CITY OF ROSEBURG, OREGON

PROPOSED BUDGET

FOR THE FISCAL 2020-2021 YEAR

Prepared by: City of Roseburg Finance Department

CITY OF ROSEBURG, OREGON

2020-21 BUDGET

Mayor

Larry Rich

Budget Committee

Linda Fisher-Fowler, City Councilor Ward I
Sheila Cox, City Councilor Ward II
Brian Prawitz, City Councilor Ward III
Beverly Cole, City Councilor Ward IV

Alison Eggers, City Councilor Ward I
Andrea Zielinski, Councilor Ward II
Bob Cotterell, City Councilor Ward III
Ashley Hicks, City Councilor Ward IV

Mike Baker
Bob Scott
Bryan Sykes
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Administrative Staff

Nicole A. Messenger, City Manager
Amy L. Sowa, City Recorder
John D. VanWinkle, Human Resources Director
Stuart I. Cowie, Community Development Director
D. Ron Harker, Finance and Management Services Director
Gary L. Klopfenstein, Police Chief
Gary L. Garrisi, Fire Chief
Brice Perkins, Public Works Director
Kris Wiley, Library Director
W. Jason Mahan, Municipal Judge

CITY OF ROSEBURG, OREGON

2020-2021 BUDGET
ADVISORY COMMISSIONS

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Chris Berquist
Frank Inman
David Morrison
Clint Newell
Robb Paul
Daniel Sprague

Economic Development Commission
Brian Prawitz, Chair
Don Baglien
Mickey Beach
Angela Brown
Misty Ross
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Historic Resources Review Commission
Beverly Cole, Chair
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James De Lap
Bentley Gilbert
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Library Commission
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Marcia Belzner
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Laura Harvey
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Victoria Hawks
John Kennedy
Daniel Onchuck
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Bob Cotterell, Chair
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Noel Groshong
Ken Hoffine
Patrick Lewandowski
Stuart Liebowitz
Vernon Munion
John Seward
Roger Whitcomb

CITY OF ROSEBURG, OREGON

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City of Roseburg

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2020-21 BUDGET MESSAGE
April 17, 2020

Ladies and Gentleman of the Budget Committee:

Thank you for serving our community by dedicating your time and considerable knowledge to the Budget Committee. The City of Roseburg Management Team is pleased to present the FY 20-21 budget for your consideration. Staff has based the budget on maintaining existing service levels and advancing work on the City Council's six adopted goals:

1. Develop and implement policies to enhance housing opportunities
2. Implement transportation funding policies to meet identified community needs
3. Enhance community livability and public safety
4. Take a proactive role in community economic development and revitalization
5. Update and implement the City's Emergency Preparedness Plan
6. Explore strategies to address issues related to unhoused individuals within the community

General Fund
This year's budgeting process has occurred during a time of uncertainty with the proliferation of the COVID-19 pandemic. At this point, it is too early to know the full economic impact of the virus. Staff has prepared a status quo budget with full understanding that mid-year adjustments in spending may be required if revenue comes in significantly below projections. The Consumer Price Index (CPI-W) rose 2.7% in the last year. The General Fund budget request is just under 2% higher than the previous year's request.

While General Fund expenditures outpace revenues for the eighth year in a row, the estimated ending fund balance for June 30, 2021 is $7,119,128 or 26.45% of General Fund operating costs. This is above the minimum fund balance policy of 20% and will continue to be monitored by staff.

The City of Roseburg is a service oriented organization and personnel required to deliver that service is the biggest programmed expenditure. With the exception of the Water Division, all employees are budgeted in the General Fund. Personnel costs account for 78.7% of the programmed General Fund expenditures. Materials and Services account for 17% and Capital, Transfers and Non-Departmental account for 4.3%.

Roseburg works with three bargaining units representing Police, Fire and General Services employees. Combined, these bargaining units represent 73.5% of budgeted positions. The City has current contracts with the Police and Fire unions. The contract with the general service employees, represented by IBEW, expires June 30th. The City and the IBEW have agreed to delay bargaining due to the COVID-19 situation and will continue to operate under the current contract. Once a new agreement is reached, any approved compensation changes will be retroactive to July 1, 2020.

Special Revenue Funds
It is not uncommon for Special Revenue Funds to vary based on the number of grants received or projects planned in a certain fund. The Grant Revenue Fund request is significantly lower this year due to the completion of the Head Start Project funded via a Community Development Block Grant (CBDG). The Hotel/Motel Tax Fund is the primary funding source for both the Economic Development Fund and the Sidewalk/Streetlight Fund. While Hotel/Motel Tax Fund is expected to be greatly impacted by COVID-19, it has been budgeted at a steady rate to ensure any revenue that is generated can be transferred to the other two funds at the set percentages. Spending in these three funds will be monitored closely to ensure resources are available to cover expenditures.

Capital Projects Funds
Capital Projects Funds vary each year depending on the number and cost of projects programs. Revenues in the Transportation Fund are expected to be reduced as the Governor's Stay Home, Save Lives campaign has impacted state gas tax revenue. The Equipment Replacement Fund is primarily funded through General Fund and allows long term planning for replacement of equipment large and small. This year includes the replacement of a Fire Department triple combination pumper truck, which significantly increases expenditures over the previous fiscal year.

Enterprise Funds
Enterprise Funds include Storm Drainage, Off Street Parking, Airport and Water Service Fund. The Off Street Parking Fund is in a state of transition as the existing parking enforcement contractor has fallen behind on payments and we are expecting to cancel this contract. Staff intends to have a new vendor on board early next fiscal year, but the lack of revenue is anticipated to impact the fund and require an interfund loan to maintain short term viability. COVID-19 impacts are expected to be fairly minimal in the utility and airport funds. There may be some reduction in revenue, but revenues are expected to exceed expenditures in the Airport and Storm Drainage Funds. The Water Fund has a number of large capital projects programmed that will reduce the ending fund balance to a more appropriate level.

It takes a group effort to put together this proposed budget. Thank you to Department Heads and Finance staff for your hard work in putting together a comprehensive, well thought out plan and for continuing to demonstrate outstanding fiscal management of our community's assets.

We look forward to "meeting" with the Budget Committee, in whatever form that may take. I appreciate your patience and dedication to this process. Stay safe and stay healthy!

Respectfully submitted,

Nikki Messenger, P.E.
City Manager

CITY OF ROSEBURG, OREGON

BUDGET USER GUIDE

2020-2021 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 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 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. Finance Department staff compute 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.

Finance Department staff balance all funds, and finalize and prints 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 one time in a newspaper of general circulation and posted on the city's website, 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.
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 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-reports/.

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/annual-reports/.

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.

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.

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

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.

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 at a minimum an “A” bond rating so its borrowing costs are minimized and its access to credit is preserved.

2. Policy. The City will have a specific set of debt issuance guidelines consistent with Federal, State and local laws and policies.

3. Policy. When making investments, the City will follow State law and local investment guidelines and shall abide by the following criteria in priority order:

   a. Preservation of capital
   b. Maintenance of a liquid position
   c. Maximum yield

G. Organizational Policies

1. Policy. The City Manager will review the organizational structure at frequent intervals to assure that it is responsive to current conditions and service duplication.

2. Policy. The City will provide adequate funding to stabilize the City employment force and minimize uncertainty about the continuity of the service delivery system.

3. Policy. Employee compensation will be comparable to public and private sector compensation paid in the relevant recruiting area.

4. Policy. The City will match job classifications and number of employees to the service delivery system and will communicate service and staff adjustments to the public and parties affected by changes.

5. Policy. The City will be committed to maintaining and improving productivity of staff through a proper working environment, appropriate equipment, necessary training and adequate supplies and materials.

H. Other Policies

1. Policy. The City will routinely evaluate its service delivery system, according to established efficiency and effectiveness criteria, to determine whether a service should be provided by the City or by agreement with a private contractor.

2. Policy. The City will evaluate its use of intergovernmental service contracts to preclude unwarranted duplication of services in overlapping jurisdictions and to assure an effective and efficient service delivery system to the community.

3. Policy. The City will comply with mandatory Federal, State and local laws and rules and when appropriate will comply with industry and professional requirements or standards.

4. Policy. Related entities established or sanctioned by the City Council, will comply with the Roseburg Municipal Code and City Council adopted policies and procedures and will be accountable for operational and financial compliance and reporting standards as established by the Council or its designee.

CITY OF ROSEBURG, OREGON

GENERAL INFORMATION

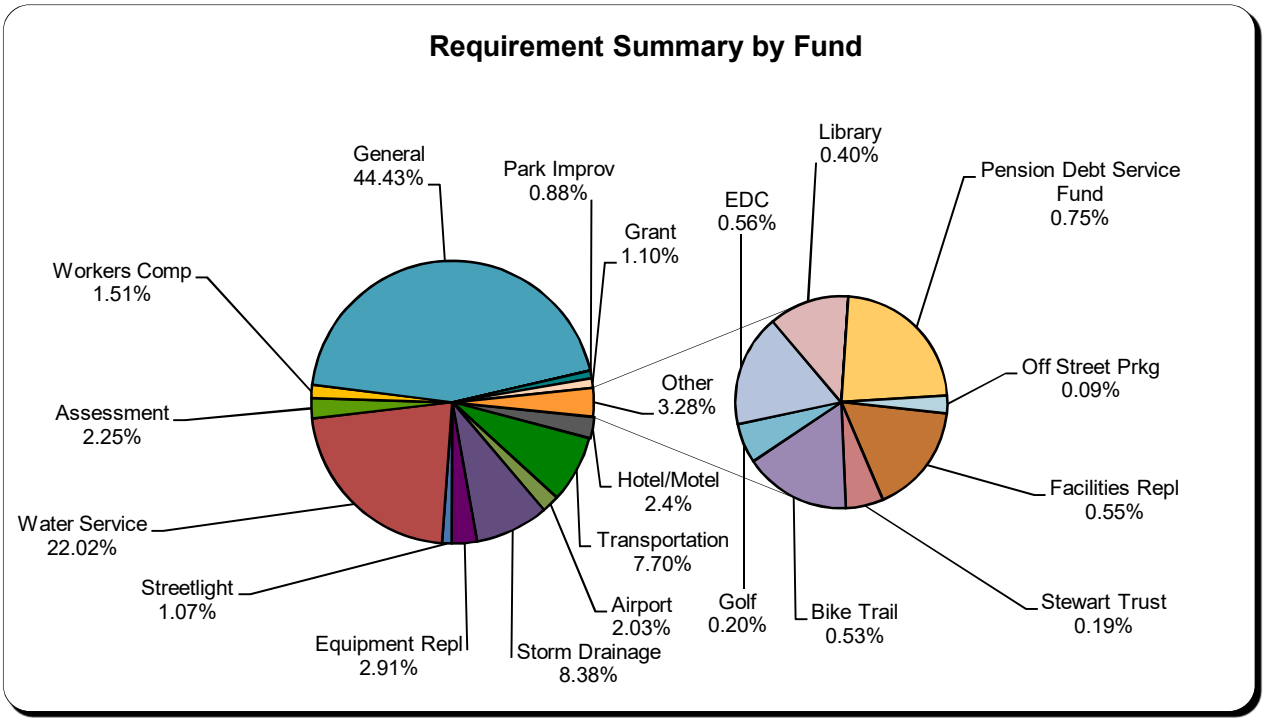
The City of Roseburg, county seat of Douglas County, is located in southwestern Oregon on Interstate Highway 5, approximately 70 miles south of Eugene and 125 miles north of the California state line. The City is situated on the South Umpqua River in the Umpqua Valley. Roseburg is the largest city in 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	10.92
Population	24,890
Fire Protection:	
Fire Stations	3
Fire Hydrants	1,362
Full Time Employees	42
Police Protection:	
Police Stations	1
Patrol Cars/Motorcycles	13
Full-time Employees	43
Water Utility:	
Annual consumption in millions of gallons	1,923
Local storage in millions of gallons	10.7
Miles of water mains	197.32
Number of users	11,384
Streets:	
Miles of paved streets	121
Miles of unpaved streets	6
Parks and Recreation:	
Developed parks	20
Park acreage	428
Golf courses	1
Tennis Courts	17

CITY OF ROSEBURG, OREGON

REQUIREMENT SUMMARY BY FUND

The Requirement Budget Summary on the following page shows that the 2020-2021 proposed budget is $2,689,207 more than the 2019-2020 adopted budget. This represents an increase of 3.6%. The General Fund, the City's largest governmental fund, represents 44.4% 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 $74,085,897 or 96.72% of total proposed expenditures. The second plot represents funds totaling $2,509,641 or approximately 3.28% of total proposed expenditures.



CITY OF ROSEBURG, OREGON

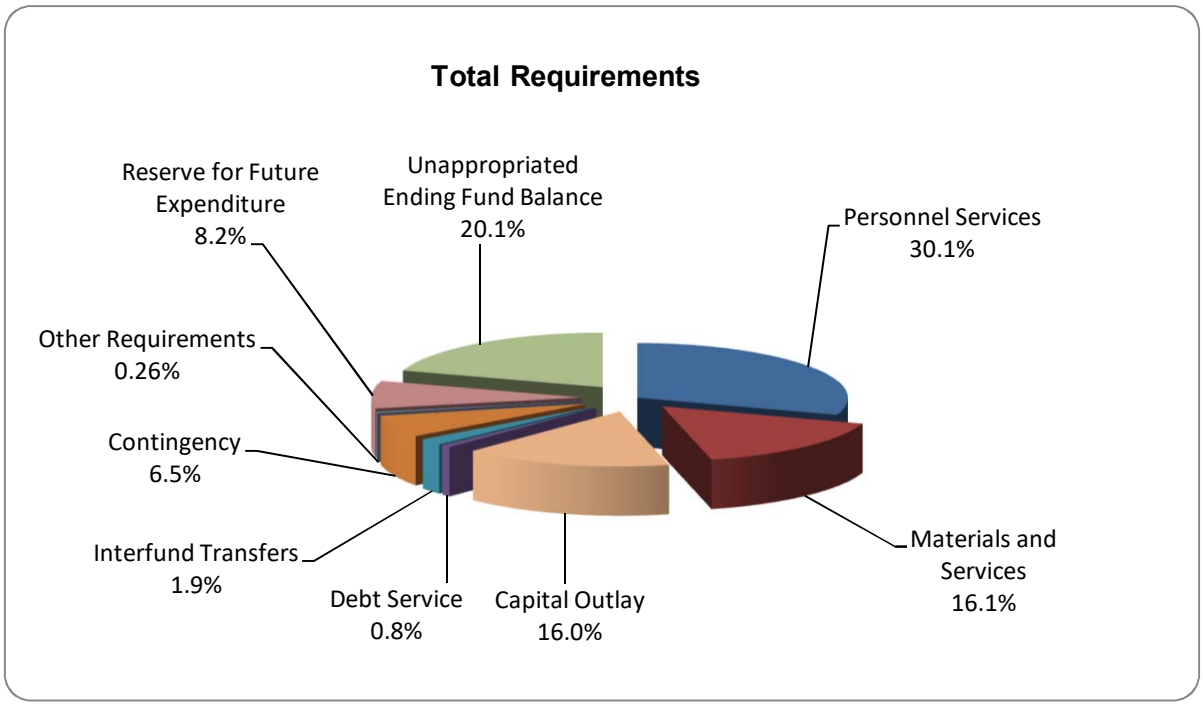
REQUIREMENT SUMMARY BY FUND
2020-2021 BUDGET

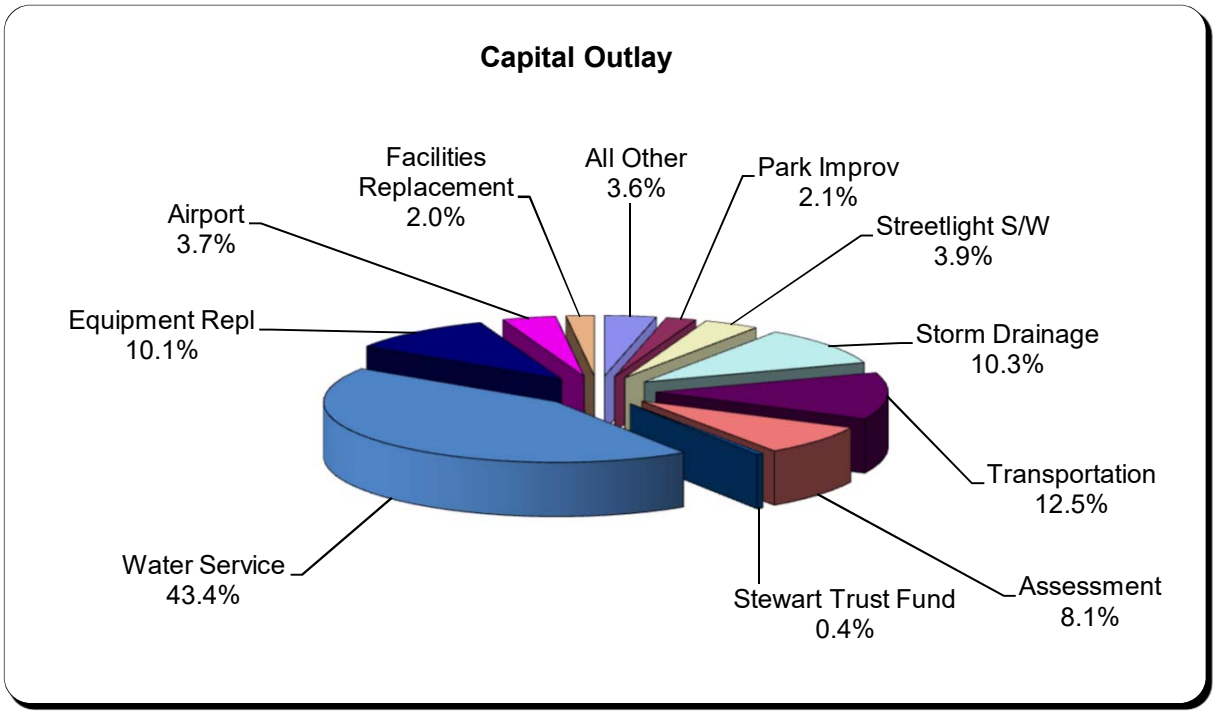
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	FUND IDENTIFIER	DESCRIPTION OF REQUIREMENTS	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
29,473,972	30,210,401	32,780,068	100	General Fund	34,031,296	-	-
361,180	3,171,139	2,199,805	220	Grant Special Revenue Fund	840,159	-	-
1,478,001	1,568,056	1,597,933	240	Hotel/Motel Tax Fund	1,873,018	-	-
1,527,405	687,330	724,171	290	Streetlight/Sidewalk Fund	819,203	-	-
158,089	189,188	304,136	250	Bike Trail Fund	408,198	-	-
101,103	110,367	135,997	210	Golf Fund	153,536	-	-
259,332	306,485	403,269	230	Economic Development Fund	429,424	-	-
-	169,419	327,500	270	Library Special Fund	307,781	-	-
81,829	102,317	115,319	710	Stewart Trust Fund	144,317	-	-
1,044,217	717,947	-	410	Debt Retirement Fund	-	-	-
484,580	499,313	540,253	420	Pension Bond Debt Service Fund	575,569	-	-
5,224,271	4,824,277	5,607,595	310	Transportation Fund	5,895,649	-	-
680,593	732,031	677,268	320	Park Improvement Fund	675,929	-	-
1,589,388	1,784,255	2,164,522	330	Equipment Replacement Fund	2,225,463	-	-
1,584,569	1,638,645	1,688,240	340	Assessment Improvement Fund	1,726,833	-	-
1,364,224	3,213,114	553,668	360	Facilities Replacement Fund	424,774	-	-
4,289,558	4,465,366	5,782,588	560	Storm Drainage Fund	6,415,483	-	-
76,072	110,186	95,607	510	Off Street Parking Fund	66,042	-	-
1,205,935	1,084,552	1,704,198	520	Airport Fund	1,553,942	-	-
12,086,581	14,740,885	15,437,665	530	Water Service Fund	16,869,693	-	-
911,913	1,034,624	1,066,529	610	Workers' Compensation Fund	1,159,229	-	-
63,982,812	71,359,897	73,906,331		TOTAL REQUIREMENTS	76,595,538	-	-

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 30.1% of the total budget, materials and services represents 16.1% and capital outlay 16% of the total budget.

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





CITY OF ROSEBURG, OREGON

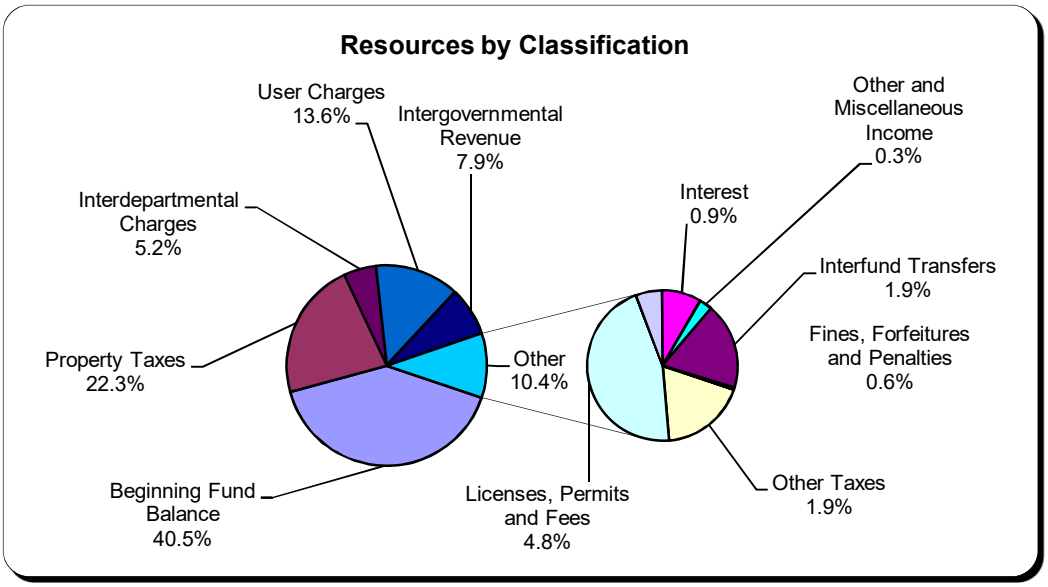
REQUIREMENT SUMMARY BY CLASSIFICATION
2020-2021 BUDGET

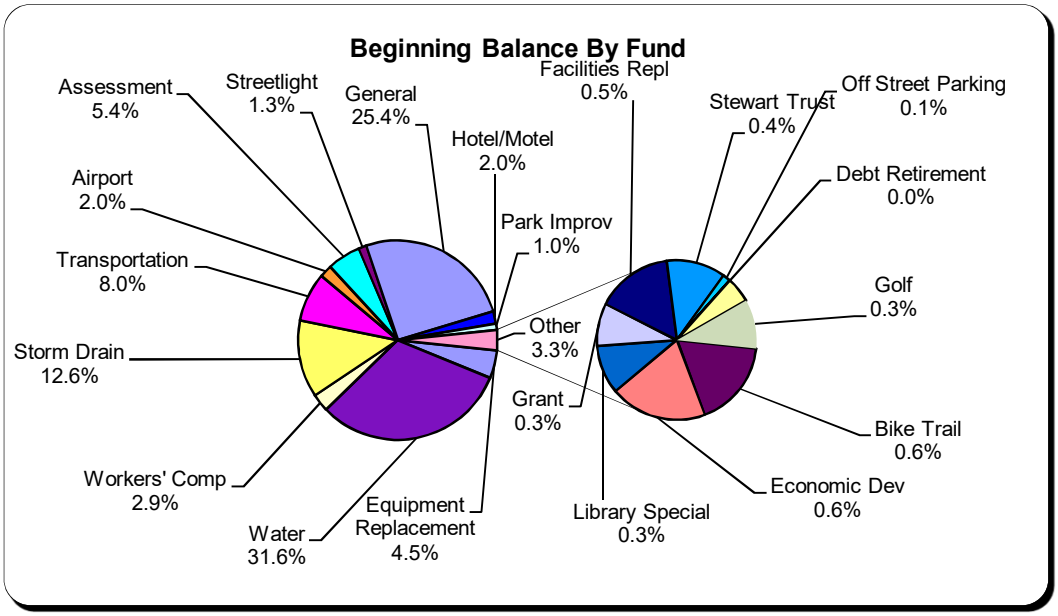
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	DESCRIPTION OF REQUIREMENTS	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
19,471,629	19,668,955	22,897,226	Personnel Services	23,066,923	-	-
9,305,465	12,538,780	13,775,327	Materials and Services	12,350,312	-	-
7,593,603	7,183,995	13,291,599	Capital Outlay	12,293,345	-	-
1,603,568	1,291,216	587,670	Debt Service	600,265	-	-
1,246,528	1,375,514	1,414,280	Interfund Transfers	1,480,155	-	-
-	-	4,115,507	Contingency	4,993,341	-	-
5,000	-	25,000	Other Requirements	201,000	-	-
-	-	4,138,583	Reserve for Future Expenditure	6,245,757	-	-
24,757,019	29,301,437	13,661,139	Unappropriated Ending Fund Balance	15,364,440	-	-
63,982,812	71,359,897	73,906,331	TOTAL REQUIREMENTS	76,595,538	-	-

CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION

The City's resources by classification are shown on the following page. Beginning fund balances represent $31,058,671 or 40.5% of the City's resources. Property taxes are $17,082,800 or 22.3% of the budget. Of this total, current year property taxes are $16,556,300.

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 25.4% of all beginning fund balances with a proposed carry forward of $7,901,427. The Water Fund projects $9,799,943, Transportation Fund $2,473,161 and the Facilities Replacement Fund $158,774 for beginning fund balances.





CITY OF ROSEBURG, OREGON

RESOURCE SUMMARY BY CLASSIFICATION
2020-2021

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	DESCRIPTION OF RESOURCES	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
24,276,868	25,043,692	27,104,437	Beginning Fund Balance	31,058,671	-	-
13,601,943	14,296,284	17,089,000	Property Taxes	17,082,800	-	-
1,337,316	1,420,870	1,405,000	Other Taxes	1,470,000	-	-
3,616,150	3,561,631	3,800,100	Licenses, Permits and Fees	3,638,500	-	-
3,423,218	3,557,131	3,816,914	Interdepartmental Charges	3,991,015	-	-
9,097,851	10,221,789	10,629,040	User Charges	10,423,214	-	-
403,930	469,188	428,000	Fines, Forfeitures and Penalties	450,000	-	-
6,159,649	9,281,134	7,452,610	Intergovernmental Revenue	6,067,633	-	-
417,906	689,139	614,550	Interest	678,550	-	-
19,241	21,237	7,400	Assessment Collections	-	-	-
362,481	231,129	145,000	Other and Miscellaneous Income	220,200	-	-
1,246,528	1,375,514	1,414,280	Interfund Transfers	1,480,155	-	-
-	1,137,837	-	Interagency Transfers	34,800	-	-
19,731	53,322	-	Reimbursements	-	-	-
63,982,812	71,359,897	73,906,331	TOTAL RESOURCES	76,595,538	-	-

CITY OF ROSEBURG, OREGON

PROPERTY TAXES
2020-2021 BUDGET

2019-2020 CURRENT PROPERTY TAX REQUIREMENTS

FUND	2020-2021 ADOPTED RATE*	2020-2021 ESTIMATED $ LEVY	LESS ESTIMATES DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.0%	TOTAL DEDUCTIONS	2020-2021 PROJECTED NET COLLECTIONS
CITY-WIDE LEVIES:						
General Fund **	8.4774	18,539,456	370,789	1,112,367	1,483,156	17,056,300
TOTALS	8.4774	18,539,456	370,789	1,112,367	1,483,156	17,056,300

*Estimated assessed valuation for City-wide levies is $2.070 billion, a 4.1% increase over last year actuals.
The above tax rates are calculated before compression in accordance with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON

PROPERTY TAXES
2020-2021

HISTORY OF PROPERTY TAX LEVIES AND RATES

	LEVIES			RATES		
	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020
CITY-WIDE LEVIES:						
General Fund Levy	13,892,628	14,580,147	16,872,319	8.4774	8.4774	8.4774
Totals	13,892,628	14,580,147	16,872,319	8.4774	8.4774	8.4774
Assessed Valuation - City-Wide Levies**				1,655,219,115	1,731,906,080	1,988,930,648

** 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 2020-2021 budget year.

		2020-2021				
FUND	ESTIMATED FUND BALANCE JULY 1, 2020	ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	ESTIMATED FUND BALANCE JUNE 30, 2021
General Fund	7,901,427	26,129,869	26,912,168	1,000,000	-	6,119,128
Special Revenue Funds:						
Grant Special Revenue	88,159	752,000	755,500	-	84,659	-
Hotel/Motel Tax	621,018	1,252,000	1,254,087	-	618,931	-
Streetlight/Sidewalk	413,403	405,800	559,335	259,868	-	-
Bike Trail	180,986	227,212	260,000	148,198	-	-
Golf	101,497	52,039	60,780	92,756	-	-
Economic Development Fund	201,569	227,855	331,363	-	98,061	-
Library Special Fund	101,581	206,200	251,650		56,131	-
Stewart Trust	123,567	20,750	55,000	-	89,317	-
Debt Service Funds:						
Pension Bond Debt Service Fund	53,069	522,500	490,200	-	-	85,369
Capital Projects Funds:						
Transportation	2,473,161	3,422,488	2,808,337	-	3,087,312	-
Park Improvement	315,329	360,600	288,125	-	387,804	-
Equipment Replacement	1,407,463	818,000	1,278,400	-	947,063	-
Assessment Improvement	1,683,833	43,000	1,000,000	-	726,833	-
Facilities Replacement	158,774	266,000	275,128	-	149,646	-
Enterprise Funds:						
Storm Drainage	3,916,483	2,499,000	2,171,894	1,000,000	-	3,243,589
Off Street Parking	16,417	49,625	59,569	6,473	-	-
Airport	609,263	944,679	807,144	746,798	-	-
Water Service	9,799,943	7,069,750	9,953,339	1,000,000	-	5,916,354
Internal Service Fund:						
Workers' Compensation	891,729	267,500	419,981	739,248	-	-
	31,058,671	45,536,867	49,992,000	4,993,341	6,245,757	15,364,440

CITY OF ROSEBURG, OREGON

SUMMARY OF POSITIONS
2020-2021 BUDGET

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			General Fund			
5.00	**5.00**	**5.00**	City Manager's Department	**6.00**	**0.00**	**0.00**
			Finance and Mgmt Services			
7.30	7.30	7.30	Finance	7.30	0.00	0.00
2.00	2.00	2.50	Information Technology	2.50	0.00	0.00
9.30	**9.30**	**9.80**	Total Finance and Mgmt Services	**9.80**	**0.00**	**0.00**
5.00	**6.00**	**6.00**	Community Development Department	**6.00**	**0.00**	**0.00**
0.20	**2.00**	**3.50**	Library	**3.50**	**0.00**	**0.00**
			Public Works Department:			
7.50	7.50	7.50	Engineering Division	7.00	0.00	0.00
3.00	3.00	3.00	Administration Division	3.00	0.00	0.00
3.00	3.00	3.00	Building Maintenance Division	3.00	0.00	0.00
12.60	12.60	12.60	Street Division	12.60	0.00	0.00
26.10	**26.10**	**26.10**	Total Public Works	**25.60**	**0.00**	**0.00**
			Parks and Recreation Dept:			
2.25	2.25	2.25	Administration	2.25	0.00	0.00
12.00	12.00	13.00	Parks Maintenance Division	13.00	0.00	0.00
14.25	**14.25**	**15.25**	Total Parks and Recreation	**15.25**	**0.00**	**0.00**
3.20	**3.20**	**3.20**	Municipal Court	**3.20**	**0.00**	**0.00**
42.00	**42.00**	**43.00**	Police Department	**43.00**	**0.00**	**0.00**
41.75	**41.75**	**42.00**	Fire Department	**42.00**	**0.00**	**0.00**
146.80	**149.60**	**153.85**	**Total General Fund**	**154.35**	**0.00**	**0.00**
			Water Service Fund			
6.00	6.00	6.00	Production Department	6.00	0.00	0.00
11.00	11.00	11.00	Transmission and Distribution	11.00	0.00	0.00
17.00	**17.00**	**17.00**	**Total Water Service Fund**	**17.00**	**0.00**	**0.00**
163.80	**166.60**	**170.85**	**TOTAL POSITIONS**	**171.35**	**0.00**	**0.00**

CITY OF ROSEBURG, OREGON

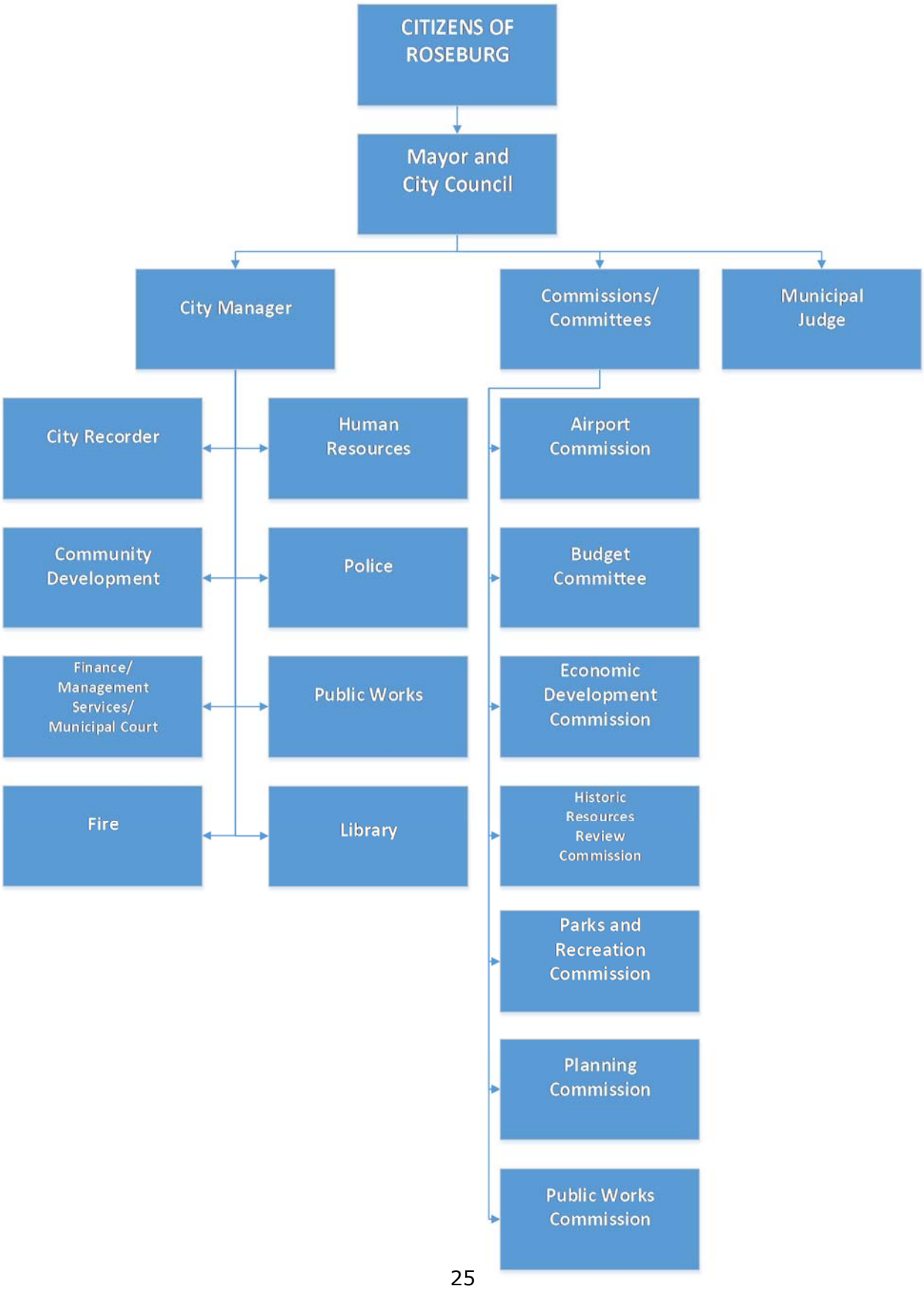
ORGANIZATIONAL CHART

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 24,890 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.

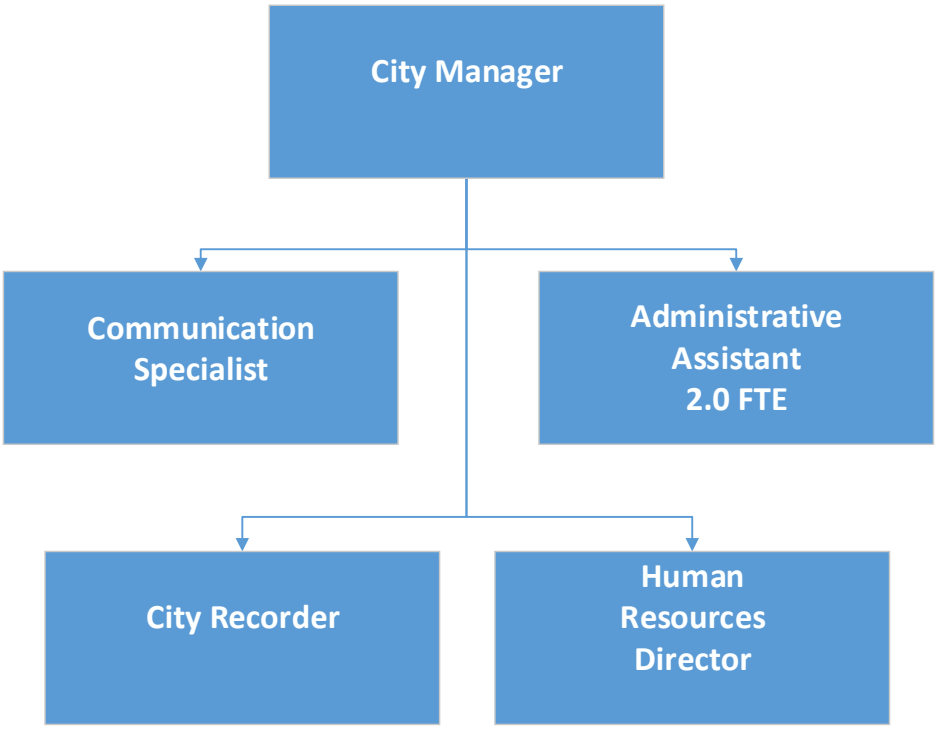
The Mayor and City Council appoint the City Manager. The Manager has the responsibility for administering all City functions. All City directors and department heads, except the Municipal Judge, report to the City Manager.

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

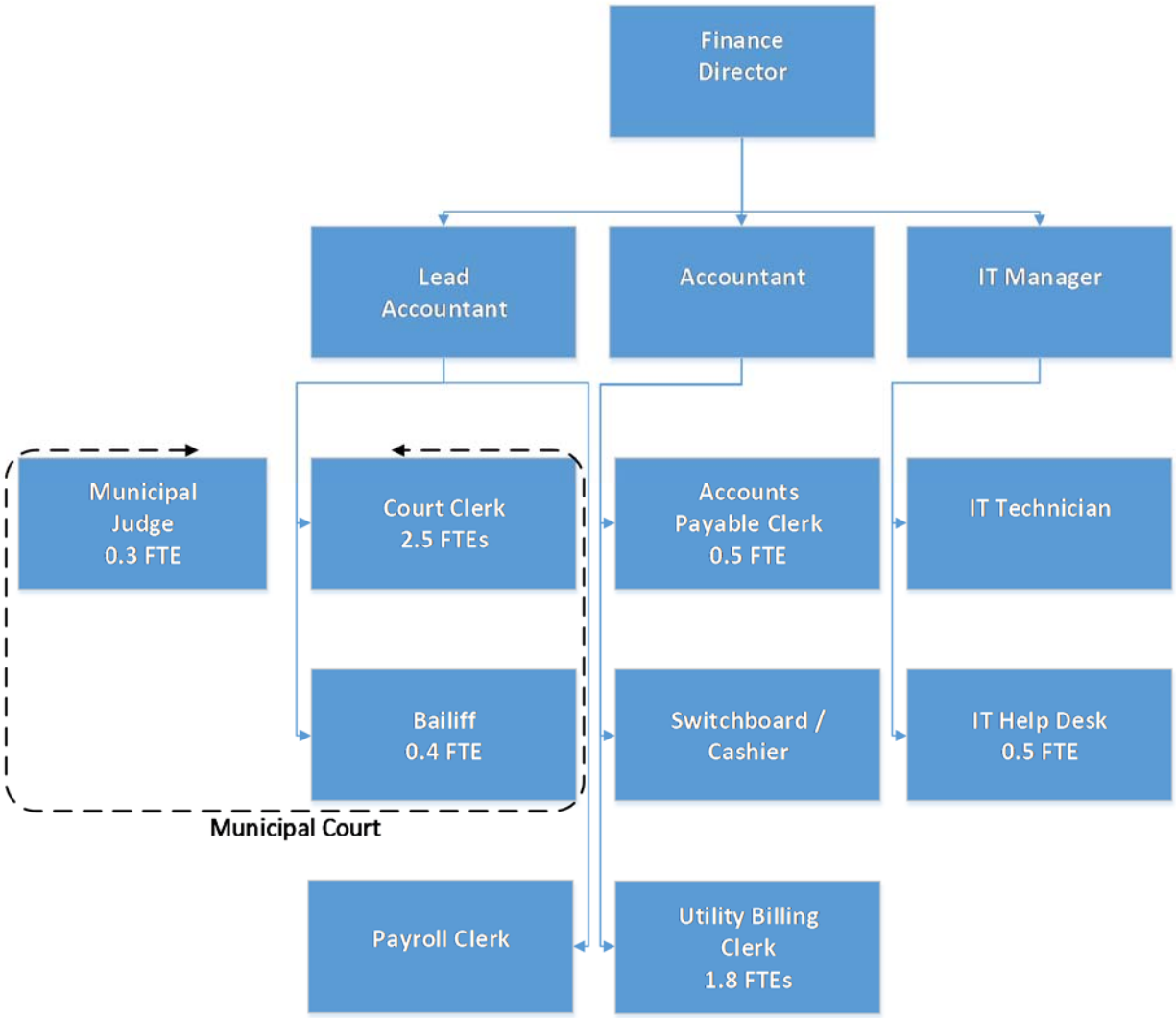
CITY OF ROSEBURG



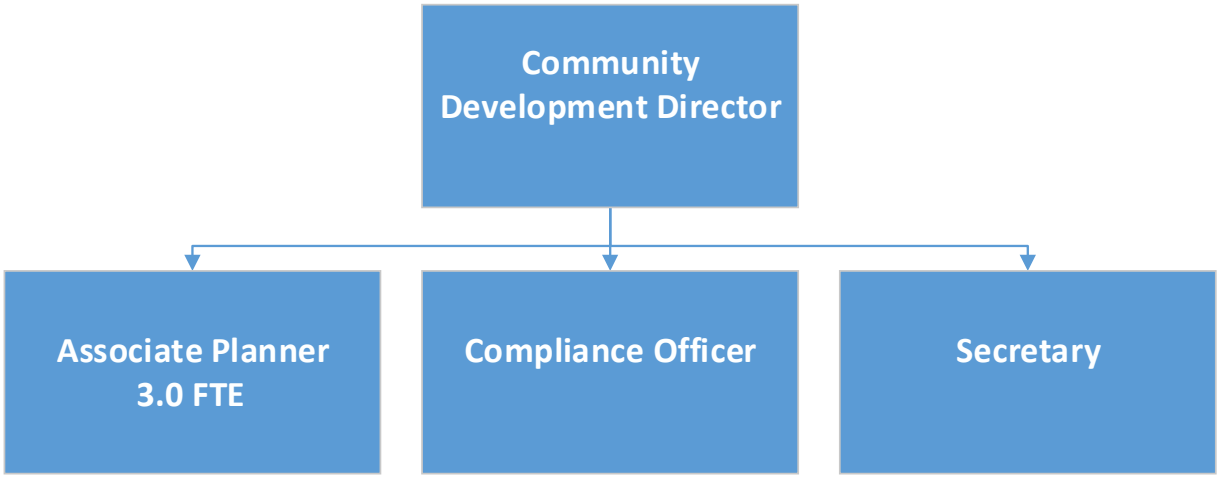
CITY OF ROSEBURG
Administration



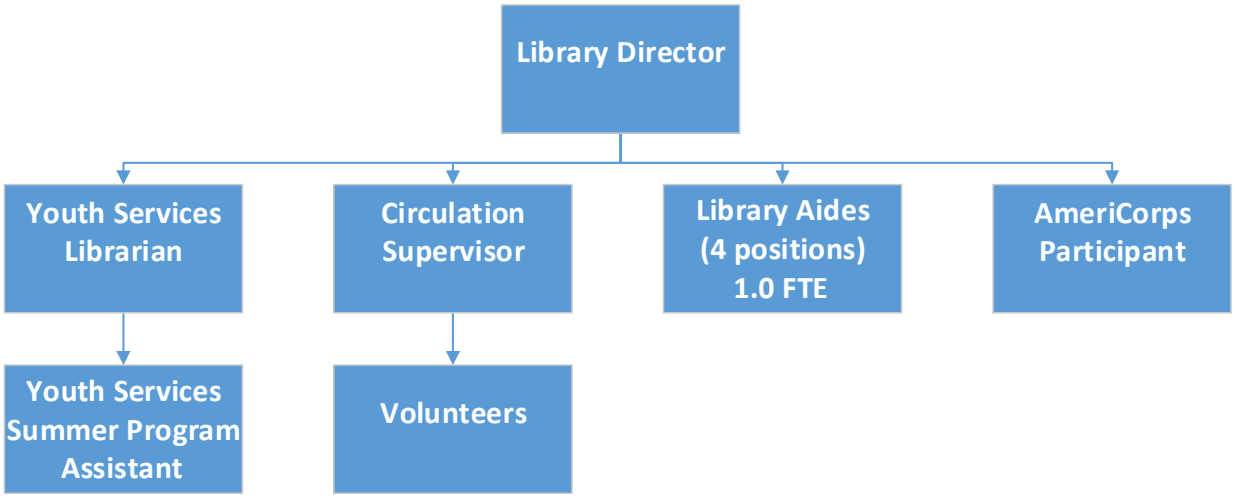
CITY OF ROSEBURG
Finance and Management Services and Municipal Court



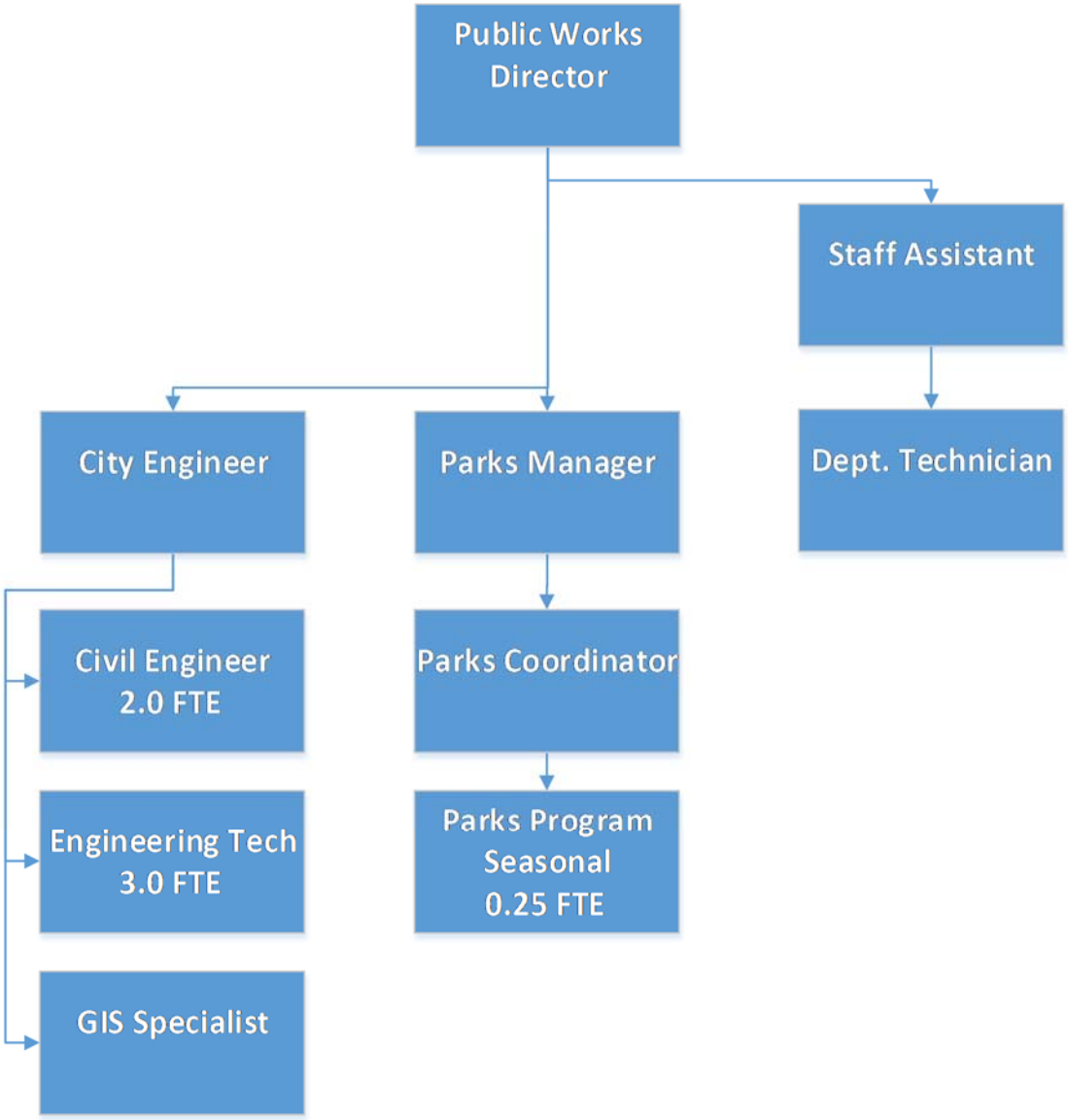
CITY OF ROSEBURG
Community Development Department



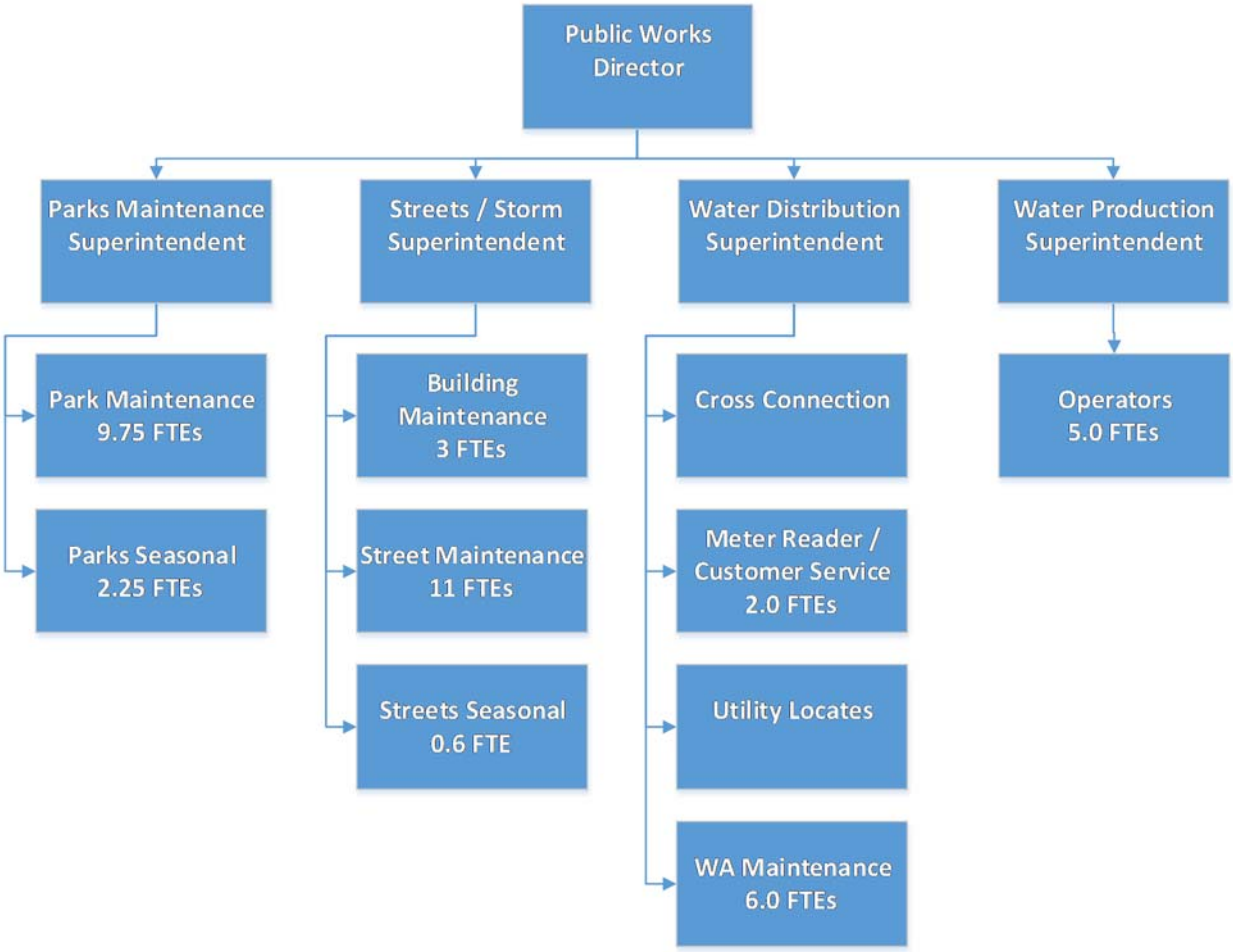
CITY OF ROSEBURG
Library



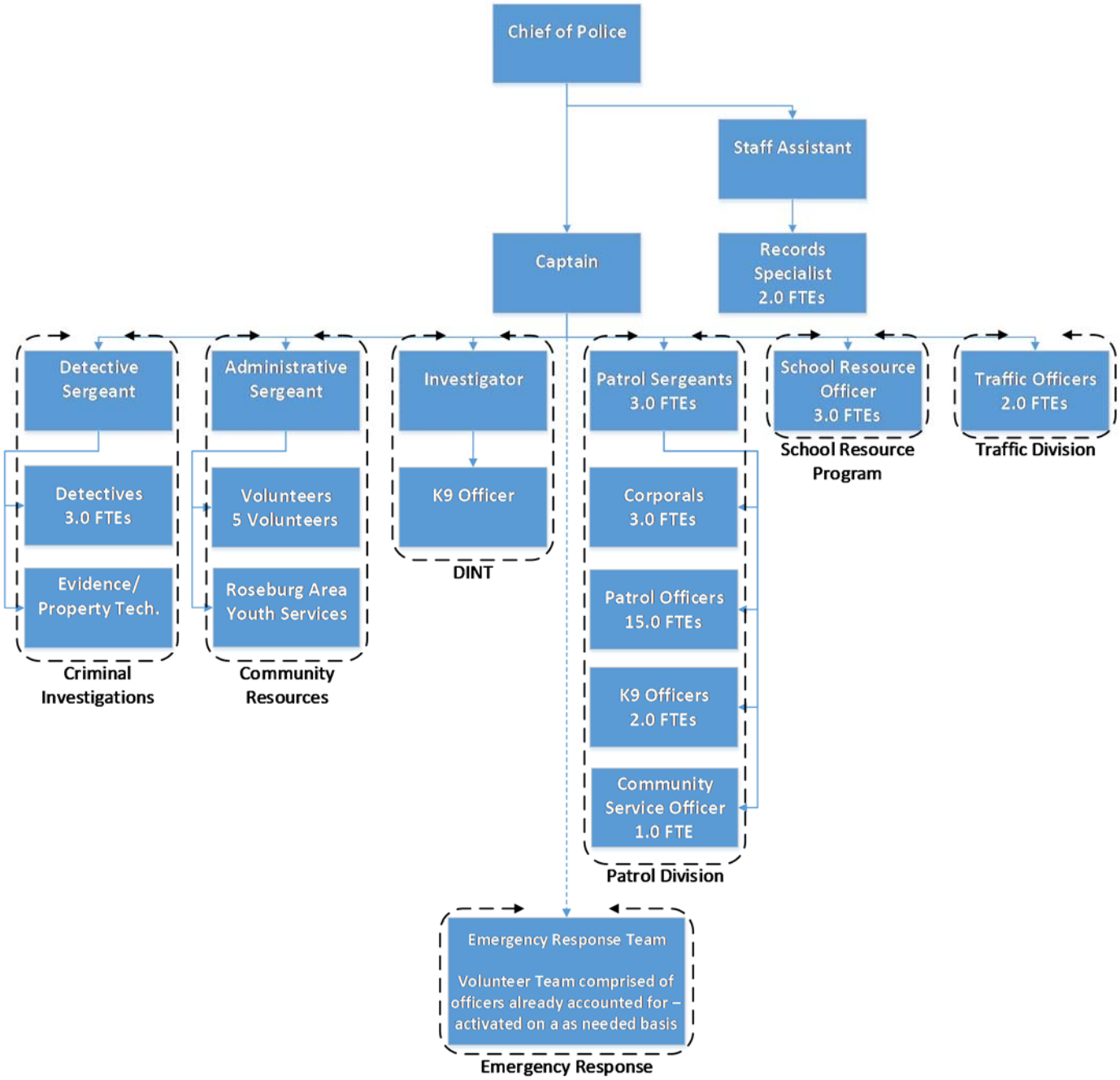
CITY OF ROSEBURG
Public Works Administration / Engineering & Construction



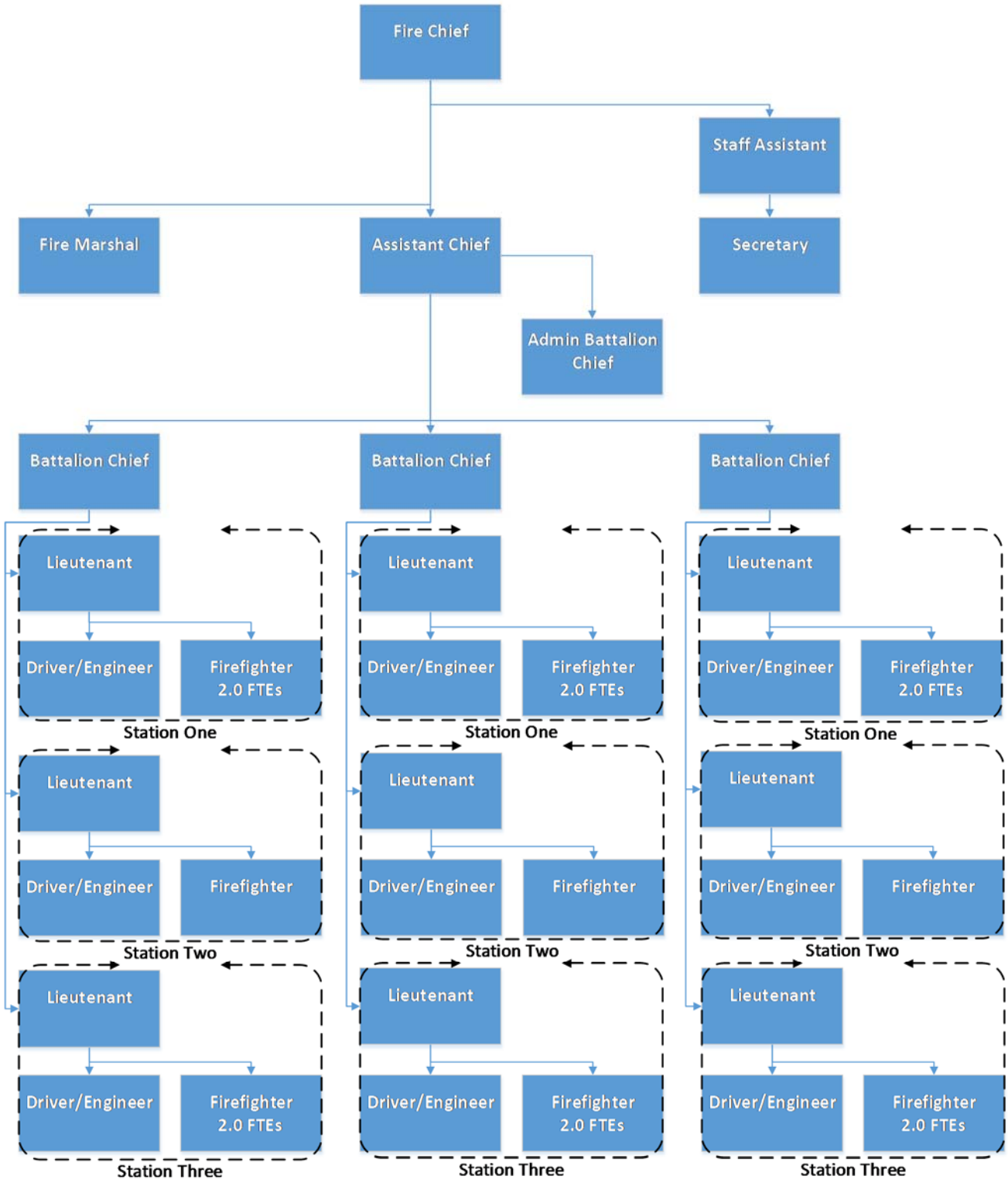
CITY OF ROSEBURG
Public Works Operations & Maintenance



CITY OF ROSEBURG
Police Department



CITY OF ROSEBURG
Fire Department



CITY OF ROSEBURG, OREGON

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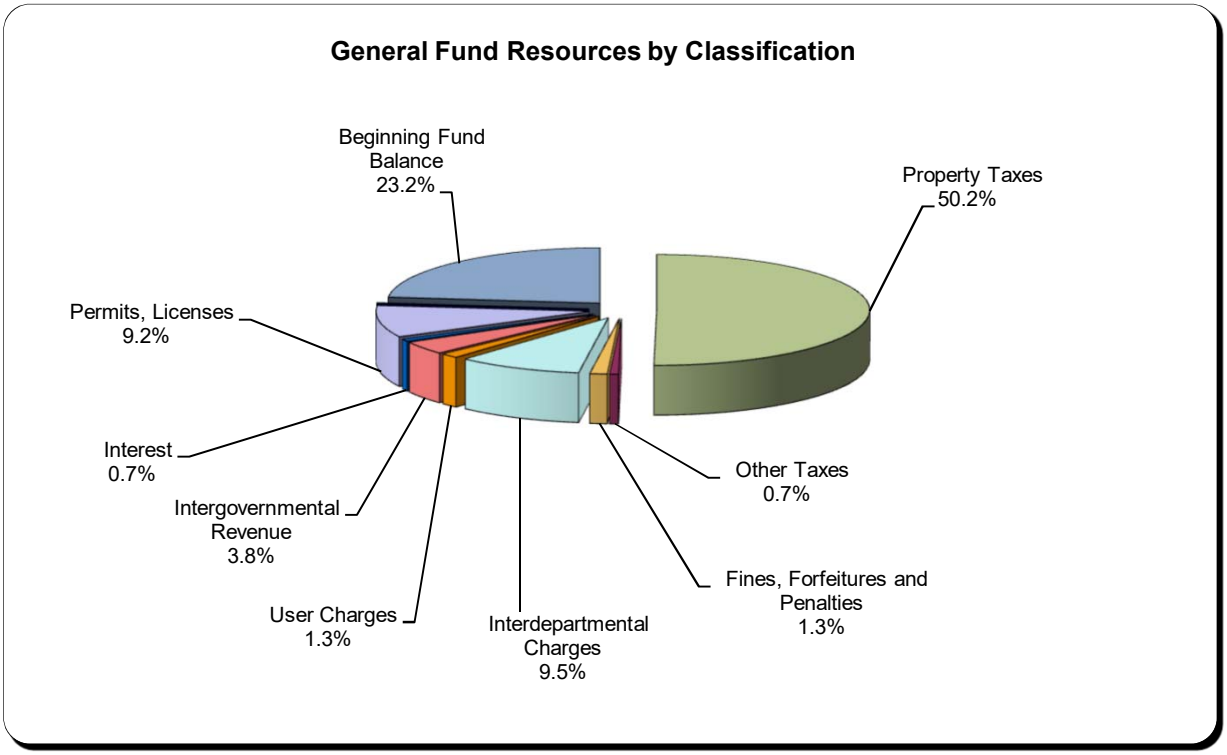
CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

Total General Fund operating revenues are $249,789 more than the 2019-2020 budget. Property taxes are decreasing by approximately .04%, however as a percentage of total resources it represents 50.2%. 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.



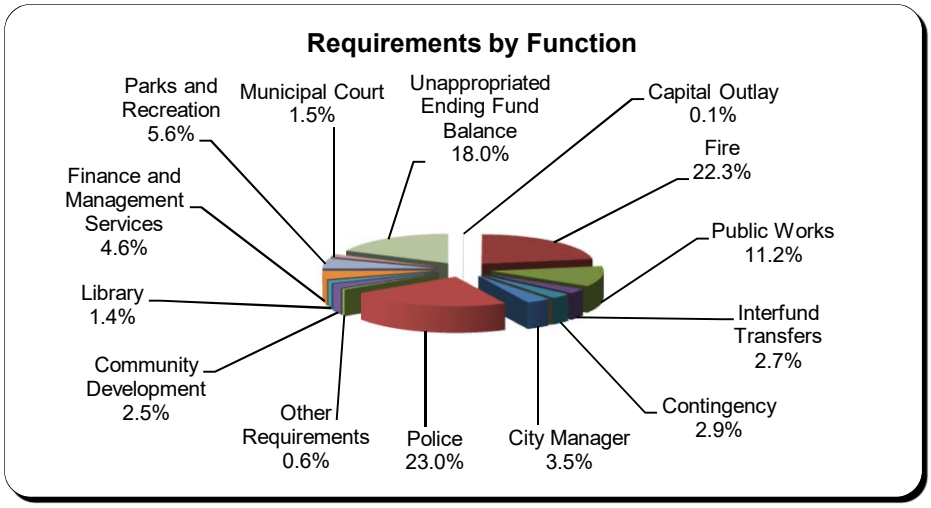
CITY OF ROSEBURG, OREGON

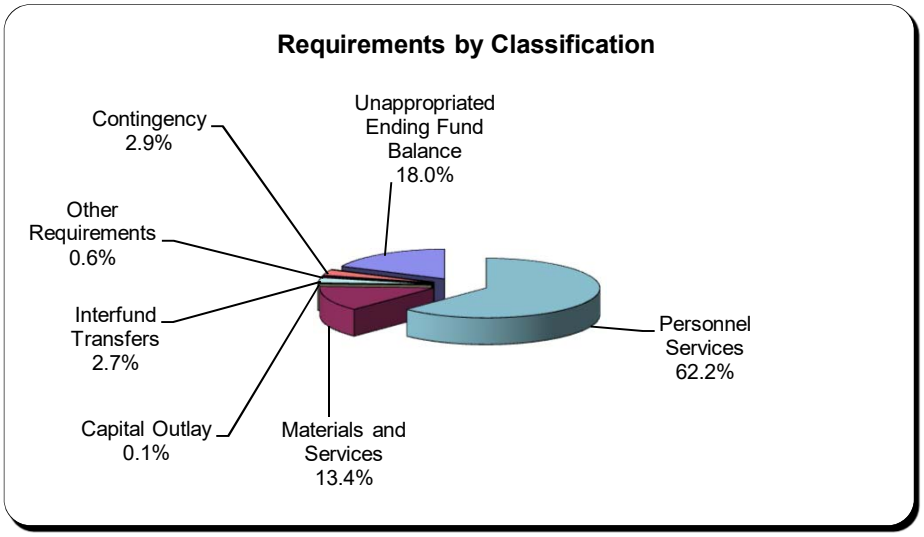
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	SUMMARY	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100)			
			RESOURCES:			
13,551,620	14,212,797	17,089,000	Property Taxes	17,082,800	-	-
50,323	83,487	-	Land Sales	-	-	-
167,264	187,589	155,000	Other Taxes	230,000	-	-
3,098,961	3,054,753	3,260,800	Licenses, Permits, and Fees	3,121,500	-	-
			Charges for Services:			
403,930	469,188	428,000	Fines Forfeitures and Penalties	450,000	-	-
2,587,397	2,713,415	2,966,414	Interdepartmental Charges	3,218,515	-	-
512,228	442,035	437,000	User Charges	458,000	-	-
1,391,695	1,447,610	1,313,866	Intergovernmental Revenue	1,284,054	-	-
148,633	224,404	200,000	Interest	235,000	-	-
51,545	63,308	20,000	Miscellaneous	40,000	-	-
21,963,596	22,898,586	25,870,080	Total Operating Revenues	26,119,869	-	-
-	-	35,000	Interfund Transfers	10,000	-	-
-	-	-	Proceeds From Asset Sales	-	-	-
-	14,116	-	Reimbursements	-	-	-
7,510,376	7,297,699	6,874,988	Beginning Fund Balance	7,901,427	-	-
29,473,972	30,210,401	32,780,068	TOTAL RESOURCES	34,031,296	-	-

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 46.8% of the total. Other operating departments represent 28.8% 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 62.2% of total requirements and 78.7% 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 2.9% of fund expenditures of $34,031,296.





CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	SUMMARY	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100)			
			REQUIREMENTS:			
			Operating Budget:			
17,766,320	18,018,812	21,006,009	Personnel Services	21,184,211	-	-
3,622,903	3,990,628	4,499,494	Materials and Services	4,576,957	-	-
21,389,223	22,009,440	25,505,503	Total Operating Budget	25,761,168	-	-
27,050	82,057	70,000	Capital Outlay	25,000	-	-
755,000	855,000	800,000	Interfund Transfers	925,000	-	-
5,000	-	25,000	Other Requirements	201,000	-	-
22,176,273	22,946,497	26,400,503	Total Expenditures	26,912,168	-	-
-	-	-	Reserved for Future Expenditure	-	-	-
-	-	610,233	Contingency	1,000,000	-	-
7,297,699	7,263,904	5,769,332	Unappropriated Ending Fund Balance	6,119,128	-	-
7,297,699	7,263,904	6,379,565	Total Fund Balance	7,119,128	-	-
29,473,972	30,210,401	32,780,068	TOTAL REQUIREMENTS	34,031,296	-	-

GENERAL FUND (100)

			OPERATING BUDGET BY DEPARTMENT			
1,044,712	1,072,382	1,256,600	City Manager	1,202,281	-	-
1,259,808	1,330,107	1,509,178	Finance and Management Services	1,550,050	-	-
637,639	724,937	844,073	Community Development	853,411	-	-
27,879	282,326	429,026	Library	484,585	-	-
3,362,290	3,340,470	3,778,406	Public Works	3,827,772	-	-
1,478,768	1,586,274	1,854,153	Parks and Recreation	1,903,895	-	-
474,376	489,310	510,551	Municipal Court	525,058	-	-
6,594,279	6,658,954	7,807,772	Police Department	7,830,923	-	-
6,509,472	6,524,680	7,515,744	Fire Department	7,583,193	-	-
21,389,223	22,009,440	25,505,503	TOTAL OPERATING BUDGET BY DEPARTMENT	25,761,168	-	-

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

GENERAL FUND (100) - REVENUES

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
7,510,376	7,297,699	6,874,988	00-00-301000	BEGINNING FUND BALANCE	7,901,427	-	-
			REVENUES - (100)				
13,020,052	13,654,896	16,520,700	70-40-311100	Current Year Property Taxes	16,556,300	-	-
506,670	531,895	542,300	70-40-311200	Prior Years' Property Taxes	500,000	-	-
50,323	83,487	-	70-40-311300	Land Sales	-	-	-
24,898	26,006	26,000	70-40-311400	In Lieu of Taxes	26,500	-	-
60	947	-	00-00-311500	Penalties and Interest	-	-	-
167,264	187,589	155,000	70-40-315200	Marijuana 3%	230,000	-	-
8,923	8,636	9,300	30-10-321100	Public Works	10,000	-	-
39,444	37,766	39,500	50-10-321102	Planning Fees	50,000	-	-
30,000	30,000	30,000	10-10-321104	Garbage Permits	30,000	-	-
49,187	47,423	55,000	40-10-321120	Parks Department Fees	40,000	-	-
39,675	46,690	47,000	10-10-321149	Other Licenses	47,000	-	-
991	11,933	24,000	50-10-321525	Derelict Building Fees	15,000	-	-
317,790	296,072	330,000	78-40-321700	Gas Franchise Fees	306,000	-	-
1,907,527	1,837,792	1,940,000	78-40-321720	Electric Franchise Fees	1,846,500	-	-
256,143	255,595	268,000	78-40-321740	Telephone Franchise Fees	268,000	-	-
130,712	132,982	132,000	78-40-321760	Cable TV Franchise Fees	132,000	-	-
235,831	257,165	289,100	78-40-321780	Water Utility Franchise Fees	275,000	-	-
82,738	92,699	96,900	00-00-321800	Storm Drainage Franchise Fees	102,000	-	-
306,453	349,025	316,000	20-10-322101	Fines	325,000	-	-
16,748	13,794	15,000	20-10-322105	Court Costs	20,000	-	-
2,005	1,300	1,500	20-10-322125	Police-Impound Admin Fee	2,000	-	-
5,150	8,176	5,500	20-10-322135	Court Appointed Attorney Fees	10,000	-	-
73,574	96,893	90,000	20-10-322140	Criminal Fines	93,000	-	-
11,810	15,558	-	20-20-331140	Federal Grants	10,000	-	-
4,200	4,200	17,500	40-20-332120	State Grants	4,200	-	-
377,430	408,090	460,500	78-40-332520	Liquor State Subventions	492,600	-	-
29,113	28,044	29,500	78-40-332530	Tobacco State Subventions	28,100	-	-
125,975	88,117	93,000	78-40-332540	Marijuana Subventions	115,000	-	-
231,717	243,569	257,500	78-40-332710	State Revenue Sharing	270,000	-	-
15,654	23,045	18,000	20-20-332725	Hazardous Materials Revenue	18,000	-	-
5,827	7,289	9,000	30-20-332730	Other	8,000	-	-
14,210	15,000	15,000	20-20-333210	Contracted Services	15,500	-	-
183,249	194,160	170,000	20-20-334100	Intergovernmental Revenue-Local	247,000	-	-
6,000	6,000	6,000	10-10-341122	Interdept Charges-Golf	6,000	-	-
40,025	38,607	40,185	10-10-341125	Interdept Charges-Hotel/Motel	34,432	-	-
75,289	87,743	81,709	10-10-341129	Interdept Charges-Sidewalk	84,335	-	-
943,024	980,371	1,048,129	10-10-341131	Interdept Charges-Transportation	1,112,217	-	-
392,510	420,538	243,866	10-10-341135	Interagency - Urban Renewal	75,654	-	-
39,677	41,274	14,797	30-10-341136	Interdept Charges-Facilities	15,028	-	-
6,859	2,638	2,632	10-10-341151	Interdept Charges-OSP	2,659	-	-
84,898	84,916	100,427	10-10-341152	Interdept Charges-Airport	114,579	-	-
898,098	943,326	1,076,418	10-10-341153	Interdept Charges-Water	1,209,377	-	-
6,225	6,936	5,506	10-10-341155	Interdept Charges-Economic Development	13,863	-	-
471,215	504,934	573,385	10-10-341156	Interdept Charges-Storm	607,044	-	-
16,087	16,670	17,226	10-10-341161	Interdept Charges-Work Comp	18,981	-	-
314,868	319,536	316,500	10-10-343280	User Fees	320,000	-	-
20,550	23,495	27,000	10-10-343810	Lien Search Fee	23,000	-	-
151,910	39,947	50,000	20-10-343910	Fire Suppression Fees	50,000	-	-
14,364	11,774	10,000	20-10-343920	Fire Prevention Fees	20,000	-	-
-	2,310	2,500	40-10-344250	Parks Administration Fee	2,500	-	-

CITY OF ROSEBURG, OREGON

GENERAL FUND (100) - REVENUES

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
8,310	6,705	10,000	20-10-344510	Police Administrative Fee	10,000	-	-
2,226	9,686	8,000	20-10-344610	Fire Administrative Fee	10,000	-	-
-	24,429	12,000	40-10-344710	Library Card	20,000	-	-
-	4,153	1,000	40-10-344720	Library Miscellaneous	2,500	-	-
2,066	14,850	-	30-30-361200	Special Assessment	-	-	-
148,573	223,457	200,000	60-40-371100	Interest Income	235,000	-	-
13,840	5,072	-	20-20-381110	Contributions	-	-	-
35,639	43,386	20,000	80-40-385100	Miscellaneous	40,000	-	-
-	-	35,000	85-40-391270	Transfers - Library Special Revenue	10,000	-	-
-	14,116	-	99-40-392300	Reimbursements	-	-	-
21,963,596	22,912,702	25,905,080	Total		26,129,869	-	-
29,473,972	30,210,401	32,780,068	TOTAL REVENUES & BEGINNING FUND BALANCE		34,031,296	-	-

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, five 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, 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 Communication Specialist is responsible for implementing a comprehensive strategic communication plan, including media relations, website content, writing and designing print publications, managing the City's social media efforts and electronic communications. The Administrative Assistants provide assistance to the Department.

DEPARTMENT GOALS - PRIOR YEAR
1. Successfully transition with new City Manager.
2. Implement electronic approval processes among city departments.
3. Implement City Council goals in conjunction with all departments.

DEPARTMENT GOALS - CURRENT YEAR
1. Implement City Council goals in conjunction with all departments.
2. Implement electronic approval processes among city departments.
3. Evaluate opportunities to help the community recover from the COVID-19 pandemic.

PERSONNEL HISTORY The personal services position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
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
Communication Specialist	0.0	0.0	0.0	1.0
Administrative Assistant	2.0	2.0	2.0	2.0
	5.0	5.0	5.0	6.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - CITY MANAGER DEPARTMENT				
			PERSONNEL SERVICES - 1010				
484,305	470,704	592,001		Salaries and Wages	559,329	-	-
229,475	228,613	326,849		Employee Benefits	359,452	-	-
713,780	699,317	918,850	Total		918,781	-	-
			MATERIALS AND SERVICES - 1010				
3,266	1,942	6,000	41-3010	Lodging and Registration	6,000	-	-
2,095	442	3,500	41-3015	Meals and Mileage	3,500	-	-
519	171	750	41-3020	Commission Meetings and Meals	750	-	-
4,473	3,918	4,500	41-3025	Council Travel and Conference	4,500	-	-
20,611	22,786	22,500	41-3035	Memberships	25,000	-	-
594	1,011	4,000	41-3040	Dues and Subscriptions	4,000	-	-
7,264	-	2,500	41-3055	Personnel Training	2,500	-	-
90,450	155,883	91,500	41-3310	Professional Services-Legal	95,000	-	-
10,808	13,124	12,000	41-3315	Auditing	14,000	-	-
127	130	-	41-3330	Professional Services Technical	-	-	-
40,212	14,400	25,000	41-3620	Special Services	25,000	-	-
90,128	76,743	100,000	41-3690	Misc. Contracted Services	40,000	-	-
941	3,971	4,000	41-3810	Recording	4,000	-	-
3,576	5,705	6,000	41-3815	Advertising	6,000	-	-
-	-	2,000	41-3820	Budget and Special Election	2,000	-	-
3,074	8,329	9,000	41-3825	Codifications	9,000	-	-
24,048	44,222	12,500	41-3830	Personnel Recruitment	12,500	-	-
5,742	4,242	10,000	41-4510	Office Supplies	7,500	-	-
18,091	12,214	15,000	41-4520	Postage	15,000	-	-
3,446	1,629	3,500	41-4545	Materials & Supplies - Special Purchases	3,500	-	-
-	468	1,500	41-4580	Office Equipment/Furniture	1,500	-	-
1,467	1,735	2,000	41-4830	Equipment Maintenance & Repair	2,250	-	-
330,932	373,065	337,750	Total		283,500	-	-
1,044,712	1,072,382	1,256,600	TOTAL CITY MANAGER DEPARTMENT		1,202,281	-	-

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. Submit CAFR (Comprehensive Annual Financial Report) to GFOA certification program.
2. Submit PAFR (Popular Annual Financial Report) to GFOA award program.
3. Perform preparatory work for implementation of GASB Statement No. 87 “Leases”.
4. Complete the final closeout of the first Urban Renewal area.

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. Implementation of GASB Statement No. 87 “Leases”.
4. Implementation of GASB Statement No. 84 “Fiduciary Activities”.

PERSONNEL HISTORY **The personal services position detail is as follows:**

	2017-18	2018-19	2019-20	2020-21
Finance Director	1.0	1.0	1.0	1.0
Lead Accountant	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	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	1.0	1.0	1.0	1.0
	7.3	7.3	7.3	7.3

CITY OF ROSEBURG, OREGON

GENERAL FUND (100) - FINANCE DIVISION

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			PERSONNEL SERVICES - 1015				
436,412	453,126	488,086		Salaries and Wages	506,896	-	-
266,593	282,187	328,130		Employee Benefits	337,709	-	-
703,005	735,313	816,216	Total		844,605	-	-
			MATERIALS AND SERVICES - 1015				
7,044	5,148	6,500	41-3010	Lodging and Registration	6,700	-	-
2,925	2,565	2,560	41-3015	Meals and Mileage	2,275	-	-
824	1,389	1,730	41-3040	Dues and Subscriptions	1,730	-	-
1,058	215	1,000	41-3055	Personnel Training	1,000	-	-
660	6,660	4,730	41-3330	Professional Services-Technical	11,350	-	-
1,572	1,618	2,580	41-3690	Contracted Services-Miscellaneous	3,130	-	-
2,039	2,370	4,200	41-3870	Bad Debt Expense	4,200	-	-
8,379	6,896	12,800	41-3885	Banking Fees	12,800	-	-
4,400	-	5,000	41-3915	Software Non Capital	5,000	-	-
29,076	29,601	44,000	41-3920	Technology-Support and Maintenance	44,000	-	-
-	-	2,200	41-3925	Office Machine Rentals	2,200	-	-
15,416	15,646	18,000	41-4210	Telephone Communications	18,000	-	-
3,688	5,790	7,250	41-4510	Office Supplies	7,250	-	-
1,137	825	1,500	41-4515	Equipment Non Capital	1,500	-	-
158	135	250	41-4545	Supplies	330	-	-
-	141	-	41-4580	Office Equipment/Furniture	-	-	-
1,080	555	1,800	41-4830	Equipment Maintenance	1,800	-	-
269	510	540	41-5710	Insurance-Automobile	950	-	-
32,935	34,885	36,630	41-5715	Insurance-General Liability	34,550	-	-
3,709	3,937	4,150	41-5720	Insurance-Property	4,350	-	-
479	570	600	41-5740	Insurance-Equipment	600	-	-
923	759	800	41-5790	Insurance-Miscellaneous	800	-	-
117,771	120,215	158,820	Total		164,515	-	-
820,776	855,528	975,036	TOTAL FINANCE DIVISION		1,009,120	-	-

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:

- 340 User Accounts and Service Accounts
- 181 Desktop/Laptops
- 100 Mobile Devices and Tablets
- 46 Virtual and Physical Servers
- 2 SAN's (Storage Area Network) Storage for Virtual Servers
- 174 Cisco Telephone Devices
- A Wireless Network Infrastructure with 45 Access Points

GOALS – PRIOR YEAR

1. Replace all virtualization server hosts.
2. Replace Police and Fire MDC's (Mobile Data Computers).
3. 20 PC upgrades in multiple departments.
4. Security camera upgrades at the Public Safety Center.

GOALS – CURRENT YEAR.

1. Replacement and installation of security cameras at the Public Safety Center, Parks and Fulton shops.
2. Ubiquiti radio update at reservoir hill to provide connectivity for telemetry communications and Gaddis and Eagles parks, etc.
3. Shelter on reservoir hill to secure IT equipment that connects multiple locations.
4. Cisco phone upgrades throughout City for compliance with upgraded servers and enhance network speeds.

PERSONNEL HISTORY The personal services position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Info Technology Manager	1.0	1.0	1.0	1.0
Technical Administrator	1.0	1.0	1.0	1.0
IT Helpdesk Support	0.0	0.0	0.5	0.5
	2.0	2.5	2.5	2.5

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - INFORMATION TECHNOLOGY DIVISION				
			PERSONNEL SERVICES - 1025				
168,276	178,069	205,201		Salaries and Wages	193,856	-	-
96,834	95,352	119,771		Employee Benefits	108,762	-	-
265,110	273,421	324,972	Total		302,618	-	-
			MATERIALS AND SERVICES - 1025				
-	-	1,000	41-3010	Lodging and Registration	1,000	-	-
-	-	600	41-3015	Meals and Mileage	600	-	-
13	106	600	41-3040	Dues and Subscriptions	600	-	-
4,400	-	10,000	41-3055	Personnel Training	10,000	-	-
13,140	18,618	-	41-3690	Contracted Services	-	-	-
73,438	77,848	89,730	41-3910	Hardware Non Capital	94,672	-	-
10,043	2,716	17,300	41-3915	Software Non Capital	28,700	-	-
39,821	48,994	43,000	41-3920	Technology-Support and Maintenance	51,000	-	-
30,389	47,742	40,600	41-3930	Technology-Contracted Services	45,400	-	-
2,542	3,756	2,640	41-4215	Cellular Phone	2,640	-	-
-	22	300	41-4510	Office Supplies	300	-	-
53	350	400	41-4545	Supplies	400	-	-
-	-	800	41-4580	Office Equipment/Furniture	800	-	-
-	969	1,200	41-4815	Vehicle Repair and Maintenance	1,200	-	-
82	37	200	41-4820	Vehicle Fuel	200	-	-
1	-	800	41-4830	Equipment Maintenance	800	-	-
173,922	201,158	209,170	Total		238,312	-	-
439,032	474,579	534,142	TOTAL INFORMATION TECHNOLOGY DIVISION		540,930	-	-
1,259,808	1,330,107	1,509,178	TOTAL FINANCE AND MANAGEMENT SERVICES		1,550,050	-	-
2,304,520	2,402,489	2,765,778	TOTAL ADMINISTRATIVE DEPARTMENT		2,752,331	-	-

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 assists in managing the Economic Development Fund and the Hotel/Motel Tax 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 and Land Use and Development Regulations. The Planning Division works closely with the Planning, Economic Development and Historic Resource Review Commissions. Additional projects administered by the department include items involving economic planning and coordination, downtown programs and redevelopment and urban growth projects. The Department contracts with Douglas County Building Department in order to provide building permit services.

DEPARTMENT GOALS – PRIOR YEAR

1. Complete and adopt the Housing Needs Analysis/Buildable Lands Inventory
2. Complete and adopt the Transportation System Plan update
3. Complete and adopt the Pine Street Alley Overlay
4. Help to administer the CDBG Head Start & Housing Rehabilitation Grants
5. Complete and present the “Tax Value – Per Acre Map” project

DEPARTMENT GOALS – CURRENT YEAR

1. Submit the application necessary for an Urban Growth Boundary Swap
2. Implement new code surrounding House Bill 2001 “Middle Housing Code”
3. Prioritize recommendations from the Housing Needs Analysis
4. Coordinate and work with ODOT concerning the Hwy. 138 design plan
5. Develop additional Urban Renewal incentive programs
6. Begin construction of wayfinding signs

PERSONNEL HISTORY

The personal services position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Director	1.0	1.0	1.0	1.0
Associate Planner	2.0	3.0	3.0	3.0
Compliance Officer	1.0	1.0	1.0	1.0
Department Technician	1.0	1.0	1.0	1.0
	5.0	6.0	6.0	6.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND(100) - COMMUNITY DEVELOPMENT DEPARTMENT				
			PERSONNEL SERVICES - 1520				
325,553	385,012	409,748		Salaries and Wages	420,810	-	-
218,401	267,942	307,325		Employee Benefits	293,601	-	-
543,954	652,954	717,073	Total		714,411	-	-
			MATERIALS AND SERVICES - 1520				
2,059	2,853	4,000	41-3010	Lodging and Registration	4,000	-	-
656	565	3,000	41-3015	Meals and Mileage	3,000	-	-
-	7	200	41-3020	Commission Meetings and Meals	200	-	-
633	240	1,500	41-3040	Dues and Subscriptions	1,500	-	-
12,722	23,781	28,000	41-3310	Professional Services-Legal	35,000	-	-
-	-	-	41-3320	Professional Services-Survey & Engineering	-	-	-
-	-	2,000	41-3330	Professional Services-Technical	2,000	-	-
21,555	110	30,000	41-3630	Contracted Services	30,000	-	-
760	-	500	41-3815	Advertising	500	-	-
-	-	-	41-3845	Property Taxes	-	-	-
49,133	33,882	40,000	41-3860	Abatement Expense	45,000	-	-
-	4,550	4,550	41-3920	Support & Maintenance	4,550	-	-
815	767	1,000	41-4210	Telephone Communications	1,000	-	-
1,358	896	2,000	41-4510	Office Supplies	2,000	-	-
-	-	500	41-4515	Equipment Non Capital	500	-	-
102	96	-	41-4545	Materials and Supplies	-	-	-
325	637	3,500	41-4580	Office Equipment/Furniture	3,500	-	-
1,082	349	2,000	41-4815	Vehicle Expense-Maintenance	2,000	-	-
1,018	1,515	2,000	41-4820	Vehicle Expense-Fuel	2,000	-	-
1,467	1,735	2,250	41-4830	Equipment Maintenance	2,250	-	-
93,685	71,983	127,000	Total		139,000	-	-
637,639	724,937	844,073	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		853,411	-	-

CITY OF ROSEBURG, OREGON
GENERAL FUND

LIBRARY DEPARTMENT

CURRENT OPERATIONS

Roseburg Public Library is in its second year of operation as a community gathering space and information center. The library continues to co-locate with the Douglas Education Service District, and that partnership has led to outreach opportunities such as providing a popular collection of materials to the Horizons foster care education program and creating a public maker space with a 3D printer.

In the first 15 months of operations, the library logged 131,000 visits. More than 5,600 patrons checked out 115,000 physical and 15,000 electronic items. The library sponsored 350 programs with a total attendance of 11,500. About 75 volunteers contributed 7,000 hours of service. In addition to paid staff and volunteers, for the second year the library has a Resource Assistance for Rural Environments (RARE) participant through an AmeriCorps program at the University of Oregon.

Library staff provides programming for all ages, develops the collection, and promotes an environment that supports community building, literacy, and lifelong learning.

GOALS – PRIOR YEAR

1. Add part-time library aide positions to support patron services.
2. Expand library programs, particularly for youth.
3. Develop and implement a five-year strategic plan.

GOALS – CURRENT YEAR

1. Complete and implement a five-year strategic plan.
2. Complete second and final phase of library building renovations.
3. Continue building community partnerships to enhance library services.

PERSONNEL HISTORY **The personal services position detail is as follows:**

	2017-18	2018-19	2019-20	2020-21
Library Director	0.2	1.0	1.0	1.0
Youth Services Librarian	0.0	0.5	1.0	1.0
Volunteer Coordinator	0.0	0.5	0.5	0.5
Library Aide (4 positions)	0.0	0.0	1.0	1.0
	0.2	2.0	3.5	3.5

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - LIBRARY				
			PERSONNEL SERVICES - 1610				
-	116,283	208,330		Salaries and Wages	223,845	-	-
-	35,377	87,986		Employee Benefits	92,775	-	-
-	151,660	296,316	Total		316,620	-	-
			MATERIALS AND SERVICES - 1610				
-	955	1,700	41-3010	Lodging and Registration	1,900	-	-
-	184	1,000	41-3015	Meals and Mileage	750	-	-
5,350	5,189	7,560	41-3040	Dues and Subscriptions	5,725	-	-
-	-	-	41-3690	Contracted Services	250	-	-
1,134	3,004	1,000	41-3920	Support & Maintenance	6,350	-	-
-	18,871	4,000	41-3930	Contracted Services	13,500	-	-
-	-	-	41-4210	Telephone Communications	490	-	-
-	-	3,250	41-4510	Office Supplies	2,750	-	-
-	170	2,500	41-4515	Equipment Non Capital	-	-	-
	42	500	41-4520	Postage	250	-	-
10	8,999	3,750	41-4545	Materials and Supplies	3,750	-	-
-	7,483	25,000	41-4546	Collection Materials	25,000	-	-
-	-	-	41-4580	Office Equipment/Furniture	2,500		
2,315	23,586	14,000	41-4810	Building & Grounds Maintenance	20,250	-	-
8,068	27,132	30,000	41-5410	Utilities-Power	33,500	-	-
5,360	14,245	12,000	41-5420	Utilities-Natural Gas	19,000	-	-
706	7,096	8,500	41-5430	Utilities-Water	10,000	-	-
268	819	950	41-5435	Utilities-Sewer	1,200	-	-
983	1,498	2,000	41-5440	Utilities-Garbage Service	2,000	-	-
-	-	2,000	41-5455	Utilities-Storm Drainage	-	-	-
-	193	5,000	41-5715	Insurance-General Liability	3,500	-	-
3,685	10,993	8,000	41-5720	Insurance-Property	15,000	-	-
-	207	-	41-5790	Insurance-Miscellaneous	300	-	-
27,879	130,666	132,710	Total		167,965	-	-
27,879	282,326	429,026	TOTAL LIBRARY		484,585	-	-

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

CURRENT OPERATIONS

The Engineering Division was created in FY 2007-08 to improve department operations. The 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.

DEPARTMENT GOALS-PRIOR YEAR

1. Successfully update the chlorination system at the Water Treatment Plant.
2. Complete the SCADA system replacement.
3. Complete Storm Water Management Standards.

DEPARTMENT GOALS-CURRENT YEAR

1. Complete the Standby Power Generation project at the WTP.
2. Complete the West Ave. Transmission Main project.
3. Facilitate delivery of Pavement Management Program projects.
4. Complete Stewart Parkway Bridge end panel repair project.

PERSONNEL HISTORY The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Technician I, II, III	3.0	3.0	3.0	3.0
GIS Specialist	1.0	1.0	1.0	1.0
Civil Engineer	2.0	2.0	2.0	2.0
City Engineer	0.0	0.0	0.0	1.0
Division Manager	1.0	1.0	1.0	0.0
Seasonal	0.5	0.5	0.0	0.0
	7.5	7.5	7.0	7.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - ENGINEERING DIVISION				
			PERSONNEL SERVICES - 2020				
520,354	490,482	537,715		Salaries and Wages	544,527	-	-
317,177	288,628	370,610		Employee Benefits	374,546	-	-
837,531	779,110	908,325	Total		919,073	-	-
			MATERIALS AND SERVICES - 2020				
1,781	4,670	7,500	43-3010	Lodging and Registration	8,500	-	-
105	393	1,000	43-3015	Meals and Mileage	1,000	-	-
159	-	1,000	43-3320	Surveying and Engineering Services	1,000	-	-
-	-	500	43-3330	Professional Services-Technical	500	-	-
239	161	250	43-3630	Professional Services-Contracted	250	-	-
-	-	2,500	43-3910	Hardware	2,200	-	-
521	539	2,000	43-4215	Cellular Phone	1,500	-	-
552	368	750	43-4510	Office Supplies	750	-	-
1,224	802	3,000	43-4545	Materials and Supplies	3,000	-	-
-	-	600	43-4580	Office Equipment/Furniture	600	-	-
4,581	6,933	19,100	Total		19,300	-	-
842,112	786,043	927,425	TOTAL ENGINEERING DIVISION		938,373	-	-

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ADMINISTRATION DIVISION

CURRENT OPERATIONS

The Public Works Administration Division 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 the 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 implementation of new software for asset management and work order flow.
2. Evaluate opportunities to digitize work order flow utilizing upgraded technology.
3. Facilitate sun-setting of the North Roseburg Urban Renewal Area.

DEPARTMENT GOALS-CURRENT YEAR

1. Capitalize on opportunities to expand use of new software for asset management.
2. Facilitate leadership skills development for key staff.
3. Confirm organizational structure and fully staff the Engineering Division.
4. Facilitate delivery of approximately $9 million in capital improvement projects.

PERSONNEL HISTORY The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Director	1.0	1.0	1.0	1.0
Department Technician	1.0	1.0	1.0	1.0
Staff Assistant	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - ADMINISTRATION DIVISION				
			PERSONNEL SERVICES - 2030				
241,835	230,158	239,360		Salaries and Wages	246,289	-	-
136,412	136,627	160,231		Employee Benefits	163,518	-	-
378,247	366,785	399,591	Total		409,807	-	-
			MATERIALS AND SERVICES -2030				
1,579	399	3,500	43-3010	Lodging and Registration	3,500	-	-
201	-	750	43-3015	Meals and Mileage	600	-	-
190	256	300	43-3040	Dues and Subscriptions	300	-	-
3,372	3,397	12,000	43-3310	Professional Services-Legal	12,000	-	-
220	111	200	43-3630	Contracted Services	200	-	-
683	619	700	43-4510	Office Supplies	1,000	-	-
152	52	500	43-4545	Materials and Supplies	500	-	-
-	290	2,500	43-4580	Office Equipment/Furniture	2,500	-	-
743	107	1,200	43-4815	Vehicle Expense-Maintenance	1,200	-	-
4,541	3,704	4,500	43-4820	Vehicle Expense-Fuel	4,700	-	-
4,292	3,468	4,500	43-4830	Equipment Maintenance	4,500	-	-
15,973	12,403	30,650	Total		31,000	-	-
394,220	379,188	430,241	TOTAL ADMINISTRATION DIVISION		440,807	-	-

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 charges 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. Create a maintenance schedule for various building components at the Library.
2. Assist in implementation of new work order software to identify regularly scheduled inspections that can be included in the upgrade.
3. Assist Parks Maintenance with identifying short and long term improvements that could be achieved at the Parks Maintenance Shop complex.

DIVISION GOALS – CURRENT YEAR

1. Utilize asset management software to track building assets, replacement schedules, inspections, and maintenance tasks.
2. Assist Parks Maintenance with deferred maintenance on the Park Shop building.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Maintenance II	1.0	1.0	1.0	1.0
Building Maintenance Tech	1.0	1.0	1.0	1.0
Custodian	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - BUILDING MAINTENANCE				
			PERSONNEL SERVICES - 2035				
154,500	157,596	161,252		Salaries and Wages	163,376	-	-
107,066	110,800	124,235		Employee Benefits	131,288	-	-
261,566	268,396	285,487	Total		294,664	-	-
			MATERIALS AND SERVICES - 2035				
-	-	750	41-3010	Lodging and Registration	750	-	-
-	-	300	41-3015	Meals and Mileage	300	-	-
450	466	500	41-4210	Telephone	500	-	-
-	77	1,000	41-4515	Small Tools	1,000	-	-
3,715	8,728	10,000	41-4545	Materials and Supplies	12,000	-	-
15,375	11,537	20,000	41-4810	Building and Grounds Maintenance	18,000	-	-
30,146	28,513	34,500	41-5410	Utilities-Power-City Hall	34,500	-	-
22,459	20,836	25,000	41-5420	Utilities-Natural Gas-City Hall	25,000	-	-
2,273	2,719	2,835	41-5430	Utilities-Water	3,000	-	-
745	590	625	41-5435	Utilities-Sewer	700	-	-
2,104	2,295	2,450	41-5440	Utilities-Garbage Service	2,500	-	-
1,125	1,237	1,240	41-5455	Utilities-Storm Drainage	1,300	-	-
78,392	76,998	99,200	Total		99,550	-	-
339,958	345,394	384,687	TOTAL BUILDING MAINTENANCE DEPARTMENT		394,214	-	-

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - STREET DIVISION

CURRENT OPERATIONS

The Street Division maintains 243 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.

DEPARTMENT GOALS-PRIOR YEAR

1. Continue to work on completing television inspection of the storm drainage system.
2. Assist in implementing new asset management software and work order system.
3. Look for technology options for tracking and recording issues and work completed.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue to work on completing television inspection of the storm drainage system.
2. Utilize asset management software to track work performed on storm drainage system assets.
3. Repair damaged storm drainage assets with city forces as defects are discovered via television inspection.
4. Continue asphalt patching of potholes city-wide.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
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	0.6	0.6	0.6	0.6
	12.6	12.6	12.6	12.6

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - STREET DEPARTMENT				
			PERSONNEL SERVICES - 2040				
619,139	646,269	684,524		Salaries and Wages	698,042	-	-
491,264	514,425	584,404		Employee Benefits	572,056	-	-
1,110,403	1,160,694	1,268,928	Total		1,270,098	-	-
			MATERIALS AND SERVICES - 2040				
1,966	822	3,500	43-3010	Lodging and Registration	3,500	-	-
221	-	600	43-3015	Meals and Mileage	600	-	-
2,563	1,400	2,250	43-3350	Laboratory/Medical	2,250	-	-
318	221	450	43-3690	Contracted Services-Miscellaneous	450	-	-
580	761	700	43-4215	Cellular Phone	700	-	-
929	27	1,500	43-4220	Radio and Pagers	1,500	-	-
445	464	500	43-4290	Communications Miscellaneous	500	-	-
-	-	200	43-4510	Office Supplies	200	-	-
2,952	5,558	3,000	43-4515	Small Tools	3,000	-	-
113	-	50	43-4520	Postage	50	-	-
4,276	5,983	6,000	43-4540	Chemicals	6,000	-	-
4,205	8,428	8,000	43-4545	Materials and Supplies	8,000	-	-
3,082	3,877	4,500	43-4555	Safety Equipment and Supplies	4,500	-	-
32,797	37,361	52,000	43-4560	Paint and Signs	50,000	-	-
70	228	300	43-4580	Office Equipment/Furniture	300	-	-
9,582	10,311	10,000	43-4810	Building and Ground Maintenance	11,000	-	-
28,215	19,149	25,000	43-4815	Vehicle Expense-Maintenance	30,000	-	-
41,575	44,189	40,000	43-4820	Vehicle Expense-Fuel	49,700	-	-
2,742	9,209	6,000	43-4825	Vehicle Tires	7,000	-	-
10,361	6,815	10,000	43-4830	Equipment Maintenance	10,000	-	-
31,578	23,939	50,000	43-4835	Road and Bridge Maintenance	50,000	-	-
292	450	6,000	43-4837	Tree Removal/Maintenance	5,000	-	-
1,771	3,471	5,000	43-4847	Street Sweeper Debris Disposal	5,000	-	-
186	926	500	43-4850	Equipment Rental	500	-	-
139	45	-	43-4855	General Maintenance	-	-	-
2,064	2,860	2,750	43-5120	General Uniform	2,750	-	-
9,806	10,313	10,000	43-5410	Utilities-Power	11,000	-	-
6,612	5,794	6,500	43-5420	Utilities-Gas	7,000	-	-
7,603	8,513	9,400	43-5430	Utilities-Water	9,500	-	-
787	787	825	43-5435	Utilities-Sewer	950	-	-
6,567	6,967	9,025	43-5440	Utilities-Garbage Service	8,000	-	-
5,190	5,708	5,800	43-5455	Utilities-Storm Drainage	6,200	-	-
24,865	13,447	14,125	43-5710	Insurance-Automobile	14,840	-	-
17,694	17,362	18,250	43-5715	Insurance-General Liability	19,170	-	-
3,729	4,165	4,400	43-5720	Insurance-Property	4,620	-	-
7,506	7,440	8,000	43-5740	Insurance-Equipment	8,400	-	-
1,929	828	2,000	43-5790	Insurance-Miscellaneous	2,100	-	-
275,310	267,818	327,125	Total		344,280	-	-
1,385,713	1,428,512	1,596,053	TOTAL STREET DEPARTMENT		1,614,378	-	-

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 300 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 1771 streetlights currently in operation under this arrangement with Pacific Power. Public Works staff monitors streetlights, and coordinates 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 the Oregon Department of Transportation (ODOT). Public Works staff administers the ODOT contract and coordinates repairs, upgrades and programming changes with ODOT.

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - STREET LIGHT DIVISION				
			MATERIALS AND SERVICES - 2045				
11,697	17,584	20,000	43-4840	Traffic Signal Maintenance	20,000	-	-
12,429	13,902	20,000	43-4845	Street Light Maintenance	20,000	-	-
11,291	10,697	15,000	43-5410	Utilities-Power City Owned	15,000	-	-
31,265	30,255	35,000	43-5460	Utilities-Traffic Lights	35,000	-	-
333,605	328,895	350,000	43-5465	Street Light Rentals	350,000	-	-
400,287	401,333	440,000	Total		440,000	-	-
400,287	401,333	440,000	TOTAL STREET LIGHTS DIVISION		440,000	-	-
3,362,290	3,340,470	3,778,406	TOTAL PUBLIC WORKS DEPARTMENT		3,827,772	-	-

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 administrative support 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. Facilitate implementation of the wayfinding project within the Parks System.
2. Test and implement parks reservation software.
3. Identify at least one new grant funding resource.

DEPARTMENT GOALS - CURRENT YEAR

1. Complete renovation of Beulah Park.
2. Install educational signage at the Stewart Park Natural Area.
3. Select and implement parks reservation software.
4. Secure funding for development of Sunshine Park bike trail system.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Parks Manager	1.0	1.0	1.0	1.0
Parks Coordinator	1.0	1.0	1.0	1.0
Seasonal (Rec programs)	0.25	0.25	0.25	0.25
	2.25	2.25	2.25	2.25

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - PARKS DEPARTMENT				
			PERSONNEL SERVICES - 2550				
127,198	134,591	144,797		Salaries and Wages	150,697	-	-
79,337	89,429	101,476		Employee Benefits	103,729	-	-
206,535	224,020	246,273	Total		254,426	-	-
			MATERIALS AND SERVICES - 2550				
1,695	2,904	2,500	45-3010	Lodging and Registration	2,500	-	-
303	358	725	45-3015	Meals and Mileage	725	-	-
875	975	1,000	45-3040	Dues and Subscriptions	1,000	-	-
106	55	100	45-3630	Contracted Services	100	-	-
5,000	-	6,000	45-3680	Contracted Services - 4th of July	-	-	-
4,028	4,374	4,750	45-3835	Neighborhood/Information Program	4,750	-	-
1,135	1,786	3,300	45-3838	Recreation Program	3,300	-	-
202	438	400	45-4510	Office Supplies	400	-	-
42	598	400	45-4545	Materials and Supplies	400	-	-
6,231	4,754	10,000	45-4565	Volunteers-Project Materials	10,000	-	-
-	-	100	45-4815	Vehicle Expense-Maintenance	100	-	-
-	-	200	45-4820	Vehicle Expense-Fuel	200	-	-
19,617	16,242	29,475	Total		23,475	-	-
226,152	240,262	275,748	TOTAL PARKS ADMINISTRATION		277,901	-	-

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, the splash pad at Fir Grove and the Stewart Park complex. This division also maintains playgrounds, trails, wildlife areas and greenways. Parks Maintenance staff facilitates opportunities for active and passive recreation.

DEPARTMENT GOALS – PRIOR YEAR

1. Maintain new plantings installed in the new detention ponds constructed as part of the Stewart Parkway Improvement Project.
2. Identify needed improvements for the Parks Maintenance Facility. Work to identify costs and potential phasing opportunities.
3. Identify any deferred maintenance items and look for opportunities to address these.
4. Begin GPS data collection for irrigation system components.

DEPARTMENT GOALS - CURRENT YEAR

1. Begin addressing deferred maintenance on the Parks Shop building.
2. Improve access to river irrigation pumps.
3. Work with GIS mapping to develop irrigation asset data.

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

	2017-18	2018-19	2019-20	2020-21
Park Maintenance I	3.75	3.75	3.75	3.75
Park Maintenance II	3.0	3.0	4.0	4.0
Park Mechanic	1.0	1.0	1.0	1.0
Horticulturist	1.0	1.0	1.0	1.0
Park Superintendent	1.0	1.0	1.0	1.0
Seasonal/ Part-time	2.25	2.25	2.25	2.25
	12.0	12.0	13.0	13.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - PARKS DEPARTMENT				
			PERSONNEL SERVICES - 2555				
520,360	532,065	644,723		Salaries and Wages	641,983	-	-
360,819	375,090	498,442		Employee Benefits	492,101	-	-
881,179	907,155	1,143,165	Total		1,134,084	-	-
			MATERIALS AND SERVICES - 2555				
1,969	945	2,500	45-3010	Lodging and Registration	3,000	-	-
496	-	750	45-3015	Meals and Mileage	750	-	-
185	650	1,000	45-3040	Dues and Subscriptions	1,000	-	-
4,666	4,588	5,250	45-3630	Technical	5,500	-	-
14,550	12,075	18,000	45-3650	Contracted Services/Arborist	18,000	-	-
-	39,625	-	45-3665	Contracted Services/Personnel	48,000	-	-
450	535	540	45-4210	Telephone Communications	600	-	-
844	684	1,000	45-4215	Cellular Phone	700	-	-
8,195	7,722	8,000	45-4515	Small Tools	9,000	-	-
19,589	24,510	28,000	45-4540	Fertilizer and Chemicals	28,000	-	-
17,130	21,614	25,000	45-4545	Materials and Supplies	25,000	-	-
34,319	32,828	35,000	45-4810	Building and Grounds Maintenance	35,000	-	-
20,976	20,554	22,000	45-4811	Landscape Maintenance	22,000	-	-
27,847	32,164	30,000	45-4812	Turf & Irrigation Maintenance	32,000	-	-
960	3,241	3,000	45-4815	Vehicle Expense-Maintenance	3,500	-	-
26,498	26,626	28,000	45-4820	Vehicle Expense-Fuel	29,000	-	-
2,929	2,759	3,000	45-4825	Vehicle Tires	3,000	-	-
16,352	18,609	18,000	45-4830	Equipment Maintenance	18,000	-	-
-	47	1,000	45-4850	Equipment Rental	500	-	-
4,238	4,905	7,500	45-4875	Vandalism	7,500	-	-
2,304	3,651	3,400	45-5120	Uniforms	3,600	-	-
34,537	34,001	35,000	45-5410	Utilities-Power	37,000	-	-
2,880	3,381	4,000	45-5420	Utilities-Natural Gas	4,000	-	-
39,937	51,962	50,000	45-5430	Utilities-Water	54,000	-	-
8,834	9,825	11,000	45-5435	Utilities-Sewer	11,000	-	-
32,426	31,111	41,000	45-5440	Utilities-Garbage	37,000	-	-
13,072	14,246	15,000	45-5455	Utilities-Storm Drainage	15,000	-	-
5,910	5,668	6,000	45-5710	Insurance-Automobile	6,300	-	-
5,257	5,323	5,600	45-5715	Insurance-General Liability	5,900	-	-
15,505	16,574	17,500	45-5720	Insurance-Property	18,400	-	-
7,524	7,477	8,000	45-5740	Insurance-Equipment	8,400	-	-
1,058	957	1,200	45-5790	Insurance-Miscellaneous	1,260	-	-
371,437	438,857	435,240	Total		491,910	-	-
1,252,616	1,346,012	1,578,405	TOTAL PARKS MAINTENANCE		1,625,994	-	-
1,478,768	1,586,274	1,854,153	TOTAL PARKS DEPARTMENT		1,903,895	-	-

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.

DEPARTMENT GOALS – PRIOR YEAR

1. Finalize payment agreement procedures to allow for collections through the Oregon Department of Revenue.
2. Transfer court records to LaserFiche for ongoing maintenance and retrieval with integration to the Court software.

DEPARTMENT GOALS – CURRENT YEAR

1. Finalize payment agreement procedures to allow for collections through the Oregon Department of Revenue.
2. Transfer court records to LaserFiche for ongoing maintenance and retrieval with integration to the Court software.

PERSONNEL HISTORY The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Municipal Judge	0.3	0.3	0.3	0.3
Account Clerk II	2.5	2.5	2.5	2.5
Bailiff	0.4	0.4	0.4	0.4
Total	3.2	3.2	3.2	3.2

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - MUNICIPAL COURT				
			PERSONNEL SERVICES - 3010				
193,360	192,354	202,353		Salaries and Wages	209,222	-	-
90,407	110,833	107,898		Employee Benefits	107,186	-	-
283,767	303,187	310,251	Total		316,408	-	-
			MATERIALS AND SERVICES - 3010				
384	1,467	1,950	42-3010	Lodging and Registration	1,950	-	-
202	438	800	42-3015	Meals and Mileage	800	-	-
525	225	350	42-3040	Dues and Subscriptions	500	-	-
-	-	500	42-3055	Personnel Training	500	-	-
5,000	-	-	42-3090	Miscellaneous	-	-	-
72,301	72,000	74,000	42-3335	Professional Services-Prosecution	80,000	-	-
66,000	72,000	72,000	42-3340	Court Appointed Attorney Fees	72,000	-	-
25,000	25,000	25,000	42-3635	Mental Health Court	25,000	-	-
6,006	565	5,500	42-3690	Contracted Services	6,500	-	-
115	190	1,000	42-3875	Jury and Subpoena Fees	1,000	-	-
1,588	1,829	3,500	42-3885	Banking Fees	2,500	-	-
4,134	4,341	4,700	42-3920	Technology-Support and Maintenance	6,900	-	-
3,354	2,068	4,500	42-4510	Office Supplies	4,500	-	-
-	-	500	42-4515	Equipment Non Capital	500	-	-
6,000	6,000	6,000	42-4615	Rent-Building	6,000	-	-
190,609	186,123	200,300	Total		208,650	-	-
474,376	489,310	510,551	TOTAL MUNICIPAL COURT		525,058	-	-

CURRENT OPERATIONS

The Roseburg Police Department is a full-service law enforcement agency with a staff of 38 sworn police officers and six (6) 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 – 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 citizens' calls for service. Three (3) police officers are assigned as School Resource Officers (SRO) serving the Roseburg and Glide School Districts. Two Community Service Officers augment the Patrol Division by handling lower level calls for service. The Criminal Investigations Division consists of five (5) 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 Community Resources Office consists of one (1) administrative sergeant. The Records Division is supervised by an Administrative Assistant and staffed by two (2) Records Specialists.

DEPARTMENT GOALS/SIGNIFICANT ACHIEVEMENTS – PRIOR YEAR

1. Through robust recruiting, increase employment levels to enable us to fully staff units such as Motors, DINT, and CID.
2. Implement a Lethality Assessment Program for domestic violence victims.
3. Evaluate and improve response to the unhoused and camp cleanups.

DEPARTMENT GOALS – CURRENT YEAR

1. Through robust recruiting, increase employment levels to get fully staffed, which will enable us to fill all TDY positions.
2. Further develop Criminal Investigations Division capabilities by pursuing specific digital investigations training related to major crime incidents.
3. Develop continuity of operations planning so the police department is better prepared for emergency operations center activation due to major events, either natural or man-made.

PERSONNEL HISTORY	2017/18	2018/19	2019/20	2020/21
Police Chief	1	1	1	1
Staff Assistant	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	0	0	0
Sergeant	5	5	5	5
Corporal	3	3	3	3
Officer	20	20	20	20
Detective	4	5	5	5
School Resource Officer	3	3	3	3
Community Service Officer	0	0	1	1
Records Specialist	2	2	2	2
Administrative Tech	1	1	1	1
TOTAL	**42**	**42**	**43**	**43**

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - POLICE DEPARTMENT				
			PERSONNEL SERVICES - 3510				
3,382,178	3,307,284	3,730,183		Salaries and Wages	3,804,522	-	-
2,178,029	2,193,420	2,705,885		Employee Benefits	2,689,551	-	-
5,560,207	5,500,704	6,436,068	Total		6,494,073	-	-
			MATERIALS AND SERVICES - 3510				
15,275	11,740	20,000	42-3010	Lodging and Registration	20,000	-	-
4,049	1,812	7,000	42-3015	Meals and Mileage	7,000	-	-
2,768	2,150	4,000	42-3040	Dues and Subscriptions	4,000	-	-
4,531	32,457	38,000	42-3090	Training-Equipment	43,000	-	-
4,278	4,110	10,000	42-3310	Professional Services-Legal	10,000	-	-
-	-	500	42-3345	Personnel Testing	500	-	-
186	106	300	42-3630	Contracted Services-Misc	300	-	-
334,547	382,775	500,000	42-3635	Contracted Services-Dispatch	450,000	-	-
171,033	241,132	275,000	42-3645	Jail Expenses	275,000	-	-
489	236	500	42-3835	Neighborhood Program	1,000	-	-
-	382	2,500	42-3910	Hardware Non Capital	2,500	-	-
44,019	54,425	68,000	42-3920	Technology-Support and Maintenance	68,000	-	-
420	437	440	42-4210	Telephone Communications	470	-	-
29,776	20,018	30,000	42-4215	Cellular Phone	26,500	-	-
56,702	9,305	7,500	42-4220	Radio Communications	7,500	-	-
36	-	-	42-4290	Other Communications	-	-	-
13,103	9,407	9,000	42-4510	Office Supplies	9,000	-	-
23,303	27,486	27,500	42-4515	Supplies-Equipment Non Capital	10,500	-	-
796	1,131	1,500	42-4520	Postage	1,800	-	-
6,152	16,166	11,000	42-4545	Materials and Supplies	13,000	-	-
-	501	500	42-4565	Volunteers Program	500	-	-
2,609	750	1,500	42-4575	Printing	1,500	-	-
-	2,074	1,500	42-4580	Office Equipment/Furniture	1,500	-	-
13,833	14,048	10,000	42-4585	K-9	10,000	-	-
2,543	2,043	2,000	42-4590	Supplies-Miscellaneous	2,500	-	-
22,956	33,083	35,000	42-4810	Building and Grounds Maintenance	40,000	-	-
23,059	21,598	35,000	42-4815	Vehicle Expense-Maintenance	35,000	-	-
45,612	49,415	58,500	42-4820	Vehicles Expense-Fuel	67,000	-	-
5,552	8,768	7,500	42-4825	Vehicles Expense-Tires	9,000	-	-
409	472	500	42-4830	Equipment	500	-	-
35,359	34,891	33,000	42-5120	Uniforms	36,000	-	-
25,812	25,085	29,175	42-5410	Utilities-Power	29,175	-	-
9,488	8,918	10,500	42-5420	Utilities-Gas	11,900	-	-
4,157	3,655	5,784	42-5430	Utilities-Water	6,075	-	-
2,589	2,588	3,100	42-5435	Utilities-Sewer	3,600	-	-
1,307	1,305	1,500	42-5440	Utilities-Garbage Service	1,750	-	-
2,595	2,854	2,900	42-5455	Utilities-Storm Drainage	2,980	-	-
29,055	23,424	18,624	42-5710	Insurance-Automobile	20,290	-	-
84,811	95,857	90,151	42-5715	Insurance-General Liability	94,660	-	-
8,646	9,181	9,641	42-5720	Insurance-Property	10,130	-	-
288	188	198	42-5740	Insurance-Equipment	210	-	-
1,929	2,277	2,391	42-5790	Insurance-Miscellaneous	2,510	-	-
1,034,072	1,158,250	1,371,704	Total		1,336,850	-	-
6,594,279	6,658,954	7,807,772	TOTAL POLICE DEPARTMENT		7,830,923	-	-

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 42 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 2020-21, the Fire Department plans to continue to provide the highest level of service to the public while building new partnerships with community groups and members. 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 be placing a new fire engine and brush engine into service this next budget year, which will enhance service and efficiency during emergency response.

DEPARTMENT GOALS – PRIOR YEAR

1. Enhance inter-agency relationships with regional training at the Public Safety Center and various locations.
2. Implement and integrate new departmental software with the existing records management system.
3. Maintain, update, and exercise the City's Emergency Communication Center, including training City personnel to manage a citywide disaster.

DEPARTMENT GOALS – CURRENT YEAR

1. Implement a new Type I and Type III fire engine into the fleet.
2. Continued improvement for the records management system through the implementation of additional apparatus and training software.
3. Work cooperatively with other City departments to enhance emergency preparedness and begin to evaluate current capabilities through exercises.

PERSONNEL HISTORY

	2017-18	2018-19	2019-20	2020-21
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	4.0	4.0	4.0	4.0
Staff Assistant	1.0	1.0	1.0	1.0
Secretary I	0.75	0.75	1.0	1.0
Fire Lieutenant	9.0	9.0	9.0	9.0
Driver/Engineer	9.0	9.0	9.0	9.0
Firefighter	15.0	15.0	15.0	15.0
	41.75	41.75	42	42

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GENERAL FUND (100) - FIRE DEPARTMENT				
			PERSONNEL SERVICES - 4010				
3,718,249	3,655,236	4,092,552		Salaries and Wages	4,161,241	-	-
2,302,787	2,340,860	2,841,942		Employee Benefits	2,833,302	-	-
6,021,036	5,996,096	6,934,494	Total		6,994,543	-	-
			MATERIALS AND SERVICES - 4010				
20,379	12,190	18,000	42-3010	Lodging and Registration	18,000	-	-
6,417	2,118	7,000	42-3015	Meals and Mileage	7,000	-	-
5,250	8,197	9,000	42-3040	Dues and Subscriptions	9,000	-	-
2,374	8,195	7,500	42-3055	Personnel Training	7,500	-	-
4,231	53,349	15,000	42-3310	Professional Services-Legal	15,000	-	-
5,600	5,600	6,000	42-3330	Professional Services-Technical	6,000	-	-
8,000	9,176	10,000	42-3350	Professional Services-Laboratory/Medical	12,000	-	-
37,172	42,530	87,300	42-3635	Contracted Services-Dispatch	87,300	-	-
1,409	1,096	1,200	42-3690	Contracted Services-Misc	1,500	-	-
2,914	3,987	4,000	42-3835	Neighborhood/Education Programs	4,000	-	-
-	2,743	5,000	42-3865	Haz-Mat Response	5,000	-	-
5,720	-	1,000	42-3910	Hardware Non Capital	1,000	-	-
14,127	14,947	19,000	42-3920	Technology-Support and Maintenance	21,000	-	-
1,719	1,814	2,500	42-4210	Telephone Communications	2,000	-	-
6,824	7,196	8,000	42-4215	Cellular Phone	8,000	-	-
7,490	4,200	5,500	42-4220	Radio Communications	5,500	-	-
6,034	3,194	5,500	42-4510	Office Supplies	5,000	-	-
20,652	25,304	22,000	42-4515	Equipment Non Capital/Engine Equipment	22,000	-	-
609	287	750	42-4520	Postage	750	-	-
19,894	17,817	20,000	42-4545	Materials and Supplies	20,000	-	-
2,202	3,678	4,000	42-4555	Extinguishing Agents	4,000	-	-
2,171	2,707	2,000	42-4580	Office Equipment/Furniture	2,000	-	-
28,634	38,616	37,000	42-4810	Building and Grounds Maintenance	40,000	-	-
61,708	55,640	50,000	42-4815	Vehicle Expense-Maintenance	55,000	-	-
22,718	24,881	30,000	42-4820	Vehicle Expense-Fuel	30,000	-	-
7,689	7,808	8,000	42-4825	Vehicle Tires	8,000	-	-
24,728	18,944	28,000	42-4830	Equipment Maintenance	25,000	-	-
15,264	16,384	16,500	42-5115	Safety Clothing	16,500	-	-
21,243	16,412	15,000	42-5120	Uniforms	15,000	-	-
34,351	31,340	35,000	42-5410	Utilities-Power	35,000	-	-
16,901	12,465	22,000	42-5420	Utilities-Gas	21,000	-	-
7,920	5,714	9,500	42-5430	Utilities-Water	11,000	-	-
3,542	3,368	3,500	42-5435	Utilities-Sewer	3,900	-	-
2,462	2,738	3,000	42-5440	Utilities-Garbage	3,000	-	-
3,806	4,186	4,500	42-5455	Utilities-Storm Drain	5,000	-	-
21,929	24,301	20,000	42-5710	Insurance-Automobile	20,000	-	-
16,339	16,769	18,000	42-5715	Insurance-General Liability	15,000	-	-
9,995	11,030	12,000	42-5720	Insurance-Property	13,000	-	-
6,761	6,628	7,500	42-5740	Insurance-Equipment	7,300	-	-
1,258	1,035	1,500	42-5790	Insurance-Miscellaneous	1,400	-	-
488,436	528,584	581,250	Total		588,650	-	-
6,509,472	6,524,680	7,515,744	TOTAL FIRE DEPARTMENT		7,583,193	-	-

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 2020-21

$25,000	Capital improvements with citywide benefits (to be finalized)
$25,000	Total

OTHER REQUIREMENTS – Insurance deductible expense arising from events during the year are centralized in this account in order to provide stability in operating budgets.

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

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	GENERAL FUND (100)		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			CAPITAL OUTLAY - 7575				
-	-	25,000	41-7020	Equipment Acquisition-General Fund	25,000	-	-
27,050	82,057	45,000	41-7020	Equipment Acquisition-IT	-	-	-
27,050	82,057	70,000	Total		25,000	-	-
			TRANSFERS - 9090				
50,000	50,000	50,000	49-8832	Transfer to Park Improvement	50,000	-	-
675,000	675,000	675,000	49-8833	Transfer to Equipment Fund	775,000	-	-
30,000	130,000	75,000	49-8836	Transfer to Facilities Improvement	100,000	-	-
755,000	855,000	800,000	Total		925,000	-	-
			OTHER REQUIREMENTS - 9093				
-	-	25,000	45-9100	Insurance Deductibles	30,000	-	-
-	-	-	45-9100	Sobering Center	50,000	-	-
-	-	-	45-9100	4th of July	6,000	-	-
-	-	-	45-9100	Other Requirments	115,000	-	-
5,000	-	-	45-9110	Library	-	-	-
5,000	-	25,000	Total		201,000	-	-
22,176,273	22,946,497	26,400,503	TOTAL EXPENDITURES		26,912,168	-	-
			OPERATING CONTINGENCY - 9091				
-	-	610,233	60-9010		1,000,000	-	-
7,297,699	7,263,904	5,769,332	60-9410	UNAPPROPRIATED ENDING FUND BALANCE	6,119,128	-	-
7,297,699	7,263,904	6,379,565	TOTAL FUND BALANCE		7,119,128	-	-
29,473,972	30,210,401	32,780,068	TOTAL EXPENDITURES & ENDING FUND BALANCE		34,031,296	-	-

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	BUSINESS EDUCATION	FED - HUD (CDBG)	100,000	-		100,000
COMMUNITY DEV	CERTIFIED LOCAL GOVERNMENT	STATE HISTORIC OFFICE	12,500	12,500	(1)	12,500
POLICE	MOBILE CRISIS INTERVENTION	FED - DEPARTMENT OF JUSTICE	600,000	-		600,000
POLICE	TRAINING EQUIPMENT	COW CREEK TRIBE	5,000	-		5,000
POLICE	BULLET PROOF VESTS	FED - DEPARTMENT OF JUSTICE	6,500	6,500		13,000
POLICE	TACTICAL EQUIPMENT	PRIVATE GRANT	25,000	-		25,000
			749,000	19,000		755,500

(1) in kind

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	SUMMARY	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GRANT SPECIAL REVENUE FUND (220)			
			RESOURCES:			
284,053	3,109,512	2,127,500	Intergovernmental Revenue	724,000	-	-
-	-	-	Donations	25,000	-	-
1,271	3,687	1,500	Interest	3,000	-	-
285,324	3,113,199	2,129,000	Total Operating Revenues	752,000	-	-
75,856	57,940	70,805	Beginning Fund Balance	88,159	-	-
361,180	3,171,139	2,199,805	TOTAL RESOURCES	840,159	-	-
			REQUIREMENTS			
			Operating Budget:			
279,615	3,080,721	2,127,500	Materials and Services	755,500	-	-
279,615	3,080,721	2,127,500	Total Operating Budget	755,500	-	-
23,625	4,048	-	Capital Outlay	-	-	-
303,240	3,084,769	2,127,500	Total Expenditures	755,500	-	-
-	-	-	Contingency	-	-	-
-	-	72,305	Reserved for Future Expenditure	84,659	-	-
57,940	86,370	-	Unappropriated Ending Fund Balance	-	-	-
361,180	3,171,139	2,199,805	TOTAL REQUIREMENTS	840,159	-	-

CITY OF ROSEBURG, OREGON

GRANT FUND (220)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
75,856	57,940	70,805	220-00-00-301	BEGINNING FUND BALANCE	88,159	-	-
			REVENUES - (220)				
67,944	1,188,961	2,110,000	20-20-331120	Federal Grants	706,500	-	-
15,500	3,000	12,500	50-20-332100	State Grants-SHPO	12,500	-	-
5,000	-	-	50-20-332120	State Grants	-	-	-
195,609	1,917,551	5,000	20-20-334120	Local Grants	5,000	-	-
1,271	3,687	1,500	60-40-371100	Interest Income	3,000	-	-
-	-	-	20-20-381110	Donations/Other	25,000	-	-
285,324	3,113,199	2,129,000	Total		752,000	-	-
361,180	3,171,139	2,199,805	TOTAL REVENUES & BEGINNING FUND BALANCE		840,159	-	-
			MATERIALS AND SERVICES - 1520				
272,645	3,070,699	1,362,500	41-3630	Contracted Services	112,500	-	-
272,645	3,070,699	1,362,500	Total		112,500	-	-
			MATERIALS AND SERVICES - 3510				
-	-	750,000	42-3630	Contracted Services	600,000	-	-
-	2,349	15,000	42-4515	Supplies-Equipment Non Capital	43,000	-	-
6,970	7,673	-	42-5120	Uniforms	-	-	-
6,970	10,022	765,000	Total		643,000	-	-
279,615	3,080,721	2,127,500	TOTAL MATERIALS AND SERVICES		755,500	-	-
			CAPITAL OUTLAY - 7575				
23,625	4,048	-	41-7020	Equipment Acquisition-Police	-	-	-
23,625	4,048	-	Total		-	-	-
303,240	3,084,769	2,127,500	TOTAL EXPENDITURES		755,500	-	-
			RESERVED FOR FUTURE EXPENDITURE- 9092				
-	-	72,305	60-9210		84,659	-	-
57,940	86,370	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
361,180	3,171,139	2,199,805	TOTAL EXPENDITURES & ENDING FUND BALANCE		840,159	-	-

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 currently contracts with a third party to provide the primary tourism promotion services.

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.

State Grants that are for tourism promotion activities are accounted for in this 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

HOTEL/MOTEL TAX FUND (240)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
300,772	323,987	338,933	240-00-00-301	BEGINNING FUND BALANCE	621,018	-	-
			REVENUES - (240)				
1,166,406	1,232,792	1,250,000	78-40-315200	Hotel/Motel Tax	1,240,000	-	-
3,646	489	-	78-40-315100	Penalty and Interest	-	-	-
7,177	10,326	9,000	60-40-371100	Interest Income	12,000	-	-
-	462	-	80-40-385100	Miscellaneous	-	-	-
1,177,229	1,244,069	1,259,000	Total		1,252,000	-	-
1,478,001	1,568,056	1,597,933	TOTAL REVENUES & BEGINNING FUND BALANCE		1,873,018	-	-
			MATERIALS AND SERVICES - 7474				
40,025	38,607	40,185	46-3210	City Services-Management	34,432	-	-
15,805	-	103,000	46-3622	Tourism Promotion	250,000	-	-
36,288	62,887	-	46-3620	V & C Local Events	-	-	-
580,368	400,939	623,500	46-3625	Contracted Services-Tourism	450,000	-	-
672,486	502,433	766,685	Total		734,432	-	-
			TRANSFER - 9090				
370,467	392,767	397,970	49-8829	Transfer to Street Light/Sidewalk Fund	399,800	-	-
111,061	117,747	119,310	49-8855	Transfer to Economic Development	119,855	-	-
-	-	25,000	49-8832	Transfer to Park Improvement Fund	-	-	-
-	-	27,000	49-8836	Transfer to Facility Fund	-	-	-
481,528	510,514	569,280	Total		519,655	-	-
1,154,014	1,012,947	1,335,965	TOTAL EXPENDITURES		1,254,087	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	261,968	60-9210		618,931	-	-
323,987	555,109	-	UNAPPROPRIATED ENDING FUND BALANCES		-	-	-
1,478,001	1,568,056	1,597,933	TOTAL EXPENDITURES & ENDING FUND BALANCES		1,873,018	-	-

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.

- Capital Outlay – 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. Many of the resources are dedicated to ADA improvements in the Five Year Capital Improvement Plan. These resources may be combined with other sources to perform these upgrades as part of larger construction 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 2020-21 are listed in Table T-1.

CITY OF ROSEBURG, OREGON

STREET LIGHT/SIDEWALK FUND (290)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
1,148,826	286,152	320,701	00-00-301000	BEGINNING FUND BALANCE	413,403	-	-
			REVENUES - (290)				
7,483	5,746	5,500	60-40-371100	Interest Income	6,000	-	-
629	504	-	30-30-361200	Assessments-S/W	-	-	-
-	2,160	-	30-30-385100	Miscellaneeous	-	-	-
370,467	392,768	397,970	00-00-391124	Transfer from Hotel/Motel Fund	399,800	-	-
378,579	401,178	403,470	Total		405,800	-	-
1,527,405	687,330	724,171	TOTAL REVENUES & BEGINNING FUND BALANCE		819,203	-	-
			MATERIALS AND SERVICES - 7474				
8,699	18,471	7,726	43-3210	City Services-Management	9,194	-	-
66,590	69,272	73,983	43-3230	City Services-Public Works	75,141	-	-
75,289	87,743	81,709	Total		84,335	-	-
			CAPITAL OUTLAY - 7575				
680,936	-	50,000	43-7045	Sidewalks-New Construction	50,000	-	-
23,485	214,576	290,000	43-7046	Sidewalks-Reconstruction	240,000	-	-
461,543	2,093	60,000	43-7047	Improve-Street Lights/Signals	40,000	-	-
-	-	-	43-7048	Traffic Signals	145,000	-	-
1,165,964	216,669	400,000	Total		475,000	-	-
1,241,253	304,412	481,709	TOTAL EXPENDITURES		559,335	-	-
			OPERATING CONTINGENCY - 9091				
-	-	242,462	60-9010		259,868	-	-
286,152	382,918	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
1,527,405	687,330	724,171	TOTAL EXPENDITURES & ENDING FUND BALANCE		819,203	-	-

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (EAST)
FY 2020-21

	Funding				
Project	**Estimated Cost**	**Sidewalk Streetlight**	**Transportation**	**Storm**	**Urban Renewal**
Annual Pavement Management Program*	1,325,000				
Slurry Seals (Non-Capital)*			150,000		
Overlays (Capital)			1,175,000		
ADA Improvements	200,000	200,000			
CIPP Storm Project(s)	676,000				
Aviation Drive				430,000	
Nash St.				72,000	
Stewart Parkway at Renann				34,000	
Azaela Street				24,000	
Fromdahl Court				25,000	
Stewart Parkway at RR Crossing				28,000	
Troost at Witherspoon				63,000	
Open Cut Storm Drainage Repairs	520,000				
Harisson at Harvard				165,000	
Kenwood, Rainbow & Haggerty				340,000	
770 Garden Valley - Dutch Bros				15,000	
Cecil from Eden to Mulholland					
Calkins & Troost					
In house Storm Projects	44,500				
Barager North of Todd				6,000	
Flagg St to Douglas				11,500	
Marster btwn Giles & Eddy				27,000	
Street Construction	587,520				
Stewart Pkwy Bridge End Panels			342,520		
Traffic Signal Power Supply Replacement		145,000			
TBD					100,000
Miscellaneous					
Sidewalk Construction/Reconstruction	90,000	90,000			
Misc Streetlight/Signal Improvements	40,000	40,000			
GIS/Mapping	35,000		15,000	20,000	
Capital Projects Total	***3,518,020***	***475,000***	***1,682,520***	***1,260,500***	***100,000***

** 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. Staff will be applying for grants to construct approximately 2.75 miles of mountain bike trails at Sunshine Park.

CITY OF ROSEBURG, OREGON

BIKE TRAIL FUND (250)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
130,420	156,060	153,860	250-00-00-301	BEGINNING FUND BALANCE	180,986	-	-
			REVENUES - (250)				
-	-	120,000	00-00-331535	Other Grants	-	-	-
15,324	17,896	17,776	40-20-332510	Gasoline Subvention	19,712	-	-
-	-	-	40-30-332120	Other Grants	195,000	-	-
2,345	3,974	2,500	60-40-371100	Interest Income	2,500	-	-
-	1,258	-	80-40-385100	Miscellaneous	-	-	-
10,000	10,000	10,000	85-40-391131	Transfer from Transportation Fund	10,000	-	-
27,669	33,128	150,276	Total		227,212	-	-
158,089	189,188	304,136	TOTAL REVENUES & BEGINNING FUND BALANCE		408,198	-	-
			MATERIALS AND SERVICES - 7474				
-	-	10,000	45-4855	Bike Trail Maintenance	10,000	-	-
-	-	10,000	Total		10,000	-	-
			CAPITAL OUTLAY - 7575				
2,029	141,969	150,000	45-7035	Bike Trail Improvements	250,000	-	-
2,029	141,969	160,000	TOTAL EXPENDITURES		260,000	-	-
			OPERATING CONTINGENCY - 9091				
-	-	144,136	60-9010		148,198	-	-
156,060	47,219	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
158,089	189,188	304,136	TOTAL EXPENDITURES & ENDING FUND BALANCE		408,198	-	-

CITY OF ROSEBURG, OREGON
GOLF FUND

The municipal golf 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 projected FY 2020-21 beginning fund balance is expected to be slightly higher than 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 participate with the concessionaire in any improvements such as cart path improvements, drainage improvements and roofing improvements at the facility.

CITY OF ROSEBURG, OREGON

GOLF FUND (210)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
77,949	65,580	85,407	00-00-301000	BEGINNING FUND BALANCE	101,497	-	-
			REVENUES - (210)				
3,450	23,462	28,717	40-10-342105	Facilities Rent	29,579	-	-
18,448	19,002	19,573	40-10-342120	Land Lease	20,160	-	-
1,256	2,323	2,300	60-40-371100	Interest Income	2,300	-	-
23,154	44,787	50,590	Total		52,039	-	-
101,103	110,367	135,997	TOTAL REVENUES & BEGINNING FUND BALANCE		153,536	-	-
			MATERIALS AND SERVICES - 7010				
6,000	6,000	6,000	45-3210	City Services-Administration	6,000	-	-
-	-	10,000	45-3690	Contracted Services	10,000	-	-
10,000	-	-	45-4545	Materials and Supplies	-	-	-
1,628	14,640	15,000	45-4810	Building and Grounds Maintenance	15,000	-	-
1,137	1,224	1,300	45-5435	Utilities-Sewer	1,450	-	-
1,345	1,381	1,525	45-5715	Insurance-General Liability	1,610	-	-
1,285	1,403	1,550	45-5720	Insurance-Property	1,630	-	-
84	69	80	45-5790	Insurance-Miscellaneous	90	-	-
21,479	24,717	35,455	Total		35,780	-	-
21,479	24,717	35,455	TOTAL MAINTENANCE DEPARTMENT		35,780	-	-
			CAPITAL OUTLAY - 7575				
14,044	-	25,000	45-7035	Improvements-Other	25,000	-	-
14,044	-	25,000	Total		25,000	-	-
35,523	24,717	60,455	TOTAL EXPENDITURES		60,780	-	-
			OPERATING CONTINGENCY - 9091				
-	-	75,542	210-9091-60-9010		92,756	-	-
65,580	85,650	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
101,103	110,367	135,997	TOTAL EXPENDITURES & ENDING FUND BALANCE		153,536	-	-

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 Umpqua Economic Development Partnership, leveraging the public/private investment. The Economic Development, Planning, 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 Umpqua Economic Development Partnership, the downtown Main Street Program, and other projects as needed.

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	CITY OF ROSEBURG, OREGON ECONOMIC DEVELOPMENT FUND (230)		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
146,088	174,407	180,459	00-00-301000	BEGINNING FUND BALANCE	201,569	-	-
			REVENUES - (230)				
-	-	100,000	00-00-332115	State Grants	100,000	-	-
-	10,000	-	50-20-334100	Local Grants	5,000	-	-
2,183	4,332	3,500	60-40-371100	Interest Income	3,000	-	-
111,061	117,746	119,310	85-40-391124	Transfer From Hotel/Motel	119,855	-	-
113,244	132,078	222,810	Total		227,855	-	-
259,332	306,485	403,269	TOTAL REVENUES & BEGINNING FUND BALANCE		429,424	-	-
			MATERIALS AND SERVICES - 7474				
6,225	6,936	5,506	46-3210	City Services-Management	13,863	-	-
1,200	-	100,000	46-3630	Contracted Services-Technical	100,000	-	-
77,500	79,300	77,500	46-3690	Contracted Services	77,500	-	-
-	-	100,000	46-3690	Contracted Services - Wayfinding	-	-	-
-	1,250	-	46-4545	Materials and Supplies	10,000	-	-
84,925	87,486	283,006	Total		201,363	-	-
			CAPITAL OUTLAY - 7575				
-	-	50,000	46-7035	Improvements-General	130,000	-	-
-	-	50,000	Total		130,000	-	-
84,925	87,486	333,006	TOTAL EXPENDITURES		331,363	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	70,263	60-9210		98,061	-	-
174,407	218,999	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
259,332	306,485	403,269	TOTAL EXPENDITURES & ENDING FUND BALANCE		429,424	-	-

CITY OF ROSEBURG, OREGON
LIBRARY SPECIAL REVENUE FUND

The Library Special Revenue Fund is established to account for grants and donations received that are restricted solely for the use of the Library and its programs. The City has received grants and donations that assist with the library's collection and programs, and library staff will continue to seek funding through these means. This fund provides the oversight and internal controls to ensure that any such funds are utilized in conformance with all funding restrictions.

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	CITY OF ROSEBURG, OREGON LIBRARY SPECIAL FUND (270)		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
-	-	31,500	00-00-301000	BEGINNING FUND BALANCE	101,581	-	-
			REVENUES - (270)				
-	18,528	150,000	50-20-332100	Other Grants	28,200	-	-
-	109,000	85,000	20-20-334100	Local Grants	125,000	-	-
-	-	25,000	20-20-334140	Interagency-ESD	5,000	-	-
-	1,310	1,000	60-40-371100	Interest Income	3,000	-	-
-	33,092	35,000	00-00-381110	Donations/Other	45,000	-	-
-	7,489	-	80-40-385100	Miscellaneous	-	-	-
-	169,419	296,000	Total		206,200	-	-
-	169,419	327,500	TOTAL REVENUES & BEGINNING FUND BALANCE		307,781	-	-
			MATERIALS AND SERVICES - 7474				
-	11,750	35,000	41-3630	Contracted Services	30,000	-	-
-	16,994	15,000	41-4545	Collection Materials	105,750	-	-
-	5,769	27,400	41-4546	Collection Materials - Children	20,100	-	-
-	1,515	8,220	41-4547	Collection Materials - Teen	9,500	-	-
-	6,312	32,880	41-4548	Collection Materials - Adult	20,200	-	-
-	-	27,500	41-4620	Equipment Non Capital	30,600	-	-
-	42,340	146,000	Total		216,150	-	-
			CAPITAL OUTLAY - 7575				
-	-	125,000	41-7015	Building & Improvements	-	-	-
-	-	-	41-7025	Equipment Acquisition	10,000	-	-
-	-	125,000	Total		10,000	-	-
			TRANSFER - 9090				
-	-	35,000	49-8810	Transfer to General Fund	10,000	-	-
-	-	-	49-8836	Transfer to Facilities Fund	15,500	-	-
-	-	35,000			25,500	-	-
-	42,340	306,000	TOTAL EXPENDITURES		251,650	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	21,500	60-9210		56,131	-	-
-	127,079	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
-	169,419	327,500	TOTAL EXPENDITURES & ENDING FUND BALANCE		307,781	-	-

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 $680,000 have been funded. The Parks and Recreation Commission and City Council review proposed projects annually for submission to the trustee for funding.

In FY 2020-21, funds have been programmed for matching costs associated with a grant to renovate the Stewart Park Pavilion.

CITY OF ROSEBURG, OREGON

STEWART TRUST - (710)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
66,430	81,829	98,569	00-00-301000	BEGINNING FUND BALANCE	123,567	-	-
			REVENUES - 710				
176	268	250	60-40-371100	Interest Income	250	-	-
15,223	20,220	16,500	40-30-381010	Trust Contributions-Earle Stewart	20,500	-	-
15,399	20,488	16,750	Total		20,750	-	-
81,829	102,317	115,319	TOTAL REVENUES & BEGINNING FUND BALANCE		144,317	-	-
			CAPITAL OUTLAY - 7575				
-	-	40,000	45-7082	Improvements-Stewart Park	40,000	-	-
-	-	40,000	45-7083	Improvements-Legion	15,000	-	-
-	-	80,000	Total		55,000	-	-
-	-	80,000	TOTAL EXPENDITURES		55,000	-	-
			RESERVED FOR FUTURE EXPENDITURE- 9092				
-	-	35,319	60-9210		89,317	-	-
81,829	102,317	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
81,829	102,317	115,319	TOTAL EXPENDITURES & ENDING FUND BALANCE		144,317	-	-

CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
DEBT RETIREMENT FUND

RESOURCES AND REQUIREMENTS

The City retired the remaining debt obligations, which were managed by this fund in the 2018-19 budget year; consequently, there are no appropriations to be approved in the current fiscal year. Fund is presented for historical purposes.

CITY OF ROSEBURG, OREGON

DEBT RETIREMENT FUND (400/410)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
-	-	-	00-00-301000	BEGINNING FUND BALANCE	-	-	-
			REVENUE - (400)/(410)				
1,044,217	717,947	-	410-30-20-334140	Interagency Revenue	-	-	-
1,044,217	717,947	-	Total		-	-	-
1,044,217	717,947	-	TOTAL REVENUES & BEGINNING FUND BALANCE		-	-	-
1,000,000	700,000	-	410-8080-47-8010	Principal	-	-	-
44,217	17,947	-	410-8080-47-8120	Interest	-	-	-
1,044,217	717,947	-	Total		-	-	-
1,044,217	717,947	-	TOTAL EXPENDITURES		-	-	-
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
1,044,217	717,947	-	TOTAL EXPENDITURES & ENDING FUND BALANCE		-	-	-

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 sent to PERS were used to pay the City's transition liability, the City earned a reduced 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.

	PRINCIPAL	INTEREST	TOTAL
2021	325,000	165,188	490,188
2022	360,000	149,328	509,328
2023	395,000	131,760	526,760
2024	435,000	112,484	547,484
2025	480,000	91,256	571,256
2026-2028	1,390,000	124,928	1,514,928
	$3,385,000	$ 774,944	$4,159,944

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	PENSION BOND DEBT SERVICE FUND (420)		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
38,521	45,596	39,753	00-00-301000	BEGINNING FUND BALANCE	53,069	-	-
			REVENUES-(420)				
446,059	453,717	500,500	10-40-341000	Interdept Charges-General Fund	522,500	-	-
446,059	453,717	500,500	Total		522,500	-	-
484,580	499,313	540,253	TOTAL REVENUES & BEGINNING FUND BALANCE		575,569	-	-
			DEBT SERVICE - 8080				
235,000	265,000	295,000	47-8710	Principal-Pension Bond	325,000	-	-
203,984	192,516	179,590	47-8720	Interest-Pension Bond	165,200	-	-
438,984	457,516	474,590	Total		490,200	-	-
438,984	457,516	474,590	TOTAL EXPENDITURES		490,200	-	-
45,596	41,797	65,663	UNAPPROPRIATED ENDING FUND BALANCE		85,369	-	-
484,580	499,313	540,253	TOTAL EXPENDITURES & ENDING FUND BALANCE		575,569	-	-

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 Transportation 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 – The FY 2020-21 Beginning Fund Balance is projected to be slightly lower than the previous year.

- STP Funds – This line item includes Federal Surface Transportation funds available annually. The intent this year is to use STP funds to pay for asphalt overlays.

- 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 funds 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 slurry seal projects and in-house street repairs anticipated for construction in 2020-21.

- Capital Outlay – The specific projects proposed for the 2020-21 fiscal year are listed in Table T-1.

- Transfer to Public Works Fund – A transfer of $1,017,265 to the General Fund has been budgeted to account for the operations of the Public Works Department. The transfer will fund approximately 34 percent of the Public Works Engineering, Administration and Street Maintenance Divisions.

CITY OF ROSEBURG, OREGON

TRANSPORTATION FUND (310)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
2,382,850	2,407,561	2,704,937	00-00-301000	BEGINNING FUND BALANCE	2,473,161	-	-
			REVENUES - (310)				
56,080	52,248	58,250	78-40-321700	Gas Franchise Fees	54,000	-	-
336,622	324,316	342,350	78-40-321720	Electric Franchise Fees	325,850	-	-
45,202	45,105	47,300	78-40-321740	Telephone Franchise Fees	47,300	-	-
23,067	23,468	23,300	78-40-321760	Cable TV Franchise Fees	23,300	-	-
41,617	45,382	51,000	78-40-321780	Water Utility Franchise Fees	48,550	-	-
14,601	16,359	17,100	78-40-321800	Storm Drainage Franchise Fees	18,000	-	-
697,203	-	200,000	30-30-331000	STBG Funds	800,000	-	-
1,517,105	1,771,667	1,758,358	30-20-332510	Gas State Subventions	1,951,488	-	-
68,966	76,659	150,000	30-30-343850	Transportation SDC	100,000	-	-
3,539	3,566	5,000	30-10-343815	SDC Admin Fee	4,000	-	-
37,419	57,946	50,000	60-40-371100	Interest Income	50,000	-	-
2,841,421	2,416,716	2,902,658	Total		3,422,488	-	-
5,224,271	4,824,277	5,607,595	TOTAL REVENUES & BEGINNING FUND BALANCE		5,895,649	-	-
			MATERIALS AND SERVICES - 7474				
74,576	76,953	71,548	43-3210	City Services-Management	90,295	-	-
868,448	903,418	976,581	43-3230	City Services-Public Works	1,021,922	-	-
2,456	2,982	3,600	43-3315	Audit Fees	3,600	-	-
13,855	1,835	-	43-3690	Contracted Services	-	-	-
53,754	121,899	250,000	43-4835	Road and Bridge Maintenance	150,000	-	-
1,013,089	1,107,087	1,301,729	Total		1,265,817	-	-
			CAPITAL OUTLAY - 7575				
66,264	916,313	1,300,000	43-7035	Improvements-PMP	1,175,000	-	-
860,889	160,218	725,000	43-7052	Improvements-St Construction	342,520	-	-
852,658	9,358	-	43-7053	Improvements-Transportation	-	-	-
13,810	17,053	225,000	41-7055	Equipment/Mapping	15,000	-	-
1,793,621	1,102,942	2,250,000	Total		1,532,520	-	-
			TRANSFERS - 9090				
10,000	10,000	10,000	49-8825	Transfer to Bike Trail	10,000	-	-
2,816,710	2,220,029	3,561,729	TOTAL EXPENDITURES		2,808,337	-	-
			RESERVE FOR FUTURE EXPENDITURE - 9092				
-	-	2,045,866	60-9210		3,087,312	-	-
2,407,561	2,604,248	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
5,224,271	4,824,277	5,607,595	TOTAL EXPENDITURES & ENDING FUND BALANCE		5,895,649	-	-

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (EAST)
FY 2020-21

	Funding				
Project	**Estimated Cost**	**Sidewalk Streetlight**	**Transportation**	**Storm**	**Urban Renewal**
Annual Pavement Management Program*	1,325,000				
Slurry Seals (Non-Capital)*			150,000		
Overlays (Capital)			1,175,000		
ADA Improvements	200,000	200,000			
CIPP Storm Project(s)	676,000				
Aviation Drive				430,000	
Nash St.				72,000	
Stewart Parkway at Renann				34,000	
Azaela Street				24,000	
Fromdahl Court				25,000	
Stewart Parkway at RR Crossing				28,000	
Troost at Witherspoon				63,000	
Open Cut Storm Drainage Repairs	520,000				
Harisson at Harvard				165,000	
Kenwood, Rainbow & Haggerty				340,000	
770 Garden Valley - Dutch Bros				15,000	
Cecil from Eden to Mulholland					
Calkins & Troost					
In house Storm Projects	44,500				
Barager North of Todd				6,000	
Flagg St to Douglas				11,500	
Marster btwn Giles & Eddy				27,000	
Street Construction	587,520				
Stewart Pkwy Bridge End Panels			342,520		
Traffic Signal Power Supply Replacement		145,000			
TBD					100,000
Miscellaneous					
Sidewalk Construction/Reconstruction	90,000	90,000			
Misc Streetlight/Signal Improvements	40,000	40,000			
GIS/Mapping	35,000		15,000	20,000	
Capital Projects Total	***3,518,020***	***475,000***	***1,682,520***	***1,260,500***	***100,000***

** 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 20-21 budget includes funds for grant funded improvements to Beulah Park and the Stewart Park Pavilion.

CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- Beginning Fund Balance – The projected FY 2020-21 beginning fund balance is slightly higher than the previous 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.

- Transfer from General – This transfer represents a commitment to continue implementing master plan improvements.

REQUIREMENTS

- Capital Outlay - These improvements are generally contingent upon successful grant applications. Funds from Park Improvement will be used to construct improvements at Beulah Park and Stewart Park Pavilion.

CITY OF ROSEBURG, OREGON

PARK IMPROVEMENT FUND (320)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
435,212	280,700	300,668	00-00-301000	BEGINNING FUND BALANCE	315,329	-	-
			REVENUES - (320)				
-	354,574	-	40-30-331535	Other Grants	-	-	-
144,334	-	225,000	40-30-332320	Capital Grants	233,000	-	-
17,076	37,749	40,000	40-30-343610	System Development Charge	40,000	-	-
744	1,509	1,600	40-10-343615	SDC Admin Fee	1,600	-	-
6,727	6,236	5,000	60-40-371100	Interest Income	6,000	-	-
26,500	1,263	30,000	40-20-381110	Donations/Other	30,000	-	-
50,000	50,000	50,000	00-00-391110	Transfer from General Fund	50,000	-	-
-	-	25,000	00-00-391124	Transfer from H/M Tax Fund	-	-	-
245,381	451,331	376,600	Total		360,600	-	-
680,593	732,031	677,268	TOTAL REVENUES & BEGINNING FUND BALANCE		675,929	-	-
			MATERIALS AND SERVICES - 7474				
-	881	30,000	45-4545	Materials and Supplies	30,000	-	-
-	881	30,000	Total		30,000	-	-
			CAPITAL OUTLAY - 7575				
399,893	424,396	360,000	45-7015	Improvements-Parks	258,125	-	-
399,893	424,396	360,000	Total		258,125	-	-
399,893	425,277	390,000	TOTAL EXPENDITURES		288,125	-	-
			RESERVE FOR FUTURE EXPENDITURE - 9092				
-	-	287,268	60-9210		387,804	-	-
280,700	306,754	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
680,593	732,031	677,268	TOTAL EXPENDITURES & ENDING FUND BALANCE		675,929	-	-

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 - $1.5 million), 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

- Administration:
  (1) Sedan – Pool Car

- Police:
  (4) Sedan – Patrol
  (42) Body Cameras

- Fire:
  (1) SCBA Fill Station
  (1) Triple Combination Pumper
  (1) Wildland Fire Engine

- Public Works:
  (1) Hi-Way Sander (Street Maintenance)
  (1) Large Aerator (Park Maintenance) (replacement for 2007)
  (1) Mower (Reel) (Park Maintenance) (Functional Replacement for 2019)
  (1) Mower (54") (Park Maintenance) (replacement for 2013)
  (1) Mower (72") (Park Maintenance) (replacement for 2014)

- 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.

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

FUND/DEPT	#	2020-21	#	2021-22	#	2022-23	#	2023-24	#	2024-25	FIVE-YEAR TOTAL
BEGINNING BALANCE		**$1,407,463**		**$947,063**		**$1,345,063**		**$1,675,063**		**$1,736,063**	
REQUIREMENTS											
PUBLIC SAFETY											
FIRE DEPT (CAPITAL)											
STAFF VEHICLE							1	46,000			46,000
DEFIBRILLATORS											-
SCBA FILL STATION	1	83,000									83,000
THERMAL IMAGING CAMERAS									3	20,000	20,000
HYDRAULIC RESCUE TOOL			1	35,000							35,000
FIT TESTING MACHINE											-
WILDLAND FIRE ENGINE	1	87,000							1	95,000	182,000
AERIAL LADDER TRUCK											-
TRIPLE COMBINATION PUMPER	1	650,000									650,000
DEPT CAPITAL TOTAL	**3**	**820,000**	**1**	**$35,000**		**-**	**1**	**46,000**	**4**	**115,000**	**1,016,000**
FIRE DEPT (NON CAPITAL)											
FIRE HOSE, TURNOUTS				35,000				40,000			75,000
COMMUNICATIONS EQUIPMENT											-
SCBA CYLINDERS											-
DEPT NON CAPITAL TOTAL				**35,000**				**40,000**			**75,000**
DEPT TOTAL	**3**	**820,000**	**1**	**70,000**			**1**	**86,000**	**4**	**115,000**	**1,091,000**
POLICE DEPT (CAPITAL)											
MOTORCYCLE			1	34,000	1	34,000			1	35,000	103,000
SEDAN-CHIEF					1	37,000					37,000
UNMARKED			1	36,000	1	36,000	1	37,000	1	38,000	147,000
PATROL-SEDAN	4	222,400					6	355,000	4	230,000	807,400
DEPT CAPITAL TOTAL	**4**	**222,400**	**2**	**70,000**	**3**	**107,000**	**7**	**392,000**	**6**	**303,000**	**1,094,400**
POLICE DEPT (NON CAPITAL)											
BODY CAMS / EQUIPMENT	42	37,000							42	37,000	74,000
BALLISTIC VESTS							13	30,000			30,000
PORTABLE RADIOS											-
CONDUCTED ENERGY WEAPONS					40	96,000					96,000
DEPT NON CAPITAL TOTAL	42	37,000			40	96,000	13	30,000	42	37,000	200,000
DEPT TOTAL	46	259,400	2	70,000	43	203,000	20	422,000	48	340,000	1,294,400
TOTAL PUBLIC SAFETY	**49**	**1,079,400**	**3**	**140,000**	**43**	**203,000**	**21**	**508,000**	**52**	**455,000**	**2,385,400**

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

FUND/DEPT	#	2020-21	#	2021-22	#	2022-23	#	2023-24	#	2024-25	FIVE-YEAR TOTAL
PUBLIC WORKS											
ADMINISTRATION											
SEDAN-POOL	1	35,000									35,000
DEPT TOTAL	**1**	**35,000**	**-**	**-**		**-**		**-**		**-**	**35,000**
STREET MAINTENANCE											
PICKUP REPLACEMENT							2	75,000			75,000
1 TON PICKUP - DUMP			1	45,000							45,000
1 TON PICKUP									1	40,000	40,000
1 TON PICKUP - FLATBED DUMP			1	45,000							45,000
MOWER (FLAIL)									1	125,000	125,000
HI-WAY SANDER	1	25,000									25,000
DUMP TRUCK					1	140,000					140,000
CRACK SEALER									1	80,000	80,000
DEPT TOTAL	**1**	**25,000**	**2**	**90,000**	**1**	**140,000**	**2**	**75,000**	**3**	**245,000**	**575,000**
TOTAL PUBLIC WORKS	**2**	**60,000**	**2**	**90,000**	**1**	**140,000**	**2**	**75,000**	**3**	**245,000**	**610,000**
PARKS											
PICKUP					2	80,000	1	40,000			120,000
4X4 UTILITY VEHICLE			1	24,000	2	62,000	1	24,000			110,000
3 YARD DUMP TRUCK			1	80,000							80,000
TRACTOR									1	60,000	60,000
AERATOR	1	40,000									40,000
SPREADER									1	30,000	30,000
SKID STEER									1	51,000	51,000
SWEEPER									1	31,000	31,000
REEL GRINDER							1	32,000			32,000
IRRIGATION PUMPS			1	25,000							25,000
MOWER (REEL)	1	25,000									25,000
MOWER							1	32,000	1	35,000	67,000
MOWER (ROTARY)			1	58,000			1	48,000			106,000
MOWER-54"	1	35,000									35,000
MOWER-72"	1	39,000									39,000
DEPT TOTAL	**4**	**139,000**	**4**	**187,000**	**4**	**142,000**	**5**	**176,000**	**5**	**207,000**	**851,000**
TOTAL REQUIREMENTS	**55**	**$1,278,400**	**9**	**$417,000**	**48**	**$485,000**	**28**	**$759,000**	**60**	**$907,000**	**$3,846,400**

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

FUND/DEPT	#	2020-21	#	2021-22	#	2022-23	#	2023-24	#	2024-25	FIVE-YEAR TOTAL
RESOURCES											
GENERAL-EQUIPMENT & VEHICLES		650,000		670,000		670,000		675,000		675,000	3,340,000
GENERAL-FIRE EQUIPMENT		125,000		125,000		125,000		125,000		125,000	625,000
ASSET SALES		15,000		10,000		10,000		10,000		10,000	55,000
INTEREST		28,000		10,000		10,000		10,000		10,000	68,000
TOTAL RESOURCES		**$818,000**		**$815,000**		**$815,000**		**$820,000**		**$820,000**	**$4,088,000**
ENDING BALANCE/RESERVE		**$947,063**		**$1,345,063**		**$1,675,063**		**$1,736,063**		**$1,649,063**	
RESERVE-EQUIPMENT & VEHICLES		386,063		659,063		864,063		800,063		588,063	
RESERVE FOR FIRE LADDER TRUCK		561,000		686,000		811,000		936,000		1,061,000	
TOTAL RESERVES		**$947,063**		**$1,345,063**		**$1,675,063**		**$1,736,063**		**$1,649,063**	

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			EQUIPMENT REPLACEMENT FUND (330)				
814,406	1,073,820	1,452,522	00-00-301000	BEGINNING FUND BALANCE	1,407,463	-	-
			REVENUES - (330)				
9,752	20,882	27,000	60-40-371100	Interest Income	28,000	-	-
90,230	-	-	80-40-385100	Miscellaneous	-	-	-
675,000	675,000	675,000	85-40-391110	Transfer From General Fund	775,000	-	-
-	14,553	10,000	90-40-392100	Proceeds From Asset Sales	15,000	-	-
774,982	710,435	712,000	Total		818,000	-	-
1,589,388	1,784,255	2,164,522	TOTAL REVENUES & BEGINNING FUND BALANCE		2,225,463	-	-
			MATERIALS AND SERVICES - 7474				
59,630	-	298,000	41-4620	Equipment Non-Capital-Fire Dept.	-	-	-
36,287	-	16,900	41-4620	Equipment Non-Capital-Police Dept.	37,000	-	-
95,917	-	314,900	Total		37,000	-	-
			CAPITAL OUTLAY - 7575				
11,100	-	-	41-7020	Equipment General	-	-	-
-	26,242	-	41-7030	General Fund Acquisition-Vehicle Pool	35,000	-	-
269,708	183,633	250,000	41-7031	Public Works Acquisition-Street Maintenance	25,000	-	-
84,773	112,940	128,000	41-7032	General Fund Acquisition-Parks	139,000	-	-
-	-	240,000	41-7033	Public Safety Acquisition-Police	222,400	-	-
54,070	47,713	145,000	41-7034	Public Safety Acquisition-Fire	820,000	-	-
419,651	370,528	763,000	Total		1,241,400	-	-
515,568	370,528	1,077,900	TOTAL EXPENDITURES		1,278,400	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	1,086,622	60-9210		947,063	-	-
1,073,820	1,413,727	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
1,589,388	1,784,255	2,164,522	TOTAL EXPENDITURES & ENDING FUND BALANCE		2,225,463	-	-

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 liened for the amount of the assessment. Local Improvement Districts are formed in compliance with applicable State statutes and the City's Municipal Code. The City has attempted to minimize its risk associated with assessment projects by establishing very strict guidelines relating to value of improvements in relationship to the value of benefited property.

CITY OF ROSEBURG, OREGON

ASSESSMENT IMPROVEMENT FUND (340)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
1,539,643	1,578,535	1,645,840	00-00-301000	BEGINNING FUND BALANCE	1,683,833	-	-
			REVENUES - (340)				
17,059	27,225	7,200	30-30-361200	Assessment Income	-	-	-
26,314	39,377	35,000	60-40-371100	Interest Income	43,000	-	-
1,553	(6,492)	200	60-40-371115	Assessment Interest	-	-	-
44,926	60,110	42,400	Total		43,000	-	-
1,584,569	1,638,645	1,688,240	TOTAL REVENUES & BEGINNING FUND BALANCE		1,726,833	-	-
			CAPITAL OUTLAY - 7575				
6,034	-	1,000,000	43-7045	Improvements-LID's	1,000,000	-	-
6,034	-	1,000,000	Total		1,000,000	-	-
6,034	-	1,000,000	TOTAL EXPENDITURES		1,000,000	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	200,000	60-9210		726,833	-	-
1,578,535	1,638,645	488,240	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
1,584,569	1,638,645	1,688,240	TOTAL EXPENDITURES & ENDING FUND BALANCE		1,726,833	-	-

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. 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 FY 2020-21 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. This year's projects include; the second phase of renovations at the library, construction of a new communications building on reservoir hill, and addresses some of the deferred maintenance of the Parks shop building.

CITY OF ROSEBURG, OREGON

FACILITIES REPLACEMENT FUND (360)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
583,306	449,438	178,958	360-00-00-301000	BEGINNING FUND BALANCE	158,774	-	-
			REVENUES - (360)				
-	1,140,591	25,000	10-30-331535	Other Grants	-	-	-
187,209	-	222,710	10-20-332120	State Grants	-	-	-
386,073	330,866	20,000	00-00-334100	Local	75,000	-	-
-	1,137,837	-	10-30-334140	Interagency	34,800	-	-
9,753	20,882	5,000	60-40-371100	Interest Income	4,500	-	-
-	-	-	10-30-381210	Contributions	36,200	-	-
167,883	-	-	80-40-385100	Miscellaneous	-	-	-
30,000	130,000	75,000	85-40-391110	Transfer From General Fund	100,000	-	-
-	-	27,000	85-40-391124	Transfer From Hotel/Motel	-	-	-
-	-	-	85-40-391127	Transfer From Library Special	15,500	-	-
-	3,500	-	90-40-392100	Proceeds from Sale of Assets	-	-	-
780,918	2,763,676	374,710	Total		266,000	-	-
1,364,224	3,213,114	553,668	TOTAL REVENUES & BEGINNING FUND BALANCE		424,774	-	-
			MATERIALS AND SERVICES - 7474				
39,677	41,274	14,797	41-3230	City Services-Public Works	15,028	-	-
35,253	42,311	-	41-3898	Non Capital-City Hall	-	-	-
11,332	4,703	20,000	41-4810	Repairs and Maintenance	20,000	-	-
685	-	-	41-5410	Utilities-Power	-	-	-
(27)	-	-	41-5420	Utilities-Gas	-	-	-
240	240	300	41-5435	Sewer	300	-	-
87,160	88,528	35,097	Total		35,328	-	-
			CAPITAL OUTLAY - 7575				
827,626	2,891,946	461,099	41-7015	Improvements-City Facilities	239,800	-	-
827,626	2,891,946	461,099	Total		239,800	-	-
914,786	2,980,474	496,196	TOTAL EXPENDITURES		275,128	-	-
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	57,472	60-9210		149,646	-	-
449,438	232,640	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
449,438	232,640	57,472	TOTAL FUND BALANCE		149,646	-	-
1,364,224	3,213,114	553,668	TOTAL EXPENDITURES & ENDING FUND BALANCE		424,774	-	-

TABLE F-1
FACILITIES FUND PROJECTS
FY 2020-21

Facility	Description	Estimated Cost
Parks Shop	Siding, windows, insulation	$ 15,000
Library	Phase II Renovations	$ 164,800
IT Bldg @ Reservoir Hill	SCADA & Remote Servers	$ 25,000
TBD		$ 35,000
FACILITIES FUND TOTAL		**$ 239,800**

CITY OF ROSEBURG, OREGON

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Airport Fund 118-122
Water Service Fund 123-136

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 for 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.

RESOURCES AND REQUIREMENTS

RESOURCES

- Fees - Revenues are projected at $8.51 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 $1,113 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.

- Capital Outlay – Funds have been budgeted in FY 2020-21 to construct multiple storm drainage improvement projects. Storm Drainage capital projects are outlined in Table T-1.

CITY OF ROSEBURG, OREGON

STORM DRAINAGE FUND (560)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
2,212,196	2,096,844	3,343,588	00-00-301000	BEGINNING FUND BALANCE	3,916,483	-	-
			REVENUES - (560)				
1,962,338	2,198,028	2,280,000	00-00-343105	Fees	2,401,000	-	-
81,226	102,551	100,000	00-00-343110	System Development Charge	40,000	-	-
3,247	4,102	5,000	00-00-343120	SDC Admin Fee	4,000	-	-
1,959	1,990	2,000	00-00-385120	Recovery of Bad Debt	2,000	-	-
28,592	61,851	52,000	60-40-371100	Interest Income	52,000	-	-
2,077,362	2,368,522	2,439,000	Total		2,499,000	-	-
4,289,558	4,465,366	5,782,588	TOTAL REVENUES & BEGINNING FUND BALANCE		6,415,483	-	-
			MATERIALS AND SERVICES - 7474				
41,895	58,420	55,501	43-3210	City Services-Management	66,027	-	-
429,320	446,514	517,884	43-3230	City Services-Public Works	541,017	-	-
-	391	5,000	43-3310	Legal	5,000	-	-
2,455	2,982	3,600	43-3315	Audit Fees	3,600	-	-
7,988	1,056	10,500	43-3690	Contracted Services	8,000	-	-
97,339	109,058	114,000	43-3840	Franchise Fee	120,050	-	-
6,470	6,841	8,000	43-3870	Bad Debt Expense	8,000	-	-
6,441	7,525	8,500	43-3885	Banking Fees	13,000	-	-
-	-	1,500	43-3910	Hardware Non Capital	1,500	-	-
4,758	4,751	4,751	43-3915	Software Non Capital	-	-	-
12,396	13,423	16,500	43-3920	Technology-Support and Maintenance	26,500	-	-
1,580	-	7,500	43-4515	Supplies	7,500	-	-
7,387	1,009	16,000	43-4545	General Materials	16,000	-	-
10	-	-	43-4810	Building & Grounds	-	-	-
12,416	23,324	15,000	43-4815	Vehicle Maintenance	15,000	-	-
80	-	2,500	43-4830	Equipment Maintenance	2,500	-	-
12,951	23,228	25,000	43-4855	Storm Drainage Maintenance	30,000	-	-
42,776	42,746	45,400	43-5715	Insurance-General Liability	47,700	-	-
686,262	741,268	857,136	Total		911,394	-	-
			CAPITAL OUTLAY - 7575				
-	-	10,000	43-7015	Buildings and Structures	-	-	-
-	29,499	65,000	73-7020	Equipment Acquisition	-	-	-
1,496,452	274,463	1,525,000	43-7050	Improvements-Drainage	1,240,500	-	-
10,000	7,083	20,000	43-7055	Improvements-Mapping	20,000	-	-
1,506,452	311,045	1,620,000	Total		1,260,500	-	-
2,192,714	1,052,313	2,477,136	TOTAL EXPENDITURES		2,171,894	-	-
			OPERATING CONTINGENCY - 9091				
-	-	1,000,000	60-9010		1,000,000	-	-
2,096,844	3,413,053	2,305,452	UNAPPROPRIATED ENDING FUND BALANCE		3,243,589	-	-
4,289,558	4,465,366	5,782,588	TOTAL EXPENDITURES & ENDING FUND BALANCE		6,415,483	-	-

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (EAST)
FY 2020-21

	Funding				
Project	**Estimated Cost**	**Sidewalk Streetlight**	**Transportation**	**Storm**	**Urban Renewal**
Annual Pavement Management Program*	1,325,000				
Slurry Seals (Non-Capital)*			150,000		
Overlays (Capital)			1,175,000		
ADA Improvements	200,000	200,000			
CIPP Storm Project(s)	676,000				
Aviation Drive				430,000	
Nash St.				72,000	
Stewart Parkway at Renann				34,000	
Azaela Street				24,000	
Fromdahl Court				25,000	
Stewart Parkway at RR Crossing				28,000	
Troost at Witherspoon				63,000	
Open Cut Storm Drainage Repairs	520,000				
Harisson at Harvard				165,000	
Kenwood, Rainbow & Haggerty				340,000	
770 Garden Valley - Dutch Bros				15,000	
Cecil from Eden to Mulholland					
Calkins & Troost					
In house Storm Projects	44,500				
Barager North of Todd				6,000	
Flagg St to Douglas				11,500	
Marster btwn Giles & Eddy				27,000	
Street Construction	587,520				
Stewart Pkwy Bridge End Panels			342,520		
Traffic Signal Power Supply Replacement		145,000			
TBD					100,000
Miscellaneous					
Sidewalk Construction/Reconstruction	90,000	90,000			
Misc Streetlight/Signal Improvements	40,000	40,000			
GIS/Mapping	35,000		15,000	20,000	
Capital Projects Total	***3,518,020***	***475,000***	***1,682,520***	***1,260,500***	***100,000***

** 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. Operations are financed and recovered through user charges.

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

As operating expenditures historically exceeded revenues, Staff evaluated the most efficient methods for managing the off street-parking program and during Fiscal Year 2006-2007; the City chose to privatize enforcement services. Service delivery of those services are now being re-evaluated as parties to the current contract seek to terminate the current agreement.

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 to be provided by a contractor 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 parking enforcement services, 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

OFF STREET PARKING FUND (510)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
33,860	38,343	46,907	510-00-00-301	BEGINNING FUND BALANCE	16,417	-	-
			REVENUES - (510)				
41,250	47,500	47,500	00-00-343000	Contracted Services	48,925	-	-
621	1,135	1,000	00-00-371100	Interest Income	500	-	-
341	449	200	00-00-385120	Recovery of Bad Debt	200	-	-
-	22,759	-	99-40-392200	Reimbursements/Insurance	-	-	-
42,212	71,843	48,700	Total		49,625	-	-
76,072	110,186	95,607	TOTAL REVENUES & BEGINNING FUND BALANCE		66,042	-	-
			ENFORCEMENT DEPARTMENT				
			MATERIALS AND SERVICES - 4510				
6,859	2,638	2,632	41-3210	City Services - Management	2,659	-	-
1,966	2,387	2,500	41-3315	Auditing/Legal and Accounting	2,600	-	-
1,473	1,504	1,600	41-4210	Telephone Communications	1,600	-	-
-	-	10,000	41-4515	Equipment Non Capital	10,000	-	-
150	2,900	1,000	41-4545	Materials and Supplies	1,500	-	-
2,965	35,141	10,000	41-4810	Building and Ground Maintenance	10,000	-	-
-	-	2,000	41-4830	Repairs and Maintenance-Equipment	2,000	-	-
18,565	15,930	22,000	41-5410	Utilities-Power Parking Lots	22,000	-	-
903	970	1,100	41-5430	Utilities-Water	1,100	-	-
60	60	100	41-5435	Utilities-Sewer	100	-	-
1,211	1,332	1,400	41-5455	Utilities-Storm Drain	1,500	-	-
3,577	4,101	4,400	41-5720	Insurance-Property	4,510	-	-
		-	41-5790	Insurance-Miscellaneous	-	-	-
37,729	66,963	58,732	Total Enforcement Department		59,569	-	-
37,729	66,963	58,732	TOTAL EXPENDITURES		59,569	-	-
-	-	36,875	OPERATING CONTINGENCY - 9091 60-9010		6,473	-	-
38,343	43,223	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
76,072	110,186	95,607	TOTAL EXPENDITURES & ENDING FUND BALANCE		66,042	-	-

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 state and 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.

The capital project for FY 20-21 includes an environmental assessment of projects identified in the recently updated master plan.

CITY OF ROSEBURG, OREGON

AIRPORT FUND (520)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
323,842	413,509	403,998	00-00-301000	BEGINNING FUND BALANCE	609,263	-	-
			REVENUES - (520)				
459,599	244,611	782,400	00-00-331115	Federal Grants	514,133	-	-
32,837	8,332	80,000	00-00-332320	State Grants	8,046	-	-
5,366	7,389	6,000	00-00-342110	Rental Income-Tie Downs	6,200	-	-
8,832	7,475	8,000	00-00-342115	Fees-Fuel Flow	7,500	-	-
176,716	183,031	188,500	00-00-342120	Rental Income-Land Lease	188,500	-	-
188,995	206,617	200,000	00-00-342125	Rental Income-Hangars	210,000	-	-
7,036	13,288	10,000	00-00-371100	Interest Income	10,000	-	-
-	-	25,000	00-00-381210	Contributions-Infrastructure	-	-	-
400	300	300	00-00-385100	Miscellaneous	300	-	-
2,312	-	-	99-40-392300	Insurance Reimbursements	-	-	-
882,093	671,043	1,300,200	Total		944,679	-	-
1,205,935	1,084,552	1,704,198	TOTAL REVENUES & BEGINNING FUND BALANCE		1,553,942	-	-

CITY OF ROSEBURG, OREGON
AIRPORT FUND

AIRPORT OPERATIONS

CURRENT OPERATIONS: Airport operations are performed under the direction of the Public Works Director. Public Works performs airport maintenance and the planning and implementation of airport construction projects. A direct allocation from the Airport Fund to the Public Works Fund offsets some of the costs for the services.

DEPARTMENT GOALS:

1. Conduct an environmental assessment of the projects identified in the updated master plan.
2. Look for opportunities to work with the new Visitor Services provider to promote the airport.

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 complete an environmental assessment of projects identified in the recently updated master plan. This project will utilize Federal Aviation Administration and Oregon Department of Aviation 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. The bonds were refinanced in 2017 at a reduced interest rate, thereby lowering the annual and overall cost of the bonds.

YEAR	PRINCIPAL	INTEREST	TOTAL
2021	83,988	26,061	110,049
2022	87,877	24,172	112,049
2023	86,655	22,194	108,849
2024	90,404	20,245	110,649
2025	94,038	18,211	112,249
2026-2032	715,316	66,314	781,630
TOTAL	$1,158,278	$177,197	1,335,475

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			AIRPORT FUND (520)				
			OPERATIONS-MATERIALS AND SERVICES - 5010				
636	1,005	1,200	46-3010	Lodging and Registration	1,200	-	-
200	623	500	46-3015	Meals and Mileage	500	-	-
200	200	200	46-3040	Dues and Subscriptions	200	-	-
15,533	12,758	11,647	46-3210	City Services-Management	24,409	-	-
69,365	72,158	88,780	46-3230	City Services-Public Works	90,170	-	-
631	-	2,000	46-3310	Professional Services-Legal	-	-	-
4,911	5,964	7,000	46-3315	Professional Services-Audit	7,000	-	-
9,000	10,150	12,000	46-3630	Contracted Services	12,000	-	-
-	237	-	46-3845	Property Taxes	-	-	-
390	330	500	46-3940	Technology/DSL/Website	500	-	-
175	1,762	1,500	46-4545	Materials and Supplies	1,500	-	-
17,268	15,406	30,000	46-4810	Building and Grounds Maintenance	30,000	-	-
200	-	-	46-4830	Vehicles-Repairs	-	-	-
16,931	14,958	19,000	46-5410	Utilities-Power	19,000	-	-
-	-	-	46-5420	Utilities-Gas	-	-	-
3,933	3,905	4,300	46-5430	Utilities-Water	4,300	-	-
1,080	1,180	1,200	46-5435	Utilities-Sewer	1,500	-	-
29,064	31,967	32,000	46-5455	Utilities-Storm Drainage	34,500	-	-
269	277	300	46-5710	Insurance-Automobile	300	-	-
5,627	5,643	6,210	46-5715	Insurance-General Liability	6,800	-	-
4,097	4,475	4,925	46-5720	Insurance-Property	5,000	-	-
335	138	400	46-5790	Insurance-Miscellaneous	200	-	-
179,845	183,136	223,662	Total		239,079	-	-
179,845	183,136	223,662	TOTAL OPERATIONS		239,079	-	-

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			AIRPORT FUND (520)				
			CAPITAL OUTLAY - 7575				
-	-	15,000	46-7020	Equipment	-	-	-
-	-	125,000	46-7035	Improvements-Airport Projects	125,000	-	-
492,214	187,473	870,000	46-7063	Improvements-Grants	333,000	-	-
492,214	187,473	1,010,000	TOTAL CAPITAL OUTLAY		458,000	-	-
			DEBT SERVICE - 8080				
83,528	81,050	85,080	47-8515	Airport-Principal	84,000	-	-
36,839	34,703	28,000	47-8555	Airport-Interest	26,065	-	-
120,367	115,753	113,080	TOTAL DEBT SERVICE		110,065	-	-
792,426	486,362	1,346,742	TOTAL EXPENDITURES		807,144	-	-
			OPERATING CONTINGENCY - 9091				
-	-	357,456	60-9010		746,798	-	-
413,509	598,190	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
1,205,935	1,084,552	1,704,198	TOTAL EXPENDITURES & ENDING FUND BALANCE		1,553,942	-	-

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 well into the future.

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	SUMMARY	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			WATER SERVICE FUND (530)			
			RESOURCES:			
6,005,430	6,861,114	7,112,150	Charges for Services	6,863,750	-	-
113,302	196,252	190,000	Interest	200,000	-	-
-	16,581	-	Proceeds from Sale of Assets	-	-	-
7,757	64,297	6,000	Miscellaneous	6,000	-	-
6,126,489	7,138,244	7,308,150	Total Operating Revenues	7,069,750	-	-
			Proceeds from Asset Sales			
5,960,092	7,602,641	8,129,515	Beginning Fund Balance	9,799,943	-	-
12,086,581	14,740,885	15,437,665	TOTAL RESOURCES	16,869,693	-	-
			REQUIREMENTS:			
			Operating Budget			
1,705,309	1,650,143	1,891,217	Personnel Services	1,882,712	-	-
2,149,904	2,236,846	2,586,496	Materials and Services	2,737,627	-	-
3,855,213	3,886,989	4,477,713	Total Operating Budget	4,620,339	-	-
915,400	1,450,922	4,927,500	Capital Outlay	5,333,000	-	-
4,770,613	5,337,911	9,405,213	Total Expenditures	9,953,339	-	-
-	-	1,000,000	Operating Contingency	1,000,000	-	-
7,315,968	9,402,974	5,032,452	Unappropriated Ending Fund Balance	5,916,354	-	-
12,086,581	14,740,885	15,437,665	TOTAL REQUIREMENTS	16,869,693	-	-
			OPERATING BUDGET BY DEPARTMENT			
1,088,525	1,083,509	1,236,264	Production Department	1,274,182	-	-
1,381,641	1,324,243	1,561,098	Transmission and Distribution	1,547,925	-	-
1,385,047	1,479,237	1,680,351	Administration Department	1,798,232	-	-
3,855,213	3,886,989	4,477,713	TOTAL OPERATING BUDGET BY DEPARTMENT	4,620,339	-	-

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 - FY 2020-21 Beginning Fund Balance is projected to be slightly higher than the previous fiscal year.

- 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.

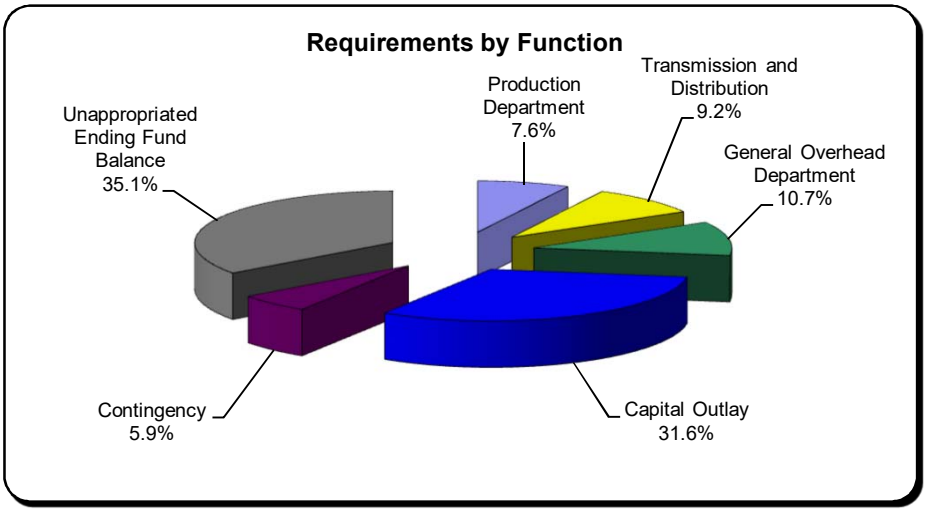
CITY OF ROSEBURG, OREGON

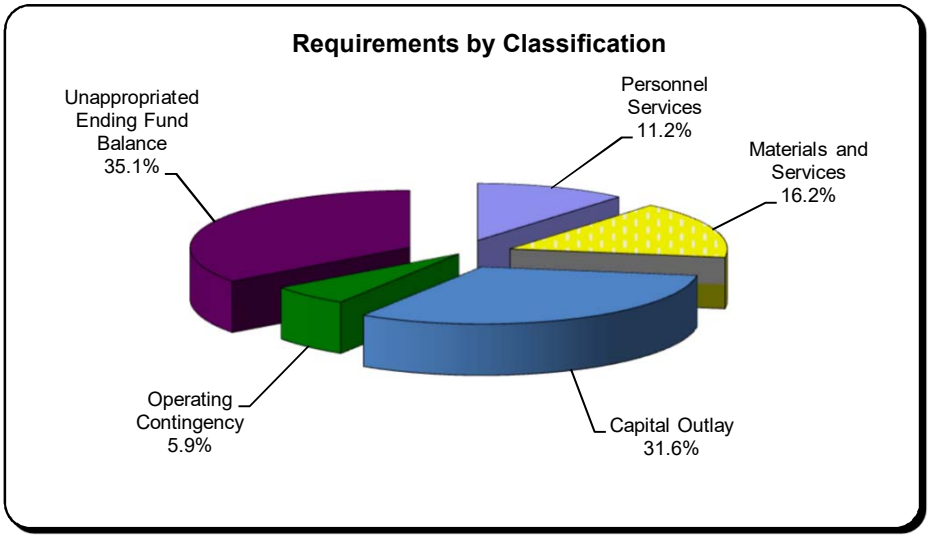
WATER FUND (530)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
5,960,092	7,602,641	8,129,515	00-00-301000	BEGINNING FUND BALANCE	9,799,943	-	-
			REVENUES - (530)				
11,727	12,079	12,500	00-00-342120	Rental Income	18,450	-	-
3,449,107	3,802,647	4,165,000	00-00-343210	Charges-Residential Service	4,050,000	-	-
1,747,990	1,854,624	2,025,000	00-00-343220	Charges-Commercial Service	2,011,000	-	-
341,767	378,399	414,150	00-00-343230	Charges-Public Service	369,000	-	-
23,782	29,316	25,000	00-00-343235	Charges-Bulk Water	30,500	-	-
89,305	89,796	92,000	00-00-343240	Charges-Public Fire Protect	94,300	-	-
85,841	78,300	82,000	00-00-343245	Charges-Delinquent Fee	82,000	-	-
25,590	27,825	28,500	00-00-343250	Charges-Turn on	27,000	-	-
36,440	33,849	-	00-00-343255	Unbilled Revenue	-	-	-
35,878	72,450	60,000	00-00-343260	Connection Fees	45,000	-	-
1,500	-	-	00-00-343265	Special Connection Fees	-	-	-
99,996	417,711	150,000	00-00-343270	System Development Charges	80,000	-	-
4,182	11,426	5,000	00-00-343285	SDC Admin Fees	3,500	-	-
52,325	52,692	53,000	00-00-343290	Dixonville Surcharge	53,000	-	-
113,302	196,252	190,000	00-00-371100	Interest Income	200,000	-	-
1,843	58,099	-	00-00-385100	Miscellaneous	-	-	-
5,914	6,198	6,000	00-00-385120	Recovery of Bad Debt	6,000	-	-
-	16,581	-	00-00-392100	Proceeds From Asset Sales	-	-	-
6,126,489	7,138,244	7,308,150	TOTAL REVENUES		7,069,750	-	-
12,086,581	14,740,885	15,437,665	TOTAL REVENUES & BEGINNING FUND BALANCE		16,869,693	-	-

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.





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 4.52 million gallons per day (MGD). Peak day water production in 2019 was 11.6 MGD. The capacity of the treatment plant is approximately 12 MGD.

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-PRIOR YEAR

1. Complete the upgrade of the plant supervisory control and data acquisition (SCADA) system in conjunction with distribution system SCADA upgrade.
2. Work with the Engineering Division to complete the replacement of the chlorination/disinfection system.
3. Continue to evaluate plant to identify improved efficiencies and opportunities to reduce energy consumption.

DEPARTMENT GOALS-CURRENT YEAR

1. Work with the Engineering Division to complete Standby Power Generation project.
2. Rebuild one high service pump motor.
3. Continue to evaluate plant operations to identify improved efficiency and opportunities to reduce energy consumption.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
Treatment Plant Operator	5.0	5.0	5.0	5.0
Plant Superintendent	1.0	1.0	1.0	1.0
Total:	6.0	6.0	6.0	6.0

CITY OF ROSEBURG, OREGON

WATER FUND (530) - PRODUCTION DEPARTMENT

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			PERSONNEL SERVICES - 6010				
378,390	386,513	406,794		Salaries and Wages	418,642	-	-
278,731	284,803	317,710		Employee Benefits	322,190	-	-
657,121	671,316	724,504	Total		740,832	-	-
			MATERIALS AND SERVICES - 6010				
2,615	1,695	3,000	41-3010	Lodging and Registration	3,000	-	-
890	119	1,000	41-3015	Meals and Mileage	1,000	-	-
1,050	1,500	2,000	41-3040	Dues and Subscriptions	2,000	-	-
8,892	15,039	12,000	41-3690	Contracted Services Miscellaneous	24,000	-	-
17,285	15,866	28,000	41-3850	Water and Bacterial Analysis	25,000	-	-
-	-	2,000	41-3910	Hardware Non Capital	2,000	-	-
1,170	1,170	1,500	41-3915	Software Non Capital	1,500	-	-
-	165	2,000	41-3920	Technology-Support and Maintenance	2,000	-	-
1,729	1,772	1,800	41-4210	Telephone Communications	1,800	-	-
121	121	150	41-4215	Cellular Phone	150	-	-
359	1,480	1,000	41-4510	Office Supplies	1,000	-	-
33,938	3,831	25,000	41-4525	Materials & Supplies-Pumping	25,000	-	-
49,600	68,214	70,000	41-4540	Chemicals/Wholesale Water	80,000	-	-
240	168	1,500	41-4545	General Materials	1,500	-	-
7,314	7,642	16,000	41-4570	Materials and Supplies-Treatment	16,000	-	-
236	-	500	41-4580	Office Equipment/Furniture	500	-	-
21,928	28,489	25,000	41-4810	Building and Grounds Maintenance	27,500	-	-
1,986	304	2,000	41-4815	Vehicle Expense-Maintenance	2,000	-	-
510	698	1,200	41-4820	Vehicle Expense-Fuel	1,200	-	-
8,978	4,067	12,000	41-4830	Equipment Maintenance	12,000	-	-
856	920	1,000	41-5120	Uniforms	1,000	-	-
264,220	251,161	295,000	41-5410	Utilities-Power	295,000	-	-
6,786	7,073	7,350	41-5430	Utilities- Water	7,350	-	-
360	360	400	41-5435	Utilities-Sewer	450	-	-
341	339	360	41-5440	Utilities-Garbage Service	400	-	-
431,404	412,193	511,760	Total		533,350	-	-
1,088,525	1,083,509	1,236,264	TOTAL WATER PRODUCTION DEPARTMENT		1,274,182	-	-

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, 22 pump stations, 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 working with Engineering to implement technology solutions for maximizing the new asset and maintenance management software.
2. Work with Engineering to refine GIS data and look for opportunities to better utilize available information.
3. Continue previously implemented programs.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue working with Engineering to implement technology solutions for maximizing the new asset and maintenance management software.
2. Coordinate with Engineering Division on replacement of main on the Washington Street Bridge.
3. Collect data needed to begin cost/benefit analysis of automated meter reading.

PERSONNEL HISTORY

The personnel service position detail is as follows:

	2017-18	2018-19	2019-20	2020-21
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	1.0	1.0	1.0	1.0
	11.0	11.0	11.0	11.0

CITY OF ROSEBURG, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			WATER FUND (530) -TRANSMISSION & DISTRIBUTION DEPARTMENT				
			PERSONNEL SERVICES - 6510				
594,288	559,120	645,920		Salaries and Wages	647,270	-	-
453,900	419,707	520,793		Employee Benefits	494,610	-	-
1,048,188	978,827	1,166,713	Total		1,141,880	-	-
				MATERIALS AND SERVICES - 6510			
3,030	1,205	3,000	41-3010	Lodging and Registration	3,000	-	-
370	187	500	41-3015	Meals and Mileage	500	-	-
903	1,105	1,500	41-3040	Dues and Subscriptions	1,500	-	-
1,465	1,395	2,000	41-3350	Professional Services	2,000	-	-
14,823	24,303	30,000	41-3630	Contracted Services	30,000	-	-
823	574	800	41-3690	Miscellaneous	800	-	-
7,861	2,777	5,000	41-3910	Hardware Non Capital	5,000	-	-
447	454	500	41-4210	Telephone Communications	500	-	-
2,040	1,955	3,000	41-4215	Cellular Phone	3,600	-	-
13,774	8,383	15,000	41-4225	Communications-Telemetry	15,000	-	-
71	123	500	41-4510	Office Supplies	500	-	-
1,513	4,529	5,000	41-4515	Equipment Non Capital	5,000	-	-
67,603	77,570	65,000	41-4545	Materials and Supplies	70,000	-	-
-	-	250	41-4580	Office Equipment and Furniture	250	-	-
27,652	16,452	25,000	41-4810	Building and Grounds Maintenance	28,000	-	-
13,304	8,024	9,000	41-4815	Vehicle Expense-Maintenance	10,000	-	-
17,359	19,358	20,000	41-4820	Vehicle Expense-Fuel	22,000	-	-
3,154	996	4,000	41-4825	Vehicle Expense-Tires	4,000	-	-
486	9,210	12,000	41-4830	Equipment Maintenance-Pump Stations	12,000	-	-
48,703	53,705	60,000	41-4860	Replacement Services and Meters	60,000	-	-
14,087	18,155	17,000	41-4861	New Services and Meters	19,000	-	-
18,655	14,494	25,000	41-4865	Patching	25,000	-	-
4,217	4,330	5,000	41-5120	Uniforms	5,000	-	-
56,776	62,030	65,000	41-5410	Utilities-Power	65,000	-	-
6,612	5,793	6,825	41-5420	Utilities-Natural Gas	6,800	-	-
1,361	1,504	1,575	41-5430	Utilities-Water	1,600	-	-
787	787	830	41-5435	Utilities-Sewer	920	-	-
1,167	1,167	1,250	41-5440	Utilities-Garbage	1,225	-	-
4,410	4,851	9,855	41-5455	Utilities-Storm Drainage	7,850	-	-
333,453	345,416	394,385	Total		406,045	-	-
1,381,641	1,324,243	1,561,098	TOTAL TRANSMISSION AND DISTRIBUTION DEPARTMENT		1,547,925	-	-

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.

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			WATER FUND (530)-ADMINISTRATION DEPARTMENT				
			MATERIALS AND SERVICES - 6810				
4,082	4,196	4,200	41-3040	Dues and Subscriptions	4,400	-	-
350,116	373,278	395,771	41-3210	City Services-Management	457,964	-	-
-	-	-	41-3220	City Services-Parks	-	-	-
547,982	570,048	680,647	41-3230	City Services-Public Works	751,413	-	-
5,404	6,562	7,500	41-3315	Audit Services	7,500	-	-
1,411	1,584	2,000	41-3690	Contracted Services	2,000	-	-
132	591	300	41-3810	Recording	300	-	-
277,449	302,548	330,208	41-3840	Franchise Fee	321,500	-	-
32,984	34,270	38,750	41-3870	Bad Debts Allowance	38,750	-	-
22,260	27,968	33,000	41-3885	Banking Fees	33,000	-	-
-	-	1,500	41-3910	Hardware Non Capital	1,500	-	-
3,959	16,817	-	41-3915	Software Non Capital	-	-	-
51,075	45,205	73,000	41-3920	Technology-Support and Maintenance	70,000	-	-
7,027	11,690	13,000	41-4510	Office Supplies	12,000	-	-
34,026	35,973	40,000	41-4520	Postage	38,000	-	-
-	-	1,000	41-4580	Office Equipment/Furniture	1,000	-	-
3,771	1,515	5,000	41-4820	Vehicle Expense-Fuel	3,000	-	-
-	-	750	41-4825	Vehicle Tires	750	-	-
-	-	1,200	41-5120	Uniforms	-	-	-
6,375	6,010	6,700	41-5710	Insurance-Automobile	7,035	-	-
20,477	21,163	24,000	41-5715	Insurance-General Liability	25,200	-	-
12,658	16,126	17,750	41-5720	Insurance-Property	18,640	-	-
2,852	2,796	3,075	41-5740	Insruance-Equipment	3,230	-	-
1,007	897	1,000	41-5790	Insurance-Miscellaneous	1,050	-	-
1,385,047	1,479,237	1,680,351	Total		1,798,232	-	-
1,385,047	1,479,237	1,680,351	TOTAL ADMINISTRATION DEPARTMENT		1,798,232	-	-

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 2020-21 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 2020-21 budget includes the replacement of mains as listed in Table W-1.

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 the installation of an additional transmission main between West Avenue and the main reservoir complex.

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 Treatment Plant. This line item includes planned installation of a standby generator. 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.

TABLE W-1
WATER CAPITAL IMPROVEMENT PROJECTS
FY 2020-21

Account	Account Name	Project	Description	Subtotal
7010	**Land**	Minor Property and Easements	As needed	**$5,000**
7015	**Buildings and Structures**	Admin & Maintenance Facility	Buildings & Structures	**$25,000**
7020	**Equipment**			**$0**
7030	**Water Vehicles**			**$0**
7055	**Mapping**			
		GIS/Mapping	Mapping	$20,000
		AWIA Risk Assessment Study		$50,000
			Total	**$70,000**
7057	**Improvements-Main Replacements**			
		Washington Street Bridge	Replace all	$800,000
		Vine St. Newton Ck to Knoll		$65,000
		Misc	To be determined	$50,000
			Total	**$915,000**
7061	**Improvements-New Mains**			
		TBD		$5,000
			Total	**$5,000**
7065	**Plant Improvements**			
		Standby Generator	Design & Construction	$1,850,000
		Chlorine improvements	Construction carryover	$100,000
		Misc	To be determined	$60,000
			Total	**$2,010,000**
7066	**Improvements-Reservoir**			
		Altitiude Valve Installation	Boyer	$23,000
			Total	**$23,000**
7067	**Transmission Main**			
		West Avenue Main Extension	Construction	$2,000,000
		24" Hooker Rd-Isabell	Design	$280,000
			Total	**$2,280,000**
7070	**LID Mains-Contractors**	None Planned		**$0**
7075	**Contractor Advance Projects**	Improvements reimbursed by developers		**$0**
TOTAL WATER FUND CAPITAL				**$5,333,000**

CITY OF ROSEBURG, OREGON

WATER FUND (530)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			CAPITAL OUTLAY - 7575				
-	-	5,000	41-7010	Land	5,000	-	-
-	-	10,000	41-7015	Buildings and Structures	25,000	-	-
38,692	31,291	65,000	41-7030	Water Vehicles	-	-	-
35,018	55,045	20,000	41-7055	Mapping	70,000	-	-
71,327	206,860	190,000	41-7057	Improvements-Main Replacement	915,000	-	-
-	-	115,000	41-7061	Improvements-New Mains	5,000	-	-
405,849	1,093,201	2,225,000	41-7065	Plant Improvements	2,010,000	-	-
16,674	12,265	147,500	41-7066	Improvements-Reservoir	23,000	-	-
347,840	52,260	2,150,000	41-7067	Transmission Main	2,280,000	-	-
915,400	1,450,922	4,927,500	Total		5,333,000	-	-
4,770,613	5,337,911	9,405,213	TOTAL EXPENDITURES		9,953,339	-	-
			OPERATING CONTINGENCY - 9091				
-	-	1,000,000	530-9091-60-9010		1,000,000	-	-
7,315,968	9,402,974	5,032,452	UNAPPROPRIATED ENDING FUND BALANCE		5,916,354	-	-
12,086,581	14,740,885	15,437,665	TOTAL EXPENDITURES & ENDING FUND BALANCE		16,869,693	-	-

CITY OF ROSEBURG, OREGON

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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 $1,000,000 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 fifteen times in the last sixteen 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 2019 for the fund as of June 30, 2018. 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, 2018 are $486,000.

- 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.

- 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

WORKER'S COMPENSATION (610)

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
496,223	613,051	702,529	00-00-301000	BEGINNING FUND BALANCE	891,729	-	-
			REVENUES - (610)				
356,844	357,914	318,500	00-00-341000	Interdept Charges-General	229,618	-	-
32,918	32,085	31,500	00-00-341153	Interdept Charges-Water	20,382	-	-
7,866	14,920	14,000	00-00-371100	Interest Income	17,500	-	-
643	207	-	00-00-385100	Miscellaneous	-	-	-
17,419	16,447	-	00-00-392300	Reimbursements	-	-	-
415,690	421,573	364,000	Total		267,500	-	-
911,913	1,034,624	1,066,529	TOTAL REVENUES & BEGINNING FUND BALANCE		1,159,229	-	-
			MATERIALS AND SERVICES - 7474				
3,477	3,707	3,500	41-3045	Wellness and Training	4,000	-	-
3,030	4,099	9,000	41-3050	Safety and Training	9,000	-	-
16,087	16,670	17,226	41-3210	City Services-Management	18,981	-	-
7,794	16,825	18,000	41-3630	Contracted Services	18,000	-	-
161,257	160,785	260,000	41-3855	Workers' Compensation	260,000	-	-
107,217	95,917	110,000	41-5730	Insurance	110,000	-	-
298,862	298,003	417,726	Total		419,981	-	-
298,862	298,003	417,726	TOTAL EXPENDITURES		419,981	-	-
			OPERATING CONTINGENCY - 9091				
-	-	648,803	60-9010		739,248	-	-
613,051	736,621	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
911,913	1,034,624	1,066,529	TOTAL EXPENDITURES & ENDING FUND BALANCE		1,159,229	-	-

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, other 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, Library, 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.

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.

Library Special Revenue Fund. The primary revenue sources are grants and donations, which are restricted solely for the use of the Library and its programs.

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. This fund accounts for resources to manage outstanding debt obligations. Currently, there are no outstanding obligations managed by this fund.

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

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

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 Staff Assistants are also 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 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 3% COLA is budgeted for this group of employees for the 2020/21 Fiscal Year.

Employees covered by the contract with the IAFF are entering the last year of a three-year agreement settled through arbitration. A 3% salary increase has been budgeted according to the contract. The contract with the RPEA represented employees runs through June 30, 2022, and calls for a 3% salary increase. The current contract with employees represented by the IBEW is in effect through June 30, 2020. Due to the impacts of the COVID-19 situation, parties have agreed to postpone negotiations until in-person bargaining sessions are advisable. Any agreed upon wage increases will be retroactive to July 1, 2020.

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 of these benefits to us all.

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 but IAFF 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, 2020

FIREFIGHTER	HIRE	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Base Pay	5264 21.6923	5528 22.7802	5805 23.9217	6096 25.1209	6401 26.3778
1%	5317 21.9107	5583 23.0069	5864 24.1648	6157 25.3723	6465 26.6415
2%	5370 22.1291	5638 23.2335	5921 24.3997	6218 25.6236	6529 26.9052
3%	5423 22.3475	5693 23.4602	5980 24.6429	6278 25.8709	6594 27.1731
4%	5475 22.5618	5749 23.5937	6037 24.7757	6341 26.0233	6659 27.3283
5%	5528 22.7802	5804 23.9176	6095 25.1168	6400 26.3736	6722 27.7006
6%	5581 22.9986	5859 24.1442	6154 25.3599	6462 26.6291	6787 27.9684
7%	5633 23.2129	5915 24.3750	6212 25.5989	6523 26.8805	6850 28.2280
8%	5686 23.4313	5970 24.6017	6270 25.8379	6585 27.1360	6915 28.4959
9%	5738 23.6456	6024 24.8242	6327 26.0728	6645 27.3832	6978 28.7555
10%	5791 23.8640	6081 25.0591	6386 26.3159	6706 27.6346	7042 29.0192
11%	5843 24.0783	6136 25.2857	6444 26.5550	6767 27.8860	7106 29.2830
12%	5896 24.2967	6191 25.5124	6501 26.7898	6828 28.1374	7170 29.5467
13%	5948 24.5110	6246 25.7390	6560 27.0330	6890 28.3929	7234 29.8104
14%	6002 24.7335	6301 25.9657	6618 27.2720	6949 28.6360	7299 30.0783
15%	6054 24.9478	6357 26.1964	6675 27.5069	7010 28.8874	7362 30.3379
16%	6107 25.1662	6412 26.4231	6735 27.7541	7071 29.1387	7426 30.6017
17%	6160 25.3846	6467 26.6497	6793 27.9931	7133 29.3942	7489 30.8613
18%	6213 25.6030	6523 26.8805	6850 28.2280	7194 29.6456	7554 31.1291
19%	6265 25.8173	6578 27.1072	6907 28.4629	7254 29.8929	7619 31.3970

Fire Prevention	5917 34.1365	6214 35.8500	6524 37.6385	6851 39.5250	7194 41.5039

3% over previous year

6%	EMT Intermediate or Paramedic Certification
2%	HazMat 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, 2020

PAY SCALE	DRIVER/ENGINEER	LIEUTENANT
Base Pay	6787 27.9684	7339 30.2431
1%	6854 28.2445	7412 30.5440
2%	6922 28.5247	7485 30.8448
3%	6990 28.8050	7559 31.1497
4%	7057 29.0811	7632 31.4506
5%	7126 29.3654	7706 31.7555
6%	7194 29.6456	7779 32.0563
7%	7260 29.9176	7853 32.3613
8%	7328 30.1978	7926 32.6621
9%	7397 30.4822	8000 32.9670
10%	7463 30.7541	8074 33.2720
11%	7532 31.0385	8145 33.5646
12%	7600 31.3187	8219 33.8695
13%	7667 31.5948	8293 34.1745
14%	7736 31.8791	8367 34.4794
15%	7804 32.1593	8440 34.7802
16%	7872 32.4396	8513 35.0811
17%	7939 32.7157	8587 35.3860
18%	8007 32.9959	8660 35.6868
19%	8075 33.2761	8734 35.9918

6%	EMT Intermediate or Paramedic Certification
2%	HazMat 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

POLICE DEPARTMENT
JULY 1, 2020 3% over FY 2019-2020

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 - DINT
8%	School Resource Officer	9%	Detective - CID
5%	K-9 Officer	5%	Records Training
3%	Training Coordinator		

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	3438 19.8350	3610 20.8273	3791 21.8716	3981 22.9677	4180 24.1158	4389 25.3201
Plus 3%	3541 20.4292	3718 21.4504	3905 22.5293	4100 23.6543	4305 24.8370	4520 26.0774

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3712 21.4158	3898 22.4889	4093 23.6139	4298 24.7966	4513 26.0370	4739 27.3417
Plus 3%	3823 22.0562	4015 23.1639	4216 24.3235	4427 25.5409	4648 26.8159	4881 28.1602

CORPORAL

Corporal	7035 40.5882
Plus 3%	7246.21 41.8059
Plus 4%	7316.56 42.2118
Plus 5%	7386.92 42.6176
Plus 6%	7457.27 43.0235
Plus 7%	7527.62 43.4294
Plus 8%	7597.97 43.8353
Plus 9%	7668.32 44.2412
Plus 10%	7738.67 44.6471

Plus 11%	7809 45.0529
Plus 12%	7879 45.4588
Plus 13%	7950 45.8647
Plus 14%	8020 46.2706
Plus 15%	8090 46.6765
Plus 16%	8161 47.0823
Plus 17%	8231 47.4882
Plus 18%	8301 47.8941
Plus 19%	8372 48.3000
Plus 20%	8442 48.7059

POLICE DEPARTMENT
JULY 1, 2020 3% over FY 2019-2020

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	4771	5010	5260	5523	5799	6089	6394
	27.5255	28.9044	30.3467	31.8641	33.4564	35.1295	36.8882
Plus 3%	4914	5160	5418	5689	5973	6272	6586
	28.3505	29.7698	31.2583	32.8218	34.4603	36.1853	37.9969
Plus 4%	4,962	5,210	5,470	5,744	6,031	6,333	6,650
	28.6275	30.0583	31.5583	33.1391	34.7949	36.5372	38.3661
Plus 5%	5010	5261	5523	5799	6089	6393	6714
	28.9044	30.3525	31.8641	33.4564	35.1295	36.8834	38.7354
Plus 6%	5057	5311	5576	5854	6147	6454	6777
	29.1756	30.6410	32.1698	33.7737	35.4641	37.2353	39.0988
Plus 7%	5105	5361	5628	5910	6205	6515	6841
	29.4525	30.9294	32.4699	34.0968	35.7988	37.5873	39.4681
Plus 8%	5153	5411	5681	5965	6263	6576	6905
	29.7294	31.2179	32.7756	34.4141	36.1334	37.9392	39.8373
Plus 9%	5200	5461	5733	6020	6321	6637	6969
	30.0006	31.5064	33.0756	34.7314	36.4680	38.2911	40.2065
Plus 10%	5248	5511	5786	6075	6379	6698	7033
	30.2775	31.7948	33.3814	35.0488	36.8026	38.6431	40.5758
Plus 11%	5296	5561	5839	6131	6437	6759	7097
	30.5544	32.0833	33.6872	35.3718	37.1373	38.9950	40.9450
Plus 12%	5344	5611	5891	6186	6495	6820	7161
	30.8314	32.3718	33.9872	35.6891	37.4719	39.3469	41.3143
Plus 13%	5391	5661	5944	6241	6553	6881	7225
	31.1025	32.6602	34.2930	36.0065	37.8065	39.6988	41.6835
Plus 14%	5439	5711	5996	6296	6611	6941	7289
	31.3794	32.9487	34.5930	36.3238	38.1411	40.0450	42.0527
Plus 15%	5487	5762	6049	6351	6669	7002	7353
	31.6564	33.2429	34.8987	36.6411	38.4757	40.3969	42.4220
Plus 16%	5534	5812	6102	6407	6727	7063	7417
	31.9275	33.5314	35.2045	36.9642	38.8104	40.7489	42.7912
Plus 17%	5582	5862	6154	6462	6785	7124	7481
	32.2045	33.8199	35.5045	37.2815	39.1450	41.1008	43.1604
Plus 18%	5630	5912	6207	6517	6843	7185	7545
	32.4814	34.1083	35.8103	37.5988	39.4796	41.4527	43.5297
Plus 19%	5677	5962	6259	6572	6901	7246	7609
	32.7526	34.3968	36.1103	37.9161	39.8142	41.8047	43.8989
Plus 20%	5725	6012	6312	6628	6959	7307	7673
	33.0295	34.6853	36.4161	38.2392	40.1488	42.1566	44.2682

NONREPRESENTED EMPLOYEES - 07-01-20												
RANGE	POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
1		$3,513 20.2689	$3,601 20.7756	$3,691 21.2950	$3,783 21.8274	$3,878 22.3731	$3,975 22.9324	$4,074 23.5057	$4,176 24.0933	$4,281 24.6957	$4,388 25.3131	$4,497 25.9459
2	Acct Tech Payroll Technician Admin Staff Asst.	$3,815 22.0097	$3,910 22.5599	$4,008 23.1239	$4,108 23.7020	$4,211 24.2946	$4,316 24.9019	$4,424 25.5245	$4,535 26.1626	$4,648 26.8167	$4,764 27.4871	$4,883 28.1743
3	Court Supervisor	$4,137 23.8693	$4,241 24.4660	$4,347 25.0777	$4,455 25.7046	$4,567 26.3472	$4,681 27.0059	$4,798 27.6811	$4,918 28.3731	$5,041 29.0824	$5,167 29.8095	$5,296 30.5547
4	Police, Fire, PW Staff Asst. Civil Engineer I	$4,554 26.2756	$4,668 26.9325	$4,785 27.6058	$4,905 28.2960	$5,027 29.0034	$5,153 29.7284	$5,282 30.4716	$5,414 31.2334	$5,549 32.0143	$5,688 32.8146	$5,830 33.6350
5	Communications Spec.	$4,871 28.1000	$4,992 28.8026	$5,117 29.5226	$5,245 30.2607	$5,376 31.0172	$5,511 31.7926	$5,648 32.5874	$5,790 33.4021	$5,934 34.2372	$6,083 35.0931	$6,235 35.9704
6	Accountant Info Technician	$5,286 30.4943	$5,418 31.2566	$5,553 32.0380	$5,692 32.8390	$5,834 33.6599	$5,980 34.5014	$6,130 35.3640	$6,283 36.2481	$6,440 37.1543	$6,601 38.0831	$6,766 39.0352
7	Lead Accountant Civil Engineer II Superintendent	$5,736 33.0945	$5,880 33.9219	$6,027 34.7699	$6,177 35.6392	$6,332 36.5302	$6,490 37.4434	$6,652 38.3795	$6,819 39.3390	$6,989 40.3225	$7,164 41.3305	$7,343 42.3638
8	Park &Rec manager Senior Planner Airport Director	$6,221 35.8888	$6,376 36.7860	$6,536 37.7057	$6,699 38.6483	$6,866 39.6145	$7,038 40.6049	$7,214 41.6200	$7,394 42.6605	$7,579 43.7270	$7,769 44.8202	$7,963 45.9407
9	Civil Engineer III Deputy Fire Marshal IT Manager	$6,748 38.9315	$6,917 39.9048	$7,090 40.9024	$7,267 41.9250	$7,449 42.9731	$7,635 44.0475	$7,826 45.1487	$8,021 46.2774	$8,222 47.4343	$8,427 48.6202	$8,638 49.8357
10	Fire Marshal	$7,320 42.2289	$7,503 43.2846	$7,690 44.3667	$7,882 45.4759	$8,079 46.6128	$8,281 47.7781	$8,488 48.9725	$8,701 50.1969	$8,918 51.4518	$9,141 52.7381	$9,370 54.0565
11	City Engineer Managing Engineer City Recorder Human Res Director	$7,946 45.8414	$8,144 46.9874	$8,348 48.1621	$8,557 49.3662	$8,771 50.6003	$8,990 51.8653	$9,215 53.1620	$9,445 54.4910	$9,681 55.8533	$9,923 57.2496	$10,171 58.6809
12	Com Devel Director Finance Director	$8,624 49.7570	$8,840 51.0009	$9,061 52.2759	$9,288 53.5828	$9,520 54.9224	$9,758 56.2954	$10,002 57.7028	$10,252 59.1454	$10,508 60.6240	$10,771 62.1396	$11,040 63.6931
13	Fire Chief Police Chief Public Works Director	$9,351 53.9514	$9,585 55.3002	$9,825 56.6827	$10,070 58.0997	$10,322 59.5522	$10,580 61.0410	$10,845 62.5670	$11,116 64.1312	$11,394 65.7345	$11,679 67.3779	$11,971 69.0623
	Police Sergeant							$8,042 46.3957	$8,243 47.5556	$8,449 48.7444	$8,660 49.9631	$8,877 51.2121
	Battalion Chief							$8,042 46.3957	$8,243 47.5556	$8,449 48.7444	$8,660 49.9631	$8,877 51.2121
	Police Lieutenant							$8,636 49.8234	$8,852 51.0690	$9,073 52.3457	$9,300 53.6544	$9,532 54.9957
	Police Captain Assistant Fire Chief							$9,498 54.7990	$9,736 56.1690	$9,979 57.5732	$10,229 59.0125	$10,484 60.4878

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX
MANAGER SALARIES

POSITION	ACTUAL 2017/18	ACTUAL 2018/19	ADOPTED 2019/20	PROJECTED 2019/20	BUDGETED 2020/21
City Manager	147,468	185,617	159,996	129,170	157,514
Police Chief	162,493	133,870	137,388	136,056	143,652
Public Works Director	132,408	136,716	140,832	132,584	138,432
Fire Chief	149,450	130,140	137,388	136,056	143,652
City Recorder	136,424	98,352	103,824	102,606	108,328
Finance Director	109,272	114,240	120,612	119,436	126,096
Human Resources Director	107,088	111,960	118,194	117,054	122,052
Community Development Director	80,525	104,784	110,628	109,554	115,656
Library Director		86,766	91,608	91,836	96,948

IBEW SALARY PLAN – JULY 2019
Adjusted by 2% over 2018/2019 pursuant to collective bargaining agreement

RANGE	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	Bailiff Custodian	2644 15.2541	2776 16.0157	2915 16.8176	3061 17.6600	3214 18.5427	3375 19.4715
2		2776 16.0157	2915 16.8176	3061 17.6600	3214 18.5427	3375 19.4715	3544 20.4465
3	Account Clerk I Department Secretary	2915 16.8176	3061 17.6600	3214 18.5427	3375 19.4715	3544 20.4465	3721 21.4677
4		3061 17.6600	3214 18.5427	3375 19.4715	3544 20.4465	3721 21.4677	3907 22.5408
5	Account Clerk II Department Tech Maintenance I	3214 18.5427	3375 19.4715	3544 20.4465	3721 21.4677	3907 22.5408	4102 23.6658
6	Engineering Tech I	3375 19.4715	3544 20.4465	3721 21.4677	3907 22.5408	4102 23.6658	4307 24.8486
7	Maintenance II Compliance Officer Assistant Planner	3544 20.4465	3721 21.4677	3907 22.5408	4102 23.6658	4307 24.8486	4522 26.0890
8	Parks & Rec Coordinator	3721 21.4677	3907 22.5408	4102 23.6658	4307 24.8486	4522 26.0890	4748 27.3928
9	Engineering Tech II Maintenance III Park/Equipment Maintenance Water Plant Operator	3907 22.5408	4102 23.6658	4307 24.8486	4522 26.0890	4748 27.3928	4985 28.7602
10		4102 23.6658	4307 24.8486	4522 26.0890	4748 27.3928	4985 28.7602	5234 30.1967
11	Greenskeeper Horticulturist Facilities Maint Tech	4307 24.8486	4522 26.0890	4748 27.3928	4985 28.7602	5234 30.1967	5496 31.7083
12	Associate Planner Engineering Tech III	4522 26.0890	4748 27.3928	4985 28.7602	5234 30.1967	5496 31.7083	5771 33.2949

CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2020-2021

TARGET DATE	ACTION
1. 02/03/20	**12:00 P.M. – 1:00 P.M.** – Lunch **1:00 P.M. – 5:00 P.M.** – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
2. 02/10/20	**7:00 P.M. COUNCIL MEETING (Budget Committee Invited):** Annual Comprehensive Financial Report ("CAFR") presented by City Auditor Jeff Cooley; Distribution of Budget User's Guide and calendar; Finance Director presents Quarterly Report Ending **12/31/2019.** *(*Mail information to Councilors and Budget Committee members who do not attend the meeting.)*
3. Week of 02/10/20	IT meets with individual departments to determine technology needs
4. 03/02/20	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. 03/06/20	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/13/20	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. 03/16 – 03/20/20	Departments meet with City Manager to review departmental budgets
8. 03/27/20	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. 04/10/20	*****Notice of **05/05/20**-- Budget Committee Meeting/Public Hearing on *Possible* Uses of State Revenue Sharing ***mailed*** to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/14/20 **and** *posted on City's website* (**ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)**
10. 04/14/20	Notice of **05/05/20** - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing ***published*** in News-Review
11. 04/17/20	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
12. 04/21/20	**4:30 P.M. – 6:00 P.M. Budget Committee Training Session**

CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2020-2021– CONTINUED

TARGET DATE	ACTION
13. 05/05/20	**7:00 P.M. – 8:30 P.M. First Budget Committee Meeting:** City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & *Possible* Uses Thereof is held
14. 05/12/20	**7:00 P.M. – 10:00 P.M. Second Budget Committee Meeting:** Individual departments begin review of their respective portions of the budget
15. 05/13/20 & 05/14/20	**7:00 P.M. – 10:00 P.M. Budget Committee Meetings continue as necessary ***Budget Committee must hold final session and approve the proposed budget by 5/14/20***
17. 05/18/20	***Mail*** Notice of **06/8/20** -- Public Hearing on *Proposed* Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on **5/22/20**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and post on City's website**
18. 05/22/20	Detailed summary of budget (as approved by the Budget Committee) and notice of **06/8/20** Public Hearing on *Proposed* Uses of Revenue Sharing ***published*** in News-Review
19. 06/08/20	**7:00 P.M. Council Meeting:** Council holds Public Hearing on *Proposed* 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**
20. 06/22/20	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 06/30**
21. 07/06/20	File 1 copy of budget with Douglas County Clerk