

# **City of Coos Bay**



**Proposed Budget  
FY 2014/2015**

# **City of Coos Bay Budget Committee**

**Fiscal Year 2014/2015**

## **City Council Members**

Crystal Shoji, Mayor  
Mark Daily  
Jennifer Groth  
Stephanie Kramer, Council President  
Thomas Leahy  
John Muenchrath  
Mike Vaughan

## **Citizen Lay Members**

Brian Bowers  
Lucinda DiNovo  
Philip Marler  
Roy Metzger  
Colin Myatt  
Alan Pettit  
Brooke Walton

## **Administrative Staff**

City Manager Rodger Craddock  
Finance Director Susanne Baker  
Fire Chief Mark Anderson  
Library Director Samantha Pierson  
Police Chief Gary McCullough  
Public Works Director Jim Hossley  
Community Dev. Director Eric Day

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## **CITY OF COOS BAY MISSION STATEMENT**

The Mission of the City of Coos Bay is to work as a stable, progressive municipality to enhance the quality of life for all citizens through a government that is accessible to everyone and dedicated to the development of a diversified economy, sound fiscal planning and the preservation and enhancement of the cultural, historical and natural beauty of our area.

Adopted January 2, 2008



## **CITY OF COOS BAY VISION STATEMENT**

Create a safe, clean and inviting City that protects and enhances our unique culture, history, and environment by working in a collaborative partnership that creates opportunities for the South Coast Region through living wages and affordable housing.

Adopted January 2, 2008



# City of Coos Bay

## 2014 Council Goals

**Citizen Education & Involvement:** Educate, cultivate, and encourage public participation in City government, urban renewal and disaster preparedness.

**Top Goal Priorities:**

- ✓ Educate citizens on the roles and activities of City government and Urban Renewal.
- ✓ Educate citizens on the street, wastewater, stormwater infrastructure needs in the City.
- ✓ Educate citizens on disaster preparedness.
- ✓ Encourage citizen input and volunteerism in City government and the Urban Renewal activities.

**Infrastructure and Services:** To maintain and improve the City's physical infrastructure and provide quality services for current and future citizens.

**Top Goal Priorities:**

- ✓ Maintain staffing levels to adequately provide core services.
- ✓ Ensure that the City can protect and enhance the useful life of streets, utilities, and facilities.
- ✓ Ensure staff is properly equipped and trained to deliver city services to those who work, live, and visit the City of Coos Bay.

**Economic Development & City Revitalization:** To create a vibrant community for City citizens and entrepreneurs.

**Top Goal Priorities:**

- ✓ To promote and assist in the revitalization of the Downtown and Empire URA Districts in an effort to provide development opportunities for businesses and industry.
- ✓ To coordinate with our economic development partners in an effort to attract, retain, and promote expansion of local business opportunities.

**Finance:** To adopt and maintain a sustainable budget that reflects City priorities and realizes current economic conditions.

**Top Goal Priorities:**

- ✓ Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.
- ✓ Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

**City Policies, Procedures & Partnerships:** To review and evaluate the City Charter, ordinances, and policies to provide for the current and future needs of the citizens.

**Top Goal Priorities:**

- ✓ Evaluate the City Charter, ordinances, and policies to efficiently address the needs of the businesses and citizens in a cost effective and timely manner.
- ✓ Evaluate the City Charter, ordinances, and policies for compliance with existing and revised federal and state regulatory agency rules.

## CITY OF COOS BAY BUDGET MESSAGE FY 2014-2015

To the Honorable Mayor Crystal Shoji, members of the City Council, citizen members of the Budget Committee, and the citizens of Coos Bay it is my honor and pleasure to submit the City's fiscal year (FY) 2014-2015 proposed budget.

The annual budget is the single most important policy document of the City. It sets standards and establishes an action, operational, and financial plan for the delivery of City services. It has been prepared to provide a comprehensive overview of all City funds and services, and to give residents a better understanding of the City's operating and fiscal programs. The proposed City of Coos Bay annual budget for FY 2014-2015 has been prepared pursuant to Oregon Local Budget Law. It presents my recommendations as Budget Officer, and it incorporates the cooperative efforts of the City's management team.

**Financial Practices:** The proposed budget has been prepared based on the following City practices:

- Revenues are estimated conservatively.
- Expenditures are based on actual experience and incremental increases and/or decreases where needed.
- Reserves should be maintained at adequate funding levels in accordance with generally accepted accounting principles, and to provide sufficient cash carryover to meet the City's needs until tax revenues arrive in November.

- Capital equipment and vehicles should be maintained and/or replaced as funds allow, so they are in proper working order.
- While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions.

The FY 2014-2015 City of Coos Bay budget recommendations for all funds and accounts totals \$66,317,534 which includes \$30,466,418 in wastewater capital improvements. The Budget document is organized into 24 funds. These funds are broadly organized into four categories: Operating Funds, Debt Service Funds, Capital Improvement Funds, and Reserve Funds.

- **Operating Funds** provide for ongoing services such as police and fire protection, building services, street maintenance, wastewater collection and treatment, library services, and governmental administration and risk management activities.
- **Debt Service Funds** pay for prior debt which was incurred to complete major community capital improvements.
- **Capital Improvement Funds** provide funding for annual improvements such as street repairs, park enhancements, and wastewater collection and treatment infrastructure improvements.

- **Reserve Funds** provide for a mix of physical improvements, vehicles, equipment, and technology replacements.

The majority of the budget funds contain operational expenditures which are categorized personnel services or materials & services expenditures.

- **Personnel Services:** The City of Coos Bay provides our residents with a wide array of municipal services. Police and fire protection, beautiful parks, street repair and maintenance programs, stormwater and wastewater utilities, and many other fine services which are provided by dedicated City employees. To provide these services to our residents, other City employees are required to supply internal functions in areas such as finance, legal, and human resources services.

Employee salaries and benefits are paid from a variety of revenue sources, and some employee costs are paid from more than one source which you will find are detailed in the budget document. Projected personnel costs include contracted salary adjustments for two of the City's three bargaining units and an estimate budgeted for the third currently in negotiations. The current collective bargaining agreements (CBA) are with the International Association of Firefighter's (IAFF), under negotiations, Coos Bay Police Officer's Association (CBPOA), and the American Federation of State, County, and Municipal Employees (AFSCME). The proposed budget reflects salary increases of 2%, a cost of living adjustment (COLA) for AFSCME and CBPOA; 1% for IAFF (currently in negotiations), and no COLA for non-represented (management) employees.

Personnel expenses comprise 16% of the total City operating budget with salaries comprising 66% and benefits comprising 34% of personnel expenses. Benefits include insurances (medical, dental, vision, long term disability, workers compensation, unemployment etc.), Public Employee Retirement System contributions, and social security contributions (tax).

The FY 2014-15 proposed budget reflects a 11% employee insurance cost increase over the FY 2013-2014 budget and the same biennium PERS rate as FY 2013 - 2014.

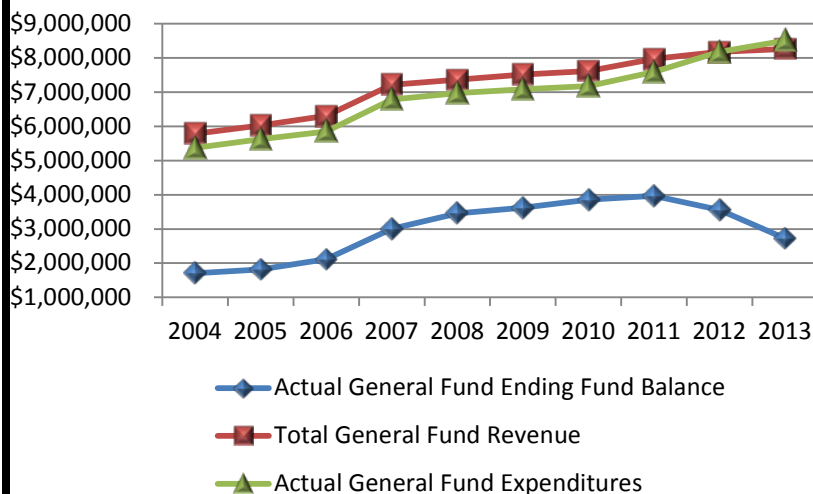
- **Materials & Services:** Department heads submitted a budget this year that generally reflects decreased expenditures from the previous year or small increases to account for inflation and/or the need to replace critical items. The City continues to contract and/or use public / private partnerships for the delivery of certain services. These include a contract with Operations Management International (CH2MHILL OMI) for maintenance and operation of our wastewater and stormwater systems; the Coos Art Association for operation of the Coos Art Museum; the Chamber of Commerce for the operation of the Coos Bay Visitor Information Center; the Boys and Girls Club for youth recreation services; and the Mingus Pool Association for the operation of the Mingus Pool.

**General Fund:** The proposed budget continues to reflect the enduring challenges of the post-recession economy. The clearest evidence of the recession's impact is in the City's General Fund. Essentially, over the past two budget cycles, General Fund revenues (property taxes, franchise fees, and

insurance rates) have not kept pace with General Fund operational expenses. As a result, the City's General Fund faced two consecutive years of operating budget deficits before utilization of balancing measures occurred. The most predominate balancing measure was the utilization of "Carryover" funds which was used as there was a hope / belief the housing market / property taxes and interest rates would rebound in the near future, and the use of Carryover funds would allow the City to continue to deliver quality service to the community.

The chart below illustrates expenditures have exceeded resources during the past two budget cycles which have resulted in the decreasing of the Carryover balance (also known as the ending fund balance).

**Total Actual General Fund Revenues Compared to Expenditures and Ending Fund Balance**



The *Carry Over* is used to carry the General Fund over a four month period of time where no substantial revenues are received, and it will be used to pay employees and pay the general fund bills from July 1<sup>st</sup> until mid-November when the City expects the first property tax disbursement from Coos County.

While we expect to see modest increase in property tax revenue in fiscal year 2014-2015, it's still not sufficient to meet operational expenses let alone contribute to rebuilding the Carryover to the healthy level required to meet the first quarter budget operational needs. As such, staff began making mid-budget year corrections during this budget year. The mid-budget year corrections included controlling expenses and increasing revenue. The steps taken to control expenditures included:

- Limiting all discretionary spending on materials and services.
- Restricting capital expenditures.
- Keeping vacant positions unfilled.
- Reducing existing management agreements.

The actions taken to increase revenues included:

- Using grant and/or contracts, where possible, to fund existing positions.
- Selling surplus equipment.
- Listing surplus property (lots) for sale.
- Increasing existing fees (moorage and leases).
- Creating new fees (franchises)
- Conducting a double timber harvest.

Through the collective efforts of the Council and staff, we have realized a positive net change of \$1,291,152. As such, the General Fund is expected to begin the new fiscal year with a



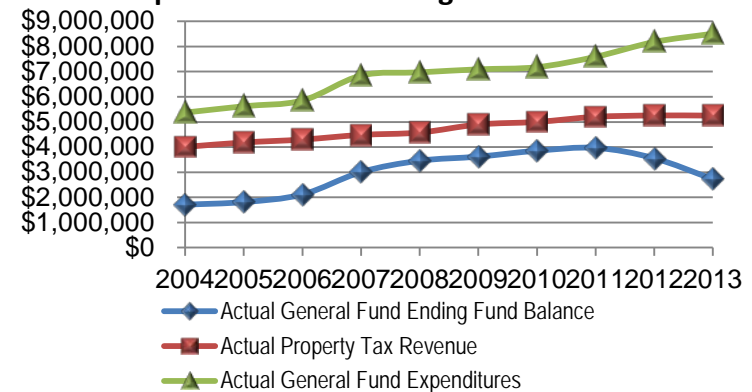
\$2,417,366 beginning fund balance (Carryover). While the mid-year corrections have been substantial, the post-recession effects are still evident as the proposed budget still requires some balancing measures as projected general fund expenses exceed the projected general fund revenues. As a balancing measure, the proposed 2014-2015 budget includes the use of one time revenues (sale of surplus property and utilization of timber revenues) along with the proposal to utilize funds normally placed in the rainy day account.

**General Fund Revenue** resources are estimated to be:

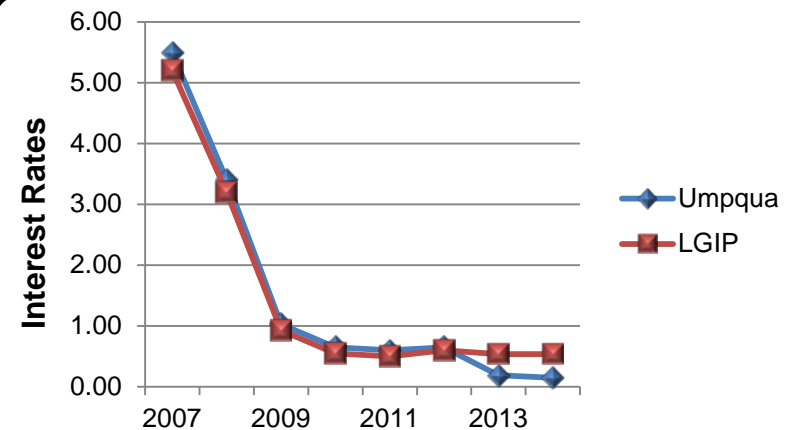
1. <b>Property taxes</b>	\$5,228,729
2. <b>Franchise Fees</b>	1,625,900
3. <b>Licenses &amp; Permits</b>	167,350
4. <b>Fines, Grants, &amp; State Revenues</b>	675,781
5. <b>Use of Money &amp; Property</b>	85,122
6. <b>Services &amp; Repayments</b>	545,090
7. <b>Other Revenue</b>	10,610
8. <b>Du Jour Financing Repayment</b>	311,413
9. <b>Transfers in</b>	<u>470,530</u>
<b>Total (including carryover):</b>	<b>\$11,537,890</b>

**Property Tax Revenue:** The primary source of General Fund revenue is property tax. Projected property tax revenue reflects a slight increase in the growth in property assessments. While expenses have continued to rise, the projected property tax revenue is expected to be approximately 1/2% more than actually received during the FYE 2014 budget year. The following chart illustrates the relative flattening of property tax revenue since 2009 which is the primary cause for General Fund revenues inability to keep pace with General Fund expenditures and the resulting decreasing Carryover balance.

**Actual Property Tax Revenue Compared to General Fund Expenditures and Ending Fund Balance**

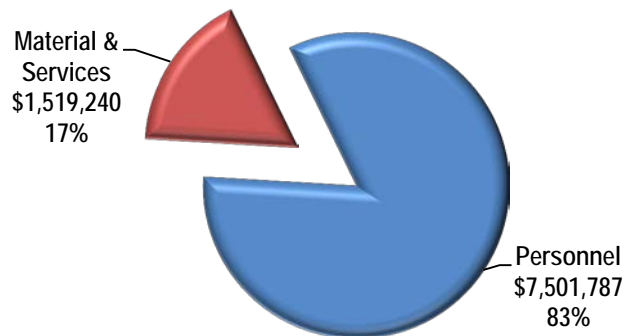


**Interest Revenue:** Interest revenue continues to lag in the post-recession economy. The chart below reflects the pre and post-recession interest rates of Umpqua Bank and the Local Government Investment Pool (LGPI):

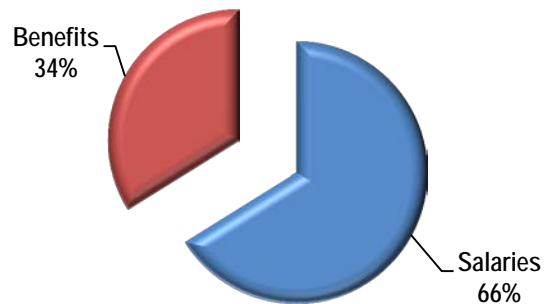


**General Fund Expenditures:** General Fund expenditures are separated into two broad categories: Personnel Services and Materials and Services. The following charts illustrate both personnel and material & services expenditures from the General Fund:

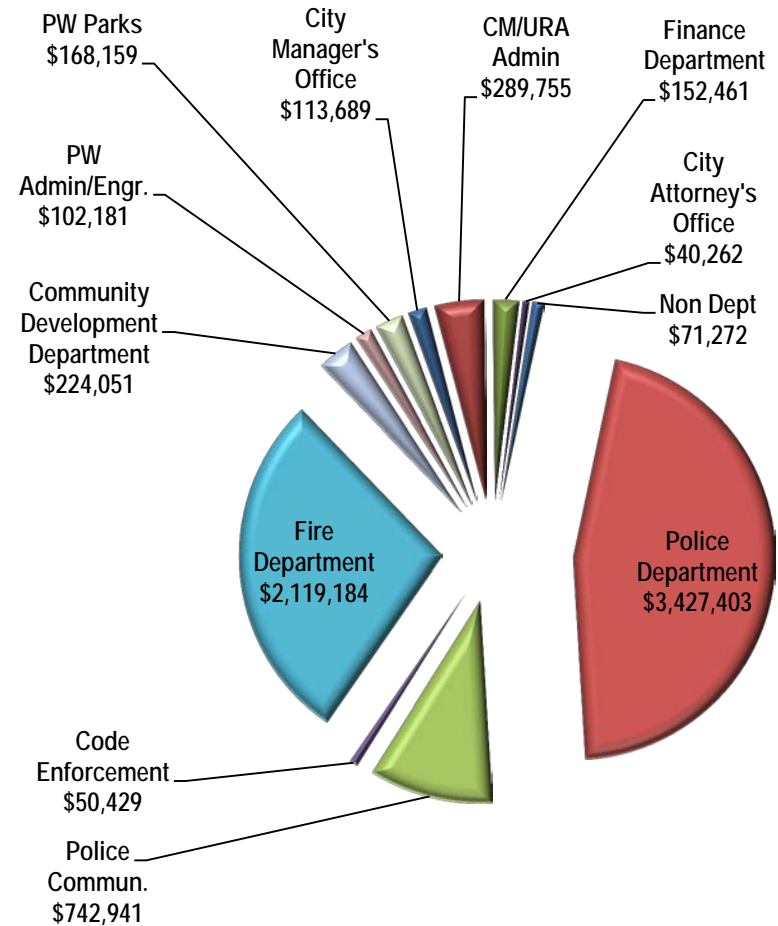
**General Fund  
Total Personnel and Material & Services**



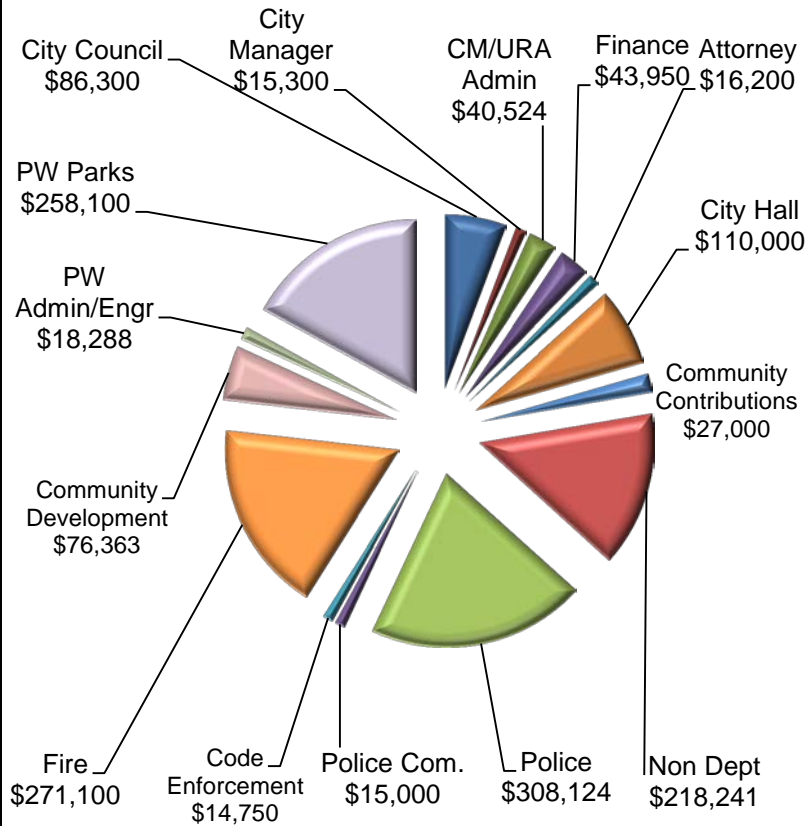
**General Fund  
Personnel: Salaries v. Benefits**



**General Fund  
Personnel Costs by Department**

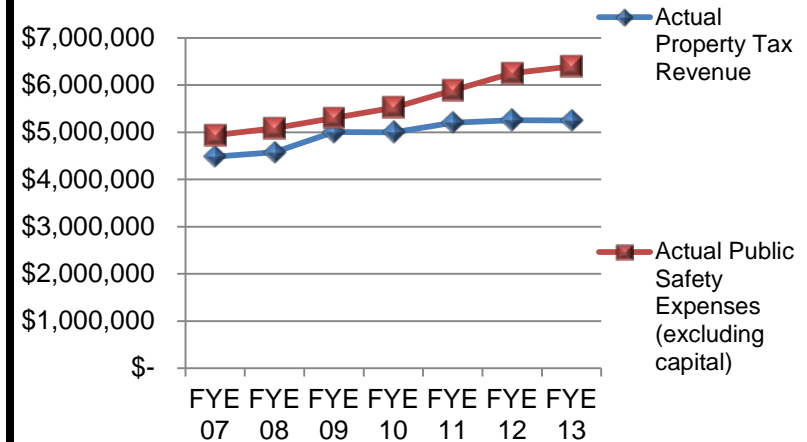


### General Fund Material & Services by Department



**Gas Tax Fund – Streets:** Maintaining the City's street infrastructure is an ongoing concern. It is currently estimated that in order to bring the City streets up to a "good" condition it would cost at least \$25,000,000.

It's not uncommon to receive requests to pave a gravel street, repave deteriorating streets, and/or patch a pothole in front of a taxpayer's property. It is a commonly held belief that property taxes are used to develop and maintain the City transportation infrastructure. In reality, property tax revenues are not used for street development and/or repair. Property tax revenue has been and is being used to provide public safety services, and in fact, the cost to provide those essential services exceeds the amount of property tax revenue received as is illustrated below:



Currently, funding for the Streets Division comes from the State gas tax, jurisdictional exchange program, Oregon Department of Transportation, and funds received from system development charges. Interest, although minimal, continues to accrue on the \$4.8 million held in reserve by the City as part of the “Jurisdictional Exchange” program. Urban Renewal funding is also available for certain street infrastructure projects. The City anticipates receiving \$870,000 in revenue from the tax placed on gasoline.

During this past year, the Council created a Streets Task Force and charged them with evaluating the street infrastructure needs, current funding levels, and possible revenue alternatives. At the conclusions of their meetings, the Streets Task Force recommended: (1) updating the streets condition study (budgeted in this proposed budget); (2) adopting an Asphalt Right-of-Way Restoration policy (currently in progress); (3) consider adopting a Streetlight Installation and Maintenance policy; (4) consider reinstating System Development Charges; (5) consider seeking an amendment to the City Charter to allow for increased flexibility for bonding alternatives; and (6) creating a comprehensive marketing and education campaign (currently in progress).

**Library Education Service Office Fund:** The proposed budget includes this new fund. The fund provides for revenues and expenditures associated with the operation of Coos County Library Service District’s Extended Services Office (ESO). The ESO provides cooperative services for the eight libraries in Coos County, and it is now operated out of

the Coos Bay Library. The County contracts through an intergovernmental agreement with the City to administer the cooperative activities requested by Coos County Library Service District. The ESO activities are funded from the countywide public library tax base not by City funds.

**Wastewater Fund:** The Wastewater Fund is able to cover basic operations; however, in order to meet the demands for improvements, the proposed budget includes rate increase of approximately 6.5%. The rate reflects a policy decision to manage debt as a way to stabilize rates based on the recommendation of the commissioned Sewer Rate – Cost of Service Study. The City’s Wastewater Capital Improvement Plan (CIP) estimates state mandated improvements over the next 20 years at a cost of \$81.4 million (today’s dollars). The proposed budget includes \$28,176,000 in loan proceeds comprised of DEQ and State IFA loans to undertake identified projects in the wastewater CIP. The proposed budget does include the new position for a Wastewater Engineer to assist the City with a large list of wastewater and stormwater capital improvement projects. Costs associated with this position will be funded out of the Wastewater Fund.

**Jurisdictional Exchange Fund:** In 1999, the City accepted ownership of 23 miles of formerly owned state roadways within the City limits. In exchange, the City ultimately received \$4,800,000 to maintain those roads in perpetuity. Per the City Charter, only the interest from the \$4,800,000 can be used for road maintenance and/or debt service for road maintenance projects. In 2003, the City obtained a loan for the Newmark

Avenue widening project. Up until three years ago, the Jurisdictional Exchange Fund had been paying the debt service payments from interest revenue. Due to low interest rates, the last three debt service payments have been made with a transfer from the General Fund. This budget includes the first loan repayment of \$30,530 to the General fund.

**Major Capital Fund:** This fund is used to purchase capital items such as police cars or to pay for capital projects. Revenue from bi-annual timber harvests are the primary revenue source for this fund. Traditionally 40 to 50 acres are harvested every other year. This budget reflects a double harvest of 80 to 100 acres at a conservative estimate of \$1,100,000 in timber receipts. A portion of the funds will be set aside to help fund an upcoming foundation mitigation project at the Library. In addition, the proposed budget reflects transferring \$470,530 from the Major Capital Fund to the General Fund.

**Rainy Day Reserve Fund:** This fund was created during the FY 2008-09 budget year. I am recommending that the Budget Committee not fund this program this fiscal year due to budget constraints. The committee last year approved the transfer of \$88,843 (2.5% of the General Fund beginning balance) into this fund. Currently the fund has approximately \$485,277.

**Urban Renewal:** The proposed budget includes du jour financing (short term loan) to the Urban Renewal Agency for \$311,413.

In May 1998, the City Council selected "Option 1" as the method to be used in collecting urban renewal property taxes [ORS 457.435(2) (a)]. Accordingly, each year the Budget Committee and City Council must decide during their annual budget meetings whether an "Option 1 Special Levy" should be certified for collection.

The Coos Bay Urban Renewal Agency Budget reflects the imposition of 0% of the Special Levy. If selected, this option may be used to further Urban Renewal priorities such as streets infrastructure, upper floor redevelopment, waterfront development, redevelopment of the former Lockhart and old fire station lots, streetscape updates, and development of the Hollering Place project.

**Recommendation:** The recommended budget as presented maintains current City services and represents an effective use of the City's resources. Staff looks forward to working with the Budget Committee to review the plan and to discuss alternative approaches to delivering key community services while maintaining the financial stability and continue to build to a brighter future for the City of Coos Bay.

Respectfully submitted,



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April 7, 2014

**City of Coos Bay 2014-2015 Budget  
Property Tax Levy Summary**

	Actual 2011-12	Actual 2012-13	Budget Adopted 2013-14	Actual 2013-14	Budget Proposed 2014-15
Coos County Assessor Table 4a					
Line 17 Assessed Value (Less UR Excess Value)	849,998,409	849,330,570	849,330,570	857,981,160	862,227,813
General Fund Tax Imposed					
Line 24 Within Statutory Limits	5,409,645	5,405,395	5,405,395	5,460,449	5,487,476
Actual and Estimated Tax Rate (/1000) **					
Line 18 General Fund - Certified	<u>6.3643</u>	<u>6.3643</u>	<u>6.3643</u>	<u>6.3643</u>	<u>6.3643</u>
Line 13 Assessed Value	954,221,863	955,934,516	955,934,516	967,404,380	972,184,053
Line 12 G.O. Bonds Tax Imposed - Certified	545,666	542,556	544,867	544,867	546,778
Actual and Estimated Tax Rate (/1000) **					
Line 18 G.O. Bonds	<u>0.5718</u>	<u>0.5675</u>	<u>0.5700</u>	<u>0.5632</u>	<u>0.5624</u>
TOTAL PROPERTY TAX IMPOSED	<u>5,955,311</u>	<u>5,947,951</u>	<u>5,950,262</u>	<u>6,005,316</u>	<u>6,034,254</u>
Total City Tax Rate Per Thousand (before reduction)	<u>6.9361</u>	<u>6.9318</u>	<u>6.9343</u>	<u>6.9275</u>	<u>6.9267</u>

**City of Coos Bay 2014-2015 Budget  
General Fund Tax Levy Computations**

	Actual 2011-12	Actual 2012-13	Budget Adopted 2013-14	Budget Proposed 2014-15	Budget Adopted 2014-15
Carryover	3,968,257	2,723,916	2,482,848	2,417,366	2,417,366
Current Property Taxes	4,952,021	4,938,255	4,864,855	4,938,729	4,938,729
Delinquent Taxes	304,731	312,523	280,000	290,000	290,000
Non Property Tax Revenues	2,923,678	3,016,378	2,991,072	3,109,852	3,109,852
Du Jour Repayment	1,557,794	736,033	410,733	311,413	311,413
Coos Bay North Bend Water Board	3,877,081	768,417	0	0	0
Transfers	1,106,301	108,969	0	470,530	470,530
<b>Total</b>	<b>18,689,863</b>	<b>12,604,492</b>	<b>11,029,508</b>	<b>11,537,890</b>	<b>11,537,890</b>
	Actual 2011-12	Actual 2012-13	Budget Adopted 2013-14	Budget Proposed 2014-15	Budget Adopted 2014-15
Property Tax Revenue Within Statutory Limits	5,409,645	5,405,395	5,405,395	5,487,476	5,487,476
Uncollectible (10%)	(540,964)	(540,539)	(540,539)	(548,748)	(548,748)
Taxes Necessary to Balance (Current Budget)	4,868,680	4,864,855	4,864,855	4,938,729	4,938,729
Taxes Current Actual more (less) than Budget	83,341	73,400	0	0	0

**City of Coos Bay 2014-2015 Budget  
General Obligation Bonds Tax Levy Computations**

	Actual 2011-12	Actual 2012-13	Budget Adopted 2013-14	Budget Proposed 2014-15	Budget Adopted 2014-15
Beginning Fund Balance (July)	105,916	249,047	250,000	217,170	217,170
Property Tax Revenues	499,482	495,634	490,380	492,130	492,130
Non Property Tax Revenues	2,277	2,728	100	100	100
Delinquent Taxes	31,258	31,522	30,000	20,000	20,000
Transfers	101,000	76,839	0	0	0
Total Revenues	739,933	855,771	770,480	729,400	729,400
<b>Total Bonded Debt</b>	490,886	488,300	490,380	492,130	492,130
Uncollectible	54,780	54,256	54,486	54,648	54,648
Taxes Necessary to Balance Budget	545,666	542,556	544,866	546,778	546,778
<b>Tax Levy (imposed)</b>	545,666	542,556	544,867	546,778	546,778
Less Uncollectible (10%)	54,567	54,256	54,487	54,648	54,678
<b>Taxes Necessary to Balance Budget (anticipated)</b>	491,099	488,300	490,380	492,130	492,130
Total Revenues less Bonded Debt equals Carryover	249,047	367,471	280,100	237,270	237,270



**City of Coos Bay 2014-2015 Budget  
Transfers**

	<u>Transfers In</u>	<u>Transfers Out</u>
<b>GENERAL FUND</b>		
to Hotel/Motel Tax Fund	0	0
from Special Improvement Fund	130,000	0
to Revenue Bond Fund	0	64,800
to Rainy Day Fund	0	0
to State Gas Fund	0	0
from Major Capital Fund	310,000	0
<b>STATE GAS TAX FUND</b>		
from General Fund	0	0
<b>WASTEWATER FUND</b>		
to Wastewater Improvement Fund	0	1,358,418
to Technology Reserve Fund	0	6,500
to Revenue Bond Fund	0	404,275
<b>HOTEL/MOTEL TAX FUND</b>		
from General Fund	0	0
<b>BUILDING CODES FUND</b>		
to Technology Fund	0	5,300
<b>REVENUE BOND FUND</b>		
from General Fund	64,800	0
from Wastewater Fund	404,275	0
<b>SPECIAL IMPROVEMENT FUND</b>		
to General Fund	0	130,000
<b>PARKS IMPROVEMENT FUND</b>		
from Major Capital Fund	120,000	0
<b>WASTEWATER IMPROVEMENT FUND</b>		
from Wastewater Fund	1,358,418	0
<b>MAJOR CAPITAL RESERVE FUND</b>		
to Parks Improvement Fund	0	120,000
to Technology Reserve Fund	0	75,000
to General Fund	0	310,000
<b>TECHNOLOGY RESERVE FUND</b>		
from Wastewater Fund	6,500	0
from Major Capital Fund	75,000	0
from Building Codes Fund	5,300	0
to County-wide CAD Reserve Fund	0	5,361
<b>COUNTY-WIDE CAD CORE RESERVE FUND</b>		
from Technology Reserve Fund	5,361	0
<b>RAINY DAY FUND</b>		
from General Fund	0	0
<b>TOTAL TRANSFERS IN &amp; OUT</b>	<b>2,479,654</b>	<b>2,479,654</b>

**City of Coos Bay 2014-2015 Budget  
Summary of Resources**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14		Proposed 2014-15
.....	.....	.....		.....
			<b>OPERATING RESOURCES</b>	
18,689,861	12,604,492	11,029,508	General Fund	11,537,890
1,174,487	1,315,055	1,052,142	State Gas Tax Fund	1,024,572
6,708,966	7,584,408	6,466,340	Wastewater Fund	5,967,112
731,669	758,331	715,302	Hotel/Motel Tax Fund	581,200
1,453,684	1,546,331	1,429,543	Library Fund	1,355,666
0	0	0	Library ESO Fund	758,394
786,706	621,905	514,100	Building Codes Fund	285,890
271,046	312,852	270,192	9-1-1 Tax Fund	254,687
<u>29,816,419</u>	<u>24,743,373</u>	<u>21,477,128</u>	<b>TOTAL OPERATING RESOURCES</b>	<u>21,765,411</u>
			<b>DEBT SERVICE RESOURCES</b>	
739,933	855,771	770,480	General Obligation Redemption Fund	729,400
<u>1,549,503</u>	<u>2,713,072</u>	<u>4,208,178</u>	Revenue Bond Fund	<u>3,897,030</u>
2,289,436	3,568,842	4,978,658	<b>TOTAL DEBT SERVICE RESOURCES</b>	4,626,430
			<b>CAPITAL IMPROVEMENT RESOURCES</b>	
142,928	144,027	153,550	Special Improvement Fund	144,852
125,703	5,347	173,550	Street Improvement Fund	210,268
185,657	121,041	598,526	Parks Improvement Fund	1,631,200
14,425	23,296	30,725	Bicycle/Pedestrian Path Construction Fund	40,467
14,416	14,496	14,508	Transportation SDC Fund	14,569
243,242	244,600	245,333	Wastewater SDC Fund	245,824
18,732	18,837	18,873	Stormwater SDC Fund	18,931
<u>1,824,896</u>	<u>2,689,823</u>	<u>13,066,884</u>	Wastewater Improvement Fund	<u>30,466,418</u>
2,569,999	3,261,466	14,301,949	<b>TOTAL CAPITAL IMPROV. RESOURCES</b>	32,772,529

### Summary of Resources (Continued)

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14		Proposed 2014-15
-----	-----	-----		-----
			<b>RESERVE FUNDS RESOURCES</b>	
298,808	0	0	Insurance Reserve Fund (abolish FYE12, GASB 54)	0
217,907	76,839	180,450	Fire Station Reserve Fund	200,100
2,615,195	1,326,828	964,755	Major Capital Reserve Fund	1,441,587
4,920,854	4,948,041	4,909,444	Jurisdictional Exchange Reserve Fund	4,876,312
296,582	260,498	113,407	Technology Reserve Fund	127,000
40,695	44,922	41,071	County-wide CAD Core Reserve Fund	22,888
295,218	396,395	483,568	Rainy Day Reserve Fund	485,277
<u>8,685,259</u>	<u>7,053,523</u>	<u>6,692,695</u>	<b>TOTAL RESERVE FUND RESOURCES</b>	<u>7,153,164</u>
<u>43,361,114</u>	<u>38,627,205</u>	<u>47,450,430</u>	<b>GRAND TOTAL ALL FUNDS RESOURCES</b>	<u>66,317,534</u>

**City of Coos Bay 2014-2015 Budget  
Summary of Expenditures**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14		Proposed 2014-15
-----	-----	-----		-----
			<b>OPERATING EXPENDITURES</b>	
18,689,862	13,434,300	11,029,508	General Fund	11,537,890
1,174,487	1,315,055	1,052,142	State Gas Tax Fund	1,024,572
6,708,966	7,584,408	6,466,340	Wastewater Fund	5,967,112
731,669	758,331	715,302	Hotel/Motel Tax Fund	581,200
1,453,684	1,546,331	1,429,543	Library Fund	1,355,666
0	0	0	Library ESO Fund	758,394
786,706	621,905	514,100	Building Codes Fund	285,890
271,046	312,852	270,192	9-1-1 Tax Fund	254,687
<u>29,816,420</u>	<u>25,573,183</u>	<u>21,477,128</u>	<b>TOTAL OPERATING EXPENDITURES</b>	<u>21,765,411</u>
			<b>DEBT SERVICE EXPENDITURES</b>	
739,933	855,771	770,480	General Obligation Redemption Fund	729,400
1,549,503	2,713,072	4,208,178	Revenue Bond Fund	3,897,030
<u>2,289,436</u>	<u>3,568,843</u>	<u>4,978,658</u>	<b>TOTAL DEBT SERVICE EXPENDITURES</b>	<u>4,626,430</u>
			<b>CAPITAL IMPROVEMENT EXPENDITURES</b>	
142,928	144,027	153,550	Special Improvement Fund	144,852
125,703	5,347	173,550	Street Improvement Fund	210,268
185,657	121,041	598,526	Parks Improvement Fund	1,631,200
14,425	23,296	30,725	Bicycle/Pedestrian Path Construction Fund	40,467
14,416	14,496	14,508	Transportation SDC Fund	14,569
243,242	244,600	245,333	Wastewater SDC Fund	245,824
18,732	18,837	18,873	Stormwater SDC Fund	18,931
1,824,896	2,689,823	13,066,884	Wastewater Improvement Fund	30,466,418
<u>2,569,999</u>	<u>3,261,466</u>	<u>14,301,949</u>	<b>TOTAL CAPITAL IMPROV. EXPENDITURES</b>	<u>32,772,529</u>

## Summary of Expenditures (Continued)

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14		Proposed 2014-15
-----	-----	-----		-----
			<b>RESERVE FUNDS EXPENDITURES</b>	
298,808	0	0	Insurance Reserve Fund (abolish FYE12, GASB 54)	0
217,907	76,839	180,450	Fire Station Reserve Fund	200,100
2,615,195	1,326,828	964,755	Major Capital Reserve Fund	1,441,587
4,920,854	4,948,041	4,909,444	Jurisdictional Exchange Reserve Fund	4,876,312
296,582	260,498	113,407	Technology Reserve Fund	127,000
40,695	44,922	41,071	County-wide CAD Core Reserve Fund	22,888
295,218	396,395	483,568	Rainy Day Reserve Fund	485,277
<u>8,685,259</u>	<u>7,053,523</u>	<u>6,692,695</u>	<b>TOTAL RESERVE FUND EXPENDITURES</b>	<u>7,153,164</u>
<u>43,361,114</u>	<u>39,457,015</u>	<u>47,450,430</u>	<b>GRAND TOTAL ALL FUNDS EXPENDITURES</b>	<u>66,317,534</u>

**City of Coos Bay 2014-2015 Budget  
Summary of General Fund Resources**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14		Budget Proposed 2014-15
3,968,257	2,723,916	2,482,848	Carryover	2,417,366
5,256,752	5,250,779	5,144,855	Property Taxes (Includes Delinquent)	5,228,729
1,619,007	1,625,619	1,570,000	Franchise Taxes	1,625,900
140,704	110,210	107,300	Licenses & Permits	167,350
528,062	576,114	666,054	Fines, Grants & State Revenues	675,781
103,275	99,966	91,000	Use of Money & Property	85,122
480,536	542,965	529,698	Services and Repayments	545,090
52,094	61,503	27,020	Other Revenue	10,610
1,557,794	736,033	410,733	Du Jour Financing Repayment	311,413
3,877,081	768,417	0	CBNBWB Water Project IFA 2010 Loan	0
1,106,301	108,969	0	Transfers In	470,530
<u>18,689,862</u>	<u>12,604,492</u>	<u>11,029,508</u>	TOTAL GENERAL FUND RESOURCES	<u>11,537,890</u>

**City of Coos Bay 2014-2015 Budget  
General Fund Resources Fund 01-000**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
172	1,670	0	300	0100	
8,540	4,632	0	300	0100	
3,867,226	2,694,507	2,482,848	300	0100	
92,319	23,107	0	300	0100	
3,968,257	2,723,916	2,482,848			
				<b>CARRYOVER</b>	
				Carryover - Nonspendable	0
				Carryover - Restricted	0
				Carryover - Unassigned	2,417,366
				Carryover - Assigned	0
				<b>Total Carryover</b>	2,417,366
				<b>PROPERTY TAXES</b>	
4,952,021	4,938,255	4,864,855	310	0100	4,938,729
304,731	312,523	280,000	310	0200	290,000
5,256,752	5,250,779	5,144,855			5,228,729
				<b>Total Property Taxes</b>	
				<b>FRANCHISE FEES</b>	
1,178,325	1,131,966	1,150,000	320	0100	1,151,900
167,074	152,762	151,000	320	0200	154,000
149,245	151,105	148,000	320	0300	149,000
72,507	136,684	70,000	320	0400	120,000
51,857	53,103	51,000	320	0500	51,000
1,619,007	1,625,619	1,570,000			
				<b>Total Franchise Taxes</b>	1,625,900
				<b>LICENSES AND PERMITS</b>	
98,707	86,515	90,000	330	0100	90,000
1,650	1,550	1,500	330	0200	1,500
2,498	1,895	1,700	330	0300	1,800
234	(234)	100	330	0400	50
30	2,890	0	330	0650	60,000
32,655	10,207	11,000	330	1300	11,000
4,930	6,230	3,000	330	1500	3,000
0	1,156	0	330	2500	0
140,704	110,210	107,300			
				<b>Total Licenses and Permits</b>	167,350
				<b>FINES, GRANTS &amp; STATE REVENUES</b>	
74,796	75,924	58,000	340	0100	73,000
1,558	898	19,500	340	0200	50
11,500	13,300	13,699	340	0301	13,300
7,609	0	20,000	340	0303	20,000
16,000	14,400	34,400	340	0305	34,400
1,850	1,105	16,000	340	0320	16,000
7,795	0	10,000	340	0322	10,000
20,706	21,565	17,000	340	0323	17,000

General Fund Resources (Continued)

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
9,548	59,591	102,155	340 0324	Police Federal Grants	102,155
1,188	1,613	3,000	340 0325	Bulletproof Vest Grant	2,177
23,353	22,779	21,000	340 0400	Cigarette Tax	20,000
204,233	213,717	215,000	340 0500	Alcohol Beverage Tax	219,000
1,200	1,200	1,200	340 0600	9-1-1 Intergovernmental Agency	1,200
132,405	137,953	123,000	340 0700	State Revenue Sharing	138,000
3,000	3,000	3,000	340 0800	CB NB Visitors & Conventions Bureau	3,000
10,823	8,570	8,600	340 0900	DUII Impact Panel Class Fees	6,000
499	499	500	340 1000	Range User Fees	499
<u>528,062</u>	<u>576,114</u>	<u>666,054</u>		<b>Total Fines, Grants &amp; State Revenue</b>	<u>675,781</u>
<b>USE OF MONEY AND PROPERTY</b>					
26,158	19,316	18,000	350 0100	Interest	11,122
42,236	40,099	36,000	350 0700	Moorage Fees	37,000
34,881	40,550	37,000	350 1200	Property Rental	37,000
<u>103,275</u>	<u>99,966</u>	<u>91,000</u>		<b>Total Use of Money and Property</b>	<u>85,122</u>
<b>SERVICES AND REPAYMENTS</b>					
5,033	5,434	4,000	360 0100	Copies	3,000
14,040	16,875	15,000	360 0200	Lien Search Fees	15,000
1,045	1,185	1,000	360 0300	Police Services	1,000
35	175	50	360 0500	Alarm Permits & Fees	50
3,600	10,800	9,634	360 0525	Jordon Cove Energy Project	12,676
18,000	18,000	18,000	360 0550	Oregon Resources	19,138
37,863	39,486	38,621	360 0600	Fire Protection Bunker Hill	40,353
37,874	39,969	38,632	360 0700	Fire Protection Timber Park	40,923
76,507	79,042	78,037	360 0900	Fire Protection Libby Rural	81,621
0	1,489	0	360 1000	Fire Services - Reimbursements	0
0	2,333	1,000	360 1100	Police Services - Reimbursements	1,000
20,000	0	0	360 1200	Other Reimbursements	0
681	(70)	100	360 1300	Public Records Requests	50
263,660	318,124	325,624	360 2000	Urban Renewal Agency Management	330,279
2,198	10,124	0	370 0800	Housing Principal Payments	0
<u>480,536</u>	<u>542,965</u>	<u>529,698</u>		<b>Total Services and Repayments</b>	<u>545,090</u>
<b>OTHER REVENUE</b>					
44,225	42,158	21,700	380 0100	Miscellaneous Revenue	7,500
(1)	0	20	380 0200	Cash Short/Over	10
6,764	18,901	5,000	380 0300	State Emergency Response	3,000
605	444	200	380 0400	Witness Fees	100
0	0	100	380 0600	Scrap Metal Sales	0
500	0	0	380 0900	Special Donations	0
<u>52,094</u>	<u>61,503</u>	<u>27,020</u>		<b>Total Other Revenue</b>	<u>10,610</u>



**General Fund Resources (Continued)**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>TRANSFERS IN</b>	
101,000	76,839	0	390 0900	From Fire Station Reserve Fund	0
298,808	0	0	390 1250	From Insurance Reserve Fund	0
600,000	0	0	390 1400	Advance from URA - DT Cap Proj	0
0	0	0	390 1600	From Jurisdictional Exchange Loan	30,530
0	0	0	390 1700	From Major Capital Fund	310,000
0	0	0	390 1300	From Special Improvement Fund	130,000
106,493	32,130	0	390 1500	Library Fire Proceeds	0
1,106,301	108,969	0		Total Transfers In	470,530
				<b>OTHER FINANCING SOURCES</b>	
1,557,794	736,033	410,733	390 0600	URA Du Jour Financing (repayment)	311,413
3,877,081	768,417	0	390 0700	CBNBWB Water Project IFA Loan 2010	0
5,434,875	1,504,450	410,733		Total Other Financing Sources	311,413
18,689,862	12,604,492	11,029,508		TOTAL GENERAL FUND RESOURCES	11,537,890

**City of Coos Bay 2014-2015 Budget  
General Fund Expenditures by Department & Division**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Department		Proposed 2014-15
				<b>General Government</b>	
69,648	69,037	77,600	100	City Council	86,300
407,289	497,772	489,530	120/121	City Manager/URA Administration	459,267
207,412	226,584	247,540	130	Finance	196,411
56,063	68,851	76,059	140	City Attorney	56,462
118,151	139,784	105,970	170	City Hall	110,000
48,000	55,300	35,640	180	Community Contributions	27,000
319,722	263,363	264,061	190	Non-Departmental	289,513
6,633,190	4,157,504	1,750,860	195	Other Financing Uses & Expenditures	2,482,103
7,859,475	5,478,193	3,047,260		Total General Government	3,707,057
				<b>Public Safety</b>	
				Police Department	
3,314,394	3,384,493	3,811,336	240	Operations & Administration	3,735,527
666,266	672,412	788,056	242	Communication	757,941
42,576	49,278	76,106	243	Codes Enforcement	65,179
4,023,235	4,106,183	4,675,498		Sub Total Police	4,558,647
2,225,689	2,286,421	2,463,925	261	Fire Department	2,390,284
6,248,924	6,392,604	7,139,423		Total Public Safety	6,948,931
				<b>Community Development</b>	
201,861	240,615	255,290	301		300,414
16,000	14,400	34,400	302	Coastal Implementation Grant	34,400
217,861	255,015	289,690		Total Community Development	334,814
				<b>Public Works</b>	
64,048	58,070	0	300	Administration	0
81,790	57,405	122,439	305	Admin/Engineering	120,469
340,683	424,596	430,696	306	Parks	426,619
3,877,081	768,417	0	313	CBNBWB Water Project IFA 2010	0
4,363,602	1,308,488	553,135		Total Public Works	547,088
18,689,862	13,434,300	11,029,508		<b>TOTAL GENERAL FUND</b>	<b>11,537,890</b>

## CITY COUNCIL

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### **Program Description**

The City Council is responsible for enacting city laws and formulating policy as required by the city charter. The Mayor and a six-member City Council form the governing body of the City.

The Mayor presides over the City Council and is elected for a two-year term; each City Councilor is elected for alternating four-year terms. The Mayor and City Councilors also serve as Council representatives on city boards, committees and commissions as well as other organizations in the community.

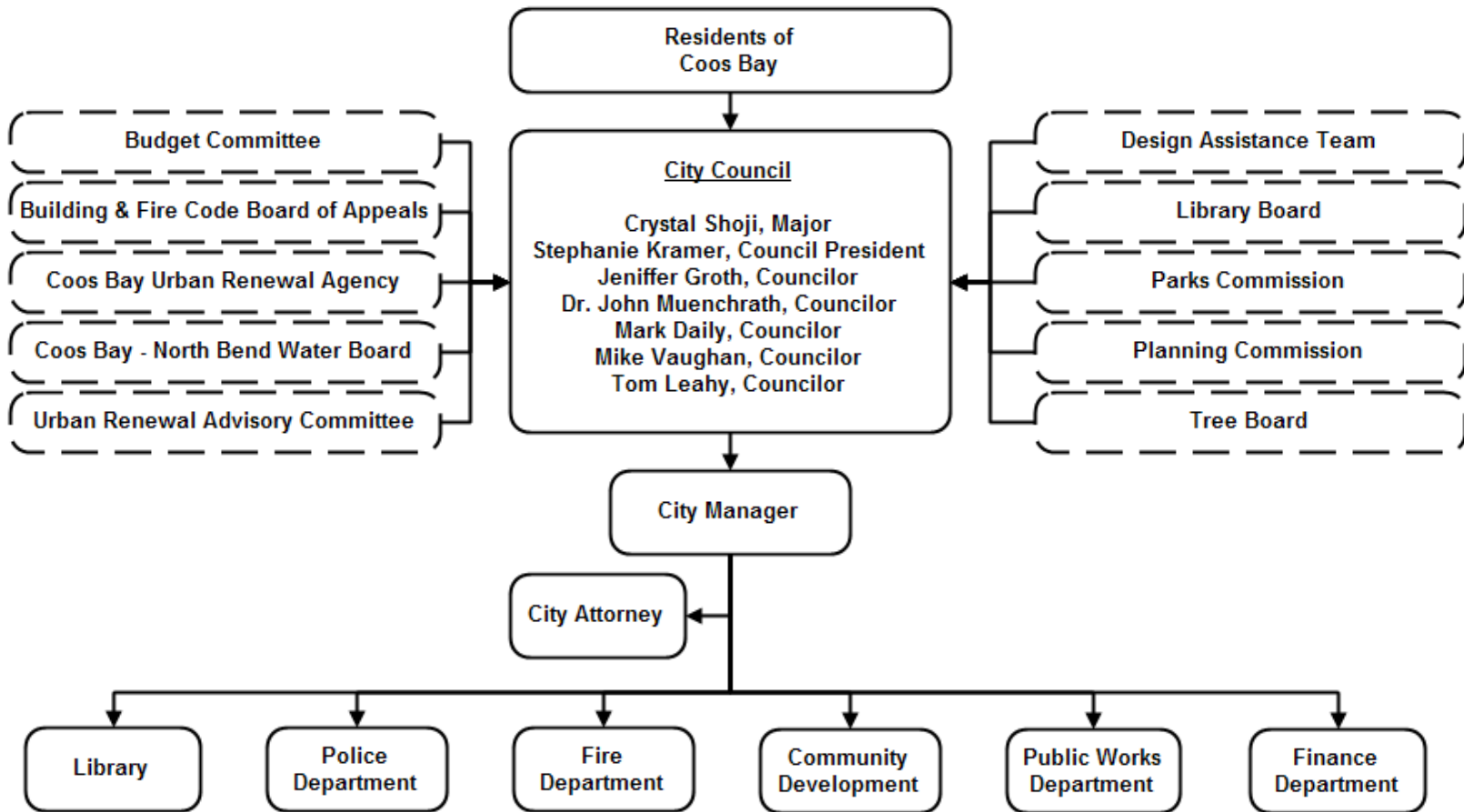
### **2014 - Goals**

It is the goal of the City Council to provide quality services and to create an environment that will expand economic opportunity in all forms through investment in and expansion of local businesses. This will enhance the quality of life for all local citizens, and the quality of the experience of all visitors who explore the cultural and scenic resources of the Bay Area.

In addition to the broad goals of providing quality services, making sound decisions, and supporting economic and cultural development, the City Council has adopted the following goals:

- **Infrastructure and Services:** To maintain and improve the City's physical infrastructure and provide quality services for current and future citizens.
- **Economic Development & City Revitalization:** To create a vibrant community for City citizens and entrepreneurs.
- **Finance:** To adopt and maintain a sustainable budget that reflects City priorities and realizes current economic conditions.
- **City Policies & Procedures:** To review and evaluate the City Charter, ordinances, and policies to provide for the current and future needs of the citizens.
- **Citizen Education & Involvement:** Educate, cultivate, and encourage public participation in City government, urban renewal, and disaster preparedness.

## City Council Organizational Chart



**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
City Council Department 100**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
4,615	7,484	8,000	520	2001 Meetings, Travel & Memberships	8,000
11,740	12,661	14,000	520	2002 Dues - LOC, OCZMA, OR MAYORS, LGPI, etc.	14,000
3,526	3,122	5,000	520	2105 Advertising	5,000
989	0	5,000	520	2109 Labor Negotiations	5,000
31,096	32,958	33,000	520	2113 Audit Fees	34,000
773	844	1,500	520	2122 Duplicating	1,500
278	468	2,000	520	2205 Office Supplies	2,000
146	183	300	520	2206 Postage	300
6,485	1,016	5,000	520	2421 Employee/Volunteer Recognition	5,000
10,000	10,300	2,800	520	2422 Economic Development	10,500
0	0	1,000	520	2423 Government Channel	1,000
69,648	69,037	77,600		<b>Total Materials and Services</b>	86,300
69,648	69,037	77,600		<b>TOTAL CITY COUNCIL</b>	86,300

## CITY MANAGER'S OFFICE

### Department Description

The City Manager's Office provides oversight and direction to ensure that all departments are responding to City Council goals, applying policy consistently, and identifying key issues that need Council direction. The department is also responsible for personnel administration, managing the annual budget, oversee the City's collective bargaining agreements, franchises, personnel policies, and provides staff support for the City Council.

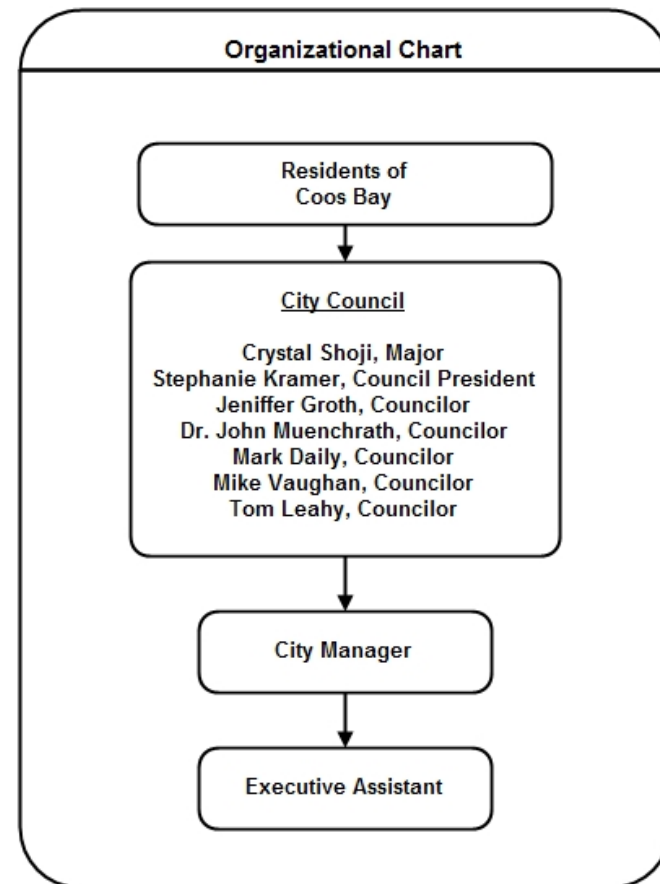
### 2014 Goals

- Work with the City Council and City staff to implement the Council adapted 2014 goals.
- Continue to improve dissemination of information to staff and citizens on the City's mission, services and events.
- Continue reevaluating local revenue sources and provide options to the council.
- Explore alternative service delivery options in an effort to achieve increased efficiencies.

### Budgeted Departmental Personnel Expenses

The City Manager and the Executive Assistant provides administrative related services to both general fund and non-general funded City programs and departments. Personnel related expenses listed within this departmental budget reflect 38% of the City Manager's and 49% of the Executive Assistant's salary and associated benefit / employment costs.

The allocation of personnel salaries charged to more than one department can be found on page 101 in this budget. FTE by allocation: .87 employees.



**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
City Manager Department 120**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
PERSONNEL SERVICES					
92,150	104,622	96,792	510	1001	Salaries 74,595
4,800	0	6,000	510	1001	Car Allowance 6,000
19,084	20,592	23,404	510	1003	P.E.R.S. 15,639
6,534	7,028	7,884	510	1004	Social Security 6,070
11,763	12,895	13,390	510	1005	Employee Insurance 10,924
0	0	278	510	1006	Unemployment 218
285	271	359	510	1007	Workers' Compensation 243
134,616	145,408	148,107	Total Personnel Services		113,689
MATERIALS AND SERVICES					
8,953	8,749	7,500	520	2001	Meetings, Travel & Memberships 7,500
1,945	3,614	5,000	520	2005	Training 4,500
3	3	0	520	2102	Telephone 0
1,437	850	1,400	520	2122	Duplicating 1,400
1,523	2,676	1,750	520	2205	Office Supplies 1,750
137	146	150	520	2206	Postage 150
13,998	16,039	15,800	Total Materials and Services		15,300
148,614	161,447	163,907	TOTAL CITY MANAGER		128,989

## URBAN RENEWAL ADMINISTRATION DEPARTMENT

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### **Program Description**

The City of Coos Bay has two separate urban renewal districts. The Downtown Plan was adopted in 1988 and includes the downtown core area and the industrial/commercial/recreational areas located along the bay. The Empire Plan was adopted in 1995 and includes the business district located on Newmark Avenue and the waterfront area along the bay. The purpose of the urban renewal plans is to enhance the livability, health, and welfare of the community which in turn strengthens the economy and future of the city.

Oregon Revised Statutes (ORS) Chapter 457 establishes and governs urban renewal districts. Administrative costs associated with implementation of urban renewal projects are an allowable expenditure of urban renewal funds. An intergovernmental agreement between the City and the Urban Renewal Agency was implemented in 1992 for the purpose of transferring funds to the City to pay administrative costs.

### **Administrative Services Provided**

- ◆ Professional contracts such as engineering, design, audit, and consulting services
- ◆ Promotion of business retention and recruitment plan
- ◆ Management of the façade improvement and business grant programs
- ◆ Management of improvement projects
- ◆ Provide staff to work for the Urban Renewal Agency

### **2014 Goals**

- Promote and assist in the revitalization of the Downtown and Empire Urban Renewal Districts in an effort to provide developmental opportunities for businesses and industry.
- Coordinate with our economic development partners in an effort to attract, retain, and promote expansion of local business opportunities.
- Continue funding and promotion for the façade improvement and business grant programs.
- Review and prioritize improvement and development projects list.

### **Budgeted Departmental Personnel Expenses**

Personnel related expenses listed within this departmental budget reflect 10% of City Manager's, 55% of Community Dev. Director's, 100% of Economic Dev. Assistant's, 10% of Executive Assistant's, 10% Finance Director's, 5% of Deputy Finance Director's, 5% of Finance Assistant's, 5% of Accounting Tech.'s, 5% of the Intermediate Accountant's, 10% of the City Attorney's, 10% of the PW Director's, 55% of Planner I, 5% of PW Contract Administrative Specialist, 10% of the Building Code Administrator's, 5% of the Engineering Services Coordinator's, 15% of the PW Operations Administrator's, and 2.5% of two (2) Planning / Code Specialist's salary and associated benefit / employment costs. The distribution of personnel salaries charged to more than one department can be found on page 101 in this budget. FTE by allocation: 3.20 Employees.



**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**City Manager Department**  
**Urban Renewal Administration Department 121**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
161,138	215,430	189,230	510 1001	Salaries	192,143
5	4	286	510 1002	Overtime	344
30,045	33,345	39,205	510 1003	P.E.R.S.	29,702
11,908	15,963	14,599	510 1004	Social Security	14,809
24,793	29,818	39,308	510 1005	Employee Insurance	35,927
1,385	1,045	4,764	510 1006	Unemployment	14,660
459	2,706	2,377	510 1007	Workers' Compensation	2,170
<u>229,732</u>	<u>298,312</u>	<u>289,769</u>		<b>Total Personnel Services</b>	<u>289,755</u>
				<b>MATERIALS AND SERVICES</b>	
2,479	3,249	4,750	520 2001	Meetings, Travel & Memberships	6,250
853	1,467	500	520 2003	Publications	1,000
20	18	30	520 2102	Telephone	30
3,240	4,850	5,000	520 2113	Audit	5,000
19,177	21,643	22,500	520 2120	Insurance	25,169
1,463	1,391	1,200	520 2122	Duplicating	1,200
550	29	300	520 2123	Printing	300
884	768	700	520 2205	Office Supplies	700
76	95	175	520 2206	Postage	175
5	5	200	520 2209	Document Recording	200
196	0	500	520 2216	Small Equipment	500
0	4,497	0	520 2235	Office Furniture	0
<u>28,942</u>	<u>38,013</u>	<u>35,855</u>		<b>Total Materials and Services</b>	<u>40,524</u>
<u>258,674</u>	<u>336,325</u>	<u>325,624</u>		<b>TOTAL URBAN RENEWAL ADMIN</b>	<u>330,279</u>
<u>407,289</u>	<u>497,772</u>	<u>489,530</u>		<b>TOTAL ALL URA &amp; CITY MANAGER</b>	<u>459,267</u>

## FINANCE DEPARTMENT

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### **Program Description**

The Finance Department provides financial, recorder, risk management, and personnel support services for the entire City organization. These activities are guided by State and Federal statutes, generally accepted accounting principles, and local ordinances and policies.

Financial services include budgeting, general ledger accounting, cash receipting, payroll, accounts payable, improvement districts, fixed asset management, and property/liability insurance. Recorder services include Council and budget minutes, public hearing notices, elections, ballots, and liens. Personnel support services include payroll and leave benefits, health insurance, workers' compensation, compliance with labor contract provisions, and ongoing labor relations support.

Support is provided to all of the City departments for reporting aspects of revenues, expenditures, and grant management. The Finance Department works closely with the Public Works and Development Department to track capital projects, improvement districts, engineering and architectural contracts, management plans, development of Requests of Proposals and Qualifications, and various special projects.

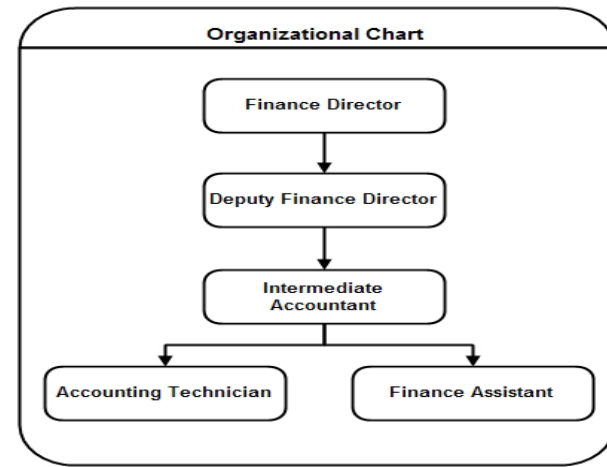
### **City Goal: Finance**

- Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.

- Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

### **Budgeted Departmental Personnel Expenses**

Finance Department staff provides payroll, accounts payable, accounts receivable and additional accounting services to both general funded and non-general funded City programs and departments. Personnel related expenses listed within this departmental budget reflect 27% of the Executive Assistant's, 20% of the Finance Director's, 32% of the Deputy Finance Director's, 38% of the Finance Assistance's, 37% of the Accounting Tech's and 13% of the Intermediate Accountant's salary and associated benefit / employment costs. The allocation of personnel salaries charged to more than one department or fund can be found on page 101 in this budget. FTE by allocation: 1.67 employees.



**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Finance Department 130**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
110,840	127,537	131,229	510 1001	Salaries	99,897
34	32	1,202	510 1002	Overtime	466
18,818	23,651	27,313	510 1003	P.E.R.S.	16,314
7,959	9,382	10,133	510 1004	Social Security	7,696
19,701	25,596	23,695	510 1005	Employee Insurance	18,666
6,232	4,134	9,049	510 1006	Unemployment	9,088
292	294	419	510 1007	Workers' Compensation	334
<u>163,876</u>	<u>190,627</u>	<u>203,040</u>		<b>Total Personnel Services</b>	<u>152,461</u>
				<b>MATERIALS AND SERVICES</b>	
2,976	2,792	3,000	520 2001	Meetings, Travel & Memberships	3,000
5,291	6,423	5,500	520 2005	Training	4,950
12	12	0	520 2102	Telephone	0
28,715	20,131	27,000	520 2108	Contractual	27,000
572	513	1,000	520 2122	Duplicating	1,000
1,409	1,245	2,200	520 2123	Printing	2,200
1,029	1,042	1,000	520 2205	Office Supplies	1,000
2,160	2,148	2,700	520 2206	Postage	2,700
5	143	500	520 2209	Document Recording	500
1,368	1,507	1,600	520 2224	Data Processing Supplies	1,600
<u>43,536</u>	<u>35,957</u>	<u>44,500</u>		<b>Total Materials and Services</b>	<u>43,950</u>
<u>207,412</u>	<u>226,584</u>	<u>247,540</u>		<b>TOTAL FINANCE DEPARTMENT</b>	<u>196,411</u>

## CITY ATTORNEY

### Program Description

The City Attorney is the legal advisor, attorney and counsel to the City Council and City Manager, city staff, boards and commissions in matters relating to their official duties, and represents the City in legal proceedings in which it may have an interest. The City Attorney attends the City Council meetings and as requested, attends advisory committee and commission meetings; provides specialized counsel in specific areas such as planning, zoning, and personnel; attends litigation and legal proceedings to which the city is a party; and provides legal counsel for labor negotiations with the City's three labor unions.

The City Attorney maintains office hours at city hall on Tuesday afternoons. The City attorney's hours are budgeted for 15 hours per week. The City Attorney has a key role in labor relations issues. The special counsel line exists to be used if needed to pay for extra hours worked on special, unforeseen matters requiring the attorney's services that fall outside the 15 hours per week work, or special counsel such as bond counsel.

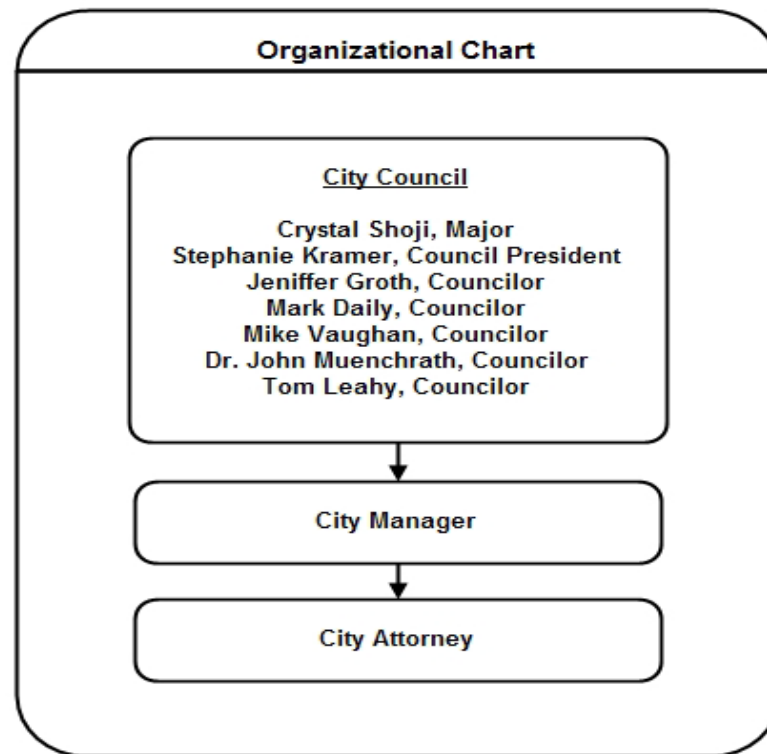
### 2014 Goals

- Continue to review and revise ordinances for compliance with changes in state law, i.e. wastewater and land development ordinances.
- Provide legal analysis and opinions to staff, City Council, and the Urban Renewal Agency on an ongoing basis.

### Budgeted Departmental Personnel Expenses

Personnel related expenses listed within this departmental budget reflect 34% of the City Attorney's salary and associated benefit / employment costs. The distribution of personnel salaries charged to more than one department can be found on page 101 in this budget.

FTE by allocation: .34 Employee



**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
City Attorney Department 140**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
37,248	38,256	39,022	510 1001	Salaries	26,537
7,347	7,546	8,863	510 1003	P.E.R.S.	5,231
2,742	2,801	2,986	510 1004	Social Security	2,030
7,366	8,130	8,742	510 1005	Employee Insurance	6,293
0	0	125	510 1006	Unemployment	85
94	84	121	510 1007	Worker's Compensation	86
<u>54,797</u>	<u>56,817</u>	<u>59,859</u>		<b>Total Personnel Services</b>	<u>40,262</u>
				<b>MATERIALS AND SERVICES</b>	
445	1,080	600	520 2001	Meetings, Travel & Memberships	600
820	275	300	520 2003	Publications	300
0	10,679	15,200	520 2114	Special Counsel	15,200
0	0	100	520 2205	Office Supplies	100
<u>1,265</u>	<u>12,034</u>	<u>16,200</u>		<b>Total Materials and Services</b>	<u>16,200</u>
<u>56,063</u>	<u>68,851</u>	<u>76,059</u>		<b>TOTAL CITY ATTORNEY</b>	<u>56,462</u>

## CITY HALL

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### **Program Description**

The City Hall budget includes expenses for the operations and maintenance of the city hall building and contractual custodian services. Materials and services cover utility costs such as electricity, water, cable services, and phone expenses.

All expenses for building maintenance and any physical modifications for better operations are included here as well as the custodial supplies and equipment. This also includes the cost of landscape maintenance; however, the expense for Parks division staff to patrol and police the grounds is within the Parks budget.

**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
City Hall Department 170**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
52,274	55,893	44,000	520 2101	Utilities	53,000
3,576	3,677	4,970	520 2102	Telephone	5,000
28,040	28,720	29,000	520 2108	Contractual	29,000
2,916	2,483	3,000	520 2225	Janitorial Supplies	3,000
11,105	9,990	5,000	520 2235	Office Furniture	0
20,241	39,020	20,000	520 2309	Building & Grounds Maintenance	20,000
118,151	139,784	105,970		<b>Total Materials and Services</b>	110,000
<b>118,151</b>	<b>139,784</b>	<b>105,970</b>		<b>TOTAL CITY HALL</b>	<b>110,000</b>

## COMMUNITY CONTRIBUTIONS

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### **Program Description**

The Community Contributions Department sets aside expenditures approved by Council to support various community groups. Over the past ten years the amount provided to community groups has averaged 32% of the total State Revenue Sharing funds received from the State of Oregon.

The highest percentage allocated to the community groups was \$64,240 in FYE 11, 54% of the total revenue received. The lowest amount allocated was \$17,500 in FYE 05, 19.56% of the total revenue received.

As such, there is not a set amount required by resolution or any governing authority (other than the contractual obligation to the Boys and Girls Club for \$10,000) to be provided to community groups. The amount budgeted this fiscal year is 19.6% of the anticipated revenue.



**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Community Contributions Department 180**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
10,000	10,000	12,500	520 2416	SWOYA Boys and Girls Club (contract)	10,000
8,500	9,000	0	520 2418	T.H.E. House (Temporary Help in Emergency)	3,577
4,000	4,000	3,900	520 2419	Coos County Retired & Senior Vol. Program (RSVP)	1,744
6,000	6,000	4,940	520 2420	Coos County Area Transit Service District (CCAT)	2,683
3,076	3,300	3,380	520 2421	Women's Safety and Resource Center	2,200
1,924	3,000	0	520 2422	Neighbor to Neighbor Comm Dispute Resolution Ctr	0
5,000	5,000	4,940	520 2424	Bob Belloni Ranch, Inc.	2,236
1,500	1,600	1,300	520 2425	Mental Health Association of SW OR	1,073
5,000	5,000	0	520 2427	Coos Bay Public Schools Maslow Project	2,146
0	500	0	520 2429	Bay Area First Step	224
2,000	2,000	0	520 2430	Southwestern Oregon Veterans Outreach (SOVO)	0
1,000	900	780	520 2431	Oregon Coast Community Action (CASA)	1,117
0	5,000	0	520 2433	Star of Hope Activity Center, Inc.	0
0	0	3,900	520 2434	South Coast Veterans Association Network (SCVAN)	0
48,000	55,300	35,640		<b>Total Materials and Services</b>	27,000
48,000	55,300	35,640		<b>TOTAL COMMUNITY CONTRIBUTIONS</b>	27,000

**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Community Contributions Department 180 Worksheet**

**Notation 1:**

State Revenue Sharing: Over the past ten years the community contributions have averaged 32% of the total funds received from the state for re The highest percentage was in FYE 11 at 54% (\$64,240), the lowest was in FYE 05 at 19% (\$17,500), and FYE 15 is proposed at 19.56% (27,000) due to budget constraints. Funds to be provided conditionally upon the organizations continued existence.

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14
0	500	0
10,000	10,000	12,500
5,000	5,000	4,940
6,000	6,000	4,940
5,000	5,000	0
4,000	4,000	3,900
1,500	1,600	1,300
1,924	3,000	0
1,000	900	780
0	0	3,900
2,000	2,000	0
0	5,000	0
8,500	9,000	0
3,076	3,300	3,380
48,000	55,300	35,640

Grants requests received from	Requests
Bay Area First Step	500
Boys and Girls Club	10,000
Bob Belloni Ranch, Inc.	5,000
Coos County Area Transit Service District (CCAT)	6,000
Coos Bay Public Schools Maslow Project	4,800
Coos County Retired & Senior Vol. Program (RSVP)	3,900
Mental Health Association of SW OR	2,400
Neighbor to Neighbor Comm Dispute Resolution Ctr	0
Oregon Coast Community Action (CASA)	2,500
South Coast Veterans Association Network (SCVAN)	0
Southwestern Oregon Veterans Outreach (SOVO)	0
Star of Hope Activity Center, Inc.	0
T.H.E. House (Temporary Help in Emergency)	8,000
Women's Safety and Resource Center	4,920
Total	48,020

## NON DEPARTMENTAL

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### **Program Description**

The Non Departmental budget accounts for the expenditures to provide centralized services to all of the General Fund departments. The Personnel Services expenses are those of the mechanics providing vehicle maintenance service to the vehicles utilized by personnel funded through the General Fund.

The Materials and Services line items provide for the common expenses to the General Fund departments such as the internet, property/general/auto liability insurance, printing, duplicating, postage, bad debt expense, VISA merchant fees, banking fees, tax payments for special districts located within the city limits, appropriation authority for refunds, etc.

Separating the common expenses to all of the General Fund departments into an internal service fund provides the ability, over time, to observe cost trends to better manage and evaluate management activity. It also enhances the ability to distribute costs equitably among the various funds.

The Non Departmental department also helps staff achieve the following City Goals:

### **City Goal: Finance**

- Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.

- Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

### **Activities Aimed at Achieving Goal Priorities:**

- Provide financial statements to keep the Council actively involved in monitoring fiscal health of the City.
- Maintain financial rating.
- Comply with general accepted accounting principles.

### **Budgeted Departmental Personnel Expenses**

Personnel related expenses listed within this departmental budget reflect 22% of the full-time Mechanic's and 72% of the part-time (.5 FTE) Mechanic's salary and associated benefit / employment costs. The distribution of personnel salaries charged to more than one department can be found on page 101 in this budget.

FTE by allocation: .94 employee

**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Non Departmental Department 190**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
42,664	44,428	45,607	510 1001	Salaries	43,879
603	248	2,281	510 1002	Overtime	2,195
6,241	6,527	7,429	510 1003	P.E.R.S.	6,204
3,204	3,344	3,664	510 1004	Social Security	3,525
5,577	6,597	7,030	510 1005	Employee Insurance	11,772
0	0	220	510 1006	Unemployment	2,380
1,265	1,170	1,689	510 1007	Workers' Compensation	1,301
15	15	16	510 1008	City Council Volunteer W/Compensation	16
<u>59,569</u>	<u>62,329</u>	<u>67,936</u>		<b>Total Personnel Services</b>	<u>71,272</u>
				<b>MATERIALS AND SERVICES</b>	
13,157	13,788	15,000	520 2004	Permits, License, & Fees	15,000
0	0	20,000	520 2112	Storm/flood Damage Repairs	20,000
18,971	16,769	17,000	520 2116	Internet Costs	17,000
76,785	131,130	128,600	520 2120	Property/Liability/Auto Insurance	154,591
2,500	210	1,000	520 2121	Insurance Deductible	1,000
1,708	2,670	2,830	520 2122	Duplicating/Printing	2,800
2,092	2,232	2,095	520 2302	Postage/Machine Rental	2,250
982	2,009	7,500	520 2320	Library Building Maintenance	3,500
608	95	600	520 2412	Health & Safety (OSHA)	600
35,630	0	0	520 2413	Health Promotions Comm/CIS	0
1,228	0	1,500	520 2500	Bad Debts Expense	1,500
<u>153,660</u>	<u>168,904</u>	<u>196,125</u>		<b>Total Materials and Services</b>	<u>218,241</u>
				<b>CAPITAL OUTLAY</b>	
106,493	32,130	0	530 3005	Library Fire	0
<u>106,493</u>	<u>32,130</u>	<u>0</u>		<b>Total CAPITAL OUTLAY</b>	<u>0</u>
				<b>TOTAL NON-DEPARTMENTAL</b>	
<u>319,722</u>	<u>263,363</u>	<u>264,061</u>			<u>289,513</u>

## OTHER FINANCING USES AND OTHER EXPENDITURES DEPARTMENT

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### **Program Description**

The Other Financing Uses and Other Expenditures Department is the mechanism to transfer funds from or through the General Fund to other funds. The Revenue Bond Fund transfer is the debt service payment from the General Fund to the Urban Renewal Agency.

The Debt Service section provides the accounting for the du jour financing (loan to the URA) to convert tax increment revenue into spendable construction funds. This loan is repaid within a few days.

The Contingency line item is set aside to fund Council approved, unknown expenditures of the current fiscal year. The intention is to carry as much of this amount over to the next fiscal year as possible. The Unappropriated Ending Fund Balance cannot be appropriated during the current fiscal year pursuant to Oregon Revised Statutes and are funds set aside to fund the General Fund departments the first part of the fiscal year until the tax payments are received in November.

The activities of this department meet the generally accepted accounting principles of centralizing and accounting for risk financing activities through the General Fund.

This budget helps staff achieve the following City Goals:

### **City Goal: Finance**

- Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.
- Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

### **Activities Aimed at Achieving Goal Priorities:**

- Provide financial statements to keep the Council actively involved in monitoring fiscal health of the City.
- Long range revenue and expenditure forecasting.
- Maintain solvency, liquidity, and leverage measures.
- Develop reserve and investment policy.
- Maintain financial rating.

**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Other Financing Uses and Other Expenditures Department 195**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>TRANSFERS</b>	
175,000	188,972	41,342	550	5000 Gas Tax Fund	0
127,696	148,503	171,474	550	5005 Hotel/Motel Fund	0
298,808	0	0	550	5012 Wastewater Fund	0
64,298	0	0	550	5017 Building Codes Fund	0
155,000	99,207	88,843	550	5021 Rainy Day Fund	0
101,000	76,839	0	550	5023 General Obligation Redemption Bond Fund	0
0	66,000	65,400	550	5026 Revenue Bond Fund CH Seismic Payment	64,800
600,000	0	25,000	550	5035 Major Capital Reserve Fund	0
<u>1,521,802</u>	<u>579,521</u>	<u>392,059</u>		<b>Total Transfers Out</b>	<u>64,800</u>
				<b>SPECIAL PAYMENTS</b>	
0	118,094	58,506	555	1001 Jurisdictional Exchange Special Payments FYE 14	0
<u>0</u>	<u>118,094</u>	<u>58,506</u>		<b>Total Special Payments</b>	<u>0</u>
				<b>DEBT SERVICE</b>	
728,083	380,137	350,180	560	6003 URA Du Jour Financing (Loan-Empire)	223,963
829,581	355,834	56,446	560	6003 URA Du Jour Financing (Loan-Downtown)	84,336
<u>1,557,664</u>	<u>735,971</u>	<u>406,626</u>			<u>308,299</u>
				<b>CONTINGENCY</b>	
0	0	400,000	560	6001 Contingency	600,000
3,553,724	2,723,917	493,669	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	1,509,004
<u>6,633,190</u>	<u>4,157,504</u>	<u>1,750,860</u>		<b>TOTAL OTHER FINANCING USES</b>	<u>2,482,103</u>
<u>7,859,475</u>	<u>5,478,193</u>	<u>3,047,260</u>		<b>TOTAL GENERAL GOVERNMENT</b>	<u>3,707,057</u>

## POLICE DEPARTMENT

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### Department Mission Statement

The Mission of the Coos Bay Police Department is to efficiently provide quality law enforcement services to our community by promoting a safe environment through a police-citizen partnership with an emphasis on mutual trust, integrity, fairness and professionalism.

### Police Public Safety Program Description

The Department is comprised of the Administrative, Operations, Communications and Support Services. Within the budget, expenses relating to the Administrative, Operations, and Support Services are combined under "Police Division 240." Public Safety Communications related expenses can be found in the "Police Communications Division 242" and "9-1-1 Tax Fund 10, Department 380" budget pages.

Police Administration provides leadership to Police Department personnel as it relates to the enforcement of Federal and State laws as well as City Municipal Codes.

Police Operations delivers direct law enforcement and investigative services to the community. Police officers handle over twenty thousand calls for law enforcement services each year. Nearly five thousand of those calls for service require investigation, documentation, (written reports), referral and/or follow up action each year. In addition to their patrol and investigations, officers serve as active members on a number of interagency teams: South Coast Interagency Narcotics Team; Traffic Crash Investigation Team; Major Crime and Incident Team; Sexual Assault Response Team; Emergency Response Team (SWAT); Adult Multi-Disciplinary Team; Child Advocacy Multi-Disciplinary Team; and Southern Oregon Financial Fraud and Security Team (SOFFAST).

The Department's Emergency Communications Center receive dispatch and/or route all incoming calls for medical, fire, and police service within the cities of Coos Bay and Coquille and at the Coquille Tribal Housing service areas.

Annually they process more than 33,000 calls for public safety services.

Support Services is responsible for most non-operational, record related activities that allow the Coos Bay Police Department to provide law enforcement services to the community.

### 2014 Goals

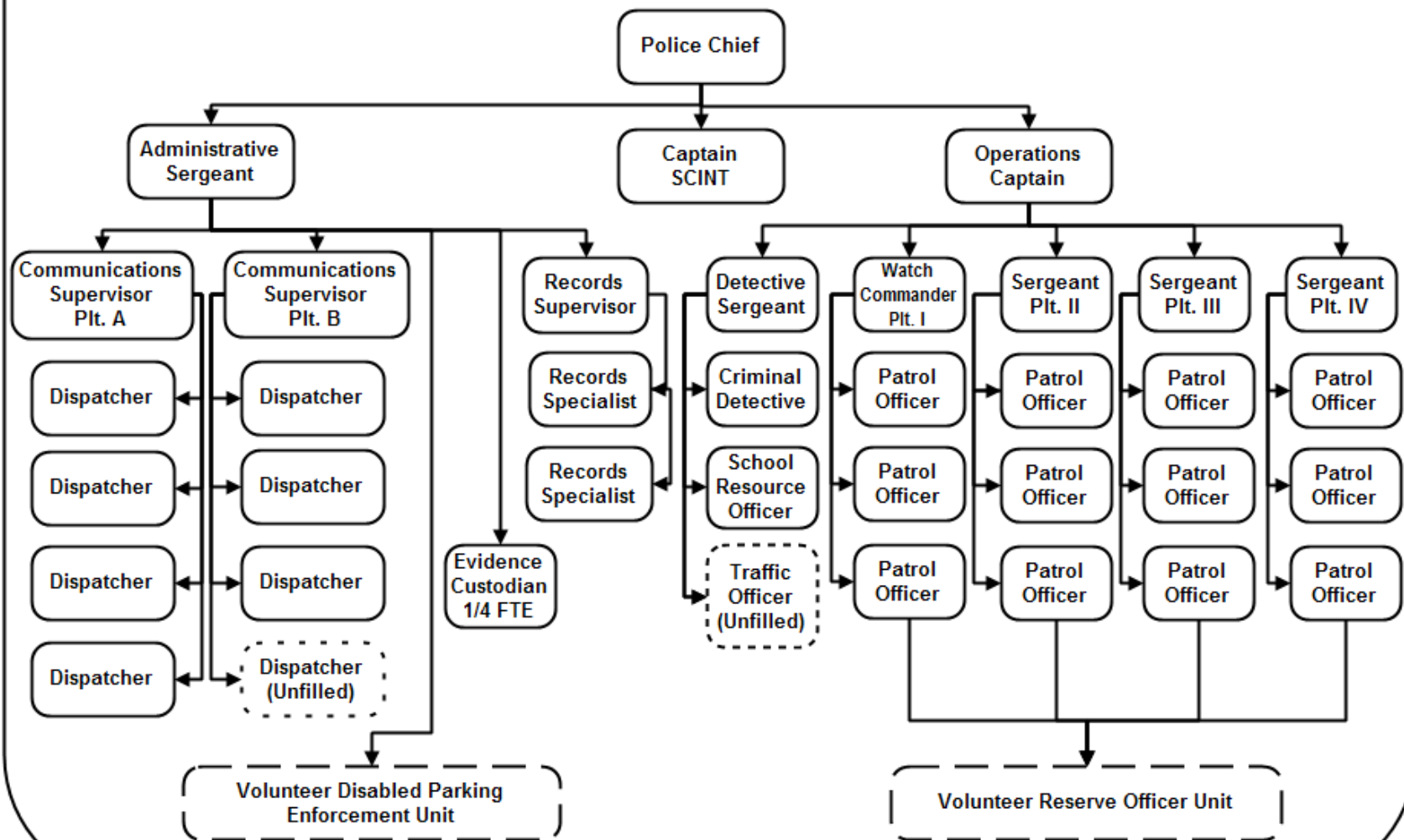
This budget was prepared in line with the following current goals of the City Council.

- Maintain Police Department staffing levels to adequately provide core services to the citizens. (Currently, the Police Department has two unfilled positions due to current budget constraints)
- Ensure that Coos Bay Police Department personnel are provided with the most efficient equipment and quality training that is available.
- Continue on-going neighborhood/business based partnerships in an effort to create a safe and peaceable city in which to live, work, and visit.
- Continue to explore shared service options to increase efficiency as well as cost savings measures with all stake holders.

### Budgeted Departmental Personnel Expenses

Personnel related expenses for the City's Police Officers (all ranks), Records Specialists, and part-time Evidence Custodian are combined in the "Police Division 240" budget which reflect 100% of the salary and associated benefit / employment costs for those positions. The "Police Communications Division 242" budget reflects the salary and associated benefit / employment costs for eight (8) of the ten (10) dispatch positions. The employment costs for the remaining two (2) dispatch positions can be found in the "9-1-1 Tax Fund 10, Department 380" budget on page 101. FTE by allocation: 28.15 employees; Police Communications 8.00 employees; and 9-1-1 2.00 employees.

## Coos Bay Police Department Organizational Chart





**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Police Administration Department 240**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
1,916,792	1,917,709	2,042,777	510 1001	Salaries	2,051,901
196,636	230,674	236,478	510 1002	Overtime	240,392
392,405	399,879	481,861	510 1003	P.E.R.S.	417,685
157,437	159,080	174,031	510 1004	Social Security	175,702
347,867	378,036	417,954	510 1005	Employee Insurance	437,001
0	0	32,350	510 1006	Unemployment	32,350
55,671	57,081	83,141	510 1007	Worker's Compensation	70,500
1,240	824	2,106	510 1008	Volunteer Worker's Compensation	1,872
3,068,049	3,143,283	3,470,698		<b>Total Personnel Services</b>	3,427,403
				<b>MATERIALS AND SERVICES</b>	
3,231	3,005	3,500	520 2001	Meetings, Travel & Memberships	3,500
34,052	26,284	33,000	520 2005	Training	30,000
11,872	13,003	17,000	520 2102	Telephone	17,000
1,204	2,988	3,000	520 2106	Recruitment Expense	3,000
1,356	962	5,500	520 2107	Police Reserves	5,500
5,629	2,709	13,500	520 2108	Contractual	10,000
1,399	940	1,500	520 2109	Health Screenings	1,500
7,883	2,822	3,750	520 2122	Duplicating	3,750
4,259	4,232	5,000	520 2123	Printing	5,000
520	587	2,100	520 2201	Uniform Allowance	2,100
6,482	12,708	12,050	520 2202	New Uniforms	12,050
5,751	6,225	6,000	520 2205	Office Supplies	6,000
3,742	4,272	5,000	520 2206	Postage	5,000
10,637	12,149	13,750	520 2209	Ammunition and Supplies	13,750
3,671	4,090	7,000	520 2212	Dog Care	7,000
10,380	9,316	12,600	520 2213	Safety Supplies	10,000
2,193	2,604	4,000	520 2217	Evidence Materials	4,000
77,816	73,709	80,850	520 2228	Petroleum Products	80,850
6,873	5,540	7,500	520 2303	Equipment Repairs	7,500
0	12,235	12,000	520 2304	Equipment Maintenances Contracts	12,000
22,937	26,616	30,000	520 2308	Automotive Parts	36,000
617	449	1,000	520 2406	Special Investigations	1,000
250	600	1,500	520 2407	Reimbursables	1,500
0	1,636	2,500	520 2409	Crime Prevention Materials	1,500
9,405	7,280	35,538	520 2440	DUII Impact Activities - Assigned	7,447
1,681	750	3,000	520 2441	Bulletproof Grant	2,177
12,504	3,500	15,000	520 2442	Canine - Assigned	15,000
0	0	3,500	520 2443	Range - Assigned	4,000
246,345	241,210	340,638		<b>Total Materials and Services</b>	308,124
<b>3,314,394</b>	<b>3,384,493</b>	<b>3,811,336</b>		<b>TOTAL POLICE OPERATIONS</b>	<b>3,735,527</b>

**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Police Communications Department 242**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
.....	.....	.....	.....		.....
				<b>PERSONNEL SERVICES</b>	
431,173	429,916	463,793	510 1001	Salaries	453,343
13,138	10,068	37,104	510 1002	Overtime	36,268
76,895	77,766	102,198	510 1003	P.E.R.S.	84,356
32,820	32,429	38,324	510 1004	Social Security	37,461
97,991	106,739	121,743	510 1005	Employee Insurance	123,215
2,287	0	6,324	510 1006	Unemployment	6,750
1,133	1,476	1,570	510 1007	Worker's Compensation	1,548
<u>655,437</u>	<u>658,394</u>	<u>771,056</u>		<b>Total Personnel Services</b>	<u>742,941</u>
				<b>MATERIALS AND SERVICES</b>	
240	428	500	520 2001	Meetings, Travel & Memberships	500
1,978	5,258	5,000	520 2005	Training	4,500
6,090	6,290	6,500	520 2104	CADS/RMS	6,500
1,897	1,414	2,500	520 2303	Equipment Repairs	2,500
623	628	2,500	520 2410	Chaplain/Volunteer Program	1,000
<u>10,828</u>	<u>14,018</u>	<u>17,000</u>		<b>Total Materials and Services</b>	<u>15,000</u>
<u>666,266</u>	<u>672,412</u>	<u>788,056</u>		<b>TOTAL POLICE COMMUNICATIONS</b>	<u>757,941</u>

**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Codes Enforcement Department 243**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
27,381	30,689	31,260	510 1001	Salaries	31,888
5,378	6,027	7,099	510 1003	P.E.R.S.	6,286
2,058	2,302	2,391	510 1004	Social Security	2,439
6,843	8,101	8,663	510 1005	Employee Insurance	9,148
0	0	163	510 1006	Unemployment	163
21	452	580	510 1007	Worker's Compensation	505
41,681	47,572	50,156		<b>Total Personnel Services</b>	50,429
				<b>MATERIALS AND SERVICES</b>	
60	60	250	520 2001	Meetings, Travel & Memberships	100
458	325	500	520 2005	Training	450
377	1,121	10,000	520 2108	Nuisance Abatement	10,000
0	0	15,000	520 2109	Hearings Officer	4,000
0	200	200	520 2201	Uniforms	200
895	1,706	25,950		<b>Total Materials and Services</b>	14,750
42,576	49,278	76,106		<b>TOTAL CODES ENFORCEMENT</b>	65,179
4,023,235	4,106,183	4,675,498		<b>TOTAL POLICE DEPARTMENT</b>	4,558,647

## FIRE DEPARTMENT

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### **Department Mission Statement**

The mission of the Coos Bay Fire Department is to actively promote, deliver, and preserve a feeling of security, safety, and a quality level of service to the citizens of our community.

### **Program Description**

Services provided by the Fire Department include fire/rescue, emergency medical, fire/safety prevention, and public fire education, training, and emergency readiness. The staffing of the department consists of the Fire Chief, three shift Battalion Chiefs, three Lieutenants, and nine Firefighter/Engineers all assisted by Volunteer and Cadet Firefighters.

The Chief and Battalion Chiefs provide support, direction, control, coordination, and evaluation of the department and personnel. Lieutenants and Firefighters/Engineers provide emergency services in the areas of hazardous materials, fire, emergency medical, and various rescue practices. All firefighters are trained to both Oregon OSHA and Department of Public Safety Standards & Training certification levels. Cadet Firefighters are students enrolled in the fire science or paramedic program at Southwestern Oregon Community College preparing for a fire service career.

The department performs a number of routine functions including testing and/or maintenance of apparatus, hydrants, hose, fire safety inspections, buildings and equipment; training in routine and emergency operations, and provision of safety equipment and materials. A number of community based education and enhancement programs are conducted by the

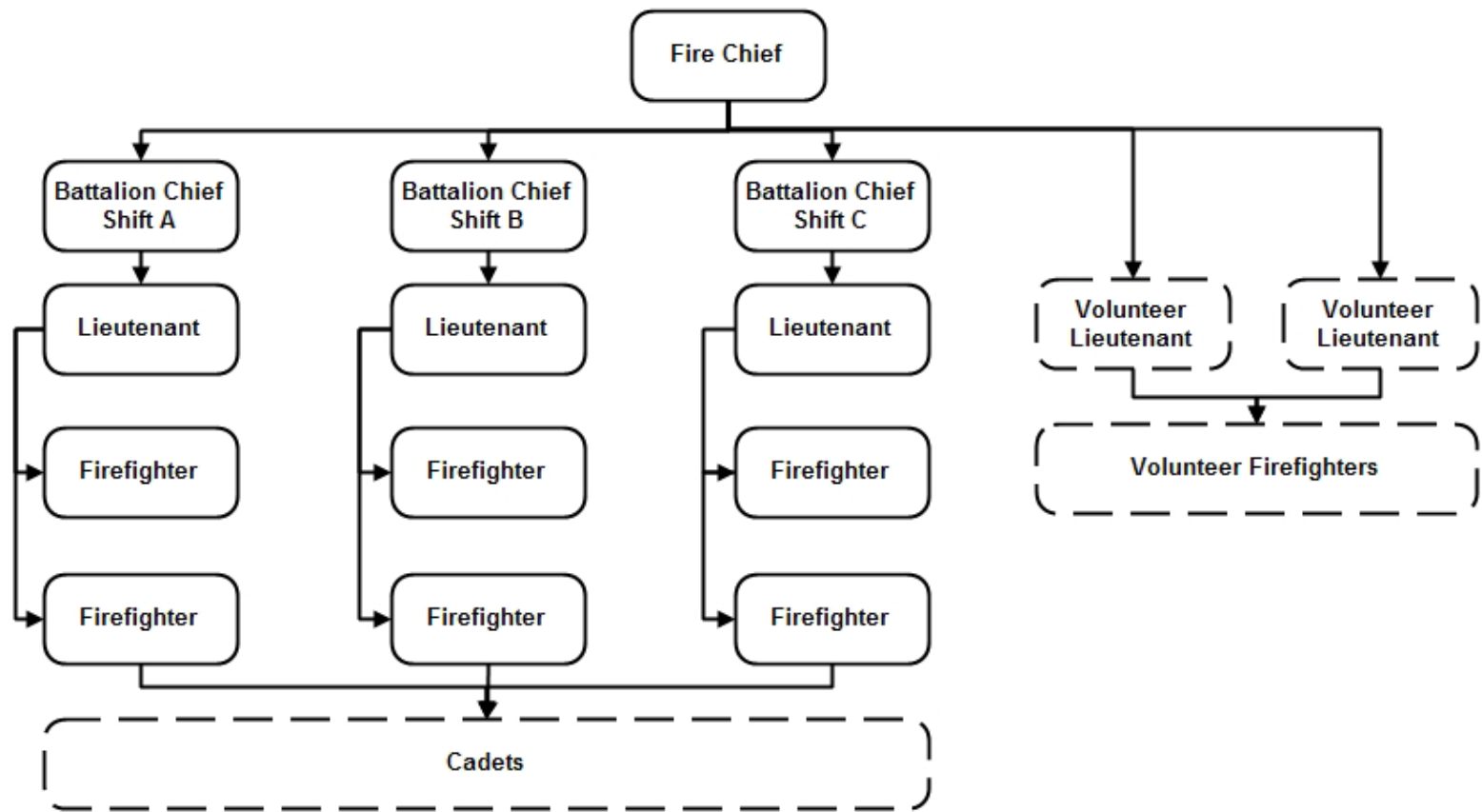
department including a community based fire prevention program, a juvenile fire setter program, a regional chaplain program, school based fire/safety programs, and is responsible for citywide safety program administration.

### **2014 Goals**

1. Maintain current staffing levels to adequately provide core services to the citizens.
2. Pursue additional grant funding for equipment and training.
3. Present public classes on the City's emergency response and preparedness plan.
4. Update and maintain the City's emergency response and preparedness plan.

FTE by allocation: 16.00 employees

## Coos Bay Fire Department Organizational Chart



**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Fire Department 261**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
1,269,311	1,300,222	1,319,204	510 1001	Salaries	1,301,956
102,683	97,579	90,000	510 1002	Overtime	90,000
262,941	262,278	309,903	510 1003	P.E.R.S.	261,224
103,470	104,640	107,812	510 1004	Social Security	106,494
199,440	223,799	269,796	510 1005	Employee Insurance	289,655
0	0	12,400	510 1006	Unemployment	12,400
38,147	34,687	52,256	510 1007	Workers' Compensation	41,546
5,563	9,216	17,264	510 1008	Volunteer Workers' Compensation	15,309
167	156	600	510 1010	ORS 243 Vol FF Life Insurance	600
<u>1,981,723</u>	<u>2,032,577</u>	<u>2,179,235</u>		<b>Total Personnel Services</b>	<u>2,119,184</u>
				<b>MATERIALS AND SERVICES</b>	
1,670	1,648	4,100	520 2001	Meetings, Travel & Memberships	3,000
13,843	11,495	15,000	520 2005	Training	13,500
24,424	24,504	22,000	520 2101	Utilities	23,100
7,246	5,519	9,000	520 2102	Telephone	7,000
0	888	1,000	520 2106	Recruitment Expense	1,000
3,079	3	3,000	520 2108	Contractual	3,000
41,000	41,000	41,000	520 2109	Contractual-Volunteers	41,000
1,842	993	3,000	520 2122	Duplicating	2,000
2,648	868	2,000	520 2123	Printing	2,000
6,619	9,830	9,300	520 2202	New Uniforms	9,000
13,994	11,807	17,000	520 2203	Fuel Oil	12,000
2,459	2,868	3,000	520 2205	Office Supplies	3,000
390	437	500	520 2206	Postage	500
3,169	3,799	5,000	520 2207	Special Department Supplies	3,700
17,946	19,548	23,790	520 2213	Personal Safety Equipment	23,000
1,575	4,637	5,000	520 2218	Emergency Medical Supplies	6,000
3,245	4,398	4,500	520 2221	Fire Prevention Materials	4,500
834	4,804	4,000	520 2223	Health Screenings	3,500
4,178	4,282	4,500	520 2225	Janitorial Supplies	4,500
4,531	3,465	5,500	520 2228	Petroleum Products	4,500
16,037	17,943	18,000	520 2230	Diesel Motor Fuel	19,000
18,640	27,139	22,000	520 2303	Equipment Repair/Replacement	20,000
1,179	0	1,500	520 2306	Ladder Testing	1,500
15,640	18,024	24,000	520 2308	Automotive Parts	21,000

**City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
Fire Department 261**

**Fire Department 261 (Continued)**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
15,279	29,432	19,500	520	2309 Building & Plant Maintenance	22,300
4,345	102	1,000	520	2310 Memorial Bricks	1,000
9,595	1,117	10,000	520	2311 Fire Grant	10,000
8,559	3,295	6,500	520	2315 Fire Hydrant Maintenance	6,500
243,966	253,844	284,690		<b>Total Materials and Services</b>	271,100
<b>2,225,689</b>	<b>2,286,421</b>	<b>2,463,925</b>		<b>TOTAL FIRE DEPARTMENT</b>	<b>2,390,284</b>
<b>6,248,924</b>	<b>6,392,604</b>	<b>7,139,423</b>		<b>TOTAL PUBLIC SAFETY</b>	<b>6,948,931</b>

**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Public Works and Development Administration Department 300**  
**Merged with PW Engineering FYE 14**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
27,914	27,904	0	510 1001	Salaries	0
1	0	0	510 1002	Overtime	0
4,086	4,126	0	510 1003	P.E.R.S.	0
2,055	2,048	0	510 1004	Social Security	0
4,962	4,995	0	510 1005	Employee Insurance	0
0	253	0	510 1006	Unemployment	0
37	300	0	510 1007	Workers' Compensation	0
3	4	0	510 1008	Volunteer Worker's Compensation	0
<u>39,058</u>	<u>39,630</u>	<u>0</u>		<b>Total Personnel Services</b>	<u>0</u>
				<b>MATERIALS AND SERVICES</b>	
1,813	469	0	520 2001	Meetings, Travel & Memberships	0
192	502	0	520 2003	Publications	0
1,463	175	0	520 2005	Training	0
527	866	0	520 2102	Telephone	0
2,269	2,303	0	520 2105	Advertising	0
5,492	3,085	0	520 2108	Contractual	0
2,357	2,810	0	520 2122	Duplicating	0
197	75	0	520 2123	Printing	0
1,829	1,561	0	520 2205	Office Supplies	0
3,118	3,486	0	520 2206	Postage	0
0	0	0	520 2208	Miscellaneous	0
492	696	0	520 2216	Small Equipment	0
1,975	961	0	520 2224	Data Processing Supplies	0
515	554	0	520 2228	Petroleum Products	0
80	0	0	520 2303	Equipment Repairs	0
2,671	898	0	520 2308	Automotive Parts	0
<u>24,990</u>	<u>18,440</u>	<u>0</u>		<b>Total Materials and Services</b>	<u>0</u>
<u>64,048</u>	<u>58,070</u>	<u>0</u>		<b>TOTAL PWD ADMINISTRATION</b>	<u>0</u>



## COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING

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### Program Description

The Community Development budget includes funding for planning and zoning related activities provided by the new department including personnel costs. The Community Development Department provides professional planning assistance to the public, City Council, the Design Assistance Team, the Planning Commission, and staff. The Department staff provides prompt and consistent responses to inquiries from citizens, elected officials, commission members, and developers.

Department staff reviews submitted plans and applications for compliance with the requirements of the Land Development Ordinance and state law. Staff reviews the Comprehensive Plan and implementing ordinances to insure they are prepared to meet growth management issues and reflect the City Council's policy direction. Department staff also recommends changes to streamline and simplify City review processes and provide services that are increasingly responsive to citizens.

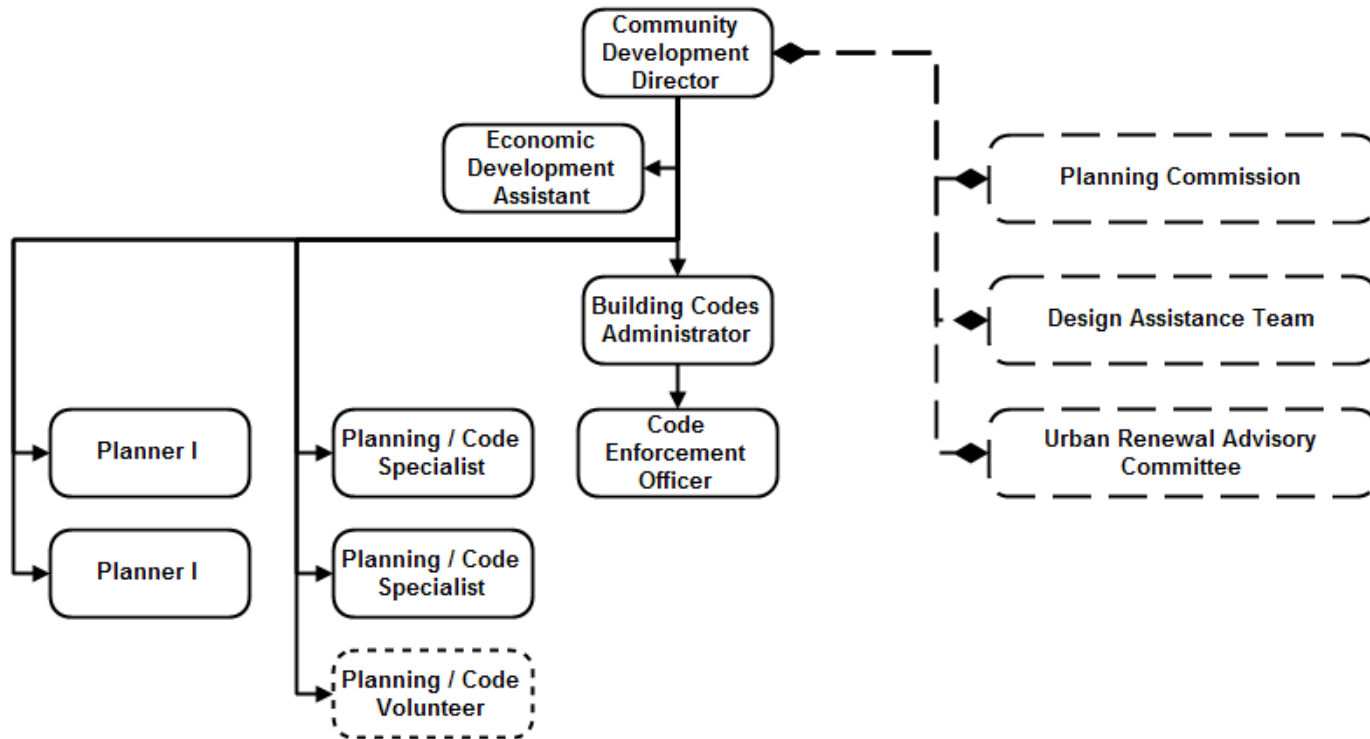
This year's budget includes funding for consultant work for any work necessary to update the comprehensive plan.

### 2014 Goals

- Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens.
- Educate, cultivate, and encourage public participation in city government.
- Make as needed revisions to the Comprehensive Plan and the Land Development Ordinance.
- Implement Empire design standards
- Develop Downtown design standards.
- Adopt Wind Energy Conversion System Ordinance
- Provide training for Planning Commission members

FTE by allocation: 2.43 Employees

## Community Development Department Organizational Chart



**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Community Development Department 301**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
134,844	156,751	139,147	510 1001	Salaries	146,371
3	0	337	510 1002	Overtime	1,196
27,305	32,408	31,484	510 1003	P.E.R.S.	25,036
10,684	12,604	10,736	510 1004	Social Security	11,277
24,189	32,533	37,647	510 1005	Employee Insurance	36,798
0	1,343	2,767	510 1006	Unemployment	2,767
82	450	592	510 1007	Workers' Compensation	606
<u>197,107</u>	<u>236,090</u>	<u>222,710</u>		<b>Total Personnel Services</b>	<u>224,051</u>
				<b>MATERIALS AND SERVICES</b>	
498	180	1,425	520 2001	Meetings, Travel & Memberships	1,200
0	0	150	520 2003	Publications	0
410	50	1,625	520 2005	Training	1,463
0	0	500	520 2102	Telephone	250
0	0	900	520 2105	Advertising	1,500
3,681	3,357	20,000	520 2108	Contractual	64,000
0	0	2,100	520 2122	Duplicating	1,500
0	0	250	520 2123	Printing	200
0	0	1,380	520 2205	Office Supplies	1,200
0	0	1,750	520 2206	Postage	2,500
23	703	800	520 2216	Small Equipment	800
0	0	500	520 2224	Data Processing Supplies	500
0	0	750	520 2228	Petroleum Products	50
0	0	100	520 2303	Equipment Repairs	100
125	0	100	520 2308	Automotive Parts	100
17	236	150	520 2417	Planning Commission	1,000
0	0	100	520 2419	Design Review Committee	0
<u>4,753</u>	<u>4,526</u>	<u>32,580</u>		<b>Total Materials and Services</b>	<u>76,363</u>
<u>201,861</u>	<u>240,615</u>	<u>255,290</u>		<b>TOTAL COMMUNITY DEVELOPMENT</b>	<u>300,414</u>

**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**DCLD/Coastal Implementation Grant Department 302**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
16,000	14,400	34,400	510 1011	<b>PERSONNEL SERVICES</b>	
16,000	14,400	34,400		Salary Transfers	34,400
				<b>Total Personnel Services</b>	34,400
16,000	14,400	34,400		<b>TOTAL DCLD/COASTAL IMPL. GRANT</b>	34,400

## PUBLIC WORKS DEPARTMENT – ENGINEERING

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### Program Description

The Engineering Division budget includes a portion of personnel expenses for the Engineering staff. Contractual budget are for unexpected specialty consulting service needs.

Engineering services provided managing surveying and design of city-owned infrastructure improvement projects; estimating project improvement costs; infrastructure improvement contract administration; maintaining records concerning improvement projects, underground utilities, right-of-way use, survey information, City statistics, all City maps, etc.; performing sewer lateral locations for City projects or to respond to the locate system prior to construction projects; research and write legal descriptions for City easements and property actions; and review building plans for drainage, access, availability of utilities, assessments and easements; inspection of construction on public right-of-way.

This division assists all City departments in the areas of engineering, surveying, drafting, and map creation. Also provides engineering review of land use projects. Significant assistance is given to the general public in understanding the relationship between City services, right-of-way and private property interactions.

This division also fields citizen concerns regarding right-of-ways. These issues are prioritized with high priority placed on fire, life, and safety issues. Response times for other concerns are processed as time is available.

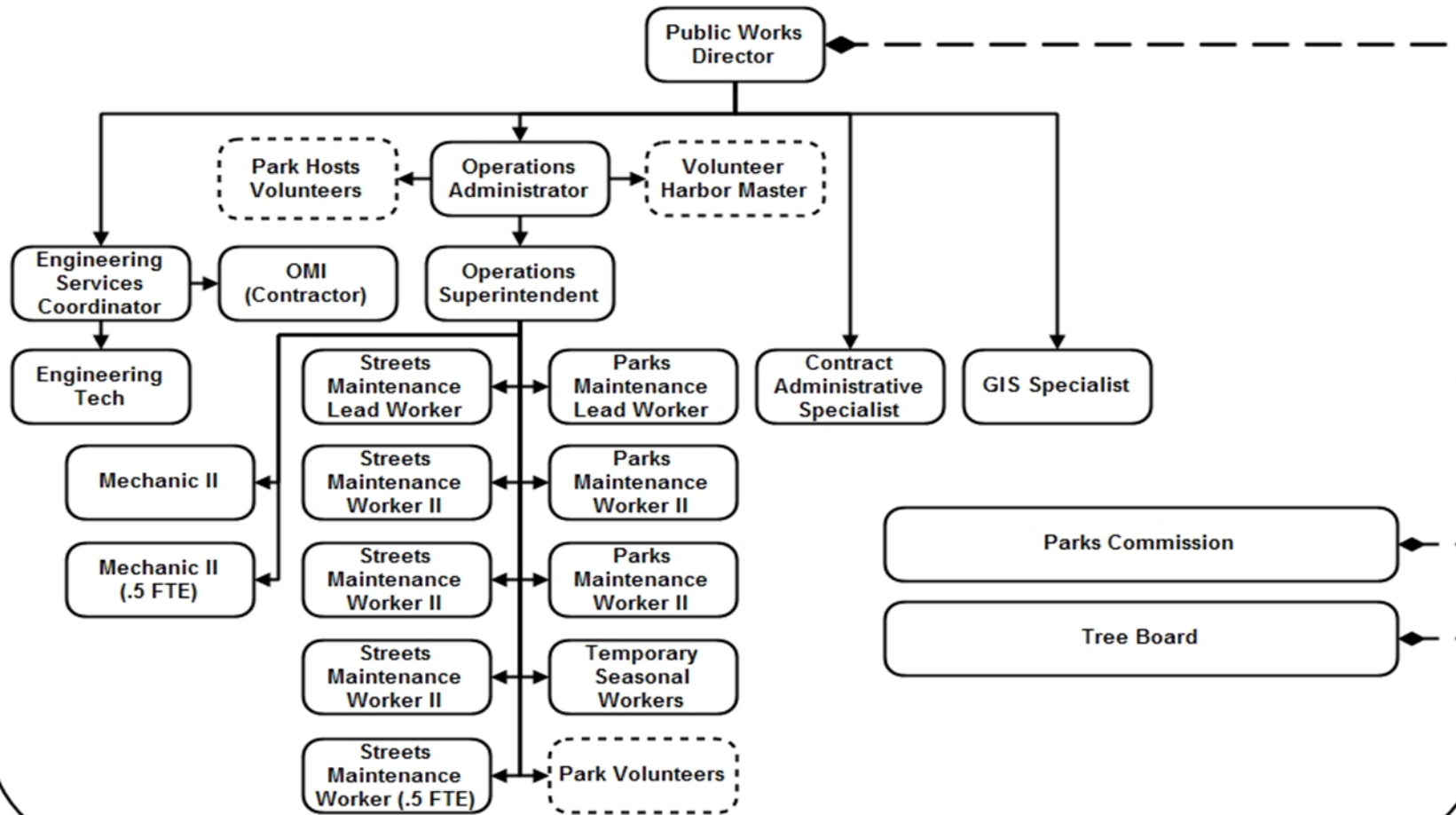
### 2014 Goals

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Ensure successful design and construction of planned road, sanitary, and storm water improvements.
- Address emergency sanitary sewer and storm water infrastructure repairs as they occur.
- Continue to update the geographic information system.
- Provide timely assistance to citizens for problem resolution.
- Oversee successful design and construction of various URA projects.

FTE by allocation: .95 employee

## Public Works Department Organizational Chart



**City of Coos Bay 2014-2015 Budget**  
**Expenditures General Fund 01**  
**Public Works Admin/Engineering Department 305**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
56,401	40,075	69,079	510 1001	Salaries	70,868
0	0	553	510 1002	Overtime	546
6,700	5,858	10,958	510 1003	P.E.R.S.	9,111
4,199	2,949	5,327	510 1004	Social Security	5,470
10,872	6,125	11,646	510 1005	Employee Insurance	12,264
0	0	1,961	510 1006	Unemployment	1,951
1,544	1,213	2,201	510 1007	Workers' Compensation	1,967
0	0	5	510 1008	Volunteer Worker's Compensation	5
<u>79,716</u>	<u>56,220</u>	<u>101,729</u>		<b>Total Personnel Services</b>	<u>102,181</u>
				<b>MATERIALS AND SERVICES</b>	
267	220	1,875	520 2001	Meetings, Travel & Memberships	1,875
0	0	150	520 2003	Publications	150
200	0	200	520 2004	Permits, Licenses & Fees	200
560	0	1,125	520 2005	Training	1,013
0	0	500	520 2102	Telephone	500
0	0	1,350	520 2105	Advertising	1,000
248	192	6,000	520 2108	Contractual	4,000
0	0	900	520 2122	Duplicating	2,500
0	0	250	520 2123	Printing	250
150	115	450	520 2201	Uniform Allowance	450
0	0	920	520 2205	Office Supplies	1,200
0	0	1,750	520 2206	Postage	500
0	0	650	520 2216	Small Equipment	600
0	0	1,500	520 2224	Data Processing Supplies	1,000
511	71	1,040	520 2228	Petroleum Products	1,000
64	400	300	520 2231	Small Equipment	300
0	0	500	520 2303	Equipment Repairs	500
74	187	1,250	520 2308	Automotive Parts	1,250
<u>2,073</u>	<u>1,185</u>	<u>20,710</u>		<b>Total Materials and Services</b>	<u>18,288</u>
<u>81,790</u>	<u>57,405</u>	<u>122,439</u>		<b>TOTAL PW ADMIN/ENGINEERING</b>	<u>120,469</u>

## PUBLIC WORKS DEPARTMENT – PARKS

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### **Program Description**

The budget for the Parks Division includes funding for division personnel, park operations, park maintenance and utilities as well as maintenance for operations of the Mingus Pool. Division personnel maintain the park system, including all park grounds, buildings, structures, equipment, adjacent parking areas, pedestrian and bicycle walks/paths, landscaped and native areas. Staff coordinates with the park hosts and harbor master. Staff maintains structures including street furniture, planters, lighting, electrical systems, and irrigation in the parks.

City parks include Mingus Park, John Topits Park, Ed Lund Park, Eastside Park, Windy Hill Park, Taylor & Wasson Street Park, 10<sup>th</sup> Street Park, Empire and Eastside Boat Ramps, Coos Bay Boardwalk, HWY 101 merge (North) island, and Newmark, Broadway, and Bayshore Streetscapes. The Parks Division also responds to maintenance and landscaping needs at City Hall, Ed Lund Building, Scout Cabin, Mingus Park Pool and pool house, tennis courts, Skateboard Park and Mingus Park ball field.

The Parks Division maintains the mechanical systems of the Mingus Park pool including daily maintenance on the boiler and filtration system and chemical disbursement for maintaining safe water quality for swimming. Staff supervises volunteers, inmates, and temporary work crews that are utilized to perform labor-intensive tasks in the park system.

The Parks Division also provides support to various festival activities including the Memorial Day parade, 4th of July celebration, Blackberry Arts Festival, Bay Area Fun Festival, and Clamboree. This includes litter patrol, setting up and taking down barricades, and responding to any other special requests.

The Litter Patrol and Beautification line item includes funding for summer temporary workers that focus primarily on the downtown areas. The Building and Ground Maintenance line item includes funds for heating the Scout Cabin. The Pool Operations – Mingus Pool line item includes funds for heating the pool and for mechanical maintenance.

### **2014 Goals**

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Implement Parks Master Plan as funding allows.
- Maximize use of volunteers.

FTE by allocation: 2.01 employees



**City of Coos Bay 2014-2015 Budget**

**Expenditures General Fund 01**

**Public Works Parks Department 306**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
76,458	97,869	99,789	510 1001	Salaries	103,455
3,490	4,325	4,190	510 1002	Overtime	4,351
12,693	16,611	18,742	510 1003	P.E.R.S.	16,155
5,880	7,533	7,956	510 1004	Social Security	8,249
16,372	23,664	24,980	510 1005	Employee Insurance	26,452
0	0	499	510 1006	Unemployment	499
3,789	4,493	8,706	510 1007	Workers' Compensation	7,605
940	838	2,084	510 1008	Volunteer Worker's Compensation	1,754
<u>119,621</u>	<u>155,332</u>	<u>166,946</u>		<b>Total Personnel Services</b>	<u>168,519</u>
				<b>MATERIALS AND SERVICES</b>	
416	360	1,000	520 2001	Meetings, Travel & Memberships	1,000
2,570	2,437	2,500	520 2004	Permits, Licenses & Fees	1,500
1,501	215	1,500	520 2005	Training	1,350
14,439	14,541	16,000	520 2101	Utilities	15,000
666	670	425	520 2102	Telephone	425
4,146	7,575	4,000	520 2108	Contractual	5,000
45,430	58,332	40,000	520 2112	Litter Patrol and Beautification	40,000
0	525	825	520 2201	Uniform Allowance	825
1,056	2,010	1,000	520 2213	Safety Supplies	1,500
7,758	7,757	6,000	520 2225	Janitorial Supplies	6,000
12,926	13,439	15,000	520 2228	Petroleum Products	15,000
2,903	3,771	3,000	520 2231	Small Equipment	3,000
1,299	2,438	2,000	520 2303	Equipment Repair	2,000
269	11,438	20,000	520 2307	Concrete, Asphalt & Gravel	10,000
3,758	3,924	3,000	520 2308	Automotive Parts	3,000
43,901	62,224	45,000	520 2309	Building & Grounds Maintenance	60,000
3,417	1,738	0	520 2311	Ed Lund Maintenance	0
4,047	14,892	22,500	520 2313	Boat Ramps Maintenance	22,500
70,560	60,421	80,000	520 2414	Pool Operation - Mingus Pool	70,000
0	558	0	520 2416	Scout Cabin	0
<u>221,062</u>	<u>269,263</u>	<u>263,750</u>		<b>Total Materials and Services</b>	<u>258,100</u>
<u>340,683</u>	<u>424,596</u>	<u>430,696</u>		<b>TOTAL PW PARKS DEPARTMENT</b>	<u>426,619</u>

City of Coos Bay 2014-2015 Budget  
Expenditures General Fund 01  
CBNBWB Special Water Project IFA 2010 Department 313  
**Abolished in FYE 2014**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
3,877,081	768,417	0	520 2999	CBNBWB Series 2010 Expenditures	0
3,877,081	768,417	0		<b>Total Materials and Services</b>	0
				<b>TOTAL CBNBWB Special Water Project IFA 2010</b>	0
3,877,081	768,417	0			
4,581,463	1,563,503	842,826		<b>TOTAL PUBLIC WORKS AND COMMUNITY DEVELOPMENT</b>	881,903
<b>18,689,862</b>	<b>13,434,300</b>	<b>11,029,508</b>		<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>11,537,890</b>

## PUBLIC WORKS DEPARTMENT – STREETS & MAINTENANCE

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### **Program Description**

The Streets Division primarily maintains the street and right-of-way system. Asphalt street surfaces are patched and gravel streets are graded with additional gravel as funding allows. Drainage ditches are maintained through a combination of dig outs, brush cutting, and weed killing. Street sweeping is done on asphalt streets and public parking lots.

Staff supervises inmate work crews involved in brush clearing or garbage pick-up along City streets. Staff maintains the street signs working with engineering staff to insure City maps reflect current signage. Staff also lay all thermoplastic crosswalks and parking lines, paint some street legends, and coordinate services for major street painting. Brush cutting along City streets to maintain visibility is a major task in the spring growing season, and a lesser task during the summer and fall months.

Staff has participated in construction projects in other departments including assisting CH2M Hill staff by blocking and flagging streets for sewer repairs. As a public service, and as staffing has allowed, staff has used City equipment to dig out sidewalks prior to replacement work paid for by adjacent property owners.

The Division maintains 130 lane miles of asphalt road, 14 lane miles of concrete road, 23 lane miles of gravel road (including alleys), and 11 public parking lots. The Division is also responsible for maintaining vehicles and heavy equipment for all departments of the City. There are approximately 80 vehicles and pieces of heavy equipment.

Staff also assists maintaining and repairing tools for all departments and fabricating needed fixtures as time and skills allow.

Streets and vehicle maintenance personnel provide support for several special events in the City such as the Memorial Day parade, Blackberry Arts Festival, Bay Area Fun Festival, and Clamboree. Overtime for these events are reflected in the Hotel/Motel Fund.

This year's budget does not include a recommendation to supplement the Gas Tax fund with General Fund as in years past due to General Fund constraints. Should the State's projection for the City's share of gas tax revenues materialize, it will buffer the impact of no General Fund supplement.

### **2014 Goals**

#### **Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Maintain the street infrastructure as funding allows.
- Implement repair plan for city maintained sidewalks.
- Repairs to failing streets as funding permits.

FTE by allocation: 5.43 employees

**City of Coos Bay 2014-2015 Budget  
State Gas Tax Resources Fund 2**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
88,815	228,604	130,000	300	0100 CARRYOVER BALANCE	143,572
				<b>REVENUE FROM OTHER AGENCIES</b>	
870,942	868,362	870,000	340	0800 State Gas Tax	870,000
870,942	868,362	870,000		<b>Total Revenue from Other Agencies</b>	870,000
				<b>USE OF MONEY AND PROPERTY</b>	
732	751	800	350	0100 Interest	1,000
732	751	800		<b>Total Use of Money &amp; Property</b>	1,000
				<b>OTHER INCOME</b>	
32,163	28,366	10,000	380	0100 Miscellaneous Revenue	10,000
6,835	0	0	380	0600 Equipment & Scrap Sales	0
38,998	28,366	10,000		<b>Total Other Income</b>	10,000
				<b>TRANSFERS IN</b>	
175,000	188,972	41,342	390	0800 General Fund	0
175,000	188,972	41,342		<b>Total Transfers</b>	0
1,174,487	1,315,055	1,052,142		<b>TOTAL GAS TAX FUND REVENUE</b>	1,024,572

**City of Coos Bay 2014-2015 Budget  
State Gas Tax Fund 2 Expenditures  
Maintenance Department 320**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
247,017	228,226	253,526	510	1001 Salaries	263,600
2,571	3,187	7,574	510	1002 Overtime	7,801
32,507	35,212	44,033	510	1003 P.E.R.S.	38,254
18,544	17,357	19,998	510	1004 Social Security	20,799
43,415	50,362	57,589	510	1005 Employee Insurance	62,194
2,242	896	5,949	510	1006 Unemployment	10,573
12,434	9,434	15,835	510	1007 Workers' Compensation	13,881
358,729	344,674	404,504		<b>Total Personnel Services</b>	417,102
				<b>MATERIALS AND SERVICES</b>	
424	988	1,500	520	2001 Meetings, Travel & Memberships	1,500
1,162	633	1,000	520	2004 Permits, Licenses, Fees	1,000
1,955	1,944	2,000	520	2005 Training	2,000
13,226	14,414	13,000	520	2101 Utilities	13,000
2,127	1,886	1,500	520	2102 Telephone	1,500
23,666	30,323	12,000	520	2108 Contractual	35,000
9,329	12,817	14,878	520	2120 Insurance	18,787
38,143	38,672	40,000	520	2124 Traffic Signals	40,000
234,699	221,327	210,000	520	2125 Street Lights	220,000
15,558	26,316	18,000	520	2126 Street Lights-State Shared	18,000
1,790	2,742	3,100	520	2201 Uniform Allowance	3,100
571	1,161	800	520	2205 Office Supplies	800
2,830	2,091	3,000	520	2213 Safety Supplies	4,000
49,599	54,666	30,000	520	2222 Traffic Safety Supplies	40,000
413	1,005	1,000	520	2225 Janitorial Supplies	1,000
26,095	25,132	35,000	520	2228 Petroleum Products	35,000
3,522	26,526	15,500	520	2231 Small Equipment	15,500
1,293	4,687	2,000	520	2303 Equipment Repairs	3,000
102,980	167,715	191,360	520	2307 Concrete, Asphalt & Gravel	80,322
10,199	9,901	6,000	520	2308 Automotive Parts	6,000
7,193	6,744	6,000	520	2309 Building & Plant Maintenance	10,000
10,540	19,965	15,000	520	2310 Streetscape Maintenance	20,000
21,837	25,154	25,000	520	2316 Heavy Equipment Parts	20,000
579,154	696,808	647,638		<b>Total Materials and Services</b>	589,509
				<b>TRANSFERS OUT</b>	
8,000	0	0	550	5006 Transfer to Bike/Pedestrian Path Fund	0
8,000	0	0		<b>Total Transfers</b>	0
0	0	0	560	6001 <b>CONTINGENCY</b>	17,961
228,604	273,573	0	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
1,174,487	1,315,055	1,052,142		<b>TOTAL GAS TAX EXPENDITURES</b>	1,024,572

## PUBLIC WORKS DEPARTMENT – WASTEWATER

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### **Program Description**

Wastewater funds are used for the operation and maintenance of the City's sewer and storm water system. Operation of the City's sewer and storm water system is a public-private partnership between the City of Coos Bay and CH2M Hill. CH2M Hill provides services to collect, treat, and discharge the City's wastewater as permitted through DEQ and EPA. CH2M Hill also cleans and repairs lines, catch basins (minor repairs within their contractual limit), inspects lines manually and using video equipment, performs limited dike maintenance and flood control emergency work.

The City continues to have responsibility for major repairs and replacement of the system due to age, condition, changing technology, DEQ mandates, and EPA mandates. Infrastructure includes 26 pump stations, 74.3 miles of pipe, 2 wastewater treatment plants, and sludge disposal system. City staff maintains the Capital Improvements Plan that includes maintenance and rehabilitation projects. Each year City staff considers funding when determining priorities in the plan.

Portions of personnel expenses for staff involved in administration of the system are funded with wastewater revenues. This year's personnel expenses includes the addition of a new position, wastewater engineer, to assist the City accomplish the numerous wastewater projects.

This budget includes a transfer to the Wastewater Improvement

Fund to serve as a working capital fund. Industry standards and good fiscal management recommend 45 days of O&M expenses to be held in reserve.

The funds transferred to the Wastewater Improvement Fund will be used as for debt service for loans used in the design and construction of the DEQ mandated projects. These include the construction of pump stations, final design for improvements to Plant #2, and sewer line projects. Funds are also set aside toward the purchase of a replacement rolling stock.

This budget also includes a 6.5% rate increase to raise revenue for debt service of wastewater treatment and collections upgrades.

### **2014 Goals**

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

**Educate, cultivate, and encourage public participation in City Government**

- Continue on-going preventative maintenance program
- Meet DEQ permit requirements
- Educate customers regarding upcoming major repairs and upgrades to the system

FTE by allocation: 10.45 employees

**City of Coos Bay 2014-2015 Budget  
Wastewater Resources Fund 3**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
<u>1,533,394</u>	<u>2,504,992</u>	<u>1,500,000</u>	300	0100 <b>CARRYOVER BALANCE</b>	<u>650,000</u>
				<b>REVENUE FROM OTHER AGENCIES (000)</b>	
297,273	229,992	120,000	340	2000 Charleston Sanitary District	209,047
64,358	50,292	55,000	340	2100 Bunker Hill Sanitary District	87,521
<u>361,631</u>	<u>280,284</u>	<u>175,000</u>		<b>Total Revenue from other Agencies</b>	<u>296,568</u>
				<b>USE OF MONEY AND PROPERTY</b>	
10,331	11,420	9,000	350	0100 Interest	9,000
3,180	0	0	350	0200 Lease Revenue	0
<u>13,511</u>	<u>11,420</u>	<u>9,000</u>		<b>Total Use of Money &amp; Property</b>	<u>9,000</u>
				<b>CHARGES FOR CURRENT SERVICES</b>	
6,265	5,770	2,000	360	1200 Sewer Permits/Connection Fees	2,000
4,389,373	4,697,617	4,699,840	360	1400 Sewer Use Fees	4,952,044
2,131	2,241	2,500	360	1600 R.V. Dump Fees	2,500
103,086	54,447	78,000	360	1700 Alum Sludge Disposal Payments	55,000
<u>4,500,855</u>	<u>4,760,075</u>	<u>4,782,340</u>		<b>Total Charges for Current Services</b>	<u>5,011,544</u>
				<b>OTHER INCOME</b>	
200	24,742	0	380	0100 Miscellaneous Revenue	0
567	2,895	0	380	0600 Equipment & Scrap Sales	0
<u>767</u>	<u>27,637</u>	<u>0</u>		<b>Total Other Income</b>	<u>0</u>
				<b>TRANSFERS IN</b>	
298,808	0	0	390	0800 General Fund	0
<u>298,808</u>	<u>0</u>	<u>0</u>		<b>Total Transfers In</b>	<u>0</u>
<u>6,708,966</u>	<u>7,584,408</u>	<u>6,466,340</u>		<b>TOTAL WASTEWATER REVENUE</b>	<u>5,967,112</u>

**City of Coos Bay 2014-2015 Budget  
Wastewater Expenditures Fund 3  
Administration Department 350**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
73,904	80,904	83,733	510	1001 Salaries	84,291
4	4	601	510	1002 Overtime	883
12,885	14,555	17,441	510	1003 P.E.R.S.	14,735
5,068	5,655	6,582	510	1004 Social Security	6,629
14,135	17,352	18,700	510	1005 Employee Insurance	19,586
3,211	1,286	3,928	510	1006 Unemployment	2,052
92	192	285	510	1007 Workers' Compensation	283
15,165	17,214	0	510	1009 Accrued Vacation Expense	0
<u>124,464</u>	<u>137,162</u>	<u>131,270</u>		<b>Total Personnel Services</b>	<u>128,459</u>
				<b>MATERIALS AND SERVICES</b>	
0	0	1,000	520	2105 Advertising	1,000
125	215	1,000	520	2108 Contractual	4,000
0	0	300	520	2122 Duplicating	0
65,074	65,615	68,000	520	2127 Collection, Merchant, Bad Debt Expense	68,000
<u>0</u>	<u>0</u>	<u>338,808</u>	520	2600 W/W Environmental Insurance Reserve	<u>358,808</u>
65,199	65,830	409,108		<b>Total Materials and Services</b>	<u>431,808</u>
				<b>TRANSFERS</b>	
643,916	1,959,871	1,608,634	550	5005 Transfer to WW Improvement Fund	1,358,418
520,000	520,000	973,382	550	5009 Transfer to Revenue Bond Fund	404,275
20,000	0	0	550	5015 Transfer to Insurance Reserve Fund	0
<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	550	5020 Transfer to Technology Reserve Fund	<u>6,500</u>
<u>1,190,416</u>	<u>2,486,371</u>	<u>2,588,516</u>		<b>Total Transfers</b>	<u>1,769,193</u>
<u>0</u>	<u>0</u>	<u>157,579</u>	560	6001 <b>CONTINGENCY</b>	<u>68,180</u>
<u>1,380,079</u>	<u>2,689,363</u>	<u>3,286,473</u>		<b>TOTAL WW ADMINISTRATION</b>	<u>2,397,640</u>



**City of Coos Bay 2014-2015 Budget  
Wastewater Expenditures Fund 3  
Plant 1 Department 351**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
72,483	77,356	83,475	510 1001	Salaries	133,412
23	14	978	510 1002	Overtime	1,112
10,465	12,265	15,072	510 1003	P.E.R.S.	21,535
5,234	5,641	6,510	510 1004	Social Security	10,374
14,072	15,400	16,993	510 1005	Employee Insurance	27,453
2,601	611	6,266	510 1006	Unemployment	6,987
311	731	1,168	510 1007	Workers' Compensation	1,516
<u>105,189</u>	<u>112,019</u>	<u>130,462</u>		<b>Total Personnel Services</b>	<u>202,389</u>
				<b>MATERIALS AND SERVICES</b>	
21	509	900	520 2001	Meetings, Travel & Memberships	1,000
12,298	10,888	30,000	520 2004	Permits, Licenses & Fees	30,000
8,257	4,553	75,000	520 2108	Contractual	75,000
10,706	13,459	15,355	520 2120	Insurance	19,353
853,466	862,867	892,359	520 2131	OMI Contract	919,844
3,572	1,500	4,700	520 2308	Automotive Parts	4,700
9,196	6,333	5,500	520 2316	Heavy Equipment	6,000
51	4,005	8,000	520 2317	Equipment Parts & Maintenance	8,000
<u>897,567</u>	<u>904,114</u>	<u>1,031,814</u>		<b>Total Materials and Services</b>	<u>1,063,897</u>
<u>1,002,755</u>	<u>1,016,133</u>	<u>1,162,276</u>		<b>TOTAL PLANT 1 EXPENDITURES</b>	<u>1,266,286</u>

**City of Coos Bay 2014-2015 Budget  
Wastewater Expenditures Fund 3  
Plant 2 Department 352**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
91,014	97,238	103,875	510 1001	Salaries	156,227
23	14	1,124	510 1002	Overtime	1,265
13,145	15,326	18,543	510 1003	P.E.R.S.	24,967
6,595	7,099	8,102	510 1004	Social Security	12,153
16,581	18,099	19,933	510 1005	Employee Insurance	31,044
2,601	662	7,979	510 1006	Unemployment	8,706
442	1,131	1,780	510 1007	Workers' Compensation	2,087
<u>130,401</u>	<u>139,569</u>	<u>161,337</u>		<b>Total Personnel Services</b>	<u>236,448</u>
				<b>MATERIALS AND SERVICES</b>	
28	719	900	520 2001	Meetings, Travel & Memberships	2,000
12,520	10,643	35,000	520 2004	Permits, Licenses & Fees	35,000
11,367	4,852	75,000	520 2108	Contractual	50,000
7,896	9,622	10,363	520 2120	Insurance	11,587
446,049	451,044	466,461	520 2131	OMI Contract	480,828
1,550	965	2,500	520 2308	Automotive Parts	3,000
5,060	2,272	3,500	520 2316	Heavy Equipment	3,000
15	4,005	10,000	520 2317	Equipment Parts & Maintenance	5,000
<u>484,486</u>	<u>484,123</u>	<u>603,724</u>		<b>Total Materials and Services</b>	<u>590,415</u>
<u>614,887</u>	<u>623,692</u>	<u>765,061</u>		<b>TOTAL PLANT 2 EXPENDITURES</b>	<u>826,863</u>

**City of Coos Bay 2014-2015 Budget  
Wastewater Expenditures Fund 3  
Collection Systems/Sanitary Department 353**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
107,579	116,354	120,607	510 1001	Salaries	185,356
47	24	1,763	510 1002	Overtime	2,111
15,523	17,876	20,602	510 1003	P.E.R.S.	28,496
7,872	8,573	9,410	510 1004	Social Security	14,428
19,186	21,733	23,277	510 1005	Employee Insurance	37,215
4,869	428	11,649	510 1006	Unemployment	14,495
737	1,593	2,387	510 1007	Workers' Compensation	2,732
155,812	166,582	189,695		<b>Total Personnel Services</b>	284,833
				<b>MATERIALS AND SERVICES</b>	
70	394	900	520 2001	Meetings, Travel & Memberships	1,000
2,314	1,162	5,000	520 2004	Permits, Licenses & Fees	2,000
979	3,080	25,000	520 2108	Contractual	25,000
151,231	41,457	50,000	520 2110	Emergency Repairs	50,000
9,323	11,927	14,299	520 2120	Insurance	14,080
485,389	490,266	507,023	520 2131	OMI Contract	522,639
2,073	3,216	3,000	520 2228	Petroleum Products	3,000
8,643	4,756	12,000	520 2308	Automotive Parts	15,000
47,661	22,406	25,000	520 2316	Heavy Equipment parts	25,000
1,683	13,762	10,000	520 2317	Equipment Parts & Maintenance	10,000
709,364	592,427	652,222		<b>Total Materials and Services</b>	667,719
<b>865,177</b>	<b>759,009</b>	<b>841,917</b>		<b>TOTAL COLLECTIONS EXPENDITURES</b>	<b>952,552</b>

**City of Coos Bay 2014-2015 Budget  
Wastewater Expenditures Fund 3  
Collection/Stormwater Department 355**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
70,005	76,718	90,753	510 1001	Salaries	166,217
291	288	2,442	510 1002	Overtime	2,745
8,959	11,244	16,193	510 1003	P.E.R.S.	26,526
5,158	5,695	7,161	510 1004	Social Security	13,008
15,293	18,333	21,147	510 1005	Employee Insurance	35,924
2,324	326	4,650	510 1006	Unemployment	7,137
1,876	1,798	3,868	510 1007	Workers' Compensation	4,344
<u>88,741</u>	<u>97,188</u>	<u>146,214</u>		<b>Total Personnel Services</b>	<u>255,901</u>
				<b>MATERIALS AND SERVICES</b>	
32	19	750	520 2001	Meetings, Travel & Memberships	2,000
1,732	1,041	3,000	520 2004	Permits, Licenses & Fees	3,000
50	16,560	25,000	520 2108	Contractual	25,000
80,338	24,333	50,000	520 2110	Emergency Repairs	50,000
6,283	4,878	7,400	520 2120	Insurance	7,622
155,324	156,885	162,250	520 2131	OMI Contract	167,247
3,995	5,065	6,500	520 2228	Petroleum Products	5,500
2,285	1,359	3,000	520 2308	Automotive Parts	2,000
1,545	1,554	3,500	520 2316	Heavy Equipment parts	3,500
751	0	3,000	520 2317	Equipment Parts & Maintenance	2,000
<u>252,335</u>	<u>211,694</u>	<u>264,400</u>		<b>Total Materials &amp; Services</b>	<u>267,869</u>
<u>341,076</u>	<u>308,883</u>	<u>410,614</u>		<b>TOTAL COLL./STORMWATER EXPEND.</b>	<u>523,770</u>
<u>2,504,992</u>	<u>2,187,328</u>	<u>0</u>	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<u>0</u>
<u>6,708,966</u>	<u>7,584,408</u>	<u>6,466,340</u>		<b>TOTAL WASTEWATER EXPENSE</b>	<u>5,967,112</u>

## HOTEL/MOTEL TAX FUND

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### **Background**

The City of Coos Bay established the transient room tax with the enactment of Ordinance No. 2663 in 1976 (Chapter 3.55 in our municipal code). The tax is imposed on lodging businesses intended for occupancy of 30 days or less such as hotels/motels, bed and breakfast, RV parks, and vacation rentals. The current tax imposed is 7% and is paid to the City in quarterly payments. There is 2/7 of the gross receipts used to help fund the Visitor and Convention Bureau.

### **Program Description**

The Hotel/Motel Tax Fund is used to fund a variety of elements for the following tourist and cultural organizations:

- Marshfield Sun Printing Museum
- Visitor Information Center
- Community Events and Promotion
- Coos Art Museum
- Visitor and Convention Bureau
- Historic Rail Museum
- Egyptian Theatre

These organizations are funded in part or wholly for maintenance of the facilities, operational expenses (utilities and capital improvements), and/or management agreements.

The Hotel/Motel Tax Fund is used for promotion of community events such as the 4<sup>th</sup> of July in Mingus Park, fireworks display, and purchase and replacement of Christmas decorations. Purchase of flowers for the Downtown hanging baskets and Empire streetscape are also a part of this fund. The Coos Bay North Bend Visitor and Convention Bureau receives funding thru this fund from the City of Coos Bay, City of North Bend, and the Coquille Indian Tribe.

FTE Allocation: 2.80 employees

**City of Coos Bay 2014-2015 Budget  
Hotel/Motel Tax Fund 5**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
100,844	88,028	52,028	300	0100 CARRYOVER BALANCE	80,000
				<b>TAXES</b>	
344,831	364,106	342,843	311	0100 Hotel/Motel Tax - General	350,000
138,684	144,969	137,137	311	0200 Hotel/Motel Tax - Visitor's & Convention Bureau	140,000
<u>483,515</u>	<u>509,075</u>	<u>479,980</u>		<b>Total Taxes</b>	<u>490,000</u>
				<b>USE OF MONEY AND PROPERTY</b>	
465	272	100	350	0100 Interest	200
720	720	720	350	0900 Coos Art Museum Rents	0
<u>1,185</u>	<u>992</u>	<u>820</u>		<b>Total Use of Money and Property</b>	<u>200</u>
				<b>CURRENT SERVICES</b>	
9,734	8,542	8,000	360	0100 Visitor's Center Revenue	8,000
<u>9,734</u>	<u>8,542</u>	<u>8,000</u>		<b>Total Current Services</b>	<u>8,000</u>
				<b>OTHER INCOME</b>	
8,696	3,191	3,000	380	0100 Misc Revenue	3,000
<u>8,696</u>	<u>3,191</u>	<u>3,000</u>		<b>Total Other Income</b>	<u>3,000</u>
				<b>TRANSFERS IN</b>	
127,696	148,503	171,474	390	0800 Transfer in from General Fund	0
<u>127,696</u>	<u>148,503</u>	<u>171,474</u>		<b>Total Transfers in</b>	<u>0</u>
<u>731,669</u>	<u>758,331</u>	<u>715,302</u>		<b>TOTAL HOTEL/MOTEL TAX REVENUE</b>	<u>581,200</u>

**City of Coos Bay 2014-2015 Budget**  
**Hotel/Motel Tax Fund 5**  
**Department 410**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
160,493	147,317	140,618	510	1001 Salaries	134,780
4,058	5,437	6,583	510	1002 Overtime	6,812
20,600	23,639	25,914	510	1003 P.E.R.S.	20,466
12,215	11,333	11,284	510	1004 Social Security	10,855
29,838	39,072	39,655	510	1005 Employee Insurance	40,877
692	459	2,001	510	1006 Unemployment	1,681
8,042	6,689	10,768	510	1007 Workers' Compensation	9,122
235,938	233,947	236,823		<b>Total Personnel Services</b>	224,593
				<b>MATERIALS AND SERVICES</b>	
28,024	21,422	23,000	520	2101 Tourism related - dock utilities	24,000
6,685	4,317	7,947	520	2108 Contractual	8,000
0	0	9,500	520	2120 Insurance	11,364
16,966	16,305	28,000	520	2204 Community Events & Promotion	20,000
2,400	4,642	19,875	520	2307 Historical Rail Museum	4,875
1,002	923	14,000	520	2308 Sun Building Maintenance	1,000
10,137	8,892	20,000	520	2311 Egyptian Theater	10,000
720	540	720	520	2403 Art Museum Rents (in and out)	0
11,250	13,705	10,800	520	2410 Boat Building Center	0
138,684	144,969	137,137	520	2429 Visitors Convention Bureau (in and out)	140,000
43,674	23,772	45,000	520	2433 Special Projects (including Christmas Lights)	10,000
98,281	93,438	110,500	520	2434 Visitor Information Center	88,363
49,868	48,794	52,000	520	2435 Art Museum Management/Maintenance/Utilities	39,000
13	0	0	520	2500 Bad Debt Expense	5
407,703	381,719	478,479		<b>Total Materials and Services</b>	356,607
0	0	0	560	6001 <b>CONTINGENCY</b>	0
88,028	142,665	0	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
731,669	758,331	715,302		<b>TOTAL HOTEL/MOTEL TAX EXPENSE</b>	581,200

# LIBRARY

## Mission Statement

The Coos Bay Public Library exists to provide library materials and services, and guidance to those materials and services from which Coos County residents may choose in meeting their informational, educational, cultural, and recreational needs.

## Program Description

As a member of the Coos County Library Service District, the Coos Bay Public Library provides many services for the citizens of Coos Bay and the surrounding area with a state-designated service area of approximately 24,000 people. It serves as a popular materials library, research and information service, educational center, literacy facilitator, technology center, and provides a community forum.

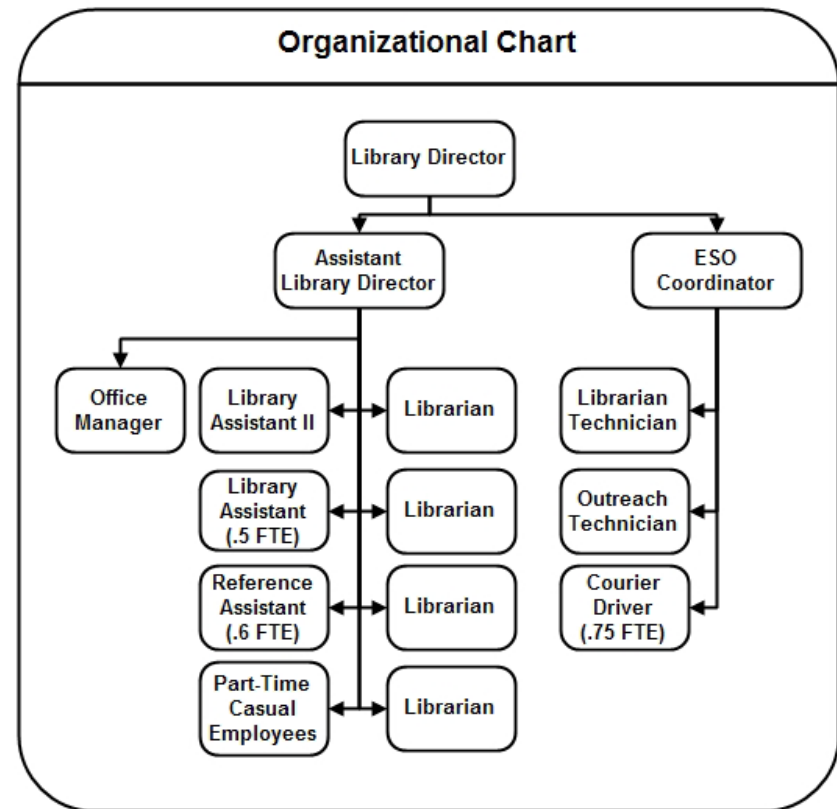
## 2014 Goals

1. Plan for future of library building infrastructure.
2. Maintain diverse programming for the public.
3. Strengthen partnerships with community groups.
4. Address growing operations revenue-to-expenditure gap.
5. Promote awareness of library services to a changing community.

## Extended Services Office

The Extended Services Office of the Coos County Library Service District operates all the shared serves for the public libraries of the district, including the courier van delivery service, online catalog, databases, outreach, and interlibrary loan. The ESO is funded solely through the library taxing district. The City of Coos Bay acts as the fiscal agent. In

addition to the City of Coos Bay budget process, the budget is approved by the Coos Library Board and the Coos County Board of Commissioners.





**City of Coos Bay 2014-2015 Budget**  
**Coos County Library Service District Extended Services Office Fund 14**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
0	0	0	300 0100	<b>CARRYOVER BALANCE</b>	178,421
				<b>TAXES</b>	
0	0	0	310 0100	Property Taxes	499,143
0	0	0		<b>Total Taxes</b>	499,143
				<b>REVENUE FROM OTHER AGENCIES</b>	
0	0	0	340 0300	State Library Grant	5,500
0	0	0			5,500
				<b>USE OF MONEY AND PROPERTY</b>	
0	0	0	350 0100	Interest	100
0	0	0		<b>Total Use of Money and Property</b>	100
				<b>OTHER REVENUE</b>	
0	0	0	380 0100	Misc. Revenue	14,230
0	0	0	380 0400	Reimbursements/Fines	61,000
0	0	0		<b>Total Other Income</b>	75,230
0	0	0		<b>TOTAL LIBRARY ESO REVENUE</b>	758,394

**City of Coos Bay 2014-2015 Budget**  
**Coos County Library Service District Extended Services Office Fund 14**  
**Department 615**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
0	0	0	510 1001	Salaries	157,002
0	0	0	510 1002	Overtime	200
0	0	0	510 1003	P.E.R.S.	26,842
0	0	0	510 1004	Social Security	12,029
0	0	0	510 1005	Employee Insurance	54,378
0	0	0	510 1006	Unemployment	8,800
0	0	0	510 1007	Workers' Compensation	734
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Personnel Services</b>	<u>259,985</u>
				<b>MATERIALS AND SERVICES</b>	
0	0	0	520 2005	Training, Meetings, Travel, Dues	7,800
0	0	0	520 2102	Telephone	300
0	0	0	520 2105	Advertising	1,500
0	0	0	520 2108	Contractual (ORBIS Courier, OCLC Services, Speakers, ILS, Database Services, Move/Storage/Misc)	71,500
0	0	0	520 2116	Internet (Bandwidth)	20,000
0	0	0	520 2120	Insurance	5,000
0	0	0	520 2123	Printing	4,000
0	0	0	520 2131	NB Services (PERS SERV NBPL Tech Mgr/Srvr Rm)	105,307
0	0	0	520 2205	Office Supplies (General Supplies)	6,800
0	0	0	520 2206	Postage	13,200
0	0	0	520 2224	Data Processing Supplies (Computer Equip >\$5,000)	1,000
0	0	0	520 2228	Petroleum Products (Gasoline/Fuel)	17,500
0	0	0	520 2236	Library Books & Records (Books/Media Lobby/Jail)	3,500
0	0	0	520 2239	State Grant (R2R)	5,500
0	0	0	520 2303	Equipment Repair	500
0	0	0	520 2304	Equipment Maintenance Contract (Annual Hosting ByWater)	19,500
0	0	0	520 2308	Automotive Parts	3,500
0	0	0	520 2406	Reimbursable	61,000
0	0	0	520 2450	CCLSD Project (Title Wave Project)	2,706
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Materials and Services</b>	<u>350,113</u>
				<b>CAPITAL OUTLAY</b>	
0	0	0	530 3001	Computer Hardware/Software (Migration)	20,800
0	0	0	530 3004	System Replacement, Enhancement, Central Site Equip	33,093
0	0	0	530 3008	Vehicles	41,811
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Capital Outlay</b>	<u>95,704</u>
0	0	0	560 6001	<b>CONTINGENCY</b>	<u>52,592</u>
0	0	0		<b>Total Contingency</b>	<u>52,592</u>
0	0	0	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<u>0</u>
<u>0</u>	<u>0</u>	<u>0</u>		<b>TOTAL CCLSD ESO EXPENSE</b>	<u>758,394</u>

**City of Coos Bay 2014-2015 Budget  
Library Fund 7**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CARRYOVER BALANCE</b>	
304,264	401,348	337,000	300 0100	Carryover Balance - Regular	324,166
64,530	50,159	50,000	300 0200	Carryover Balance - Memorial/Board (CD) (Restricted)	50,000
<u>368,794</u>	<u>451,507</u>	<u>387,000</u>		<b>Total Carryover Balance</b>	<u>374,166</u>
				<b>REVENUE FROM OTHER AGENCIES</b>	
2,460	1,681	1,500	340 0300	State Library Grant	1,000
0	0	1,000	340 0301	Grants	0
961,423	963,067	927,000	340 0900	Library Tax Base	940,000
<u>963,883</u>	<u>964,748</u>	<u>929,500</u>		<b>Total Revenue from other Agencies</b>	<u>941,000</u>
				<b>USE OF MONEY AND PROPERTY</b>	
2,287	2,427	800	350 0100	Interest	1,000
2,035	3,400	2,500	350 1100	Auditorium Rental	1,500
<u>4,322</u>	<u>5,827</u>	<u>3,300</u>		<b>Total Use of Money &amp; Property</b>	<u>2,500</u>
				<b>CHARGES FOR CURRENT SERVICES</b>	
3,994	5,391	4,000	360 0100	Copies	4,000
62,628	73,890	68,743	360 1700	Data Base Specialist Fees	0
20,051	16,497	18,000	360 1800	Library Fees	15,000
<u>86,673</u>	<u>95,778</u>	<u>90,743</u>		<b>Total Charges for Current Services</b>	<u>19,000</u>
				<b>OTHER INCOME</b>	
0	1,262	0	380 100	Miscellaneous	0
254	66	0	380 0200	Cash over/short	0
1,290	656	500	380 0400	Reimbursements	500
28,469	26,487	18,500	380 0900	Gifts & Donations	18,500
<u>30,013</u>	<u>28,470</u>	<u>19,000</u>		<b>Total Other Income</b>	<u>19,000</u>
<u>1,453,684</u>	<u>1,546,331</u>	<u>1,429,543</u>		<b>TOTAL LIBRARY REVENUE</b>	<u>1,355,666</u>

**City of Coos Bay 2014-2015 Budget  
Library Fund 7  
Department 510**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>PERSONNEL SERVICES</b>	
539,644	571,918	581,862	510	1001 Salaries	531,476
80,248	99,197	112,033	510	1003 P.E.R.S.	75,273
38,366	43,711	44,522	510	1004 Social Security	40,668
94,560	121,719	130,143	510	1005 Employee Insurance	133,521
6,519	232	12,806	510	1006 Unemployment	15,806
1,440	1,369	1,926	510	1007 Workers' Compensation	1,862
27	74	130	510	1008 Volunteer Worker's Compensation	136
<u>760,805</u>	<u>838,220</u>	<u>883,422</u>		<b>Total Personnel Services</b>	<u>798,742</u>
				<b>MATERIALS AND SERVICES</b>	
4,446	4,646	6,200	520	2005 Training, Meetings, Travel, and Dues	6,000
36,714	37,145	36,000	520	2101 Utilities	36,200
2,852	3,254	4,000	520	2102 Telephone	3,800
1,485	654	1,500	520	2105 Advertising	1,500
5,394	0	0	520	2108 Contractual	0
0	0	14,800	520	2120 Insurance	19,753
2,264	3,904	4,000	520	2122 Duplicating	4,000
0	395	790	520	2123 Printing	600
39	0	0	520	2128 Program & Display (combined w/office supplies/printing)	0
1,492	1,943	2,600	520	2205 Office Supplies	2,500
6,386	6,060	7,000	520	2206 Postage	7,000
114	0	0	520	2208 Miscellaneous (combined with office supplies)	0
4,317	0	0	520	2224 Data Processing Supplies (combined with duplicating)	0
2,468	3,467	3,400	520	2225 Janitorial Supplies	3,500
0	0	1,000	520	2234 Library Grant Materials	0
11,232	10,290	12,000	520	2235 Library Supplies	12,000
54,160	58,772	70,000	520	2236 Library Books and Records	70,000
9,392	9,908	11,000	520	2237 Periodicals	11,000
160	184	200	520	2238 Microfilm	200
2,662	1,820	1,000	520	2239 State Aid to Children	1,000
13,684	13,597	15,000	520	2302 Office Equipment Rental	15,100
0	1,895	8,200	520	2303 Equipment Repairs/Replacement	8,000
13,793	13,211	16,500	520	2304 Equipment Maintenance Contracts	18,500

**Library Expenditures (Continued)**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES CONTINUED</b>	
27,374	32,562	28,000	520 2309	Building & Grounds Maintenance	28,000
360	290	500	520 2406	Reimbursable	500
812	0	400	520 2424	Library Board	300
34,167	27,979	17,000	520 2450	Gifts, Donations & Memorials	17,000
<u>235,766</u>	<u>231,976</u>	<u>261,090</u>		<b>Total Materials and Services</b>	<u>266,453</u>
				<b>CAPITAL OUTLAY</b>	
5,605	0	0	530 3001	Computer Hardware/Software (combined with 2303)	0
<u>5,605</u>	<u>0</u>	<u>0</u>		<b>Total Capital Outlay</b>	<u>0</u>
				<b>CONTINGENCY</b>	
0	0	235,031	560 6001	Contingency	240,471
0	0	50,000	560 6001	Library Board Reserve (Contingency)	50,000
<u>0</u>	<u>0</u>	<u>285,031</u>		<b>Total Contingency</b>	<u>290,471</u>
451,507	476,135	0	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
<u>1,453,684</u>	<u>1,546,331</u>	<u>1,429,543</u>		<b>TOTAL LIBRARY EXPENDITURES</b>	<u>1,355,666</u>

## COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING CODES

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### **Program Description**

The Building Codes Division budget includes expenses for the administration of the building, mechanical inspection, and plan review programs within the City of Coos Bay. By vote of the taxpayers, this budget is mandated to operate as an enterprise fund with the revenue from the permits fully supporting the related expenses.

Portions of the personnel costs for the City Attorney, City Manager, Code/Planning Specialists, Codes Enforcement, Codes Administrator, Public Works Direct, Community Development Director, Finance staff, and Mechanic II are paid for by this program for complete cost accounting.

The Codes Administrator serves as the City's Building Official and inspects and evaluates built-on-site and manufactured residential and commercial structures while they are being constructed, remodeled, or repaired. Inspections are done in areas of structural, mechanical, and fire/life safety thereby insuring compliance with the City's building codes. Construction plans are reviewed for code compliance, and permits are issued.

The Division is responsible for implementing the City's dangerous and substandard building codes. Implementing the dangerous and substandard building code can cover issues, along with Codes Enforcement personnel, such as tenants who wish to complain about their water heaters and gutters, significant analysis involved in dilapidated buildings or buildings that have suffered significant damage due to fire or earthquake.

Staff evaluates the current valuation tables used to base permit fees. This review is part of an ongoing monitoring process to ensure that Building Codes program operates as an enterprise fund and keeps pace with the changing economy of the construction trade. Recommendations will be forwarded to Council for any adjustments.

Contractual services in this year's budget include, as needed, the cost for substandard and dangerous buildings abatement Hearing Officer; outside plan review services, and to continue to digitally archive old plans.

### **2014 Goals**

#### **Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Continue formal and informal meetings with customers and professional groups to identify areas to improve delivery of service to customers.
- Building Code Administrator will complete required continuing education.
- Continue to take advantage of customer service improvements offered by the e-permitting software.

FTE by allocation: 2.26 employees

**City of Coos Bay 2014-2015 Budget  
Building Codes Fund 8**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
<u>313,097</u>	<u>466,925</u>	<u>284,000</u>	300	0100 CARRYOVER BALANCE	<u>106,303</u>
				<b>LICENSES AND PERMITS</b>	
88,381	49,608	65,000	330	0600 Plan Check Fees	55,000
231,237	65,302	100,000	330	0700 Building Permits	70,000
130	390	600	330	0800 Plumbing Permits	130
37,357	16,017	12,000	330	0900 Mechanical Permits	14,000
55	164	150	330	1000 Electrical Permits	55
352	1,056	350	330	1400 Mobile Home Permits	352
48,433	19,875	50,000	330	1500 Other Permits	40,000
<u>405,944</u>	<u>152,411</u>	<u>228,100</u>		<b>Total Licenses and Permits</b>	<u>179,537</u>
				<b>USE OF MONEY AND PROPERTY</b>	
3,237	2,412	1,500	350	0100 Interest	50
<u>3,237</u>	<u>2,412</u>	<u>1,500</u>		<b>Total Use of Money &amp; Property</b>	<u>50</u>
				<b>OTHER INCOME</b>	
129	157	500	380	0100 Miscellaneous	0
1	0	0	380	0200 Cash Over/Short	0
<u>130</u>	<u>157</u>	<u>500</u>		<b>Total Other Income</b>	<u>0</u>
				<b>TRANSFERS</b>	
0	0	0	390	0800 Loan from General Fund	0
64,298	0	0	390	0100 Transfer from Building Codes Reserve	0
<u>64,298</u>	<u>0</u>	<u>0</u>			<u>0</u>
<u>786,706</u>	<u>621,905</u>	<u>514,100</u>		<b>TOTAL BUILDING CODE REVENUE</b>	<u>285,890</u>

**City of Coos Bay 2014-2015 Budget  
Building Codes Fund 8  
Department 304**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
<b>PERSONNEL SERVICES</b>					
186,543	185,499	176,768	510	1001 Salaries	144,509
17	6	997	510	1002 Overtime	550
32,955	33,501	37,844	510	1003 P.E.R.S.	26,722
13,584	13,588	13,623	510	1004 Social Security	11,120
36,034	35,050	37,057	510	1005 Employee Insurance	32,327
415	2,810	5,559	510	1006 Unemployment	5,151
1,512	1,572	2,093	510	1007 Workers' Compensation	1,582
(4,857)	7,821	0	510	1009 Comp/Vacation Accruals	0
266,204	279,846	273,940		<b>Total Personnel Services</b>	221,961
<b>MATERIALS AND SERVICES</b>					
1,464	946	2,000	520	2001 Meetings, Travel & Memberships	1,500
0	0	500	520	2003 Publications	0
3,024	609	4,000	520	2005 Training	2,750
623	658	1,000	520	2102 Telephone	750
11,760	11,760	12,476	520	2104 Property/office lease	12,476
0	120	200	520	2105 Advertising	200
23,236	11,502	33,150	520	2108 Contractual	25,000
3,973	4,729	5,489	520	2120 Insurance	6,111
321	19	2,000	520	2122 Duplicating	500
164	122	500	520	2123 Printing	500
1,047	1,496	1,000	520	2200 Merchant Fees	2,000
213	28	800	520	2205 Office Supplies	800
24	164	200	520	2206 Postage	200
89	0	100	520	2208 Miscellaneous	0
100	812	1,000	520	2216 Small Equipment	500
513	44	500	520	2224 Data Processing Supplies	500
1,297	1,025	1,000	520	2228 Petroleum Products	1,000
0	0	300	520	2303 Equipment Repairs	250
429	0	500	520	2308 Automotive Parts	500
48,278	34,034	66,715		<b>Total Materials and Services</b>	55,537
<b>TRANSFERS</b>					
5,300	5,300	5,300	550	5013 Transfer to Technology Fund	5,300
0	0	168,145	560	6001 <b>CONTINGENCY</b>	3,092
466,925	302,726	0	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
786,706	621,905	514,100		<b>TOTAL BUILDING CODES</b>	285,890



**City of Coos Bay 2014-2015 Budget  
9-1-1 Tax Fund 10  
Department 510**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
96,112	144,110	105,000	300	0100 CARRYOVER BALANCE	89,829
				<b>REVENUE FROM OTHER AGENCIES</b>	
78,172	77,153	74,197	340	1600 City of Coos Bay	72,720
18,895	18,609	17,879	340	2000 City of Coquille (PSAP)	17,325
77,229	72,371	73,016	340	2300 911 Contracts	74,713
174,296	168,132	165,092		<b>Total Revenue from Other Agencies</b>	164,758
				<b>USE OF MONEY AND PROPERTY</b>	
638	610	100	350	0100 Interest	100
638	610	100		<b>Total Use of Money and Property</b>	100
271,046	312,852	270,192		<b>TOTAL 911 TAX REVENUE</b>	254,687
				<b>PERSONNEL SERVICES</b>	
75,144	114,025	108,866	510	1001 Salaries	112,121
3,311	1,969	10,887	510	1002 Overtime	11,213
11,943	18,951	24,123	510	1003 P.E.R.S.	21,097
5,928	8,742	9,163	510	1004 Social Security	9,437
16,081	19,610	27,402	510	1005 Employee Insurance	18,258
0	1,224	500	510	1006 Unemployment	5,250
200	261	378	510	1007 Worker's Compensation	403
112,607	164,782	181,319		<b>Total Personnel Services</b>	177,779
				<b>MATERIALS AND SERVICES</b>	
7,563	7,349	10,000	520	2102 Telephone	10,000
6,766	6,766	18,000	520	2108 Contractual	18,000
14,329	14,115	28,000		<b>Total Materials and Services</b>	28,000
0	0	20,000	560	6001 CONTINGENCY	48,908
144,110	133,956	40,873	560	6002 UNAPPROPRIATED ENDING FUND BALANCE	0
271,046	312,852	270,192		<b>TOTAL 9 1 1 TAX EXPENDITURES</b>	254,687

## GENERAL OBLIGATION AND REVENUE BOND FUNDS

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### **Program Description**

The General Obligation Bond Fund receives the property taxes specifically to fund debt service payments for general obligation bonds. The City of Coos Bay has only one general obligation bond - the 2009 Fire Station bond used to construct the new fire station located on Elrod.

The Revenue Bond Fund receives the resources required to fund debt service payments for all other types of financing other than general obligation bonds. The following page details the loans and bonds requiring debt service payments. This fund also is a venue for paying the City of Coos Bay's portion of debt service obligations of the Coos Bay – North Bend Water Board. This fund also holds the Oregon Financing Infrastructure Authority wastewater debt reserve to secure repayment of obligations.

### **City Goal: Finance**

- Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.
- Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

**City of Coos Bay 2014-2015 Budget  
Bond and Coupon Redemption**

Principal	Interest	Total	Series	Month
<u>2014</u>				
0	0	0	12 Wastewater IFA 1 Series 2012 (est 2027 mature)	December
0	0	0	13 Wastewater IFA 2 Series 2013 (est 2028 mature)	December
3,975	4,660	8,635	2 Water 2005-OECDD 6/2005 (12/29 mature)	December
285,010	87,550	372,560	3 Refunding Water Series 2006 4/2006 (12/24 mature)	December
0	103,560	103,560	4 Fire Station 4/2009 (6/28 mature)	December
60,000	4,800	64,800	9 City Hall Seismic Loan from URA (12/21 mature)	December
65,010	8,025	73,035	10 Wastewater Land Purchase 11/12 (12/20 mature)	December
<u>2015</u>				
0	6,100	6,100	10 Wastewater Land Purchase 11/12 (12/20 mature)	June
0	80,440	80,440	3 Refunding Water Series 2006 4/2006 (12/24 mature)	June
285,010	103,560	388,570	4 Fire Station 4/2009 (6/28 mature)	June
188,500	161,000	349,500	8 Water IFA Series 2010	Dec
178,200	83,500	261,700	12 Wastewater IFA 1 Series 2012 (est 2027 mature)	June
0	15,030	15,030	13 Wastewater IFA 2 Series 2013 (est 2028 mature)	June
28,977	1,553	30,530	11 Jurisdictional Exchange Fund (39) (1st payment to City)	August
<u>1,094,682</u>	<u>659,778</u>	<u>1,754,460</u>	TOTAL	
<b>SUMMARY</b>				
178,200	98,530	276,730	Wastewater Projects (12) (est 2027/2028 mature)	276,730
65,010	14,125	79,135	Wastewater Land Purchase 11/12 (12/20 mature)	79,135
60,000	4,800	64,800	City Hall Seismic Loan from URA (12/21 mature)	64,800
3,975	4,660	8,635	Water 2005-OECDD (12) (12/29 mature)	8,635
188,500	161,000	349,500	Water IFA Series 2010	349,500
28,977	1,553	30,530	Jurisdictional Exchange Fund (39) (1st payment to City)	30,530
<u>285,010</u>	<u>167,990</u>	<u>453,000</u>	Refunding Water Series 2006 (12) (12/24 mature)	453,000
809,672	452,658	1,262,330	Total Fund 12	
<u>285,010</u>	<u>207,120</u>	<u>492,130</u>	Fire Station (11) 6/28 mature	492,130
<u>1,094,682</u>	<u>659,778</u>	<u>1,754,460</u>	TOTAL	Annual Debt <u>1,754,460</u>

**City of Coos Bay 2014-2015 Budget  
General Obligation Bond Redemption Fund 11  
Department 600**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
105,916	249,047	250,000	300	0100 <b>CARRYOVER BALANCE</b>	217,170
				<b>PROPERTY TAXES</b>	
499,482	495,634	490,380	310	0100 Current Property Taxes	492,130
31,258	31,522	30,000	310	0200 Delinquent Property Taxes	20,000
530,740	527,156	520,380		<b>Total Property Taxes</b>	512,130
				<b>USE OF MONEY AND PROPERTY</b>	
2,277	2,728	100	350	0100 Interest	100
2,277	2,728	100		<b>Total Use of Money and Property</b>	100
				<b>TRANSFERS IN</b>	
101,000	76,839	0	390	0800 General Fund	0
101,000	76,839	0		<b>Total Transfers In</b>	0
739,933	855,771	770,480		<b>TOTAL G.O. BOND FUND REVENUE</b>	729,400
				<b>DEBT SERVICE</b>	
260,000	265,000	275,010	540	4003 Principal (Fire GO Series 2009)	285,010
230,886	223,300	215,370	540	4004 Interest (Fire GO Series 2009)	207,120
490,886	488,300	490,380		<b>Total Debt Service</b>	492,130
				<b>TRANSFERS OUT</b>	
0	0	180,400	550	5021 Transfer to Fire Station	0
0	0	180,400		<b>Total Transfers Out</b>	0
249,047	367,471	99,700	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	237,270
739,933	855,771	770,480		<b>TOTAL G.O. BOND EXPENDITURES</b>	729,400

**City of Coos Bay 2014-2015 Budget  
Revenue Bond Fund 12  
Department 610**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
597	967,885	1,933,758	300	0100 <b>CARRYOVER BALANCE</b>	2,616,820
				<b>REVENUE FROM OTHER AGENCIES</b>	
505,847	617,517	1,235,638	340	1100 Water Board Bond Payments	811,135
505,847	617,517	1,235,638		<b>Total Revenue from Other Agencies</b>	811,135
				<b>USE OF MONEY AND PROPERTY</b>	
3,059	0	0	350	0100 Interest	0
3,059	0	0		<b>Total Use of Money and Property</b>	0
				<b>TRANSFERS IN</b>	
520,000	520,000	0	390	1000 Transfer from WW Improvement Fund	0
0	66,000	65,400	390	2000 Transfer from General Fund for CH Seismic Loan	64,800
520,000	541,669	973,382	390	0900 Transfer from WW Fund	404,275
1,040,000	1,127,669	1,038,782		<b>Total Transfers</b>	469,075
				<b>TOTAL REVENUE BOND REVENUE</b>	3,897,030
1,549,503	2,713,072	4,208,178			
				<b>DEBT SERVICE</b>	
253,429	258,600	278,800	540	4001 Principal OECDD CBNBWB (2005/2006, 2029/2024 mature)	288,985
212,093	200,235	186,838	540	4002 Interest OECDD CBNBWB (2005/2006, 2029/2024 mature)	172,650
465,523	458,836	465,638		<b>Total Debt Service</b>	461,635
0	0	600,000	540	4007 Principal CBNBWB IFA Series 2010 estimated	188,500
40,324	158,682	170,000	540	4008 Interest CBNBWB IFA Series 2010 estimated	161,000
40,324	158,682	770,000		<b>Total Debt Service</b>	349,500
65,000	86,669	65,010	540	4009 Principal WW Land Purchase 2012	65,010
10,771	16,853	16,130	540	4010 Interest WW Land Purchases 2012	14,125
0	0	0	540	4011 Principal WW Series IFA 1 2012	178,200
0	313	20,000	540	4012 Interest WW Series IFA 1 2012	83,500
0	0	0	540	4013 Principal WW Series IFA 2 2013	0
0	0	40,000	540	4014 Interest WW Series IFA 2 2013	15,030
75,771	103,836	141,140		<b>Total Debt Service</b>	355,865
0	60,000	60,000	540	4015 Principal City Hall Seismic Loan from URA 2011	60,000
0	6,000	5,400	540	4016 Interest City Hall Seismic Loan from URA 2011	4,800
0	66,000	65,400		<b>Total Debt Service</b>	64,800
581,618	787,353	1,442,178		<b>Total Debt Service Payments</b>	1,231,800
0	0	0	560	6004 Long term Revenue Bond Financing Cost/Reserve Funding	48,410
0	0	1,040,000	560	6004 WW Bond Reserve (Series 2012 IFA 1)	1,040,000
0	0	1,726,000	560	6004 WW Bond Reserve (Series 2013 IFA 2)	1,625,230
0	0	2,766,000		<b>Total Bond Reserve</b>	2,665,230
967,885	1,925,718	0	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
1,549,503	2,713,072	4,208,178		<b>TOTAL REVENUE BOND EXPENSE</b>	3,897,030

## CAPITAL IMPROVEMENT FUNDS

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### SPECIAL IMPROVEMENT FUND

The budget provides for improvements to the sewer, storm water, or street infrastructure of the City through development of Local Improvement Districts. This fund has most recently been utilized for street asphalt overlays. These funds are used as loan funds to allow citizens to complete infrastructure projects that may not ever be prioritized by the City. The loans are made using City funds.

#### 2014 Goals

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- No projects have been identified for this coming fiscal year, the majority of the funds are proposed to be transferred to the General Fund due to budget constraints.

### STREET IMPROVEMENT FUND

This budget provides for improvements to the street infrastructure of the City. Historically funds are carried over from year to year to accumulate enough funding to complete asphalt overlay projects over several areas as economically as possible. This fund has typically served to receive Fund Exchange dollars. These are Oregon Department of Transportation pass-through dollars from the Federal Government and are used for overlay projects in the City. This year the City will use the funds for improvements to portions of

failed streets.

#### 2014 Goals

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Make repairs to failed street sections as funding allows

### PARKS IMPROVEMENT FUND

This budget provides for major upgrades and a venue for expenditure of donations specifically for the park system. The funds for park improvements come from a variety of sources: donations, grants, general fund, and bonds. This fund is used to accumulate donations for ongoing improvements in Choshi Gardens. Construction of projects proposed this year are 100% grant dependent. Preparation for plans that must accompany grant applications will require expenditure from the General Fund to accomplish. Repair to the pool mechanical

system is also dependent upon General Fund dollars or fund raising by community interest groups.

#### 2014 Goals

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- Make repairs to Mingus Pool infrastructure

- Implement portions of the Parks Master Plan as funding permits

### **BIKE/PEDESTRIAN PATH FUND**

This budget provides for improvements to the bike and pedestrian areas of the City. As required by law, one percent of the funds received from the State gas tax revenue are set-aside in this fund each year specifically for bike and pedestrian improvements in a designated right of way. The money in the fund need not be used in a specific year and can be carried over from year to year to build enough money to do a project. The money can also be used as a match to grants from the Oregon Department of Transportation to construct a large-scale project.

### **2014 Goals**

**Maintain and improve the City's physical infrastructure and provide quality services for current and future citizens**

- No specific project has been identified this year. Funds this year can accumulate for projects in future years.

**City of Coos Bay 2014-2015 Budget  
Special Improvement (LID) Fund 15  
Department 760**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
141,444	142,928	148,950	300	0100 CARRYOVER BALANCE	144,027
				<b>USE OF MONEY AND PROPERTY</b>	
925	799	400	350	0100 Interest	25
925	799	400		<b>Total Use of Money and Property</b>	25
				<b>LIENS &amp; LOANS REPAYMENT</b>	
0	0	0	370	0100 Principal Payments (District 98) LID 22nd St.	0
0	0	200	370	0200 Interest Payments (District 98) LID 22nd St.	200
0	0	200		District 98 Lien & Loan Repayment LID 22nd St.	200
369	0	2,000	370	0300 Principal Payments (District 2009) LID Minnesota	300
189	300	2,000	370	0400 Interest Payments (District 2009) LID Minnesota	300
558	300	4,000		District 2009 Loan Repayment LID Minnesota	600
142,928	144,027	153,550		<b>TOTAL SPECIAL IMPROV. REVENUE</b>	144,852
				<b>MATERIALS AND SERVICES</b>	
0	0	15,000	520	2108 Contractual	0
0	0	15,000		<b>Total Materials and Services</b>	0
				<b>CAPITAL OUTLAY</b>	
0	0	138,550	530	3102 Construction	14,852
0	0	138,550		<b>Total Capital Outlay</b>	14,852
				<b>TRANSFERS OUT</b>	
0	0	0	550	5010 Transfer to General Fund	130,000
0	0	0	560	6001 CONTINGENCY	0
142,928	144,027	0	560	6002 UNAPPROPRIATED ENDING FUND BALANCE	0
142,928	144,027	153,550		<b>TOTAL SPECIAL IMPROV. EXPENSE</b>	144,852



**City of Coos Bay 2014-2015 Budget  
Street Improvement Fund 16  
Department 710**

Actual 2011-12 ..... 266	Actual 2012-13 ..... 267	Council Adopted 2013-14 ..... 267	Acct. No. ..... 300			Proposed 2014-15 ..... 268
			300	0100	<b>CARRYOVER BALANCE</b>	
					<b>REVENUE FROM OTHER AGENCIES</b>	
125,436	5,079	173,283	340	1200	STP Funds	210,000
125,436	5,079	173,283			<b>Total Revenue From Other Agencies</b>	210,000
					<b>USE OF MONEY AND PROPERTY</b>	
1	1	0	350	0100	Interest	0
1	1	0			<b>Total Use of Money and Property</b>	0
125,703	5,347	173,550			<b>TOTAL STREET IMPROVEMENT REVENUE</b>	210,268
					<b>CAPITAL OUTLAY</b>	
125,436	5,079	173,550	530	3102	Construction (STP)	210,268
125,436	5,079	173,550			<b>Total Capital Outlay</b>	210,268
267	268	0	560	6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
125,703	5,347	173,550			<b>TOTAL STREET IMPROVEMENT EXPENSE</b>	210,268

**City of Coos Bay 2014-2015 Budget  
Parks Improvement Fund 17  
Department 720**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CARRYOVER BALANCE</b>	
151,425	113,080	89,887	300 0100	Carryover Balance - Regular	30,000
525	3,409	1,113	300 0200	Carryover Balance - Choshi Gardens	3,000
<u>151,950</u>	<u>116,489</u>	<u>91,000</u>		<b>Total Carryover Balance</b>	<u>33,000</u>
				<b>REVENUE - OTHER AGENCIES</b>	
0	0	75,000	340 0300	Grants - Mingus Park Pool/Boardwalk	1,000,000
0	0	100,000	340 0302	Grant - Dog Park	250,000
23,744	0	0	340 0303	FEMA Grant	0
0	0	200,000	340 0304	Grant - Tennis Courts	225,000
<u>23,744</u>	<u>0</u>	<u>375,000</u>		<b>Total Revenue - Other Agencies</b>	<u>1,475,000</u>
				<b>USE OF MONEY AND PROPERTY</b>	
797	600	300	350 0100	Interest	200
<u>797</u>	<u>600</u>	<u>300</u>		<b>Total Use of Money and Property</b>	<u>200</u>
				<b>OTHER REVENUE</b>	
6,804	(570)	0	380 0100	Miscellaneous	0
2,362	4,522	2,226	380 0900	Donations-Choshi Gardens	3,000
0	0	130,000	380 1000	Gifts and Donations other	0
<u>9,166</u>	<u>3,952</u>	<u>132,226</u>		<b>Total Other Revenue</b>	<u>3,000</u>
				<b>TRANSFERS IN</b>	
0	0	0	390 0850	Major Capital Fund	120,000
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Transfers In</b>	<u>120,000</u>
<u>185,657</u>	<u>121,041</u>	<u>598,526</u>		<b>TOTAL PARKS IMPROVEMENT REVENUE</b>	<u>1,631,200</u>

**City of Coos Bay 2014-2015 Budget  
Parks Improvement Fund 17  
Department 720**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
2,429	2,294	2,226	520 2108	Contractual	6,200
2,429	2,294	2,226		<b>Total Materials and Services</b>	6,200
				<b>CAPITAL OUTLAY</b>	
31,548	0	40,800	530 3102	Construction	555,000
35,192	13,458	85,500	530 3103	Mingus Park Pool	80,000
0	0	100,000	530 3104	Mingus Park	500,000
0	0	30,000	530 3107	Parks Master Plan	15,000
0	0	100,000	530 3108	Dog Park	250,000
0	0	200,000	530 3109	Tennis Courts	225,000
0	10,725	0	530 3116	Skateboard Park	0
66,740	24,183	556,300		<b>Total Capital Outlay</b>	1,625,000
				<b>TRANSFERS OUT</b>	
0	0	40,000	550 800	Major Capital Fund	0
0	0	40,000		<b>Total Transfers Out</b>	0
0	0	0	560 6001	<b>CONTINGENCY</b>	0
116,489	94,564	0	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
185,657	121,041	598,526		<b>TOTAL PARKS IMPROVEMENT EXPENSE</b>	1,631,200

**City of Coos Bay 2014-2015 Budget  
Bike/Pedestrian Path Fund 18  
Department 730**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
6,352	14,425	22,425	300	0100 <b>CARRYOVER BALANCE</b>	32,167
				Carryover Balance	
				<b>REVENUE - OTHER AGENCIES</b>	
0	8,771	8,250	340	800 State Gas Tax	8,250
0	8,771	8,250		<b>Total Revenue - Other Agencies</b>	8,250
				<b>USE OF MONEY AND PROPERTY</b>	
73	99	50	350	0100 Interest	50
73	99	50		<b>Total Use of Money and Property</b>	50
				<b>OTHER REVENUE</b>	
0	0	0	380	0100 Misc Revenue	0
0	0	0		<b>Total Other Revenue</b>	0
				<b>TRANSFERS IN</b>	
8,000	0	0	390	1000 State Gas Tax Fund	0
0	0	0	390	1001 SDC Transportation Fund	0
8,000	0	0		<b>Total Transfers In</b>	0
14,425	23,296	30,725		<b>TOTAL BIKE/PED REVENUE</b>	40,467
				<b>CAPITAL OUTLAY</b>	
0	0	30,725	530	3102 Construction	40,467
0	0	30,725		<b>Total Capital Outlay</b>	40,467
0	0	0	560	6001 <b>CONTINGENCY</b>	0
14,425	23,296	0	560	6002 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
14,425	23,296	30,725		<b>TOTAL BIKE/PED EXPENDITURES</b>	40,467

**City of Coos Bay 2014-2015 Budget  
Transportation SDC Fund 19  
Department 760**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CARRYOVER BALANCE</b>	
11,454	11,965	11,422	300 0100	Carryover-Improvement Fee	12,062
2,060	1,730	2,017	300 0200	Carryover-Reimbursement Fee	1,744
805	720	1,005	300 0300	Carryover-Compliance Fee	727
<u>14,319</u>	<u>14,415</u>	<u>14,444</u>		<b>Total Carryover Balance</b>	<u>14,533</u>
				<b>USE OF MONEY AND PROPERTY</b>	
80	67	55	350 0102	Interest-Improvement Fee	30
12	10	6	350 0103	Interest-Reimbursement Fee	4
5	4	3	350 0104	Interest-Compliance Fee	2
<u>97</u>	<u>80</u>	<u>64</u>		<b>Total Use of Money and Property</b>	<u>36</u>
<u>14,416</u>	<u>14,496</u>	<u>14,508</u>		<b>TOTAL TRANSPORTATION SDC REVENUE</b>	<u>14,569</u>
				<b>CAPITAL OUTLAY</b>	
0	0	11,477	530 3102	Construction-Improvement Fee	12,092
0	0	2,023	530 3103	Construction-Reimbursement Fee	1,748
0	0	1,008	530 3104	Construction-Compliance Fee	729
<u>0</u>	<u>0</u>	<u>14,508</u>		<b>Total Capital Outlay</b>	<u>14,569</u>
				<b>TRANSFERS</b>	
0	0	0	550 5001	Transfer to Bike Improvement Fund	0
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Transfers</b>	<u>0</u>
0	0	0	560 6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	0
14,416	14,496	0	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0
<u>14,416</u>	<u>14,496</u>	<u>14,508</u>		<b>TOTAL TRANSPORTATION SDC EXPENSE</b>	<u>14,569</u>

**City of Coos Bay 2014-2015 Budget  
Wastewater SDC Fund 20**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CARRYOVER BALANCE</b>	
12,574	12,656	12,690	300 0100	Carryover-Treatment Improvement Fee	12,758
12,564	12,646	12,690	300 0200	Carryover-Treatment Reimbursement Fee	12,748
1,255	1,264	1,285	300 0300	Carryover-Treatment Compliance Fee	1,274
146,512	147,468	148,653	300 0400	Carryover-Collections Improvement Fee	148,662
33,007	33,222	33,285	300 0500	Carryover-Collections Reimbursement Fee	33,491
33,006	33,221	33,221	300 0600	Carryover-Collections Compliance Fee	33,490
1,962	1,975	1,980	300 0700	Carryover-CSD Treatment Improvement Fee	1,991
493	496	499	300 0800	Carryover-CSD Treatment Reimb. Fee	500
293	295	296	300 0900	Carryover-CSD Treatment Compliance Fee	297
<u>241,666</u>	<u>243,242</u>	<u>244,599</u>		<b>Total Carryover Balance</b>	<u>245,211</u>
				<b>USE OF MONEY AND PROPERTY</b>	
82	71	55	350 0101	Interest-Treatment Improvement Fee	32
82	71	54	350 0102	Interest-Treatment Reimbursement Fee	32
8	7	5	350 0103	Interest-Treatment Compliance Fee	3
955	823	567	350 0201	Interest-Collections Improvement Fee	371
215	185	16	350 0202	Interest-Collections Reimbursement Fee	84
215	185	16	350 0203	Interest-Collections Compliance Fee	84
13	11	15	350 0301	Interest-CSD Treatment Improvement Fee	5
3	3	4	350 0302	Interest-CSD Treatment Reimb. Fee	1
2	2	1	350 0303	Interest-CSD Treatment Compliance Fee	1
<u>1,576</u>	<u>1,358</u>	<u>734</u>		<b>Total Use of Money and Property</b>	<u>613</u>
				<b>CHARGES FOR CURRENT SERVICES</b>	
0	0	0	360 2100	CSD Treatment Improvement Fees	0
0	0	0	360 2200	CSD Treatment Reimbursement Fees	0
0	0	0	360 2300	CSD Treatment Compliance Fees	0
0	0	0	360 3100	BHSD Treatment Improvement Fees	0
0	0	0	360 3200	BHSD Treatment Reimbursement Fees	0
0	0	0	360 3300	BHSD Treatment Compliance Fees	0
0	0	0	360 4100	BHSD Collections Improvement Fees	0
0	0	0	360 4200	BHSD Collections Reimbursement Fees	0
0	0	0	360 4300	BHSD Collections Compliance Fees	0
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Charges for Current Services</b>	<u>0</u>
<u>243,242</u>	<u>244,600</u>	<u>245,333</u>		<b>TOTAL WASTEWATER SDC REVENUE</b>	<u>245,824</u>

**City of Coos Bay 2014-2015 Budget  
Wastewater SDC Fund 20  
Department 770**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CAPITAL OUTLAY</b>	
0	0	0	520 2200	Merchant Fees WW Collection	0
0	0	0	520 2201	Merchant Fees WW Treatment	0
0	0	0	530 3102	Construction-Treatment Improvement	0
0	0	0	530 3103	Construction-Treatment Reimbursement	0
0	0	0	530 3104	Construction-Treatment Compliance	0
0	0	0	530 3105	Construction-Collections Improvement	0
0	0	0	530 3106	Construction-Collections Reimbursement	0
0	0	0	530 3107	Construction-Collections Compliance	0
0	0	0	530 3108	CSD Const.-Treatment Improvement	0
0	0	0	530 3109	CSD Const.-Treatment Reimbursement	0
0	0	0	530 3110	CSD Const.-Treatment Compliance	0
0	0	0	530 3111	BHSD Const.-Treatment Improvement	0
0	0	0	530 3112	BHSD Const.-Treatment Reimbursement	0
0	0	0	530 3113	BHSD Const.-Treatment Compliance	0
0	0	0	530 3114	BHSD Const.-Collections Improvement	0
0	0	0	530 3115	BHSD Const.-Collections Reimbursement	0
0	0	0	530 3116	BHSD Const.-Collections Compliance	0
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Capital Outlay</b>	<u>0</u>
<u>0</u>	<u>0</u>	<u>245,333</u>	560 6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	<u>245,824</u>
<u>243,242</u>	<u>244,600</u>	<u>0</u>	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<u>0</u>
<u>243,242</u>	<u>244,600</u>	<u>245,333</u>		<b>TOTAL WASTEWATER SDC EXPENSE</b>	<u>245,824</u>

**City of Coos Bay 2014-2015 Budget  
Stormwater SDC Fund 21  
Department 780**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>CARRYOVER BALANCE</b>	
14,886	15,217	15,055	300 0100	Carryover-Improvement Fee	15,341
3,725	3,515	3,762	300 0200	Carryover-Compliance Fee	3,543
<u>18,611</u>	<u>18,732</u>	<u>18,817</u>		<b>Total Carryover Balance</b>	<u>18,884</u>
				<b>USE OF MONEY AND PROPERTY</b>	
99	85	45	350 0102	Interest-Improvement Fee	38
23	20	11	350 0104	Interest-Compliance Fee	9
<u>121</u>	<u>105</u>	<u>56</u>		<b>Total Use of Money and Property</b>	<u>47</u>
<u>18,732</u>	<u>18,837</u>	<u>18,873</u>		<b>TOTAL STORMWATER SDC REVENUE</b>	<u>18,931</u>
				<b>CAPITAL OUTLAY</b>	
0	0	0	530 3102	Construction-Improvement Fee	0
<u>0</u>	<u>0</u>	<u>0</u>	529 3103	Construction-Compliance Fee	<u>0</u>
<u>0</u>	<u>0</u>	<u>0</u>		<b>Total Capital Outlay</b>	<u>0</u>
<u>0</u>	<u>0</u>	<u>18,873</u>	560 6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	<u>18,931</u>
<u>18,732</u>	<u>18,837</u>	<u>0</u>	560 6002	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<u>0</u>
<u>18,732</u>	<u>18,837</u>	<u>18,873</u>		<b>TOTAL STORMWATER SDC EXPENSE</b>	<u>18,931</u>



City of Coos Bay 2014-2015 Budget  
Insurance Reserve Fund 23  
Department 860

**Fund 23 was merged FYE13 into Fund 03**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
276,914	0	0	300 0100	<b>CARRYOVER BALANCE</b>	0
				<b>USE OF MONEY AND PROPERTY</b>	
1,894	0	0	350 0100	Interest	0
1,894	0	0		<b>Total Use of Money and Property</b>	0
				<b>TRANSFERS IN</b>	
20,000	0	0	390 0900	Transfer from Wastewater	0
20,000	0	0		<b>Total Transfers In</b>	0
298,808	0	0		<b>TOTAL INSURANCE RESERVE REV.</b>	0
				<b>TRANSFERS OUT</b>	
298,808	0	0	550 5010	Transfer to General Fund	0
298,808	0	0		<b>Total Transfers Out</b>	0
0	0	0	560 6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	0
298,808	0	0		<b>TOTAL INSURANCE RESERVE EXP.</b>	0

**City of Coos Bay 2014-2015 Budget  
Fire Station Reserve Fund 27  
Department 835**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
217,130	76,731	0	300	0100 CARRYOVER BALANCE	200,000
				<b>USE OF MONEY AND PROPERTY</b>	
777	108	50	350	0100 Interest	100
0	0	0	380	0100 Miscellaneous	0
777	108	50		<b>Total Use of Money and Property</b>	100
				<b>TRANSFERS IN</b>	
0	0	180,400	390	1200 General Obligation Bond Fund	0
0	0	180,400		<b>Total Transfers In</b>	0
217,907	76,839	180,450		<b>TOTAL FIRE STATION RESERVE REV.</b>	200,100
				<b>CAPITAL OUTLAY</b>	
0	0	0	530	3023 Fire Station	0
40,176	0	180,450	530	3034 Vehicle	200,100
40,176	0	180,450		<b>Total Capital Outlay</b>	200,100
				<b>TRANSFERS OUT</b>	
101,000	76,839	0	550	5010 Transfer to General Fund	0
76,731	0	0		<b>RESERVE FOR FUTURE EXPENDITURES</b>	0
217,907	76,839	180,450		<b>TOTAL FIRE STATION RESERVE EXPENSE</b>	200,100

City of Coos Bay 2014-2015 Budget Wastewater Improvement Fund 29 Department 810						
Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.			Proposed 2014-15
527,763	124,398	100,000	300	0100	<b>CARRYOVER BALANCE</b>	931,000
					<b>USE OF MONEY AND PROPERTY</b>	
3,217	13,351	500	350	0100	Interest	1,000
3,217	13,351	500			<b>Total Use of Money and Property</b>	1,000
					<b>OTHER FINANCING SOURCES</b>	
650,000	592,203	11,357,750	380	0400	Loan/Bond Proceeds	28,176,000
650,000	592,203	11,357,750			<b>Total Other Financing Sources</b>	28,176,000
					<b>TRANSFERS IN</b>	
643,916	1,959,871	1,608,634	390	0900	Wastewater Fund	1,358,418
643,916	1,959,871	1,608,634			<b>Total Transfers In</b>	1,358,418
1,824,896	2,689,823	13,066,884			<b>TOTAL WW IMPROVEMENT REVENUE</b>	30,466,418
					<b>CAPITAL OUTLAY</b>	
0	0	50,000	530	3001	Stormwater Collection System-Capital Projects	50,000
40,650	63,493	211,181	530	3002	Wastewater Plant 1 - Capital Projects	59,115
861,303	38,688	173,766	530	3003	Wastewater Plant 2 - Capital Projects	126,815
278,545	9,942	232,741	530	3004	Wastewater Collection System - Capital Projects	180,050
0	212,295	275,000	530	3008	Vehicles	139,500
0	0	0	530	3009	WW Structures - Loan Proceeds Balance	26,513,338
0	20,035	713,233	530	3010	WW Emergency	750,000
0	0	50,000	530	3011	Debt Issuance Costs	147,985
0	11,136	293,615	530	3012	Stormwater Collections - IFA#1	293,615
0	0	75,000	530	3013	Wastewater Plant 1 - IFA#1	75,000
0	334,717	1,359,513	530	3014	Wastewater Plant 2 - IFA#1	433,000
0	257,224	3,075,085	530	3015	Wastewater Collection - IFA#1	195,000
0	0	167,750	530	3017	Wastewater Plant 1 - IFA#2	0
0	0	3,690,000	530	3018	Wastewater Plant 2 - IFA#2	1,290,000
0	0	2,700,000	530	3019	Wastewater Collection - IFA#2	213,000
1,180,498	947,530	13,066,884			<b>Total Capital Outlay</b>	30,466,418
					<b>TRANSFERS</b>	
520,000	541,669	0	550	5000	Transfer to WW Debt Service Fund	0
124,398	1,200,624	0	560	6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	0
1,824,896	2,689,823	13,066,884			<b>TOTAL WW IMPROVEMENT EXPENDITURES</b>	30,466,418

**City of Coos Bay 2014-2015 Budget  
Major Capital Reserve Fund 34**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
.....	.....	.....	.....	.....	.....
597,594	691,526	174,255	300	0100 CARRYOVER BALANCE	301,087
				<b>REVENUE - OTHER AGENCIES</b>	
0	24,254	0	340	0200 Energy Trust of Oregon	0
0	0	25,000	340	0300 Federal	10,000
0	0	0	340	0301 Grants	30,000
1,259,169	150,000	0	340	0302 OEM State Grant City Hall Seismic	0
1,259,169	174,254	25,000		<b>Total Revenue - Other Agencies</b>	40,000
				<b>USE OF MONEY AND PROPERTY</b>	
1,779	2,445	500	350	0100 Interest	500
1,779	2,445	500		<b>Total Use of Money and Property</b>	500
				<b>OTHER REVENUE</b>	
2,941	29,652	0	380	0100 Miscellaneous	0
0	2,100	0	380	0500 Property Sales	0
3,712	7,932	0	380	0600 Equipment and Scrap Sales	0
150,000	418,918	700,000	380	0700 Timber Sales	1,100,000
156,653	458,603	700,000		<b>Total Other Revenue</b>	1,100,000
				<b>TRANSFERS IN</b>	
0	0	40,000	390	0700 Parks Improvement Fund	0
600,000	0	25,000	390	0800 General Fund	0
600,000	0	65,000		<b>Total Transfers In</b>	0
0	0	0		<b>Unappropriated Fund Balance</b>	0
2,615,195	1,326,828	964,755		<b>TOTAL MAJOR CAPITAL RESERVE REVENUE</b>	1,441,587

**City of Coos Bay 2014-2015 Budget  
Major Capital Reserve Fund 34  
Department 870**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
				<b>MATERIALS AND SERVICES</b>	
39,970	136,356	223,750	520 2301	Timber Costs	165,500
0	2,250	0	520 2309	Bldg Maintenance (Eastside Fire Hall Windows)	500
<u>39,970</u>	<u>138,606</u>	<u>223,750</u>		<b>Total Materials and Services</b>	<u>166,000</u>
				<b>CAPITAL OUTLAY</b>	
130,045	58,724	140,000	530 3008	Vehicles	150,000
0	0	25,000	530 3012	Police Equipment/Improvements	40,000
0	0	75,000	530 3013	Fire Equipment (Fire Truck)	100,000
152,404	31,962	60,000	530 3023	Equipment	30,000
0	4,914	0	530 3025	Building Maintenance	0
0	15,934	240,000	530 3046	Library Improvements	0
1,409,169	0	0	530 3054	City Hall Seismic Reimbursement	0
0	40,628	0	530 3057	City Hall Seismic Roof CO	0
77,246	485,719	0	530 3056	City Hall Seismic Loan Proceed	0
<u>1,768,864</u>	<u>637,881</u>	<u>540,000</u>		<b>Total Capital Outlay</b>	<u>320,000</u>
				<b>TRANSFERS TO</b>	
0	0	0	550 5010	General Fund	310,000
114,835	75,000	75,000	550 5020	Technology Fund	75,000
0	0	0	550 5021	Parks Improvement Fund	120,000
<u>114,835</u>	<u>75,000</u>	<u>75,000</u>		<b>Total Transfers</b>	<u>505,000</u>
0	0	0	560 6001	<b>CONTINGENCY</b>	350,587
<u>691,526</u>	<u>475,341</u>	<u>126,005</u>	560 6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	<u>100,000</u>
<u>2,615,195</u>	<u>1,326,828</u>	<u>964,755</u>		<b>TOTAL MAJOR CAPITAL RESERVE EXPENSE</b>	<u>1,441,587</u>

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.			Proposed 2014-15
4,858,592	4,802,760	4,825,938	300	0100	<b>CARRYOVER BALANCE</b>	4,856,312
4,800,000	4,800,000	4,800,000			Carryover - Nonspendable	4,800,000
50,439	0	0			Carryover - Restricted	0
8,153	29,947	25,938			Carryover - Assigned	56,312
4,858,592	4,829,947	4,825,938			Total Carryover	4,856,312
					<b>USE OF MONEY AND PROPERTY</b>	
62,262	27,187	25,000	350	0100	Interest	20,000
62,262	27,187	25,000			<b>Total Use of Money and Property</b>	20,000
					<b>OTHER FINANCING SOURCES</b>	
0	118,094	58,506	390	0100	Loan from General Fund (8/2013 mature)	0
0	118,094	58,506			<b>Total Other Financing Sources</b>	0
4,920,854	4,948,041	4,909,444			<b>TOTAL JURISDICTIONAL EXCHANGE</b>	4,876,312
					<b>STREETS RESERVE FUND</b>	
					<b>DEBT SERVICE</b>	
107,934	112,336	57,306	540	4001	Principal	28,977
10,160	5,758	1,200	540	4002	Interest	1,553
118,094	118,094	58,506			<b>Total Debt Service</b>	30,530
0	0	0	560	6001	Contingency	45,782
4,802,760	4,829,947	4,850,938	560	6005	<b>RESERVE FOR FUTURE EXPENDITURES</b>	4,800,000
4,920,854	4,948,041	4,909,444			<b>TOTAL JURISDICTIONAL EXCHANGE</b>	4,876,312
					<b>STREETS RESERVE EXPENSE</b>	

**City of Coos Bay 2014-2015 Budget  
Technology Reserve Fund 40  
Department 830**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
.....	.....	.....	.....	.....	.....
136,606	162,407	26,407	300	0100 <b>CARRYOVER BALANCE</b>	40,000
				<b>USE OF MONEY AND PROPERTY</b>	
31,822	10,343	0	340	0300 Grants	0
1,519	948	200	350	0100 Interest	200
<u>33,341</u>	<u>11,291</u>	<u>200</u>		<b>Total Use of Money and Property</b>	<u>200</u>
				<b>TRANSFERS IN</b>	
6,500	6,500	6,500	390	0900 Wastewater Fund	6,500
114,835	75,000	75,000	390	1400 Major Capital	75,000
5,300	5,300	5,300	390	1700 Building Codes	5,300
<u>126,635</u>	<u>86,800</u>	<u>86,800</u>		<b>Total Transfers In</b>	<u>86,800</u>
<u>296,582</u>	<u>260,498</u>	<u>113,407</u>		<b>TOTAL TECH RESERVE REVENUE</b>	<u>127,000</u>
				<b>MATERIALS AND SERVICES</b>	
<u>36,405</u>	<u>31,203</u>	<u>50,000</u>	520	2108 Contractual	<u>50,000</u>
<u>36,405</u>	<u>31,203</u>	<u>50,000</u>		<b>Total Materials and Services</b>	<u>50,000</u>
				<b>CAPITAL OUTLAY</b>	
66,550	72,881	58,822	530	3001 Computer Hardware & Software	71,639
24,319	10,343	0	530	3015 Federal Grant	0
2,466	16,001	0	530	3024 Website	0
<u>93,335</u>	<u>99,224</u>	<u>58,822</u>		<b>Total Capital Outlay</b>	<u>71,639</u>
				<b>TRANSFERS</b>	
<u>4,435</u>	<u>4,585</u>	<u>4,585</u>	550	5020 Transfer to County-wide CAD Reserve Fund	<u>5,361</u>
<u>4,435</u>	<u>4,585</u>	<u>4,585</u>		<b>Total Transfers</b>	<u>5,361</u>
<u>162,407</u>	<u>125,486</u>	<u>0</u>	560	6005 <b>RESERVE FOR FUTURE EXPENDITURES</b>	<u>0</u>
<u>296,582</u>	<u>260,498</u>	<u>113,407</u>		<b>TOTAL TECH RESERVE EXPENSE</b>	<u>127,000</u>

**City of Coos Bay 2014-2015 Budget  
County-wide CAD Core Reserve Fund 41  
Department 890**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
19,159	22,645	18,645	300	0100	0
				<b>CARRYOVER BALANCE</b>	
				<b>REVENUE FROM OTHER AGENCIES</b>	
737	737	737	340	1100 City of Bandon	753
9,042	9,491	9,221	340	1200 Coos County Sheriffs Office	8,855
1,474	1,474	1,474	340	1300 Coos County District Attorneys Office	1,507
737	737	737	340	1400 SCINT	753
1,037	1,097	1,097	340	1500 City of Coquille	1,302
987	1,037	1,037	340	1600 City of Myrtle Point	753
2,948	2,948	3,488	340	1700 City of North Bend	3,554
<u>16,962</u>	<u>17,521</u>	<u>17,791</u>		<b>Total Revenue from Other Agencies</b>	<u>17,477</u>
				<b>USE OF MONEY AND PROPERTY</b>	
139	170	50	350	0100 Interest	50
<u>139</u>	<u>170</u>	<u>50</u>		<b>Total Use of Money and Property</b>	<u>50</u>
				<b>TRANSFERS IN</b>	
4,435	4,585	4,585	390	1500 Transfer from Technology Fund	5,361
<u>4,435</u>	<u>4,585</u>	<u>4,585</u>		<b>Total Transfers In</b>	<u>5,361</u>
<u>40,695</u>	<u>44,922</u>	<u>41,071</u>		<b>TOTAL COUNTY-WIDE CAD RESERVE REVENUE</b>	<u>22,888</u>
				<b>MATERIALS AND SERVICES</b>	
13,859	9,010	10,000	520	2108 Contractual	20,000
<u>13,859</u>	<u>9,010</u>	<u>10,000</u>		<b>Total Materials and Services</b>	<u>20,000</u>
				<b>CAPITAL OUTLAY</b>	
4,191	3,758	16,000	530	3001 Computer Hardware & Software	2,888
<u>4,191</u>	<u>3,758</u>	<u>16,000</u>		<b>Total Capital Outlay</b>	<u>2,888</u>
<u>22,645</u>	<u>32,154</u>	<u>15,071</u>	560	6005 RESERVE FOR FUTURE EXPENDITURES	<u>0</u>
<u>40,695</u>	<u>44,922</u>	<u>41,071</u>		<b>TOTAL COUNTY-WIDE CAD RESERVE EXPENSE</b>	<u>22,888</u>



**City of Coos Bay 2014-2015 Budget  
Rainy Day Reserve Fund 42  
Department 890**

Actual 2011-12	Actual 2012-13	Council Adopted 2013-14	Acct. No.		Proposed 2014-15
138,825	295,218	394,425	300	0100 CARRYOVER BALANCE	484,777
				<b>USE OF MONEY AND PROPERTY</b>	
1,393	1,970	300	350	0100 Interest	500
1,393	1,970	300		<b>Total Use of Money and Property</b>	500
				<b>TRANSFERS</b>	
155,000	99,207	88,843	390	0800 Transfer from General Fund	0
155,000	99,207	88,843		<b>Total Transfers In</b>	0
295,218	396,395	483,568		<b>TOTAL RAINY DAY RESERVE REVENUE</b>	485,277
				<b>CAPITAL OUTLAY</b>	
0	0	483,568	530	3001 Construction	485,277
0	0	483,568		<b>Total Capital Outlay</b>	485,277
				<b>TRANSFERS</b>	
0	0	0	550	5020 Transfer to General Fund	0
0	0	0		<b>Total Transfers</b>	0
295,218	396,395	0	560	6005 RESERVE FOR FUTURE EXPENDITURES	0
295,218	396,395	483,568		<b>TOTAL RAINY DAY RESERVE EXPENSES</b>	485,277
24,671,253	26,022,715	36,420,922		<b>Total Other Expenditures</b>	54,779,644
18,689,862	13,434,300	11,029,508		<b>Total General Fund Expenditures</b>	11,537,890
43,361,114	39,457,015	47,450,430		<b>TOTAL OF ALL CITY FUNDS</b>	66,317,534

City of Coos Bay 2014-2015 Budget  
Salaries Charged to More than One Department by Percentage

Fund	XX-XXX	01-120 General	01-121 General	01-130 General	01-140 General	01-190 General	01-243 General Police/ Codes	01-300 General PW Admin	01-301 General Com. Dev.	01-305 General PW Admin/Eng.	01-306 General Parks	02-320 Gas Tax	03-350 WW	03-351 WW	03-352 WW	03-353 WW	03-355 WW	05-410 Hotel	08-304 Codes
Position	Department	Manager	UR	Finance	Attorney	Non-dept.							Admin.	Plant 1	Plant 2	Coll./Sanitary	Coll./Storm	Motel	
<b>City Manager</b>																			
Rodger Craddock		38%	10%									2%	12%	8%	10%	8%	8%	2%	2%
<b>Community Dev Director</b>																			
Eric Day			55%						45%										
<b>UR Part Time Assistant</b>																			
Denise Bowers			100%																
<b>Executive Assistant</b>																			
Jackie Mickelson		49%	10%	27%									2%	3%	3%	3%	3%		
<b>Finance Director</b>																			
Susanne Baker			10%	20%								7%	13%	12%	12%	12%	10%	2%	2%
<b>Deputy Finance Director</b>																			
Amy Kinnaman			5%	32%								8%	5%	12%	12%	12%	10%	2%	2%
<b>Finance Assistant</b>																			
Tracy Bauman			5%	38%								7%	5%	10%	10%	10%	10%	3%	2%
<b>Accounting Tech I</b>																			
Tanya Argyle			5%	37%								7%	5%	10%	10%	11%	10%	4%	1%
<b>Intermediate Accountant</b>																			
Debbie Frankenberger			5%	13%								7%	5%	15%	15%	15%	15%	5%	5%
<b>City Attorney</b>																			
Nathan McClintock			10%		34%							1%	14%	10%	10%	10%	10%		1%
<b>Public Works Director</b>																			
Jim Hossley			10%							20%		18%		12%	15%	15%	10%		
<b>Planner I</b>																			
Aaron Harris			55%						45%										
<b>Engineer</b>																			
Vacant														23%	27%	25%	25%		
<b>Planner I</b>																			
Debbie Erler									85%				15%						
<b>Codes Enforcement</b>																			
Lisa Magill							65%		10%										25%
<b>Contracts Admin Spec.</b>																			
Pam Patton			5%							25%		5%	50%	3%	4%	7%	1%		
<b>Planning/Codes Spec.</b>																			
Sheri Corgill			2.5%						26.5%	5%		5%		3%	4%	3%	1%		50%
<b>Planning/Codes Spec.</b>																			
Nik Rapelje			2.5%						26.5%	5%		5%		3%	4%	3%	1%		50%
<b>Codes Administrator</b>																			
Mike Smith			10%						5%										85%
<b>Eng. Services Coord.</b>																			
Jennifer Wirsing			5%							5%		10%		12%	18%	37%	13%		
<b>Operations Superintendent</b>																			
Jon Eck											39.4%	39.4%				5.6%	5.6%	10%	
<b>GIS Technician</b>																			
Kevin Neff										10%		10%		15%	15%	35%	15%		
<b>Civil Engineering Tech</b>																			
Jessica Spann										5%		10%		20%	25%	20%	20%		
<b>Operations Administrator</b>																			
Randy Dixon			15%							20%	5%	35%		3%	8%	6%	8%		
<b>Lead Maintenance Wrkr II</b>																			
Matt Pace											5%	60%					5%	30%	
<b>Lead Mtn Worker II</b>																			
Nathan Clausen											10%	20%						70%	
<b>Contract Maintenance II</b>																			
Vacant											2%	70%					20%	8%	
<b>Maintenance II</b>																			
Walter Shaffer											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Julie LaPram											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Derrick Wilkins											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Tom Jackson											67%	5%						28%	
<b>Maintenance II</b>																			
Frank Kaiser											67%	5%						28%	
<b>Mechanic II</b>																			
Mike Moore						22%						47%		5%	5%	13%	5%	3%	
<b>Mechanic II</b>									101										
Jared Anderson						72%						10%		2%	2%	10%	2%	1%	1%

City of Coos Bay 2014-2015 Budget

Salaries Charged to More than One Department by Percentage - Highlighted areas note the change from FYE 14 to FYE 15

Fund	XX-XXX	01-120 General	01-121 General	01-130 General	01-140 General	01-190 General	01-243 General Police/ Codes	01-300 General PW Admin	01-301 General Com. Dev.	01-305 General PW Admin/Eng.	01-306 General Parks	02-320 Gas Tax	03-350 WW Admin.	03-351 WW Plant 1	03-352 WW Plant 2	03-353 WW Coll./Sanitary	03-355 WW Coll./Storm	05-410 Hotel Motel	08-304 Codes
Position	Department	Manager	UR	Finance	Attorney	Non-dept.													
<b>City Manager</b>																			
Rodger Craddock		38%	10%									2%	12%	8%	10%	8%	8%	2%	2%
<b>Community Dev Director</b>																			
Eric Day			55%						45%										
<b>UR Part Time Assistant</b>																			
Denise Bowers			100%																
<b>Executive Assistant</b>																			
Jackie Mickelson		49%	10%	27%									2%	3%	3%	3%	3%		
<b>Finance Director</b>																			
Susanne Baker			10%	20%								7%	13%	12%	12%	12%	10%	2%	2%
<b>Deputy Finance Director</b>																			
Amy Kinnaman			5%	32%								8%	5%	12%	12%	12%	10%	2%	2%
<b>Finance Assistant</b>																			
Tracy Bauman			5%	38%								7%	5%	10%	10%	10%	10%	3%	2%
<b>Accounting Tech I</b>																			
Tanya Argyle			5%	37%								7%	5%	10%	10%	11%	10%	4%	1%
<b>Intermediate Accountant</b>																			
Debbie Frankenberger			5%	13%								7%	5%	15%	15%	15%	15%	5%	5%
<b>City Attorney</b>																			
Nathan McClintock			10%		34%							1%	14%	10%	10%	10%	10%		1%
<b>Public Works Director</b>																			
Jim Hossley			10%							20%		18%		12%	15%	15%	10%		
<b>Planner I</b>																			
Aaron Harris			55%						45%										
<b>Engineer</b>																			
Vacant														23%	27%	25%	25%		
<b>Planner I</b>																			
Debbie Erler									85%				15%						
<b>Codes Enforcement</b>																			
Lisa Magill							65%		10%										25%
<b>Contracts Admin Spec.</b>																			
Pam Patton			5%						25%			5%	50%	3%	4%	7%	1%		
<b>Planning/Codes Spec.</b>																			
Sheri Corgill			2.5%						26.5%	5%		5%		3%	4%	3%	1%		50%
<b>Planning/Codes Spec.</b>																			
Nik Rapelje			2.5%						26.5%	5%		5%		3%	4%	3%	1%		50%
<b>Codes Administrator</b>																			
Mike Smith			10%						5%										85%
<b>Eng. Services Coord.</b>																			
Jennifer Wirsing			5%							5%		10%		12%	18%	37%	13%		
<b>Operations Superintendent</b>																			
Jon Eck											39.4%	39.4%				5.6%	5.6%	10%	
<b>GIS Technician</b>																			
Kevin Neff										10%		10%		15%	15%	35%	15%		
<b>Civil Engineering Tech</b>																			
Jessica Spann										5%		10%		20%	25%	20%	20%		
<b>Operations Administrator</b>																			
Randy Dixon			15%							20%	5%	35%		3%	8%	6%	8%		
<b>Lead Maintenance Wrkr II</b>																			
Matt Pace											5%	60%					5%	30%	
<b>Lead Mtn Worker II</b>																			
Nathan Clausen											10%	20%						70%	
<b>Contract Maintenance II</b>																			
Vacant											2%	70%					20%	8%	
<b>Maintenance II</b>																			
Walter Shaffer											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Julie LaPram											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Derrick Wilkins											2%	50%					20%	28%	
<b>Maintenance II</b>																			
Tom Jackson											67%	5%						28%	
<b>Maintenance II</b>																			
Frank Kaiser											67%	5%						28%	
<b>Mechanic II</b>																			
Mike Moore						22%						47%		5%	5%	13%	5%	3%	
<b>Mechanic II</b>																			
Jared Anderson						72%			102			10%		2%	2%	10%	2%	1%	1%

**City of Coos Bay Salary Schedule - Effective July 1, 2014**

100.0%

**AFSCME - Contract Expires 06/30/2016**

102.0%

	I	II	III	IV	V	VI	VII
<b>Effective 7/1/14</b>							
<b>(Probation: 9 months-date becomes annual review date)</b>							
GIS Coordinator	4890	5084	5288	5501	5719	5948	6097
Engineering Svc Coord.	4599	4784	4976	5173	5379	5595	5733
GIS Specialist	4534	4714	4903	5100	5303	5515	5654
Codes Inspector II	4425	4600	4786	4978	5178	5383	5517
Codes Inspector I	4046	4208	4377	4550	4733	4922	5045
Foreman (Maintenance)	3754	3904	4060	4222	4389	4566	4680
Planner I	3754	3904	4060	4222	4389	4566	4680
Engineering Tech, Codes/Planning Tech	3532	3674	3821	3973	4132	4299	4405
Mechanic II, Master Mechanic	3532	3674	3821	3973	4132	4299	4405
Lead Maintenance Worker II	3523	3664	3809	3962	4120	4284	4391
Engineering Aide II/Draftsman	3375	3510	3651	3797	3949	4108	4211
Office Mgr., Data Base Specialist	3375	3510	3651	3797	3949	4108	4211
Maintenance Worker II	3367	3501	3641	3788	3939	4095	4198
Plan Tech/Codes Enforce/Econ Dev Asst	3279	3411	3547	3688	3836	3989	4088
Codes/Planning Spec, Contract Admin Spec	3108	3231	3360	3494	3634	3781	3874
Librarian	3108	3231	3360	3494	3634	3781	3874
Maintenance Worker I	3089	3212	3341	3475	3612	3758	3851
Engineering Aide I	3084	3209	3336	3471	3609	3754	3847
Codes Specialist, Secretary	2989	3109	3233	3364	3498	3638	3729
Clerk Typist	2604	2707	2816	2928	3047	3168	3247
Library Assistant II	2850	2964	3082	3207	3334	3469	3555
Library Assistant, Reference Service Asst.	2666	2772	2885	3000	3120	3244	3325
PC & Peripherals Technician	3504	3644	3790	3941	4099	4264	4370
ILL/Outreach	2508	2608	2713	2821	2934	3051	3128
Courier Driver	1955	2033	2115	2199	2287	2379	2438
Parks Utility Worker	2193	0	0	0	0	0	0
Intermediate Accountant	4086	4249	4421	4596	4781	4973	5096
Finance Assistant	3707	3855	4009	4169	4336	4510	4623
Accounting Technician I	3297	3430	3567	3710	3858	4012	4113

**CBPOA - Contract Expires 6/30/2015**

102.0%

	I	II	III	IV	V	VI
<b>Effective 7/1/14</b>						
Sergeant	5391	5661	5944	6242	6555	6881
Police Officer	4438	4661	4895	5140	5397	5666
Communication Supervisor	4170	4379	4597	4828	5067	5321
Dispatcher	3630	3810	4000	4200	4409	4630
Clerical Specialist Supervisor	3470	3643	3827	4019	4222	4432
Clerical Specialist	3138	3295	3461	3634	3815	4007
Evidence/Prop. Clerk/Civilian Police Asst.	3138	3295	3461	3634	3815	4007

**CBPOA Certification Pay:**

**Dispatcher**

**Officer**

Intermediate DPSST Cert.

Advanced DPSST Cert.

162.04

277.79

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## Budget Glossary

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**Accrual Basis:** A method of accounting recognizing transactions when they occur without regard toward cash flow timing.

**Ad Valorem Tax:** A property tax computed as a percentage of the value of taxable property. See "Assessed Value."

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

**Appropriation:** A legal authorization made by the City Council to incur obligations and make expenditures for specific purposes, and shall be limited to a single fiscal year.

**Assessed Value:** The value set on real and personal property in order to establish a basis for levying taxes. It is the lesser of the property's maximum assessed value or real market value.

**Assigned Fund Balance:** Amounts that are *intended* by the government to be used for a particular purpose, but are neither restricted nor committed. Intent should be expressed by the governing body itself or a subordinate high-level official possessing the authority to assign resources to be used for specific purposes in accordance with policy established by the governing body. This is also the residual category of Fund Balance for classification for any governmental fund other than the General Fund. When used in the General Fund, the intent is to use the resources in a manner that is narrower than general purposes of the government and cannot cause a deficit in the unassigned category.

**Balanced Budget:** A budget is considered balanced when the fund's total resources of beginning fund balance or working

capital, revenues and other financing sources is equal to the total of expenditures, other financing uses and ending fund balance, contingency or working capital.

**Bond:** A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings, streets and wastewater upgrades.

**Budget:** A written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

**Budget Calendar:** The schedule of key dates which the City follows in the preparation and adoption of the budget.

**Budget Committee:** A fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters.

**Budget Document:** The estimates of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

**Budget Message:** A general discussion of the proposed budget as presented in writing by the Mayor to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial policy for the coming period.

**Budget Transfers:** Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating" fund and revenues in the receiving fund.

**Capital Improvements Program (CIP):** A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long term work program.

**Capital Outlay:** Items with a value of \$5,000 or more which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

**Capital Projects:** A long term major improvement or acquisition of equipment or property for public use.

**Cash Carryover:** Cash Carryover and Cash forward are terms that are used interchangeably. This is a reserve appropriation intended to provide fund equity to begin the next fiscal year. This appropriation is required to fund City activities when revenue is not received. An example is in the General Fund wherein the majority of tax revenue is not received between the months of July and October.

**CDBG Community Development Block Grant Fund:** A fund used to account for entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD).

**Committed Fund Balance:** Constraints placed on the use of amounts are imposed by formal action of the government's highest level of decision-making authority.

**Contingency:** An appropriation of funds to cover unforeseen events and emergencies which occur during the fiscal year.

**Debt Service:** Payment of general long-term debt principal and interest.

**Debt Service Fund:** A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise.

**Departments:** A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Depreciation:** (1) Expiration' in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy of obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

**EMS:** Emergency Management Services

**Encumbrance:** Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Fund:** A fund established to account for operations that are Financed and operated in a manner similar to private business enterprise in that the costs of providing services to the general public on a continuing basis are recovered primarily through user charges. An example would be the Water Fund or Sewer Fund.

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

**Fiscal Year:** A twelve month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (July 1 through June 30 for all Oregon municipalities.)

**Forfeiture:** The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

**FTE:** Full time equivalent position.

**Fund:** A sum of money or other resources set aside for a specific purpose. A division in a budget segregating independent fiscal and accounting requirements.

**Fund Balance:** The excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period. A negative fund balance is sometimes called a deficit.

**GASB 54:** In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB 54 changed the number of fund balances categories from two to five and required abolishing special revenue funds that were simply transfers from another fund rather than a segregation of incoming restricted revenue for use for a specific purpose.

**General Fund:** A fund used to account for financial operations of the City which are not accounted for in any other fund. The primary source of revenue are property taxes, franchise fees, state and local shared revenues, licenses and permits, and charges for services provided to other funds. Primary

expenditures in the General Fund are made for police and fire protection, public works and general government.

**General Obligation Bonds:** Bonds for which the full faith and credit of the insuring government are pledged for payment.

**Goal:** A statement of broad direction, purpose or intent; the purpose toward which an endeavor is directed.

**Grant:** A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

**Interfund Loans:** A loan made by one fund to another and authorized by resolution or ordinance.

**Internal Service Fund:** A fund used to account for fiscal activities when goods or services are provided by one department to other departments.

**Levy:** The amount of ad valorem tax certified by a local government for the support of governmental activities.

**Local Improvement District (LID):** The property which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

**Maximum Assessed Value (MAV):** The maximum assessed value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**Modified Accrual Basis:** A form of accrual accounting in which expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

**Nonspendable Fund Balance:** Amounts in this classification represent funds that cannot be spent such as inventory, prepaid items, long term receivables and loans; or are legally or contractually required to be maintained intact such as the principal of a Permanent Fund (Jurisdictional Exchange Fund).

**Objective:** A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

**Operating Budget:** The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personal services, supplies, utilities, materials, and capital outlay.

**Operating Rate:** The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will rise.

**Ordinance:** A formal legislative enactment by the governing board of a municipality.

**Organizational Unit:** Any administrative subdivision of the local government, especially one charged with carrying on one or more specific function (such as a department, office or division).

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

**Performance Measures:** Specific quantitative measures of work performed within an activity or program.

**Permanent Rate Limit:** The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

**Personnel Services:** Payroll expenses, such as wages, Social Security, medical and dental insurance benefits and retirement contributions.

**Program:** A group of related activities aimed at accomplishing a major service or function for which the municipality is responsible.

**Property Taxes:** Ad valorem tax certified to the county assessor by a local government unit.

**Real Market Value (RMV):** The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's length transaction as of the assessment date. In most cases, the value used to test the constitutional limit.

**Reserve Fund:** A fund established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.

**Resolution:** A formal order of a governing body, lower legal status than an ordinance.



**Resources:** Total amount available for appropriation, consisting of estimated beginning funds on hand plus anticipated revenues.

**Restricted Fund Balance:** Constraints placed on the use of funds are either externally imposed by creditors (such as through debt covenants), grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

**Revenues:** Funds that the government receives as income such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**Revenue Bonds:** Bonds issued pledging future revenues, usually water, sewer, or storm drainage charges, to cover debt payments in addition to operating costs.

**Risk Management:** An organized attempt to protect a government's assets against accidental loss in the most economical manner.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

**System Development Charges (SDC):** A charge levied on new construction to help pay for additional expenses created by this growth or to compensate for already existing capacity in key facilities and systems already in place which support the new development. '

**Supplemental Budget:** A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when

the regular budget was adopted. It cannot be used to authorize a tax levy.

**Tax Rate:** The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

**Transfers:** Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Trust Fund:** A fund used to account for fiscal activities of assets held in trust by a local government.

**Unappropriated Ending Fund Balance:** An amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with 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.

**Unassigned Fund Balance:** Amounts in this category are the residual classification of the General Fund.

**Working Capital:** See unappropriated ending fund balance.

## City of Coos Bay Budget Acronyms

ADA	Americans with Disabilities Act	NEPA	National Environmental Policy Act
AFSCME	American Federal State County Municipal Employees	NPDES	National Pollution Discharge Elimination System
AIRS	Area Information Regional System	OCDBG	Oregon Community Development Block grant
BM	Ballot Measure	OCMA	Oregon Coast Music Association
CAM	Coos Art Museum	OCZMA	Oregon Coastal Zone Management Association
CCAT	Coos County Area Transit	ODDA	Oregon Downtown Development Association
CMI	Custom Micro Inc.	ODOT	Oregon Department of Transportation
COLA	Cost of Living Adjustment	OEDD	Oregon Economic Development Department
CPI	Consumer Price Index	OMI	Operations Management International
DARE	Drug and Alcohol Resistance Education	ORS	Oregon Revised Statutes
DEQ	Department of Environmental Quality	OSP	Oregon State Prevention Grant
DSL	Division of State Lands	PERS	Public Employees Retirement System
DUII	Driving Under the Influence of Intoxicants	RSVP	Retired Senior Volunteer Program
ELCB	Empire Lakes Community Building	SCBEC	South Coast Business Employment Corporation
FEMA	Federal Emergency Management Agency	SCDC	South Coast Development Council
FTE	Full Time Employee	SCINT	South Coast Interagency narcotics Team
FY	Fiscal Year – July 1 <sup>st</sup> through June 30 <sup>th</sup>	SDC	System Development Charge
G.O. Bonds	General Obligation Bonds	SMART	Start Making a reader today
LB	Local Budget	SWOYA	Southwestern Oregon Youth Activities (Boys and Girls Club)
LCDC	Land Conservation and Development Commission	SARA	Survey Analyze review Assess (Community Policing term)
LDO	Land Development Ordinance	SRO	School Resource Officer
LEDs	Law Enforcement Data Systems	STIP	State Transportation Improvement Program
LEED	Leadership Energy Environmental Design	The House	Temporary Help in Emergency House
LGPI	Local Government Personnel Institute	UGB	Urban Growth Boundary
LID	Local Improvement District	URA	Urban Renewal Agency
LOC	League of Oregon Cities	WW	Wastewater
LUBA	Land Use Board of Appeals		
MOA	Mutual Order Agreement		
MOU	Memorandum of Understanding		