

City of Roseburg, Oregon



2020-2021 Adopted Budget

CITY OF ROSEBURG, OREGON
ADOPTED 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
Jeffrey Weller

Knut Torvik
Patrice Sipos
Jerry Smead

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

Parks & Recreation Commission

Alison Eggers, Chair
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Ron Hughes, Chair
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Historic Resources Review Commission

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Public Works Commission

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Fred Dayton, Jr.
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Ken Hoffine
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Stuart Liebowitz
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Library Commission

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Marcia Belzner
Mandy Elder
Francesca Guyer
Laura Harvey
Theresa Lundy
Kelly Peter

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 programmed. 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 USER GUIDE, continued

Budget Committee and Committee Functions: The Budget Committee, established by ORS 294.414, is composed of an equal number of qualified electors and members of the City Council. A qualified elector is a person who is qualified to vote in elections of the City. The qualified elector members are appointed by the Mayor and City Council for three-year terms, approximately one-third of which expire each year.

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

At its first meeting, the Budget Committee elects a presiding officer from among the members. The Budget Committee receives the budget document and hears the budget message. At the second meeting, the Budget Committee holds a public hearing on the use of state shared revenues and hears and considers testimony from the public on the budget. If the Budget Committee does not approve the budget at its second meeting, additional meetings are scheduled. The time and place of additional meetings must be announced prior to adjournment of each meeting. If this is not done, any additional meetings must meet the public meetings law requirements.

The Budget Committee reviews, and if necessary, revises the proposed budget submitted by the Budget Officer. The Budget Committee generally studies the budget by using the two previous years' actual data, the current budgeted data and the figures proposed by the Budget Officer for comparisons. Pursuant to ORS 294.428, the Budget Committee may obtain from staff any additional information it requires to make decisions about the budget.

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

The Budget Committee has the power to:

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

BUDGET USER GUIDE, continued

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

Request Phase: Each year department managers submit preliminary budget information, narrative and other supporting documentation to the City Manager, the City's Budget Officer, and to the Finance Director. This information is prepared based on department staffing and operational needs as discussed in planning sessions with the City Manager. 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 USER GUIDE, continued

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

BUDGET USER GUIDE, continued

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.

FINANCIAL MANAGEMENT POLICIES, continued

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

FINANCIAL MANAGEMENT GOALS AND POLICIES

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

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

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

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

I. City of Roseburg Financial Management Goals

- A. To provide for quality basic City services.
- B. To establish a financial base sufficient to maintain or enhance City assets required to support community service demand.
- C. To respond to changes in the needs, desires and service requirements of Roseburg.
- D. To follow prudent and professional financial management practices to assure residents of Roseburg and the financial community that our City government is well managed and in sound fiscal condition.

FINANCIAL MANAGEMENT POLICIES, continued

- E. To cooperate with other government entities to provide cost effective services to citizens.
- F. To have an adequate capital improvement program that maintains and enhances the public's assets.

II. City of Roseburg Financial Management Policies

A. Resource Planning and Allocation Policies

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

B. Accounting and Financial Practices Policies

- 1. Policy. The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles and

FINANCIAL MANAGEMENT POLICIES, continued

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

2. Policy. Each fund will maintain adequate cash reserves, borrow internally from another City fund or borrow externally to provide for cash flow requirements. The City's General Fund Balance Policy includes a reserve target of twenty percent of expenditures. Annually, the City Manager reviews the City's financial status and develops a budget process that accounts for the City's projected financial status for the budget year based on 'best practice' evaluation criteria.
3. Policy. The City will not normally earmark specific revenues for specific public purposes in general services funds such as the General Fund.
4. Policy. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by a user fee or charge.
5. Policy. Properties foreclosed under the Bancroft program will be managed and disposed of in such a manner so as to attempt to at least reimburse the program for all direct and indirect costs incurred and so as not to disrupt the marketplace.
6. Policy. The City will manage its funds as independent entities in accordance with legal, administrative and GAAP.
7. Policy. Each fund, as appropriate, will maintain a contingency account to meet unanticipated requirements during the budget year.

C. Revenue Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

D. Capital Improvements Policies

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

E. Intergovernmental Revenue Assistance Policies

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

F. Debt and Investment Management Policies

1. Policy. The City will seek to maintain 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.

FINANCIAL MANAGEMENT POLICIES, continued

3. Policy. When making investments, the City will follow State law and local investment guidelines and shall abide by the following criteria in priority order:
 - a. Preservation of capital
 - b. Maintenance of a liquid position
 - c. Maximum yield

G. Organizational Policies

1. Policy. The City Manager will review the organizational structure at frequent intervals to assure that it is responsive to current conditions and service duplication.
2. Policy. The City will provide adequate funding to stabilize the City employment force and minimize uncertainty about the continuity of the service delivery system.
3. Policy. Employee compensation will be comparable to public and private sector compensation paid in the relevant recruiting area.
4. Policy. The City will match job classifications and number of employees to the service delivery system and will communicate service and staff adjustments to the public and parties affected by changes.
5. Policy. The City will be committed to maintaining and improving productivity of staff through a proper working environment, appropriate equipment, necessary training and adequate supplies and materials.

H. Other Policies

1. Policy. The City will routinely evaluate its service delivery system, according to established efficiency and effectiveness criteria, to determine whether a service should be provided by the City or by agreement with a private contractor.
2. Policy. The City will evaluate its use of intergovernmental service contracts to preclude unwarranted duplication of services in overlapping jurisdictions and to assure an effective and efficient service delivery system to the community.
3. Policy. The City will comply with mandatory Federal, State and local laws and rules and when appropriate will comply with industry and professional requirements or standards.

FINANCIAL MANAGEMENT POLICIES, continued

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

CITY OF ROSEBURG, OREGON

GENERAL INFORMATION

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

Date of incorporation	1872
Form of government	Council/Manager
Area in square miles	10.92
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:

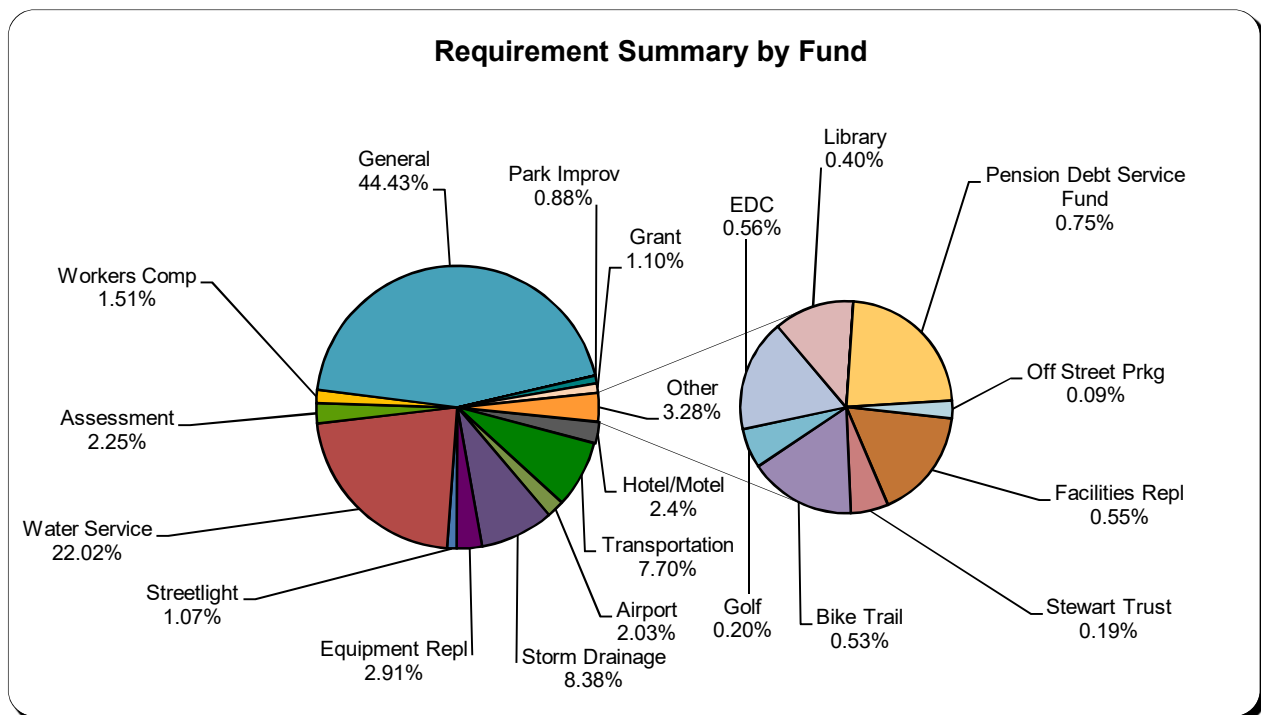
Miles of paved streets	121
Miles of unpaved streets	6

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 adopted 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

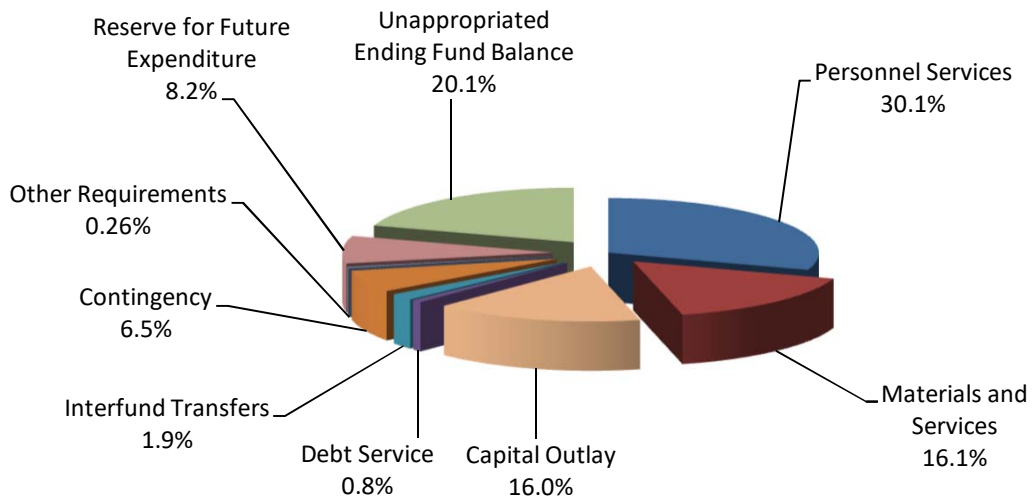
<u>ACTUAL</u> <u>2017-2018</u>	<u>ACTUAL</u> <u>2018-2019</u>	<u>ADOPTED</u> <u>2019-2020</u>	<u>FUND</u> <u>IDENTIFIER DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2020-2021</u>	<u>APPROVED</u> <u>2020-2021</u>	<u>ADOPTED</u> <u>2020-2021</u>
29,473,972	30,210,401	32,780,068	100 General Fund	34,031,296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

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY CLASSIFICATION

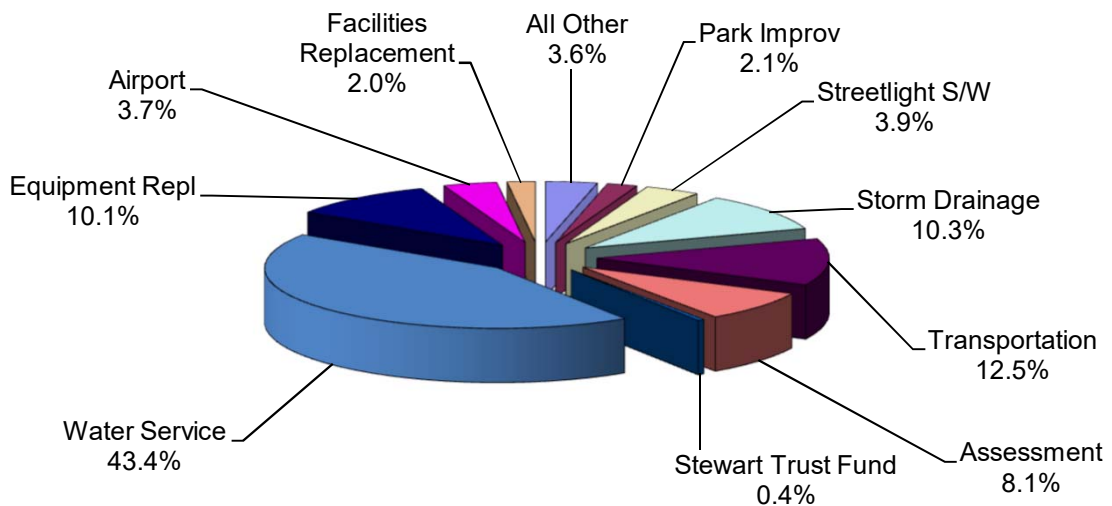
The City of Roseburg's requirements by classification are shown on the following page. As the first graph illustrates, expenditures for personnel services represent 30.1% of the total budget, materials and services represents 16.1% and capital outlay 16% of the total budget.

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

Total Requirements



Capital Outlay



CITY OF ROSEBURG, OREGON

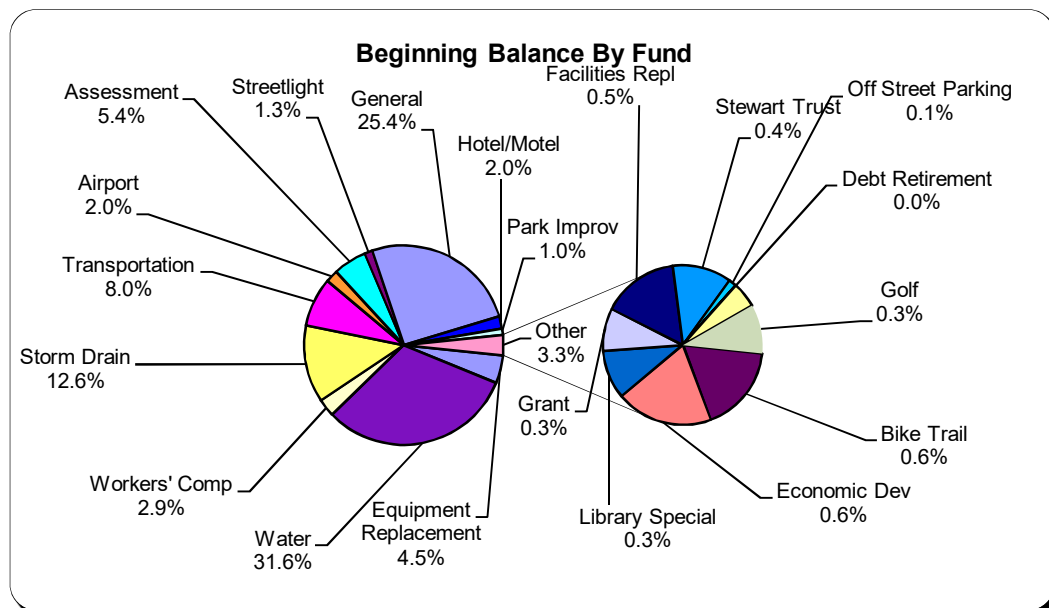
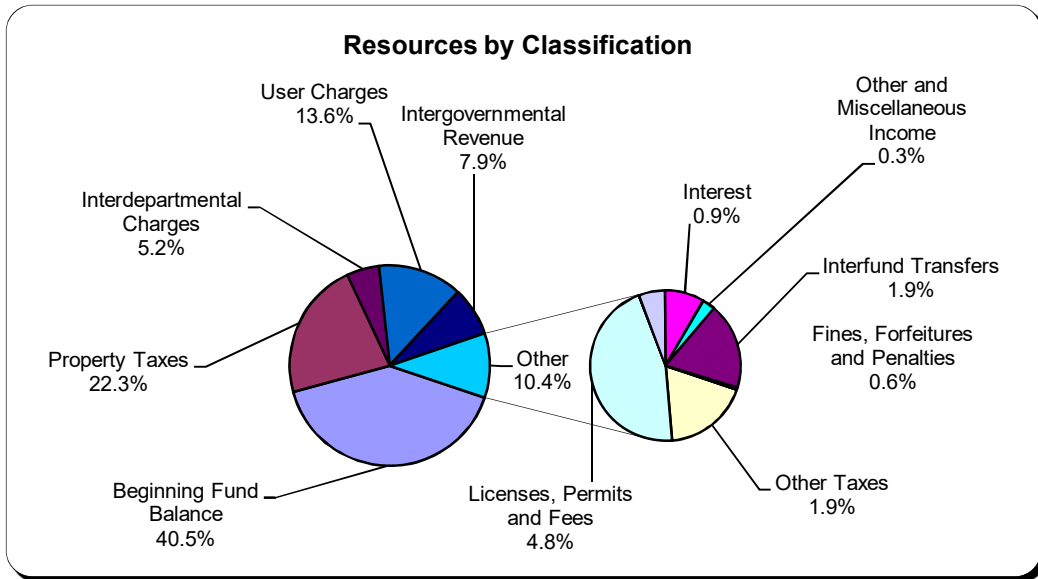
REQUIREMENT SUMMARY BY CLASSIFICATION
2020-2021 BUDGET

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

CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION

The City's resources by classification are shown on the following page. Beginning fund balances represent \$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

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

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			2020-2021 PROJECTED NET COLLECTIONS
			DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.0%	TOTAL DEDUCTIONS	
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		
	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
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.

FUND	ESTIMATED FUND BALANCE JULY 1, 2020	2020-2021				ESTIMATED FUND BALANCE JUNE 30, 2021
		ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	
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

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

CITY OF ROSEBURG, OREGON

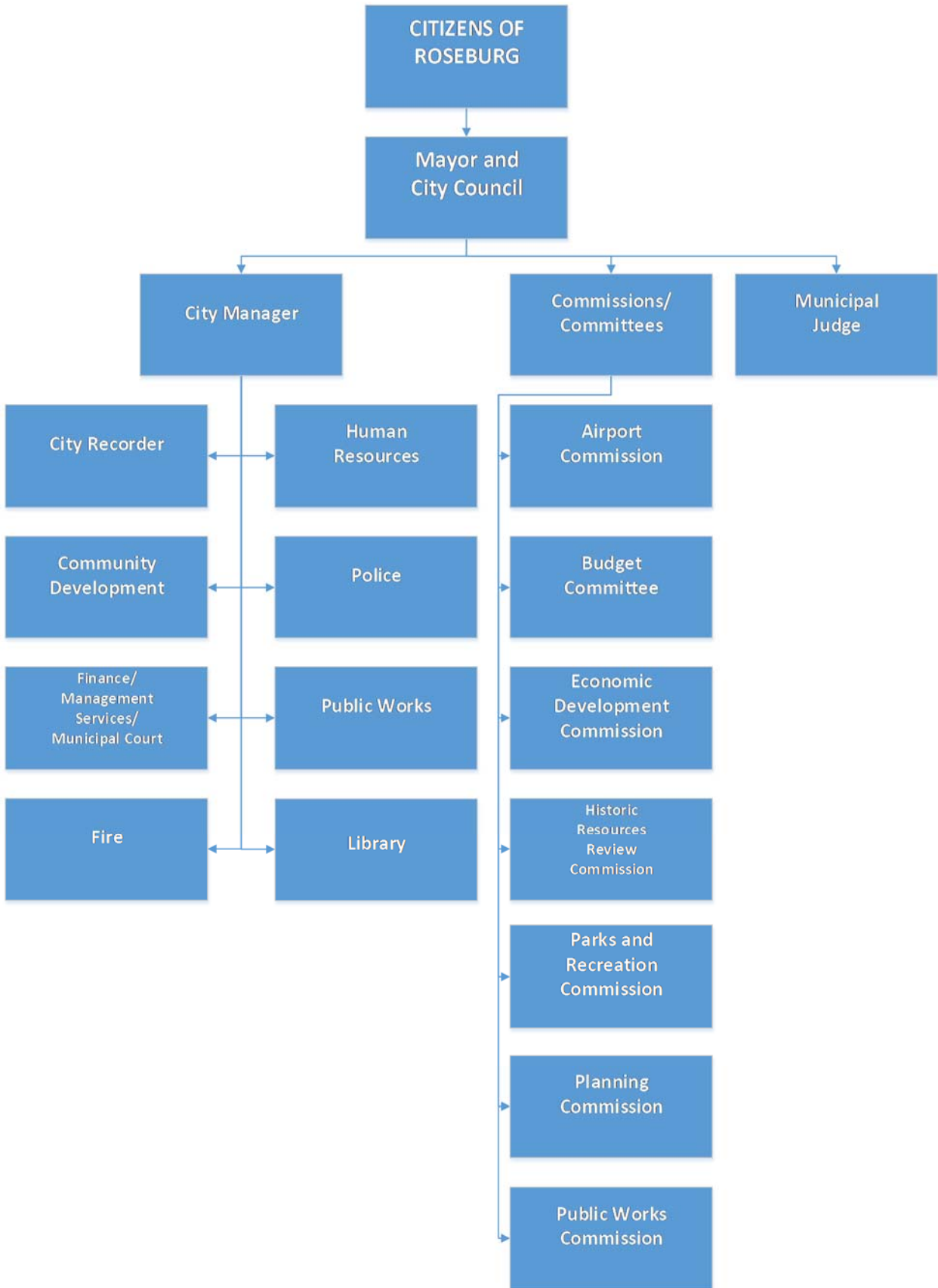
ORGANIZATIONAL CHART

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.

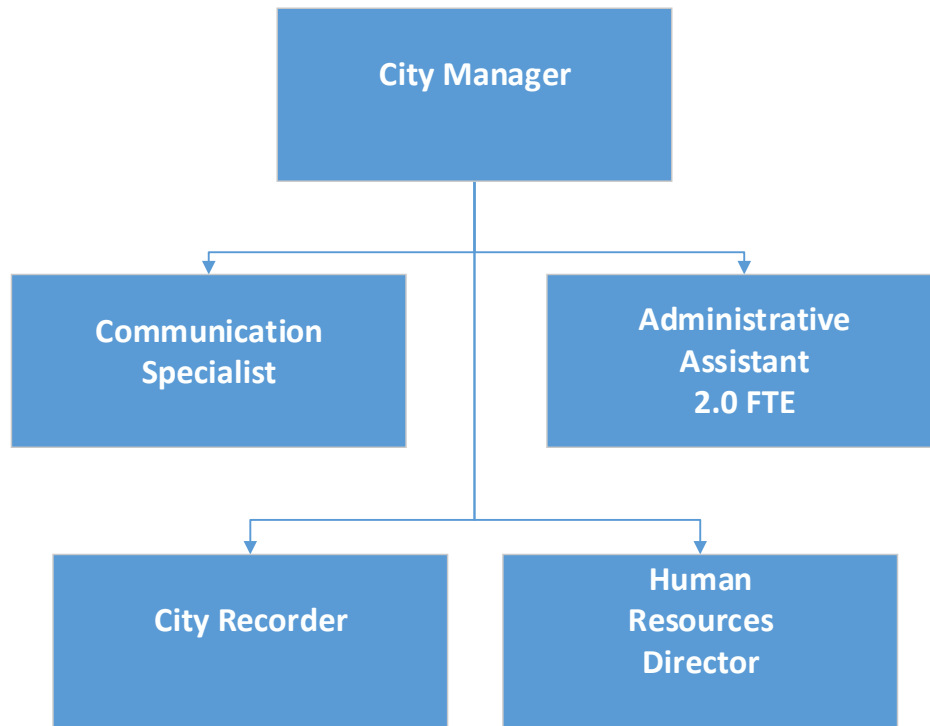
In addition, City Council has seven advisory commissions and committees composed of citizens of Roseburg to assist in the decision making process.

CITY OF ROSEBURG



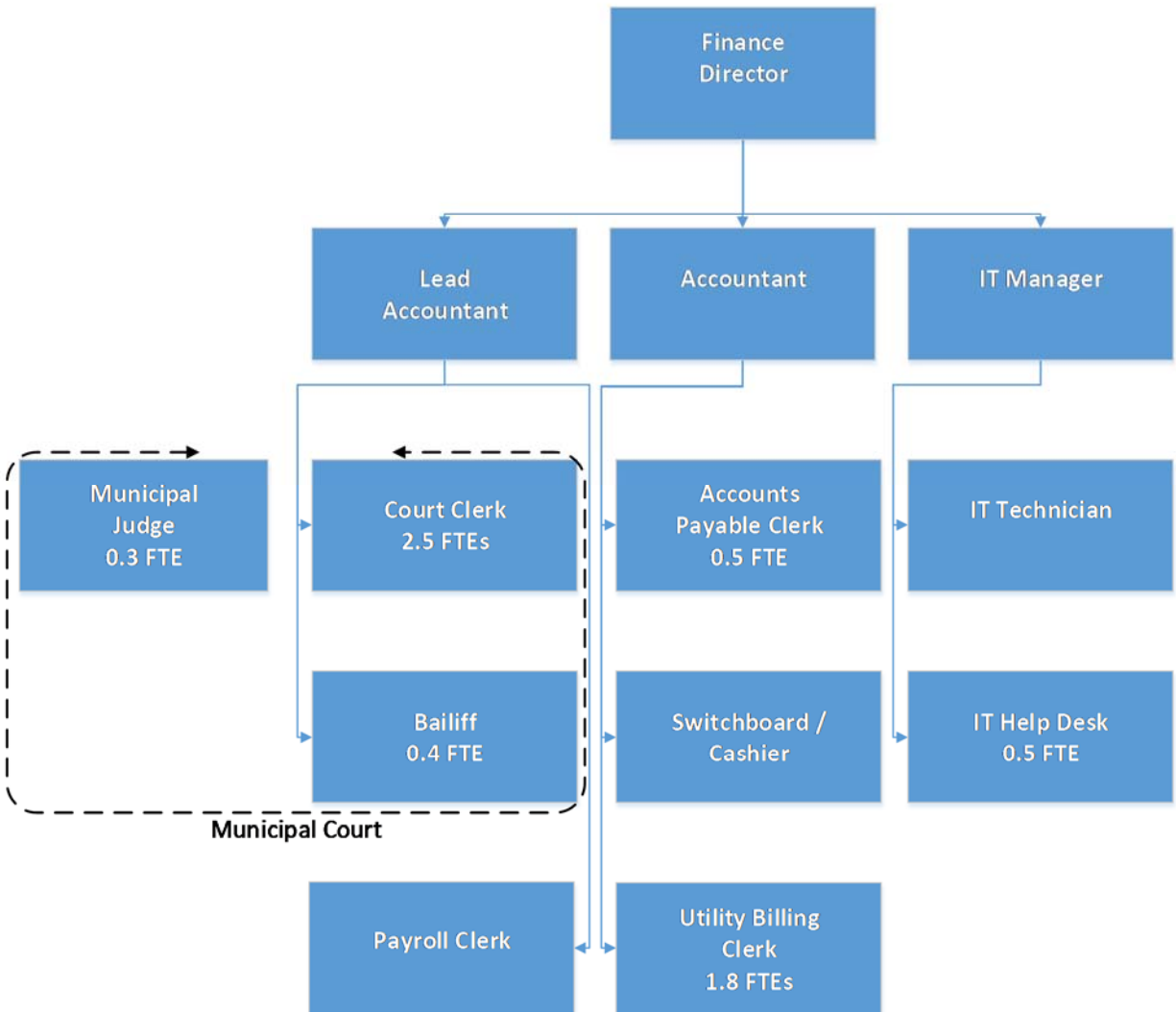
CITY OF ROSEBURG

Administration



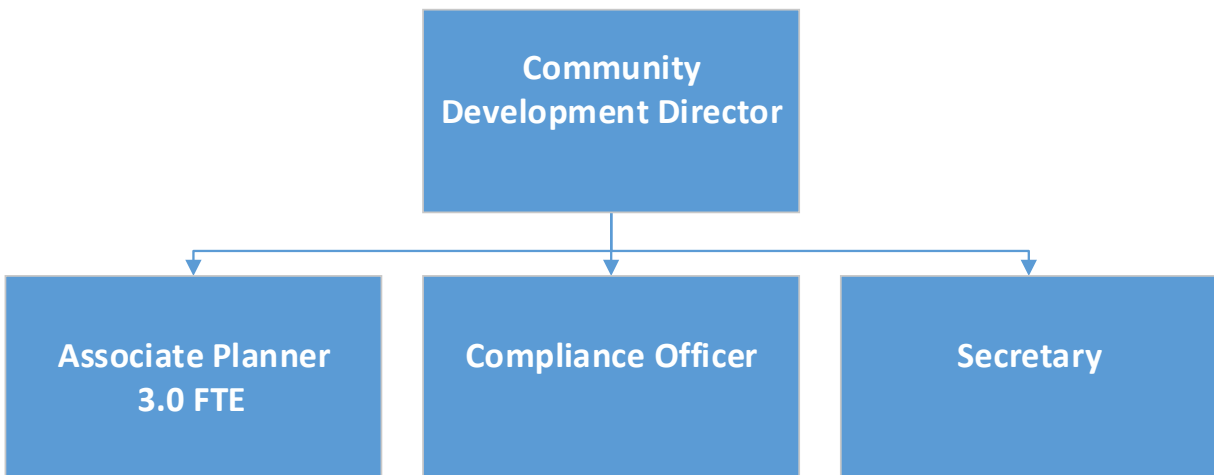
CITY OF ROSEBURG

Finance and Management Services and Municipal Court



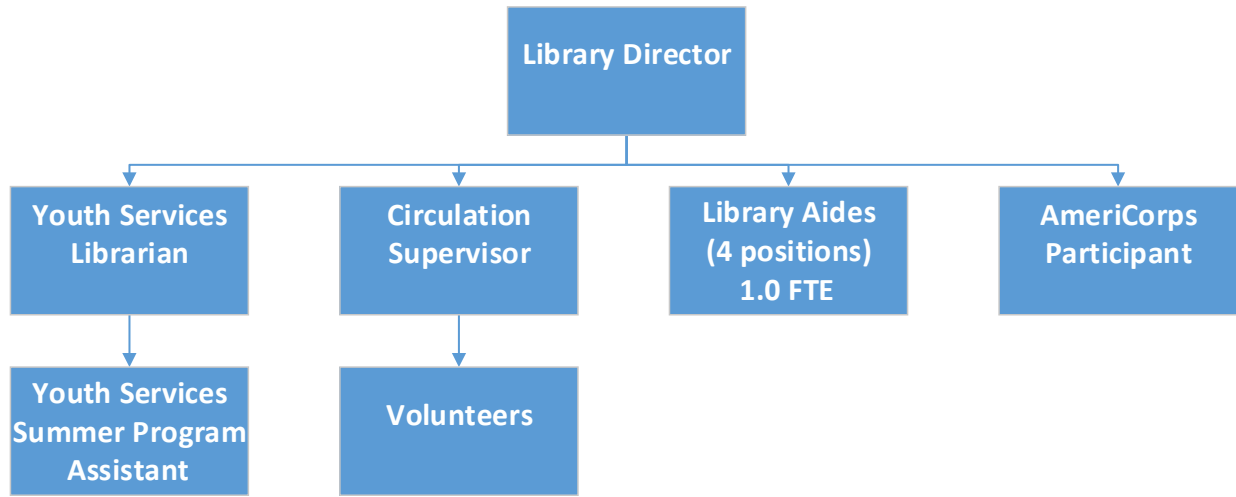
CITY OF ROSEBURG

Community Development Department



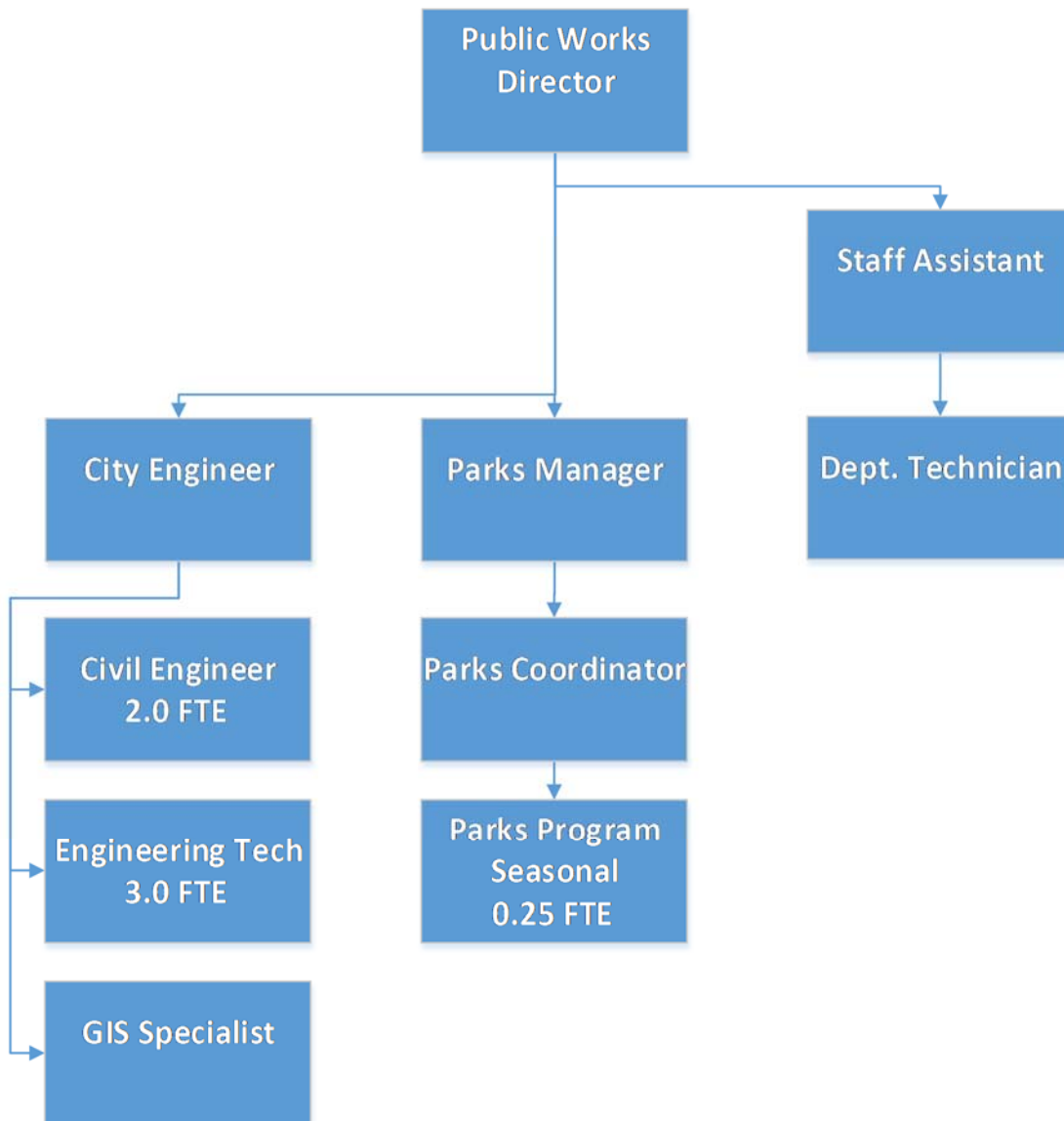
CITY OF ROSEBURG

Library



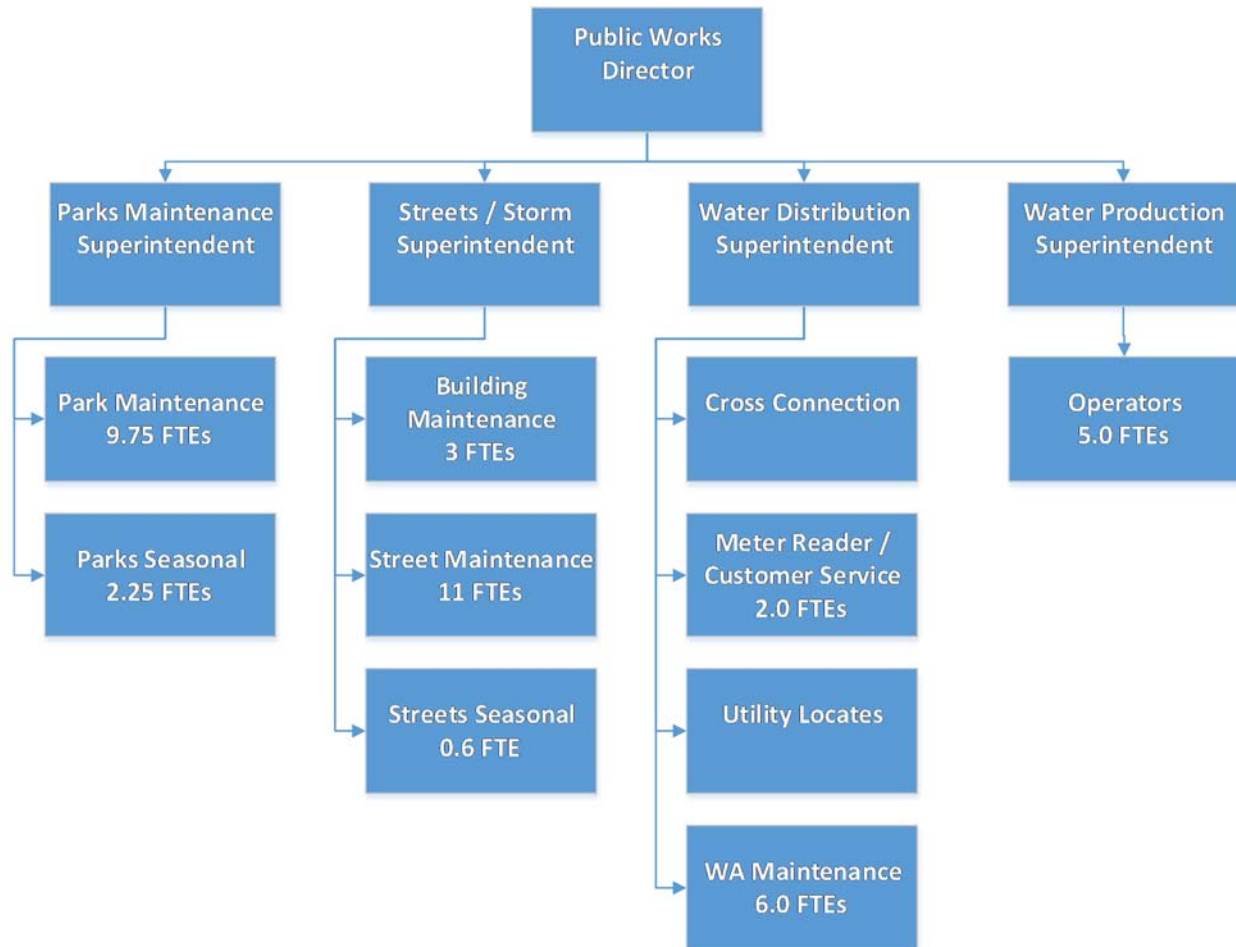
CITY OF ROSEBURG

Public Works Administration / Engineering & Construction



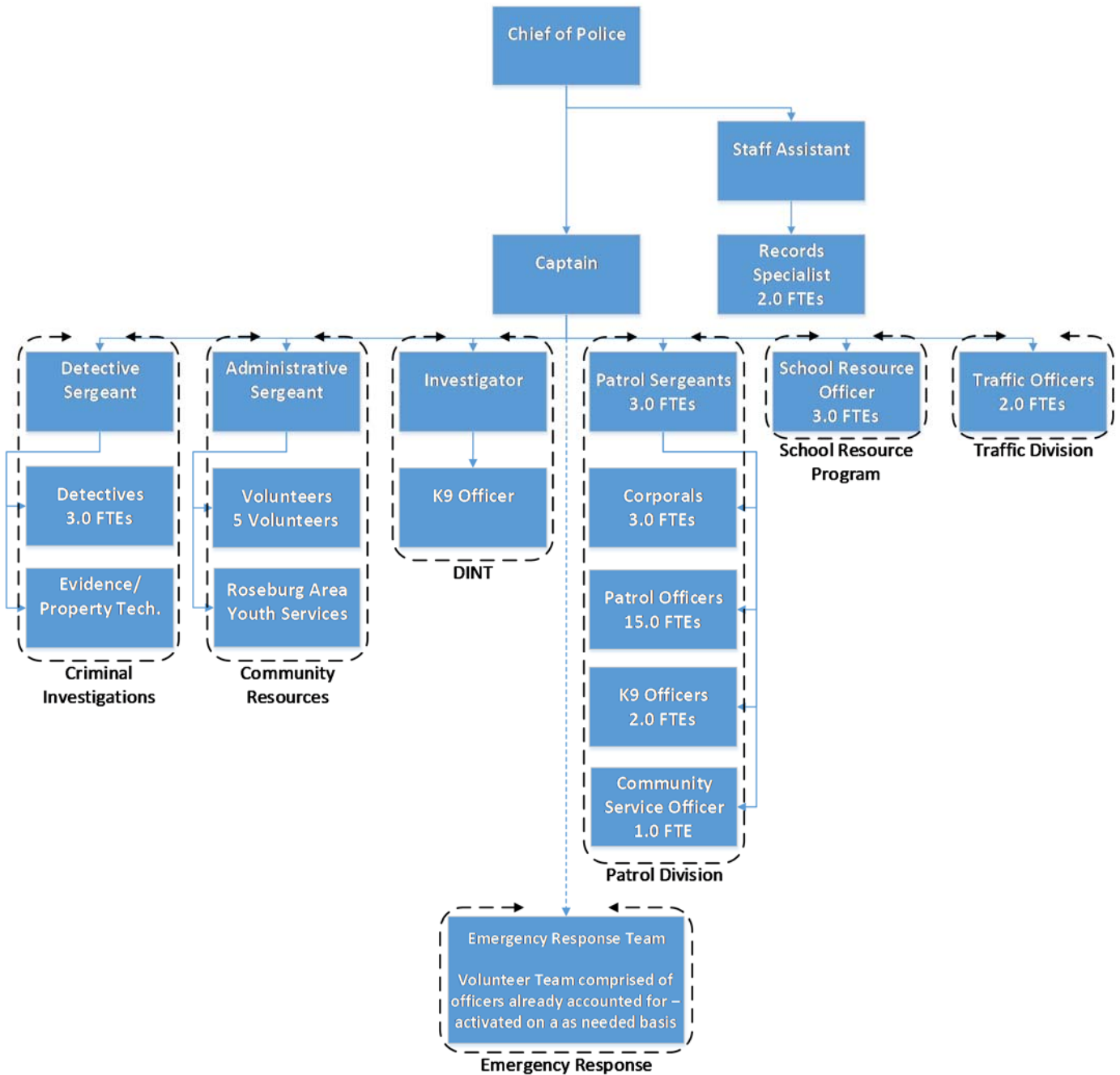
CITY OF ROSEBURG

Public Works Operations & Maintenance



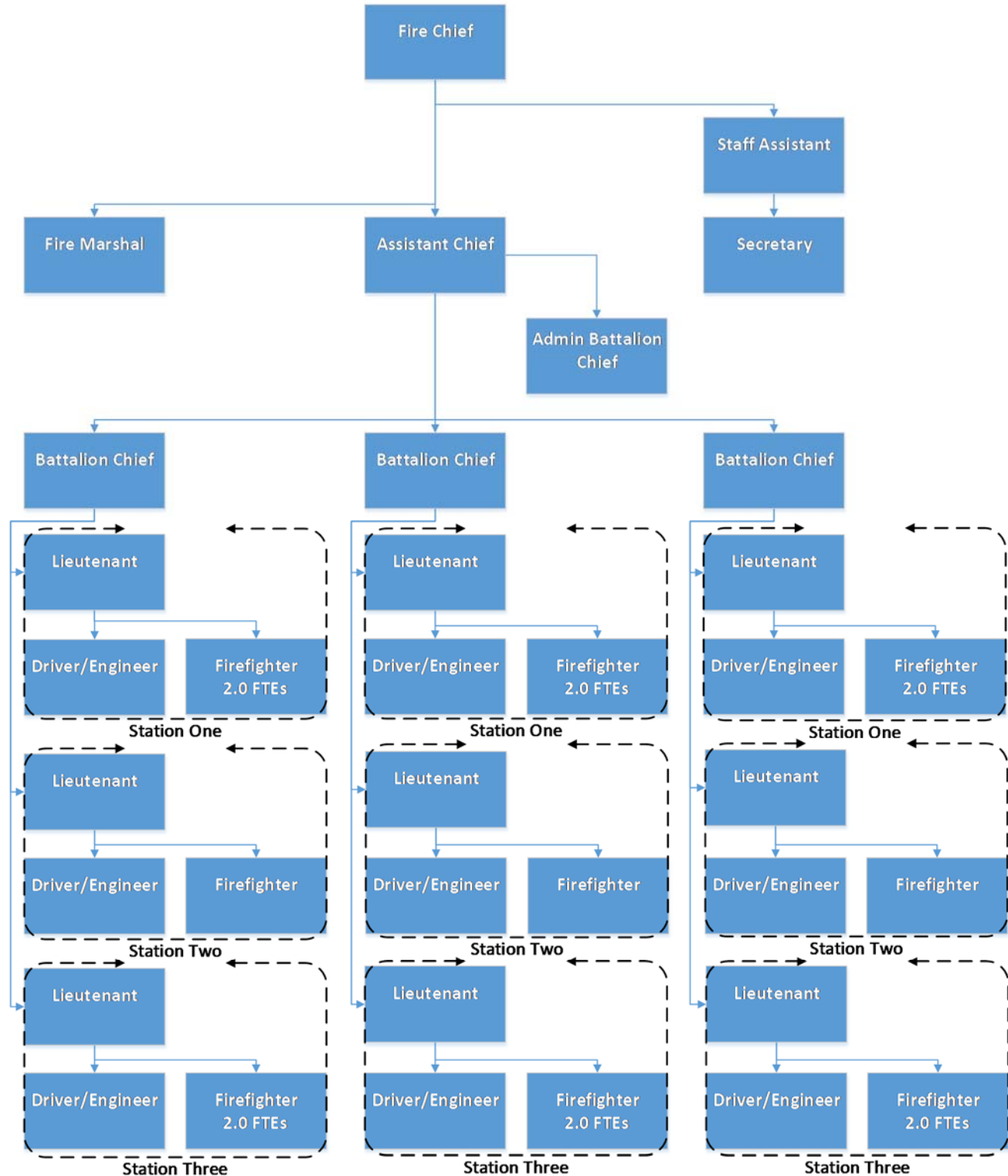
CITY OF ROSEBURG

Police Department



CITY OF ROSEBURG

Fire Department





CITY OF ROSEBURG, OREGON

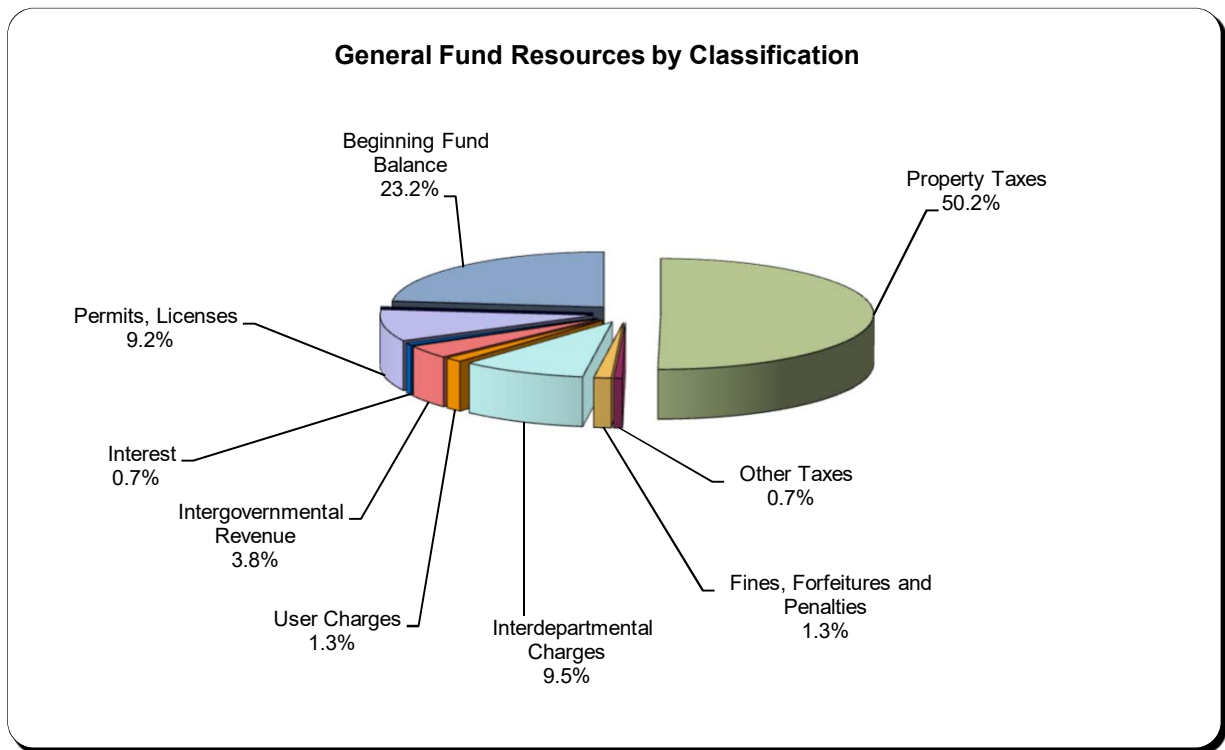
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CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

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.

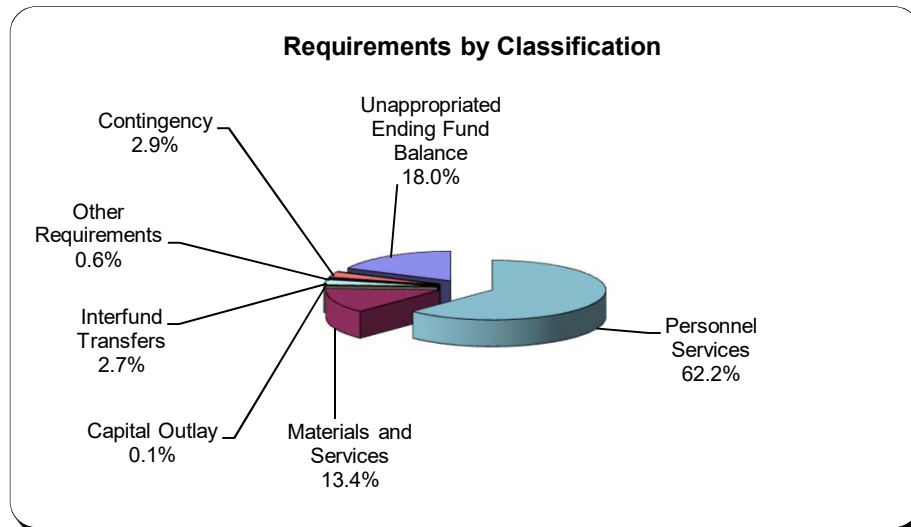
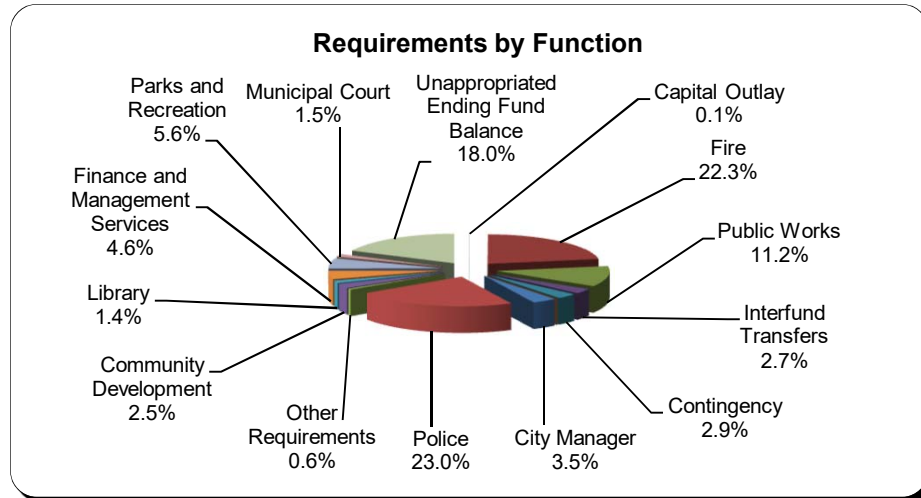


CITY OF ROSEBURG, OREGON						
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	SUMMARY	PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
GENERAL FUND (100)						
RESOURCES:						
13,551,620	14,212,797	17,089,000	Property Taxes	17,082,800	17,082,800	17,082,800
50,323	83,487	-	Land Sales	-	-	-
167,264	187,589	155,000	Other Taxes	230,000	230,000	230,000
3,098,961	3,054,753	3,260,800	Licenses, Permits, and Fees	3,121,500	3,121,500	3,121,500
Charges for Services:						
403,930	469,188	428,000	Fines Forfeitures and Penalties	450,000	450,000	450,000
2,587,397	2,713,415	2,966,414	Interdepartmental Charges	3,218,515	3,218,515	3,218,515
512,228	442,035	437,000	User Charges	458,000	458,000	458,000
1,391,695	1,447,610	1,313,866	Intergovernmental Revenue	1,284,054	1,284,054	1,284,054
148,633	224,404	200,000	Interest	235,000	235,000	235,000
51,545	63,308	20,000	Miscellaneous	40,000	40,000	40,000
21,963,596	22,898,586	25,870,080	Total Operating Revenues	26,119,869	26,119,869	26,119,869
-	-	35,000	Interfund Transfers	10,000	10,000	10,000
-	-	-	Proceeds From Asset Sales	-	-	-
-	14,116	-	Reimbursements	-	-	-
7,510,376	7,297,699	6,874,988	Beginning Fund Balance	7,901,427	7,901,427	7,901,427
29,473,972	30,210,401	32,780,068	TOTAL RESOURCES	34,031,296	34,031,296	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 <u>2017-2018</u>	ACTUAL <u>2018-2019</u>	ADOPTED <u>2019-2020</u>	SUMMARY	PROPOSED <u>2020-2021</u>	APPROVED <u>2020-2021</u>	ADOPTED <u>2020-2021</u>
<u>GENERAL FUND (100)</u>						
REQUIREMENTS:						
Operating Budget:						
17,766,320	18,018,812	21,006,009	Personnel Services	21,184,211	21,184,211	21,184,211
3,622,903	3,990,628	4,499,494	Materials and Services	4,576,957	4,576,957	4,576,957
21,389,223	22,009,440	25,505,503	Total Operating Budget	25,761,168	25,761,168	25,761,168
27,050	82,057	70,000	Capital Outlay	25,000	25,000	25,000
755,000	855,000	800,000	Interfund Transfers	925,000	925,000	925,000
5,000	-	25,000	Other Requirements	201,000	201,000	201,000
22,176,273	22,946,497	26,400,503	Total Expenditures	26,912,168	26,912,168	26,912,168
-	-	-	Reserved for Future Expenditure	-	-	-
-	-	610,233	Contingency	1,000,000	1,000,000	1,000,000
7,297,699	7,263,904	5,769,332	Unappropriated Ending Fund Balance	6,119,128	6,119,128	6,119,128
7,297,699	7,263,904	6,379,565	Total Fund Balance	7,119,128	7,119,128	7,119,128
29,473,972	30,210,401	32,780,068	TOTAL REQUIREMENTS	34,031,296	34,031,296	34,031,296

<u>GENERAL FUND (100)</u>								
OPERATING BUDGET BY DEPARTMENT								
1,044,712	1,072,382	1,256,600	City Manager			1,202,281	1,202,281	1,202,281
1,259,808	1,330,107	1,509,178	Finance and Management Services			1,550,050	1,550,050	1,550,050
637,639	724,937	844,073	Community Development			853,411	853,411	853,411
27,879	282,326	429,026	Library			484,585	484,585	484,585
3,362,290	3,340,470	3,778,406	Public Works			3,827,772	3,827,772	3,827,772
1,478,768	1,586,274	1,854,153	Parks and Recreation			1,903,895	1,903,895	1,903,895
474,376	489,310	510,551	Municipal Court			525,058	525,058	525,058
6,594,279	6,658,954	7,807,772	Police Department			7,830,923	7,830,923	7,830,923
6,509,472	6,524,680	7,515,744	Fire Department			7,583,193	7,583,193	7,583,193
21,389,223	22,009,440	25,505,503	TOTAL OPERATING BUDGET BY DEPARTMENT			25,761,168	25,761,168	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								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
GENERAL FUND (100) - REVENUES								
7,510,376	7,297,699	6,874,988	00-00-301000	BEGINNING FUND BALANCE		7,901,427	7,901,427	7,901,427
REVENUES - (100)								
13,020,052	13,654,896	16,520,700	70-40-311100	Current Year Property Taxes		16,556,300	16,556,300	16,556,300
506,670	531,895	542,300	70-40-311200	Prior Years' Property Taxes		500,000	500,000	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	26,500	26,500
60	947	-	00-00-311500	Penalties and Interest		-	-	-
167,264	187,589	155,000	70-40-315200	Marijuana 3%		230,000	230,000	230,000
8,923	8,636	9,300	30-10-321100	Public Works		10,000	10,000	10,000
39,444	37,766	39,500	50-10-321102	Planning Fees		50,000	50,000	50,000
30,000	30,000	30,000	10-10-321104	Garbage Permits		30,000	30,000	30,000
49,187	47,423	55,000	40-10-321120	Parks Department Fees		40,000	40,000	40,000
39,675	46,690	47,000	10-10-321149	Other Licenses		47,000	47,000	47,000
991	11,933	24,000	50-10-321525	Derelict Building Fees		15,000	15,000	15,000
317,790	296,072	330,000	78-40-321700	Gas Franchise Fees		306,000	306,000	306,000
1,907,527	1,837,792	1,940,000	78-40-321720	Electric Franchise Fees		1,846,500	1,846,500	1,846,500
256,143	255,595	268,000	78-40-321740	Telephone Franchise Fees		268,000	268,000	268,000
130,712	132,982	132,000	78-40-321760	Cable TV Franchise Fees		132,000	132,000	132,000
235,831	257,165	289,100	78-40-321780	Water Utility Franchise Fees		275,000	275,000	275,000
82,738	92,699	96,900	00-00-321800	Storm Drainage Franchise Fees		102,000	102,000	102,000
306,453	349,025	316,000	20-10-322101	Fines		325,000	325,000	325,000
16,748	13,794	15,000	20-10-322105	Court Costs		20,000	20,000	20,000
2,005	1,300	1,500	20-10-322125	Police-Impound Admin Fee		2,000	2,000	2,000
5,150	8,176	5,500	20-10-322135	Court Appointed Attorney Fees		10,000	10,000	10,000
73,574	96,893	90,000	20-10-322140	Criminal Fines		93,000	93,000	93,000
11,810	15,558	-	20-20-331140	Federal Grants		10,000	10,000	10,000
4,200	4,200	17,500	40-20-332120	State Grants		4,200	4,200	4,200
377,430	408,090	460,500	78-40-332520	Liquor State Subventions		492,600	492,600	492,600
29,113	28,044	29,500	78-40-332530	Tobacco State Subventions		28,100	28,100	28,100
125,975	88,117	93,000	78-40-332540	Marijuana Subventions		115,000	115,000	115,000
231,717	243,569	257,500	78-40-332710	State Revenue Sharing		270,000	270,000	270,000
15,654	23,045	18,000	20-20-332725	Hazardous Materials Revenue		18,000	18,000	18,000
5,827	7,289	9,000	30-20-332730	Other		8,000	8,000	8,000
14,210	15,000	15,000	20-20-333210	Contracted Services		15,500	15,500	15,500
183,249	194,160	170,000	20-20-334100	Intergovernmental Revenue-Local		247,000	247,000	247,000
6,000	6,000	6,000	10-10-341122	Interdept Charges-Golf		6,000	6,000	6,000
40,025	38,607	40,185	10-10-341125	Interdept Charges-Hotel/Motel		34,432	34,432	34,432
75,289	87,743	81,709	10-10-341129	Interdept Charges-Sidewalk		84,335	84,335	84,335
943,024	980,371	1,048,129	10-10-341131	Interdept Charges-Transportation		1,112,217	1,112,217	1,112,217
392,510	420,538	243,866	10-10-341135	Interagency - Urban Renewal		75,654	75,654	75,654
39,677	41,274	14,797	30-10-341136	Interdept Charges-Facilities		15,028	15,028	15,028
6,859	2,638	2,632	10-10-341151	Interdept Charges-OSP		2,659	2,659	2,659
84,898	84,916	100,427	10-10-341152	Interdept Charges-Airport		114,579	114,579	114,579
898,098	943,326	1,076,418	10-10-341153	Interdept Charges-Water		1,209,377	1,209,377	1,209,377
6,225	6,936	5,506	10-10-341155	Interdept Charges-Economic Development		13,863	13,863	13,863
471,215	504,934	573,385	10-10-341156	Interdept Charges-Storm		607,044	607,044	607,044
16,087	16,670	17,226	10-10-341161	Interdept Charges-Work Comp		18,981	18,981	18,981
314,868	319,536	316,500	10-10-343280	User Fees		320,000	320,000	320,000
20,550	23,495	27,000	10-10-343810	Lien Search Fee		23,000	23,000	23,000
151,910	39,947	50,000	20-10-343910	Fire Suppression Fees		50,000	50,000	50,000
14,364	11,774	10,000	20-10-343920	Fire Prevention Fees		20,000	20,000	20,000
-	2,310	2,500	40-10-344250	Parks Administration Fee		2,500	2,500	2,500

CITY OF ROSEBURG, OREGON						
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				
			GENERAL FUND (100) - REVENUES			
				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
8,310	6,705	10,000	20-10-344510 Police Administrative Fee	10,000	10,000	10,000
2,226	9,686	8,000	20-10-344610 Fire Administrative Fee	10,000	10,000	10,000
-	24,429	12,000	40-10-344710 Library Card	20,000	20,000	20,000
-	4,153	1,000	40-10-344720 Library Miscellaneous	2,500	2,500	2,500
2,066	14,850	-	30-30-361200 Special Assessment	-	-	-
148,573	223,457	200,000	60-40-371100 Interest Income	235,000	235,000	235,000
13,840	5,072	-	20-20-381110 Contributions	-	-	-
35,639	43,386	20,000	80-40-385100 Miscellaneous	40,000	40,000	40,000
-	-	35,000	85-40-391270 Transfers - Library Special Revenue	10,000	10,000	10,000
-	14,116	-	99-40-392300 Reimbursements	-	-	-
21,963,596	22,912,702	25,905,080	Total	26,129,869	26,129,869	26,129,869
29,473,972	30,210,401	32,780,068	TOTAL REVENUES & BEGINNING FUND BALANCE	34,031,296	34,031,296	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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
City Manager	1.0	1.0	1.0	1.0
Human Resources Director	1.0	1.0	1.0	1.0
City Recorder	1.0	1.0	1.0	1.0
Communication Specialist	0.0	0.0	0.0	1.0
Administrative Assistant	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
	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	
<u>GENERAL FUND (100) - CITY MANAGER DEPARTMENT</u>									
PERSONNEL SERVICES - 1010									
484,305	470,704	592,001	Salaries and Wages			559,329	559,329	559,329	
229,475	228,613	326,849	Employee Benefits			359,452	359,452	359,452	
<u>713,780</u>	<u>699,317</u>	<u>918,850</u>	Total				<u>918,781</u>	<u>918,781</u>	<u>918,781</u>
MATERIALS AND SERVICES - 1010									
3,266	1,942	6,000	41-3010	Lodging and Registration		6,000	6,000	6,000	
2,095	442	3,500	41-3015	Meals and Mileage		3,500	3,500	3,500	
519	171	750	41-3020	Commission Meetings and Meals		750	750	750	
4,473	3,918	4,500	41-3025	Council Travel and Conference		4,500	4,500	4,500	
20,611	22,786	22,500	41-3035	Memberships		25,000	25,000	25,000	
594	1,011	4,000	41-3040	Dues and Subscriptions		4,000	4,000	4,000	
7,264	-	2,500	41-3055	Personnel Training		2,500	2,500	2,500	
90,450	155,883	91,500	41-3310	Professional Services-Legal		95,000	95,000	95,000	
10,808	13,124	12,000	41-3315	Auditing		14,000	14,000	14,000	
127	130	-	41-3330	Professional Services Technical		-	-	-	
40,212	14,400	25,000	41-3620	Special Services		25,000	25,000	25,000	
90,128	76,743	100,000	41-3690	Misc. Contracted Services		40,000	40,000	40,000	
941	3,971	4,000	41-3810	Recording		4,000	4,000	4,000	
3,576	5,705	6,000	41-3815	Advertising		6,000	6,000	6,000	
-	-	2,000	41-3820	Budget and Special Election		2,000	2,000	2,000	
3,074	8,329	9,000	41-3825	Codifications		9,000	9,000	9,000	
24,048	44,222	12,500	41-3830	Personnel Recruitment		12,500	12,500	12,500	
5,742	4,242	10,000	41-4510	Office Supplies		7,500	7,500	7,500	
18,091	12,214	15,000	41-4520	Postage		15,000	15,000	15,000	
3,446	1,629	3,500	41-4545	Materials & Supplies - Special Purchases		3,500	3,500	3,500	
-	468	1,500	41-4580	Office Equipment/Furniture		1,500	1,500	1,500	
1,467	1,735	2,000	41-4830	Equipment Maintenance & Repair		2,250	2,250	2,250	
<u>330,932</u>	<u>373,065</u>	<u>337,750</u>	Total				<u>283,500</u>	<u>283,500</u>	<u>283,500</u>
<u>1,044,712</u>	<u>1,072,382</u>	<u>1,256,600</u>	TOTAL CITY MANAGER DEPARTMENT			<u>1,202,281</u>	<u>1,202,281</u>	<u>1,202,281</u>	

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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	7.3	7.3	7.3	7.3

CITY OF ROSEBURG, OREGON								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
GENERAL FUND (100) - FINANCE DIVISION								
PERSONNEL SERVICES - 1015								
436,412	453,126	488,086	Salaries and Wages			506,896	506,896	506,896
266,593	282,187	328,130	Employee Benefits			337,709	337,709	337,709
703,005	735,313	816,216	Total			844,605	844,605	844,605
MATERIALS AND SERVICES - 1015								
7,044	5,148	6,500	41-3010	Lodging and Registration		6,700	6,700	6,700
2,925	2,565	2,560	41-3015	Meals and Mileage		2,275	2,275	2,275
824	1,389	1,730	41-3040	Dues and Subscriptions		1,730	1,730	1,730
1,058	215	1,000	41-3055	Personnel Training		1,000	1,000	1,000
660	6,660	4,730	41-3330	Professional Services-Technical		11,350	11,350	11,350
1,572	1,618	2,580	41-3690	Contracted Services-Miscellaneous		3,130	3,130	3,130
2,039	2,370	4,200	41-3870	Bad Debt Expense		4,200	4,200	4,200
8,379	6,896	12,800	41-3885	Banking Fees		12,800	12,800	12,800
4,400	-	5,000	41-3915	Software Non Capital		5,000	5,000	5,000
29,076	29,601	44,000	41-3920	Technology-Support and Maintenance		44,000	44,000	44,000
-	-	2,200	41-3925	Office Machine Rentals		2,200	2,200	2,200
15,416	15,646	18,000	41-4210	Telephone Communications		18,000	18,000	18,000
3,688	5,790	7,250	41-4510	Office Supplies		7,250	7,250	7,250
1,137	825	1,500	41-4515	Equipment Non Capital		1,500	1,500	1,500
158	135	250	41-4545	Supplies		330	330	330
-	141	-	41-4580	Office Equipment/Furniture		-	-	-
1,080	555	1,800	41-4830	Equipment Maintenance		1,800	1,800	1,800
269	510	540	41-5710	Insurance-Automobile		950	950	950
32,935	34,885	36,630	41-5715	Insurance-General Liability		34,550	34,550	34,550
3,709	3,937	4,150	41-5720	Insurance-Property		4,350	4,350	4,350
479	570	600	41-5740	Insurance-Equipment		600	600	600
923	759	800	41-5790	Insurance-Miscellaneous		800	800	800
117,771	120,215	158,820	Total			164,515	164,515	164,515
820,776	855,528	975,036	TOTAL FINANCE DIVISION			1,009,120	1,009,120	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:

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

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

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	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
<u>GENERAL FUND(100) - COMMUNITY DEVELOPMENT DEPARTMENT</u>								
PERSONNEL SERVICES - 1520								
325,553	385,012	409,748		Salaries and Wages		420,810	420,810	420,810
218,401	267,942	307,325		Employee Benefits		293,601	293,601	293,601
<u>543,954</u>	<u>652,954</u>	<u>717,073</u>	Total			<u>714,411</u>	<u>714,411</u>	<u>714,411</u>
MATERIALS AND SERVICES - 1520								
2,059	2,853	4,000	41-3010	Lodging and Registration		4,000	4,000	4,000
656	565	3,000	41-3015	Meals and Mileage		3,000	3,000	3,000
-	7	200	41-3020	Commission Meetings and Meals		200	200	200
633	240	1,500	41-3040	Dues and Subscriptions		1,500	1,500	1,500
12,722	23,781	28,000	41-3310	Professional Services-Legal		35,000	35,000	35,000
-	-	-	41-3320	Professional Services-Survey & Engineering		-	-	-
-	-	2,000	41-3330	Professional Services-Technical		2,000	2,000	2,000
21,555	110	30,000	41-3630	Contracted Services		30,000	30,000	30,000
760	-	500	41-3815	Advertising		500	500	500
-	-	-	41-3845	Property Taxes		-	-	-
49,133	33,882	40,000	41-3860	Abatement Expense		45,000	45,000	45,000
-	4,550	4,550	41-3920	Support & Maintenance		4,550	4,550	4,550
815	767	1,000	41-4210	Telephone Communications		1,000	1,000	1,000
1,358	896	2,000	41-4510	Office Supplies		2,000	2,000	2,000
-	-	500	41-4515	Equipment Non Capital		500	500	500
102	96	-	41-4545	Materials and Supplies		-	-	-
325	637	3,500	41-4580	Office Equipment/Furniture		3,500	3,500	3,500
1,082	349	2,000	41-4815	Vehicle Expense-Maintenance		2,000	2,000	2,000
1,018	1,515	2,000	41-4820	Vehicle Expense-Fuel		2,000	2,000	2,000
1,467	1,735	2,250	41-4830	Equipment Maintenance		2,250	2,250	2,250
<u>93,685</u>	<u>71,983</u>	<u>127,000</u>	Total			<u>139,000</u>	<u>139,000</u>	<u>139,000</u>
<u>637,639</u>	<u>724,937</u>	<u>844,073</u>	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT			<u>853,411</u>	<u>853,411</u>	<u>853,411</u>

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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
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)	<u>0.0</u>	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>
	0.2	2.0	3.5	3.5

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2020-2021	2020-2021	2020-2021
2017-2018	2018-2019	2019-2020						
GENERAL FUND (100) - LIBRARY								
PERSONNEL SERVICES - 1610								
-	116,283	208,330	Salaries and Wages			223,845	223,845	223,845
-	35,377	87,986	Employee Benefits			92,775	92,775	92,775
-	151,660	296,316	Total			316,620	316,620	316,620
MATERIALS AND SERVICES - 1610								
-	955	1,700	41-3010	Lodging and Registration		1,900	1,900	1,900
-	184	1,000	41-3015	Meals and Mileage		750	750	750
5,350	5,189	7,560	41-3040	Dues and Subscriptions		5,725	5,725	5,725
-	-	-	41-3630	Contracted Services		250	250	250
1,134	3,004	1,000	41-3920	Support & Maintenance		6,350	6,350	6,350
-	18,871	4,000	41-3930	Contracted Services		13,500	13,500	13,500
-	-	-	41-4210	Telephone Communications		490	490	490
-	-	3,250	41-4510	Office Supplies		2,750	2,750	2,750
-	170	2,500	41-4515	Equipment Non Capital		-	-	-
	42	500	41-4520	Postage		250	250	250
10	8,999	3,750	41-4545	Materials and Supplies		3,750	3,750	3,750
-	7,483	25,000	41-4546	Collection Materials		25,000	25,000	25,000
-	-	-	41-4580	Office Equipment/Furniture		2,500	2,500	2,500
2,315	23,586	14,000	41-4810	Building & Grounds Maintenance		20,250	20,250	20,250
8,068	27,132	30,000	41-5410	Utilities-Power		33,500	33,500	33,500
5,360	14,245	12,000	41-5420	Utilities-Natural Gas		19,000	19,000	19,000
706	7,096	8,500	41-5430	Utilities-Water		10,000	10,000	10,000
268	819	950	41-5435	Utilities-Sewer		1,200	1,200	1,200
983	1,498	2,000	41-5440	Utilities-Garbage Service		2,000	2,000	2,000
-	-	2,000	41-5455	Utilities-Storm Drainage		-	-	-
-	193	5,000	41-5715	Insurance-General Liability		3,500	3,500	3,500
3,685	10,993	8,000	41-5720	Insurance-Property		15,000	15,000	15,000
-	207	-	41-5790	Insurance-Miscellaneous		300	300	300
27,879	130,666	132,710	Total			167,965	167,965	167,965
27,879	282,326	429,026	TOTAL LIBRARY			484,585	484,585	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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Technician I, II, III	3.0	3.0	3.0	3.0
GIS Specialist	1.0	1.0	1.0	1.0
Civil Engineer	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	<u>0.5</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
	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	
<div>GENERAL FUND (100) - ENGINEERING DIVISION</div>									
PERSONNEL SERVICES - 2020									
520,354	490,482	537,715	Salaries and Wages			544,527	544,527	544,527	
317,177	288,628	370,610	Employee Benefits			374,546	374,546	374,546	
837,531	779,110	908,325	Total				919,073	919,073	919,073
MATERIALS AND SERVICES - 2020									
1,781	4,670	7,500	43-3010	Lodging and Registration		8,500	8,500	8,500	
105	393	1,000	43-3015	Meals and Mileage		1,000	1,000	1,000	
159	-	1,000	43-3320	Surveying and Engineering Services		1,000	1,000	1,000	
-	-	500	43-3330	Professional Services-Technical		500	500	500	
239	161	250	43-3630	Professional Services-Contracted		250	250	250	
-	-	2,500	43-3910	Hardware		2,200	2,200	2,200	
521	539	2,000	43-4215	Cellular Phone		1,500	1,500	1,500	
552	368	750	43-4510	Office Supplies		750	750	750	
1,224	802	3,000	43-4545	Materials and Supplies		3,000	3,000	3,000	
-	-	600	43-4580	Office Equipment/Furniture		600	600	600	
4,581	6,933	19,100	Total				19,300	19,300	19,300
842,112	786,043	927,425	TOTAL ENGINEERING DIVISION			938,373	938,373	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:

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

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

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

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

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Street Maintenance I, II, III	11.0	11.0	11.0	11.0
Street Superintendent	1.0	1.0	1.0	1.0
Seasonal/Temp	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
	12.6	12.6	12.6	12.6

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

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

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

CITY OF ROSEBURG, OREGON								
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	150,697	150,697
79,337	89,429	101,476	Employee Benefits			103,729	103,729	103,729
206,535	224,020	246,273	Total			254,426	254,426	254,426
MATERIALS AND SERVICES - 2550								
1,695	2,904	2,500	45-3010	Lodging and Registration		2,500	2,500	2,500
303	358	725	45-3015	Meals and Mileage		725	725	725
875	975	1,000	45-3040	Dues and Subscriptions		1,000	1,000	1,000
106	55	100	45-3630	Contracted Services		100	100	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	4,750	4,750
1,135	1,786	3,300	45-3838	Recreation Program		3,300	3,300	3,300
202	438	400	45-4510	Office Supplies		400	400	400
42	598	400	45-4545	Materials and Supplies		400	400	400
6,231	4,754	10,000	45-4565	Volunteers-Project Materials		10,000	10,000	10,000
-	-	100	45-4815	Vehicle Expense-Maintenance		100	100	100
-	-	200	45-4820	Vehicle Expense-Fuel		200	200	200
19,617	16,242	29,475	Total			23,475	23,475	23,475
226,152	240,262	275,748	TOTAL PARKS ADMINISTRATION			277,901	277,901	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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
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	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
	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	641,983	641,983
360,819	375,090	498,442	Employee Benefits		492,101	492,101	492,101
881,179	907,155	1,143,165	Total		1,134,084	1,134,084	1,134,084
MATERIALS AND SERVICES - 2555							
1,969	945	2,500	45-3010	Lodging and Registration	3,000	3,000	3,000
496	-	750	45-3015	Meals and Mileage	750	750	750
185	650	1,000	45-3040	Dues and Subscriptions	1,000	1,000	1,000
4,666	4,588	5,250	45-3630	Technical	5,500	5,500	5,500
14,550	12,075	18,000	45-3650	Contracted Services/Arborist	18,000	18,000	18,000
-	39,625	-	45-3665	Contracted Services/Personnel	48,000	48,000	48,000
450	535	540	45-4210	Telephone Communications	600	600	600
844	684	1,000	45-4215	Cellular Phone	700	700	700
8,195	7,722	8,000	45-4515	Small Tools	9,000	9,000	9,000
19,589	24,510	28,000	45-4540	Fertilizer and Chemicals	28,000	28,000	28,000
17,130	21,614	25,000	45-4545	Materials and Supplies	25,000	25,000	25,000
34,319	32,828	35,000	45-4810	Building and Grounds Maintenance	35,000	35,000	35,000
20,976	20,554	22,000	45-4811	Landscape Maintenance	22,000	22,000	22,000
27,847	32,164	30,000	45-4812	Turf & Irrigation Maintenance	32,000	32,000	32,000
960	3,241	3,000	45-4815	Vehicle Expense-Maintenance	3,500	3,500	3,500
26,498	26,626	28,000	45-4820	Vehicle Expense-Fuel	29,000	29,000	29,000
2,929	2,759	3,000	45-4825	Vehicle Tires	3,000	3,000	3,000
16,352	18,609	18,000	45-4830	Equipment Maintenance	18,000	18,000	18,000
-	47	1,000	45-4850	Equipment Rental	500	500	500
4,238	4,905	7,500	45-4875	Vandalism	7,500	7,500	7,500
2,304	3,651	3,400	45-5120	Uniforms	3,600	3,600	3,600
34,537	34,001	35,000	45-5410	Utilities-Power	37,000	37,000	37,000
2,880	3,381	4,000	45-5420	Utilities-Natural Gas	4,000	4,000	4,000
39,937	51,962	50,000	45-5430	Utilities-Water	54,000	54,000	54,000
8,834	9,825	11,000	45-5435	Utilities-Sewer	11,000	11,000	11,000
32,426	31,111	41,000	45-5440	Utilities-Garbage	37,000	37,000	37,000
13,072	14,246	15,000	45-5455	Utilities-Storm Drainage	15,000	15,000	15,000
5,910	5,668	6,000	45-5710	Insurance-Automobile	6,300	6,300	6,300
5,257	5,323	5,600	45-5715	Insurance-General Liability	5,900	5,900	5,900
15,505	16,574	17,500	45-5720	Insurance-Property	18,400	18,400	18,400
7,524	7,477	8,000	45-5740	Insurance-Equipment	8,400	8,400	8,400
1,058	957	1,200	45-5790	Insurance-Miscellaneous	1,260	1,260	1,260
371,437	438,857	435,240	Total		491,910	491,910	491,910
1,252,616	1,346,012	1,578,405	TOTAL PARKS MAINTENANCE		1,625,994	1,625,994	1,625,994
1,478,768	1,586,274	1,854,153	TOTAL PARKS DEPARTMENT		1,903,895	1,903,895	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:

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

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

CITY OF ROSEBURG, OREGON
GENERAL FUND
POLICE DEPARTMENT

CURRENT OPERATIONS

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

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Fire Chief	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0
Fire Marshal	1.0	1.0	1.0	1.0
Deputy Fire Marshal	1.0	1.0	0.0	0.0
Battalion Chief	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	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>
	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	4,161,241	4,161,241
2,302,787	2,340,860	2,841,942	Employee Benefits			2,833,302	2,833,302	2,833,302
6,021,036	5,996,096	6,934,494	Total					
MATERIALS AND SERVICES - 4010								
20,379	12,190	18,000	42-3010	Lodging and Registration		18,000	18,000	18,000
6,417	2,118	7,000	42-3015	Meals and Mileage		7,000	7,000	7,000
5,250	8,197	9,000	42-3040	Dues and Subscriptions		9,000	9,000	9,000
2,374	8,195	7,500	42-3055	Personnel Training		7,500	7,500	7,500
4,231	53,349	15,000	42-3310	Professional Services-Legal		15,000	15,000	15,000
5,600	5,600	6,000	42-3330	Professional Services-Technical		6,000	6,000	6,000
8,000	9,176	10,000	42-3350	Professional Services-Laboratory/Medical		12,000	12,000	12,000
37,172	42,530	87,300	42-3635	Contracted Services-Dispatch		87,300	87,300	87,300
1,409	1,096	1,200	42-3690	Contracted Services-Misc		1,500	1,500	1,500
2,914	3,987	4,000	42-3835	Neighborhood/Education Programs		4,000	4,000	4,000
-	2,743	5,000	42-3865	Haz-Mat Response		5,000	5,000	5,000
5,720	-	1,000	42-3910	Hardware Non Capital		1,000	1,000	1,000
14,127	14,947	19,000	42-3920	Technology-Support and Maintenance		21,000	21,000	21,000
1,719	1,814	2,500	42-4210	Telephone Communications		2,000	2,000	2,000
6,824	7,196	8,000	42-4215	Cellular Phone		8,000	8,000	8,000
7,490	4,200	5,500	42-4220	Radio Communications		5,500	5,500	5,500
6,034	3,194	5,500	42-4510	Office Supplies		5,000	5,000	5,000
20,652	25,304	22,000	42-4515	Equipment Non Capital/Engine Equipment		22,000	22,000	22,000
609	287	750	42-4520	Postage		750	750	750
19,894	17,817	20,000	42-4545	Materials and Supplies		20,000	20,000	20,000
2,202	3,678	4,000	42-4555	Extinguishing Agents		4,000	4,000	4,000
2,171	2,707	2,000	42-4580	Office Equipment/Furniture		2,000	2,000	2,000
28,634	38,616	37,000	42-4810	Building and Grounds Maintenance		40,000	40,000	40,000
61,708	55,640	50,000	42-4815	Vehicle Expense-Maintenance		55,000	55,000	55,000
22,718	24,881	30,000	42-4820	Vehicle Expense-Fuel		30,000	30,000	30,000
7,689	7,808	8,000	42-4825	Vehicle Tires		8,000	8,000	8,000
24,728	18,944	28,000	42-4830	Equipment Maintenance		25,000	25,000	25,000
15,264	16,384	16,500	42-5115	Safety Clothing		16,500	16,500	16,500
21,243	16,412	15,000	42-5120	Uniforms		15,000	15,000	15,000
34,351	31,340	35,000	42-5410	Utilities-Power		35,000	35,000	35,000
16,901	12,465	22,000	42-5420	Utilities-Gas		21,000	21,000	21,000
7,920	5,714	9,500	42-5430	Utilities-Water		11,000	11,000	11,000
3,542	3,368	3,500	42-5435	Utilities-Sewer		3,900	3,900	3,900
2,462	2,738	3,000	42-5440	Utilities-Garbage		3,000	3,000	3,000
3,806	4,186	4,500	42-5455	Utilities-Storm Drain		5,000	5,000	5,000
21,929	24,301	20,000	42-5710	Insurance-Automobile		20,000	20,000	20,000
16,339	16,769	18,000	42-5715	Insurance-General Liability		15,000	15,000	15,000
9,995	11,030	12,000	42-5720	Insurance-Property		13,000	13,000	13,000
6,761	6,628	7,500	42-5740	Insurance-Equipment		7,300	7,300	7,300
1,258	1,035	1,500	42-5790	Insurance-Miscellaneous		1,400	1,400	1,400
488,436	528,584	581,250	Total					
6,509,472	6,524,680	7,515,744	TOTAL FIRE DEPARTMENT					
						7,583,193	7,583,193	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						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2020-2021	2020-2021	2020-2021
2017-2018	2018-2019	2019-2020	GENERAL FUND (100)					
			CAPITAL OUTLAY - 7575					
-	-	25,000	41-7020	Equipment Acquisition-General Fund		25,000	25,000	25,000
27,050	82,057	45,000	41-7020	Equipment Acquisition-IT		-	-	-
<u>27,050</u>	<u>82,057</u>	<u>70,000</u>	Total			<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
			TRANSFERS - 9090					
50,000	50,000	50,000	49-8832	Transfer to Park Improvement		50,000	50,000	50,000
675,000	675,000	675,000	49-8833	Transfer to Equipment Fund		775,000	775,000	775,000
30,000	130,000	75,000	49-8836	Transfer to Facilities Improvement		100,000	100,000	100,000
<u>755,000</u>	<u>855,000</u>	<u>800,000</u>	Total			<u>925,000</u>	<u>925,000</u>	<u>925,000</u>
			OTHER REQUIREMENTS - 9093					
-	-	25,000	45-9100	Insurance Deductibles		30,000	30,000	30,000
-	-	-	45-9100	Sobering Center		50,000	50,000	50,000
-	-	-	45-9100	4th of July		6,000	6,000	6,000
-	-	-	45-9100	Other Requirments		115,000	115,000	115,000
5,000	-	-	45-9110	Library		-	-	-
<u>5,000</u>	<u>-</u>	<u>25,000</u>	Total			<u>201,000</u>	<u>201,000</u>	<u>201,000</u>
<u>22,176,273</u>	<u>22,946,497</u>	<u>26,400,503</u>	TOTAL EXPENDITURES			<u>26,912,168</u>	<u>26,912,168</u>	<u>26,912,168</u>
			OPERATING CONTINGENCY - 9091					
-	-	610,233	60-9010			1,000,000	1,000,000	1,000,000
<u>7,297,699</u>	<u>7,263,904</u>	<u>5,769,332</u>	60-9410	UNAPPROPRIATED ENDING FUND BALANCE		<u>6,119,128</u>	<u>6,119,128</u>	<u>6,119,128</u>
<u>7,297,699</u>	<u>7,263,904</u>	<u>6,379,565</u>	TOTAL FUND BALANCE			<u>7,119,128</u>	<u>7,119,128</u>	<u>7,119,128</u>
<u>29,473,972</u>	<u>30,210,401</u>	<u>32,780,068</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>34,031,296</u>	<u>34,031,296</u>	<u>34,031,296</u>



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
			<u>749,000</u>	<u>19,000</u>	<u>755,500</u>

(1) in kind

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

			CITY OF ROSEBURG, OREGON					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GRANT FUND (220)					
75,856	57,940	70,805	220-00-00-301 BEGINNING FUND BALANCE			88,159	88,159	88,159
			REVENUES - (220)					
67,944	1,188,961	2,110,000	20-20-331120	Federal Grants		706,500	706,500	706,500
15,500	3,000	12,500	50-20-332100	State Grants-SHPO		12,500	12,500	12,500
5,000	-	-	50-20-332120	State Grants		-	-	-
195,609	1,917,551	5,000	20-20-334120	Local Grants		5,000	5,000	5,000
1,271	3,687	1,500	60-40-371100	Interest Income		3,000	3,000	3,000
-	-	-	20-20-381110	Donations/Other		25,000	25,000	25,000
285,324	3,113,199	2,129,000	Total			752,000	752,000	752,000
361,180	3,171,139	2,199,805	TOTAL REVENUES & BEGINNING FUND BALANCE			840,159	840,159	840,159
			MATERIALS AND SERVICES - 1520					
272,645	3,070,699	1,362,500	41-3630	Contracted Services		112,500	112,500	112,500
272,645	3,070,699	1,362,500	Total			112,500	112,500	112,500
			MATERIALS AND SERVICES - 3510					
-	-	750,000	42-3630	Contracted Services		600,000	600,000	600,000
-	2,349	15,000	42-4515	Supplies-Equipment Non Capital		43,000	43,000	43,000
6,970	7,673	-	42-5120	Uniforms		-	-	-
6,970	10,022	765,000	Total			643,000	643,000	643,000
279,615	3,080,721	2,127,500	TOTAL MATERIALS AND SERVICES			755,500	755,500	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	755,500	755,500
			RESERVED FOR FUTURE EXPENDITURE- 9092					
-	-	72,305	60-9210			84,659	84,659	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	840,159	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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			HOTEL/MOTEL TAX FUND (240)					
300,772	323,987	338,933	240-00-00-301	BEGINNING FUND BALANCE		621,018	621,018	621,018
			REVENUES - (240)					
1,166,406	1,232,792	1,250,000	78-40-315200	Hotel/Motel Tax		1,240,000	1,240,000	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	12,000	12,000
-	462	-	80-40-385100	Miscellaneous		-	-	-
1,177,229	1,244,069	1,259,000	Total			1,252,000	1,252,000	1,252,000
1,478,001	1,568,056	1,597,933	TOTAL REVENUES & BEGINNING FUND BALANCE			1,873,018	1,873,018	1,873,018
			MATERIALS AND SERVICES - 7474					
40,025	38,607	40,185	46-3210	City Services-Management		34,432	34,432	34,432
15,805	-	103,000	46-3622	Tourism Promotion		250,000	250,000	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	450,000	450,000
672,486	502,433	766,685	Total			734,432	734,432	734,432
			TRANSFER - 9090					
370,467	392,767	397,970	49-8829	Transfer to Street Light/Sidewalk Fund		399,800	399,800	399,800
111,061	117,747	119,310	49-8855	Transfer to Economic Development		119,855	119,855	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	519,655	519,655
1,154,014	1,012,947	1,335,965	TOTAL EXPENDITURES			1,254,087	1,254,087	1,254,087
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	261,968	60-9210			618,931	618,931	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	1,873,018	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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			STREET LIGHT/SIDEWALK FUND (290)					
1,148,826	286,152	320,701	00-00-301000	BEGINNING FUND BALANCE		413,403	413,403	413,403
			REVENUES - (290)					
7,483	5,746	5,500	60-40-371100	Interest Income		6,000	6,000	6,000
629	504	-	30-30-361200	Assessments-S/W		-	-	-
-	2,160	-	30-30-385100	Miscellaneous		-	-	-
370,467	392,768	397,970	00-00-391124	Transfer from Hotel/Motel Fund		399,800	399,800	399,800
378,579	401,178	403,470	Total			405,800	405,800	405,800
1,527,405	687,330	724,171	TOTAL REVENUES & BEGINNING FUND BALANCE			819,203	819,203	819,203
			MATERIALS AND SERVICES - 7474					
8,699	18,471	7,726	43-3210	City Services-Management		9,194	9,194	9,194
66,590	69,272	73,983	43-3230	City Services-Public Works		75,141	75,141	75,141
75,289	87,743	81,709	Total			84,335	84,335	84,335
			CAPITAL OUTLAY - 7575					
680,936	-	50,000	43-7045	Sidewalks-New Construction		50,000	50,000	50,000
23,485	214,576	290,000	43-7046	Sidewalks-Reconstruction		240,000	240,000	240,000
461,543	2,093	60,000	43-7047	Improve-Street Lights/Signals		40,000	40,000	40,000
-	-	-	43-7048	Traffic Signals		145,000	145,000	145,000
1,165,964	216,669	400,000	Total			475,000	475,000	475,000
1,241,253	304,412	481,709	TOTAL EXPENDITURES			559,335	559,335	559,335
			OPERATING CONTINGENCY - 9091					
-	-	242,462	60-9010			259,868	259,868	259,868
286,152	382,918	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,527,405	687,330	724,171	TOTAL EXPENDITURES & ENDING FUND BALANCE			819,203	819,203	819,203



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

Project	Funding				
	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				
Harrison 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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			BIKE TRAIL FUND (250)					
130,420	156,060	153,860	250-00-00-301	BEGINNING FUND BALANCE		180,986	180,986	180,986
			REVENUES - (250)					
-	-	120,000	00-00-331535	Other Grants		-	-	-
15,324	17,896	17,776	40-20-332510	Gasoline Subvention		19,712	19,712	19,712
-	-	-	40-30-332120	Other Grants		195,000	195,000	195,000
2,345	3,974	2,500	60-40-371100	Interest Income		2,500	2,500	2,500
-	1,258	-	80-40-385100	Miscellaneous		-	-	-
10,000	10,000	10,000	85-40-391131	Transfer from Transportation Fund		10,000	10,000	10,000
27,669	33,128	150,276	Total			227,212	227,212	227,212
158,089	189,188	304,136	TOTAL REVENUES & BEGINNING FUND BALANCE			408,198	408,198	408,198
			MATERIALS AND SERVICES - 7474					
-	-	10,000	45-4855	Bike Trail Maintenance		10,000	10,000	10,000
-	-	10,000	Total			10,000	10,000	10,000
			CAPITAL OUTLAY - 7575					
2,029	141,969	150,000	45-7035	Bike Trail Improvements		250,000	250,000	250,000
2,029	141,969	160,000	TOTAL EXPENDITURES			260,000	260,000	260,000
			OPERATING CONTINGENCY - 9091					
-	-	144,136	60-9010			148,198	148,198	148,198
156,060	47,219	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
158,089	189,188	304,136	TOTAL EXPENDITURES & ENDING FUND BALANCE			408,198	408,198	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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			GOLF FUND (210)					
77,949	65,580	85,407	00-00-301000	BEGINNING FUND BALANCE		101,497	101,497	101,497
			REVENUES - (210)					
3,450	23,462	28,717	40-10-342105	Facilities Rent		29,579	29,579	29,579
18,448	19,002	19,573	40-10-342120	Land Lease		20,160	20,160	20,160
1,256	2,323	2,300	60-40-371100	Interest Income		2,300	2,300	2,300
23,154	44,787	50,590	Total			52,039	52,039	52,039
101,103	110,367	135,997	TOTAL REVENUES & BEGINNING FUND BALANCE			153,536	153,536	153,536
			MATERIALS AND SERVICES - 7010					
6,000	6,000	6,000	45-3210	City Services-Administration		6,000	6,000	6,000
-	-	10,000	45-3690	Contracted Services		10,000	10,000	10,000
10,000	-	-	45-4545	Materials and Supplies		-	-	-
1,628	14,640	15,000	45-4810	Building and Grounds Maintenance		15,000	15,000	15,000
1,137	1,224	1,300	45-5435	Utilities-Sewer		1,450	1,450	1,450
1,345	1,381	1,525	45-5715	Insurance-General Liability		1,610	1,610	1,610
1,285	1,403	1,550	45-5720	Insurance-Property		1,630	1,630	1,630
84	69	80	45-5790	Insurance-Miscellaneous		90	90	90
21,479	24,717	35,455	Total			35,780	35,780	35,780
21,479	24,717	35,455	TOTAL MAINTENANCE DEPARTMENT			35,780	35,780	35,780
			CAPITAL OUTLAY - 7575					
14,044	-	25,000	45-7035	Improvements-Other		25,000	25,000	25,000
14,044	-	25,000	Total			25,000	25,000	25,000
35,523	24,717	60,455	TOTAL EXPENDITURES			60,780	60,780	60,780
			OPERATING CONTINGENCY - 9091					
-	-	75,542	210-9091-60-9010			92,756	92,756	92,756
65,580	85,650	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
101,103	110,367	135,997	TOTAL EXPENDITURES & ENDING FUND BALANCE			153,536	153,536	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		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			ECONOMIC DEVELOPMENT FUND (230)				
146,088	174,407	180,459	00-00-301000	BEGINNING FUND BALANCE	201,569	201,569	201,569
			REVENUES - (230)				
-	-	100,000	00-00-332115	State Grants	100,000	100,000	100,000
-	10,000	-	50-20-334100	Local Grants	5,000	5,000	5,000
2,183	4,332	3,500	60-40-371100	Interest Income	3,000	3,000	3,000
111,061	117,746	119,310	85-40-391124	Transfer From Hotel/Motel	119,855	119,855	119,855
113,244	132,078	222,810	Total		227,855	227,855	227,855
259,332	306,485	403,269	TOTAL REVENUES & BEGINNING FUND BALANCE		429,424	429,424	429,424
			MATERIALS AND SERVICES - 7474				
6,225	6,936	5,506	46-3210	City Services-Management	13,863	13,863	13,863
1,200	-	100,000	46-3630	Contracted Services-Technical	100,000	100,000	100,000
77,500	79,300	77,500	46-3690	Contracted Services	77,500	77,500	77,500
-	-	100,000	46-3690	Contracted Services - Wayfinding	-	-	-
-	1,250	-	46-4545	Materials and Supplies	10,000	10,000	10,000
84,925	87,486	283,006	Total		201,363	201,363	201,363
			CAPITAL OUTLAY - 7575				
-	-	50,000	46-7035	Improvements-General	130,000	130,000	130,000
-	-	50,000	Total		130,000	130,000	130,000
84,925	87,486	333,006	TOTAL EXPENDITURES		331,363	331,363	331,363
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	70,263	60-9210		98,061	98,061	98,061
174,407	218,999	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
259,332	306,485	403,269	TOTAL EXPENDITURES & ENDING FUND BALANCE		429,424	429,424	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		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			LIBRARY SPECIAL FUND (270)				
-	-	31,500	00-00-301000	BEGINNING FUND BALANCE	101,581	101,581	101,581
			REVENUES - (270)				
-	18,528	150,000	50-20-332100	Other Grants	28,200	28,200	28,200
-	109,000	85,000	20-20-334100	Local Grants	125,000	125,000	125,000
-	-	25,000	20-20-334140	Interagency-ESD	5,000	5,000	5,000
-	1,310	1,000	60-40-371100	Interest Income	3,000	3,000	3,000
-	33,092	35,000	00-00-381110	Donations/Other	45,000	45,000	45,000
-	7,489	-	80-40-385100	Miscellaneous	-	-	-
-	169,419	296,000	Total		206,200	206,200	206,200
-	169,419	327,500	TOTAL REVENUES & BEGINNING FUND BALANCE		307,781	307,781	307,781
			MATERIALS AND SERVICES - 7474				
-	11,750	35,000	41-3630	Contracted Services	30,000	30,000	30,000
-	16,994	15,000	41-4545	Collection Materials	105,750	105,750	105,750
-	5,769	27,400	41-4546	Collection Materials - Children	20,100	20,100	20,100
-	1,515	8,220	41-4547	Collection Materials - Teen	9,500	9,500	9,500
-	6,312	32,880	41-4548	Collection Materials - Adult	20,200	20,200	20,200
-	-	27,500	41-4620	Equipment Non Capital	30,600	30,600	30,600
-	42,340	146,000	Total		216,150	216,150	216,150
			CAPITAL OUTLAY - 7575				
-	-	125,000	41-7015	Building & Improvements	-	-	-
-	-	-	41-7025	Equipment Acquisition	10,000	10,000	10,000
-	-	125,000	Total		10,000	10,000	10,000
			TRANSFER - 9090				
-	-	35,000	49-8810	Transfer to General Fund	10,000	10,000	10,000
-	-	-	49-8836	Transfer to Facilities Fund	15,500	15,500	15,500
-	-	35,000			25,500	25,500	25,500
-	42,340	306,000	TOTAL EXPENDITURES		251,650	251,650	251,650
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	21,500	60-9210		56,131	56,131	56,131
-	127,079	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
-	169,419	327,500	TOTAL EXPENDITURES & ENDING FUND BALANCE		307,781	307,781	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								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
STEWART TRUST - (710)								
66,430	81,829	98,569	00-00-301000	BEGINNING FUND BALANCE		123,567	123,567	123,567
REVENUES - 710								
176	268	250	60-40-371100	Interest Income		250	250	250
15,223	20,220	16,500	40-30-381010	Trust Contributions-Earle Stewart		20,500	20,500	20,500
15,399	20,488	16,750	Total			20,750	20,750	20,750
81,829	102,317	115,319	TOTAL REVENUES & BEGINNING FUND BALANCE			144,317	144,317	144,317
CAPITAL OUTLAY - 7575								
-	-	40,000	45-7082	Improvements-Stewart Park		40,000	40,000	40,000
-	-	40,000	45-7083	Improvements-Legion		15,000	15,000	15,000
-	-	80,000	Total			55,000	55,000	55,000
-	-	80,000	TOTAL EXPENDITURES			55,000	55,000	55,000
RESERVED FOR FUTURE EXPENDITURE- 9092								
-	-	35,319	60-9210			89,317	89,317	89,317
81,829	102,317	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
81,829	102,317	115,319	TOTAL EXPENDITURES & ENDING FUND BALANCE			144,317	144,317	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						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2020-2021	2020-2021	2020-2021
2017-2018	2018-2019	2019-2020	DEBT RETIREMENT FUND (400/410)					
-	-	-	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.

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
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	<u>1,390,000</u>	<u>124,928</u>	<u>1,514,928</u>
	\$ 3,385,000	\$ 774,944	\$ 4,159,944

CITY OF ROSEBURG, OREGON

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



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

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

Project	Funding				
	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				
Harrison 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								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			PARK IMPROVEMENT FUND (320)					
435,212	280,700	300,668	00-00-301000	BEGINNING FUND BALANCE		315,329	315,329	315,329
REVENUES - (320)								
-	354,574	-	40-30-331535	Other Grants		-	-	-
144,334	-	225,000	40-30-332320	Capital Grants		233,000	233,000	233,000
17,076	37,749	40,000	40-30-343610	System Development Charge		40,000	40,000	40,000
744	1,509	1,600	40-10-343615	SDC Admin Fee		1,600	1,600	1,600
6,727	6,236	5,000	60-40-371100	Interest Income		6,000	6,000	6,000
26,500	1,263	30,000	40-20-381110	Donations/Other		30,000	30,000	30,000
50,000	50,000	50,000	00-00-391110	Transfer from General Fund		50,000	50,000	50,000
-	-	25,000	00-00-391124	Transfer from H/M Tax Fund		-	-	-
245,381	451,331	376,600	Total			360,600	360,600	360,600
680,593	732,031	677,268	TOTAL REVENUES & BEGINNING FUND BALANCE			675,929	675,929	675,929
MATERIALS AND SERVICES - 7474								
-	881	30,000	45-4545	Materials and Supplies		30,000	30,000	30,000
-	881	30,000	Total			30,000	30,000	30,000
CAPITAL OUTLAY - 7575								
399,893	424,396	360,000	45-7015	Improvements-Parks		258,125	258,125	258,125
399,893	424,396	360,000	Total			258,125	258,125	258,125
399,893	425,277	390,000	TOTAL EXPENDITURES			288,125	288,125	288,125
RESERVE FOR FUTURE EXPENDITURE - 9092								
-	-	287,268	60-9210			387,804	387,804	387,804
280,700	306,754	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
680,593	732,031	677,268	TOTAL EXPENDITURES & ENDING FUND BALANCE			675,929	675,929	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											
<u>PUBLIC SAFETY</u>											
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	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	74,000
BALLISTIC VESTS	42	37,000					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					1	40,000	45,000
1 TON PICKUP											40,000
1 TON PICKUP - FLATBED DUMP	1			45,000					1		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											25,000
MOWER (REEL)	1	25,000	1								25,000
MOWER							1		1	35,000	67,000
MOWER (ROTARY)											106,000
MOWER-54"	1	35,000	1	58,000			1	32,000			35,000
MOWER-72"	1	39,000						48,000			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	1,407,463	1,407,463
			REVENUES - (330)					
9,752	20,882	27,000	60-40-371100	Interest Income		28,000	28,000	28,000
90,230	-	-	80-40-385100	Miscellaneous		-	-	-
675,000	675,000	675,000	85-40-391110	Transfer From General Fund		775,000	775,000	775,000
-	14,553	10,000	90-40-392100	Proceeds From Asset Sales		15,000	15,000	15,000
774,982	710,435	712,000	Total			818,000	818,000	818,000
1,589,388	1,784,255	2,164,522	TOTAL REVENUES & BEGINNING FUND BALANCE			2,225,463	2,225,463	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	37,000	37,000
95,917	-	314,900	Total			37,000	37,000	37,000
			CAPITAL OUTLAY - 7575					
11,100	-	-	41-7020	Equipment General		-	-	-
-	26,242	-	41-7030	General Fund Acquisition-Vehicle Pool		35,000	35,000	35,000
269,708	183,633	250,000	41-7031	Public Works Acquisition-Street Maintenance		25,000	25,000	25,000
84,773	112,940	128,000	41-7032	General Fund Acquisition-Parks		139,000	139,000	139,000
-	-	240,000	41-7033	Public Safety Acquisition-Police		222,400	222,400	222,400
54,070	47,713	145,000	41-7034	Public Safety Acquisition-Fire		820,000	820,000	820,000
419,651	370,528	763,000	Total			1,241,400	1,241,400	1,241,400
515,568	370,528	1,077,900	TOTAL EXPENDITURES			1,278,400	1,278,400	1,278,400
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	1,086,622	60-9210			947,063	947,063	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	2,225,463	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 lienied for the amount of the assessment. Local Improvement Districts are formed in compliance with applicable State statutes and the City's Municipal Code. The City has attempted to minimize its risk associated with assessment projects by establishing very strict guidelines relating to value of improvements in relationship to the value of benefited property.

CITY OF ROSEBURG, OREGON								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			ASSESSMENT IMPROVEMENT FUND (340)					
1,539,643	1,578,535	1,645,840	00-00-301000	BEGINNING FUND BALANCE		1,683,833	1,683,833	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	43,000	43,000
1,553	(6,492)	200	60-40-371115	Assessment Interest		-	-	-
44,926	60,110	42,400	Total			43,000	43,000	43,000
1,584,569	1,638,645	1,688,240	TOTAL REVENUES & BEGINNING FUND BALANCE			1,726,833	1,726,833	1,726,833
			CAPITAL OUTLAY - 7575					
6,034	-	1,000,000	43-7045	Improvements-LID's		1,000,000	1,000,000	1,000,000
6,034	-	1,000,000	Total			1,000,000	1,000,000	1,000,000
6,034	-	1,000,000	TOTAL EXPENDITURES			1,000,000	1,000,000	1,000,000
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	200,000	60-9210			726,833	726,833	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	1,726,833	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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			FACILITIES REPLACEMENT FUND (360)					
583,306	449,438	178,958	360-00-00-301000	BEGINNING FUND BALANCE		158,774	158,774	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	75,000	75,000
-	1,137,837	-	10-30-334140	Interagency		34,800	34,800	34,800
9,753	20,882	5,000	60-40-371100	Interest Income		4,500	4,500	4,500
-	-	-	10-30-381210	Contributions		36,200	36,200	36,200
167,883	-	-	80-40-385100	Miscellaneous		-	-	-
30,000	130,000	75,000	85-40-391110	Transfer From General Fund		100,000	100,000	100,000
-	-	27,000	85-40-391124	Transfer From Hotel/Motel		-	-	-
-	-	-	85-40-391127	Transfer From Library Special		15,500	15,500	15,500
-	3,500	-	90-40-392100	Proceeds from Sale of Assets		-	-	-
780,918	2,763,676	374,710	Total			266,000	266,000	266,000
1,364,224	3,213,114	553,668	TOTAL REVENUES & BEGINNING FUND BALANCE			424,774	424,774	424,774
			MATERIALS AND SERVICES - 7474					
39,677	41,274	14,797	41-3230	City Services-Public Works		15,028	15,028	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	20,000	20,000
685	-	-	41-5410	Utilities-Power		-	-	-
(27)	-	-	41-5420	Utilities-Gas		-	-	-
240	240	300	41-5435	Sewer		300	300	300
87,160	88,528	35,097	Total			35,328	35,328	35,328
			CAPITAL OUTLAY - 7575					
827,626	2,891,946	461,099	41-7015	Improvements-City Facilities		239,800	239,800	239,800
827,626	2,891,946	461,099	Total			239,800	239,800	239,800
914,786	2,980,474	496,196	TOTAL EXPENDITURES			275,128	275,128	275,128
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	57,472	60-9210			149,646	149,646	149,646
449,438	232,640	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
449,438	232,640	57,472	TOTAL FUND BALANCE			149,646	149,646	149,646
1,364,224	3,213,114	553,668	TOTAL EXPENDITURES & ENDING FUND BALANCE			424,774	424,774	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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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					
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			STORM DRAINAGE FUND (560)					
2,212,196	2,096,844	3,343,588	00-00-301000	BEGINNING FUND BALANCE		3,916,483	3,916,483	3,916,483
			REVENUES - (560)					
1,962,338	2,198,028	2,280,000	00-00-343105	Fees		2,401,000	2,401,000	2,401,000
81,226	102,551	100,000	00-00-343110	System Development Charge		40,000	40,000	40,000
3,247	4,102	5,000	00-00-343120	SDC Admin Fee		4,000	4,000	4,000
1,959	1,990	2,000	00-00-385120	Recovery of Bad Debt		2,000	2,000	2,000
28,592	61,851	52,000	60-40-371100	Interest Income		52,000	52,000	52,000
2,077,362	2,368,522	2,439,000	Total			2,499,000	2,499,000	2,499,000
4,289,558	4,465,366	5,782,588	TOTAL REVENUES & BEGINNING FUND BALANCE			6,415,483	6,415,483	6,415,483
			MATERIALS AND SERVICES - 7474					
41,895	58,420	55,501	43-3210	City Services-Management		66,027	66,027	66,027
429,320	446,514	517,884	43-3230	City Services-Public Works		541,017	541,017	541,017
-	391	5,000	43-3310	Legal		5,000	5,000	5,000
2,455	2,982	3,600	43-3315	Audit Fees		3,600	3,600	3,600
7,988	1,056	10,500	43-3690	Contracted Services		8,000	8,000	8,000
97,339	109,058	114,000	43-3840	Franchise Fee		120,050	120,050	120,050
6,470	6,841	8,000	43-3870	Bad Debt Expense		8,000	8,000	8,000
6,441	7,525	8,500	43-3885	Banking Fees		13,000	13,000	13,000
-	-	1,500	43-3910	Hardware Non Capital		1,500	1,500	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	26,500	26,500
1,580	-	7,500	43-4515	Supplies		7,500	7,500	7,500
7,387	1,009	16,000	43-4545	General Materials		16,000	16,000	16,000
10	-	-	43-4810	Building & Grounds		-	-	-
12,416	23,324	15,000	43-4815	Vehicle Maintenance		15,000	15,000	15,000
80	-	2,500	43-4830	Equipment Maintenance		2,500	2,500	2,500
12,951	23,228	25,000	43-4855	Storm Drainage Maintenance		30,000	30,000	30,000
42,776	42,746	45,400	43-5715	Insurance-General Liability		47,700	47,700	47,700
686,262	741,268	857,136	Total			911,394	911,394	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	1,240,500	1,240,500
10,000	7,083	20,000	43-7055	Improvements-Mapping		20,000	20,000	20,000
1,506,452	311,045	1,620,000	Total			1,260,500	1,260,500	1,260,500
2,192,714	1,052,313	2,477,136	TOTAL EXPENDITURES			2,171,894	2,171,894	2,171,894
			OPERATING CONTINGENCY - 9091					
-	-	1,000,000	60-9010			1,000,000	1,000,000	1,000,000
2,096,844	3,413,053	2,305,452	UNAPPROPRIATED ENDING FUND BALANCE			3,243,589	3,243,589	3,243,589
4,289,558	4,465,366	5,782,588	TOTAL EXPENDITURES & ENDING FUND BALANCE			6,415,483	6,415,483	6,415,483

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

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

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

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

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



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

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

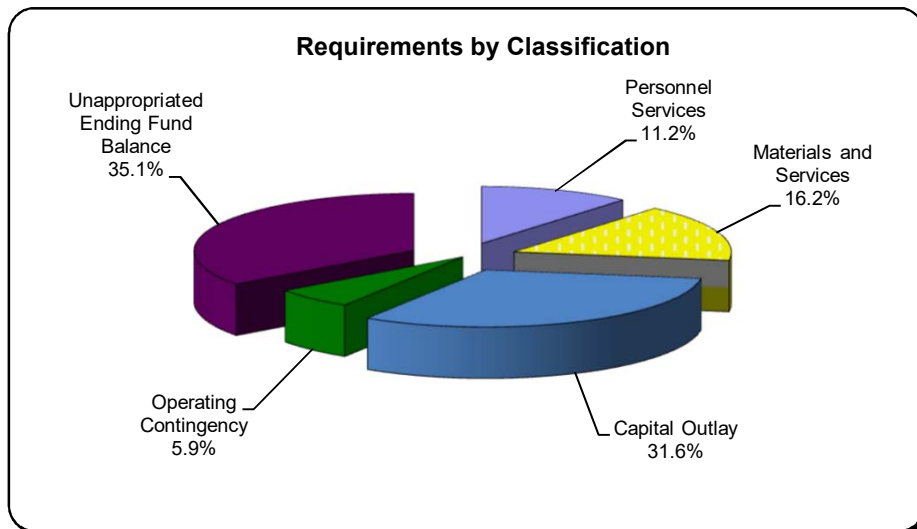
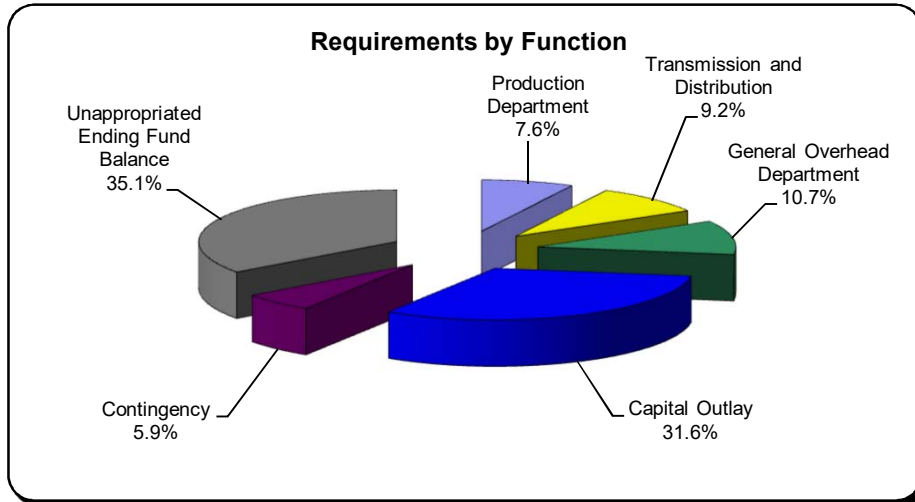
- Beginning Fund Balance - FY 2020-21 Beginning Fund Balance is projected to be slightly higher than the previous fiscal year.
- Charges for Service - Revenues shown are estimates of what actual receipts will be considering the increase in the number of services, actual rates of collection, and other 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								
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020				PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
<u>WATER FUND (530)</u>								
5,960,092	7,602,641	8,129,515	00-00-301000	BEGINNING FUND BALANCE		9,799,943	9,799,943	9,799,943
REVENUES - (530)								
11,727	12,079	12,500	00-00-342120	Rental Income		18,450	18,450	18,450
3,449,107	3,802,647	4,165,000	00-00-343210	Charges-Residential Service		4,050,000	4,050,000	4,050,000
1,747,990	1,854,624	2,025,000	00-00-343220	Charges-Commercial Service		2,011,000	2,011,000	2,011,000
341,767	378,399	414,150	00-00-343230	Charges-Public Service		369,000	369,000	369,000
23,782	29,316	25,000	00-00-343235	Charges-Bulk Water		30,500	30,500	30,500
89,305	89,796	92,000	00-00-343240	Charges-Public Fire Protect		94,300	94,300	94,300
85,841	78,300	82,000	00-00-343245	Charges-Delinquent Fee		82,000	82,000	82,000
25,590	27,825	28,500	00-00-343250	Charges-Turn on		27,000	27,000	27,000
36,440	33,849	-	00-00-343255	Unbilled Revenue		-	-	-
35,878	72,450	60,000	00-00-343260	Connection Fees		45,000	45,000	45,000
1,500	-	-	00-00-343265	Special Connection Fees		-	-	-
99,996	417,711	150,000	00-00-343270	System Development Charges		80,000	80,000	80,000
4,182	11,426	5,000	00-00-343285	SDC Admin Fees		3,500	3,500	3,500
52,325	52,692	53,000	00-00-343290	Dixonville Surcharge		53,000	53,000	53,000
113,302	196,252	190,000	00-00-371100	Interest Income		200,000	200,000	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	6,000	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	7,069,750	7,069,750
12,086,581	14,740,885	15,437,665	TOTAL REVENUES & BEGINNING FUND BALANCE			16,869,693	16,869,693	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:

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

CITY OF ROSEBURG, OREGON						
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
WATER FUND (530) - PRODUCTION DEPARTMENT						
PERSONNEL SERVICES - 6010						
378,390	386,513	406,794	Salaries and Wages	418,642	418,642	418,642
278,731	284,803	317,710	Employee Benefits	322,190	322,190	322,190
657,121	671,316	724,504	Total	740,832	740,832	740,832
MATERIALS AND SERVICES - 6010						
2,615	1,695	3,000	41-3010 Lodging and Registration	3,000	3,000	3,000
890	119	1,000	41-3015 Meals and Mileage	1,000	1,000	1,000
1,050	1,500	2,000	41-3040 Dues and Subscriptions	2,000	2,000	2,000
8,892	15,039	12,000	41-3690 Contracted Services Miscellaneous	24,000	24,000	24,000
17,285	15,866	28,000	41-3850 Water and Bacterial Analysis	25,000	25,000	25,000
-	-	2,000	41-3910 Hardware Non Capital	2,000	2,000	2,000
1,170	1,170	1,500	41-3915 Software Non Capital	1,500	1,500	1,500
-	165	2,000	41-3920 Technology-Support and Maintenance	2,000	2,000	2,000
1,729	1,772	1,800	41-4210 Telephone Communications	1,800	1,800	1,800
121	121	150	41-4215 Cellular Phone	150	150	150
359	1,480	1,000	41-4510 Office Supplies	1,000	1,000	1,000
33,938	3,831	25,000	41-4525 Materials & Supplies-Pumping	25,000	25,000	25,000
49,600	68,214	70,000	41-4540 Chemicals/Wholesale Water	80,000	80,000	80,000
240	168	1,500	41-4545 General Materials	1,500	1,500	1,500
7,314	7,642	16,000	41-4570 Materials and Supplies-Treatment	16,000	16,000	16,000
236	-	500	41-4580 Office Equipment/Furniture	500	500	500
21,928	28,489	25,000	41-4810 Building and Grounds Maintenance	27,500	27,500	27,500
1,986	304	2,000	41-4815 Vehicle Expense-Maintenance	2,000	2,000	2,000
510	698	1,200	41-4820 Vehicle Expense-Fuel	1,200	1,200	1,200
8,978	4,067	12,000	41-4830 Equipment Maintenance	12,000	12,000	12,000
856	920	1,000	41-5120 Uniforms	1,000	1,000	1,000
264,220	251,161	295,000	41-5410 Utilities-Power	295,000	295,000	295,000
6,786	7,073	7,350	41-5430 Utilities- Water	7,350	7,350	7,350
360	360	400	41-5435 Utilities-Sewer	450	450	450
341	339	360	41-5440 Utilities-Garbage Service	400	400	400
431,404	412,193	511,760	Total	533,350	533,350	533,350
1,088,525	1,083,509	1,236,264	TOTAL WATER PRODUCTION DEPARTMENT	1,274,182	1,274,182	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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Water Maintenance I	3.0	3.0	2.0	2.0
Water Maintenance II	4.0	3.0	4.0	4.0
Water Maintenance III	3.0	4.0	4.0	4.0
Water Superintendent	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	11.0	11.0	11.0	11.0

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

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)-ADMINISTRATION DEPARTMENT							
MATERIALS AND SERVICES - 6810							
4,082	4,196	4,200	41-3040	Dues and Subscriptions	4,400	4,400	4,400
350,116	373,278	395,771	41-3210	City Services-Management	457,964	457,964	457,964
-	-	-	41-3220	City Services-Parks	-	-	-
547,982	570,048	680,647	41-3230	City Services-Public Works	751,413	751,413	751,413
5,404	6,562	7,500	41-3315	Audit Services	7,500	7,500	7,500
1,411	1,584	2,000	41-3690	Contracted Services	2,000	2,000	2,000
132	591	300	41-3810	Recording	300	300	300
277,449	302,548	330,208	41-3840	Franchise Fee	321,500	321,500	321,500
32,984	34,270	38,750	41-3870	Bad Debts Allowance	38,750	38,750	38,750
22,260	27,968	33,000	41-3885	Banking Fees	33,000	33,000	33,000
-	-	1,500	41-3910	Hardware Non Capital	1,500	1,500	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	70,000	70,000
7,027	11,690	13,000	41-4510	Office Supplies	12,000	12,000	12,000
34,026	35,973	40,000	41-4520	Postage	38,000	38,000	38,000
-	-	1,000	41-4580	Office Equipment/Furniture	1,000	1,000	1,000
3,771	1,515	5,000	41-4820	Vehicle Expense-Fuel	3,000	3,000	3,000
-	-	750	41-4825	Vehicle Tires	750	750	750
-	-	1,200	41-5120	Uniforms	-	-	-
6,375	6,010	6,700	41-5710	Insurance-Automobile	7,035	7,035	7,035
20,477	21,163	24,000	41-5715	Insurance-General Liability	25,200	25,200	25,200
12,658	16,126	17,750	41-5720	Insurance-Property	18,640	18,640	18,640
2,852	2,796	3,075	41-5740	Insruance-Equipment	3,230	3,230	3,230
1,007	897	1,000	41-5790	Insurance-Miscellaneous	1,050	1,050	1,050
1,385,047	1,479,237	1,680,351	Total		1,798,232	1,798,232	1,798,232
1,385,047	1,479,237	1,680,351	TOTAL ADMINISTRATION DEPARTMENT		1,798,232	1,798,232	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			
		Altitude 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						
ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
WATER FUND (530)						
CAPITAL OUTLAY - 7575						
-	-	5,000	41-7010 Land	5,000	5,000	5,000
-	-	10,000	41-7015 Buildings and Structures	25,000	25,000	25,000
38,692	31,291	65,000	41-7030 Water Vehicles	-	-	-
35,018	55,045	20,000	41-7055 Mapping	70,000	70,000	70,000
71,327	206,860	190,000	41-7057 Improvements-Main Replacement	915,000	915,000	915,000
-	-	115,000	41-7061 Improvements-New Mains	5,000	5,000	5,000
405,849	1,093,201	2,225,000	41-7065 Plant Improvements	2,010,000	2,010,000	2,010,000
16,674	12,265	147,500	41-7066 Improvements-Reservoir	23,000	23,000	23,000
347,840	52,260	2,150,000	41-7067 Transmission Main	2,280,000	2,280,000	2,280,000
915,400	1,450,922	4,927,500	Total	5,333,000	5,333,000	5,333,000
4,770,613	5,337,911	9,405,213	TOTAL EXPENDITURES	9,953,339	9,953,339	9,953,339
OPERATING CONTINGENCY - 9091						
-	-	1,000,000	530-9091-60-9010	1,000,000	1,000,000	1,000,000
7,315,968	9,402,974	5,032,452	UNAPPROPRIATED ENDING FUND BALANCE	5,916,354	5,916,354	5,916,354
12,086,581	14,740,885	15,437,665	TOTAL EXPENDITURES & ENDING FUND BALANCE	16,869,693	16,869,693	16,869,693

CITY OF ROSEBURG, OREGON

TABLE OF CONTENTS

INTERNAL SERVICE FUND

Workers' Compensation Fund 137-139



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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

ENTERPRISE FUNDS

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

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

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

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

Water Service Fund. This fund accounts for the City's water utility operations and capital improvements. Revenues are from charges for services and expenditures are for operations and capital improvements.

INTERNAL SERVICE FUNDS

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

claims per occurrence. Any one occurrence exceeding \$500,000 is covered by insurance up to \$2,000,000. Expenditures are for reported and expected claims, administrative operating costs and premium expense for excess insurance.

CITY OF ROSEBURG, OREGON

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

Revenues. Monies received or anticipated by the City.

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

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

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

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

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

CITY OF ROSEBURG, OREGON

PERSONNEL APPENDIX

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

<u>TARGET DATE</u>	<u>ACTION</u>
1. 02/03/20	<u>12:00 P.M. – 1:00 P.M.</u> – Lunch <u>1:00 P.M. – 5:00 P.M.</u> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
2. 02/10/20	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Finance Director presents Quarterly Report Ending 12/31/2019 . <i>(*Mail information to Councilors and Budget Committee members who do not attend the meeting.)</i>
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 <i>Possible</i> Uses of State Revenue Sharing <i>mailed</i> to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/14/20 and <u>posted on City’s website</u> (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)
10. 04/14/20	Notice of 05/05/20 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing <u>published</u> 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	<u>4:30 P.M. – 6:00 P.M.</u> Budget Committee Training Session

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

<u>TARGET DATE</u>	<u>ACTION</u>
13. 05/05/20	<u>7:00 P.M. – 8:30 P.M.</u> First Budget Committee Meeting: City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held
14. 05/12/20	<u>7:00 P.M. – 10:00 P.M.</u> Second Budget Committee Meeting: Individual departments begin review of their respective portions of the budget
15. 05/13/20 & 05/14/20	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary <i>**Budget Committee must hold final session and approve the proposed budget by 5/14/20</i>
17. 05/18/20	<u>Mail</u> Notice of 06/8/20 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/22/20**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website</u>
18. 05/22/20	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/8/20 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/08/20	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget **pursuant to ORS 221.770
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

A public meeting of the Roseburg City Council will be held on June 8, 2020 at 7:00 p.m. at 900 SE Douglas Avenue, Roseburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Roseburg Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Major changes, if any, and their effect on the budget, are explained below.

Contact:	Telephone:	Email:
Ron Harker	541-492-6710	finance@cityofroseburg.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-19	Adopted Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	25,043,692	27,104,437	31,058,671
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	14,273,845	14,864,540	14,511,714
Federal, State and All Other Grants, Gifts, Allocations and Donations	9,335,709	7,559,110	6,259,133
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers / Internal Service Reimbursements	4,932,645	5,231,194	5,471,170
All Other Resources Except Property Taxes	4,035,623	2,626,350	2,738,550
Property Taxes Estimated to be Received	13,738,383	16,520,700	16,556,300
Total Resources	\$71,359,897	\$73,906,331	\$76,595,538

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	19,668,955	22,897,226	23,066,923
Materials and Services	12,538,780	13,775,327	12,350,312
Capital Outlay	7,183,995	13,291,599	12,293,345
Debt Service	1,291,216	587,670	600,265
Interfund Transfers	1,375,514	1,414,280	1,480,155
Contingencies	-	4,115,507	4,993,341
Special Payments	-	25,000	201,000
Unappropriated Ending Balance and Reserved for Future Expenditure	29,301,437	17,799,722	21,610,197
Total Requirements	\$71,359,897	\$73,906,331	\$76,595,538

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Name City Manager	1,072,382	1,256,600	1,202,281
FTE	5.0	5.0	6.0
Name Finance and Management Services	1,330,107	1,509,178	1,550,050
FTE	9.3	9.8	9.8
Name Community Development	724,937	844,073	853,411
FTE	6.0	6.0	6.0
Name Library	282,326	429,026	484,585
FTE	2.0	3.5	3.5
Name Public Works Department	3,340,470	3,778,406	3,827,772
FTE	26.1	26.1	25.6
Name Parks and Recreation	1,586,274	1,854,153	1,903,895
FTE	14.3	15.3	15.3
Name Municipal Court	489,310	510,551	525,058
FTE	3.2	3.2	3.2
Name Police Department	6,658,954	7,807,772	7,830,923
FTE	42.0	43.0	43.0
Name Fire Department	6,524,680	7,515,744	7,583,193
FTE	41.8	42.0	42.0
Name Grants	3,171,139	2,199,805	840,159
FTE	-	-	-
Name Economic Development	306,485	403,269	429,424
FTE	-	-	-
Name Hotel/Motel Tax Fund	1,568,056	1,597,933	1,873,018
FTE	-	-	-
Name Bike Trail	189,188	304,136	408,198
FTE	-	-	-
Name Street/Sidewalk	687,330	724,171	819,203
FTE	-	-	-

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name Debt	717,947	-	-
FTE	-	-	-
Name Pension Bond Debt Service	499,313	540,253	575,569
FTE	-	-	-
Name Transportation	4,824,277	5,607,595	5,895,649
FTE	-	-	-
Name Park Improvement	732,031	677,268	675,929
FTE	-	-	-
Name Equipment Replacement	1,784,255	2,164,522	2,225,463
FTE	-	-	-
Name Facilities Replacement	3,213,114	553,668	424,774
FTE	-	-	-
Name Assessment Improvement	1,638,645	1,688,240	1,726,833
FTE	-	-	-
Name Library Special Revenue	169,419	327,500	307,781
FTE	-	-	-
Name Stewart Trust	102,317	115,319	144,317
FTE	-	-	-
Name Storm Drainage	4,465,366	5,782,588	6,415,483
FTE	-	-	-
Name Off Street Parking	110,186	95,607	66,042
FTE	-	-	-
Name Airport	1,084,552	1,704,198	1,553,942
FTE	-	-	-
Name Water	14,740,885	15,437,665	16,869,693
FTE	17.0	17.0	17.0
Name Golf	110,367	135,997	153,536
FTE	-	-	-
Name Workers' Compensation	1,034,624	1,066,529	1,159,229
FTE	-	-	-
Non-Departmental / Non-Program	8,200,961	7,274,565	8,270,128
FTE	-	-	-
Total Requirements	\$71,359,897	\$73,906,331	\$76,595,538
Total FTE	166.60	170.85	171.35

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
Personnel FTE to increase by 0.5 FTE: Add 1.0 FTE in the City Manager Department for a Communication Specialist Reduce 0.5 FTE in Public Works Engineering Seasonal position			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 8.4774 per \$1,000)	8.4774	8.4774	8.4774

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
Other Bonds	\$4,543,278	\$0
Other Borrowings	\$0	\$0
Total	\$4,543,278	\$0

EXHIBIT "A"
2020-2021 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$ 2,752,331	
◆ Community Development	853,411	
◆ Library	484,585	
◆ Public Works	3,827,772	
◆ Parks and Recreation	1,903,895	
◆ Municipal Court	525,058	
◆ Police Department	7,830,923	
◆ Fire Department	7,583,193	
◆ Capital Outlay	25,000	
◆ Transfers	925,000	
◆ Other Requirements	201,000	
◆ Operating Contingency	<u>1,000,000</u>	\$ 27,912,168

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services	<u>755,500</u>	755,500
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Hotel/Motel Tax

◆ Materials and Services	734,432	
◆ Transfers	<u>519,655</u>	1,254,087

Streetlight/Sidewalk

◆ Materials and Services	84,335	
◆ Capital Outlay	475,000	
◆ Operating Contingency	<u>259,868</u>	819,203

Bike Trail

◆ Materials and Services	10,000	
◆ Capital Outlay	250,000	
◆ Operating Contingency	<u>148,198</u>	408,198

Golf

Departments

◆ Maintenance	35,780	
◆ Capital Outlay	25,000	
◆ Operating Contingency	<u>92,756</u>	153,536

Economic Development Fund

◆ Materials and Services	201,363	
◆ Capital Outlay	<u>130,000</u>	331,363

Library Special Revenue Fund

◆ Materials and Services	216,150	
◆ Capital Outlay	10,000	
◆ Transfers	<u>25,500</u>	251,650

Stewart Trust- Special Revenue Fund

◆ Capital Outlay	<u>55,000</u>	55,000
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DEBT SERVICE FUNDS

Pension Bond Debt Service Fund

◆ Debt Service	<u>490,200</u>	490,200
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CAPITAL PROJECTS FUNDS

ENTERPRISE FUNDS

INTERNAL SERVICE FUND

TOTAL BUDGET APPROPRIATIONS	\$ 54,985,341
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EXHIBIT "A"
2020-2021 BUDGET APPROPRIATIONS

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

	Reserve	Unappropriated Fund Balance	Total	
General	\$ -	\$ 6,119,128	\$ 6,119,128	
Grant	84,659	-	84,659	
Hotel/Motel Tax	618,931	-	618,931	
Economic Development	98,061	-	98,061	
Library Special Revenue	56,131	-	56,131	
Stewart Trust	89,317	-	89,317	
Pension Bond Debt Service	-	85,369	85,369	
Transportation	3,087,312	-	3,087,312	
Park Improvement	387,804	-	387,804	
Equipment Replacement	947,063	-	947,063	
Assessment Improvement	726,833	-	726,833	
Facilities Replacement	149,646	-	149,646	
Storm Drain	-	3,243,589	3,243,589	
Water	-	5,916,354	5,916,354	
	<u>\$ 6,245,757</u>	<u>\$ 15,364,440</u>	<u>\$ 21,610,197</u>	<u>21,610,197</u>
TOTAL BUDGET			<u><u>\$ 76,595,538</u></u>	

RESOLUTION NO. 2020-11

A RESOLUTION ADOPTING THE 2020-2021 BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2020; and

WHEREAS, at a regular meeting of the City Council held on June 8, 2020, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

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

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

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. After a public hearing held on June 8, 2020, the Roseburg City Council hereby adopts the budget for the fiscal year 2020-2021 in the sum of \$76,595,538, a copy of which is now on file at City Hall.

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

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

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

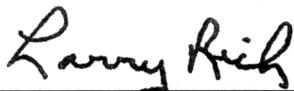
Section 4. The City hereby elects to receive state revenues for fiscal year 2020-2021 pursuant to ORS 221.770.

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

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2020, and shall file required documents with the County Assessor in accordance with ORS 294.458.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
8TH DAY OF JUNE, 2020.**



Larry Rich, Mayor



Amy L. Sowa, City Recorder

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

To assessor of Douglas County

FORM LB-50
2020-2021

☐ Check here if this is
an amended form.

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

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

<u>900 SE Douglas Ave</u> Mailing Address of District	<u>Roseburg</u> City	<u>OR</u> State	<u>97470</u> ZIP code	<u>6/8/20</u> Date
<u>Ron Harker</u> Contact Person	<u>Finance Director</u> Title	<u>541-492-6710</u> Daytime Telephone	<u>rharker@cityofroseburg.org</u> Contact Person E-Mail	

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

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	8.4774	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

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

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

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

CITY OF ROSEBURG URBAN RENEWAL AGENCY

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CITY OF ROSEBURG URBAN RENEWAL AGENCY
2020-21 Budget Message

April 17, 2019

Ladies & Gentleman of the Budget Committee:

I am pleased to submit the proposed budget for the City of Roseburg Urban Renewal Agency for fiscal year 2020-21.

The Urban Renewal District has been receiving tax increment revenue since 1990; and has primarily dedicated those resources to repay debt that funded infrastructure projects. The North Roseburg Urban Renewal Plan was adopted in 1989 with a focus on promoting economic growth and job creation by stimulating development of commercial and industrial land through the provision of financial incentives and infrastructure. The renewal plan has been successful in carrying out many of the original plan goals and projects. The North Roseburg District was successfully retired in the fall of 2019.

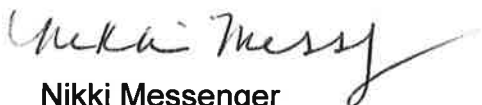
The Roseburg East/Diamond Lake Urban Renewal Area was established in August of 2018 with the first tax increment collection occurring in the 2019-20 budget year. This corresponded with the elimination of tax increment in the North plan area.

The Agency budget contains three separate funds—the General Fund and two Capital Projects Funds. Fund 350 for the North Urban Renewal area is included for historical purposes. Fund 351 is for the East/Diamond Lake Urban Renewal area capital projects. The Urban Renewal General Fund is used to collect tax increment revenues generated in the Urban Renewal District. Projected revenues are \$355,100, of which \$200,000 will be transferred to the Capital Projects Fund (351). The major outlays in the Capital Projects Fund include Contracted Services dedicated to the repayment of System Development Charges as part of the SDC Buydown Program, and a modest amount for an unidentified infrastructure project.

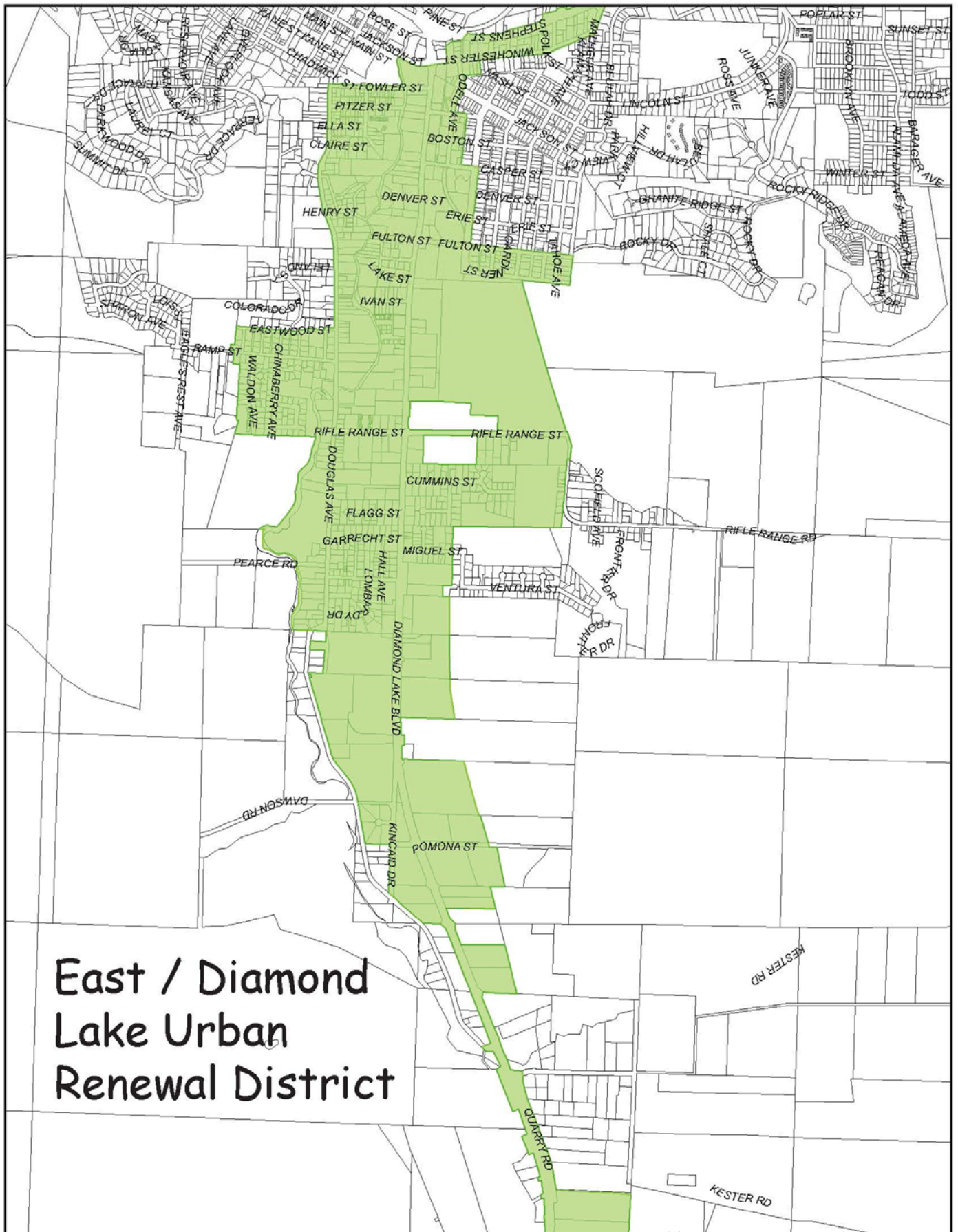
It will take some time to build resources within the new plan area. Building permits have been issued for two multi-family housing projects within the district. One is sixty-eight units and the other is eighty-nine units. Both developments have taken advantage of the SDC Buydown Program and will contribute to the tax increment.

Thank you for dedicating your time and expertise to the City of Roseburg Urban Renewal Agency budget process!

Respectfully submitted,



Nikki Messenger
City Manager



CITY OF ROSEBURG URBAN RENEWAL AGENCY
GENERAL FUND

RESOURCES AND REQUIREMENTS

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

The Urban Renewal General Fund accounts for the resources of the City's East (Diamond Lake) Roseburg Urban Renewal District. The East (Diamond Lake) Roseburg Urban Renewal District was established in 2018 and this will be the second year that it will receive Tax Increment Financing revenues.

The primary expenditures in the proposed budget are transfers to the Urban Renewal Capital Projects Fund. Expenditures for projects are outlined at the beginning of the Capital Projects Fund.

Tax Increment Revenues - The proposed budget revenue is calculated using the formula outlined in Oregon Revised Statutes. Collections from the current and prior year's tax increment revenues for the East (Diamond Lake) Roseburg Urban Renewal District are projected to be \$352,100.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020			PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
GENERAL FUND (281)							
318,558	560,884	449,837	00-00-301000	BEGINNING FUND BALANCE	119,009	119,009	119,009
REVENUES - (281)							
3,610,150	3,926,029	202,000	75-40-313100	Current Year Tax Increment Revenue	332,100	332,100	332,100
142,054	134,832	28,000	75-40-313200	Prior Years' Tax Increment Revenue	20,000	20,000	20,000
13,953	24,084	-	72-40-313300	Land Sales	-	-	-
20,386	15,756	1,000	60-40-371100	Interest Income	3,000	3,000	3,000
3,786,543	4,100,701	231,000	Total		355,100	355,100	355,100
TOTAL REVENUES AND BEGINNING FUND BALANCE					474,109	474,109	474,109
MATERIALS AND SERVICES - 7474							
1,044,217	717,947	-	43-3630	Contracted Services-Interagency	-	-	-
1,044,217	717,947	-	Total		-	-	-
TRANSFERS - 9090							
2,500,000	3,500,000	679,837	49-8835	Transfer to Capital Projects	200,000	200,000	200,000
2,500,000	3,500,000	679,837	Total		200,000	200,000	200,000
3,544,217	4,217,947	679,837	TOTAL EXPENDITURES		200,000	200,000	200,000
RESERVE FOR FUTURE EXPENDITURE - 9092							
-	-	1,000	60-9210		274,109	274,109	274,109
560,884	443,638	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
4,105,101	4,661,585	680,837	TOTAL EXPENDITURES & ENDING FUND BALANCE		474,109	474,109	474,109

CITY OF ROSEBURG URBAN RENEWAL AGENCY
CAPITAL PROJECTS FUND

RESOURCES

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

REQUIREMENTS

Materials and Services - Includes costs associated with professional and management services, project administration, engineering, publication and meeting advertising, façade grant program, and System Development Charges (SDCs) payments per the SDC Buy-Down incentive program.

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

Construction projects include the following:	<u>Amount</u>
To be determined	100,000
Total	\$100,000

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020		PROPOSED 2020-2021	APPROVED 2020-2021	ADOPTED 2020-2021
			CAPITAL PROJECTS FUND (350)			
532,829	1,125,990	1,005,108	00-00-301000 BEGINNING FUND BALANCE	-	-	-
			REVENUES - (350)			
53,087	-	-	40-30-332320 State Grants	-	-	-
264,932	18,421	3,000	30-20-334120 Intergovernmental-Local	-	-	-
23,726	23,084	-	60-40-371100 Interest Income	-	-	-
10,000	-	-	80-40-385100 Miscellaneous	-	-	-
2,500,000	3,500,000	477,837	85-40-391128 Transfer from UR General Fund	-	-	-
200,000	-	-	00-00-393110 Bond/Loan Proceeds	-	-	-
3,051,745	3,541,505	480,837	Total	-	-	-
3,584,574	4,667,495	1,485,945	TOTAL REVENUES & BEGINNING FUND BALANCE	-	-	-
			MATERIALS AND SERVICES - 7474			
750	750	-	43-3035 Memberships	-	-	-
55,397	69,850	76,700	43-3210 City Services-Management	-	-	-
338,613	350,688	118,373	43-3230 City Services-Public Works	-	-	-
701	-	-	43-3310 Professional Services-Legal	-	-	-
19,350	36,018	25,000	43-3690 Contracted Services-Miscellaneous	-	-	-
1,016	-	-	43-3815 Other Service-Advertising	-	-	-
73	15	-	43-5435 Utilities	-	-	-
415,900	457,321	220,073	Total	-	-	-
			CAPITAL OUTLAY - 7575			
93,053	-	-	43-7015 Building and Improvements	-	-	-
151,677	-	-	43-7035 Improvements-Other	-	-	-
1,797,829	3,539,418	1,265,872	43-7052 Improvements-Infrastructure	-	-	-
125	64,077	-	43-7059 Improvements-Airport	-	-	-
2,042,684	3,603,495	1,265,872	Total	-	-	-
2,458,584	4,060,816	1,485,945	TOTAL EXPENDITURES	-	-	-
1,125,990	606,679	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
3,584,574	4,667,495	1,485,945	TOTAL EXPENDITURES & ENDING FUND BALANCE	-	-	-

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2017-2018</u>	<u>ACTUAL</u> <u>2018-2019</u>	<u>ADOPTED</u> <u>2019-2020</u>		<u>PROPOSED</u> <u>2020-2021</u>	<u>APPROVED</u> <u>2020-2021</u>	<u>ADOPTED</u> <u>2020-2021</u>
			<u>CAPITAL PROJECTS FUND-DIAMOND LAKE (351)</u>			
-	-	-	00-00-301000 BEGINNING FUND BALANCE	153,207	153,207	153,207
			REVENUES - (351)			
-	-	160,000	30-30-334100 In Lieu of Construction	160,000	160,000	160,000
-	-	202,000	85-40-391128 Transfer from UR General Fund	200,000	200,000	200,000
-	-	362,000	Total	360,000	360,000	360,000
-	-	362,000	TOTAL REVENUES & BEGINNING FUND BALANCE	513,207	513,207	513,207
			MATERIALS AND SERVICES - 7474			
-	-	19,200	43-3210 City Services-Management	45,597	45,597	45,597
-	-	29,593	43-3230 City Services-Public Works	29,920	29,920	29,920
-	-	5,000	43-3310 Professional Services-Legal	5,000	5,000	5,000
-	-	2,000	43-3330 Professional Services-Technical	2,000	2,000	2,000
-	-	25,000	43-3630 Contracted Services	71,000	71,000	71,000
-	-	10,000	43-3690 Contracted Services-Façade	-	-	-
		25,000	43-3695 Contracted Services-Rusa	51,000	51,000	51,000
-	-	115,793	Total	204,517	204,517	204,517
			CAPITAL OUTLAY - 7575			
-	-	86,207	43-7052 Improvements-Infrastructure	100,000	100,000	100,000
-	-	86,207	Total	100,000	100,000	100,000
-	-	202,000	TOTAL EXPENDITURES	304,517	304,517	304,517
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	160,000	60-9210	208,690	208,690	208,690
-	-	362,000	TOTAL EXPENDITURES & ENDING FUND BALANCE	513,207	513,207	513,207

CITY OF ROSEBURG URBAN RENEWAL AGENCY
DEBT SERVICE FUND

Urban Renewal Tax Increment Bonds

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

A public meeting of the Roseburg Urban Renewal Board will be held on June 8, 2020 at 7:00 p.m. at 900 SE Douglas Avenue, Roseburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Roseburg Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Major changes, if any, and their effect on the budget, are explained below.

Contact: Ron Harker	Telephone: 541-492-6710	Email: finance@cityofroseburg.org
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FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2018-19	Adopted Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	1,686,874	1,454,945	272,216
Federal, State and All Other Grants	18,421	3,000	-
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers	3,500,000	679,837	200,000
All Other Resources Except Division of Tax & Special Levy	197,756	189,000	183,000
Revenue from Division of Tax	3,926,029	202,000	332,100
Revenue from Special Levy	-	-	-
Total Resources	9,329,080	2,528,782	987,316

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	-	-	-
Materials and Services	1,175,268	335,866	204,517
Capital Outlay	3,603,495	1,352,079	100,000
Debt Service	-	-	-
Interfund Transfers	3,500,000	679,837	200,000
Contingencies	-	-	-
All Other Expenditures and Requirements	-	-	-
Unappropriated Ending Fund Balance	1,050,317	161,000	482,799
Total Requirements	9,329,080	2,528,782	987,316

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Name General Fund	4,661,585	680,837	474,109
FTE	-	-	-
Name Capital Projects Fund	4,667,495	1,485,945	-
FTE	-	-	-
Name Capital Projects Fund-Diamond Lake	-	362,000	513,207
FTE	-	-	-
Total Requirements	9,329,080	2,528,782	987,316
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Capital Projects Fund capital projects:

System Development Charges (SDCs) buydown program implementation for qualified multi-housing projects

Retirement of the Capital Projects Fund for the North Roseburg Urban Renewal Area.

STATEMENT OF INDEBTEDNESS

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

EXHIBIT "A"
2020-2021 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Transfers	<u>200,000</u>	\$ 200,000
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URBAN RENEWAL CAPITAL PROJECTS-DIAMOND LAKE FUND

◆ Materials and Services	204,517	
◆ Capital Outlay	<u>100,000</u>	304,517

TOTAL BUDGET APPROPRIATIONS	<u>\$ 504,517</u>
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This budget also includes reserves
for expenditures as follows:

General Fund	274,109	
Capital Projects	<u>208,690</u>	482,799

TOTAL BUDGET	<u>\$ 987,316</u>
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RESOLUTION NO. UR-2020-01

A RESOLUTION ADOPTING THE 2020-2021 BUDGET AND MAKING APPROPRIATIONS

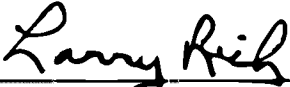
WHEREAS, the Budget Committee of the Urban Renewal Agency of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2020; and

WHEREAS, at a meeting of the Roseburg Urban Renewal Board held on June 8, 2020, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statutes, proof of which is on file in the Office of the City Recorder of the City;

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

- Section 1.** After public hearing conducted on June 8, 2020, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2020-2021 in the total of \$987,316, a copy of which is now on file at City Hall.
- Section 2.** The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.
- Section 3.** The Recorder of said City shall file with the State Treasurer and the Division of Audits of the Secretary of State of the State of Oregon a true copy of the budget as adopted.
- Section 4.** The Roseburg Urban Renewal Board hereby resolves to certify to the County Assessor for the East / Diamond Lake Roseburg Urban Renewal Plan area a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.
- Section 5.** This resolution shall be effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY AT ITS MEETING ON THE
8TH DAY OF JUNE, 2020.**



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

FORM UR-50

NOTICE TO ASSESSOR

2020-2021

• Submit two (2) copies to county assessor by July 15.

☐

Check here if this is an amended form.

Notification

The City of Roseburg Urban Renewal Agency
(Agency Name) authorizes its 2020-2021 ad valorem tax increment amounts

by plan area for the tax roll of Douglas County
(County Name)

Ron Harker, Finance Director
(Contact Person)

541-492-6710
(Telephone Number)

06/08/20
(Date Submitted)

900 SE Douglas Ave. Roseburg, OR 97470
(Agency's Mailing Address)

rharker@cityofroseburg.org
(Contact Person's E-mail Address)

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

Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	Special Levy Amount**
	\$	OR	<input type="checkbox"/> Yes	\$
	\$	OR	<input type="checkbox"/> Yes	\$

Part 2: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]

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

Part 3: Other Standard Rate Plans. [ORS 457.445(2)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
	\$	OR	<input type="checkbox"/> Yes	
	\$	OR	<input type="checkbox"/> Yes	

Part 4: Other Reduced Rate Plans. [ORS 457.445(1)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
East/Diamond Lake Urban Renewal Plan	\$	OR	<input checked="" type="checkbox"/> Yes	
	\$	OR	<input type="checkbox"/> Yes	

Part 5: Permanent Rate Plans. [chapter 580 (2019 Or Laws)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
	\$	OR	<input type="checkbox"/> Yes	
	\$	OR	<input type="checkbox"/> Yes	

Notice to Assessor of Permanent Increase in Frozen Value. Beginning tax year 2020-21, permanently increase frozen value to:

Plan Area Name	New frozen value \$

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

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

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

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