

City of Roseburg, Oregon



2019-2020 Adopted Budget

CITY OF ROSEBURG, OREGON
ADOPTED BUDGET
FOR THE FISCAL 2019-2020 YEAR

Prepared by: City of Roseburg Finance Department



CITY OF ROSEBURG, OREGON

2019-20 BUDGET

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City of Roseburg

2019-2020 BUDGET MESSAGE **April 17, 2019**

Ladies and Gentlemen of the Budget Committee:

We are pleased to present the proposed FY 2019-2020 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 provided 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 update our General Fund reserve policy in 2015. This General Fund budget provides for services at a cost that approximates our current year resources and our six-year forecast model continues to give us confidence that our proposed service levels can be maintained and enhanced over the next few years and still meet our Council policy objectives over the longer term.

This proposed budget is the result of a collaborative leadership team effort and has resulted in a balanced approach to service provision that was supported by the entire team. Last fiscal year we were challenged to add a new significant service to our community without negatively impacting other General Fund services. We believe this budget clearly shows that current service levels can and will be provided at a level that Council supports and our community needs.

After many years of planning for the expiration of our North Roseburg Urban Renewal District, tax increment revenues from that District will not be collected in fiscal 2019-20 and almost \$300 million in assessed value will be returned to the tax rolls. General Fund services have been keyed to this change for the last three years as we have effectively managed our service levels to this higher amount of relative property taxes.

Our local economy has improved dramatically over the last few years but still lags federal and state economies. 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. The Oregon and U.S. Unemployment rates are hovering around 4.3-4.4% while Douglas County is about 1.5% higher. An unemployment rate around 5% is near the lowest since rates have been calculated and we continue experiencing difficulty enticing employees back into the job market. Work force development and job training have become much higher priorities than company recruitment as our economy becomes more diverse. The City, Douglas County, local school districts and the Partnership are collaborating more today than ever on job identification and work force development.

City property values are beginning to rise again and should exceed historical levels over the next few years. Assessed value growth recently exceeded the 3% threshold allowed by state

law the last few years on most properties and the real market value appears to be growing steadily, at least from a private sector perspective. Real Market value and assessed value appear to be reaching levels that we anticipated based on the sales data we are collecting for the first time in four or five years. We are beginning to see some new commercial construction, and housing starts have increased considerably in the last thirty-six months. During the last fiscal year, the former Douglas Community Hospital site that now houses combined State of Oregon offices came on to the tax rolls as did a few other commercial properties adding over 1% to the RMV. A number of multi-family housing projects have taken out permits or are in the land use process as we go to press. Two of these projects are located in our new Diamond Lake Urban Renewal District, which will jump start tax increment growth in that area. A new assisted living project and renovation of the Roseburg Valley Mall should add significant value to the tax rolls as well.

The City continues to work with state and local government partners to ensure that additional commercial development will occur within the City limits and allow for economic expansion and assessed value growth. These steps, in addition to seeking greater efficiencies in our operations and leveraging local dollars with state and federal grants, have allowed us to make important capital investments in transportation and other infrastructure. We are currently working with state and local partners to attract a new allied health/work force development college to Roseburg as well.

The Highway 138 Corridor project was completed during the previous fiscal year. At the same time, the City/Urban Renewal Agency constructed improvements in a five-block section immediately east of this project on Oak and Washington in the downtown core area. These two projects combined to provide an almost \$15 million investment in beautification and infrastructure in the center of Roseburg and is a great example of governmental cooperation and the leveraging of scarce resources. The final major Urban Renewal phase of the Downtown project was completed during the current fiscal year, and staff advertised bid construction of additional lighting projects in the core area to complete Urban Renewal's investment in downtown.

Over the last three valuation periods (2013-2017) the City has continued 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, 4% of payroll July 2017 and will increase an additional 4% of payroll in July 2019. The rates imposed by PERS are effective for two year periods so the 4% increase will be effective through 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 very successful in moderating the cost of health care premiums, and may be able to avoid a premium increase again this year. Staff is currently working with multiple carriers to determine our costs for the upcoming year and determine if we will need to identify a new provider. In addition, liability and property insurance premiums continue to increase at rates slightly higher than the CPI.

We are completing the final year of a collective bargaining agreement with our Police Department bargaining group. We did not reach an agreement to extend the three-year contract with IAFF, our Fire Department bargaining group prior to preparation of this budget and are awaiting the impact of arbitration unless an agreement is reached soon. IBEW, our General Service collective bargaining group is completing the second year of a three year

agreement. 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 and estimated cost increases have been included in departments for which a current agreement is not yet in place. Pay schedules for collectively bargained as well as non-represented employees have been included in the appendices section.

CITY GOALS AND OBJECTIVES

In April 2017, the Council adopted four goals that have and will continue to provide direction to Staff over the next year as we develop budgets and strategies to meet those goals. Council chose to return to a goal setting process that provided direction related to the “big picture” rather than a listing of individual actions or activities. The four goals for the next fiscal year are as follows:

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

City Staff continues to outline activities and priority projects that will allow us to measure progress towards achieving these goals. As you review the departmental and fund narratives you will see how these goal areas are being addressed through individual department goals and projects. We anticipate that Council will revisit a goal setting process during this fiscal year to determine if we are still on course with Council priorities or if policy directions need to shift.

The proposed General Fund budget ending balance (combined with the operating contingency) will be about 26.03% of expenditures, still well above the General Fund Reserve policy, and our planned expenditures will exceed revenues by less than 0.5% this fiscal year. Because our resource picture has improved dramatically as our Urban Renewal District plan expires in September 2019, current service levels were modified to meet our expected resource levels. This new level of service has been incorporated in to our six-year forecast model and is sustainable for the forecast period. We accomplished many things over the course of the last year, a few of which are included below.

Administration

The Finance Department received its 26th consecutive Award for Excellence in Financial Reporting from the Government Finance Officers Association and its 4th award for the Popular Annual Financial Report. In addition to providing quarterly financial updates to Council, the Department completed the final phase of the migration of all financial systems to a new integrated financial software suite for financial reporting, court operations, human resources and utility billing. The IT Department helped establish an archive email server and installed new wireless technology that allows the City to place our network in remote locations throughout the City. The City Manager's office continued to work closely with Council to implement goal related activities. Human Resources completed the recruitment

and hiring for a number of new employees throughout the organization and coordinated safety training. The department has also worked through the implementation of succession hiring in our office, the Fire Department and the Police Department. Last fiscal year we replaced our City Recorder, Fire Chief and Assistant Chief, Police Chief and Captain as well as four other employees with over 20 years of experience. We are currently working with Council to replace our current City Manager who is retiring April 30th.

The Recorder's Office worked to bring the final 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

As indicated previously, succession planning and implementation were important factors during the current fiscal year and will impact budgets and operations for many years to come. We were excited to be able to promote leadership from within as each Chief and their second in command came from within the existing leadership structures. July 1, 2018 Gary Garrisi was promoted to Fire Chief replacing Gregg Timm and Merrill Gonterman was promoted to Assistant Chief. We look forward to carrying on with the tradition and culture that we have instilled over the last many years and I have great confidence in our new leadership.

The Fire Department again completed over 4,000 hours of training on issues ranging from apparatus operations to hazardous materials response and emergency medical services. The department planned and coordinated a community safety training exercise in conjunction with the Great Oregon Shakeout which included participation by the City of Roseburg, Douglas County, Mercy Medical Center and a number of other local businesses. Community awareness of how to respond during a natural disaster is an essential part of our preparedness program. As new development occurred we were able to take advantage of training in the former Windmill Inn prior to demolition that allowed 25 local and regional agencies to train for over 2,750 hours.

The Police Department continues to co-sponsor 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. We received a Department of Justice Mobile Crisis intervention grant that allows the department to co-deploy with a crisis intervention specialist to mitigate the impacts of individuals with mental illness in our community. 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. For the last three years we have also co-funded an SRO position with Glide School District. The Districts funds the position during the school year and the City funds the position during the summer months and utilizes the position for community policing activities in the downtown area and our community park system.

Community Development

Department Staff worked with a consultant on a Pine Street waterfront overlay project and the initiation of a new Transportation System Plan. Both these projects should be completed

early in the next fiscal year. With the addition of staff last year, CDD also took on a buildable lands update with a housing needs analysis and a component to include impacts of homelessness on our community housing inventory. This project should also be complete early in the new fiscal year and should lead to new policy discussions involving housing, land use and public investments in incentivizing different types of housing. CDD staff is working on a conceptual model for an Urban Growth Boundary “land swap” as part of the buildable lands inventory process as well. Our current undeveloped land inventory does not lend itself to cost effective housing development so CDD is looking at options to exchange more costly developable land for less costly developable land in the future.

The proposed budget continues the increase of the Compliance Officer position at full-time as was done last year. This continued commitment to compliance will allow the department to enhance the community service level substantially by providing more opportunity to respond to code violations and compliance issues. This increase is consistent with the Council’s goal relating to community livability and public safety. The compliance program was very successful this year after going back to a full time position and will be instrumental in carrying out portions of Council’s goals.

Public Works

Public Works developed and oversaw a number of projects over the last few years, the most visible and impactful being the realignment of and improvements to Stewart Parkway south of Garden Valley to the YMCA and the intersection of Stewart Parkway at Garden Valley. They continued coordination with ODOT to complete the Highway 138 improvements, which when combined with the City’s Urban Renewal Projects, may be the single largest construction infrastructure project in the last 30 years.

Public Works staff was instrumental in delivering facility improvement projects at the new Roseburg Public Library as well as seismic retrofit projects at Fire Station #2 and Fire Station #3. The Library project was completed in December after a short fundraising process and resulted in an approximately \$2 million renovation in partnership with Douglas ESD. The Library and shared space component was about \$850,000 with around \$1 million in renovations for the ESD component of the project. The seismic rehabilitation projects were primarily funded with about \$1.5 million in state grants and about \$250,000 in local funding. None of these projects were originally in our five-year CIP so staff did an exceptional job of being flexible and incorporating these important and time consuming projects into their workload during the last year.

Public Works Administration and Engineering worked diligently over the last twelve months to allow us to move forward with a number of City and Urban Renewal infrastructure projects. Once again, we will be delivering over \$12 million in projects this year ranging from multiple transportation projects, storm drain upgrades, park improvements, water utility upgrades and airport projects.

Current Operations

During the current fiscal year, the new Roseburg Public Library opened in the former headquarters library building. The facility is also be occupied by the administrative staff of the Douglas Educational Service District who will provide some direct services to the Library and will also share operational and improvement costs prior to opening and after the building renovation is complete. The current budget is the first full year of library operations.

The Police Department budget last year included the addition of 1 FTE to provide for a specific “community policing” position to work directly with businesses and individuals where criminal incidents are proliferating that impact business opportunities and quality of life. This year we have added two “civilian” part time positions to provide additional support that does not require a certified law enforcement officer. That increased the department FTE to 42, which is continued in this budget. In 2015 we reached an agreement with Roseburg Public Schools to return to providing two School Resource Officer positions with their funding support. During the recession, the District was unable to continue to fund their portion of two positions, so one position was reduced. With the financial support of RPS, we were able to fill the second SRO position as an assignment from current staffing levels. We are budgeting to continue the two SRO positions with RPS, and have also entered into an agreement with Glide Public Schools to provide a contract part-year SRO at the Glide campus. Police went through a leadership transition with retirement of our Chief and Captain just prior to the current fiscal year.

Affective July 1 2018, Gary Klopfenstein was promoted to Police Chief and Jeremy Sanders was promoted to Captain.

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

The General Fund Budget includes total expenditures of 26.01 million, which exceeds our operating revenues of \$25.91 million by about \$100,000 or less than 0.5%. The City’s 6 years forecast, which factors in budgetary performance, projects reserves increasing and remaining over 30% of expenditures for the next five years.

Significant Budgetary Changes

There is one major service level change in the General Fund that has carried over from the prior year and there continues to be budget pressure that is beyond our control relating to some personnel costs. Those will be discussed in the next section.

For a second year, the General Fund budget includes a Library Department. Douglas County closed the county wide system due to funding restrictions in 2016. During that process, City Council tasked staff with putting together a business plan and budget to reopen the facility in Roseburg as the Roseburg Public Library, a stand-alone library that meets state statutory standards. A full-time Librarian was hired at the start of fiscal year 2018-19. During the past year, under experienced library leadership, library services and programs were developed and are being implemented. As services are fine-tuned, staffing levels were finalized resulting in a couple changes in the 2019-20 budget which provides funding to move the Youth Services Librarian from part-time to full-time, and to add four Library Aides that combined add one FTE. To supplement the General Fund’s library

activities, we have included a Library Special Revenue Fund which provides additional resources to purchase collection materials and contracted services.

After balancing staffing level needs with service level delivery, additional staffing modifications are incorporated in this budget. A part-time IT Helpdesk position that was funded in the 2018-19 budget through contracted services is now funded through personnel services. Expanded Park services over the past several years (such as the addition of the Spray Park) has necessitated the addition of a new Park Maintenance II position. In an effort to maximize sworn officers time out in the community, two part-time (one FTE) Community Service Officers (CSO) are added to handle low-level crimes that are not in progress and to provide victim outreach. Finally, the Fire Department Secretary moves from three-quarter time to full-time. Each of these additions will be evaluated over time as we attempt to provide baseline service levels to which we will compare long term resources for sustainability. The additional positions were evaluated and included in our General Fund six-year forecast and are sustainable given our current assumptions.

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 4.25 FTE). Over 87% of the projected increases in cost in the proposed budget relates 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 2019-20, 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 a projected additional \$2.5 million in property tax revenues beginning in 2019-20 at the end of our Urban Renewal plan area designation.

Collective Impacts – Outside Influences

As indicated previously, the increase in our PERS rates, initially estimated at almost 6% of payroll effective July 1, 2013-15 (and 4% biennially thereafter) made it very difficult to balance our operational budget. PERS reform was passed during the 2013 legislative session that reduced the increase to closer to 4.5% of payroll. The City issued Pension Obligation Bonds to pay off a transition liability that was accruing interest at 8% annually, reducing our PERS cost by an additional .25% of payroll after debt service. The legislative reforms were challenged in court and oral arguments in front of the Oregon State Supreme Court were heard during fiscal 2015. The Supreme Court decision overturned the majority of the cost saving measures outlined in the statutory changes and PERS increases will once again have a dramatic impact on governmental entities throughout the state. As previously stated rates increased again in July 2015, July 2017, and again July 2019 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.

City Council adopted a new Urban Renewal Plan Area in 2018. The new area, which follows the Diamond Lake corridor from Stephens to almost the City limits, will generate revenue in this budget year as our current North Roseburg Urban Renewal plan area expires. Once again, Urban Renewal was a strategy and action item for Council's transportation funding goal.

OVERALL BUDGET SUMMARY

The total FY 2019-20 proposed budget, including General Fund and all other fund expenditures, is proposed at \$73.73 million compared to the current year adopted budget of \$70.54 million. This represents an increase of approximately 4.5%, most of which relates to the increases in the General Fund resources and the Water Fund. Outside of the grant and externally funded projects, our projections for all funds continue to be sustainable. There are significant capital expenditures (\$12.99 million) included in the overall budget, about \$2.25 in the Transportation Fund, over \$4.9 million in the Water Enterprise Fund, \$1 million in the Airport Fund, almost \$800,000 in the Equipment Replacement Fund and almost \$1.6 million in the Storm Drainage Fund. 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, Library Services, Municipal Court and Administration. The General Fund provides funding for most direct operational services that residents recognize and use frequently. The FY 2019-20 General Fund is proposed at \$32,780,068 (up 11.8%) including reserves of approximately 26% of General Fund expenditures or \$6.77 million. General Fund operating expenditures will increase \$1.89 million, which is an 8.1% increase, almost 70% of which relates to increases in Public Safety departments.

GENERAL FUND REVENUES

Total operating revenues are proposed at \$25,870,080. This is a 14.81% increase from the total operating revenues budgeted last year. The most significant General Fund resource continues to be current and prior year property taxes. Property taxes are estimated to increase \$3.07 million or almost 22% from the 2018-19 adopted budget to a total of \$17.089 million. Over \$2.5 million of the increase in property taxes is a result of the scheduled closure of the North Roseburg Urban Renewal District, which as mentioned earlier, added back almost \$300 million in assessed value to the general City tax base.

As recessionary impacts subside and new construction continues, we anticipate property taxes should continue to increase above the three percent benchmark allowed by statute for existing property values. Real market value increased almost 10% from the prior fiscal year according to the Douglas County Assessor's office and we anticipate that RMV will continue to grow at a faster than 3% pace for the next few years. 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 commercial and housing development proposals in various stages of planning that could provide an increase in assessed value next

year of between \$15 and 20 million, or about an additional 1%. Our six-year forecast model continues to include conservative assessed value growth so if growth does approach 4% for the next few years it will provide more flexibility to deal with future service needs.

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. Assessed value on existing property and development is limited to no more than 3% annually in accordance with the Oregon constitution. In recent years, the value of individual residential property has not gone up 3%, however it appears that in the current year, and likely again for the next few years, RMV will allow for the annual 3% change.

GENERAL FUND EXPENDITURES

Total General Fund expenditures are proposed at \$26,010,736, exclusive of reserves, which is a \$1.84 million (7.6%) 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 comprise the majority (almost 54%) 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, Library Special Fund 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 that 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 that generates almost \$7 million annually. Pumping water from the pristine North Umpqua River, the water is then filtered and treated before being pumped through an extensive distribution and storage system prior to finding its way into individual homes and businesses. Potable water is an important component of our community system and continued good stewardship of the water system is critical to our future.

Likewise, the local transportation system is essential for our citizens as we provide a system to meet recreational and business needs throughout the City. An efficient inter-connected multi-modal system is also critical for quality of life and economic development in a community. We have recently completed a system analysis of our street systems condition and will be discussing public policy issues surrounding appropriate transportation service levels and conditions and how to appropriately share the cost burden of providing a first class transportation system. Our annual pavement maintenance needs are now in excess \$1.5 million annually. While we are not generating resources to allow us to meet the \$1.5 million each year, the increase in gas tax at the state level will allow us to get much closer to this

level over the next few years. Once again Council has adopted a goal around transportation funding and a new Urban Renewal Plan area is in the process of being adopted.

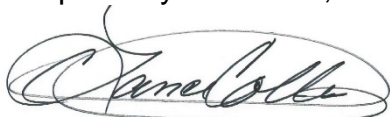
The Storm Drainage Fund is the third largest fund outside of the General Fund and was created to provide a funding mechanism to develop and improve our community storm drainage system in 1989. Over the last 25 years, significant progress has been made to manage and improve the drainage system throughout 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. The Storm Drainage utility is now generating in excess of \$2 million annually, over half of which is directed each year towards capital needs in the system.

These two enterprise funds and the Transportation capital projects fund budgets total over \$22 million and comprise 30% of the City's total expenditures. Each of the remaining funds are provided to carry out important community services and functions and when taken together, the overall \$73.73 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.

We look forward to reviewing the proposed budget with you and I wish to thank the many City Staff members responsible for preparation of this proposed budget. A budget of this magnitude and complexity could not be developed without the policy direction from our City Council and the ongoing support and efforts of each of our volunteer commissions and our dedicated staff. Special thanks go to Ron Harker, Director of Finance and Management Services and his entire team. As in past years, the Department spent many long hours putting the budget together and making sure it represents the collective wisdom of all the Staff involved in development of the budget. I would like to individually thank the following Finance staff and Department Heads for their efforts in putting together a budget that will allow us to continue to provide exceptional service to our community.

Ron Harker, Finance and Management Services Director
Gary Klopfenstein, Police Chief
Amy Sowa, City Recorder
Stuart Cowie, Community Development Director
Debbie Keller, Accountant
Tonya Iannuzzo, Accountant
Nikki Messenger, Public Works Director
Gary Garrisi, Fire Chief
John VanWinkle, Human Resources Director

Respectfully submitted,

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

C. Lance Colley
City Manager

CITY OF ROSEBURG, OREGON

BUDGET USER GUIDE

2019-2020 BUDGET

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

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

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

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

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

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

BUDGET USER GUIDE, continued

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

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

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

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

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

The Budget Committee has the power to:

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

BUDGET USER GUIDE, continued

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

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

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

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

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

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

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

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

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

BUDGET USER GUIDE, continued

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

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

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

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

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

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

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

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

BUDGET USER GUIDE, continued

Budget Compliance: The City manages its finances according to generally accepted accounting principles. During the year, expenditures and resources are closely monitored to ensure compliance with the adopted budget and state law. City Departments have instant access to budget reports through the City's accounting software and review such reports frequently. An annual audit is performed and filed with the State of Oregon each year by an independent Certified Public Accountant.

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

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

CITY OF ROSEBURG, OREGON

FINANCIAL MANAGEMENT POLICIES

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

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

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

DEBT MANAGEMENT

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

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

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

FINANCIAL MANAGEMENT POLICIES, continued

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

FINANCIAL MANAGEMENT GOALS AND POLICIES

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

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

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

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

I. City of Roseburg Financial Management Goals

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

FINANCIAL MANAGEMENT POLICIES, continued

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

II. City of Roseburg Financial Management Policies

A. Resource Planning and Allocation Policies

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

B. Accounting and Financial Practices Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

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

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

C. Revenue Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

D. Capital Improvements Policies

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

E. Intergovernmental Revenue Assistance Policies

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

F. Debt and Investment Management Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

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

G. Organizational Policies

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

H. Other Policies

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

FINANCIAL MANAGEMENT POLICIES, continued

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

CITY OF ROSEBURG, OREGON

GENERAL INFORMATION

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

Date of incorporation	1872
Form of government	Council/Manager
Area in square miles	10.92
Population	24,820

Fire Protection:

Fire Stations	3
Fire Hydrants	1,342
Full Time Employees	42

Police Protection:

Police Stations	1
Patrol Cars/Motorcycles	14
Full-time Employees	43

Water Utility:

Annual consumption in millions of gallons	1,923
Local storage in millions of gallons	10.7
Miles of water mains	197.32
Number of users	11,359

Streets:

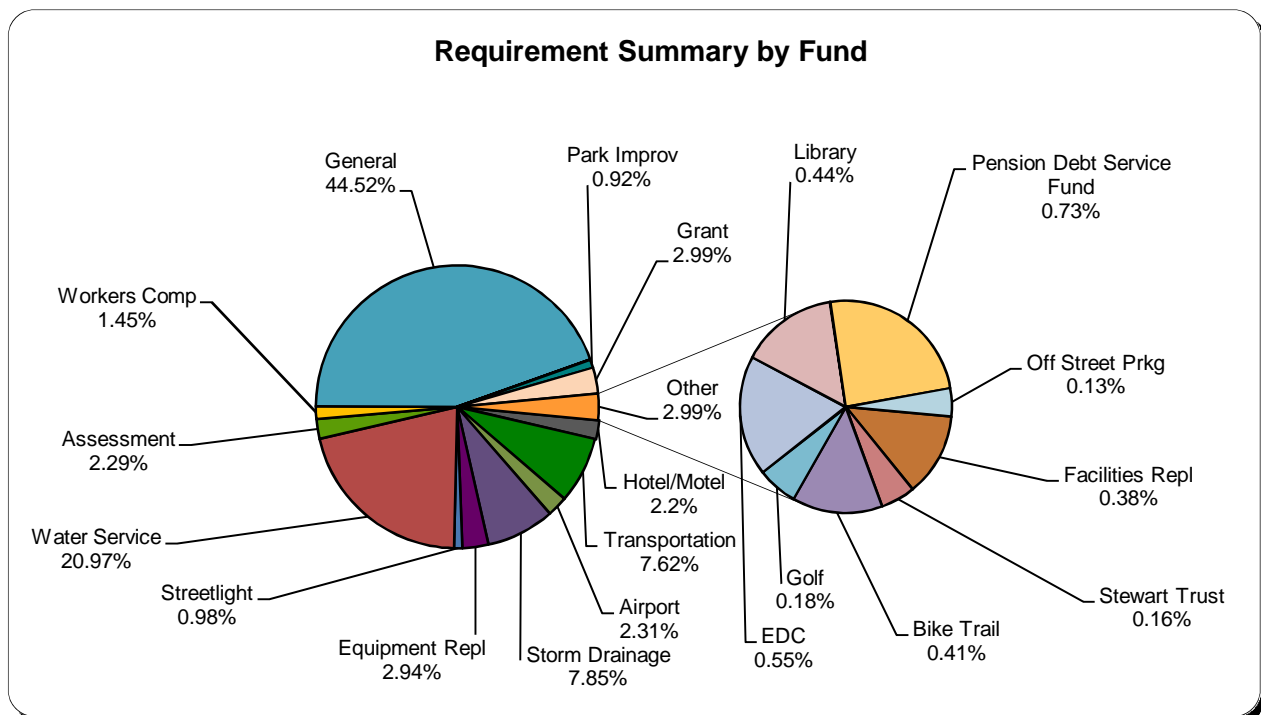
Miles of paved streets	120
Miles of unpaved streets	6

Parks and Recreation:

Developed parks	20
Park acreage	428
Golf courses	1
Tennis Courts	17

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY FUND

The Requirement Budget Summary on the following page shows that the 2019-2020 adopted budget is \$3,089,598 more than the 2018-2019 adopted budget. This represents an increase of 4.2%. 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 \$71,430,582 or 97.01% of total proposed expenditures. The second plot represents funds totaling \$2,201,039 or approximately 2.99% of total proposed expenditures.



CITY OF ROSEBURG, OREGON

REQUIREMENT SUMMARY BY FUND
2019-2020 BUDGET

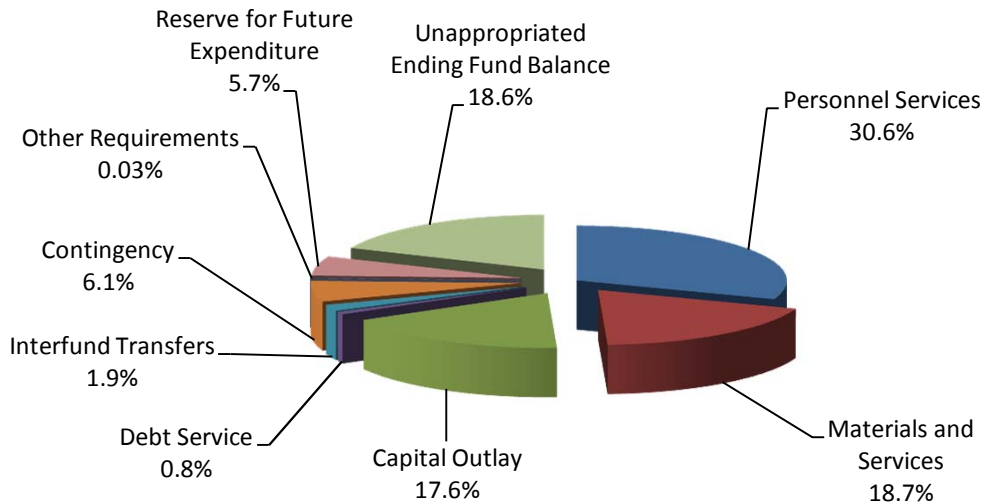
<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>	<u>FUND</u> <u>IDENTIFIER DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
28,079,275	29,473,972	29,316,404	100 General Fund	32,780,068	32,780,068	32,780,068
90,443	361,180	4,270,343	220 Grant Special Revenue Fund	2,199,805	2,199,805	2,199,805
1,447,669	1,478,001	1,682,978	240 Hotel/Motel Tax Fund	1,697,933	1,597,933	1,597,933
1,403,607	1,527,405	649,087	290 Streetlight/Sidewalk Fund	724,171	724,171	724,171
204,841	158,089	276,926	250 Bike Trail Fund	304,136	304,136	304,136
141,043	101,103	95,089	210 Golf Fund	135,997	135,997	135,997
263,141	259,332	349,563	230 Economic Development Fund	403,269	403,269	403,269
-	-	150,250	270 Library Special Fund	327,500	327,500	327,500
106,430	81,829	91,790	710 Stewart Trust Fund	115,319	115,319	115,319
2,104,383	1,044,217	725,000	410 Debt Retirement Fund	-	-	-
462,753	484,580	530,619	420 Pension Bond Debt Service Fund	540,253	540,253	540,253
5,632,015	5,224,271	4,934,387	310 Transportation Fund	5,607,595	5,607,595	5,607,595
711,901	680,593	715,845	320 Park Improvement Fund	677,268	677,268	677,268
1,346,890	1,589,388	1,779,649	330 Equipment Replacement Fund	2,164,522	2,164,522	2,164,522
1,539,643	1,584,569	1,595,465	340 Assessment Improvement Fund	1,688,240	1,688,240	1,688,240
891,158	1,364,224	4,093,639	360 Facilities Replacement Fund	278,958	278,958	278,958
4,065,140	4,289,558	4,465,187	560 Storm Drainage Fund	5,782,588	5,782,588	5,782,588
145,580	76,072	89,117	510 Off Street Parking Fund	95,607	95,607	95,607
576,352	1,205,935	909,392	520 Airport Fund	1,704,198	1,704,198	1,704,198
10,619,103	12,086,581	12,836,383	530 Water Service Fund	15,437,665	15,437,665	15,437,665
761,373	911,913	984,910	610 Workers' Compensation Fund	1,066,529	1,066,529	1,066,529
<u>60,592,740</u>	<u>63,982,812</u>	<u>70,542,023</u>	TOTAL REQUIREMENTS	<u>73,731,621</u>	<u>73,631,621</u>	<u>73,631,621</u>

CITY OF ROSEBURG, OREGON
REQUIREMENT SUMMARY BY CLASSIFICATION

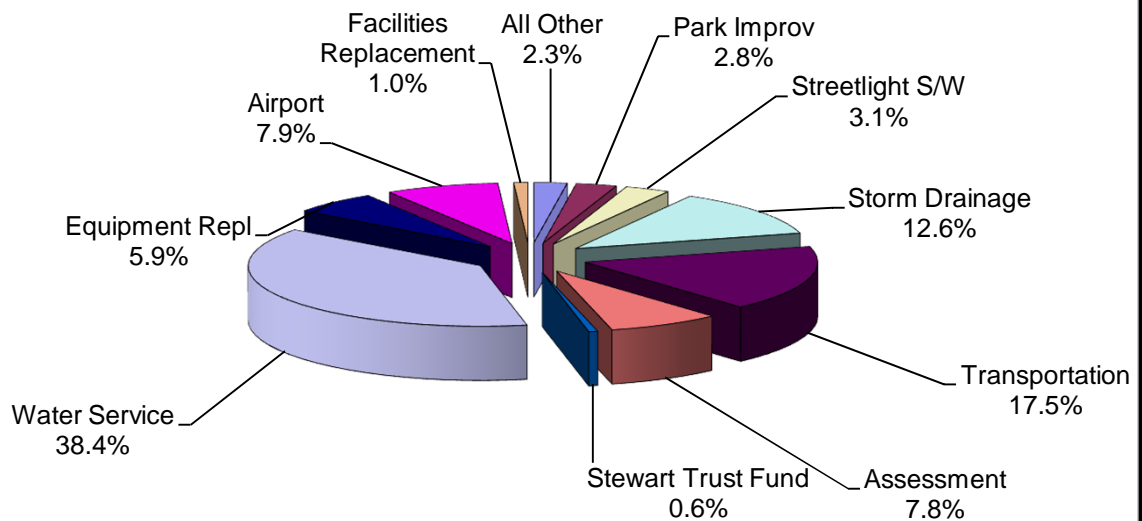
The City of Roseburg's requirements by classification are shown on the following page. As the first graph illustrates, expenditures for personnel services represent 30.6% of the total budget, materials and services represents 18.7% and capital outlay 17.6% of the total budget.

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

Total Requirements



Capital Outlay



CITY OF ROSEBURG, OREGON

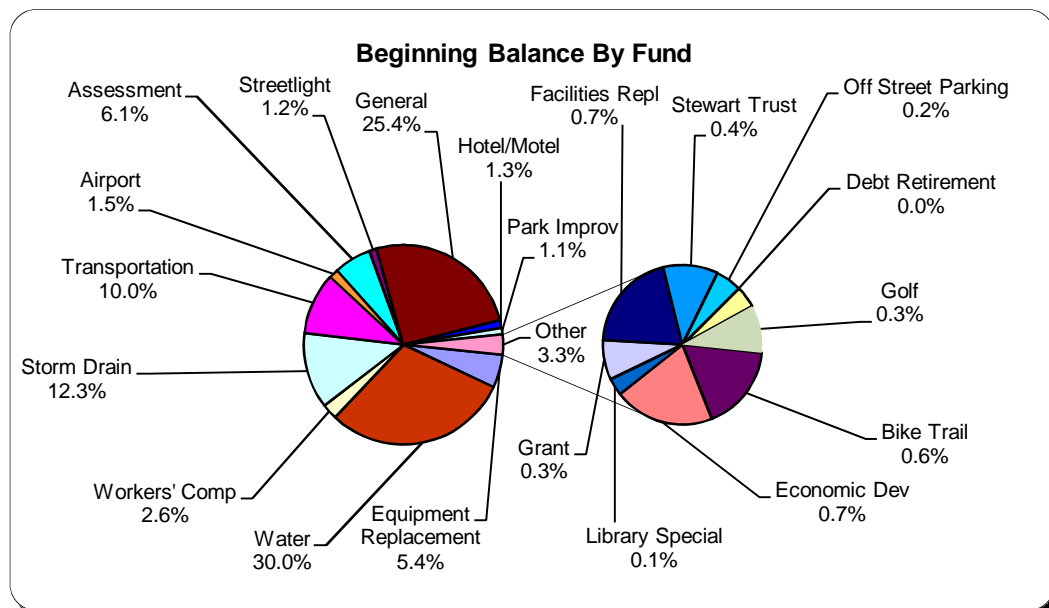
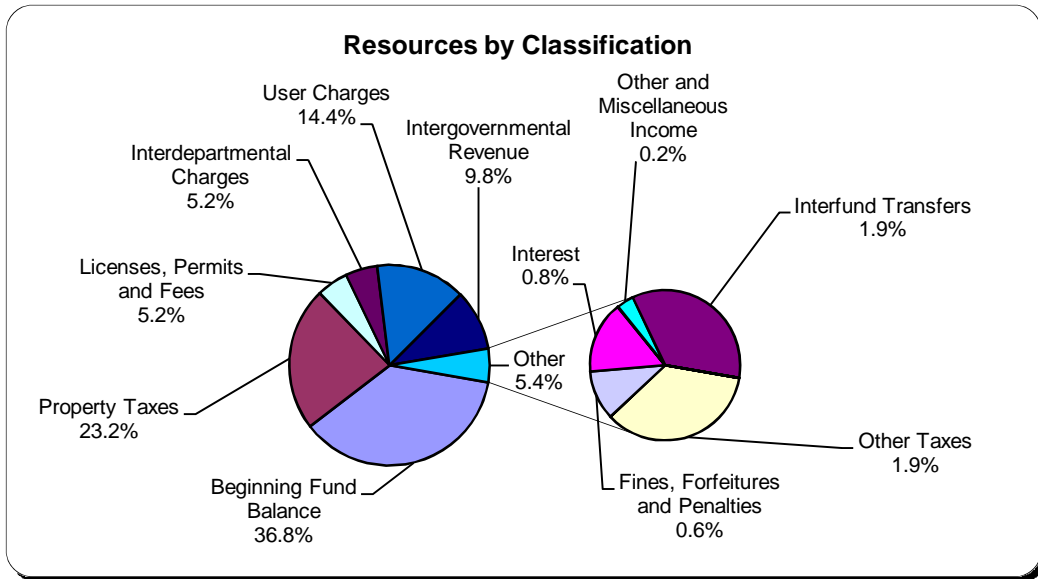
REQUIREMENT SUMMARY BY CLASSIFICATION
2019-2020 BUDGET

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>	<u>DESCRIPTION OF REQUIREMENTS</u>	<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
18,080,163	19,471,629	20,823,271	Personnel Services	22,507,459	22,507,459	22,507,459
9,135,938	9,305,465	14,850,409	Materials and Services	13,785,327	13,775,327	13,775,327
5,253,935	7,593,603	12,355,575	Capital Outlay	12,995,500	12,955,500	12,955,500
2,603,381	1,603,568	1,293,366	Debt Service	587,670	587,670	587,670
1,192,455	1,246,528	1,383,810	Interfund Transfers	1,387,280	1,387,280	1,387,280
-	-	4,348,765	Contingency	4,505,274	4,505,274	4,505,274
50,000	5,000	-	Other Requirements	25,000	25,000	25,000
-	-	4,061,271	Reserve for Future Expenditure	4,276,972	4,226,972	4,226,972
24,276,868	24,757,019	11,425,556	Unappropriated Ending Fund Balance	13,661,139	13,661,139	13,661,139
<u>60,592,740</u>	<u>63,982,812</u>	<u>70,542,023</u>	TOTAL REQUIREMENTS	<u>73,731,621</u>	<u>73,631,621</u>	<u>73,631,621</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 \$27,104,437 or 36.8% of the City's resources. Property taxes are \$17,089,000 or 23.2% of the budget. Of this total, current year property taxes are \$16,520,700.

The second chart shows beginning fund balances. The first plot lists funds with beginning fund balances greater than \$300,000. This year the General Fund has 25.4% of all beginning fund balances with a proposed carry forward of \$6,874,988. The Water Fund projects \$8,129,515, Transportation Fund \$2,704,937 and the Facilities Replacement Fund \$178,958 for beginning fund balances.



CITY OF ROSEBURG, OREGON
RESOURCE SUMMARY BY CLASSIFICATION
2019-2020

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>	<u>DESCRIPTION OF RESOURCES</u>	<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
23,757,755	24,276,868	23,032,062	Beginning Fund Balance	27,104,437	27,104,437	27,104,437
12,921,633	13,601,943	14,015,322	Property Taxes	17,089,000	17,089,000	17,089,000
1,184,263	1,337,316	1,458,580	Other Taxes	1,405,000	1,405,000	1,405,000
3,586,293	3,616,150	3,774,370	Licenses, Permits and Fees	3,800,100	3,800,100	3,800,100
3,216,512	3,423,218	3,574,284	Interdepartmental Charges	3,816,914	3,816,914	3,816,914
8,523,250	9,097,851	9,501,483	User Charges	10,629,040	10,629,040	10,629,040
357,509	403,930	398,200	Fines, Forfeitures and Penalties	428,000	428,000	428,000
5,176,955	6,159,649	11,054,927	Intergovernmental Revenue	7,304,900	7,204,900	7,204,900
272,995	417,906	343,900	Interest	614,550	614,550	614,550
28,149	19,241	16,600	Assessment Collections	7,400	7,400	7,400
360,783	362,481	370,200	Other and Miscellaneous Income	145,000	145,000	145,000
1,192,455	1,246,528	1,383,810	Interfund Transfers	1,387,280	1,387,280	1,387,280
-	-	1,618,285	Interagency Transfers	-	-	-
14,188	19,731	-	Reimbursements	-	-	-
<u>60,592,740</u>	<u>63,982,812</u>	<u>70,542,023</u>	TOTAL RESOURCES	<u>73,731,621</u>	<u>73,631,621</u>	<u>73,631,621</u>

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2019-2020 BUDGET**

2019-2020 CURRENT PROPERTY TAX REQUIREMENTS

FUND	2019-2020 ADOPTED RATE*	2019-2020 ESTIMATED \$ LEVY	LESS ESTIMATES			2019-2020 PROJECTED NET COLLECTIONS
			DISCOUNTS 2.0%	ESTIMATED UNCOLLECTIBLE 6.0%	TOTAL DEDUCTIONS	
CITY-WIDE LEVIES:						
General Fund **	8.4774	18,546,750	370,935	1,112,805	1,483,740	17,063,010
TOTALS	8.4774	18,546,750	370,935	1,112,805	1,483,740	17,063,010

*Estimated assessed valuation for City-wide levies is \$2.089 billion, a 20.63% increase.
The above tax rates are calculated before compression in accordance with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON

**PROPERTY TAXES
2019-2020**

HISTORY OF PROPERTY TAX LEVIES AND RATES

	LEVIES			RATES		
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
CITY-WIDE LEVIES:						
General Fund Levy	13,297,247	13,892,628	14,580,147	8.4774	8.4774	8.4774
Totals	13,297,247	13,892,628	14,580,147	8.4774	8.4774	8.4774

Assessed Valuation - City-Wide Levies**

1,588,476,711 1,655,219,115 1,731,906,080

** 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 2019-2020 budget year.

FUND	ESTIMATED FUND BALANCE JULY 1, 2019	2019-2020				ESTIMATED FUND BALANCE JUNE 30, 2020
		ADD REVENUES	LESS EXPENDITURES	LESS CONTINGENCY	LESS RESERVES FOR FUTURE	
General Fund	6,874,988	25,905,080	26,010,736	1,000,000	-	5,769,332
Special Revenue Funds:						
Grant Special Revenue	70,805	2,129,000	2,127,500	-	72,305	-
Hotel/Motel Tax	338,933	1,259,000	1,308,965	-	288,968	-
Streetlight/Sidewalk	320,701	403,470	481,709	242,462	-	-
Bike Trail	153,860	150,276	160,000	144,136	-	-
Golf	85,407	50,590	60,455	75,542	-	-
Economic Development Fund	180,459	222,810	333,006	-	70,263	-
Library Special Fund	31,500	296,000	306,000	-	21,500	-
Stewart Trust	98,569	16,750	80,000	-	35,319	-
Debt Service Funds:						
Debt Retirement	-	-	-	-	-	-
Pension Bond Debt Service Fund	39,753	500,500	474,590	-	-	65,663
Capital Projects Funds:						
Transportation	2,704,937	2,902,658	3,561,729	-	2,045,866	-
Park Improvement	300,668	376,600	390,000	-	287,268	-
Equipment Replacement	1,452,522	712,000	1,077,900	-	1,086,622	-
Assessment Improvement	1,645,840	42,400	1,000,000	-	200,000	488,240
Facilities Replacement	178,958	100,000	160,097	-	118,861	-
Enterprise Funds:						
Storm Drainage	3,343,588	2,439,000	2,477,136	1,000,000	-	2,305,452
Off Street Parking	46,907	48,700	58,732	36,875	-	-
Airport	403,998	1,300,200	1,346,742	357,456	-	-
Water Service	8,129,515	7,308,150	9,405,213	1,000,000	-	5,032,452
Internal Service Fund:						
Workers' Compensation	702,529	364,000	417,726	648,803	-	-
	27,104,437	46,527,184	51,238,236	4,505,274	4,226,972	13,661,139

CITY OF ROSEBURG, OREGON

SUMMARY OF POSITIONS
2019-2020 BUDGET

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>		<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			<u>General Fund</u>			
4.50	5.00	5.00	City Manager's Department	5.00	5.00	5.00
7.30	7.30	7.30	Finance and Mgmt Services			
2.00	2.00	2.00	Finance	7.30	7.30	7.30
			Information Technology	2.50	2.50	2.50
9.30	9.30	9.30	Total Finance and Mgmt Services	9.80	9.80	9.80
5.00	5.00	6.00	Community Development Department	6.00	6.00	6.00
0.00	0.20	2.00	Library	3.50	3.50	3.50
			Public Works Department:			
7.50	7.50	7.50	Engineering Division	7.50	7.00	7.00
3.00	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	26.10	26.10	Total Public Works	26.10	25.60	25.60
			Parks and Recreation Dept:			
2.25	2.25	2.25	Administration	2.25	2.25	2.25
12.00	12.00	12.00	Parks Maintenance Division	13.00	13.00	13.00
14.25	14.25	14.25	Total Parks and Recreation	15.25	15.25	15.25
3.20	3.20	3.20	Municipal Court	3.20	3.20	3.20
40.00	42.00	42.00	Police Department	43.00	43.00	43.00
41.50	41.75	41.75	Fire Department	42.00	42.00	42.00
143.85	146.80	149.60	Total General Fund	153.85	153.35	153.35
0.50	0.00	0.00	<u>Airport Fund</u>			
			Airport Manager	0.00	0.00	0.00
			<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
161.35	163.80	166.60	TOTAL POSITIONS	170.85	170.35	170.35

CITY OF ROSEBURG, OREGON

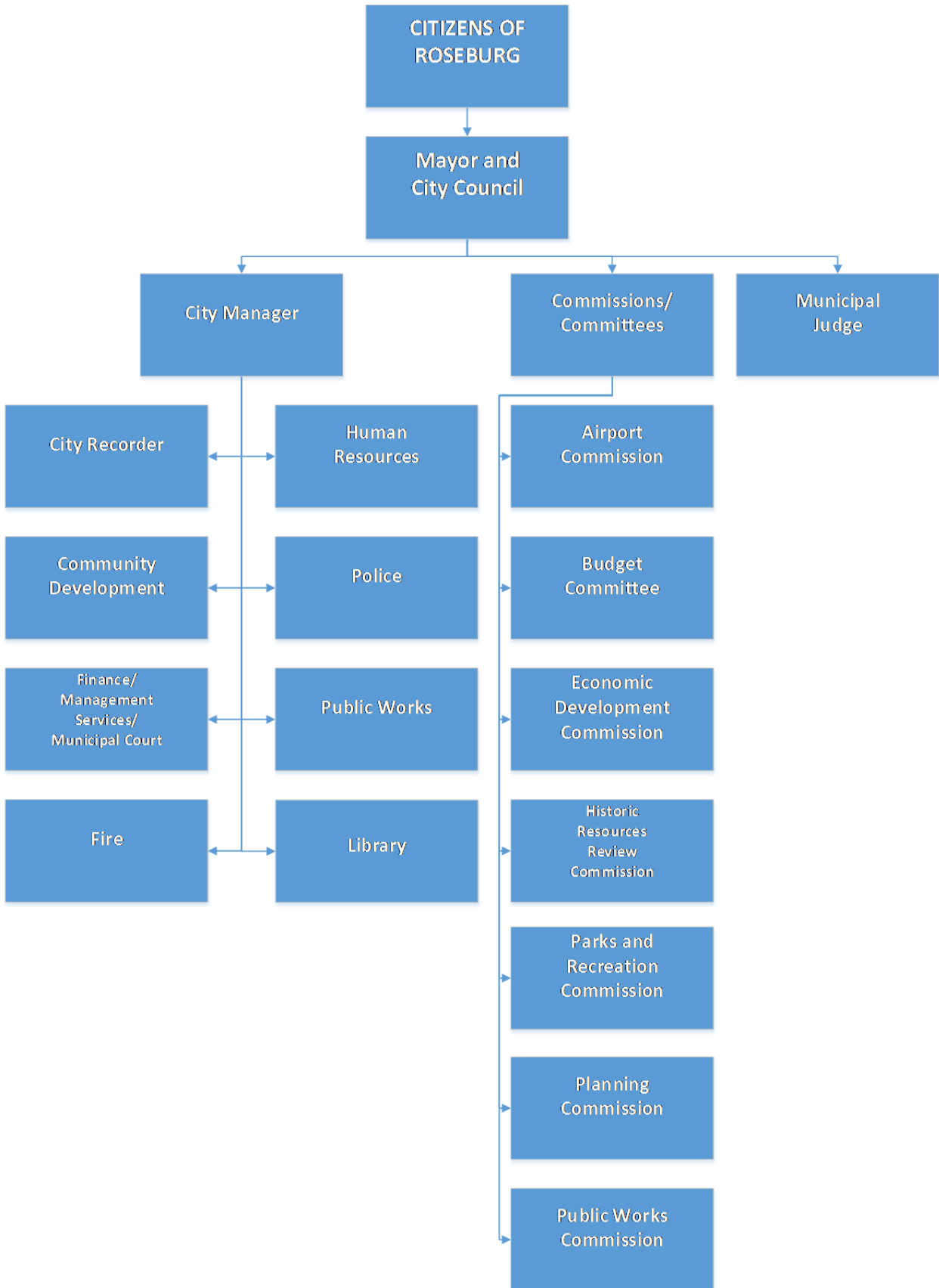
ORGANIZATIONAL CHART

The City of Roseburg is a municipal corporation first organized in 1872. The Roseburg City Council is elected to serve as the governing body for Roseburg's 24,820 citizens. The Mayor, who presides at the Council meetings, is elected for a two-year term. The City is divided into four wards with two Council members per ward. Council members serve a four-year term with one Council position in each ward being up for election every two years.

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

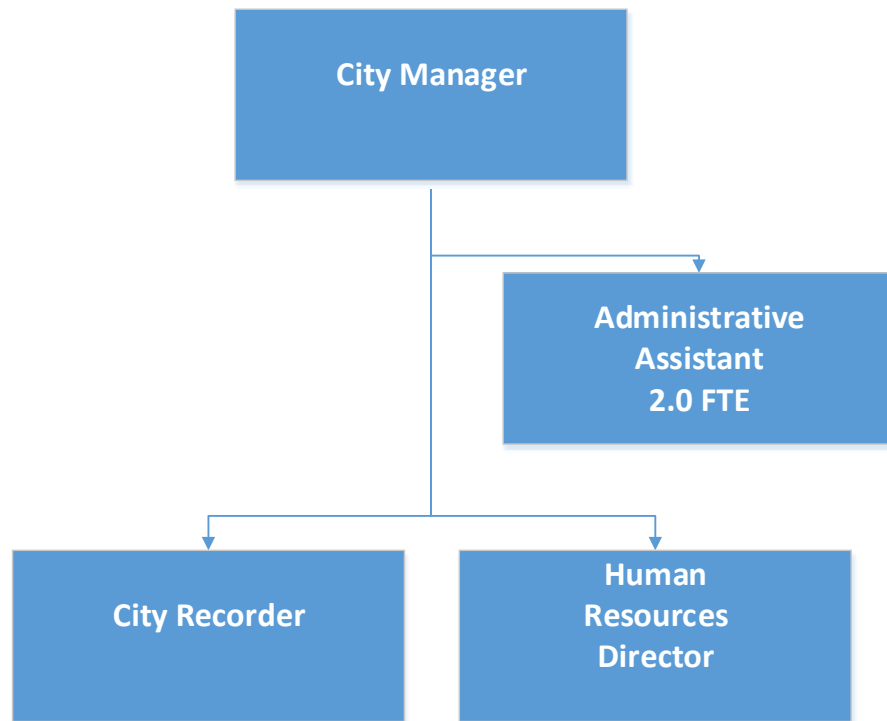
In addition, City Council has seven advisory commissions and committees composed of citizens of Roseburg to assist in the decision making process.

CITY OF ROSEBURG



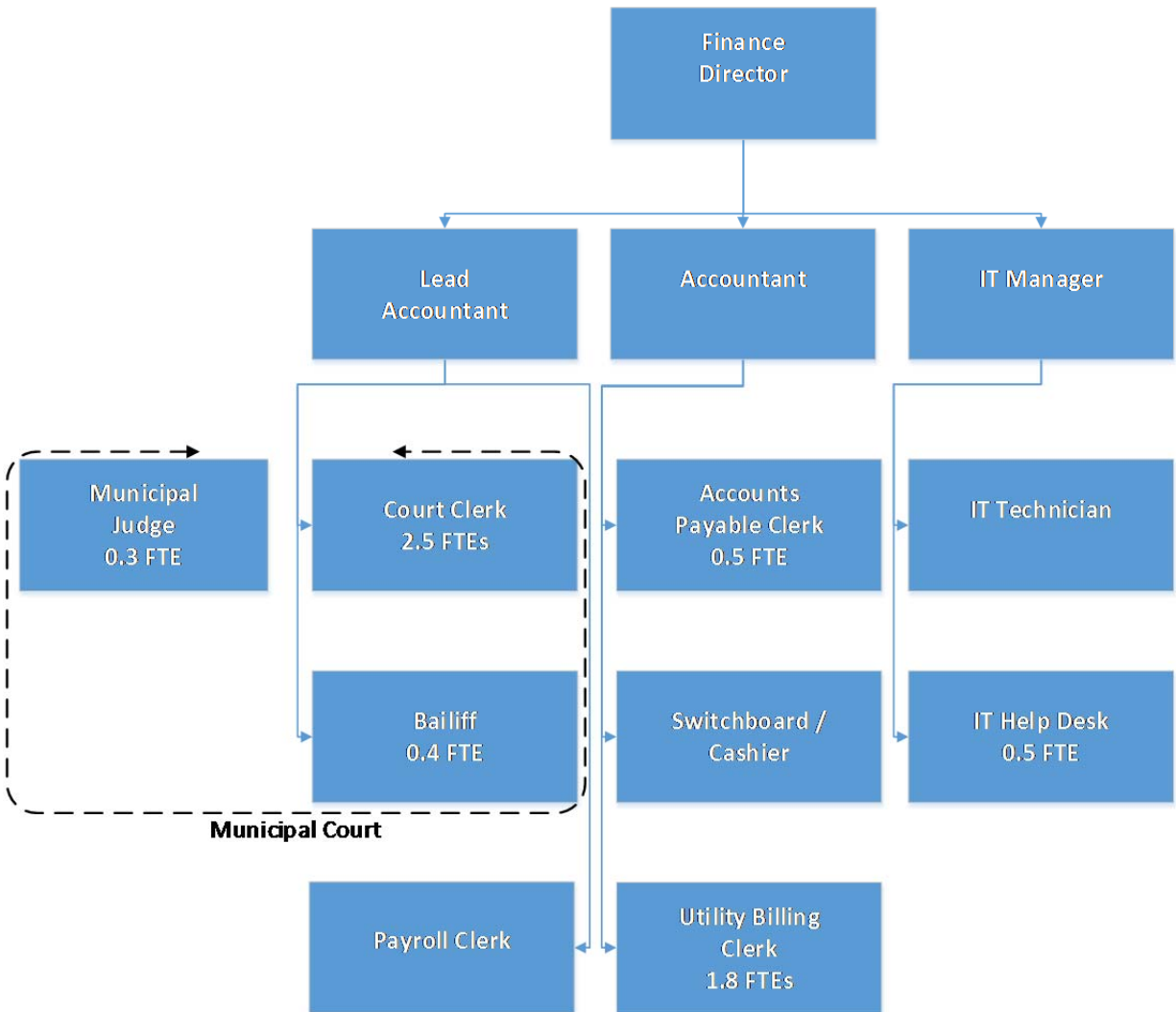
CITY OF ROSEBURG

Administration



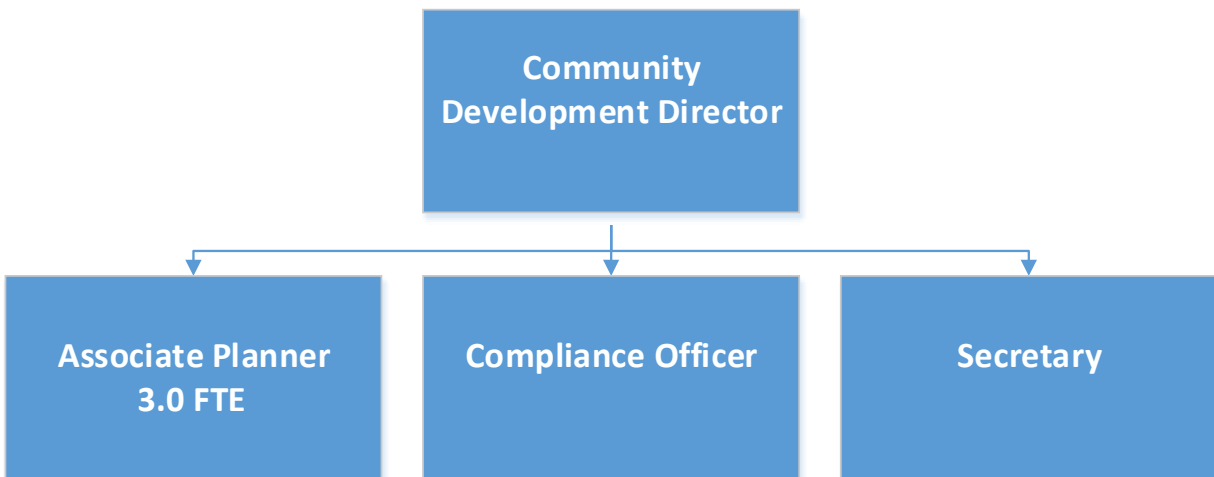
CITY OF ROSEBURG

Finance and Management Services and Municipal Court

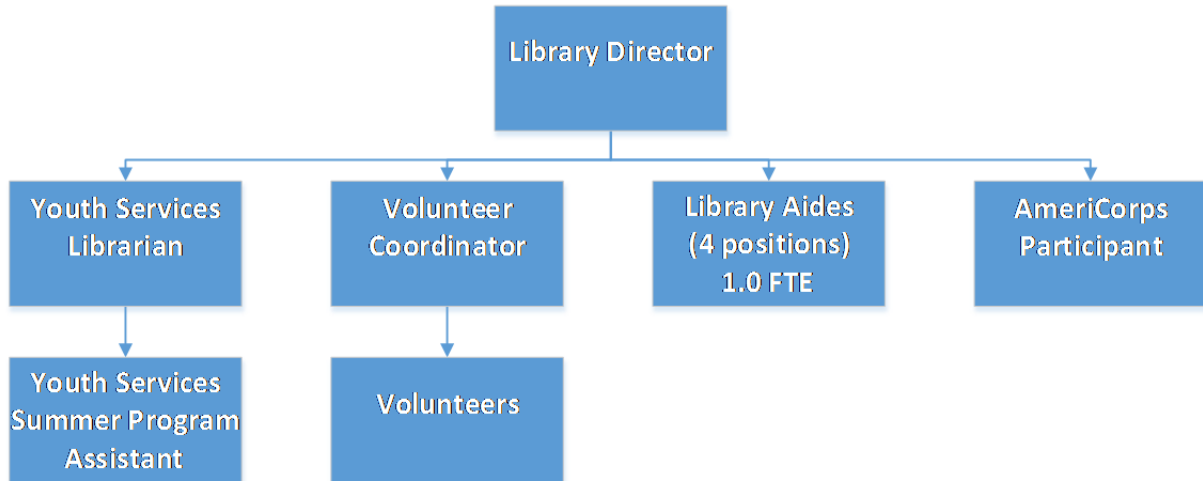


CITY OF ROSEBURG

Community Development Department

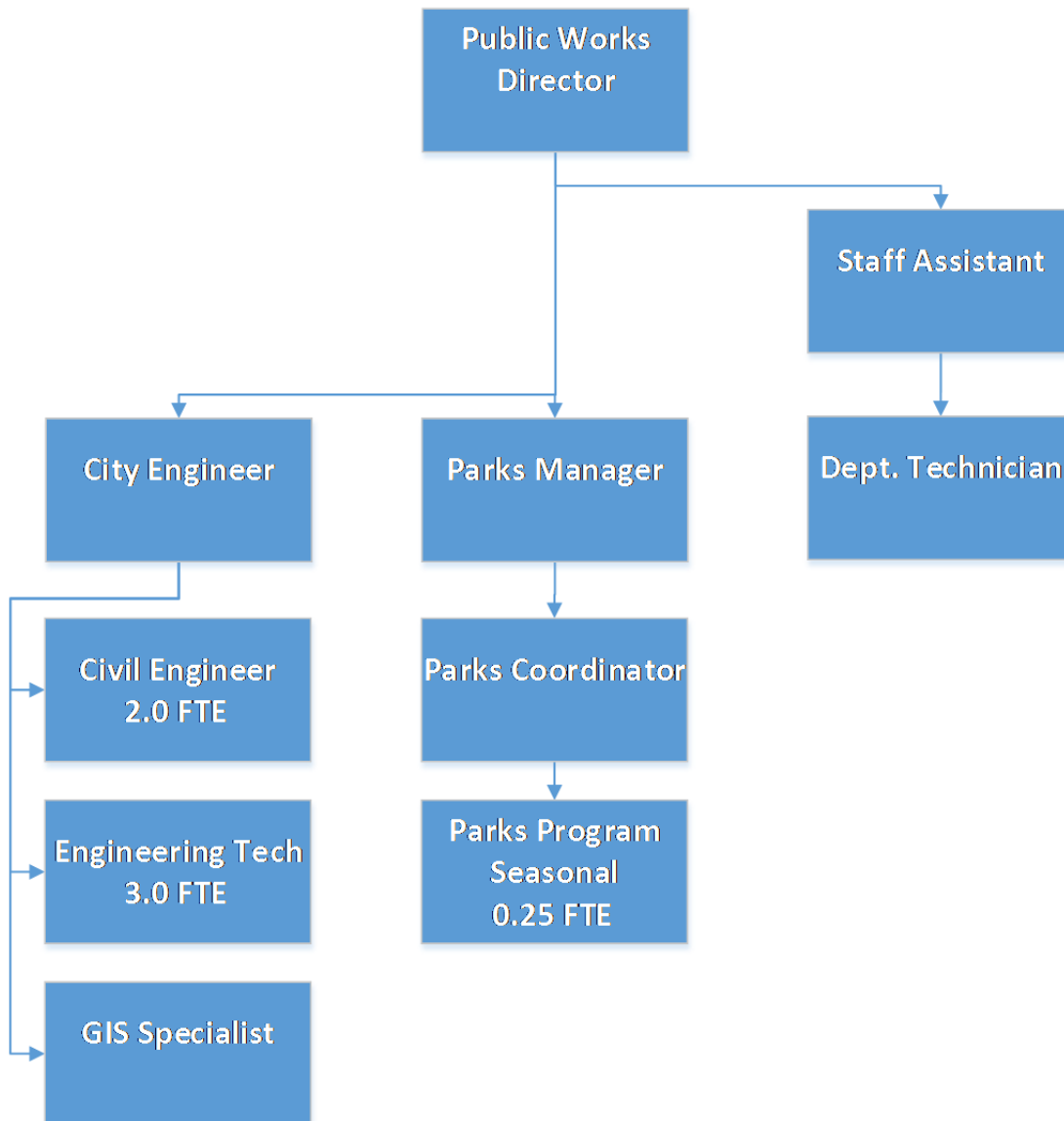


CITY OF ROSEBURG Library



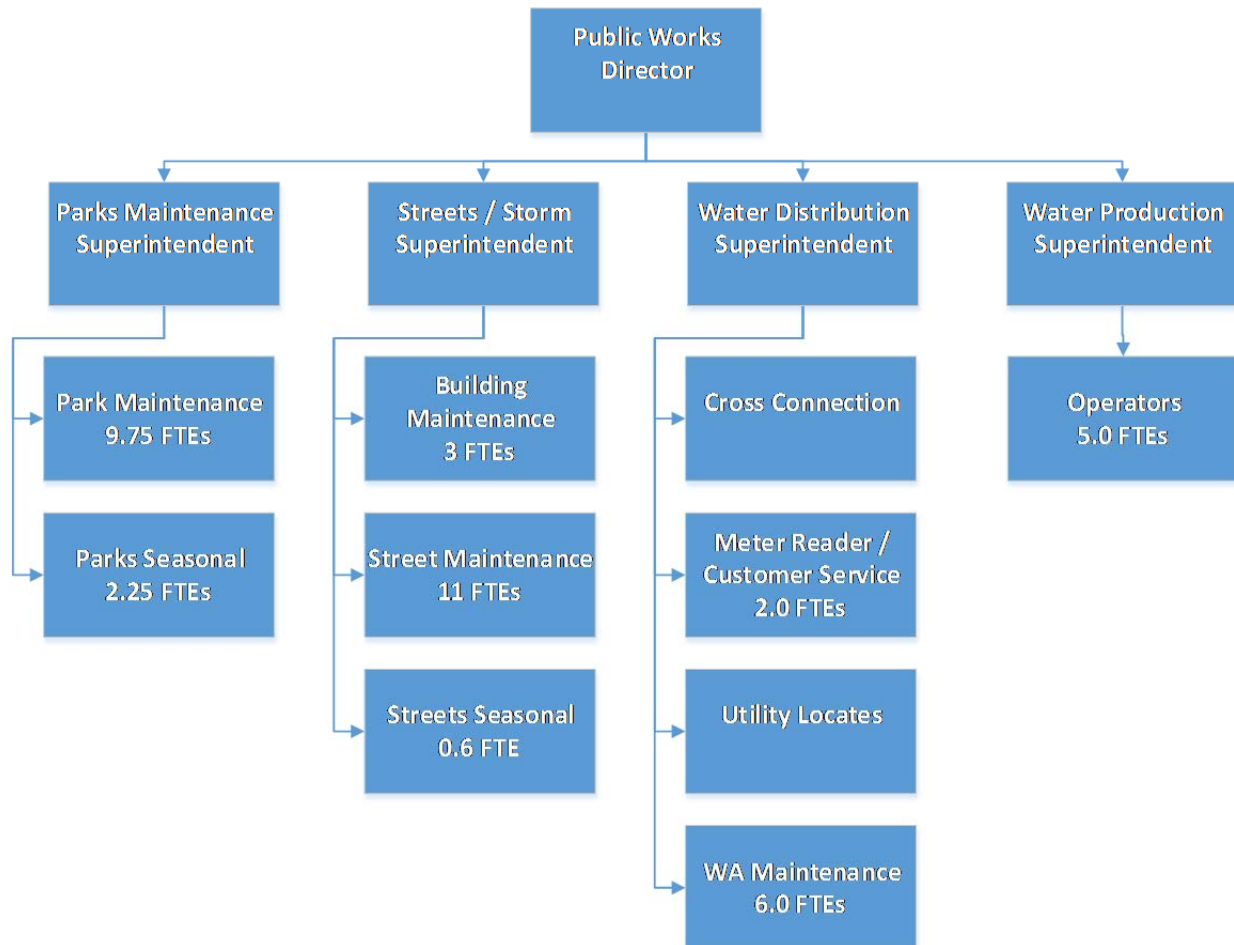
CITY OF ROSEBURG

Public Works Administration / Engineering & Construction



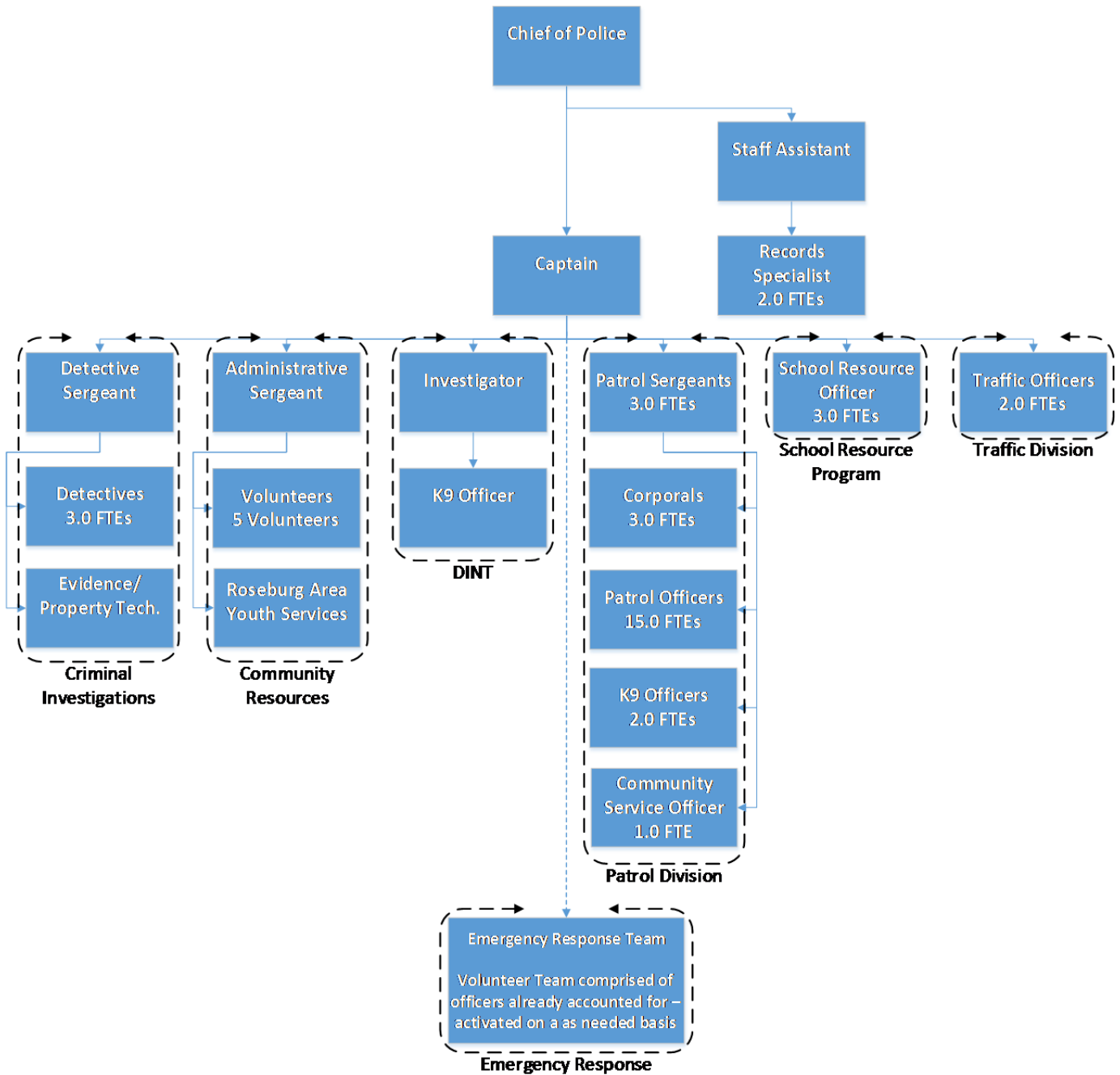
CITY OF ROSEBURG

Public Works Operations & Maintenance



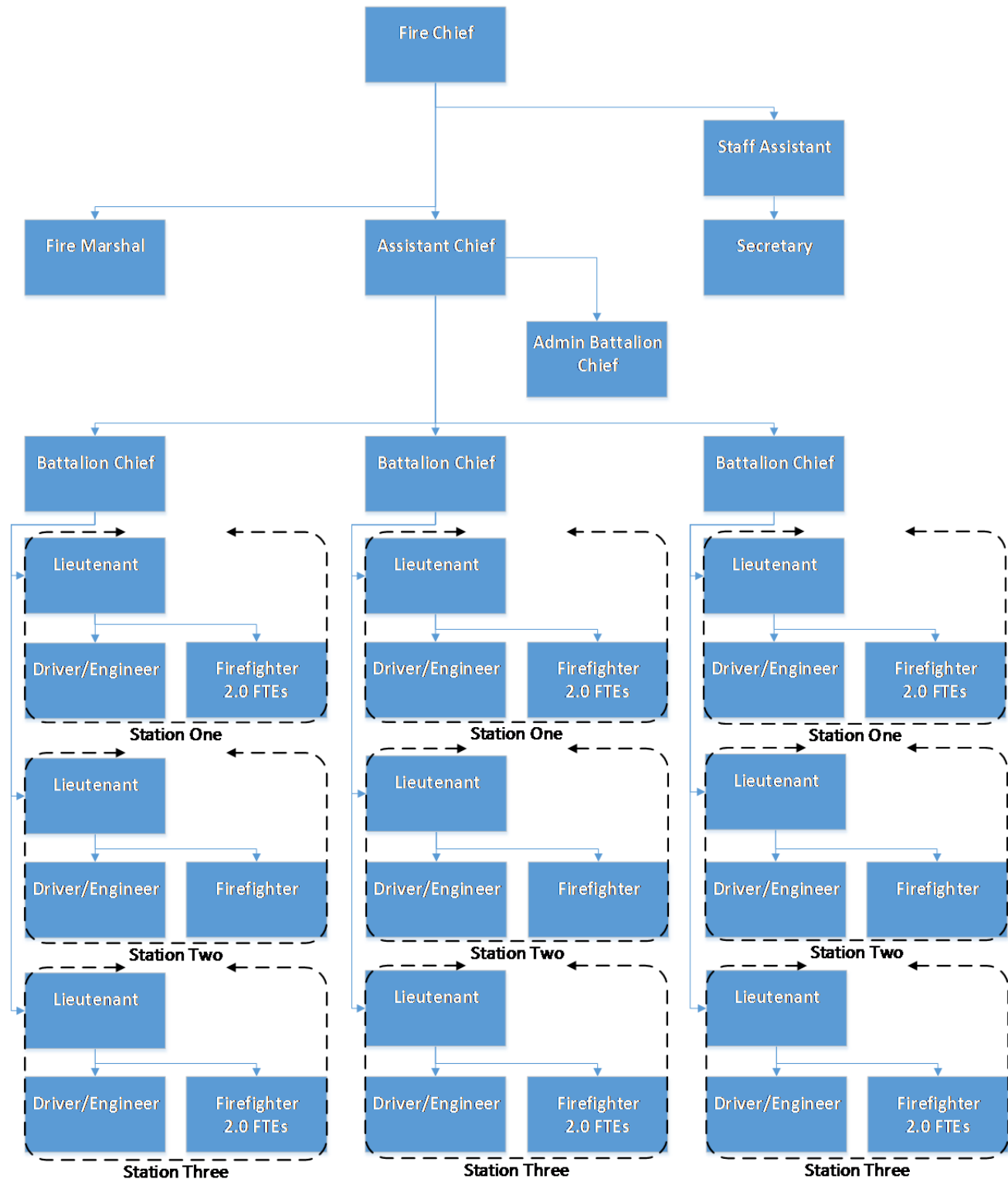
CITY OF ROSEBURG

Police Department



CITY OF ROSEBURG

Fire Department





CITY OF ROSEBURG, OREGON

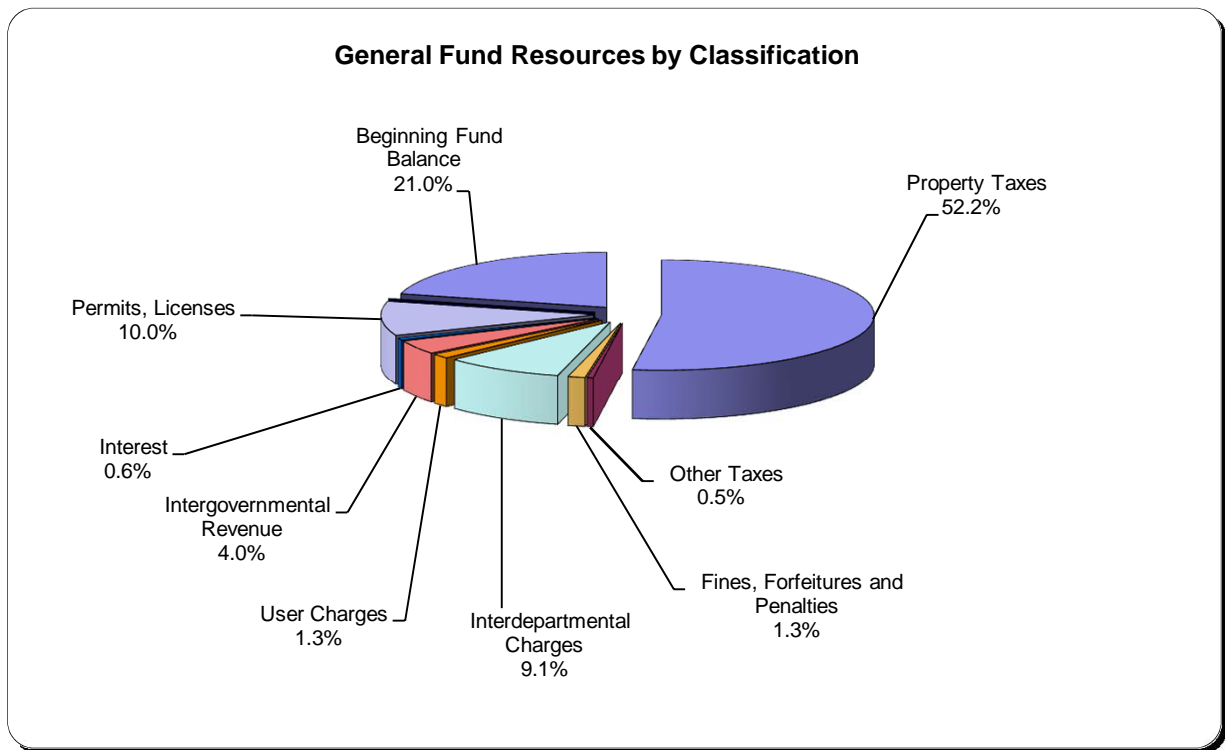
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CITY OF ROSEBURG, OREGON
GENERAL FUND RESOURCES

Total General Fund operating revenues are \$3,337,685 more than the 2018-2019 budget. Property taxes are increasing by approximately 21.93%, however as a percentage of total resources it represents 52.2%. Other significant resources include shared revenues from the State of Oregon which are derived from the sale of liquor and tobacco products, franchise fees and charges to other funds for services provided.

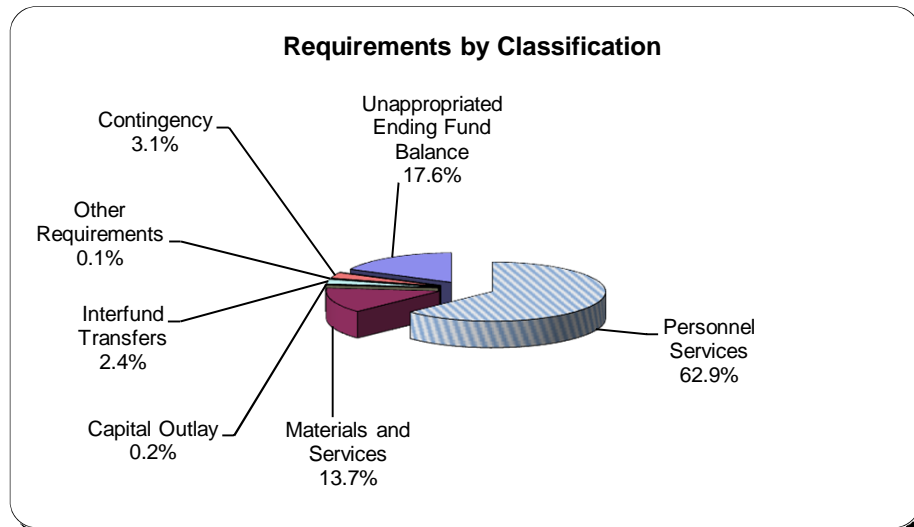
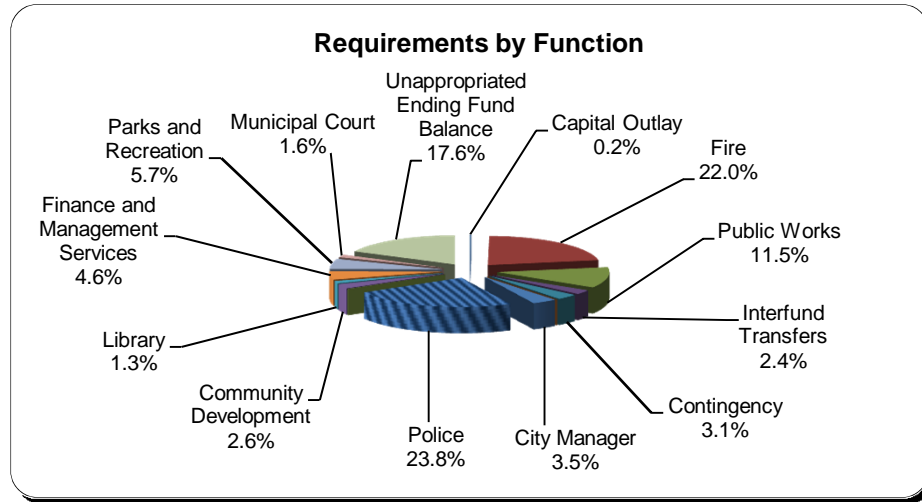


CITY OF ROSEBURG, OREGON						
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019	SUMMARY	PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100)						
RESOURCES:						
12,904,811	13,551,620	14,015,322	Property Taxes	17,089,000	17,089,000	17,089,000
16,822	50,323	-	Land Sales	-	-	-
4,602	167,264	200,000	Other Taxes	155,000	155,000	155,000
3,075,970	3,098,961	3,236,370	Licenses, Permits, and Fees	3,260,800	3,260,800	3,260,800
Charges for Services:						
357,509	403,930	398,200	Fines Forfeitures and Penalties	428,000	428,000	428,000
2,407,181	2,587,397	2,713,415	Interdepartmental Charges	2,966,414	2,966,414	2,966,414
378,294	512,228	407,500	User Charges	437,000	437,000	437,000
1,251,152	1,391,695	1,430,838	Intergovernmental Revenue	1,313,866	1,313,866	1,313,866
97,563	148,633	120,750	Interest	200,000	200,000	200,000
29,021	51,545	10,000	Miscellaneous	20,000	20,000	20,000
20,522,925	21,963,596	22,532,395	Total Operating Revenues	25,870,080	25,870,080	25,870,080
-	-	-	Interfund Transfers	35,000	35,000	35,000
880	-	-	Proceeds From Asset Sales	-	-	-
4,545	-	-	Reimbursements	-	-	-
7,550,925	7,510,376	6,784,009	Beginning Fund Balance	6,874,988	6,874,988	6,874,988
28,079,275	29,473,972	29,316,404	TOTAL RESOURCES	32,780,068	32,780,068	32,780,068

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 47.4% of the total. Other operating departments represent 29.2% 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 62.9% of total requirements and 79.2% of the anticipated expenditures in the General Fund (total requirements less contingency, reserve and unappropriated ending fund balance). Reserve for future expenditure and contingency total \$1,000,000 and represent 3.1% of fund expenditures of \$32,780,068.



CITY OF ROSEBURG, OREGON						
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019	SUMMARY	PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100)						
REQUIREMENTS:						
Operating Budget:						
16,462,565	17,766,320	19,020,074	Personnel Services	20,616,242	20,616,242	20,616,242
3,349,482	3,622,903	4,200,744	Materials and Services	4,499,494	4,499,494	4,499,494
19,812,047	21,389,223	23,220,818	Total Operating Budget	25,115,736	25,115,736	25,115,736
6,852	27,050	91,000	Capital Outlay	70,000	70,000	70,000
700,000	755,000	855,000	Interfund Transfers	800,000	800,000	800,000
50,000	5,000	-	Other Requirements	25,000	25,000	25,000
20,568,899	22,176,273	24,166,818	Total Expenditures	26,010,736	26,010,736	26,010,736
-	-	-	Reserved for Future Expenditure	-	-	-
-	-	900,000	Contingency	1,000,000	1,000,000	1,000,000
7,510,376	7,297,699	4,249,586	Unappropriated Ending Fund Balance	5,769,332	5,769,332	5,769,332
7,510,376	7,297,699	5,149,586	Total Fund Balance	6,769,332	6,769,332	6,769,332
28,079,275	29,473,972	29,316,404	TOTAL REQUIREMENTS	32,780,068	32,780,068	32,780,068

<u>GENERAL FUND (100)</u>								
OPERATING BUDGET BY DEPARTMENT								
881,370	1,044,712	1,041,915	City Manager			1,154,600	1,154,600	1,154,600
1,203,907	1,259,808	1,427,282	Finance and Management Services			1,509,178	1,509,178	1,509,178
523,256	637,639	786,726	Community Development			844,073	844,073	844,073
-	27,879	355,535	Library			429,026	429,026	429,026
3,208,584	3,362,290	3,695,399	Public Works			3,778,406	3,778,406	3,778,406
1,457,744	1,478,768	1,665,833	Parks and Recreation			1,854,153	1,854,153	1,854,153
454,808	474,376	505,192	Municipal Court			510,551	510,551	510,551
6,091,028	6,594,279	7,079,569	Police Department			7,807,772	7,807,772	7,807,772
5,991,350	6,509,472	6,663,367	Fire Department			7,227,977	7,227,977	7,227,977
19,812,047	21,389,223	23,220,818	TOTAL OPERATING BUDGET BY DEPARTMENT			25,115,736	25,115,736	25,115,736



CITY OF ROSEBURG, OREGON
GENERAL FUND

RESOURCES

- ◆ Beginning Fund Balance – This provides cash flow for City operations until property tax revenues are received.
- ◆ Current Year Property Taxes – This consists of all current property tax revenue generated by the City.
- ◆ Franchise Fees – Cable television pays 5%, natural gas pays 6% and electric pays 9% of the gross receipts within the City limits. Telecommunication franchise fees are 7% of gross revenue derived from exchange services for “Carriers” (telecommunication utility or co-operative); 5% of gross revenues derived from customers within the City for “Non-Carrier Providers with City customers”; and \$2.00 per linear foot of public way occupied for “Non-Carrier Providers without City customers and private communication networks.” Storm Drainage and Water Utility fees are 5% of revenues.
- ◆ Interdepartmental Charges – An indirect cost allocation model has been developed to charge General Fund services provided to other funds. Funds are charged based on the prior year budget. Future year allocation methodology will continue to be evaluated.
- ◆ State Shared Revenues – Liquor, tobacco, marijuana and revenue sharing funds are distributed on a per capita basis statewide.
- ◆ Service Area Fee – Fees for water service provided to customers outside the city limits. Charges are based on meter size.
- ◆ Fire Suppression and Fire Prevention Fees – These fees were instituted in 2006 for a variety of fire inspections, permits and consultations.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - REVENUES								
7,550,925	7,510,376	6,784,009	00-00-301000	BEGINNING FUND BALANCE		6,874,988	6,874,988	6,874,988
REVENUES - (100)								
12,389,614	13,020,052	13,465,322	70-40-311100	Current Year Property Taxes		16,520,700	16,520,700	16,520,700
493,677	506,670	525,000	70-40-311200	Prior Years' Property Taxes		542,300	542,300	542,300
16,822	50,323	-	70-40-311300	Land Sales		-	-	-
21,520	24,898	25,000	70-40-311400	In Lieu of Taxes		26,000	26,000	26,000
1,731	60	-	00-00-311500	Penalties and Interest		-	-	-
4,602	167,264	200,000	70-40-315200	Marijuana 3%		155,000	155,000	155,000
9,961	8,923	9,300	30-10-321100	Public Works		9,300	9,300	9,300
36,697	39,444	39,000	50-10-321102	Planning Fees		39,500	39,500	39,500
30,000	30,000	30,000	10-10-321104	Garbage Permits		30,000	30,000	30,000
66,768	49,187	69,000	40-10-321120	Parks Department Fees		55,000	55,000	55,000
39,015	39,675	45,000	10-10-321149	Other Licenses		47,000	47,000	47,000
280	-	-	50-10-321510	Miscellaneous Building Fees		-	-	-
1,420	991	-	50-10-321525	Derelict Building Fees		24,000	24,000	24,000
322,540	317,790	334,000	78-40-321700	Gas Franchise Fees		330,000	330,000	330,000
1,900,825	1,907,527	1,960,000	78-40-321720	Electric Franchise Fees		1,940,000	1,940,000	1,940,000
250,656	256,143	265,000	78-40-321740	Telephone Franchise Fees		268,000	268,000	268,000
130,462	130,712	140,500	78-40-321760	Cable TV Franchise Fees		132,000	132,000	132,000
213,527	235,831	252,000	78-40-321780	Water Utility Franchise Fees		289,100	289,100	289,100
73,819	82,738	92,570	00-00-321800	Storm Drainage Franchise Fees		96,900	96,900	96,900
292,139	306,453	375,000	20-10-322101	Fines		316,000	316,000	316,000
11,057	16,748	15,000	20-10-322105	Court Costs		15,000	15,000	15,000
1,848	-	-	20-10-322120	Civil Forfeiture		-	-	-
1,511	2,005	4,500	20-10-322125	Police-Impound Admin Fee		1,500	1,500	1,500
3,219	5,150	3,700	20-10-322135	Court Appointed Attorney Fees		5,500	5,500	5,500
47,735	73,574	-	20-10-322140	Criminal Fines		90,000	90,000	90,000
10,340	11,810	-	20-20-331140	Federal Grants		-	-	-
54,647	4,200	20,000	40-20-332120	State Grants		17,500	17,500	17,500
348,059	377,430	441,200	78-40-332520	Liquor State Subventions		460,500	460,500	460,500
28,781	29,113	29,100	78-40-332530	Tobacco State Subventions		29,500	29,500	29,500
-	125,975	75,000	78-40-332540	Marijuana Subventions		93,000	93,000	93,000
218,391	231,717	240,000	78-40-332710	State Revenue Sharing		257,500	257,500	257,500
11,312	15,654	12,000	20-20-332725	Hazardous Materials Revenue		18,000	18,000	18,000
6,703	5,827	8,000	30-20-332730	Other		9,000	9,000	9,000
21,840	14,210	15,000	20-20-333210	Contracted Services		15,000	15,000	15,000
172,917	183,249	170,000	20-20-334100	Intergovernmental Revenue-Local		170,000	170,000	170,000
6,000	6,000	6,000	10-10-341122	Interdept Charges-Golf		6,000	6,000	6,000
35,181	40,025	38,607	10-10-341125	Interdept Charges-Hotel/Motel		40,185	40,185	40,185
72,073	75,289	87,743	10-10-341129	Interdept Charges-Sidewalk		81,709	81,709	81,709
865,827	943,024	980,371	10-10-341131	Interdept Charges-Transportation		1,048,129	1,048,129	1,048,129
378,162	392,510	420,538	10-10-341135	Interagency - Urban Renewal		243,866	243,866	243,866
37,153	39,677	41,274	30-10-341136	Interdept Charges-Facilities		14,797	14,797	14,797
6,975	6,859	2,638	10-10-341151	Interdept Charges-OSP		2,632	2,632	2,632
70,111	84,898	84,916	10-10-341152	Interdept Charges-Airport		100,427	100,427	100,427
857,660	898,098	943,326	10-10-341153	Interdept Charges-Water		1,076,418	1,076,418	1,076,418
4,609	6,225	6,936	10-10-341155	Interdept Charges-Economic Development		5,506	5,506	5,506
429,794	471,215	504,934	10-10-341156	Interdept Charges-Storm		573,385	573,385	573,385
21,798	16,087	16,670	10-10-341161	Interdept Charges-Work Comp		17,226	17,226	17,226
333,728	314,868	308,000	10-10-343280	User Fees		316,500	316,500	316,500
19,970	20,550	21,000	10-10-343810	Lien Search Fee		27,000	27,000	27,000
616	151,910	50,000	20-10-343910	Fire Suppression Fees		50,000	50,000	50,000
10,125	14,364	10,000	20-10-343920	Fire Prevention Fees		10,000	10,000	10,000
2,678	-	2,500	40-10-344250	Parks Administration Fee		2,500	2,500	2,500

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - REVENUES								
9,306	8,310	12,000	20-10-344510	Police Administrative Fee		10,000	10,000	10,000
1,871	2,226	4,000	20-10-344610	Fire Administrative Fee		8,000	8,000	8,000
-	-	-	40-10-344710	Library Card		12,000	12,000	12,000
-	-	-	40-10-344720	Library Miscellaneous		1,000	1,000	1,000
6,464	2,066	-	30-30-361200	Special Assessment		-	-	-
95,832	148,573	120,750	60-40-371100	Interest Income		200,000	200,000	200,000
5,330	13,840	-	20-20-381110	Contributions		-	-	-
17,227	35,639	10,000	80-40-385100	Miscellaneous		20,000	20,000	20,000
-	-	-	85-40-391270	Transfers - Library Special Revenue		35,000	35,000	35,000
880	-	-	90-40-392100	Proceeds From Asset Sales		-	-	-
4,545	-	-	99-40-392300	Reimbursements		-	-	-
20,528,350	21,963,596	22,532,395	Total			25,905,080	25,905,080	25,905,080
TOTAL REVENUES & BEGINNING								
28,079,275	29,473,972	29,316,404	FUND BALANCE			32,780,068	32,780,068	32,780,068

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, 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 Administrative Assistants provide assistance to the Department.

DEPARTMENT GOALS - PRIOR YEAR

1. Bring all remaining departments on-line with electronic records system and provide access to the system to additional Staff members.
2. Successfully transition with new City Recorder and Administrative Assistant and provide transitional integration with Public safety as the administrative transition continues.
3. Implement the new East Roseburg Urban Renewal District.
4. Provide comprehensive City-wide employee training in ethics, harassment and customer service
5. Implement City Council goals in conjunction with all departments.

DEPARTMENT GOALS - CURRENT YEAR

1. Successfully transition with new City Manager.
2. Implement electronic approval processes in the department.
3. Implement City Council goals in conjunction with all departments.

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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	0.0	0.0	0.0
Administrative Assistant	<u>1.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
	4.5	5.0	5.0	5.0

CITY OF ROSEBURG, OREGON									
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
<u>GENERAL FUND (100) - CITY MANAGER DEPARTMENT</u>									
PERSONNEL SERVICES - 1010									
444,000	484,305	464,291	Salaries and Wages			490,001	490,001	490,001	
200,054	229,475	246,624	Employee Benefits			326,849	326,849	326,849	
644,054	713,780	710,915	Total				816,850	816,850	816,850
MATERIALS AND SERVICES - 1010									
2,867	3,266	6,000	41-3010	Lodging and Registration		6,000	6,000	6,000	
1,029	2,095	3,500	41-3015	Meals and Mileage		3,500	3,500	3,500	
202	519	500	41-3020	Commission Meetings and Meals		750	750	750	
1,984	4,473	4,500	41-3025	Council Travel and Conference		4,500	4,500	4,500	
19,069	20,611	21,500	41-3035	Memberships		22,500	22,500	22,500	
733	594	4,000	41-3040	Dues and Subscriptions		4,000	4,000	4,000	
100	7,264	2,500	41-3055	Personnel Training		2,500	2,500	2,500	
64,953	90,450	87,500	41-3310	Professional Services-Legal		91,500	91,500	91,500	
10,422	10,808	12,000	41-3315	Auditing		12,000	12,000	12,000	
90	127	-	41-3330	Professional Services Technical		-	-	-	
21,173	40,212	25,000	41-3620	Special Services		25,000	25,000	25,000	
69,672	90,128	100,000	41-3690	Misc. Contracted Services		100,000	100,000	100,000	
643	941	2,000	41-3810	Recording		4,000	4,000	4,000	
5,276	3,576	6,000	41-3815	Advertising		6,000	6,000	6,000	
-	-	2,000	41-3820	Budget and Special Election		2,000	2,000	2,000	
2,532	3,074	10,000	41-3825	Codifications		9,000	9,000	9,000	
9,799	24,048	12,500	41-3830	Personnel Recruitment		12,500	12,500	12,500	
6,117	5,742	10,000	41-4510	Office Supplies		10,000	10,000	10,000	
17,961	18,091	15,000	41-4520	Postage		15,000	15,000	15,000	
696	3,446	3,500	41-4545	Materials & Supplies - Special Purchases		3,500	3,500	3,500	
-	-	1,000	41-4580	Office Equipment/Furniture		1,500	1,500	1,500	
1,998	1,467	2,000	41-4830	Equipment Maintenance & Repair		2,000	2,000	2,000	
237,316	330,932	331,000	Total				337,750	337,750	337,750
881,370	1,044,712	1,041,915	TOTAL CITY MANAGER DEPARTMENT			1,154,600	1,154,600	1,154,600	

CITY OF ROSEBURG, OREGON
GENERAL FUND

FINANCE AND MANAGEMENT SERVICES DEPARTMENT

CURRENT OPERATIONS

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

GOALS – PRIOR YEAR

1. Submit CAFR to GFOA certification program.
2. Submit PAFR (Popular Annual Financial Report) to GFOA award program.
3. Implement GASB Statement No. 84 “Fiduciary Activities” and Statement No. 87 “Leases”.
4. Prepare the final close-out of the first Urban Renewal area.

GOALS – CURRENT YEAR

1. Submit CAFR (Comprehensive Annual Financial Report) to GFOA certification program.
2. Submit PAFR (Popular Annual Financial Report) to GFOA award program.
3. Complete development and rollout of new online payment services.
4. Perform preparatory work for implementation of GASB Statement No. 87 “Leases”.
5. Complete the final close-out of the first Urban Renewal area.

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Finance Director	1.0	1.0	1.0	1.0
Lead Accountant	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0
Account Clerk	1.8	1.8	1.8	1.8
Account Clerk II	1.5	1.5	1.5	1.5
Payroll/Benefits Technician	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	7.3	7.3	7.3	7.3

CITY OF ROSEBURG, OREGON									
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
GENERAL FUND (100) - FINANCE DIVISION									
PERSONNEL SERVICES - 1015									
417,711	436,412	467,574	Salaries and Wages			488,086	488,086	488,086	
239,409	266,593	296,362	Employee Benefits			328,130	328,130	328,130	
657,120	703,005	763,936	Total				816,216	816,216	816,216
MATERIALS AND SERVICES - 1015									
5,949	7,044	5,780	41-3010	Lodging and Registration		6,500	6,500	6,500	
2,677	2,925	2,000	41-3015	Meals and Mileage		2,560	2,560	2,560	
1,011	824	1,555	41-3040	Dues and Subscriptions		1,730	1,730	1,730	
918	1,058	1,000	41-3055	Personnel Training		1,000	1,000	1,000	
6,660	660	7,725	41-3330	Professional Services-Technical		4,730	4,730	4,730	
1,729	1,572	2,500	41-3690	Contracted Services-Miscellaneous		2,580	2,580	2,580	
2,167	2,039	4,200	41-3870	Bad Debt Expense		4,200	4,200	4,200	
6,197	8,379	12,800	41-3885	Banking Fees		12,800	12,800	12,800	
-	4,400	5,000	41-3915	Software Non Capital		5,000	5,000	5,000	
31,086	29,076	44,000	41-3920	Technology-Support and Maintenance		44,000	44,000	44,000	
-	-	500	41-3925	Office Machine Rentals		2,200	2,200	2,200	
15,376	15,416	16,300	41-4210	Telephone Communications		18,000	18,000	18,000	
4,646	3,688	7,250	41-4510	Office Supplies		7,250	7,250	7,250	
4,392	1,137	1,500	41-4515	Equipment Non Capital		1,500	1,500	1,500	
215	158	250	41-4545	Supplies		250	250	250	
105	-	-	41-4580	Office Equipment/Furniture		-	-	-	
1,256	1,080	1,800	41-4830	Equipment Maintenance		1,800	1,800	1,800	
252	269	290	41-5710	Insurance-Automobile		540	540	540	
31,957	32,935	34,590	41-5715	Insurance-General Liability		36,630	36,630	36,630	
4,628	3,709	3,900	41-5720	Insurance-Property		4,150	4,150	4,150	
479	479	500	41-5740	Insurance-Equipment		600	600	600	
1,056	923	970	41-5790	Insurance-Miscellaneous		800	800	800	
122,756	117,771	154,410	Total				158,820	158,820	158,820
779,876	820,776	918,346	TOTAL FINANCE DIVISION			975,036	975,036	975,036	

CITY OF ROSEBURG, OREGON
GENERAL FUND

FINANCE AND MANAGEMENT SERVICES DEPARTMENT
INFORMATION TECHNOLOGY DIVISION

CURRENT OPERATIONS

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

The IT Division currently supports a network of:

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

GOALS – PRIOR YEAR

1. Continue Assisting with telemetry work in conjunction with Public Works.
2. PC upgrades for Police and Fire.
3. Wireless backhaul to Fulton from PSC for Redundant Network for backing up data and connection.
4. Install new Storage Area Network (SAN) storage.
5. Rollout new access points for new Wireless Local Area Network (LAN) controller.

GOALS – CURRENT YEAR.

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

PERSONNEL HISTORY The personal services position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Info Technology Manager	1.0	1.0	1.0	1.0
Technical Administrator	1.0	1.0	1.0	1.0
IT Helpdesk Support	<u>0.0</u>	<u>0.0</u>	<u>0.5</u>	<u>0.5</u>
	2.0	2.0	2.5	2.5

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED	
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				2019-2020	2019-2020	2019-2020	
<u>GENERAL FUND (100) - INFORMATION TECHNOLOGY DIVISION</u>									
PERSONNEL SERVICES - 1025									
153,102	168,276	176,932	Salaries and Wages			205,201	205,201	205,201	
85,198	96,834	105,947	Employee Benefits			119,771	119,771	119,771	
<u>238,300</u>	<u>265,110</u>	<u>282,879</u>	Total				<u>324,972</u>	<u>324,972</u>	<u>324,972</u>
MATERIALS AND SERVICES - 1025									
-	-	1,000	41-3010	Lodging and Registration		1,000	1,000	1,000	
56	-	600	41-3015	Meals and Mileage		600	600	600	
38	13	600	41-3040	Dues and Subscriptions		600	600	600	
6,190	4,400	10,000	41-3055	Personnel Training		10,000	10,000	10,000	
9,803	13,140	45,000	41-3690	Contracted Services		-	-	-	
37,076	73,438	83,940	41-3910	Hardware Non Capital		89,730	89,730	89,730	
52,461	10,043	5,977	41-3915	Software Non Capital		17,300	17,300	17,300	
41,769	39,821	32,000	41-3920	Technology-Support and Maintenance		43,000	43,000	43,000	
33,753	30,389	40,600	41-3930	Technology-Contracted Services		40,600	40,600	40,600	
3,566	2,542	2,640	41-4215	Cellular Phone		2,640	2,640	2,640	
86	-	300	41-4510	Office Supplies		300	300	300	
72	53	400	41-4545	Supplies		400	400	400	
570	-	800	41-4580	Office Equipment/Furniture		800	800	800	
203	-	1,200	41-4815	Vehicle Repair and Maintenance		1,200	1,200	1,200	
82	82	200	41-4820	Vehicle Fuel		200	200	200	
6	1	800	41-4830	Equipment Maintenance		800	800	800	
<u>185,731</u>	<u>173,922</u>	<u>226,057</u>	Total				<u>209,170</u>	<u>209,170</u>	<u>209,170</u>
<u>424,031</u>	<u>439,032</u>	<u>508,936</u>	TOTAL INFORMATION TECHNOLOGY DIVISION			<u>534,142</u>	<u>534,142</u>	<u>534,142</u>	
<u>1,203,907</u>	<u>1,259,808</u>	<u>1,427,282</u>	TOTAL FINANCE AND MANAGEMENT SERVICES			<u>1,509,178</u>	<u>1,509,178</u>	<u>1,509,178</u>	
<u>2,085,277</u>	<u>2,304,520</u>	<u>2,469,197</u>	TOTAL ADMINISTRATIVE DEPARTMENT			<u>2,663,778</u>	<u>2,663,778</u>	<u>2,663,778</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 Regulations and special projects like the Transportation Plan, Housing Needs Analysis, Buildable Lands Inventory, and other zoning overlays. The Planning Division works closely with the Planning, Economic Development and Historic Resource Review Commissions. Additional projects administered by the department include items involving economic planning and coordination, downtown programs and redevelopment and urban growth projects. The Department contracts with Douglas County Building Department in order to provide building permit services.

DEPARTMENT GOALS – PRIOR YEAR

1. Complete a Housing Needs Analysis/Buildable Lands Inventory
2. Update the Urban Growth Management Agreement between the City & County
3. Complete the Transportation System Plan update
4. Complete Pine Street Alley Overlay
5. Begin the Wayfinding Sign Project
6. Finalize the Commercial & Industrial Lands Inventory on the City website
7. Help to administer the CDBG Head Start & Housing Rehabilitation Grants

DEPARTMENT GOALS – CURRENT YEAR

1. Complete and adopt the Housing Needs Analysis/Buildable Lands Inventory
2. Complete and adopt the Transportation System Plan update
3. Complete and adopt the Pine Street Alley Overlay
3. Begin the process of an Urban Growth Boundary Swap
4. Enhance the zoning code to enable different types of housing options and opportunities
5. Begin construction of Wayfinding Signs
6. Complete and present the “Tax Value – Per Acre Map” project

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Director	1.0	1.0	1.0	1.0
Associate Planner	2.0	2.0	3.0	3.0
Compliance Officer	1.0	1.0	1.0	1.0
Department Technician	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	5.0	5.0	6.0	6.0

CITY OF ROSEBURG, OREGON							
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
GENERAL FUND(100) - COMMUNITY DEVELOPMENT DEPARTMENT							
PERSONNEL SERVICES - 1520							
294,693	325,553	387,214		409,748	409,748	409,748	
183,617	218,401	278,512		307,325	307,325	307,325	
478,310	543,954	665,726	Total	717,073	717,073	717,073	
MATERIALS AND SERVICES - 1520							
1,105	2,059	2,000	41-3010	Lodging and Registration	4,000	4,000	4,000
395	656	1,500	41-3015	Meals and Mileage	3,000	3,000	3,000
54	-	200	41-3020	Commission Meetings and Meals	200	200	200
1,325	633	1,500	41-3040	Dues and Subscriptions	1,500	1,500	1,500
19,512	12,722	28,000	41-3310	Professional Services-Legal	28,000	28,000	28,000
-	-	2,000	41-3330	Professional Services-Technical	2,000	2,000	2,000
4,990	21,555	30,000	41-3630	Contracted Services	30,000	30,000	30,000
-	760	500	41-3815	Advertising	500	500	500
13,208	49,133	40,000	41-3860	Abatement Expense	40,000	40,000	40,000
-	-	4,550	41-3920	Support & Maintenance	4,550	4,550	4,550
426	815	1,000	41-4210	Telephone Communications	1,000	1,000	1,000
800	1,358	2,000	41-4510	Office Supplies	2,000	2,000	2,000
-	-	500	41-4515	Equipment Non Capital	500	500	500
215	102	-	41-4545	Materials and Supplies	-	-	-
208	325	1,000	41-4580	Office Equipment/Furniture	3,500	3,500	3,500
296	1,082	2,000	41-4815	Vehicle Expense-Maintenance	2,000	2,000	2,000
1,100	1,018	2,000	41-4820	Vehicle Expense-Fuel	2,000	2,000	2,000
1,312	1,467	2,250	41-4830	Equipment Maintenance	2,250	2,250	2,250
44,946	93,685	121,000	Total	127,000	127,000	127,000	
523,256	637,639	786,726	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		844,073	844,073	844,073

CITY OF ROSEBURG, OREGON
GENERAL FUND

LIBRARY DEPARTMENT

CURRENT OPERATIONS

Roseburg Public Library opened its doors on December 27, 2018, as a full-service information center in the former headquarters branch of the Douglas County Library System. A major building renovation project occurred in the last half of 2018, which provided the opportunity for the Douglas Education Service District to co-locate in a portion of the facility and provide some support services to the library.

In its first three months of operations, the library has logged 31,456 visits and issued 3,141 library cards. Patrons have checked out 25,587 physical and 1,396 electronic items, and they have logged into the public computers more than 3,000 times. The three large meeting rooms have been in use more than 600 hours. The library has presented 50 public programs to 1,843 people.

Library staff is focused on developing the collection, offering a variety of programs for all ages, and providing an environment that supports community building, literacy, and lifelong learning.

GOALS – PRIOR YEAR

1. Fill library-staffing positions.
2. Develop and establish library programs.
3. Develop and establish a volunteer support program.

GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

The personal services position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Library Director	0.0	0.0	0.2	1.0
Youth Services Librarian	0.0	0.0	0.0	1.0
Volunteer Coordinator	0.0	0.0	0.0	0.5
Library Aide (4 positions)	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>1.0</u>
	0.0	0.0	0.2	3.5

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2019-2020	2019-2020	2019-2020
2016-2017	2017-2018	2018-2019						
GENERAL FUND (100) - LIBRARY								
PERSONNEL SERVICES - 1610								
-	-	173,600	Salaries and Wages			208,330	208,330	208,330
-	-	77,435	Employee Benefits			87,986	87,986	87,986
-	-	251,035	Total			296,316	296,316	296,316
MATERIALS AND SERVICES - 1610								
-	-	3,500	41-3010	Lodging and Registration		1,700	1,700	1,700
-	-	1,500	41-3015	Meals and Mileage		1,000	1,000	1,000
-	5,350	5,000	41-3040	Dues and Subscriptions		7,560	7,560	7,560
-	1,134	-	41-3920	Support & Maintenance		1,000	1,000	1,000
-	-	-	41-3930	Contracted Services		4,000	4,000	4,000
-	-	-	41-4510	Office Supplies		3,250	3,250	3,250
-	-	-	41-4515	Equipment Non Capital		2,500	2,500	2,500
-	-	1,500	41-4520	Postage		500	500	500
-	10	10,000	41-4545	Materials and Supplies		3,750	3,750	3,750
-	-	-	41-4546	Collection Materials		25,000	25,000	25,000
-	2,315	20,000	41-4810	Building & Grounds Maintenance		14,000	14,000	14,000
-	8,068	30,500	41-5410	Utilities-Power		30,000	30,000	30,000
-	5,360	10,100	41-5420	Utilities-Natural Gas		12,000	12,000	12,000
-	706	4,000	41-5430	Utilities-Water		8,500	8,500	8,500
-	268	500	41-5435	Utilities-Sewer		950	950	950
-	983	2,900	41-5440	Utilities-Garbage Service		2,000	2,000	2,000
-	-	2,000	41-5455	Utilities-Storm Drainage		2,000	2,000	2,000
-	-	5,000	41-5715	Insurance-General Liability		5,000	5,000	5,000
-	3,685	8,000	41-5720	Insurance-Property		8,000	8,000	8,000
-	-	-	41-5790	Insurance-Miscellaneous		-	-	-
-	27,879	104,500	Total			132,710	132,710	132,710
-	27,879	355,535	TOTAL LIBRARY			429,026	429,026	429,026

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

CURRENT OPERATIONS

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

DEPARTMENT GOALS-PRIOR YEAR

1. Successfully deliver nearly \$13 million in capital improvement projects.
2. Complete GIS migration to standardized platform and evaluate web-based public applications.
3. Complete water system maintenance manual and evaluate software implementation.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Technician I, II, III	3.0	3.0	3.0	3.0
GIS Specialist	1.0	1.0	1.0	1.0
Civil Engineer	2.0	2.0	2.0	2.0
City Engineer	0.0	0.0	0.0	1.0
Division Manager	1.0	1.0	1.0	0.0
Seasonal	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.0</u>
	7.5	7.5	7.5	7.0

CITY OF ROSEBURG, OREGON									
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
GENERAL FUND (100) - ENGINEERING DIVISION									
PERSONNEL SERVICES - 2020									
501,598	520,354	577,244	Salaries and Wages			537,715	537,715	537,715	
273,948	317,177	365,696	Employee Benefits			370,610	370,610	370,610	
775,546	837,531	942,940	Total				908,325	908,325	908,325
MATERIALS AND SERVICES - 2020									
3,320	1,781	7,500	43-3010	Lodging and Registration		7,500	7,500	7,500	
284	105	1,000	43-3015	Meals and Mileage		1,000	1,000	1,000	
-	-	3,600	43-3040	Dues and Subscriptions		-	-	-	
4,320	159	1,000	43-3320	Surveying and Engineering Services		1,000	1,000	1,000	
-	-	500	43-3330	Professional Services-Technical		500	500	500	
186	239	250	43-3630	Professional Services-Contracted		250	250	250	
-	-	1,500	43-3910	Hardware		2,500	2,500	2,500	
691	521	1,400	43-4215	Cellular Phone		2,000	2,000	2,000	
333	552	750	43-4510	Office Supplies		750	750	750	
980	1,224	3,000	43-4545	Materials and Supplies		3,000	3,000	3,000	
-	-	600	43-4580	Office Equipment/Furniture		600	600	600	
10,114	4,581	21,100	Total				19,100	19,100	19,100
785,660	842,112	964,040	TOTAL ENGINEERING DIVISION			927,425	927,425	927,425	

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - ADMINISTRATION DIVISION

CURRENT OPERATIONS

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

DEPARTMENT GOALS-PREVIOUS YEAR

1. Identify software solutions for asset management and work order flow.
2. Facilitate delivery of nearly \$13 million in capital improvements.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Director	1.0	1.0	1.0	1.0
Secretary II	0.0	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>
	3.0	3.0	3.0	3.0

CITY OF ROSEBURG, OREGON									
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
GENERAL FUND (100) - ADMINISTRATION DIVISION									
PERSONNEL SERVICES - 2030									
229,606	241,835	231,961	Salaries and Wages			239,360	239,360	239,360	
128,155	136,412	131,975	Employee Benefits			160,231	160,231	160,231	
357,761	378,247	363,936	Total				399,591	399,591	399,591
MATERIALS AND SERVICES -2030									
1,381	1,579	3,500	43-3010	Lodging and Registration		3,500	3,500	3,500	
343	201	750	43-3015	Meals and Mileage		750	750	750	
184	190	300	43-3040	Dues and Subscriptions		300	300	300	
5,677	3,372	12,000	43-3310	Professional Services-Legal		12,000	12,000	12,000	
178	220	250	43-3630	Contracted Services		200	200	200	
792	683	600	43-4510	Office Supplies		700	700	700	
304	152	500	43-4545	Materials and Supplies		500	500	500	
1,825	-	2,500	43-4580	Office Equipment/Furniture		2,500	2,500	2,500	
202	743	1,500	43-4815	Vehicle Expense-Maintenance		1,200	1,200	1,200	
4,074	4,541	4,500	43-4820	Vehicle Expense-Fuel		4,500	4,500	4,500	
3,584	4,292	3,600	43-4830	Equipment Maintenance		4,500	4,500	4,500	
18,544	15,973	30,000	Total				30,650	30,650	30,650
376,305	394,220	393,936	TOTAL ADMINISTRATION DIVISION			430,241	430,241	430,241	

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. Assist in identifying potential improvement projects to realize energy efficiency at multiple City facilities, including the Library.
2. Assist Parks Maintenance with identifying short and long term improvements that could be achieved at the Parks Maintenance Shop complex.

DIVISION GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
<u>GENERAL FUND (100) - BUILDING MAINTENANCE</u>								
PERSONNEL SERVICES - 2035								
151,452	154,500	158,096	Salaries and Wages			161,252	161,252	161,252
98,389	107,066	115,119	Employee Benefits			124,235	124,235	124,235
249,841	261,566	273,215	Total			285,487	285,487	285,487
MATERIALS AND SERVICES - 2035								
-	-	750	41-3010	Lodging and Registration		750	750	750
-	-	300	41-3015	Meals and Mileage		300	300	300
443	450	460	41-4210	Telephone		500	500	500
72	-	1,000	41-4515	Small Tools		1,000	1,000	1,000
7,839	3,715	10,000	41-4545	Materials and Supplies		10,000	10,000	10,000
13,013	15,375	20,000	41-4810	Building and Grounds Maintenance		20,000	20,000	20,000
27,932	30,146	34,000	41-5410	Utilities-Power-City Hall		34,500	34,500	34,500
21,754	22,459	25,000	41-5420	Utilities-Natural Gas-City Hall		25,000	25,000	25,000
2,351	2,273	2,500	41-5430	Utilities-Water		2,835	2,835	2,835
643	745	750	41-5435	Utilities-Sewer		625	625	625
2,397	2,104	2,525	41-5440	Utilities-Garbage Service		2,450	2,450	2,450
899	1,125	1,250	41-5455	Utilities-Storm Drainage		1,240	1,240	1,240
77,343	78,392	98,535	Total			99,200	99,200	99,200
327,184	339,958	371,750	TOTAL BUILDING MAINTENANCE DEPARTMENT			384,687	384,687	384,687

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT - STREET DIVISION

CURRENT OPERATIONS

This Division maintains 243 lane miles of improved and unimproved streets within the City. This includes street sweeping, striping, maintenance of traffic control devices, alley maintenance, storm drainage maintenance and major and minor street repairs. In addition, the Division provides a leaf pickup program each fall throughout the City. The Division also provides support and maintenance of the Roseburg Regional Airport.

DEPARTMENT GOALS-PRIOR YEAR

1. Continue to work on completing television inspection of the storm drainage system.
2. Evaluate options for upgrading or replacing major equipment such as the asphalt patch truck and striping machines.
3. Continue to look for opportunities to improve efficiencies.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

The personal service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019			PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - STREET DEPARTMENT							
PERSONNEL SERVICES - 2040							
617,805	619,139	667,862	Salaries and Wages		684,524	684,524	684,524
457,112	491,264	536,091	Employee Benefits		584,404	584,404	584,404
1,074,917	1,110,403	1,203,953	Total		1,268,928	1,268,928	1,268,928
MATERIALS AND SERVICES - 2040							
1,945	1,966	3,500	43-3010	Lodging and Registration	3,500	3,500	3,500
439	221	600	43-3015	Meals and Mileage	600	600	600
1,665	2,563	2,250	43-3350	Laboratory/Medical	2,250	2,250	2,250
254	318	450	43-3690	Contracted Services-Miscellaneous	450	450	450
626	580	650	43-4215	Cellular Phone	700	700	700
1,423	929	1,500	43-4220	Radio and Pagers	1,500	1,500	1,500
402	445	450	43-4290	Communications Miscellaneous	500	500	500
-	-	200	43-4510	Office Supplies	200	200	200
2,454	2,952	3,000	43-4515	Small Tools	3,000	3,000	3,000
50	113	50	43-4520	Postage	50	50	50
4,968	4,276	6,000	43-4540	Chemicals	6,000	6,000	6,000
6,376	4,205	8,000	43-4545	Materials and Supplies	8,000	8,000	8,000
4,065	3,082	4,500	43-4555	Safety Equipment and Supplies	4,500	4,500	4,500
43,570	32,797	48,000	43-4560	Paint and Signs	52,000	52,000	52,000
160	70	300	43-4580	Office Equipment/Furniture	300	300	300
8,968	9,582	10,000	43-4810	Building and Ground Maintenance	10,000	10,000	10,000
15,454	28,215	23,500	43-4815	Vehicle Expense-Maintenance	25,000	25,000	25,000
31,788	41,575	40,000	43-4820	Vehicle Expense-Fuel	40,000	40,000	40,000
5,259	2,742	12,000	43-4825	Vehicle Tires	6,000	6,000	6,000
7,613	10,361	13,000	43-4830	Equipment Maintenance	10,000	10,000	10,000
35,592	31,578	50,000	43-4835	Road and Bridge Maintenance	50,000	50,000	50,000
-	292	6,000	43-4837	Tree Removal/Maintenance	6,000	6,000	6,000
2,789	1,771	5,000	43-4847	Street Sweeper Debris Disposal	5,000	5,000	5,000
179	186	500	43-4850	Equipment Rental	500	500	500
-	139	-	43-4855	General Maintenance	-	-	-
1,080	2,064	2,750	43-5120	General Uniform	2,750	2,750	2,750
10,795	9,806	12,000	43-5410	Utilities-Power	10,000	10,000	10,000
7,292	6,612	8,300	43-5420	Utilities-Gas	6,500	6,500	6,500
5,819	7,603	6,500	43-5430	Utilities-Water	9,400	9,400	9,400
732	787	790	43-5435	Utilities-Sewer	825	825	825
6,619	6,567	7,225	43-5440	Utilities-Garbage Service	9,025	9,025	9,025
3,184	5,190	5,800	43-5455	Utilities-Storm Drainage	5,800	5,800	5,800
16,720	24,865	14,100	43-5710	Insurance-Automobile	14,125	14,125	14,125
17,003	17,694	18,600	43-5715	Insurance-General Liability	18,250	18,250	18,250
3,991	3,729	4,105	43-5720	Insurance-Property	4,400	4,400	4,400
-	-	-	43-5725	Insurance-Boiler and Machinery	-	-	-
7,026	7,506	8,000	43-5740	Insurance-Equipment	8,000	8,000	8,000
2,208	1,929	2,100	43-5790	Insurance-Miscellaneous	2,000	2,000	2,000
258,508	275,310	329,720	Total		327,125	327,125	327,125
1,333,425	1,385,713	1,533,673	TOTAL STREET DEPARTMENT		1,596,053	1,596,053	1,596,053

CITY OF ROSEBURG, OREGON
GENERAL FUND

PUBLIC WORKS DEPARTMENT
STREET LIGHT DIVISION

CURRENT OPERATIONS

The Street Light Division is a cost center for budgeting purposes which provides for utilities, maintenance and rentals of the entire street light/traffic signal system in the City.

The City currently owns approximately 300 streetlights and pays the associated utility and maintenance costs. The remaining streetlights are rented on a monthly basis from Pacific Power for a flat monthly charge. There are approximately 1771 streetlights currently in operation under this arrangement with Pacific Power. Public Works staff monitors streetlights, and coordinate repairs either with a contract electrician (City street lights) or Pacific Power. In addition, the City owns and operates 31 traffic signals. Traffic signal maintenance and programming is contracted with ODOT. Public Works staff administers the ODOT contract and coordinate repairs, upgrades and programming changes with ODOT.

DIVISION GOALS – PRIOR YEAR

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

DIVISION GOALS - CURRENT YEAR

1. Continue to evaluate recently annexed areas for installation of street lighting utilizing PP&L owned facilities.
2. Continue to evaluate upgrades to LED lighting where feasible.

CITY OF ROSEBURG, OREGON						
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				
			GENERAL FUND (100) - STREET LIGHT DIVISION			
			MATERIALS AND SERVICES - 2045			
12,157	11,697	20,000	43-4840	Traffic Signal Maintenance	20,000	20,000
5,243	12,429	15,000	43-4845	Street Light Maintenance	20,000	20,000
5,446	11,291	12,000	43-5410	Utilities-Power City Owned	15,000	15,000
32,449	31,265	35,000	43-5460	Utilities-Traffic Lights	35,000	35,000
330,715	333,605	350,000	43-5465	Street Light Rentals	350,000	350,000
386,010	400,287	432,000	Total		440,000	440,000
386,010	400,287	432,000	TOTAL STREET LIGHTS DIVISION		440,000	440,000
3,208,584	3,362,290	3,695,399	TOTAL PUBLIC WORKS DEPARTMENT		3,778,406	3,778,406

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. Work with the Blue Zones effort to identify and implement improvements to the multi-use path system.
2. Test and implement parks reservation software.
3. Continue to seek grant funding for parks and multi-use path improvements and renovations.
4. Analyze sports field usage and identify any potential capacity deficiencies.

DEPARTMENT GOALS - CURRENT YEAR

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

PERSONNEL HISTORY

The personnel service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>219-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - PARKS DEPARTMENT								
PERSONNEL SERVICES - 2550								
142,299	127,198	137,822	Salaries and Wages			144,797	144,797	144,797
82,393	79,337	88,131	Employee Benefits			101,476	101,476	101,476
224,692	206,535	225,953	Total			246,273	246,273	246,273
MATERIALS AND SERVICES - 2550								
-	1,695	2,000	45-3010	Lodging and Registration		2,500	2,500	2,500
330	303	500	45-3015	Meals and Mileage		725	725	725
-	875	875	45-3040	Dues and Subscriptions		1,000	1,000	1,000
114	106	150	45-3630	Contracted Services		100	100	100
5,750	5,000	6,500	45-3680	Contracted Services - 4th of July		6,000	6,000	6,000
4,280	4,028	5,000	45-3835	Neighborhood/Information Program		4,750	4,750	4,750
2,096	1,135	3,000	45-3838	Recreation Program		3,300	3,300	3,300
173	202	300	45-4510	Office Supplies		400	400	400
438	42	-	45-4545	Materials and Supplies		400	400	400
8,343	6,231	10,000	45-4565	Volunteers-Project Materials		10,000	10,000	10,000
86	-	-	45-4810	Building and Grounds Maintenance		-	-	-
-	-	100	45-4815	Vehicle Expense-Maintenance		100	100	100
-	-	200	45-4820	Vehicle Expense-Fuel		200	200	200
21,610	19,617	28,625	Total			29,475	29,475	29,475
246,302	226,152	254,578	TOTAL PARKS ADMINISTRATION			275,748	275,748	275,748

CITY OF ROSEBURG, OREGON
GENERAL FUND

PARKS AND RECREATION - MAINTENANCE DIVISION

CURRENT OPERATIONS

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

DEPARTMENT GOALS – PRIOR YEAR

1. Assist in planting of the new detention ponds constructed as part of the Stewart Parkway Improvement Project. Ensure new wetland plantings meet requirements outlined in the Joint Fill/Removal Permit.
2. Identify needed improvements for the Parks Maintenance Facility. Work to identify costs and potential phasing opportunities.
3. Evaluate maintenance priorities and seek improved efficiencies.

DEPARTMENT GOALS - CURRENT YEAR

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

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

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Park Maintenance I	3.75	3.75	3.75	3.75
Park Maintenance II	3.0	3.0	3.0	4.0
Park Mechanic	1.0	1.0	1.0	1.0
Horticulturist	1.0	1.0	1.0	1.0
Park Superintendent	1.0	1.0	1.0	1.0
Seasonal/ Part-time	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
	12.0	12.0	12.0	13.0

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - PARKS DEPARTMENT								
PERSONNEL SERVICES - 2555								
517,625	520,360	597,982	Salaries and Wages			644,723	644,723	644,723
334,522	360,819	391,371	Employee Benefits			498,442	498,442	498,442
852,147	881,179	989,353	Total			1,143,165	1,143,165	1,143,165
MATERIALS AND SERVICES - 2555								
1,578	1,969	2,500	45-3010	Lodging and Registration		2,500	2,500	2,500
374	496	750	45-3015	Meals and Mileage		750	750	750
687	185	750	45-3040	Dues and Subscriptions		1,000	1,000	1,000
385	-	-	45-3350	Laboratory/Medical		-	-	-
4,223	4,666	5,000	45-3630	Technical		5,250	5,250	5,250
14,703	14,550	18,000	45-3650	Contracted Services/Arborist		18,000	18,000	18,000
-	-	-	45-3665	Contracted Services/Personnel		-	-	-
443	450	450	45-4210	Telephone Communications		540	540	540
1,468	844	1,000	45-4215	Cellular Phone		1,000	1,000	1,000
6,828	8,195	8,000	45-4515	Small Tools		8,000	8,000	8,000
22,682	19,589	25,000	45-4540	Fertilizer and Chemicals		28,000	28,000	28,000
17,047	17,130	25,000	45-4545	Materials and Supplies		25,000	25,000	25,000
24,350	34,319	35,000	45-4810	Building and Grounds Maintenance		35,000	35,000	35,000
25,991	20,976	20,000	45-4811	Landscape Maintenance		22,000	22,000	22,000
23,891	27,847	25,000	45-4812	Turf & Irrigation Maintenance		30,000	30,000	30,000
2,551	960	3,000	45-4815	Vehicle Expense-Maintenance		3,000	3,000	3,000
19,266	26,498	25,000	45-4820	Vehicle Expense-Fuel		28,000	28,000	28,000
1,299	2,929	3,000	45-4825	Vehicle Tires		3,000	3,000	3,000
18,448	16,352	18,000	45-4830	Equipment Maintenance		18,000	18,000	18,000
-	-	1,000	45-4850	Equipment Rental		1,000	1,000	1,000
5,082	4,238	10,000	45-4875	Vandalism		7,500	7,500	7,500
3,076	2,304	3,400	45-5120	Uniforms		3,400	3,400	3,400
34,170	34,537	40,000	45-5410	Utilities-Power		35,000	35,000	35,000
3,128	2,880	3,800	45-5420	Utilities-Natural Gas		4,000	4,000	4,000
37,185	39,937	45,000	45-5430	Utilities-Water		50,000	50,000	50,000
8,025	8,834	11,000	45-5435	Utilities-Sewer		11,000	11,000	11,000
35,971	32,426	40,000	45-5440	Utilities-Garbage		41,000	41,000	41,000
10,759	13,072	14,702	45-5455	Utilities-Storm Drainage		15,000	15,000	15,000
5,791	5,910	6,250	45-5710	Insurance-Automobile		6,000	6,000	6,000
5,037	5,257	5,550	45-5715	Insurance-General Liability		5,600	5,600	5,600
16,536	15,505	16,500	45-5720	Insurance-Property		17,500	17,500	17,500
7,265	7,524	8,000	45-5740	Insurance-Equipment		8,000	8,000	8,000
1,056	1,058	1,250	45-5790	Insurance-Miscellaneous		1,200	1,200	1,200
359,295	371,437	421,902	Total			435,240	435,240	435,240
1,211,442	1,252,616	1,411,255	TOTAL PARKS MAINTENANCE			1,578,405	1,578,405	1,578,405
1,457,744	1,478,768	1,665,833	TOTAL PARKS DEPARTMENT			1,854,153	1,854,153	1,854,153

CITY OF ROSEBURG, OREGON
GENERAL FUND

MUNICIPAL COURT

CURRENT OPERATIONS

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

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

DEPARTMENT GOALS – PRIOR YEAR

1. Fully implement new online payment solutions system to allow for payment of fines 24/7.
2. Finalize payment agreement procedures to allow for collections through the Oregon Department of Revenue.

DEPARTMENT GOALS – CURRENT YEAR

1. Fully implement new online payment solutions system to allow for payment of fines 24/7.
2. Transfer court records to LaserFiche for ongoing maintenance and retrieval with integration to the Court software.

PERSONNEL HISTORY The personnel service position detail is as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
GENERAL FUND (100) - MUNICIPAL COURT								
PERSONNEL SERVICES - 3010								
194,516	193,360	204,251	Salaries and Wages			202,353	202,353	202,353
82,276	90,407	101,231	Employee Benefits			107,898	107,898	107,898
276,792	283,767	305,482	Total			310,251	310,251	310,251
MATERIALS AND SERVICES - 3010								
564	384	1,600	42-3010	Lodging and Registration		1,950	1,950	1,950
199	202	700	42-3015	Meals and Mileage		800	800	800
225	525	350	42-3040	Dues and Subscriptions		350	350	350
-	-	500	42-3055	Personnel Training		500	500	500
-	5,000	-	42-3090	Miscellaneous		-	-	-
71,993	72,301	74,000	42-3335	Professional Services-Prosecution		74,000	74,000	74,000
60,000	66,000	72,000	42-3340	Court Appointed Attorney Fees		72,000	72,000	72,000
25,000	25,000	25,000	42-3635	Mental Health Court		25,000	25,000	25,000
3,101	6,006	5,500	42-3690	Contracted Services		5,500	5,500	5,500
111	115	1,000	42-3875	Jury and Subpoena Fees		1,000	1,000	1,000
2,741	1,588	3,500	42-3885	Banking Fees		3,500	3,500	3,500
3,937	4,134	4,560	42-3920	Technology-Support and Maintenance		4,700	4,700	4,700
3,474	3,354	4,500	42-4510	Office Supplies		4,500	4,500	4,500
671	-	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
178,016	190,609	199,710	Total			200,300	200,300	200,300
454,808	474,376	505,192	TOTAL MUNICIPAL COURT			510,551	510,551	510,551

CITY OF ROSEBURG, OREGON
GENERAL FUND
POLICE DEPARTMENT

CURRENT OPERATIONS

The Roseburg Police Department is a full-service law enforcement agency with a staff of 38 sworn police officers and six (6) civilian support staff. The department strives to respond to the emergency and law enforcement needs of the community through response to calls for service in accordance with established priorities, visible police patrols, enforcement of traffic laws, investigation of crime and coordination with community service agencies, programs and activities.

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

The Patrol Division consists of 23 uniformed officers assigned to three shifts that patrol 24 hours a day and 7 days a week, and respond to our citizens' calls for service. Three (3) police officers are assigned as School Resource Officers (SRO) serving the Roseburg and Glide School Districts. Two Community Service Officers augment the Patrol Division by handling lower level calls for service. The Criminal Investigations Division consists of five (5) plainclothes officers, two (2) of which are assigned to the Douglas Interagency Narcotics Team (DINT) and one (1) Property/Evidence Technician. The Traffic Unit is staffed by two (2) uniformed police officers. The Community Resources Office consists of one (1) sergeant. The Records Division is supervised by an Administrative Assistant and staffed by two (2) Records Specialists.

DEPARTMENT GOALS/SIGNIFICANT ACHIEVEMENTS – PRIOR YEAR

1. Pursue leadership training and development for newly promoted supervisory personnel due to recent succession.
2. Develop and implement a Victim Outreach Program.
3. Implement a new web-based scheduling and time book system through Plan-it Police.
4. Implement a Lethality Assessment Program for domestic violence victims.

DEPARTMENT GOALS – CURRENT

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

PERSONNEL HISTORY	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Police Chief	1.0	1.0	1.0	1.0
Staff Assistant	1.0	1.0	1.0	1.0
Captain	1.0	1.0	1.0	1.0
Lieutenant	1.0	1.0	0.0	0.0
Sergeant	5.0	5.0	5.0	5.0
Corporal	3.0	3.0	3.0	3.0
Officer	18.0	20.0	20.0	20.0
Detective	5.0	4.0	5.0	5.0
School Resource Officer	2.0	3.0	3.0	3.0
Community Service Officer	0.0	0.0	0.0	1.0
Records Specialist	2.0	2.0	2.0	2.0
Administrative Tech	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	40.0	42.0	42.0	43.0

CITY OF ROSEBURG, OREGON									
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020	
GENERAL FUND (100) - POLICE DEPARTMENT									
PERSONNEL SERVICES - 3510									
3,153,644	3,382,178	3,507,120	Salaries and Wages			3,730,183	3,730,183	3,730,183	
1,971,829	2,178,029	2,409,264	Employee Benefits			2,705,885	2,705,885	2,705,885	
5,125,473	5,560,207	5,916,384	Total				6,436,068	6,436,068	6,436,068
MATERIALS AND SERVICES - 3510									
11,799	15,275	20,000	42-3010	Lodging and Registration		20,000	20,000	20,000	
4,208	4,049	7,000	42-3015	Meals and Mileage		7,000	7,000	7,000	
6,262	2,768	4,000	42-3040	Dues and Subscriptions		4,000	4,000	4,000	
37,187	4,531	8,000	42-3090	Training-Equipment		38,000	38,000	38,000	
6,947	4,278	10,000	42-3310	Professional Services-Legal		10,000	10,000	10,000	
-	-	500	42-3345	Personnel Testing		500	500	500	
173	186	-	42-3630	Contracted Services-Misc		300	300	300	
318,616	334,547	380,305	42-3635	Contracted Services-Dispatch		500,000	500,000	500,000	
130	-	-	42-3640	Emergency Medical		-	-	-	
174,177	171,033	255,000	42-3645	Jail Expenses		275,000	275,000	275,000	
992	489	500	42-3835	Neighborhood Program		500	500	500	
1,923	-	2,500	42-3910	Hardware Non Capital		2,500	2,500	2,500	
23,234	44,019	56,000	42-3920	Technology-Support and Maintenance		68,000	68,000	68,000	
415	420	-	42-4210	Telephone Communications		440	440	440	
29,577	29,776	35,000	42-4215	Cellular Phone		30,000	30,000	30,000	
2,215	56,702	7,500	42-4220	Radio Communications		7,500	7,500	7,500	
51	36	-	42-4290	Other Communications		-	-	-	
12,791	13,103	9,000	42-4510	Office Supplies		9,000	9,000	9,000	
9,890	23,303	10,500	42-4515	Supplies-Equipment Non Capital		27,500	27,500	27,500	
1,173	796	1,500	42-4520	Postage		1,500	1,500	1,500	
7,681	6,152	8,000	42-4545	Materials and Supplies		11,000	11,000	11,000	
572	-	500	42-4565	Volunteers Program		500	500	500	
2,503	2,609	1,500	42-4575	Printing		1,500	1,500	1,500	
210	-	1,500	42-4580	Office Equipment/Furniture		1,500	1,500	1,500	
7,563	13,833	10,000	42-4585	K-9		10,000	10,000	10,000	
-	2,543	1,500	42-4590	Supplies-Miscellaneous		2,000	2,000	2,000	
20,447	22,956	30,000	42-4810	Building and Grounds Maintenance		35,000	35,000	35,000	
43,359	23,059	35,000	42-4815	Vehicle Expense-Maintenance		35,000	35,000	35,000	
37,709	45,612	50,000	42-4820	Vehicles Expense-Fuel		58,500	58,500	58,500	
6,462	5,552	7,500	42-4825	Vehicles Expense-Tires		7,500	7,500	7,500	
407	409	-	42-4830	Equipment		500	500	500	
44,941	35,359	30,000	42-5120	Uniforms		33,000	33,000	33,000	
25,146	25,812	29,175	42-5410	Utilities-Power		29,175	29,175	29,175	
9,564	9,488	10,500	42-5420	Utilities-Gas		10,500	10,500	10,500	
3,218	4,157	5,784	42-5430	Utilities-Water		5,784	5,784	5,784	
2,409	2,589	3,100	42-5435	Utilities-Sewer		3,100	3,100	3,100	
1,368	1,307	1,500	42-5440	Utilities-Garbage Service		1,500	1,500	1,500	
2,358	2,595	2,620	42-5455	Utilities-Storm Drainage		2,900	2,900	2,900	
15,503	29,055	16,350	42-5710	Insurance-Automobile		18,624	18,624	18,624	
80,624	84,811	95,018	42-5715	Insurance-General Liability		90,151	90,151	90,151	
9,255	8,646	11,188	42-5720	Insurance-Property		9,641	9,641	9,641	
288	288	-	42-5740	Insurance-Equipment		198	198	198	
2,208	1,929	5,145	42-5790	Insurance-Miscellaneous		2,391	2,391	2,391	
965,555	1,034,072	1,163,185	Total				1,371,704	1,371,704	1,371,704
6,091,028	6,594,279	7,079,569	TOTAL POLICE DEPARTMENT			7,807,772	7,807,772	7,807,772	

CITY OF ROSEBURG, OREGON
GENERAL FUND

FIRE DEPARTMENT

CURRENT OPERATIONS

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

Fire Department personnel and equipment are located in three fire stations within the City. The Department has three major divisions: Emergency Services, Fire Prevention and Resource Management & Training with 42 personnel. The City participates in a regional hazardous materials response program that is sponsored by the State of Oregon. Equipment and training costs are supported by the State. Response costs are recouped through the State or the entity that created the need for the response.

During 2019-20, 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. Successfully complete implementation of seismic grant rehabilitation for Station 2 & 3
2. Continue integration into state wide mobilization plan
3. Implement transition plan for administrative team

DEPARTMENT GOALS – CURRENT YEAR

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

PERSONNEL HISTORY

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Fire Chief	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0
Fire Marshal	1.0	1.0	1.0	1.0
Deputy Fire Marshal	1.0	1.0	0.0	0.0
Battalion Chief	3.0	4.0	4.0	4.0
Staff Assistant	1.0	1.0	1.0	1.0
Secretary I	0.5	0.75	0.75	1.0
Fire Lieutenant	9.0	9.0	9.0	9.0
Driver/Engineer	9.0	9.0	9.0	9.0
Firefighter	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>
	41.5	41.75	41.75	42.0

CITY OF ROSEBURG, OREGON						
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				
			GENERAL FUND (100) - FIRE DEPARTMENT			
			PERSONNEL SERVICES - 4010			
3,475,887	3,718,249	3,673,315	Salaries and Wages			
2,031,725	2,302,787	2,451,052	Employee Benefits			
5,507,612	6,021,036	6,124,367	Total	6,646,727	6,646,727	6,646,727
			MATERIALS AND SERVICES - 4010			
18,265	20,379	18,000	42-3010	Lodging and Registration	18,000	18,000
5,129	6,417	7,000	42-3015	Meals and Mileage	7,000	7,000
7,404	5,250	10,000	42-3040	Dues and Subscriptions	9,000	9,000
3,290	2,374	7,500	42-3055	Personnel Training	7,500	7,500
30,799	4,231	15,000	42-3310	Professional Services-Legal	15,000	15,000
5,600	5,600	6,000	42-3330	Professional Services-Technical	6,000	6,000
9,887	8,000	10,000	42-3350	Professional Services-Laboratory/Medical	10,000	10,000
35,402	37,172	45,000	42-3635	Contracted Services-Dispatch	87,300	87,300
888	1,409	1,000	42-3690	Contracted Services-Misc	1,200	1,200
2,001	2,914	4,000	42-3835	Neighborhood/Education Programs	4,000	4,000
1,147	-	5,000	42-3865	Haz-Mat Response	5,000	5,000
4,656	5,720	5,000	42-3910	Hardware Non Capital	1,000	1,000
8,181	14,127	15,000	42-3920	Technology-Support and Maintenance	19,000	19,000
1,719	1,719	2,500	42-4210	Telephone Communications	2,500	2,500
6,677	6,824	8,000	42-4215	Cellular Phone	8,000	8,000
2,406	7,490	5,500	42-4220	Radio Communications	5,500	5,500
5,411	6,034	6,000	42-4510	Office Supplies	5,500	5,500
26,080	20,652	22,000	42-4515	Equipment Non Capital/Engine Equipment	22,000	22,000
993	609	1,000	42-4520	Postage	750	750
17,853	19,894	20,000	42-4545	Materials and Supplies	20,000	20,000
1,539	2,202	3,500	42-4555	Extinguishing Agents	4,000	4,000
7,926	2,171	3,000	42-4580	Office Equipment/Furniture	2,000	2,000
31,783	28,634	35,000	42-4810	Building and Grounds Maintenance	37,000	37,000
54,745	61,708	50,000	42-4815	Vehicle Expense-Maintenance	50,000	50,000
17,173	22,718	25,000	42-4820	Vehicle Expense-Fuel	30,000	30,000
6,409	7,689	8,000	42-4825	Vehicle Tires	8,000	8,000
17,300	24,728	28,000	42-4830	Equipment Maintenance	28,000	28,000
14,621	15,264	16,500	42-5115	Safety Clothing	16,500	16,500
20,544	21,243	15,000	42-5120	Uniforms	15,000	15,000
34,171	34,351	35,000	42-5410	Utilities-Power	35,000	35,000
17,058	16,901	25,000	42-5420	Utilities-Gas	22,000	22,000
5,750	7,920	9,000	42-5430	Utilities-Water	9,500	9,500
3,139	3,542	3,500	42-5435	Utilities-Sewer	3,500	3,500
2,479	2,462	3,500	42-5440	Utilities-Garbage	3,000	3,000
3,458	3,806	4,000	42-5455	Utilities-Storm Drain	4,500	4,500
17,369	21,929	20,000	42-5710	Insurance-Automobile	20,000	20,000
15,600	16,339	18,000	42-5715	Insurance-General Liability	18,000	18,000
10,698	9,995	13,000	42-5720	Insurance-Property	12,000	12,000
6,748	6,761	8,000	42-5740	Insurance-Equipment	7,500	7,500
1,440	1,258	2,500	42-5790	Insurance-Miscellaneous	1,500	1,500
483,738	488,436	539,000	Total	581,250	581,250	581,250
5,991,350	6,509,472	6,663,367	TOTAL FIRE DEPARTMENT	7,227,977	7,227,977	7,227,977

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 2019-20

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

\$45,000 Virtual Memory Ware Server Hosts (Processing center for the City's network)

\$70,000 Total

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

CONTINGENCY, RESERVES AND UNAPPROPRIATED ENDING FUND BALANCE –

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

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

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

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

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

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
<div>GENERAL FUND (100)</div>								
CAPITAL OUTLAY - 7575								
6,852	-	25,000	41-7020	Equipment Acquisition-General Fund		25,000	25,000	25,000
-	27,050	66,000	41-7020	Equipment Acquisition-IT		45,000	45,000	45,000
6,852	27,050	91,000	Total			70,000	70,000	70,000
TRANSFERS - 9090								
50,000	50,000	50,000	49-8832	Transfer to Park Improvement		50,000	50,000	50,000
650,000	675,000	675,000	49-8833	Transfer to Equipment Fund		675,000	675,000	675,000
-	30,000	130,000	49-8836	Transfer to Facilities Improvement		75,000	75,000	75,000
700,000	755,000	855,000	Total			800,000	800,000	800,000
OTHER REQUIREMENTS - 9093								
-	-	-	45-9100	Insurance Deductibles		25,000	25,000	25,000
50,000	5,000	-	45-9110	Library		-	-	-
20,568,899	22,176,273	24,166,818	TOTAL EXPENDITURES			26,010,736	26,010,736	26,010,736
OPERATING CONTINGENCY - 9091								
-	-	900,000	60-9010			1,000,000	1,000,000	1,000,000
7,510,376	7,297,699	4,249,586	60-9410	UNAPPROPRIATED ENDING FUND BALANCE		5,769,332	5,769,332	5,769,332
7,510,376	7,297,699	5,149,586	TOTAL FUND BALANCE			6,769,332	6,769,332	6,769,332
28,079,275	29,473,972	29,316,404	TOTAL EXPENDITURES & ENDING FUND BALANCE			32,780,068	32,780,068	32,780,068



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
GRANT SPECIAL REVENUE FUND

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

DEPARTMENT	PROJECT / GRANT NAME	GRANTING AGENCY	GRANT AMOUNT	CITY MATCH AMOUNT	EXPENDITURE CY BUDGET AMOUNT
COMMUNITY DEV	HEAD START PROGRAM BUILDING	(a) FED - HUD	200,000	-	200,000
COMMUNITY DEV	REGIONAL HOUSING REHABILITATION	(a) FED - HUD	400,000	-	400,000
COMMUNITY DEV	DOWNTOWN IMPROVEMENTS	NATIONAL PARK SERVICE	750,000	-	750,000
COMMUNITY DEV	CERTIFIED LOCAL GOVERNMENT	STATE HISTORIC OFFICE	12,500	12,500 (1)	12,500
POLICE	MOBILE CRISIS INTERVENTION	FED - DEPARTMENT OF JUSTICE	750,000	-	750,000
POLICE	TRAINING EQUIPMENT	COW CREEK TRIBE	5,000	-	5,000
POLICE	BULLET PROOF VESTS	FED - DEPARTMENT OF JUSTICE	10,000	-	10,000
			<u>2,127,500</u>	<u>12,500</u>	<u>2,127,500</u>

(a) previously funded

(1) in kind

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>	<u>SUMMARY</u>			<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			<u>GRANT SPECIAL REVENUE FUND (220)</u>					
			RESOURCES:					
2,150	284,053	4,126,100	Intergovernmental Revenue			2,127,500	2,127,500	2,127,500
855	1,271	1,000	Interest			1,500	1,500	1,500
			Total Operating Revenues			2,129,000	2,129,000	2,129,000
3,005	285,324	4,127,100						
87,438	75,856	143,243	Beginning Fund Balance			70,805	70,805	70,805
			TOTAL RESOURCES			2,199,805	2,199,805	2,199,805
90,443	361,180	4,270,343						
			REQUIREMENTS					
			Operating Budget:					
14,587	279,615	4,194,700	Materials and Services			2,127,500	2,127,500	2,127,500
			Total Operating Budget			2,127,500	2,127,500	2,127,500
14,587	279,615	4,194,700						
-	23,625	-	Capital Outlay			-	-	-
			Total Expenditures			2,127,500	2,127,500	2,127,500
14,587	303,240	4,194,700	Contingency			-	-	-
-	-	-	Reserved for Future Expenditure			72,305	72,305	72,305
-	-	75,643	Unappropriated Ending Fund Balance			-	-	-
75,856	57,940	-						
			TOTAL REQUIREMENTS			2,199,805	2,199,805	2,199,805
90,443	361,180	4,270,343						

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			GRANT FUND (220)					
87,438	75,856	143,243	220-00-00-301	BEGINNING FUND BALANCE		70,805	70,805	70,805
REVENUES - (220)								
2,150	67,944	1,908,600	20-20-331120	Federal Grants		2,110,000	2,110,000	2,110,000
-	15,500	12,500	50-20-332100	State Grants-SHPO		12,500	12,500	12,500
	5,000	-	50-20-332120	State Grants		-	-	-
-	195,609	2,205,000	20-20-334120	Local Grants		5,000	5,000	5,000
855	1,271	1,000	60-40-371100	Interest Income		1,500	1,500	1,500
3,005	285,324	4,127,100	Total			2,129,000	2,129,000	2,129,000
90,443	361,180	4,270,343	TOTAL REVENUES & BEGINNING FUND BALANCE			2,199,805	2,199,805	2,199,805
MATERIALS AND SERVICES - 1520								
12,763	272,645	4,172,500	41-3630	Contracted Services		1,362,500	1,362,500	1,362,500
12,763	272,645	4,172,500	Total			1,362,500	1,362,500	1,362,500
MATERIALS AND SERVICES - 3510								
-	-	-	42-3630	Contracted Services		750,000	750,000	750,000
-	-	5,000	42-4515	Supplies-Equipment Non Capital		15,000	15,000	15,000
1,824	6,970	17,200	42-5120	Uniforms		-	-	-
1,824	6,970	22,200	Total			765,000	765,000	765,000
14,587	279,615	4,194,700	TOTAL MATERIALS AND SERVICES			2,127,500	2,127,500	2,127,500
CAPITAL OUTLAY - 7575								
-	23,625	-	41-7020	Equipment Acquisition-Police		-	-	-
-	23,625	-	Total			-	-	-
14,587	303,240	4,194,700	TOTAL EXPENDITURES			2,127,500	2,127,500	2,127,500
RESERVED FOR FUTURE EXPENDITURE- 9092								
-	-	75,643	60-9210			72,305	72,305	72,305
75,856	57,940	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
90,443	361,180	4,270,343	TOTAL EXPENDITURES & ENDING FUND BALANCE			2,199,805	2,199,805	2,199,805

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 is currently pursuing a Request for Proposals (RFP) process to select an entity to provide tourism promotion services. A final determination of contractual relations was not available at the time of the budget development.

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

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

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

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			HOTEL/MOTEL TAX FUND (240)					
263,905	300,772	317,898	240-00-00-301	BEGINNING FUND BALANCE		338,933	338,933	338,933
			REVENUES - (240)					
1,163,732	1,166,406	1,258,580	78-40-315200	Hotel/Motel Tax		1,250,000	1,250,000	1,250,000
15,929	3,646	-	78-40-315100	Penalty and Interest		-	-	-
-	-	100,000	00-00-332120	State Grants		100,000	-	-
4,103	7,177	6,500	60-40-371100	Interest Income		9,000	9,000	9,000
1,183,764	1,177,229	1,365,080	Total			1,359,000	1,259,000	1,259,000
1,447,669	1,478,001	1,682,978	TOTAL REVENUES & BEGINNING FUND BALANCE			1,697,933	1,597,933	1,597,933
			MATERIALS AND SERVICES - 7474					
35,181	40,025	38,607	46-3210	City Services-Management		40,185	40,185	40,185
26,362	15,805	103,000	46-3622	Tourism Promotion		103,000	103,000	103,000
21,413	36,288	-	46-3620	V & C Local Events		-	-	-
581,486	580,368	625,300	46-3625	Contracted Services-Tourism		623,500	623,500	623,500
-	-	110,000	46-3680	Contracted Services-Way Finding		110,000	-	-
664,442	672,486	876,907	Total			876,685	766,685	766,685
			CAPITAL OUTLAY - 7575					
-	-	40,000	43-7045	New Construction		40,000	-	-
-	-	40,000	Total			40,000	-	-
			TRANSFER - 9090					
371,180	370,467	399,150	49-8829	Transfer to Street Light/Sidewalk Fund		397,970	397,970	397,970
111,275	111,061	119,660	49-8855	Transfer to Economic Development		119,310	119,310	119,310
-	-	-	49-8832	Transfer to Park Improvement Fund		25,000	25,000	25,000
482,455	481,528	518,810	Total			542,280	542,280	542,280
1,146,897	1,154,014	1,435,717	TOTAL EXPENDITURES			1,458,965	1,308,965	1,308,965
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	247,261	60-9210			238,968	288,968	288,968
300,772	323,987	-	UNAPPROPRIATED ENDING FUND BALANCES			-	-	-
1,447,669	1,478,001	1,682,978	TOTAL EXPENDITURES & ENDING FUND BALANCES			1,697,933	1,597,933	1,597,933

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. Many of the resources are dedicated to ADA improvements in the Five Year Capital Improvement Plan. These resources may be combined with other sources to perform these upgrades as part of larger construction projects. Due to the large expense for major traffic signal and street light projects, it may take several years to accumulate sufficient funds to construct a project.
- ◆ Cost estimates for the capital improvement projects planned FY 2019-20 are listed in Table T-1.

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			STREET LIGHT/SIDEWALK FUND (290)					
1,021,655	1,148,826	239,637	00-00-301000	BEGINNING FUND BALANCE		320,701	320,701	320,701
			REVENUES - (290)					
10,325	7,483	9,700	60-40-371100	Interest Income		5,500	5,500	5,500
447	629	600	30-30-361200	Assessments-S/W		-	-	-
371,180	370,467	399,150	00-00-391124	Transfer from Hotel/Motel Fund		397,970	397,970	397,970
381,952	378,579	409,450	Total			403,470	403,470	403,470
1,403,607	1,527,405	649,087	TOTAL REVENUES & BEGINNING FUND BALANCE			724,171	724,171	724,171
			MATERIALS AND SERVICES - 7474					
10,152	8,699	18,471	43-3210	City Services-Management		7,726	7,726	7,726
61,921	66,590	69,272	43-3230	City Services-Public Works		73,983	73,983	73,983
-	-	1,200	43-4545	Materials and Supplies		-	-	-
72,073	75,289	88,943	Total			81,709	81,709	81,709
			CAPITAL OUTLAY - 7575					
-	680,936	35,000	43-7045	Sidewalks-New Construction		50,000	50,000	50,000
171,662	23,485	240,000	43-7046	Sidewalks-Reconstruction		290,000	290,000	290,000
11,046	461,543	35,000	43-7047	Improve-Street Lights/Signals		60,000	60,000	60,000
182,708	1,165,964	310,000	Total			400,000	400,000	400,000
254,781	1,241,253	398,943	TOTAL EXPENDITURES			481,709	481,709	481,709
			OPERATING CONTINGENCY - 9091					
-	-	250,144	60-9010			242,462	242,462	242,462
1,148,826	286,152	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,403,607	1,527,405	649,087	TOTAL EXPENDITURES & ENDING FUND BALANCE			724,171	724,171	724,171



TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (NORTH)
FY 2019-20

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal (North)
Annual Pavement Management Program*	250,000				
Slurry Seals (Non-Capital)*			250,000		
Overlays (Capital)			1,300,000		
ADA Improvements	200,000	200,000			
ARTS Project/Traffic Signal Coordination	805,000		450,000		355,000
Beulah Park Improvements		15,000			
CIPP Storm Project(s)	1,425,000				
Open Cut Storm Drainage Repairs	50,000				
Chestnut				25,000	
Renann/Stewart Parkway				25,000	
Douglas Avenue Design			75,000		
Downtown Façade Program (non-capital)*					25,000
Downtown Street Lighting Improvements	300,000				300,000
Stewart Parkway - Aviation to Edenbower	610,872				610,872
Stewart Parkway Bridge Approaches	200,000		200,000		
Sidewalk Construction/Reconstruction	100,000	100,000			
Streetlighting Improvements	50,000	50,000			
Wayfinding	25,000	25,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Storm Drainage Equipment	65,000			65,000	
Buildings and Structures	10,000			10,000	
Striping Machine	200,000		200,000		
GIS/Mapping	45,000		25,000	20,000	
Capital Projects Total	5,535,872	400,000	2,250,000	1,620,000	1,265,872

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

CITY OF ROSEBURG, OREGON
BIKE TRAIL FUND

RESOURCES AND REQUIREMENTS

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

This year's budget includes a transfer from the Transportation Fund to perform repairs to existing sections of trails. This transfer is funded via the Transportation Fund's franchise fee related income. The capital projects include multi-use path projects funded utilizing grant funding, typically through the Oregon Parks and Recreation Department's Recreational Trails Program. Staff will be applying to replace a section of the path system north of Deer Creek towards Gaddis Park.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			BIKE TRAIL FUND (250)					
121,633	130,420	127,720	250-00-00-301	BEGINNING FUND BALANCE		153,860	153,860	153,860
			REVENUES - (250)					
-	-	120,000	00-00-331535	Other Grants		120,000	120,000	120,000
13,569	15,324	17,406	40-20-332510	Gasoline Subvention		17,776	17,776	17,776
58,242	-	-	40-30-332120	Other Grants		-	-	-
1,397	2,345	1,800	60-40-371100	Interest Income		2,500	2,500	2,500
10,000	10,000	10,000	85-40-391131	Transfer from Transportation Fund		10,000	10,000	10,000
83,208	27,669	149,206	Total			150,276	150,276	150,276
204,841	158,089	276,926	TOTAL REVENUES & BEGINNING FUND BALANCE			304,136	304,136	304,136
			MATERIALS AND SERVICES - 7474					
-	-	10,000	45-4855	Bike Trail Maintenance		10,000	10,000	10,000
-	-	10,000	Total			10,000	10,000	10,000
			CAPITAL OUTLAY - 7575					
74,421	2,029	150,000	45-7035	Bike Trail Improvements		150,000	150,000	150,000
74,421	2,029	160,000	TOTAL EXPENDITURES			160,000	160,000	160,000
			OPERATING CONTINGENCY - 9091					
-	-	116,926	60-9010			144,136	144,136	144,136
130,420	156,060	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
204,841	158,089	276,926	TOTAL EXPENDITURES & ENDING FUND BALANCE			304,136	304,136	304,136

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 slightly higher this year than last.

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

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

REQUIREMENTS

Capital Outlay: An amount has been budgeted for capital outlay in order to participate in any improvements with the concessionaire such as cart path improvements, drainage improvements and roofing improvements at the facility.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			GOLF FUND (210)					
111,345	77,949	47,135	00-00-301000	BEGINNING FUND BALANCE		85,407	85,407	85,407
			REVENUES - (210)					
25,558	3,450	28,154	40-10-342105	Facilities Rent		28,717	28,717	28,717
2,979	18,448	18,500	40-10-342120	Land Lease		19,573	19,573	19,573
1,161	1,256	1,300	60-40-371100	Interest Income		2,300	2,300	2,300
29,698	23,154	47,954	Total			50,590	50,590	50,590
141,043	101,103	95,089	TOTAL REVENUES & BEGINNING FUND BALANCE			135,997	135,997	135,997
			MATERIALS AND SERVICES - 7010					
6,000	6,000	6,000	45-3210	City Services-Administration		6,000	6,000	6,000
-	-	-	45-3690	Contracted Services		10,000	10,000	10,000
10,000	10,000	-	45-4545	Materials and Supplies		-	-	-
43,200	1,628	12,000	45-4810	Building and Grounds Maintenance		15,000	15,000	15,000
1,139	1,137	1,224	45-5435	Utilities-Sewer		1,300	1,300	1,300
1,284	1,345	1,425	45-5715	Insurance-General Liability		1,525	1,525	1,525
1,375	1,285	1,500	45-5720	Insurance-Property		1,550	1,550	1,550
96	84	100	45-5790	Insurance-Miscellaneous		80	80	80
63,094	21,479	22,249	Total			35,455	35,455	35,455
63,094	21,479	22,249	TOTAL MAINTENANCE DEPARTMENT			35,455	35,455	35,455
			CAPITAL OUTLAY - 7575					
-	14,044	25,000	45-7035	Improvements-Other		25,000	25,000	25,000
-	14,044	25,000	Total			25,000	25,000	25,000
63,094	35,523	47,249	TOTAL EXPENDITURES			60,455	60,455	60,455
			OPERATING CONTINGENCY - 9091					
-	-	47,840	210-9091-60-9010			75,542	75,542	75,542
77,949	65,580	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
141,043	101,103	95,089	TOTAL EXPENDITURES & ENDING FUND BALANCE			135,997	135,997	135,997

ECONOMIC DEVELOPMENT FUND

RESOURCES

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

MATERIALS AND SERVICES

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

PROJECTS FROM PRIOR YEAR

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

ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019	CITY OF ROSEBURG, OREGON		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			ECONOMIC DEVELOPMENT FUND (230)				
150,698	146,088	178,403	00-00-301000	BEGINNING FUND BALANCE	180,459	180,459	180,459
			REVENUES - (230)				
-	-	50,000	00-00-332115	State Grants	100,000	100,000	100,000
1,168	2,183	1,500	60-40-371100	Interest Income	3,500	3,500	3,500
111,275	111,061	119,660	85-40-391124	Transfer From Hotel/Motel	119,310	119,310	119,310
112,443	113,244	171,160	Total		222,810	222,810	222,810
263,141	259,332	349,563	TOTAL REVENUES & BEGINNING FUND BALANCE		403,269	403,269	403,269
			MATERIALS AND SERVICES - 7474				
4,609	6,225	6,936	46-3210	City Services-Management	5,506	5,506	5,506
20,000	1,200	-	46-3630	Contracted Services-Technical	100,000	100,000	100,000
92,444	77,500	77,500	46-3690	Contracted Services	77,500	77,500	77,500
-	-	-	46-3690	Contracted Services - Wayfinding	-	100,000	100,000
-	-	30,000	46-4545	Materials and Supplies	-	-	-
117,053	84,925	114,436	Total		183,006	283,006	283,006
			CAPITAL OUTLAY - 7575				
-	-	30,000	46-7035	Improvements-General	50,000	50,000	50,000
-	-	30,000	Total		50,000	50,000	50,000
117,053	84,925	144,436	TOTAL EXPENDITURES		233,006	333,006	333,006
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	205,127	60-9210		170,263	70,263	70,263
146,088	174,407	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
263,141	259,332	349,563	TOTAL EXPENDITURES & ENDING FUND BALANCE		403,269	403,269	403,269

CITY OF ROSEBURG, OREGON
LIBRARY SPECIAL REVENUE FUND

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

ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019	CITY OF ROSEBURG, OREGON		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			LIBRARY SPECIAL FUND (270)				
-	-	-	00-00-301000	BEGINNING FUND BALANCE	31,500	31,500	31,500
			REVENUES - (270)				
-	-	50,000	50-20-332100	Other Grants	150,000	150,000	150,000
-	-	50,000	20-20-334100	Local Grants	85,000	85,000	85,000
-	-	-	20-20-334140	Interagency-ESD	25,000	25,000	25,000
-	-	250	60-40-371100	Interest Income	1,000	1,000	1,000
-	-	50,000	20-20-381110	Donations/Other	35,000	35,000	35,000
-	-	150,250	Total		296,000	296,000	296,000
-	-	150,250	TOTAL REVENUES & BEGINNING FUND BALANCE		327,500	327,500	327,500
			MATERIALS AND SERVICES - 7474				
-	-	25,000	41-3630	Contracted Services	35,000	35,000	35,000
-	-	120,000	41-4545	Collection Materials	15,000	15,000	15,000
-	-	-	41-4546	Collection Materials - Children	27,400	27,400	27,400
-	-	-	41-4547	Collection Materials - Teen	8,220	8,220	8,220
-	-	-	41-4548	Collection Materials - Adult	32,880	32,880	32,880
-	-	100	41-4620	Equipment Non Capital	27,500	27,500	27,500
-	-	145,100	Total		146,000	146,000	146,000
			CAPITAL OUTLAY - 7575				
-	-	-	41-7015	Building & Improvements	125,000	125,000	125,000
-	-	5,000	41-7025	Equipment Acquisition	-	-	-
-	-	5,000	Total		125,000	125,000	125,000
			TRANSFER - 9090				
-	-	-	49-8810	Transfer to General Fund	35,000	35,000	35,000
-	-	-			35,000	35,000	35,000
-	-	150,100	TOTAL EXPENDITURES		306,000	306,000	306,000
			RESERVED FOR FUTURE EXPENDITURE - 9092				
-	-	150	60-9210		21,500	21,500	21,500
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
-	-	150,250	TOTAL EXPENDITURES & ENDING FUND BALANCE		327,500	327,500	327,500

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 2019-20, funds have been programmed for matching costs associated with a grant submitted to renovate the Stewart Park Pavilion.

CITY OF ROSEBURG, OREGON

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>				<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			<u>STEWART TRUST - (710)</u>					
<u>93,760</u>	<u>66,430</u>	<u>79,090</u>	00-00-301000	BEGINNING FUND BALANCE		<u>98,569</u>	<u>98,569</u>	<u>98,569</u>
			REVENUES - 710					
120	176	200	60-40-371100	Interest Income		250	250	250
12,550	15,223	12,500	40-30-381010	Trust Contributions-Earle Stewart		16,500	16,500	16,500
<u>12,670</u>	<u>15,399</u>	<u>12,700</u>	Total			<u>16,750</u>	<u>16,750</u>	<u>16,750</u>
<u>106,430</u>	<u>81,829</u>	<u>91,790</u>	TOTAL REVENUES & BEGINNING FUND BALANCE			<u>115,319</u>	<u>115,319</u>	<u>115,319</u>
			CAPITAL OUTLAY - 7575					
40,000	-	25,000	45-7082	Improvements-Stewart Park		40,000	40,000	40,000
-	-	15,000	45-7083	Improvements-Legion		40,000	40,000	40,000
<u>40,000</u>	<u>-</u>	<u>40,000</u>	Total			<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
<u>40,000</u>	<u>-</u>	<u>40,000</u>	TOTAL EXPENDITURES			<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
			RESERVED FOR FUTURE EXPENDITURE- 9092					
-	-	51,790	60-9210			35,319	35,319	35,319
<u>66,430</u>	<u>81,829</u>	<u>-</u>	UNAPPROPRIATED ENDING FUND BALANCE			<u>-</u>	<u>-</u>	<u>-</u>
<u>106,430</u>	<u>81,829</u>	<u>91,790</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE			<u>115,319</u>	<u>115,319</u>	<u>115,319</u>



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON
DEBT RETIREMENT FUND

RESOURCES AND REQUIREMENTS

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

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2019-2020	2019-2020	2019-2020
2016-2017	2017-2018	2018-2019	DEBT RETIREMENT FUND (400/410)					
-	-	-	00-00-301000	BEGINNING FUND BALANCE		-	-	-
			REVENUE - (400)/(410)					
2,104,383	1,044,217	725,000	410-30-20-334140	Interagency Revenue		-	-	-
2,104,383	1,044,217	725,000	Total			-	-	-
2,104,383	1,044,217	725,000	TOTAL REVENUES & BEGINNING FUND BALANCE			-	-	-
			DEBT SERVICE - 8080					
-	1,000,000	700,000	410-8080-47-8010	Principal		-	-	-
24,383	44,217	25,000	410-8080-47-8120	Interest		-	-	-
2,000,000	-	-	410-8080-47-8510	Principal-FFC 2006 Issue-U/R		-	-	-
80,000	-	-	410-8080-47-8550	Interest-FFC 2006 Issue-U/R		-	-	-
2,104,383	1,044,217	725,000	Total			-	-	-
2,104,383	1,044,217	725,000	TOTAL EXPENDITURES			-	-	-
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
2,104,383	1,044,217	725,000	TOTAL EXPENDITURES & ENDING FUND BALANCE			-	-	-

CITY OF ROSEBURG, OREGON
PENSION OBLIGATION DEBT SERVICE FUND

RESOURCES AND REQUIREMENTS

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

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

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

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

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2020	295,000	179,584	474,584
2021	325,000	165,188	490,188
2022	360,000	149,328	509,328
2023	395,000	131,760	526,760
2024	435,000	112,484	547,484
2025-2028	<u>1,870,000</u>	<u>216,184</u>	<u>2,086,184</u>
	\$ 3,680,000	\$ 954,528	\$ 4,634,528

CITY OF ROSEBURG, OREGON

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>		<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			<u>PENSION BOND DEBT SERVICE FUND (420)</u>			
<u>28,422</u>	<u>38,521</u>	<u>59,749</u>	00-00-301000 BEGINNING FUND BALANCE	<u>39,753</u>	<u>39,753</u>	<u>39,753</u>
			REVENUES-(420)			
434,331	446,059	470,870	10-40-341000 Interdept Charges-General Fund	500,500	500,500	500,500
<u>434,331</u>	<u>446,059</u>	<u>470,870</u>	Total	<u>500,500</u>	<u>500,500</u>	<u>500,500</u>
<u>462,753</u>	<u>484,580</u>	<u>530,619</u>	TOTAL REVENUES & BEGINNING FUND BALANCE	<u>540,253</u>	<u>540,253</u>	<u>540,253</u>
			DEBT SERVICE - 8080			
210,000	235,000	265,000	47-8710 Principal-Pension Bond	295,000	295,000	295,000
214,232	203,984	192,516	47-8720 Interest-Pension Bond	179,590	179,590	179,590
<u>424,232</u>	<u>438,984</u>	<u>457,516</u>	Total	<u>474,590</u>	<u>474,590</u>	<u>474,590</u>
<u>424,232</u>	<u>438,984</u>	<u>457,516</u>	TOTAL EXPENDITURES	<u>474,590</u>	<u>474,590</u>	<u>474,590</u>
<u>38,521</u>	<u>45,596</u>	<u>73,103</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>65,663</u>	<u>65,663</u>	<u>65,663</u>
<u>462,753</u>	<u>484,580</u>	<u>530,619</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>540,253</u>	<u>540,253</u>	<u>540,253</u>



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CITY OF ROSEBURG, OREGON

TRANSPORTATION FUND

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

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

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

CITY OF ROSEBURG, OREGON
TRANSPORTATION FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated cash carry-over from the current fiscal year.
- ◆ STP Funds – This line item includes Federal Surface Transportation funds at available annually. The intent this year is to use STP funds to pay a portion of the cost to replace the striping machine.
- ◆ 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 slurry seal projects and in-house street repairs anticipated for construction in 2019-20.
- ◆ Capital Outlay – The specific projects proposed for the 2018-19 fiscal year are listed in Table T-1.
- ◆ Transfer to Public Works Fund – A transfer of \$976,581 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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			TRANSPORTATION FUND (310)					
3,496,457	2,382,850	2,270,787	00-00-301000	BEGINNING FUND BALANCE		2,704,937	2,704,937	2,704,937
			REVENUES - (310)					
56,919	56,080	59,000	78-40-321700	Gas Franchise Fees		58,250	58,250	58,250
335,440	336,622	346,000	78-40-321720	Electric Franchise Fees		342,350	342,350	342,350
44,233	45,202	47,000	78-40-321740	Telephone Franchise Fees		47,300	47,300	47,300
23,023	23,067	25,000	78-40-321760	Cable TV Franchise Fees		23,300	23,300	23,300
37,681	41,617	44,500	78-40-321780	Water Utility Franchise Fees		51,000	51,000	51,000
13,027	14,601	16,500	78-40-321800	Storm Drainage Franchise Fees		17,100	17,100	17,100
-	697,203	200,000	30-30-331000	STBG Funds		200,000	200,000	200,000
-	-	-	30-40-332120	State Operating Grants		200,000	200,000	200,000
1,343,317	1,517,105	1,740,600	30-20-332510	Gas State Subventions		1,758,358	1,758,358	1,758,358
47,755	-	-	30-20-334100	Intergovernmental-Local		-	-	-
191,353	68,966	150,000	30-30-343850	Transportation SDC		150,000	150,000	150,000
10,429	3,539	5,000	30-10-343815	SDC Admin Fee		5,000	5,000	5,000
32,381	37,419	30,000	60-40-371100	Interest Income		50,000	50,000	50,000
2,135,558	2,841,421	2,663,600	Total			2,902,658	2,902,658	2,902,658
5,632,015	5,224,271	4,934,387	TOTAL REVENUES & BEGINNING FUND BALANCE			5,607,595	5,607,595	5,607,595
			MATERIALS AND SERVICES - 7474					
48,472	74,576	76,953	43-3210	City Services-Management		71,548	71,548	71,548
817,355	868,448	903,418	43-3230	City Services-Public Works		976,581	976,581	976,581
2,368	2,456	3,000	43-3315	Audit Fees		3,600	3,600	3,600
-	13,855	-	43-3690	Contracted Services		-	-	-
703,918	53,754	150,000	43-4835	Road and Bridge Maintenance		250,000	250,000	250,000
1,572,113	1,013,089	1,133,371	Total			1,301,729	1,301,729	1,301,729
			CAPITAL OUTLAY - 7575					
-	66,264	1,050,000	43-7035	Improvements-PMP		1,300,000	1,300,000	1,300,000
1,252,187	860,889	450,000	43-7052	Improvements-St Construction		725,000	725,000	725,000
414,865	852,658	-	43-7053	Improvements-Transportation		-	-	-
-	13,810	25,000	41-7055	Equipment/Mapping		225,000	225,000	225,000
1,667,052	1,793,621	1,525,000	Total			2,250,000	2,250,000	2,250,000
			TRANSFERS - 9090					
10,000	10,000	10,000	49-8825	Transfer to Bike Trail		10,000	10,000	10,000
-	-	-	Total			10,000	-	-
3,249,165	2,816,710	2,668,371	TOTAL EXPENDITURES			3,561,729	3,561,729	3,561,729
			RESERVE FOR FUTURE EXPENDITURE - 9092					
-	-	2,266,016	60-9210			2,045,866	2,045,866	2,045,866
2,382,850	2,407,561	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
5,632,015	5,224,271	4,934,387	TOTAL EXPENDITURES & ENDING FUND BALANCE			5,607,595	5,607,595	5,607,595

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (NORTH)
FY 2019-20

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal (North)
Annual Pavement Management Program*	250,000				
Slurry Seals (Non-Capital)*			250,000		
Overlays (Capital)			1,300,000		
ADA Improvements	200,000	200,000			
ARTS Project/Traffic Signal Coordination	805,000		450,000		355,000
Beulah Park Improvements		15,000			
CIPP Storm Project(s)	1,425,000				
Open Cut Storm Drainage Repairs	50,000				
Chestnut				25,000	
Renann/Stewart Parkway				25,000	
Douglas Avenue Design			75,000		
Downtown Façade Program (non-capital)*					25,000
Downtown Street Lighting Improvements	300,000				300,000
Stewart Parkway - Aviation to Edenbower	610,872				610,872
Stewart Parkway Bridge Approaches	200,000		200,000		
Sidewalk Construction/Reconstruction	100,000	100,000			
Streetlighting Improvements	50,000	50,000			
Wayfinding	25,000	25,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Storm Drainage Equipment	65,000			65,000	
Buildings and Structures	10,000			10,000	
Striping Machine	200,000		200,000		
GIS/Mapping	45,000		25,000	20,000	
Capital Projects Total	5,535,872	400,000	2,250,000	1,620,000	1,265,872

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



CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

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

The Park Improvement Fund revenues are derived from State and Federal Grants, Intergovernmental Grants, System Development Charges (SDC's), donations, and transfers from the General Fund. SDC fees can only be utilized to allow for acquisition and development of park property as well as service level increases in the existing system to meet the demands created by population growth. The FY 19-20 budget includes funds for grant funded improvements to Beulah Park and the Stewart Park Pavilion, should the grants be received.

CITY OF ROSEBURG, OREGON
PARK IMPROVEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

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

REQUIREMENTS

- Improvements – Parks – These improvements are generally contingent upon successful grant applications. Funds from Park Improvement will be used to construct improvements at Beulah Park and Stewart Park Pavilion if grant(s) are received.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			PARK IMPROVEMENT FUND (320)					
266,519	435,212	204,812	00-00-301000	BEGINNING FUND BALANCE		300,668	300,668	300,668
			REVENUES - (320)					
-	-	262,500	00-00-331135	Federal Grants		-	-	-
160,666	144,334	142,333	40-30-332320	Capital Grants		225,000	225,000	225,000
30,000	-	-	40-30-334100	Local		-	-	-
58,541	17,076	20,000	40-30-343610	System Development Charge		40,000	40,000	40,000
2,320	744	1,200	40-10-343615	SDC Admin Fee		1,600	1,600	1,600
4,466	6,727	5,000	60-40-371100	Interest Income		5,000	5,000	5,000
3,200	26,500	30,000	40-20-381110	Donations/Other		30,000	30,000	30,000
101,814	-	-	40-30-381210	Infrastructure		-	-	-
50,000	50,000	50,000	00-00-391110	Transfer from General Fund		50,000	50,000	50,000
-	-	-	00-00-391124	Transfer from H/M Tax Fund		25,000	25,000	25,000
34,375	-	-	90-40-392100	Proceeds from Asset Sales		-	-	-
445,382	245,381	511,033	Total			376,600	376,600	376,600
711,901	680,593	715,845	TOTAL REVENUES & BEGINNING FUND BALANCE			677,268	677,268	677,268
			MATERIALS AND SERVICES - 7474					
2,763	-	30,000	45-4545	Materials and Supplies		30,000	30,000	30,000
2,763	-	30,000	Total			30,000	30,000	30,000
			CAPITAL OUTLAY - 7575					
273,926	399,893	565,000	45-7015	Improvements-Parks		360,000	360,000	360,000
273,926	399,893	565,000	Total			360,000	360,000	360,000
276,689	399,893	595,000	TOTAL EXPENDITURES			390,000	390,000	390,000
			RESERVE FOR FUTURE EXPENDITURE - 9092					
-	-	120,845	60-9210			287,268	287,268	287,268
435,212	280,700	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
711,901	680,593	715,845	TOTAL EXPENDITURES & ENDING FUND BALANCE			677,268	677,268	677,268

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

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

The City has prepared this budget in conjunction with its 5-year plan and a longer-term 10-year replacement schedule for fire apparatus. Due to the significant cost associated with fire apparatus (\$500,000 - \$1.5 million), it is essential that reserve funds be established for their future replacement.

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

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

CITY OF ROSEBURG, OREGON
EQUIPMENT REPLACEMENT FUND

RESOURCES AND REQUIREMENTS

RESOURCES

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

REQUIREMENTS

- ◆ Police:
 - (1) Motorcycle
 - (1) Sedan – Chief
 - (1) Unmarked Sedan
 - (3) Sedan – Patrol
 - (13) Ballistic Helmets
- ◆ Fire:
 - (1) Staff Vehicle
 - (1) Wildland Fire Engine
 - Fire Hose / Turnouts
 - (70) SCBA Cylinders
- ◆ Public Works:
 - (1) Paint Machine white/yellow (Street Maintenance) (replacement for 2004)
 - (1) Turf Sprayer (Park Maintenance) (replacement for 1998)
 - (1) Zero Turn Mower (Park Maintenance) (upgrades to 2009)
 - (1) Mower (126") (Park Maintenance) (replacement for 2013)
- ◆ Reserves – This is the amount to provide for future purchases based on the City's projections and replacement program. This includes a reserve for future replacement of major fire equipment.

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

FUND/DEPT	#	2019-20	#	2020-21	#	2021-22	#	2022-23	#	2023-24	FIVE-YEAR TOTAL
BEGINNING BALANCE		\$1,452,522		\$1,086,622		\$674,922		\$1,211,722		\$1,632,522	
REQUIREMENTS											
PUBLIC SAFETY											
FIRE DEPT (CAPITAL)											
STAFF VEHICLE	1	60,000					1			46,000	106,000
SCBA FILL STATION			1	70,000							70,000
HYDRAULIC RESCUE TOOL					1	35,000					35,000
WILDLAND FIRE ENGINE	1	85,000									85,000
TRIPLE COMBINATION PUMPER			1	650,000							650,000
DEPT CAPITAL TOTAL	2	145,000	2	720,000	1	\$35,000		-	1	46,000	946,000
FIRE DEPT (NON CAPITAL)											
FIRE HOSE, TURNOUTS		35,000				35,000				40,000	110,000
SCBA CYLINDERS		263,000									263,000
DEPT NON CAPITAL TOTAL		298,000				35,000				40,000	373,000
DEPT TOTAL	2	443,000	2	720,000	1	70,000			1	86,000	1,319,000
POLICE DEPT (CAPITAL)											
MOTORCYCLE	1	27,500	1	29,000			1	31,000	1	32,000	119,500
SEDAN-CHIEF	1	31,000							1	35,000	66,000
UNMARKED	1	34,000					1	36,000			70,000
PATROL-SEDAN	3	147,500	4	196,500					6	330,000	674,000
DEPT CAPITAL TOTAL	6	240,000	5	225,500		-	2	67,000	8	397,000	929,500
POLICE DEPT (NON CAPITAL)											
BODY CAMS / EQUIPMENT			42	36,000							36,000
BALLISTIC HELMETS	13	16,900									16,900
BALLISTIC VESTS									13	30,000	30,000
CONDUCTED ENERGY WEAPONS							40	64,000			64,000
DEPT NON CAPITAL TOTAL	13	16,900	42	36,000			40	64,000	13	30,000	146,900
DEPT TOTAL	19	256,900	47	261,500			42	131,000	21	427,000	1,076,400
TOTAL PUBLIC SAFETY	21	699,900	49	981,500	1	70,000	42	131,000	22	513,000	2,395,400
PUBLIC WORKS											
ADMINISTRATION											
SEDAN-POOL			1	25,000							25,000
DEPT TOTAL	-	-	1	25,000	-	-	-	-	-	-	25,000
STREET MAINTENANCE											

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

FUND/DEPT	#	2019-20	#	2020-21	#	2021-22	#	2022-23	#	2023-24	FIVE-YEAR TOTAL
PICKUP REPLACEMENT											
1 TON PICKUP		1		40,000	1	40,000			2	75,000	115,000
HI-WAY SANDER		1		25,000							40,000
DUMP TRUCK											25,000
TMT PAINT MACHINE	1	250,000					1	140,000			140,000
DEPT TOTAL	1	250,000	2	65,000	1	40,000	1	140,000	2	75,000	570,000
TOTAL PUBLIC WORKS	1	250,000	3	90,000	1	40,000	1	140,000	2	75,000	595,000
PARKS											
PICKUP											
4X4 UTILITY VEHICLE					1	24,000	2	40,000			40,000
3 YARD DUMP TRUCK			1	60,000				62,000	1	24,000	110,000
AERATOR					1	40,000					60,000
TURF SPRAYER	1	40,000									40,000
REEL GRINDER									1	32,000	40,000
IRRIGATION PUMPS					1	25,000					32,000
ZERO TURN MOWER	1	28,000									25,000
MOWER											28,000
MOWER (ROTARY)					1	58,000			1	32,000	32,000
MOWER-54"			1	35,000					1	48,000	106,000
MOWER-72"			1	39,000							35,000
MOWER-126"	1	60,000									39,000
DEPT TOTAL	3	128,000	3	134,000	4	147,000	3	102,000	4	136,000	647,000
TOTAL REQUIREMENTS	25	\$1,077,900	55	\$1,205,500	6	\$257,000	46	\$373,000	28	\$724,000	\$3,637,400
RESOURCES											
GENERAL-EQUIPMENT & VEHICLES		600,000		650,000		650,000		650,000		650,000	3,200,000
GENERAL-FIRE EQUIPMENT		75,000		125,000		125,000		125,000		125,000	575,000
ASSET SALES		10,000		10,000		10,000		10,000		10,000	50,000
INTEREST		27,000		8,800		8,800		8,800		8,800	62,200
TOTAL RESOURCES		\$712,000		\$793,800		\$793,800		\$793,800		\$793,800	\$3,887,200
ENDING BALANCE/RESERVE		\$1,086,622		\$674,922		\$1,211,722		\$1,632,522		\$1,702,322	
RESERVE-EQUIPMENT & VEHICLES		650,622		113,922		525,722		821,522		766,322	
RESERVE FOR FIRE LADDER TRUCK		436,000		561,000		686,000		811,000		936,000	
TOTAL RESERVES		\$1,086,622		\$674,922		\$1,211,722		\$1,632,522		\$1,702,322	



CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			EQUIPMENT REPLACEMENT FUND (330)					
646,021	814,406	1,085,849	00-00-301000	BEGINNING FUND BALANCE		1,452,522	1,452,522	1,452,522
			REVENUES - (330)					
7,180	9,752	8,800	60-40-371100	Interest Income		27,000	27,000	27,000
16,057	90,230	-	80-40-385100	Miscellaneous		-	-	-
650,000	675,000	675,000	85-40-391110	Transfer From General Fund		675,000	675,000	675,000
27,632	-	10,000	90-40-392100	Proceeds From Asset Sales		10,000	10,000	10,000
700,869	774,982	693,800	Total			712,000	712,000	712,000
1,346,890	1,589,388	1,779,649	TOTAL REVENUES & BEGINNING FUND BALANCE			2,164,522	2,164,522	2,164,522
			MATERIALS AND SERVICES - 7474					
35,000	59,630	133,000	41-4620	Equipment Non-Capital-Fire Dept.		298,000	298,000	298,000
-	36,287	-	41-4620	Equipment Non-Capital-Police Dept.		16,900	16,900	16,900
35,000	95,917	133,000	Total			314,900	314,900	314,900
			CAPITAL OUTLAY - 7575					
-	11,100	-	41-7020	Equipment General		-	-	-
-	-	25,000	41-7030	General Fund Acquisition-Vehicle Pool		-	-	-
66,832	269,708	310,000	41-7031	Public Works Acquisition-Street Maintenance		250,000	250,000	250,000
61,645	-	-	41-7020	General Fund Acquisition-Financial System		-	-	-
139,247	84,773	122,000	41-7032	General Fund Acquisition-Parks		128,000	128,000	128,000
169,212	-	198,500	41-7033	Public Safety Acquisition-Police		240,000	240,000	240,000
60,548	54,070	145,000	41-7034	Public Safety Acquisition-Fire		145,000	145,000	145,000
497,484	419,651	800,500	Total			763,000	763,000	763,000
532,484	515,568	933,500	TOTAL EXPENDITURES			1,077,900	1,077,900	1,077,900
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	846,149	60-9210			1,086,622	1,086,622	1,086,622
814,406	1,073,820	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
1,346,890	1,589,388	1,779,649	TOTAL EXPENDITURES & ENDING FUND BALANCE			2,164,522	2,164,522	2,164,522

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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
<u>ASSESSMENT IMPROVEMENT FUND (340)</u>								
1,495,763	1,539,643	1,564,465	00-00-301000	BEGINNING FUND BALANCE		1,645,840	1,645,840	1,645,840
REVENUES - (340)								
25,589	17,059	15,000	30-30-361200	Assessment Income		7,200	7,200	7,200
16,178	26,314	15,000	60-40-371100	Interest Income		35,000	35,000	35,000
2,113	1,553	1,000	60-40-371115	Assessment Interest		200	200	200
43,880	44,926	31,000	Total			42,400	42,400	42,400
1,539,643	1,584,569	1,595,465	TOTAL REVENUES & BEGINNING FUND BALANCE			1,688,240	1,688,240	1,688,240
CAPITAL OUTLAY - 7575								
-	6,034	1,000,000	43-7045	Improvements-LID's		1,000,000	1,000,000	1,000,000
-	6,034	1,000,000	Total			1,000,000	1,000,000	1,000,000
-	6,034	1,000,000	TOTAL EXPENDITURES			1,000,000	1,000,000	1,000,000
RESERVED FOR FUTURE EXPENDITURE - 9092								
-	-	200,000	60-9210			200,000	200,000	200,000
1,539,643	1,578,535	395,465	UNAPPROPRIATED ENDING FUND BALANCE			488,240	488,240	488,240
1,539,643	1,584,569	1,595,465	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,688,240	1,688,240	1,688,240

CITY OF ROSEBURG, OREGON
FACILITIES REPLACEMENT FUND

During the 1999 fiscal year, Council adopted a goal to “start to develop a facilities plan.” Thereafter, the Facilities Replacement Fund was created in 1999-2000 to provide for the future major renovation and replacement of City-owned facilities. A comprehensive assessment of the physical condition of city-owned buildings was completed in 2007. The study identified facilities requiring immediate maintenance as well as long-term (30 year) needs. The total priority needs identified in the study total approximately \$1 million.

Proposed projects for FY 2019-20 are outlined on Table F-1 included in this document. Table F-1 is generated from the Five Year Capital Improvement Plan and serves as a guide to potential projects. Often, projects are generated by issues that arise unexpectedly and must be addressed in a relatively short time frame to keep a system or facility in working order. This year’s projects include boiler upgrades at City Hall and a study to determine steps needed to remove the abandoned sewer plant located near the Parks Maintenance Facility.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			FACILITIES REPLACEMENT FUND (360)					
742,690	583,306	166,704	360-00-00-301000	BEGINNING FUND BALANCE		178,958	178,958	178,958
			REVENUES - (360)					
7,430	-	250,000	10-30-331535	Other Grants		-	-	-
18,053	187,209	1,676,650	10-20-332120	State Grants		-	-	-
-	386,073	-	00-00-334100	Local		20,000	20,000	20,000
-	-	1,618,285	10-30-334140	Interagency		-	-	-
7,180	9,753	2,000	60-40-371100	Interest Income		5,000	5,000	5,000
-	-	250,000	10-30-381210	Contributions		-	-	-
12,680	167,883	-	80-40-385100	Miscellaneous		-	-	-
-	30,000	130,000	85-40-391110	Transfer From General Fund		75,000	75,000	75,000
103,125	-	-	90-40-392100	Proceeds from Sale of Assets		-	-	-
-	-	-	99-40-392300	Insurance Reimbursements		-	-	-
148,468	780,918	3,926,935	Total			100,000	100,000	100,000
891,158	1,364,224	4,093,639	TOTAL REVENUES & BEGINNING FUND BALANCE			278,958	278,958	278,958
			MATERIALS AND SERVICES - 7474					
37,153	39,677	41,274	41-3230	City Services-Public Works		14,797	14,797	14,797
-	35,253	80,000	41-3898	Non Capital-City Hall		-	-	-
3,772	-	-	41-4545	General Materials		-	-	-
12,050	11,332	20,000	41-4810	Repairs and Maintenance		20,000	20,000	20,000
1,521	685	-	41-5410	Utilities-Power		-	-	-
3,572	(27)	-	41-5420	Utilities-Gas		-	-	-
412	240	-	41-5435	Sewer		300	300	300
58,480	87,160	141,274	Total			35,097	35,097	35,097
			CAPITAL OUTLAY - 7575					
-	-	-	41-7010	Land		-	-	-
249,372	827,626	3,904,075	41-7015	Improvements-City Facilities		125,000	125,000	125,000
249,372	827,626	3,904,075	Total			125,000	125,000	125,000
307,852	914,786	4,045,349	TOTAL EXPENDITURES			160,097	160,097	160,097
			RESERVED FOR FUTURE EXPENDITURE - 9092					
-	-	48,290	60-9210			118,861	118,861	118,861
583,306	449,438	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
583,306	449,438	48,290	TOTAL FUND BALANCE			118,861	118,861	118,861
891,158	1,364,224	4,093,639	TOTAL EXPENDITURES & ENDING FUND BALANCE			278,958	278,958	278,958

TABLE F-1
FACILITIES FUND PROJECTS
FY 2019-20

Facility	Description	Estimated Cost
City Hall	Replace Boiler	\$ 55,000
Parks	Maintenance Facility Study - Remove WWTP	\$ 20,000
TBD		\$ 50,000
FACILITIES FUND TOTAL		\$ 125,000

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 for this fund is user charges. Grant revenues will be applied for when available.

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

CITY OF ROSEBURG, OREGON
STORM DRAINAGE FUND

RESOURCES AND REQUIREMENTS

RESOURCES

- ◆ Fees - Revenues are projected at \$8.29 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 \$1,097 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 2019-20 to construct multiple storm drainage improvement projects. Storm Drainage capital projects are outlined in Table T-1.

			CITY OF ROSEBURG, OREGON					
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			STORM DRAINAGE FUND (560)					
2,048,384	2,212,196	2,175,558	00-00-301000	BEGINNING FUND BALANCE		3,343,588	3,343,588	3,343,588
			REVENUES - (560)					
19,091		-	00-00-331140	Other Grants		-	-	-
121,147		-	00-00-334120	Local		-	-	-
1,752,317	1,962,338	2,178,129	00-00-343105	Fees		2,280,000	2,280,000	2,280,000
97,100	81,226	80,000	00-00-343110	System Development Charge		100,000	100,000	100,000
6,187	3,247	4,000	00-00-343120	SDC Admin Fee		5,000	5,000	5,000
1,034	1,959	1,500	00-00-385120	Recovery of Bad Debt		2,000	2,000	2,000
19,880	28,592	26,000	60-40-371100	Interest Income		52,000	52,000	52,000
2,016,756	2,077,362	2,289,629	Total			2,439,000	2,439,000	2,439,000
4,065,140	4,289,558	4,465,187	TOTAL REVENUES & BEGINNING FUND BALANCE			5,782,588	5,782,588	5,782,588
			MATERIALS AND SERVICES - 7474					
25,653	41,895	58,420	43-3210	City Services-Management		55,501	55,501	55,501
404,141	429,320	446,514	43-3230	City Services-Public Works		517,884	517,884	517,884
307	-	5,000	43-3310	Legal		5,000	5,000	5,000
2,368	2,455	3,000	43-3315	Audit Fees		3,600	3,600	3,600
1,013	7,988	8,000	43-3690	Contracted Services		10,500	10,500	10,500
86,845	97,339	108,906	43-3840	Franchise Fee		114,000	114,000	114,000
18	-	-	43-3845	Property Taxes		-	-	-
4,517	6,470	6,500	43-3870	Bad Debt Expense		8,000	8,000	8,000
5,300	6,441	7,100	43-3885	Banking Fees		8,500	8,500	8,500
328	-	-	43-3910	Hardware Non Capital		1,500	1,500	1,500
3,973	4,758	6,000	43-3915	Software Non Capital		4,751	4,751	4,751
8,360	12,396	12,050	43-3920	Technology-Support and Maintenance		16,500	16,500	16,500
123	1,580	-	43-4515	Supplies		7,500	7,500	7,500
8,042	7,387	15,000	43-4545	General Materials		16,000	16,000	16,000
-	10	-	43-4810	Building & Grounds		-	-	-
8,771	12,416	15,000	43-4815	Vehicle Maintenance		15,000	15,000	15,000
18	80	2,500	43-4830	Equipment Maintenance		2,500	2,500	2,500
11,897	12,951	25,000	43-4855	Storm Drainage Maintenance		25,000	25,000	25,000
41,732	42,776	45,000	43-5715	Insurance-General Liability		45,400	45,400	45,400
613,406	686,262	763,990	Total			857,136	857,136	857,136
			CAPITAL OUTLAY - 7575					
-	-	10,000	43-7015	Buildings and Structures		10,000	10,000	10,000
-	-	40,000	73-7020	Equipment Acquisition		65,000	65,000	65,000
1,237,388	1,496,452	1,150,000	43-7050	Improvements-Drainage		1,525,000	1,525,000	1,525,000
2,150	10,000	10,000	43-7055	Improvements-Mapping		20,000	20,000	20,000
1,239,538	1,506,452	1,210,000	Total			1,620,000	1,620,000	1,620,000
1,852,944	2,192,714	1,973,990	TOTAL EXPENDITURES			2,477,136	2,477,136	2,477,136
			OPERATING CONTINGENCY - 9091					
-	-	1,000,000	60-9010			1,000,000	1,000,000	1,000,000
2,212,196	2,096,844	1,491,197	UNAPPROPRIATED ENDING FUND BALANCE			2,305,452	2,305,452	2,305,452
4,065,140	4,289,558	4,465,187	TOTAL EXPENDITURES & ENDING FUND BALANCE			5,782,588	5,782,588	5,782,588

TABLE T-1
TRANSPORTATION, SIDEWALK, STORM DRAINAGE AND URBAN RENEWAL (NORTH)
FY 2019-20

Project	Funding				
	Estimated Cost	Sidewalk Streetlight	Transportation	Storm	Urban Renewal (North)
Annual Pavement Management Program*	250,000				
Slurry Seals (Non-Capital)*			250,000		
Overlays (Capital)			1,300,000		
ADA Improvements	200,000	200,000			
ARTS Project/Traffic Signal Coordination	805,000		450,000		355,000
Beulah Park Improvements		15,000			
CIPP Storm Project(s)	1,425,000				
Open Cut Storm Drainage Repairs	50,000				
Chestnut				25,000	
Renann/Stewart Parkway				25,000	
Douglas Avenue Design			75,000		
Downtown Façade Program (non-capital)*					25,000
Downtown Street Lighting Improvements	300,000				300,000
Stewart Parkway - Aviation to Edenbower	610,872				610,872
Stewart Parkway Bridge Approaches	200,000		200,000		
Sidewalk Construction/Reconstruction	100,000	100,000			
Streetlighting Improvements	50,000	50,000			
Wayfinding	25,000	25,000			
Misc Storm Improvements	50,000			50,000	
Misc Streetlight/Signal Improvements	10,000	10,000			
Storm Drainage Equipment	65,000			65,000	
Buildings and Structures	10,000			10,000	
Striping Machine	200,000		200,000		
GIS/Mapping	45,000		25,000	20,000	
Capital Projects Total	5,535,872	400,000	2,250,000	1,620,000	1,265,872

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

CITY OF ROSEBURG, OREGON
OFF STREET PARKING FUND

RESOURCES

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

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

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

OPERATIONS

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

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

Operating costs include 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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
OFF STREET PARKING FUND (510)								
101,780	33,860	40,817	510-00-00-301 BEGINNING FUND BALANCE			46,907	46,907	46,907
			REVENUES - (510)					
42,500	41,250	47,500	00-00-343000 Contracted Services			47,500	47,500	47,500
868	621	600	00-00-371100 Interest Income			1,000	1,000	1,000
432	341	200	00-00-385120 Recovery of Bad Debt			200	200	200
-	-	-	99-40-392200 Reimbursements/Insurance			-	-	-
43,800	42,212	48,300	Total			48,700	48,700	48,700
145,580	76,072	89,117	TOTAL REVENUES & BEGINNING FUND BALANCE			95,607	95,607	95,607
ENFORCEMENT DEPARTMENT								
			MATERIALS AND SERVICES - 4510					
6,975	6,859	2,638	41-3210	City Services - Management		2,632	2,632	2,632
1,895	1,966	2,200	41-3315	Auditing/Legal and Accounting		2,500	2,500	2,500
1,460	1,473	1,600	41-4210	Telephone Communications		1,600	1,600	1,600
1,390	-	10,000	41-4515	Equipment Non Capital		10,000	10,000	10,000
-	150	1,000	41-4545	Materials and Supplies		1,000	1,000	1,000
63,878	2,965	10,000	41-4810	Building and Ground Maintenance		10,000	10,000	10,000
12,713	-	2,000	41-4830	Repairs and Maintenance-Equipment		2,000	2,000	2,000
17,583	18,565	22,000	41-5410	Utilities-Power Parking Lots		22,000	22,000	22,000
946	903	1,000	41-5430	Utilities-Water		1,100	1,100	1,100
60	60	100	41-5435	Utilities-Sewer		100	100	100
991	1,211	1,300	41-5455	Utilities-Storm Drain		1,400	1,400	1,400
-	-	-	41-5710	Insurance-Automobile		-	-	-
3,829	3,577	4,500	41-5720	Insurance-Property		4,400	4,400	4,400
-	-	-	41-5790	Insurance-Miscellaneous		-	-	-
111,720	37,729	58,338	Total Enforcement Department			58,732	58,732	58,732
111,720	37,729	58,338	TOTAL EXPENDITURES			58,732	58,732	58,732
-	-	30,779	OPERATING CONTINGENCY - 9091 60-9010			36,875	36,875	36,875
33,860	38,343	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
145,580	76,072	89,117	TOTAL EXPENDITURES & ENDING FUND BALANCE			95,607	95,607	95,607

CITY OF ROSEBURG, OREGON
AIRPORT FUND

CURRENT OPERATIONS

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

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

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

The capital project for FY 19-20 includes the completion of the Obstruction Mitigation Project and the construction of the Runway Electrical Project.

CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2019-2020	2019-2020	2019-2020
2016-2017	2017-2018	2018-2019	AIRPORT FUND (520)					
201,940	323,842	406,392	00-00-301000	BEGINNING FUND BALANCE		403,998	403,998	403,998
			REVENUES - (520)					
-	459,599	103,500	00-00-331115	Federal Grants		782,400	782,400	782,400
-	32,837	10,000	00-00-332320	State Grants		80,000	80,000	80,000
3,574	5,366	5,000	00-00-342110	Rental Income-Tie Downs		6,000	6,000	6,000
5,602	8,832	9,000	00-00-342115	Fees-Fuel Flow		8,000	8,000	8,000
170,634	176,716	183,000	00-00-342120	Rental Income-Land Lease		188,500	188,500	188,500
190,118	188,995	187,000	00-00-342125	Rental Income-Hangars		200,000	200,000	200,000
3,934	7,036	5,500	00-00-371100	Interest Income		10,000	10,000	10,000
-	-	-	00-00-381210	Contributions-Infrastructure		25,000	25,000	25,000
550	400	-	00-00-385100	Miscellaneous		300	300	300
-	2,312	-	99-40-392300	Insurance Reimbursements		-	-	-
374,412	882,093	503,000	Total			1,300,200	1,300,200	1,300,200
576,352	1,205,935	909,392	TOTAL REVENUES & BEGINNING FUND BALANCE			1,704,198	1,704,198	1,704,198

CITY OF ROSEBURG, OREGON
AIRPORT FUND

AIRPORT OPERATIONS

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

DEPARTMENT GOALS:

1. Complete the obstruction mitigation project and activate the PAPI.
2. Design improvements to the parking areas and aesthetics in and around the Fixed Based Operator's office and hangar.
3. Look for opportunities to work with the new Visitor Services provider to promote the airport.

MATERIALS AND SERVICES: Significant expenditures are described as follows:

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

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

Building & Grounds – This is for basic airport maintenance.

CAPITAL OUTLAY: Funds are budgeted to complete the Obstruction Mitigation Project and to construct the Runway Electrical Upgrades. Both projects will utilize Federal Aviation Administration and Oregon Department of Aviation grant funding.

DEBT SERVICE: Full Faith and Credit Airport Bonds were issued to finance construction of the new T-hangars, utilities, parking and road improvements at the airport. The bonds were refinanced in 2017 at a reduced interest rate, thereby lowering the annual and overall cost of the bonds.

YEAR	PRINCIPAL	INTEREST	TOTAL
2020	85,074	27,975	113,049
2021	83,988	26,061	110,049
2022	87,877	24,172	112,049
2023	86,655	22,194	108,849
2024	90,404	20,245	110,649
2025-2032	809,354	84,525	893,879
TOTAL	\$ 1,243,352	\$ 205,172	1,448,524

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
<hr/> <hr/>								
AIRPORT FUND (520)								
<hr/> <hr/>								
PERSONNEL SERVICES - 5010								
-	-	-	Salaries and Wages			-	-	-
124	-	-	Employee Benefits			-	-	-
<hr/>						<hr/>		
124	-	-	Total			-	-	-
<hr/> <hr/>						<hr/> <hr/>		
OPERATIONS-MATERIALS AND SERVICES - 5010								
835	636	1,200	46-3010	Lodging and Registration		1,200	1,200	1,200
830	200	250	46-3015	Meals and Mileage		500	500	500
200	200	200	46-3040	Dues and Subscriptions		200	200	200
20,574	15,533	12,758	46-3210	City Services-Management		11,647	11,647	11,647
49,537	69,365	72,158	46-3230	City Services-Public Works		88,780	88,780	88,780
915	631	-	46-3310	Professional Services-Legal		2,000	2,000	2,000
4,736	4,911	5,100	46-3315	Professional Services-Audit		7,000	7,000	7,000
535	-	535	46-3330	Professional Services-Technical		-	-	-
8,608	9,000	12,000	46-3630	Contracted Services		12,000	12,000	12,000
808	390	500	46-3940	Technology/DSL/Website		500	500	500
528	175	1,000	46-4545	Materials and Supplies		1,500	1,500	1,500
10,102	17,268	25,000	46-4810	Building and Grounds Maintenance		30,000	30,000	30,000
-	200	-	46-4830	Vehicles-Repairs		-	-	-
16,511	16,931	20,000	46-5410	Utilities-Power		19,000	19,000	19,000
3,472	3,933	4,300	46-5430	Utilities-Water		4,300	4,300	4,300
1,055	1,080	1,200	46-5435	Utilities-Sewer		1,200	1,200	1,200
26,410	29,064	32,000	46-5455	Utilities-Storm Drainage		32,000	32,000	32,000
252	269	300	46-5710	Insurance-Automobile		300	300	300
5,446	5,627	6,000	46-5715	Insurance-General Liability		6,210	6,210	6,210
4,385	4,097	4,305	46-5720	Insurance-Property		4,925	4,925	4,925
384	335	400	46-5790	Insurance-Miscellaneous		400	400	400
<hr/>						<hr/>		
156,123	179,845	199,206	Total			223,662	223,662	223,662
<hr/> <hr/>						<hr/> <hr/>		
156,247	179,845	199,206	TOTAL OPERATIONS			223,662	223,662	223,662



CITY OF ROSEBURG, OREGON						PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	ADOPTED				2019-2020	2019-2020	2019-2020
2016-2017	2017-2018	2018-2019	AIRPORT FUND (520)					
			CAPITAL OUTLAY - 7575					
-	-	-	46-7020	Equipment		15,000	15,000	15,000
-	-	-	46-7035	Improvements-Airport Projects		125,000	125,000	125,000
21,497	492,214	200,000	46-7063	Improvements-Grants		870,000	870,000	870,000
21,497	492,214	200,000	TOTAL CAPITAL OUTLAY			1,010,000	1,010,000	1,010,000
			DEBT SERVICE - 8080					
-	83,528	81,050	47-8515	Airport-Principal		85,080	85,080	85,080
74,766	36,839	29,800	47-8555	Airport-Interest		28,000	28,000	28,000
74,766	120,367	110,850	TOTAL DEBT SERVICE			113,080	113,080	113,080
252,510	792,426	510,056	TOTAL EXPENDITURES			1,346,742	1,346,742	1,346,742
			OPERATING CONTINGENCY - 9091					
-	-	399,336	60-9010			357,456	357,456	357,456
323,842	413,509	-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-
576,352	1,205,935	909,392	TOTAL EXPENDITURES & ENDING FUND BALANCE			1,704,198	1,704,198	1,704,198

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.

			<u>CITY OF ROSEBURG, OREGON</u>					
<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>	<u>SUMMARY</u>			<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			<u>WATER SERVICE FUND (530)</u>					
			RESOURCES:					
5,585,744	6,005,430	6,177,500	Charges for Services			7,112,150	7,112,150	7,112,150
60,230	113,302	100,000	Interest			190,000	190,000	190,000
6,819	-	-	Proceeds from Sale of Assets			-	-	-
10,576	7,757	6,000	Miscellaneous			6,000	6,000	6,000
5,663,369	6,126,489	6,283,500	Total Operating Revenues			7,308,150	7,308,150	7,308,150
			Proceeds from Asset Sales					
4,955,734	5,960,092	6,552,883	Beginning Fund Balance			8,129,515	8,129,515	8,129,515
10,619,103	12,086,581	12,836,383	TOTAL RESOURCES			15,437,665	15,437,665	15,437,665
			REQUIREMENTS:					
			Operating Budget					
1,617,474	1,705,309	1,803,197	Personnel Services			1,891,217	1,891,217	1,891,217
2,040,452	2,149,904	2,356,981	Materials and Services			2,586,496	2,586,496	2,586,496
3,657,926	3,855,213	4,160,178	Total Operating Budget			4,477,713	4,477,713	4,477,713
			Capital Outlay					
1,001,085	915,400	2,460,000				4,927,500	4,927,500	4,927,500
4,659,011	4,770,613	6,620,178	Total Expenditures			9,405,213	9,405,213	9,405,213
-	-	1,000,000	Operating Contingency			1,000,000	1,000,000	1,000,000
5,960,092	7,315,968	5,216,205	Unappropriated Ending Fund Balance			5,032,452	5,032,452	5,032,452
10,619,103	12,086,581	12,836,383	TOTAL REQUIREMENTS			15,437,665	15,437,665	15,437,665
			OPERATING BUDGET BY DEPARTMENT					
1,096,586	1,088,525	1,194,401	Production Department			1,236,264	1,236,264	1,236,264
1,254,902	1,381,641	1,494,951	Transmission and Distribution			1,561,098	1,561,098	1,561,098
1,306,438	1,385,047	1,470,826	Administration Department			1,680,351	1,680,351	1,680,351
3,657,926	3,855,213	4,160,178	TOTAL OPERATING BUDGET BY DEPARTMENT			4,477,713	4,477,713	4,477,713

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.

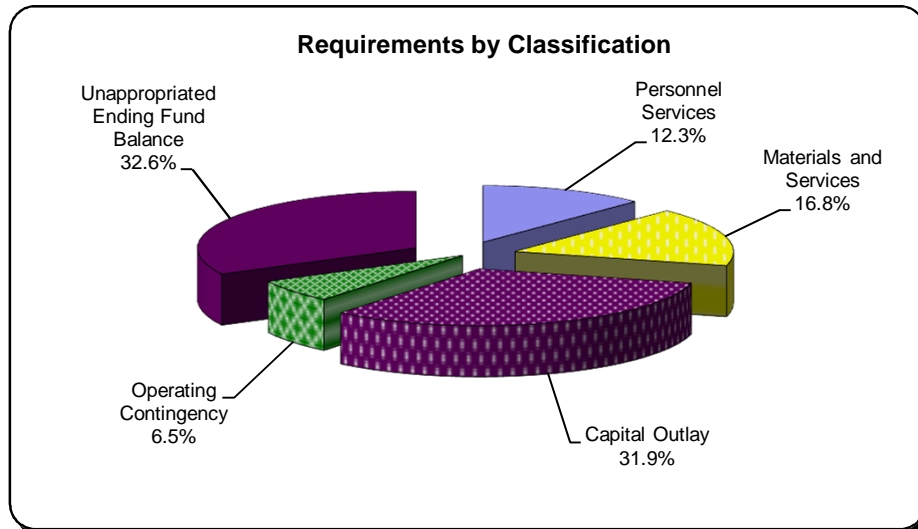
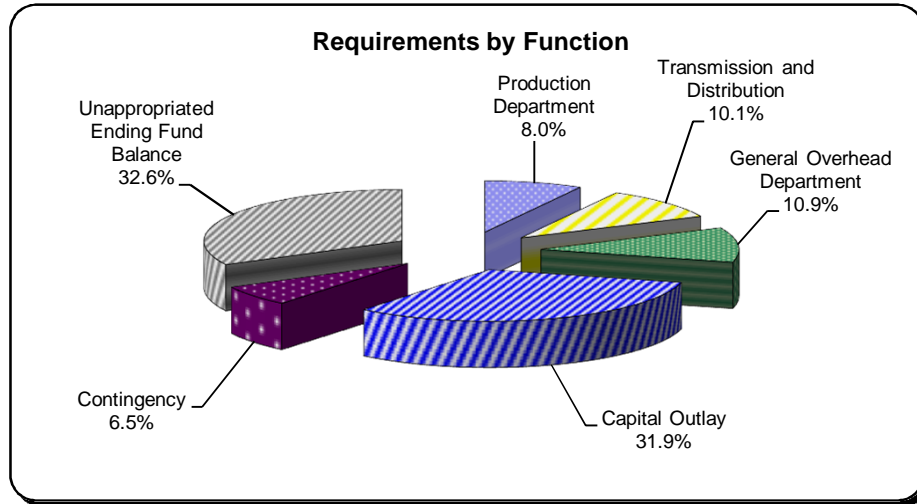
- Beginning Fund Balance - This is the estimated cash carryover from the current fiscal year ending June 30, 2018.
- Charges for Service - Revenues shown are estimates of what actual receipts will be considering the increase in the number of services, actual rates of collection, and other factors.
- Connection Fees - This fee reflects the average cost to connect new customers to the water system.
- System Development Charges - This fee reflects the additional cost of a new service to reimburse the system for previous system wide improvements or to help offset capacity demands. This charge complies with Oregon Revised Statutes.

CITY OF ROSEBURG, OREGON								
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019				PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
<div>WATER FUND (530)</div>								
4,955,734	5,960,092	6,552,883	00-00-301000	BEGINNING FUND BALANCE		8,129,515	8,129,515	8,129,515
REVENUES - (530)								
11,386	11,727	12,000	00-00-342120	Rental Income		12,500	12,500	12,500
3,106,320	3,449,107	3,570,000	00-00-343210	Charges-Residential Service		4,165,000	4,165,000	4,165,000
1,591,414	1,747,990	1,851,000	00-00-343220	Charges-Commercial Service		2,025,000	2,025,000	2,025,000
312,822	341,767	320,000	00-00-343230	Charges-Public Service		414,150	414,150	414,150
22,251	23,782	23,500	00-00-343235	Charges-Bulk Water		25,000	25,000	25,000
89,053	89,305	90,000	00-00-343240	Charges-Public Fire Protect		92,000	92,000	92,000
74,425	85,841	75,000	00-00-343245	Charges-Delinquent Fee		82,000	82,000	82,000
24,977	25,590	26,500	00-00-343250	Charges-Turn on		28,500	28,500	28,500
39,255	36,440	-	00-00-343255	Unbilled Revenue		-	-	-
47,720	35,878	50,000	00-00-343260	Connection Fees		60,000	60,000	60,000
5,293	1,500	2,000	00-00-343265	Special Connection Fees		-	-	-
168,653	99,996	100,000	00-00-343270	System Development Charges		150,000	150,000	150,000
6,746	4,182	5,000	00-00-343285	SDC Admin Fees		5,000	5,000	5,000
51,695	52,325	52,500	00-00-343290	Dixonville Surcharge		53,000	53,000	53,000
33,734	-	-	00-00-343310	Charges-Contractor O.A.R.'s		-	-	-
60,230	113,302	100,000	00-00-371100	Interest Income		190,000	190,000	190,000
159	-	-	60-40-371115	Assessment Interest		-	-	-
3,734	1,843	-	00-00-385100	Miscellaneous		-	-	-
6,683	5,914	6,000	00-00-385120	Recovery of Bad Debt		6,000	6,000	6,000
6,819	-	-	00-00-392100	Proceeds From Asset Sales		-	-	-
5,663,369	6,126,489	6,283,500	TOTAL REVENUES			7,308,150	7,308,150	7,308,150
10,619,103	12,086,581	12,836,383	TOTAL REVENUES & BEGINNING FUND BALANCE			15,437,665	15,437,665	15,437,665



CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

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



CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

PRODUCTION DEPARTMENT

CURRENT OPERATIONS

The production division is responsible for the operation and maintenance of the Winchester Water Treatment Plant. The City is currently producing an average of about 4.52 million gallons per day (MGD). Peak day water production in 2010 was 10.6 MGD. The capacity of the treatment plant is approximately 12 MGD.

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

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

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
WATER FUND (530) - PRODUCTION DEPARTMENT						
PERSONNEL SERVICES - 6010						
372,723	378,390	390,784	Salaries and Wages	406,794	406,794	406,794
302,969	278,731	292,252	Employee Benefits	317,710	317,710	317,710
675,692	657,121	683,036	Total	724,504	724,504	724,504
MATERIALS AND SERVICES - 6010						
2,405	2,615	3,000	41-3010 Lodging and Registration	3,000	3,000	3,000
590	890	600	41-3015 Meals and Mileage	1,000	1,000	1,000
1,512	1,050	2,000	41-3040 Dues and Subscriptions	2,000	2,000	2,000
-	-	1,000	41-3310 Professional Services	-	-	-
2,716	8,892	14,000	41-3690 Contracted Services Miscellaneous	12,000	12,000	12,000
19,232	17,285	28,000	41-3850 Water and Bacterial Analysis	28,000	28,000	28,000
-	-	2,000	41-3910 Hardware Non Capital	2,000	2,000	2,000
1,170	1,170	1,500	41-3915 Software Non Capital	1,500	1,500	1,500
550	-	2,000	41-3920 Technology-Support and Maintenance	2,000	2,000	2,000
1,830	1,729	1,800	41-4210 Telephone Communications	1,800	1,800	1,800
150	121	130	41-4215 Cellular Phone	150	150	150
198	359	1,000	41-4510 Office Supplies	1,000	1,000	1,000
17,304	33,938	20,000	41-4525 Materials & Supplies-Pumping	25,000	25,000	25,000
53,546	49,600	61,000	41-4540 Chemicals/Wholesale Water	70,000	70,000	70,000
732	240	3,000	41-4545 General Materials	1,500	1,500	1,500
14,412	7,314	16,000	41-4570 Materials and Supplies-Treatment	16,000	16,000	16,000
140	236	1,000	41-4580 Office Equipment/Furniture	500	500	500
13,358	21,928	25,000	41-4810 Building and Grounds Maintenance	25,000	25,000	25,000
1,209	1,986	1,200	41-4815 Vehicle Expense-Maintenance	2,000	2,000	2,000
698	510	1,200	41-4820 Vehicle Expense-Fuel	1,200	1,200	1,200
10,295	8,978	14,000	41-4830 Equipment Maintenance	12,000	12,000	12,000
931	856	1,000	41-5120 Uniforms	1,000	1,000	1,000
268,702	264,220	303,000	41-5410 Utilities-Power	295,000	295,000	295,000
8,517	-	-	41-5420 Utilities-Natural Gas	-	-	-
-	6,786	7,200	41-5430 Utilities- Water	7,350	7,350	7,350
335	360	360	41-5435 Utilities-Sewer	400	400	400
362	341	375	41-5440 Utilities-Garbage Service	360	360	360
420,894	431,404	511,365	Total	511,760	511,760	511,760
1,096,586	1,088,525	1,194,401	TOTAL WATER PRODUCTION DEPARTMENT	1,236,264	1,236,264	1,236,264

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

TRANSMISSION AND DISTRIBUTION DEPARTMENT

CURRENT OPERATIONS

The transmission and distribution system consists of parallel transmission mains between the treatment plant and the main reservoirs, transmission mains to various parts of town, storage facilities with 10.7 million-gallons of capacity, and 197 miles of transmission and distribution lines. This division is responsible for maintenance of the system as well as installation of new services and meters.

DEPARTMENT GOALS-PRIOR YEAR

1. Work with Engineering to identify and implement software solutions for asset and maintenance management.
2. Continue to collect GPS data for integration with GIS upgrades.
3. Continue previously implemented programs.

DEPARTMENT GOALS-CURRENT YEAR

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

PERSONNEL HISTORY

Position history is detailed as follows:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
WATER FUND (530) -TRANSMISSION & DISTRIBUTION DEPARTMENT						
PERSONNEL SERVICES - 6510						
583,135	594,288	634,882	Salaries and Wages	645,920	645,920	645,920
358,647	453,900	485,279	Employee Benefits	520,793	520,793	520,793
941,782	1,048,188	1,120,161	Total	1,166,713	1,166,713	1,166,713
MATERIALS AND SERVICES - 6510						
2,100	3,030	3,000	41-3010 Lodging and Registration	3,000	3,000	3,000
308	370	500	41-3015 Meals and Mileage	500	500	500
995	903	1,000	41-3040 Dues and Subscriptions	1,500	1,500	1,500
1,370	1,465	2,000	41-3350 Professional Services	2,000	2,000	2,000
23,324	14,823	18,500	41-3630 Contracted Services	30,000	30,000	30,000
652	823	500	41-3690 Miscellaneous	800	800	800
101	-	-	41-3845 Property Taxes	-	-	-
-	7,861	5,000	41-3910 Hardware Non Capital	5,000	5,000	5,000
444	447	500	41-4210 Telephone Communications	500	500	500
2,321	2,040	2,700	41-4215 Cellular Phone	3,000	3,000	3,000
11,676	13,774	15,000	41-4225 Communications-Telemetry	15,000	15,000	15,000
161	71	500	41-4510 Office Supplies	500	500	500
4,010	1,513	5,000	41-4515 Equipment Non Capital	5,000	5,000	5,000
45,682	67,603	65,000	41-4545 Materials and Supplies	65,000	65,000	65,000
-	-	250	41-4580 Office Equipment and Furniture	250	250	250
14,229	27,652	20,000	41-4810 Building and Grounds Maintenance	25,000	25,000	25,000
7,900	13,304	9,500	41-4815 Vehicle Expense-Maintenance	9,000	9,000	9,000
16,735	17,359	20,000	41-4820 Vehicle Expense-Fuel	20,000	20,000	20,000
4,157	3,154	4,000	41-4825 Vehicle Expense-Tires	4,000	4,000	4,000
1,475	486	12,000	41-4830 Equipment Maintenance-Pump Stations	12,000	12,000	12,000
57,324	48,703	60,000	41-4860 Replacement Services and Meters	60,000	60,000	60,000
13,619	14,087	17,000	41-4861 New Services and Meters	17,000	17,000	17,000
24,035	18,655	25,000	41-4865 Patching	25,000	25,000	25,000
4,281	4,217	5,000	41-5120 Uniforms	5,000	5,000	5,000
61,706	56,776	66,000	41-5410 Utilities-Power	65,000	65,000	65,000
7,292	6,612	7,600	41-5420 Utilities-Natural Gas	6,825	6,825	6,825
2,397	1,361	2,200	41-5430 Utilities-Water	1,575	1,575	1,575
732	787	790	41-5435 Utilities-Sewer	830	830	830
1,219	1,167	1,300	41-5440 Utilities-Garbage	1,250	1,250	1,250
2,875	4,410	4,950	41-5455 Utilities-Storm Drainage	9,855	9,855	9,855
313,120	333,453	374,790	Total	394,385	394,385	394,385
1,254,902	1,381,641	1,494,951	TOTAL TRANSMISSION AND DISTRIBUTION DEPARTMENT	1,561,098	1,561,098	1,561,098

CITY OF ROSEBURG, OREGON
WATER SERVICE FUND

ADMINISTRATION DEPARTMENT

CURRENT OPERATIONS

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

Materials and Services: City Services - This is for the administrative services provided by the General Fund and reimbursed by the Water Service Fund.

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

CITY OF ROSEBURG, OREGON							
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019			PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
WATER FUND (530)-ADMINISTRATION DEPARTMENT							
MATERIALS AND SERVICES - 6810							
3,876	4,082	4,200	41-3040	Dues and Subscriptions	4,200	4,200	4,200
342,062	350,116	373,278	41-3210	City Services-Management	395,771	395,771	395,771
515,598	547,982	570,048	41-3230	City Services-Public Works	680,647	680,647	680,647
1,599	-	-	41-3310	Legal Services	-	-	-
5,211	5,404	6,500	41-3315	Audit Services	7,500	7,500	7,500
1,519	1,411	1,600	41-3690	Contracted Services	2,000	2,000	2,000
264	132	300	41-3810	Recording	300	300	300
251,208	277,449	287,050	41-3840	Franchise Fee	330,208	330,208	330,208
25,519	32,984	38,000	41-3870	Bad Debts Allowance	38,750	38,750	38,750
19,669	22,260	23,000	41-3885	Banking Fees	33,000	33,000	33,000
-	-	1,500	41-3910	Hardware Non Capital	1,500	1,500	1,500
5,307	3,959	7,500	41-3915	Software Non Capital	-	-	-
45,232	51,075	52,000	41-3920	Technology-Support and Maintenance	73,000	73,000	73,000
-	-	500	41-4215	Cellular Phone	-	-	-
13,143	7,027	12,000	41-4510	Office Supplies	13,000	13,000	13,000
30,117	34,026	40,000	41-4520	Postage	40,000	40,000	40,000
23	-	-	41-4545	Materials and Supplies	-	-	-
1,051	-	1,000	41-4580	Office Equipment/Furniture	1,000	1,000	1,000
307	-	-	41-4810	Buildings & Grounds	-	-	-
2,905	3,771	5,000	41-4820	Vehicle Expense-Fuel	5,000	5,000	5,000
-	-	750	41-4825	Vehicle Tires	750	750	750
-	-	1,000	41-5120	Uniforms	1,200	1,200	1,200
4,743	6,375	6,700	41-5710	Insurance-Automobile	6,700	6,700	6,700
19,468	20,477	21,500	41-5715	Insurance-General Liability	24,000	24,000	24,000
13,549	12,658	13,300	41-5720	Insurance-Property	17,750	17,750	17,750
2,916	2,852	3,000	41-5740	Insruance-Equipment	3,075	3,075	3,075
1,152	1,007	1,100	41-5790	Insurance-Miscellaneous	1,000	1,000	1,000
1,306,438	1,385,047	1,470,826	Total		1,680,351	1,680,351	1,680,351
1,306,438	1,385,047	1,470,826	TOTAL ADMINISTRATION DEPARTMENT		1,680,351	1,680,351	1,680,351

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 2019-20 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 2019-20 budget includes the replacement of mains as listed in Table W-1.

Improvements-New Mains & Transmission Mains: Funds for construction of new mains are reserved for undetermined projects to be done in conjunction with streets under construction. Transmission main expenditures include the installation of an additional transmission main between West Avenue and the main reservoir complex.

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

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

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

OPERATING CONTINGENCY

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

**TABLE W-1
WATER CAPITAL IMPROVEMENT PROJECTS
FY 2019-20**

Account	Account Name	Project	Description	Subtotal
7010	Land	Minor Property and Easements	As needed	\$5,000
7015	Buildings and Structures	Admin & Maintenance Facility	Buildings & Structures	\$10,000
7020	Equipment			\$0
7030	Water Vehicles	1/2-ton Pickup Distribution Compact Pickup for WTP	Replacement	\$65,000
7055	Mapping	GIS/Mapping	Mapping	\$20,000
7057	Improvements-Main Replacements			
		Peggy Avenue	Replace 720lf	\$80,000
		Broccoli Pressure Zone	Improvements	\$10,000
		Washington Bridge Ends	Design	\$50,000
		Misc	To be determined	\$50,000
Total				\$190,000
7061	Improvements-New Mains			
		Taft to Danita	Construction	\$90,000
		Knoll Street	Construction	\$25,000
Total				\$115,000
7065	Plant Improvements			
		Chlorine Generation	Construction	\$1,200,000
		Telemetry Upgrades	Upgrades	\$900,000
		Fall Protection	Upgrades	\$25,000
		Back Up Power	Study	\$50,000
		Misc	To be determined	\$50,000
Total				\$2,225,000
7066	Improvements-Reservoir			
		Floor repairs/rehabilitation	Rocky Ridge	\$100,000
		Altitude Valve Installation	Kline	\$22,500
		Misc	To be determined	\$25,000
Total				\$147,500
7067	Transmission Main			
		West Avenue Main Extension	Construction	\$2,100,000
		Misc	To be determined	\$50,000
Total				\$2,150,000
7070	LID Mains-Contractors	None Planned		\$0
7075	Contractor Advance Projects	Improvements reimbursed by developers		\$0
TOTAL WATER FUND CAPITAL				\$4,927,500

CITY OF ROSEBURG, OREGON						
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
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
42,888	-	20,000	41-7020 Equipment	-	-	-
154,150	38,692	40,000	41-7030 Water Vehicles	65,000	65,000	65,000
2,150	35,018	35,000	41-7055 Mapping	20,000	20,000	20,000
119,056	71,327	255,000	41-7057 Improvements-Main Replacement	190,000	190,000	190,000
14,291	-	115,000	41-7061 Improvements-New Mains	115,000	115,000	115,000
281,050	405,849	1,550,000	41-7065 Plant Improvements	2,225,000	2,225,000	2,225,000
68,344	16,674	85,000	41-7066 Improvements-Reservoir	147,500	147,500	147,500
319,156	347,840	345,000	41-7067 Transmission Main	2,150,000	2,150,000	2,150,000
<u>1,001,085</u>	<u>915,400</u>	<u>2,460,000</u>	Total	<u>4,927,500</u>	<u>4,927,500</u>	<u>4,927,500</u>
<u>4,659,011</u>	<u>4,770,613</u>	<u>6,620,178</u>	TOTAL EXPENDITURES	<u>9,405,213</u>	<u>9,405,213</u>	<u>9,405,213</u>
OPERATING CONTINGENCY - 9091						
-	-	1,000,000	530-9091-60-9010	1,000,000	1,000,000	1,000,000
<u>5,960,092</u>	<u>7,315,968</u>	<u>5,216,205</u>	UNAPPROPRIATED ENDING FUND BALANCE	<u>5,032,452</u>	<u>5,032,452</u>	<u>5,032,452</u>
<u>10,619,103</u>	<u>12,086,581</u>	<u>12,836,383</u>	TOTAL EXPENDITURES & ENDING FUND BALANCE	<u>15,437,665</u>	<u>15,437,665</u>	<u>15,437,665</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 fourteen times in the last fifteen years.

CITY OF ROSEBURG, OREGON
WORKERS' COMPENSATION FUND

RESOURCES AND REQUIREMENTS

ACTUARIAL REVIEW

In order to appropriately fund the program and retain as much of our funding resources as possible for department operations, actuarial reviews are done by a contracted professional. The most recent review was completed in January 2019 for the fund as of June 30, 2018. Additional reviews are conducted every two years to ensure that the fund remains appropriately funded and actuarially sound.

RESOURCES

- ◆ Beginning Fund Balance – This is the estimated carryover available to the fund at the end of the current fiscal year. Total required reserves per the actuarial analysis as of June 30, 2018 are \$486,000.
- ◆ Interdepartmental Charges – Charges to departments are based on a state generated manual for workers' compensation premiums as determined by the Department of Consumer and Business Services. The City also has amended the amount outlined in the manual when the financial status of the fund supports modifications in resources.
- ◆ Additional resources may include reimbursements from the state Employer-At-Injury Program and reimbursements from our Workers' Compensation excess insurance carrier.

REQUIREMENTS

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

			CITY OF ROSEBURG, OREGON				
ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019			PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			WORKER'S COMPENSATION (610)				
372,686	496,223	586,911	00-00-301000	BEGINNING FUND BALANCE	702,529	702,529	702,529
			REVENUES - (610)				
344,001	356,844	357,914	00-00-341000	Interdept Charges-General	318,500	318,500	318,500
124	-	-	00-00-341152	Interdept Charges-Airport/EDC	-	-	-
30,875	32,918	32,085	00-00-341153	Interdept Charges-Water	31,500	31,500	31,500
4,006	7,866	8,000	00-00-371100	Interest Income	14,000	14,000	14,000
38	643	-	00-00-385100	Miscellaneous	-	-	-
9,643	17,419	-	00-00-392300	Reimbursements	-	-	-
388,687	415,690	397,999	Total		364,000	364,000	364,000
761,373	911,913	984,910	TOTAL REVENUES & BEGINNING FUND BALANCE		1,066,529	1,066,529	1,066,529
			MATERIALS AND SERVICES - 7474				
2,600	3,477	3,500	41-3045	Wellness and Training	3,500	3,500	3,500
77	3,030	9,000	41-3050	Safety and Training	9,000	9,000	9,000
21,798	16,087	16,670	41-3210	City Services-Management	17,226	17,226	17,226
22,264	7,794	17,000	41-3630	Contracted Services	18,000	18,000	18,000
136,223	161,257	230,000	41-3855	Workers' Compensation	260,000	260,000	260,000
82,188	107,217	105,000	41-5730	Insurance	110,000	110,000	110,000
265,150	298,862	381,170	Total		417,726	417,726	417,726
265,150	298,862	381,170	TOTAL EXPENDITURES		417,726	417,726	417,726
			OPERATING CONTINGENCY - 9091				
-	-	603,740	60-9010		648,803	648,803	648,803
496,223	613,051	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
761,373	911,913	984,910	TOTAL EXPENDITURES & ENDING FUND BALANCE		1,066,529	1,066,529	1,066,529



CITY OF ROSEBURG, OREGON

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CITY OF ROSEBURG, OREGON FUND DESCRIPTIONS AND ACCOUNTING METHODS

GENERAL FUND

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

SPECIAL REVENUE FUNDS

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

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

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

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

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

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

DEBT SERVICE FUNDS

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

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

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

CAPITAL PROJECTS FUNDS

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

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

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

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

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

ENTERPRISE FUNDS

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

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

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

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

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

INTERNAL SERVICE FUNDS

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

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

FUND DESCRIPTIONS AND ACCOUNTING METHODS, continued

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

CITY OF ROSEBURG, OREGON

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY, continued

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

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

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

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

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

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

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

Revenues. Monies received or anticipated by the City.

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

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

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

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

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

CITY OF ROSEBURG, OREGON

PERSONNEL APPENDIX

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

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

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

The salaries of mid-management employees and Department Heads are subject to a salary plan approved by the City Manager that calls for 2.5% differentials between salary steps. In specific extraordinary situations, with City Manager approval, Department Heads may reward employees with a one time 2.5% bonus that does not become part of their salary for future increases. The City Manager may make similar awards to the Management Team where the employee's activities warrant this recognition of effort. City Council provided guidelines for computation of any COLA to be granted in July of each year to Mid-Management staff and Department Heads. A 2% COLA is budgeted for this group of employees for the 2019/20 Fiscal Year.

As of June 30, 2018, employees covered by the contract with the IAFF have completed the last year of a three-year agreement. Negotiations for a successor contract have been ongoing, and interest arbitration is scheduled for May of 2019. The budget reflects an estimated 3% salary increase for this group. The contract with the RPEA represented employees runs through June 30, 2019, and is currently being negotiated. An estimated 5% salary increase for this group has been budgeted. The current contract with employees represented by the IBEW is in effect through June 30, 2020. 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.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John VanWinkle", written in a cursive style.

John VanWinkle
Human Resources Director
Office of the City Manager



APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2017

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

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

6% EMT Intermediate or Paramedic Certification

2% Haz Mat Team Members

2% Four Year College Degree (any major) OR

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

2% Two Year Degree (Fire Science only)

2% Lead Emergency Medical Technician

APPENDIX D
FIRE DEPARTMENT PAY SCALE
JULY 1, 2017

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

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

POLICE DEPARTMENT
JULY 1, 2018 2% over FY 2017-2018

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	3180	3339	3506	3681	3865	4058
	18.3465	19.2638	20.2273	21.2369	22.2985	23.4120
Plus 3%	3275	3439	3611	3791	3981	4180
	18.8946	19.8408	20.8331	21.8716	22.9677	24.1158

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3433	3605	3785	3974	4173	4382
	19.8062	20.7985	21.8370	22.9274	24.0755	25.2813
Plus 3%	3536	3713	3899	4093	4298	4513
	20.4004	21.4216	22.4947	23.6139	24.7966	26.0370

CORPORAL

TITLE	
Corporal	6505
	37.5296
Plus 3%	6700
	38.6546
Plus 4%	6765
	39.0296
Plus 5%	6830
	39.4046
Plus 6%	6895
	39.7796
Plus 7%	6960
	40.1546
Plus 8%	7025
	40.5296
Plus 9%	7090
	40.9046
Plus 10%	7156
	41.2854

Plus 11%	7221
	41.6604
Plus 12%	7286
	42.0354
Plus 13%	7351
	42.4104
Plus 14%	7416
	42.7854
Plus 15%	7481
	43.1604
Plus 16%	7546
	43.5355
Plus 17%	7611
	43.9105
Plus 18%	7676
	44.2855
Plus 19%	7741
	44.6605

POLICE DEPARTMENT
JULY 1, 2018 2% over FY 2017-2018

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	4410 25.4428	4631 26.7178	4863 28.0563	5106 29.4583	5361 30.9294	5630 32.4814	5912 34.1083
Plus 3%	4542 26.2044	4770 27.5198	5009 28.8986	5259 30.3410	5522 31.8583	5799 33.4564	6089 35.1295
Plus 4%	4586 26.4582	4816 27.7851	5058 29.1813	5310 30.6352	5575 32.1641	5855 33.7795	6148 35.4699
Plus 5%	4631 26.7178	4863 28.0563	5106 29.4583	5361 30.9294	5629 32.4756	5912 34.1083	6208 35.8161
Plus 6%	4675 26.9717	4909 28.3217	5155 29.7410	5412 31.2237	5683 32.7872	5968 34.4314	6267 36.1565
Plus 7%	4719 27.2255	4955 28.5871	5203 30.0179	5463 31.5179	5736 33.0929	6024 34.7545	6326 36.4949
Plus 8%	4763 27.4794	5001 28.8525	5252 30.3006	5514 31.8122	5790 33.4045	6080 35.0776	6385 36.8372
Plus 9%	4807 27.7332	5048 29.1236	5301 30.5833	5566 32.1122	5843 33.7103	6137 35.4065	6444 37.1776
Plus 10%	4851 27.9871	5094 29.3890	5349 30.8602	5617 32.4064	5897 34.0218	6193 35.7295	6503 37.5180
Plus 11%	4895 28.24095	5140 29.6554	5398 31.1429	5668 32.7006	5951 34.3334	6249 36.0526	6562 37.8584
Plus 12%	4939 28.4949	5187 29.9256	5447 31.4256	5719 32.9949	6004 34.6391	6306 36.3815	6621 38.1988
Plus 13%	4983 28.7486	5233 30.1910	5495 31.7025	5770 33.2891	6058 34.9507	6362 36.7046	6681 38.5450
Plus 14%	5027 29.0025	5279 30.4564	5544 31.9852	5821 33.5833	6112 35.2622	6418 37.0276	6740 38.8854
Plus 15%	5072 29.2621	5326 30.7275	5592 32.2622	5872 33.8776	6165 35.5680	6475 37.3565	6799 39.2258
Plus 16%	5116 29.5160	5372 30.9929	5641 32.5449	5923 34.1718	6219 35.8795	6531 37.6796	6858 39.5661
Plus 17%	5160 29.7698	5418 31.2583	5690 32.8276	5974 34.4660	6272 36.1853`	6587 38.0027	6917 39.9065
Plus 18%	5204 30.0237	5465 31.5295	5738 33.1045	6025 34.7603	6326 36.4969	6643 38.3257	6976 40.2469
Plus 19%	5248 30.2775	5511 31.7948	5787 33.3872	6076 35.0545	6380 36.8084	6700 38.6546	7035 40.5873

NONREPRESENTED EMPLOYEES - 07-01-19												
RANGE	POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
1		\$3,411 19.6785	\$3,496 20.1705	\$3,584 20.6748	\$3,673 21.1916	\$3,765 21.7214	\$3,859 22.2645	\$3,956 22.8211	\$4,054 23.3916	\$4,156 23.9764	\$4,260 24.5758	\$4,366 25.1902
2	Acct Tech Payroll Technician Staff Assistants (Admin, Fire, PW)	\$3,704 21.3686	\$3,796 21.9028	\$3,891 22.4504	\$3,989 23.0117	\$4,088 23.5870	\$4,191 24.1766	\$4,295 24.7811	\$4,403 25.4006	\$4,513 26.0356	\$4,626 26.6865	\$4,741 27.3536
3	Court Supervisor	\$4,017 23.1741	\$4,117 23.7534	\$4,220 24.3472	\$4,326 24.9559	\$4,434 25.5798	\$4,545 26.2193	\$4,658 26.8748	\$4,775 27.5467	\$4,894 28.2353	\$5,016 28.9412	\$5,142 29.6648
4	Police Staff Asst Civil Engineer I	\$4,422 25.5103	\$4,532 26.1481	\$4,646 26.8018	\$4,762 27.4718	\$4,881 28.1586	\$5,003 28.8626	\$5,128 29.5841	\$5,256 30.3237	\$5,387 31.0818	\$5,522 31.8589	\$5,660 32.6553
5		\$4,729 27.2816	\$4,847 27.9636	\$4,968 28.6627	\$5,092 29.3793	\$5,220 30.1138	\$5,350 30.8666	\$5,484 31.6383	\$5,621 32.4293	\$5,761 33.2400	\$5,906 34.0710	\$6,053 34.9228
6	Accountant Info Technician	\$5,132 29.6061	\$5,260 30.3462	\$5,391 31.1049	\$5,526 31.8825	\$5,664 32.6796	\$5,806 33.4966	\$5,951 34.3340	\$6,100 35.1923	\$6,252 36.0721	\$6,409 36.9739	\$6,569 37.8983
7	Lead Accountant Civil Engineer II Superintendent	\$5,569 32.1306	\$5,708 32.9339	\$5,851 33.7572	\$5,997 34.6012	\$6,147 35.4662	\$6,301 36.3528	\$6,459 37.2617	\$6,620 38.1932	\$6,786 39.1480	\$6,955 40.1267	\$7,129 41.1299
8	Park & Rec manager Senior Planner Airport Director	\$6,039 34.8435	\$6,190 35.7146	\$6,345 36.6074	\$6,504 37.5226	\$6,666 38.4607	\$6,833 39.4222	\$7,004 40.4078	\$7,179 41.4179	\$7,358 42.4534	\$7,542 43.5147	\$7,731 44.6026
9	Civil Engineer III Deputy Fire Marshal IT Manager	\$6,551 37.7976	\$6,715 38.7426	\$6,883 39.7111	\$7,055 40.7039	\$7,232 41.7215	\$7,412 42.7645	\$7,598 43.8336	\$7,788 44.9295	\$7,982 46.0527	\$8,182 47.2040	\$8,386 48.3841
10	Fire Marshal	\$7,106 40.9989	\$7,284 42.0239	\$7,466 43.0745	\$7,653 44.1513	\$7,844 45.2551	\$8,040 46.3865	\$8,241 47.5462	\$8,447 48.7348	\$8,658 49.9532	\$8,875 51.2020	\$9,097 52.4821
11	City Engineer Managing Engineer City Recorder Human Res Director	\$7,714 44.5062	\$7,907 45.6189	\$8,105 46.7593	\$8,307 47.9283	\$8,515 49.1265	\$8,728 50.3547	\$8,946 51.6135	\$9,170 52.9039	\$9,399 54.2265	\$9,634 55.5821	\$9,875 56.9717
12	Com Devel Director Finance Director	\$8,373 48.3077	\$8,583 49.5154	\$8,797 50.7533	\$9,017 52.0221	\$9,242 53.3227	\$9,473 54.6558	\$9,710 56.0222	\$9,953 57.4227	\$10,202 58.8583	\$10,457 60.3297	\$10,718 61.8380
13	Fire Chief Police Chief Public Works Director	\$9,079 52.3800	\$9,306 53.6895	\$9,539 55.0317	\$9,777 56.4075	\$10,022 57.8177	\$10,272 59.2631	\$10,529 60.7447	\$10,792 62.2633	\$11,062 63.8199	\$11,338 65.4154	\$11,622 67.0508
	Police Sergeant							\$7,808 45.0443	\$8,003 46.1704	\$8,203 47.3247	\$8,408 48.5078	\$8,618 49.7205
	Battalion Chief							\$7,808 45.0443	\$8,003 46.1704	\$8,203 47.3247	\$8,408 48.5078	\$8,618 49.7205
	Police Lieutenant							\$8,384 48.3722	\$8,594 49.5816	\$8,809 50.8211	\$9,029 52.0916	\$9,255 53.3939
	Police Captain Assistant Fire Chief							\$9,222 53.2029	\$9,452 54.5330	\$9,689 55.8963	\$9,931 57.2937	\$10,179 58.7261

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

POSITION	ACTUAL 2016/17	ACTUAL 2017/18	ADOPTED 2018/19	PROJECTED 2018/19	BUDGETED 2019/20
City Manager	141,402	147,468	154,146	185,617	159,996
Police Chief	129,810	162,493	110,844	133,870	137,388
Public Works Director	129,142	132,408	136,176	136,716	140,832
Fire Chief	116,148	149,450	109,476	130,140	137,388
City Recorder	111,672	136,424	94,770	98,352	103,824
Finance Director	104,508	109,272	114,240	114,240	120,612
Human Resources Director	102,438	107,088	111,960	111,960	118,194
Community Development Director	80,525	80,525	104,784	104,784	110,628
Library Director	-	-	84,000	86,766	91,608

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

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

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2019-2020**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/31/19	<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. 02/11/19	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2018 . <i>Normally held <u>prior</u> to Staff Retreat (*Mail information to Councilors and Budget Committee members who do not attend the meeting.)</i>
3. Week of 02/11/19	IT meets with individual departments to determine technology needs
4. 03/04/19	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. 03/08/19	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/15/19	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. 03/18 – 03/22/19	Departments meet with City Manager to review departmental budgets
8. 03/29/19	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. 04/08/19	*Notice of 05/07/19 -- 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 4/16/19 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. 04/16/19	Notice of 05/07/19 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing <i>published</i> in News-Review
11. 04/19/19	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
12. 04/29/19	<u>4:30 P.M. – 6:00 P.M.</u> Budget Committee Training Session

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2019-2020– CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
13. 05/07/19	<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. 05/14/19	<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. 05/15/19 & 05/16/19	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary <i>**Budget Committee must hold final session and approve the proposed budget by 5/16/19</i>
17. 05/20/19	<u>Mail</u> Notice of 06/10/19 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/28/19**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. 05/28/19	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/10/19 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/10/19	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget **pursuant to ORS 221.770
20. 06/24/19	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. *Deadline is 06/30
21. 07/8/19	File 1 copy of budget with Douglas County Clerk

A public meeting of the Roseburg City Council will be held on June 10, 2019 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, 2019 as approved by the City of Roseburg Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Major changes, if any, and their effect on the budget, are explained below.

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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	24,276,868	23,032,062	27,104,437
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	13,137,172	13,690,653	14,864,540
Federal, State and All Other Grants, Gifts, Allocations and Donations	6,201,372	11,397,427	7,311,400
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers / Internal Service Reimbursements	4,669,746	4,958,094	5,204,194
All Other Resources Except Property Taxes	2,627,279	3,998,465	2,626,350
Property Taxes Estimated to be Received	13,070,375	13,465,322	16,520,700
Total Resources	\$63,982,812	\$70,542,023	\$73,631,621

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	19,471,629	20,823,271	22,507,459
Materials and Services	9,305,465	14,850,409	13,775,327
Capital Outlay	7,593,603	12,355,575	12,955,500
Debt Service	1,603,568	1,293,366	587,670
Interfund Transfers	1,246,528	1,383,810	1,387,280
Contingencies	-	4,348,765	4,505,274
Special Payments	5,000	0	25,000
Unappropriated Ending Balance and Reserved for Future Expenditure	24,757,019	15,486,827	17,888,111
Total Requirements	\$63,982,812	\$70,542,023	\$73,631,621

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Name City Manager	1,044,712	1,041,915	1,154,600
FTE	5.0	5.0	5.0
Name Finance and Management Services	1,259,808	1,427,282	1,509,178
FTE	9.3	9.3	9.8
Name Community Development	637,639	786,726	844,073
FTE	5.0	6.0	6.0
Name Library	27,879	355,535	429,026
FTE	0.2	2.0	3.5
Name Public Works Department	3,362,290	3,695,399	3,778,406
FTE	26.1	26.1	25.6
Name Parks and Recreation	1,478,768	1,665,833	1,854,153
FTE	14.3	14.3	15.3
Name Municipal Court	474,376	505,192	510,551
FTE	3.2	3.2	3.2
Name Police Department	6,594,279	7,079,569	7,807,772
FTE	42.0	42.0	43.0
Name Fire Department	6,509,472	6,663,367	7,227,977
FTE	41.8	41.8	42.0
Name Grants	361,180	4,270,343	2,199,805
FTE	-	-	-
Name Economic Development	259,332	349,563	403,269
FTE	-	-	-
Name Hotel/Motel Tax Fund	1,478,001	1,682,978	1,597,933
FTE	-	-	-
Name Bike Trail	158,089	276,926	304,136
FTE	-	-	-
Name Street/Sidewalk	1,527,405	649,087	724,171
FTE	-	-	-

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name Debt	1,044,217	725,000	-
FTE	-	-	-
Name Pension Bond Debt Service	484,580	530,619	540,253
FTE	-	-	-
Name Transportation	5,224,271	4,934,387	5,607,595
FTE	-	-	-
Name Park Improvement	680,593	715,845	677,268
FTE	-	-	-
Name Equipment Replacement	1,589,388	1,779,649	2,164,522
FTE	-	-	-
Name Facilities Replacement	1,364,224	4,093,639	278,958
FTE	-	-	-
Name Assessment Improvement	1,584,569	1,595,465	1,688,240
FTE	-	-	-
Name Library Special Revenue	-	150,250	327,500
FTE	-	-	-
Name Stewart Trust	81,829	91,790	115,319
FTE	-	-	-
Name Storm Drainage	4,289,558	4,465,187	5,782,588
FTE	-	-	-
Name Off Street Parking	76,072	89,117	95,607
FTE	-	-	-
Name Airport	1,205,935	909,392	1,704,198
FTE	-	-	-
Name Water	12,086,581	12,836,383	15,437,665
FTE	17.0	17.0	17.0
Name Golf	101,103	95,089	135,997
FTE	-	-	-
Name Workers' Compensation	911,913	984,910	1,066,529
FTE	-	-	-
Non-Departmental / Non-Program	8,084,749	6,095,586	7,664,332
FTE	-	-	-
Total Requirements	\$63,982,812	\$70,542,023	\$73,631,621
Total FTE	163.60	166.60	170.35

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
Personnel FTE to increase by 3.75 FTE: Add 0.5 FTE in the IT Department for an IT Helpdesk Support person Add 1.5 FTE in the newly created Library Department Add 1.0 FTE in Parks addition Park Maintenance II Add .25 FTE to make the Fire Secretary a full time position Add 1.00 FTE in Fire Department for Community Service Officers Reduce 0.5 FTE in Public Works Engineering Seasonal position			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 8.4774 per \$1,000)	8.4774	8.4774	8.4774

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
Other Bonds	\$4,923,352	\$0
Other Borrowings	\$0	\$0
Total	\$4,923,352	\$0

EXHIBIT "A"
2019-2020 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$ 2,663,778	
◆ Community Development	844,073	
◆ Library	429,026	
◆ Public Works	3,778,406	
◆ Parks and Recreation	1,854,153	
◆ Municipal Court	510,551	
◆ Police Department	7,807,772	
◆ Fire Department	7,227,977	
◆ Capital Outlay	70,000	
◆ Transfers	800,000	
◆ Insurance Deductibles	25,000	
◆ Operating Contingency	<u>1,000,000</u>	\$ 27,010,736

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services	<u>2,127,500</u>	2,127,500
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Hotel/Motel Tax

◆ Materials and Services	766,685	
◆ Transfers	<u>542,280</u>	1,308,965

Streetlight/Sidewalk

◆ Materials and Services	81,709	
◆ Capital Outlay	400,000	
◆ Operating Contingency	<u>242,462</u>	724,171

Bike Trail

◆ Materials and Services	10,000	
◆ Capital Outlay	150,000	
◆ Operating Contingency	<u>144,136</u>	304,136

Golf

Departments

◆ Maintenance	35,455	
◆ Capital Outlay	25,000	
◆ Operating Contingency	<u>75,542</u>	135,997

Economic Development Fund

◆ Materials and Services	283,006	
◆ Capital Outlay	<u>50,000</u>	333,006

Library Special Revenue Fund

◆ Materials and Services	146,000	
◆ Capital Outlay	125,000	
◆ Transfers	<u>35,000</u>	306,000

Stewart Trust- Special Revenue Fund

◆ Capital Outlay	<u>80,000</u>	80,000
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DEBT SERVICE FUNDS

Pension Bond Debt Service Fund

◆ Debt Service	<u>474,590</u>	474,590
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CAPITAL PROJECTS FUNDS

ENTERPRISE FUNDS

INTERNAL SERVICE FUND

TOTAL BUDGET APPROPRIATIONS	\$ 55,743,510
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EXHIBIT "A"
2019-2020 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	\$ -	\$ 5,769,332	\$ 5,769,332	
Grant	72,305	-	72,305	
Hotel/Motel Tax	288,968	-	288,968	
Economic Development	70,263	-	70,263	
Library Special Revenue	21,500	-	21,500	
Stewart Trust	35,319	-	35,319	
Pension Bond Debt Service	-	65,663	65,663	
Transportation	2,045,866	-	2,045,866	
Park Improvement	287,268	-	287,268	
Equipment Replacement	1,086,622	-	1,086,622	
Assessment Improvement	200,000	488,240	688,240	
Facilities Replacement	118,861	-	118,861	
Storm Drain	-	2,305,452	2,305,452	
Water	-	5,032,452	5,032,452	
	<u>\$ 4,226,972</u>	<u>\$ 13,661,139</u>	<u>\$ 17,888,111</u>	<u>17,888,111</u>
TOTAL BUDGET			<u><u>\$ 73,631,621</u></u>	

RESOLUTION NO. 2019-09

A RESOLUTION ADOPTING THE 2019-2020 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, 2019; and

WHEREAS, at a regular meeting of the City Council held on June 10, 2019, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

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

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

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

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

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

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

Section 1. After a public hearing held on June 10, 2019, the Roseburg City Council hereby adopts the budget for the fiscal year 2019-2020 in the sum of \$73,631,621, 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 2019-2020 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.

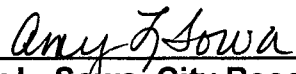
Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2019, and shall file required documents with the County Assessor in accordance with ORS 294.458.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
10TH DAY OF JUNE, 2019.**



Larry Rich, Mayor



Amy L. Sowa, City Recorder

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

To assessor of Douglas County

FORM LB-50
2019-2020

☐ Check here if this is
an amended form.

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

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

<u>900 SE Douglas Ave</u> Mailing Address of District	<u>Roseburg</u> City	<u>OR</u> State	<u>97470</u> ZIP code	<u>06/10/19</u> Date
<u>Ron Harker</u> Contact Person	<u>Finance Director</u> Title	<u>541-492-6710</u> Daytime Telephone	<u>rharker@cityofroseburg.org</u> Contact Person E-Mail	

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

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

PART I: TAXES TO BE IMPOSED

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

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

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

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

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

CITY OF ROSEBURG URBAN RENEWAL AGENCY

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CITY OF ROSEBURG URBAN RENEWAL AGENCY

2019-20 Budget Message

April 15, 2019

Members of the Budget Committee:

I am pleased to submit the proposed budget for the City of Roseburg Urban Renewal Agency for fiscal year 2019-20. This budget reflects action items and projects that will help our organization carry out three of City Council's goals, 1) Develop and implement transportation funding policies to meet identified community needs, 2) Take a proactive role in community economic development and revitalization, and 3) Support and adopt policy development and implementation to enhance housing and community development.

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

The North Roseburg 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 in 1999 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 North Roseburg Urban Renewal area will sunset September 30, 2019. The Agency Board (City Council) recently adopted an update to its Capital Improvement Plan to carry out the final projects of the plan area budget. The 2019-20 year will only be a partial year as construction will likely wrap up during the summer of 2019. As the Urban Renewal area wraps up, current estimates indicate there will be approximately \$1.486 million dollars available through September 2019 to fund projects. Projects included in the existing plan area over the final construction season will include primarily transportation and infrastructure improvements as well as beautification projects that will help us meet Council's goals.

Staff and Council recently established the Roseburg East/Diamond Lake Urban Renewal area provide a funding strategy to help with economic development, housing, public safety, transportation and infrastructure costs in the Diamond Lake corridor for an additional 30 years. Council adopted the new Plan and Report in July 2018, thereby effectively

establishing the new area as of August, 2018. The first tax increment collections for the new plan area will correspond with the elimination of the tax increment of the expiring plan area in the 2019-20 budget year.

The Agency budget contains three separate funds—the General Fund and two Capital Projects Funds: Fund 350 for the North Urban Renewal area, and Fund 351 for the East/Diamond Lake Urban Renewal area. The Debt Service Fund that existed formerly has no history or current budget so it has been deleted from the budget document.

The Urban Renewal General Fund is used to collect tax increment revenues generated in the Urban Renewal Districts. Estimated revenues of \$230,000; \$202,000 as current tax increment revenues generated by the new East/Diamond Lake Urban Renewal area and \$28,000 in prior year's tax increment revenues due from the North Urban Renewal area. Approximately \$680,000 will be transferred to the Urban Renewal Capital Projects Funds for capital construction, development assistance and management. There is currently no outstanding debt being paid directly through the Urban Renewal Agency Debt Service Fund.

This year's capital project commitments in the North Roseburg Urban Renewal area consist of a number of transportation and lighting improvements including the downtown street lighting improvements, transportation improvements on Stewart Parkway between Aviation and Edenbower, traffic signal coordination, and the All Roads Transportation Systems (ARTS) project representing an estimated \$1.266 million capital investment.

The capital project commitments in the East/Diamond Lake Urban Renewal area includes \$50,000 in deferred System Development Charges (SDC) payments in support of the housing incentive program, \$10,000 for a façade improvement grant program, and \$86,207 for capital improvement projects that are still to be determined.

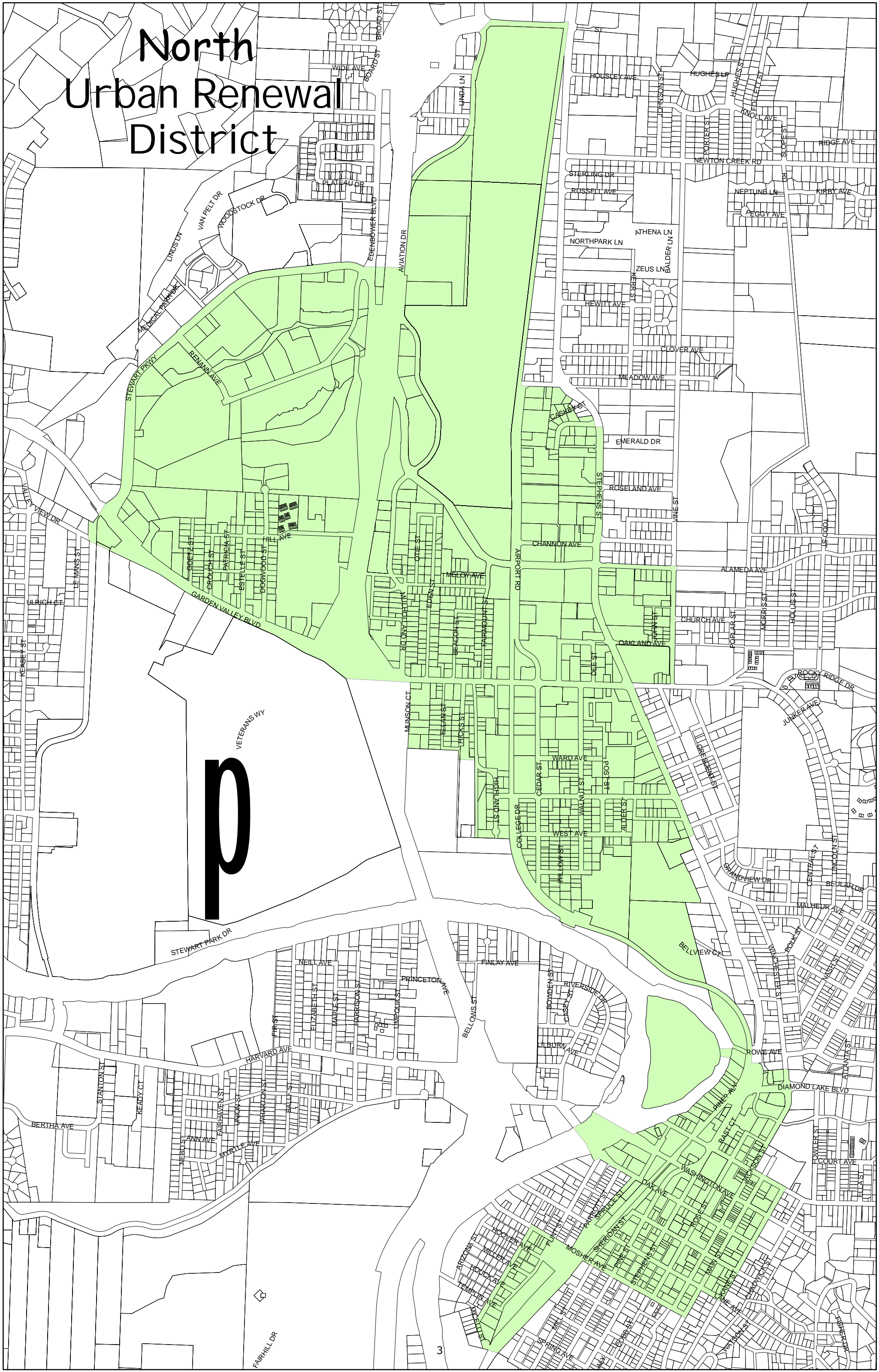
Urban Renewal funds were recently used to facilitate several airport projects including: Obstruction Mitigation and VASI upgrades, development of the new Airport Master Plan and Layout Plan, and runway lighting and other electrical upgrades. Urban Renewal projects focused on downtown included: phase two of improvements to the Downtown Corridor, street lighting improvements, and Façade improvements. Other Urban Renewal projects included extension of Black Street, phase two improvements on Stewart Parkway and Edenbower, improvements on Garden Valley between Fairmount and Stephens, and traffic signal coordination.

Respectfully,



D. Ron Harker
Finance Director

North 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 Urban Renewal General Fund accounts for the resources of the City's two Urban Renewal Districts; the North Roseburg Urban Renewal District and the East (Diamond Lake) Roseburg Urban Renewal District. The North Roseburg Urban Renewal District expires September 30, 2019. The East (Diamond Lake) Roseburg Urban Renewal District was established in 2018 and this will be the first year that it will receive Tax Increment Financing revenues.

The primary expenditures in the proposed budget are transfers to the two Urban Renewal Capital Projects Funds. Expenditures for the projects 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 \$230,000; \$28,000 in past years tax increment revenues for the North Roseburg Urban Renewal District and \$202,000 in current tax increment revenues for the East (Diamond Lake) Roseburg Urban Renewal District.

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019			PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			<u>GENERAL FUND (280)</u>				
195,572	318,558	528,938	00-00-301000	BEGINNING FUND BALANCE	449,837	449,837	449,837
			REVENUES - (280)				
3,467,138	3,610,150	3,690,100	75-40-313100	Current Year Tax Increment Revenue	202,000	202,000	202,000
137,924	142,054	146,000	75-40-313200	Prior Years' Tax Increment Revenue	28,000	28,000	28,000
4,707	13,953	-	72-40-313300	Land Sales	-	-	-
17,600	20,386	20,000	60-40-371100	Interest Income	1,000	1,000	1,000
3,627,369	3,786,543	3,856,100	Total		231,000	231,000	231,000
3,822,941	4,105,101	4,385,038	TOTAL REVENUES AND BEGINNING FUND BALANCE		680,837	680,837	680,837
			MATERIALS AND SERVICES - 7474				
2,104,383	1,044,217	725,000	43-3630	Contracted Services-Interagency	-	-	-
2,104,383	1,044,217	725,000	Total		-	-	-
			TRANSFERS - 9090				
1,400,000	2,500,000	3,500,000	49-8835	Transfer to Capital Projects	679,837	679,837	679,837
1,400,000	2,500,000	3,500,000	Total		679,837	679,837	679,837
3,504,383	3,544,217	4,225,000	TOTAL EXPENDITURES		679,837	679,837	679,837
			RESERVE FOR FUTURE EXPENDITURE - 9092				
-	-	160,038	60-9210		1,000	1,000	1,000
318,558	560,884	-	UNAPPROPRIATED ENDING FUND BALANCE		-	-	-
3,822,941	4,105,101	4,385,038	TOTAL EXPENDITURES & ENDING FUND BALANCE		680,837	680,837	680,837

CITY OF ROSEBURG URBAN RENEWAL AGENCY
CAPITAL PROJECTS FUND

RESOURCES

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

REQUIREMENTS

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

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

Construction projects include the following:	<u>Amount</u>
ARTS/Traffic Signal Coordination Project	355,000
Downtown Street Lighting Improvements	300,000
Stewart Parkway – Aviation to Edenbower	610,872
Total	\$1,265,872

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

ACTUAL 2016-2017	ACTUAL 2017-2018	ADOPTED 2018-2019		PROPOSED 2019-2020	APPROVED 2019-2020	ADOPTED 2019-2020
			<u>CAPITAL PROJECTS FUND (350)</u>			
194,015	532,829	1,069,795	00-00-301000 BEGINNING FUND BALANCE	1,005,108	1,005,108	1,005,108
			REVENUES - (350)			
-	53,087	-	40-30-332320 State Grants	-	-	-
8,993	264,932	225,000	30-20-334120 Intergovernmental-Local	-	-	-
5,556	23,726	9,000	60-40-371100 Interest Income	3,000	3,000	3,000
-	10,000	-	80-40-385100 Miscellaneous	-	-	-
1,400,000	2,500,000	3,500,000	85-40-391128 Transfer from UR General Fund	477,837	477,837	477,837
1,500,000	200,000	-	00-00-393110 Bond/Loan Proceeds	-	-	-
2,914,549	3,051,745	3,734,000	Total	480,837	480,837	480,837
3,108,564	3,584,574	4,803,795	TOTAL REVENUES & BEGINNING FUND BALANCE	1,485,945	1,485,945	1,485,945
			MATERIALS AND SERVICES - 7474			
1,000	750	1,500	43-3035 Memberships	-	-	-
60,710	55,397	69,850	43-3210 City Services-Management	76,700	76,700	76,700
317,452	338,613	350,688	43-3230 City Services-Public Works	118,373	118,373	118,373
-	701	1,500	43-3310 Professional Services-Legal	-	-	-
14,843	-	25,000	43-3630 Contracted Services	-	-	-
300	19,350	50,000	43-3690 Contracted Services-Miscellaneous	25,000	25,000	25,000
1,305	1,016	-	43-3815 Other Service-Advertising	-	-	-
138	73	60	43-5435 Utilities	-	-	-
395,748	415,900	498,598	Total	220,073	220,073	220,073
			CAPITAL OUTLAY - 7575			
498,328	93,053	-	43-7015 Building and Improvements	-	-	-
8,740	151,677	-	43-7035 Improvements-Other	-	-	-
1,652,237	1,797,829	4,125,000	43-7052 Improvements-Infrastructure	1,265,872	1,265,872	1,265,872
20,682	125	150,000	43-7059 Improvements-Airport	-	-	-
2,179,987	2,042,684	4,275,000	Total	1,265,872	1,265,872	1,265,872
2,575,735	2,458,584	4,773,598	TOTAL EXPENDITURES	1,485,945	1,485,945	1,485,945
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	30,197	60-9210	-	-	-
532,829	1,125,990	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
3,108,564	3,584,574	4,803,795	TOTAL EXPENDITURES & ENDING FUND BALANCE	1,485,945	1,485,945	1,485,945

CITY OF ROSEBURG URBAN RENEWAL AGENCY, OREGON

<u>ACTUAL</u> <u>2016-2017</u>	<u>ACTUAL</u> <u>2017-2018</u>	<u>ADOPTED</u> <u>2018-2019</u>		<u>PROPOSED</u> <u>2019-2020</u>	<u>APPROVED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2019-2020</u>
			CAPITAL PROJECTS FUND-DIAMOND LAKE (351)			
-	-	-	00-00-301000 BEGINNING FUND BALANCE	-	-	-
			REVENUES - (351)			
-	-	-	30-20-334133 In Lieu of Construction	160,000	160,000	160,000
-	-	-	85-40-391128 Transfer from UR General Fund	202,000	202,000	202,000
-	-	-	Total	362,000	362,000	362,000
-	-	-	TOTAL REVENUES & BEGINNING FUND BALANCE	362,000	362,000	362,000
			MATERIALS AND SERVICES - 7474			
-	-	-	43-3210 City Services-Management	19,200	19,200	19,200
-	-	-	43-3230 City Services-Public Works	29,593	29,593	29,593
-	-	-	43-3310 Professional Services-Legal	5,000	5,000	5,000
-	-	-	43-3330 Professional Services-Technical	2,000	2,000	2,000
-	-	-	43-3630 Contracted Services	25,000	25,000	25,000
-	-	-	43-3690 Contracted Services-Façade	10,000	10,000	10,000
-	-	-	43-3695 Contracted Services-Rusa	25,000	25,000	25,000
-	-	-	Total	115,793	115,793	115,793
			CAPITAL OUTLAY - 7575			
-	-	-	43-7052 Improvements-Infrastructure	86,207	86,207	86,207
-	-	-	Total	86,207	86,207	86,207
-	-	-	TOTAL EXPENDITURES	202,000	202,000	202,000
			RESERVE FOR FUTURE EXPENDITURE - 9092			
-	-	-	60-9210	160,000	160,000	160,000
-	-	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
-	-	-	TOTAL EXPENDITURES & ENDING FUND BALANCE	362,000	362,000	362,000

A public meeting of the Roseburg Urban Renewal Board will be held on June 10, 2019 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, 2019 as approved by the Roseburg Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Major changes, if any, and their effect on the budget, are explained below.

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

TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	851,387	1,598,733	1,454,945
Federal, State and All Other Grants	318,019	225,000	0
Revenue from Bonds and Other Debt	200,000	0	0
Interfund Transfers	2,500,000	3,500,000	679,837
All Other Resources Except Division of Tax & Special Levy	210,119	175,000	192,000
Revenue from Division of Tax	3,610,150	3,690,100	202,000
Revenue from Special Levy	-	-	-
Total Resources	7,689,675	9,188,833	2,528,782

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	-	-	-
Materials and Services	1,460,117	1,223,598	335,866
Capital Outlay	2,042,684	4,275,000	1,352,079
Debt Service	-	-	-
Interfund Transfers	2,500,000	3,500,000	679,837
Contingencies	-	-	-
All Other Expenditures and Requirements	-	-	-
Unappropriated Ending Fund Balance	1,686,874	190,235	161,000
Total Requirements	7,689,675	9,188,833	2,528,782

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Name General Fund	4,105,101	4,385,038	680,837
FTE	-	-	-
Name Capital Projects Fund	3,584,574	4,803,795	1,485,945
FTE	-	-	-
Name Capital Projects Fund-Diamond Lake	-	-	362,000
FTE	-	-	-
Total Requirements	7,689,675	9,188,833	2,528,782
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Capital Projects Fund capital projects:
ARTS/Traffic Signal Coordination, Downtown Street Lighting Improvements, Stewart Parkway - Aviation to Edenbower
Establish the Capital Project Fund for the Diamond Lake Urban Renewal District.

STATEMENT OF INDEBTEDNESS

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

RESOLUTION NO. UR-2019-05

A RESOLUTION ADOPTING THE 2019-2020 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, 2019; and

WHEREAS, at a meeting of the Roseburg Urban Renewal Board held on June 10, 2019, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statutes, proof of which is on file in the Office of the City Recorder of the City;

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

Section 1. After public hearing conducted on June 10, 2019, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2019-2020 in the total of \$2,528,782, a copy of which is now on file at City Hall.

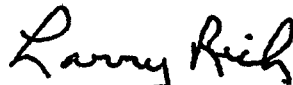
Section 2. The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.

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

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

Section 5. This resolution shall be effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY AT ITS MEETING ON THE
10TH DAY OF JUNE, 2019.**



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

EXHIBIT "A"
2019-2020 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Transfers	679,837	\$ 679,837
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URBAN RENEWAL CAPITAL PROJECTS FUND

◆ Materials and Services	220,073	
◆ Capital Outlay	1,265,872	1,485,945

URBAN RENEWAL CAPITAL PROJECTS-DIAMOND LAKE FUND

◆ Materials and Services	115,793	
◆ Capital Outlay	86,207	202,000

TOTAL BUDGET APPROPRIATIONS	\$ 2,367,782
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This budget also includes reserves
for expenditures as follows:

General Fund	1,000	
Capital Projects	160,000	161,000

TOTAL BUDGET	\$ 2,528,782
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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 2019-2020 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Douglas County.

(County Name)

Ron Harker, Finance Director

(Contact Person)

541-492-6710

(Telephone Number)

06/10/19

(Date Submitted)

900 SE Douglas Ave, Roseburg, OR 97470

(Agency's Mailing Address)

rharker@cityofroseburg.org

(Contact Person's E-mail Address)

☐

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

Part 1: Option One Plans (Reduced Rate). 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*	
East/Diamond Lake 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. Beginning tax year 2019-20, 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.