957	4,459	7,250	41-4510	Office Supplies		7,250	7,250	7,250
5,003	649	6,000	41-4515	Equipment Non Capital		1,500	1,500	1,500
77	113	100	41-4545	Supplies		200	200	200
1,612	1,576	1,800	41-4830	Equipment Maintenance		1,800	1,800	1,800
432	457	525	41-5710	Insurance-Automobile		280	280	280
28,986	30,064	33,975	41-5715	Insurance-General Liability		34,520	34,520	34,520
3,861	4,537	5,150	41-5720	Insurance-Property		5,010	5,010	5,010
455	479	550	41-5740	Insurance-Equipment		520	520	520
1,458	970	1,100	41-5790	Insurance-Miscellaneous		1,140	1,140	1,140
132,953	132,108	157,785	Total			149,180	149,180	149,180
748,165	746,253	829,051	TOTAL FINANCE DIVISION			856,714	856,714	856,714

CITY OF ROSEBURG, OREGON
GENERAL FUND

FINANCE AND MANAGEMENT SERVICES DEPARTMENT
INFORMATION TECHNOLOGY DIVISION

CURRENT OPERATIONS

The Information Technology Department serves all City Departments through the effective delivery of IT services in support of the business needs of the city. Technology plays an integral and indispensable part of the City's strategy in being more efficient, productive and flexible in providing city services at a lower cost. The IT Department is charged with supporting and maintaining radio and telecommunications systems, the city wide network, data centers, disaster recovery, desktop PCs, mobile devices, GIS, specialized application support and network security.

The IT Division currently supports a network of:

- 345 User Accounts and Service Accounts
- 234 Desktop/Laptops
- 100 Mobile Devices and Tablets
- 52 Virtual and Physical Servers
- 2 SAN's (Storage Area Network) Storage for Virtual Servers
- 174 Cisco Telephone Devices
- A Wireless Network Infrastructure with 52 Access Points

GOALS – PRIOR YEAR

1. Installation of upgrade to the City wireless system.
2. Assist with telemetry work in conjunction with Public Works.
3. PC upgrades for Community Development Department.
4. Disaster recovery evaluation and testing.
5. Security testing.

GOALS – CURRENT YEAR.

1. Complete Community Development Muncity software project.
2. Assist with telemetry work in conjunction with Public Works.
3. PC upgrades for Water Treatment Plant, Fulton Shops, and Parks.
4. Wireless backhaul to Fulton from PSC for Redundant Network for backing up Data and Connection.

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Info Technology Manager	1.0	1.0	1.0	1.0
Technical Administrator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	2.0	2.0	2.0	2.0

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				2017-2018	2017-2018	2017-2018
<u>GENERAL FUND (100) - INFORMATION TECHNOLOGY DIVISION</u>								
PERSONNEL SERVICES - 1025								
140,073	146,439	154,107	Salaries and Wages			169,740	169,740	169,740
82,488	83,227	86,843	Employee Benefits			99,150	99,150	99,150
<u>222,561</u>	<u>229,666</u>	<u>240,950</u>	Total			<u>268,890</u>	<u>268,890</u>	<u>268,890</u>
MATERIALS AND SERVICES - 1025								
-	-	1,000	41-3010	Lodging and Registration		1,000	1,000	1,000
-	-	600	41-3015	Meals and Mileage		600	600	600
-	35	600	41-3040	Dues and Subscriptions		600	600	600
4,400	4,400	10,000	41-3055	Personnel Training		10,000	10,000	10,000
10	5	25,000	41-3690	Contracted Services		25,000	25,000	25,000
60,366	75,673	34,804	41-3910	Hardware Non Capital		73,042	73,042	73,042
6,574	18,744	57,046	41-3915	Software Non Capital		16,875	16,875	16,875
24,698	23,488	32,000	41-3920	Technology-Support and Maintenance		32,000	32,000	32,000
29,118	28,866	40,600	41-3930	Technology-Contracted Services		40,600	40,600	40,600
1,720	2,766	2,112	41-4215	Cellular Phone		2,640	2,640	2,640
108	40	300	41-4510	Office Supplies		300	300	300
160	34	400	41-4545	Supplies		400	400	400
200	-	800	41-4580	Office Equipment/Furniture		800	800	800
28	844	1,200	41-4815	Vehicle Repair and Maintenance		1,200	1,200	1,200
111	65	200	41-4820	Vehicle Fuel		200	200	200
6	6	800	41-4830	Equipment Maintenance		800	800	800
<u>127,499</u>	<u>154,966</u>	<u>207,462</u>	Total			<u>206,057</u>	<u>206,057</u>	<u>206,057</u>
<u>350,060</u>	<u>384,632</u>	<u>448,412</u>	TOTAL INFORMATION TECHNOLOGY DIVISION			<u>474,947</u>	<u>474,947</u>	<u>474,947</u>
<u>1,098,225</u>	<u>1,130,885</u>	<u>1,277,463</u>	TOTAL FINANCE AND MANAGEMENT SERVICES			<u>1,331,661</u>	<u>1,331,661</u>	<u>1,331,661</u>
<u>1,909,033</u>	<u>2,015,539</u>	<u>2,264,104</u>	TOTAL ADMINISTRATIVE DEPARTMENT			<u>2,380,160</u>	<u>2,380,160</u>	<u>2,380,160</u>

CITY OF ROSEBURG
GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for land use planning, permit services, economic development, code compliance, historic preservation, floodplain management, and special community development and redevelopment projects. 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 includes Transportation, Housing, 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. The Department contracts with Douglas County to provide permit services. Community Development combined its Planning and Building budgets into one department budget in 2012-13.

DEPARTMENT GOALS – PRIOR YEAR

1. Enhance compliance program by increasing 0.5 FTE Compliance Officer to full time
2. Continue transition of new permit software
3. Review and monitor implementation of major Land Use and Development Ordinance changes
4. Continue update to Transportation System Plan
5. Evaluate urban growth potential

DEPARTMENT GOALS – CURRENT YEAR

1. Implementation of new permit software (Municipality)
2. Continue update to Transportation System Plan
3. Update the Urban Growth Management Agreement between the City & County
4. Evaluate urban growth potential; Buildable Lands Inventory/Housing Needs Analysis
5. Gain traction with the enforcement and abatement of dangerous and derelict buildings

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Director	1.0	1.0	1.0	1.0
Associate Planner	1.0	2.0	2.0	2.0
Assistant Planner	1.0	0.0	0.0	0.0
Compliance Officer	0.0	0.5	1.0	1.0
Department Technician	0.0	0.0	1.0	1.0
Secretary	<u>0.5</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
	3.5	4.5	5.0	5.0

CITY OF ROSEBURG, OREGON							
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - COMMUNITY DEVELOPMENT DEPARTMENT							
PERSONNEL SERVICES - 1520							
235,881	286,618	324,109		Salaries and Wages	324,837	324,837	324,837
145,189	168,208	210,222		Employee Benefits	226,669	226,669	226,669
381,070	454,826	534,331	Total		551,506	551,506	551,506
MATERIALS AND SERVICES - 1520							
2,380	494	2,000	41-3010	Lodging and Registration	2,000	2,000	2,000
655	891	1,500	41-3015	Meals and Mileage	1,500	1,500	1,500
13	-	100	41-3020	Commission Meetings and Meals	200	200	200
865	1,340	1,500	41-3040	Dues and Subscriptions	1,500	1,500	1,500
19,398	14,966	25,000	41-3310	Professional Services-Legal	30,000	30,000	30,000
286	-	-	41-3320	Professional Services-Survey & Engineering	-	-	-
-	1,000	2,000	41-3330	Professional Services-Technical	2,000	2,000	2,000
217	255	25,000	41-3630	Contracted Services	25,000	25,000	25,000
-	3,444	500	41-3815	Advertising	500	500	500
2,590	4,937	3,500	41-3860	Abatement Expense	15,000	15,000	15,000
-	-	-	41-3920	Support & Maintenance	4,550	4,550	4,550
-	267	600	41-4210	Telephone Communications	1,000	1,000	1,000
1,144	1,154	2,000	41-4510	Office Supplies	2,000	2,000	2,000
-	-	500	41-4515	Equipment Non Capital	500	500	500
243	386	-	41-4545	Materials and Supplies	-	-	-
-	280	1,000	41-4580	Office Equipment/Furniture	1,000	1,000	1,000
42	251	1,000	41-4815	Vehicle Expense-Maintenance	1,000	1,000	1,000
490	687	750	41-4820	Vehicle Expense-Fuel	1,000	1,000	1,000
2,441	1,430	2,250	41-4830	Equipment Maintenance	2,250	2,250	2,250
30,764	31,782	69,200	Total		91,000	91,000	91,000
411,834	486,608	603,531	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		642,506	642,506	642,506

CITY OF ROSEBURG, OREGON
GENERAL 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, design and construction administration; planning and coordinating maintenance programs for major public infrastructure such as City streets, traffic signals, street lights, storm drainage, 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-PRIOR YEAR

1. Update the City's ADA Transition Plan.
2. Develop maintenance manuals outlining timelines and task associated with maintaining the City's water and storm drainage utilities.
3. Continue to streamline processes and work towards delivery of the Five Year Capital Improvement Plan.

DEPARTMENT GOALS-CURRENT YEAR

1. Successfully deliver programmed capital improvement projects for Water, Storm, Streets, Sidewalks and Traffic Signals, Facilities, Parks, Airport and Urban Renewal.
2. Evaluate asset management software to facilitate the operations and maintenance manual development and implementation.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Technician I, II, III	3.0	3.0	3.0	3.0
GIS Specialist	1.0	1.0	1.0	1.0
Civil Engineer	1.0	1.0	2.0	2.0
48Division Manager	1.0	1.0	1.0	1.0
Seasonal	<u>0.25</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	6.25	6.5	7.5	7.5

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
<div>GENERAL FUND (100) - ENGINEERING DIVISION</div>								
PERSONNEL SERVICES - 2020								
417,840	403,946	516,455	Salaries and Wages			540,616	540,616	540,616
238,018	220,220	288,201	Employee Benefits			319,622	319,622	319,622
655,858	624,166	804,656	Total			860,238	860,238	860,238
MATERIALS AND SERVICES - 2020								
1,217	2,832	5,000	43-3010	Lodging and Registration		7,500	7,500	7,500
66	354	1,000	43-3015	Meals and Mileage		1,000	1,000	1,000
3,000	3,000	3,600	43-3040	Dues and Subscriptions		3,600	3,600	3,600
-	-	1,000	43-3320	Surveying and Engineering Services		1,000	1,000	1,000
32	-	900	43-3330	Professional Services-Technical		500	500	500
217	180	500	43-3630	Professional Services-Contracted		250	250	250
784	816	1,050	43-4215	Cellular Phone		850	850	850
491	695	550	43-4510	Office Supplies		750	750	750
992	966	3,000	43-4545	Materials and Supplies		3,000	3,000	3,000
557	-	600	43-4580	Office Equipment/Furniture		600	600	600
7,356	8,843	17,200	Total			19,050	19,050	19,050
663,214	633,009	821,856	TOTAL ENGINEERING DIVISION			879,288	879,288	879,288

CITY OF ROSEBURG, OREGON
GENERAL 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 and airport operations and leases. In FY 2007-08, the Administration Division was divided into the Administration Division and the 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. Continue work with City Council to meet their goal of providing sustainable infrastructure funding. Identify options for increasing transportation funding for both pavement preservation and capital improvements.
2. Revisit System Development Charge methodologies for Water, Storm Drainage, and Parks.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue work with City Council to meet their goal of providing sustainable infrastructure funding. Identify options for increasing transportation funding for both pavement preservation and capital improvements.
2. Evaluate long-term structure of the Public Works Department.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Director	1.0	1.0	1.0	1.0
Department Technician	1.0	1.0	1.0	1.0
Staff Assistant	<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								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - ADMINISTRATION DIVISION								
PERSONNEL SERVICES - 2030								
212,496	219,666	228,112	Salaries and Wages			235,880	235,880	235,880
120,028	124,792	129,627	Employee Benefits			147,076	147,076	147,076
332,524	344,458	357,739	Total			382,956	382,956	382,956
MATERIALS AND SERVICES -2030								
2,260	2,374	3,000	43-3010	Lodging and Registration		3,500	3,500	3,500
1,193	755	750	43-3015	Meals and Mileage		750	750	750
323	219	325	43-3040	Dues and Subscriptions		300	300	300
7,978	6,967	10,000	43-3310	Professional Services-Legal		12,000	12,000	12,000
130	189	500	43-3630	Contracted Services		250	250	250
600	401	600	43-4510	Office Supplies		600	600	600
294	213	600	43-4545	Materials and Supplies		500	500	500
-	60	3,500	43-4580	Office Equipment/Furniture		2,750	2,750	2,750
195	544	1,000	43-4815	Vehicle Expense-Maintenance		1,000	1,000	1,000
4,614	2,949	5,000	43-4820	Vehicle Expense-Fuel		4,500	4,500	4,500
1,874	2,643	3,000	43-4830	Equipment Maintenance		3,000	3,000	3,000
19,461	17,314	28,275	Total			29,150	29,150	29,150
351,985	361,772	386,014	TOTAL ADMINISTRATION DIVISION			412,106	412,106	412,106

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 and custodial duties at City Hall and the Public Safety Center. Specialty contractors or vendors are engaged when necessary to perform specific tasks.

DIVISION GOALS – PRIOR YEAR

1. Implement City Hall security upgrades and improvements.
2. Identify ways to reduce power usage including identifying opportunities to educate employees in ways to conserve energy.

DIVISION GOALS – CURRENT YEAR

1. Evaluate supervision of custodial staff.
2. Evaluate options for improved efficiency regarding the City Hall boiler by updating the pumps and expansion tank.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Maintenance II	1.0	1.0	1.0	1.0
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							
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
<div>GENERAL FUND (100) - BUILDING MAINTENANCE</div>							
PERSONNEL SERVICES - 2035							
136,276	143,153	151,952	Salaries and Wages		154,981	154,981	154,981
93,807	95,279	100,419	Employee Benefits		110,865	110,865	110,865
230,083	238,432	252,371	Total		265,846	265,846	265,846
MATERIALS AND SERVICES - 2035							
-	-	750	41-3010	Lodging and Registration	750	750	750
-	-	300	41-3015	Meals and Mileage	300	300	300
431	433	450	41-4210	Telephone	450	450	450
-	-	1,000	41-4515	Small Tools	1,000	1,000	1,000
6,018	8,182	10,000	41-4545	Materials and Supplies	10,000	10,000	10,000
12,123	7,147	20,000	41-4810	Building and Grounds Maintenance	20,000	20,000	20,000
25,216	27,056	34,650	41-5410	Utilities-Power-City Hall	33,600	33,600	33,600
15,708	16,992	19,000	41-5420	Utilities-Natural Gas-City Hall	23,000	23,000	23,000
1,769	1,966	1,900	41-5430	Utilities-Water	2,600	2,600	2,600
687	618	650	41-5435	Utilities-Sewer	700	700	700
837	2,223	2,350	41-5440	Utilities-Garbage Service	2,500	2,500	2,500
779	908	990	41-5455	Utilities-Storm Drainage	1,100	1,100	1,100
63,568	65,525	92,040	Total		96,000	96,000	96,000
293,651	303,957	344,411	TOTAL BUILDING MAINTENANCE DEPARTMENT		361,846	361,846	361,846

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - STREET DIVISION

CURRENT OPERATIONS

This Division maintains 241 lane 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.

DEPARTMENT GOALS-PRIOR YEAR

1. Continue development of maintenance staff and operations strategies to provide ongoing operational excellence to meet the growing needs of the City's infrastructure.
2. Work with Engineering Division to develop manual outlining timelines and tasks for storm drainage maintenance.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue development of operations and maintenance policy to increase efficiency and identify maintenance priorities and ensure we are meeting regulatory requirements.
2. Develop and implement a plan for completing television inspection of all accessible storm drainage lines within the next three years.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</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>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
	12.6	12.6	12.6	12.6

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - STREET DEPARTMENT								
PERSONNEL SERVICES - 2040								
566,386	594,718	632,100	Salaries and Wages			653,747	653,747	653,747
413,009	435,316	453,304	Employee Benefits			510,624	510,624	510,624
979,395	1,030,034	1,085,404	Total			1,164,371	1,164,371	1,164,371
MATERIALS AND SERVICES - 2040								
1,205	4,516	3,000	43-3010	Lodging and Registration		3,500	3,500	3,500
98	154	600	43-3015	Meals and Mileage		600	600	600
200	-	200	43-3040	Dues and Subscriptions		-	-	-
1,820	1,810	2,250	43-3350	Laboratory/Medical		2,250	2,250	2,250
194	189	200	43-3690	Contracted Services-Miscellaneous		254	254	254
219	256	250	43-4210	Telephone Communications		260	260	260
600	656	650	43-4215	Cellular Phone		650	650	650
1,628	-	1,000	43-4220	Radio and Pagers		1,500	1,500	1,500
452	468	450	43-4290	Communications Miscellaneous		450	450	450
-	315	200	43-4510	Office Supplies		200	200	200
5,888	1,631	3,000	43-4515	Small Tools		3,000	3,000	3,000
41	35	-	43-4520	Postage		50	50	50
4,538	4,373	5,500	43-4540	Chemicals		6,000	6,000	6,000
6,387	3,967	8,000	43-4545	Materials and Supplies		8,000	8,000	8,000
3,442	2,696	4,500	43-4555	Safety Equipment and Supplies		4,500	4,500	4,500
40,398	44,145	46,500	43-4560	Paint and Signs		46,500	46,500	46,500
311	40	300	43-4580	Office Equipment/Furniture		300	300	300
5,538	8,797	8,000	43-4810	Building and Ground Maintenance		10,000	10,000	10,000
14,329	17,390	16,000	43-4815	Vehicle Expense-Maintenance		25,000	25,000	25,000
43,059	29,901	50,000	43-4820	Vehicle Expense-Fuel		40,000	40,000	40,000
3,035	2,308	6,000	43-4825	Vehicle Tires		5,000	5,000	5,000
14,960	13,510	15,000	43-4830	Equipment Maintenance		10,000	10,000	10,000
32,797	34,093	45,000	43-4835	Road and Bridge Maintenance		50,000	50,000	50,000
3,575	70	6,000	43-4837	Tree Removal/Maintenance		6,000	6,000	6,000
4,171	3,414	6,500	43-4847	Street Sweeper Debris Disposal		7,000	7,000	7,000
-	(131)	500	43-4850	Equipment Rental		500	500	500
52	-	-	43-4855	General Maintenance		-	-	-
1,977	1,405	2,750	43-5120	General Uniform		2,750	2,750	2,750
9,448	10,441	13,000	43-5410	Utilities-Power		13,000	13,000	13,000
6,529	5,772	7,700	43-5420	Utilities-Gas		8,050	8,050	8,050
6,478	3,868	4,200	43-5430	Utilities-Water		5,600	5,600	5,600
656	656	630	43-5435	Utilities-Sewer		790	790	790
2,750	4,462	6,000	43-5440	Utilities-Garbage Service		6,570	6,570	6,570
3,537	3,902	4,290	43-5455	Utilities-Storm Drainage		5,270	5,270	5,270
9,839	10,969	12,500	43-5710	Insurance-Automobile		13,250	13,250	13,250
15,350	15,847	18,000	43-5715	Insurance-General Liability		18,705	18,705	18,705
3,722	3,913	4,500	43-5720	Insurance-Property		4,400	4,400	4,400
5,969	6,084	6,900	43-5740	Insurance-Equipment		7,730	7,730	7,730
3,048	2,028	2,300	43-5790	Insurance-Miscellaneous		2,450	2,450	2,450
258,240	243,950	312,370	Total			320,079	320,079	320,079
1,237,635	1,273,984	1,397,774	TOTAL STREET DEPARTMENT			1,484,450	1,484,450	1,484,450

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.

The City currently owns approximately 260 streetlights and pays the associated utility and maintenance costs. The remaining streetlights are rented on a monthly basis from Pacific Power for a flat monthly charge. There are approximately 2,425 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 31 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.

DIVISION GOALS – PRIOR YEAR

1. Continue to evaluate the cost/benefit ratio for upgrading existing City owned streetlights to LEDs when opportunities arise.

DIVISION GOALS - CURRENT YEAR

1. Evaluate recently annexed areas for installation of street lighting utilizing PP&L owned facilities.

CITY OF ROSEBURG, OREGON							
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - STREET LIGHT DIVISION							
MATERIALS AND SERVICES - 2045							
13,314	15,796	20,000	43-4840	Traffic Signal Maintenance	20,000	20,000	20,000
9,593	8,599	12,500	43-4845	Street Light Maintenance	12,500	12,500	12,500
4,402	4,980	5,000	43-5410	Utilities-Power City Owned	5,280	5,280	5,280
36,263	35,688	40,000	43-5460	Utilities-Traffic Lights	41,000	41,000	41,000
319,662	321,575	340,000	43-5465	Street Light Rentals	350,000	350,000	350,000
383,234	386,638	417,500	Total		428,780	428,780	428,780
383,234	386,638	417,500	TOTAL STREET LIGHTS DIVISION		428,780	428,780	428,780
2,929,719	2,959,360	3,367,555	TOTAL PUBLIC WORKS DEPARTMENT		3,566,470	3,566,470	3,566,470

CITY OF ROSEBURG, OREGON
GENERAL FUND

PARKS AND RECREATION
ADMINISTRATION

CURRENT OPERATIONS

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

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.

DEPARTMENT GOALS – PRIOR YEAR

1. Continue to seek grant funding for parks and multi-use path improvements.
2. Coordinate with PW Engineering to complete the Fir Grove Park playground and splash pad project.
3. Seek grant funding for renovation of the Stewart Park restrooms.
4. Continue to identify opportunities for volunteers to participate within the parks system.

DEPARTMENT GOALS - CURRENT YEAR

1. Continue to seek grant funding for parks and multi-use path improvements and renovations.
2. Coordinate with community organizations to expand recreation programming.
3. Identify volunteer opportunities within the parks system.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</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>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
	2.25	2.25	2.25	2.25

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED	
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				2017-2018	2017-2018	2017-2018	
<div>GENERAL FUND (100) - PARKS DEPARTMENT</div>									
PERSONNEL SERVICES - 2550									
138,525	140,498	147,156	Salaries and Wages			141,992	141,992	141,992	
83,096	84,364	87,329	Employee Benefits			91,400	91,400	91,400	
221,621	224,862	234,485	Total				233,392	233,392	233,392
MATERIALS AND SERVICES - 2550									
-	2,728	1,200	45-3010	Lodging and Registration		1,200	1,200	1,200	
106	1,062	400	45-3015	Meals and Mileage		400	400	400	
330	330	350	45-3040	Dues and Subscriptions		400	400	400	
-	-	-	45-3230	City Services-Public Works		-	-	-	
136	126	600	45-3630	Contracted Services		150	150	150	
5,000	5,750	7,500	45-3680	Contracted Services - 4th of July		6,500	6,500	6,500	
4,141	4,135	5,000	45-3835	Neighborhood/Information Program		5,500	5,500	5,500	
3,067	2,866	2,800	45-3838	Recreation Program		3,000	3,000	3,000	
280	159	280	45-4510	Office Supplies		300	300	300	
40	395	600	45-4545	Materials and Supplies		600	600	600	
6,441	7,360	8,500	45-4565	Volunteers-Project Materials		10,000	10,000	10,000	
148	-	-	45-4810	Building and Grounds Maintenance		-	-	-	
30	-	100	45-4815	Vehicle Expense-Maintenance		100	100	100	
-	-	200	45-4820	Vehicle Expense-Fuel		200	200	200	
19,719	24,911	27,530	Total				28,350	28,350	28,350
241,340	249,773	262,015	TOTAL PARKS ADMINISTRATION			261,742	261,742	261,742	

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.

DEPARTMENT GOALS – PRIOR YEAR

1. Continue working with State Marine Board to evaluate options for improving the restrooms at Templin Beach Park.
2. Investigate potential to transition some parking lot or street medians to landscaping requiring less irrigation – aka xeriscape.
3. Establish replacement schedule for amenities such as water fountains, short connector path sections, and other items and replace as funding allows.

DEPARTMENT GOALS - CURRENT YEAR

1. Implement a regular inspection schedule for all playground facilities.
2. Evaluate maintenance priorities and seek improved efficiencies.
3. Continue to work with the PW Engineering Division and State Marine Board on improvements to the Templin Beach Park restrooms.

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

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Park Maintenance I	3.75	3.75	3.75	3.75
Park Maintenance II	3.0	3.0	3.0	3.0
Park Mechanic	1.0	1.0	1.0	1.0
Horticulturist	0.0	0.0	1.0	1.0
Park Superintendent	1.0	1.0	1.0	1.0
Seasonal/ Part-time	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
	11.0	11.0	12.0	12.0

CITY OF ROSEBURG, OREGON							
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - PARKS DEPARTMENT							
PERSONNEL SERVICES - 2555							
479,360	474,527	600,214	Salaries and Wages		580,056	580,056	580,056
303,038	301,280	318,323	Employee Benefits		388,985	388,985	388,985
782,398	775,807	918,537	Total		969,041	969,041	969,041
MATERIALS AND SERVICES - 2555							
1,445	2,139	1,800	45-3010	Lodging and Registration	2,500	2,500	2,500
471	415	500	45-3015	Meals and Mileage	750	750	750
435	250	450	45-3040	Dues and Subscriptions	750	750	750
4,314	3,599	3,800	45-3630	Technical	4,500	4,500	4,500
13,325	5,275	15,000	45-3650	Contracted Services/Arborist	18,000	18,000	18,000
-	3,101	-	45-3665	Contracted Services/Personnel	-	-	-
1,316	720	900	45-4210	Telephone Communications	450	450	450
1,262	1,459	1,800	45-4215	Cellular Phone	1,500	1,500	1,500
6,905	7,184	9,000	45-4515	Small Tools	8,000	8,000	8,000
18,557	16,891	23,000	45-4540	Fertilizer and Chemicals	25,000	25,000	25,000
20,040	20,047	22,000	45-4545	Materials and Supplies	25,000	25,000	25,000
29,287	27,800	30,000	45-4810	Building and Grounds Maintenance	30,000	30,000	30,000
13,674	8,703	15,000	45-4811	Landscape Maintenance	20,000	20,000	20,000
32,047	25,610	25,000	45-4812	Turf & Irrigation Maintenance	25,000	25,000	25,000
2,473	2,040	4,000	45-4815	Vehicle Expense-Maintenance	3,000	3,000	3,000
26,133	19,815	27,000	45-4820	Vehicle Expense-Fuel	25,000	25,000	25,000
577	1,725	1,500	45-4825	Vehicle Tires	3,000	3,000	3,000
19,956	17,589	19,000	45-4830	Equipment Maintenance	15,000	15,000	15,000
-	52	400	45-4850	Equipment Rental	1,000	1,000	1,000
2,233	11,054	10,675	45-4875	Vandalism	10,000	10,000	10,000
1,455	2,138	3,100	45-5120	Uniforms	3,400	3,400	3,400
31,380	31,537	36,750	45-5410	Utilities-Power	41,000	41,000	41,000
3,022	2,829	3,360	45-5420	Utilities-Natural Gas	3,150	3,150	3,150
39,324	42,719	46,200	45-5430	Utilities-Water	41,500	41,500	41,500
7,053	7,053	7,500	45-5435	Utilities-Sewer	11,000	11,000	11,000
10,549	31,688	35,000	45-5440	Utilities-Garbage	40,000	40,000	40,000
9,570	11,338	12,500	45-5455	Utilities-Storm Drainage	13,200	13,200	13,200
5,079	5,499	6,225	45-5710	Insurance-Automobile	6,765	6,765	6,765
5,076	4,650	5,800	45-5715	Insurance-General Liability	5,550	5,550	5,550
15,183	15,946	18,080	45-5720	Insurance-Property	17,700	17,700	17,700
5,035	5,639	6,375	45-5740	Insurance-Equipment	8,000	8,000	8,000
1,457	970	1,700	45-5790	Insurance-Miscellaneous	1,200	1,200	1,200
328,633	337,474	393,415	Total		410,915	410,915	410,915
1,111,031	1,113,281	1,311,952	TOTAL PARKS MAINTENANCE		1,379,956	1,379,956	1,379,956
1,352,371	1,363,054	1,573,967	TOTAL PARKS DEPARTMENT		1,641,698	1,641,698	1,641,698

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 2.5 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

Implementation of new court software was realized in the 2016-17 fiscal year which required some changes to policies and procedures.

DEPARTMENT GOALS – PRIOR YEAR

1. Finalize updating department internal controls and procedures in conjunction with the new software migration.
2. Review online payment processing options for enhanced service and improved revenue collections.

DEPARTMENT GOALS – CURRENT YEAR

1. Review collection policy and procedures and collection enhancement by utilizing services through the Oregon Department of Revenue.
2. Finalize updating department internal controls and procedures in conjunction with the new software migration.
3. Review online payment processing options for enhanced service and improved revenue collections.

PERSONNEL HISTORY The personal service position detail is as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Municipal Judge	0.3	0.3	0.3	0.3
Account Clerk II	2.5	2.5	2.5	2.5
Bailiff	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
Total	3.2	3.2	3.2	3.2

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - MUNICIPAL COURT								
PERSONNEL SERVICES - 3010								
182,264	188,845	200,857	Salaries and Wages			204,700	204,700	204,700
69,331	72,715	82,553	Employee Benefits			92,740	92,740	92,740
251,595	261,560	283,410	Total			297,440	297,440	297,440
MATERIALS AND SERVICES - 3010								
1,110	1,056	1,950	42-3010	Lodging and Registration		1,600	1,600	1,600
568	499	800	42-3015	Meals and Mileage		700	700	700
200	250	300	42-3040	Dues and Subscriptions		350	350	350
-	-	500	42-3055	Personnel Training		500	500	500
77,170	72,000	74,000	42-3335	Professional Services-Prosecution		74,000	74,000	74,000
55,000	60,000	63,000	42-3340	Court Appointed Attorney Fees		63,000	63,000	63,000
25,000	25,000	25,000	42-3635	Mental Health Court		25,000	25,000	25,000
1,650	5,087	5,000	42-3690	Contracted Services		5,000	5,000	5,000
607	290	1,000	42-3875	Jury and Subpoena Fees		1,000	1,000	1,000
2,771	3,326	3,500	42-3885	Banking Fees		3,500	3,500	3,500
-	9,413	3,800	42-3920	Technology-Support and Maintenance		4,350	4,350	4,350
2,611	4,893	4,500	42-4510	Office Supplies		4,500	4,500	4,500
-	649	500	42-4515	Equipment Non Capital		500	500	500
6,000	6,000	6,000	42-4615	Rent-Building		6,000	6,000	6,000
172,687	188,463	189,850	Total			190,000	190,000	190,000
424,282	450,023	473,260	TOTAL MUNICIPAL COURT			487,440	487,440	487,440

CITY OF ROSEBURG, OREGON
GENERAL FUND
POLICE DEPARTMENT

CURRENT OPERATIONS

The Roseburg Police Department is a full-service law enforcement agency with a staff of 37 sworn police officers and four (4) civilian support staff. The department strives to respond to the emergency and law enforcement needs of the community through response to calls for service in accordance with established priorities, visible police patrols, enforcement of traffic laws, investigation of crime and coordination with community service agencies, programs and activities.

The Police Department consists of Operations, Patrol Division, Criminal Investigations Division (CID), Traffic Unit and Records Division. The Operations Division is comprised of the Chief of Police, Operations Captain, Community Services/PIO Sergeant and our most valuable asset – five (5) Volunteers in Police Service (VIPS). The Operations Division manages the department's budget; recruits, selects and trains staff and develops, monitors and enforces department policies. This division has primary responsibility for interacting with other City departments and for representing the department in local and regional public safety efforts.

The Patrol Division consists of 23 uniformed officers assigned to three shifts that patrol 24 hours a day and 7 days a week, and respond to our citizen's calls for service. Three (3) police officers are assigned as School Resource Officers (SRO) serving the Roseburg and Glide School Districts. The Criminal Investigations Division consists of six (6) plainclothes officers, two (2) of which are assigned to the Douglas Interagency Narcotics Team (DINT) and one (1) Property/Evidence Technician. The Traffic Unit is staffed by two (2) uniformed police officers. The Records Division is supervised by an Administrative Assistant and staffed by two (2) Records Specialists.

DEPARTMENT GOALS/SIGNIFICANT ACHIEVEMENTS – PRIOR YEAR

1. Successfully installed an interview room video and audio recording system.
2. Maintained a partnership with Douglas County Community Health Alliance (CHA), in an effort to reduce calls for service to mental health patients who are in crisis.
3. Successful completion of fourth session of Crisis Intervention Team (CIT) training in cooperation with local National Alliance on Mental Illness (NAMI).

DEPARTMENT GOALS – CURRENT

1. Work with Douglas County Responders First Foundation (DCRFF) to introduce a Critical Incident Seminar to the Northwest Regional for first responders and families based on a model that is currently being used on the east coast.
2. Bring organization to full staffing and implement succession planning in anticipation of future retirements.
3. Bring fleet vehicle dash camera system online.
4. Add Community Policing Officer in effort to meet Council Public Safety goal.

PERSONNEL HISTORY	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Police Chief	1	1	1	1
Staff Assistant	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	4	5	5	5
Corporal	3	3	3	3
Officer	18	18	18	18
Community Policing Officer	0	0	0	1
Detective	6	5	5	5
School Resource Officer	2	2	2	3
Records Specialist	2	2	2	2
Administrative Tech	1	1	1	1
TOTAL	40	40	40	42

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - POLICE DEPARTMENT								
PERSONNEL SERVICES - 3510								
3,027,549	3,119,516	3,337,858	Salaries and Wages			3,470,903	3,470,903	3,470,903
1,960,659	1,986,079	2,153,546	Employee Benefits			2,431,277	2,431,277	2,431,277
4,988,208	5,105,595	5,491,404	Total			5,902,180	5,902,180	5,902,180
MATERIALS AND SERVICES - 3510								
7,716	10,623	15,000	42-3010	Lodging and Registration		15,000	15,000	15,000
2,717	5,764	5,000	42-3015	Meals and Mileage		5,000	5,000	5,000
1,408	776	800	42-3040	Dues and Subscriptions		3,500	3,500	3,500
34,812	5,512	8,000	42-3090	Training-Equipment		8,000	8,000	8,000
3,570	13,426	10,000	42-3310	Professional Services-Legal		10,000	10,000	10,000
-	-	500	42-3345	Personnel Testing		500	500	500
-	63	-	42-3630	Contracted Services-Animal Shelter		-	-	-
294,606	309,336	346,935	42-3635	Contracted Services-Dispatch		364,500	364,500	364,500
148,495	157,041	240,000	42-3645	Jail Expenses		255,000	255,000	255,000
350	370	500	42-3835	Neighborhood Program		500	500	500
4,960	1,163	4,500	42-3910	Hardware Non Capital		4,500	4,500	4,500
159	-	-	42-3915	Software Non Capital		-	-	-
24,332	23,451	55,000	42-3920	Technology-Support and Maintenance		52,000	52,000	52,000
378	380	-	42-4210	Telephone Communications		-	-	-
22,952	29,521	35,000	42-4515	Cellular Phone		35,000	35,000	35,000
3,800	1,858	7,500	42-4220	Radio Communications		7,500	7,500	7,500
63	45	-	42-4290	Other Communications		-	-	-
9,112	9,070	9,000	42-4510	Office Supplies		9,000	9,000	9,000
11,832	19,434	10,500	42-4515	Supplies-Equipment Non Capital		10,500	10,500	10,500
911	1,073	1,000	42-4520	Postage		1,500	1,500	1,500
5,139	4,371	8,000	42-4545	Materials and Supplies		8,000	8,000	8,000
89	19	500	42-4565	Volunteers Program		500	500	500
1,030	1,126	1,000	42-4575	Printing		1,500	1,500	1,500
-	514	1,500	42-4580	Office Equipment/Furniture		1,500	1,500	1,500
18,063	26,788	10,000	42-4585	K-9		10,000	10,000	10,000
2,653	1,300	1,500	42-4590	Supplies-Miscellaneous		1,500	1,500	1,500
20,106	25,050	30,000	42-4810	Building and Grounds Maintenance		30,000	30,000	30,000
32,126	29,620	35,000	42-4815	Vehicle Expense-Maintenance		35,000	35,000	35,000
55,401	43,167	60,000	42-4820	Vehicles Expense-Fuel		50,000	50,000	50,000
5,033	4,118	7,500	42-4825	Vehicles Expense-Tires		7,500	7,500	7,500
509	460	-	42-4830	Equipment		-	-	-
24,381	28,480	25,000	42-5120	Uniforms		30,000	30,000	30,000
23,139	24,985	27,785	42-5410	Utilities-Power		29,175	29,175	29,175
9,090	9,285	10,070	42-5420	Utilities-Gas		10,500	10,500	10,500
3,003	3,120	5,784	42-5430	Utilities-Water		5,784	5,784	5,784
2,157	2,157	2,895	42-5435	Utilities-Sewer		3,100	3,100	3,100
486	1,266	700	42-5440	Utilities-Garbage Service		1,500	1,500	1,500
1,950	1,858	2,185	42-5455	Utilities-Storm Drainage		2,381	2,381	2,381
13,079	17,890	14,600	42-5710	Insurance-Automobile		16,350	16,350	16,350
73,991	75,702	83,790	42-5715	Insurance-General Liability		90,493	90,493	90,493
8,623	9,073	9,875	42-5720	Insurance-Property		10,665	10,665	10,665
273	96	-	42-5740	Insurance-Equipment		-	-	-
3,048	2,028	5,145	42-5790	Insurance-Miscellaneous		5,145	5,145	5,145
875,542	901,379	1,092,064	Total			1,132,593	1,132,593	1,132,593
5,863,750	6,006,974	6,583,468	TOTAL POLICE DEPARTMENT			7,034,773	7,034,773	7,034,773

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, 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 41.5 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 2017-18, the Fire Department plans to continue to provide the highest level of service to the public with an emphasis on continued training for the new management team. Continue to 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 and emergency services 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.

DEPARTMENT GOALS – PRIOR YEAR

1. Develop and enhance a relationship with new ambulance provider in the city (Bay cities)
2. Evaluate the feasibility of seismic upgrades to the two substations
3. Work with ISO to complete reevaluation of the fire department
4. Implement a new fire engine into the fleet and remove the 30 y/o engine

DEPARTMENT GOALS – CURRENT YEAR

1. Upon award of seismic grant, implement upgrades to the two substations
2. Prepare and implement large scale multi agency live fire training exercise
3. Continue enhanced training for new department administration
4. Continue working towards integrate into the state mobilization plan regarding wildland interface

PERSONNEL HISTORY

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Fire Chief	1.0	1.0	1.0	1.0
Assistant 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	0.0	0.0
Battalion Chief	3.0	3.0	4.0	4.0
Staff Assistant	1.0	1.0	1.0	1.0
Secretary I	0.0	0.5	0.5	0.75
Fire Lieutenant	9.0	9.0	9.0	9.0
Driver/Engineer	9.0	9.0	9.0	9.0
Firefighter	<u>15.25</u>	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>
	41.25	41.5	41.5	41.75

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
GENERAL FUND (100) - FIRE DEPARTMENT								
			PERSONNEL SERVICES - 4010					
3,220,648	3,308,470	3,435,137	Salaries and Wages			3,574,799	3,574,799	3,574,799
1,826,790	1,892,916	2,090,983	Employee Benefits			2,365,194	2,365,194	2,365,194
5,047,438	5,201,386	5,526,120	Total			5,939,993	5,939,993	5,939,993
			MATERIALS AND SERVICES - 4010					
8,976	10,603	14,000	42-3010	Lodging and Registration		14,000	14,000	14,000
2,469	3,827	4,500	42-3015	Meals and Mileage		4,500	4,500	4,500
8,046	6,191	11,000	42-3040	Dues and Subscriptions		9,000	9,000	9,000
4,253	12,117	7,500	42-3055	Personnel Training		7,500	7,500	7,500
9,461	4,991	15,000	42-3310	Professional Services-Legal		15,000	15,000	15,000
5,600	5,600	6,000	42-3330	Professional Services-Technical		6,000	6,000	6,000
6,914	5,487	7,000	42-3350	Professional Services-Laboratory/Medical		7,000	7,000	7,000
32,734	34,371	46,400	42-3635	Contracted Services-Dispatch		45,000	45,000	45,000
526	672	1,000	42-3690	Contracted Services-Misc		1,200	1,200	1,200
1,939	1,794	2,000	42-3835	Neighborhood/Education Programs		3,000	3,000	3,000
-	-	5,000	42-3865	Haz-Mat Response		5,000	5,000	5,000
2,000	-	3,000	42-3910	Hardware Non Capital		4,000	4,000	4,000
12,415	7,535	12,000	42-3920	Technology-Support and Maintenance		12,000	12,000	12,000
1,719	1,814	2,500	42-4210	Telephone Communications		2,500	2,500	2,500
7,345	6,764	9,000	42-4215	Cellular Phone		8,000	8,000	8,000
5,584	5,503	5,500	42-4220	Radio Communications		5,500	5,500	5,500
5,965	6,311	6,000	42-4510	Office Supplies		6,000	6,000	6,000
14,967	32,439	22,000	42-4515	Equipment Non Capital/Engine Equipment		22,000	22,000	22,000
423	701	500	42-4520	Postage		500	500	500
21,282	20,873	20,000	42-4545	Materials and Supplies		20,000	20,000	20,000
7,041	1,310	3,500	42-4555	Extinguishing Agents		3,500	3,500	3,500
3,045	2,464	3,000	42-4580	Office Equipment/Furniture		3,000	3,000	3,000
29,781	33,100	35,000	42-4810	Building and Grounds Maintenance		35,000	35,000	35,000
44,096	48,072	39,000	42-4815	Vehicle Expense-Maintenance		45,000	45,000	45,000
25,279	16,120	35,000	42-4820	Vehicle Expense-Fuel		35,000	35,000	35,000
3,969	8,409	7,000	42-4825	Vehicle Tires		7,000	7,000	7,000
21,248	24,873	28,000	42-4830	Equipment Maintenance		28,000	28,000	28,000
20,662	14,718	16,500	42-5115	Safety Clothing		16,500	16,500	16,500
13,431	11,839	12,000	42-5120	Uniforms		15,000	15,000	15,000
31,933	33,658	34,000	42-5410	Utilities-Power		35,000	35,000	35,000
15,622	16,272	24,150	42-5420	Utilities-Gas		25,500	25,500	25,500
5,072	5,266	8,500	42-5430	Utilities-Water		9,000	9,000	9,000
2,817	2,817	3,200	42-5435	Utilities-Sewer		3,200	3,200	3,200
1,036	2,336	2,600	42-5440	Utilities-Garbage		3,000	3,000	3,000
2,860	2,859	3,000	42-5455	Utilities-Storm Drain		3,500	3,500	3,500
15,146	16,442	18,500	42-5710	Insurance-Automobile		20,000	20,000	20,000
13,899	14,278	16,600	42-5715	Insurance-General Liability		18,000	18,000	18,000
9,969	10,488	12,000	42-5720	Insurance-Property		13,000	13,000	13,000
6,070	6,389	8,500	42-5740	Insurance-Equipment		9,000	9,000	9,000
1,988	1,323	2,500	42-5790	Insurance-Miscellaneous		2,500	2,500	2,500
427,582	440,626	512,450	Total			527,400	527,400	527,400
5,475,020	5,642,012	6,038,570	TOTAL FIRE DEPARTMENT			6,467,393	6,467,393	6,467,393

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 of 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.

Proposed Capital Acquisitions for 2017-18

\$25,000 Capital improvements with city wide benefits (to be finalized)

\$27,100 Webportal for Laserfiche (the City's digital record archive)

\$52,100 Total

CONTINGENCY, RESERVES AND UNAPPROPRIATED ENDING FUND BALANCE –

In 2014 the City Council adopted a new Fund Balance policy which established a General Fund reserve target of 20% of current expenditures. 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.

CONTINGENCY includes an amount for operations that may necessitate spending during the year on items that could not be specifically identified at the time the budget is prepared. During the fiscal year, money budgeted and appropriated as contingency must be transferred to another appropriation category by resolution of the City Council prior to being expended.

RESERVE FOR FUTURE EXPENDITURE includes amounts restricted to fund recognized future liabilities. Currently there are no restricted reserves.

UNAPPROPRIATED ENDING FUND BALANCE includes funds to provide the City with a cash or working capital balance with which to begin the fiscal year following the one for which the budget is prepared. The unappropriated ending fund balance typically should be of an amount sufficient to satisfy cash flow needs for the first few months of the fiscal year until property taxes become available, generally October and November.

Unappropriated funds may not be expended except in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed, it may be appropriated with a resolution or ordinance or through a supplemental budget after the event occurs.

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2017-2018	2017-2018	2017-2018
2014-2015	2015-2016	2016-2017	GENERAL FUND (100)					
			CAPITAL OUTLAY - 7575					
59,169	22,489	-	41-7020	Equipment Acquisition-General Fund		25,000	25,000	25,000
-	-	54,000	41-7020	Equipment Acquisition-IT		27,100	27,100	27,100
59,169	22,489	54,000	Total			52,100	52,100	52,100
			TRANSFERS - 9090					
25,000	50,000	50,000	49-8832	Transfer to Park Improvement		50,000	50,000	50,000
625,000	625,000	650,000	49-8833	Transfer to Equipment Fund		675,000	675,000	675,000
-	-	-	49-8836	Transfer to Facilities Improvement		30,000	30,000	30,000
650,000	675,000	700,000	Total			755,000	755,000	755,000
			OTHER REQUIREMENTS - 9093					
50,000	50,000	50,000	45-9110	Library		50,000	50,000	50,000
19,125,178	19,671,059	21,708,455	TOTAL EXPENDITURES			23,077,540	23,077,540	23,077,540
			OPERATING CONTINGENCY - 9091					
-	-	1,000,000	60-9010			1,000,000	1,000,000	1,000,000
7,744,551	7,550,925	4,690,434	60-9410	UNAPPROPRIATED ENDING FUND BALANCE		4,337,348	4,337,348	4,337,348
7,744,551	7,550,925	5,690,434	TOTAL FUND BALANCE			5,337,348	5,337,348	5,337,348
26,869,729	27,221,984	27,398,889	TOTAL EXPENDITURES & ENDING FUND BALANCE			28,414,888	28,414,888	28,414,888



CITY OF ROSEBURG, OREGON

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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
COMMUNITY DEV	HEAD START PROGRAM BUILDING	FED - HUD	1,500,000	-	1,500,000
COMMUNITY DEV	CERTIFIED LOCAL GOVERNMENT	(a) STATE HISTORIC OFFICE	3,500	-	3,500
COMMUNITY DEV	CERTIFIED LOCAL GOVERNMENT	(b) STATE HISTORIC OFFICE	2,000	-	2,000
COMMUNITY DEV	DIAMONDS IN THE ROUGH	STATE HISTORIC OFFICE	20,000	20,000 (1)	20,000
COMMUNITY DEV	HERITAGE GRANT	STATE HISTORIC OFFICE	20,000	20,000 (2)	30,000
COMMUNITY DEV	PRESERVING OREGON ARTS: CENTER FLOED LANE HOUSE	STATE HISTORIC OFFICE	20,000	20,000 (1)	20,000
POLICE	TRAINING EQUIPMENT	COW CREEK TRIBE	5,000	-	5,000
POLICE	BULLET PROOF VESTS	FED - DEPARTMENT OF JUSTICE	9,000	9,000	18,000
POLICE	EQUIPMENT REPLACEMENT	FED - DEPT OF HOMELAND SECURITY	250,000	-	250,000
PARKS	RIPARIAN ENHANCEMENT	STATE - OWEB	60,000	20,000	80,000
			1,889,500	89,000	1,928,500

(a) carry-over from 2016-17

(b) new in 2017-18

(1) in kind

(2) 50% match in kind

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>	<u>SUMMARY</u>			<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>GRANT SPECIAL REVENUE FUND (220)</u>					
			RESOURCES:					
12,691	19,149	1,021,950	Intergovernmental Revenue			1,889,500	1,889,500	1,889,500
2,000	-	-	Donations			-	-	-
408	522	-	Interest			-	-	-
15,099	19,671	1,021,950	Total Operating Revenues			1,889,500	1,889,500	1,889,500
75,402	73,422	85,025	Beginning Fund Balance			88,238	88,238	88,238
90,501	93,093	1,106,975	TOTAL RESOURCES			1,977,738	1,977,738	1,977,738
			REQUIREMENTS					
			Operating Budget:					
17,079	5,655	21,950	Materials and Services			178,500	178,500	178,500
17,079	5,655	21,950	Total Operating Budget			178,500	178,500	178,500
-	-	1,000,000	Capital Outlay			1,750,000	1,750,000	1,750,000
17,079	5,655	1,021,950	Total Expenditures			1,928,500	1,928,500	1,928,500
-	-	-	Contingency			-	-	-
-	-	85,025	Reserved for Future Expenditure			49,238	49,238	49,238
73,422	87,438	-	Unappropriated Ending Fund Balance			-	-	-
90,501	93,093	1,106,975	TOTAL REQUIREMENTS			1,977,738	1,977,738	1,977,738

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			GRANT FUND (220)					
75,402	73,422	85,025	220-00-00-301 BEGINNING FUND BALANCE			88,238	88,238	88,238
			REVENUES - (220)					
825	1,149	504,950	20-20-331120	Federal Grants		1,759,000	1,759,000	1,759,000
-	12,000	12,000	50-20-332100	State Grants-SHPO		65,500	65,500	65,500
3,181		-	50-20-332120	State Grants		60,000	60,000	60,000
8,685	6,000	505,000	20-20-334120	Local Grants		5,000	5,000	5,000
408	522	-	60-40-371100	Interest Income		-	-	-
2,000	-	-	20-20-381110	Donations/Other		-	-	-
15,099	19,671	1,021,950	Total			1,889,500	1,889,500	1,889,500
90,501	93,093	1,106,975	TOTAL REVENUES & BEGINNING FUND BALANCE			1,977,738	1,977,738	1,977,738
			MATERIALS AND SERVICES - 1520					
11,007	1,234	12,000	41-3630	Contracted Services		75,500	75,500	75,500
2,670	-	-	41-4545	General Materials		-	-	-
13,677	1,234	12,000	Total			75,500	75,500	75,500
			MATERIALS AND SERVICES - 2550					
-	-	-	45-3838	General Materials		80,000	80,000	80,000
-	-	-	Total			80,000	80,000	80,000
			MATERIALS AND SERVICES - 3510					
2,577	1,946	9,950	42-4515	Supplies-Equipment Non Capital		5,000	5,000	5,000
825	2,475	-	42-5120	Uniforms		18,000	18,000	18,000
3,402	4,421	9,950	Total			23,000	23,000	23,000
17,079	5,655	21,950	TOTAL MATERIALS AND SERVICES			178,500	178,500	178,500
			CAPITAL OUTLAY - 7575					
-	-	-	41-7020	Equipment Acquisition-Police		250,000	250,000	250,000
-	-	1,000,000	41-7063	Improvements-Grants		1,500,000	1,500,000	1,500,000
-	-	1,000,000	Total			1,750,000	1,750,000	1,750,000
17,079	5,655	1,021,950	TOTAL EXPENDITURES			1,928,500	1,928,500	1,928,500
			RESERVED FOR FUTURE EXPENDITURE- 9092					
-	-	85,025	60-9210			49,238	49,238	49,238
73,422	87,438	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
90,501	93,093	1,106,975	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,977,738	1,977,738	1,977,738

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 57.25% of the annual estimated revenues net of administrative costs. The City contracts with the Roseburg Area Chamber of Commerce to provide visitor services. A new contract was approved in 2013 which extends the services through June 2018. The Chamber receives 90% of the tourism portion of the funds, with the City receiving the 10% balance.

9.86% of tax revenues is dedicated to economic development and is transferred to the Economic Development Fund. A transfer of 32.89% of the taxes is made to the Streetlight/Sidewalk Fund.

The reserve for future expenditure identifies funds to be saved for use in future fiscal years. If the need arises during the fiscal year to spend this money, a supplemental budget may be adopted to appropriate the expenditure.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			HOTEL/MOTEL TAX FUND (240)					
247,047	226,879	227,681	240-00-00-301	BEGINNING FUND BALANCE		315,094	315,094	315,094
			REVENUES - (240)					
1,002,699	1,119,524	1,236,556	78-40-315200	Hotel/Motel Tax		1,231,440	1,231,440	1,231,440
7,918	4,986	-	78-40-315100	Penalty and Interest		-	-	-
-	-	-	00-00-332120	State Grants		100,000	100,000	100,000
1,300	2,106	2,000	60-40-371100	Interest Income		5,000	5,000	5,000
4,500	127	-	80-40-385100	Miscellaneous		-	-	-
1,016,417	1,126,743	1,238,556	Total			1,336,440	1,336,440	1,336,440
1,263,464	1,353,622	1,466,237	TOTAL REVENUES & BEGINNING FUND BALANCE			1,651,534	1,651,534	1,651,534
			MATERIALS AND SERVICES - 7474					
24,323	26,077	35,181	46-3210	City Services-Management		40,025	40,025	40,025
22,999	31,394	68,779	46-3622	City Events		119,000	119,000	119,000
2,890	1,398	32,000	46-3620	V & C Local Events		32,000	32,000	32,000
534,293	563,399	619,008	46-3625	Contracted Services-Chamber Tourism		620,000	620,000	620,000
-	-	100,000	46-3680	Contracted Services-Way Finding		50,000	50,000	50,000
584,505	622,268	854,968	Total			861,025	861,025	861,025
			TRANSFER - 9090					
347,811	359,635	395,132	49-8829	Transfer to Street Light/Sidewalk Fund		395,000	395,000	395,000
104,269	107,814	118,456	49-8855	Transfer to Economic Development		120,000	120,000	120,000
452,080	467,449	513,588	Total			515,000	515,000	515,000
1,036,585	1,089,717	1,368,556	TOTAL EXPENDITURES			1,376,025	1,376,025	1,376,025
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	97,681	60-9210			275,509	275,509	275,509
226,879	263,905	-	UNAPPROPRIATED ENDING FUND BALANCES			-	-	-
1,263,464	1,353,622	1,466,237	TOTAL EXPENDITURES & ENDING FUND BALANCES			1,651,534	1,651,534	1,651,534

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 indirect allocations to the General Fund for administration of the fund (Management Services) and to the General Fund for services provided by the Public Works Department to cover the City's costs for administering projects, engineering, and construction observation.
- ◆ Improvements – The City sidewalk rehabilitation program is financed by the fund. The cost for sidewalk rehabilitation varies annually depending on the number of applications received. This fund can also provide the funding for sidewalks and/or streetlights on 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 the capital improvement projects planned FY 2017-18 are listed in Table T-1.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			STREET LIGHT/SIDEWALK FUND (290)					
995,025	1,174,902	1,013,326	00-00-301000	BEGINNING FUND BALANCE		1,105,371	1,105,371	1,105,371
			REVENUES - (290)					
5,379	5,840	5,000	60-40-371100	Interest Income		2,500	2,500	2,500
478	644	-	30-30-361200	Assessments-S/W		600	600	600
347,811	359,635	395,132	00-00-391124	Transfer from Hotel/Motel Fund		395,000	395,000	395,000
353,668	366,119	400,132	Total			398,100	398,100	398,100
1,348,693	1,541,021	1,413,458	TOTAL REVENUES & BEGINNING FUND BALANCE			1,503,471	1,503,471	1,503,471
			MATERIALS AND SERVICES - 7474					
8,667	10,441	10,152	43-3210	City Services-Management		8,699	8,699	8,699
65,421	61,263	61,921	43-3230	City Services-Public Works		66,590	66,590	66,590
1,199	448	5,000	43-4545	Materials and Supplies		1,200	1,200	1,200
75,287	72,152	77,073	Total			76,489	76,489	76,489
			CAPITAL OUTLAY - 7575					
-	-	110,000	43-7045	Sidewalks-New Construction		1,000,000	1,000,000	1,000,000
9,638	63,214	275,000	43-7046	Sidewalks-Reconstruction		25,000	25,000	25,000
458	384,000	50,000	43-7047	Improve-Street Lights/Signals		25,000	25,000	25,000
88,408	-	10,000	43-7048	Traffic Signals		250,000	250,000	250,000
98,504	447,214	445,000	Total			1,300,000	1,300,000	1,300,000
173,791	519,366	522,073	TOTAL EXPENDITURES			1,376,489	1,376,489	1,376,489
			OPERATING CONTINGENCY - 9091					
-	-	891,385	60-9010			126,982	126,982	126,982
1,174,902	1,021,655	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,348,693	1,541,021	1,413,458	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,503,471	1,503,471	1,503,471



TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2017-18

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	250,000		150,000		100,000
ADA Improvements/Sidewalk Reconstruction	25,000	25,000			
Lane Avenue CIPP	400,000			400,000	
Stewart Parkway Realignment - (50% SDC eligible)	5,125,000	1,250,000	2,425,000	1,450,000	
Transportation Funding Options	25,000		25,000		
Airport Matching Funds	60,000				60,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	500,000				500,000
Downtown Façade Program*	50,000				50,000
Downtown Sidewalk Program	50,000				50,000
Downtown Streetscape	250,000				250,000
Edenbower/Stewart Parkway Left Turn	750,000				750,000
Garden Valley/Stewart Parkway Intersection Imp.	500,000				500,000
Micelli/Templin Improvements	125,000				125,000
Traffic Signal Coordination	225,000				225,000
West Avenue Improvements	350,000				350,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	25,000	25,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	20,000		10,000	10,000	
Capital Projects Total	8,905,000	1,300,000	2,610,000	1,935,000	3,060,000

* Items included in M&S line items (non-capital)

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 capital projects include multi-use path projects funded utilizing grant funding, typically through the Oregon Parks and Recreation Department's Recreational Trails Program.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			BIKE TRAIL FUND (250)					
92,267	105,354	113,166	250-00-00-301	BEGINNING FUND BALANCE		118,133	118,133	118,133
			REVENUES - (250)					
108,659	5,526	160,000	00-00-331535	Other Grants		100,000	100,000	100,000
12,945	13,313	12,931	40-20-332510	Gasoline Subvention		13,147	13,147	13,147
542	549	500	60-40-371100	Interest Income		-	-	-
10,000	10,000	10,000	85-40-391131	Transfer from Transportation Fund		10,000	10,000	10,000
132,146	29,388	183,431	Total			123,147	123,147	123,147
224,413	134,742	296,597	TOTAL REVENUES & BEGINNING FUND BALANCE			241,280	241,280	241,280
			MATERIALS AND SERVICES - 7474					
-	9,450	10,000	45-4855	Bike Trail Maintenance		10,000	10,000	10,000
-	9,450	10,000	Total			10,000	10,000	10,000
			CAPITAL OUTLAY - 7575					
119,059	3,659	200,000	45-7035	Bike Trail Improvements		130,000	130,000	130,000
119,059	13,109	210,000	TOTAL EXPENDITURES			140,000	140,000	140,000
			OPERATING CONTINGENCY - 9091					
-	-	86,597	60-9010			101,280	101,280	101,280
105,354	121,633	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
224,413	134,742	296,597	TOTAL EXPENDITURES & ENDING FUND BALANCE			241,280	241,280	241,280

CITY OF ROSEBURG, OREGON

GOLF FUND

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.

This fund was established in 1986 to account for operations of the Stewart Park Golf Course. Historically, the principal sources of revenues have been 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. Beginning in April of 2013 the City contracted with a private concessionaire to run the entire operation including maintenance of the course. Since that date, the Golf Fund has not had any personnel.

In FY13-14, the Golf Fund was converted from an Enterprise Fund to a Special Revenue Fund. The primary sources of revenue are the monthly payment from the concessionaire and the ground lease for a cell tower located on the golf course property.

RESOURCES

Beginning Fund Balance: The balance is expected to be comparable to the previous year.

Facilities Rent: This accounts for the revenue that will be paid by the concessionaire to the City.

Lease Income: This account is the revenue generated from the ground lease agreement for a cell tower on the golf course.

REQUIREMENTS

Capital Outlay: An amount has been budgeted for capital outlay in order to install an additional driving range fence as part of the South Stewart Parkway project.

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
<div>GOLF FUND (210)</div>								
41,646	79,572	108,024	00-00-301000	BEGINNING FUND BALANCE		115,931	115,931	115,931
REVENUES - (210)								
25,627	26,140	26,530	40-10-342105	Facilities Rent		22,550	22,550	22,550
19,002	19,572	20,159	40-10-342120	Land Lease		18,448	18,448	18,448
427	683	600	60-40-371100	Interest Income		700	700	700
12,750	-	-	90-40-392100	Proceeds from Asset Sales		-	-	-
-	-	45,000	99-40-392300	Reimbursements/Insurance		-	-	-
57,806	46,395	92,289	Total			41,698	41,698	41,698
99,452	125,967	200,313	TOTAL REVENUES & BEGINNING FUND BALANCE			157,629	157,629	157,629
MATERIALS AND SERVICES - 7010								
6,000	6,000	6,000	45-3210	City Services-Administration		6,000	6,000	6,000
-	-	50,000	45-4545	Materials and Supplies		-	-	-
3,390	4,992	10,000	45-4810	Building and Grounds Maintenance		20,000	20,000	20,000
1,020	1,020	1,200	45-5435	Utilities-Sewer		1,224	1,224	1,224
64	1,174	1,400	45-5715	Insurance-General Liability		1,415	1,415	1,415
1,281	1,348	1,600	45-5720	Insurance-Property		1,525	1,525	1,525
133	88	115	45-5790	Insurance-Miscellaneous		106	106	106
11,888	14,622	70,315	Total			30,270	30,270	30,270
11,888	14,622	70,315	TOTAL MAINTENANCE DEPARTMENT			30,270	30,270	30,270
CAPITAL OUTLAY - 7575								
7,992	-	50,000	45-7035	Improvements-Other		50,000	50,000	50,000
7,992	-	50,000	Total			50,000	50,000	50,000
19,880	14,622	120,315	TOTAL EXPENDITURES			80,270	80,270	80,270
OPERATING CONTINGENCY - 9091								
-	-	79,998	210-9091-60-9010			77,359	77,359	77,359
79,572	111,345	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
99,452	125,967	200,313	TOTAL EXPENDITURES & ENDING FUND BALANCE			157,629	157,629	157,629

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

Projects and programs supported by the Economic Development Fund have been, and will continue to include the Partnership for Economic Development in Douglas County, the downtown Main Street Program, and other projects as needed.

ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017	CITY OF ROSEBURG, OREGON		PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			ECONOMIC DEVELOPMENT FUND (230)				
136,283	149,278	167,838	00-00-301000	BEGINNING FUND BALANCE	164,158	164,158	164,158
			REVENUES - (230)				
-	-	-	00-00-332115	State Grants	20,000	20,000	20,000
646	732	700	60-40-371100	Interest Income	1,000	1,000	1,000
104,269	107,814	118,456	85-40-391124	Transfer From Hotel/Motel	120,000	120,000	120,000
104,915	108,546	119,156	Total		141,000	141,000	141,000
241,198	257,824	286,994	TOTAL REVENUES & BEGINNING FUND BALANCE		305,158	305,158	305,158
			MATERIALS AND SERVICES - 7474				
4,421	4,626	4,609	46-3210	City Services-Management	6,225	6,225	6,225
-	5,000	50,000	46-3630	Contracted Services-Technical	70,000	70,000	70,000
87,499	97,500	77,500	46-3690	Contracted Services	77,500	77,500	77,500
91,920	107,126	132,109	Total		153,725	153,725	153,725
91,920	107,126	132,109	TOTAL EXPENDITURES		153,725	153,725	153,725
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	154,885	60-9210		151,433	151,433	151,433
149,278	150,698	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
241,198	257,824	286,994	TOTAL EXPENDITURES & ENDING FUND BALANCE		305,158	305,158	305,158

CITY OF ROSEBURG, OREGON
STEWART TRUST FUND

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 2017-18, funds have been programmed for matching costs associated with a riverbank stabilization project in Stewart Park.

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
STEWART TRUST - (710)								
79,997	80,324	90,500	00-00-301000	BEGINNING FUND BALANCE		62,824	62,824	62,824
REVENUES - 710								
52	64	60	60-40-371100	Interest Income		60	60	60
12,700	13,372	12,500	40-30-381010	Trust Contributions-Earle Stewart		12,500	12,500	12,500
12,752	13,436	12,560	Total			12,560	12,560	12,560
92,749	93,760	103,060	TOTAL REVENUES & BEGINNING FUND BALANCE			75,384	75,384	75,384
CAPITAL OUTLAY - 7575								
-	-	40,000	45-7082	Improvements-Stewart Park		25,000	25,000	25,000
12,425	-	15,000	45-7083	Improvements-Legion		15,000	15,000	15,000
12,425	-	55,000	Total			40,000	40,000	40,000
12,425	-	55,000	TOTAL EXPENDITURES			40,000	40,000	40,000
RESERVED FOR FUTURE EXPENDITURE- 9092								
-	-	48,060	60-9210			35,384	35,384	35,384
80,324	93,760	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
92,749	93,760	103,060	TOTAL EXPENDITURES & ENDING FUND BALANCE			75,384	75,384	75,384



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
DEBT RETIREMENT FUND

RESOURCES AND REQUIREMENTS

Historically, the Debt Retirement Fund accounted for payments on the 2006 and 2007 Full Faith and Credit Notes that were issued to fund construction of the Public Safety facility. The 2007 debt matured and was retired in the 2015-16 fiscal year. The 2006 debt matured and was retired in the 2016-17 fiscal year.

Current debt service requirements manage the obligations pertaining to a \$4.5 million non-revolving Line Of Credit the City obtained in 2015. The Line of Credit was issued to facilitate urban renewal capital projects prior to the agencies sun setting in 2019. The City entered into an intergovernmental agreement with the Urban Renewal Agency to use tax increment revenues to pay for the costs of the Line of Credit.

To date the City has drawn \$1.25 million from the Line of Credit. Debt service payments for 2017-18 include a \$1 million principal payment plus interest payments that accrue at 2.8% per annum. Final satisfaction of the Line of Credit will occur in 2019.

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2017-2018	2017-2018	2017-2018
2014-2015	2015-2016	2016-2017	DEBT RETIREMENT FUND (400/410)					
-	-	-	00-00-301000	BEGINNING FUND BALANCE		-	-	-
			REVENUE - (400)/(410)					
2,768,800	2,929,600	2,161,500	410-30-20-334140	Interagency Revenue		1,065,000	1,065,000	1,065,000
2,768,800	2,929,600	2,161,500	Total			1,065,000	1,065,000	1,065,000
2,768,800	2,929,600	2,161,500	TOTAL REVENUES & BEGINNING FUND BALANCE			1,065,000	1,065,000	1,065,000
			DEBT SERVICE - 8080					
-	-	-	410-8080-47-8010	Principal		1,000,000	1,000,000	1,000,000
-	-	81,500	410-8080-47-8120	Interest		65,000	65,000	65,000
65,000	-	2,000,000	410-8080-47-8510	Principal-FFC 2006 Issue-U/R		-	-	-
82,600	80,000	80,000	410-8080-47-8550	Interest-FFC 2006 Issue-U/R		-	-	-
2,415,000	2,740,000	-	410-8080-47-8515	Principal-FFC 2007 Issue-U/R		-	-	-
206,200	109,600	-	410-8080-47-8555	Interest-FFC 2007 Issue-U/R		-	-	-
2,768,800	2,929,600	2,161,500	Total			1,065,000	1,065,000	1,065,000
2,768,800	2,929,600	2,161,500	TOTAL EXPENDITURES			1,065,000	1,065,000	1,065,000
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
2,768,800	2,929,600	2,161,500	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,065,000	1,065,000	1,065,000

CITY OF ROSEBURG, OREGON
PENSION OBLIGATION DEBT SERVICE FUND

RESOURCES AND REQUIREMENTS

In November 2013, the City issued \$4.84 million in Pension Obligation Bonds (POBs) to fund the City's transition liability portion of its unfunded actuarial liability that resulted when the city joined the state and local government pool of employers.

The POBs were issued as a part of a strategy to provide long-term operational stability and sustainability, a goal of the Council. At closing, an analysis of savings from the sale of the POBs determined the City would realize a gross savings of more than \$1.041 million over the next fifteen years; a net present value savings of \$823,568.

Since proceeds from the sale of the POBs were sent to PERS and were used to pay the City's transition liability, the City earned a new employer rate that is 4.25% less than the previous rate. The City charges itself 4% of payroll and the proceeds fund the annual debt liability of the POBs.

A schedule of future requirements for the retirement of the 2013 Full Faith and Credit Pension Obligation Bonds follows. The final bonds mature on June 30, 2028.

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	235,000	203,984	438,984
2019	265,000	192,516	457,516
2020	295,000	179,584	474,584
2021	325,000	165,188	490,188
2022	360,000	149,328	509,328
2023-2028	<u>2,700,000</u>	<u>460,428</u>	<u>3,160,428</u>
	4,180,000	1,351,028	5,531,028

CITY OF ROSEBURG, OREGON

<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>		<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>PENSION BOND DEBT SERVICE FUND (420)</u>			
<u>10,149</u>	<u>21,319</u>	<u>29,859</u>	00-00-301000 BEGINNING FUND BALANCE	<u>37,503</u>	<u>37,503</u>	<u>37,503</u>
			REVENUES-(420)			
407,482	415,363	460,345	10-40-341000 Interdept Charges-General Fund	476,000	476,000	476,000
<u>407,482</u>	<u>415,363</u>	<u>460,345</u>	Total	<u>476,000</u>	<u>476,000</u>	<u>476,000</u>
<u>417,631</u>	<u>436,682</u>	<u>490,204</u>	TOTAL REVENUES & BEGINNING FUND BALANCE	<u>513,503</u>	<u>513,503</u>	<u>513,503</u>
			DEBT SERVICE - 8080			
165,000	185,000	210,000	47-8710 Principal-Pension Bond	235,000	235,000	235,000
231,312	223,260	214,232	47-8720 Interest-Pension Bond	203,985	203,985	203,985
<u>396,312</u>	<u>408,260</u>	<u>424,232</u>	Total	<u>438,985</u>	<u>438,985</u>	<u>438,985</u>
<u>21,319</u>	<u>28,422</u>	<u>65,972</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>74,518</u>	<u>74,518</u>	<u>74,518</u>
<u>417,631</u>	<u>436,682</u>	<u>490,204</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>513,503</u>	<u>513,503</u>	<u>513,503</u>



CITY OF ROSEBURG, OREGON

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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 Engineering administers the Capital Improvement Fund with oversight from the Public Works Director and Public Works Commission. General improvement projects are prioritized using the City's five-year capital improvement plan and the City's Transportation System Plan.

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. A new methodology was adopted in 2014. The City Council has reduced the TSDC to 25 percent of the per trip fee identified in the methodology. Projects eligible for funding by SDC's are intended to provide additional capacity for increased traffic associated with new development and reduce 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.
- ◆ ISTEА/STP Funds – This line item typically includes Federal ISTEА funds at \$200,000 per year.
- ◆ 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 and eventually eliminated altogether. 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. This is a state shared revenue and is calculated on a per capita (population) basis.
- ◆ System Development Charge – This revenue is generated at the time of new development or redevelopment. The Charge is based on estimated traffic generated by the development.
- ◆ Franchise Fee – Fifteen percent of franchise fees paid by utility companies are utilized for pavement management.

REQUIREMENTS

- ◆ Road and Bridge Maintenance – This is for overlays and slurry seal projects anticipated to be accomplished in 2017-18. This line item has been significantly reduced this year as the majority of the resources are being devoted to the South Stewart Parkway Project, which includes a pavement rehabilitation component.
- ◆ Capital Outlay – The specific projects proposed for the 2017-18 fiscal year 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 \$868,448 to the General Fund has been budgeted to account for the operations of the Public Works Department. The transfer will fund approximately 31.3 percent of the Public Works Engineering, Administration and Street Maintenance Divisions.

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
TRANSPORTATION FUND (310)								
2,694,228	3,495,775	3,493,375	00-00-301000	BEGINNING FUND BALANCE		2,307,725	2,307,725	2,307,725
REVENUES - (310)								
51,956	50,738	58,235	78-40-321700	Gas Franchise Fees		54,700	54,700	54,700
254,033	257,971	268,235	78-40-321720	Electric Franchise Fees		326,500	326,500	326,500
40,780	40,845	43,235	78-40-321740	Telephone Franchise Fees		46,800	46,800	46,800
21,928	22,718	22,941	78-40-321760	Cable TV Franchise Fees		24,200	24,200	24,200
35,221	35,936	41,024	78-40-321780	Water Utility Franchise Fees		40,800	40,800	40,800
10,369	11,696	13,027	78-40-321800	Storm Drainage Franchise Fees		14,100	14,100	14,100
-	114,635	-	30-30-331000	STBG Funds		697,202	697,202	697,202
1,281,603	1,317,950	1,280,144	30-20-332510	Gas State Subventions		1,301,514	1,301,514	1,301,514
-	-	239,908	30-20-334100	Intergovernmental-Local		-	-	-
163,857	165,786	125,000	30-30-343850	Transportation SDC		200,000	200,000	200,000
5,437	13,147	5,000	30-10-343815	SDC Admin Fee		8,000	8,000	8,000
15,386	21,047	12,000	60-40-371100	Interest Income		20,000	20,000	20,000
1,880,570	2,052,469	2,108,749	Total			2,733,816	2,733,816	2,733,816
4,574,798	5,548,244	5,602,124	TOTAL REVENUES & BEGINNING FUND BALANCE			5,041,541	5,041,541	5,041,541
MATERIALS AND SERVICES - 7474								
63,499	45,966	48,472	43-3210	City Services-Management		74,576	74,576	74,576
871,900	808,666	817,355	43-3230	City Services-Public Works		868,448	868,448	868,448
2,806	2,543	3,000	43-3315	Audit Fees		3,000	3,000	3,000
107,057	836,664	847,755	43-4835	Road and Bridge Maintenance		150,000	150,000	150,000
1,045,262	1,693,839	1,716,582	Total			1,096,024	1,096,024	1,096,024
CAPITAL OUTLAY - 7575								
-	-	50,000	43-7010	Land		-	-	-
23,048	181,526	897,153	43-7052	Improvements-St Construction		1,350,000	1,350,000	1,350,000
713	166,422	125,000	43-7053	Improvements-Transportation		1,100,000	1,100,000	1,100,000
-	-	-	41-7055	Equipment/Mapping		10,000	10,000	10,000
23,761	347,948	1,072,153	Total			2,460,000	2,460,000	2,460,000
TRANSFERS - 9090								
10,000	10,000	10,000	49-8825	Transfer to Bike Trail		10,000	10,000	10,000
1,079,023	2,051,787	2,798,735	TOTAL EXPENDITURES			3,566,024	3,566,024	3,566,024
RESERVE FOR FUTURE EXPENDITURE - 9092								
-	-	2,803,389	60-9210			1,475,517	1,475,517	1,475,517
3,495,775	3,496,457	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
4,574,798	5,548,244	5,602,124	TOTAL EXPENDITURES & ENDING FUND BALANCE			5,041,541	5,041,541	5,041,541

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2017-18

	Funding				
Project	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	250,000		150,000		100,000
ADA Improvements/Sidewalk Reconstruction	25,000	25,000			
Lane Avenue CIPP	400,000			400,000	
Stewart Parkway Realignment - (50% SDC eligible)	5,125,000	1,250,000	2,425,000	1,450,000	
Transportation Funding Options	25,000		25,000		
Airport Matching Funds	60,000				60,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	500,000				500,000
Downtown Façade Program*	50,000				50,000
Downtown Sidewalk Program	50,000				50,000
Downtown Streetscape	250,000				250,000
Edenbower/Stewart Parkway Left Turn	750,000				750,000
Garden Valley/Stewart Parkway Intersection Imp.	500,000				500,000
Micelli/Templin Improvements	125,000				125,000
Traffic Signal Coordination	225,000				225,000
West Avenue Improvements	350,000				350,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	25,000	25,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	20,000		10,000	10,000	
Capital Projects Total	8,905,000	1,300,000	2,610,000	1,935,000	3,060,000

* Items included in M&S line items (non-capital)



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 the existing system to meet the demands created by population growth. The FY 17-18 budget includes funds for a grant funded project to construct a playground and splash pad at Fir Grove Park and for a FEMA funded project to stabilize to separate stretches of riverside banks.

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 and/or Federal government 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.
- Infrastructure - This item include donations for the Fir Grove and other projects.
- Transfer from General – This transfer represents a commitment 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 to construct a playground and splash pad at Fir Grove Park and to implement riverbank stabilization projects.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			PARK IMPROVEMENT FUND (320)					
138,970	186,049	256,535	00-00-301000	BEGINNING FUND BALANCE		387,249	387,249	387,249
			REVENUES - (320)					
-	-	-	00-00-331135	Federal Grants		225,000	225,000	225,000
-	-	140,000	40-30-332120	Other Grants		62,000	62,000	62,000
47,133	-	305,000	40-30-332320	Capital Grants		-	-	-
-	5,000	-	40-30-334100	Local		-	-	-
21,451	20,151	20,000	40-30-343610	System Development Charge		30,000	30,000	30,000
858	1,421	800	40-10-343615	SDC Admin Fee		1,200	1,200	1,200
822	1,457	800	60-40-371100	Interest Income		1,500	1,500	1,500
4,875	9,695	25,000	40-20-381110	Donations/Other		15,000	15,000	15,000
518	-	75,000	40-30-381210	Infrastructure		-	-	-
25,000	50,000	50,000	00-00-391110	Transfer from General Fund		50,000	50,000	50,000
100,657	87,724	616,600	Total			384,700	384,700	384,700
239,627	273,773	873,135	TOTAL REVENUES & BEGINNING FUND BALANCE			771,949	771,949	771,949
			MATERIALS AND SERVICES - 7474					
-	-	1,000	45-3615	Contracted Services		-	-	-
3,028	1,432	15,000	45-4545	Materials and Supplies		15,000	15,000	15,000
3,028	1,432	16,000	Total			15,000	15,000	15,000
			CAPITAL OUTLAY - 7575					
50,550	5,822	585,000	45-7015	Improvements-Parks		650,000	650,000	650,000
50,550	5,822	585,000	Total			650,000	650,000	650,000
53,578	7,254	601,000	TOTAL EXPENDITURES			665,000	665,000	665,000
			RESERVE FOR FUTURE EXPENDITURE - 9092					
-	-	272,135	60-9210			106,949	106,949	106,949
186,049	266,519	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
239,627	273,773	873,135	TOTAL EXPENDITURES & ENDING FUND BALANCE			771,949	771,949	771,949

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 and other large equipment 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 10-year replacement schedule for fire apparatus. Due to the significant cost associated with fire apparatus (\$500,000 - \$900,000), 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 2006)
 - (1) Toro Infield Groomer (new)
 - (1) Ditchwitch FX20 (new)
- ◆ Police:
 - (1) Motorcycle
 - (2) Sedan – Chief
 - (37) Conducted Energy Weapons
- ◆ Fire:
 - (1) Staff Vehicle
 - (25) Communications Equipment
- ◆ Public Works:
 - (1) Engineering Tech Truck (Engineering) (replacement for 2005)
 - (1) Patch Truck (Street Maintenance) (replacement for 1997)
- ◆ 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.

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

FUND/DEPT	#	2017-18	#	2018-19	#	2019-20	#	2020-21	#	2021-22	FIVE-YEAR TOTAL
BEGINNING BALANCE		\$570,692		\$705,092		\$587,092		\$912,092		\$598,092	\$570,692
REQUIREMENTS											
COMMUNITY DEVELOPMENT											
PERMITING SYSTEM		11,100									11,100
TOTAL FINANCE		\$11,100									\$11,100
PUBLIC SAFETY											
FIRE DEPT (CAPITAL)											
STAFF VEHICLE	1	40,000	1	60,000	1	44,000	1	60,000			144,000
SCBA FILL STATION											60,000
HYDRAULIC RESCUE TOOL									1	35,000	35,000
WILDLAND FIRE ENGINE	1			85,000					1	85,000	170,000
TRIPLE COMBINATION PUMPER							1	600,000			600,000
DEPT CAPITAL TOTAL	1	40,000	2	145,000	1	44,000	2	\$660,000	2	120,000	1,009,000
FIRE DEPT (NON CAPITAL)											
FIRE HOSE, TURNOUTS						35,000				35,000	70,000
COMMUNICATIONS EQUIPMENT	25	60,000	20	48,000							108,000
SCBA CYLINDERS			70	85,000							85,000
DEPT NON CAPITAL TOTAL	25	60,000	90	133,000		35,000				35,000	263,000
DEPT TOTAL	26	100,000	92	278,000	1	79,000	2	660,000	2	155,000	1,272,000
POLICE DEPT (CAPITAL)											
MOTORCYCLE	1	27,500	1	29,000			1	31,000			87,500
SEDAN-CHIEF	1	31,000							1	35,000	66,000
UNMARKED					1	34,000					34,000
PATROL-SEDAN			3	140,000			4	190,000			330,000
DEPT CAPITAL TOTAL	2	58,500	4	169,000	1	34,000	5	221,000	1	35,000	517,500
POLICE DEPT (NON CAPITAL)											
BODY CAMS / EQUIPMENT							38	30,000			30,000
CONDUCTED ENERGY WEAPONS	37	37,000									37,000
DEPT NON CAPITAL TOTAL	37	37,000					38	30,000			67,000
DEPT TOTAL	39	95,500	4	169,000	1	34,000	43	251,000	1	35,000	584,500
TOTAL PUBLIC SAFETY	65	195,500	96	447,000	2	113,000	45	911,000	3	190,000	1,856,500

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

FUND/DEPT	#	2017-18	#	2018-19	#	2019-20	#	2020-21	#	2021-22	FIVE-YEAR TOTAL
<u>PUBLIC WORKS</u>											
ADMINISTRATION											
SEDAN-POOL		1		25,000		1			1	25,000	50,000
DEPT TOTAL	-	-	1	25,000	-	-	-	-	1	25,000	50,000
<u>ENGINEERING DEPT.</u>											
TECH TRUCK	1	25,000									25,000
DEPT TOTAL	1	\$25,000	-	-	-	-	-	-	-	-	25,000
<u>STREET MAINTENANCE</u>											
PICKUP REPLACEMENT		1		35,000					1	35,000	70,000
1 TON PICKUP							1	40,000			40,000
1 TON UTILITY DUMP							1	50,000			50,000
DUMP TRUCK											125,000
PATCH TRUCK	1	225,000			1	125,000					225,000
STREET FLUSHER											180,000
SERVICE VAN			1	180,000							45,000
DEPT TOTAL	1	225,000	2	215,000	1	125,000	3	135,000	1	35,000	735,000
TOTAL PUBLIC WORKS	2	250,000	3	240,000	1	125,000	3	135,000	2	60,000	810,000
<u>PARKS</u>											
PICKUP	1	40,000	1	30,000							70,000
DITCHWATCH FX20	1	40,000									40,000
4X4 UTILITY VEHICLE			1	27,000					1	24,000	51,000
3 YARD DUMP TRUCK							1	60,000			60,000
AERATOR									1	40,000	40,000
TURF SPRAYER					1	40,000					40,000
FAIRWAY MOWER			1	65,000							65,000
INFIELD GROOMER											20,000
IRRIGATION PUMPS									1	25,000	25,000
ZERO TURN MOWER					1	28,000					28,000
MOWER (ROTARY)									1	58,000	58,000
MOWER-54"							1	35,000			35,000
MOWER-72"							1	39,000			39,000
MOWER-126"					1	60,000					60,000
DEPT TOTAL	3	100,000	3	122,000	3	128,000	3	134,000	4	147,000	631,000
TOTAL REQUIREMENTS											
	70	\$556,600	102	\$809,000	6	\$366,000	51	\$1,180,000	9	\$397,000	\$3,308,600

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

FUND/DEPT	#	2017-18	#	2018-19	#	2019-20	#	2020-21	#	2021-22	FIVE-YEAR TOTAL
RESOURCES											
GENERAL-EQUIPMENT & VEHICLES		625,000		625,000		625,000		800,000		800,000	3,475,000
GENERAL-FIRE EQUIPMENT		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		6,000		6,000		6,000		6,000		6,000	30,000
TOTAL RESOURCES		\$691,000		\$691,000		\$691,000		\$866,000		\$866,000	\$3,805,000
ENDING BALANCE/RESERVE											
		\$705,092		\$587,092		\$912,092		\$598,092		\$1,067,092	\$1,067,092
RESERVE-EQUIPMENT & VEHICLES											
RESERVE FOR FIRE EQUIPMENT		444,092		276,092		551,092		187,092		606,092	606,092
		261,000		311,000		361,000		411,000		461,000	461,000
TOTAL RESERVES		\$705,092		\$587,092		\$912,092		\$598,092		\$1,067,092	\$1,067,092

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			EQUIPMENT REPLACEMENT FUND (330)					
889,966	1,052,316	638,203	00-00-301000	BEGINNING FUND BALANCE		549,606	549,606	549,606
			REVENUES - (330)					
5,470	4,802	4,500	60-40-371100	Interest Income		6,000	6,000	6,000
625,000	625,000	650,000	85-40-391110	Transfer From General Fund		675,000	675,000	675,000
-	9,083	10,000	90-40-392100	Proceeds From Asset Sales		10,000	10,000	10,000
630,470	638,885	664,500	Total			691,000	691,000	691,000
1,520,436	1,691,201	1,302,703	TOTAL REVENUES & BEGINNING FUND BALANCE			1,240,606	1,240,606	1,240,606
			MATERIALS AND SERVICES - 7474					
-	-	35,000	41-4620	Equipment Non-Capital-Fire Dept.		60,000	60,000	60,000
-	-	-	41-4620	Equipment Non-Capital-Police Dept.		37,000	37,000	37,000
-	-	35,000	Total			97,000	97,000	97,000
			CAPITAL OUTLAY - 7575					
-	-	-	41-7020	Equipment General		11,100	11,100	11,100
-	-	25,000	41-7030	General Fund Acquisition-Vehicle Pool		-	-	-
-	-	-	41-7031	Public Works Acquisition-Engineering		25,000	25,000	25,000
54,879	144,107	335,000	41-7031	Public Works Acquisition-Street Maintenance		225,000	225,000	225,000
96,201	92,050	-	41-7020	General Fund Acquisition-Financial System		-	-	-
80,977	110,960	165,000	41-7032	General Fund Acquisition-Parks		100,000	100,000	100,000
184,714	180,367	175,000	41-7033	Public Safety Acquisition-Police		58,500	58,500	58,500
51,349	517,696	62,000	41-7034	Public Safety Acquisition-Fire		40,000	40,000	40,000
468,120	1,045,180	762,000	Total			459,600	459,600	459,600
468,120	1,045,180	797,000	TOTAL EXPENDITURES			556,600	556,600	556,600
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	505,703	60-9210			684,006	684,006	684,006
1,052,316	646,021	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,520,436	1,691,201	1,302,703	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,240,606	1,240,606	1,240,606

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.

In order to avoid significant bank financing costs and to empower timelier project planning the City established a revolving loan pool to provide financing for smaller improvement projects. A portion of the fund's reserves are appropriated annually in order to facilitate such projects as they may develop during the year.

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 lienied 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					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			ASSESSMENT IMPROVEMENT FUND (340)					
1,446,839	1,474,713	1,503,228	00-00-301000	BEGINNING FUND BALANCE		1,529,338	1,529,338	1,529,338
			REVENUES - (340)					
17,221	8,854	17,500	30-30-361200	Assessment Income		16,000	16,000	16,000
7,572	9,370	8,500	60-40-371100	Interest Income		15,000	15,000	15,000
3,081	2,826	2,700	60-40-371115	Assessment Interest		2,000	2,000	2,000
27,874	21,050	28,700	Total			33,000	33,000	33,000
1,474,713	1,495,763	1,531,928	TOTAL REVENUES & BEGINNING FUND BALANCE			1,562,338	1,562,338	1,562,338
			CAPITAL OUTLAY - 7575					
-	-	200,000	43-7045	Improvements-LID's		200,000	200,000	200,000
-	-	200,000	Total			200,000	200,000	200,000
-	-	200,000	TOTAL EXPENDITURES			200,000	200,000	200,000
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	200,000	60-9210			200,000	200,000	200,000
1,474,713	1,495,763	1,131,928	UNAPPROPRIATED ENDING FUND BALANCE			1,162,338	1,162,338	1,162,338
1,474,713	1,495,763	1,531,928	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,562,338	1,562,338	1,562,338

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.

Proposed projects for 2017-18 are outlined on Table F-1 included in this document. Table F-1 is generated from the Five Year Capital Improvement Plan and serves as a guide to potential projects. Often, projects are generated by issues that arise unexpectedly and must be addressed in a relatively short time frame to keep a system or facility in working order.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			FACILITIES REPLACEMENT FUND (360)					
912,346	815,724	570,594	360-00-00-301000	BEGINNING FUND BALANCE		461,917	461,917	461,917
			REVENUES - (360)					
-	-	187,500	10-30-331535	Other Grants		-	-	-
-	-	1,000,000	10-20-332120	State Grants		1,967,500	1,967,500	1,967,500
10,000	7,500	-	10-30-334140	Interagency		-	-	-
4,536	4,698	4,000	60-40-371100	Interest Income		4,000	4,000	4,000
-	18,670	-	80-40-385100	Miscellaneous		-	-	-
-	-	-	85-40-391110	Transfer From General Fund		30,000	30,000	30,000
-	88,540	175,000	90-40-392100	Proceeds from Sale of Assets		-	-	-
-	-	20,000	99-40-392300	Insurance Reimbursements		-	-	-
14,536	119,408	1,386,500	Total			2,001,500	2,001,500	2,001,500
926,882	935,132	1,957,094	TOTAL REVENUES & BEGINNING FUND BALANCE			2,463,417	2,463,417	2,463,417
			MATERIALS AND SERVICES - 7474					
41,570	36,758	37,153	41-3230	City Services-Public Works		39,677	39,677	39,677
-	-	-	41-3899	Non Capital-City Hall		30,000	30,000	30,000
16,752	9,565	50,000	41-4810	Repairs and Maintenance		50,000	50,000	50,000
542	455	420	41-5410	Utilities-Power		500	500	500
1,958	1,976	735	41-5420	Utilities-Gas		2,000	2,000	2,000
1,272	928	1,335	41-5435	Sewer		1,500	1,500	1,500
62,094	49,682	89,643	Total			123,677	123,677	123,677
			CAPITAL OUTLAY - 7575					
49,064	142,760	1,690,000	41-7015	Improvements-City Facilities		2,250,000	2,250,000	2,250,000
49,064	142,760	1,690,000	Total			2,250,000	2,250,000	2,250,000
111,158	192,442	1,779,643	TOTAL EXPENDITURES			2,373,677	2,373,677	2,373,677
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	177,451	60-9210			89,740	89,740	89,740
815,724	742,690	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
926,882	935,132	1,957,094	TOTAL EXPENDITURES & ENDING FUND BALANCE			2,463,417	2,463,417	2,463,417

TABLE F-1
FACILITIES FUND PROJECTS
FY 2017-18

Facility	Description	Estimated Cost
City Hall	Second Floor Remodel	\$ 300,000
Fire Stations	Station 2 Seismic	\$ 825,000
	Station 3 Seismic	\$ 1,125,000
FACILITIES FUND TOTAL *		\$ 2,250,000

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 utility. 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 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 \$7.32 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 \$1,042 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 Street Maintenance Division of the General Fund. Revenue transferred from the Storm Drainage Fund supports staffing in Public Works Administration, Engineering, and Street Maintenance Divisions.
- ◆ Improvements – Money has been budgeted in FY 2017-18 to construct multiple storm drainage improvement projects. Storm Drainage capital projects are outlined in Table T-1.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			STORM DRAINAGE FUND (560)					
1,099,946	1,566,157	1,924,966	00-00-301000	BEGINNING FUND BALANCE		1,875,212	1,875,212	1,875,212
			REVENUES - (560)					
-	-	-	00-00-331140	Other Grants		-	-	-
1,419,207	1,570,646	1,736,900	00-00-343105	Fees		1,880,000	1,880,000	1,880,000
83,676	75,676	40,000	00-00-343110	System Development Charge		80,000	80,000	80,000
4,543	4,096	1,600	00-00-343120	SDC Admin Fee		4,000	4,000	4,000
779	836	800	00-00-385120	Recovery of Bad Debt		1,000	1,000	1,000
5,289	10,137	7,500	60-40-371100	Interest Income		18,000	18,000	18,000
1,513,494	1,661,391	1,786,800	Total			1,983,000	1,983,000	1,983,000
2,613,440	3,227,548	3,711,766	TOTAL REVENUES & BEGINNING FUND BALANCE			3,858,212	3,858,212	3,858,212
			MATERIALS AND SERVICES - 7474					
21,601	32,080	25,653	43-3210	City Services-Management		41,895	41,895	41,895
-	5,000	-	43-3220	City Services-Parks		-	-	-
397,200	355,323	404,141	43-3230	City Services-Public Works		429,320	429,320	429,320
-	627	5,000	43-3310	Legal		5,000	5,000	5,000
2,806	2,543	3,000	43-3315	Audit Fees		3,000	3,000	3,000
829	1,727	2,000	43-3690	Contracted Services		2,000	2,000	2,000
69,169	77,972	86,845	43-3840	Franchise Fee		94,160	94,160	94,160
18	18	18	43-3845	Property Taxes		18	18	18
4,643	4,469	5,000	43-3870	Bad Debt Expense		5,000	5,000	5,000
3,501	4,707	5,000	43-3885	Banking Fees		6,200	6,200	6,200
3,627	5,398	6,000	43-3915	Software Non Capital		6,000	6,000	6,000
4,958	9,081	7,500	43-3920	Technology-Support and Maintenance		12,050	12,050	12,050
1,809	-	1,500	43-4515	Supplies		1,500	1,500	1,500
7,800	7,647	13,000	43-4545	General Materials		13,500	13,500	13,500
-	2,519	-	43-4810	Building & Grounds		-	-	-
5,888	4,420	7,000	43-4815	Vehicle Maintenance		10,000	10,000	10,000
841	1,020	5,000	43-4830	Equipment Maintenance		1,500	1,500	1,500
7,935	6,924	12,000	43-4855	Storm Drainage Maintenance		17,000	17,000	17,000
37,631	39,417	43,500	43-5715	Insurance-General Liability		46,000	46,000	46,000
570,256	560,892	632,157	Total			694,143	694,143	694,143
			CAPITAL OUTLAY - 7575					
-	3,746	10,000	43-7015	Buildings and Structures		10,000	10,000	10,000
-	122,000	10,000	73-7020	Equipment Acquisition		10,000	10,000	10,000
477,027	492,526	1,380,000	43-7050	Improvements-Drainage		1,905,000	1,905,000	1,905,000
-	-	5,000	43-7055	Improvements-Mapping		10,000	10,000	10,000
477,027	618,272	1,405,000	Total			1,935,000	1,935,000	1,935,000
1,047,283	1,179,164	2,037,157	TOTAL EXPENDITURES			2,629,143	2,629,143	2,629,143
			OPERATING CONTINGENCY - 9091					
-	-	1,000,000	60-9010			1,000,000	1,000,000	1,000,000
1,566,157	2,048,384	674,609	UNAPPROPRIATED ENDING FUND BALANCE			229,069	229,069	229,069
2,613,440	3,227,548	3,711,766	TOTAL EXPENDITURES & ENDING FUND BALANCE			3,858,212	3,858,212	3,858,212

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2017-18

	Funding				
Project	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	250,000		150,000		100,000
ADA Improvements/Sidewalk Reconstruction	25,000	25,000			
Lane Avenue CIPP	400,000			400,000	
Stewart Parkway Realignment - (50% SDC eligible)	5,125,000	1,250,000	2,425,000	1,450,000	
Transportation Funding Options	25,000		25,000		
Airport Matching Funds	60,000				60,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	500,000				500,000
Downtown Façade Program*	50,000				50,000
Downtown Sidewalk Program	50,000				50,000
Downtown Streetscape	250,000				250,000
Edenbower/Stewart Parkway Left Turn	750,000				750,000
Garden Valley/Stewart Parkway Intersection Imp.	500,000				500,000
Micelli/Templin Improvements	125,000				125,000
Traffic Signal Coordination	225,000				225,000
West Avenue Improvements	350,000				350,000
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	25,000	25,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	20,000		10,000	10,000	
Capital Projects Total	8,905,000	1,300,000	2,610,000	1,935,000	3,060,000

* Items included in M&S line items (non-capital)

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. Historically, operations were financed and recovered through user charges, however, in 2016 the City entered into an agreement with Downtown Roseburg Association (DRA) for parking enforcement in which DRA keeps all parking meter, parking space rental, and parking fine revenues and pays the City a fixed annual fee.

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 historically exceeded revenues, evaluations of the most efficient methods for managing the off street parking program have been conducted. During Fiscal Year 2006-2007, the City chose to privatize enforcement services. Those services are now provided by the Roseburg Downtown Association via contract which requires the Association to operate, manage and maintain a parking enforcement program for all downtown public parking areas that currently have or may have potentially designated limitations.

OPERATIONS

The Administrative and Enforcement departments have been consolidated to better reflect program activities and contractual responsibilities. Administrative expenditures have historically been for management and accounting services, and costs associated with City owned parking facilities.

Parking enforcement services provided by the Roseburg Downtown Association include parking permit administration and enforcement of the City owned off-street parking facilities as well as the on-street parking areas.

Operating costs include management and accounting services, buildings and grounds maintenance, and utilities. Charges for general fund services have been adjusted to more closely reflect the direct cost of those services.

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
OFF STREET PARKING FUND (510)								
86,926	97,188	104,901	510-00-00-301 BEGINNING FUND BALANCE			36,561	36,561	36,561
			REVENUES - (510)					
55,045	59,441	55,000	00-00-322150 Parking Fines			-	-	-
49,109	23,096	40,000	00-00-342130 User Charges-Parking Facility			-	-	-
-	-	-	00-00-343000 Contracted Services			45,000	45,000	45,000
40,265	38,248	35,000	00-00-343015 User Charges-Parking Meters			-	-	-
509	620	500	00-00-371100 Interest Income			500	500	500
200	769	-	00-00-385120 Recovery of Bad Debt			300	300	300
145,128	122,174	130,500	Total			45,800	45,800	45,800
232,054	219,362	235,401	TOTAL REVENUES & BEGINNING FUND BALANCE			82,361	82,361	82,361
ENFORCEMENT DEPARTMENT								
			MATERIALS AND SERVICES - 4510					
6,384	6,722	6,975	41-3210	City Services - Management	6,859	6,859	6,859	
-	-	500	41-3310	Legal	500	500	500	
2,246	2,036	2,200	41-3315	Auditing/Legal and Accounting	2,200	2,200	2,200	
87,932	81,168	85,000	41-3690	Contracted Services	-	-	-	
1,435	1,438	1,500	41-4210	Telephone Communications	1,600	1,600	1,600	
7,470	-	10,000	41-4515	Equipment Non Capital	10,000	10,000	10,000	
300	122	1,000	41-4545	Materials and Supplies	1,000	1,000	1,000	
4,317	2,210	10,000	41-4810	Building and Ground Maintenance	10,000	10,000	10,000	
-	-	2,000	41-4830	Repairs and Maintenance-Equipment	2,000	2,000	2,000	
19,518	18,300	22,000	41-5410	Utilities-Power Parking Lots	22,000	22,000	22,000	
748	771	850	41-5430	Utilities-Water	900	900	900	
60	60	100	41-5435	Utilities-Sewer	100	100	100	
888	1,001	1,200	41-5455	Utilities-Storm Drain	1,300	1,300	1,300	
3,568	3,754	4,130	41-5720	Insurance-Property	4,500	4,500	4,500	
134,866	117,582	147,455	Total Enforcement Department			62,959	62,959	62,959
134,866	117,582	147,455	TOTAL EXPENDITURES			62,959	62,959	62,959
-	-	87,946	OPERATING CONTINGENCY - 9091 60-9010			19,402	19,402	19,402
97,188	101,780	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
232,054	219,362	235,401	TOTAL EXPENDITURES & ENDING FUND BALANCE			82,361	82,361	82,361

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 Fund and related activities are operated under the Public Works Department. The Airport Commission provides policy oversight and provides input on capital projects and long term planning for the airport.

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.

Projects for FY 17-18 include a comprehensive update to the Airport Master Plan and Airport Layout Plan and the mitigation of obstructions within the Obstacle Clearance Surface.

CITY OF ROSEBURG, OREGON					PROPOSED	APPROVED	ADOPTED
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			2017-2018	2017-2018	2017-2018
AIRPORT FUND (520)							
153,853	113,211	210,184	00-00-301000	BEGINNING FUND BALANCE	228,578	228,578	228,578
REVENUES - (520)							
1,448,093	140,573	90,000	00-00-331115	Federal Grants	350,000	350,000	350,000
-	-	-	00-00-332320	State Grants	31,500	31,500	31,500
3,026	3,132	2,800	00-00-342110	Rental Income-Tie Downs	3,000	3,000	3,000
6,138	6,364	7,000	00-00-342115	Fees-Fuel Flow	6,000	6,000	6,000
172,982	170,699	171,820	00-00-342120	Rental Income-Land Lease	172,000	172,000	172,000
167,087	182,123	173,265	00-00-342125	Rental Income-Hangars	180,000	180,000	180,000
1,787	1,755	1,300	00-00-371100	Interest Income	2,000	2,000	2,000
358	-	-	00-00-385100	Miscellaneous	-	-	-
1,799,471	504,646	446,185	Total		744,500	744,500	744,500
1,953,324	617,857	656,369	TOTAL REVENUES & BEGINNING FUND BALANCE		973,078	973,078	973,078

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 Department of Public Works 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:

1. Define short and long term solutions for obstruction mitigation in order to restore nighttime IFR approach for Runway 34.
2. Begin the master planning process and seek increased public input during that process.

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 to begin the update to the Airport Master Plan and Airport Layout Plan as well as to mitigate obstructions impacting nighttime approaches. Both projects will utilize Federal Aviation Administration grant funding.

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
2018	70,000	55,087	125,087
2019	70,000	52,288	122,288
2020	75,000	49,488	124,488
2021	75,000	46,488	121,488
2022	80,000	43,488	123,488
<u>2023-2032</u>	<u>990,000</u>	<u>237,762</u>	<u>1,227,762</u>
TOTAL	\$1,360,000	\$484,600	\$1,844,600

CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
<hr/> <hr/>								
AIRPORT FUND (520)								
<hr/> <hr/>								
PERSONNEL SERVICES - 5010								
35,134	33,269	37,325	Salaries and Wages			-	-	-
7,019	10,702	11,742	Employee Benefits			-	-	-
<hr/>								
42,153	43,971	49,067	Total	<hr/> <hr/>				
<hr/>								
OPERATIONS-MATERIALS AND SERVICES - 5010								
489	760	1,000	46-3010	Lodging and Registration	1,200	1,200	1,200	
8	123	200	46-3015	Meals and Mileage	250	250	250	
-	-	-	46-3020	Commission Meetings and Meals	-	-	-	
125	200	250	46-3040	Dues and Subscriptions	200	200	200	
42,775	32,638	20,574	46-3210	City Services-Management	15,533	15,533	15,533	
51,400	49,010	49,537	46-3230	City Services-Public Works	69,365	69,365	69,365	
538	2,580	7,000	46-3310	Professional Services-Legal	5,000	5,000	5,000	
5,613	5,086	4,996	46-3315	Professional Services-Audit	5,000	5,000	5,000	
587	535	1,000	46-3330	Professional Services-Technical	1,000	1,000	1,000	
4,355	17,694	8,720	46-3630	Contracted Services	9,000	9,000	9,000	
510	730	720	46-3940	Technology/DSL/Website	750	750	750	
1,018	501	1,000	46-4545	Materials and Supplies	1,000	1,000	1,000	
13,701	9,594	32,280	46-4810	Building and Grounds Maintenance	25,000	25,000	25,000	
-	955	500	46-4830	Vehicles-Repairs	-	-	-	
16,643	17,949	20,897	46-5410	Utilities-Power	20,000	20,000	20,000	
1,938	2,476	2,800	46-5430	Utilities-Water	4,300	4,300	4,300	
1,020	1,020	1,100	46-5435	Utilities-Sewer	1,080	1,080	1,080	
21,840	24,024	26,922	46-5455	Utilities-Storm Drainage	29,050	29,050	29,050	
-	246	432	46-5710	Insurance-Automobile	280	280	280	
5,289	9,550	6,813	46-5715	Insurance-General Liability	6,000	6,000	6,000	
4,088	4,299	5,040	46-5720	Insurance-Property	4,900	4,900	4,900	
530	353	820	46-5790	Insurance-Miscellaneous	422	422	422	
<hr/>								
172,467	180,323	192,601	Total	<hr/> <hr/>				
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214,620	224,294	241,668	TOTAL OPERATIONS	<hr/> <hr/>				
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			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>				<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>AIRPORT FUND (520)</u>					
			CAPITAL OUTLAY - 7575					
-	-	10,000	46-7035	Improvements-Airport Projects		-	-	-
1,480,952	66,335	100,000	46-7063	Improvements-Grants		350,000	350,000	350,000
<u>1,480,952</u>	<u>66,335</u>	<u>110,000</u>	TOTAL CAPITAL OUTLAY			<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
			DEBT SERVICE - 8080					
21,854	-	-	47-8510	Interagency Loan		-	-	-
60,000	65,000	65,000	47-8515	Airport-Principal		70,000	70,000	70,000
62,687	60,288	57,700	47-8555	Airport-Interest		55,088	55,088	55,088
<u>144,541</u>	<u>125,288</u>	<u>122,700</u>	TOTAL DEBT SERVICE			<u>125,088</u>	<u>125,088</u>	<u>125,088</u>
<u>1,840,113</u>	<u>415,917</u>	<u>474,368</u>	TOTAL EXPENDITURES			<u>674,418</u>	<u>674,418</u>	<u>674,418</u>
			OPERATING CONTINGENCY - 9091					
-	-	182,001	60-9010			298,660	298,660	298,660
<u>113,211</u>	<u>201,940</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE			<u>-</u>	<u>-</u>	<u>-</u>
<u>1,953,324</u>	<u>617,857</u>	<u>656,369</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>973,078</u>	<u>973,078</u>	<u>973,078</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 directs and prioritizes capital improvements of major transmission lines, pump stations, and reservoir maintenance and upgrades; 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 documents will outline the high priority projects for the next decade.

			CITY OF ROSEBURG, OREGON			
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017	SUMMARY	PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			<u>WATER SERVICE FUND (530)</u>			
			RESOURCES:			
5,003,024	5,200,368	5,634,280	Charges for Services	5,813,727	5,813,727	5,813,727
45,505	-	-	Intergovernmental	-	-	-
22,967	27,691	18,000	Interest	50,000	50,000	50,000
-	15,056	-	Proceeds from Sale of Assets	-	-	-
15,228	9,496	5,500	Miscellaneous	6,100	6,100	6,100
5,086,724	5,252,611	5,657,780	Total Operating Revenues	5,869,827	5,869,827	5,869,827
4,603,995	4,160,611	4,717,515	Beginning Fund Balance	5,633,103	5,633,103	5,633,103
9,690,719	9,413,222	10,375,295	TOTAL RESOURCES	11,502,930	11,502,930	11,502,930
			REQUIREMENTS:			
			Operating Budget			
1,582,339	1,587,852	1,646,144	Personnel Services	1,736,901	1,736,901	1,736,901
2,037,946	1,990,312	2,194,580	Materials and Services	2,273,115	2,273,115	2,273,115
3,620,285	3,578,164	3,840,724	Total Operating Budget	4,010,016	4,010,016	4,010,016
1,909,823	812,688	1,665,000	Capital Outlay	2,027,500	2,027,500	2,027,500
5,530,108	4,390,852	5,505,724	Total Expenditures	6,037,516	6,037,516	6,037,516
-	-	1,000,000	Operating Contingency	1,000,000	1,000,000	1,000,000
-	-	-	Reserve for Future Plant Replacement	-	-	-
4,160,611	5,022,370	3,869,571	Unappropriated Ending Fund Balance	4,465,414	4,465,414	4,465,414
9,690,719	9,413,222	10,375,295	TOTAL REQUIREMENTS	11,502,930	11,502,930	11,502,930
			OPERATING BUDGET BY DEPARTMENT			
1,040,829	1,048,461	1,104,545	Production Department	1,147,754	1,147,754	1,147,754
1,290,067	1,291,804	1,375,725	Transmission and Distribution	1,449,344	1,449,344	1,449,344
1,289,389	1,237,899	1,360,454	Administration Department	1,412,918	1,412,918	1,412,918
3,620,285	3,578,164	3,840,724	TOTAL OPERATING BUDGET BY DEPARTMENT	4,010,016	4,010,016	4,010,016

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, 2017.
- 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 complies with Oregon Revised Statutes.

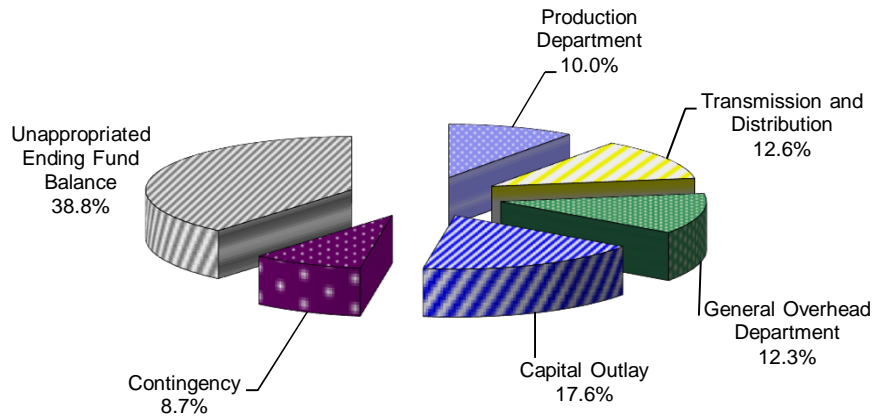
CITY OF ROSEBURG, OREGON								
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
WATER FUND (530)								
4,603,995	4,160,611	4,717,515	00-00-301000	BEGINNING FUND BALANCE		5,633,103	5,633,103	5,633,103
REVENUES - (530)								
10,971	-	-	00-00-331140	Intergovernmental-FEMA		-	-	-
34,534	-	-	00-00-334130	Intergovernmental-RUSA		-	-	-
10,732	11,054	-	00-00-342120	Rental Income		11,727	11,727	11,727
2,796,775	2,937,432	3,270,000	00-00-343210	Charges-Residential Service		3,275,000	3,275,000	3,275,000
1,470,920	1,532,508	1,703,670	00-00-343220	Charges-Commercial Service		1,670,000	1,670,000	1,670,000
315,013	312,969	298,700	00-00-343230	Charges-Public Service		310,000	310,000	310,000
17,672	23,753	23,980	00-00-343235	Charges-Bulk Water		23,500	23,500	23,500
87,003	88,061	102,460	00-00-343240	Charges-Public Fire Protect		89,000	89,000	89,000
74,895	72,727	71,070	00-00-343245	Charges-Delinquent Fee		75,000	75,000	75,000
22,515	22,424	25,000	00-00-343250	Charges-Turn on		25,000	25,000	25,000
41,587	2,895	-	00-00-343255	Unbilled Revenue		-	-	-
34,787	43,850	25,000	00-00-343260	Connection Fees		75,000	75,000	75,000
2,000	500	1,000	00-00-343265	Special Connection Fees		1,500	1,500	1,500
76,145	97,180	60,000	00-00-343270	System Development Charges		200,000	200,000	200,000
3,045	3,795	2,400	00-00-343285	SDC Admin Fees		5,000	5,000	5,000
49,935	50,627	51,000	00-00-343290	Dixonville Surcharge		53,000	53,000	53,000
-	593	-	00-00-343310	Charges-Contractor O.A.R.'s		-	-	-
22,967	27,691	18,000	00-00-371100	Interest Income		50,000	50,000	50,000
850	459	500	60-40-371115	Assessment Interest		100	100	100
8,300	2,857	-	00-00-385100	Miscellaneous		-	-	-
6,078	6,180	5,000	00-00-385120	Recovery of Bad Debt		6,000	6,000	6,000
-	15,056	-	00-00-392100	Proceeds From Asset Sales		-	-	-
5,086,724	5,252,611	5,657,780	TOTAL REVENUES			5,869,827	5,869,827	5,869,827
9,690,719	9,413,222	10,375,295	TOTAL REVENUES & BEGINNING FUND BALANCE			11,502,930	11,502,930	11,502,930



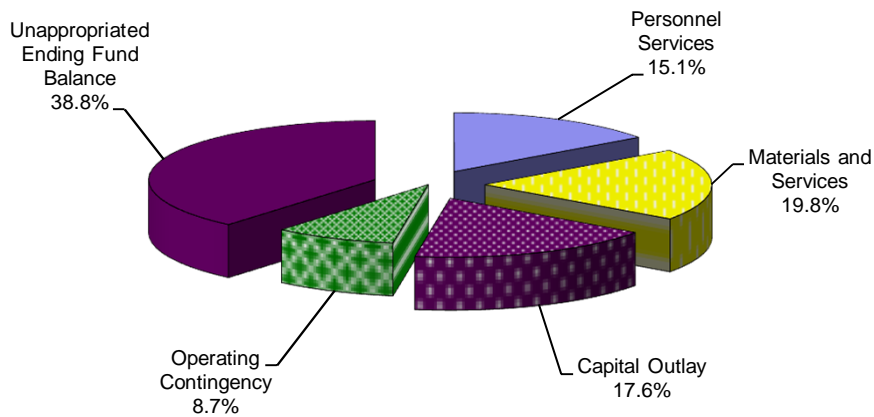
CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

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 Department of the General 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.

Requirements by Function



Requirements by Classification



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 about 4.6 million gallons per day (MGD). Peak day water production in 2010 was 10.6 MGD. The capacity of the treatment plant is approximately 12 MGD. Planning for expansion of the plant from 12 MGD to 18 MGD will be a future project. The City accepted the Water Treatment Plant Preliminary Design Report in March 2010, which outlines upgrades and improvements recommended for 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 and captures increases in the cost of power and chemicals required to produce drinking water.

DEPARTMENT GOALS-CURRENT YEAR

1. Replace or rebuild failed variable frequency drive for raw water pump.
2. Evaluate/plan additional variable frequency drives in the raw water and finished water pumping stations.
3. Begin process of upgrading plant supervisory control and data acquisition (SCADA) system in conjunction with distribution system SCADA upgrade.
4. Evaluate/plan to replace end of life hypochlorite generating system.
5. Install catwalks across center of each filter for access.
6. Replace failed valve actuator that operates sludge removal valve on flocculation/sedimentation basin.

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</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						
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017		PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
WATER FUND (530) - PRODUCTION DEPARTMENT						
PERSONNEL SERVICES - 6010						
358,093	356,769	364,116	Salaries and Wages	377,567	377,567	377,567
246,388	247,332	259,184	Employee Benefits	273,757	273,757	273,757
604,481	604,101	623,300	Total	651,324	651,324	651,324
MATERIALS AND SERVICES - 6010						
799	2,355	2,000	41-3010 Lodging and Registration	2,500	2,500	2,500
40	188	500	41-3015 Meals and Mileage	500	500	500
1,544	1,018	3,000	41-3040 Dues and Subscriptions	2,000	2,000	2,000
-	-	1,000	41-3310 Professional Services	1,000	1,000	1,000
9,627	7,036	9,000	41-3690 Contracted Services Miscellaneous	8,500	8,500	8,500
14,538	11,709	16,000	41-3850 Water and Bacterial Analysis	28,000	28,000	28,000
-	-	2,500	41-3910 Hardware Non Capital	2,000	2,000	2,000
-	4,703	1,500	41-3915 Software Non Capital	1,500	1,500	1,500
2,291	2,408	2,000	41-3920 Technology-Support and Maintenance	2,000	2,000	2,000
1,806	1,130	1,800	41-4210 Telephone Communications	1,800	1,800	1,800
116	122	130	41-4215 Cellular Phone	130	130	130
732	1,011	1,000	41-4510 Office Supplies	1,000	1,000	1,000
9,783	21,331	12,000	41-4525 Materials & Supplies-Pumping	20,000	20,000	20,000
59,933	61,872	65,000	41-4540 Chemicals/Wholesale Water	61,000	61,000	61,000
1,256	2,663	4,000	41-4545 General Materials	3,000	3,000	3,000
12,200	11,272	16,000	41-4570 Materials and Supplies-Treatment	16,000	16,000	16,000
-	630	1,000	41-4580 Office Equipment/Furniture	1,000	1,000	1,000
29,123	20,666	25,000	41-4810 Building and Grounds Maintenance	20,000	20,000	20,000
45	665	600	41-4815 Vehicle Expense-Maintenance	600	600	600
1,260	820	1,500	41-4820 Vehicle Expense-Fuel	1,000	1,000	1,000
13,996	13,773	14,000	41-4830 Equipment Maintenance	14,000	14,000	14,000
1,209	902	1,000	41-5120 Uniforms	1,000	1,000	1,000
275,576	277,414	300,000	41-5410 Utilities-Power	300,000	300,000	300,000
-	-	-	41-5430 Utilities- Water	7,200	7,200	7,200
300	300	315	41-5435 Utilities-Sewer	360	360	360
174	372	400	41-5440 Utilities-Garbage Service	340	340	340
436,348	444,360	481,245	Total	496,430	496,430	496,430
1,040,829	1,048,461	1,104,545	TOTAL WATER PRODUCTION DEPARTMENT	1,147,754	1,147,754	1,147,754

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 10.7 million-gallons of capacity, and 197 miles of transmission and distribution lines. This division is responsible for maintenance of the system as well as installation of new services and meters.

DEPARTMENT GOALS-PRIOR YEAR

1. Continue the meter replacement program with a goal of replacing 500 residential meters, twenty 1.5-inch and twenty 2- inch commercial meters, as part of the twenty year replacement cycle goal.
2. Work with engineering division to complete an update to the system wide maintenance program. Identify priorities for maintenance, including valve and blow off exercising.
3. Resume pipe replacement per master plan and projects identified by engineering department.

DEPARTMENT GOALS-CURRENT YEAR

1. Implement a program to pressure wash one or two steel reservoirs annually (depending on size).
2. Repaint exterior of pump stations as needed.
3. Continue the meter replacement program as part of a twenty year replacement cycle goal.
4. Continue to work with the Engineering Division on developing an system operations manual.
5. Continue the valve exercising and blow off flushing program and water main replacement program.

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Water Maintenance I	3.0	3.0	2.0	2.0
Water Maintenance II	4.0	3.0	4.0	4.0
Water Maintenance III	3.0	4.0	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 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
WATER FUND (530) -TRANSMISSION & DISTRIBUTION DEPARTMENT								
PERSONNEL SERVICES - 6510								
568,571	569,714	601,625	Salaries and Wages			618,250	618,250	618,250
409,287	414,037	421,219	Employee Benefits			467,327	467,327	467,327
977,858	983,751	1,022,844	Total			1,085,577	1,085,577	1,085,577
2,596	1,795	3,000	41-3010	Lodging and Registration		3,000	3,000	3,000
582	297	500	41-3015	Meals and Mileage		500	500	500
860	470	1,000	41-3040	Dues and Subscriptions		1,000	1,000	1,000
1,200	1,980	1,750	41-3350	Professional Services		2,000	2,000	2,000
15,958	13,171	17,500	41-3630	Contracted Services		18,500	18,500	18,500
627	639	500	41-3690	Miscellaneous		500	500	500
101	101	101	41-3845	Property Taxes		102	102	102
4,114	2,740	6,000	41-3910	Hardware Non Capital		5,000	5,000	5,000
219	748	230	41-4210	Telephone Communications		750	750	750
1,853	1,902	2,000	41-4215	Cellular Phone		2,000	2,000	2,000
12,900	14,251	15,000	41-4225	Communications-Telemetry		15,000	15,000	15,000
229	67	500	41-4510	Office Supplies		500	500	500
2,856	990	5,000	41-4515	Equipment Non Capital		5,000	5,000	5,000
55,409	67,444	67,500	41-4545	Materials and Supplies		65,000	65,000	65,000
247	-	500	41-4580	Office Equipment and Furniture		250	250	250
8,599	8,002	10,000	41-4810	Building and Grounds Maintenance		20,000	20,000	20,000
10,211	5,616	8,000	41-4815	Vehicle Expense-Maintenance		9,500	9,500	9,500
23,317	16,473	25,000	41-4820	Vehicle Expense-Fuel		20,000	20,000	20,000
2,194	957	4,000	41-4825	Vehicle Expense-Tires		4,000	4,000	4,000
556	-	2,500	41-4830	Equipment Maintenance-Pump Stations		5,000	5,000	5,000
62,208	73,759	70,000	41-4860	Replacement Services and Meters		62,000	62,000	62,000
16,322	10,545	15,000	41-4861	New Services and Meters		20,000	20,000	20,000
12,798	9,974	15,000	41-4865	Patching		15,000	15,000	15,000
4,923	3,599	5,250	41-5120	Uniforms		5,000	5,000	5,000
59,042	60,238	62,000	41-5410	Utilities-Power		68,500	68,500	68,500
6,529	5,772	7,950	41-5420	Utilities-Natural Gas		6,950	6,950	6,950
1,384	1,150	1,400	41-5430	Utilities-Water		2,225	2,225	2,225
655	655	700	41-5435	Utilities-Sewer		790	790	790
439	1,132	1,200	41-5440	Utilities-Garbage		1,200	1,200	1,200
3,281	3,586	3,800	41-5455	Utilities-Storm Drainage		4,500	4,500	4,500
312,209	308,053	352,881	Total			363,767	363,767	363,767
1,290,067	1,291,804	1,375,725	TOTAL TRANSMISSION AND DISTRIBUTION DEPARTMENT			1,449,344	1,449,344	1,449,344

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. An indirect allocation from the Water Service Fund to the General Fund accounts for the Public Works Department's costs to perform these functions. Overhead items such as insurance, planning, contracted services, 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 services provided by the General Fund and reimbursed by the Water Service Fund.

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

ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017			PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
WATER FUND (530)-ADMINISTRATION DEPARTMENT							
MATERIALS AND SERVICES - 6810							
3,704	3,788	3,500	41-3040	Dues and Subscriptions	4,000	4,000	4,000
326,426	320,181	342,062	41-3210	City Services-Management	350,116	350,116	350,116
512,000	465,595	515,598	41-3230	City Services-Public Works	547,982	547,982	547,982
15,000	15,000	-	41-3250	City Services-Fire	-	-	-
6,498	564	7,500	41-3310	Legal Services	7,500	7,500	7,500
6,176	5,597	6,500	41-3315	Audit Services	6,500	6,500	6,500
1,243	1,278	3,000	41-3690	Contracted Services	1,500	1,500	1,500
198	71	300	41-3810	Recording	300	300	300
234,821	239,577	273,494	41-3840	Franchise Fee	272,125	272,125	272,125
34,035	28,500	38,000	41-3870	Bad Debts Allowance	38,000	38,000	38,000
16,552	14,804	20,000	41-3885	Banking Fees	22,000	22,000	22,000
3,627	5,398	4,000	41-3915	Software Non Capital	6,000	6,000	6,000
42,869	46,765	44,000	41-3920	Technology-Support and Maintenance	45,950	45,950	45,950
7,770	9,807	11,000	41-4510	Office Supplies	12,000	12,000	12,000
33,715	35,368	36,000	41-4520	Postage	45,000	45,000	45,000
-	-	500	41-4545	Materials and Supplies	-	-	-
379	394	500	41-4580	Office Equipment/Furniture	1,000	1,000	1,000
-	640	-	41-4815	Vehicle Expense-Maintenance	-	-	-
4,507	3,336	6,000	41-4820	Vehicle Expense-Fuel	5,000	5,000	5,000
-	-	600	41-4825	Vehicle Tires	750	750	750
-	-	400	41-5120	Uniforms	1,000	1,000	1,000
4,763	4,864	5,550	41-5710	Insurance-Automobile	5,225	5,225	5,225
17,786	18,768	21,250	41-5715	Insurance-General Liability	21,420	21,420	21,420
12,631	13,283	15,100	41-5720	Insurance-Property	15,000	15,000	15,000
3,099	3,263	3,800	41-5740	Insruance-Equipment	3,250	3,250	3,250
1,590	1,058	1,800	41-5790	Insurance-Miscellaneous	1,300	1,300	1,300
1,289,389	1,237,899	1,360,454	Total		1,412,918	1,412,918	1,412,918
1,289,389	1,237,899	1,360,454	TOTAL ADMINISTRATION DEPARTMENT		1,412,918	1,412,918	1,412,918

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

CAPITAL OUTLAY

Capital outlay continues to be budgeted for system replacement and upgrading in accordance with the Water System Master Plan. A Capital Improvement Plan (CIP) for FY 2017-18 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 2017-18 budget includes the replacement of mains on Kansas Avenue, and Vine Street.

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 include piping improvements at the main reservoir complex and cathodic protection improvements.

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 future upgrades at the Winchester Water Plant. This line item includes planned telemetry improvements, a study and potential implementation of upgrades to the chlorine generation system and the addition of variable frequency drives to improve efficiency and lower power costs associated with pumping. The proposed improvements are itemized on Table W-1.

Improvements-Reservoir: Projects include improvements to the reservoirs and pump stations 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.

**WATER PROJECTS
CAPITAL IMPROVEMENT PROJECTS
FY 2017-18**

Account	Account Name	Project	Description	Subtotal	Total
7010	Land	Minor Property and Easements	As needed	\$5,000	\$5,000
7015	Buildings and Structures	Admin & Maintenance Facility	Buildings & Structures	\$10,000	\$10,000
7020	Equipment				\$0
7030	Water Vehicles	One-ton w/triple tipper dump bed	Replacement	\$40,000	\$40,000
7055	Mapping	GIS/Mapping	Mapping	\$10,000	\$10,000
7057	Improvements-Main Replacements	Kansas Ave - Terrace to Lane	Replacement/Upgrades	\$45,000	
		Vine Street - Newton Creek to Knoll	Replacement/Upgrades	\$75,000	
		Misc	To be determined	\$50,000	\$170,000
7061	Improvements-New Mains	To fill system gaps as needed	To be determined	\$5,000	\$5,000
7065	Plant Improvements	Variable Frequency Drives	Construction	\$100,000	
		Filter catwalks	Construction	\$25,000	
		Chlorine Generation	Study/Upgrades	\$75,000	
		Telemetry Upgrades	Upgrades	\$1,000,000	
		Misc	To be determined	\$25,000	\$1,225,000
7066	Improvements-Reservoir	Ladder safety cage upgrades	Stacie Ct & Terrace	\$20,000	
		Reservoir Recoating	Grange	\$40,000	
		Catholic Upgrades	Stacie Ct	\$37,500	
		Misc	To be determined	\$25,000	\$122,500
7067	Transmission Main	Catholic Upgrades	20-inch main	\$40,000	
		Reservoir Hill Yard Piping Phase 3	24-inch main	\$400,000	\$440,000
7070	LID Mains-Contractors	None Planned		\$0	\$0
7075	Contractor Advance Projects	Improvements reimbursed by developers	To be determined	\$0	\$0
		Total 7575-413 Water Fund CAPITAL OUTLAY:		\$2,027,500	\$2,027,500

CITY OF ROSEBURG, OREGON						
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017		PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
WATER FUND (530)						
CAPITAL OUTLAY - 7575						
-	-	5,000	41-7010 Land	5,000	5,000	5,000
-	3,746	10,000	41-7015 Buildings and Structures	10,000	10,000	10,000
-	199,087	70,000	41-7020 Equipment	-	-	-
-	49,443	135,000	41-7030 Water Vehicles	40,000	40,000	40,000
-	8,784	5,000	41-7055 Mapping	10,000	10,000	10,000
1,682,732	329,181	235,000	41-7057 Improvements-Main Replacement	170,000	170,000	170,000
-	-	5,000	41-7061 Improvements-New Mains	5,000	5,000	5,000
56,179	71,887	525,000	41-7065 Plant Improvements	1,225,000	1,225,000	1,225,000
-	-	100,000	41-7066 Improvements-Reservoir	122,500	122,500	122,500
170,912	150,560	575,000	41-7067 Transmission Main	440,000	440,000	440,000
1,909,823	812,688	1,665,000	Total	2,027,500	2,027,500	2,027,500
5,530,108	4,390,852	5,505,724	TOTAL EXPENDITURES	6,037,516	6,037,516	6,037,516
OPERATING CONTINGENCY - 9091						
-	-	1,000,000	530-9091-60-9010	1,000,000	1,000,000	1,000,000
RESERVED FOR FUTURE PLANT REPLACEMENT - 9092						
-	-	-	60-9210	-	-	-
4,160,611	5,022,370	3,869,571	UNAPPROPRIATED ENDING FUND BALANCE	4,465,414	4,465,414	4,465,414
9,690,719	9,413,222	10,375,295	TOTAL EXPENDITURES & ENDING FUND BALANCE	11,502,930	11,502,930	11,502,930

CITY OF ROSEBURG, OREGON

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INTERNAL SERVICE FUND

Workers' Compensation Fund 133-135



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 \$500,000 per occurrence. 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. Wellness activities, safety equipment, training classes and videos have been provided with Workers' Compensation Fund dollars. As dollars are available, the 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 thirteen times in the last fourteen 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 January 2017 for the fund as of June 30, 2016. Additional reviews are conducted every two years 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. Total required reserves per the actuarial analysis as of June 30, 2016 are \$296,000. A significant decline in the reserve balance occurred over the last couple of years due to planned settlements on a couple claims.
- ◆ 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 supports modifications in resources. The City adjusted internal rates to restore depleted reserves that are an outcome of the recent settlements.
- ◆ 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.
- ◆ Safety and Training – 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					
ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017				PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
			WORKER'S COMPENSATION (610)					
683,970	463,746 *	343,891	00-00-301000	BEGINNING FUND BALANCE		406,325	406,325	406,325
			REVENUES - (610)					
214,554	274,204	343,987	00-00-341000	Interdept Charges-General		356,755	356,755	356,755
52	106	124	00-00-341152	Interdept Charges-Airport/EDC		121	121	121
24,556	25,690	30,889	00-00-341153	Interdept Charges-Water		33,124	33,124	33,124
-	-	-	00-00-341154	Interdept Charges-Golf		-	-	-
3,018	2,028	2,000	00-00-371100	Interest Income		3,500	3,500	3,500
13	8	-	00-00-385100	Miscellaneous		-	-	-
28,132	14,698	-	00-00-392300	Reimbursements		-	-	-
270,325	316,734	377,000	Total			393,500	393,500	393,500
954,295	780,480	720,891	TOTAL REVENUES & BEGINNING FUND BALANCE			799,825	799,825	799,825
			MATERIALS AND SERVICES - 7474					
1,874	1,729	3,500	41-3045	Wellness and Training		3,500	3,500	3,500
3,947	128	9,000	41-3050	Safety and Training		9,000	9,000	9,000
16,129	16,880	21,798	41-3210	City Services-Management		16,087	16,087	16,087
22,725	8,900	17,000	41-3630	Contracted Services		17,000	17,000	17,000
384,494	297,863	200,000	41-3855	Workers' Compensation		225,000	225,000	225,000
98,890	82,294	100,000	41-5730	Insurance		100,000	100,000	100,000
528,059	407,794	351,298	Total			370,587	370,587	370,587
528,059	407,794	351,298	TOTAL EXPENDITURES			370,587	370,587	370,587
			OPERATING CONTINGENCY - 9091					
-	-	369,593	60-9010			429,238	429,238	429,238
426,236	372,686	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
954,295	780,480	720,891	TOTAL EXPENDITURES & ENDING FUND BALANCE			799,825	799,825	799,825



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.

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.

Golf Fund. Prior to privatization of the Golf Course operations in April, 2013, this fund was used to account for the Municipal Golf Course as an enterprise fund. With privatization of operations the fund evolved to a special revenue fund to account for the management of the operational contract and certain maintenance liabilities the City still maintains.

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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 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.

Debt Retirement Fund. The revenue in this fund is a transfer from the Urban Renewal General Fund. Funds are used to satisfy the annual debt service requirements on the \$4.5 million line-of-credit in accordance with an intergovernmental agreement with the Urban Renewal Agency.

Pension Bond Debt Service Fund. The revenue in this fund comes from a self-imposed charge of 4% on payroll. Funds are used to satisfy the annual debt service requirements on the 2013 Full Faith and Credit Pension Bond.

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 and equipment. Long-term projections are used to determine annual requirements to meet City vehicle and equipment needs.

Assessment Improvement Fund. This fund accounts for construction of special local improvements, usually streets, sidewalks and other needed infrastructure. Revenues

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

are from short-term borrowing and unbonded assessments. Expenditures are for the entire cost of the project.

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 contract with DRA. 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 and capital improvements.

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.

Workers' Compensation Fund. Revenues in this fund are from charges to other City departments. The City is self-insured for the first \$500,000 of workers' compensation

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

claims per occurrence. Any one occurrence exceeding \$500,000 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 segregate 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.

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.

GLOSSARY, continued

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.

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 2017/18 Fiscal Year.

As of June 30, 2017, employees covered by the contract with IBEW will have completed the last year of a three year agreement. Negotiations for a successor contract are ongoing as of April 2017. The budget reflects an estimated 2% salary increase for this group. The contract with the RPEA represented employees runs through June 30, 2019. A 2% salary increase for this group has been budgeted according to the contract. The current contract with employees represented by the IAFF is in effect through June 30, 2018. A 2% salary increase has been budgeted according to the contract.

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

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.

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, Rich Allm 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 ongoing federal health care legislation changes may have on the City's benefits program. Provisions of the Affordable Care Act implemented since 2011 such as extending coverage to children up to age 26, the elimination of pre-existing condition exclusions, and the elimination of lifetime benefit maximums may affect benefit utilization experience and impact costs in future years. The American Health Care act of 2017 will also likely contain additional changes and impacts.

As an added benefit, the City provides a flexible spending account (FSA) program available to all employees. This program allows employees to save their own 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. In addition, Health Reimbursement Arrangement (HRA) accounts are available to all employees, adding an additional tax-advantaged opportunity for employees to best utilize limited health care dollars.

Respectfully submitted,



John VanWinkle
Human Resources Director
Office of the City Manager



APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2017

FIREFIGHTER	HIRE	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Base Pay	4703 19.3805	4938 20.3489	5186 21.3709	5446 22.4423	5719 23.5673
2%	4797 19.7679	5037 20.7569	5290 21.7995	5555 22.8915	5883 24.0371
4%	4891 20.1552	5136 21.1648	5393 22.2239	5664 23.3407	5948 24.5110
5%	4938 20.3489	5185 21.3668	5445 22.4382	5718 23.5632	6005 24.7459
6%	4985 20.5426	5234 21.5687	5497 22.6525	5773 23.7898	6062 24.9808
7%	5032 20.7363	5284 21.7747	5549 22.8668	5827 24.0124	6119 25.2157
8%	5079 20.9300	5333 21.9767	5601 23.0811	5882 24.2390	6177 25.4547
9%	5126 21.1236	5382 22.1786	5653 23.2953	5936 24.4615	6234 25.6896
10%	5173 21.3173	5432 22.3846	5705 23.5096	5991 24.6882	6291 25.9245
11%	5220 21.5110	5481 22.5865	5756 23.7198	6045 24.9107	6348 26.1593
12%	5267 21.7047	5531 22.7926	5808 23.9341	6100 25.1374	6405 26.3942
13%	5314 21.8984	5580 22.9945	5860 24.1484	6154 25.3599	6462 26.6291
14%	5361 22.0920	5629 23.1964	5912 24.3626	6208 25.5824	6520 26.8681

Fire Prevention	5286 30.4962	5553 32.0365	5823 33.5942	6118 35.2962	6426 37.0731
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2% over previous year

6% EMT Intermediate or Paramedic Certification

2% Haz Mat Team Members

2% Four Year College Degree (any major) OR

4% Four Year Degree in related field as determined by committee

2% Two Year Degree (Fire Science only)

2% Lead Emergency Medical Technician

APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2017

PAY SCALE	DRIVER/ENGINEER	LIEUTENANT
Base Pay	6062 24.9808	6556 27.0165
2%	6183 25.4794	6687 27.5563
3%	6304 25.9780	6818 28.0962
5%	6365 26.2294	6884 28.3681
6%	6426 26.4808	6949 28.6360
7%	6486 26.7280	7015 28.9080
8%	6547 26.9794	7080 29.1758
9%	6608 27.2308	7146 29.4478
10%	6668 27.4780	7212 29.7198
11%	6729 27.7294	7277 29.9876
12%	6789 27.9767	7343 30.2596
13%	6850 28.2280	7408 30.5275
14%	6911 28.4794	7474 30.7995

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

POLICE DEPARTMENT
JULY 1, 2017 2% over FY 2016-2017

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
5% K-9 Officer	5% Records Training

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	3177	3273	3437	3609	3789	3978
	17.9830	18.8831	19.8292	20.8216	21.8600	22.9504
Plus 3%	3211	3371	3540	3717	3903	4097
	18.5254	19.4485	20.4235	21.4446	22.5177	23.6370

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3365	3533	3710	3896	4091	4296
	19.4138	20.3831	21.4043	22.4774	23.6024	24.7851
Plus 3%	3466	3639	3821	4013	4214	4425
	19.9965	20.9946	22.0447	23.1524	24.3120	25.5293

CORPORAL

TITLE	
Corporal	6377
	36.7911
Plus 3%	6568
	37.8930
Plus 4%	6632
	38.2623
Plus 5%	6696
	38.6315
Plus 6%	6760
	39.0008
Plus 7%	6823
	39.3642
Plus 8%	6887
	39.7335
Plus 9%	6951
	40.1027
Plus 10%	7015
	40.4719

Plus 11%	7078
	40.8354
Plus 12%	7142
	41.2046
Plus 13%	7206
	41.5739
Plus 14%	7270
	41.9431
Plus 15%	7334
	42.3124
Plus 16%	7397
	42.6758
Plus 17%	7461
	43.0451
Plus 18%	7515
	43.4143
Plus 19%	7589
	43.7835

POLICE DEPARTMENT
JULY 1, 2017 2% over FY 2016-2017

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	4325 24.9524	4541 26.1986	4768 27.5082	5006 28.8813	5256 30.3237	5520 31.8468	5796 33.4391
Plus 3%	4455 25.7024	4677 26.9832	4911 28.3332	5156 29.7467	5414 31.2352	5686 32.8045	5970 34.4430
Plus 4%	4498 25.9505	4723 27.2486	4959 28.6102	5206 30.0352	5466 31.5352	5741 33.1218	6028 34.7776
Plus 5%	4541 26.1986	4768 27.5082	5006 28.8813	5256 30.3237	5519 31.8410	5796 33.4391	6086 35.1122
Plus 6%	4585 26.4524	4813 27.7678	5054 29.1583	5306 30.6121	5571 32.1410	5851 33.7564	6144 35.4468
Plus 7%	4628 26.7005	4859 28.0332	5102 29.4352	5356 30.9006	5624 32.4468	5906 34.0737	6202 35.7815
Plus 8%	4671 26.9486	4904 28.2929	5149 29.7063	5406 31.1891	5676 32.7468	5962 34.39668	6260 36.1161
Plus 9%	4714 27.1967	4950 28.5582	5197 29.9833	5457 31.4833	5729 33.0526	6017 34.7141	6318 36.4507
Plus 10%	4758 27.4505	4995 28.8179	5245 30.2602	5507 31.7718	5782 33.3583	6072 35.0314	6376 36.7853
Plus 11%	4801 27.6986	5041 29.0833	5292 30.5314	5557 32.0602	5834 33.6583	6127 35.3488	6434 37.1199
Plus 12%	4844 27.9467	5086 29.3429	5340 30.8083	5607 32.3487	5887 33.9641	6182 35.6661	6492 37.4546
Plus 13%	4887 28.1948	5131 29.6025	5388 31.0852	5657 32.6372	5939 34.2641	6238 35.9892	6549 37.7834
Plus 14%	4931 28.4486	5177 29.8679	5436 31.3621	5707 32.9256	5992 34.5699	6293 36.3065	6607 38.11380
Plus 15%	4974 28.6967	5222 30.1275	5483 31.6333	5757 33.2141	6044 34.8699	6348 36.6238	6665 38.4527
Plus 16%	5017 28.9448	5268 30.3929	5531 31.9102	5807 33.5026	6097 35.1757	6403 36.9411	6723 38.7873
Plus 17%	5060 29.1929	5313 30.6525	5579 32.1872	5857 33.7920	6150 35.4815	6458 37.2584	6781 39.1219
Plus 18%	5104 29.4467	5358 30.9121	5626 32.4583	5907 34.0795	6202 35.7815	6514 37.5815	6839 39.4565
Plus 19%	5147 29.6948	5404 31.1775	5674 32.7352	5957 34.3680	6255 36.0872	6569 37.8988	6897 39.7911

NONREPRESENTED EMPLOYEES - 07-01-17												
RANGE	POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
		3278	3360	3444	3530	3618	3709	3801	3897	3994	4094	4196
1	Admin Assistant	18.9119	19.3847	19.8693	20.3661	20.8752	21.3971	21.9320	22.4803	23.0423	23.6184	24.2008
	Acct Tech											
	Fire Staff Assistant	3560	3649	3740	3834	3930	4028	4129	4232	4338	4446	4557
2	Payroll Technician	20.5389	21.0523	21.5786	22.1181	22.6711	23.2378	23.8188	24.4142	25.0246	25.6502	26.2915
	PW Staff Assistant	3861	3958	4056	4158	4262	4368	4478	4590	4704	4822	4942
3	Court Supervisor	22.2754	22.8323	23.4031	23.9882	24.5879	25.2026	25.8327	26.4785	27.1404	27.8190	28.5144
	Police Staff Asst											
	Info Technician	4250	4356	4465	4577	4691	4808	4929	5052	5178	5308	5440
4	Civil Engineer I	24.5197	25.1327	25.7610	26.4050	27.0652	27.7418	28.4353	29.1462	29.8749	30.6217	31.3873
		4545	4659	4775	4894	5017	5142	5271	5403	5538	5676	5818
5		26.2217	26.8772	27.5491	28.2379	28.9348	29.6674	30.4091	31.1693	31.9485	32.7473	33.5659
	Accountant	4932	5055	5182	5311	5444	5580	5720	5863	6009	6159	6313
6	Management Tech	28.4544	29.1658	29.8949	30.6423	31.4083	32.1935	32.9984	33.8233	34.6689	35.5356	36.4240
	Lead Accountant											
	Civil Engineer II	5353	5487	5624	5765	5909	6056	6208	6363	6522	6685	6852
7	Superintendent	30.8833	31.6554	32.4468	33.2579	34.0894	34.9416	35.8151	36.7105	37.6283	38.5690	39.5332
149	Park&Rec Manager											
	Senior Planner	5805	5950	6099	6251	6408	6568	6732	6900	7073	7250	7431
8	Airport Director	33.4910	34.3283	35.1865	36.0662	36.9678	37.8920	38.8393	39.8103	40.8056	41.8257	42.8713
	Civil Engineer III											
	Deputy Fire Marshal	6297	6454	6616	6781	6951	7124	7303	7485	7672	7864	8061
9	IT Manager	36.3295	37.2378	38.1687	39.1229	40.1010	41.1035	42.1311	43.1844	44.2640	45.3706	46.5049
		6830	7001	7176	7355	7539	7728	7921	8119	8322	8530	8743
10	Fire Marshal	39.4046	40.3897	41.3995	42.4344	43.4953	44.5827	45.6973	46.8397	48.0107	49.2110	50.4412
	City Engineer											
	Managing Engineer											
	City Recorder	7415	7600	7790	7985	8185	8389	8599	8814	9034	9260	9492
11	Human Res Director	42.7797	43.8492	44.9454	46.0690	47.2207	48.4013	49.6113	50.8516	52.1229	53.4259	54.7616
	Com Devel Director	8048	8249	8455	8667	8883	9106	9333	9567	9806	10,051	10,302
12	Finance Director	46.4317	47.5925	48.7823	50.0018	51.2519	52.5332	53.8465	55.1927	56.5725	57.9868	59.4365
	Fire Chief											
	Police Chief	8726	8944	9168	9397	9632	9873	10119	10372	10632	10898	11170
13	Public Works Director	50.3433	49.4972	52.8919	54.2142	55.5696	56.9588	58.3828	59.8423	61.3384	62.8719	64.4436
19	Police Sergeant						8081	46.622				
19	Battalion Chief						8060	33.2138	242.67 hr			
19	Police Lieutenant						8678	50.0663				
21	Division Chief						8865	51.1452				
21	Police Captain						9545	55.0684				

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

POSITION	ACTUAL 2014/15	ACTUAL 2015/16	ADOPTED 2016/17	PROJECTED 2016/17	BUDGETED 2017/18
City Manager	129,378	135,252	143,088	141,402	149,285
Police Chief	118,764	124,158	129,805	129,810	134,040
Public Works Director	115,872	121,134	126,641	126,642	132,408
Fire Chief	106,272	121,872	116,145	116,148	121,428
City Recorder	106,020	109,476	111,666	111,672	113,904
Finance Director	95,607	99,960	104,505	104,508	109,272
Human Resources Director	93,702	97,974	102,430	102,438	107,088
Community Development Director	101,694	106,326	108,984	86,712	100,224

IBEW SALARY PLAN – JULY 2016
Adjusted by 2% over 2015/2016 pursuant to collective bargaining agreement

RANGE	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	Bailiff Custodian	2492 14.3772	2617 15.0984	2748 15.8542	2885 16.6446	3029 17.4753	3180 18.3465
2		2617 15.0984	2748 15.8542	2885 16.6446	3029 17.4753	3180 18.3465	3339 19.2638
3	Account Clerk I Department Secretary	2748 15.8542	2885 16.6446	3029 17.4753	3180 18.3465	3339 19.2638	3506 20.2273
4		2885 16.6446	3029 17.4753	3180 18.3465	3339 19.2638	3506 20.2273	3681 21.2369
5	Account Clerk II Department Tech Maintenance I	3029 17.4753	3180 18.3465	3339 19.2638	3506 20.2273	3681 21.2369	3865 22.2985
6	Engineering Tech I	3180 18.3465	3339 19.2638	3506 20.2273	3681 21.2369	3865 22.2985	4058 23.4120
7	Maintenance II Compliance Officer Assistant Planner	3339 19.2638	3506 20.2273	3681 21.2369	3865 22.2985	4058 23.4120	4261 24.5832
8	Parks & Rec Coordinator	3506 20.2273	3681 21.2369	3865 22.2985	4058 23.4120	4261 24.5832	4474 25.8120
9	Engineering Tech II Maintenance III Park/Equipment Maintenance Water Plant Operator	3681 21.2369	3865 22.2985	4058 23.4120	4261 24.5832	4474 25.8120	4698 27.1044
10		3865 22.2985	4058 23.4120	4261 24.5832	4474 25.8120	4698 27.1044	4933 28.4602
11	Greenskeeper Horticulturist Facilities Maint Tech	4058 23.4120	4261 24.5832	4474 25.8120	4698 27.1044	4933 28.4602	5180 29.8852
12	Associate Planner Engineering Tech III	4261 24.5832	4474 25.8120	4698 27.1044	4933 28.4602	5180 29.8852	5439 31.3794

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2017-2018**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/24/17	<u>1:00 P.M. – 5:00 P.M.</u> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
2. 02/13/17	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2016. Normally held prior to Staff Retreat (*Mail information to Councilors and Budget Committee members who do not attend the meeting.)
3. Week of 02/13/17	IT meets with individual departments to determine technology needs
4. 03/10/17	General Fund and Special Fund budgets submitted to City Manager and Finance Director. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. 03/17/17	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
6. 03/20 – 03/22/17	Departments meet with City Manager to review departmental budgets
7. 03/31/17	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
8. 04/03/17	*Notice of 05/02/17 Budget Committee Meeting/Public Hearing on <i>Possible</i> Uses of State Revenue Sharing <i>mailed</i> to Budget Committee with reminder of meeting schedule <u>and</u> News-Review for 1st publication on 4/09/17 <u>and posted on City’s website</u> (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)
9. 04/09/17	Notice of 05/02/17 Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing <i>published</i> in News-Review
10. 04/14/17	City Manager & Finance Director balance and complete proposed budget; Manger prepares Budget Message for City and Urban Renewal Agency
11. 04/25/17	<u>4:30 P.M. – 6:00 P.M.</u> Budget Committee Training Session

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2017-2018 (CONTINUED)**

<u>TARGET DATE</u>	<u>ACTION</u>
12. 05/02/17	<u>7:00 P.M. – 8:30 P.M.</u> First Budget Committee Meeting: City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held
13. 05/09/17	<u>7:00 P.M. – 10:00 P.M.</u> Second Budget Committee Meeting: Individual departments begin review of their respective portions of the budget
14. 05/10/17 & 05/11/17	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary <i>**Budget Committee must hold final session and approve the proposed budget by 5/18/17</i>
15. 05/15/17	Notify News-Review of space needed for budget summary publication
16. 05/19/17	<u>Send</u> Notice of 06/12/17 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/28/17 **ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website</u>
17. 05/28/17	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/12/17 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
18. 06/12/17	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget **pursuant to ORS 221.770
19. 06/30/17	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 07/15/17
20. 07/07/17	File 1 copy of budget with Douglas County Clerk; 2 with DC Library

A public meeting of the Roseburg City Council will be held on June 12, 2017 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, 2017 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:	Telephone:	Email:
Ron Harker	541-492-6710	finance@cityofroseburg.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2015-16	Adopted Budget This Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance/Net Working Capital	23,081,091	22,943,414	22,469,674
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	11,453,472	12,189,689	12,812,200
Federal, State and All Other Grants, Gifts, Allocations and Donations	5,600,386	7,863,350	9,014,971
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers / Internal Service Reimbursements	4,172,874	4,466,114	4,833,397
All Other Resources Except Property Taxes	2,074,005	2,175,816	2,006,600
Property Taxes Estimated to be Received	12,009,049	12,252,550	13,065,000
Total Resources	\$58,390,877	\$61,890,933	\$64,201,842

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	17,365,472	18,753,025	20,004,787
Materials and Services	9,023,050	10,388,372	10,194,398
Capital Outlay	3,512,367	9,293,153	13,654,200
Debt Service	3,463,148	2,708,432	1,629,073
Interfund Transfers	1,152,449	1,223,588	1,280,000
Contingencies	-	4,697,520	4,052,921
Special Payments	50,000	50,000	50,000
Unappropriated Ending Balance and Reserved for Future Expenditure	23,824,391	14,776,843	13,336,463
Total Requirements	\$58,390,877	\$61,890,933	\$64,201,842

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Name City Manager	884,654	986,641	1,048,499
FTE	4.5	4.5	5.0
Name Finance and Management Services	1,130,885	1,277,463	1,331,661
FTE	9.3	9.3	9.3
Name Community Development	486,608	603,531	642,506
FTE	4.5	5.0	5.0
Name Public Works Department	2,959,360	3,367,555	3,566,470
FTE	25.1	26.1	26.1
Name Parks and Recreation	1,363,054	1,573,967	1,641,698
FTE	13.3	14.3	14.3
Name Municipal Court	450,023	473,260	487,440
FTE	3.2	3.2	3.2
Name Police Department	6,006,974	6,583,468	7,034,773
FTE	40.0	40.0	42.0
Name Fire Department	5,642,012	6,038,570	6,467,393
FTE	41.5	41.5	41.8
Name Grants	93,093	1,106,975	1,977,738
FTE	-	-	-
Name Economic Development	257,824	286,994	305,158
FTE	-	-	-
Name Hotel/Motel Tax Fund	1,353,622	1,466,237	1,651,534
FTE	-	-	-
Name Bike Trail	134,742	296,597	241,280
FTE	-	-	-
Name Street/Sidewalk	1,541,021	1,413,458	1,503,471
FTE	-	-	-

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name Debt	2,929,600	2,161,500	1,065,000
FTE	-	-	-
Name Pension Bond Debt Service	436,682	490,204	513,503
FTE	-	-	-
Name Transportation	5,548,244	5,602,124	5,041,541
FTE	-	-	-
Name Park Improvement	273,773	873,135	771,949
FTE	-	-	-
Name Equipment Replacement	1,691,201	1,302,703	1,240,606
FTE	-	-	-
Name Facilities Replacement	935,132	1,957,094	2,463,417
FTE	-	-	-
Name Assessment Improvement	1,495,763	1,531,928	1,562,338
FTE	-	-	-
Name Stewart Trust	93,760	103,060	75,384
FTE	-	-	-
Name Storm Drainage	3,227,548	3,711,766	3,858,212
FTE	-	-	-
Name Off Street Parking	219,362	235,401	82,361
FTE	-	-	-
Name Airport	617,857	656,369	973,078
FTE	0.5	0.5	-
Name Water	9,413,222	10,375,295	11,502,930
FTE	17.0	17.0	17.0
Name Golf	125,967	200,313	157,629
FTE	-	-	-
Name Workers' Compensation	780,480	720,891	799,825
FTE	-	-	-
Non-Departmental / Non-Program	8,298,414	6,494,434	6,194,448
FTE	-	-	-
Total Requirements	\$58,390,877	\$61,890,933	\$64,201,842
Total FTE	158.85	161.35	163.60

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
Personnel FTE to increase by 2.25 FTE: Part-time Secretary in the Fire Department increased from 0.5 to .75 FTE Add 2.0 FTE in the Polcie Department: 1.0 FTE for School Resourse Officer and 1 FTE for a Community Policing Officer Management Technician increased from .5 to 1.0 FTE in the City Mananger Department Elimination of Airport Manager decrease of 0.5 FTE			
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	\$5,540,000	\$0
Other Borrowings	\$1,250,000	
Total	\$6,790,000	\$0

EXHIBIT "A"
2017-2018 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$ 2,380,160	
◆ Community Development	642,506	
◆ Public Works	3,566,470	
◆ Parks and Recreation	1,641,698	
◆ Municipal Court	487,440	
◆ Police Department	7,034,773	
◆ Fire Department	6,467,393	
◆ Capital Outlay	52,100	
◆ Transfers	755,000	
◆ Operating Contingency	1,000,000	
◆ Library	50,000	
	<hr/>	
		\$ 24,077,540

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services	178,500	
◆ Capital Outlay	1,750,000	
	<hr/>	
		1,928,500

Hotel/Motel Tax

◆ Materials and Services	861,025	
◆ Transfers	515,000	
	<hr/>	
		1,376,025

Streetlight/Sidewalk

◆ Materials and Services	76,489	
◆ Capital Outlay	1,300,000	
◆ Operating Contingency	126,982	
	<hr/>	
		1,503,471

Bike Trail

◆ Materials and Services	10,000	
◆ Capital Outlay	130,000	
◆ Operating Contingency	101,280	
	<hr/>	
		241,280

Golf

Departments

◆ Maintenance	30,270	
◆ Capital Outlay	50,000	
◆ Operating Contingency	77,359	
	<hr/>	
		157,629

Economic Development Fund

◆ Materials and Services	153,725	
	<hr/>	
		153,725

Stewart Trust- Special Revenue Fund

◆ Capital Outlay	40,000	
	<hr/>	
		40,000

DEBT SERVICE FUNDS

Debt Retirement Fund

◆ Debt Service	1,065,000	
	<hr/>	
		1,065,000

Pension Bond Debt Service Fund

◆ Debt Service	438,985	
	<hr/>	
		438,985

EXHIBIT "A"
2017-2018 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

Transportation			
◆ Materials and Services	1,096,024		
◆ Capital Outlay	2,460,000		
◆ Transfers	10,000		3,566,024
Park Improvement			
◆ Materials and Services	15,000		
◆ Capital Outlay	650,000		665,000
Equipment Replacement			
◆ Materials and Services	97,000		
◆ Capital Outlay	459,600		556,600
Assessment			
◆ Capital Outlay	200,000		200,000
Facilities Replacement Fund			
◆ Materials and Services	123,677		
◆ Capital Outlay	2,250,000		2,373,677

ENTERPRISE FUNDS

Storm Drainage			
◆ Materials and Services	694,143		
◆ Capital Outlay	1,935,000		
◆ Operating Contingency	1,000,000		3,629,143
Off Street Parking			
Departments			
◆ Enforcement	62,959		
◆ Operating Contingency	19,402		82,361
Airport Fund			
Departments			
◆ Airport Operations	199,330		
◆ Capital Outlay	350,000		
◆ Debt Service	125,088		
◆ Operating Contingency	298,660		973,078
Water Service Fund			
Departments			
◆ Production	1,147,754		
◆ Transmission and Distribution	1,449,344		
◆ General Overhead	1,412,918		
◆ Capital Outlay	2,027,500		
◆ Operating Contingency	1,000,000		7,037,516

INTERNAL SERVICE FUND

Workers Compensation			
◆ Materials and Services	370,587		
◆ Operating Contingency	429,238		799,825

TOTAL BUDGET APPROPRIATIONS			\$ 50,865,379
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EXHIBIT "A"
2017-2018 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.

	Reserve	Unappropriated Fund Balance	Total	
General	\$ -	\$ 4,337,348	\$ 4,337,348	
Grant	49,238	-	49,238	
Hotel/Motel Tax	275,509	-	275,509	
Economic Development	151,433	-	151,433	
Stewart Trust	35,384	-	35,384	
Pension Bond Debt Service	-	74,518	74,518	
Transportation	1,475,517	-	1,475,517	
Park Improvement	106,949	-	106,949	
Equipment Replacement	684,006	-	684,006	
Assessment Improvement	200,000	1,162,338	1,362,338	
Facilities Replacement	89,740	-	89,740	
Storm Drain	-	229,069	229,069	
Water	-	4,465,414	4,465,414	
	<u>\$ 3,067,776</u>	<u>\$ 10,268,687</u>	<u>\$ 13,336,463</u>	<u>13,336,463</u>
TOTAL BUDGET			<u><u>\$ 64,201,842</u></u>	

RESOLUTION NO. 2017-13

A RESOLUTION ADOPTING THE 2017-2018 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, 2017; and

WHEREAS, at a regular meeting of the City Council held on June 12, 2017, 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, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; 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 a public hearing held on June 12, 2017, the Roseburg City Council hereby adopts the budget for the fiscal year 2017-2018 in the sum of \$64,201,842, 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 2017-2018 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, 2017, 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 12TH DAY OF JUNE, 2017.



Sheila Cox, 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

FORM LB-50
2017-2018

☐ 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 Ave Roseburg OR 97470 6/13/17
Mailing Address of District City State ZIP code Date
Ron Harker Finance Director 541-492-6710 rharker@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 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	8.4774	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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 tax year levied	Final tax 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)

CITY OF ROSEBURG URBAN RENEWAL AGENCY

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CITY OF ROSEBURG URBAN RENEWAL AGENCY

2017-18 Budget Message

April 24, 2017

Members of the Budget Committee:

I am pleased to submit the proposed budget for the City of Roseburg Urban Renewal Agency for fiscal year 2017-18. This budget reflects action items and projects that will help our organization carry out two of City Council's goals, 1) Develop and implement transportation funding policies to meet identified community needs and 2) Take a proactive role in community economic development and revitalization.

The Urban Renewal District has been receiving tax increment revenue since 1990; and has primarily dedicated those resources to repay debt that funded infrastructure projects. The North Roseburg Urban Renewal Plan was adopted in 1989 with a focus on promoting economic growth and job creation by stimulating development of commercial and industrial land through the provision of financial incentives and infrastructure. The renewal plan has been successful in carrying out many of the original plan goals and projects.

The Urban Renewal District was restructured in 2005 and district boundaries were revised to include a major part of downtown Roseburg and the South Umpqua waterfront area near downtown. A Downtown Master Plan completed a number of years ago included recommendations to revitalize and stimulate new investment in downtown Roseburg. A Waterfront Master Plan was adopted in 2010 which identified infrastructure related projects included in the current plan area. To help implement portions of the Waterfront Plan and our Bicycle/Pedestrian Plan, Council approved a small boundary amendment that allowed us to add the waterfront area from the south tip of Micelli Park north to Templin Beach.

The existing plan area was, and is, designed to sunset in September 2019. The Agency Board (City Council) has recently adopted an update to its Capital Improvement Plan to carry out the final two full years of the plan area budget. As part of Council's goal relating to transportation funding, Staff updated revenue projections and evaluated our current debt structure to determine more precise estimates of the Agency's future funding. Our current estimate indicates there will be approximately \$8 million dollars available through 2019 to fund projects and repay debt not yet incurred. Projects included in the existing plan area over the next two years will include primarily transportation and infrastructure improvements and matching funds for grants and other state and federal funding as well as beautification projects that will help us meet that Council goal.

We will continue to evaluate whether it will be appropriate to establish a new plan area that meets the statutory guidelines for Urban Renewal that might allow us to put together a funding strategy to help with transportation and infrastructure costs in a designated area for 20 to 30 years. Currently Staff is looking at two options that could meet the criteria and generate sufficient revenues to justify a new plan area. We anticipate the evaluation of

new areas will take an additional 6-12 months and that creation of the new legal framework to establish the area(s) could follow soon after if Council determines it is appropriate.

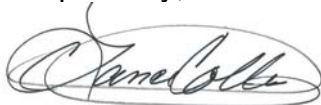
The Agency budget contains three separate funds—the General Fund, the Debt Service Fund, and the Capital Projects Fund.

The Urban Renewal General Fund is used to collect tax increment revenues generated in the Urban Renewal District. Estimated revenues of \$3.726 million represent an increase of \$89,450 from the 2016-17 adopted budget. Estimated current year tax increment revenue totals \$3,589,000, a 3% increase over current year adopted budget. Just over \$1 million in tax increment revenues collected will be transferred to the City of Roseburg to repay existing full faith and credit indebtedness incurred by the City on behalf of the Agency and \$2.5 million to the Urban Renewal Capital Projects Fund for capital construction. The total prior outstanding bonded debt (including interest) containing an Urban Renewal pledge was paid in full during the 2016-17 budget year. There is currently no outstanding debt being paid directly through the Urban Renewal Agency Debt Service Fund. To meet the capital needs in 2017-18, this budget does contemplate issuing short term debt to pay for a portion of the budgeted capital improvements. All full faith and credit debt issued will be paid back prior to September 2019 to the City, which will then repay the indebtedness.

This year's capital project commitments include a number of transportation improvements including the expanded Stewart Parkway at Garden Valley right (east) turn, a pavement maintenance project on Garden Valley, design work and possible construction of a Black Avenue extension, design of an improvement in the West Avenue area, design of a final phase of work downtown and matching funds for airport improvements.

Urban Renewal funds were recently used to extend the Spruce Avenue improvements south to Mosher as part of the Spruce/Parrott improvements and for an improvement to the City's parking structure. We also completed an improvement to the City owned parking lot adjacent to Deer Creek that enhanced the parking area and extended the path system to Jackson Street. This year's component of the CIP, in addition to the above listed projects also includes signal upgrades, airport area wetland mitigation, Façade improvement participation and an additional Micelli/Templin area improvement. In all, the CIP for 2017-18 anticipates projects totaling just over \$3.0 million.

Respectfully,

A handwritten signature in dark ink, appearing to read "C. Lance Colley", enclosed within a simple oval border.

C. Lance Colley
Agency Director

Urban Renewal District

The map illustrates the Urban Renewal District, which is shaded in light green. The district is bounded by Airport Road to the north, Garden Valley Blvd to the south, and Stewart Park Dr to the west. The map shows a dense network of streets, including major roads like Airport Road, Garden Valley Blvd, and Stewart Park Dr. Numerous smaller residential streets are also labeled, such as Lincoln St, Belmont St, and Hawthorne St. The map includes a north arrow in the top left corner and a scale bar in the bottom left corner. The title "Urban Renewal District" is prominently displayed in the top left corner.

CITY OF ROSEBURG URBAN RENEWAL AGENCY
GENERAL FUND

RESOURCES AND REQUIREMENTS

The Urban Renewal General Fund is the general operating fund of the Agency. It is used to account for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are tax increment revenues.

The primary expenditures in the proposed budget are transfers to the Urban Renewal Capital Projects Fund and the Debt Retirement Fund. Expenditures for the projects and debt service are outlined at the beginning of those funds.

Tax Increment Revenues - The proposed budget revenue is calculated using the formula outlined in Oregon Revised Statutes. Collections from the current and prior years are estimated to be approximately \$3.7 million. This is higher than the previous year, and should continue to increase each year with increases in assessed value.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>		<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>GENERAL FUND (280)</u>			
<u>434,542</u>	<u>354,719</u>	<u>153,856</u>	00-00-301000 BEGINNING FUND BALANCE	<u>323,373</u>	<u>323,373</u>	<u>323,373</u>
			REVENUES - (028)			
3,309,864	3,392,778	3,479,350	75-40-313100 Current Year Tax Increment Revenue	3,589,000	3,589,000	3,589,000
164,531	155,809	157,500	75-40-313200 Prior Years' Tax Increment Revenue	137,300	137,300	137,300
4,467	8,534	-	72-40-313300 Land Sales	-	-	-
10,115	13,332	12,000	60-40-371100 Interest Income	14,000	14,000	14,000
<u>3,488,977</u>	<u>3,570,453</u>	<u>3,648,850</u>	Total	<u>3,740,300</u>	<u>3,740,300</u>	<u>3,740,300</u>
<u>3,923,519</u>	<u>3,925,172</u>	<u>3,802,706</u>	TOTAL REVENUES AND BEGINNING FUND BALANCE	<u>4,063,673</u>	<u>4,063,673</u>	<u>4,063,673</u>
			MATERIALS AND SERVICES - 7474			
2,768,800	2,929,600	2,161,500	43-3630 Contracted Services-Interagency	1,065,000	1,065,000	1,065,000
<u>2,768,800</u>	<u>2,929,600</u>	<u>2,161,500</u>	Total	<u>1,065,000</u>	<u>1,065,000</u>	<u>1,065,000</u>
			TRANSFERS - 9090			
800,000	800,000	1,400,000	49-8835 Transfer to Capital Projects	2,500,000	2,500,000	2,500,000
<u>800,000</u>	<u>800,000</u>	<u>1,400,000</u>	Total	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,500,000</u>
<u>3,568,800</u>	<u>3,729,600</u>	<u>3,561,500</u>	TOTAL EXPENDITURES	<u>3,565,000</u>	<u>3,565,000</u>	<u>3,565,000</u>
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	241,206	60-9210	498,673	498,673	498,673
<u>354,719</u>	<u>195,572</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,923,519</u>	<u>3,925,172</u>	<u>3,802,706</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>4,063,673</u>	<u>4,063,673</u>	<u>4,063,673</u>

CITY OF ROSEBURG URBAN RENEWAL AGENCY
CAPITAL PROJECTS FUND

RESOURCES

The Capital Projects Fund is used to account for the financial resources to be used for major construction and improvements. Resources include transfers from the Urban Renewal General Fund and proceeds from a debt issuance.

REQUIREMENTS

Materials and Services - Includes costs associated with professional and management services, project administration, engineering, publication and meeting advertising, and miscellaneous redevelopment property costs.

Capital Outlay - Improvement projects identified within the Urban Renewal Agency Plan.

Construction projects include the following:	<u>Amount</u>
Pavement Management – Overlays UR	100,000
Airport Wetland Mitigation/Matching Funds	160,000
Black Street Extension	500,000
Downtown Sidewalk Program	50,000
Downtown Streetscape	250,000
Edenbower/Stewart Parkway Left Turn	750,000
Garden Valley/Stewart Parkway Intersection	500,000
Templin Improvements	125,000
Traffic Signal Coordination	225,000
West Avenue Improvements	350,000
Façade Improvement Program <i>(non-capital)</i>	<u>50,000</u>
Total	\$3,010,000

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2014-2015	ACTUAL 2015-2016	ADOPTED 2016-2017		PROPOSED 2017-2018	APPROVED 2017-2018	ADOPTED 2017-2018
CAPITAL PROJECTS FUND (350)						
2,224,032	2,507,524	90,064	00-00-301000 BEGINNING FUND BALANCE	186,143	186,143	186,143
-	-	-	REVENUES - (350)			
85,106	192,153	-	40-30-332320 State Grants	62,500	62,500	62,500
14,422	7,789	5,000	30-20-334120 Intergovernmental-Local	-	-	-
25,000	-	-	60-40-371100 Interest Income	-	-	-
800,000	800,000	1,400,000	30-30-381210 Contributions	-	-	-
892,175	-	-	85-40-391128 Transfer from UR General Fund	2,500,000	2,500,000	2,500,000
-	-	2,700,000	00-00-391143 Transfer from UR Debt Service	-	-	-
21,854	-	-	00-00-393110 Bond/Loan Proceeds	1,975,000	1,975,000	1,975,000
			00-00-395100 Inter-agency Loan Repayment	-	-	-
1,838,557	999,942	4,105,000	Total	4,537,500	4,537,500	4,537,500
4,062,589	3,507,466	4,195,064	TOTAL REVENUES & BEGINNING FUND BALANCE	4,723,643	4,723,643	4,723,643
-	1,000	-	MATERIALS AND SERVICES - 7474			
14,134	42,849	60,710	43-3035 Memberships	1,000	1,000	1,000
178,900	269,555	317,452	43-3210 City Services-Management	55,397	55,397	55,397
-	2,236	3,000	43-3230 City Services-Public Works	337,113	337,113	337,113
1,250	-	5,000	43-3310 Professional Services-Legal	-	-	-
-	22,298	50,000	43-3330 Professional Services-Technical	-	-	-
3,550	33,691	12,000	43-3630 Contracted Services	25,000	25,000	25,000
775	452	800	43-3690 Contracted Services-Miscellaneous	50,000	50,000	50,000
125	132	130	43-3815 Other Service-Advertising	800	800	800
			43-5435 Utilities	-	-	-
198,734	372,213	449,092	Total	469,310	469,310	469,310
-	-	25,000	CAPITAL OUTLAY - 7575			
21,470	46,608	500,000	43-7010 Land	-	-	-
388,602	383,263	50,000	43-7015 Building and Improvements	125,000	125,000	125,000
909,517	2,502,889	2,925,000	43-7035 Improvements-Other	-	-	-
28,709	8,478	120,000	43-7052 Improvements-Infrastructure	2,725,000	2,725,000	2,725,000
8,033	-	-	43-7059 Improvements-Airport	160,000	160,000	160,000
			43-7063 Improvements-Grants	-	-	-
1,356,331	2,941,238	3,620,000	Total	3,010,000	3,010,000	3,010,000
1,555,065	3,313,451	4,069,092	TOTAL EXPENDITURES	3,479,310	3,479,310	3,479,310
-	-	125,972	RESERVE FOR FUTURE EXPENDITURE - 9092			
			60-9210	1,244,333	1,244,333	1,244,333
2,507,524	194,015	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
4,062,589	3,507,466	4,195,064	TOTAL EXPENDITURES & ENDING FUND BALANCE	4,723,643	4,723,643	4,723,643

CITY OF ROSEBURG URBAN RENEWAL AGENCY
DEBT SERVICE FUND

Urban Renewal Tax Increment Bonds

In order to facilitate large capital improvements the Urban Renewal Agency may issue Tax Increment Bonds to be repaid by annual property tax increment receipts. Currently there are no outstanding Tax Increment Bonds to manage.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2014-2015</u>	<u>ACTUAL</u> <u>2015-2016</u>	<u>ADOPTED</u> <u>2016-2017</u>		<u>PROPOSED</u> <u>2017-2018</u>	<u>APPROVED</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2017-2018</u>
			<u>DEBT SERVICE FUND (430)</u>			
<u>892,175</u>	<u>-</u>	<u>-</u>	00-00-301000 BEGINNING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
			REVENUES-(430)			
-	-	81,500	85-40-391128 Transfer from UR General Fund	-	-	-
-	-	-	Bond Proceeds-Urban Renewal	-	-	-
<u>-</u>	<u>-</u>	<u>81,500</u>		<u>-</u>	<u>-</u>	<u>-</u>
<u>892,175</u>	<u>-</u>	<u>81,500</u>	TOTAL REVENUES & BEGINNING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
			DEBT SERVICE-8080			
-	-	81,500	47-8255 Line of Credit	-	-	-
<u>-</u>	<u>-</u>	<u>81,500</u>	Total	<u>-</u>	<u>-</u>	<u>-</u>
			TRANSFERS - 9090			
892,175	-	-	49-8828 Residual Equity Transfer to UR Capital	-	-	-
<u>892,175</u>	<u>-</u>	<u>-</u>	Total	<u>-</u>	<u>-</u>	<u>-</u>
<u>892,175</u>	<u>-</u>	<u>81,500</u>	TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
<u>892,175</u>	<u>-</u>	<u>81,500</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>

A public meeting of the Roseburg Urban Renewal Board will be held on June 12, 2017 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, 2017 as approved by the Roseburg Urban Renewal Agency 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: Ron Harker	Telephone: 541-492-6710	Email: finance@cityofroseburg.org
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FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2015-16	Adopted Budget This Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance/Net Working Capital	2,862,243	243,920	509,516
Federal, State and All Other Grants	192,153	-	62,500
Revenue from Bonds and Other Debt	-	2,700,000	1,975,000
Interfund Transfers	800,000	1,481,500	2,500,000
All Other Resources Except Division of Tax & Special Levy	185,464	174,500	151,300
Revenue from Division of Tax	3,392,778	3,479,350	3,589,000
Revenue from Special Levy	-	-	-
Total Resources	7,432,638	8,079,270	8,787,316

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	-	-	-
Materials and Services	3,301,813	2,610,592	1,534,310
Capital Outlay	2,941,238	3,620,000	3,010,000
Debt Service	-	81,500	-
Interfund Transfers	800,000	1,400,000	2,500,000
Contingencies	-	-	-
All Other Expenditures and Requirements	-	-	-
Unappropriated Ending Fund Balance	389,587	367,178	1,743,006
Total Requirements	7,432,638	8,079,270	8,787,316

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Name General Fund	3,925,172	3,802,706	4,063,673
FTE	-	-	-
Name Capital Projects Fund	3,507,466	4,195,064	4,723,643
FTE	-	-	-
Name Debt Service Fund	-	81,500.00	-
FTE	-	-	-
Total Requirements	7,432,638	8,079,270	8,787,316
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Capital Projects Fund capital projects:
 Overlays, Airport wetland mitigation, Black Street extension, Downtown sidewalk program, Downtown streetscape,
 Edenbower/Stewart Parkway left turn, Garden Valley/Stewart Parkway Intersection, Templin improvement, Traffic signal coordination,
 West Avenue improvement, Façade improvement program.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
Other Borrowings	\$0	\$0
Total	0	0

THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, OREGON

RESOLUTION NO. UR-17-02

A RESOLUTION ADOPTING THE 2017-2018 BUDGET AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the Urban Renewal Agency of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2017; and

WHEREAS, at a meeting of the Roseburg Urban Renewal Board held on June 12, 2017, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statutes, proof of which is on file in the Office of the City Recorder of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, a public body created under ORS 457.035:

Section 1. After public hearing conducted on June 12, 2017, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2017-2018 in the total of \$8,787,316, a copy of which is now on file at City Hall.

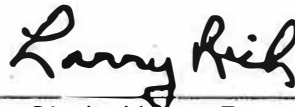
Section 2. The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 3. The Recorder of said City shall file with the State Treasurer and the Division of Audits of the Secretary of State of the State of Oregon a true copy of the budget as adopted.

Section 4: The Roseburg Urban Renewal Board hereby resolves to certify to the county assessor for the North Roseburg Urban Renewal Plan area a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

This resolution shall be effective upon adoption by the Urban Renewal Agency of the City of Roseburg.

ADOPTED THIS 12TH DAY OF JUNE, 2017.



Larry Rich, Chair, Urban Renewal Agency
of the City of Roseburg, Oregon

EXHIBIT "A"
2017-2018 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Materials and Services	\$ 1,065,000	
◆ Transfers	<u>2,500,000</u>	\$ 3,565,000

URBAN RENEWAL CAPITAL PROJECTS FUND

◆ Materials and Services	469,310	
◆ Capital Outlay	<u>3,010,000</u>	<u>3,479,310</u>

TOTAL BUDGET APPROPRIATIONS		\$ 7,044,310
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This budget also includes reserves
for expenditures as follows:

General Fund	498,673	
Capital Projects	<u>1,244,333</u>	<u>1,743,006</u>

TOTAL BUDGET		<u>\$ 8,787,316</u>
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• Submit two (2) copies to county assessor by July 15.

☐

Check here if this is an amended form.

Notification

The City of Roseburg Urban Renewal Agency authorizes its 2017-18 ad valorem tax increment amounts

(Agency Name)

by plan area for the tax roll of Douglas County

(County Name)

Ron Harker, Finance Director

(Contact Person)

541-492-6710

(Telephone Number)

6/13/17

(Date Submitted)

900 SE Douglas, Roseburg, OR 97470

(Agency's Mailing Address)

rharker@cityofroseburg.org

(Contact Person's E-mail Address)

☐

Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.445(2)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.445(1)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
North Roseburg Urban Renewal Plan	\$ Or	Yes <u>X</u>	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2015-2016, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$

* All Plans except Option Three: Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of Increment to Use.

*** Option Three plans enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

**** If an Option Three plan requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.