

City of Roseburg, Oregon



2016-2017 Adopted Budget

CITY OF ROSEBURG, OREGON
ADOPTED BUDGET
FOR THE FISCAL 2016-2017 YEAR

Prepared by: City of Roseburg Finance Department



CITY OF ROSEBURG, OREGON

2016-17 BUDGET

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Larry Rich

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C. Lance Colley, City Manager
Sheila R. Cox, City Recorder
James A. Burge, Police Chief
Patricia A. Loegering, Airport Manager
Brian R. Davis, Community Development Director
D. Ron Harker, Finance and Management Services Director
Gregory G. Timm, Fire Chief
Kenneth W. Madison, Municipal Judge
Nicole A. Messenger, Public Works Director
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City of Roseburg

2016-2017 BUDGET MESSAGE **April 25, 2016**

Ladies and Gentlemen of the Budget Committee:

I am pleased to present the proposed FY 2016-2017 City of Roseburg budget for your consideration. The budget is a tool used by Staff and Council to provide a roadmap for future operations and capital investments. We have attempted to provide funding at a level consistent with current and projected operational service levels and incorporated strategies to achieve Council's goals. Staff worked extensively with the City Council to evaluate and eventually update our General Fund reserve policy in 2015. Council adopted an updated policy which allowed for a budgeted ending General Fund reserve of as low as 20% after being held at 30% for the previous five years. The prior policy led to somewhat arbitrary service level reductions at a time when our long-term projections did not indicate the necessity of those reductions. While this General Fund budget continues to provide for services at a cost that exceeds our current year resources, our six-year forecast model continues to give us confidence that our proposed service levels can be maintained and enhanced over the next few years and still meet our new policy objectives over the longer term.

The global recession has technically been over for almost five years. Our local economy continues to trail the larger federal and state economies, but conditions have improved dramatically over the last year. In 2015, the State of Oregon unemployment rate dropped below the national rate for the first time in almost twenty years, driven primarily by Portland metropolitan area employment. Many rural communities have seen significant reductions in property values and associated revenue due to a decline in residential property development. In 2015, more building permits were issued in Roseburg than any year since 2007. The City property values are beginning to rise again and should return to historical levels over the next few years. Assessed value growth has not met the 3% threshold allowed by state law the last few years, but has not declined in total. We continue to be concerned that Real Market value and assessed value are not reaching levels that were anticipated. We are beginning to see some new commercial construction, and housing starts have increased considerably in the last eighteen months. We are continuing to work with developers of the former Douglas Community Hospital site that will house combined State of Oregon offices beginning in late 2016 or early 2017. This development will add to the tax base and "Beautify" an area of the community that is directly off Interstate 5 at the south entrance to our community.

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

federal grants, have allowed us to make important capital investments in transportation and other infrastructure.

The City, our Urban Renewal Agency and the Oregon Department of Transportation entered into an agreement to undertake one of the largest public works transportation projects in recent memory. ODOT is overseeing the Highway 138 Corridor project which will enhance pedestrian and bicycle travel as well as provide for better freight mobility and vehicular travel from the west end of the Oak and Washington Avenue bridges east and then north to Diamond Lake Boulevard. This \$12 million project will rebuild eight intersections, three railroad crossings and five travel lanes through much of the project area. At the same time, the City/Urban Renewal Agency constructed improvements in a five block section immediately east of this project on Oak and Washington in the downtown core area. These two projects will be an almost \$15 million investment in beautification and infrastructure in the center of Roseburg and is a great example of governmental cooperation and the leveraging of scarce resources. I would particularly like to thank Public Works Director Nikki Messenger and our partners at ODOT for making this project a reality for our community. The Urban Renewal Agency will be constructing a Parking Structure project and an additional road improvement project adjacent to 138 this summer adding an additional approximately \$1.5 million in infrastructure investment in this core area.

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

CITY GOALS AND OBJECTIVES

In February 2015, the Council adopted four goals that have and will continue to provide direction to Staff over the next few years as we develop budgets and strategies to meet those goals. Council chose to return to a goal setting process that provided direction related to the "big picture" rather than a listing of individual actions or activities. The four goals are as follows:

1. Identify and Implement Long-Term Infrastructure Funding Mechanisms to Ensure the City can Meet Long-Term Infrastructure Stability and Sustainability.
2. Implement the Urban Renewal Financial and Capital Improvement Plan: Evaluate Establishment of Additional Urban Renewal Plan Area.

3. Initiate Community Livability Programs and Beautification Projects.
4. Define and Establish Business Friendly/Improved City Image.

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

The proposed General Fund budget ending balance will still be close to the former 30% General Fund Reserve policy, but our planned expenditures will exceed revenues in each of the next three fiscal years. Because our resource picture will improve dramatically when our Urban Renewal District plan expires in September 2019, Council adopted the change in our reserve requirements as part of Council's previous "operational sustainability" goal. We have used the estimated available financial resources to continue to provide a high level of services that are needed and valued by City residents. We accomplished many things over the course of the last year, a few of which are included below.

Administration

The Finance Department received its 23rd consecutive Award for Excellence in Financial Reporting from the Government Finance Officers Association. In addition to providing quarterly financial updates to Council, the Department completed migration of all financial systems to a new integrated financial software suite for financial reporting, court operations, human resources and utility billing. The IT Department helped establish an archive email server and installed new wireless technology that allows the City to place our network in remote locations throughout the City. The City Manager's office continued to work closely with Council to implement goal related activities. Human Resources completed the recruitment and hiring for a number of new employees throughout the organization and coordinated safety training. The Recorder's Office worked to bring additional departments into the electronic records management/archive system and to transfer microfilmed records to the system. A number of administrative Staff participated in Economic Development activities through the Partnership, Industrial Development Board and the Umpqua Business Center.

Public Safety

The Police and Fire Department's most notable efforts focused on the response to and the aftermath of the UCC tragedy in October. The preparedness of both departments was outstanding, and hopefully, the experience and lessons learned will assist us and other agencies in the future.

The Fire Department completed over 4,000 hours of training on issues ranging from apparatus operations to hazardous materials response and emergency medical services. Emergency response incidents increased 11.50% over the prior year, representing the largest call volume in a single year since 2004. The department planned and coordinated a community safety training exercise in conjunction with the Great Oregon Shakeout which included participation by the City of Roseburg, Douglas County, Mercy Medical Center and a number of other local businesses. Community awareness of how to respond during a natural disaster is an essential part of our preparedness program.

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

Community Development

Community Development completed work on the three phased update of the Land Use and Development Ordinance which was adopted by the City Council earlier this calendar year. In addition, department Staff worked with ODOT toward adoption of the Interchange Area Management Plan for Exit 127. The proposed budget includes the increase of the Compliance Officer position from part-time to full-time. This change will allow the department to enhance the community service level substantially by providing more opportunity to respond to code violations and compliance issues. This increase is consistent with the Council's goal relating to beautification and sustainability. The compliance program has been successful at part-time and can be much more successful as we return it to full-time.

Public Works

Public Works developed and oversaw a number of projects during the last year including the Oak/Washington/Kane improvements, coordination with ODOT for the Highway 138 improvements, Indianola Storm Drainage and Parks multi-use path improvements. The Five-Year Pavement Maintenance report has been completed with the assistance of a consultant, and the City Council will soon need to work toward long-term funding options to implement the street resurfacing and improvement programs which is part of Council's goal relating to infrastructure sustainability. Staff from Public Works, Finance and Administration completed a water utility rate study that was presented to and adopted by Council setting the framework for our implementation of the City's Water Master Plan. We have now adopted financial programs in our Storm and Water Utilities which should allow the City to meet our infrastructure sustainability goal for the foreseeable future. We will continue to work with Council to evaluate transportation and parks funding.

Current Operations

We made every effort to provide a proposed budget that continues current operations in the General Fund and enhances levels of service in some of the enterprise funds. After working with City Council, we established an updated six-year forecasting model and revised our General Fund Ending Fund Balance/Future Year reserve policy in 2015 which was incorporated into the 2015-16 budget. This revision has allowed us to enhance the level of service in Community Development and the Fire Department while maintaining our service level throughout the General Fund.

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

The Police Department budget proposes to continue at current service levels, maintaining 40 FTE. In 2015 we reached an agreement with Roseburg Public Schools to return to providing two School Resource Officer positions with their funding support. During the recession, the District was unable to continue to fund their portion of two positions, so one position was reduced. With the financial support of RPS, we were able to fill the second SRO position as an assignment from current staffing levels. We continue to evaluate the effectiveness of all areas of service provided through the Department. Last year was the third full year with the multiple K-9 units, and we look forward to continuing the programs in which these units are involved. We transitioned our previous narcotics/drug dog to the Sheriff's office to utilize at the Douglas County jail effective July 1, 2015 and acquired an additional K-9 to partner with one of our officers.

Public Works Administration was reduced by 1.5 FTE during the 2014-15 fiscal year budget, one in engineering and .5 in the office. During the prior fiscal year we added some partial FTE for an engineering student intern and the FTE impact is included in the proposed budget as well. We are continuing to participate in the intern program at OSU working with the Civil Engineering Co-Op Program to place students in six month rotations.

The 2016-17 Proposed Budget includes an increase of one FTE to reinstate the Engineer position reduced in 2014-15 and normal cost increases for collectively bargained increase and ongoing materials and supply cost increases. The entire cost of the Engineering FTE addition is being offset by additional transfers/charges for service from the Transportation, Water, Storm and Urban Renewal budgets. Our current Capital Improvement Plan indicates that we will be developing and overseeing \$10 million in projects annually through 2019 and additional Engineering staff will be required to meet our time frames. Again, there is no net impact to our General Fund as the entire cost of this additional FTE will be paid through other funding mechanisms. The Budget includes operating expenditures of \$20.82 million which exceeds our operating revenues of \$20.05 million by about \$773,000. Total General Fund expenditures, including transfers and capital outlay total \$21.63 million and exceed current year revenues by approximately \$1.58 million or about 7.8% of revenues.

We will accommodate this shortfall by utilizing a portion of our reserves/beginning fund balance while still leaving an ending fund balance/contingency of over \$5.77 million, or 26.7% of expenditures, well above the current policy of 20% and within the parameters outlined to Council during our policy discussions. As I indicated earlier in this message, the new ending fund balance policy was revisited with Council as part of our organizational sustainability goal. Adequate reserves are essential to the operations of any local government, but the amount should be tempered with the reliability and availability of future resources and the need to provide service. Annual reductions in the ending fund balance/reserves will occur during the next three years. At that time the Urban Renewal Agency plan will expire and the property tax generated in the District will go back on the general tax rolls and will be distributed to the City of Roseburg and other taxing entities.

Significant Budgetary Changes

There are no major changes in the General Fund this year.

As indicated above, most of the changes relate to small increases in FTE in a few areas of the budget. Each of these additions will be evaluated over time as we attempt to provide a baseline service level to which we will compare long term resources for sustainability. The

current proposed budget contains about \$20.05 million in current year resources and \$21.63 million in current year expenditures. The primary reason expenditure increases outstrip resource increases is the continuing increase in PERS rates and the overall impact of personnel costs (including the increase of 1.5 FTE). Over 95% of the projected increases in cost in the proposed budget related to Personnel Service costs. We are primarily a service organization, and we will always need to balance the cost of personnel in relationship to the services we provide. Philosophically, it is important to match current resources and expenditures over time so that the implications of revenue or cost shifts can be evaluated against organizational baseline service standards. As we move forward in fiscal 2016-17, we will be monitoring our projections relating to operational and infrastructure sustainability. While we continue to provide a very high level of service, we must evaluate how to maintain those services in the future. Our six-year forecast model continues to indicate that our operations will be sustainable and within Council policy as a result of the inclusion of over an additional \$2.5 million in property tax revenues beginning in 2019-20 at the end of our Urban Renewal plan area designation.

One other notable budgetary impact carried over from prior years relates to the issuance of Pension Obligation Bonds (POBs) during 2014 of almost \$4.9 million which was a one-time resource influx and is not included in this budget. This was a one-time issuance, and the proceeds were paid to PERS to reduce our ongoing obligation related to the transition liability which was part of our unfunded actuarial liability. The payment in 2014 will result in savings of approximately \$1.04 million over the 15 year repayment period and a net present value savings of more than \$800,000. Issuance of the POBs and the ongoing debt service necessitated creation of a Pension Obligation Debt Service Fund. It was created using a supplemental budget process in 2014 and now shows in the budget document with only debt service costs and interdepartmental charges.

Collective Impacts – Outside Influences

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

The other potential budgetary impact which relates directly to outside influences is the recent proposal to allow Douglas County citizens to vote on the formation of a new library service district with a new permanent property tax rate. The proposed rate for the potential district is

44 cents per thousand dollars of assessed, and would be included in the permanent rate compression calculation. In the simplest terms, that means that if the district formation and levy are approved, the City of Roseburg's property taxes could be reduced by between \$300,000 and \$600,000 annually. Obviously a reduction in our primary General Fund revenue source could have a dramatic impact on our current and future service levels and an impact of this magnitude would certainly require reductions in services provided to our constituents. The ballot measure will be placed on the November 2016 ballot and any impact would begin in 2017-18.

OVERALL BUDGET SUMMARY

The total FY 2016-2017 proposed budget, including General Fund and all other fund expenditures, is proposed at \$61.50 million compared to the current year adopted budget of \$58.08 million. This represents an increase of approximately 5.9% which based on our projections for all funds continues to be sustainable. There are significant capital expenditures (\$9.1 million) included in the overall budget, primarily over \$1.6 million in the Water Enterprise Fund, over \$760,000 in the Equipment Replacement Fund, almost \$1.4 million in the Storm Drainage Fund and almost \$1.69 million in the Facilities Fund, most of which is contingent on state grants. Each of these fund expenditures represents scheduled projects and acquisitions from our five-year Capital Improvement Plan which is an important planning document that is updated every two years. Information in the CIP is influenced by a number of master plans developed for our water and storm utilities, parks and streets.

GENERAL FUND SUMMARY

Basic operations in the General Fund include Parks, Public Works, Police, Fire, Community Development, Finance and Management Services, Municipal Court and Administration. The General Fund provides funding for most direct operational services that residents recognize and use frequently. The FY 2016-2017 General Fund is proposed at \$27,398,889 (up 1.6%) including reserves of approximately 26.7% of General Fund expenditures or \$5.77 million.

GENERAL FUND REVENUES

Total operating revenues are proposed at \$20,054,286. This is a 2.25% increase from the total resources budgeted last year. The most significant General Fund resource continues to be current and prior year property taxes. Property taxes are estimated to increase to \$90,000 or less than 1% from the 2015-2016 adopted budget of \$12,734,000. As recessionary impacts subside, we anticipate property taxes should once again increase above the three percent benchmark allowed by statute. We will continue to monitor values very closely to determine if the local assessment and taxation function is reflective of the local market and real market values. There are currently proposals in various stages of planning or development that could provide an increase in assessed value next year of between \$15 and 20 million, or about an additional 1%.

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

GENERAL FUND EXPENDITURES

Total General Fund expenditures are proposed at \$21,628,455, exclusive of reserves which is a \$793,051 (3.8%) increase. The proposed expenditures have been included in our

updated six-year forecast model and appear to be sustainable through the forecast period. It is essential that we continue to monitor both revenues and expenditures in our model to ensure that we can continue to provide high levels of service to citizens.

ENTERPRISE, SPECIAL REVENUE, AND CAPITAL PROJECTS FUNDS

Enterprise Funds, Special Revenue Funds and Capital Projects Funds actually comprise the majority (over 55%) of the City's overall budget. Enterprise Funds include the Water Fund, Storm Drainage, Off Street Parking and Airport. Special Revenue Funds consist of Grants, Hotel/Motel Tax, Bike Trail, Street Lights and Sidewalk Funds, Housing Rehab, Golf, Economic Development and the Stewart Trust. Capital Project Funds consist of Transportation, Park Improvement, Equipment Replacement, Assessment Improvement and Facilities Replacement.

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

Likewise, the local transportation system is essential for our citizens as we provide a system to meet recreational and business needs throughout the City. An efficient inter-connected multi-modal system is also critical for quality of life and economic development in a community. We have recently completed a system analysis of our street systems condition and will be discussing public policy issues surrounding appropriate transportation service levels and conditions and how to appropriately share the cost burden of providing a first class transportation system.

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

These two enterprise funds and the Transportation capital projects fund budgets total almost \$19.5 million and comprise 31.6% of the City's non-General Fund expenditures. Each of the remaining funds are provided to carry out important community services and functions and when taken together, the overall \$61.5 million budget allows us to carry out both operational and infrastructure related projects and services on behalf of the community. The funds included in the Water, Storm and Transportation Funds are not generally discretionary but are required to be utilized for the specific purposes that the fees and charges were developed to carry out.

I look forward to reviewing the proposed budget with you and wish to thank the many City Staff members responsible for preparation of this proposed budget. Special thanks go to Ron Harker, Director of Finance and Management Services and his entire team. As in past years, the Department spent many long hours putting the budget together and making sure it represents the collective wisdom of all the Staff involved in development of the budget.

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

Respectfully submitted,

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

C. Lance Colley
City Manager



CITY OF ROSEBURG, OREGON

BUDGET USER GUIDE

2016-2017 BUDGET

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

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

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

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

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

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

BUDGET USER GUIDE, continued

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

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

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

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

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

The Budget Committee has the power to:

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

BUDGET USER GUIDE, continued

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

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

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

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

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

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

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

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

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

BUDGET USER GUIDE, continued

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

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

If a change in appropriations is necessary, ORS 294.463 allows certain transfers when authorized by official resolution or ordinance of the governing body. The resolution or ordinance must state the need for the transfer, the purpose of the authorized expenditure and the amount of the appropriations transferred.

ORS 294.463 provides for transfers of appropriations within a fund, transfers of general operating contingency and transfers of appropriations from the General Fund to another fund. Transfers of operating contingency in excess of 15% of the total appropriations of a fund, and any transfer from a special fund must be made through the supplemental budget process.

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

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

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

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

BUDGET USER GUIDE, continued

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

CITY OF ROSEBURG, OREGON

FINANCIAL MANAGEMENT POLICIES

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

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

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

DEBT MANAGEMENT

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

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

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

FINANCIAL MANAGEMENT POLICIES, continued

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

FINANCIAL MANAGEMENT GOALS AND POLICIES

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

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

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

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

I. City of Roseburg Financial Management Goals

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

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

C. Revenue Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

D. Capital Improvements Policies

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

E. Intergovernmental Revenue Assistance Policies

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

F. Debt and Investment Management Policies

1. Policy. The City will seek to maintain and if possible improve its current "A" bond rating so its borrowing costs are minimized and its access to credit is preserved.
2. Policy. The City will have a specific set of debt issuance guidelines consistent with Federal, State and local laws and policies.

FINANCIAL MANAGEMENT POLICIES, continued

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

G. Organizational Policies

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

H. Other Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

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

CITY OF ROSEBURG, OREGON

GENERAL INFORMATION

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

Date of incorporation	1872
Form of government	Council/Manager
Area in square miles	10.6
Population	22,500

Fire Protection:

Fire Stations	3
Fire Hydrants	1,317
Full Time Employees	41.50

Police Protection:

Police Stations	1
Patrol Cars	10
Full-time Employees	40

Water Utility:

Annual consumption in millions of gallons	1,650
Local storage in millions of gallons	10.7
Miles of water mains	191
Number of users	11,051

Streets:

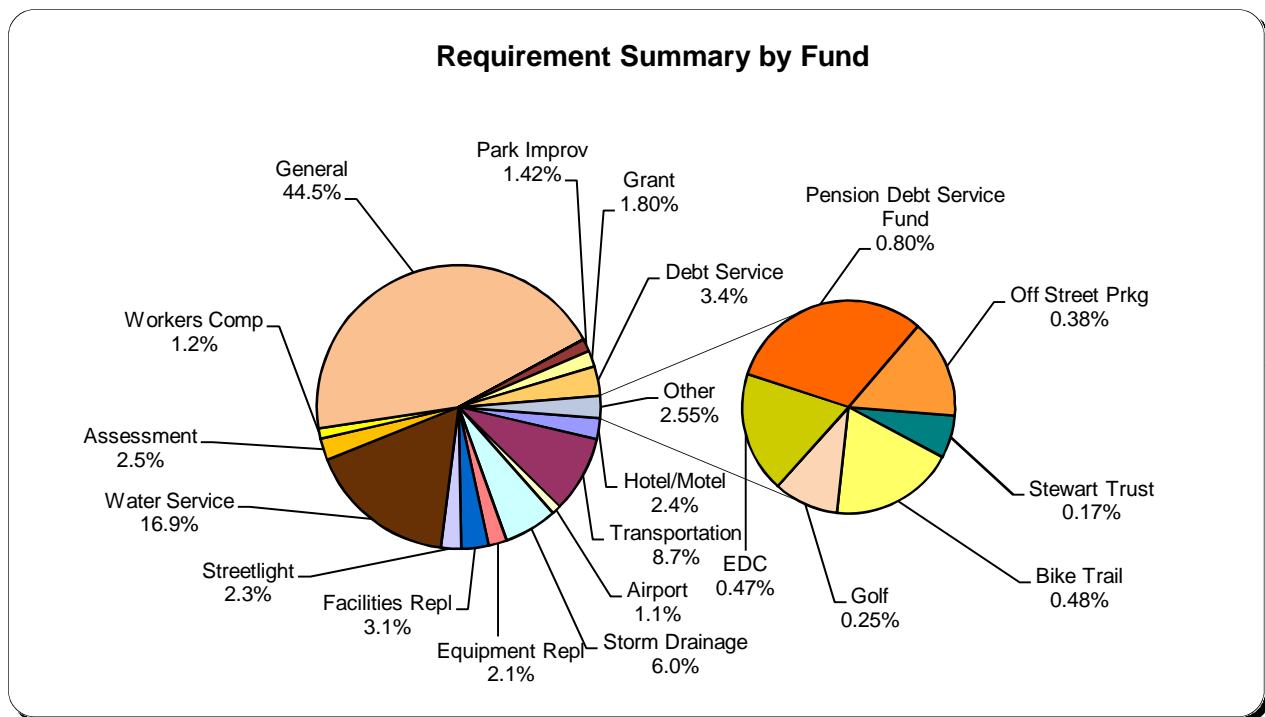
Miles of paved streets	112
Miles of unpaved streets	5.5

Parks and Recreation:

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

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY FUND

The Requirement Budget Summary on the following page shows that the 2016-2017 adopted budget is \$3,424,675 more than the 2015-2016 adopted budget. This represents an increase of 5.57%. The General Fund, the City's largest governmental fund, represents 44.5% 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 \$59,936,956 or 97.45% of total proposed expenditures. The second plot represents funds totaling \$1,567,569 or approximately 2.55% of total proposed expenditures.



CITY OF ROSEBURG, OREGON

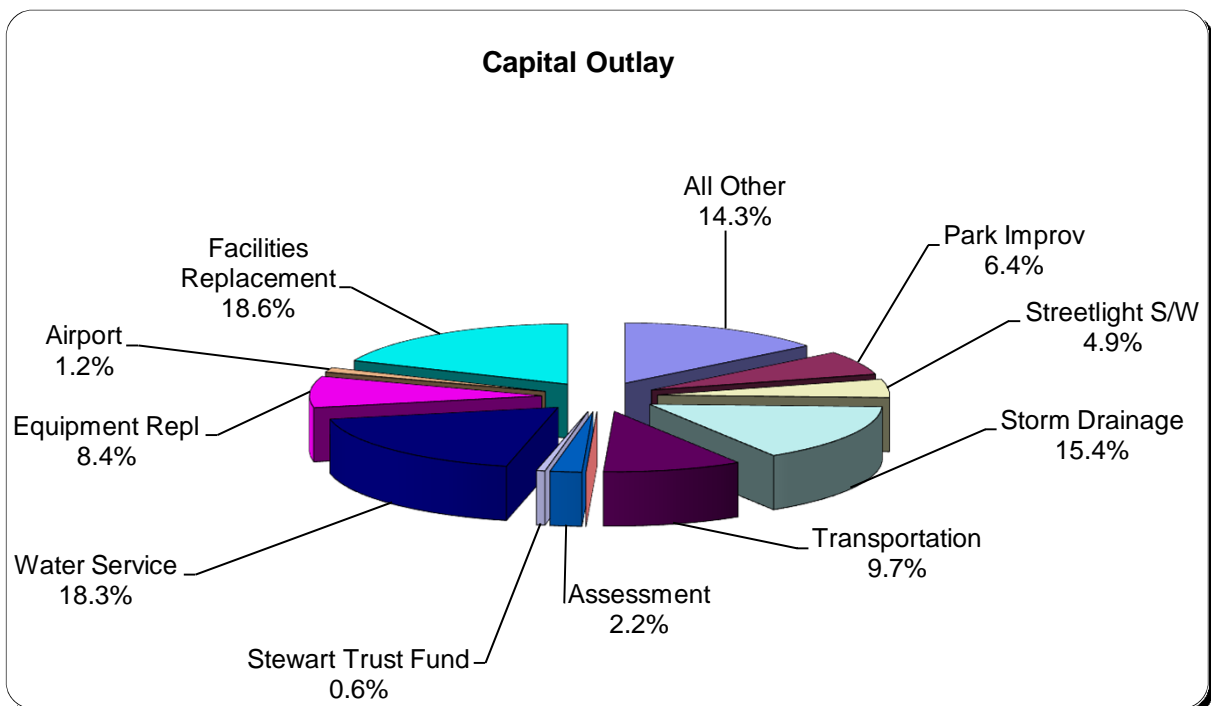
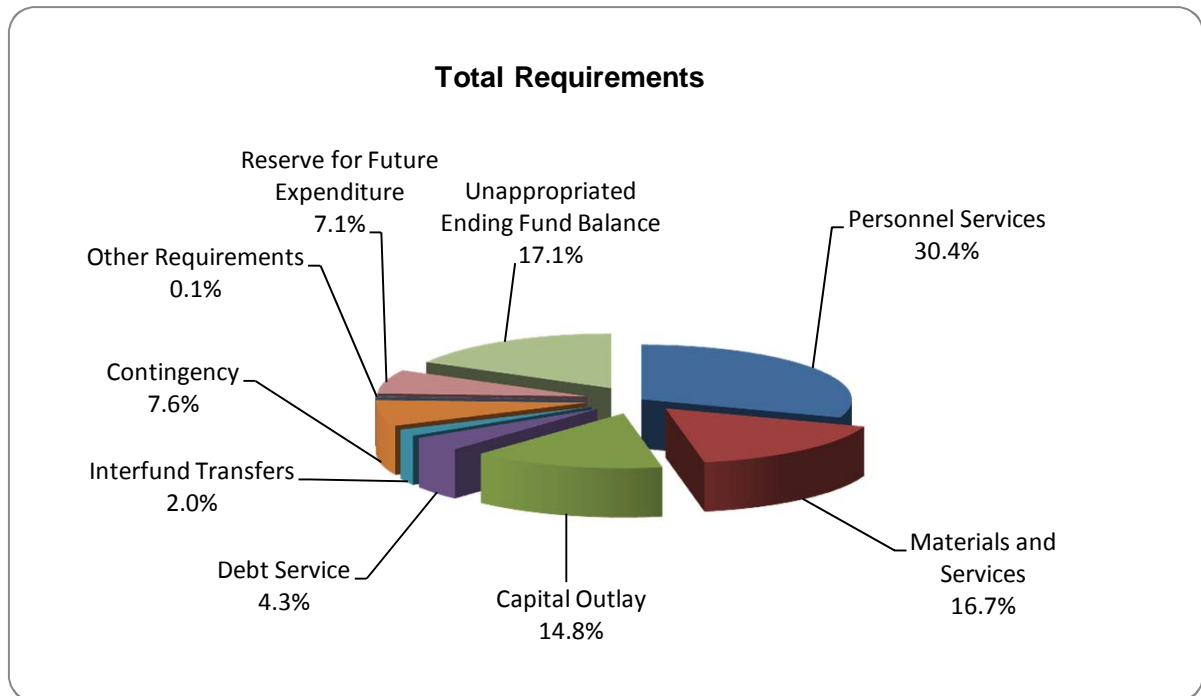
REQUIREMENT SUMMARY BY FUND
2016-2017 BUDGET

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>	<u>FUND</u> <u>IDENTIFIER DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
26,570,785	26,869,729	26,954,223	010 General Fund	27,398,889	27,398,889	27,398,889
437,567	-	-	020 Public Works Special Revenue Fund	-	-	-
99,540	90,501	150,729	022 Grant Special Revenue Fund	1,106,975	1,106,975	1,106,975
1,074,909	1,263,464	1,426,095	024 Hotel/Motel Tax Fund	1,466,237	1,466,237	1,466,237
1,135,907	1,348,693	1,463,412	029 Streetlight/Sidewalk Fund	1,413,458	1,413,458	1,413,458
131,336	224,413	224,120	025 Bike Trail Fund	296,597	296,597	296,597
96,258	-	-	026 Housing Rehab Loan Fund	-	-	-
79,891	99,452	121,561	054 Golf Fund	155,313	155,313	155,313
223,691	241,198	275,293	055 Economic Development Fund	286,994	286,994	286,994
120,673	92,749	106,101	071 Stewart Trust Fund	103,060	103,060	103,060
2,613,200	2,768,800	2,930,000	041 Debt Retirement Fund	2,080,000	2,080,000	2,080,000
5,069,916	417,631	447,394	042 Pension Bond Debt Service Fund	490,204	490,204	490,204
4,255,176	4,574,798	5,122,362	031 Transportation Fund	5,362,216	5,362,216	5,362,216
380,708	239,627	706,257	032 Park Improvement Fund	873,135	873,135	873,135
1,486,059	1,520,436	1,660,504	033 Equipment Replacement Fund	1,302,703	1,302,703	1,302,703
1,446,839	1,474,713	1,506,369	034 Assessment Improvement Fund	1,531,928	1,531,928	1,531,928
1,010,849	926,882	940,621	036 Facilities Replacement Fund	1,937,094	1,937,094	1,937,094
2,205,862	2,613,440	2,997,117	027 Storm Drainage Fund	3,711,766	3,711,766	3,711,766
208,198	232,054	216,758	051 Off Street Parking Fund	235,401	235,401	235,401
5,109,171	1,953,324	1,161,497	052 Airport Fund	656,369	656,369	656,369
10,180,130	9,690,719	8,908,680	053 Water Service Fund	10,375,295	10,375,295	10,375,295
982,850	954,295	760,757	061 Workers' Compensation Fund	720,891	720,891	720,891
<u>64,919,515</u>	<u>57,596,918</u>	<u>58,079,850</u>	TOTAL REQUIREMENTS	<u>61,504,525</u>	<u>61,504,525</u>	<u>61,504,525</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 30.4% of the total budget; materials and services represents 16.7% and capital outlay 14.8% of the total budget.

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



CITY OF ROSEBURG, OREGON

REQUIREMENT SUMMARY BY CLASSIFICATION
2016-2017 BUDGET

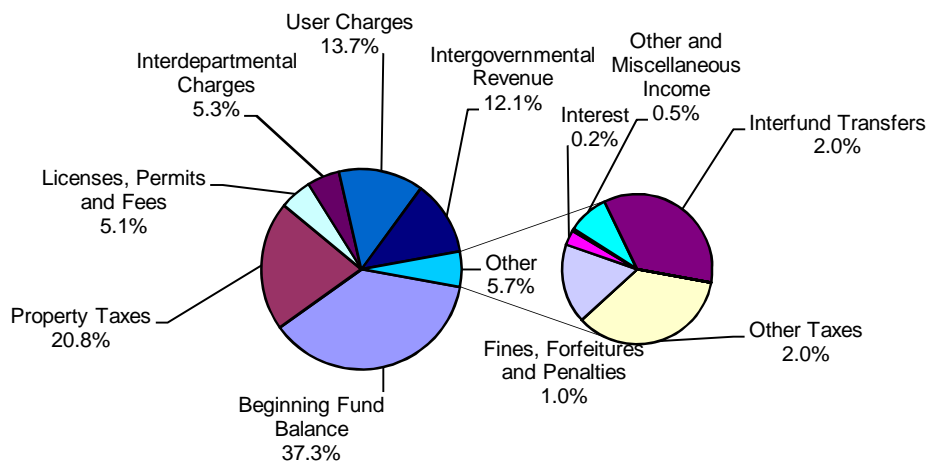
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>	<u>DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
16,779,023	16,938,290	18,044,075	Personnel Services	18,673,025	18,673,025	18,673,025
8,632,150	8,386,868	9,908,489	Materials and Services	10,260,617	10,260,617	10,260,617
7,736,651	4,756,446	7,973,120	Capital Outlay	9,101,000	9,101,000	9,101,000
3,468,063	3,309,653	3,463,588	Debt Service	2,626,932	2,626,932	2,626,932
1,510,730	1,112,080	1,188,350	Interfund Transfers	1,223,588	1,223,588	1,223,588
-	-	4,511,594	Contingency	4,702,520	4,702,520	4,702,520
4,810,891	50,000	50,000	Other Requirements	50,000	50,000	50,000
-	-	4,949,121	Reserve for Future Expenditure	4,354,329	4,354,329	4,354,329
21,982,007	23,043,581	7,991,513	Unappropriated Ending Fund Balance	10,512,514	10,512,514	10,512,514
<u>64,919,515</u>	<u>57,596,918</u>	<u>58,079,850</u>	TOTAL REQUIREMENTS	<u>61,504,525</u>	<u>61,504,525</u>	<u>61,504,525</u>

CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION

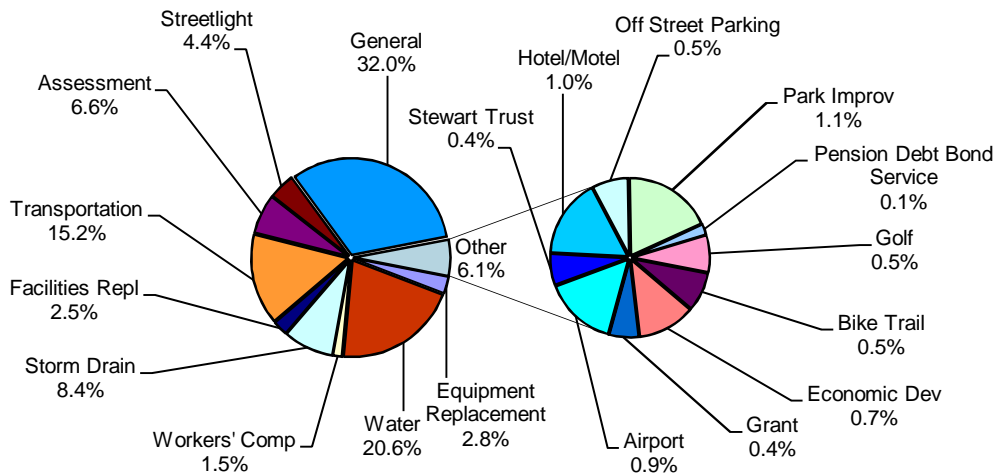
The City's resources by classification are shown on the following page. Beginning fund balances represent \$22,943,414 or 37.3% of the City's resources. Property taxes are \$12,823,550 or 20.8% of the budget. Of this total, current year property taxes are \$12,252,550.

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 32% of all beginning fund balances with a proposed carry forward of \$7,344,603. The Water Fund projects \$4,717,515, Transportation Fund \$3,493,375 and the Facilities Replacement Fund \$570,594 for beginning fund balances.

Resources by Classification



Beginning Balance By Fund



CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION
2016-2017

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>	<u>DESCRIPTION OF RESOURCES</u>	<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
22,330,165	21,982,007	21,871,620	Beginning Fund Balance	22,943,414	22,943,414	22,943,414
12,142,460	12,422,400	12,734,000	Property Taxes	12,823,550	12,823,550	12,823,550
915,915	1,010,617	1,203,500	Other Taxes	1,236,556	1,236,556	1,236,556
2,941,249	2,930,431	3,078,563	Licenses, Permits and Fees	3,148,485	3,148,485	3,148,485
3,017,612	3,121,358	3,019,226	Interdepartmental Charges	3,242,526	3,242,526	3,242,526
7,123,003	7,570,664	7,613,522	User Charges	8,424,504	8,424,504	8,424,504
536,354	513,297	444,720	Fines, Forfeitures and Penalties	596,500	596,500	596,500
9,190,696	6,673,891	6,514,377	Intergovernmental Revenue	7,429,442	7,429,442	7,429,442
120,029	118,730	105,472	Interest	111,960	111,960	111,960
64,882	20,780	26,500	Assessment Collections	20,200	20,200	20,200
90,211	82,531	280,000	Other and Miscellaneous Income	303,800	303,800	303,800
1,510,730	1,112,080	1,188,350	Interfund Transfers	1,223,588	1,223,588	1,223,588
4,850,027	-	-	Bond Proceeds/Loan Repayment	-	-	-
86,182	28,132	-	Reimbursements	-	-	-
<u>64,919,515</u>	<u>57,596,918</u>	<u>58,079,850</u>	TOTAL RESOURCES	<u>61,504,525</u>	<u>61,504,525</u>	<u>61,504,525</u>

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2016-2017 BUDGET**

2016-2017 CURRENT PROPERTY TAX REQUIREMENTS

FUND	2016-2017 ADOPTED RATE*	2016-2017 ESTIMATED \$ LEVY	LESS ESTIMATES			2016-2017 PROJECTED NET COLLECTIONS
			DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.0%	TOTAL DEDUCTIONS	
CITY-WIDE LEVIES:						
General Fund **	8.4774	13,317,989	266,360	799,079	1,065,439	12,252,550
TOTALS	8.4774	13,317,989	266,360	799,079	1,065,439	12,252,550

*Estimated assessed valuation for City-wide levies is \$1.544 billion, a 2% increase.
The above tax rates are calculated before compression in accordance with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2016-2017**

HISTORY OF PROPERTY TAX LEVIES AND RATES

	LEVIES			Rates		
	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
CITY-WIDE LEVIES:						
General Fund Levy	12,384,505	12,648,295	12,780,236	8.4774	8.4774	8.4774
Totals	<u>12,384,505</u>	<u>12,648,295</u>	<u>12,780,236</u>	<u>8.4774</u>	<u>8.4774</u>	<u>8.4774</u>

Assessed Valuation - City-Wide Levies** 1,477,874,387 1,513,414,338 1,538,459,989

** 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 2016-2017 budget year.

FUND	ESTIMATED FUND BALANCE JULY 1, 2016	2016-2017				ESTIMATED FUND BALANCE JUNE 30, 2016
		ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	
General Fund	7,344,603	20,054,286	21,628,455	1,000,000	-	4,770,434
Special Revenue Funds:						
Grant Special Revenue	85,025	1,021,950	1,021,950	-	85,025	-
Hotel/Motel Tax	227,681	1,238,556	1,368,556	-	97,681	-
Streetlight/Sidewalk	1,013,326	400,132	522,073	891,385	-	-
Bike Trail	113,166	183,431	210,000	86,597	-	-
Golf	108,024	47,289	70,315	84,998	-	-
Economic Development Fund	167,838	119,156	132,109	-	154,885	-
Stewart Trust	90,500	12,560	55,000	-	48,060	-
Debt Service Funds:						
Debt Retirement	-	2,080,000	2,080,000	-	-	-
Pension Bond Debt Service Fund	29,859	460,345	424,232	-	-	65,972
Capital Projects Funds:						
Transportation	3,493,375	1,868,841	2,558,827	-	2,803,389	-
Park Improvement	256,535	616,600	601,000	-	272,135	-
Equipment Replacement	638,203	664,500	797,000	-	505,703	-
Assessment Improvement	1,503,228	28,700	200,000	-	200,000	1,131,928
Facilities Replacement	570,594	1,366,500	1,749,643	-	187,451	-
Enterprise Funds:						
Storm Drainage	1,924,966	1,786,800	2,037,157	1,000,000	-	674,609
Off Street Parking	104,901	130,500	147,455	87,946	-	-
Airport	210,184	446,185	474,368	182,001	-	-
Water Service	4,717,515	5,657,780	5,505,724	1,000,000	-	3,869,571
Internal Service Fund:						
Workers' Compensation	343,891	377,000	351,298	369,593	-	-
	22,943,414	38,561,111	41,935,162	4,702,520	4,354,329	10,512,514

CITY OF ROSEBURG, OREGON

SUMMARY OF POSITIONS
2016-2017 BUDGET

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>		<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>General Fund</u>			
4.50	4.50	4.50	City Manager's Department	4.50	4.50	4.50
			Finance and Mgmt Services			
7.30	7.30	7.30	Finance	7.30	7.30	7.30
2.00	2.00	2.00	Information Technology	2.00	2.00	2.00
9.30	9.30	9.30	Total Finance and Mgmt Services	9.30	9.30	9.30
3.50	3.60	4.50	Community Development Department	5.00	5.00	5.00
			Public Works Department:			
7.00	6.25	6.50	Engineering Division	7.50	7.50	7.50
3.50	3.00	3.00	Administration Division	3.00	3.00	3.00
3.00	3.00	3.00	Building Maintenance Division	3.00	3.00	3.00
12.60	12.60	12.60	Street Division	12.60	12.60	12.60
26.10	24.85	25.10	Total Public Works	26.10	26.10	26.10
			Parks and Recreation Dept:			
2.25	2.25	2.25	Administration	2.25	2.25	2.25
10.00	11.00	11.00	Parks Maintenance Division	11.00	11.00	11.00
12.25	13.25	13.25	Total Parks and Recreation	13.25	13.25	13.25
3.70	3.20	3.20	Municipal Court	3.20	3.20	3.20
40.00	40.00	40.00	Police Department	40.00	40.00	40.00
42.50	41.25	41.50	Fire Department	41.50	41.50	41.50
141.85	139.95	141.35	Total General Fund	142.85	142.85	142.85
			<u>Airport Fund</u>			
0.50	0.50	0.50	Airport Manager	0.50	0.50	0.50
			<u>Water Service Fund</u>			
6.00	6.00	6.00	Production Department	6.00	6.00	6.00
11.00	11.00	11.00	Transmission and Distribution	11.00	11.00	11.00
17.00	17.00	17.00	Total Water Service Fund	17.00	17.00	17.00
159.35	157.45	158.85	TOTAL POSITIONS	160.35	160.35	160.35

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 22,285 citizens. The Mayor, who presides at the Council meetings, is elected for a two-year term. The City is divided into four wards with two Council members per ward. Council members serve a four-year term with one Council position in each ward being up for election every two years.

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

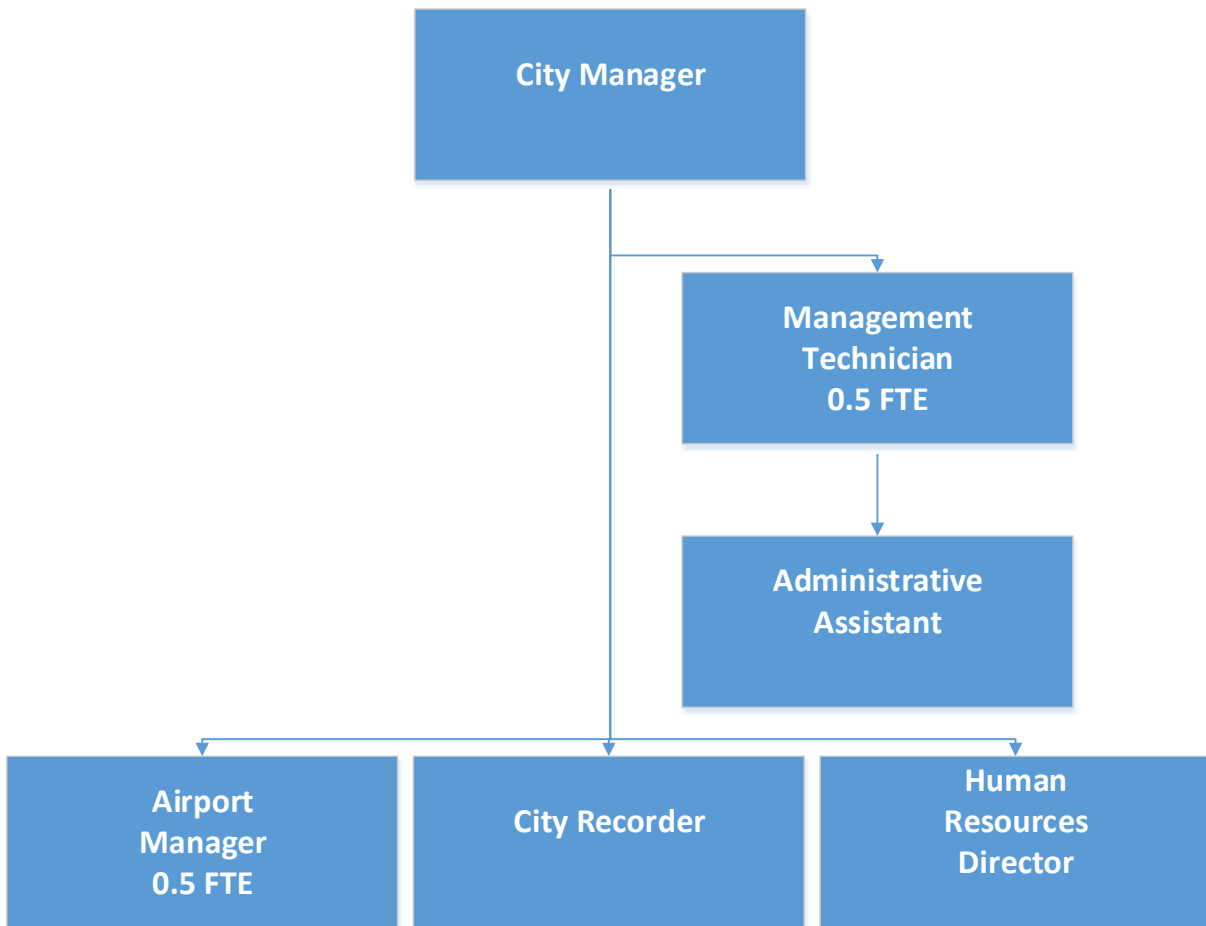
In addition, City Council has seven advisory commissions and committees composed of citizens of Roseburg to assist in the decision making process.

CITY OF ROSEBURG



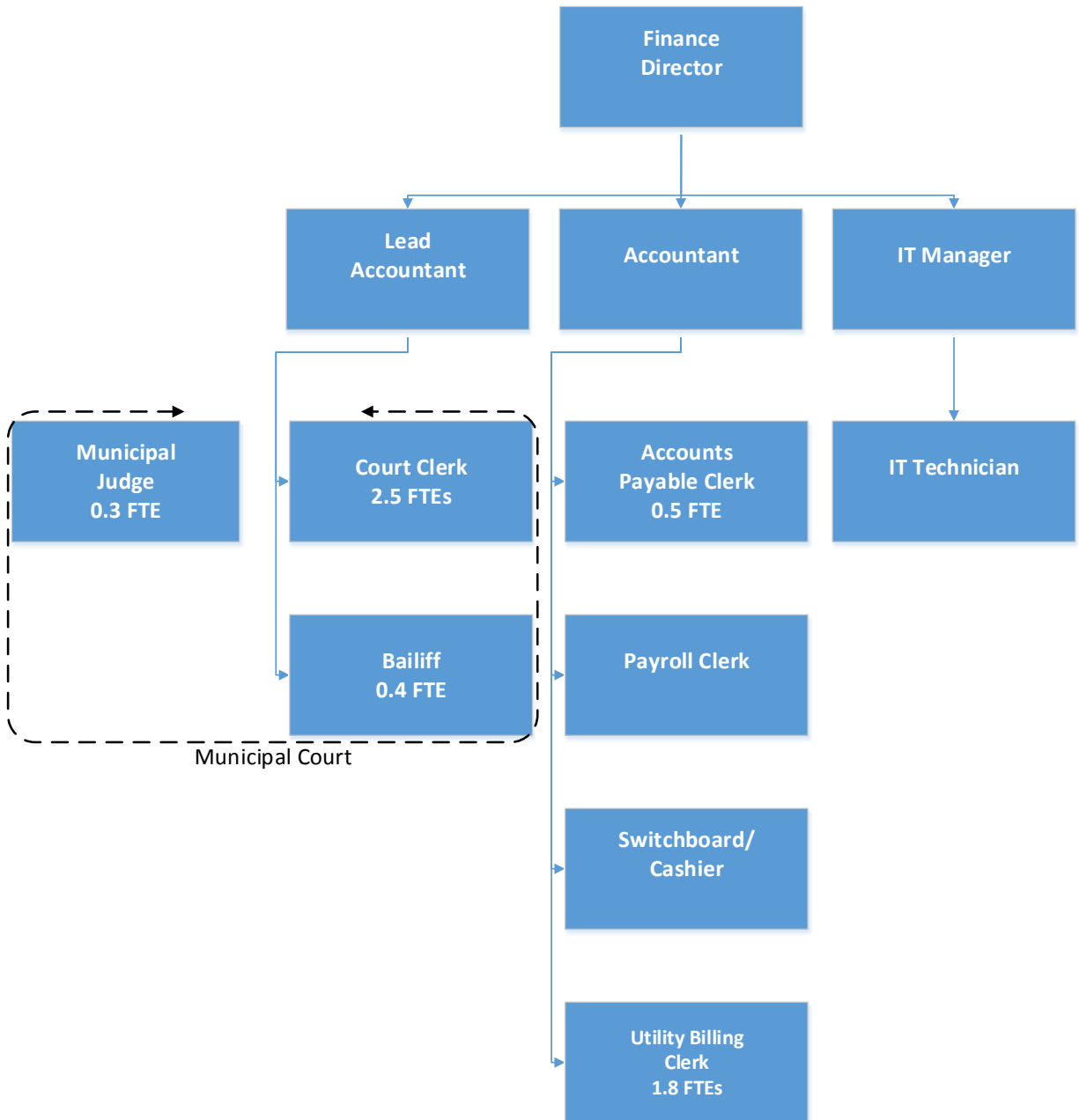
CITY OF ROSEBURG

Administration



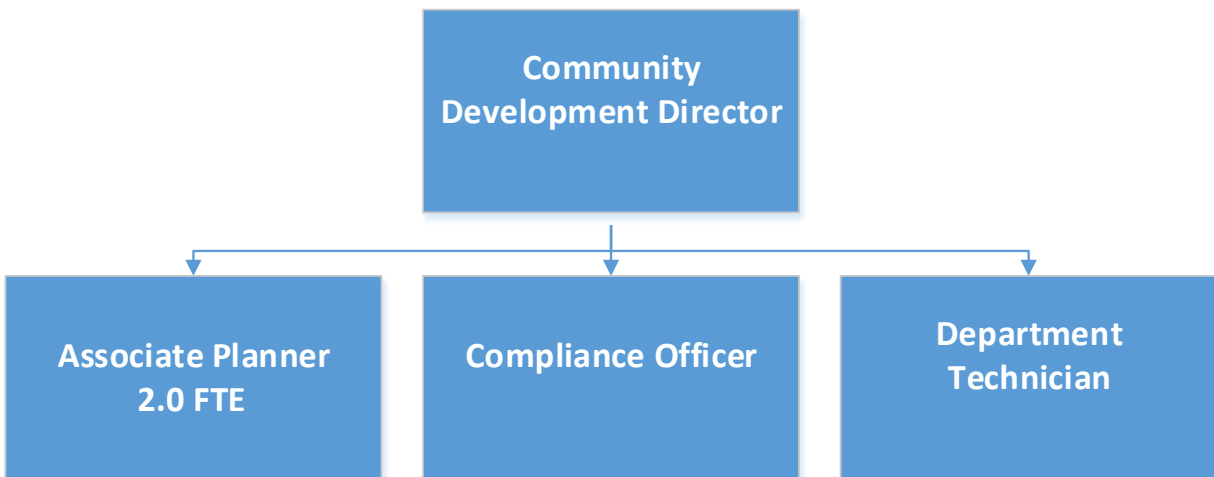
CITY OF ROSEBURG

Finance and Management Services and Municipal Court



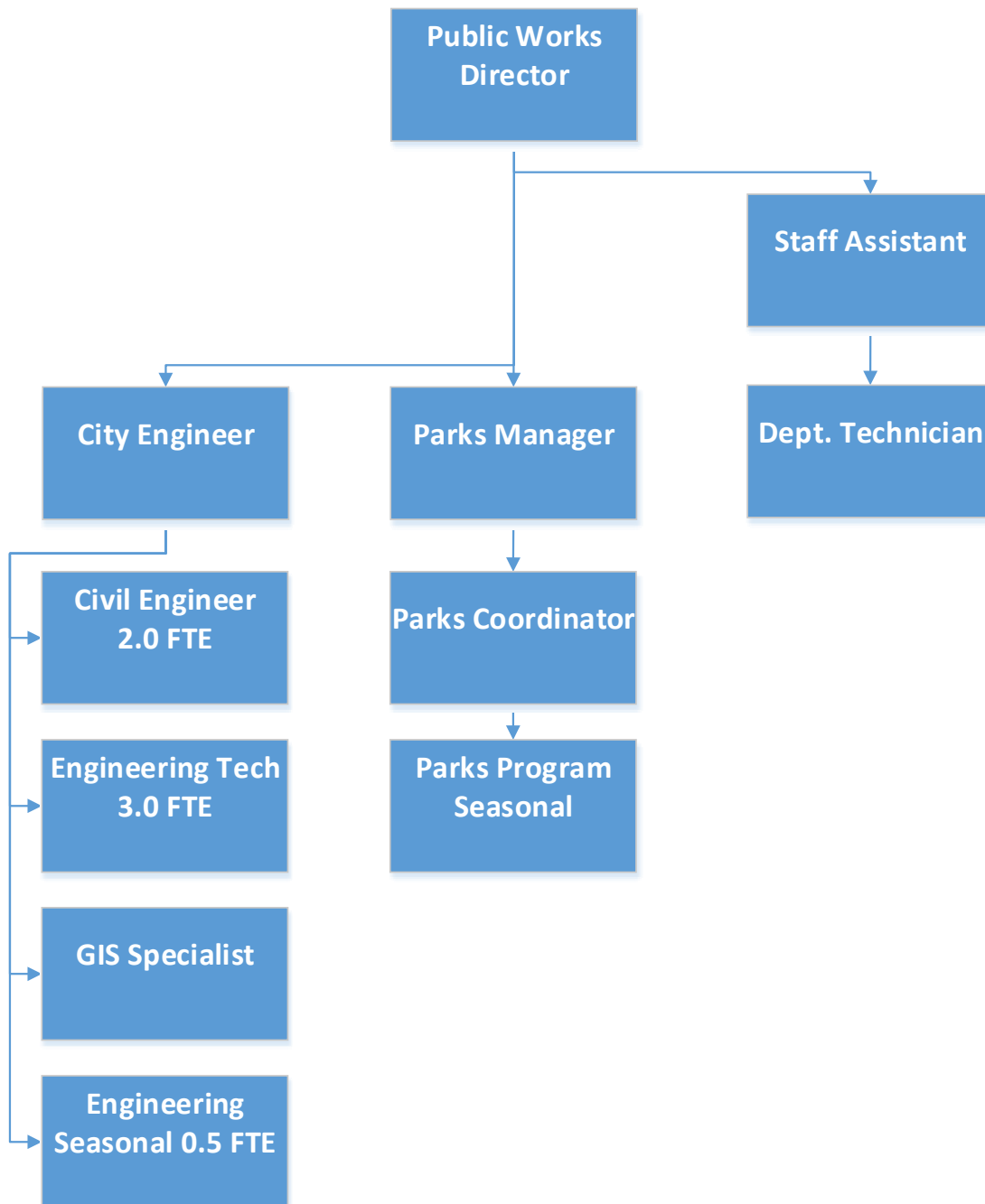
CITY OF ROSEBURG

Community Development Department



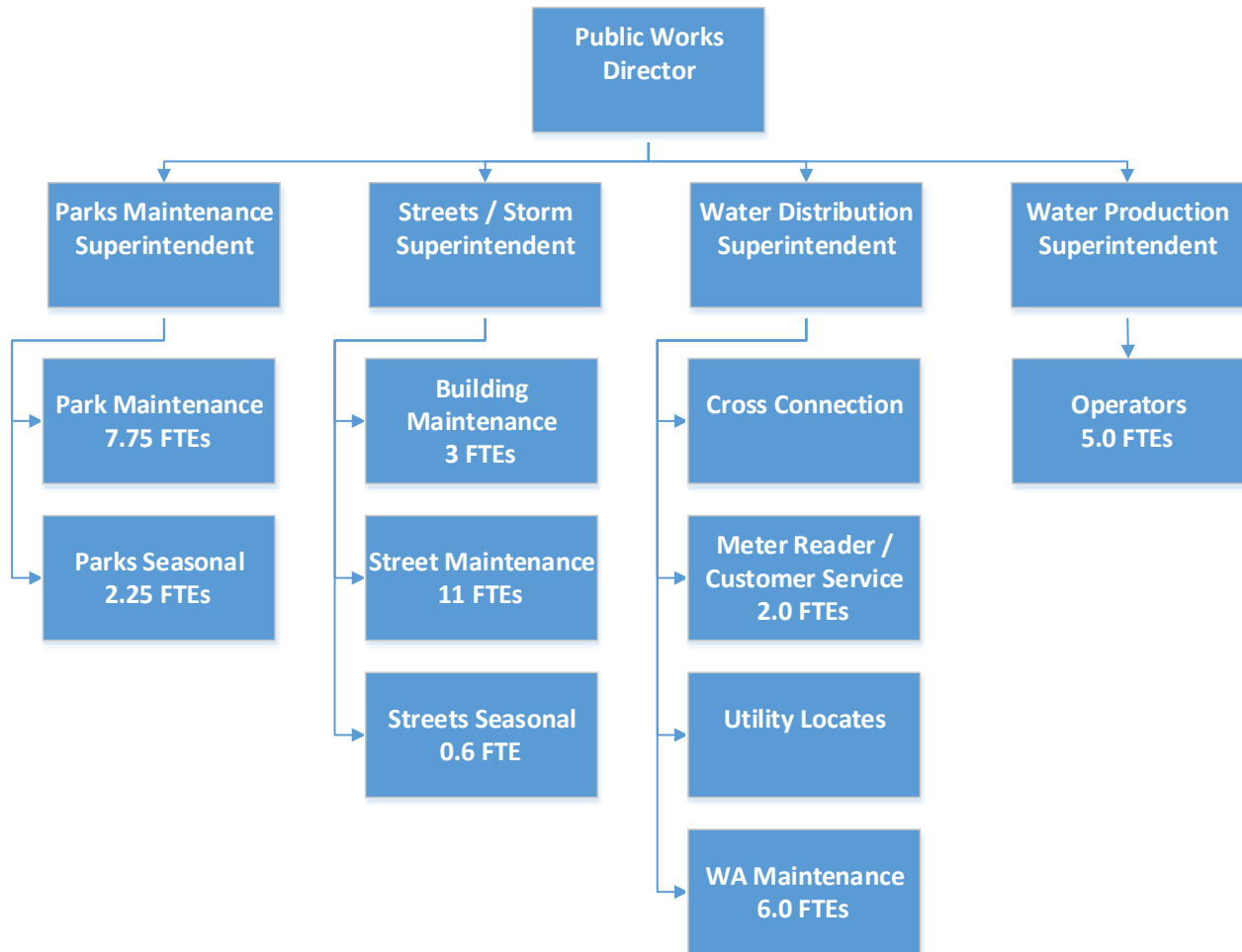
CITY OF ROSEBURG

Public Works Administration / Engineering & Construction



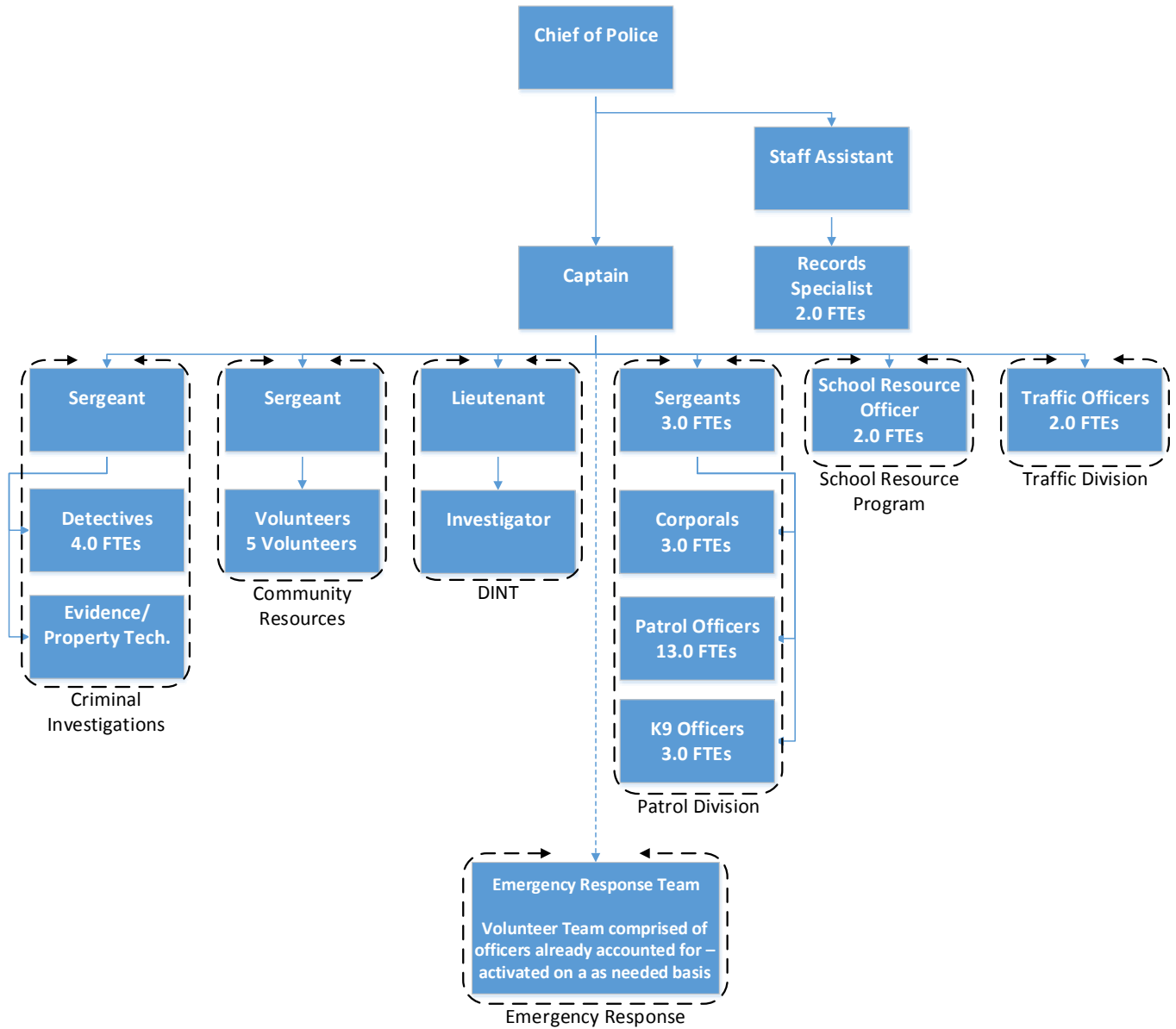
CITY OF ROSEBURG

Public Works Operations & Maintenance



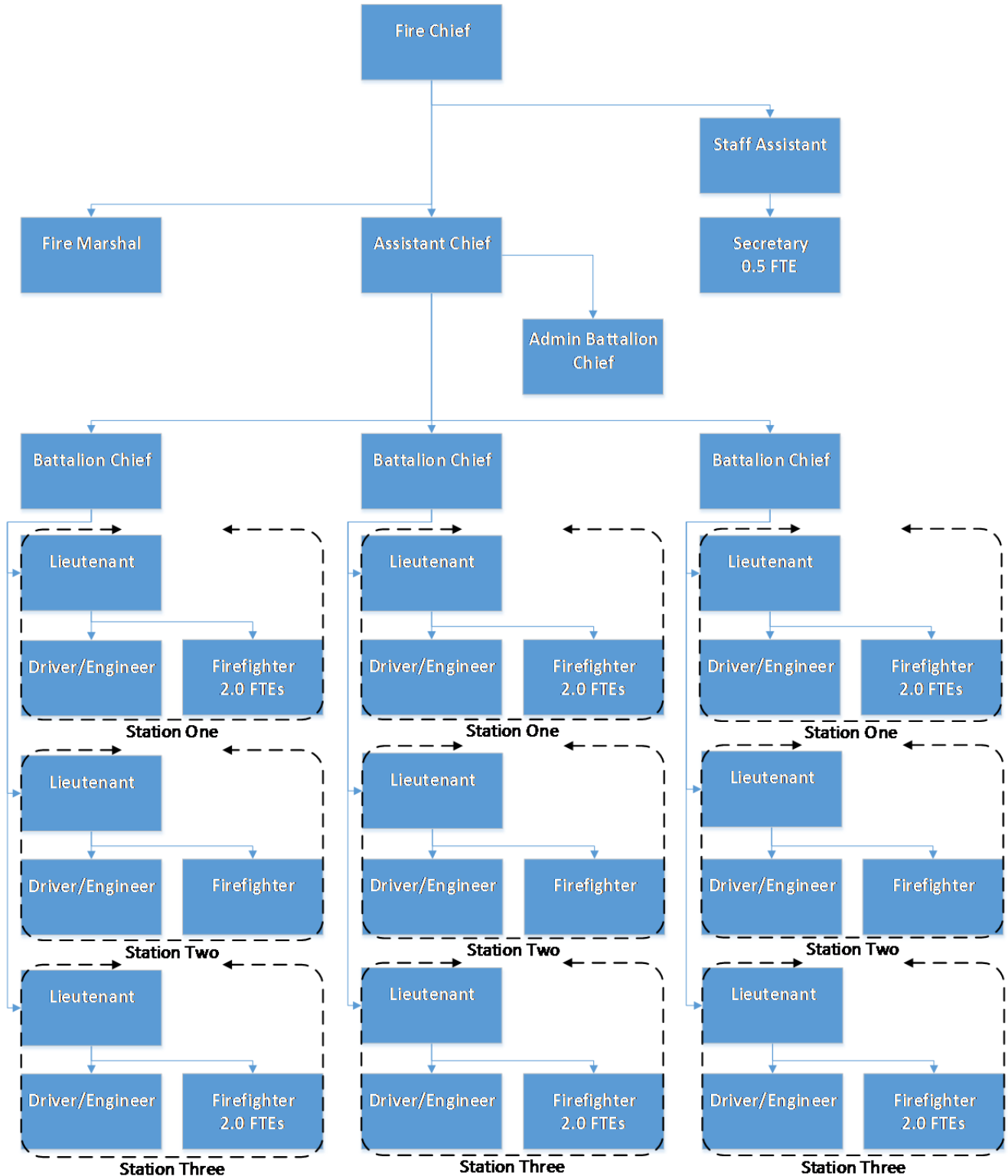
CITY OF ROSEBURG

Police Department



CITY OF ROSEBURG

Fire Department



CITY OF ROSEBURG, OREGON

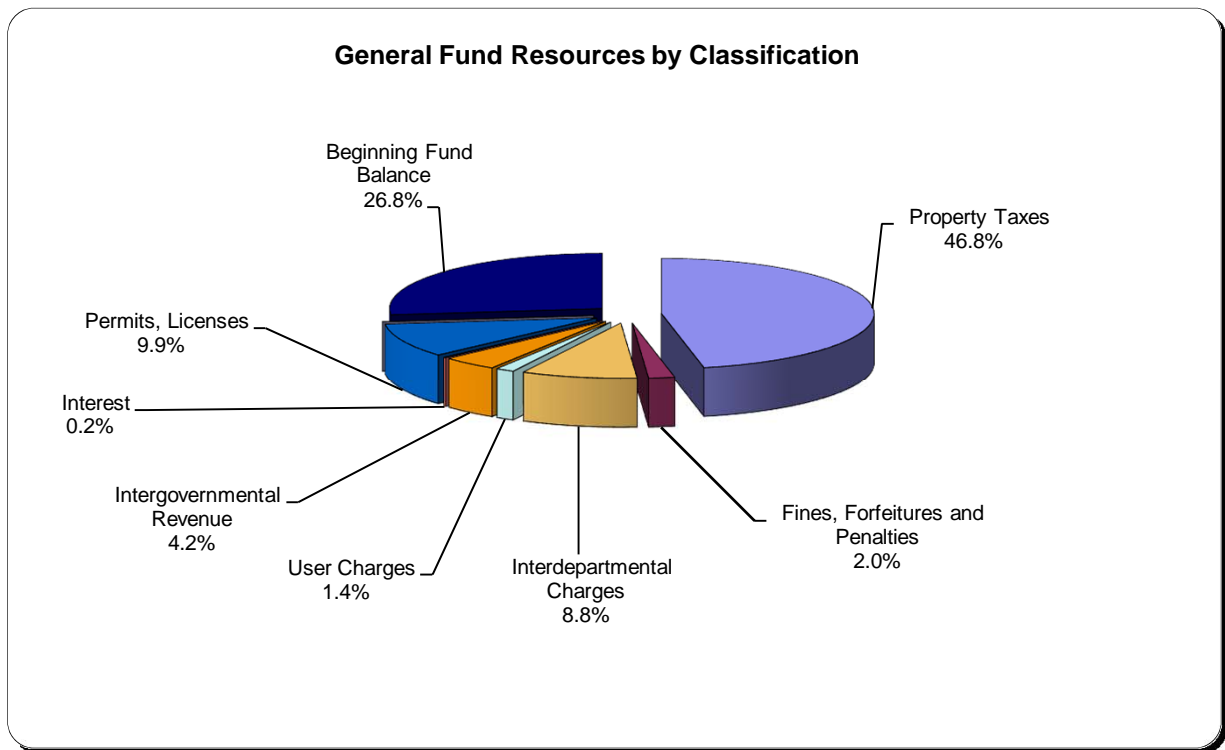
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CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

Total General Fund operating revenues are \$441,551 more than the 2015-2016 budget. Property taxes are increasing by approximately 0.7%, however as a percentage of total resources it represents 46.8%. Other significant resources include shared revenues from the State of Oregon which are derived from the sale of liquor and tobacco products, franchise fees and charges to other funds for services provided.

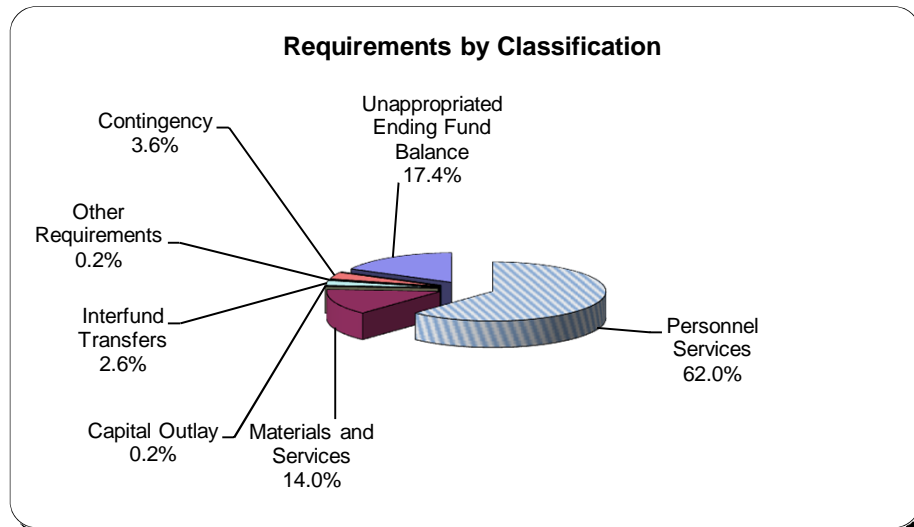
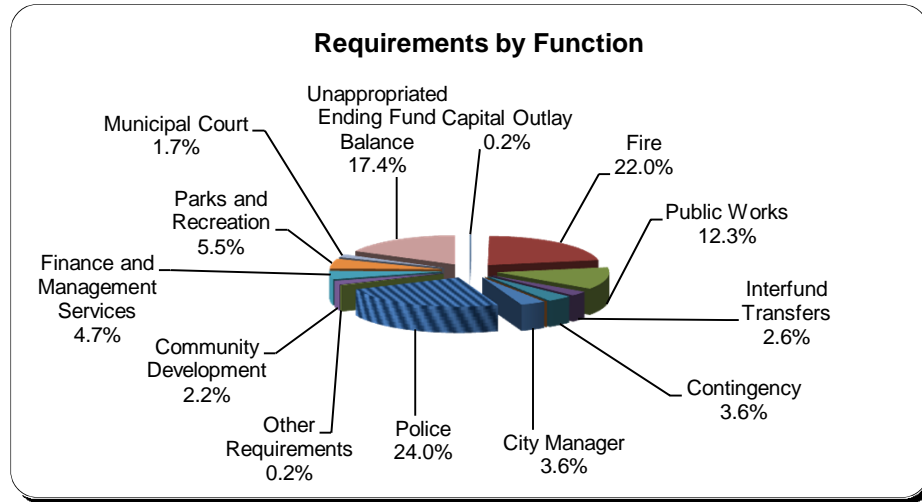


CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016	SUMMARY	PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (010)						
RESOURCES:						
12,142,460	12,406,338	12,734,000	Property Taxes	12,823,550	12,823,550	12,823,550
-	16,062	-	Land Sales	-	-	-
2,523,318	2,516,144	2,641,593	Licenses, Permits, and Fees	2,701,788	2,701,788	2,701,788
Charges for Services:						
493,204	458,252	399,720	Fines Forfeitures and Penalties	541,500	541,500	541,500
2,553,697	2,474,714	2,298,226	Interdepartmental Charges	2,407,181	2,407,181	2,407,181
382,258	385,375	384,850	User Charges	384,350	384,350	384,350
956,662	948,462	1,111,346	Intergovernmental Revenue	1,151,917	1,151,917	1,151,917
44,740	42,620	43,000	Interest	44,000	44,000	44,000
6,864	28,610	-	Miscellaneous	-	-	-
19,103,203	19,276,577	19,612,735	Total Operating Revenues	20,054,286	20,054,286	20,054,286
486,325	-	-	Interfund Transfers	-	-	-
2,496	-	-	Proceeds From Asset Sales	-	-	-
-	-	-	Reimbursements	-	-	-
6,978,761	7,593,152	7,341,488	Beginning Fund Balance	7,344,603	7,344,603	7,344,603
26,570,785	26,869,729	26,954,223	TOTAL RESOURCES	27,398,889	27,398,889	27,398,889

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 47.7% of the total. Other operating departments represent 28.3% 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.% of total requirements and over 78.5% of the anticipated expenditures in the General Fund (total requirements less contingency, reserve and unappropriated ending fund balance). Reserve for future expenditure and contingency total \$1,000,000 and represent 3.6% of fund expenditures of \$27,398,889.



CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016	SUMMARY	PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (010)						
REQUIREMENTS:						
Operating Budget:						
15,188,511	15,313,798	16,355,225	Personnel Services	16,977,814	16,977,814	16,977,814
3,097,759	3,052,211	3,708,059	Materials and Services	3,846,641	3,846,641	3,846,641
18,286,270	18,366,009	20,063,284	Total Operating Budget	20,824,455	20,824,455	20,824,455
16,363	59,169	47,120	Capital Outlay	54,000	54,000	54,000
625,000	650,000	675,000	Interfund Transfers	700,000	700,000	700,000
50,000	50,000	50,000	Other Requirements	50,000	50,000	50,000
18,977,633	19,125,178	20,835,404	Total Expenditures	21,628,455	21,628,455	21,628,455
-	-	1,000,000	Contingency	1,000,000	1,000,000	1,000,000
7,593,152	7,744,551	5,118,819	Unappropriated Ending Fund Balance	4,770,434	4,770,434	4,770,434
7,593,152	7,744,551	6,118,819	Total Fund Balance	5,770,434	5,770,434	5,770,434
26,570,785	26,869,729	26,954,223	TOTAL REQUIREMENTS	27,398,889	27,398,889	27,398,889
GENERAL FUND (010)						
OPERATING BUDGET BY DEPARTMENT						
851,660	810,808	955,539	City Manager	986,641	986,641	986,641
1,018,517	1,098,225	1,218,465	Finance and Management Services	1,277,463	1,277,463	1,277,463
390,367	411,834	541,509	Community Development	603,531	603,531	603,531
3,063,728	2,929,719	3,212,867	Public Works	3,367,555	3,367,555	3,367,555
1,305,815	1,352,371	1,438,139	Parks and Recreation	1,493,967	1,493,967	1,493,967
416,279	424,282	489,418	Municipal Court	473,260	473,260	473,260
5,760,655	5,863,750	6,360,705	Police Department	6,583,468	6,583,468	6,583,468
5,479,249	5,475,020	5,846,642	Fire Department	6,038,570	6,038,570	6,038,570
18,286,270	18,366,009	20,063,284	TOTAL OPERATING BUDGET BY DEPARTMENT	20,824,455	20,824,455	20,824,455



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 7% of the gross receipts within the City limits. Telecommunication franchise fees are 7% of gross revenue derived from exchange services for “Carriers” (telecommunication utility or co-operative); 5% of gross revenues derived from customers within the City for “Non-Carrier Providers with City customers”; and \$2.00 per linear foot of public way occupied for “Non-Carrier Providers without City customers and private communication networks.” Storm Drainage and Water Utility fees are 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, 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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				
			GENERAL FUND (100) - REVENUES			
6,978,761	7,593,152	7,341,488	00-00-301000	BEGINNING FUND BALANCE	7,344,603	7,344,603
			REVENUES - (100)			
11,519,848	11,781,305	12,097,000	70-40-311100	Current Year Property Taxes	12,252,550	12,252,550
615,355	605,264	625,000	70-40-311200	Prior Years' Property Taxes	550,000	550,000
-	16,062	-	70-40-311300	Land Sales	-	-
7,257	19,769	12,000	70-40-311400	In Lieu of Taxes	21,000	21,000
7,812	8,159	8,900	30-10-321100	Public Works	10,000	10,000
21,778	31,325	34,000	50-10-321102	Planning Fees	30,000	30,000
30,000	30,000	30,000	10-10-321104	Garbage Permits	30,000	30,000
62,964	53,646	53,500	40-10-321120	Parks Department Fees	55,000	55,000
34,615	42,354	36,700	10-10-321149	Other Licenses	45,000	45,000
150	210	-	50-10-321510	Miscellaneous Building Fees	-	-
(2,276)	2,766	2,000	50-10-321525	Derelict Building Fees	500	500
302,368	294,418	296,500	78-40-321700	Gas Franchise Fees	330,000	330,000
1,420,670	1,439,520	1,536,000	78-40-321720	Electric Franchise Fees	1,520,000	1,520,000
290,468	231,085	244,500	78-40-321740	Telephone Franchise Fees	245,000	245,000
115,239	124,261	125,000	78-40-321760	Cable TV Franchise Fees	130,000	130,000
184,025	199,600	207,717	78-40-321780	Water Utility Franchise Fees	232,470	232,470
55,505	58,800	66,776	00-00-321800	Storm Drainage Franchise Fees	73,818	73,818
458,345	429,234	377,820	20-10-322101	Fines	507,000	507,000
24,978	20,198	15,200	20-10-322105	Court Costs	25,000	25,000
5,700	3,600	2,600	20-10-322125	Police-Impound Admin Fee	2,500	2,500
4,181	5,220	4,100	20-10-322135	Court Appointed Attorney Fees	7,000	7,000
142,228	32,039	14,100	20-20-331140	Federal Grants	-	-
5,600	4,000	16,590	40-20-332120	State Grants	14,540	14,540
310,882	323,180	358,850	78-40-332520	Liquor State Subventions	372,600	372,600
29,817	29,894	26,062	78-40-332530	Tobacco State Subventions	26,775	26,775
199,658	210,276	228,500	78-40-332710	State Revenue Sharing	218,000	218,000
15,074	13,019	13,000	20-20-332725	Hazardous Materials Revenue	15,000	15,000
6,660	5,609	-	30-20-332730	Other	-	-
21,840	21,840	21,840	20-20-333210	Contracted Services	21,840	21,840
85,655	115,571	120,000	20-20-334100	Intergovernmental Revenue-Local	105,000	105,000
25,221	24,323	26,077	10-10-341125	Interdept Charges-Hotel/Motel	35,181	35,181
423,036	418,801	392,403	10-10-341156	Interdept Charges-Storm	429,794	429,794
72,137	74,087	71,704	10-10-341129	Interdept Charges-Sidewalk	72,073	72,073
964,834	935,399	854,632	10-10-341131	Interdept Charges-Transportation	865,827	865,827
3,182	-	-	10-10-341132	Interdept Charges-Park Improvement	-	-
139,248	193,034	312,404	10-10-341135	Interagency - Urban Renewal	378,162	378,162
38,439	41,570	36,758	30-10-341136	Interdept Charges-Facilities	37,153	37,153
8,400	6,384	6,722	10-10-341151	Interdept Charges-OSP	6,975	6,975
99,500	94,175	81,648	10-10-341152	Interdept Charges-Airport	70,111	70,111
881,236	853,425	800,776	10-10-341153	Interdept Charges-Water	857,660	857,660
20,000	6,000	6,000	10-10-341122	Interdept Charges-Golf	6,000	6,000
4,908	4,421	4,626	10-10-341155	Interdept Charges-Economic Development	4,609	4,609
12,804	16,129	16,880	10-10-341161	Interdept Charges-Work Comp	21,798	21,798
340,551	343,153	342,100	10-10-343280	User Fees	343,000	343,000
14,396	14,725	15,200	10-10-343810	Lien Search Fee	17,500	17,500
-	561	500	20-10-343910	Fire Suppression Fees	250	250
10,386	12,570	11,000	20-10-343920	Fire Prevention Fees	6,000	6,000
-	31	-	00-00-344120	Community Development Fee	-	-
2,352	2,940	2,400	40-10-344250	Parks Administration Fee	2,500	2,500
327	105	150	20-10-344410	Court Administrative Fee	100	100

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - REVENUES								
8,986	7,985	8,500	20-10-344510	Police Administrative Fee		10,000	10,000	10,000
5,260	3,305	5,000	20-10-344610	Fire Administrative Fee		5,000	5,000	5,000
-	575	-	30-30-361200	Special Assessment		-	-	-
44,740	42,620	43,000	60-40-371100	Interest Income		44,000	44,000	44,000
3,334	13,495	-	20-20-381110	Contributions		-	-	-
3,530	14,540	-	80-40-385100	Miscellaneous		-	-	-
437,567	-	-	85-40-391200	Transfers-Residual Equity Public Works		-	-	-
48,758	-	-	85-40-391215	Transfers-Residual Equity Housing Rehab		-	-	-
2,496	-	-	90-40-392100	Proceeds From Asset Sales		-	-	-
19,592,024	19,276,577	19,612,735	Total			20,054,286	20,054,286	20,054,286
TOTAL REVENUES & BEGINNING								
26,570,785	26,869,729	26,954,223	FUND BALANCE			27,398,889	27,398,889	27,398,889

CITY OF ROSEBURG, OREGON
GENERAL FUND - CITY MANAGER DEPARTMENT

CURRENT OPERATIONS

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

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

DEPARTMENT GOALS - PRIOR YEAR

1. Coordinate and facilitate implementation of electronic records system citywide
2. Continue implementation of City Council Goals
3. Take lead in implementing ADA compliance citywide
4. Coordinate facility modifications to enhance staff security and customer service

DEPARTMENT GOALS - CURRENT YEAR

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

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
City Manager	1.0	1.0	1.0	1.0
Human Resources Director	1.0	1.0	1.0	1.0
City Recorder	1.0	1.0	1.0	1.0
Management Technician	0.5	0.5	0.5	0.5
Administrative Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	4.5	4.5	4.5	4.5

CITY OF ROSEBURG, OREGON									
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017	
<u>GENERAL FUND (100) - CITY MANAGER DEPARTMENT</u>									
PERSONNEL SERVICES - 1010									
397,795	414,634	434,260	Salaries and Wages			453,250	453,250	453,250	
192,177	191,201	198,779	Employee Benefits			203,891	203,891	203,891	
<u>589,972</u>	<u>605,835</u>	<u>633,039</u>	Total				<u>657,141</u>	<u>657,141</u>	<u>657,141</u>
MATERIALS AND SERVICES - 1010									
2,263	3,228	3,500	41-3010	Lodging and Registration		3,500	3,500	3,500	
1,467	942	3,000	41-3015	Meals and Mileage		3,000	3,000	3,000	
-	-	500	41-3020	Commission Meetings and Meals		500	500	500	
4,282	1,609	4,500	41-3025	Council Travel and Conference		4,500	4,500	4,500	
19,472	18,799	21,500	41-3035	Memberships		21,500	21,500	21,500	
3,044	761	4,000	41-3040	Dues and Subscriptions		4,000	4,000	4,000	
-	1,099	2,000	41-3055	Personnel Training		2,000	2,000	2,000	
83,503	62,991	85,000	41-3310	Professional Services-Legal		80,000	80,000	80,000	
10,229	12,352	12,000	41-3315	Auditing		12,000	12,000	12,000	
94	90	-	41-3330	Professional Services Technical		-	-	-	
23,180	1,150	20,000	41-3620	Special Services		30,000	30,000	30,000	
71,926	67,767	100,000	41-3690	Misc. Contracted Services		100,000	100,000	100,000	
648	256	2,000	41-3810	Recording		2,000	2,000	2,000	
4,706	4,536	6,000	41-3815	Advertising		6,000	6,000	6,000	
-	-	-	41-3820	Budget and Special Election		2,000	2,000	2,000	
1,943	2,379	17,000	41-3825	Codifications		17,000	17,000	17,000	
9,782	4,831	10,000	41-3830	Personnel Recruitment		10,000	10,000	10,000	
303	-	-	41-3845	Property Taxes		-	-	-	
7,052	5,275	10,000	41-4510	Office Supplies		10,000	10,000	10,000	
12,139	12,368	15,000	41-4520	Postage		15,000	15,000	15,000	
2,441	2,099	3,500	41-4545	Materials & Supplies - Special Purchases		3,500	3,500	3,500	
1,399	-	1,000	41-4580	Office Equipment/Furniture		1,000	1,000	1,000	
1,815	2,441	2,000	41-4830	Equipment Maintenance & Repair		2,000	2,000	2,000	
<u>261,688</u>	<u>204,973</u>	<u>322,500</u>	Total				<u>329,500</u>	<u>329,500</u>	<u>329,500</u>
<u>851,660</u>	<u>810,808</u>	<u>955,539</u>	TOTAL CITY MANAGER DEPARTMENT			<u>986,641</u>	<u>986,641</u>	<u>986,641</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. Finalize implementation of the new financial and personnel management system.
2. Finalize the upgrade of the utility billing system software.
3. Finalize implementation of the new court management software.
4. Review and update internal controls in conjunction with the new financial system.
5. Submit CAFR to GFOA certification program.
6. Re-organize the 2nd floor of City Hall to enhance productivity and customer service.

GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Finance Director	1.0	1.0	1.0	1.0
Lead Accountant	0.0	0.0	0.0	1.0
Accountant	2.0	2.0	2.0	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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - FINANCE DIVISION								
PERSONNEL SERVICES - 1015								
352,149	382,706	398,700	Salaries and Wages			417,681	417,681	417,681
201,226	232,506	243,928	Employee Benefits			253,585	253,585	253,585
553,375	615,212	642,628	Total			671,266	671,266	671,266
MATERIALS AND SERVICES - 1015								
1,977	3,960	3,400	41-3010	Lodging and Registration		3,460	3,460	3,460
369	1,445	1,300	41-3015	Meals and Mileage		1,125	1,125	1,125
947	984	1,300	41-3040	Dues and Subscriptions		1,525	1,525	1,525
-	1,015	1,000	41-3055	Personnel Training		1,000	1,000	1,000
435	6,435	1,000	41-3330	Professional Services-Technical		7,725	7,725	7,725
2,203	942	3,000	41-3690	Contracted Services-Miscellaneous		3,000	3,000	3,000
2,996	2,648	4,200	41-3870	Bad Debt Expense		4,200	4,200	4,200
8,451	6,377	9,000	41-3885	Banking Fees		12,800	12,800	12,800
-	-	5,000	41-3915	Software Non Capital		6,000	6,000	6,000
51,651	49,266	62,900	41-3920	Technology-Support and Maintenance		44,000	44,000	44,000
668	735	1,000	41-3925	Office Machine Rentals		1,000	1,000	1,000
11,266	13,305	15,500	41-4210	Telephone Communications		15,500	15,500	15,500
7,059	3,957	7,250	41-4510	Office Supplies		7,250	7,250	7,250
924	5,003	1,500	41-4515	Equipment Non Capital		6,000	6,000	6,000
77	77	100	41-4545	Supplies		100	100	100
1,497	1,612	1,800	41-4830	Equipment Maintenance		1,800	1,800	1,800
1,346	432	500	41-5710	Insurance-Automobile		525	525	525
24,825	28,986	33,350	41-5715	Insurance-General Liability		33,975	33,975	33,975
3,785	3,861	4,450	41-5720	Insurance-Property		5,150	5,150	5,150
-	455	550	41-5740	Insurance-Equipment		550	550	550
2,069	1,458	1,700	41-5790	Insurance-Miscellaneous		1,100	1,100	1,100
122,545	132,953	159,800	Total			157,785	157,785	157,785
675,920	748,165	802,428	TOTAL FINANCE DIVISION			829,051	829,051	829,051

CITY OF ROSEBURG, OREGON
GENERAL FUND

FINANCE AND MANAGEMENT SERVICES DEPARTMENT
INFORMATION TECHNOLOGY DIVISION

CURRENT OPERATIONS

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

The IT Division currently supports a network of:

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

GOALS – PRIOR YEAR

1. Assist in the completion of the city wide document management system.
2. Assist in the completion of the City's Cartegraph (Planning) software system.
3. Assist in the completion of the City's migration of finance, payroll, court and HR systems to the new fully integrated Tyler Incode system.
4. Upgrade the City's wireless infrastructure to replace an end-of-life system and to address enhanced demands of mobile computing services.

GOALS – CURRENT YEAR.

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

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Info Technology Manager	1.0	1.0	1.0	1.0
Technical Administrator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	2.0	2.0	2.0	2.0

CITY OF ROSEBURG, OREGON									
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017	
<u>GENERAL FUND (100) - INFORMATION TECHNOLOGY DIVISION</u>									
PERSONNEL SERVICES - 1025									
133,974	140,073	147,446	Salaries and Wages			154,107	154,107	154,107	
80,979	82,488	86,129	Employee Benefits			86,843	86,843	86,843	
<u>214,953</u>	<u>222,561</u>	<u>233,575</u>	Total				<u>240,950</u>	<u>240,950</u>	<u>240,950</u>
MATERIALS AND SERVICES - 1025									
-	-	1,000	41-3010	Lodging and Registration		1,000	1,000	1,000	
-	-	600	41-3015	Meals and Mileage		600	600	600	
-	-	600	41-3040	Dues and Subscriptions		600	600	600	
4,400	4,400	10,000	41-3055	Personnel Training		10,000	10,000	10,000	
23	10	-	41-3690	Contracted Services		25,000	25,000	25,000	
63,617	60,366	77,350	41-3910	Hardware Non Capital		34,804	34,804	34,804	
16,816	6,574	20,000	41-3915	Software Non Capital		57,046	57,046	57,046	
13,135	24,698	26,500	41-3920	Technology-Support and Maintenance		32,000	32,000	32,000	
26,759	29,118	40,600	41-3930	Technology-Contracted Services		40,600	40,600	40,600	
2,321	1,720	2,112	41-4215	Cellular Phone		2,112	2,112	2,112	
91	108	300	41-4510	Office Supplies		300	300	300	
211	160	400	41-4545	Supplies		400	400	400	
-	200	800	41-4580	Office Equipment/Furniture		800	800	800	
-	28	1,200	41-4815	Vehicle Repair and Maintenance		1,200	1,200	1,200	
224	111	200	41-4820	Vehicle Fuel		200	200	200	
47	6	800	41-4830	Equipment Maintenance		800	800	800	
<u>127,644</u>	<u>127,499</u>	<u>182,462</u>	Total				<u>207,462</u>	<u>207,462</u>	<u>207,462</u>
<u>342,597</u>	<u>350,060</u>	<u>416,037</u>	TOTAL INFORMATION TECHNOLOGY DIVISION			<u>448,412</u>	<u>448,412</u>	<u>448,412</u>	
<u>1,018,517</u>	<u>1,098,225</u>	<u>1,218,465</u>	TOTAL FINANCE AND MANAGEMENT SERVICES			<u>1,277,463</u>	<u>1,277,463</u>	<u>1,277,463</u>	
<u>1,870,177</u>	<u>1,909,033</u>	<u>2,174,004</u>	TOTAL ADMINISTRATIVE DEPARTMENT			<u>2,264,104</u>	<u>2,264,104</u>	<u>2,264,104</u>	

CITY OF ROSEBURG
GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for land use planning, permit services, economic development, code compliance, historic preservation, floodplain management, and special community development and redevelopment projects. Separately, the Department manages the Economic Development Fund.

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

DEPARTMENT GOALS – PRIOR YEAR

1. Enhance compliance program with addition of 0.5 FTE Compliance Officer
2. Continue transition of new permit software implementation
3. Complete second and third phase of updates to the Land Use and Development Ordinance
4. Initiate update to Transportation System Plan
5. Complete Interchange Area Management Plans for Exits 124 (Harvard), 125 (Garden Valley), and 127 (Edenbower)
6. Complete zone change for old Douglas Community hospital site

DEPARTMENT GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Director	1.0	1.0	1.0	1.0
Associate Planner	2.0	1.0	2.0	2.0
Assistant Planner	0.0	1.0	0.0	0.0
Compliance Officer	0.0	0.0	0.5	1.0
Department Technician	0.0	0.0	0.0	1.0
Secretary	<u>0.5</u>	<u>0.5</u>	<u>1.0</u>	<u>0.0</u>
	3.5	3.5	4.5	5.0

CITY OF ROSEBURG, OREGON							
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - COMMUNITY DEVELOPMENT DEPARTMENT							
PERSONNEL SERVICES - 1520							
235,723	235,881	285,996		Salaries and Wages	324,109	324,109	324,109
129,915	145,189	186,313		Employee Benefits	210,222	210,222	210,222
365,638	381,070	472,309	Total		534,331	534,331	534,331
MATERIALS AND SERVICES - 1520							
578	2,380	2,000	41-3010	Lodging and Registration	2,000	2,000	2,000
761	655	1,500	41-3015	Meals and Mileage	1,500	1,500	1,500
29	13	100	41-3020	Commission Meetings and Meals	100	100	100
1,070	865	1,500	41-3040	Dues and Subscriptions	1,500	1,500	1,500
14,742	19,398	25,000	41-3310	Professional Services-Legal	25,000	25,000	25,000
2,102	286	-	41-3320	Professional Services-Survey & Engineering	-	-	-
-	-	2,000	41-3330	Professional Services-Technical	2,000	2,000	2,000
131	217	25,000	41-3630	Contracted Services	25,000	25,000	25,000
350	-	500	41-3815	Advertising	500	500	500
630	2,590	3,500	41-3860	Abatement Expense	3,500	3,500	3,500
-	-	600	41-4210	Telephone Communications	600	600	600
614	1,144	2,000	41-4510	Office Supplies	2,000	2,000	2,000
30	-	500	41-4515	Equipment Non Capital	500	500	500
441	243	-	41-4545	Materials and Supplies	-	-	-
221	-	1,000	41-4580	Office Equipment/Furniture	1,000	1,000	1,000
80	42	1,000	41-4815	Vehicle Expense-Maintenance	1,000	1,000	1,000
480	490	750	41-4820	Vehicle Expense-Fuel	750	750	750
2,470	2,441	2,250	41-4830	Equipment Maintenance	2,250	2,250	2,250
24,729	30,764	69,200	Total		69,200	69,200	69,200
390,367	411,834	541,509	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		603,531	603,531	603,531

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

CURRENT OPERATIONS

Engineering Division is responsible for issuing work in right-of-way (ROW) permits; development reviews including public infrastructure needs for residential, commercial, and industrial development and new subdivisions; capital improvement program including master planning, design and construction administration; planning and coordinating maintenance programs for major public infrastructure such as City streets, traffic signals, street lights, storm drainage, water mains, water pumping stations and water reservoirs; mapping of City infrastructure including review and update of City base maps, orthophotos and GIS systems; inspection of work in ROW including construction in existing ROW and new development; and providing support services to other Public Works divisions and other City departments. The division provides engineering support services for water system, streets, storm drainage, parks, facilities, the Roseburg Regional Airport and Urban Renewal infrastructure projects. The Engineering Division was created in FY 2007-08 to improve department operations. The Engineering Division is being increased by 1.0 FTE in the current year to replace an engineering position lost in FY 2013-14. The position is necessary to deliver the \$46 million in capital improvements programmed over the next five years.

DEPARTMENT GOALS-PRIOR YEAR

1. Complete survey of ADA sidewalk access ramps and prioritize, provide cost estimates and a tentative schedule for upgrades.
2. Implement Urban Renewal projects identified and prioritized by City Council.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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	1.0	1.0	2.0
Division Manager	1.0	1.0	1.0	1.0
Seasonal	<u>0.0</u>	<u>0.25</u>	<u>0.5</u>	<u>0.5</u>
	7.0	6.25	6.5	7.5

CITY OF ROSEBURG, OREGON									
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017	
<div>GENERAL FUND (100) - ENGINEERING DIVISION</div>									
PERSONNEL SERVICES - 2020									
477,710	417,840	437,841	Salaries and Wages			516,455	516,455	516,455	
279,183	238,018	250,958	Employee Benefits			288,201	288,201	288,201	
756,893	655,858	688,799	Total				804,656	804,656	804,656
MATERIALS AND SERVICES - 2020									
1,489	1,217	5,000	43-3010	Lodging and Registration		5,000	5,000	5,000	
101	66	750	43-3015	Meals and Mileage		1,000	1,000	1,000	
-	3,000	3,600	43-3040	Dues and Subscriptions		3,600	3,600	3,600	
-	-	1,000	43-3320	Surveying and Engineering Services		1,000	1,000	1,000	
-	32	1,000	43-3330	Professional Services-Technical		900	900	900	
131	217	500	43-3630	Professional Services-Contracted		500	500	500	
829	784	900	43-4215	Cellular Phone		1,050	1,050	1,050	
328	491	525	43-4510	Office Supplies		550	550	550	
917	992	3,000	43-4545	Materials and Supplies		3,000	3,000	3,000	
290	557	600	43-4580	Office Equipment/Furniture		600	600	600	
4,085	7,356	16,875	Total				17,200	17,200	17,200
760,978	663,214	705,674	TOTAL ENGINEERING DIVISION			821,856	821,856	821,856	

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ADMINISTRATION DIVISION

CURRENT OPERATIONS

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

DEPARTMENT GOALS-PREVIOUS YEAR

1. Continue to develop and provide options for City Council to meet their goal of providing sustainable infrastructure funding.
2. Continue to work with ODOT to deliver the Highway 138 Improvement Project and related Transportation Enhancements.
3. Revisit System Development Charge methodologies for Water, Storm Drainage, and Parks.

DEPARTMENT GOALS-CURRENT YEAR

1. Continue work with City Council to meet their goal of providing sustainable infrastructure funding. Identify options for increasing transportation funding for both pavement preservation and capital improvements.
2. Revisit System Development Charge methodologies for Water, Storm Drainage, and Parks.

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Director	1.0	1.0	1.0	1.0
Secretary II	0.5	0.0	0.0	0.0
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>
	3.5	3.0	3.0	3.0

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - ADMINISTRATION DIVISION								
PERSONNEL SERVICES - 2030								
223,955	212,496	220,682	Salaries and Wages			228,112	228,112	228,112
129,265	120,028	128,253	Employee Benefits			129,627	129,627	129,627
353,220	332,524	348,935	Total			357,739	357,739	357,739
MATERIALS AND SERVICES -2030								
1,808	2,260	2,500	43-3010	Lodging and Registration		3,000	3,000	3,000
629	1,193	750	43-3015	Meals and Mileage		750	750	750
169	323	325	43-3040	Dues and Subscriptions		325	325	325
11,680	7,978	10,000	43-3310	Professional Services-Legal		10,000	10,000	10,000
-	-	1,200	43-3320	Surveying and Engineering Services		-	-	-
-	-	1,000	43-3330	Professional Services-Technical		-	-	-
122	130	500	43-3630	Contracted Services		500	500	500
-	-	500	43-3910	Hardware Non Capital		-	-	-
537	600	500	43-4510	Office Supplies		600	600	600
210	294	500	43-4545	Materials and Supplies		600	600	600
183	-	300	43-4580	Office Equipment/Furniture		3,500	3,500	3,500
-	195	1,000	43-4815	Vehicle Expense-Maintenance		1,000	1,000	1,000
5,390	4,614	7,250	43-4820	Vehicle Expense-Fuel		5,000	5,000	5,000
2,491	1,874	3,000	43-4830	Equipment Maintenance		3,000	3,000	3,000
23,219	19,461	29,325	Total			28,275	28,275	28,275
376,439	351,985	378,260	TOTAL ADMINISTRATION DIVISION			386,014	386,014	386,014

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE DIVISION

CURRENT OPERATIONS

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

DIVISION GOALS – PRIOR YEAR

1. Continue to assist in the implementation of improvements at City Hall to facilitate customer service and security upgrades.
2. Research and implement upgrades to the City Hall HVAC system.

DIVISION GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017	
<div>GENERAL FUND (100) - BUILDING MAINTENANCE</div>									
PERSONNEL SERVICES - 2035									
136,846	136,276	148,552	Salaries and Wages			196,232	151,952	151,952	
94,090	93,807	100,294	Employee Benefits			56,139	100,419	100,419	
230,936	230,083	248,846	Total				252,371	252,371	252,371
MATERIALS AND SERVICES - 2035									
-	-	500	41-3010	Lodging and Registration		750	750	750	
-	-	300	41-3015	Meals and Mileage		300	300	300	
424	431	425	41-4210	Telephone		450	450	450	
-	-	1,000	41-4515	Small Tools		1,000	1,000	1,000	
9,639	6,018	10,000	41-4545	Materials and Supplies		10,000	10,000	10,000	
10,982	12,123	20,000	41-4810	Building and Grounds Maintenance		20,000	20,000	20,000	
23,931	25,216	26,775	41-5410	Utilities-Power-City Hall		34,650	34,650	34,650	
13,991	15,708	16,000	41-5420	Utilities-Natural Gas-City Hall		19,000	19,000	19,000	
1,740	1,769	1,960	41-5430	Utilities-Water		1,900	1,900	1,900	
780	687	800	41-5435	Utilities-Sewer		650	650	650	
837	837	930	41-5440	Utilities-Garbage Service		2,350	2,350	2,350	
658	779	915	41-5455	Utilities-Storm Drainage		990	990	990	
62,982	63,568	79,605	Total				92,040	92,040	92,040
293,918	293,651	328,451	TOTAL BUILDING MAINTENANCE DEPARTMENT			344,411	344,411	344,411	

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - STREET DIVISION

CURRENT OPERATIONS

This Division maintains 239 lane miles of improved and unimproved streets within the City. This includes street sweeping, striping, maintenance of traffic control devices, alley maintenance, storm drainage maintenance and major and minor street repairs. In addition, the Division provides a leaf pickup program each fall throughout the City. The Division also provides support and maintenance of the Roseburg Regional Airport. The Street Division is a division under the "Operations and Maintenance Division" of Public Works.

DEPARTMENT GOALS-PRIOR YEAR

1. Re-evaluate equipment needs throughout the division and update equipment replacement schedule.
2. Continue to look for improved efficiencies in operations.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
<div>GENERAL FUND (100) - STREET DEPARTMENT</div>							
PERSONNEL SERVICES - 2040							
580,157	566,386	622,550	Salaries and Wages		632,100	632,100	632,100
439,526	413,009	452,357	Employee Benefits		453,304	453,304	453,304
1,019,683	979,395	1,074,907	Total		1,085,404	1,085,404	1,085,404
MATERIALS AND SERVICES - 2040							
1,362	1,205	2,500	43-3010	Lodging and Registration	3,000	3,000	3,000
114	98	500	43-3015	Meals and Mileage	600	600	600
-	200	200	43-3040	Dues and Subscriptions	200	200	200
2,247	1,820	1,500	43-3350	Laboratory/Medical	2,250	2,250	2,250
2,527	194	500	43-3690	Contracted Services-Miscellaneous	200	200	200
217	219	230	43-4210	Telephone Communications	250	250	250
770	600	600	43-4215	Cellular Phone	650	650	650
-	1,628	1,000	43-4220	Radio and Pagers	1,000	1,000	1,000
426	452	450	43-4290	Communications Miscellaneous	450	450	450
89	-	200	43-4510	Office Supplies	200	200	200
1,342	5,888	3,000	43-4515	Small Tools	3,000	3,000	3,000
39	41	50	43-4520	Postage	-	-	-
3,497	4,538	5,500	43-4540	Chemicals	5,500	5,500	5,500
6,451	6,387	8,000	43-4545	Materials and Supplies	8,000	8,000	8,000
3,530	3,442	4,500	43-4555	Safety Equipment and Supplies	4,500	4,500	4,500
44,916	40,398	46,500	43-4560	Paint and Signs	46,500	46,500	46,500
-	311	250	43-4580	Office Equipment/Furniture	300	300	300
6,040	5,538	7,000	43-4810	Building and Ground Maintenance	8,000	8,000	8,000
11,375	14,329	15,000	43-4815	Vehicle Expense-Maintenance	16,000	16,000	16,000
45,363	43,059	59,000	43-4820	Vehicle Expense-Fuel	50,000	50,000	50,000
3,289	3,035	6,000	43-4825	Vehicle Tires	6,000	6,000	6,000
8,084	14,960	12,000	43-4830	Equipment Maintenance	15,000	15,000	15,000
24,418	32,797	45,000	43-4835	Road and Bridge Maintenance	45,000	45,000	45,000
4,691	3,575	6,000	43-4837	Tree Removal/Maintenance	6,000	6,000	6,000
3,406	4,171	6,500	43-4847	Street Sweeper Debris Disposal	6,500	6,500	6,500
120	-	500	43-4850	Equipment Rental	500	500	500
162	52	-	43-4855	General Maintenance	-	-	-
1,442	1,977	2,750	43-5120	General Uniform	2,750	2,750	2,750
10,703	9,448	10,500	43-5410	Utilities-Power	13,000	13,000	13,000
6,145	6,529	6,700	43-5420	Utilities-Gas	7,700	7,700	7,700
4,081	6,478	6,500	43-5430	Utilities-Water	4,200	4,200	4,200
656	656	600	43-5435	Utilities-Sewer	630	630	630
2,420	2,750	4,290	43-5440	Utilities-Garbage Service	6,000	6,000	6,000
3,324	3,537	4,225	43-5455	Utilities-Storm Drainage	4,290	4,290	4,290
7,839	9,839	9,900	43-5710	Insurance-Automobile	12,500	12,500	12,500
12,745	15,350	16,430	43-5715	Insurance-General Liability	18,000	18,000	18,000
3,650	3,722	4,000	43-5720	Insurance-Property	4,500	4,500	4,500
6,083	5,969	6,400	43-5740	Insurance-Equipment	6,900	6,900	6,900
3,184	3,048	3,300	43-5790	Insurance-Miscellaneous	2,300	2,300	2,300
236,747	258,240	308,075	Total		312,370	312,370	312,370
1,256,430	1,237,635	1,382,982	TOTAL STREET DEPARTMENT		1,397,774	1,397,774	1,397,774

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 230 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 2425 streetlights currently in operation under this arrangement with Pacific Power. Public Works staff monitors streetlights, and coordinate repairs either with a contract electrician (City street lights) or Pacific Power. In addition, the City owns and operates 32 traffic signals. Traffic signal maintenance and programming is contracted with ODOT. Public Works staff administers the ODOT contract and coordinate repairs, upgrades and programming changes with ODOT.

DIVISION GOALS – PRIOR YEAR

1. Investigate the use of LED street lighting as part of downtown Urban Renewal improvements.
2. Evaluate the cost/benefit ratio for upgrading some or all of the existing City owned streetlights to LEDs.

DIVISION GOALS - CURRENT YEAR

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

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
<div>GENERAL FUND (100) - STREET LIGHT DIVISION</div>								
MATERIALS AND SERVICES - 2045								
12,925	13,314	21,000	43-4840	Traffic Signal Maintenance		20,000	20,000	20,000
8,048	9,593	10,000	43-4845	Street Light Maintenance		12,500	12,500	12,500
4,285	4,402	5,250	43-5410	Utilities-Power City Owned		5,000	5,000	5,000
37,373	36,263	40,000	43-5460	Utilities-Traffic Lights		40,000	40,000	40,000
313,332	319,662	341,250	43-5465	Street Light Rentals		340,000	340,000	340,000
375,963	383,234	417,500	Total			417,500	417,500	417,500
375,963	383,234	417,500	TOTAL STREET LIGHTS DIVISION			417,500	417,500	417,500
3,063,728	2,929,719	3,212,867	TOTAL PUBLIC WORKS DEPARTMENT			3,367,555	3,367,555	3,367,555

CITY OF ROSEBURG, OREGON
GENERAL FUND

PARKS AND RECREATION
ADMINISTRATION

CURRENT OPERATIONS

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

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

DEPARTMENT GOALS – PRIOR YEAR

1. Continue to assist volunteers in a community campaign to raise funds for a future spray ground/splash pad at Fir Grove Park.
2. Continue to seek grant funding for additional parks and multi-use path improvements.
3. Coordinate with PW Engineering to complete the path renovation in Charles Gardner Park.
4. Continue to identify opportunities for volunteers to participate within the parks system.

DEPARTMENT GOALS - CURRENT YEAR

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

PERSONNEL HISTORY

The personnel service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
<hr/> <hr/>								
GENERAL FUND (100) - PARKS DEPARTMENT								
<hr/> <hr/>								
			PERSONNEL SERVICES - 2550					
136,600	138,525	144,422		Salaries and Wages		147,156	147,156	147,156
82,640	83,096	87,619		Employee Benefits		87,329	87,329	87,329
<hr/>			Total			<hr/>	<hr/>	<hr/>
219,240	221,621	232,041				234,485	234,485	234,485
<hr/>								
			MATERIALS AND SERVICES - 2550					
75	-	1,200	45-3010	Lodging and Registration		1,200	1,200	1,200
48	106	400	45-3015	Meals and Mileage		400	400	400
300	330	350	45-3040	Dues and Subscriptions		350	350	350
661	136	500	45-3630	Contracted Services		600	600	600
6,325	5,000	7,500	45-3680	Contracted Services - 4th of July		7,500	7,500	7,500
3,910	4,141	5,000	45-3835	Neighborhood/Information Program		5,000	5,000	5,000
2,846	3,067	2,550	45-3838	Recreation Program		2,800	2,800	2,800
262	280	250	45-4510	Office Supplies		280	280	280
346	40	500	45-4545	Materials and Supplies		600	600	600
7,154	6,441	8,450	45-4565	Volunteers-Project Materials		8,500	8,500	8,500
-	148	-	45-4810	Building and Grounds Maintenance		-	-	-
-	30	100	45-4815	Vehicle Expense-Maintenance		100	100	100
-	-	200	45-4820	Vehicle Expense-Fuel		200	200	200
<hr/>			Total			<hr/>	<hr/>	<hr/>
21,927	19,719	27,000				27,530	27,530	27,530
<hr/>								
241,167	241,340	259,041	TOTAL PARKS ADMINISTRATION			262,015	262,015	262,015

CITY OF ROSEBURG, OREGON
GENERAL FUND

PARKS AND RECREATION - MAINTENANCE DIVISION

CURRENT OPERATIONS

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

DEPARTMENT GOALS – PRIOR YEAR

1. Revisit park entrance aesthetics to continue to support Council beautification goal.
2. Evaluate facility fences and establish potential replacement prioritization.
3. Evaluate domestic water system within Fir Grove Park for possible upgrades and improvements in preparation for future spray ground construction.
4. Evaluate path system bridges and address component replacements as funding allows.
5. Continue working with State Marine Board to evaluate options for improving restrooms at Templin Beach Park.

DEPARTMENT GOALS - CURRENT YEAR

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

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

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Park Maintenance I	3.75	3.75	3.75	3.75
Park Maintenance II	3.0	3.0	3.0	3.0
Park Mechanic	1.0	1.0	1.0	1.0
Horticulturist	0.0	0.0	0.0	0.0
Park Superintendent	1.0	1.0	1.0	1.0
Seasonal/ Part-time	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
	11.0	11.0	11.0	11.0

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - PARKS DEPARTMENT								
PERSONNEL SERVICES - 2555								
460,227	479,360	505,921	Salaries and Wages			520,214	520,214	520,214
295,187	303,038	322,292	Employee Benefits			318,323	318,323	318,323
755,414	782,398	828,213	Total			838,537	838,537	838,537
MATERIALS AND SERVICES - 2555								
796	1,445	1,600	45-3010	Lodging and Registration		1,800	1,800	1,800
431	471	600	45-3015	Meals and Mileage		500	500	500
380	435	430	45-3040	Dues and Subscriptions		450	450	450
4,189	4,314	3,800	45-3630	Technical		3,800	3,800	3,800
5,140	13,325	15,000	45-3650	Contracted Services/Arborist		15,000	15,000	15,000
2,006	-	-	45-3665	Contracted Services/Personnel		-	-	-
3,397	1,316	2,000	45-4210	Telephone Communications		900	900	900
1,308	1,262	1,200	45-4215	Cellular Phone		1,800	1,800	1,800
-	-	-	45-4220	Radio Communications		-	-	-
6,787	6,905	10,000	45-4515	Small Tools		9,000	9,000	9,000
19,418	18,557	23,000	45-4540	Fertilizer and Chemicals		23,000	23,000	23,000
20,917	20,040	22,000	45-4545	Materials and Supplies		22,000	22,000	22,000
21,985	29,287	28,000	45-4810	Building and Grounds Maintenance		30,000	30,000	30,000
16,021	13,674	15,000	45-4811	Landscape Maintenance		15,000	15,000	15,000
24,880	32,047	25,000	45-4812	Turf & Irrigation Maintenance		25,000	25,000	25,000
3,312	2,473	4,000	45-4815	Vehicle Expense-Maintenance		4,000	4,000	4,000
31,963	26,133	32,000	45-4820	Vehicle Expense-Fuel		27,000	27,000	27,000
892	577	1,400	45-4825	Vehicle Tires		1,500	1,500	1,500
17,640	19,956	18,000	45-4830	Equipment Maintenance		19,000	19,000	19,000
-	-	500	45-4850	Equipment Rental		400	400	400
3,500	2,233	5,000	45-4875	Vandalism		10,675	10,675	10,675
994	1,455	1,200	45-5120	Uniforms		3,100	3,100	3,100
29,914	31,380	33,100	45-5410	Utilities-Power		36,750	36,750	36,750
2,556	3,022	2,800	45-5420	Utilities-Natural Gas		3,360	3,360	3,360
36,173	39,324	42,000	45-5430	Utilities-Water		46,200	46,200	46,200
7,053	7,053	7,455	45-5435	Utilities-Sewer		7,500	7,500	7,500
10,247	10,549	11,130	45-5440	Utilities-Garbage		35,000	35,000	35,000
8,404	9,570	10,450	45-5455	Utilities-Storm Drainage		12,500	12,500	12,500
4,156	5,079	5,250	45-5710	Insurance-Automobile		6,225	6,225	6,225
3,634	5,076	5,700	45-5715	Insurance-General Liability		5,800	5,800	5,800
14,882	15,183	16,300	45-5720	Insurance-Property		18,080	18,080	18,080
4,736	5,035	5,400	45-5740	Insurance-Equipment		6,375	6,375	6,375
1,523	1,457	1,570	45-5790	Insurance-Miscellaneous		1,700	1,700	1,700
309,234	328,633	350,885	Total			393,415	393,415	393,415
1,064,648	1,111,031	1,179,098	TOTAL PARKS MAINTENANCE			1,231,952	1,231,952	1,231,952
1,305,815	1,352,371	1,438,139	TOTAL PARKS DEPARTMENT			1,493,967	1,493,967	1,493,967

CITY OF ROSEBURG, OREGON
GENERAL FUND

MUNICIPAL COURT

CURRENT OPERATIONS

Municipal Court is responsible for the judicial function of the City. The Municipal Judge is appointed by and reports directly to City Council. The Municipal Court support staff, consisting of 2.5 full-time positions, and part-time bailiffs, is responsible for Court related administrative duties. This staff reports to the Finance Director.

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

CHANGES TO CURRENT OPERATIONS

To improve court case management and fiscal efficiencies through full integration of software suites, the Court is completing a migration to new court software which began in the latter half of the preceding fiscal year; development and implementation of new processes and procedures will be finalized.

DEPARTMENT GOALS – PRIOR YEAR

1. Migrate the municipal court database to the new court system and setup new software.
2. Review and update department internal controls and procedures in conjunction with the new software migration.

DEPARTMENT GOALS – CURRENT YEAR

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

PERSONNEL HISTORY The personal service position detail is as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - MUNICIPAL COURT								
PERSONNEL SERVICES - 3010								
183,390	182,264	203,120	Salaries and Wages			200,857	200,857	200,857
79,064	69,331	95,248	Employee Benefits			82,553	82,553	82,553
262,454	251,595	298,368	Total			283,410	283,410	283,410
MATERIALS AND SERVICES - 3010								
470	1,110	1,950	42-3010	Lodging and Registration		1,950	1,950	1,950
211	568	800	42-3015	Meals and Mileage		800	800	800
150	200	400	42-3040	Dues and Subscriptions		300	300	300
-	-	500	42-3055	Personnel Training		500	500	500
72,000	77,170	74,000	42-3335	Professional Services-Prosecution		74,000	74,000	74,000
60,000	55,000	63,000	42-3340	Court Appointed Attorney Fees		63,000	63,000	63,000
-	25,000	25,000	42-3635	Mental Health Court		25,000	25,000	25,000
2,300	1,650	5,000	42-3690	Contracted Services		5,000	5,000	5,000
447	607	1,000	42-3875	Jury and Subpoena Fees		1,000	1,000	1,000
2,689	2,771	2,900	42-3885	Banking Fees		3,500	3,500	3,500
5,311	-	5,500	42-3920	Technology-Support and Maintenance		3,800	3,800	3,800
4,247	2,611	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
153,825	172,687	191,050	Total			189,850	189,850	189,850
416,279	424,282	489,418	TOTAL MUNICIPAL COURT			473,260	473,260	473,260

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

The Police Department consists of Operations, Patrol Division, Criminal Investigations Division (CID), Traffic Unit and Records Division. The Operations Division is comprised of the Chief of Police, Operations Captain, Community Services/PIO Sergeant and our most valuable asset – six (6) 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 26 uniformed officers assigned to three shifts that patrol 24 hours a day and 7 days a week, and respond to our citizen's calls for service. The Criminal Investigations Division consists of six (6) plainclothes officers, two (2) of which are assigned to the Douglas Interagency Narcotics Team (DINT). The Traffic Unit is staffed by two (2) uniformed police officers. The Records Division is supervised by an Administrative Assistant and staffed by two (2) Records Specialists.

DEPARTMENT GOALS/SIGNIFICANT ACHIEVEMENTS – PRIOR YEAR

1. Successfully replaced our narcotic and patrol canines (Trapper and Axel).
2. Successfully launched Lexipol. Lexipol is a comprehensive policy and procedures manual that receives updates based on current legal decisions.
3. Successful completion of third session of Crisis Intervention Team (CIT) training in cooperation with local National Alliance on Mental Illness (NAMI).

DEPARTMENT GOALS – CURRENT

1. Implement in-car video system to complement our current body camera program and enhance our prosecution abilities and reduce our liability.
2. Purchase and install an interview room video and audio recording system.
3. Through partnership with Douglas County Community Health Alliance (CHA), reduce calls for service to mental health patients who are in crisis.

PERSONNEL HISTORY	2013/14	2014/15	2015/16	2016/17
Police Chief	1	1	1	1
Staff Assistant	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	4	5	5	5
Corporal	3	3	3	3
Officer	20	20	20	20
Detective	6	5	5	5
Records Specialist	2	2	2	2
Administrative Tech	1	1	1	1
TOTAL	40	40	40	40

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - POLICE DEPARTMENT								
PERSONNEL SERVICES - 3510								
2,944,169	3,027,549	3,198,833	Salaries and Wages			3,337,858	3,337,858	3,337,858
1,873,390	1,960,659	2,102,615	Employee Benefits			2,153,546	2,153,546	2,153,546
4,817,559	4,988,208	5,301,448	Total			5,491,404	5,491,404	5,491,404
MATERIALS AND SERVICES - 3510								
6,362	7,716	12,000	42-3010	Lodging and Registration		15,000	15,000	15,000
2,188	2,717	4,500	42-3015	Meals and Mileage		5,000	5,000	5,000
660	1,408	800	42-3040	Dues and Subscriptions		800	800	800
2,847	34,812	4,000	42-3090	Training-Equipment		8,000	8,000	8,000
48,312	3,570	15,000	42-3310	Professional Services-Legal		10,000	10,000	10,000
-	-	1,000	42-3345	Personnel Testing		500	500	500
25,000	-	-	42-3630	Contracted Services-Animal Shelter		-	-	-
280,577	294,606	336,830	42-3635	Contracted Services-Dispatch		346,935	346,935	346,935
192,962	148,495	280,000	42-3645	Jail Expenses		240,000	240,000	240,000
341	350	500	42-3835	Neighborhood Program		500	500	500
1,571	4,960	4,300	42-3910	Hardware Non Capital		4,500	4,500	4,500
61	159	-	42-3915	Software Non Capital		-	-	-
18,418	24,332	26,000	42-3920	Technology-Support and Maintenance		55,000	55,000	55,000
374	378	-	42-4210	Telephone Communications		-	-	-
24,579	22,952	12,000	42-4515	Cellular Phone		35,000	35,000	35,000
7,270	3,800	6,000	42-4220	Radio Communications		7,500	7,500	7,500
99	63	-	42-4290	Other Communications		-	-	-
7,477	9,112	8,000	42-4510	Office Supplies		9,000	9,000	9,000
9,956	11,832	9,000	42-4515	Supplies-Equipment Non Capital		10,500	10,500	10,500
1,114	911	1,500	42-4520	Postage		1,000	1,000	1,000
7,464	5,139	7,500	42-4545	Materials and Supplies		8,000	8,000	8,000
-	89	500	42-4565	Volunteers Program		500	500	500
2,228	1,030	2,000	42-4575	Printing		1,000	1,000	1,000
(20)	-	500	42-4580	Office Equipment/Furniture		1,500	1,500	1,500
7,510	18,063	10,000	42-4585	K-9		10,000	10,000	10,000
876	2,653	1,500	42-4590	Supplies-Miscellaneous		1,500	1,500	1,500
18,500	20,106	25,000	42-4810	Building and Grounds Maintenance		30,000	30,000	30,000
28,455	32,126	35,000	42-4815	Vehicle Expense-Maintenance		35,000	35,000	35,000
61,730	55,401	70,000	42-4820	Vehicles Expense-Fuel		60,000	60,000	60,000
8,962	5,033	8,500	42-4825	Vehicles Expense-Tires		7,500	7,500	7,500
18,610	509	-	42-4830	Equipment		-	-	-
25,986	24,381	30,000	42-5120	Uniforms		25,000	25,000	25,000
20,939	23,139	26,460	42-5410	Utilities-Power		27,785	27,785	27,785
10,412	9,090	9,592	42-5420	Utilities-Gas		10,070	10,070	10,070
2,828	3,003	5,512	42-5430	Utilities-Water		5,784	5,784	5,784
2,155	2,157	2,756	42-5435	Utilities-Sewer		2,895	2,895	2,895
500	486	662	42-5440	Utilities-Garbage Service		700	700	700
1,726	1,950	1,984	42-5455	Utilities-Storm Drainage		2,185	2,185	2,185
11,154	13,079	12,920	42-5710	Insurance-Automobile		14,600	14,600	14,600
71,002	73,991	74,151	42-5715	Insurance-General Liability		83,790	83,790	83,790
8,454	8,623	8,737	42-5720	Insurance-Property		9,875	9,875	9,875
273	273	-	42-5740	Insurance-Equipment		-	-	-
3,184	3,048	4,553	42-5790	Insurance-Miscellaneous		5,145	5,145	5,145
943,096	875,542	1,059,257	Total			1,092,064	1,092,064	1,092,064
5,760,655	5,863,750	6,360,705	TOTAL POLICE DEPARTMENT			6,583,468	6,583,468	6,583,468

CITY OF ROSEBURG, OREGON
GENERAL FUND

FIRE DEPARTMENT

CURRENT OPERATIONS

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

Fire Department personnel and equipment are located in three fire stations within the City. The Department has three major divisions: Emergency Services, Fire Prevention and Resource Management & Training with a total of 41.5 personnel. The City participates in a regional hazardous materials response program that is sponsored by the State of Oregon. Equipment and training costs are supported by the State. Response costs are recouped through the State or the entity that created the need for the response.

During 2016-17, the Fire Department plans to continue to provide the highest level of service to the public with an emphasis on continued training for the new management team. Continue to coordinate Emergency Management to enhance the City's ability to deal with a city-wide disaster, and further strengthening our ability to provide fire protection and emergency services to the community. The Department will continue to evaluate new programs and actively seek new avenues to improve working relationships within the City organization, the local community and other governmental agencies.

DEPARTMENT GOALS – PRIOR YEAR

1. Continue inter-agency relationships by hosting regional training at the Public Safety Center
2. Continue enhanced training for department leadership
3. Upgrade our abilities to integrate into the state mobilization plan regarding wildland interface

DEPARTMENT GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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	1.0	0.0
Battalion Chief	3.0	3.0	3.0	4.0
Staff Assistant	1.0	1.0	1.0	1.0
Secretary I	0.0	0.0	0.5	0.5
Fire Lieutenant	9.0	9.0	9.0	9.0
Driver/Engineer	9.0	9.0	9.0	9.0
Firefighter	<u>16.0</u>	<u>15.25</u>	<u>15.0</u>	<u>15.0</u>
	42	41.25	41.5	41.5

CITY OF ROSEBURG, OREGON							
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
GENERAL FUND (100) - FIRE DEPARTMENT							
PERSONNEL SERVICES - 4010							
3,250,355	3,220,648	3,334,859	Salaries and Wages		3,435,137	3,435,137	3,435,137
1,798,819	1,826,790	2,017,258	Employee Benefits		2,090,983	2,090,983	2,090,983
5,049,174	5,047,438	5,352,117	Total		5,526,120	5,526,120	5,526,120
MATERIALS AND SERVICES - 4010							
7,040	8,976	11,500	42-3010	Lodging and Registration	14,000	14,000	14,000
2,026	2,469	3,500	42-3015	Meals and Mileage	4,500	4,500	4,500
4,076	8,046	7,000	42-3040	Dues and Subscriptions	11,000	11,000	11,000
750	4,253	5,000	42-3055	Personnel Training	7,500	7,500	7,500
50,601	9,461	15,000	42-3310	Professional Services-Legal	15,000	15,000	15,000
4,200	5,600	6,000	42-3330	Professional Services-Technical	6,000	6,000	6,000
4,677	6,914	7,000	42-3350	Professional Services-Laboratory/Medical	7,000	7,000	7,000
31,175	32,734	45,000	42-3635	Contracted Services-Dispatch	46,400	46,400	46,400
2,326	526	1,000	42-3690	Contracted Services-Misc	1,000	1,000	1,000
1,846	1,939	2,000	42-3835	Neighborhood/Education Programs	2,000	2,000	2,000
-	-	5,000	42-3865	Haz-Mat Response	5,000	5,000	5,000
1,449	2,000	3,000	42-3910	Hardware Non Capital	3,000	3,000	3,000
7,516	12,415	12,000	42-3920	Technology-Support and Maintenance	12,000	12,000	12,000
1,751	1,719	2,500	42-4210	Telephone Communications	2,500	2,500	2,500
7,699	7,345	9,000	42-4215	Cellular Phone	9,000	9,000	9,000
9,673	5,584	5,500	42-4220	Radio Communications	5,500	5,500	5,500
5,768	5,965	6,000	42-4510	Office Supplies	6,000	6,000	6,000
22,875	14,967	22,000	42-4515	Equipment Non Capital/Engine Equipment	22,000	22,000	22,000
527	423	500	42-4520	Postage	500	500	500
15,903	21,282	20,000	42-4545	Materials and Supplies	20,000	20,000	20,000
3,584	7,041	3,500	42-4555	Extinguishing Agents	3,500	3,500	3,500
-	3,045	3,000	42-4580	Office Equipment/Furniture	3,000	3,000	3,000
28,204	29,781	35,000	42-4810	Building and Grounds Maintenance	35,000	35,000	35,000
28,649	44,096	39,000	42-4815	Vehicle Expense-Maintenance	39,000	39,000	39,000
30,584	25,279	35,000	42-4820	Vehicle Expense-Fuel	35,000	35,000	35,000
3,932	3,969	5,000	42-4825	Vehicle Tires	7,000	7,000	7,000
21,707	21,248	28,000	42-4830	Equipment Maintenance	28,000	28,000	28,000
13,442	20,662	16,500	42-5115	Safety Clothing	16,500	16,500	16,500
15,380	13,431	12,000	42-5120	Uniforms	12,000	12,000	12,000
29,502	31,933	34,000	42-5410	Utilities-Power	34,000	34,000	34,000
18,099	15,622	24,150	42-5420	Utilities-Gas	24,150	24,150	24,150
4,978	5,072	8,500	42-5430	Utilities-Water	8,500	8,500	8,500
2,815	2,817	3,200	42-5435	Utilities-Sewer	3,200	3,200	3,200
1,045	1,036	1,200	42-5440	Utilities-Garbage	2,600	2,600	2,600
2,532	2,860	3,000	42-5455	Utilities-Storm Drain	3,000	3,000	3,000
13,280	15,146	16,375	42-5710	Insurance-Automobile	18,500	18,500	18,500
12,089	13,899	16,600	42-5715	Insurance-General Liability	16,600	16,600	16,600
9,774	9,969	11,000	42-5720	Insurance-Property	12,000	12,000	12,000
6,525	6,070	8,500	42-5740	Insurance-Equipment	8,500	8,500	8,500
2,076	1,988	2,500	42-5790	Insurance-Miscellaneous	2,500	2,500	2,500
430,075	427,582	494,525	Total		512,450	512,450	512,450
5,479,249	5,475,020	5,846,642	TOTAL FIRE DEPARTMENT		6,038,570	6,038,570	6,038,570

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 2016-17

\$46,000	Disaster Recovery Datacenter backup generator
<u>8,000</u>	Photocopier (replacement for one on City Hall's second floor)
\$54,000	Total

CONTINGENCY, RESERVES AND UNAPPROPRIATED ENDING FUND BALANCE –

In 2014 the City Council adopted a new Fund Balance policy which established a General Fund reserve target of 20% of current expenditures. The reserve identifies funds to be saved for future use and to provide working capital to meet cash flow needs until the time sufficient revenues become available. The reserve is comprised of contingency, reserves and unappropriated ending fund balance.

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

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

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

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

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
<div>GENERAL FUND (100)</div>								
CAPITAL OUTLAY - 7575								
16,363	59,169	-	41-7020	Equipment Acquisition-Police	-	-	-	
-	-	47,120	41-7020	Equipment Acquisition-IT	54,000	54,000	54,000	
16,363	59,169	47,120	Total		54,000	54,000	54,000	
TRANSFERS - 9090								
-	25,000	50,000	49-8832	Transfer to Park Improvement	50,000	50,000	50,000	
625,000	625,000	625,000	49-8833	Transfer to Equipment Fund	650,000	650,000	650,000	
625,000	650,000	675,000	Total		700,000	700,000	700,000	
OTHER REQUIREMENTS - 9093								
50,000	50,000	50,000	45-9110	Library	50,000	50,000	50,000	
18,977,633	19,125,178	20,835,404	TOTAL EXPENDITURES		21,628,455	21,628,455	21,628,455	
OPERATING CONTINGENCY - 9091								
-	-	1,000,000	60-9010		1,000,000	1,000,000	1,000,000	
7,593,152	7,744,551	5,118,819	60-9410	UNAPPROPRIATED ENDING FUND BALANCE	4,770,434	4,770,434	4,770,434	
7,593,152	7,744,551	6,118,819	TOTAL FUND BALANCE		5,770,434	5,770,434	5,770,434	
26,570,785	26,869,729	26,954,223	TOTAL EXPENDITURES & ENDING FUND BALANCE		27,398,889	27,398,889	27,398,889	



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
PUBLIC WORKS FUND (History Only)

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

In 2010-11 governmental accounting standards were implemented requiring the identification of specific revenue sources to qualify a fund as a special revenue fund. Because the Public Works Fund did not have a specific revenue source, the fund was required to be reported in the General Fund on the City's Comprehensive Annual Financial Report.

The fund has been transferred back to the General Fund and the resources are included in the General Fund Revenues. The transfer will eliminate reporting differences between the budget and the annual financial report, and will be compliant with governmental accounting guidelines.

CITY OF ROSEBURG, OREGON							
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			PUBLIC WORKS FUND (20)				
437,567	-	-	301 0000	BEGINNING FUND BALANCE	-	-	-
			REVENUES - (020)				
-	-	-	Total		-	-	-
437,567	-	-	TOTAL REVENUES & BEGINNING FUND BALANCE		-	-	-

CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			<u>PUBLIC WORKS FUND (20) - STREET DEPARTMENT</u>			
			PERSONNEL SERVICES - 2040			
-	-	-	Salaries and Wages	-	-	-
-	-	-	Employee Benefits	-	-	-
-	-	-	Total	-	-	-
			MATERIALS AND SERVICES - 2040			
-	-	-	Total	-	-	-
-	-	-	TOTAL EXPENDITURES	-	-	-
			TRANSFERS-9090			
437,567	-	-	495 8810 Residual Equity Transfer to General Fund	-	-	-
437,567	-	-	TOTAL EXPENDITURES & ENDING FUND BALANCE	-	-	-

CITY OF ROSEBURG, OREGON
GRANT SPECIAL REVENUE FUND

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

DEPARTMENT	PROJECT/ GRANT NAME	GRANTING AGENCY	GRANT AMOUNT	CITY MATCH AMOUNT	EXPENDITURE CY BUDGET AMOUNT
COMMUNITY DEV	HEAD START PROGRAM BUILDING	FED - HUD	500,000	-	500,000
COMMUNITY DEV	HEAD START PROGRAM BUILDING	LOCAL GRANTS	500,000	-	500,000
POLICE	PURCHASE TRAINING EQUIPMENT	COW CREEK TRIBE	5,000	-	5,000
POLICE	OJP BULLETPROOF VEST	HOMELAND SECURITY	4,950	-	4,950
COMMUNITY DEV	CERTIFIED LOCAL GOVERNMENT	STATE HISTORIC OFFICE	12,000	12,000 (1)	12,000
			1,021,950	12,000	1,021,950

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			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>	SUMMARY			<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>GRANT SPECIAL REVENUE FUND (022)</u>					
			RESOURCES:					
29,683	12,691	87,125	Intergovernmental Revenue			1,021,950	1,021,950	1,021,950
-	2,000	-	Donations			-	-	-
375	408	-	Interest			-	-	-
30,058	15,099	87,125	Total Operating Revenues			1,021,950	1,021,950	1,021,950
69,482	75,402	63,604	Beginning Fund Balance			85,025	85,025	85,025
99,540	90,501	150,729	TOTAL RESOURCES			1,106,975	1,106,975	1,106,975
			REQUIREMENTS					
			Operating Budget:					
24,138	17,079	49,250	Materials and Services			21,950	21,950	21,950
24,138	17,079	49,250	Total Operating Budget			21,950	21,950	21,950
-	-	80,000	Capital Outlay			1,000,000	1,000,000	1,000,000
24,138	17,079	129,250	Total Expenditures			1,021,950	1,021,950	1,021,950
-	-	21,479	Reserved for Future Expenditure			85,025	85,025	85,025
75,402	73,422	-	Unappropriated Ending Fund Balance			-	-	-
99,540	90,501	150,729	TOTAL REQUIREMENTS			1,106,975	1,106,975	1,106,975

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>GRANT FUND (220)</u>					
69,482	75,402	63,604	220-00-00-301	BEGINNING FUND BALANCE		85,025	85,025	85,025
			REVENUES - (220)					
3,469	825	4,125	20-20-331120	Federal Grants		504,950	504,950	504,950
14,500	-	-	50-20-332100	State Grants-SHPO		12,000	12,000	12,000
7,377	-	-	30-30-331520	Federal Grants		-	-	-
4,337	3,181	78,000	50-20-332120	State Grants		-	-	-
-	8,685	5,000	20-20-334120	Local Grants		505,000	505,000	505,000
375	408	-	60-40-371100	Interest Income		-	-	-
-	2,000	-	20-20-381110	Donations/Other		-	-	-
30,058	15,099	87,125	Total			1,021,950	1,021,950	1,021,950
99,540	90,501	150,729	TOTAL REVENUES & BEGINNING FUND BALANCE			1,106,975	1,106,975	1,106,975
			MATERIALS AND SERVICES - 1520					
9,335	11,007	36,000	41-3630	Contracted Services		12,000	12,000	12,000
-	2,670	-	41-4545	General Materials		-	-	-
9,335	13,677	36,000	Total			12,000	12,000	12,000
			MATERIALS AND SERVICES - 3510					
-	2,577	5,000	42-4515	Supplies-Equipment Non Capital		9,950	9,950	9,950
7,425	825	8,250	42-5120	Uniforms		-	-	-
7,425	3,402	13,250	Total			9,950	9,950	9,950
			MATERIALS AND SERVICES - 4010					
7,378	-	-	42-4515	Supplies-Equipment Non Capital		-	-	-
7,378	-	-	Total			-	-	-
24,138	17,079	49,250	TOTAL MATERIALS AND SERVICES			21,950	21,950	21,950
			CAPITAL OUTLAY - 7575					
-	-	80,000	41-7063	Improvements-Grants		1,000,000	1,000,000	1,000,000
-	-	80,000	Total			1,000,000	1,000,000	1,000,000
24,138	17,079	129,250	TOTAL EXPENDITURES			1,021,950	1,021,950	1,021,950
			RESERVED FOR FUTURE EXPENDITURE- 9092					
-	-	21,479	60-9210			85,025	85,025	85,025
75,402	73,422	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
99,540	90,501	150,729	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,106,975	1,106,975	1,106,975

CITY OF ROSEBURG, OREGON
HOTEL/MOTEL TAX FUND

RESOURCES AND REQUIREMENTS

CURRENT OPERATIONS

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

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

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

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

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

			CITY OF ROSEBURG, OREGON					
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			HOTEL/MOTEL TAX FUND (240)					
157,732	247,047	221,395	240-00-00-301	BEGINNING FUND BALANCE		227,681	227,681	227,681
			REVENUES - (240)					
904,121	1,002,699	1,203,500	78-40-315200	Hotel/Motel Tax		1,236,556	1,236,556	1,236,556
11,794	7,918	-	78-40-315100	Penalty and Interest		-	-	-
1,262	1,300	1,200	60-40-371100	Interest Income		2,000	2,000	2,000
-	4,500	-	80-40-385100	Miscellaneous		-	-	-
917,177	1,016,417	1,204,700	Total			1,238,556	1,238,556	1,238,556
1,074,909	1,263,464	1,426,095	TOTAL REVENUES & BEGINNING FUND BALANCE			1,466,237	1,466,237	1,466,237
			MATERIALS AND SERVICES - 7474					
25,221	24,323	26,077	46-3210	City Services-Management		35,181	35,181	35,181
-	22,999	67,400	46-3622	City Events		68,779	68,779	68,779
8,650	2,890	32,000	46-3620	V & C Local Events		32,000	32,000	32,000
452,086	534,293	606,700	46-3625	Contracted Services-Chamber Tourism		619,008	619,008	619,008
-	-	-	46-3680	Contracted Services-Way Finding		100,000	100,000	100,000
485,957	584,505	732,177	Total			854,968	854,968	854,968
			TRANSFER - 9090					
263,047	347,811	387,250	49-8829	Transfer to Street Light/Sidewalk Fund		395,132	395,132	395,132
78,858	104,269	116,100	49-8855	Transfer to Economic Development		118,456	118,456	118,456
341,905	452,080	503,350	Total			513,588	513,588	513,588
827,862	1,036,585	1,235,527	TOTAL EXPENDITURES			1,368,556	1,368,556	1,368,556
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	190,568	60-9210			97,681	97,681	97,681
247,047	226,879	-	UNAPPROPRIATED ENDING FUND BALANCES			-	-	-
1,074,909	1,263,464	1,426,095	TOTAL EXPENDITURES & ENDING FUND BALANCES			1,466,237	1,466,237	1,466,237

CITY OF ROSEBURG, OREGON
STREET LIGHTS AND SIDEWALK FUND

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

RESOURCES

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

REQUIREMENTS

- ◆ Materials and Services - These costs are indirect allocations to the General Fund for administration of the fund (Management Services) and to the General Fund for services provided by the Public Works Department to cover the City's costs for administering projects, engineering, and construction observation.
- ◆ Improvements – The City sidewalk rehabilitation program is financed by the fund. The cost for sidewalk rehabilitation varies annually depending on the number of applications received. This fund can also provide the funding for sidewalks and/or streetlights on major improvement projects. Due to the large expense for major traffic signal and street light projects, it may take several years to accumulate sufficient funds to construct a project.
- ◆ Cost estimates for the capital improvement projects planned FY 2016-17 are listed in Table T-1.

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
STREET LIGHT/SIDEWALK FUND (290)								
864,047	995,025	1,068,162	00-00-301000	BEGINNING FUND BALANCE		1,013,326	1,013,326	1,013,326
REVENUES - (290)								
4,816	5,379	5,000	60-40-371100	Interest Income		5,000	5,000	5,000
3,997	478	3,000	30-30-361200	Assessments-S/W		-	-	-
263,047	347,811	387,250	00-00-391124	Transfer from Hotel/Motel Fund		395,132	395,132	395,132
-	-	-	99-40-392300	Insurance Reimbursements		-	-	-
271,860	353,668	395,250	Total			400,132	400,132	400,132
1,135,907	1,348,693	1,463,412	TOTAL REVENUES & BEGINNING FUND BALANCE			1,413,458	1,413,458	1,413,458
MATERIALS AND SERVICES - 7474								
5,933	8,667	10,441	43-3210	City Services-Management		10,152	10,152	10,152
66,204	65,421	61,263	43-3230	City Services-Public Works		61,921	61,921	61,921
4,499	1,199	5,000	43-4545	Materials and Supplies		5,000	5,000	5,000
76,636	75,287	76,704	Total			77,073	77,073	77,073
CAPITAL OUTLAY - 7575								
-	-	-	43-7045	Sidewalks-New Construction		110,000	110,000	110,000
47,606	9,638	125,000	43-7046	Sidewalks-Reconstruction		275,000	275,000	275,000
11,901	458	410,000	43-7047	Improve-Street Lights/Signals		50,000	50,000	50,000
4,739	88,408	15,000	43-7048	Traffic Signals		10,000	10,000	10,000
64,246	98,504	550,000	Total			445,000	445,000	445,000
140,882	173,791	626,704	TOTAL EXPENDITURES			522,073	522,073	522,073
OPERATING CONTINGENCY - 9091								
-	-	836,708	60-9010			891,385	891,385	891,385
995,025	1,174,902	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,135,907	1,348,693	1,463,412	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,413,458	1,413,458	1,413,458



TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2016-17

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	1,200,000		800,000		400,000
Stewart Parkway Bridge Deck Repairs	200,000		200,000		
Stewart Parkway Realignment - (50% SDC eligible)	600,000	100,000	250,000	250,000	
Transportation Funding Options	25,000		25,000		
ADA Transition Plan	100,000	100,000			
ADA Improvements/Sidewalk Reconstruction	225,000	100,000			125,000
Ballf Area Storm Phase 2	100,000			100,000	
Calkins Area Phase 2A, 4 - Troost St	75,000			75,000	
Cascade Court Storm Separation	75,000			75,000	
Fairmont/Garden Valley Storm Improvements	150,000			150,000	
Harvard Repairs	425,000			425,000	
Kenwood Extension	150,000			150,000	
Stormwater Management Manual	25,000			25,000	
Airport Matching Funds	20,000				20,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	150,000				150,000
Deer Creek Path Improvements	200,000				200,000
Downtown Sidewalk Program	100,000				100,000
Downtown Streetscape	125,000				125,000
Edenbower/Stewart Parkway Left Turn	250,000				250,000
Garden Valley HSIP Match	75,000				75,000
Garden Valley/Stewart Parkway Intersection Imp.	100,000				100,000
Micelli/Templin Improvements	125,000				125,000
North Valley Mall Signal Removal	100,000				100,000
Parking Structure Improvements	500,000				500,000
Property Acquisition	200,000				200,000
Riverfront Paths/River Overlooks	100,000				100,000
Traffic Signal Coordination	225,000				225,000
Spruce/Parrott Street Improvements	1,225,000	75,000	400,000	75,000	675,000
Wayfinding project	50,000	50,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Sidewalks - New Construction	10,000	10,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	10,000		5,000	5,000	
Downtown Façade Program	50,000				50,000
Total	7,150,000	445,000	1,680,000	1,405,000	3,620,000

* Pavement Management is not a capital expenditure and is included in the Transportation M&S line items

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.

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>BIKE TRAIL FUND (250)</u>					
<u>108,156</u>	<u>92,267</u>	<u>80,690</u>	250-00-00-3011	BEGINNING FUND BALANCE		<u>113,166</u>	<u>113,166</u>	<u>113,166</u>
			REVENUES - (250)					
	108,659		00-00-331535	Other Grants		160,000	160,000	160,000
12,680	12,945	12,980	40-20-332510	Gasoline Subvention		12,931	12,931	12,931
-	-	120,000	40-30-332120	Other Grants		-	-	-
500	542	450	60-40-371100	Interest Income		500	500	500
10,000	10,000	10,000	85-40-391131	Transfer from Transportation Fund		10,000	10,000	10,000
<u>23,180</u>	<u>132,146</u>	<u>143,430</u>	Total			<u>183,431</u>	<u>183,431</u>	<u>183,431</u>
<u>131,336</u>	<u>224,413</u>	<u>224,120</u>	TOTAL REVENUES & BEGINNING FUND BALANCE			<u>296,597</u>	<u>296,597</u>	<u>296,597</u>
			MATERIALS AND SERVICES - 7474					
-	-	20,000	45-4855	Bike Trail Maintenance		10,000	10,000	10,000
<u>-</u>	<u>-</u>	<u>20,000</u>	Total			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
			CAPITAL OUTLAY - 7575					
39,069	119,059	150,000	45-7035	Bike Trail Improvements		200,000	200,000	200,000
<u>39,069</u>	<u>119,059</u>	<u>170,000</u>	TOTAL EXPENDITURES			<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
			OPERATING CONTINGENCY - 9091					
-	-	54,120	60-9010			86,597	86,597	86,597
<u>92,267</u>	<u>105,354</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE			<u>-</u>	<u>-</u>	<u>-</u>
<u>131,336</u>	<u>224,413</u>	<u>224,120</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>296,597</u>	<u>296,597</u>	<u>296,597</u>

CITY OF ROSEBURG, OREGON
HOUSING REHAB LOAN FUND

RESOURCES AND REQUIREMENTS

CURRENT OPERATIONS

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

The housing rehabilitation program was transferred to Umpqua Community Development Corporation, dba NeighborWorks, during the 2013-14 fiscal year and the fund was closed.

The fund is included for historical purposes only.

CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			HOUSING REHABILITATION LOAN FUND (260)			
96,047	-	-	301 0000 BEGINNING FUND BALANCE	-	-	-
			REVENUES - (260)			
211	-	-	371 1010 Interest Income	-	-	-
-	-	-	394 3000 Contract Repayments	-	-	-
211	-	-	Total	-	-	-
96,258	-	-	TOTAL REVENUES & BEGINNING FUND BALANCES	-	-	-
			TRANSFERS - 9090			
96,258	-	-	495 8810 Residual Equity Transfer	-	-	-
96,258	-	-	Total	-	-	-
96,258	-	-	TOTAL EXPENDITURES	-	-	-
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
96,258	-	-	TOTAL EXPENDITURES & ENDING FUND BALANCE	-	-	-

CITY OF ROSEBURG, OREGON

GOLF FUND

The municipal course consists of nine holes covering 2,909 yards located in the center of the Stewart Park complex. The course is operated under the supervision of the Parks and Recreation Program Manager with oversight from the Parks Commission.

This fund was established in 1986 to account for operations of the Stewart Park Golf Course. Historically, the principal sources of revenues have been green fees and other user charges. In 1989-90 the City took over full operations of the course and continued to operate all aspects of the facility until 1995. Pro shop operations were contracted out to a private concessionaire in 1995 when the Golf Commission determined such a contract would be more cost-effective and allow for enhanced improvements. Beginning in April of 2013 the City contracted with a private concessionaire to run the entire operation including maintenance of the course. Since that date, the Golf Fund has not had any personnel.

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

RESOURCES

Beginning Fund Balance: The balance is expected to be higher than the previous two years.

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

Materials and Services: This portion of the budget includes buildings and grounds maintenance, insurance and a small administrative charge for City administrative services.

Capital Outlay: Funds appropriated to participate in capital improvements should any be proposed.

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>GOLF FUND (210)</u>					
19,072	41,646	75,243	00-00-301000	BEGINNING FUND BALANCE		108,024	108,024	108,024
			REVENUES - (210)					
25,125	25,627	26,146	40-10-342105	Facilities Rent		26,530	26,530	26,530
18,448	19,002	19,572	40-10-342120	Land Lease		20,159	20,159	20,159
246	427	600	60-40-371100	Interest Income		600	600	600
17,000	12,750	-	90-40-392100	Proceeds from Asset Sales		-	-	-
60,819	57,806	46,318	Total			47,289	47,289	47,289
79,891	99,452	121,561	TOTAL REVENUES & BEGINNING FUND BALANCE			155,313	155,313	155,313
			MATERIALS AND SERVICES - 7010					
20,000	6,000	6,000	45-3210	City Services-Administration		6,000	6,000	6,000
4,316	3,390	10,000	45-4810	Building and Grounds Maintenance		10,000	10,000	10,000
1,020	1,020	1,200	45-5435	Utilities-Sewer		1,200	1,200	1,200
-	-	1,080	45-5440	Utilities-Garbage		-	-	-
175	-	-	45-5710	Insurance-Automobile		-	-	-
907	64	500	45-5715	Insurance-General Liability		1,400	1,400	1,400
1,256	1,281	1,370	45-5720	Insurance-Property		1,600	1,600	1,600
179	-	-	45-5740	Insurance-Equipment		-	-	-
139	133	150	45-5790	Insurance-Miscellaneous		115	115	115
27,992	11,888	20,300	Total			20,315	20,315	20,315
			CAPITAL OUTLAY - 7575					
-	7,992	20,000	45-7035	Improvements-Other		50,000	50,000	50,000
-	7,992	20,000	Total			50,000	50,000	50,000
			DEBT SERVICE - 8080					
10,027	-	-	47-8510	Principal		-	-	-
226	-	-	47-8520	Interest		-	-	-
10,253	-	-	Total			-	-	-
38,245	19,880	40,300	TOTAL EXPENDITURES			70,315	70,315	70,315
			OPERATING CONTINGENCY - 9091					
-	-	81,261	210-9091-60-9010			84,998	84,998	84,998
41,646	79,572	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
79,891	99,452	121,561	TOTAL EXPENDITURES & ENDING FUND BALANCE			155,313	155,313	155,313

ECONOMIC DEVELOPMENT FUND

Economic Development Fund resources are from City Hotel/Motel taxes. A transfer from the Hotel/Motel Fund represents 9.86% of the tax collected in accordance with Roseburg Municipal Code.

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

ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016	CITY OF ROSEBURG, OREGON		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			ECONOMIC DEVELOPMENT FUND (230)				
144,217	136,283	158,573	00-00-301000	BEGINNING FUND BALANCE	167,838	167,838	167,838
			REVENUES - (230)				
616	646	620	60-40-371100	Interest Income	700	700	700
78,858	104,269	116,100	85-40-391124	Transfer From Hotel/Motel	118,456	118,456	118,456
79,474	104,915	116,720	Total		119,156	119,156	119,156
223,691	241,198	275,293	TOTAL REVENUES & BEGINNING FUND BALANCE		286,994	286,994	286,994
			MATERIALS AND SERVICES - 7474				
4,908	4,421	4,626	46-3210	City Services-Management	4,609	4,609	4,609
-	-	-	46-3630	Contracted Services-Technical	50,000	50,000	50,000
82,500	87,499	92,500	46-3690	Contracted Services	77,500	77,500	77,500
87,408	91,920	97,126	Total		132,109	132,109	132,109
87,408	91,920	97,126	TOTAL EXPENDITURES		132,109	132,109	132,109
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	178,167	60-9210		154,885	154,885	154,885
136,283	149,278	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
223,691	241,198	275,293	TOTAL EXPENDITURES & ENDING FUND BALANCE		286,994	286,994	286,994

CITY OF ROSEBURG, OREGON
STEWART TRUST FUND

STEWART TRUST FUND

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

In FY 2016-17, funds have been programmed to provide matching funds for a grant the City received to construct a playground and splash pad at Fir Grove Park.

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
STEWART TRUST - (710)								
113,565	79,997	93,049	00-00-301000	BEGINNING FUND BALANCE		90,500	90,500	90,500
REVENUES - 710								
56	52	52	60-40-371100	Interest Income		60	60	60
7,052	12,700	13,000	40-30-381010	Trust Contributions-Earle Stewart		12,500	12,500	12,500
7,108	12,752	13,052	Total			12,560	12,560	12,560
120,673	92,749	106,101	TOTAL REVENUES & BEGINNING FUND BALANCE			103,060	103,060	103,060
CAPITAL OUTLAY - 7575								
30,000	-	40,000	45-7082	Improvements-Stewart Park		40,000	40,000	40,000
10,676	12,425	15,000	45-7083	Improvements-Legion		15,000	15,000	15,000
40,676	12,425	55,000	Total			55,000	55,000	55,000
40,676	12,425	55,000	TOTAL EXPENDITURES			55,000	55,000	55,000
RESERVED FOR FUTURE EXPENDITURE- 9092								
-	-	51,101	60-9210			48,060	48,060	48,060
79,997	80,324	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
120,673	92,749	106,101	TOTAL EXPENDITURES & ENDING FUND BALANCE			103,060	103,060	103,060



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
DEBT RETIREMENT FUND

RESOURCES AND REQUIREMENTS

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

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

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

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2017	<u>2,000,000</u>	<u>80,000</u>	<u>2,080,000</u>
	\$ 2,000,000	\$ 80,000	\$ 2,080,000

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			DEBT RETIREMENT FUND (400/410)					
-	-	-	00-00-301000	BEGINNING FUND BALANCE		-	-	-
			REVENUE - (400)/(410)					
2,613,200	2,768,800	2,930,000	410-30-20-334140	Interagency Revenue		2,080,000	2,080,000	2,080,000
2,613,200	2,768,800	2,930,000	Total		2,080,000	2,080,000	2,080,000	
2,613,200	2,768,800	2,930,000	TOTAL REVENUES & BEGINNING FUND BALANCE		2,080,000	2,080,000	2,080,000	
			DEBT SERVICE - 8080					
2,210,000	65,000	-	410-8080-47-8510	Principal-FFC 2006 Issue-U/R		2,000,000	2,000,000	2,000,000
171,000	82,600	80,000	410-8080-47-8550	Interest-FFC 2006 Issue-U/R		80,000	80,000	80,000
25,000	2,415,000	2,740,000	410-8080-47-8515	Principal-FFC 2007 Issue-U/R		-	-	-
207,200	206,200	110,000	410-8080-47-8555	Interest-FFC 2007 Issue-U/R		-	-	-
2,613,200	2,768,800	2,930,000	Total		2,080,000	2,080,000	2,080,000	
2,613,200	2,768,800	2,930,000	TOTAL EXPENDITURES		2,080,000	2,080,000	2,080,000	
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-	
2,613,200	2,768,800	2,930,000	TOTAL EXPENDITURES & ENDING FUND BALANCE		2,080,000	2,080,000	2,080,000	

CITY OF ROSEBURG, OREGON
PENSION OBLIGATION DEBT SERVICE FUND

RESOURCES AND REQUIREMENTS

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

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

Since proceeds from the sale of the POBs were sent to PERS and were used to pay the City's transition liability, the City earned a new employer rate that is 4.25% less than the previous rate. The City charges itself 4% during 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>
2017	210,000	214,232	424,232
2018	235,000	203,984	438,984
2019	265,000	192,516	457,516
2020	295,000	179,584	474,584
2021	325,000	165,188	490,188
2022-28	<u>3,060,000</u>	<u>609,756</u>	<u>3,669,756</u>
	\$4,390,000	\$1,565,260	\$5,955,260

CITY OF ROSEBURG, OREGON

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>		<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
<u>PENSION BOND DEBT SERVICE FUND (420)</u>						
-	10,149	26,394	00-00-301000 BEGINNING FUND BALANCE	29,859	29,859	29,859
REVENUES-(420)						
229,915	407,482	421,000	10-40-341000 Interdept Charges-General Fund	460,345	460,345	460,345
1	-	-	60-40-371100 Interest	-	-	-
4,840,000	-	-	95-40-393630 Bond Proceeds-2013 Pension Bond	-	-	-
5,069,916	407,482	421,000	Total	460,345	460,345	460,345
5,069,916	417,631	447,394	TOTAL REVENUES & BEGINNING FUND BALANCE	490,204	490,204	490,204
MATERIALS AND SERVICES - 7474						
77,500	-	-	41-3330 Bond Fees	-	-	-
77,500	-	-	Total	-	-	-
DEBT SERVICE - 8080						
100,000	165,000	185,000	47-8710 Principal-Pension Bond	210,000	210,000	210,000
121,376	231,312	223,300	47-8720 Interest-Pension Bond	214,232	214,232	214,232
221,376	396,312	408,300	Total	424,232	424,232	424,232
OTHER REQUIREMENTS - 9093						
4,760,891	-	-	41-9165 PERS Transitional Liability	-	-	-
5,059,767	396,312	408,300	TOTAL EXPENDITURES	424,232	424,232	424,232
10,149	21,319	39,094	UNAPPROPRIATED ENDING FUND BALANCE	65,972	65,972	65,972
5,069,916	417,631	447,394	TOTAL EXPENDITURES & ENDING FUND BALANCE	490,204	490,204	490,204



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON

TRANSPORTATION FUND

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

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

Staff proposes to fund the City's pavement management program at \$800,000 again this year. The program typically consists of different surfacing techniques including asphalt overlays, slurry seal and chip seal. A computer program analyzes data to determine the appropriate technique to use and prioritizes the streets in the database. The Public Works Commission reviews the program on an annual basis, prior to implementation. The Pavement Management Plan is currently being updated and will be used to provide a list of priorities and funding recommendations for future pavement management projects.

The intent of the program is to identify streets that can benefit from an overlay or slurry seal prior to reaching a point of needing total reconstruction. Slurry seals and overlays are significantly less expensive than rebuilding streets. Street lives may be extended 5 to 20 years using these techniques at a fraction of the reconstruction cost. Once a street has reached the point of needing to be completely rebuilt, it can take many years before funds are available. It is the City's intent to attempt to provide intermediate surfaces whenever possible.

The budget includes revenue from the Transportation System Development Charge, adopted in FY 2004-05, which will make available a portion of the funding necessary to provide capacity infrastructure improvements in the City. A new methodology was adopted in 2014. The City Council has reduced the TSDC to 25 percent of the per trip fee identified in the methodology. Projects eligible for funding by SDC's are intended to provide additional capacity for increased traffic associated with new development and reduce the public's expense.

CITY OF ROSEBURG, OREGON
TRANSPORTATION FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated cash carry-over from the current fiscal year.
- ◆ ISTEА/STP Funds – This line item typically includes Federal ISTEА funds at \$200,000 per year.
- ◆ Aid to Cities -- Prior to FY 2007-08, Douglas County historically authorized \$400,000 in Aid to Cities Funds for Roseburg. In FY 2007-08, this was reduced by half to \$200,000 and eventually eliminated altogether. Due to Safety Net issues, it is assumed that no money will be available this year via this program.
- ◆ Gas State Subvention – This is the estimated amount generated for the City through the State gas tax and vehicle licensing fees. This is a state shared revenue and is calculated on a per capita (population) basis.
- ◆ System Development Charge – This revenue is generated at the time of new development or redevelopment. The Charge is based on estimated traffic generated by the development.
- ◆ Franchise Fee – Fifteen percent of franchise fees paid by utility companies are utilized for pavement management.

REQUIREMENTS

- ◆ Road and Bridge Maintenance – This is for overlays and slurry seal projects anticipated to be accomplished in 2016-17.
- ◆ Capital Outlay – The specific projects proposed for the 2016-17 fiscal year are listed in Table T-1. Note that a combination of funding sources will be utilized for many of the projects.
- ◆ Transfer to Public Works Fund – A transfer of \$817,355 to the General Fund has been budgeted to account for the operations of the Public Works Department. The transfer will fund approximately 33 percent of the Public Works Engineering, Administration and Street Maintenance Divisions.

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
TRANSPORTATION FUND (310)								
2,192,933	2,694,228	3,322,466	00-00-301000	BEGINNING FUND BALANCE		3,493,375	3,493,375	3,493,375
REVENUES - (310)								
53,359	51,956	52,298	78-40-321700	Gas Franchise Fees		58,235	58,235	58,235
250,707	254,033	271,055	78-40-321720	Electric Franchise Fees		268,235	268,235	268,235
51,259	40,780	43,118	78-40-321740	Telephone Franchise Fees		43,235	43,235	43,235
20,336	21,928	22,060	78-40-321760	Cable TV Franchise Fees		22,941	22,941	22,941
32,475	35,221	36,655	78-40-321780	Water Utility Franchise Fees		41,024	41,024	41,024
9,795	10,369	11,784	78-40-321800	Storm Drainage Franchise Fees		13,027	13,027	13,027
324,452	-	-	30-30-331000	ISTEA/STP Funds		-	-	-
1,800	-	-	30-40-332120	State Operating Grants		-	-	-
1,255,314	1,281,603	1,297,926	30-20-332510	Gas State Subventions		1,280,144	1,280,144	1,280,144
48,830	163,857	50,000	30-30-343850	Transportation SDC		125,000	125,000	125,000
2,649	5,437	3,000	30-10-343815	SDC Admin Fee		5,000	5,000	5,000
11,267	15,386	12,000	60-40-371100	Interest Income		12,000	12,000	12,000
2,062,243	1,880,570	1,799,896	Total			1,868,841	1,868,841	1,868,841
4,255,176	4,574,798	5,122,362	TOTAL REVENUES & BEGINNING FUND BALANCE			5,362,216	5,362,216	5,362,216
MATERIALS AND SERVICES - 7474								
48,687	63,499	45,966	43-3210	City Services-Management		48,472	48,472	48,472
916,147	871,900	808,666	43-3230	City Services-Public Works		817,355	817,355	817,355
2,324	2,806	2,850	43-3315	Audit Fees		3,000	3,000	3,000
560,775	107,057	800,000	43-4835	Road and Bridge Maintenance		800,000	800,000	800,000
1,527,933	1,045,262	1,657,482	Total			1,668,827	1,668,827	1,668,827
CAPITAL OUTLAY - 7575								
-	-	50,000	43-7010	Land		50,000	50,000	50,000
10,105	23,048	375,000	43-7052	Improvements-St Construction		705,000	705,000	705,000
12,910	713	250,000	43-7053	Improvements-Transportation		125,000	125,000	125,000
-	-	5,000	41-7055	Equipment/Mapping		-	-	-
23,015	23,761	680,000	Total			880,000	880,000	880,000
TRANSFERS - 9090								
10,000	10,000	10,000	49-8825	Transfer to Bike Trail		10,000	10,000	10,000
-	-	-	Total			-	-	-
1,560,948	1,079,023	2,347,482	TOTAL EXPENDITURES			2,558,827	2,558,827	2,558,827
RESERVE FOR FUTURE EXPENDITURE - 9092								
-	-	2,451,132	60-9210			2,803,389	2,803,389	2,803,389
2,694,228	3,495,775	323,748	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
4,255,176	4,574,798	5,122,362	TOTAL EXPENDITURES & ENDING FUND BALANCE			5,362,216	5,362,216	5,362,216

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2016-17

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	1,200,000		800,000		400,000
Stewart Parkway Bridge Deck Repairs	200,000		200,000		
Stewart Parkway Realignment - (50% SDC eligible)	600,000	100,000	250,000	250,000	
Transportation Funding Options	25,000		25,000		
ADA Transition Plan	100,000	100,000			
ADA Improvements/Sidewalk Reconstruction	225,000	100,000			125,000
Ballf Area Storm Phase 2	100,000			100,000	
Calkins Area Phase 2A, 4 - Troost St	75,000			75,000	
Cascade Court Storm Separation	75,000			75,000	
Fairmont/Garden Valley Storm Improvements	150,000			150,000	
Harvard Repairs	425,000			425,000	
Kenwood Extension	150,000			150,000	
Stormwater Management Manual	25,000			25,000	
Airport Matching Funds	20,000				20,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	150,000				150,000
Deer Creek Path Improvements	200,000				200,000
Downtown Sidewalk Program	100,000				100,000
Downtown Streetscape	125,000				125,000
Edenbower/Stewart Parkway Left Turn	250,000				250,000
Garden Valley HSIP Match	75,000				75,000
Garden Valley/Stewart Parkway Intersection Imp.	100,000				100,000
Micelli/Templin Improvements	125,000				125,000
North Valley Mall Signal Removal	100,000				100,000
Parking Structure Improvements	500,000				500,000
Property Acquisition	200,000				200,000
Riverfront Paths/River Overlooks	100,000				100,000
Traffic Signal Coordination	225,000				225,000
Spruce/Parrott Street Improvements	1,225,000	75,000	400,000	75,000	675,000
Wayfinding project	50,000	50,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Sidewalks - New Construction	10,000	10,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	10,000		5,000	5,000	
Downtown Façade Program	50,000				50,000
Total	7,150,000	445,000	1,680,000	1,405,000	3,620,000

* Pavement Management is not a capital expenditure and is included in the Transportation M&S line items



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 16-17 budget includes funds for a grant funded project to construct a playground and splash pad at Fir Grove Park.

CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

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

REQUIREMENTS

- Improvements – Parks – These improvements are generally contingent upon successful grant applications. Funds from Park Improvement will be used to construct a playground and splash pad at Fir Grove Park upon award of pending grant applications and a community fundraising campaign.

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>PARK IMPROVEMENT FUND (320)</u>					
<u>245,893</u>	<u>138,970</u>	<u>179,657</u>	00-00-301000	BEGINNING FUND BALANCE		<u>256,535</u>	<u>256,535</u>	<u>256,535</u>
			REVENUES - (320)					
-	-	100,000	40-30-332120	Other Grants		140,000	140,000	140,000
42,867	47,133	300,000	40-30-332320	Capital Grants		305,000	305,000	305,000
14,300	21,451	20,000	40-30-343610	System Development Charge		20,000	20,000	20,000
565	858	800	40-10-343615	SDC Admin Fee		800	800	800
441	822	800	60-40-371100	Interest Income		800	800	800
2,250	4,875	15,000	40-20-381110	Donations/Other		25,000	25,000	25,000
26,892	518	40,000	40-30-381210	Infrastructure		75,000	75,000	75,000
-	25,000	50,000	00-00-391110	Transfer from General Fund		50,000	50,000	50,000
47,500	-	-	85-40-391126	Transfer from Housing Rehab Fund		-	-	-
<u>134,815</u>	<u>100,657</u>	<u>526,600</u>	Total			<u>616,600</u>	<u>616,600</u>	<u>616,600</u>
<u>380,708</u>	<u>239,627</u>	<u>706,257</u>	TOTAL REVENUES & BEGINNING FUND BALANCE			<u>873,135</u>	<u>873,135</u>	<u>873,135</u>
			MATERIALS AND SERVICES - 7474					
3,182	-	-	45-3210	City Services-Management		-	-	-
969	-	1,000	45-3615	Contracted Services		1,000	1,000	1,000
1,186	3,028	15,000	45-4545	Materials and Supplies		15,000	15,000	15,000
<u>5,337</u>	<u>3,028</u>	<u>16,000</u>	Total			<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
			CAPITAL OUTLAY - 7575					
236,401	50,550	560,000	45-7015	Improvements-Parks		585,000	585,000	585,000
<u>236,401</u>	<u>50,550</u>	<u>560,000</u>	Total			<u>585,000</u>	<u>585,000</u>	<u>585,000</u>
<u>241,738</u>	<u>53,578</u>	<u>576,000</u>	TOTAL EXPENDITURES			<u>601,000</u>	<u>601,000</u>	<u>601,000</u>
			RESERVE FOR FUTURE EXPENDITURE - 9092					
-	-	130,257	60-9210			272,135	272,135	272,135
<u>138,970</u>	<u>186,049</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE			<u>-</u>	<u>-</u>	<u>-</u>
<u>380,708</u>	<u>239,627</u>	<u>706,257</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>873,135</u>	<u>873,135</u>	<u>873,135</u>

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

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

The City has prepared this budget in conjunction with its 5-year plan and a longer-term 10-year replacement schedule for fire apparatus. Due to the significant cost associated with fire apparatus (\$500,000 - \$900,000), it is essential that reserve funds be established for their future replacement.

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

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

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

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

REQUIREMENTS

- ◆ Parks:
 - (1) 1 Ton Truck with Dump Bed (replacement for 1997)
 - (1) Utility Trailer (replacement for 2000)
 - (1) HD Loader (replacement for 2001)
- ◆ Police:
 - (4) Patrol Sedans
- ◆ Public Works:
 - (1) City Hall Pool Vehicle (Administration) (replacement for 10-04-02)
 - (1) Sweeper (Street Maintenance) (replacement for 2005)
 - (1) Backhoe Excavator (Street Maintenance) (replacement for 2004)
- ◆ Fire:
 - (1) Fit Testing Machine
 - (3) Defibrillators
 - Fire Hose and Turnouts
- ◆ Reserves – This is the amount to provide for future purchases based on the City's projections and replacement program. This includes a reserve for future replacement of major fire equipment. The reserve will be used to replace equipment that was originally purchased with grant funds.

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

FUND/DEPT	#	2016-17	#	2017-18	#	2018-19	#	2019-20	#	2020-21	FIVE-YEAR TOTAL
BEGINNING BALANCE		\$638,203		\$505,703		\$775,203		\$730,703		\$1,027,203	\$638,203
REQUIREMENTS											
PUBLIC SAFETY											
FIRE DEPT (CAPITAL)											
STAFF VEHICLE	3	50,000	1	35,000	1	36,000	1	50,000			121,000
DEFIBRILLATORS	1	12,000									50,000
FIT TESTING MACHINE											12,000
WILDLAND FIRE ENGINE			1	85,000							85,000
TRIPLE COMBINATION PUMPER							1	600,000			600,000
DEPT CAPITAL TOTAL	4	62,000	1	35,000	2	121,000	2	650,000			868,000
FIRE DEPT (NON CAPITAL)											
FIRE HOSE, TURNOUTS		35,000						35,000			70,000
COMMUNICATIONS EQUIPMENT			25	60,000	20	48,000					108,000
SCBA CYLINDERS					70	85,000					85,000
DEPT NON CAPITAL TOTAL	4	35,000	25	60,000	90	133,000		35,000			263,000
DEPT TOTAL	4	97,000	26	95,000	92	254,000	2	35,000	2	650,000	1,131,000
POLICE DEPT (CAPITAL)											
PATROL-SEDAN	4	175,000			3	140,000			4	190,000	505,000
DEPT CAPITAL TOTAL	4	175,000		-	3	140,000		-	4	190,000	505,000
POLICE DEPT (NON CAPITAL)											
BODY CAMS / EQUIPMENT											18,000
DEPT NON CAPITAL TOTAL					37	18,000					18,000
DEPT TOTAL	4	175,000			40	158,000			4	190,000	523,000
TOTAL PUBLIC SAFETY	8	272,000	26	95,000	132	412,000	6	35,000	6	840,000	1,654,000
PUBLIC WORKS											
ADMINISTRATION											
SEDAN-POOL	1	25,000			1	25,000					50,000
DEPT TOTAL	1	25,000	-	-	1	25,000	-	-	-	-	50,000
ENGINEERING DEPT.											
TECH TRUCK			1	25,000							25,000
DEPT TOTAL	-	-	1	25,000	-	-	-	-	-	-	25,000
STREET MAINTENANCE											
PICKUP REPLACEMENT			1	30,000					1	40,000	70,000
TORO MOWER									1	20,000	20,000
FLATBED DUMP TRUCK									1	35,000	35,000
FLATBED TRAILER									1	20,000	20,000
DUMP TRUCK			1	125,000			1	45,000			170,000
SWEeper	1	265,000									265,000
STREET FLUSHER							1	175,000			175,000
BACKHOE	1	70,000			1	150,000					220,000
SERVICE VAN									1	45,000	45,000
DEPT TOTAL	2	335,000	2	155,000	1	150,000	2	220,000	5	160,000	1,020,000
TOTAL PUBLIC WORKS	3	360,000	3	180,000	2	175,000	2	220,000	5	160,000	1,095,000

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

FUND/DEPT	#	2016-17	#	2017-18	#	2018-19	#	2019-20	#	2020-21	FIVE-YEAR TOTAL
PARKS											
PICKUP		1		40,000	1	30,000					70,000
UTILITY VEHICLE			1		1	27,000	1	25,000			52,000
DUMP TRUCK	1	70,000									70,000
3 YARD DUMP TRUCK									1	60,000	60,000
SPREADER - LARGE			1	20,000							20,000
HD LOADER	1	75,000									75,000
LD LOADER			1	60,000							60,000
UTILITY TRAILER											20,000
FAIRWAY MOWER	1	20,000									20,000
ZERO TURN MOWER					1	\$65,000					65,000
MOWER-72"							1	28,000		74,000	28,000
MOWER-126"								60,000	2		74,000
DEPT TOTAL	3	165,000	3	120,000	3	122,000	3	113,000	3	134,000	654,000
TOTAL REQUIREMENTS	14	\$797,000	32	\$395,000	137	\$709,000	5	\$368,000	14	\$1,134,000	\$3,403,000
RESOURCES											
GENERAL-EQUIPMENT & VEHICLES		625,000		625,000		625,000		625,000		800,000	3,300,000
GENERAL-FIRE EQUIPMENT		25,000		25,000		25,000		25,000		25,000	125,000
ASSET SALES		10,000		10,000		10,000		10,000		10,000	50,000
INTEREST		4,500		4,500		4,500		4,500		4,500	22,500
TOTAL RESOURCES		\$664,500		\$664,500		\$664,500		\$664,500		\$839,500	\$3,497,500
ENDING BALANCE/RESERVE		\$505,703		\$775,203		\$730,703		\$1,027,203		\$732,703	\$732,703
RESERVE-EQUIPMENT & VEHICLES		304,703		609,203		672,703		979,203		659,703	659,703
RESERVE FOR FIRE EQUIPMENT		201,000		166,000		58,000		48,000		73,000	73,000
RESERVE FOR FINANCIAL SYSTEM		-		-		-		-		-	-
TOTAL RESERVES		\$505,703		\$775,203		\$730,703		\$1,027,203		\$732,703	\$732,703



CITY OF ROSEBURG, OREGON

ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			<u>EQUIPMENT REPLACEMENT FUND (330)</u>			
849,283	889,966	1,023,004	00-00-301000 BEGINNING FUND BALANCE	638,203	638,203	638,203
			REVENUES - (330)			
5,974	5,470	2,500	60-40-371100 Interest Income	4,500	4,500	4,500
265	-	-	80-40-385100 Miscellaneous	-	-	-
625,000	625,000	625,000	85-40-391110 Transfer From General Fund	650,000	650,000	650,000
5,537	-	10,000	90-40-392100 Proceeds From Asset Sales	10,000	10,000	10,000
636,776	630,470	637,500	Total	664,500	664,500	664,500
1,486,059	1,520,436	1,660,504	TOTAL REVENUES & BEGINNING FUND BALANCE	1,302,703	1,302,703	1,302,703
			MATERIALS AND SERVICES - 7474			
-	-	-	41-4620 Equipment Non-Capital-Fire Dept.	35,000	35,000	35,000
-	-	-	Total	35,000	35,000	35,000
			CAPITAL OUTLAY - 7575			
-	-	-	41-7030 General Fund Acquisition-Vehicle Pool	25,000	25,000	25,000
-	-	25,000	41-7031 Public Works Acquisition-Engineering	-	-	-
367,947	54,879	405,000	41-7031 Public Works Acquisition-Street Maintenance	335,000	335,000	335,000
-	96,201	80,000	41-7020 General Fund Acquisition-Financial System	-	-	-
156,075	80,977	123,000	41-7032 General Fund Acquisition-Parks	165,000	165,000	165,000
47,071	184,714	226,000	41-7033 Public Safety Acquisition-Police	175,000	175,000	175,000
25,000	51,349	550,000	41-7034 Public Safety Acquisition-Fire	62,000	62,000	62,000
596,093	468,120	1,409,000	Total	762,000	762,000	762,000
596,093	468,120	1,409,000	TOTAL EXPENDITURES	797,000	797,000	797,000
			RESERVED FOR FUTURE EXPENDITURE - 9092			
-	-	251,504	60-9210	505,703	505,703	505,703
889,966	1,052,316	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
1,486,059	1,520,436	1,660,504	TOTAL EXPENDITURES & ENDING FUND BALANCE	1,302,703	1,302,703	1,302,703

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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			ASSESSMENT IMPROVEMENT FUND (340)					
1,378,366	1,446,839	1,475,369	00-00-301000	BEGINNING FUND BALANCE		1,503,228	1,503,228	1,503,228
			REVENUES - (340)					
56,077	17,221	20,000	30-30-361200	Assessment Income		17,500	17,500	17,500
7,588	7,572	7,500	60-40-371100	Interest Income		8,500	8,500	8,500
4,808	3,081	3,500	60-40-371115	Assessment Interest		2,700	2,700	2,700
68,473	27,874	31,000	Total			28,700	28,700	28,700
1,446,839	1,474,713	1,506,369	TOTAL REVENUES & BEGINNING FUND BALANCE			1,531,928	1,531,928	1,531,928
			CAPITAL OUTLAY - 7575					
-	-	200,000	43-7045	Improvements-LID's		200,000	200,000	200,000
-	-	200,000	Total			200,000	200,000	200,000
-	-	200,000	TOTAL EXPENDITURES			200,000	200,000	200,000
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	200,000	60-9210			200,000	200,000	200,000
1,446,839	1,474,713	1,106,369	UNAPPROPRIATED ENDING FUND BALANCE			1,131,928	1,131,928	1,131,928
1,446,839	1,474,713	1,506,369	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,531,928	1,531,928	1,531,928

CITY OF ROSEBURG, OREGON
FACILITIES REPLACEMENT FUND

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

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

Proposed projects for 2016-17 are outlined on Table F-1 included in this document. Table F-1 is generated from the Five Year Capital Improvement Plan and serves as a guide to potential projects. Often, projects are generated by issues that arise unexpectedly and must be addressed in a relatively short time frame to keep a system or facility in working order.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			FACILITIES REPLACEMENT FUND (360)					
1,005,624	912,346	746,621	360-00-00-301000	BEGINNING FUND BALANCE		570,594	570,594	570,594
			REVENUES - (360)					
-	-	-	10-30-331535	Other Grants		187,500	187,500	187,500
-	-	-	10-20-332120	State Grants		1,000,000	1,000,000	1,000,000
-	10,000	-	10-30-334140	Interagency		-	-	-
5,225	4,536	4,000	60-40-371100	Interest Income		4,000	4,000	4,000
-	-	190,000	90-40-392100	Proceeds from Sale of Assets		175,000	175,000	175,000
5,225	14,536	194,000	Total			1,366,500	1,366,500	1,366,500
1,010,849	926,882	940,621	TOTAL REVENUES & BEGINNING FUND BALANCE			1,937,094	1,937,094	1,937,094
			MATERIALS AND SERVICES - 7474					
38,439	41,570	36,758	41-3230	City Services-Public Works		37,153	37,153	37,153
13,155	16,752	25,000	41-4810	Repairs and Maintenance		20,000	20,000	20,000
941	542	600	41-5410	Utilities-Power		420	420	420
825	1,958	2,000	41-5420	Utilities-Gas		735	735	735
1,272	1,272	1,350	41-5435	Sewer		1,335	1,335	1,335
54,632	62,094	65,708	Total			59,643	59,643	59,643
			CAPITAL OUTLAY - 7575					
43,871	49,064	400,000	41-7015	Improvements-City Facilities		1,690,000	1,690,000	1,690,000
43,871	49,064	400,000	Total			1,690,000	1,690,000	1,690,000
98,503	111,158	465,708	TOTAL EXPENDITURES			1,749,643	1,749,643	1,749,643
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	474,913	60-9210			187,451	187,451	187,451
912,346	815,724	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,010,849	926,882	940,621	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,937,094	1,937,094	1,937,094

TABLE F-1
FACILITIES FUND PROJECTS
FY 2016-17

Facility	Description	Estimated Cost
City Hall	Council Chambers Camera Replacement	\$ 30,000
	Interior Upgrades	\$ 150,000
Fire Stations	Station 3 Seismic	\$ 1,000,000
Fir Grove Park	Theater Roof	\$ 10,000
Public Safety Center	Police Interview Cameras	\$ 50,000
	Security Upgrades	\$ 10,000
	Locker Rooms for non-PSC employees	\$ 75,000
Stewart Park	Riverbank Erosion	\$ 50,000
Other Buildings	Willis House	\$ 20,000
	Paving/Sealing Parking Lots	\$ 20,000
Miscellaneous	ADA Upgrades/Other	\$ 25,000
FACILITIES FUND TOTAL*		\$ 1,440,000

CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
STORM DRAINAGE FUND

CURRENT OPERATIONS

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

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

CITY OF ROSEBURG, OREGON
STORM DRAINAGE FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Fees - Revenues are projected at \$6.65 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 \$1,039 per ERU.

REQUIREMENTS

- ◆ Materials and Services - These costs are for the administration of the fund and for annual drainage system maintenance programs. Much of the ongoing maintenance is performed by the Public Works Department staff budgeted in the Street Maintenance Division of the General Fund. Revenue transferred from the Storm Drainage Fund supports staffing in Public Works Administration, Engineering, and Street Maintenance Divisions.
- ◆ Improvements – Money has been budgeted in FY 2016-17 to construct multiple storm drainage improvement projects. Storm Drainage capital projects are outlined in Table T-1.

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>STORM DRAINAGE FUND (560)</u>					
895,406	1,099,946	1,380,912	00-00-301000	BEGINNING FUND BALANCE		1,924,966	1,924,966	1,924,966
			REVENUES - (560)					
1,279,672	1,419,207	1,571,205	00-00-343105	Fees		1,736,900	1,736,900	1,736,900
23,204	83,676	38,400	00-00-343110	System Development Charge		40,000	40,000	40,000
1,829	4,543	1,600	00-00-343120	SDC Admin Fee		1,600	1,600	1,600
80	-	-	00-00-385100	Miscellaneous		-	-	-
-	779	-	00-00-385120	Recovery of Bad Debt		800	800	800
5,671	5,289	5,000	60-40-371100	Interest Income		7,500	7,500	7,500
1,310,456	1,513,494	1,616,205	Total			1,786,800	1,786,800	1,786,800
2,205,862	2,613,440	2,997,117	TOTAL REVENUES & BEGINNING FUND BALANCE			3,711,766	3,711,766	3,711,766
			MATERIALS AND SERVICES - 7474					
27,958	21,601	37,080	43-3210	City Services-Management		25,653	25,653	25,653
395,078	397,200	355,323	43-3230	City Services-Public Works		404,141	404,141	404,141
5,000	-	5,000	43-3310	Legal		5,000	5,000	5,000
2,324	2,806	2,800	43-3315	Audit Fees		3,000	3,000	3,000
-	-	2,500	43-3320	Engineering		-	-	-
875	829	1,000	43-3690	Contracted Services		2,000	2,000	2,000
65,300	69,169	78,560	43-3840	Franchise Fee		86,845	86,845	86,845
18	18	18	43-3845	Property Taxes		18	18	18
4,105	4,643	4,500	43-3870	Bad Debt Expense		5,000	5,000	5,000
1,977	3,501	4,000	43-3885	Banking Fees		5,000	5,000	5,000
-	-	2,000	43-3910	Hardware Non Capital		-	-	-
3,563	3,627	5,000	43-3915	Software Non Capital		6,000	6,000	6,000
4,637	4,958	7,000	43-3920	Technology-Support and Maintenance		7,500	7,500	7,500
-	1,809	1,500	43-4515	Supplies		1,500	1,500	1,500
662	7,800	12,000	43-4545	General Materials		13,000	13,000	13,000
1,687	5,888	2,500	43-4815	Vehicle Maintenance		7,000	7,000	7,000
6,924	841	5,000	43-4830	Equipment Maintenance		5,000	5,000	5,000
12,086	7,935	10,000	43-4855	Storm Drainage Maintenance		12,000	12,000	12,000
31,276	37,631	40,500	43-5715	Insurance-General Liability		43,500	43,500	43,500
563,470	570,256	576,281	Total			632,157	632,157	632,157
			CAPITAL OUTLAY - 7575					
-	-	10,000	43-7015	Buildings and Structures		10,000	10,000	10,000
-	-	125,000	73-7020	Equipment Acquisition		10,000	10,000	10,000
542,446	477,027	780,000	43-7050	Improvements-Drainage		1,380,000	1,380,000	1,380,000
-	-	7,500	43-7055	Improvements-Mapping		5,000	5,000	5,000
542,446	477,027	922,500	Total			1,405,000	1,405,000	1,405,000
1,105,916	1,047,283	1,498,781	TOTAL EXPENDITURES			2,037,157	2,037,157	2,037,157
			OPERATING CONTINGENCY - 9091					
-	-	1,000,000	60-9010			1,000,000	1,000,000	1,000,000
1,099,946	1,566,157	498,336	UNAPPROPRIATED ENDING FUND BALANCE			674,609	674,609	674,609
2,205,862	2,613,440	2,997,117	TOTAL EXPENDITURES & ENDING FUND BALANCE			3,711,766	3,711,766	3,711,766

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE PROJECTS
FY 2016-17

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal
Annual Pavement Management Program*	1,200,000		800,000		400,000
Stewart Parkway Bridge Deck Repairs	200,000		200,000		
Stewart Parkway Realignment - (50% SDC eligible)	600,000	100,000	250,000	250,000	
Transportation Funding Options	25,000		25,000		
ADA Transition Plan	100,000	100,000			
ADA Improvements/Sidewalk Reconstruction	225,000	100,000			125,000
Ballf Area Storm Phase 2	100,000			100,000	
Calkins Area Phase 2A, 4 - Troost St	75,000			75,000	
Cascade Court Storm Separation	75,000			75,000	
Fairmont/Garden Valley Storm Improvements	150,000			150,000	
Harvard Repairs	425,000			425,000	
Kenwood Extension	150,000			150,000	
Stormwater Management Manual	25,000			25,000	
Airport Matching Funds	20,000				20,000
Airport Wetland Mitigation	100,000				100,000
Black Street Extension	150,000				150,000
Deer Creek Path Improvements	200,000				200,000
Downtown Sidewalk Program	100,000				100,000
Downtown Streetscape	125,000				125,000
Edenbower/Stewart Parkway Left Turn	250,000				250,000
Garden Valley HSIP Match	75,000				75,000
Garden Valley/Stewart Parkway Intersection Imp.	100,000				100,000
Micelli/Templin Improvements	125,000				125,000
North Valley Mall Signal Removal	100,000				100,000
Parking Structure Improvements	500,000				500,000
Property Acquisition	200,000				200,000
Riverfront Paths/River Overlooks	100,000				100,000
Traffic Signal Coordination	225,000				225,000
Spruce/Parrott Street Improvements	1,225,000	75,000	400,000	75,000	675,000
Wayfinding project	50,000	50,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Sidewalks - New Construction	10,000	10,000			
TMDL Implementation	5,000			5,000	
Storm Drainage Equipment	10,000			10,000	
Buildings and Structures	10,000			10,000	
GIS/Mapping	10,000		5,000	5,000	
Downtown Façade Program	50,000				50,000
Total	7,150,000	445,000	1,680,000	1,405,000	3,620,000

* Pavement Management is not a capital expenditure and is included in the Transportation M&S line items

CITY OF ROSEBURG, OREGON
OFF STREET PARKING FUND

RESOURCES

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

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

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

- ◆ Beginning Fund Balance - This is the amount of carryover needed to provide for adequate cash to meet the funds current obligations.
- ◆ User Charges - These charges include parking meter revenues and space lease revenues from non-metered off-street City owned parking facilities.

OPERATIONS

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

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

Operating costs include 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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			OFF STREET PARKING FUND (510)				
84,968	86,926	93,308	510-00-00-301 BEGINNING FUND BALANCE		104,901	104,901	104,901
			REVENUES - (510)				
43,150	55,045	45,000	00-00-322150 Parking Fines		55,000	55,000	55,000
40,121	49,109	45,000	00-00-342130 User Charges-Parking Facility		40,000	40,000	40,000
2,960	-	-	00-00-343010 User Charges-County Lot		-	-	-
31,480	40,265	33,000	00-00-343015 User Charges-Parking Meters		35,000	35,000	35,000
476	509	450	00-00-371100 Interest Income		500	500	500
5,043	200	-	00-00-385120 Recovery of Bad Debt		-	-	-
123,230	145,128	123,450	Total		130,500	130,500	130,500
208,198	232,054	216,758	TOTAL REVENUES & BEGINNING FUND BALANCE		235,401	235,401	235,401
			ENFORCEMENT DEPARTMENT				
			MATERIALS AND SERVICES - 4510				
8,400	6,384	6,722	41-3210	City Services - Management	6,975	6,975	6,975
-	-	500	41-3310	Legal	500	500	500
1,861	2,246	2,200	41-3315	Auditing/Legal and Accounting	2,200	2,200	2,200
81,168	87,932	85,000	41-3690	Contracted Services	85,000	85,000	85,000
1,425	1,435	1,500	41-4210	Telephone Communications	1,500	1,500	1,500
-	7,470	10,000	41-4515	Equipment Non Capital	10,000	10,000	10,000
634	300	1,000	41-4545	Materials and Supplies	1,000	1,000	1,000
4,860	4,317	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
18,413	19,518	22,000	41-5410	Utilities-Power Parking Lots	22,000	22,000	22,000
374	748	800	41-5430	Utilities-Water	850	850	850
60	60	100	41-5435	Utilities-Sewer	100	100	100
455	888	1,000	41-5455	Utilities-Storm Drain	1,200	1,200	1,200
124	-	-	41-5710	Insurance-Automobile	-	-	-
3,498	3,568	3,900	41-5720	Insurance-Property	4,130	4,130	4,130
121,272	134,866	146,722	Total Enforcement Department		147,455	147,455	147,455
121,272	134,866	146,722	TOTAL EXPENDITURES		147,455	147,455	147,455
-	-	70,036	OPERATING CONTINGENCY - 9091 60-9010		87,946	87,946	87,946
86,926	97,188	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
208,198	232,054	216,758	TOTAL EXPENDITURES & ENDING FUND BALANCE		235,401	235,401	235,401

CITY OF ROSEBURG, OREGON
AIRPORT FUND

CURRENT OPERATIONS

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

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

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

As far as upcoming Capital Improvement Plan work coming up, the obstruction removal work is currently scheduled and budgeted for 2016.

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
AIRPORT FUND (520)								
1,120,926	153,853	238,197	00-00-301000	BEGINNING FUND BALANCE		210,184	210,184	210,184
REVENUES - (520)								
3,635,288	1,448,093	555,000	00-00-331115	Federal Grants		90,000	90,000	90,000
3,296	3,026	3,500	00-00-342110	Rental Income-Tie Downs		2,800	2,800	2,800
5,847	6,138	6,000	00-00-342115	Fees-Fuel Flow		7,000	7,000	7,000
171,708	172,982	173,000	00-00-342120	Rental Income-Land Lease		171,820	171,820	171,820
167,406	167,087	184,000	00-00-342125	Rental Income-Hangars		173,265	173,265	173,265
4,675	1,787	1,300	00-00-371100	Interest Income		1,300	1,300	1,300
25	358	500	00-00-385100	Miscellaneous		-	-	-
3,988,245	1,799,471	923,300	Total			446,185	446,185	446,185
5,109,171	1,953,324	1,161,497	TOTAL REVENUES & BEGINNING FUND BALANCE			656,369	656,369	656,369

CITY OF ROSEBURG, OREGON
AIRPORT FUND

AIRPORT OPERATIONS

CURRENT OPERATIONS: Airport operations are performed under the direction of the Airport Director who works under the City Manager. The Department of Public Works performs airport maintenance and the planning and implementation of airport construction projects. An allocation from the Airport Fund to the General Fund helps offset the costs associated with services provided by the Public Works Department.

DEPARTMENT GOALS:

1. Continue working with the airport consultant to work upcoming Capital Improvement Plans including obstruction removal this year.
2. Increase the north expansion area T-hangar occupancy rate.
3. Market the property north of Edenbower for non-aviation uses.

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 General Fund for Public Works Department Services.

Building & Grounds – This is for basic airport maintenance.

CAPITAL OUTLAY: Funds are budgeted for capital improvement projects including obstruction removal.

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

YEAR	PRINCIPAL	INTEREST	TOTAL
2017	65,000	57,688	122,688
2018	70,000	55,088	125,088
2019	70,000	52,288	122,288
2020	75,000	49,488	124,488
2021-2032	<u>1,145,000</u>	<u>327,737</u>	<u>1,472,737</u>
TOTAL	\$1,425,000	\$542,289	\$1,967,289

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2016-2017	2016-2017	2016-2017
2013-2014	2014-2015	2015-2016						
AIRPORT FUND (520)								
PERSONNEL SERVICES - 5010								
46,853	35,134	35,747		Salaries and Wages		37,325	37,325	37,325
14,857	7,019	11,093		Employee Benefits		11,742	11,742	11,742
61,710	42,153	46,840	Total			49,067	49,067	49,067
OPERATIONS-MATERIALS AND SERVICES - 5010								
18	489	1,000	46-3010	Lodging and Registration		1,000	1,000	1,000
18	8	250	46-3015	Meals and Mileage		200	200	200
155	125	150	46-3040	Dues and Subscriptions		250	250	250
49,750	42,775	32,638	46-3210	City Services-Management		20,574	20,574	20,574
49,750	51,400	49,010	46-3230	City Services-Public Works		49,537	49,537	49,537
2,722	538	7,000	46-3310	Professional Services-Legal		7,000	7,000	7,000
4,648	5,613	5,000	46-3315	Professional Services-Audit		4,996	4,996	4,996
500	587	1,000	46-3330	Professional Services-Technical		1,000	1,000	1,000
3,856	4,355	5,000	46-3630	Contracted Services		8,720	8,720	8,720
215	510	720	46-3940	Technology/DSL/Website		720	720	720
736	1,018	1,500	46-4545	Materials and Supplies		1,000	1,000	1,000
22,262	13,701	36,000	46-4810	Building and Grounds Maintenance		32,280	32,280	32,280
153	-	500	46-4830	Vehicles-Repairs		500	500	500
17,772	16,643	20,488	46-5410	Utilities-Power		20,897	20,897	20,897
1,472	1,938	2,604	46-5430	Utilities-Water		2,800	2,800	2,800
1,020	1,020	1,100	46-5435	Utilities-Sewer		1,100	1,100	1,100
19,333	21,840	24,475	46-5455	Utilities-Storm Drainage		26,922	26,922	26,922
-	-	432	46-5710	Insurance-Automobile		432	432	432
5,194	5,289	6,489	46-5715	Insurance-General Liability		6,813	6,813	6,813
4,009	4,088	4,800	46-5720	Insurance-Property		5,040	5,040	5,040
-	-	340	46-5740	Insurance-Equipment		-	-	-
554	530	781	46-5790	Insurance-Miscellaneous		820	820	820
184,137	172,467	201,277	Total			192,601	192,601	192,601
245,847	214,620	248,117	TOTAL OPERATIONS			241,668	241,668	241,668



			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>AIRPORT FUND (520)</u>					
			CAPITAL OUTLAY - 7575					
-	-	-	46-7035	Improvements-Airport Projects		10,000	10,000	10,000
4,086,237	1,480,952	625,000	46-7063	Improvements-Grants		100,000	100,000	100,000
<u>4,086,237</u>	<u>1,480,952</u>	<u>625,000</u>	TOTAL CAPITAL OUTLAY			<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
			DEBT SERVICE - 8080					
498,146	21,854	-	47-8510	Interagency Loan		-	-	-
60,000	60,000	65,000	47-8515	Airport-Principal		65,000	65,000	65,000
65,088	62,687	60,288	47-8555	Airport-Interest		57,700	57,700	57,700
<u>623,234</u>	<u>144,541</u>	<u>125,288</u>	TOTAL DEBT SERVICE			<u>122,700</u>	<u>122,700</u>	<u>122,700</u>
<u>4,955,318</u>	<u>1,840,113</u>	<u>998,405</u>	TOTAL EXPENDITURES			<u>474,368</u>	<u>474,368</u>	<u>474,368</u>
			OPERATING CONTINGENCY - 9091					
-	-	163,092	60-9010			182,001	182,001	182,001
<u>153,853</u>	<u>113,211</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE			<u>-</u>	<u>-</u>	<u>-</u>
<u>5,109,171</u>	<u>1,953,324</u>	<u>1,161,497</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>656,369</u>	<u>656,369</u>	<u>656,369</u>

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

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

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

CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016	SUMMARY	PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
WATER SERVICE FUND (053)						
RESOURCES:						
4,903,305	5,003,024	5,053,449	Charges for Services	5,634,280	5,634,280	5,634,280
318,750	45,505	-	Intergovernmental	-	-	-
-	-	-	Special Assessment	-	-	-
22,577	22,967	18,000	Interest	18,000	18,000	18,000
710	-	-	Proceeds from Sale of Assets	-	-	-
15,452	15,228	11,500	Miscellaneous	5,500	5,500	5,500
5,260,794	5,086,724	5,082,949	Total Operating Revenues	5,657,780	5,657,780	5,657,780
10,027	-	-	Bond/Loan Proceeds	-	-	-
4,909,309	4,603,995	3,825,731	Beginning Fund Balance	4,717,515	4,717,515	4,717,515
10,180,130	9,690,719	8,908,680	TOTAL RESOURCES	10,375,295	10,375,295	10,375,295
REQUIREMENTS:						
Operating Budget						
1,528,802	1,582,339	1,642,010	Personnel Services	1,646,144	1,646,144	1,646,144
1,999,099	2,037,946	2,087,023	Materials and Services	2,194,580	2,194,580	2,194,580
3,527,901	3,620,285	3,729,033	Total Operating Budget	3,840,724	3,840,724	3,840,724
2,048,234	1,909,823	2,274,500	Capital Outlay	1,665,000	1,665,000	1,665,000
5,576,135	5,530,108	6,003,533	Total Expenditures	5,505,724	5,505,724	5,505,724
-	-	1,000,000	Operating Contingency	1,000,000	1,000,000	1,000,000
-	-	1,000,000	Reserve for Future Plant Replacement	-	-	-
4,603,995	4,160,611	905,147	Unappropriated Ending Fund Balance	3,869,571	3,869,571	3,869,571
10,180,130	9,690,719	8,908,680	TOTAL REQUIREMENTS	10,375,295	10,375,295	10,375,295
OPERATING BUDGET BY DEPARTMENT						
986,309	1,040,829	1,110,826	Production Department	1,104,545	1,104,545	1,104,545
1,255,441	1,290,067	1,359,060	Transmission and Distribution	1,375,725	1,375,725	1,375,725
1,286,151	1,289,389	1,259,147	Administration Department	1,360,454	1,360,454	1,360,454
3,527,901	3,620,285	3,729,033	TOTAL OPERATING BUDGET BY DEPARTMENT	3,840,724	3,840,724	3,840,724

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

RESOURCES

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

- Beginning Fund Balance - This is the estimated cash carryover from the current fiscal year ending June 30, 2016.
- 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.

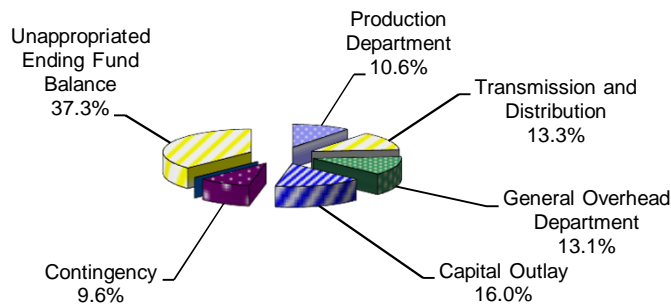
			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>				<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>WATER FUND (530)</u>					
<u>4,909,309</u>	<u>4,603,995</u>	<u>3,825,731</u>	00-00-301000	BEGINNING FUND BALANCE		<u>4,717,515</u>	<u>4,717,515</u>	<u>4,717,515</u>
			REVENUES - (530)					
318,750	10,971	-	00-00-331140	Intergovernmental-FEMA		-	-	-
-	34,534	-	00-00-334130	Intergovernmental-RUSA		-	-	-
9,992	10,732	6,000	00-00-342120	Rental Income		-	-	-
2,738,138	2,796,775	2,862,721	00-00-343210	Charges-Residential Service		3,270,000	3,270,000	3,270,000
1,442,695	1,470,920	1,505,728	00-00-343220	Charges-Commercial Service		1,703,670	1,703,670	1,703,670
328,981	315,013	323,795	00-00-343230	Charges-Public Service		298,700	298,700	298,700
14,690	17,672	20,684	00-00-343235	Charges-Bulk Water		23,980	23,980	23,980
78,054	87,003	97,763	00-00-343240	Charges-Public Fire Protect		102,460	102,460	102,460
78,500	74,895	76,758	00-00-343245	Charges-Delinquent Fee		71,070	71,070	71,070
22,410	22,515	25,000	00-00-343250	Charges-Turn on		25,000	25,000	25,000
(28,516)	41,587	-	00-00-343255	Unbilled Revenue		-	-	-
42,790	34,787	24,000	00-00-343260	Connection Fees		25,000	25,000	25,000
85	2,000	1,000	00-00-343265	Special Connection Fees		1,000	1,000	1,000
122,922	76,145	60,000	00-00-343270	System Development Charges		60,000	60,000	60,000
4,434	3,045	-	00-00-343285	SDC Admin Fees		2,400	2,400	2,400
48,130	49,935	50,000	00-00-343290	Dixonville Surcharge		51,000	51,000	51,000
22,577	22,967	18,000	00-00-371100	Interest Income		18,000	18,000	18,000
1,621	850	1,000	60-40-371115	Assessment Interest		500	500	500
5,045	8,300	7,500	00-00-385100	Miscellaneous		-	-	-
8,786	6,078	3,000	00-00-385120	Recovery of Bad Debt		5,000	5,000	5,000
710	-	-	00-00-392100	Proceeds From Asset Sales		-	-	-
10,027	-	-	00-00-395100	Loan Repayment		-	-	-
<u>5,270,821</u>	<u>5,086,724</u>	<u>5,082,949</u>	TOTAL REVENUES			<u>5,657,780</u>	<u>5,657,780</u>	<u>5,657,780</u>
<u>10,180,130</u>	<u>9,690,719</u>	<u>8,908,680</u>	TOTAL REVENUES & BEGINNING FUND BALANCE			<u>10,375,295</u>	<u>10,375,295</u>	<u>10,375,295</u>



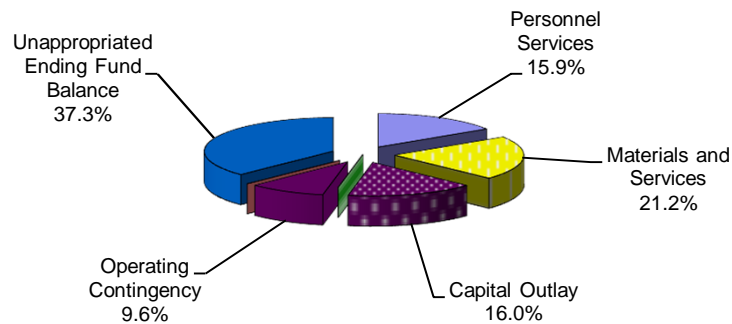
CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

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

Requirements by Function



Requirements by Classification



CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

PRODUCTION DEPARTMENT

CURRENT OPERATIONS

The production division is responsible for the operation and maintenance of the Winchester Water Treatment Plant. The City is currently producing an average of about 4.75 million gallons per day (MGD). Peak day water production in 2010 was 10.6 MGD. The capacity of the treatment plant is approximately 12 MGD. Planning for expansion of the plant from 12 MGD to 18 MGD will be a future project. The City accepted the Water Treatment Plant Preliminary Design Report in March 2010, which outlines upgrades and improvements recommended for the facility.

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

Materials and Services: This budget reflects relatively few changes in production and captures increases in the cost of power and chemicals required to produce drinking water.

DEPARTMENT GOALS-CURRENT YEAR

1. Replace or rebuild failed variable frequency drive for finished water pump.
2. Complete river shoaling project removing material migrating toward river intake.
3. Begin process of upgrading plant supervisory control and data acquisition (SCADA) system in conjunction with distribution system SCADA upgrade.
4. Evaluate current filter media and plan for replacement.
5. Evaluate/plan additional variable frequency drives in the raw water and finished water pumping stations.

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
WATER FUND (530) - PRODUCTION DEPARTMENT						
PERSONNEL SERVICES - 6010						
347,121	358,093	367,626	Salaries and Wages	364,116	364,116	364,116
243,754	246,388	261,410	Employee Benefits	259,184	259,184	259,184
590,875	604,481	629,036	Total	623,300	623,300	623,300
MATERIALS AND SERVICES - 6010						
1,875	799	2,000	41-3010 Lodging and Registration	2,000	2,000	2,000
357	40	500	41-3015 Meals and Mileage	500	500	500
1,160	1,544	3,000	41-3040 Dues and Subscriptions	3,000	3,000	3,000
-	-	1,000	41-3310 Professional Services	1,000	1,000	1,000
8,873	9,627	9,000	41-3690 Contracted Services Miscellaneous	9,000	9,000	9,000
15,203	14,538	16,000	41-3850 Water and Bacterial Analysis	16,000	16,000	16,000
-	-	2,500	41-3910 Hardware Non Capital	2,500	2,500	2,500
-	-	1,500	41-3915 Software Non Capital	1,500	1,500	1,500
-	2,291	2,000	41-3920 Technology-Support and Maintenance	2,000	2,000	2,000
1,680	1,806	1,800	41-4210 Telephone Communications	1,800	1,800	1,800
110	116	125	41-4215 Cellular Phone	130	130	130
894	732	1,000	41-4510 Office Supplies	1,000	1,000	1,000
5,451	9,783	10,500	41-4525 Materials & Supplies-Pumping	12,000	12,000	12,000
49,151	59,933	70,000	41-4540 Chemicals/Wholesale Water	65,000	65,000	65,000
2,024	1,256	2,000	41-4545 General Materials	4,000	4,000	4,000
11,060	12,200	15,000	41-4570 Materials and Supplies-Treatment	16,000	16,000	16,000
-	-	1,000	41-4580 Office Equipment/Furniture	1,000	1,000	1,000
17,898	29,123	25,000	41-4810 Building and Grounds Maintenance	25,000	25,000	25,000
-	45	600	41-4815 Vehicle Expense-Maintenance	600	600	600
981	1,260	1,500	41-4820 Vehicle Expense-Fuel	1,500	1,500	1,500
11,076	13,996	14,000	41-4830 Equipment Maintenance	14,000	14,000	14,000
1,001	1,209	1,250	41-5120 Uniforms	1,000	1,000	1,000
266,166	275,576	300,000	41-5410 Utilities-Power	300,000	300,000	300,000
300	300	315	41-5435 Utilities-Sewer	315	315	315
174	174	200	41-5440 Utilities-Garbage Service	400	400	400
395,434	436,348	481,790	Total	481,245	481,245	481,245
986,309	1,040,829	1,110,826	TOTAL WATER PRODUCTION DEPARTMENT	1,104,545	1,104,545	1,104,545

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

TRANSMISSION AND DISTRIBUTION DEPARTMENT

CURRENT OPERATIONS

The transmission and distribution system consists of parallel transmission mains between the treatment plant and the main reservoirs, transmission mains to various parts of town, storage facilities with 10.7 million-gallons of capacity, and 191 miles of transmission and distribution lines. This division is responsible for maintenance of the system as well as installation of new services and meters.

DEPARTMENT GOALS-PRIOR YEAR

1. Continue the meter replacement program with a goal of getting to a twenty year replacement cycle.
2. Continue to update system maps utilizing GPS equipment and combining the valve maintenance program.
3. Work with the engineering division to identify projects that may be accomplished utilizing in-house labor and resources.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016			PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
WATER FUND (530) -TRANSMISSION & DISTRIBUTION DEPARTMENT							
PERSONNEL SERVICES - 6510							
533,128	568,571	589,581	Salaries and Wages		601,625	601,625	601,625
404,799	409,287	423,393	Employee Benefits		421,219	421,219	421,219
937,927	977,858	1,012,974	Total		1,022,844	1,022,844	1,022,844
520	2,596	3,000	41-3010	Lodging and Registration	3,000	3,000	3,000
426	582	500	41-3015	Meals and Mileage	500	500	500
600	860	1,000	41-3040	Dues and Subscriptions	1,000	1,000	1,000
1,900	1,200	1,750	41-3350	Professional Services	1,750	1,750	1,750
3,208	15,958	17,500	41-3630	Contracted Services	17,500	17,500	17,500
131	627	5,000	41-3690	Miscellaneous	500	500	500
101	101	101	41-3845	Property Taxes	101	101	101
319	4,114	2,000	41-3910	Hardware Non Capital	6,000	6,000	6,000
-	-	1,500	41-3915	Software Non Capital	-	-	-
217	219	250	41-4210	Telephone Communications	230	230	230
1,449	1,853	1,620	41-4215	Cellular Phone	2,000	2,000	2,000
799	-	-	41-4220	Radio Communication and Pager	-	-	-
12,458	12,900	13,000	41-4225	Communications-Telemetry	15,000	15,000	15,000
198	229	500	41-4510	Office Supplies	500	500	500
3,045	2,856	5,500	41-4515	Equipment Non Capital	5,000	5,000	5,000
43,074	55,409	60,000	41-4545	Materials and Supplies	67,500	67,500	67,500
-	247	500	41-4580	Office Equipment and Furniture	500	500	500
4,137	8,599	10,000	41-4810	Building and Grounds Maintenance	10,000	10,000	10,000
8,846	10,211	8,000	41-4815	Vehicle Expense-Maintenance	8,000	8,000	8,000
25,118	23,317	30,000	41-4820	Vehicle Expense-Fuel	25,000	25,000	25,000
4,033	2,194	4,000	41-4825	Vehicle Expense-Tires	4,000	4,000	4,000
1,474	556	3,000	41-4830	Equipment Maintenance-Pump Stations	2,500	2,500	2,500
92,659	62,208	65,000	41-4860	Replacement Services and Meters	70,000	70,000	70,000
16,329	16,322	10,000	41-4861	New Services and Meters	15,000	15,000	15,000
15,851	12,798	15,000	41-4865	Patching	15,000	15,000	15,000
5,635	4,923	5,250	41-5120	Uniforms	5,250	5,250	5,250
63,621	59,042	68,000	41-5410	Utilities-Power	62,000	62,000	62,000
6,145	6,529	7,550	41-5420	Utilities-Natural Gas	7,950	7,950	7,950
1,225	1,384	1,760	41-5430	Utilities-Water	1,400	1,400	1,400
655	655	700	41-5435	Utilities-Sewer	700	700	700
439	439	475	41-5440	Utilities-Garbage	1,200	1,200	1,200
2,902	3,281	3,630	41-5455	Utilities-Storm Drainage	3,800	3,800	3,800
317,514	312,209	346,086	Total		352,881	352,881	352,881
1,255,441	1,290,067	1,359,060	TOTAL TRANSMISSION AND DISTRIBUTION DEPARTMENT		1,375,725	1,375,725	1,375,725

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

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>		<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
<u>WATER FUND (530)-ADMINISTRATION DEPARTMENT</u>						
MATERIALS AND SERVICES - 6810						
880	-	1,000	41-3010 Lodging and Registration	-	-	-
241	-	250	41-3015 Meals and Mileage	-	-	-
300	-	300	41-3035 Memberships	-	-	-
3,321	3,704	3,500	41-3040 Dues and Subscriptions	3,500	3,500	3,500
347,299	326,426	320,181	41-3210 City Services-Management	342,062	342,062	342,062
518,937	512,000	465,595	41-3230 City Services-Public Works	515,598	515,598	515,598
15,000	15,000	15,000	41-3250 City Services-Fire	-	-	-
2,344	6,498	7,500	41-3310 Legal Services	7,500	7,500	7,500
5,115	6,176	6,250	41-3315 Audit Services	6,500	6,500	6,500
1,313	1,243	3,000	41-3690 Contracted Services	3,000	3,000	3,000
-	198	400	41-3810 Recording	300	300	300
216,500	234,821	235,646	41-3840 Franchise Fee	273,494	273,494	273,494
31,458	34,035	36,000	41-3870 Bad Debts Allowance	38,000	38,000	38,000
14,871	16,552	18,500	41-3885 Banking Fees	20,000	20,000	20,000
3,562	3,627	4,000	41-3915 Software Non Capital	4,000	4,000	4,000
39,771	42,869	44,000	41-3920 Technology-Support and Maintenance	44,000	44,000	44,000
10,694	7,770	11,000	41-4510 Office Supplies	11,000	11,000	11,000
33,950	33,715	36,000	41-4520 Postage	36,000	36,000	36,000
-	-	500	41-4545 Materials and Supplies	500	500	500
-	379	500	41-4580 Office Equipment/Furniture	500	500	500
54	-	-	41-4815 Vehicle Expense-Maintenance	-	-	-
5,349	4,507	6,000	41-4820 Vehicle Expense-Fuel	6,000	6,000	6,000
549	-	600	41-4825 Vehicle Tires	600	600	600
-	-	400	41-5120 Uniforms	400	400	400
3,932	4,763	5,000	41-5710 Insurance-Automobile	5,550	5,550	5,550
14,329	17,786	19,260	41-5715 Insurance-General Liability	21,250	21,250	21,250
12,380	12,631	13,540	41-5720 Insurance-Property	15,100	15,100	15,100
2,341	3,099	3,500	41-5740 Insurance-Equipment	3,800	3,800	3,800
1,661	1,590	1,725	41-5790 Insurance-Miscellaneous	1,800	1,800	1,800
<u>1,286,151</u>	<u>1,289,389</u>	<u>1,259,147</u>	Total	<u>1,360,454</u>	<u>1,360,454</u>	<u>1,360,454</u>
<u>1,286,151</u>	<u>1,289,389</u>	<u>1,259,147</u>	TOTAL ADMINISTRATION DEPARTMENT	<u>1,360,454</u>	<u>1,360,454</u>	<u>1,360,454</u>

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 2016-17 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 2016-17 budget includes the replacement of mains on Pioneer Way, on Parrott and Spruce in conjunction with the planned street improvements, and on Sunshine Road.

Improvements-New Mains & Transmission Mains: Funds for construction of new mains are reserved for undetermined projects to be done in conjunction with streets under construction. Transmission main expenditures include piping improvements at the main reservoir complex and the Hooker Road intertie.

Improvements-Water Treatment Plant: In 2009, the City completed the Long-Range Water Supply Plan and Water Treatment Facilities Preliminary Design Report, which will direct future upgrades at the Winchester Water Plant. This line item also includes planned telemetry improvements. The proposed improvements are itemized on Table W-1.

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

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

OPERATING CONTINGENCY

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

**WATER PROJECTS
CAPITAL IMPROVEMENT PROJECTS
FY 2016-17**

Account	Account Name	Project	Description	Subtotal	Total
7010	Land	Minor Property and Easements	As needed	\$5,000	\$5,000
7015	Buildings and Structures	Admin & Maintenance Facility	Buildings & Structures	\$10,000	\$10,000
7020	Equipment	Excavator (1/2 with streets)	Replacement	\$70,000	\$70,000
7030	Water Vehicles	Pick Up	Replacement	\$135,000	\$135,000
7055	Mapping	GIS/Mapping	Mapping	\$5,000	\$5,000
7057	Improvements-Main Replacements	Parrott/Spruce Upgrades	Replacement/Upgrades	\$50,000	
		Pioneer Way	Replacement/Upgrades	\$60,000	
		Sunshine Road	Replacement/Upgrades	\$75,000	
		Misc	To be determined	\$50,000	\$235,000
7061	Improvements-New Mains	To fill system gaps as needed	To be determined	\$5,000	\$5,000
7065	Plant Improvements	River Shoaling	Construction	\$50,000	
		Telemetry Upgrades	Construction	\$300,000	
		Chlorine Generation	Upgrades	\$100,000	
		Misc	To be determined	\$75,000	\$525,000
7066	Improvements-Reservoir	Kline Reservoir Slide	Repair	\$20,000	
		Rocky Ridge PS	Upgrades	\$40,000	
		Joanne PS	Upgrades	\$15,000	
		Misc	To be determined	\$25,000	\$100,000
7067	Transmission Main	Reservoir Hill Piping Improvements	New	\$400,000	
		Hooker Road Intertie	Upgrades	\$175,000	\$575,000
7070	LID Mains-Contractors	None Planned		\$0	\$0
7075	Contractor Advance Projects	Improvements reimbursed by developers	To be determined	\$0	\$0
		Total 7575-413 Water Fund CAPITAL OUTLAY:		\$1,665,000	\$1,665,000

CITY OF ROSEBURG, OREGON						
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
WATER FUND (530)						
CAPITAL OUTLAY - 7575						
-	-	5,000	41-7010 Land	5,000	5,000	5,000
-	-	10,000	41-7015 Buildings and Structures	10,000	10,000	10,000
56,031	-	245,000	41-7020 Equipment	70,000	70,000	70,000
-	-	60,000	41-7030 Water Vehicles	135,000	135,000	135,000
-	-	37,500	41-7055 Mapping	5,000	5,000	5,000
449,353	1,682,732	835,000	41-7057 Improvements-Main Replacement	235,000	235,000	235,000
-	-	5,000	41-7061 Improvements-New Mains	5,000	5,000	5,000
35,667	56,179	277,000	41-7065 Plant Improvements	525,000	525,000	525,000
6,675	-	50,000	41-7066 Improvements-Reservoir	100,000	100,000	100,000
1,500,508	170,912	750,000	41-7067 Transmission Main	575,000	575,000	575,000
<u>2,048,234</u>	<u>1,909,823</u>	<u>2,274,500</u>	Total	<u>1,665,000</u>	<u>1,665,000</u>	<u>1,665,000</u>
<u>5,576,135</u>	<u>5,530,108</u>	<u>6,003,533</u>	TOTAL EXPENDITURES	<u>5,505,724</u>	<u>5,505,724</u>	<u>5,505,724</u>
OPERATING CONTINGENCY - 9091						
-	-	1,000,000	530-9091-60-9010	1,000,000	1,000,000	1,000,000
RESERVED FOR FUTURE PLANT REPLACEMENT - 9092						
-	-	1,000,000	60-9210	-	-	-
<u>4,603,995</u>	<u>4,160,611</u>	<u>905,147</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>3,869,571</u>	<u>3,869,571</u>	<u>3,869,571</u>
<u>10,180,130</u>	<u>9,690,719</u>	<u>8,908,680</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>10,375,295</u>	<u>10,375,295</u>	<u>10,375,295</u>

CITY OF ROSEBURG, OREGON

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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 \$500,000 per occurrence. Each claim in excess of the specified payment amounts is covered by an excess insurance policy up to the statutory maximum.

In addition to the claims management program, the City has instituted safety and wellness procedures to allow employees to involve themselves directly in the program. That has been successful in helping to control costs. Wellness activities, safety equipment, training classes and videos have been provided with Workers' Compensation Fund dollars. As dollars are available, the Safety Committee is also sharing in the cost of security measures for all work facilities. All these components help contribute to the reduction in work-related accidents and injuries. The Safety Committee and City employees are proud to have received a League of Oregon Cities Safety Award twelve times in the last thirteen 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 2015 for the fund as of June 30, 2014. 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, 2014 are \$240,000. A significant decline in the reserve balance occurred over the last couple of years due to planned settlements on a couple claims.
- ◆ Interdepartmental Charges – Charges to departments are based on a state generated manual for workers' compensation premiums as determined by the Department of Consumer and Business Services. The City also has amended the amount outlined in the manual when the financial status of the fund supports modifications in resources. The City will be adjusting internal rates to restore depleted reserves that are an outcome of the recent settlements.
- ◆ Additional resources may include reimbursements from the state Employer-At-Injury Program and reimbursements from our Workers' Compensation excess insurance carrier.

REQUIREMENTS

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

CITY OF ROSEBURG, OREGON								
ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016				PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
<u>WORKER'S COMPENSATION (610)</u>								
658,811	683,970	457,757	00-00-301000	BEGINNING FUND BALANCE		343,891	343,891	343,891
REVENUES - (610)								
210,916	214,554	274,204	00-00-341000	Interdept Charges-General		343,987	343,987	343,987
53	52	106	00-00-341152	Interdept Charges-Airport/EDC		124	124	124
23,031	24,556	25,690	00-00-341153	Interdept Charges-Water		30,889	30,889	30,889
3,312	3,018	3,000	00-00-371100	Interest Income		2,000	2,000	2,000
70	13	-	00-00-385100	Miscellaneous		-	-	-
475	-	-	00-00-392100	Proceeds From Asset Sales		-	-	-
86,182	28,132	-	00-00-392300	Reimbursements		-	-	-
324,039	270,325	303,000	Total			377,000	377,000	377,000
982,850	954,295	760,757	TOTAL REVENUES & BEGINNING FUND BALANCE			720,891	720,891	720,891
MATERIALS AND SERVICES - 7474								
2,481	1,874	3,500	41-3045	Wellness and Training		3,500	3,500	3,500
4,594	3,947	9,000	41-3050	Safety and Training		9,000	9,000	9,000
12,804	16,129	16,880	41-3210	City Services-Management		21,798	21,798	21,798
4,700	22,725	15,000	41-3630	Contracted Services		17,000	17,000	17,000
168,335	384,494	300,000	41-3855	Workers' Compensation		200,000	200,000	200,000
105,966	98,890	110,000	41-5730	Insurance		100,000	100,000	100,000
298,880	528,059	454,380	Total			351,298	351,298	351,298
298,880	528,059	454,380	TOTAL EXPENDITURES			351,298	351,298	351,298
OPERATING CONTINGENCY - 9091								
-	-	306,377	60-9010			369,593	369,593	369,593
683,970	426,236	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
982,850	954,295	760,757	TOTAL EXPENDITURES & ENDING FUND BALANCE			720,891	720,891	720,891



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON FUND DESCRIPTIONS AND ACCOUNTING METHODS

GENERAL FUND

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

SPECIAL REVENUE FUNDS

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

Public Works Fund. The Public Works Fund formerly provided maintenance and operation of the City's transportation infrastructure. Those services were transferred to the General Fund in 2013-14. Appears in this budget for historical purposes only.

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.

Housing Rehab Loan Fund. This fund was used to account for federal and state housing improvement grants. The fund was closed out in 2013-14 and the housing rehabilitation program transferred to NeighborWorks. Appears in this budget for historical purposes only.

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

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

DEBT SERVICE FUNDS

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

Debt Retirement Fund. The revenue in this fund is a transfer from the Urban Renewal General Fund. Funds are used to satisfy the annual debt service requirements on the 2006 and 2007 Full Faith and Credit Notes in accordance with an intergovernmental agreement with the Urban Renewal Agency.

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

CAPITAL PROJECTS FUNDS

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

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

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

ENTERPRISE FUNDS

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

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

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

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

INTERNAL SERVICE FUNDS

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

Workers' Compensation Fund. Revenues in this fund are from charges to other City departments. The City is self-insured for the first \$500,000 of workers' compensation claims per occurrence. Any one occurrence exceeding \$500,000 is covered by insurance up to \$2,000,000. Expenditures are for reported and expected claims, administrative operating costs and premium expense for excess insurance.

CITY OF ROSEBURG, OREGON

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

Revenues. Monies received or anticipated by the City.

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

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

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

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

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

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

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

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

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

The salaries of mid-management employees and Department Heads are subject to a market study salary plan approved by the City Manager that calls for 2.5% differentials between salary steps. In specific extraordinary situations, with City Manager approval, Department Heads may reward employees with a one time 2.5% bonus that does not become part of their salary for future increases. The City Manager may make similar awards to the Management Team where the employee's activities warrant this recognition of effort. City Council provided guidelines for computation of any COLA to be granted in July of each year to Mid-Management staff and Department Heads. A 2% COLA is budgeted for this group of employees for the 2016/17 Fiscal Year.

As of June 30, 2016, employees covered by the contract with the RPEA will have completed the last year of a three year agreement. Negotiations for a successor contract are ongoing as of April 2016. The budget reflects an estimated 2% salary increase for this group. The contract with the IBEW represented employees runs through June 30, 2017. A 2% salary increase for this group has been budgeted according to the contract. The current contract with employees represented by the IAFF is in effect through June 30, 2018. A 2% salary increase has been budgeted according to the contract.

CITY OF ROSEBURG, OREGON
PERSONNEL APPENDIX

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

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

With help from our benefits agent, Staff continues to research what effect ongoing federal health care legislation changes may have on the City's benefits program. Provisions of the Affordable Care Act implemented since 2011 such as extending coverage to children up to age 26, the elimination of pre-existing condition exclusions, and the elimination of lifetime benefit maximums may affect benefit utilization experience and impact costs in future years.

As an added benefit, the City provides a flexible spending account (FSA) program available to all employees. This program allows employees to save their own pre-tax dollars to pay for unreimbursed medical or dependent care expenses. Health related information is made available to employees, and the City hopes to foster individual employee ownership of their health care choices and encourage employees to improve their health and well being for both productivity and financial savings in health care payments. In addition, Health Reimbursement Arrangement (HRA) accounts are available to all employees, adding an additional tax-advantaged opportunity for employees to best utilize limited health care dollars.

Respectfully submitted,



John VanWinkle
Human Resources Director
Office of the City Manager



APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2016

FIREFIGHTER	HIRE	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Base Pay	4611 19.0014	4841 19.9492	5084 20.9506	5339 22.0014	5607 23.1058
2%	4703 19.3805	4938 20.3489	5186 21.3709	5446 22.4423	5719 23.5673
4%	4795 19.7596	5035 20.7486	5287 21.7871	5553 22.8832	5831 24.0289
5%	4842 19.9533	5083 20.9464	5338 21.9973	5606 23.1017	5887 24.2596
6%	4888 20.1429	5131 21.1442	5389 22.2074	5659 23.3201	5943 24.4904
7%	4934 20.3324	5180 21.3462	5440 22.4176	5713 23.5426	5999 24.7212
8%	4980 20.5220	5228 21.5440	5491 22.6278	5766 23.7610	6056 24.9561
9%	5026 20.7115	5277 21.7459	5542 22.8379	5820 23.9835	6112 25.1868
10%	5072 20.9011	5325 21.9437	5592 23.0440	5873 24.2019	6168 25.4176
11%	5118 21.0907	5374 22.1456	5643 23.2541	5926 24.44203	6224 25.6484
12%	5164 21.2802	5422 22.3434	5694 23.4643	5980 24.6429	6280 25.8791
13%	5210 21.4698	5470 22.5412	5745 23.6745	6033 24.8613	6336 26.1099
14%	5257 21.6635	5519 22.7431	5796 23.8846	6086 25.0797	6392 26.3407
Fire Prevention	5182 29.8962	5444 31.4077	5709 32.9365	5998 34.6039	6300 36.3462

2% over previous year

- 6% EMT Intermediate or Paramedic Certification
- 2% Haz Mat Team Members
- 2% Four Year College Degree (any major) OR**
- 4% Four Year Degree in related field as determined by committee**
- 2% Two Year Degree (Fire Science only)
- 2% Lead Emergency Medical Technician

APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2016

PAY SCALE	DRIVER/ENGINEER	LIEUTENANT
Base Pay	5943 24.4904	6427 26.4849
2%	6062 24.9808	6556 27.0165
4%	6181 25.4712	6684 27.5440
5%	6240 25.7143	6748 27.8077
6%	6300 25.9615	6813 28.0756
7%	6359 26.2047	6877 28.3393
8%	6418 26.4478	6941 28.6030
9%	6478 26.6951	7005 28.8668
10%	6537 26.9382	7070 29.1346
11%	6597 27.1854	7134 29.3984
12%	6656 27.4286	7198 29.6621
13%	6716 27.6758	7263 29.9300
14%	6775 27.9190	7327 30.1937

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

POLICE DEPARTMENT
JULY 1, 2015 2% over FY 2012-2013

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
6%	Motorcycle Officer	3%	Training Coordinator
6%	School Resource Officer	5%	Records Training
5%	K-9 Officer		

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	2996	3084	3238	3400	3570	3749
Admin Technician	17.2849	17.7926	18.6811	19.6158	20.5965	21.6293
Plus 3%	3086	3177	3335	3502	3677	3861
	17.8042	18.3292	19.2408	20.2042	21.2139	22.2754

CORPORAL

TITLE	
Corporal	6129
	35.3603
Plus 3%	6313
	36.4219
Plus 4%	6374
	36.7738
Plus 5%	6435
	37.1257
Plus 6%	6497
	37.4834
Plus 7%	6558
	37.8353
Plus 8%	6619
	38.1873
Plus 9%	6681
	38.5450
Plus 10%	6742
	38.8969
Plus 11%	6803
	39.2488
Plus 12%	6864
	39.6008

Plus 13%	6926
	39.9585
Plus 14%	6987
	40.3104
Plus 15%	7048
	40.6623
Plus 16%	7110
	41.0200
Plus 17%	7171
	41.3719
Plus 18%	7232
	41.7239
Plus 19%	7294
	42.0816

POLICE DEPARTMENT
JULY 1, 2015 2% over FY 2012-2013

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	4156 23.9774	4364 25.1774	4582 26.4351	4811 27.7563	5052 29.1467	5306 30.6121	5571 32.1410
Plus 3%	4281 24.6986	4495 25.9332	4719 27.2255	4955 28.5871	5204 30.0237	5465 31.5295	5738 33.1045
Plus 4%	4322 24.9351	4539 26.1870	4765 27.4909	5003 28.8640	5254 30.3121	5518 31.8352	5794 33.4276
Plus 5%	4364 25.1774	4582 26.4351	4811 27.7563	5052 29.1467	5305 30.6064	5571 32.1410	5850 33.7506
Plus 6%	4405 25.4140	4626 26.6890	4857 28.0217	5100 29.4236	5355 30.8948	5624 32.4468	5905 34.0680
Plus 7%	4447 25.6563	4669 26.9371	4903 28.2871	5148 29.7006	5406 31.1891	5677 32.7526	5961 34.3910
Plus 8%	4488 25.8928	4713 27.1909	4949 28.5525	5196 29.9775	5456 31.4775	5730 33.0583	6017 34.7141
Plus 9%	4530 26.1351	4757 27.4448	4994 28.8121	5244 30.2544	5507 31.7718	5784 33.3699	6072 35.0314
Plus 10%	4572 26.3774	4800 27.6928	5040 29.0775	5292 30.5314	5557 32.0602	5837 33.6756	6128 35.3545
Plus 11%	4613 26.6140	4844 27.9467	5086 29.3429	5340 30.8083	5608 32.3545	5890 33.9814	6184 35.6776
Plus 12%	4655 26.8563	4888 28.2005	5132 29.6083	5388 31.0852	5658 32.6429	5943 34.2872	6240 36.0007
Plus 13%	4696 27.0928	4931 28.4486	5178 29.8737	5436 31.3621	5709 32.9372	5996 34.5930	6295 36.3180
Plus 14%	4738 27.3351	4975 28.7025	5223 30.1333	5485 31.6448	5759 33.2256	6049 34.8987	6351 36.6411
Plus 15%	4779 27.5717	5019 28.9563	5269 30.3987	5533 31.9218	5810 33.5199	6102 35.2045	6407 36.9642
Plus 16%	4821 27.8140	5062 29.2044	5315 30.6641	5581 32.1987	5860 33.8083	6155 35.5103	6462 37.2815
Plus 17%	4863 28.0563	5106 29.4583	5361 30.9294	5629 32.4756	5911 34.1026	6208 35.8161	6518 37.6046
Plus 18%	4904 28.2929	5150 29.7121	5407 31.1948	5677 32.7526	5961 34.3910	6261 36.1218	6574 37.9277
Plus 19%	4946 28.5352	5193 29.9602	5453 31.4602	5725 33.0295	6012 34.6853	6314 36.4276	6629 38.2450

NONREPRESENTED EMPLOYEES - 07-01-16 (2% Plus Compression adjustment for Police Administrators)												
RANGE	POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
		3214	3294	3377	3461	3548	3636	3727	3820	3916	4014	4114
1	Admin Assistant	18.5427	19.0062	19.4814	19.9684	20.4676	20.9793	21.5038	22,0414	22.5924	23.1572	23.7362
	Acct Tech											
	Fire Staff Assistant	3490	3577	3667	3758	3852	3949	4047	4149	4252	4359	4467
2	Payroll Technician	20.1350	20.6384	21.1534	21.6832	22.2253	22.7809	23.3504	23.9342	24.5325	25.1459	25.7745
	PW Staff Assistant	3785	3880	3977	4076	4178	4282	4389	4499	4612	4727	4845
3	Court Supervisor	21.8370	22.3829	22.9425	23.5160	24.1039	24.7065	25.3242	25.9573	26.6062	27.2714	27.9532
	Police Staff Asst											
	Info Technician	4167	4271	4378	4487	4600	4715	4832	4953	5077	5204	5334
4	Civil Engineer I	24.0408	24.6419	25.2579	25.8894	26.5366	27.2000	27.8800	28.5770	29.2914	30.0237	30.7743
		4456	4567	4682	4799	4919	5042	5168	5297	5429	5565	5704
5		25.7082	26.3509	27.0097	27.6849	28.3770	29.0865	29.8136	30.5590	31.3229	32.1060	32.9087
	Accountant	4835	4956	5080	5207	5337	5470	5607	5747	5891	6038	6189
6	Management Tech	27.8948	28.5921	29.3069	30.0396	30.7906	31.5604	32.3494	33.1581	33.9871	34.8367	35.7077
	Civil Engineer II	5248	5379	5514	5652	5793	5938	6086	6238	6394	6554	6718
7	Superintendent	30.2774	31.0344	31.8103	32.6056	33.4207	34.2562	35.1126	35.9904	36.8902	37.8125	38.7578
153	Park&Rec Manager											
	Senior Planner	5691	5833	5979	6129	6282	6439	6600	6765	6934	7107	7285
	Airport Director	32.8333	33.6542	34.4955	35.3579	36.2418	37.1479	38.0766	39.0285	40.0042	41.0043	42.0294
	Civil Engineer III											
	Deputy Fire Marshal	6174	6328	6487	6649	6815	6985	7160	7339	7522	7710	7903
9	IT Manager	35.6199	36.5104	37.4232	38.3588	39.3177	40.3007	41.3082	42.3409	43.3994	44.4844	45.5965
		6696	6863	7035	7211	7391	7576	7765	7959	8158	8362	8571
10	Fire Marshal	38.6315	39.5973	40.5872	41.6019	42.6420	43.7080	44.8007	45.9207	47.0687	48.2455	49.4516
	City Engineer											
	Managing Engineer											
	City Recorder	7270	7452	7638	7829	8025	8225	8431	8642	8858	9079	9306
11	Human Res Director	41.9431	42.9917	44.0665	45.1681	46.2974	47.4548	48.6412	49.8572	51.1036	52.3812	53.6907
	Com Devel Director	7890	8087	8289	8497	8709	8927	9150	9379	9613	9854	10,100
12	Finance Director	45.5201	46.6581	47.8246	49.0202	50.2457	51.5018	52.7894	54.1091	55.4618	56.8484	58.2696
	Fire Chief											
	Police Chief	8555	8769	8988	9213	9443	9679	9921	10,169	10,423	10,684	10,951
13	Public Works Director	49.3567	49.4972	518554	53.1518	54.4806	55.8426	57.2387	58.6696	60.1364	61.6398	63.1808
19	Police Sergeant						7923	45.7104				
19	Battalion Chief						7902	32.5637	242.67 hr			
19	Police Lieutenant						8508	49.0856				
21	Division Chief						8691	50.1413				
21	Police Captain						9358	53.9894				

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

POSITION	ACTUAL 2013/14	ACTUAL 2014/15	ADOPTED 2015/16	PROJECTED 2015/16	BUDGETED 2016/17
City Manager	123,752	129,378	133,572	135,252	143,088
Police Chief	113,603	118,764	124,169	124,158	129,805
Public Works Director	110,872	115,872	121,139	121,134	126,641
Fire Chief	112,200	106,272	111,102	111,096	116,145
City Recorder	101,406	106,020	109,475	109,476	111,666
Community Development Director	97,272	101,694	106,323	106,326	108,984
Human Resources Director	89,628	93,702	97,969	97,974	102,430
Finance Director	76,,410	95,607	99,952	95,604	99,952

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

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

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2016-2017**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/28/16	<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. 02/08/16	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Tom Davidson; Distribution of Budget User’s Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2015. Normally held <u>prior</u> to Staff Retreat (<i>*Mail information to Councilors and Budget Committee members who do not attend the meeting.</i>)
3. Week of 02/08/16	IT meets with individual departments to determine technology needs
4. 03/01/16	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. 03/10/16	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/15/16	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues. If the City Manager and Finance Director determine funding will be available, Staff issues news release indicating non-profit organizations may apply for contributions.
7. 03/16 – 03/18/16	Departments meet with City Manager to review departmental budgets
8. 03/25/16	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. 04/04/16	*Notice of 05/03/16-- 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 4/11/16 and <i>posted on City’s website</i> (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. 04/11/16	Notice of 05/03/16 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing <i>published</i> in News-Review
11. 04/13/16	Non-profit organization grant applications due. City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
12. 04/18/16	<u>4:30 P.M. – 6:00 P.M. Budget Committee Training Session</u>

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2016-2017– CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
13. 05/03/15	<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. 05/10/16	<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. 05/11/16 & 05/12/16	<u>700 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 5/13/16</i>
16. 05/16/16	Notify News-Review of space needed for budget summary publication
17. 05/20/16	<u>Mail</u> Notice of 06/13/16 -- 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 5/29/16 **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. 05/29/16	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/13/16 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/13/16	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. 07/1/16	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. *Deadline is 07/15
21. 07/8/16	File 1 copy of budget with Douglas County Clerk; 2 with DC Library

A public meeting of the Roseburg City Council will be held on June 13, 2016 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, 2016 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	rharker@cityofroseburg.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	21,982,007	21,871,620	22,943,414
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	11,035,172	11,163,305	12,189,689
Federal, State and All Other Grants, Gifts, Allocations and Donations	6,693,984	6,582,377	7,541,942
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers / Internal Service Reimbursements	4,233,438	4,207,576	4,466,114
All Other Resources Except Property Taxes	1,844,950	2,157,972	2,110,816
Property Taxes Estimated to be Received	11,797,367	12,097,000	12,252,550
Total Resources	\$57,586,918	\$58,079,850	\$61,504,525

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	16,938,290	18,044,075	18,673,025
Materials and Services	8,386,868	9,908,489	10,260,617
Capital Outlay	4,756,446	7,973,120	9,101,000
Debt Service	3,309,653	3,463,588	2,626,932
Interfund Transfers	1,112,080	1,188,350	1,223,588
Contingencies	-	4,511,594	4,702,520
Special Payments	50,000	50,000	50,000
Unappropriated Ending Balance and Reserved for Future Expenditure	23,043,581	12,940,634	14,866,843
Total Requirements	\$57,596,918	\$58,079,850	\$61,504,525

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Name City Manager	810,808	955,539	986,641
FTE	4.5	4.5	4.5
Name Finance and Management Services	1,098,225	1,218,465	1,277,463
FTE	9.3	9.3	9.3
Name Community Development	411,834	541,509	603,531
FTE	3.6	4.5	5.0
Name Public Works Department	2,929,719	3,212,867	3,367,555
FTE	24.9	25.1	26.1
Name Parks and Recreation	1,352,371	1,438,139	1,493,967
FTE	13.3	13.3	13.3
Name Municipal Court	424,282	489,418	473,260
FTE	3.2	3.2	3.2
Name Police Department	5,863,750	6,360,705	6,583,468
FTE	40.0	40.0	40.0
Name Fire Department	5,475,020	5,846,642	6,038,570
FTE	41.3	41.5	41.5
Name Grants	90,501	150,729	1,106,975
FTE	-	-	-
Name Economic Development	241,198	275,293	286,994
FTE	-	-	-
Name Hotel/Motel Tax Fund	1,263,464	1,426,095	1,466,237
FTE	-	-	-
Name Bike Trail	224,413	224,120	296,597
FTE	-	-	-
Name Street/Sidewalk	1,348,693	1,463,412	1,413,458
FTE	-	-	-

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name Debt	2,768,800	2,930,000	2,080,000
FTE	-	-	-
Name Pension Bond Debt Service	417,631	447,394	490,204
FTE	-	-	-
Name Transportation	4,574,798	5,122,362	5,362,216
FTE	-	-	-
Name Park Improvement	239,627	706,257	873,135
FTE	-	-	-
Name Equipment Replacement	1,520,436	1,660,504	1,302,703
FTE	-	-	-
Name Facilities Replacement	926,882	940,621	1,937,094
FTE	-	-	-
Name Assessment Improvement	1,474,713	1,506,369	1,531,928
FTE	-	-	-
Name Stewart Trust	92,749	106,101	103,060
FTE	-	-	-
Name Storm Drainage	2,613,440	2,997,117	3,711,766
FTE	-	-	-
Name Off Street Parking	232,054	216,758	235,401
FTE	-	-	-
Name Airport	1,953,324	1,161,497	656,369
FTE	0.5	0.5	0.5
Name Water	9,690,719	8,908,680	10,375,295
FTE	17.0	17.0	17.0
Name Golf	99,452	121,561	155,313
FTE	-	-	-
Name Workers' Compensation	954,295	760,757	720,891
FTE	-	-	-
Non-Departmental / Non-Program	8,503,720	6,890,939	6,574,434
FTE	-	-	-
Total Requirements	\$57,596,918	\$58,079,850	\$61,504,525
Total FTE	157.45	158.85	160.35

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
Personnel FTE to increase by 1.5 FTE:			
Part-time Code Enforcement Officer in the Community Development Department increased from 0.5 to 1.0 FTE			
Add an Engineer (1.0 FTE) to Public Works and funded by increased transfers from Enterprise Funds and Urban Renewal.			
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	\$7,815,000	\$0
Total	\$7,815,000	\$0

EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$ 2,264,104	
◆ Community Development	603,531	
◆ Public Works	3,367,555	
◆ Parks and Recreation	1,493,967	
◆ Municipal Court	473,260	
◆ Police Department	6,583,468	
◆ Fire Department	6,038,570	
◆ Capital Outlay	54,000	
◆ Transfers	700,000	
◆ Operating Contingency	1,000,000	
◆ Library	50,000	
	<u>50,000</u>	\$ 22,628,455

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services	21,950	
◆ Capital Outlay	<u>1,000,000</u>	1,021,950

Hotel/Motel Tax

◆ Materials and Services	854,968	
◆ Transfers	<u>513,588</u>	1,368,556

Streetlight/Sidewalk

◆ Materials and Services	77,073	
◆ Capital Outlay	445,000	
◆ Operating Contingency	<u>891,385</u>	1,413,458

Bike Trail

◆ Materials and Services	10,000	
◆ Capital Outlay	200,000	
◆ Operating Contingency	<u>86,597</u>	296,597

Golf

Departments

◆ Maintenance	20,315	
◆ Capital Outlay	50,000	
◆ Operating Contingency	<u>84,998</u>	155,313

Economic Development Fund

◆ Materials and Services	<u>132,109</u>	132,109
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Stewart Trust- Special Revenue Fund

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

Debt Retirement Fund

◆ Debt Service	<u>2,080,000</u>	2,080,000
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Pension Bond Debt Service Fund

◆ Debt Service	<u>424,232</u>	424,232
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EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

Transportation			
◆ Materials and Services	\$	1,668,827	
◆ Capital Outlay		880,000	
◆ Transfers		10,000	2,558,827
Park Improvement			
◆ Materials and Services		16,000	
◆ Capital Outlay		585,000	601,000
Equipment Replacement			
◆ Materials and Services		35,000	
◆ Capital Outlay		762,000	797,000
Assessment			
◆ Capital Outlay		200,000	200,000
Facilities Replacement Fund			
◆ Materials and Services		59,643	
◆ Capital Outlay		1,690,000	1,749,643

ENTERPRISE FUNDS

Storm Drainage			
◆ Materials and Services		632,157	
◆ Capital Outlay		1,405,000	
◆ Operating Contingency		1,000,000	3,037,157
Off Street Parking			
Departments			
◆ Enforcement		147,455	
◆ Operating Contingency		87,946	235,401
Airport Fund			
Departments			
◆ Airport Operations		241,668	
◆ Capital Outlay		110,000	
◆ Debt Service		122,700	
◆ Operating Contingency		182,001	656,369
Water Service Fund			
Departments			
◆ Production		1,104,545	
◆ Transmission and Distribution		1,375,725	
◆ General Overhead		1,360,454	
◆ Capital Outlay		1,665,000	
◆ Operating Contingency		1,000,000	6,505,724

INTERNAL SERVICE FUND

Workers Compensation			
◆ Materials and Services		351,298	
◆ Operating Contingency		369,593	720,891

TOTAL BUDGET APPROPRIATIONS		\$	46,637,682
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EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

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

	Reserve	Unappropriated Fund Balance	Total	
General	\$ -	\$ 4,770,434	\$ 4,770,434	
Grant	85,025	-	85,025	
Hotel/Motel Tax	97,681	-	97,681	
Economic Development	154,885	-	154,885	
Stewart Trust	48,060	-	48,060	
Pension Bond Debt Service	-	65,972	65,972	
Transportation	2,803,389	-	2,803,389	
Park Improvement	272,135	-	272,135	
Equipment Replacement	505,703	-	505,703	
Assessment Improvement	200,000	1,131,928	1,331,928	
Facilities Replacement	187,451	-	187,451	
Storm Drain	-	674,609	674,609	
Water	-	3,869,571	3,869,571	
	<u>\$ 4,354,329</u>	<u>\$ 10,512,514</u>	<u>\$ 14,866,843</u>	<u>14,866,843</u>
TOTAL BUDGET			<u><u>\$ 61,504,525</u></u>	

RESOLUTION NO. 2016-13

A RESOLUTION ADOPTING THE 2016-2017 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, 2016; and

WHEREAS, at a regular meeting of the City Council held on June 13, 2016, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

Section 1. After a public hearing held on June 13, 2016, the Roseburg City Council hereby adopts the budget for the fiscal year 2016-2017 in the sum of \$61,504,525, 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 2016-2017 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, 2016, and shall file required documents with the County Assessor in accordance with ORS 294.458.

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

**APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 13TH DAY OF JUNE, 2016.**


Sheila Cox, City Recorder

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

To assessor of Douglas County

FORM LB-50
2016-2017

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

☐ Check here if this is an amended form.

The **City of Roseburg** has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of **Douglas** County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

900 SE Douglas Ave

Roseburg

OR

97470

06/14/16

Mailing Address of District

City

State

ZIP code

Date

Ron Harker

Finance Director

541-492-6710

rharker@cityofroseburg.org

Contact Person

Title

Daytime Telephone

Contact Person E-Mail

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

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

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

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

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

CITY OF ROSEBURG URBAN RENEWAL AGENCY

TABLE OF CONTENTS

ALL FUNDS

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Detail Budgets:	
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CITY OF ROSEBURG URBAN RENEWAL AGENCY

2016-17 Budget Message

April 28, 2016

Members of the Budget Committee:

I am pleased to submit the proposed budget for the City of Roseburg Urban Renewal Agency for fiscal year 2016-17. This budget reflects action items and projects that will help our organization carry out three of City Council's goals, 1) Implement the Urban Renewal Financial and Capital Improvement Plan; Evaluate establishment of additional urban renewal plan area(s), 2) Identify and implement long-term infrastructure funding mechanisms to ensure the City can meet long-term infrastructure stability and sustainability, and 3) Initiate Community Livability programs and Beautification Projects.

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

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

The existing plan area was designed to sunset in September 2019. We are currently evaluating how best to take advantage of the tax increment resources over the next four years. As part of Council's goal relating to infrastructure, Staff updated revenue projections and evaluated our current debt structure to determine more precise estimates of the Agency's future funding. Our current estimate indicates there will be approximately \$12 million dollars available through 2019 to fund projects and repay debt not yet incurred. Projects included in the existing plan area over the next four years will include primarily infrastructure improvements and matching funds for grants and other state and federal funding as well as beautification projects that will help us meet that Council goal.

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

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

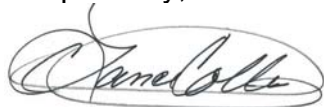
The Agency budget contains three separate funds—the General Fund, the Debt Service Fund, and the Capital Projects Fund.

The Urban Renewal General Fund is used to collect tax increment revenues generated in the Urban Renewal District. Estimated revenues of \$3.649 million represent an increase of \$48,250 from the 2015-16 adopted budget. Estimated current year tax increment revenue totals \$3,479,350, a 2% increase over current year adopted budget. Just over \$2 million in tax increment revenues collected will be transferred to the City of Roseburg to repay existing bonded indebtedness incurred by the City on behalf of the Agency and \$1.4 million to the Urban Renewal Capital Projects Fund for capital construction. The total outstanding debt (including interest) containing an Urban Renewal pledge is \$2,080,000 will be paid in full during the budget year. There is currently no outstanding debt being paid directly through the Urban Renewal Agency Debt Service Fund. To meet the capital needs in 2016-17, this budget does contemplate issuing short term debt to pay for a portion of the budgeted capital improvements. All debt issued will be paid back prior to September 2019.

This year's capital project commitments include matching funds for our contribution towards the ODOT 138 corridor project. Our obligation will be between \$1.2 and \$1.7 million over a two year period from 2015 through fiscal year 2016-17. The initial deposit was budgeted for 2014-15. The project began in the summer of 2015 and should be complete prior to the end of 2016. The project reconstructs intersections and update ADA and pedestrian improvements from Diamond Lake south to the east ends of the Oak and Washington Street bridges, including a totally reconstructed Spruce Avenue and left turn lanes onto Douglas Avenue.

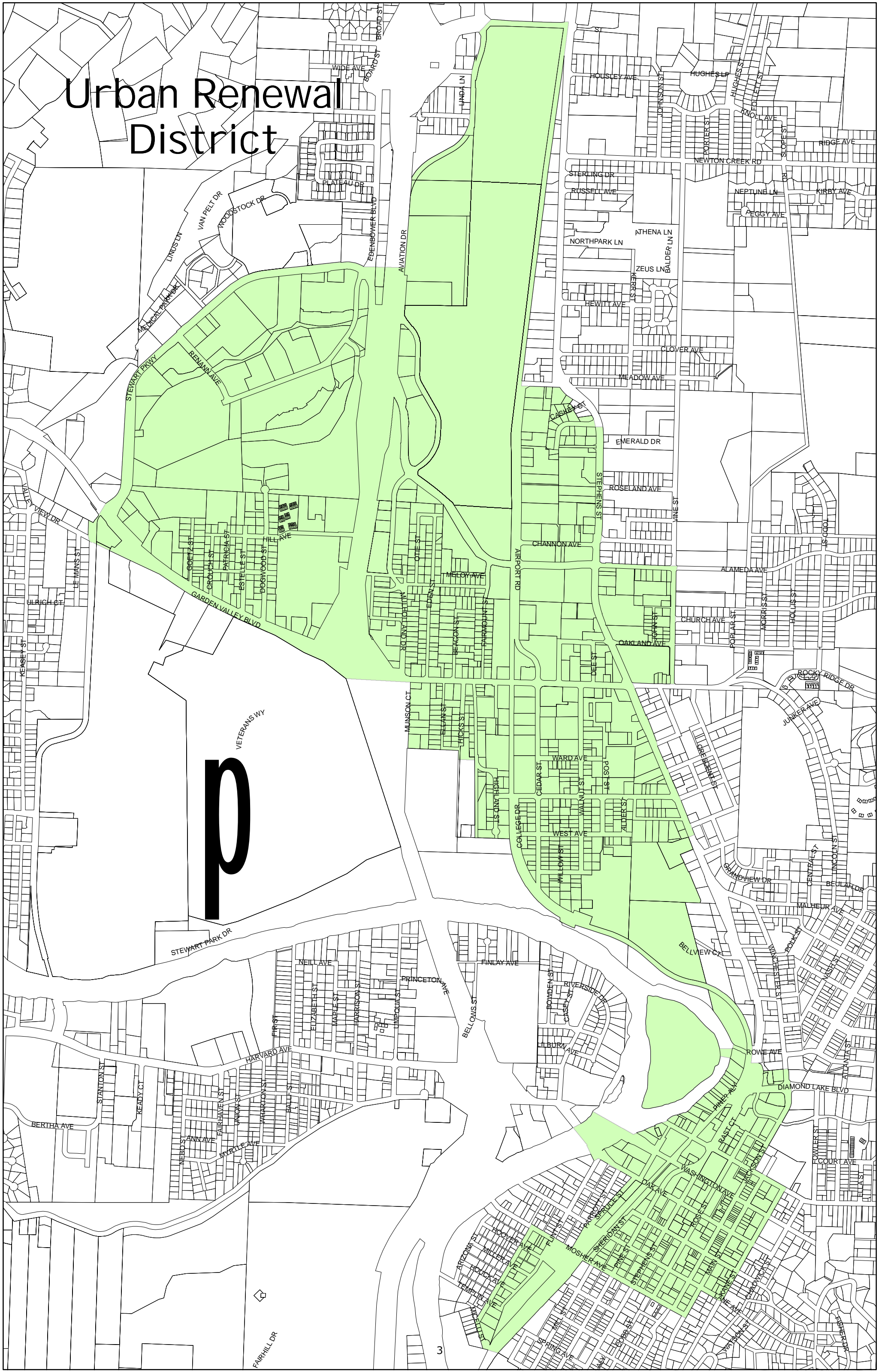
Urban Renewal funds will be used to extend the Spruce Avenue improvements south to Mosher as part of the Spruce/Parrott improvements. Design is complete and the project will begin late this spring. Staff received bids for an improvement to the City's parking structure recently as well, and that project will also begin soon. Design is almost complete for an improvement to the City owned parking lot adjacent to Deer Creek which will enhance the parking area and extend the path system to Jackson Street. This year's component of the CIP also includes signal upgrades, ADA improvements, street design work, Façade improvement participation and a significant portion of this year's overly project. In all, the CIP for 2016-17 anticipates projects totaling just over \$3.6 million.

Respectfully,

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

C. Lance Colley
Agency Director

Urban Renewal District



CITY OF ROSEBURG URBAN RENEWAL AGENCY
GENERAL FUND

RESOURCES AND REQUIREMENTS

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

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

Tax Increment Revenues - The proposed budget revenue is calculated using the formula outlined in Oregon Revised Statutes. Collections from the current and prior years are estimated to be approximately \$3.6 million. This is higher than the previous year, and should continue to increase each year with increases in assessed value.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>		<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>GENERAL FUND (280)</u>			
<u>365,207</u>	<u>434,542</u>	<u>363,352</u>	00-00-301000 BEGINNING FUND BALANCE	<u>153,856</u>	<u>153,856</u>	<u>153,856</u>
			REVENUES - (028)			
3,204,013	3,309,864	3,410,100	75-40-313100 Current Year Tax Increment Revenue	3,479,350	3,479,350	3,479,350
165,409	164,531	177,500	75-40-313200 Prior Years' Tax Increment Revenue	157,500	157,500	157,500
-	4,467	-	72-40-313300 Land Sales	-	-	-
13,113	10,115	13,000	60-40-371100 Interest Income	12,000	12,000	12,000
<u>3,382,535</u>	<u>3,488,977</u>	<u>3,600,600</u>	Total	<u>3,648,850</u>	<u>3,648,850</u>	<u>3,648,850</u>
<u>3,747,742</u>	<u>3,923,519</u>	<u>3,963,952</u>	TOTAL REVENUES AND BEGINNING FUND BALANCE	<u>3,802,706</u>	<u>3,802,706</u>	<u>3,802,706</u>
			MATERIALS AND SERVICES - 7474			
2,613,200	2,768,800	2,930,000	43-3630 Contracted Services-Interagency	2,080,000	2,080,000	2,080,000
<u>2,613,200</u>	<u>2,768,800</u>	<u>2,930,000</u>	Total	<u>2,080,000</u>	<u>2,080,000</u>	<u>2,080,000</u>
			TRANSFERS - 9090			
700,000	800,000	800,000	49-8835 Transfer to Capital Projects	1,400,000	1,400,000	1,400,000
-	-	-	49-8843 Transfer to Debt Service	81,500	81,500	81,500
<u>700,000</u>	<u>800,000</u>	<u>800,000</u>	Total	<u>1,481,500</u>	<u>1,481,500</u>	<u>1,481,500</u>
<u>3,313,200</u>	<u>3,568,800</u>	<u>3,730,000</u>	TOTAL EXPENDITURES	<u>3,561,500</u>	<u>3,561,500</u>	<u>3,561,500</u>
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	233,952	60-9210	241,206	241,206	241,206
<u>434,542</u>	<u>354,719</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,747,742</u>	<u>3,923,519</u>	<u>3,963,952</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>3,802,706</u>	<u>3,802,706</u>	<u>3,802,706</u>

CITY OF ROSEBURG URBAN RENEWAL AGENCY
CAPITAL PROJECTS FUND

RESOURCES

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

REQUIREMENTS

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

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

Construction projects include the following:	<u>Amount</u>
Pavement Management – Overlays UR	\$400,000
Airport Wetland Mitigation/Matching Funds	120,000
ADA Improvements	125,000
Black Street Extension	150,000
Deer Creek Path/Improvements	200,000
Downtown Sidewalk Program	100,000
Downtown Streetscape	125,000
Edenbower/Stewart Parkway Left Turn	250,000
Garden Valley/HSIP Match	75,000
Garden Valley/Stewart Parkway Intersection	100,000
North Valley Signal Removal	100,000
Property Acquisition	200,000
Parking Structure	500,000
Riverfront Path/Overlooks	100,000
Spruce/Parrott Street Improvements	675,000
Traffic Signal Coordination	225,000
Façade Improvement Program	<u>50,000</u>
Total	\$3,620,000

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2013-2014	ACTUAL 2014-2015	ADOPTED 2015-2016		PROPOSED 2016-2017	APPROVED 2016-2017	ADOPTED 2016-2017
			CAPITAL PROJECTS FUND (350)			
1,718,712	2,224,032	2,264,709	00-00-301000 BEGINNING FUND BALANCE	90,064	90,064	90,064
			REVENUES - (350)			
74,963	-	-	40-30-332320 State Grants	-	-	-
-	85,106	-	30-20-334120 Intergovernmental-Local	-	-	-
10,137	14,422	13,000	60-40-371100 Interest Income	5,000	5,000	5,000
75,000	25,000	-	30-30-381210 Contributions	-	-	-
700,000	800,000	800,000	85-40-391128 Transfer from UR General Fund	1,400,000	1,400,000	1,400,000
-	892,175	-	00-00-391143 Transfer from UR Debt Service	-	-	-
-	-	2,100,000	00-00-393110 Bond/Loan Proceeds	2,700,000	2,700,000	2,700,000
498,146	21,854	-	00-00-395100 Inter-agency Loan Repayment	-	-	-
1,358,246	1,838,557	2,913,000	Total	4,105,000	4,105,000	4,105,000
3,076,958	4,062,589	5,177,709	TOTAL REVENUES & BEGINNING FUND BALANCE	4,195,064	4,195,064	4,195,064
			MATERIALS AND SERVICES - 7474			
32,471	14,134	42,849	43-3210 City Services-Management	60,710	60,710	60,710
106,777	178,900	269,555	43-3230 City Services-Public Works	317,452	317,452	317,452
2,306	-	3,000	43-3310 Professional Services-Legal	3,000	3,000	3,000
1,250	1,250	5,000	43-3330 Professional Services-Technical	5,000	5,000	5,000
-	-	45,000	43-3630 Contracted Services	50,000	50,000	50,000
813	3,550	12,000	43-3690 Contracted Services-Miscellaneous	12,000	12,000	12,000
864	775	850	43-3815 Other Service-Advertising	800	800	800
118	125	120	43-5435 Utilities	130	130	130
144,599	198,734	378,374	Total	449,092	449,092	449,092
			CAPITAL OUTLAY - 7575			
2,274	-	500,000	43-7010 Land	25,000	25,000	25,000
-	21,470	375,000	43-7015 Building and Improvements	500,000	500,000	500,000
169,147	388,602	-	43-7035 Improvements-Other	50,000	50,000	50,000
145,447	909,517	3,650,000	43-7052 Improvements-Infrastructure	2,925,000	2,925,000	2,925,000
198,907	28,709	85,000	43-7059 Improvements-Airport	120,000	120,000	120,000
192,552	8,033	-	43-7063 Improvements-Grants	-	-	-
708,327	1,356,331	4,610,000	Total	3,620,000	3,620,000	3,620,000
852,926	1,555,065	4,988,374	TOTAL EXPENDITURES	4,069,092	4,069,092	4,069,092
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	189,335	60-9210	125,972	125,972	125,972
2,224,032	2,507,524	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
3,076,958	4,062,589	5,177,709	TOTAL EXPENDITURES & ENDING FUND BALANCE	4,195,064	4,195,064	4,195,064

CITY OF ROSEBURG URBAN RENEWAL AGENCY
DEBT SERVICE FUND

Urban Renewal Line of Credit

In order to facilitate large capital improvements and to minimize borrowings and associated costs over the remaining life of the Urban Renewal Agency a \$4.5 million Line of Credit was established in 2015. The Urban Renewal Agency may draw down on the line of credit at any time to meet cash flow needs and interest is paid on a quarterly basis. Budgeted Repayment on the Line of Credit for the 2016 – 17 fiscal year is to satisfy interest payments only.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2013-2014</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ADOPTED</u> <u>2015-2016</u>		<u>PROPOSED</u> <u>2016-2017</u>	<u>APPROVED</u> <u>2016-2017</u>	<u>ADOPTED</u> <u>2016-2017</u>
			<u>DEBT SERVICE FUND (430)</u>			
<u>892,175</u>	<u>892,175</u>	<u>-</u>	00-00-301000 BEGINNING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
			REVENUES-(430)			
-	-	-	85-40-391128 Transfer from UR General Fund	81,500	81,500	81,500
<u>892,175</u>	<u>892,175</u>	<u>-</u>	TOTAL REVENUES & BEGINNING FUND BALANCE DEBT SERVICE-8080	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>
-	-	-	47-8255 Line of Credit	81,500	81,500	81,500
<u>-</u>	<u>-</u>	<u>-</u>	Total	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>
			TRANSFERS - 9090			
-	892,175	-	49-8828 Residual Equity Transfer to UR Capital	-	-	-
<u>-</u>	<u>892,175</u>	<u>-</u>	Total	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>892,175</u>	<u>-</u>	TOTAL EXPENDITURES	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>
<u>892,175</u>	<u>-</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
<u>892,175</u>	<u>892,175</u>	<u>-</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>

A public meeting of the Roseburg Urban Renewal Board will be held on June 13, 2016 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, 2016 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:
rharker@cityofroseburg.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	3,550,749	2,628,061	243,920
Federal, State and All Other Grants	110,106	-	-
Revenue from Bonds and Other Debt	-	2,100,000	2,700,000
Interfund Transfers	1,692,175	800,000	1,481,500
All Other Resources Except Division of Tax & Special Levy	215,389	203,500	174,500
Revenue from Division of Tax	3,309,864	3,410,100	3,479,350
Revenue from Special Levy	-	-	-
Total Resources	8,878,283	9,141,661	8,079,270

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	-	-	-
Materials and Services	2,967,534	3,308,374	2,529,092
Capital Outlay	1,356,331	4,610,000	3,620,000
Debt Service	892,175	-	81,500
Interfund Transfers	800,000	800,000	1,481,500
Contingencies	-	-	-
All Other Expenditures and Requirements	-	-	-
Unappropriated Ending Fund Balance	2,862,243	423,287	367,178
Total Requirements	8,878,283	9,141,661	8,079,270

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Name General Fund	3,923,519	3,963,952	3,802,706
FTE	-	-	-
Name Capital Projects Fund	4,062,589	5,177,709	4,195,064
FTE	-	-	-
Name Debt Service Fund	892,175	-	81,500
FTE	-	-	-
Total Requirements	8,878,283	9,141,661	8,079,270
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Capital Projects Fund capital projects:

Overlays, Airport wetland mitigation, ADA improvements, Black Street extension, Deer Creek path improvements, Downtown sidewalk program
Downtown streetscape, Edenbower/Stewart Parkway left turn, Garden Valley/HSIP Match, Garden Valley/Stewart Parkway Intersection, North
Valley/Stewart Parkway Intersection, North Valley signal removal, parking structure, Riverfront path/overlooks, Spruce/Parrott Street improven

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
Other Borrowings	\$0	\$3,400,000
Total	0	3,400,000

THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, OREGON

RESOLUTION NO. UR-16-01

A RESOLUTION ADOPTING THE 2016-2017 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, 2016; and

WHEREAS, at a meeting of the Roseburg Urban Renewal Board held on June 13, 2016, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statutes, proof of which is on file in the Office of the City Recorder of the City;

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

Section 1. After public hearing conducted on June 13, 2016, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2016-2017 in the total of \$8,079,270, a copy of which is now on file at City Hall.

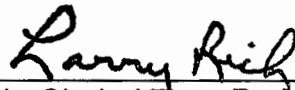
Section 2. The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.

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

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

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

ADOPTED THIS 13TH DAY OF JUNE, 2016.



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

EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Materials and Services	\$ 2,080,000	
◆ Transfers	<u>1,481,500</u>	\$ 3,561,500

URBAN RENEWAL CAPITAL PROJECTS FUND

◆ Materials and Services	449,092	
◆ Capital Outlay	<u>3,620,000</u>	4,069,092

URBAN RENEWAL DEBT SERVICE FUND

◆ Debt Service	<u>81,500</u>	<u>81,500</u>
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TOTAL BUDGET APPROPRIATIONS	\$ 7,712,092
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This budget also includes reserves
for expenditures as follows:

General Fund	241,206	
Capital Projects	<u>125,972</u>	<u>367,178</u>

TOTAL BUDGET	<u>\$ 8,079,270</u>
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• Submit two (2) copies to county assessor by July 15.

☐ Check here if this is an amended form.

Notification

The City of Roseburg Urban Renewal Agency authorizes its 2016-17 ad valorem tax increment amounts
(Agency Name)

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

Ron Harker, Finance Director 541-492-6710 06/14/16
(Contact Person) (Telephone Number) (Date Submitted)

900 SE Douglas, Roseburg OR 97470 rharker@cityofroseburg.org
(Agency's Mailing Address) (Contact Person's E-mail Address)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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