

City of Junction City Municipal Budget



**Fiscal Year 2015 / 16
Adopted**

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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2015-16

Mayor

Michael Cahill

Councilors

Herb Christensen
Bill DiMarco
Steven Hitchcock
Jim Leach
Karen Leach
Randy Nelson

Citizens

Shirley Smith
Kara McDaniel
Susan Huntley
Dale Rowe
Kenneth Wells
Jason Thiesfeld
Jack Sumner

City Administrator/Budget Officer

Jason Knope

City of Junction City
Budget Calendar
FY2015/16

December	Capital Projects & Improvements budget update begins
December - January	Finance Department Budget Preparations
December 9th	Budget Officer appointed by Council
January 13th	Budget Committee appointments by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 26th	Submit Budget Committee Meeting Notices to Newspaper
March 26th	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
April 2nd	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
April 2nd	Publish Notice of Public Hearing on Use of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 16th	Submit Notice of Public Hearing on Use of State Revenue (Council) to Newspaper
April 16th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 23rd	Publish Notice of Public Hearing - Use of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)

City of Junction City
Budget Calendar
FY2015/16

April 23rd	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of State Revenue Sharing
April 30th	Budget Committee Meeting (3rd)
May 7th	Budget Committee Meeting (4th) Additional meetings may be scheduled by the Budget Committee as needed.
May 12th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 14th	Budget Committee Meeting (5th)
May 14th	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 21st	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 9th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2015/16 Budget
July 6th	Submit LB50 (Impose Taxes) to Assessor
July 20th	Prepare and Distribute Adopted Budget Document
July 24th	Submit Budget Document to County

CITY OF JUNCTION CITY

THE BUDGET PROCESS

The budget process is governed by the City Charter, Junction City Municipal Code, and State Budget Laws and typically begins in January or February. The initial tasks include filling any citizen vacancies on the budget committee, setting the date for the first budget committee meeting, and distribution of a budget preparation packet to department heads.

City department heads are responsible for preparing the proposed budget for each of their areas of responsibility. The proposed budgets are submitted to and discussed with the Budget Officer (the Budget Officer, per City Charter, is the City Administrator). After review by the Budget Officer, the department heads present their proposed budgets to their respective council committees at public meetings. Public comment is accepted at the committee meetings. The council committee can recommend or request changes to the proposed department budget.

After all council committees have had a chance to review and comment on the proposed budget for their respective City departments, the Budget Officer presents the proposed budget to the budget committee and a listing of any committee recommended changes. The budget committee consists of the Mayor, City Councilors, and an equal number of citizens with three-year staggering terms.

Notice of the first budget committee meeting, is published in the local newspaper and published on the City's web site. At the first budget meeting it is typical for the Budget Officer to deliver the Budget Message, for the public to be given a chance to comment or give testimony, and for the budget document to be distributed and explained. The budget message explains the proposed budget and any significant changes in the City's financial position.

The budget committee may meet again after the initial budget committee meeting; however, it is not required unless the budget message was not presented and/or public testimony was not allowed at the initial meeting.

When the budget committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, they approve the budget

for submission to the City Council. When approving the budget, the budget committee also approves, by motion, the amount or rate of ad valorem taxes and how it is to be distributed between funds.

After the budget committee approves the proposed budget, the Budget Officer publishes a financial summary and notice of budget hearing in the local newspaper for one of the City Council's meetings in June. At the City Council meeting, the City Council holds a public hearing to listen to citizens' testimony on the budget approved by the budget committee.

The Council is required to adopt the budget for the fiscal year that begins July 1st no later than the preceding June 30th. This annual budget serves as the foundation for the City's financial planning and control. Annual budgets are adopted, on a cash basis, for all funds, except the agency funds. The budget is prepared by fund, department and object class. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is at the fund and object class (i.e. personnel services, materials and services, capital outlay, debt service, Interfund transfers, and contingency) level.

After the City Council has considered relevant public testimony on the budget, they may adjust resources, reduce or eliminate expenditures and/or increase expenditures. Increases of expenditures over the amounts approved by the budget committee are limited to not more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and a second hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution that formally adopts the budget, makes appropriations, and levies and categorizes the taxes, no later than June 30.

The Council may change the budget throughout the year by transferring appropriations between levels of control and by adopting supplemental budgets as allowed by Oregon Revised Statutes. A supplemental budget is most often required when new appropriations authority is needed, such as when unexpected revenue is received.

CITY OF JUNCTION CITY

CITIZEN INVOLVEMENT OPPORTUNITIES

All meetings of the Council Committees, Budget Committee, and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings at the appropriate times. Citizens may also testify at the City Council public hearing. The proposed budget document is available for review at City Hall, at the Junction City Public Library and on the City's web site at www.junctioncityoregon.gov. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

Public comment or testimony may be provided by:

1. Sending a written statement to the Budget Committee or City Council, c/o City Hall, 680 Greenwood, P.O. Box 250, Junction City, OR 97448 prior to a committee or council meeting date; or
2. Submitting a written statement at a meeting or public hearing; or
3. Speaking to the Committee or Council at their meetings during public comment opportunities.

CITY OF JUNCTION CITY

Lane County, Oregon

City Overview:

The City of Junction City, incorporated in 1872, is a home rule charter city. The charter is the basic law under which the City operates and may be amended only by a vote of the people. A proposed amendment to the charter may be placed on the ballot by the City Council or by an initiative process by the voters.

The City is also governed by Ordinances enacted by the City Council. The enactment can occur using one of two methods. Using the first method an ordinance is considered at two different City Council meetings before being adopted by the Council and it must be read fully and distinctly at one open Council meeting. It then becomes effective 30 days after its passage, at the second meeting, by the Council and approval by the Mayor. Using the second method the Council may adopt an ordinance at a single meeting by the express unanimous vote of all Council members present, provided that the ordinance is distinctly read first in full, and then by title only. The effective date is 30 days after the meeting. The Council may also adopt ordinances as an emergency, thus waiving the 30 day waiting period for the ordinance to take effect.

The City Council is composed of seven members; six councilors elected to four-year terms and one mayor elected to a two-year term. Three council positions and the mayor's position are voted upon every two years during the General Election. Should a vacancy occur prior to an election, the Council may appoint a citizen to either complete the term remaining for the vacant position, or until the position is filled by a vote at the next General Election, whichever comes first. Prior to January 2009, the City Council usually only met once a month on the second Tuesday. Currently, the council is also meeting for a second time each month on the fourth Tuesday. All meetings are open to the public, except in the case of an executive meeting (closed meeting) where the Council is allowed to consider certain matters as allowed by Oregon Revised Statutes. Any official action by the Council, however, is taken at an open public meeting. The Mayor may call a special meeting of the Council, provided that the public is given a 24-hour notice.

Neither the Mayor nor the Councilors receive any compensation for serving on the Council. Travel and/or training expenses incurred by the mayor or councilors in their official capacity are reimbursed and budgeted accordingly.

Junction City operates under a Council-City Administrator form of government. The Council sets policies, and the City Administrator is responsible for the implementation and compliance of those policies. The City Administrator is also responsible for the day-to-day business, financial and property transactions, preparation of the annual budget, appointment and supervision of personnel, enforcement of City ordinances, and the general management of the City departments. The City Administrator has no vote in the Council, but may take part in all council discussions.

The Purpose Statement of the City Council is: *“To Provide Policy; Manage City Government, with Respect for Our History and Heritage; and Enhance the Future of Junction City.”*

The citizens of Junction City are the most important part of the City organization. They elect the Mayor and Councilors who represent the citizens’ interests and design services to meet citizens’ needs. Public hearings are conducted to give citizens an opportunity to speak with councilors, commissioners, and/or committee members and to express their opinions about City issues, concerns, and planning. The Council may also appoint citizen advisory or ad hoc committees to research certain issues and make recommendations to the City Council.

Location:

Junction City is located on old Highway 99, 14 miles north of Eugene, 38 miles south of Corvallis and centrally located between the Pacific Ocean to the West and the Cascade Mountains to the East.

Recreation:

Junction City is the home of the Scandinavian Festival. The festival is held in August and draws thousands of visitors annually. There are nearby lakes and rivers for swimming, boating, water-skiing, and fishing. The City operates a Community Services Department that incorporates the newly developed and renovated fire hall as the Junction City Community Center, the Max Strauss Seasonal Pool, the Junction City Public Library, and the Viking Sal Senior Center. The Parks Department maintains numerous park facilities, which include bike and walking paths, playgrounds, tennis courts, basketball courts, baseball/softball fields, picnic facilities and open space, for the enjoyment of the citizens.

History:

From Junction City's early days as a agricultural center and regional transportation hub, to its era of increasing dependence on logging, to today's period of increasing economic diversification, Junction City commerce has closely resembled the economic trends of the southern Willamette Region.

The town was originally located at Lancaster, two miles north of its present location. It was moved to its present location following serious flooding in the early 1860s. By the 1860s, Junction City was an important agricultural and transportation point in the southern Willamette Valley. The community was the southernmost point reachable by the flat-bottomed boats that transported goods up and down the Willamette River.

The City was also located a day's journey from Portland by steam locomotive, making it an ideal place to locate refueling and roundhouse facilities. By 1871, the railroad was complete from Portland to Eugene, and by 1873 crews had extended the line to Roseburg. The first train from San Francisco to Portland went through Junction City in December 1887.

Junction City was incorporated on October 31, 1872, making it the second oldest town in Lane County (Eugene, incorporated in 1862, is the oldest). At that time, Junction City's population was reported to be 600. Construction of the water system, a jail, sidewalks, and other public improvements began in 1873, and City Hall was built in 1878. During this same period, a flour mill, grist mill, general store, hardware store, warehouses, and other businesses were built.

Between 1902 and 1908, a large number of Danes moved to the area and it began changing from a "wide open" railroad town to more of a family-oriented town. Many churches and schools were built around this period, including the Methodist Episcopal Church (1872), the First Christian Church (1892), Riverview Methodist (1900), and Faith Lutheran Church (1908).

Junction City was named for the planned railroad junction to link the lines on the east and west sides of the Willamette River; however, that link never came to fruition. The City is, however, at the junction of several important highways. The major north/south freeway (I-5) was sited several miles east of the City and Highways 99E, 99W, and 36 continue to intersect in or near Junction City.

After World War II, Junction City's economy focused on agriculture, logging and timber production. There were four sawmills and a plywood plant. The 1980s and

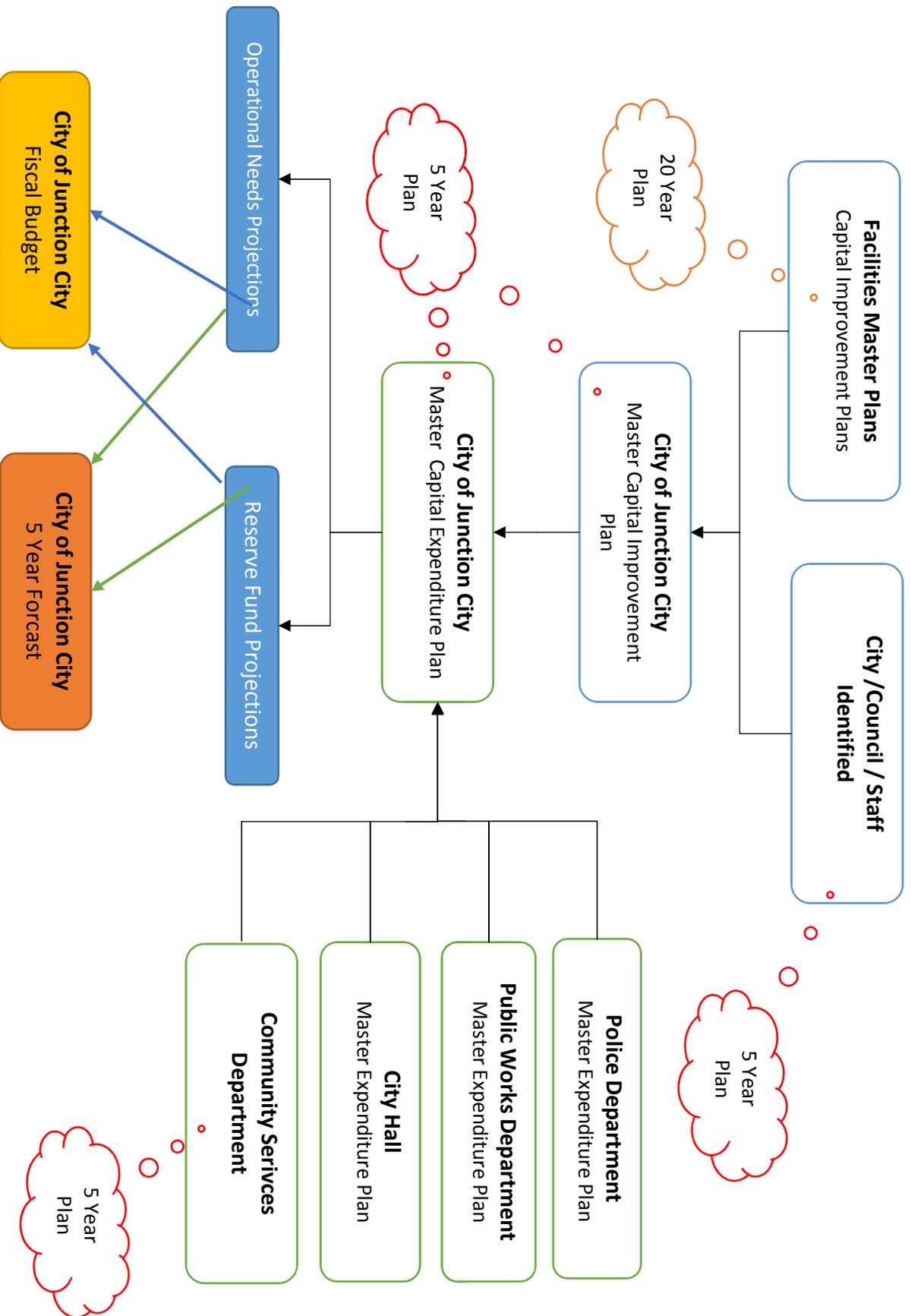
1990s saw reduction and downsizing in the timber industry, which caused businesses to close and jobs to be lost all across the Northwest. Many small mills shut down, such as WTD Junction City Lumber Company (Larson, Clark and Powell Lumber Company). An estimated 90 mill jobs were lost due to the shut downs and many loggers lost their jobs as well.

A fire in 1984, which destroyed the Agripac, Inc. Cannery in Eugene, also had a major impact on the City's economy. Another 350 jobs were lost when Monaco, Inc., a manufacturer of recreational vehicles, moved to another community. In 2008 Gibson Motors, which had operated continuously for decades, shut its doors for good. In 2010, Country Coach, another long time manufacturer of recreational vehicles closed its doors through bankruptcy leaving behind nearly 2,000 jobs from its heyday of operations.

Today there is not a dominant industry and, despite the recent reductions, there are a few large businesses that provide many employment opportunities. They include the Guaranty group of enterprises, Lochmead Dairy, and Dari Mart. Recently some large areas have been annexed into the City and more are expected within the next few years. The annexed properties have been, and will continue to allow for, a mix of residential, commercial, and industrial development. It is expected that this development will provide many more employment opportunities and provide additional property tax revenue to help cover the cost of the additional demand of City services.

For the past several years, the City has been preparing for the addition of a new State prison campus and new State Mental Health Hospital. Preparations include the planning and continued development of significant new infrastructure, largely at the expense of the Department of Corrections. The City made significant progress in 2012-2013 on the Customized Periodic Review process, receiving local and county co-adoption of the plan to expand the Urban Growth Boundary and re-designate properties to meet the City's 20-year residential, commercial and recreational land needs. The proposal was submitted to the State for review and approved in August 2013. The State Mental Health Hospital has completed construction in December 2014. The hospital has already begun the recruiting and training process to staff the hospital and is expected to initially employ 441 by 2015.

Financial Planning Flow Chart



Financial Planning Flow Chart Descriptions

Facilities Master Plans

Overview

These plans pertain to City owned utilities, services, and other functions as defined by Council and State law.

Review Process

These documents are approved by City Council after review by the appropriate Council Committee.

City/Council/Staff Identified

Overview

These are projects that arise from various sources, such as the City Council, Committee, staff, or community members. These projects must cost \$5,000 or more.

Review Process

These projects are approved by the appropriate Committee. Once approval is obtained, then the City Council gives final approval.

Master Capital Improvement Plan

Overview

This plan is a collection of all of the Council approved Capital Improvement Projects.

Review Process

None. Only Council approved plans are included.

Department Master Expenditure Plan

Overview

These plans consist of the various sub department and/or functions of each department. These items typically cost less than \$5,000. The types of projects should focus on what is needed to maintain current service levels and reflect Council approved expansion to services.

Review Process

These projects are approved by the appropriate Committee. Once approval is obtained, then the City Council gives final approval.

City of Junction City Master Capital Expenditure Plan

Overview

This plan is a collection of all of the Council approved Capital Improvement Projects.

Review Process

None. Only Council approved plans are included.

CITY OF JUNCTION CITY

680 GREENWOOD • P. O. BOX 250
JUNCTION CITY, OREGON 97448-0250
TELEPHONE 998-2153 • FAX 998-3140

April 9, 2015

Honorable Mayor Cahill
City Councilors
Budget Committee
Citizens of Junction City

Mayor, City Councilors and Budget Committee Members, I respectfully submit the budget for Fiscal Year 15/16 (FY15/16). The proposed budget was prepared in accordance with Oregon budget law.

Overview

State budget law provides for three levels of review and scrutiny of this budget: the City Administrator, the Budget Committee, and the City Council. At any step in this process, the reviewing body has the ability to modify the budget in the best interests of the City.

There are no changes to the fiscal policies that were developed in previous fiscal years. The policies are again included this year in the budget document.

The budget was developed with the underlying principles that the City:

- 1) Maintain the same quality and level of services.
- 2) Provide clarity and equality amongst all departments in how City wide wages and other allocations are done.
- 3) Reevaluate prior budgeting practices to ensure that the reserve funds are being used as originally intended.
- 4) To ensure that the proposed budget meets all of the City's adopted fiscal policies where possible.



Changes to the Budget Document

The budget document includes some major revisions this year in both structure and content. These changes are outlined in further detail below.

Document Structure

The first major change is how the document is put together. This year staff has broken the document out into two separate documents. There is now a reference manual and a budget document. The Budget Committee is only responsible to approve the budget document.

The reference manual contains a variety of information that does not require the Budget Committee's approval. It is there to help the Committee understand the various information that was used to help complete the proposed budget.

The budget document still contains the same basic information as it always has. The primary difference is that now the Capital Improvement Plan (CIP) is now a part of the reference manual.

The overall intent with these changes is to make it clearer to everyone involved what is it that the Committee is to review and approve.

Allocations Methodology

This is the biggest change to the proposed budget. Staff, based on the auditor's recommendation, has worked with Council to simplify how many of the administrative expenses are tracked and allocated across the City.

Every department now has line items that clearly show the administrative overhead. Staff now also has the ability to show clearly how these expenses were determined. It is the intent of staff to spend a bit of time during the first meeting to walk the Committee through these changes.

Personnel Services

Personnel Services includes a 2% increase for wages, based on collective bargaining agreements. The budget includes the Council approved increase of a .5 FTE (Full Time Equivalent) to the City Planner position. The budget also includes a Council approved 1.0 FTE Human Resources Specialist to be added this year. The other proposed addition to staffing is within the Public Works Department. Staff has proposed a 1.0 FTE Treatment Worker.

General Fund Balance

The budget is balanced to meet Oregon budget law. In FY 13/14 the proposed difference between operating revenue and operating expenditures in the General Fund was -\$365,000. In FY 14/15 the proposed difference between operating revenue and operating expenditures in the General Fund was -\$199,500. In FY 15/16 the proposed difference between operating revenue and operating expenditures in the General Fund is -\$483,400. The difference in all three years is calculated including all transfers. The General Fund remains a primary cause for concern with a trend that continues to reflect a long term challenge of maintaining operations and adequately contributing to reserves for capital facilities and infrastructure.

I thank the Mayor, City Councilors, and each member of the Budget Committee for their dedication and service to the community.

Respectfully,

Jason Knope
Budget Officer

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CITY OF JUNCTION CITY

Statement of Receipts and Disbursements for Six Months and Twelve Months Ending June 30, 1948

GENERAL FUND	Actual		Budget
	Six Months	Twelve Months	
RECEIPTS:			
Fines, Licenses and Permits	932.82	2,429.82	2,650.00
Franchises	593.03	1,090.81	825.00
Garbage Service	1,605.13	3,079.75	2,800.00
State Shared Revenue			900.00
State Liquor Apportionment	518.82	812.59	900.00
State Tax Street Fund	6,050.66	6,716.40	7,000.00
County Road Fund	1.12	.73	
Auto License Fees	111.75	390.75	300.00
Reimbursed Expenditure	137.36	151.31	
Miscellaneous	477.70	504.70	500.00
Property Tax Levy	9,995.05	9,995.44	10,586.65
Total Receipts	20,423.44	25,172.30	25,561.65
Beginning Available Cash	(5,780.55)	2,779.02	2,700.00
Total Available Cash	\$16,642.89	\$27,951.32	\$28,261.65

DISBURSEMENTS:			
Finance -			
City Treasurer Expense	50.00	50.00	50.00
	20.00	20.00	25.00
	<u>70.00</u>	<u>70.00</u>	<u>75.00</u>
Police and Health -			
Chief	1,557.34	3,207.34	2,700.00
Patrolmen	2,214.13	2,214.13	2,400.00
Prisoners' Meals	36.25	52.95	40.00
Supplies and Expense	111.45	114.25	25.00
Telephone	31.45	64.15	90.00
Insurance and Bonds	72.98	77.98	70.00
Uniforms			200.00
Equipment, repairs and renewal			50.00
Auto Expense and Repair	7.39	70.43	600.00
Dog Pound Expense		1.00	25.00
Refunds	6.00	6.00	
Health Office Expense, Other	2.00	2.00	40.00
			30.00
	<u>\$4,038.99</u>	<u>\$5,810.23</u>	<u>\$6,270.00</u>

Statement of Receipts and Disbursements (Continued)			
DISBURSEMENTS: (Cont'd.)			
Fire Department -			
Supplies and Expense	34.58	115.71	200.00
Equipment Repair and Renewal	24.75	171.46	400.00
Clothes Fund			6.00
Accident Insurance	165.30	287.80	122.50
Fire and Liability Insurance			155.00
Equipment			500.00
Telephone	16.00	16.00	
Expenses Paid for Junction City Rural Fire Department		135.50	
	<u>240.63</u>	<u>726.47</u>	<u>1,383.50</u>
Street and Alley -			
Personal Service	2,727.02	3,977.02	2,400.00
Equipment Operation		1,203.50	2,160.00
Extra Help		879.50	1,000.00
Maintenance and Construction			
Material	5,608.81	6,658.06	4,100.00
Equipment Repair and Renewal	316.37	933.25	500.00
Supplies and Expense	1,013.43	1,392.62	500.00
Traffic Control Sign	500.00	500.00	500.00
Dump Ground			
Personal Service	15.50	121.15	
Expense	183.48	325.98	
Gasoline Purchases		83.95	
Surveys		35.00	650.00
Insurance	125.58	125.58	
	<u>10,480.19</u>	<u>15,235.61</u>	<u>11,810.00</u>
Judiciary -			
City Attorney	150.00	300.00	300.00
Expense	4.05	7.50	80.00
City Recorder	879.31	1,292.01	480.00
Clerical			360.00
Auto License Fees		279.00	300.00
Stationery and Printing	206.35	356.05	500.00
Supplies and Expense	604.53	630.81	25.00
Conventions	--	--	25.00
Insurance and Bonds	24.96	24.96	72.50
Postage	5.95	15.95	30.00
Telephone	63.67	77.22	25.00
Fees Refunded		50.00	
Withholding Tax	241.07	241.07	
	<u>2,179.69</u>	<u>3,274.57</u>	<u>2,197.50</u>

CITY OF JUNCTION CITY

June 30, 1948

Annual Report

Statement of Receipts and Disbursements (Continued)			
DISBURSEMENTS: (Cont'd.)			
Light and Park -			
Street Lighting			
Park Expense	571.86	1,145.64	1,250.00
Parking Lot Construction	66.00	68.00	150.00
Personal Service		12.00	1,500.00
	<u>173.00</u>	<u>173.00</u>	
Miscellaneous -			
Planning Commission			
Care of City Property			150.00
Elections	10.00	12.85	250.00
Workmens' Compensation	40.70	73.20	70.00
Library	86.28	191.55	260.00
Warrant Interest	550.00	1,350.00	1,350.00
Equipment Storage Building			50.00
Bonds - Interest			
League of Oregon Cities	96.25	192.50	192.50
Insurance		56.60	56.60
Rodent Control	180.00	180.00	16.50
Change Fund	50.00	50.00	
	<u>1,013.23</u>	<u>2,106.70</u>	<u>2,395.60</u>
Emergency -			
Safe Purchased			222.00
Land Option Deposit			300.00
Recorder's Office			82.73
	<u>82.73</u>		
	<u>82.73</u>	<u>604.73</u>	<u>1,230.05</u>
Total General Fund Disbursements	18,916.52	30,224.95	28,261.65
Balance Available Cash at End of Period (deficit)	(2,273.63)	(2,273.63)	None
Total General Fund	\$16,642.89	\$27,951.32	\$28,261.65

City of Junction City
 Summary of All Funds - Adopted Budget
 Fiscal Year 15/16

Fund	Name of Fund	Estimated Beginning Fund Balance	Anticipated New Revenue	Transfers In	Total Resources	Personnel Services	Materials & Services	Capital Outlay
001	General	2,034,700	4,244,100	-	6,278,800	2,706,700	1,236,400	-
002	Water	212,100	959,200	-	1,171,300	468,900	334,600	-
003	Sewer	372,000	1,455,500	-	1,827,500	482,400	406,500	200
004	Sanitation	367,800	824,500	-	1,192,300	367,300	383,900	200
005	Streets	297,200	327,000	-	624,200	65,900	193,600	-
008	VS Senior Center	24,600	69,100	85,600	179,300	102,500	51,000	-
010	Health Insurance	49,800	300	-	50,100	-	-	-
012	Community Center	10,800	59,600	70,400	140,800	63,800	61,900	-
016	Sewer Ratepayer Assistance	33,400	100	30,000	63,500	-	30,000	-
050	Internal Services Fund	34,900	425,700	-	460,600	185,600	239,800	-
250	State Revenue Sharing	102,100	55,400	-	157,500	-	15,000	30,000
255	Sewer System Improvement	30,500	4,600	570,000	605,100	-	275,000	3,000
264	Water System Improvement	202,800	9,600	110,000	322,400	-	7,500	219,000
266	Sanitation System Improver	14,200	100	65,000	79,300	-	1,000	30,000
268	Streets System Improvement	-	294,100	200,000	494,100	-	-	444,000
301	Police Vehicle&Equip Res	41,900	200	10,000	52,100	-	-	-
318	Building Reserve	121,900	800	5,000	127,700	-	15,000	73,500
319	Building Replacement Reserve	70,100	100	5,000	75,200	-	-	-
322	Library Equip&Bldg Impr Res	7,200	100	7,000	14,300	-	4,500	2,500
328	Admin Equip&Vehicle Res	12,700	100	-	12,800	-	-	2,000
333	Park & Pool Equip Res	55,100	200	12,000	67,300	-	1,000	65,000
334	Bike Path Reserve	38,100	3,500	-	41,600	-	100	10,000
335	Park System Development	273,300	58,500	-	331,800	-	-	30,000
339	Special Police Programs	15,000	71,200	24,800	111,000	79,300	22,300	-
345	Computer Equipment Res	80,100	100	10,000	90,200	-	10,000	4,000
346	Water Equipment Reserve	44,500	20,200	25,000	89,700	-	47,000	17,000
347	Sewer Equipment Reserve	42,700	200	45,000	87,900	-	-	45,500
348	Sanitation Equipment Res	161,100	1,000	144,000	306,100	-	-	10,000
349	Street Equipment Reserve	44,600	200	20,000	64,800	-	-	15,000
350	Prairie Rd Street Impr. Res	245,500	1,200	-	246,700	-	-	218,000
354	PW Bldg/Yard Reserve	31,200	100	10,500	41,800	-	-	20,000
401	Community Dev Revolving Loa	1,129,500	59,500	-	1,189,000	-	974,000	-
405	Water System Development	127,400	18,500	-	145,900	-	-	140,000
406	Sewer System Development	1,137,100	147,500	-	1,284,600	-	-	50,000
407	Street System Development	901,200	25,000	-	926,200	-	-	5,000
410	DOC-IGA Infrastructure Cap.	-	-	-	-	-	-	-
Totals By Type		8,367,100	9,137,100	1,449,300	18,953,500	4,522,400	4,310,100	1,433,900

Fund	Name of Fund	Debt Service	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	-	197,800	84,100	4,225,000	2,053,800	6,278,800
002	Water	-	140,000	15,000	958,500	212,800	1,171,300
003	Sewer	-	560,000	30,000	1,479,100	348,400	1,827,500
004	Sanitation	-	214,500	15,000	980,900	211,400	1,192,300
005	Streets	-	225,000	20,000	504,500	119,700	624,200
008	VS Senior Center	-	-	3,100	156,600	22,700	179,300
010	Health Insurance	-	-	-	-	50,100	50,100
012	Community Center	-	-	2,500	128,200	12,600	140,800
016	Sewer Ratepayer Assistance	-	-	-	30,000	33,500	63,500
050	Internal Services Fund	-	-	10,000	435,400	25,200	460,600
250	State Revenue Sharing	-	32,000	-	77,000	80,500	157,500
255	Sewer System Improvement	-	-	-	278,000	327,100	605,100
264	Water System Improvement	90,000	-	-	316,500	5,900	322,400
266	Sanitation System Improvemer	-	-	-	31,000	48,300	79,300
268	Streets System Improvement	-	-	-	444,000	50,100	494,100
301	Police Vehicle&Equip Res	-	-	-	-	52,100	52,100
318	Building Reserve	-	-	-	88,500	39,200	127,700
319	Building Replacement Reserve	-	-	-	-	75,200	75,200
322	Library Equip&Bldg Impr Res	-	-	-	7,000	7,300	14,300
328	Admin Equip&Vehicle Res	-	-	-	2,000	10,800	12,800
333	Park & Pool Equip Res	-	-	-	66,000	1,300	67,300
334	Bike Path Reserve	-	-	-	10,100	31,500	41,600
335	Park System Development	-	-	-	30,000	301,800	331,800
339	Special Police Programs	-	-	-	101,600	9,400	111,000
345	Computer Equipment Res	-	-	-	14,000	76,200	90,200
346	Water Equipment Reserve	-	-	-	64,000	25,700	89,700
347	Sewer Equipment Reserve	-	-	-	45,500	42,400	87,900
348	Sanitation Equipment Res	-	-	-	10,000	296,100	306,100
349	Street Equipment Reserve	-	-	-	15,000	49,800	64,800
350	Prairie Rd Street Impr. Res	-	-	-	218,000	28,700	246,700
354	PW Bldg/Yard Reserve	-	-	-	20,000	21,800	41,800
401	Community Dev Revolving Loa	-	-	-	974,000	215,000	1,189,000
405	Water System Development	-	-	-	140,000	5,900	145,900
406	Sewer System Development	-	-	-	50,000	1,234,600	1,284,600
407	Street System Development	-	-	-	5,000	921,200	926,200
410	DOC-IGA Infrastructure Cap.	-	-	-	-	-	-

Totals By Type	90,000	1,369,300	179,700		7,048,100	18,953,500
Total Appropriations, All Funds						11,905,400
Total Unappropriated, All Funds						7,048,100
Total						18,953,500

General Fund Comparative Report - Adopted Budgets

	Adopted Budgets				
	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09
Beg. Fund Balance	1,025,000	1,105,340	700,000	1,417,532	1,789,875
Revenue					
Property Taxes	1,022,215	1,500	1,491,861	1,566,536	1,646,370
Interest Income	14,500	12,000	20,746	36,163	61,100
Franchises	206,300	217,800	229,914	265,277	309,605
Licenses and Permits	46,210	107,350	105,104	218,231	156,744
Intergovernmental	133,310	63,350	141,651	145,560	501,439
Charges for Service	7,100	18,000	44,732	37,700	42,971
Court/Law Enf Fines	221,250	190,000	203,922	214,700	190,239
All Other	3,630	2,350	13,582	22,350	21,975
Transfers - in	-	-	391,229	-	-
Internal Services	-	-	-	-	-
Total Revenue	1,654,515	612,350	2,642,741	2,506,517	2,930,444
Expenditures					
Personal Services	1,273,380	400,183	1,819,003	1,909,754	2,237,820
Materials & Services	512,180	358,820	606,236	722,371	933,822
Internal Fees for Services	-	-	-	-	-
Capital Outlay	6,045	-	15,000	1,050	100
Contingency	116,830	41,338	60,000	60,000	60,000
Transfers - Operating	58,080	309,495	-	-	-
Transfers - Reserve & Loans	38,000	11,000	6,500	30,500	25,000
Total Expenditures	2,004,515	1,120,836	2,506,739	2,723,675	3,256,742
Ending Fund Balance	675,000	596,854	836,001	1,200,374	1,463,577
Revenue Less Expenses					
Excluding Reserve Trans	(312,000)	(497,486)	142,501	(186,658)	(301,298)
	-	-	-	-	-

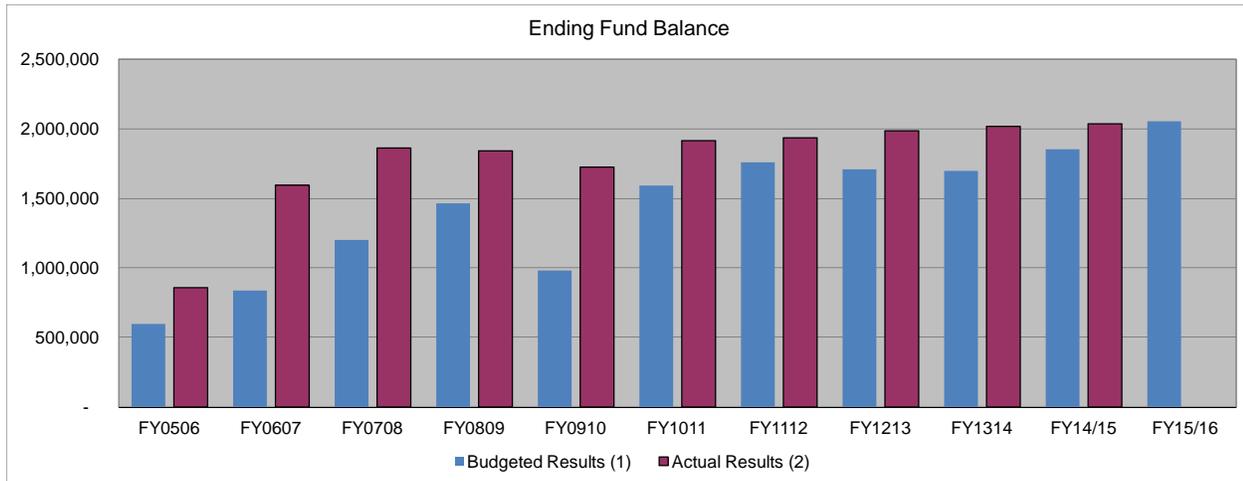
FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
1,514,156	1,693,847	1,836,983	1,880,000	1,979,300	2,042,600	2,034,700
1,765,902	1,884,866	1,920,142	2,033,400	2,102,900	2,196,500	2,350,600
28,000	50,000	25,667	24,300	15,700	12,400	9,700
331,500	362,781	361,500	330,800	356,900	372,400	418,200
114,684	173,328	191,625	131,400	273,800	315,000	287,100
649,426	572,356	247,078	186,100	207,500	191,200	208,700
27,225	29,300	43,250	49,100	57,100	59,600	49,900
182,900	233,600	289,000	238,000	233,500	255,000	254,500
27,905	27,905	52,861	48,100	41,800	134,100	41,900
-	107,500	16,552	41,800	6,800	-	-
-	-	-	-	-	-	623,500.00
3,127,542	3,441,636	3,147,675	3,083,000	3,296,000	3,536,200	4,244,100
2,259,516	2,346,435	2,382,990	2,348,300	2,530,600	2,409,300	2,706,700
1,181,950	1,100,070	757,100	739,150	834,700	873,700	936,400
-	-	-	-	-	-	300,000
100	100	-	-	-	-	-
50,000	50,000	50,000	50,000	82,600	65,800	84,100
120,000	10,550	-	-	-	227,500	163,800
50,000	37,000	37,000	117,000	130,500	149,800	34,000
3,661,566	3,544,155	3,227,090	3,254,450	3,578,400	3,726,100	4,225,000
980,132	1,591,328	1,757,568	1,708,550	1,696,900	1,852,700	2,053,800
(484,024)	(65,519)	(42,415)	(54,450)	(151,900)	(40,100)	53,100
-	-	-	-	-	-	-

General Fund Comparative Report - Actual Results

	FY0304	FY0405	FY0506	FY0607	FY0708
Beg. Fund Balance	1,130,354	1,114,609	1,113,633	856,780	1,593,031
Revenue					
Property Taxes	1,015,513	1,069,577	-	1,457,874	1,521,392
Interest Income	15,306	26,616	30,138	81,006	79,071
Franchises	201,019	229,368	259,321	292,132	389,550
Licenses and Permits	59,843	95,114	171,454	255,478	305,369
Intergovernmental	179,205	134,663	64,213	136,967	143,533
Charges for Service	-	-	-	98,431	43,104
Court/Law Enf Fines	234,312	198,354	175,907	167,143	177,532
All Other	27,949	24,957	33,347	14,758	74,588
Transfers - in	-	-	-	547,300	-
Total Revenue	1,733,147	1,778,649	734,380	3,051,089	2,734,139
Expenditures					
Personal Services	1,097,114	1,179,252	340,249	1,676,004	1,719,051
Materials & Services	508,267	499,845	330,489	617,334	704,604
Capital Outlay	73,941	4,535	-	15,000	12,610
Transfers-Operating	47,070	56,493	309,495	-	-
Transfers-Resvs/Loans	22,500	39,500	11,000	6,500	30,500
Total Expenditures	1,748,892	1,779,625	991,233	2,314,838	2,466,765
Ending Fund Balance	1,114,609	1,113,633	856,780	1,593,031	1,860,405
Total Rev Less Exp	(15,745)	(976)	(256,853)	736,251	267,374
Reserve Transfers	22,500	39,500	11,000	(540,800)	30,500
Rev less Exp Excluding Reserve Transfers	6,755	38,524	(245,853)	195,451	297,874
			(1)	(2)	
Notes					
(1) In FY05/06 property taxes were allocated to the Law Enforcement Fund					
In addition, wages, benefits and materials and services were also allocated					
to the Law Enforcement Fund for the Police Department.					
(2) In FY06/07, transfers included the FY05/06 ending fund balances for the Law					
Enforcement Fund and the Community Recreation Fund. These are not included in the					
calculation for operating revenue less operating expenditures.					

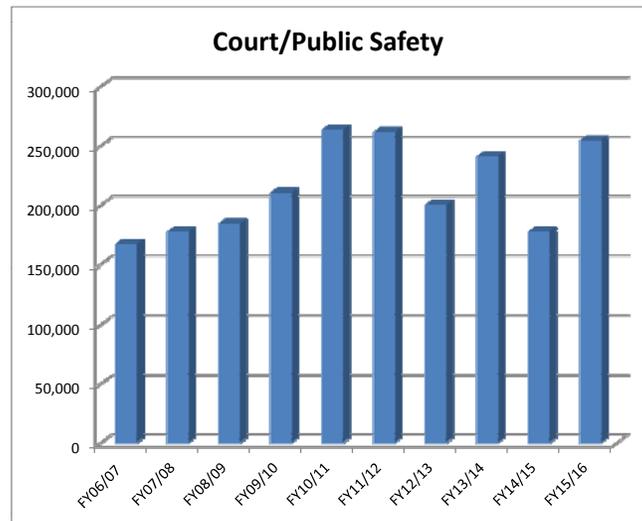
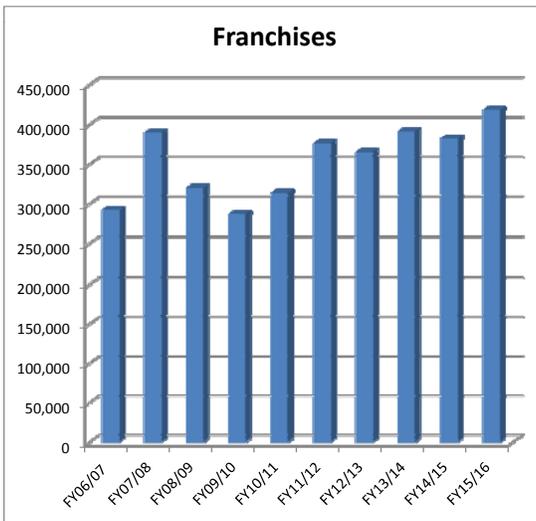
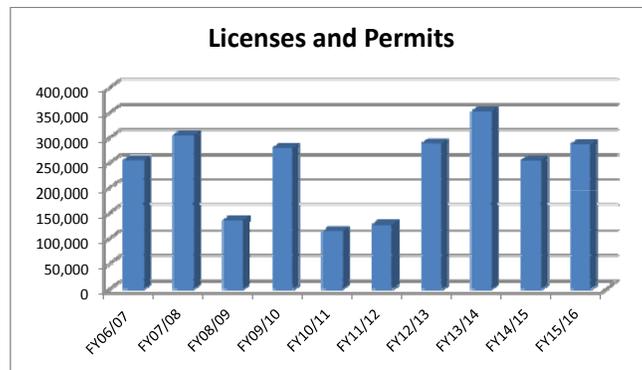
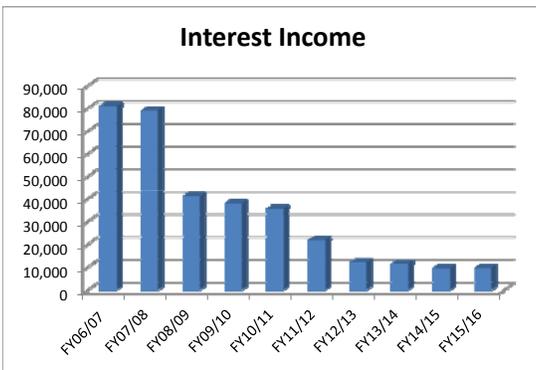
						Est Actual
FY0809	FY0910	FY1011	FY1112	FY1213	FY1314	FY1415
1,860,405	1,840,470	1,723,910	1,914,203	1,935,108	1,984,015	2,015,996
1,736,164	1,830,605	1,900,093	1,955,937	2,032,701	2,087,314	2,198,571
41,168	37,942	35,542	22,012	12,148	11,459	9,662
320,242	287,395	314,161	376,285	365,198	391,305	382,076
134,661	279,328	113,875	126,742	288,698	352,503	254,684
188,210	220,066	544,434	208,873	186,469	184,385	197,004
85,004	42,150	48,850	51,389	57,357	53,832	49,400
184,405	210,405	263,521	261,588	200,125	240,964	177,610
126,184	523,336	43,941	53,281	42,343	36,758	43,530
-	-	107,500	6,552	6,800	6,800	96,000
2,816,038	3,431,228	3,371,916	3,062,659	3,191,839	3,365,320	3,408,537
1,885,790	2,083,948	2,267,044	2,297,102	2,192,963	2,245,050	2,266,318
879,537	1,293,840	862,352	707,653	786,969	847,789	746,219
-	-	-	-	-	-	-
-	120,000	15,227	-	46,000	-	157,500
70,645	50,000	37,000	37,000	117,000	240,500	219,800
2,835,973	3,547,788	3,181,623	3,041,755	3,142,932	3,333,339	3,389,837
1,840,470	1,723,910	1,914,203	1,935,108	1,984,015	2,015,996	2,034,696
(19,935)	(116,560)	190,293	20,904	48,907	31,981	18,700
70,645	50,000	37,000	37,000	117,000	240,500	219,800
50,710	(66,560)	227,293	57,904	165,907	272,481	238,500

**General Fund
Actual & Budgeted Ending Fund Balance ⁽³⁾**

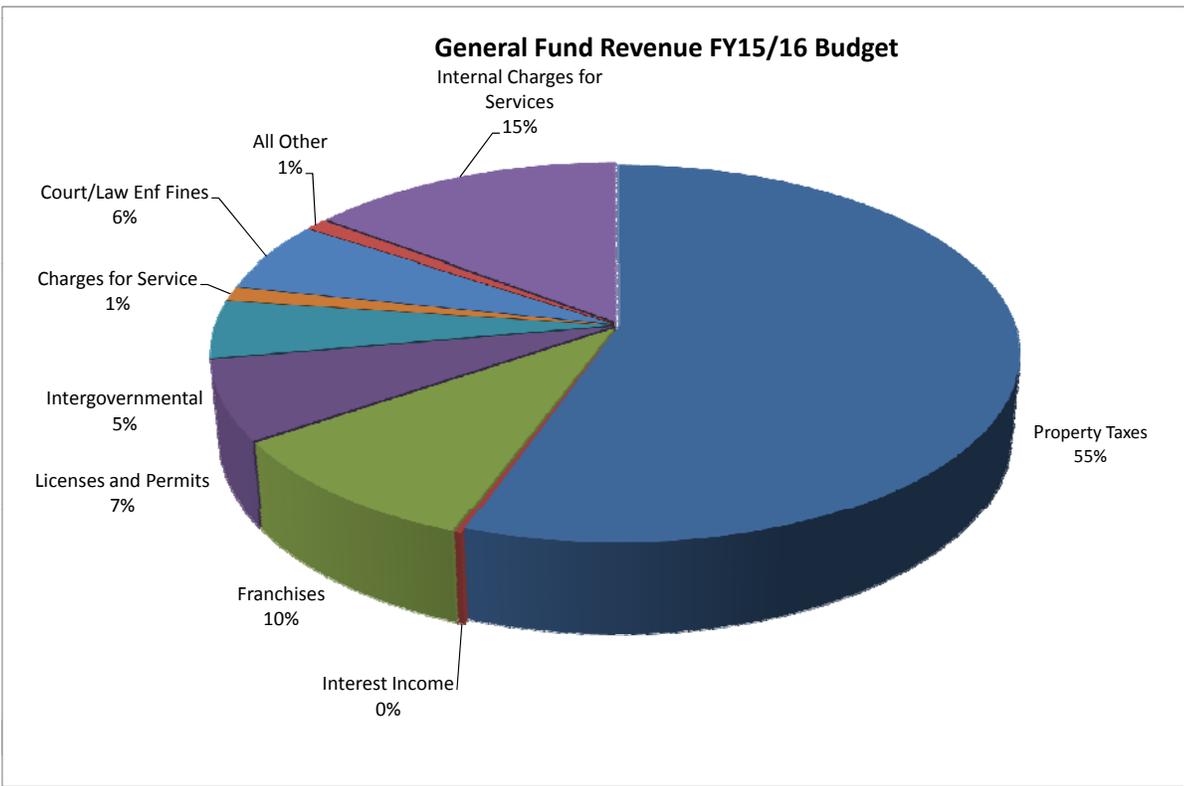
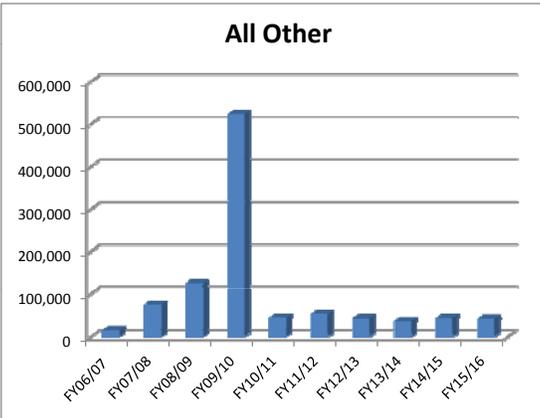
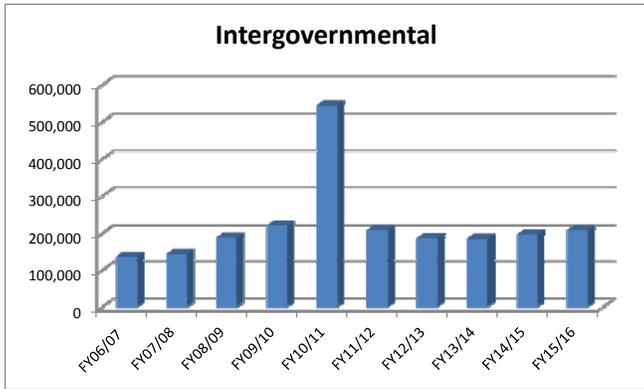
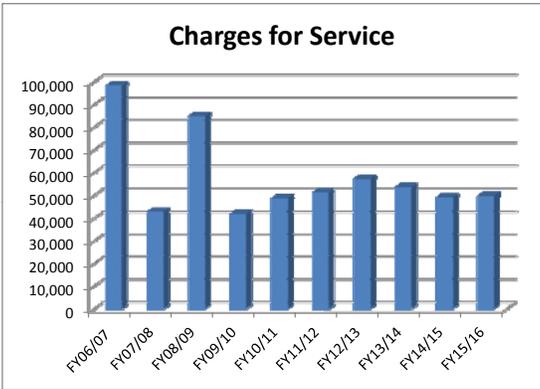


- 1 - FY15/16 are budget amounts
- 2 - FY14/15 are estimated actuals
- 3 - All budget amounts are based on the adopted budgets

**General Fund Revenue
Actual with FY15/16 Budgeted**

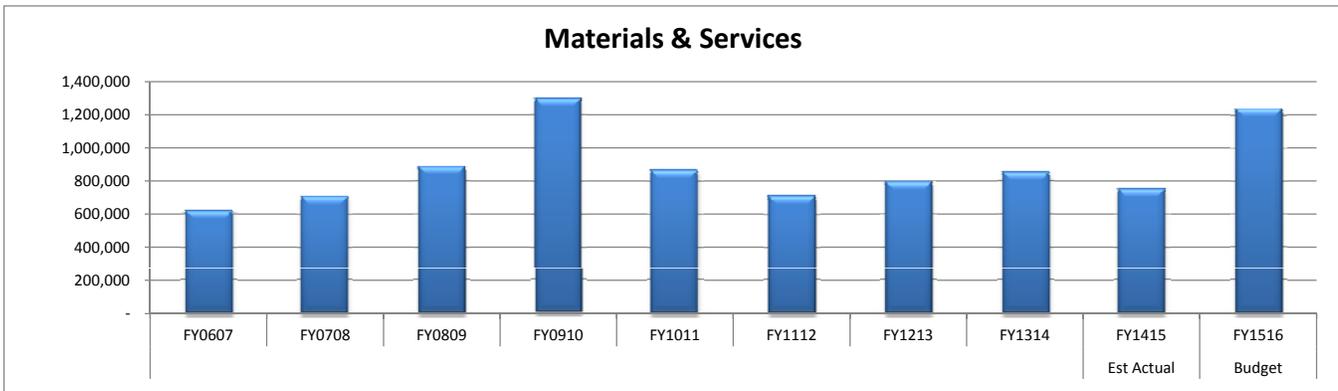
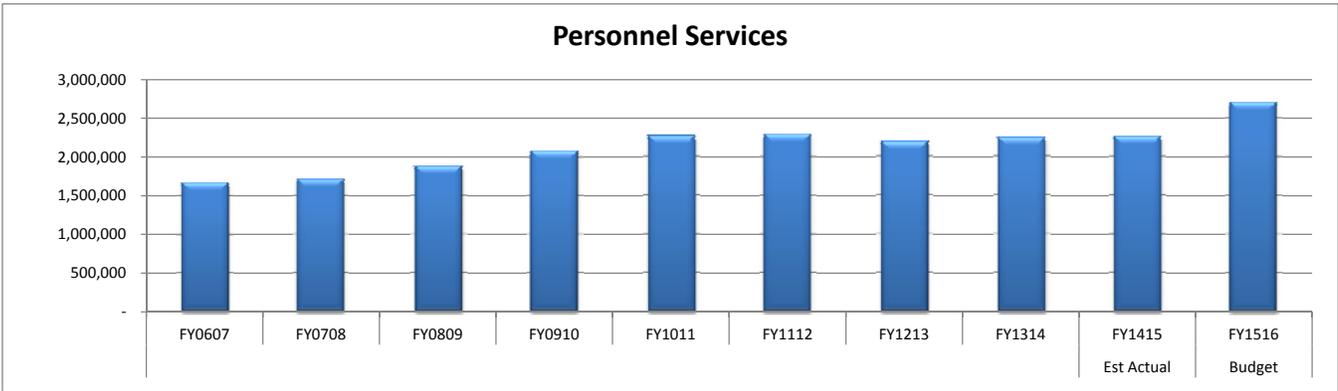


Notes:
(1) FY14/15 data is estimated actuals and FY15/16 are budgeted amounts



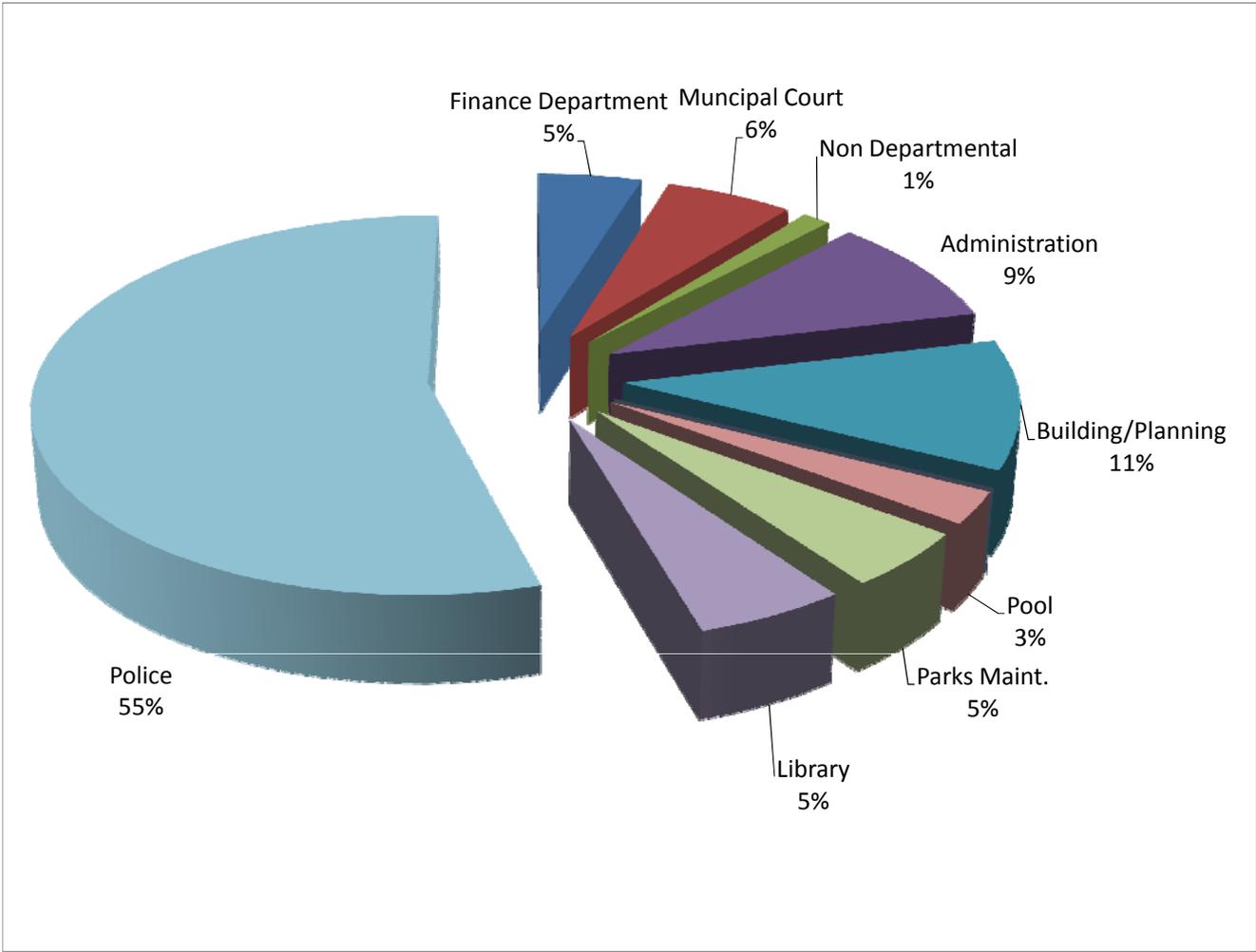
Expenditures - General Fund

Actual with FY15/16 Budget



General Fund All Dept Expenses

FY2015/16 Budget



GENERAL FUND

Resources

Finance

Municipal Court

Non-Departmental

Administration

Building & Planning

Senior Services

Community Services

Swimming Pool

Parks & Maintenance

Library

Police

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
General Fund							
1	1,935,108	1,984,015	2,042,600	400100 Beginning Fund Balance	2,034,700	2,034,700	2,034,700
2							
3				001-000 Resources - Taxes			
4	1,971,481	2,023,746	2,124,000	400200 Current Year Taxes	2,278,000	2,278,000	2,278,000
5	3,104	2,383	2,500	400220 Low Rent Housing, In Lieu of Tax	2,600	2,600	2,600
6	58,116	61,185	70,000	400300 Previously Levied Taxes	70,000	70,000	70,000
7	7,594	7,738	10,200	408000 Transient Room Tax	11,000	11,000	11,000
8	2,040,295	2,095,052	2,206,700	Total Taxes	2,361,600	2,361,600	2,361,600
9							
10				001-000 Resources - Licenses & Fees			
11	8,378	8,378	8,400	401200 Verizon Franchise	8,600	8,600	8,600
12	47,610	51,200	51,500	401300 Natural Gas Franchise	51,500	56,600	56,600
13	15,760	16,647	21,500	401400 Telephone Franchise	22,000	22,000	22,000
14	51,710	54,758	54,000	401500 Comcast Cable Franchise	56,000	60,000	60,000
15	46,088	50,212	47,000	401600 EPUD Franchise	52,000	54,000	54,000
16	195,652	210,110	185,000	401700 Pacific Power Franchise	195,000	212,000	212,000
17	-	-	5,000	401710 Other Franchise Fees	5,000	5,000	5,000
18	1,088	950	1,000	401800 Licenses, Fees, & Permits	1,000	1,000	1,000
19	10,075	4,950	9,000	408100 Lien Search Fees	-	-	-
20	376,361	397,204	382,400	Total Licenses & Fees	391,100	419,200	419,200
21							
22				001-000 Resources - Court & Public Safety			
23	179,113	216,774	225,000	403002 Muni Court Fines	210,000	230,000	230,000
24	222	-	-	403004 Parking Fines	-	-	-
25	2,700	2,135	3,000	403005 Towed Vehicle Fines	3,000	3,000	3,000
26	300	900	1,000	403009 Road Crew Fee	1,000	1,000	1,000
27	2,100	2,975	3,000	403111 Jail Booking Fees	3,000	3,000	3,000
28	2,971	2,056	1,000	403114 Muni Court - Surcharge Fees	1,000	1,000	1,000
29	10,986	14,218	15,000	403125 Assessments for Training	15,000	15,000	15,000
30	37,500	37,500	42,300	402650 JCRFPD Dispatching Contract	43,300	43,300	43,300
31	44,796	45,320	47,100	402740 Coburg Dispatching Contract	48,500	48,500	48,500
32	-	900	1,200	402742 Other Dispatch Contracts	1,200	1,200	1,200
33	19,949	4,202	2,500	402780 Grant: Local Law Enforcement	5,000	5,000	5,000
34	-	3,036	-	403270 Grant: Weyerhaeuser Foundation	-	-	-
34	-	430	5,000	405200 School Reimbursements	-	-	-
35	300,637	330,446	346,100	Total - Court & Public Safety	331,000	351,000	351,000
36							
37				001-000 Resources - Building & Planning			
38	99,701	116,167	145,900	402100 Building Permits	99,800	99,800	99,800
39	12,529	83,924	14,100	402110 Mechanical Permit Fees	24,600	24,600	24,600
40	25,628	43,760	21,800	402120 Electrical Permit Fee	28,200	28,200	28,200
41	45,538	27,542	45,700	402130 Plumbing Permit Fees	30,000	30,000	30,000
42	55,017	46,023	68,000	402150 Plans Review Fees	58,900	58,900	58,900
43	2,662	968	2,000	402155 Clair Co. Surplus Charges	2,100	2,100	2,100
44	3,251	1,719	1,000	402175 Bldg Permit Admin Fees - City	2,300	2,300	2,300
45	13,355	11,192	7,000	402180 Land Use Applications	17,300	17,300	17,300
46	29,479	19,883	8,000	402185 Admin on SDC Fees	22,000	22,000	22,000
47	450	375	500	402199 Bldg/Plng - Misc Receipts	900	900	900
48	287,610	351,554	314,000	Total - Building & Planning	286,100	286,100	286,100
49							

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
50				001-000 Resources - Pool			
51	8,918	8,839	9,500	400500 Pool Daily Admission	9,500	9,500	9,500
52	1,395	1,700	1,400	400501 School Swim Pool Rental	1,400	1,400	1,400
53	6,862	12,056	8,500	400505 Swim Pass Sales	8,500	8,500	8,500
54	1,025	1,150	1,500	406600 Swim Team	1,500	1,500	1,500
55	16,912	13,566	17,000	406650 Swim Lessons	17,000	17,000	17,000
56	4,228	3,501	4,000	400550 Pool Income - Other	4,000	4,000	4,000
57	1,790	2,487	2,500	407200 Private Pool Rentals	2,500	2,500	2,500
58	<u>41,130</u>	<u>43,299</u>	<u>44,400</u>	Total - Pool	<u>44,400</u>	<u>44,400</u>	<u>44,400</u>
59							
60				001-000 Resources - Library			
61	6,152	5,583	6,200	403200 Library Receipts	5,500	5,500	5,500
62	500	500	500	403215 Grant: Education Together Fund	500	500	500
63	400	425	300	403225 Grant: Soroptimists	300	300	300
64	1,000	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
65	<u>8,052</u>	<u>7,508</u>	<u>8,000</u>	Total - Library	<u>7,300</u>	<u>7,300</u>	<u>7,300</u>
66							
67				001-000 Resources - Intergovernmental			
68	66,990	76,298	79,100	402200 State Liquor Tax	91,300	91,300	91,300
69	7,740	7,466	7,000	402300 Cigarette Tax	6,600	6,600	6,600
70	<u>74,730</u>	<u>83,764</u>	<u>86,100</u>	Total - Intergovernmental	<u>97,900</u>	<u>97,900</u>	<u>97,900</u>
71							
72				001-000 Resources - Misc			
73	-	-	-	409300 Administrative Charges for Services	623,500	623,500	623,500
74	22,293	15,980	17,000	409000 Other Receipts	20,000	20,000	20,000
75	-	-	100	409100 Over/Under Receipts	100	100	100
76	-	415	200	408325 E Birch Settlement Principal	400	400	400
77	500	135	100	408330 E Birch Settlement Interest	100	100	100
78	12,148	11,459	12,400	400400 Investment Interest	9,700	9,700	9,700
79	-	-	500	407300 Raintree Park - Land Rental	-	-	-
80	5,150	5,508	5,500	407250 Building Rentals	6,200	6,200	6,200
81	14,290	14,719	14,500	401750 Cell Tower Lease	15,000	15,000	15,000
82	110	-	200	402860 Donations	100	100	100
83	1,733	1,476	2,000	402775 Animal Regulation Fees	1,500	1,500	1,500
84	<u>56,224</u>	<u>49,692</u>	<u>52,500</u>	Total - Misc	<u>676,600</u>	<u>676,600</u>	<u>676,600</u>
85							
86				001-000 Resources - Transfers In			
87	6,800	6,800	-	400526 Transfer from Senior Center Fund	-	-	-
88	-	-	96,000	408352 Interfund Loan Repayment	-	-	-
89	<u>6,800</u>	<u>6,800</u>	<u>96,000</u>	Total - Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
90							
91	<u>3,191,839</u>	<u>3,365,320</u>	<u>3,536,200</u>	Total New Resources	<u>4,196,000</u>	<u>4,244,100</u>	<u>4,244,100</u>
92							

Notes

- 4 The City's permanent tax rate is \$6.0445 per \$1,000 of assessed value, and was established by measure 50.
- 28 Court surcharge fee expired 12/31/2011 per state legislation, will be reduced in future years.
- 38 Building permit fees reflect recent year's levels of activity.
- 68 Based on state rate multiplied by population of the City
- 69 Based on state rate multiplied by population.

Overview

The financial operations of the City are planned and managed by the Finance Department staff. Finance services are provided by the Finance Director, and the City Accountant. Services include management of the annual financial audit, the annual budget process, accounts payable, payroll, workers compensation insurance reporting, receiving and custody of funds, cash management, the administration of employee benefits, human resources administration and financial services support to all operating departments. The Finance Department implements the adopted budget, and monitors the results in accordance with Oregon budget law. The department facilitates the annual independent financial audit, providing all requested information to the audit team and prepares required City staff contributions for the comprehensive annual financial report. The Finance Director also manages the Municipal Court for the City.

Staffing for the department consists of the Finance Director and the Accountant.

Volunteer Hours Contributed to Department

Calendar Year 2014: 248

Funding

The Finance Department as a service department and is funded through allocations of its costs for personnel, and materials and services costs to all operating departments throughout the City. The allocations are based on the operating department's usage of the services provided. A cost allocation plan is maintained to allocate costs using an internal services plan model.

FY 2014-15 Accomplishments

- **Monthly Financial Reporting:** Created new monthly report format to include complete fund picture for fund balances, revenue, expenditures, and budget.
- **Annual Financial Report:** Issued the fiscal year 2013/14 Annual Financial Report, which received an unqualified (clean) financial audit opinion from the City's independent auditors.
- **Award for the Governmental Finance Officers Association Certificate of Conformance Program for Small Government Annual Financial Reports.** Improvements were made to the financial reports and application was made to GFOA for the certificate of conformance award for fiscal year 12/13.
- **Annual Budget:** Facilitated and implemented the City's annual budget process for fiscal year 2015/16.
- **Internal Services Fund:** Developed and implemented cost allocation plan for the internal services fund as part of the FY15/16 budget process.

- **Administrative Service Cost Model Implementation:** Developed and implemented a cost allocation plan for Administrative Services which includes the Administration and Finance Departments. The cost allocation plan is implemented as part of the FY15/16 budget process.
- **Five Year Financial Forecast:** The first five year financial forecast for the City required an extended process to define the scope of the project, gather input from Council, Committees and staff to formulate the format for the forecast, analyze and forecast all financial data included in the forecast and produce the final version to be adopted by Council.
- **Precise Budgeting:** Developed the concept, and research to facilitate consideration by the Finance & Judiciary Committee and Council. (Long Range Financial Plan, item #14) Included analysis of common practices and additional fiscal policies.
- **Master Fee Schedule:** Compiled the City's fee schedules into one master fee schedule for adoption by Council. (Long Range Financial Plan, item #12)

FY 2015-16 Goals, Projects & Products

- **Auditor Management Advisory Items:** Implement auditor's advisory letter suggestions or discuss with Council.
- **Budget:** Implement the budget for FY2015/16 and development of the FY16/17 budget.
- **Financial Audit:** Manage the annual audit process efficiently with the goal of an unqualified opinion and submit report for the GFOA's Certificate of Conformance Award Program.
- **Procurement Manual:** Completion of the City's purchasing manual to document purchasing procedures and processes. This project is currently in progress.
- **Budget Document:** Make improvements to the City's budget document and submit to the Government Finance Officers Association budget award program.
- **Purchase Order System:** Implementation of a purchase order system utilizing the City's financial software.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
93	Finance						
94	001-310 Personnel Services						
95	33,355	34,642	36,200	503780 Direct Wages	105,000	105,000	105,000
96	5,317	5,789	7,800	503783 In-Direct Wages	-	-	-
97	-	-	1,900	503790 Overtime	2,300	2,300	2,300
98	2,931	3,080	3,600	513344 FICA	8,300	8,300	8,300
99	6,916	7,559	8,500	539094 Pension - PERS	20,600	20,600	20,600
100	99	124	200	542344 Workers' Compensation Ins	300	300	300
101	11,109	11,943	13,900	546833 Insurance Benefits	29,400	29,400	29,400
102	-	-	1,000	548877 Unemployment Insurance	2,500	2,500	2,500
103	<u>59,727</u>	<u>63,138</u>	<u>73,100</u>	Total Personnel Services	<u>168,400</u>	<u>168,400</u>	<u>168,400</u>
104							
105	001-310 Materials & Services						
106	300	670	700	602015 Audit Filing Fee	300	300	300
107	146	102	200	603200 Bank Fees	300	300	300
108	-	-	-	608925 Computer Software Support	300	300	300
109	-	-	-	611519 Electricity	1,000	1,000	1,000
110	-	-	-	611770 IT Service Charges	1,500	1,500	1,500
111	288	693	900	622171 Insurance	800	800	800
112	730	737	800	632677 Office Equipment Leases	800	800	800
113	37	199	300	632678 Computer/Office Equip Maint	300	300	300
114	262	-	300	632680 Office Equipment/Furnishings	500	500	500
115	982	1,626	1,700	636921 Office Supplies	2,000	2,000	2,000
116	37	65	200	640457 Postage	200	200	200
117	380	595	700	640733 Printing and Advertising	700	700	700
118	-	-	-	644400 Janitorial & Cleaning	1,200	1,200	1,200
119	-	-	-	644650 Building Maintenance Charges	1,500	1,500	1,500
120	1,908	2,582	2,700	647030 Travel and Training	2,700	2,700	2,700
121	1,102	944	1,100	649843 Telephone	1,100	1,100	1,100
122	530	820	600	649989 Dues	600	600	600
123	557	382	500	652080 Internet Services	500	500	500
124	4,234	4,402	4,200	702013 Audit	3,700	3,700	3,700
125	2,212	738	1,500	706076 Legal Counsel	1,500	1,000	1,000
126	<u>13,705</u>	<u>14,555</u>	<u>16,400</u>	Total Materials & Services	<u>21,500</u>	<u>21,000</u>	<u>21,000</u>
127							
128	<u>73,432</u>	<u>77,692</u>	<u>89,500</u>	Total Finance	<u>189,900</u>	<u>189,400</u>	<u>189,400</u>
129							
130	Notes						
108	Software annual maintenance allocation						
124	Audit costs are allocated to all operating funds.						

Overview

The Municipal Court is a vital part of the City Government that works with the Police Department and City Prosecutor to build a safe environment for the residents of Junction City. Municipal court services are provided to the City utilizing the services of a Municipal Judge, a City Prosecuting Attorney, a Probation Service, and the Court Clerk. The Court is responsible for processing traffic violations, traffic crimes, violation offences, misdemeanor offences, city ordinance violations and crimes in a timely manner. The Court clerk is responsible for coordinating and conducting hearings and trials in such cases as well as preparing warrants, suspensions of driving privileges, collection of fines, monitoring bench probation, pulling driving records and criminal histories on cases.

Staffing

There are currently two staff members that are funded fully by the Municipal Court Department, the Court Clerk and a 0.25 FTE Court Assistant.

Funding

The Municipal Court receives funds from various Municipal Court fees that it charges.

FY 2014-15 Accomplishments

- **Road Crew:** The Court has continued to work with the Police Department to monitor the Road Crew more efficiently.
- **Legislative Changes:** The Court has updated legislative changes as laws are being updated.
- **Probation Services:** The Court has entered into an agreement with Advanced Monitoring Professionals, LLC (AMP) to monitor cases that would require a probation officer. The Court now has the ability to provide ankle bracelets for alcohol and in house arrest, which we are currently using on one Defendant.
- **Community Service:** The Municipal Court is working with the Community Center for court ordered community service to benefit our community. It is important that we have the Defendant complete community service in Junction City as this is a benefit to the community as well as the Defendant. The willing Defendant feels a sense of self worth upon completion of their service.

FY 2015-16 Goals, Projects & Products

- **Projects:** A procedure manual is currently in progress for the department which will cover department procedures and software.
- **Collections:** Verify all accounts in collections are current.
- **Updates:** The Municipal Court will continue to work on updates that will enhance the court efficiency as well as the community service provided.
- **Certifications:** The Court Clerk will be completing the Oregon Association of Court Administration Program. This certificate will be completed this Spring.
- **Court Security:** The Court will continue work to obtain and put into place a safety procedure and implementation to guarantee safety of Court personnel and visitors.
- **CJIS (Criminal Justice Information Service):** Court staff is reviewing and updating court procedures for upcoming CJIS audit.

The Court will continue to work with the Police Department, City Prosecutor, local government, and citizens to provide a safe community for the residents of Junction City.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
131	Court						
132	001-315 Personnel Services						
133	40,153	52,090	66,900	503780 Direct Wages	80,100	64,800	64,800
134	5,492	5,675	9,800	503783 In-Direct Wages	-	-	-
135	-	-	2,200	503790 Wages - Overtime	2,300	2,300	2,300
136	3,489	4,418	6,100	513344 FICA	6,300	5,200	5,200
137	8,789	11,038	15,600	539094 Pension - PERS	17,400	14,000	14,000
138	127	448	1,200	542344 Workers' Compensation Ins	700	500	500
139	20,879	21,598	26,200	546833 Insurance Benefits	25,700	25,400	25,400
140	-	-	2,700	548877 Unemployment Insurance	2,600	2,000	2,000
141	<u>78,929</u>	<u>95,267</u>	<u>130,700</u>	Total Personnel Services	<u>135,100</u>	<u>114,200</u>	<u>114,200</u>
142							
143	001-315 Materials & Services						
144	-	-	-	601100 Administrative Charges	20,600	20,600	20,600
145	37,080	37,080	40,500	602125 Prosecuting Attorney Fees	37,100	37,100	37,100
146	358	720	1,000	602130 Interpreter Fees	1,000	1,000	1,000
147	395	1,089	1,500	602171 Insurance	2,100	2,100	2,100
148	384	139	400	602225 Jury Trial Expense	400	400	400
149	7,073	11,513	14,000	602250 Court Appointed Attorney Fee	12,000	9,000	9,000
150	-	759	2,000	603050 Probation Activities	-	-	-
151	144	316	200	603200 Bank Fees	1,100	1,100	1,100
152	1,844	1,500	1,500	608925 Computer Software Support	2,200	2,200	2,200
153	-	-	-	611519 Electricity	1,300	1,300	1,300
154	791	737	900	632677 Office Equipment Leases	900	900	900
155	18	413	200	632678 Computer/Office Equipment Main	500	500	500
156	2,736	2,525	2,500	636921 Office Supplies	3,200	3,200	3,200
157	-	-	800	637917 Office Equipment/Furnishings	800	800	800
158	679	972	1,000	640457 Postage	1,000	1,000	1,000
159	-	-	-	644400 Janitorial & Cleaning	1,500	1,500	1,500
160	-	-	-	644650 Building Maintenance Charges	1,900	1,900	1,900
161	1,685	1,590	1,700	647030 Travel and Training	1,700	1,700	1,700
162	1,084	944	1,200	649843 Telephone	1,200	1,200	1,200
163	50	-	200	649989 Dues	200	200	200
164	324	369	500	652080 Internet Services	500	500	500
165	2,883	1,045	-	701202 Application Support-AIRS	-	-	-
166	1,698	1,713	1,400	702013 Audit	1,000	1,000	1,000
167	30,600	30,600	32,200	702020 Judge Contract Services	30,600	30,600	30,600
168	317	126	300	706076 Legal Counsel	300	300	300
169	<u>90,143</u>	<u>94,149</u>	<u>104,000</u>	Total Materials & Services	<u>123,100</u>	<u>120,100</u>	<u>120,100</u>
170							
171	<u>169,072</u>	<u>189,416</u>	<u>234,700</u>	Total Municipal Court	<u>258,200</u>	<u>234,300</u>	<u>234,300</u>
172							
173							

Notes

- 152 Caselle and Springbrook annual maintenance allocation
- 161 Includes conferences and travel costs

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
174	Non-Departmental						
175	001-320 Materials & Services						
176	188	148	300	603200 Bank Fees	-	-	-
177	2,659	2,708	2,900	611519 Electricity & Natural Gas	-	-	-
178	6,586	993	2,000	611770 IT Service Charges	-	-	-
179	7,184	2,588	5,100	611771 Professional Services	10,000	5,000	5,000
180	32	-	500	611780 Lien Reporting Services	-	-	-
181	-	165	-	612080 City Hall Vehicle Maint & Repair	-	-	-
182	5,320	1,089	1,200	622171 Insurance	-	-	-
183	1,043	1,221	1,300	628651 Lane Council of Gov Dues	1,300	1,300	1,300
184	1,994	2,218	2,300	629001 League of Oregon Cities Dues	2,200	2,200	2,200
185	467	1,188	2,000	632678 Computer/Office Equip Maint	-	-	-
186	1,385	297	800	641134 Council Projects/Programs	800	800	800
187	-	1,944	7,000	644650 Building Maintenance Charges	-	-	-
188	6,492	-	-	644660 Repair & Care City Property	-	-	-
189	1,842	6,937	1,500	644670 General Supplies	-	-	-
190	628	-	1,000	647030 Council Travel and Training	4,000	1,000	1,000
191	-	-	-	647032 Travel & Training	10,000	9,000	9,000
192	952	948	1,100	647050 Public Relations	1,100	1,100	1,100
193	2,643	1,411	1,100	648800 Employee Recognition	1,100	1,100	1,100
194	92	79	100	649843 Telephone	-	-	-
195	2,000	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
196	29,711	25,132	28,000	706076 Legal Counsel	23,000	23,000	23,000
197	-	-	2,000	706100 Labor Negotiations	600	600	600
198	1,704	1,704	6,300	723450 Janitorial & Cleaning	-	-	-
199	4,000	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
200	-	1,634	2,000	723530 Recruiting	-	-	-
201	<u>76,922</u>	<u>58,404</u>	<u>74,500</u>	Total Materials & Services	<u>60,100</u>	<u>51,100</u>	<u>51,100</u>
202							
203	<u>76,922</u>	<u>58,404</u>	<u>74,500</u>	Total Non-Departmental	<u>60,100</u>	<u>51,100</u>	<u>51,100</u>
204							
205							

Notes

- 174 Section previously labeled as "Miscellaneous".
- 179 Includes \$2,050 for Code Publishing
- 188 Moved to the Internal Services Fund
- 190 Includes conference expenses for Council
- 195 Grant for utility costs

Overview

Administration includes the positions of the City Administrator and the City Recorder. The City Administrator is the chief administrative official and provides general oversight and management of the city, in accordance with policies established by the City Council, City Charter, ordinances, resolutions, contracts, state statutes, and federal regulations. The City Administrator acts as the Budget Officer; oversees the provision of efficient and cost-effective services to the city; provides leadership direction and implementation of short and long range plans; and communicates official policies and procedures to staff and the general public. The City Administrator also supervises and provides direction to appointive personnel, works closely with department heads on services and projects, and facilitates relationships with the business community, schools, civic organizations, and other government entities.



The City Recorder serves as Clerk of the Council, City Elections Official, and Records Custodian. The City Recorder performs a wide variety of professional duties that support the activities of the Mayor, City Council, and City Administrator. In addition, the City Recorder records and transcribes minutes for the City Council and Budget Committee; prepares and maintains ordinances, resolutions, and other city documents; responds to public records requests and citizen complaints; posts public notices; handles correspondence and reporting to outside agencies; and processes a variety of licenses and permits for the City.

Volunteer Hours Contributed to Department

Calendar Year 2014: **819**

FY 14-15 Projects and Accomplishments

- Completed many projects listed in Long Range Financial Plan
- Completed 2nd year of work with Facilities Task Force
- Completed entry of items into Agility Recovery Program
- Increased City Planner position to full time
- Completed scanning, archiving, indexing, and posting all City resolutions on the City's website
- Completed contract master list and scanning, archiving, and indexing City contracts

FY 15-16 Goals and Projects

- Complete additional projects in Long Range Financial Plan
- Formalize duties and tasks for HR/Risk Management
- Finalize review of legal services
- Review options for automated citizen comments tracking
- Develop Citywide records management policy
- Work towards implementation of an electronic records system
- Develop and implement a plan for organization of records at digester
- Develop and implement plan for secure storage of future records

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
206	Administrative						
207	001-325 Personnel Services						
208	45,780	37,777	40,500	503780 Direct Wages	236,400	195,600	195,600
209	9,746	10,057	10,400	503783 In-Direct Wages	-	-	-
210	-	-	400	503790 Wages - Overtime	500	500	500
211	4,240	3,648	3,900	513344 FICA	18,100	15,000	15,000
212	11,133	10,164	10,800	539094 Pension - PERS	51,000	42,700	42,700
213	356	168	200	542344 Workers' Compensation Ins	600	500	500
214	14,212	12,055	11,300	546833 Insurance Benefits	68,700	57,500	57,500
215	-	-	1,300	548877 Unemployment Insurance	5,100	4,300	4,300
216	<u>85,467</u>	<u>73,869</u>	<u>78,800</u>	Total Personnel Services	<u>380,400</u>	<u>316,100</u>	<u>316,100</u>
217							
218	001-325 Materials & Services						
219	1,211	1,287	1,500	602171 Insurance	3,000	3,000	3,000
220	51	46	100	603200 Bank Fees	400	400	400
221	-	-	-	608925 Computer Software Support	600	600	600
222	-	-	-	611519 Electricity	2,800	2,800	2,800
223	-	-	-	611770 IT Service Charges	3,900	3,900	3,900
224	-	-	5,000	611771 Professional Services	5,000	3,000	3,000
225	659	-	-	612080 Administrator's Vehicle Expense	-	-	-
226	-	-	500	615100 Vehicle & Equip Maint Charges	500	500	500
227	791	737	900	632677 Office Equipment Leases	900	900	900
228	151	290	400	632680 Office Equipment/Furnishings	400	400	400
229	3,288	2,972	2,500	636921 Office Supplies	3,000	3,000	3,000
230	37	-	500	637917 Office Equipment Maintenance	2,500	2,500	2,500
231	90	273	500	640457 Postage	400	400	400
232	42	349	500	640733 Printing and Advertising	500	500	500
233	-	-	-	642200 Special Projects	5,000	5,000	5,000
234	-	-	-	644400 Janitorial & Cleaning	3,200	3,200	3,200
235	-	-	-	644650 Building Maintenance Charges	4,100	4,100	4,100
236	-	-	-	644670 General Supplies	1,500	1,500	1,500
237	1,734	284	3,500	647030 Travel and Training	3,500	3,500	3,500
238	2,508	2,030	2,300	649843 Telephone	2,400	2,400	2,400
239	980	195	1,000	649989 Dues	1,000	1,000	1,000
240	577	353	900	652080 Internet Services	700	700	700
241	148	201	200	702013 Audit	900	900	900
242	-	498	2,000	706076 Legal Counsel	7,000	5,000	5,000
243	<u>12,267</u>	<u>9,514</u>	<u>22,300</u>	Total Materials & Services	<u>53,200</u>	<u>49,200</u>	<u>49,200</u>
244							
245	<u>97,734</u>	<u>83,383</u>	<u>101,100</u>	Total Administration	<u>433,600</u>	<u>365,300</u>	<u>365,300</u>
246							
247	Notes						
221	Software annual maintenance allocation						
224	For salary survey, added by Budget Committee in FY14/15						
226	Costs from Internal Services Fund						
233	City Records Project						

Overview

The Planning Department manages the City development activities, community plans, building permit processes, and enforces City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State planning requirements, transportation planning, development code revisions and ordinance development. Current planning activities include services to the public for development relative to zoning, subdividing, and floodplain management. Code Enforcement regulates zoning violations, solid waste, and unsanitary housing. Building Permit Administration connects development permits with other appropriate staff and departments to address Junction City Development Code standards.

Staffing for the department includes one full time Planner and a full time Building and Planning Administrative Aide.

FY 14/15 Projects and Accomplishments

Planning within the City has been in a time of transition and growth. The City continued to contract with Lane Council of Government for planning services totaling 10+ hours a week through July of 2014. During the past year, planning activities have focused on a number of issues, including Comprehensive Plan updates, Draft Transportation System Plan review and coordination, and Municipal Code text revisions. Building permit activity has also continued to be pick up over the levels in the last two years. Planning Department accomplishments included:

- Continued planning work to complete the Transportation System Plan.
- Continued planning work to streamline the annexation process.
- Continued to coordinate with property owners and extraterritorial applications for services outside City Limits.
- Continued to provide current planning activities include services to the public for development relative to zoning, subdividing, and floodplain management.
- Completed processing of multiple Commercial property annexations.
- Completed a transition plan for servicing the City's planning needs inclusive of a .5 FTE City Planner, and subsequently transitioning into 1.0 FTE City Planner position in early 2015 based on growing department needs.

<u>Calendar Year</u>	<u>Total Building Permits Reviewed</u>
2014	214
2013	208
2012	230
2011	136

2010	185
2009	66
2008	48

FY 15/16 Goals and Projects

The City has continued to evaluate current and future planning needs. The community's livability and quality of life will continue to be a high priority for the planning department through smart planning and code enforcement. Planning Department Goals and Projects for the upcoming 15/16 fiscal year include:

- Completing the Transportation System Plan.
- Continue to address Planning Commission recommended legislative planning work activities, as staffing levels permit.
- Work with property owners interested in annexing into the City Limits.
- Work with the Community Development Committee to determine the feasibility of an updated downtown refinement plan.
- Work with the Lane Small Business Development Center to increase awareness and potential candidates for the Business Revolving Loan Fund, in order to bolster small business opportunities in Junction City.
- Continue to improve customer service relations with regards to planning applications, building permits and code compliance.
- Continue to refine land use application procedures and develop administrative processes to ensure department efficiency.
- Continue developing collaborative relationships with external agencies and partner organizations.
- Explore opportunities regarding in-house Building Official and inspection services.
- Pursue educational opportunities in regard to emerging planning methods, techniques, and current federal and state land use legal decisions.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
248	Building and Planning						
249	001-330 Personnel Services						
250	33,949	34,927	64,500	503780 Direct Wages	99,300	99,300	99,300
251	13,316	13,293	15,600	503783 In-Direct Wages	-	-	-
252	-	-	-	503790 Wages - Overtime	-	-	-
253	3,585	3,618	6,200	513344 FICA	7,900	7,900	7,900
254	9,441	10,385	16,700	539094 Pension - PERS	19,700	19,700	19,700
255	160	171	400	542344 Workers' Compensation Ins	400	400	400
256	17,892	18,966	31,300	546833 Insurance Benefits	44,200	44,200	44,200
257	-	-	2,300	548877 Unemployment Insurance	2,800	2,800	2,800
258	<u>78,343</u>	<u>81,359</u>	<u>137,000</u>	Total Personnel Services	<u>174,300</u>	<u>174,300</u>	<u>174,300</u>
259							
260	001-330 Materials & Services						
261	-	-	-	601100 Administrative Charges	33,900	33,900	33,900
262	1,170	643	800	603200 Bank Fees	800	800	800
263	-	-	-	608925 Computer Software Support	1,200	1,200	1,200
264	-	-	-	611519 Electricity	800	800	800
265	-	-	-	611770 IT Service Charges	1,500	1,500	1,500
266	870	891	1,000	622171 Insurance	4,000	4,000	4,000
267	740	737	900	632677 Office Equipment Leases	900	900	900
268	37	-	100	632678 Computer/Office Equipment Main	100	100	100
269	98	-	300	632680 Office Equipment/Furnishings	300	300	300
270	3,515	1,428	4,000	636921 Office Supplies	4,000	3,000	3,000
271	1,445	818	1,500	640457 Postage	1,500	1,500	1,500
272	756	3,519	2,000	640733 Printing and Advertising	3,000	3,000	3,000
273	12,900	528	2,000	641134 Program Costs - Planning	2,000	2,000	2,000
274	-	-	-	644400 Janitorial & Cleaning	900	900	900
275	-	-	-	644650 Building Maintenance Charges	1,200	1,200	1,200
276	25	27	300	647030 Travel and Training	300	300	300
277	25	16	200	647050 Public Relations	200	200	200
278	1,084	944	1,500	649843 Telephone	2,000	2,000	2,000
279	-	-	400	649989 Dues	200	200	200
280	499	481	900	652080 Internet Services	900	900	900
281	2,044	2,022	3,600	702013 Audit	1,700	1,700	1,700
282	-	-	400	704410 Periodic Review Publications	-	-	-
283	17	-	-	704420 Grant: Customized Periodic Rev	-	-	-
284	34,678	17,942	15,000	706076 Legal Counsel	15,000	10,000	10,000
285	138,044	277,034	221,600	723440 Building Official Contract	181,100	181,100	181,100
286	78,500	35,710	10,000	723445 Planning Services Contracted	10,000	10,000	10,000
287	<u>276,447</u>	<u>342,740</u>	<u>266,500</u>	Total Materials & Services	<u>267,500</u>	<u>261,500</u>	<u>261,500</u>
288							
289	<u>354,790</u>	<u>424,098</u>	<u>403,500</u>	Total Building/Planning	<u>441,800</u>	<u>435,800</u>	<u>435,800</u>
290							

Notes

- 249 Personnel FY14/15 budget includes \$9,600 March 2015 change for Planner hours
- 250 Personnel Services for FY15/16 include a 1.0 FTE Planner
- 273 FY13/14 included cost of Lane County application fee.
- 285 Building official contract with Claire Company for building inspection services.
Cost is 75% of revenue for building, mechanical, electrical, and plumbing permits,
and plan review fees.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
291	Senior Services						
292				001-605 Personnel Services			
293	42,637	38,629	-	503780 Direct Wages	-	-	-
294	1,759	-	-	503783 In-Direct Wages	-	-	-
295	-	-	-	503790 Overtime	-	-	-
296	3,395	2,955	-	513344 FICA	-	-	-
297	7,685	6,351	-	539094 Pension - PERS	-	-	-
298	1,086	1,017	-	542344 Workers' Compensation Ins.	-	-	-
299	-	-	-	542346 Volunteer Workers Comp	-	-	-
300	16,324	14,378	-	546833 Insurance Benefits	-	-	-
301	-	-	-	548877 Unemployment Insurance	-	-	-
302	<u>72,886</u>	<u>63,329</u>	-	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
303							
304	<u>72,886</u>	<u>63,329</u>	-	Total Senior Services	<u>-</u>	<u>-</u>	<u>-</u>

Notes

292 Costs moved to the Viking Sal Senior Center Fund in FY14/15

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
307	Community Services						
308				001-610 Personnel Services			
309	10,205	6,933	-	503780 Direct Wages	-	-	-
310	2,888	1,611	-	503783 In-Direct Wages	-	-	-
311	986	653	-	513344 FICA	-	-	-
312	2,569	1,545	-	539094 Pension - PERS	-	-	-
313	263	153	-	542344 Workers' Compensation Ins	-	-	-
314	2,686	833	-	546833 Insurance Benefits	-	-	-
315	-	-	-	548877 Unemployment Insurance	-	-	-
316	<u>19,597</u>	<u>11,727</u>	<u>-</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
317							
318							
319	<u>19,597</u>	<u>11,727</u>	<u>-</u>	Total Community Services	<u>-</u>	<u>-</u>	<u>-</u>
320							
321							

Notes

308 Costs moved to the Community Center Fund in FY14/15.

Overview

Aquatics is a Division of the Community Services Department. The Aquatics Division provides a seasonal pool. The Max Strauss Seasonal Pool was established in 1974 as a City function.



This includes services and activities designed for all ages:

- The Pool is open six (Sunday for rentals only) days a week from June-August for an average of 65 hours a week.
- The Pool offers lessons for all levels, swim team, private rentals, family swim, rec. swim, water exercise, and teen swim.
- The Pool offers School Swim the last week of School as a rental to the School District.
- Day and season passes are available and limited scholarships are available.

The Aquatics Division is comprised of two separate funds:

- Swimming Pool Section of the General Fund (Main Operating Fund in General Fund)
- Park and Pool Equipment Reserve Fund (Reserve Fund-funded by transfers from the General Fund & State Revenue Sharing Fund)

Staffing:

There are fourteen direct service seasonal staff that are funded from the Swimming Pool Section of the General Fund. In addition, there are four other employees within the City that the Swimming Pool Section of the General Fund pays a portion of the cost associated with this Division. This is based on the activities that these positions perform that are related to the Aquatics Division.

Funding:

The Pool receives revenue from rentals, swim pass sales, other (concessions), Swim Team fees, swim lessons, and private pool rentals. The Pool revenues are received in the General Fund and account for approximately 100% cost recovery of Materials and Services and a 25% contribution to seasonal pool staff wages and benefits. The remainder of staffing is funded by the General Fund.

FY 2014-2015 Accomplishments:

- Maintained American Red Cross certification of staff members to provide in-house training of guards.
- Continued movie nights sponsored by Trillium and enhanced teen swim offering.
- Continued 2014 Season increase in swim lesson revenue, swim passes sold, and daily admissions.
- Expanded fitness class offerings.
- Painted the outside of Max Strauss Pool building.

FY 2015-2016 Goals:

- Continue to save funds for a boiler/heater replacement.
- Continue to train guards in-house utilizing Red Cross Program.
- Update training materials and plan.
- Make facility upgrades in locker rooms and office area.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
322	Swimming Pool						
323	001-620 Personnel Services						
324	58,114	57,050	56,800	503780 Direct Wages	58,000	58,000	58,000
325	2,233	1,611	2,600	503783 In-Direct Wages	-	-	-
326	-	-	800	503790 Overtime	900	900	900
327	4,629	4,487	4,600	513344 FICA	4,500	4,500	4,500
328	1,631	976	2,400	539094 Pension - PERS	1,600	1,600	1,600
329	2,017	2,298	2,300	542344 Workers' Compensation Ins	1,800	1,800	1,800
330	1,745	646	3,800	546833 Insurance Benefits	3,500	3,500	3,500
331	-	-	2,200	548877 Unemployment Insurance	2,200	2,200	2,200
332	<u>70,369</u>	<u>67,066</u>	<u>75,500</u>	Total Personnel Services	<u>72,500</u>	<u>72,500</u>	<u>72,500</u>
333							
334	001-620 Materials & Services						
335	-	-	-	601100 Administrative Charges	1,600	1,600	1,600
336	995	161	500	601124 Swim Team	500	500	500
337	950	990	1,100	602171 Insurance	1,900	1,900	1,900
338	89	79	100	603200 Bank Fees	100	100	100
339	3,274	3,622	4,000	605917 Chemicals	4,000	4,000	4,000
340	-	-	-	608925 Computer Software Support	100	100	100
341	6,151	6,353	6,500	611519 Electricity	6,500	6,500	6,500
342	555	3,193	1,500	612080 Pool Equip Repair and Renewal	1,500	1,500	1,500
343	476	2,013	1,200	623425 Preventative Medical/OSHA	1,200	1,200	1,200
344	-	313	600	623426 First Aid Supplies	600	600	600
345	-	294	500	623427 Instructional Supplies	500	500	500
346	249	249	300	632677 Office Equipment Leases	300	300	300
347	3,121	2,683	4,000	633850 Natural Gas	4,000	4,000	4,000
348	1,485	1,188	1,200	636921 Office Supplies	1,200	1,200	1,200
349	-	-	100	640457 Postage	100	100	100
350	-	1,201	1,500	644410 Janitorial Supplies	1,500	1,500	1,500
351	-	282	1,000	644650 Building Maintenance Charges	3,900	3,900	3,900
352	655	-	-	644660 Building / Property Maint.	-	-	-
353	1,508	1,561	2,000	647030 Travel and Training	2,000	2,000	2,000
354	6,995	2,777	2,700	648860 Pool Supplies	3,500	3,500	3,500
355	931	789	800	649843 Telephone	800	800	800
356	305	428	300	650250 Pool License	300	300	300
357	293	113	300	652080 Internet Services	300	300	300
358	530	504	400	702013 Audit	200	200	200
359	<u>28,562</u>	<u>28,792</u>	<u>30,600</u>	Total Materials & Services	<u>36,600</u>	<u>36,600</u>	<u>36,600</u>
360							
361	<u>98,931</u>	<u>95,859</u>	<u>106,100</u>	Total Swimming Pool	<u>109,100</u>	<u>109,100</u>	<u>109,100</u>
362							
363							
352	Moved to Internal Services Fund						

Overview

Parks and the Junction City Skatepark are both Divisions of the Community Services Department. Parks provides nine developed park sites, pool maintenance, and maintenance of three undeveloped future park sites. The City has provided park areas in the community since the 1920's.

This includes the following sites for all ages:

Parks & Parks Properties (year round):

- 1) Bailey Park, East end of Bryant
- 2) Tequendama Park, Timothy South off of W. 6th
- 3) Oak Meadows Park, Yew North off of W. 10th
- 4) Laurel Park, 14th and Kalmia
- 5) Tofdahl Park, 15th and Laurel
- 6) Dutch's Field, 15th and Kalmia
- 7) Founder's Park, 5th and Holly
- 8) Bergstrom Park, 5th and Dorsa
- 9) Lyle Day Park, between 5th & 6th and Elm and Deal
- 10) Raintree Park, Brenda and SW Pine
- 11) Yellowwood Park, 1st and Oaklea
- 12) Raintree (west)-undeveloped, N. of Bailey & W. of Quince
- 13) Reserve-undeveloped, 18th and Oaklea
- 14) Prairie Meadows undeveloped, Prairie Meadows Ave and Prairie Road
- 15) Junction City Skatepark, 14th and Laurel



The Parks and Skatepark Divisions are comprised of three separate funds:

- Parks Maintenance Section of the General Fund (Main Operating Fund in General Fund)
- Park and Pool Equipment Reserve Fund (Reserve Fund-funded by transfers from the General Fund & State Revenue Sharing Fund)
- Park System Development Fund (Reserve Fund)

Staffing

There is one direct staff and one seasonal temp that is funded from the Parks Maintenance Section of the General Fund and eight other employees within the City that the Parks Maintenance Section of the General Fund pays a portion of the cost associated with this Division. This is based on the activities that these positions perform that are related to the Parks Division.

Volunteer Hours Contributed to Department

Calendar Year 2014: **38**

Funding:

The Parks Division receives revenue from park rentals and building rentals. These revenues are received in the General Fund and account for approximately 15% cost recovery of Materials and Services. The remainder of Materials and Services and staffing is funded by the General Fund. The Skatepark and Parks Division receive donations and have conducted fundraising, these funds are received in the Parks and Pool Reserve Fund. System Development Fees are received in the Park System Development Fund (Reserve Fund).

FY 2014-2015 Accomplishments:

- Maintenance of existing Park sites with a continued reduction in Parks Maintenance dedicated staffing.
- Completed addition of play chips for playground and two concrete pads for picnic tables at Bailey Park.
- Completed Community Park Development Survey for undeveloped park land at 18th & Oaklea (The Reserve).
- Completed upgrades to Lyle Day Park to make it a rentable space.

FY 2015-2016 Goals:

- Parks Subcommittee to continue working to implement Parks Development as outlined in the adopted Parks Master Plan.
- Completion of a wide range of Parks projects as defined in the Parks section of the Capital Expenditure Plan.
- Continued revision and updating of Standard Operating Procedures.
- Exploration of additional Parks funding sources.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
364	Parks Maintenance						
365	001-630 Personnel Services						
366	59,747	58,415	70,700	503780 Direct Wages	72,400	72,400	72,400
367	3,581	2,994	5,400	503783 In-Direct Wages	-	-	-
368	1,254	300	1,700	503790 Overtime	1,700	1,700	1,700
369	4,939	4,718	6,000	513344 FICA	5,700	5,700	5,700
370	13,360	12,681	15,400	539094 Pension - PERS	14,500	14,500	14,500
371	2,004	2,193	2,800	542344 Workers' Compensation Ins	2,300	2,300	2,300
372	22,554	21,237	27,800	546833 Insurance Benefits	27,800	27,800	27,800
373	-	-	2,100	548877 Unemployment Insurance	2,000	2,000	2,000
374	<u>107,439</u>	<u>102,539</u>	<u>131,900</u>	Total Personnel Services	<u>126,400</u>	<u>126,400</u>	<u>126,400</u>
375							
376	001-630 Materials & Services						
377	-	-	-	601100 Administrative Charges	13,200	13,200	13,200
378	2,597	2,574	2,800	602171 Insurance	4,500	4,500	4,500
379	79	88	100	603200 Bank Fees	100	100	100
380	-	-	-	608925 Computer Software Support	200	200	200
381	4,022	4,297	4,000	611519 Electricity	3,100	3,100	3,100
382	934	995	1,500	612080 Park Equipment Repair	1,500	1,500	1,500
383	2,461	2,278	2,500	615018 Fuel, Oil and Tires	3,500	3,500	3,500
384	-	-	2,000	615100 Vehicle & Equip Maint Charges	9,100	9,100	9,100
385	-	63	800	623425 Preventative Medical/OSHA	800	800	800
386	1,234	1,303	1,200	628680 Laundry and Cleaning	1,200	1,200	1,200
387	1,032	382	600	632677 Office Equipment Leases	600	600	600
388	2,800	3,500	2,500	632700 Parks Tree Maintenance	2,500	2,500	2,500
389	-	-	-	633850 Natural Gas	900	900	900
390	1,245	954	800	636921 Office Supplies	800	800	800
391	576	520	1,000	637917 Operating Materials & Supplies	1,000	1,000	1,000
392	757	1,434	700	637920 Tools and Equipment	700	700	700
393	-	55	100	640457 Postage	100	100	100
394	-	376	1,000	644650 Building Maintenance Charges	6,700	6,700	6,700
395	3,174	-	-	644660 Building / Property Maint.	-	-	-
396	354	33	350	647030 Travel and Training	350	350	350
397	493	1,488	1,000	648800 Parks Maintenance	1,000	1,000	1,000
398	1,209	1,111	1,500	648860 Parks Supplies	1,500	1,500	1,500
399	2,219	5,472	3,500	648861 Surfacing	4,200	4,200	4,200
400	1,408	2,541	1,700	648862 Fertilizer and Treatment	2,000	2,000	2,000
401	1,986	1,527	1,500	649843 Telephone	1,500	1,500	1,500
402	215	206	250	652080 Internet Services	250	250	250
403	671	941	1,500	654650 Vandalism and Other	1,500	1,500	1,500
404	960	738	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
405	645	604	500	702013 Audit	400	400	400
406	1,109	432	1,000	706076 Legal Counsel	1,000	500	500
407	<u>32,180</u>	<u>33,911</u>	<u>35,400</u>	Total Materials & Services	<u>65,200</u>	<u>64,700</u>	<u>64,700</u>
408							
409	<u>139,619</u>	<u>136,450</u>	<u>167,300</u>	Total Parks Maintenance	<u>191,600</u>	<u>191,100</u>	<u>191,100</u>
410							

Notes

- 395 Moved to Internal Services Fund
- 394 Internal Services Fund charges

Overview

The Library is a Division of the Community Services Department. The Library provides a print collection, DVD and audio collection, online services, Wi-Fi, story time, Summer Reading Program, agency referral, reference materials, and a public computer lab. The Library receives guidance from a Library Board which was established by City Ordinance. The Junction City Public Library was established in 1927 and became a City Department in 1929.



This includes services and activities designed for all ages:

- The Library is open 5 days a week at 31 hours per week.
- The total lending circulation is approximately 3,000 items a month. The Library averages 1,400 visits a month for services.
- The Library has approximately 1,400 registered users.
- The Library averages 15 year round volunteers.

The Library Division is comprised of two separate funds:

- Library Section of the General Fund (Main Operating Fund in General Fund)
- Library Equipment Reserve Fund (Reserve Fund-funded by transfers from the General Fund)

Staffing:

There are two direct staff that are funded from the Library Section of the General Fund. Additionally the Worker's Compensation cost for Library volunteers is funded by the Library Section of the General Fund.

There are four other employees within the City that the Library Section of the General Fund pays a portion of the cost associated with this Division. This is based on the activities that these positions perform that are related to the Library Division. The Library Division also pays for worker's compensation insurance for its volunteers.

Volunteer Hours Contributed to Department

Calendar Year 2014: **552**

Funding:

The Library receives revenue from fines, out of town card fees, copies, and gifts/grants. The Library revenues are received in the General Fund and account for approximately 24% cost recovery of Materials and Services. The remainder of Materials and Services and staffing is funded by the General Fund.

FY 2014-2015 Accomplishments:

- Completion of the Summer Reading Program through grant funding from Soroptimists, Education Together Foundation and Ready to Read.
- Completed replacement of seven computers at public access stations
- Continued reserve of funds in the Library Equipment Reserve Fund for energy efficiency upgrades.
- Continued reserve of funds over multiple years in the Building Replacement Reserve Fund for the expansion of the Children's Reading area space.
- Installed new carpet.

FY 2015-2016 Goals:

- Maintain current level of cost recovery through the continued provision of existing services.
- Continued revision and updating of Standard Operating Procedures.
- Continue Summer Reading Program and Ready to Read efforts.
- Paint the outside of the building.
- Make energy efficient upgrades.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
411	Library						
412	001-674 Personnel Services						
413	81,109	75,423	88,000	503780 Direct Wages	90,900	90,900	90,900
414	3,180	2,554	3,600	503783 In-Direct Wages	-	-	-
415	-	-	1,100	503790 Overtime	800	800	800
416	6,344	5,840	7,100	513344 FICA	7,100	7,100	7,100
417	17,531	16,816	19,700	539094 Pension - PERS	19,600	19,600	19,600
418	379	199	600	542344 Workers' Compensation Ins	500	500	500
419	24,313	23,034	28,500	546833 Insurance Benefits	29,100	29,100	29,100
420	-	-	2,800	548877 Unemployment Tax	2,800	2,800	2,800
421	<u>132,856</u>	<u>123,867</u>	<u>151,400</u>	Total Personnel Services	<u>150,800</u>	<u>150,800</u>	<u>150,800</u>
422							
423	001-674 Materials & Services						
424	-	-	-	601100 Administrative Charges	21,000	21,000	21,000
425	1,024	1,485	1,700	602171 Insurance	2,400	2,400	2,400
426	93	90	100	603200 Bank Fees	100	100	100
427	9,924	10,669	12,000	604056 Books	15,000	15,000	15,000
428	708	642	700	604080 Digital Audio Books	500	500	500
429	1,043	902	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
430	-	-	300	605100 Grant: Soroptimists	300	300	300
431	220	182	100	606633 Computer/Office Equipment Main	100	100	100
432	4,497	4,181	5,000	606640 Computer Catalog	5,000	5,000	5,000
433	380	-	200	606650 GALE Catalog	200	200	200
434	413	939	1,500	608925 Computer Software Support	300	300	300
435	-	-	-	611770 IT Service Charges	600	600	600
436	3,319	3,907	3,200	618602 Electricity	2,100	2,100	2,100
437	1,667	1,820	1,700	632677 Office Equipment Leases	1,800	1,800	1,800
438	1,044	-	100	632680 Office Equipment/Furnishings	100	100	100
439	-	-	-	633850 Natural Gas	1,300	1,300	1,300
440	1,147	1,048	1,200	636921 Office Supplies	1,200	1,200	1,200
441	508	628	1,000	640457 Postage	1,000	1,000	1,000
442	1,108	1,130	1,000	642300 Summer Reading Program	1,300	1,300	1,300
443	-	-	500	642301 ETF Grant	500	500	500
444	-	1,581	500	644650 Building Maintenance Charges	3,100	3,100	3,100
445	1,982	2,476	1,800	644660 Repair & Care of Library	2,600	2,600	2,600
446	190	220	500	647030 Travel and Training	500	500	500
447	1,207	879	500	648861 Supplies and Book Repair	500	500	500
448	857	726	800	649843 Telephone	1,000	1,000	1,000
449	2,033	1,729	1,700	652080 Internet Services	1,700	1,700	1,700
450	567	604	500	702013 Audit	500	500	500
451	<u>33,931</u>	<u>35,837</u>	<u>37,600</u>	Total Materials & Services	<u>65,700</u>	<u>65,700</u>	<u>65,700</u>
452							
453	<u>166,787</u>	<u>159,704</u>	<u>189,000</u>	Total Library	<u>216,500</u>	<u>216,500</u>	<u>216,500</u>
454							
455	Notes						
434	Annual software maintenance						
444	Internal Services Fund charges						
445	Portion moved to Internal Services Fund, remainder is Janitorial contract						

Overview

The Junction City Police Department is committed to excellence in community policing, through our partnerships with the community to provide a safe, vibrant community with the highest quality of life. The Police Department is honored to serve our community through the primary focus of our proactive Patrol Division. The Patrol Division is supported by our Dispatch/Records Center, Municipal Jail, Municipal Court and Supervised Probation program.



The Patrol Division is staffed by one Chief of Police, two Patrol Sergeants, one School Resource Officer and seven Patrol Officers, twenty-four hours a day, seven days a week, three hundred sixty five days a year. The department is also supported by ten volunteer reserve officers. While each officer actively patrols the entire community during their shift, specific officers are assigned to five areas called Sectors. These Sector officers are responsible to partner with the residents to implement **C**rime **P**revention **T**hrough **E**nvironmental **D**esign (**CPTED**) principles, support neighborhood watch activities, address nuisance issues, traffic issues, apprehend criminals, and communicate to residents, trends in criminal activity.

The Dispatch and Records Center is staffed by one dispatch supervisor and six Dispatchers. The Center provides twenty four hour emergency dispatch services, for the Junction City Police Department, Junction City Rural Fire Protection District and the Coburg Police Department. Dispatchers also provide twenty four hour monitoring and feeding of inmates lodged in the Municipal Jail.

The Junction City Municipal Jail consists of two cells for a total of four beds. The Municipal Jail is a fully certified and approved "Local Correctional Facility" as defined in the Oregon Revised Statutes. Inmates are lodged in the jail for local misdemeanor crimes while awaiting arraignment. The jail also provides housing for sentenced inmates who appear before the Municipal Judge. Inmates can serve up to one-year in jail. The average sentence in 2014 was less than thirty days. Currently, the Chief of Police, one sergeant, one officer and a reserve officer are dual certified in both police and corrections, providing oversight for jail operations.

Staffing

The Police Department has sixteen staff members that are completely funded by the police department. The funding for the SRO position is divided between the general fund and the School District.

Volunteer Hours Contributed to Department

Calendar Year 2014: 2,429

Funding

The Police Department is funded through property taxes received by the General Fund and allocations of personnel service costs to departments utilizing services.

Accomplishments:

- School Resource Officer: Officer Ken Jackson was appointed to become the department's SRO. Officer Jackson works closely with the staff and students at the schools. He is also responsible for school safety, investigations, truancy issues, makes home visits and establishes positive connections with students, parents and school staff.
- Neighborhood/District Policing: The department continued with neighborhood Sector meetings. These meetings allow the citizens and officers to have a better opportunity to share current crime trends and provide timely and relevant concerns.
- Lunch with the Police: Each month, Chief Chase and SRO Ken Jackson have lunch with two groups at Laurel Elementary School. The kids are able to ask questions, get a tour of the police car, see the officer's equipment, and make a commitment to being a good citizen.
- Educational Classes: The department provides support to the community Chamber, businesses and the School District upon request for educational classes in the prevention of crime and personal safety.
- CPTED reviews: The Police Department continues to conduct **C**rime **P**revention **T**hrough **E**nvironmental **D**esign reviews that bring the concept of crime prevention to a higher level.
- Reserve Officer Program: The reserve unit volunteered a total of 2,374 hours, enhancing public safety in the community. The reserve officer's functions include bicycle patrols, foot patrol, jail transports, bailiff duties, nuisance abatement, and security services at high school athletic games, Function-4-Junction, Scandinavian Festival and the Chamber of Commerce light parade.
- Code Abatement: The Reserve Unit has been actively supporting the officers in addressing City Code violations in the neighborhoods. The department works

diligently with the property owners in violation to come into compliance before enforcement is taken.

Future Goals:

- Facility improvement: Continue to work other city departments, city officials and community members to identify space needs, locations and financial resources needed for a new or relocation of the police department. This discussion should include the Community Center, Senior Center, Library and City Hall for a possible combined Civic Center.
- Hire 11th Officer: We received a Federal COPS Hiring Grant that provides funds directly to law enforcement agencies to hire new and/or rehire law enforcement officers, and to increase their community policing capacity and crime prevention efforts. The grant will provide up to 75% of the approved entry-level salaries and fringe benefits of a full-time officer for the 36 month grant period, with a minimum 25% local cash match requirement and a maximum federal share of \$125,000 per officer position. The City of Junction City has previously accepted and used this grant for funding.

Bureau of Justice indicates cities with population between, 2,500-9,999 have an average ratio of 2.2. Oregon has a ratio of 1.9. Junction City's ratio at ten officers is 1.76. The 11th officer would bring our ratio to 1.94.

- Community Outreach: The department wants to continue looking at ways to improve and support positive relations with citizens, community events and groups. Outreach goals include:
 - Lunch with the police program at Laurel Elementary.
 - Teaching and supporting prevention programs in place at Oaklea Middle School, the Junction City High School and Community Center.
 - Chamber of Commerce breakfast and lunch meetings.
 - LIONS club involvement.
 - Engaging local youth groups.
 - Engaging other service organizations.
 - Sponsor courses for enhanced community education.
- Open House: Hold a Police Department Open House.
- School Safety: Work closer with the School District to enhance school safety, by reviewing consistency in all the school's emergency response plans, policies and procedures.

- Threat Assessment Team: Work this year with other agencies and the school district to implement a Threat Assessment Model/Team.
- Employee Recognition: Enhance recognition for the great work employees perform for our community with an awards program.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
456	Police						
457	001-710 Personnel Services						
458	894,660	931,488	966,800	503780 Direct Wages	1,042,700	954,800	954,800
459	17,100	17,689	18,600	503783 In-Direct Wages	-	-	-
460	51,082	62,175	46,000	503790 Wages OT Police Officers	47,900	47,900	47,900
461	16,441	24,669	17,300	503795 Wages OT CO's	18,000	18,000	18,000
462	74,178	78,257	80,300	513344 FICA	84,800	78,100	78,100
463	186,064	195,006	216,200	539094 Pension - PERS	233,200	214,600	214,600
464	21,005	24,206	35,700	542344 Workers' Compensation Ins	30,400	28,100	28,100
465	226,546	229,156	244,000	546833 Insurance Benefits	255,000	227,700	227,700
467	274	243	15,600	548877 Unemployment Insurance	15,700	14,800	14,800
468	<u>1,487,350</u>	<u>1,562,889</u>	<u>1,640,500</u>	Total Personnel Services	<u>1,727,700</u>	<u>1,584,000</u>	<u>1,584,000</u>
469							
470	001-710 Materials & Services						
471	-	-	-	601100 Administrative Charges	209,700	209,700	209,700
472	19,333	24,649	27,300	602171 Insurance	27,000	27,000	27,000
473	-	-	2,000	603100 Road Crew Supplies	2,500	-	-
474	638	599	600	603200 Bank Fees	600	600	600
475	-	488	2,500	606085 Crime Prevention	2,500	2,500	2,500
476	6,225	-	-	608925 Computer Software Support	2,600	2,600	2,600
477	908	1,163	2,400	611519 Electricity	8,500	8,500	8,500
478	-	17,787	20,000	611770 IT Service Charges	20,000	20,000	20,000
479	906	891	3,000	611771 Professional Services	3,000	3,000	3,000
480	19,557	22,838	22,500	612080 Patrol Equipment & Supplies	22,500	22,500	22,500
481	8,774	448	-	615010 Vehicle Maintenance & Repairs	-	-	-
482	26,445	32,348	35,000	615018 Fuel and Tires	35,700	35,700	35,700
483	-	8,779	8,000	615100 Vehicle & Equip Maint Charges	61,900	61,900	61,900
484	-	24	500	622060 Animal Regulation Expenses	500	500	500
485	23,246	23,147	25,000	623423 Jail Costs	25,000	25,000	25,000
486	125	25	1,000	623425 Preventative Medical/OSHA	1,000	1,000	1,000
487	2,162	2,431	3,500	624624 Investigations	3,500	3,500	3,500
488	1,390	1,129	1,300	632677 Copier Lease/Maint Agreement	2,000	2,000	2,000
489	4,842	5,558	7,000	632679 Maint Agreement - Radios	7,000	7,000	7,000
490	5,910	6,346	6,500	636921 Office Supplies	6,500	6,500	6,500
491	432	938	1,000	640457 Postage	1,000	1,000	1,000
492	59	1,053	1,000	640733 Printing and Advertising	1,000	1,000	1,000
493	-	5,623	1,300	644650 Building Maintenance Charges	6,300	6,300	6,300
494	3,192	2,554	3,100	644660 Repair & Care of City Property	3,100	3,100	3,100
495	13,819	12,260	14,000	647030 Travel and Training	15,000	15,000	15,000
496	1,098	1,185	1,000	647050 Public Relations	1,000	1,000	1,000
497	15,125	15,466	21,900	649843 Telephone	22,000	22,000	22,000
498	720	497	500	649989 Dues	500	500	500
499	3,123	2,928	2,900	652080 Internet Services	4,000	4,000	4,000
500	7,323	4,924	6,000	653333 Uniforms	8,000	8,000	8,000
501	5,165	1,097	8,000	654324 Ammo & Shooting Supplies	8,000	7,000	7,000
502	26,125	13,939	27,200	701202 Application Support	27,200	27,200	27,200
503	3,775	3,728	3,400	702013 Audit	4,900	4,900	4,900
504	4,000	4,000	3,000	706050 Policy Manual	3,000	3,000	3,000
505	10,895	2,518	12,000	706076 Legal Counsel	15,000	15,000	15,000
506	-	-	6,000	706100 Labor Attorney	6,000	2,000	2,000
507	7,499	8,529	6,000	706150 Hiring Process	6,000	6,000	6,000
508	<u>222,811</u>	<u>229,889</u>	<u>286,400</u>	Total Materials & Services	<u>574,000</u>	<u>566,500</u>	<u>566,500</u>

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
509							
510	1,710,161	1,792,777	1,926,900	Total Police	2,301,700	2,150,500	2,150,500
511							

Notes

- 476 Software annual maintenance charges
- 478 Internal Service Fund charges
- 481 Moved to internal services Fund
- 502 Maintenance for CMI, Crimereports, EIS, Sungard and LRIG.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
511				001-900 Transfers			
512	27,000	17,500	98,300	900003 Transfer to Computer Eq Reserve	-	-	-
513	-	-	-	900009 Transfer to Admin Vehicle/Equip	-	-	-
514	75,000	89,000	18,500	900010 Transfer to Police Equip Fund	60,000	10,000	10,000
515	1,000	2,000	8,000	900012 Transfer to Library Equip Reserve	7,000	7,000	7,000
516	14,000	36,000	25,000	900015 Transfer to Park & Pool Equipmen	77,000	12,000	12,000
517	-	-	-	900018 Transfer To Building Reserve	10,000	5,000	5,000
518	-	-	30,500	900020 Transfer to Comm Services Fund	58,400	48,400	48,400
519	-	-	86,300	900023 Transfer to Senior Center Fund	95,600	85,600	85,600
520	46,000		18,200	900037 Transfer to DOC Fund	-	-	-
521	-	96,000	-	900038 Interfund Loan to DOC Fund	-	-	-
522	-	-	22,500	900039 Transfer to Special Police Program	24,800	24,800	24,800
523	-	-	70,000	900040 Transfer to Bldg Rep Reserve	60,000	5,000	5,000
524	<u>163,000</u>	<u>240,500</u>	<u>377,300</u>	Total Transfers	<u>392,800</u>	<u>197,800</u>	<u>197,800</u>
525							
526				001-920 Fund Balance & Contingency			
527	-	-	56,200	900900 GF Operating Contingency	84,100	84,100	84,100
528	<u>1,984,015</u>	<u>2,015,996</u>	<u>1,852,700</u>	999000 Unapp Ending Fund Balance	<u>1,551,300</u>	<u>2,053,800</u>	<u>2,053,800</u>
529	<u>1,984,015</u>	<u>2,015,996</u>	<u>1,908,900</u>	Total	<u>1,635,400</u>	<u>2,137,900</u>	<u>2,137,900</u>
530							
531				Fund Totals			
532				Resources:			
533	1,935,108	1,984,015	2,042,600	Beginning Fund Balance	2,034,700	2,034,700	2,034,700
534	<u>3,191,839</u>	<u>3,365,320</u>	<u>3,536,200</u>	Operating Revenue	<u>4,196,000</u>	<u>4,244,100</u>	<u>4,244,100</u>
535	<u>5,126,946</u>	<u>5,349,335</u>	<u>5,578,800</u>		<u>6,230,700</u>	<u>6,278,800</u>	<u>6,278,800</u>
536							
537				Appropriations:			
538	2,979,931	3,092,839	3,348,800	Operating Expenditures	4,286,600	4,027,200	4,027,200
539				Transfers			
540	117,000	144,500	219,800	To Reserves	214,000	39,000	39,000
541	<u>46,000</u>	<u>96,000</u>	<u>157,500</u>	Other Transfers	<u>178,800</u>	<u>158,800</u>	<u>158,800</u>
542	<u>3,142,931</u>	<u>3,333,339</u>	<u>3,726,100</u>		<u>4,679,400</u>	<u>4,225,000</u>	<u>4,225,000</u>
543	<u>1,984,015</u>	<u>2,015,996</u>	<u>1,852,700</u>	Unappropriated Fund Balance	<u>1,551,300</u>	<u>2,053,800</u>	<u>2,053,800</u>
544	<u>5,126,946</u>	<u>5,349,335</u>	<u>5,578,800</u>		<u>6,230,700</u>	<u>6,278,800</u>	<u>6,278,800</u>
545	-	-	-		-	-	-

Notes

527 City Fiscal Policy requires a contingency of 2% of expenditures.

OTHER GENERAL FUND PROGRAMS

Viking Sal Senior Fund

Community Center Fund

Special Police Programs

Health Insurance Fund

Overview

The Viking Sal Senior Center is a Division of the Community Services Department. The Viking Sal Senior Fund is a Special Revenue Fund where the revenues associated with the activities of the Viking Sal pay for the expenses associated with the activities of Viking Sal as described in the line items of the fund. The program has been in service to the community as a city associated program since 1978.



This includes services and activities designed for individuals 55+:

- The center is open 5 days a week for a total of 30 scheduled open hours a week.
- Viking Sal averages 1,200 visits a month for services and activities.
- The center has 75+ active year round volunteers.
- The programs of Viking Sal have five main focus areas; Leadership (Volunteerism), Education, Assistance, Recreation, and Nutrition/Wellness.
- The center houses the local provision of the Senior Meals Program, Meals on Wheels, and the Senior Connections Program.
- Viking Sal conducts approximately 30 fundraising activities on an annual schedule in partnership with a non-profit Viking Sal Senior Center Advisory Board and a Friends of Viking Sal.

The Viking Sal Senior Center Division activities are budgeted and expended in the Viking Sal Senior Fund, a special revenue Fund

Staffing:

Currently there is one Admin Aide 1.0 FTE (Full Time Equivalent) direct service staff member in the Viking Sal Senior Fund. Additionally the Worker's Compensation cost for Viking Sal volunteers are in the Viking Sal Senior Fund.

Volunteer Hours Contributed to Department

Calendar Year 2014: **12,015**

Funding:

The Viking Sal Senior Fund generates its revenue from user fees, fundraising, donations, small grants, and an Intergovernmental Agreement with Lane Council of Governments for the local provision of the Senior Meals Program and Meals on Wheels. The funds received related to Viking Sal's operations are expended for the staffing support, program supplies, and utilities directly tied to operations. In addition the fund will receive support in the form of a transfer from the General Fund. The program operates from a building owned by the Scandinavian Festival Association.

FY 2014-2015 Accomplishments:

- Completion of fundraising and revenue generation to meet expenditures from the Viking Sal Fund and the budgeted transfer to General Fund.
- Completed all federal and LCOG requirements for the successful renewal of an IGA for Senior Meals and Meals on Wheels.
- Responded to approximately 1,200 visits for activities and services a month.
- Published and distributed a quarterly Program Guide of all activities and services.
- Completed numerous facility improvements, including replacement of kitchen appliances, ceiling tiles and windows.

FY 2015-2016 Goals:

- Successful continuation of the IGA for Senior Meals and Meals on Wheels
- Continued exploration of meal program development for locally prepared meals.
- Continued revision and updating of Standard Operating Procedures.
- Completion of fundraising and revenue generation to meet expenditures from the Viking Sal Senior Fund.
- Begin the process of transition from Senior Center to Activity Center.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted	
Viking Sal Senior Fund								
008-000 Resources								
1	13,915	15,275	6,500	400100 Beginning Fund Balance	24,600	24,600	24,600	
2	98	48	100	400400 Investment Interest	100	100	100	
3	-	-	-	400525 Transfer from State Rev Sharing	-	10,000	10,000	
4	-	-	86,300	400540 Transfer from General Fund	95,600	85,600	85,600	
5	2,646	-	-	400548 Transfer from Viking Sal Capital	-	-	-	
6	1,000	1,000	1,000	400600 Grant: Thrivent	1,000	1,000	1,000	
7	500	500	500	400625 Grant: Education Together Fund	500	500	500	
8	1,000	-	1,000	400650 Grant: Other Sources	1,000	1,000	1,000	
9	15	-	-	400675 Fundraising: Leisure Services	-	-	-	
10	881	1,538	1,000	400700 Operations Fees	1,000	1,000	1,000	
11	404	419	400	400705 Pepsi Sales	200	200	200	
12	1,400	1,500	-	400725 Special Meal Sponsorships	1,700	1,700	1,700	
13	344	352	400	400730 Bingo	300	300	300	
14	12,275	13,192	11,000	400735 Nutrition Program	11,000	11,000	11,000	
15	15,150	12,970	13,000	400741 IGA LCOG	13,000	13,000	13,000	
16	800	-	-	400800 Senior Fundraising	-	-	-	
17	5,188	1,446	2,500	400810 Senior Trip Fees	2,000	2,000	2,000	
18	3,072	5,329	3,000	400840 Patron Donations	3,000	3,000	3,000	
19	1,506	1,607	1,500	400850 Viking Sal Rentals	1,500	1,500	1,500	
20	1,230	834	1,000	400860 Newsletter Subscriptions	1,000	1,000	1,000	
21	16,159	17,946	20,000	400870 Fundraising Events	20,300	20,300	20,300	
22	3,542	1,708	1,500	409000 Other Receipts	1,500	1,500	1,500	
23	81,125	75,664	150,700	Total Resources	179,300	179,300	179,300	
24								
25	008-678 Personnel Services							
26	13,933	12,746	56,300	503780 Wages	58,100	58,100	58,100	
27	-	2,020	2,200	503783 In-Direct Wages	-	-	-	
28	-	-	400	503790 Wages - Overtime	500	500	500	
29	1,158	1,129	4,500	513344 FICA	4,500	4,500	4,500	
30	2,211	2,498	10,400	539094 Pension - PERS	9,600	9,600	9,600	
31	415	1,899	5,300	542344 Workers' Compensation Ins	3,400	3,400	3,400	
32	45	498	22,800	546833 Insurance Benefits	24,300	24,300	24,300	
33	-	-	2,100	548877 Unemployment Insurance	2,100	2,100	2,100	
34	17,762	20,791	104,000	Total Personnel Services	102,500	102,500	102,500	
35								
36	008-678 Materials & Services							
37	-	-	-	601100 Administrative Charges	13,500	13,500	13,500	
38	1,017	1,089	1,200	602171 Insurance	2,200	2,200	2,200	
39	77	85	100	603200 Bank Fees	100	100	100	
40	542	251	350	603322 Bathroom Supplies	350	350	350	
41	1,283	-	-	608925 Computer Software Support	300	300	300	
42	3,114	3,199	3,200	611519 Electricity	3,200	3,200	3,200	
43	-	-	-	611770 IT Service Charges	300	300	300	
44	2,418	3,321	2,500	615051 Fundraising Expense	3,000	3,000	3,000	
45	-	-	1,500	615100 Building Maintenance Charges	1,500	1,500	1,500	
46	-	-	100	629033 Leisure Supplies	-	-	-	
47	8,252	8,181	5,200	632677 Office Equipment Leases	5,200	5,200	5,200	
48	30	-	500	632678 Computer/Office Equipment Main	300	300	300	
49	20	-	100	632690 Office Equipment/Furnishings	100	100	100	
50	757	949	800	633850 Natural Gas	800	800	800	
51	661	234	500	636921 Office Supplies	300	300	300	

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	1,495	1,636	1,200	640457 Postage	1,200	1,200	1,200
53	715	1,016	750	640733 Publications	750	750	750
54	2,757	1,996	1,200	643300 Kitchen Supplies	1,200	1,200	1,200
55	428	428	500	644400 Janitorial/Landscape Maint	500	500	500
56	2,529	1,457	2,500	644660 Building / Property Maint.	2,500	2,500	2,500
57	194	-	300	644670 Training	300	300	300
58	3,775	7,317	2,500	648317 Trips	2,000	2,000	2,000
59	406	99	250	648420 Special Events	250	250	250
60	-	-	-	648625 Class Scholarships	-	-	-
61	7,225	7,858	7,500	648635 Nutrition Program	7,500	7,500	7,500
62	523	41	250	648860 Supplies	250	250	250
63	510	351	200	648870 Pepsi Supplies	200	200	200
64	1,008	789	800	649843 Telephone	800	800	800
65	98	293	500	649860 Volunteer Expenses	500	500	500
66	-	-	100	650100 Instructor Fees	100	100	100
67	658	719	600	652080 Internet	800	800	800
68	-	-	100	660000 Volunteer Coordinator Expenses	100	100	100
69	-	-	100	660050 Facilities Coordinator Expense	100	100	100
70	-	-	100	660100 Assistance Coordinator	100	100	100
71	51	-	100	660150 Recreation Coordinator	100	100	100
72	-	-	100	660200 Nutrition Coordinator Expenses	100	100	100
73	-	47	100	660250 Education Coordinator Expenses	100	100	100
74	745	707	600	702013 Audit	400	400	400
75	<u>41,288</u>	<u>42,062</u>	<u>36,400</u>	Total Materials & Services	<u>51,000</u>	<u>51,000</u>	<u>51,000</u>
76							
77				008-678 Transfers			
78	6,800	6,800	-	900004 Transfer To General Fund	-	-	-
79	<u>6,800</u>	<u>6,800</u>	<u>-</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
80							
81				008-678 Fund Balance & Contingency			
82	-	-	1,000	900900 Operating Contingency	3,100	3,100	3,100
83	<u>15,275</u>	<u>6,011</u>	<u>9,300</u>	999000 Unapp Ending Fund Balance	<u>22,700</u>	<u>22,700</u>	<u>22,700</u>
84	<u>15,275</u>	<u>6,011</u>	<u>10,300</u>	Total	<u>25,800</u>	<u>25,800</u>	<u>25,800</u>
85							
86				Fund Totals			
87				Resources:			
88	13,915	15,275	6,500	Beginning Fund Balance	24,600	24,600	24,600
89	<u>67,210</u>	<u>60,389</u>	<u>144,200</u>	Operating Revenue	<u>154,700</u>	<u>154,700</u>	<u>154,700</u>
90	<u>81,125</u>	<u>75,664</u>	<u>150,700</u>		<u>179,300</u>	<u>179,300</u>	<u>179,300</u>
91							
92				Appropriations:			
93	59,050	62,853	141,400	Operating Expenditures	156,600	156,600	156,600
94				Transfers			
95	-	-	-	To Reserves	-	-	-
96	<u>6,800</u>	<u>6,800</u>	<u>-</u>	Other Transfers	<u>-</u>	<u>-</u>	<u>-</u>
97	<u>65,850</u>	<u>69,653</u>	<u>141,400</u>		<u>156,600</u>	<u>156,600</u>	<u>156,600</u>
98	<u>15,275</u>	<u>6,011</u>	<u>9,300</u>	Unappropriated Fund Balance	<u>22,700</u>	<u>22,700</u>	<u>22,700</u>
99	<u>81,125</u>	<u>75,664</u>	<u>150,700</u>		<u>179,300</u>	<u>179,300</u>	<u>179,300</u>
100	-	-	-		-	-	-

Notes

- 41 Springbrook annual maintenance allocation for FY15/16
- 82 Contingency is 2% or more of personnel services and M&S
- 83 Ending fund balance target is 15% of budgeted expenditures

Overview

The Community Center is a Division of the Community Services Department. The Community Center Fund is a Special Revenue Fund where the revenues associated with the activities of the Community Center pay for the expenses associated with the activities of Community Center as described in the line items of the fund. The program has been in service to the community since Dec. 2009.



The Community Center includes services and activities designed for all ages:

- The center office is scheduled to be open 3 days a week for a total of 21 scheduled open hours a week. The center is open with programming and services 5 days a week.
- The center averages 1,400 visits a month for information and activities.
- The center has 30+ active volunteers.
- The center focuses on a cost recovery model for the provision of services.
- The center conducts activities on an annual schedule in partnership with a not-for-profit Community Center Advisory Board.

The Community Center Division is contained in the Community Center Fund (A special revenue fund).

Staffing:

There are four direct service seasonal staff that are funded from the Community Center Fund. Additionally the Worker’s Compensation cost for Community Center volunteers is funded by the Community Center Fund.

There are four other employees within the City that the Community Services Section of the General Fund pays a portion of the cost associated with this Division. This is based on the activities that these positions perform that are related to the Community Center Fund activities.

Volunteer Hours Contributed to the Community Center

Calendar Year 2014: **2,239**

Funding:

The Community Center Fund generates its revenue from user fees, donations, small grants, a transfer from the State Revenue Sharing Fund for a capped amount for Summer Program Scholarships and a transfer from the General Fund. The transfer

from the General Fund was included this year to cover the costs of the personnel service costs that have previously been budgeted and paid within the General Fund. For FY14/15 these costs for the Community Center's share of the Community Services Director have been moved to this fund to consolidate all the costs in one fund. The funds received related to the Community Center's operations are expended for the staffing support, program supplies, and utilities directly tied to operations.

FY 2014-2015 Accomplishments:

- Completion of revenue generation to meet expenditures from the Community Center Fund.
- Responded to approximately 1,400 visits for activities and services a month.
- Published and distributed a quarterly Department Activity Guide of all activities and services.
- Host site for the Summer Meals Program, Summer Reading Program, AARP Tax Aide, SHIBA (Senior Health Insurance Benefits Assistance Program), AARP Driving Programs, etc.
- The center offered summer and spring break youth camps, an afterschool program, family activities, parent-tot activities, teen activities, business and career development courses, parenting and family nutrition classes, and adult special interest classes. Scholarships were offered for youth programs and on a limited basis through grant funding for adult special interest classes.

FY 2015-2016 Goals:

- Continuation of service levels and programming.
- Expand programs, revenue supported staffing, and services based on the priorities in the Community Services Assessment Final Report.
- Continued revision and updating of Standard Operating Procedures.
- Complete revenue generation to meet expenditures from the Community Center Fund, including new fundraising ventures.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Community Center Fund							
012-000 Resources							
1	26,314	12,544	5,300	400100 Beginning Fund Balance	10,800	10,800	10,800
2	95	36	100	400400 Investment Interest	100	100	100
3	10,000	10,000	10,000	400525 Transfer from State Rev Sharing	12,000	22,000	22,000
4	-	-	30,500	400540 Transfer from General Fund	58,400	48,400	48,400
5	-	-	1,000	400600 Grant: Thrivent	1,000	1,000	1,000
6	500	500	500	400625 Grant: Education Together	500	500	500
7	410	-	2,000	400650 Grant: Other	3,000	3,000	3,000
8	341	283	500	400700 Operations Fees	500	500	500
9	883	1,066	3,500	400725 Event Sponsorships	3,500	3,500	3,500
10	7,641	10,596	11,000	400730 Summer Program	13,500	13,500	13,500
11	1,148	500	500	400740 Scholarship Donations	1,000	1,000	1,000
12	1,050	876	1,000	400800 Youth Fundraising	1,000	1,000	1,000
13	4,470	3,308	4,500	400810 Afterschool Release Program	7,500	7,500	7,500
14	1,006	553	1,500	400840 Donations	1,500	1,500	1,500
15	2,493	2,647	2,500	400850 Rentals	2,500	2,500	2,500
16	456	303	5,000	400870 Fundraising Events	9,000	9,000	9,000
17	12,147	11,146	13,000	400890 Instructor Fees	13,000	13,000	13,000
18	900	715	1,000	400891 Sharing Tree Program	1,000	1,000	1,000
19	1,739	220	1,000	409000 Other Revenue	1,000	1,000	1,000
20	<u>71,593</u>	<u>55,292</u>	<u>94,400</u>	Total Resources	<u>140,800</u>	<u>140,800</u>	<u>140,800</u>
21							
22	012-100 Personnel Services						
23	19,371	18,470	37,700	503780 Direct Wages	44,800	44,800	44,800
24	-	-	3,500	503783 In-Direct Wages	-	-	-
25	-	-	400	503790 Wages - Overtime	500	500	500
26	1,390	1,413	3,200	513344 FICA	3,500	3,500	3,500
27	1,358	1,773	4,900	539094 Pension - PERS	3,700	3,700	3,700
28	659	1,003	1,800	542344 Workers' Compensation Ins	1,600	1,600	1,600
29	153	-	7,800	546833 Insurance Benefits	8,100	8,100	8,100
30	1,574	44	1,400	548877 Unemployment Insurance	1,600	1,600	1,600
31	<u>24,505</u>	<u>22,703</u>	<u>60,700</u>	Total Personnel Services	<u>63,800</u>	<u>63,800</u>	<u>63,800</u>
32							
33	012-100 Materials & Services						
34	-	-	-	601100 Administrative Charges	22,300	22,300	22,300
35	268	693	800	602171 Insurance	1,900	1,900	1,900
36	102	65	100	603200 Bank Fees	100	100	100
37	652	228	200	603322 Bathroom Supplies	300	300	300
38	-	-	200	608925 Computer Software Support	600	600	600
39	4,150	4,872	4,000	611519 Electricity	4,000	4,000	4,000
40	-	-	-	611770 IT Service Charges	800	800	800
41	21	37	100	615051 Fundraising Expenses	500	500	500
42	-	-	-	629033 Leisure Supplies	-	-	-
43	438	503	300	632677 Office Equipment Leases	400	400	400
44	55	-	100	632678 Computer/Office Equip. Maint	100	100	100
45	168	-	100	632680 Office Equipment/Furnishings	100	100	100
46	2,092	2,672	1,500	633850 Natural Gas	1,500	1,500	1,500
47	1,750	719	500	636921 Office Supplies	500	500	500
48	95	180	200	640457 Postage	200	200	200
49	1,545	718	1,200	640733 Printing and Advertising	1,500	1,500	1,500
50	5,267	3,052	2,300	641134 Program Costs	2,500	2,500	2,500
51	371	709	500	641135 Sharing Tree Program	500	500	500

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	3,227	2,683	1,500	644400 Janitorial/Landscape Maint	1,500	1,500	1,500
53	-	-	1,500	644650 Building Maintenance Charges	5,800	5,800	5,800
54	364	18	200	647030 Travel and Training	400	400	400
55	87	-	100	648420 Special Events	100	100	100
56	998	583	300	648860 Supplies	300	300	300
57	217	198	200	649843 Telephone	200	200	200
58	50	143	300	649860 Volunteer Expenses	300	300	300
59	131	131	200	649989 Dues	200	200	200
60	-	-	5,200	650000 Park District Impact Study	5,200	5,200	5,200
61	11,415	9,532	9,000	650100 Instructor Fees	9,000	9,000	9,000
62	561	404	500	652080 Internet Services	500	500	500
63	521	505	500	702013 Audit	600	600	600
64	<u>34,545</u>	<u>28,645</u>	<u>31,600</u>	Total Materials & Services	<u>61,900</u>	<u>61,900</u>	<u>61,900</u>
65							
66				012-100 Fund Balance & Contingency			
67	-	-	-	900900 Operating Contingency	2,500	2,500	2,500
68	<u>12,543</u>	<u>3,944</u>	<u>2,100</u>	999000 Unappropriated Fund Balance	<u>12,600</u>	<u>12,600</u>	<u>12,600</u>
69	<u>12,543</u>	<u>3,944</u>	<u>2,100</u>	Total	<u>15,100</u>	<u>15,100</u>	<u>15,100</u>
70							
71							
72				Fund Totals			
73				Resources:			
74	26,314	12,544	5,300	Beginning Fund Balance	10,800	10,800	10,800
75	45,279	42,748	89,100	Operating Revenue	130,000	130,000	130,000
76	<u>71,593</u>	<u>55,292</u>	<u>94,400</u>		<u>140,800</u>	<u>140,800</u>	<u>140,800</u>
77							
78				Appropriations:			
79	59,050	51,348	92,300	Operating Expenditures	128,200	128,200	128,200
80				Transfers			
81	-	-	-	To Reserves	-	-	-
82	-	-	-	Other Transfers	-	-	-
83	<u>59,050</u>	<u>51,348</u>	<u>92,300</u>		<u>128,200</u>	<u>128,200</u>	<u>128,200</u>
84	<u>12,543</u>	<u>3,944</u>	<u>2,100</u>	Unappropriated Fund Balance	<u>12,600</u>	<u>12,600</u>	<u>12,600</u>
85	<u>71,593</u>	<u>55,292</u>	<u>94,400</u>		<u>140,800</u>	<u>140,800</u>	<u>140,800</u>
86	-	-	-		-	-	-

Notes

- 1 Beginning fund balance reflects additional transfer in prior year to meet minimum contingency requirements and a 10% of expenditures minimum fund balance.
- 38 Includes Springbrook annual maintenance allocation for FY15/16
- 67 Contingency is 2% of Personnel Services and Materials & Services
- 68 Minimum of 10% of expenditures

SPECIAL POLICE PROGRAMS FUND

Description

The Special Police Programs Fund was established in the FY2009/10 budget process to combine the Shop with a Cop, CERT, and SCOPS programs administered by the Police Department into one fund. This fund is used to budget and account for donations, fundraising, and expenditures for each program. The K-9 program was added to this fund in FY2010/11 and the Reserves program in FY12/13.

For the FY14/15 budget, the Police School Resource Officer was added to this fund to account for the funding for this position and the full personnel, and materials and services costs.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Special Police Programs Fund							
339-000 Resources							
1	7,454	9,657	13,200	400100 Beginning Fund Balance	15,000	15,000	15,000
2	47	58	100	400400 Investment Interest	100	100	100
3	-	1,020	1,200	400512 Donations - Shop w/Cop	2,000	2,000	2,000
4	-	-	-	400660 Fundraising - Shop w/Cop	-	-	-
5	1,550	840	2,000	400514 Donations - K9 Program	3,400	3,400	3,400
6	500	1,990	-	400520 Donations - Reserves	2,000	2,000	2,000
7	-	-	22,500	400540 Transfer from General Fund	24,800	24,800	24,800
8	1,610	-	2,000	400662 Fundraising - Reserves	2,000	2,000	2,000
9	-	-	41,700	402730 School Resource Officer Grant	41,700	41,700	41,700
10	-	-	20,000	405200 School Resource Officer Reimb.	20,000	20,000	20,000
11	<u>11,161</u>	<u>13,565</u>	<u>102,700</u>	Total Resources	<u>111,000</u>	<u>111,000</u>	<u>111,000</u>
12							
13	Shop With a Cop Program						
14	339-100 Materials & Services						
15	-	-	400	637917 Program Funds	-	-	-
16	1,218	1,000	1,000	642200 Gift Purchases	1,000	1,000	1,000
17	-	194	200	644610 Participants' Meals Expense	200	200	200
18							
17	K-9 Program						
18	339-400 Materials & Services						
19	-	-	4,600	637917 Program Funds	-	-	-
20	287	262	-	644670 Supplies - Purchase	8,800	8,800	8,800
21	-	-	-	647030 Travel & Training	-	-	-
22							
23	Reserve Officers						
24	339-450 Materials & Services						
25	-	-	8,200	637917 Program Funds	-	-	-
26	-	-	2,000	644670 Supplies	4,000	4,000	4,000
27	-	-	1,000	647030 Travel & Training	1,000	1,000	1,000
28	<u>1,505</u>	<u>1,456</u>	<u>17,400</u>	Total Materials & Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
29							
30	School Resource Officer						
31	339-500 Personnel Services						
32	-	-	41,700	503780 Direct Wages	42,500	42,500	42,500
33	-	-	3,200	513344 FICA	3,300	3,300	3,300
34	-	-	8,000	539094 Pension - PERS	8,800	8,800	8,800
35	-	-	1,500	542344 Worker's Compensation Ins	1,200	1,200	1,200
36	-	-	20,900	546833 Insurance Benefits	22,100	22,100	22,100
37	-	-	1,400	548877 Unemployment Insurance	1,400	1,400	1,400
38	<u>-</u>	<u>-</u>	<u>76,700</u>	Total Personnel Services	<u>79,300</u>	<u>79,300</u>	<u>79,300</u>
39							
40	339-500 Materials & Services						
41	-	-	5,300	612080 Patrol Equipment & Supplies	5,100	5,100	5,100
42	-	-	1,000	615018 Fuel & Tires	1,000	1,000	1,000
43	-	-	200	636921 Office Supplies	200	200	200
44	-	-	500	652080 Internet Services	500	500	500
45	-	-	500	653333 Uniforms	500	500	500
46	<u>-</u>	<u>-</u>	<u>7,500</u>	Total Materials & Services	<u>7,300</u>	<u>7,300</u>	<u>7,300</u>

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
47							
48	-	-	84,200	Total School Res. Officer	86,600	86,600	86,600
49							
50				339-900 Fund Balance			
51	-	-	-	902000 Reserved-Shop With a Cop	2,000	2,000	2,000
52	-	-	-	902010 Reserved-K9 Program	100	100	100
53	-	-	-	902020 Reserved-Reserve Officers	7,300	7,300	7,300
54	-	-	-	902030 Reserved-School Res Offcr	-	-	-
55	9,656	12,109	1,100	999000 Unappropriated Fund Balance	-	-	-
56	<u>9,656</u>	<u>12,109</u>	<u>1,100</u>		<u>9,400</u>	<u>9,400</u>	<u>9,400</u>
57							
58							
59				Fund Totals			
60	11,161	13,565	102,700	Resources	111,000	111,000	111,000
61							
62	1,505	1,456	101,600	Appropriations	101,600	101,600	101,600
63	<u>9,656</u>	<u>12,109</u>	<u>1,100</u>	Unappropriated Fund Balance	<u>9,400</u>	<u>9,400</u>	<u>9,400</u>
64	11,161	13,565	102,700		111,000	111,000	111,000
65	-	-	-		-	-	-

HEALTH INSURANCE FUND

Description

The Health Insurance Fund was established to accumulate funds from operating departments for employee health benefits. The fund was established in FY93-94, when the City Council froze the amount it would allocate toward employee health benefits. The employees were then given the opportunity to manage their own benefits by forming a committee and choosing the coverage they could afford with those funds. Recently the fund has been used to offset health insurance premium increases.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Health Insurance Fund							
				010-000 Resources			
1	49,071	49,345	49,600	400100 Beginning Fund Balance	49,800	49,800	49,800
2	274	262	300	400400 Investment Interest	300	300	300
3	<u>49,345</u>	<u>49,606</u>	<u>49,900</u>	Total Resources	<u>50,100</u>	<u>50,100</u>	<u>50,100</u>
4							
5				010-100 Personnel Services			
6	-	-	-	546833 Medical/Vision Insurance	-	-	-
7							
8				010-100 Fund Balance			
9	<u>49,345</u>	<u>49,606</u>	<u>49,900</u>	999000 Unapp Ending Fund Balance	<u>50,100</u>	<u>50,100</u>	<u>50,100</u>
10							
11							
12				Fund Totals			
13	49,345	49,606	49,900	Resources	50,100	50,100	50,100
14							
15	-	-	-	Appropriations	-	-	-
16	<u>49,345</u>	<u>49,606</u>	<u>49,900</u>	Unappropriated Fund Balance	<u>50,100</u>	<u>50,100</u>	<u>50,100</u>
17	49,345	49,606	49,900		50,100	50,100	50,100
18	-	-	-		-	-	-

SPECIAL REVENUE FUNDS

Street Fund

Community Development Revolving Loan Fund

State Revenue Sharing Fund

Overview

The Street Department manages and operates the City's streets, bike paths, and storm water systems. This includes:

- Over 60 curb miles of streets
- Over 150 catch basins and manholes
- Over 10 miles of storm water line
- Approximately two miles of bike paths
- Over 500 annual customer services requests and utility locates

The Street Fund is compiled of four separate funds. These funds are:

- Street Fund (Main Operating Fund)
- Street Equipment Reserve Fund (Reserve Fund)
- Street System Improvement Fund (Reserve Fund)
- Street System Development Fund (Reserve Fund)

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2014: **546**

Funding

The Street Fund generates all of its revenue from gas taxes, permit fees, and system development charges (SDC's). The gas tax comes from the State and is based on the population of the City. These fees, along with the permit fees, go directly into the main streets operating fund. From the Street Fund, funds are transferred to the various reserve funds.

System Development Charges are generated when a new building is built. All of these charges are placed directly into the Street System Development Fund. These funds are reserved to pay for portions of capital improvement projects that add capacity to the Street system. They cannot be used for regular operations and maintenance projects.

FY 2014-15 Accomplishments

- Completed all service requests and locates
- Completed various sidewalk improvements per Council direction

FY 2015-16 Goals

- Complete ADA ramp installations along 6th Street as funding allows
- Repave Laurel Street from 6th Street to 12th Street as funding allows.
- Complete sidewalk improvements per Council direction and as funding allows.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Street Fund							
005-000 Resources							
1	269,775	284,837	310,900	400100 Beginning Fund Balance	297,200	297,200	297,200
2	1,567	1,398	1,100	400400 Investment Interest	1,100	1,100	1,100
3	294,432	312,579	314,500	400500 State Tax Street Revenue	323,700	323,700	323,700
4	2,565	1,620	1,000	400625 Sidewalk Permits	1,000	1,000	1,000
5	-	-	200,000	403000 State 5,000 Population Distrib	-	-	-
6	1,627	686	1,200	409000 Other Receipts	1,200	1,200	1,200
7	569,966	601,120	828,700	Total Resources	624,200	624,200	624,200
8							
9				005-576 Personnel Services			
10	32,879	28,367	36,200	503780 Direct Wages	36,900	36,900	36,900
11	13,111	13,916	16,100	503783 In-Direct Wages	-	-	-
12	2,958	1,967	4,400	503790 Wages - Overtime	4,500	4,500	4,500
13	3,782	3,383	4,400	513344 FICA	3,200	3,200	3,200
14	8,700	8,130	9,100	539094 Pension - PERS	6,200	6,200	6,200
15	1,107	1,101	1,600	542344 Workers' Compensation Ins	1,200	1,200	1,200
16	16,377	14,821	16,300	546833 Insurance Benefits	12,800	12,800	12,800
17	-	-	1,400	548877 Unemployment Insurance	1,100	1,100	1,100
18	78,914	71,684	89,500	Total Personnel Services	65,900	65,900	65,900
19							
20				005-576 Materials & Services			
21	-	-	-	601100 Administrative Charges	16,200	16,200	16,200
22	5,096	9,504	10,300	602171 Insurance	9,200	9,200	9,200
23	1,864	-	500	603100 JC Work Crew Supplies	500	500	500
24	253	246	200	603200 Bank Fees	300	300	300
25	1,888	1,871	2,000	608925 Computer Software Support	2,900	2,900	2,900
26	62,113	62,411	67,500	611519 Electricity	68,000	68,000	68,000
27	-	482	7,000	611770 IT Service Charges	2,100	2,100	2,100
28	7,906	1,165	1,500	611771 Professional Services	1,500	1,500	1,500
29	16,309	-	-	612080 Equipment Maint & Repair	-	-	-
30	7,062	-	-	615018 Fuel, Oil and Tires	8,600	8,600	8,600
31	-	11,087	15,000	615100 Vehicle & Equip Maint Charges	25,600	25,600	25,600
32	2,864	2,127	2,500	623425 Preventative Medical/OSHA	2,000	2,000	2,000
33	154	-	200	628651 Lane Council of Gov Dues	200	200	200
34	1,437	1,355	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
35	294	362	400	629001 League of Oregon Cities Dues	400	400	400
36	3,355	3,031	2,700	632677 Office Equipment Leases	3,000	3,000	3,000
37	-	-	500	632678 Computer/Office Equip Maint	-	-	-
38	-	-	500	632680 Office Equipment/Furnishings	-	-	-
39	1,186	1,189	1,750	633850 Natural Gas	800	800	800
40	3,330	3,366	4,500	636921 Office Supplies	4,500	4,500	4,500
41	14,075	18,344	29,000	637917 Op Materials & Supplies	15,000	15,000	15,000
42	-	2,787	2,500	638000 Street Signs	2,500	2,500	2,500
43	908	1,134	7,500	638500 Street Maintenance	15,000	15,000	15,000
44	606	-	1,000	638510 Storm Drain Maintenance	-	-	-
45	-	-	500	640457 Postage	-	-	-
46	-	2,681	1,500	644650 Building Maintenance Charges	5,400	5,400	5,400
47	1,122	-	-	644660 Building / Property Maint.	-	-	-
48	1,010	38	500	647030 Travel and Training	100	100	100
49	48	22	100	648000 License Certification Fee	100	100	100
50	152	130	250	648800 Employee Recognition	200	200	200
51	2,496	4,248	5,000	649843 Telephone	5,000	5,000	5,000

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	215	187	300	652080 Internet	300	300	300
53	2,019	2,017	2,100	702013 Audit	1,200	1,200	1,200
54	647	1,655	1,500	706076 Legal Counsel	1,500	1,500	1,500
55	<u>138,409</u>	<u>131,437</u>	<u>170,300</u>	Total Materials & Services	<u>193,600</u>	<u>193,600</u>	<u>193,600</u>
56							
57				005-576 Capital Outlay			
58	52,070	-	20,000	800704 Sidewalk Improvement Program	-	-	-
59	-	-	-	800750 Street Construction	-	-	-
60	300	83,311	200,000	800751 Street Refurbishment/Improvement	-	-	-
61	4,436	-	15,000	800800 Street Maintenance Program	-	-	-
62	<u>56,806</u>	<u>83,311</u>	<u>235,000</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
63							
64				005-576 Transfers			
65	10,000	15,000	17,000	900001 Transfer to Street Equip. Reserve	20,000	20,000	20,000
66	1,000	5,000	2,500	900004 Transfer to PW Building/Yard Res	2,500	2,500	2,500
67	-	14,200	14,200	900034 Transfer to Internal Services Fund	-	-	-
68	-	-	2,500	900039 Transfer to Computer Eq Res Fund	2,500	2,500	2,500
69	-	-	-	900041 Transfer to Street Imp Fund	200,000	200,000	200,000
70	<u>11,000</u>	<u>34,200</u>	<u>36,200</u>	Total Transfers	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>
71							
72				005-576 Fund Balance & Contingency			
73	-	-	80,000	900900 Operating Contingency	20,000	20,000	20,000
74	284,837	280,488	217,700	999000 Unapp Ending Fund Balance	119,700	119,700	119,700
75	<u>284,837</u>	<u>280,488</u>	<u>297,700</u>	Total	<u>139,700</u>	<u>139,700</u>	<u>139,700</u>
76							
77				Fund Totals			
78				Resources:			
79	269,775	284,837	310,900	Beginning Fund Balance	297,200	297,200	297,200
80	300,191	316,283	517,800	Operating Revenue	327,000	327,000	327,000
81	<u>569,966</u>	<u>601,120</u>	<u>828,700</u>		<u>624,200</u>	<u>624,200</u>	<u>624,200</u>
82							
83				Appropriations:			
84	274,129	286,432	574,800	Operating Expenditures	279,500	279,500	279,500
85				Transfers			
86	11,000	20,000	22,000	To Reserves	225,000	225,000	225,000
87	-	14,200	14,200	Other Transfers	-	-	-
88	<u>285,129</u>	<u>320,632</u>	<u>611,000</u>		<u>504,500</u>	<u>504,500</u>	<u>504,500</u>
89	284,837	280,488	217,700	Unappropriated Fund Balance	119,700	119,700	119,700
90	<u>569,966</u>	<u>601,120</u>	<u>828,700</u>		<u>624,200</u>	<u>624,200</u>	<u>624,200</u>
91	-	-	-		-	-	-

Notes

25	Includes Springbrook annual maintenance costs for FY15/16	104,650
74	Fund Balance minimum is 25%	134,150

Overview

The Community Development function works on the City's tourism, business development, and economic development programs.

This includes:

- Rural Tourism Marketing Program (RTMP) Funds, Grants, and Projects
- Microloan Program
- Revolving Loan Fund Program
- Façade Loan Program

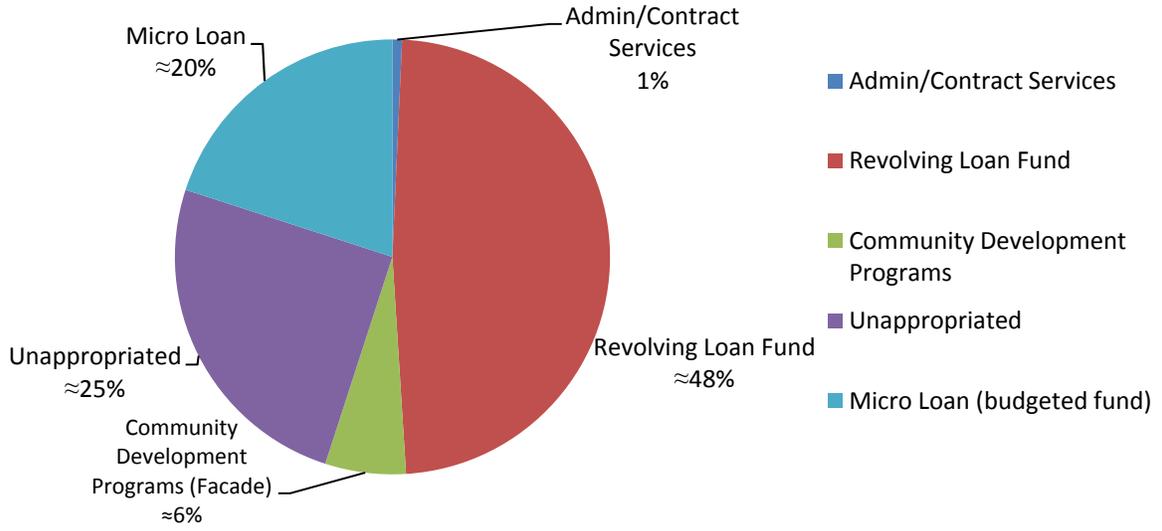
Staffing:

Currently there are no city staff members that are funded from the Community Development Revolving Loan Fund. The Division is managed by the Administration Department and the Revolving Loan Fund Program is directly managed by the City Administrator. The portion of City staff time that is assigned to this Division is funded by the General Fund from the Administration Section.

Funding:

In the early 1980's the Oregon Executive department established an Oregon Community Development Program to utilize Oregon's share of a Federal Government Community Development Block Grant from the U.S. Housing and Urban Development agency. The fund began in 1983 when the City received official notice of the Community Development Block Grant for \$372,000 for a Revolving Loan Fund. The conditions of the original grant have been met. The revenues in this fund have been generated by business loans and interest on both loans and the fund balance. Additional revenue is received from RTMP. No funds are transferred from this fund to Reserve Funds. In 2010 Community Development Committee approved a funding structure that was implemented by Budget Committee and Council starting with the FY 11/12 budget process. The structure for the fund is as follows:

Adopted Use of Loan Funds



**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	1,019,141	1,064,911	1,103,200	400100 Beginning Fund Balance	1,129,500	1,129,500	1,129,500
2	5,375	5,714	4,700	400400 Investment Interest	4,700	4,700	4,700
3	17,909	20,750	21,800	400505 Country Coach Principal	21,800	21,800	21,800
4	5,462	4,811	3,800	400510 Country Coach Interest	3,800	3,800	3,800
5	-	100	-	400800 Loan/Application Fees	-	-	-
6	7,311	7,626	8,100	400960 Nelson Depot Loan Principal	8,100	8,100	8,100
7	1,185	870	600	400970 Nelson Depot Loan Interest	600	600	600
8	4,079	4,628	4,500	401260 Moto Gear Principal	4,500	4,500	4,500
9	1,012	887	600	401270 Moto Gear Interest	600	600	600
10	394	3,984	5,500	401281 Double HH LLC Principal	5,500	5,500	5,500
11	156	728	700	401282 Double HH LLC Interest	700	700	700
12	8,696	8,789	8,800	407400 Grant: Rural Tourism Marketing	9,200	9,200	9,200
13	-	-	-	409000 Other Receipts	-	-	-
14	<u>1,070,720</u>	<u>1,123,799</u>	<u>1,162,300</u>	Total Resources	<u>1,189,000</u>	<u>1,189,000</u>	<u>1,189,000</u>
15							
16							
17				Loan Program			
18				401-100 Materials & Services			
19	-	-	2,300	606313 Contract Services	2,300	2,300	2,300
20	-	-	488,600	606326 Business Dev Loans	552,900	552,900	552,900
21	-	-	205,200	606331 Business Dev Microloans	230,400	230,400	230,400
22	-	-	49,500	606335 Facade Enhancement Loan	69,100	69,100	69,100
23	20	-	400	608925 Computer Software Support	400	400	400
24	241	48	500	636921 Office Expenses	500	500	500
25	121	101	100	702013 Audit	-	-	-
26	1,115	6,660	7,000	706076 Legal Counsel	2,000	2,000	2,000
27	<u>1,497</u>	<u>6,809</u>	<u>753,600</u>	Total Materials & Services	<u>857,600</u>	<u>857,600</u>	<u>857,600</u>
28							
29							
30				Economic Development Programs			
31				401-200 Materials & Services			
32	203	469	85,100	606330 Economic Development Programs	85,100	85,100	85,100
33	3,926	14,267	27,900	632700 Grant: Rural Tourism Marketing	31,100	31,100	31,100
34	183	110	100	636921 Office Supplies	100	100	100
35	-	101	100	702013 Audit	100	100	100
36	<u>4,312</u>	<u>14,947</u>	<u>113,200</u>	Total Materials & Services	<u>116,400</u>	<u>116,400</u>	<u>116,400</u>
37							
38				401-900 Fund Balance			
39	<u>1,064,911</u>	<u>1,102,043</u>	<u>295,500</u>	999000 Unappropriated Fund Balance	<u>215,000</u>	<u>215,000</u>	<u>215,000</u>
40							
41				Fund Totals			
42	1,070,720	1,123,799	1,162,300	Resources	1,189,000	1,189,000	1,189,000
43							
44	5,809	21,756	866,800	Appropriations	974,000	974,000	974,000
45	<u>1,064,911</u>	<u>1,102,043</u>	<u>295,500</u>	Unappropriated Fund Balance	<u>215,000</u>	<u>215,000</u>	<u>215,000</u>
46	<u>1,070,720</u>	<u>1,123,799</u>	<u>1,162,300</u>		<u>1,189,000</u>	<u>1,189,000</u>	<u>1,189,000</u>
47	-	-	-		-	-	-

STATE REVENUE SHARING FUND

Description

The State Revenue Sharing Fund was established to receive State of Oregon revenue sharing funds and facilitate the use of those funds. The City has used the funds in the past for one-time construction and improvement projects for City property or buildings, equipment purchases, support of the Viking Sal Senior Center and to assist with Community Center programs.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	56,412	49,653	45,600	400100 Beginning Fund Balance	102,100	102,100	102,100
2	229	356	300	400400 Investment Interest	500	500	500
3	48,012	50,361	49,000	400500 Receipts	54,900	54,900	54,900
4	<u>104,653</u>	<u>100,371</u>	<u>94,900</u>	Total Resources	<u>157,500</u>	<u>157,500</u>	<u>157,500</u>
5							
250-920 Materials & Services							
7	-	-	10,000	635290 Projects TBD	35,000	15,000	15,000
8	-	-	<u>10,000</u>	Total Materials & Services	<u>35,000</u>	<u>15,000</u>	<u>15,000</u>
9							
250-920 Capital Outlay							
11	-	4,529	10,000	800822 Police Projects	-	10,000	10,000
12	-	-	10,000	800824 Parks Projects	10,000	10,000	10,000
13	-	-	20,000	800826 Web Site Upgrade	20,000	10,000	10,000
14	-	<u>4,529</u>	<u>40,000</u>	Total Capital Outlay	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
15							
250-920 Transfers							
17	5,000	-	-	900004 Transfer to Computer Equip Reserv	-	-	-
18	10,000	-	-	900010 Transfer to Police Equip Fund	-	-	-
19	30,000	-	-	900015 Transfer to Park & Pool Equip.	-	-	-
20	10,000	10,000	10,000	900020 Transfer to Community Cnt Fund	12,000	22,000	22,000
21	-	-	-	900023 Transfer to Viking Sal Senior Fund	-	10,000	10,000
22	<u>55,000</u>	<u>10,000</u>	<u>10,000</u>	Total Transfers	<u>12,000</u>	<u>32,000</u>	<u>32,000</u>
23							
250-920 Fund Balance							
25	49,653	85,842	34,900	999000 Unapp Ending Fund Balance	80,500	80,500	80,500
26							
27							
Fund Totals							
29	104,653	100,371	94,900	Resources	157,500	157,500	157,500
30							
31	55,000	14,529	60,000	Appropriations	77,000	77,000	77,000
32	<u>49,653</u>	<u>85,842</u>	<u>34,900</u>	Unappropriated Fund Balance	<u>80,500</u>	<u>80,500</u>	<u>80,500</u>
33	104,653	100,371	94,900		157,500	157,500	157,500
34	-	-	-		-	-	-

Notes

- 12 See Capital Budget, Parks section
- 13 City Website upgrade project
- 21 Transfer for summer program scholarships



ENTERPRISE FUNDS

Water Fund

Water Equipment Reserve Fund

Water System Improvement Fund

Water System Development Fund

Sewer Fund

Sewer Ratepayer Assistance Fund

Sewer Equipment Reserve Fund

Sewer System Improvement Fund

Sewer System Development Fund

Sanitation Fund

Sanitation Equipment Reserve Fund

Sanitation System Improvement Fund

Overview

The Water Department manages and operates the City's drinking water system. This includes:

- Over 35 miles of water line within the distribution system
- Over 125 fire hydrants that range in age from the early 1950's to now.
- Over 250 mainline valves that range in size from 2 inches to 24 inches
- Two ground storage tanks that store over 3 million gallons of water
- Two elevated storage tanks that store over 400,000 gallons of water
- Four wells that produce over 2,000 gallons per minute of water
- Over 2,000 water meters ranging in size from 5/8 inches to 8 inches that are read monthly
- Over 250 state required routine and special water samples taken each year
- Over 20 state required reports and special publications completed each year
- Over 2,000 annual customer service requests and utility locates

The Water Department completed the Water System Master Plan in 2009. This plan outlines the planned capital improvements for the next 20 years.

The Water Fund is compiled of four separate funds. These funds are:

- Water Fund (Main Operating Fund)
- Water Equipment Reserve Fund (Reserve Fund)
- Water System Improvement Fund (Reserve Fund)
- Water System Development Fund (Reserve Fund)

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2014: **546**

Funding

The Water Fund generates all of its revenue from user fees, permit fees, and system development charges (SDC's). The user fees are charged based on the amount of water a customer uses. These fees, along with the permit fees, goes directly into the main water operating fund. From the Water Fund, funds are transferred to the various reserve funds.

System Development Charges are generated when a new service is connected to the water system. All of these charges are placed directly into the Water System Development Fund. These funds are reserved to pay for portions of capital improvement projects that add capacity to the water system. They cannot be used for regular operations and maintenance projects.

FY 2014-15 Accomplishments

- Completed sanitary survey of the water system
- Completed Consumer Confidence Report (CCR)
- Continued work on changing out the water meters to maintain accuracy of the billing system

FY 2015-16 Goals

- Continue to maintain compliance with all State and Federal Regulations
- Complete the Consumer Confidence Report (CCR) by July 1st.
- Continue investigational work on two new drinking water wells
- Continue work on changing out the water meters to maintain accuracy of the billing system

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Water Fund							
002-000 Resources							
1	64,360	83,424	111,200	400100 Beginning Fund Balance	212,100	212,100	212,100
2	549	615	700	400400 Investment Interest	700	700	700
3	805,396	921,444	974,000	400500 Water Revenue (User Fees)	955,000	955,000	955,000
4	37,500	-	-	400800 Tap Charges	-	-	-
5	33,353	5,783	3,500	409000 Other Receipts	3,500	3,500	3,500
6	<u>941,158</u>	<u>1,011,265</u>	<u>1,089,400</u>	Total Resources	<u>1,171,300</u>	<u>1,171,300</u>	<u>1,171,300</u>
7							
8				002-276 Personnel Services			
9	267,246	230,649	233,000	503780 Direct Wages	259,000	259,000	259,000
10	35,388	37,007	40,400	503783 In-Direct Wages	-	-	-
11	13,044	8,644	15,000	503790 Wages - Overtime	15,300	15,300	15,300
12	24,198	21,011	22,100	513344 FICA	21,000	21,000	21,000
13	59,037	53,101	55,400	539094 Pension - PERS	52,600	52,600	52,600
14	6,745	6,451	7,300	542344 Workers' Compensation Ins	6,200	6,200	6,200
15	109,765	97,008	101,900	546833 Insurance Benefits	108,000	108,000	108,000
16	-	-	6,800	548877 Unemployment Insurance	6,800	6,800	6,800
17	<u>515,423</u>	<u>453,872</u>	<u>481,900</u>	Total Personnel Services	<u>468,900</u>	<u>468,900</u>	<u>468,900</u>
18							
19				002-276 Materials & Services			
20	-	-	-	601100 Administrative Charges	77,700	77,700	77,700
21	7,894	9,999	11,000	602171 Insurance	15,700	15,700	15,700
22	3,591	4,873	600	603200 Bank Fees	600	600	600
23	-	-	5,400	603210 Merchant Fees	6,100	6,100	6,100
24	13,188	10,827	16,000	605917 Treatment Chemicals	13,000	13,000	13,000
25	-	1,898	2,000	608921 Software	2,000	2,000	2,000
26	988	2,018	2,000	608925 Computer Software Support	4,400	4,400	4,400
27	84,775	96,053	107,000	611519 Electricity	77,000	77,000	77,000
28	-	615	7,500	611770 IT Service Charges	3,200	3,200	3,200
29	8,250	2,050	2,000	611771 Professional Services	2,000	2,000	2,000
30	2,056	1,502	2,000	611780 Lien Reporting Services	2,000	2,000	2,000
31	6,670	-	-	612080 Equipment Repair	-	-	-
32	10,103	-	-	615018 Fuel, Oil & Tires	7,500	7,500	7,500
33	-	13,136	17,500	615100 Vehicle & Equip Maint Charges	46,400	46,400	46,400
34	3,590	2,776	3,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
35	243	305	400	628651 Lane Council of Gov Dues	300	300	300
36	1,488	1,355	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
37	464	559	600	629001 League of Oregon Cities Dues	600	600	600
38	3,160	3,198	2,500	632677 Office Equipment Leases	3,500	3,500	3,500
39	6	42	500	632678 Computer Equip Maint	500	500	500
40	1,186	1,298	1,800	633850 Natural Gas	800	800	800
41	6,221	7,750	7,300	636921 Office Supplies	6,300	6,300	6,300
42	31,988	17,471	19,000	637917 Op Materials & Supplies	15,000	15,000	15,000
43	15,972	2,090	9,000	638500 Water System Repair & Maint	9,000	9,000	9,000
44	9,433	12,642	13,000	638900 Laboratory Analysis	6,500	6,500	6,500
45	6,971	9,973	9,500	640457 Postage	8,000	8,000	8,000
46	-	2,800	2,000	644650 Building Maintenance Charges	7,900	7,900	7,900
47	2,811	-	-	644660 Building / Property Maint.	-	-	-
48	170	211	300	644670 Cleaning/General Supplies	200	200	200
49	1,620	8,826	2,200	647030 Travel and Training	600	600	600
50	1,416	997	1,700	648000 License Certification Fee	600	600	600
51	446	495	400	648800 Employee Recognition	400	400	400

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	6,321	4,642	5,500	649843 Telephone	5,500	5,500	5,500
53	1,280	1,075	800	652080 Internet	2,500	2,500	2,500
54	4,610	4,538	3,700	702013 Audit	3,300	3,300	3,300
55	2,221	2,345	2,000	706076 Legal Counsel	2,000	2,000	2,000
56	5,649	-	-	710100 Leak Detection/Audit Program	-	-	-
57	<u>244,781</u>	<u>228,354</u>	<u>259,700</u>	Total Materials & Services	<u>334,600</u>	<u>334,600</u>	<u>334,600</u>
58							
59				002-276 Capital Outlay			
60	30	-	300	800700 Equipment Refurbishment	-	-	-
61	-	-	300	800750 System Refurbishment/Replacem	-	-	-
62	<u>30</u>	<u>-</u>	<u>600</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
63							
64				002-276 Transfers			
65	15,000	10,000	12,000	900001 Transfer to Water Equip Reserve	25,000	25,000	25,000
66	1,000	1,000	2,500	900002 Transfer to Computer Equip Res	2,500	2,500	2,500
67	1,500	5,000	2,500	900004 Transfer to PW Building/Yard Res	2,500	2,500	2,500
68	80,000	90,000	93,000	900005 Transfer to Water System Imp	110,000	110,000	110,000
69	-	85,100	85,100	900034 Transfer to Internal Services Fund	-	-	-
70	<u>97,500</u>	<u>191,100</u>	<u>195,100</u>	Total Transfers	<u>140,000</u>	<u>140,000</u>	<u>140,000</u>
71							
72				002-276 Fund Balance & Contingency			
73	-	-	-	900900 Operating Contingency	15,000	15,000	15,000
74	83,424	137,939	152,100	999000 Unapp Ending Fund Balance	212,800	212,800	212,800
75	<u>83,424</u>	<u>137,939</u>	<u>152,100</u>	Total	<u>227,800</u>	<u>227,800</u>	<u>227,800</u>
76							
77							
78				Fund Totals			
79				Resources:			
80	64,360	83,424	111,200	Beginning Fund Balance	212,100	212,100	212,100
81	876,798	927,841	978,200	Operating Revenue	959,200	959,200	959,200
82	<u>941,158</u>	<u>1,011,265</u>	<u>1,089,400</u>		<u>1,171,300</u>	<u>1,171,300</u>	<u>1,171,300</u>
83							
84				Appropriations:			
85	760,234	682,226	742,200	Operating Expenditures	818,500	818,500	818,500
86				Transfers			
87	97,500	106,000	110,000	To Reserves	140,000	140,000	140,000
88	-	85,100	85,100	Other Transfers	-	-	-
89	<u>857,734</u>	<u>873,326</u>	<u>937,300</u>		<u>958,500</u>	<u>958,500</u>	<u>958,500</u>
90	83,424	137,939	152,100	Unappropriated Fund Balance	212,800	212,800	212,800
91	<u>941,158</u>	<u>1,011,265</u>	<u>1,089,400</u>		<u>1,171,300</u>	<u>1,171,300</u>	<u>1,171,300</u>
92	-	-	-		-	-	-

Notes

26 Includes Springbrook annual maintenance costs for FY15/16

WATER EQUIPMENT RESERVE FUND

Description

The City has established Equipment Reserve Funds for the purpose of accumulating funds from year to year for major equipment purchases. Transfers from operating funds are the main revenue source for Reserve Funds. The goal each budget year is to transfer as much funding as possible without jeopardizing the operating funds sustainability.

The purpose of the Water Equipment Reserve Fund is to accumulate and expend funds for the replacement of the Water Department's vehicles and equipment.

City of Junction City
Fiscal Year 2015-16 Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Water Equipment Reserve Fund							
346-000 Resources							
1	1,424	20,542	28,100	400100 Beginning Fund Balance	44,500	44,500	44,500
2	26	144	100	400400 Investment Interest	200	200	200
3	15,000	10,000	12,000	400500 Transfer From Water Fund	25,000	25,000	25,000
4	-	26,311	16,000	400800 Tap Charges	20,000	20,000	20,000
5	18,347	-	-	409000 Other Income	-	-	-
6	<u>34,797</u>	<u>56,997</u>	<u>56,200</u>	Total Resources	<u>89,700</u>	<u>89,700</u>	<u>89,700</u>
7							
8				346-100 Materials & Services			
9	5,418	7,900	8,000	637917 Meter Replacements	45,000	45,000	45,000
10	-	3,857	8,000	638500 Meter Repairs	2,000	2,000	2,000
11	<u>5,418</u>	<u>11,758</u>	<u>16,000</u>	Total Materials & Services	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>
12							
13				346-100 Capital Outlay			
14	8,316	727	14,500	800600 Equipment Acquisitions	15,000	15,000	15,000
15	521	-	500	800700 Equipment Refurbishment	1,000	1,000	1,000
16	-	1,820	500	800725 Equipment Improvements	1,000	1,000	1,000
17	<u>8,837</u>	<u>2,547</u>	<u>15,500</u>	Total Capital Outlay	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
18							
19				346-100 Fund Balance			
20	-	42,193	24,200	902000 Reserved for Future Expenditures	25,200	25,200	25,200
21	20,542	500	500	999000 Unapp Ending Fund Balance	500	500	500
22	<u>20,542</u>	<u>42,693</u>	<u>24,700</u>		<u>25,700</u>	<u>25,700</u>	<u>25,700</u>
23							
24							
25				Fund Totals			
26	34,797	56,997	56,200	Resources	89,700	89,700	89,700
27							
28	14,255	14,304	31,500	Appropriations	64,000	64,000	64,000
29	<u>20,542</u>	<u>42,693</u>	<u>24,700</u>	Fund Balance	<u>25,700</u>	<u>25,700</u>	<u>25,700</u>
30	34,797	56,997	56,200		89,700	89,700	89,700
31	-	-	-		-	-	-

WATER SYSTEM IMPROVEMENT FUND

Description

The Water System Improvement Fund was created in FY2007/08. The main revenue source has been the water surcharge fee. Similar to the sewer surcharge, the separate water surcharge has also been eliminated. The new water base and consumption rates include an amount equal to the surcharges previously collected to maintain the same level of revenue. Then, based on the planned water system improvements and needs, money will be expended from this fund.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Water System Improvement Fund							
264-000 Resources							
1	7,673	9,964	243,700	400100 Beginning Fund Balance	202,800	202,800	202,800
2	70	204	100	400400 Investment Interest	1,100	1,100	1,100
3	7,110	7,350	8,000	400550 Fire Sprinkler User Fees	8,500	8,500	8,500
4	80,000	90,000	93,000	400575 Transfer from Water Fund	110,000	110,000	110,000
5	50,000	-	-	400601 DOC Reimb IGA Amd 8	-	-	-
6	223,000	677,000	-	408352 Interfund Loan from Sewer Sys	-	-	-
7	<u>367,853</u>	<u>784,518</u>	<u>344,800</u>	Total Resources	<u>322,400</u>	<u>322,400</u>	<u>322,400</u>
8							
264-100 Materials & Services							
9							
10	35,036	1,426	20,000	611771 Professional Services	2,500	2,500	2,500
11	-	16,379	5,000	638500 Operating System Repair/Maint	5,000	5,000	5,000
12	<u>35,036</u>	<u>17,805</u>	<u>25,000</u>	Total Materials & Services	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
13							
264-100 Capital Outlay							
14							
15	241,702	181,856	217,000	800100 System Improvements	217,000	217,000	217,000
16	38,682	327,635	1,000	800600 Equipment Acquisition	1,000	1,000	1,000
17	20,442	-	1,000	800750 System Refurbishment	1,000	1,000	1,000
18	<u>300,826</u>	<u>509,491</u>	<u>219,000</u>	Total Capital Outlay	<u>219,000</u>	<u>219,000</u>	<u>219,000</u>
19							
264-100 Debt Service							
20							
21	22,027	-	-	750500 SPWF Debt Repayment	-	-	-
22	-	22,300	90,000	900035 Interfund Loan pmt Sew Sys Fund	90,000	90,000	90,000
23	<u>22,027</u>	<u>22,300</u>	<u>90,000</u>		<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
24							
264-100 Fund Balance							
25							
26	-	234,421	10,300	902000 Reserved for Future Expenditures	5,000	5,000	5,000
27	9,964	500	500	999000 Unapp Ending Fund Balance	900	900	900
28	<u>9,964</u>	<u>234,921</u>	<u>10,800</u>		<u>5,900</u>	<u>5,900</u>	<u>5,900</u>
29							
30							
Fund Totals							
31							
32	367,853	784,518	344,800	Resources	322,400	322,400	322,400
33							
34	357,889	549,597	334,000	Appropriations	316,500	316,500	316,500
35	<u>9,964</u>	<u>234,921</u>	<u>10,800</u>	Fund Balance	<u>5,900</u>	<u>5,900</u>	<u>5,900</u>
36	367,853	784,518	344,800		322,400	322,400	322,400
37	-	-	-		-	-	-

Notes

6	Interfund Loan, approved 3/12/13 (1st transfer) \$223,000	
6	Interfund Loan (2nd transfer) \$677,000	
22	Loan Balance:	
	Total Loan	900,000
	FY13/14 Payment	(22,300)
	FY14/15 Payment	(90,000)
	Balance 6/30/15	<u>787,700</u>

WATER SYSTEM DEVELOPMENT FUND

Description

The Water System Development Fund was established for the purpose of collecting System Development Charges (SDCs) paid by developers and/or builders for residential or commercial construction, remodels, expansions and/or changes in use.

Expenditure, by the City, of SDC money is generally restricted by Ordinance and State Law to capacity increasing work or acquisitions (including debt service payments) to the systems for which they were collected.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Water System Development Fund							
	405-000 Resources						
1	49,846	74,562	92,900	400100 Beginning Fund Balance	127,400	127,400	127,400
2	1,631	473	400	400400 Investment Interest	500	500	500
3	48,085	29,896	18,000	400500 System Development Fees	18,000	18,000	18,000
4	<u>99,562</u>	<u>104,932</u>	<u>111,300</u>	Total Resources	<u>145,900</u>	<u>145,900</u>	<u>145,900</u>
5							
6				405-100 Capital Outlay			
7	25,000	-	107,000	800650 Water System Expansion	140,000	140,000	140,000
8							
9				405-100 Fund Balance			
10	<u>74,562</u>	<u>104,932</u>	<u>4,300</u>	999000 Unapp Ending Fund Balance	<u>5,900</u>	<u>5,900</u>	<u>5,900</u>
11							
12							
13				Fund Totals			
14	99,562	104,932	111,300	Resources	145,900	145,900	145,900
15							
16	25,000	-	107,000	Appropriations	140,000	140,000	140,000
17	<u>74,562</u>	<u>104,932</u>	<u>4,300</u>	Unappropriated Fund Balance	<u>5,900</u>	<u>5,900</u>	<u>5,900</u>
18	99,562	104,932	111,300		145,900	145,900	145,900
19	-	-	-		-	-	-

Overview

The Sewer Department manages and operates the City's wastewater treatment and collection systems. This includes:



- Over 35 miles of sewer line within the collection system
- Over 525 manholes
- 10 sewer pump stations
- One two 25 acre facultative lagoon pond treatment plant
- Over 2,000 customer service connections
- Over 1,000 annual customer services requests and utility locates

The Sewer Department is in the process of completing an update to the adopted 2006 Sewer System Master Plan. This plan outlines the planned capital improvements for the next 20 years.

The Sewer Fund is compiled of four separate funds. These funds are:

- Sewer Fund (Main Operating Fund)
- Sewer Equipment Reserve Fund (Reserve Fund)
- Sewer System Improvement Fund (Reserve Fund)
- Sewer System Development Fund (Reserve Fund)

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2014: **546**

Funding

The Sewer Fund generates all of its revenue from user fees, permit fees, and system development charges (SDC's). The user fees are charged based on the amount of water a customer uses. These fees, along with the permit fees, go directly into the main sewer operating fund. From the Sewer Fund, funds are transferred to the various reserve funds.

System Development Charges are generated when a new service is connected to the sewer system. All of these charges are placed directly into the Sewer System Development Fund. These funds are reserved to pay for portions of capital improvement projects that add capacity to the Sewer system. They cannot be used for regular operations and maintenance projects.

FY 2014-15 Accomplishments

- Completed all state and federal monitoring requirements for sewage discharge
- Completed the Sewer Interim Improvement Project
- Complete cleaning of 1/3 of the sewer mainlines to prevent blockages and other service problems
- Complete TV inspection of 1/5 of the sewer mainlines.

FY 2015-16 Goals

- Complete all state and federal monitoring requirements for sewage discharge
- Complete the 2015-16 Sewer I&I Reduction Project
- Complete cleaning of 1/3 of the sewer mainlines to prevent blockages and other service problems
- Complete TV inspection of 1/5 of the sewer mainlines.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sewer Fund							
003-000 Resources							
1	189,632	290,031	367,000	400100 Beginning Fund Balance	372,000	372,000	372,000
2	1,766	1,828	1,800	400400 Investment Interest	2,000	2,000	2,000
3	1,326,590	1,332,125	1,427,000	400500 Sewer Use Charges	1,450,000	1,450,000	1,450,000
4	3,675	2,625	1,500	400800 Sewer Tap Inspections	1,500	1,500	1,500
5	3,196	4,040	2,000	409000 Other Receipts	2,000	2,000	2,000
6	<u>1,524,859</u>	<u>1,630,649</u>	<u>1,799,300</u>	Total Resources	<u>1,827,500</u>	<u>1,827,500</u>	<u>1,827,500</u>
7							
8				003-376 Personnel Services			
9	273,511	236,466	240,100	503780 Direct Wages	266,200	266,200	266,200
10	47,297	50,226	59,200	503783 In-Direct Wages	-	-	-
11	13,569	9,059	15,400	503790 Wages - Overtime	15,700	15,700	15,700
12	25,631	22,492	24,100	513344 FICA	21,600	21,600	21,600
13	62,060	56,985	60,300	539094 Pension - PERS	53,900	53,900	53,900
14	6,984	6,701	7,500	542344 Workers' Compensation Ins	6,300	6,300	6,300
15	113,802	101,980	112,100	546833 Insurance Benefits	111,700	111,700	111,700
16	-	-	7,400	548877 Unemployment Insurance	7,000	7,000	7,000
17	<u>542,854</u>	<u>483,909</u>	<u>526,100</u>	Total Personnel Services	<u>482,400</u>	<u>482,400</u>	<u>482,400</u>
18							
19				003-376 Materials & Services			
20	-	-	-	601100 Administrative Charges	88,200	88,200	88,200
21	17,343	20,492	22,300	602171 Insurance	22,500	22,500	22,500
22	5,572	6,840	400	603200 Bank Fees	400	400	400
23	-	-	6,100	603210 Merchant Fees	6,500	6,500	6,500
24	14,366	17,451	45,000	605917 Treatment Chemicals	40,000	40,000	40,000
25	1,213	1,898	4,500	608921 Software	2,000	2,000	2,000
26	-	2,918	1,000	608925 Computer Software Support	4,200	4,200	4,200
27	45,458	41,568	56,000	611519 Electricity	79,000	79,000	79,000
28	-	615	7,000	611770 IT Service Charges	3,500	3,500	3,500
29	2,270	474	1,000	611771 Professional Services	1,000	1,000	1,000
30	2,056	1,502	1,500	611780 Lien Reporting Services	1,600	1,600	1,600
31	7,013	-	-	612080 Equipment Repair	-	-	-
32	10,300	-	-	615018 Fuel, Oil & Tires	7,800	7,800	7,800
33	-	18,799	36,000	615100 Vehicle & Equip Maint Charges	57,700	57,700	57,700
34	3,189	3,119	3,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
35	544	305	400	628651 Lane Council of Gov Dues	300	300	300
36	1,336	1,355	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
37	1,041	521	600	629001 League of Oregon Cities Dues	600	600	600
38	3,471	3,131	2,800	632677 Office Equip Leases	3,000	3,000	3,000
39	6	42	100	632678 Computer/Office Equip Maint	-	-	-
40	1,186	1,189	2,000	633850 Natural Gas	1,000	1,000	1,000
41	500	1,190	1,000	635280 DEQ Permit Fee	1,900	1,900	1,900
42	5,736	6,997	7,900	636921 Office Supplies	7,000	7,000	7,000
43	15,292	17,797	25,000	637917 Op Materials & Supplies	25,000	25,000	25,000
44	535	-	2,000	638500 Sewer Line Maint/Repair	2,000	2,000	2,000
45	1,588	23	2,000	638600 Pump Station Maint/Repair	2,000	2,000	2,000
46	2,429	13,940	5,500	638900 Laboratory Analysis	5,000	5,000	5,000
47	3,311	8,794	12,000	638925 Lab Supplies	8,000	8,000	8,000
48	4,313	5,603	6,000	640457 Postage	6,000	6,000	6,000
49	-	4,947	1,500	644650 Building Maintenance Charges	6,000	6,000	6,000
50	1,376	-	-	644660 Building / Property Maint.	-	-	-
51	170	211	300	644670 Cleaning/General Supplies	500	500	500

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	1,097	12,027	1,000	647030 Travel and Training	500	500	500
53	1,061	342	500	648000 License Certification Fee	300	300	300
54	309	419	400	648800 Employee Recognition	400	400	400
55	9,521	8,326	8,900	649843 Telephone	8,000	8,000	8,000
56	1,293	1,194	1,000	652080 Internet	2,500	2,500	2,500
57	-	-	500	653000 I & I Abatement Supplies	500	500	500
58	-	-	2,500	653050 Pretreatment Program Supplies	2,500	2,500	2,500
59	3,022	3,022	2,600	702013 Audit	4,100	4,100	4,100
60	3,027	2,136	3,000	706076 Legal Counsel	1,500	1,500	1,500
61	<u>170,944</u>	<u>209,186</u>	<u>274,800</u>	Total Materials & Services	<u>406,500</u>	<u>406,500</u>	<u>406,500</u>
62							
63				003-376 Capital Outlay			
64	30	-	300	800700 Equipment Refurbishment	100	100	100
65	-	-	300	800750 System Refurbishment/Replacem	100	100	100
66	<u>30</u>	<u>-</u>	<u>600</u>	Total Capital Outlay	<u>200</u>	<u>200</u>	<u>200</u>
67							
68				003-376 Transfers			
69	9,000	15,000	25,000	900001 Transfer to Equipment Reserve	45,000	45,000	45,000
70	1,000	1,000	2,500	900002 Transfer to Computer Equipment	2,500	2,500	2,500
71	1,000	10,000	7,500	900004 Transfer to PW Building/Yard Res	2,500	2,500	2,500
72	480,000	480,000	455,000	900005 Transfer to Sewer System Imp	480,000	480,000	480,000
73	30,000	30,000	30,000	900032 Transfer to Ratepayer Assistance	30,000	30,000	30,000
74	-	87,200	87,200	900034 Transfer to Internal Services Fund	-	-	-
75	<u>521,000</u>	<u>623,200</u>	<u>607,200</u>	Total Transfers	<u>560,000</u>	<u>560,000</u>	<u>560,000</u>
76							
77				003-376 Fund Balance & Contingency			
78	-	-	-	900900 Operating Contingency	30,000	30,000	30,000
79	290,031	314,354	390,600	999000 Unapp Ending Fund Balance	348,400	348,400	348,400
80	<u>290,031</u>	<u>314,354</u>	<u>390,600</u>	Total	<u>378,400</u>	<u>378,400</u>	<u>378,400</u>
81							
82				Fund Totals			
83				Resources:			
84	189,632	290,031	367,000	Beginning Fund Balance	372,000	372,000	372,000
85	1,335,227	1,340,618	1,432,300	Operating Revenue	1,455,500	1,455,500	1,455,500
86	<u>1,524,859</u>	<u>1,630,649</u>	<u>1,799,300</u>		<u>1,827,500</u>	<u>1,827,500</u>	<u>1,827,500</u>
87							
88				Appropriations:			
89	713,828	693,094	801,500	Operating Expenditures	919,100	919,100	919,100
90				Transfers			
91	491,000	506,000	490,000	To Reserves	530,000	530,000	530,000
92	30,000	117,200	117,200	Other Transfers	30,000	30,000	30,000
93	<u>1,234,828</u>	<u>1,316,294</u>	<u>1,408,700</u>		<u>1,479,100</u>	<u>1,479,100</u>	<u>1,479,100</u>
94	290,031	314,354	390,600	Unappropriated Fund Balance	348,400	348,400	348,400
95	<u>1,524,859</u>	<u>1,630,649</u>	<u>1,799,300</u>		<u>1,827,500</u>	<u>1,827,500</u>	<u>1,827,500</u>
96							

Notes

- 3 Revenue is based off this year's figures plus anticipated new connections
- 24 Increased to due to DEQ mandated dechlorination process
- 26 Includes Springbrook annual maintenance costs for FY15/16
- 52 Every two year in-house training program

SEWER RATEPAYER ASSISTANCE FUND

Description

The Sewer Ratepayer Assistance Fund was established, initially, to assist lower income citizens with the payment of the Sewer Debt assessment. A Sewer Assistance fee added to the customer billings initially provided the resources to the fund, but currently is funded through the Sewer Fund. At the direction of the City Council, the Sewer Ratepayer Assistance program has become an on-going program to assist lower income citizens with sewer fees.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sewer Ratepayer Assistance Fund							
	016-000 Resources						
1	258	10,827	10,900	400100 Beginning Fund Balance	33,400	33,400	33,400
2	79	107	100	400400 Investment Interest	100	100	100
3	30,000	30,000	30,000	400522 Transfer from Sewer Fund	30,000	30,000	30,000
4	<u>30,337</u>	<u>40,934</u>	<u>41,000</u>	Total Resources	<u>63,500</u>	<u>63,500</u>	<u>63,500</u>
5							
6	016-100 Materials & Services						
7	19,510	17,624	30,000	644622 Assistance Payments	30,000	30,000	30,000
8	<u>19,510</u>	<u>17,624</u>	<u>30,000</u>	Total Materials & Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
9							
10	016-100 Fund Balance						
11	<u>10,827</u>	<u>23,310</u>	<u>11,000</u>	999000 Unapp Ending Fund Balance	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
12							
13							
14	Fund Totals						
15	30,337	40,934	41,000	Resources	63,500	63,500	63,500
16							
17	19,510	17,624	30,000	Appropriations	30,000	30,000	30,000
18	<u>10,827</u>	<u>23,310</u>	<u>11,000</u>	Unappropriated Fund Balance	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
19	30,337	40,934	41,000		63,500	63,500	63,500
20	-	-	-		-	-	-

Notes

7 Amount used from this line is based on the need established through the application process.

SEWER EQUIPMENT RESERVE FUND

Description

The City has established Equipment Reserve Funds for the purpose of accumulating funds from year to year for major equipment purchases. Transfers from operating funds are the main revenue source for Reserve Funds. The goal each budget year is to transfer as much funding as possible without jeopardizing the operating funds sustainability.

The purpose of the Sewer Equipment Reserve Fund is to accumulate and expend funds for the replacement of the Sewer Department's vehicles and other equipment such as pumps and motors.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sewer Equipment Reserve Fund							
347-000 Resources							
1	31,311	31,639	42,000	400100 Beginning Fund Balance	42,700	42,700	42,700
2	166	221	200	400400 Investment Interest	200	200	200
3	9,000	15,000	25,000	400500 Transfer From Sewer Fund	45,000	45,000	45,000
4	<u>40,477</u>	<u>46,860</u>	<u>67,200</u>	Total Resources	<u>87,900</u>	<u>87,900</u>	<u>87,900</u>
5							
6				347-100 Capital Outlay			
7	8,316	4,390	30,500	800600 Equipment Acquisitions	15,000	15,000	15,000
8	522	449	11,000	800700 Equipment Refurbishment	30,000	30,000	30,000
9	-	-	500	800725 Equipment Improvements	500	500	500
10	<u>8,838</u>	<u>4,840</u>	<u>42,000</u>	Total Capital Outlay	<u>45,500</u>	<u>45,500</u>	<u>45,500</u>
11							
12				347-100 Fund Balance			
13	-	41,520	24,700	902000 Reserved for Future Expenditures	41,900	41,900	41,900
14	31,639	500	500	999000 Unapp Ending Fund Balance	500	500	500
15	<u>31,639</u>	<u>42,020</u>	<u>25,200</u>		<u>42,400</u>	<u>42,400</u>	<u>42,400</u>
16				Fund Totals			
17	40,477	46,860	67,200	Resources	87,900	87,900	87,900
18							
19	8,838	4,840	42,000	Appropriations	45,500	45,500	45,500
20	<u>31,639</u>	<u>42,020</u>	<u>25,200</u>	Fund Balance	<u>42,400</u>	<u>42,400</u>	<u>42,400</u>
21	40,477	46,860	67,200		87,900	87,900	87,900
22	-	-	-		-	-	-

SEWER SYSTEM IMPROVEMENT FUND

Description

The Sewer System Improvement Fund (formerly known as the Debt Service Fund) was established for the repayment of the loan to the State. Effective February 21, 2009 the main revenue source is the transfer of money from the Sewer Fund. The new rate structure, mentioned above, eliminates the separate Sewer Surcharge Fee; however, the base and consumption rates have been adjusted to maintain roughly the same revenue level. Then, based on the planned sewer system improvements and needs, money will be expended from this fund.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sewer System Improvement Fund							
255-000 Resources							
1	4,375,373	3,520,775	128,600	400100 Beginning Fund Balance	30,500	30,500	30,500
2	22,254	8,100	500	400400 Investment Interest	2,500	2,500	2,500
3	-	22,300	100,000	400559 Interfund Loan Repayment	90,000	90,000	90,000
4	300,000	-	-	400601 DOC Reimb IGA Amd 8	-	-	-
5	480,000	480,000	480,000	400605 Transfer from Sewer Fund	480,000	480,000	480,000
6	2,015	2,015	2,000	400610 Rent	2,100	2,100	2,100
7	<u>5,179,642</u>	<u>4,033,190</u>	<u>711,100</u>	Total Resources	<u>605,100</u>	<u>605,100</u>	<u>605,100</u>
8							
255-100 Materials & Services							
9							
10	20,711	10,783	300,000	611771 Professional Services	25,000	25,000	25,000
11	19,849	2,061	5,000	638500 System Maintenance Projects	250,000	250,000	250,000
12	<u>40,560</u>	<u>12,843</u>	<u>305,000</u>	Total Materials & Services	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>
13							
255-100 Capital Outlay							
14							
15	389,891	1,133,938	1,000	800100 System Improvements	1,000	1,000	1,000
16	144,816	300	1,000	800600 Equipment Acquisitions	1,000	1,000	1,000
17	860,600	1,785,383	1,000	800650 System Construction/Expansion	1,000	1,000	1,000
18	<u>1,395,307</u>	<u>2,919,621</u>	<u>3,000</u>	Total Capital Outlay	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
19							
255-100 Transfers							
20							
21	<u>223,000</u>	<u>677,000</u>	<u>-</u>	900036 Interfund Loan to Water Sys Imp	<u>-</u>	<u>-</u>	<u>-</u>
22							
255-100 Fund Balance							
23							
24	-	423,226	372,600	902000 Reserved for Future Expenditures	326,600	326,600	326,600
25	3,520,775	500	30,500	999000 Unapp Ending Fund Balance	500	500	500
26	<u>3,520,775</u>	<u>423,726</u>	<u>403,100</u>		<u>327,100</u>	<u>327,100</u>	<u>327,100</u>
27							
28							
Fund Totals							
29							
30	5,179,642	4,033,190	711,100	Resources	605,100	605,100	605,100
31							
32	1,658,867	3,609,464	308,000	Appropriations	278,000	278,000	278,000
33	<u>3,520,775</u>	<u>423,726</u>	<u>403,100</u>	Fund Balance	<u>327,100</u>	<u>327,100</u>	<u>327,100</u>
34	5,179,642	4,033,190	711,100		605,100	605,100	605,100
35	-	-	-		-	-	-

Notes

21 Interfund Loan, approved 3/12/13 (1st transfer) \$223,000

21 Interfund Loan (2nd transfer) \$677,000

3 Loan Balance:

Total Loan	900,000
FY13/14 Payment	(22,300)
FY14/15 Payment	(90,000)
Balance 6/30/15	787,700

SEWER SYSTEM DEVELOPMENT FUND

Description

The Sewer System Development Fund was established for the purpose of collecting System Development Charges (SDCs) paid by developers and/or builders for residential or commercial construction, remodels, expansions and/or changes in use.

Expenditure, by the City, of SDC money is generally restricted by Ordinance and State Law to capacity increasing work or acquisitions (including debt service payments) to the systems for which they were collected.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sewer System Development Fund							
406-000 Resources							
1	2,067,075	2,457,000	2,106,000	400100 Beginning Fund Balance	1,137,100	1,137,100	1,137,100
2	13,339	13,647	11,100	400400 Investment Interest	9,500	9,500	9,500
3	376,586	257,082	138,000	400500 System Development Fees	138,000	138,000	138,000
4	<u>2,457,000</u>	<u>2,727,729</u>	<u>2,255,100</u>	Total Resources	<u>1,284,600</u>	<u>1,284,600</u>	<u>1,284,600</u>
5							
406-100 Capital Outlay							
6							
7	-	-	1,750,000	800650 Sewer System Expansion	50,000	50,000	50,000
8							
406-100 Fund Balance							
9							
10	<u>2,457,000</u>	<u>2,727,729</u>	<u>505,100</u>	999000 Unapp Ending Fund Balance	<u>1,234,600</u>	<u>1,234,600</u>	<u>1,234,600</u>
11							
12							
Fund Totals							
13							
14	2,457,000	2,727,729	2,255,100	Resources	1,284,600	1,284,600	1,284,600
15							
16	-	-	1,750,000	Appropriations	50,000	50,000	50,000
17	<u>2,457,000</u>	<u>2,727,729</u>	<u>505,100</u>	Unappropriated Fund Balance	<u>1,234,600</u>	<u>1,234,600</u>	<u>1,234,600</u>
18	2,457,000	2,727,729	2,255,100		1,284,600	1,284,600	1,284,600
19	-	-	-		-	-	-

Overview

The Sanitation Department manages and operates the City's solid waste collection and recycle collection programs. This includes:

- Curbside Residential Garbage, Recycle, and Yard Debris Collection
- Commercial Garbage, Recycle, and Cardboard Collection
- Will-Call Garbage and Yard Debris Collection
- Over 1,600 customer accounts
- Over 2,000 annual customer service requests

The Sanitation Fund is compiled of three separate funds. These funds are:

- Sanitation Fund (Main Operating Fund)
- Sanitation Equipment Reserve Fund (Reserve Fund)
- Sanitation System Improvement Fund (Reserve Fund)

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2014: **546**

Funding

The Sanitation Fund generates all of its revenue from user fees and permit fees. The user fees are charged based on the size of service they have and how often it is picked up. These fees, along with the permit fees, go directly into the main sanitation operating fund. From the Sanitation Fund, funds are transferred to the various reserve funds.

FY 2014-15 Accomplishments

- Completed all customer service requests
- Maintained the recycle collection recovery rate of 28%

FY 2015-16 Goals

- Complete all customer service requests
- Increase the recycle collection recovery rate from 28% to 35%
- Complete phase 2 of the recycle center project
- Review programs for additional revenue generation possibilities.
- Review recycling options to identify areas to increase revenue generation.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sanitation Fund							
004-000 Resources							
1	226,467	297,679	331,500	400100 Beginning Fund Balance	367,800	367,800	367,800
2	1,293	1,639	1,300	400400 Investment Interest	1,500	1,500	1,500
3	726,989	748,619	788,100	400500 Garbage Collection Revenue	800,000	800,000	800,000
4	961	1,415	1,100	400600 Festival Labor Reimbursement	1,500	1,500	1,500
5	3,120	3,600	2,000	400625 Collection Licenses	2,000	2,000	2,000
6	15,356	8,613	20,000	400650 Recycling Revenue	18,000	18,000	18,000
7	1,016	1,372	2,000	409000 Other Receipts	1,500	1,500	1,500
8	<u>975,202</u>	<u>1,062,936</u>	<u>1,146,000</u>	Total Resources	<u>1,192,300</u>	<u>1,192,300</u>	<u>1,192,300</u>
9							
004-476 Personnel Services							
11	190,792	183,455	189,700	503780 Direct Wages	201,100	201,100	201,100
12	19,942	20,842	21,900	503783 In-Direct Wages	-	-	-
13	1,941	1,925	4,800	503790 Wages - Overtime	4,900	4,900	4,900
14	14,787	15,745	16,600	513344 FICA	15,800	15,800	15,800
15	28,505	37,748	39,500	539094 Pension - PERS	37,700	37,700	37,700
16	7,992	10,620	11,300	542344 Workers' Compensation Ins	9,800	9,800	9,800
17	75,841	82,425	84,800	546833 Insurance Benefits	92,000	92,000	92,000
18	-	-	6,300	548877 Unemployment Insurance	6,000	6,000	6,000
19	<u>339,800</u>	<u>352,760</u>	<u>374,900</u>	Total Personnel Services	<u>367,300</u>	<u>367,300</u>	<u>367,300</u>
20							
004-476 Materials & Services							
22	-	-	-	601100 Administrative Charges	70,700	70,700	70,700
23	5,043	9,305	10,300	602171 Insurance	11,800	11,800	11,800
24	3,335	4,036	400	603200 Bank Fees	150	150	150
25	-	-	4,400	603210 Merchant Fees	4,500	4,500	4,500
26	(347)	317	100	608925 Computer Software Support	2,300	2,300	2,300
27	8,191	6,870	8,600	611519 Electricity	5,000	5,000	5,000
28	-	542	6,800	611770 IT Service Charges	3,200	3,200	3,200
29	1,969	38	1,000	611771 Professional Services	-	-	-
30	53,307	-	-	615018 Fuel, Oil & Tires	55,400	55,400	55,400
31	-	99,848	100,000	615100 Vehicle & Equip Maint Charges	67,000	67,000	67,000
32	5,335	3,480	1,800	623425 Preventative Medical/OSHA	1,800	1,800	1,800
33	152	305	400	628651 Lane Council of Gov Dues	400	400	400
34	1,437	1,384	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
35	290	464	500	629001 League of Oregon Cities Dues	500	500	500
36	3,167	3,131	3,000	632677 Office Equip Leases	3,000	3,000	3,000
37	6	42	300	632678 Computer/Office Equip Maint	-	-	-
38	-	-	300	632680 Office Equipment/Furnishings	-	-	-
39	1,186	1,189	1,700	633850 Natural Gas	700	700	700
40	5,594	7,019	6,500	636921 Office Supplies	6,500	6,500	6,500
41	7,135	5,459	10,000	637917 Op Materials & Supplies	6,000	6,000	6,000
42	4,639	5,291	5,500	640457 Postage	6,000	6,000	6,000
43	1,000	8	500	640733 Printing and Advertising	-	-	-
44	-	815	1,800	644650 Building Maintenance Charges	3,600	3,600	3,600
45	1,286	-	-	644660 Building / Property Maint.	-	-	-
46	21,542	-	-	644661 Truck Repair	-	-	-
47	140	8	500	647030 Travel and Training	150	150	150
48	107,788	113,486	132,500	647788 Solid Waste Disposal	120,000	120,000	120,000
49	-	-	-	648000 License Certification Fee	500	500	500
50	960	608	800	648800 Employee Recognition	800	800	800
51	190	2,536	800	648866 Recycling Expense	1,000	1,000	1,000

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
52	7,460	6,309	6,500	649843 Telephone	6,500	6,500	6,500
53	687	1,047	1,000	652080 Internet	1,200	1,200	1,200
54	3,721	3,631	3,700	702013 Audit	3,200	3,200	3,200
55	1,210	593	500	706076 Legal Counsel	500	500	500
56	<u>246,423</u>	<u>277,758</u>	<u>311,700</u>	Total Materials & Services	<u>383,900</u>	<u>383,900</u>	<u>383,900</u>
57							
58				004-476 Capital Outlay			
59	-	-	100	800600 Equipment Acquisition	100	100	100
60	-	-	100	800700 Equipment Refurbishment	100	100	100
61	<u>-</u>	<u>-</u>	<u>200</u>	Total Capital Outlay	<u>200</u>	<u>200</u>	<u>200</u>
62							
63				004-476 Transfers			
64	50,000	86,000	82,000	900001 Transfer to Equip Reserve	144,000	144,000	144,000
65	800	800	2,500	900002 Transfer to Computer Equip Res	2,500	2,500	2,500
66	40,000	20,000	20,000	900003 Transfer to Sanitation Sys Improv	65,000	65,000	65,000
67	500	5,000	3,000	900004 Transfer to PW Building/Yard Res	3,000	3,000	3,000
68	-	7,000	7,000	900034 Transfer to Internal Services Fund	-	-	-
69	<u>91,300</u>	<u>118,800</u>	<u>114,500</u>	Total Transfers	<u>214,500</u>	<u>214,500</u>	<u>214,500</u>
70							
71				004-476 Fund Balance & Contingency			
72	-	-	-	900900 Operating Contingency	15,000	15,000	15,000
73	297,679	313,619	344,700	999000 Unapp Ending Fund Balance	211,400	211,400	211,400
74	<u>297,679</u>	<u>313,619</u>	<u>344,700</u>	Total	<u>226,400</u>	<u>226,400</u>	<u>226,400</u>
75							
76				Fund Totals			
77				Resources:			
78	226,467	297,679	331,500	Beginning Fund Balance	367,800	367,800	367,800
79	748,735	765,258	814,500	Operating Revenue	824,500	824,500	824,500
80	<u>975,202</u>	<u>1,062,936</u>	<u>1,146,000</u>		<u>1,192,300</u>	<u>1,192,300</u>	<u>1,192,300</u>
81							
82				Appropriations:			
83	586,223	630,517	686,800	Operating Expenditures	766,400	766,400	766,400
84				Transfers			
85	91,300	111,800	107,500	To Reserves	214,500	214,500	214,500
86	-	7,000	7,000	Other Transfers	-	-	-
87	<u>677,523</u>	<u>749,317</u>	<u>801,300</u>		<u>980,900</u>	<u>980,900</u>	<u>980,900</u>
88	297,679	313,619	344,700	Unappropriated Fund Balance	211,400	211,400	211,400
89	<u>975,202</u>	<u>1,062,936</u>	<u>1,146,000</u>		<u>1,192,300</u>	<u>1,192,300</u>	<u>1,192,300</u>
90	-	-	-		-	-	-

Notes

- 26 Includes Springbrook annual maintenance for FY15/16
- 44 Internal Services Fund charges
- 45 Moved to the Internal Services Fund
- 46 Moved to the Internal Services Fund
- 64 Increased to save for future needs

SANITATION EQUIPMENT RESERVE FUND

Description

The City has established Equipment Reserve Funds for the purpose of accumulating funds from year to year for major equipment purchases. Transfers from operating funds are the main revenue source for Reserve Funds. The goal each budget year is to transfer as much funding as possible without jeopardizing the operating funds sustainability.

The purpose of the Sanitation Equipment Reserve Fund is to accumulate and expend funds for the replacement of the Sanitation Department's garbage trucks and vehicles.

City of Junction City
Fiscal Year 2015-16 Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sanitation Equipment Reserve Fund							
348-000 Resources							
1	100,086	77	85,700	400100 Beginning Fund Balance	161,100	161,100	161,100
2	111	274	300	400400 Investment Interest	1,000	1,000	1,000
3	50,000	86,000	82,000	400500 Transfer From Sanitation Fund	144,000	144,000	144,000
4	<u>150,197</u>	<u>86,351</u>	<u>168,000</u>	Total Resources	<u>306,100</u>	<u>306,100</u>	<u>306,100</u>
5							
6	348-100 Capital Outlay						
7	147,763	-	1,000	800600 Equipment Acquisition	5,000	5,000	5,000
8	2,357	1,869	5,000	800700 Equipment Refurbishment	5,000	5,000	5,000
9	<u>150,120</u>	<u>1,869</u>	<u>6,000</u>	Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
10							
11	348-900 Fund Balance						
12	-	83,981	161,500	902000 Reserved for Future Expenditures	295,600	295,600	295,600
13	77	500	500	999000 Unapp Ending Fund Balance	500	500	500
14	<u>77</u>	<u>84,481</u>	<u>162,000</u>		<u>296,100</u>	<u>296,100</u>	<u>296,100</u>
15							
16	Fund Totals						
17	150,197	86,351	168,000	Resources	306,100	306,100	306,100
18							
19	150,120	1,869	6,000	Appropriations	10,000	10,000	10,000
20	<u>77</u>	<u>84,481</u>	<u>162,000</u>	Fund Balance	<u>296,100</u>	<u>296,100</u>	<u>296,100</u>
21	150,197	86,351	168,000		306,100	306,100	306,100
22	-	-	-		-	-	-

SANITATION SYSTEM IMPROVEMENT FUND

Description

A fund entitled "Sanitation System Improvement Fund" was created in FY2008-09. The purpose of this fund is to budget and account for all the costs associated with the newly purchased garbage and recycling containers. Supplying containers to the City's customers was a necessary part of updating to an automated garbage pickup system. The revenue source is a transfer from the Sanitation Fund.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Sanitation System Improvement Fund							
266-000 Resources							
1	57,624	11,813	14,900	400100 Beginning Fund Balance	14,200	14,200	14,200
2	149	108	200	400400 Investment Interest	100	100	100
3	40,000	20,000	20,000	400500 Transfer From Sanitation Fund	65,000	65,000	65,000
4	<u>97,773</u>	<u>31,921</u>	<u>35,100</u>	Total Resources	<u>79,300</u>	<u>79,300</u>	<u>79,300</u>
5							
266-100 Materials & Services							
6							
7	-	1,000	1,000	608927 Container Repairs	1,000	1,000	1,000
8							
266-100 Capital Outlay							
9							
10	31,878	5,528	9,500	800100 System Improvements	5,000	5,000	5,000
11	54,082	11,294	9,500	800600 Equipment Acquisition	25,000	25,000	25,000
12	<u>85,960</u>	<u>16,822</u>	<u>19,000</u>		<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
13							
266-100 Fund Balance							
14							
15	-	13,600	14,600	902000 Reserved for Future Expenditures	47,500	47,500	47,500
16	11,813	500	500	999000 Unapp Ending Fund Balance	800	800	800
17	<u>11,813</u>	<u>14,100</u>	<u>15,100</u>		<u>48,300</u>	<u>48,300</u>	<u>48,300</u>
18							
Fund Totals							
19							
20	97,773	31,921	35,100	Resources	79,300	79,300	79,300
21							
22	85,960	17,822	20,000	Appropriations	31,000	31,000	31,000
23	<u>11,813</u>	<u>14,100</u>	<u>15,100</u>	Fund Balance	<u>48,300</u>	<u>48,300</u>	<u>48,300</u>
24	97,773	31,921	35,100		79,300	79,300	79,300
25	-	-	-		-	-	-

CAPITAL PROJECT FUNDS

Administration Vehicle & Equipment Reserve Fund

Bike Path Reserve Fund

Building Replacement Reserve Fund

Building Reserve Fund

Computer Equipment Reserve Fund

DOC IGA Infrastructure Fund

Library Equipment Reserve Fund

Park & Pool Equipment Reserve Fund

Park System Development Fund

Police Vehicle & Equipment Fund

Prairie Road Street Improvement Fund

PW Building/Yard Reserve Fund

Street Equipment Reserve Fund

Street System Development Fund

Street System Improvement Fund

ADMINISTRATION VEHICLE AND EQUIPMENT RESERVE FUND

Description

The Administration Equipment and Vehicle Reserve Fund was established to allow for vehicle purchases, as needed, for use by administrative staff. Other equipment needs may be budgeted and accounted for within this fund.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Administration Vehicle & Equipment Reserve Fund							
328-000 Resources							
1	7,042	7,081	7,100	400100 Beginning Fund Balance	12,700	12,700	12,700
2		-	3,000	402770 Surplus Property Sales	-	-	-
3	39	38	100	400400 Investment Interest	100	100	100
4	<u>7,081</u>	<u>7,119</u>	<u>10,200</u>	Total Resources	<u>12,800</u>	<u>12,800</u>	<u>12,800</u>
5							
328-100 Capital Outlay							
7	-	-	2,000	800600 Equip/Furniture Acquisitions	2,000	2,000	2,000
8	-	-	<u>2,000</u>	Total Capital Outlay	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
9							
328-900 Transfers							
11	-	-	-	900002 Transfer to General Fund	-	-	-
12	-	-	-		-	-	-
13							
328-100 Fund Balance							
15	-	6,619	-	902000 Reserved for Future Expenditures	-	-	-
16	7,081	500	8,200	999000 Unapp Ending Fund Balance	10,800	10,800	10,800
17	<u>7,081</u>	<u>7,119</u>	<u>8,200</u>		<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
18							
Fund Totals							
20	7,081	7,119	10,200	Resources	12,800	12,800	12,800
21							
22	-	-	2,000	Appropriations	2,000	2,000	2,000
23	<u>7,081</u>	<u>7,119</u>	<u>8,200</u>	Fund Balance	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
24	7,081	7,119	10,200		12,800	12,800	12,800
25	-	-	-		-	-	-

Notes

7 Small equipment purchases

BIKE PATH RESERVE FUND

Description

The Bike Path Reserve Fund was established for the construction of bike paths in Junction City. The revenue is primarily received from the State as part of the Highway Gas Tax apportionment.

City of Junction City
Fiscal Year 2015-16 Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Bike Path Reserve Fund							
	334-000 Resources						
1	28,293	31,434	34,800	400100 Beginning Fund Balance	38,100	38,100	38,100
2	167	176	200	400400 Investment Interest	200	200	200
3	2,974	3,157	3,200	400450 State Hwy Tax (Bike Portion)	3,300	3,300	3,300
4	<u>31,434</u>	<u>34,767</u>	<u>38,200</u>	Total Resources	<u>41,600</u>	<u>41,600</u>	<u>41,600</u>
5							
6	334-100 Materials & Services						
7	-	-	100	611771 Professional Services	100	100	100
8	-	-	100	Total Materials & Services	<u>100</u>	<u>100</u>	<u>100</u>
9							
10	334-100 Capital Outlay						
11	-	-	5,000	800100 System Improvements	5,000	5,000	5,000
12	-	-	5,000	800650 System Expansion	5,000	5,000	5,000
13	-	-	<u>10,000</u>	Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
14							
15	334-100 Fund Balance						
16	-	-	-	902000 Reserved for Future Expenditures	-	-	-
17	<u>31,434</u>	<u>34,767</u>	<u>28,100</u>	999000 Unapp Ending Fund Balance	<u>31,500</u>	<u>31,500</u>	<u>31,500</u>
18	<u>31,434</u>	<u>34,767</u>	<u>28,100</u>		<u>31,500</u>	<u>31,500</u>	<u>31,500</u>
19							
20							
21	Fund Totals						
22	31,434	34,767	38,200	Resources	41,600	41,600	41,600
23							
24	-	-	10,100	Appropriations	10,100	10,100	10,100
25	<u>31,434</u>	<u>34,767</u>	<u>28,100</u>	Fund Balance	<u>31,500</u>	<u>31,500</u>	<u>31,500</u>
26	31,434	34,767	38,200		41,600	41,600	41,600
27	-	-	-		-	-	-

BUILDING REPLACEMENT RESERVE FUND

Description

The fund was establish in the FY14/15 budget process and adopted by Council on June 24, 2014. The purpose of the fund is to accumulate funds for building replacements among the City Hall, Community Center, Library and Police Department buildings.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Building Replacement Reserve Fund							
				319-000 Resources			
1	-	-	-	400100 Beginning Fund Balance	70,100	70,100	70,100
2	-	-	-	400400 Investment Interest	100	100	100
3	-	-	70,000	400540 Transfer from General Fund	60,000	5,000	5,000
4	-	-	70,000	Total Resources	<u>130,200</u>	<u>75,200</u>	<u>75,200</u>
5							
6							
7				319-100 Fund Balance			
8	-	-	70,000	902000 Reserved for Bldg Replacement	130,000	75,000	75,000
9	-	-	-	999000 Unapp Ending Fund Balance	200	200	200
10	-	-	70,000		<u>130,200</u>	<u>75,200</u>	<u>75,200</u>
11							
12							
13				Fund Totals			
14	-	-	70,000	Resources	130,200	75,200	75,200
15							
16	-	-	-	Appropriations	-	-	-
17	-	-	70,000	Fund Balance	<u>130,200</u>	<u>75,200</u>	<u>75,200</u>
18	-	-	70,000		130,200	75,200	75,200
19	-	-	-		-	-	-
20							
21				Notes			
22				Fund created during FY14/15 budget process to accumulate funds designated			
23				for building replacement.			
24							
25							
26				Reserves for Future Expenditures			
27			75,000	Building Replacement			

BUILDING RESERVE FUND

Description

Established in 1993, the Building Reserve Fund is used to reserve funds for building projects and improvements. The Fund was renamed as the Building Reserve Fund for the FY14/15 budget year and was formerly known as the Building Reserve Replacement Fund. The Fund has been used for projects for City Hall, the Community Center, the Library and the Police Department.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Building Reserve Fund							
318-000 Resources							
1	352,617	169,829	158,600	400100 Beginning Fund Balance	121,900	121,900	121,900
2	1,417	854	800	400400 Investment Interest	800	800	800
3	-	-	-	400520 Transfer from General Fund	10,000	5,000	5,000
4	<u>354,034</u>	<u>170,683</u>	<u>159,400</u>	Total Resources	<u>132,700</u>	<u>127,700</u>	<u>127,700</u>
5							
318-100 Materials & Services							
6							
7	-	-	20,000	611771 Professional Services	10,000	10,000	10,000
8	<u>22,185</u>	<u>8,067</u>	<u>5,000</u>	644660 Building Repairs/Maintenance	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
9	<u>22,185</u>	<u>8,067</u>	<u>25,000</u>	Total Materials & Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
10							
318-100 Capital Outlay							
11							
12	160,033	6,525	35,500	800760 Building Refurbishment	53,500	53,500	53,500
13	<u>1,987</u>	<u>612</u>	<u>73,000</u>	800780 Building Improvements	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
14	<u>162,020</u>	<u>7,136</u>	<u>108,500</u>		<u>73,500</u>	<u>73,500</u>	<u>73,500</u>
15							
318-100 Fund Balance							
16							
17	-	15,000	15,000	902000 Reserved for Future Expenditures	30,500	30,500	30,500
18	<u>169,829</u>	<u>140,480</u>	<u>10,900</u>	999000 Unapp Ending Fund Balance	<u>13,700</u>	<u>8,700</u>	<u>8,700</u>
19	<u>169,829</u>	<u>155,480</u>	<u>25,900</u>		<u>44,200</u>	<u>39,200</u>	<u>39,200</u>
20							
21							
Fund Totals							
22							
23	354,034	170,683	159,400	Resources	132,700	127,700	127,700
24							
25	184,205	15,204	133,500	Appropriations	88,500	88,500	88,500
26	<u>169,829</u>	<u>155,480</u>	<u>25,900</u>	Fund Balance	<u>44,200</u>	<u>39,200</u>	<u>39,200</u>
27	<u>354,034</u>	<u>170,683</u>	<u>159,400</u>		<u>132,700</u>	<u>127,700</u>	<u>127,700</u>
28	-	-	-		-	-	-

Notes

- 7 FY14/15, Added by budget committee, for Building Assessment
- 12 29,000 from Parks CEP, 24,500 from Building CEP
- 13 Includes 5,000 from Admin & Finance CEP

Reserves for Future Expenditures

Library CEP	20,000
Pool CEP	500
Admin & Finance CEP	<u>10,000</u>
	30,500

COMPUTER EQUIPMENT RESERVE FUND

Description

The Computer Equipment Reserve Fund was established for the purchase of computer equipment Citywide as needed. In the current budget funding is transferred from the General Fund, Utility funds and the State Revenue Sharing Fund. Portions of the network, computer hardware and software projects, currently in process, are contained within this fund.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	8,066	8,257	9,600	400100 Beginning Fund Balance	80,100	80,100	80,100
2	20	41	100	400400 Investment Interest	100	100	100
3	27,000	17,500	98,300	400520 Transfer From General Fund	-	-	-
4	1,000	1,000	2,500	400521 Transfer From Water Fund	2,500	2,500	2,500
5	1,000	1,000	2,500	400522 Transfer From Sewer Fund	2,500	2,500	2,500
6	800	800	2,500	400523 Transfer From Sanitation Fund	2,500	2,500	2,500
7	5,000	-	-	400525 Transfer From State Revenue	-	-	-
8	-	-	2,500	400527 Transfer From Street Fund	2,500	2,500	2,500
9	<u>42,886</u>	<u>28,598</u>	<u>118,000</u>	Total Resources	<u>90,200</u>	<u>90,200</u>	<u>90,200</u>
10							
345-100 Materials & Services							
12	18,160	370	5,000	608925 Software Upgrades	10,000	10,000	10,000
13	13,055	13,497	14,000	608926 Computer Software Support	-	-	-
14	143	-	-	637917 Operating Equipment	-	-	-
15	<u>31,358</u>	<u>13,867</u>	<u>19,000</u>	Total Materials & Services	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
16							
345-100 Capital Outlay							
18	2,776	-	30,000	800100 System Improvement/Expansion	-	-	-
19	495	47	49,000	800600 Equipment Acquisitions	4,000	4,000	4,000
20	<u>3,271</u>	<u>47</u>	<u>79,000</u>	Total Capital Outlay	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
21							
345-100 Fund Balance							
23	-	4,000	19,000	902000 Reserved for Future Expenditures	43,000	43,000	43,000
24	8,257	10,683	1,000	999000 Unapp Ending Fund Balance	33,200	33,200	33,200
25	<u>8,257</u>	<u>14,683</u>	<u>20,000</u>		<u>76,200</u>	<u>76,200</u>	<u>76,200</u>
26							
27							
Fund Totals							
29	42,886	28,598	118,000	Resources	90,200	90,200	90,200
30							
31	34,629	13,915	98,000	Appropriations	14,000	14,000	14,000
32	<u>8,257</u>	<u>14,683</u>	<u>20,000</u>	Fund Balance	<u>76,200</u>	<u>76,200</u>	<u>76,200</u>
33	42,886	28,598	118,000		90,200	90,200	90,200
34	-	-	-		-	-	-

Notes

- 12 Springbrook upgrades
- 19 Capital purchases from Capital Budget, also see Capital Expenditure Plan

DOC IGA INFRASTRUCTURE FUND

Description

The DOC IGA Infrastructure Fund was created in FY2007/08. The purpose of this fund is to collect and expend funds through the Oregon State Department of Corrections Intergovernmental Agreement for infrastructure improvements and projects needed to support the incoming facilities south of the City.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
DOC IGA Infrastructure Fund							
410-000 Resources							
1	179,234	902	60,500	400100 Beginning Fund Balance	-	-	-
2	46,000	-	18,200	400540 Transfer from General Fund	-	-	-
3	-	39,235	96,000	400600 DOC Reimbursements	-	-	-
4	36,457	-	-	400601 DOC Reimbursements IGA8	-	-	-
5	-	96,000	-	408352 Interfund Loan from Gen Fund	-	-	-
6	<u>261,691</u>	<u>136,137</u>	<u>174,700</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
7							
8							
9				410-100 Capital Outlay			
10	72,816	-	-	800204 3rd & Maple SSPS & Water PS	-	-	-
11	50,850	-	78,200	800207 Construction Admin/Inspection	-	-	-
12	138	-	-	800210 Construction Contingency	-	-	-
13	12,000	-	-	800217 W/L from Spine Road to Tank	-	-	-
14	24,649	-	-	800218 Rechlorination Station	-	-	-
15	9,800	-	-	800219 IGA8 Contingency	-	-	-
16	-	65,085	-	800221 Future Water & Sewer Projects	-	-	-
17	<u>170,253</u>	<u>65,085</u>	<u>78,200</u>		<u>-</u>	<u>-</u>	<u>-</u>
18							
19				410-150 Capital Outlay			
20	45,000	-	-	800212 Wastewater Facilities Plan	-	-	-
21	12,956	3,000	-	800213 Water Rights Consulting	-	-	-
22	26,177	-	-	800214 Engineering IGA Negotiations	-	-	-
23	6,403	1,104	500	800215 Legal & Administrative Costs	-	-	-
24	<u>90,536</u>	<u>4,104</u>	<u>500</u>		<u>-</u>	<u>-</u>	<u>-</u>
25							
26				410-900 Transfers			
27	-	-	96,000	900031 Interfund Loan Pmt to Gen Fund	-	-	-
28	-	-	-	900002 Transfer to General Fund	-	-	-
29	-	-	-	900005 Transfer to Sewer System Imp	-	-	-
30	<u>-</u>	<u>-</u>	<u>96,000</u>		<u>-</u>	<u>-</u>	<u>-</u>
31							
32				410-900 Fund Balance			
33	<u>902</u>	<u>66,948</u>	<u>-</u>	999000 Unappr Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
34							
35							
36				Fund Totals			
37	261,691	136,137	174,700	Resources	-	-	-
38							
39	260,789	69,189	174,700	Appropriations	-	-	-
40	902	66,948	-	Unappropriated Fund Balance	-	-	-
41	<u>261,691</u>	<u>136,137</u>	<u>174,700</u>		<u>-</u>	<u>-</u>	<u>-</u>
42	-	-	-		-	-	-

Notes

2 Remaining unpaid periodic review costs.

LIBRARY EQUIPMENT RESERVE FUND

Description

The Library Equipment and Building Reserve Fund was established for the purchase of equipment for the Library. The fund is used for various upgrades within the library, building improvements and equipment purchases.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Library Equipment Reserve Fund							
322-000 Resources							
1	3,643	3,450	4,200	400100 Beginning Fund Balance	7,200	7,200	7,200
2	24	20	100	400400 Investment Interest	100	100	100
3	1,000	2,000	8,000	400520 Transfer From General Fund	7,000	7,000	7,000
4	<u>4,667</u>	<u>5,470</u>	<u>12,300</u>	Total Resources	<u>14,300</u>	<u>14,300</u>	<u>14,300</u>
5							
322-100 Materials & Services							
7	217	-	-	637925 Building Maintenance	4,500	4,500	4,500
8	<u>217</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
9							
322-100 Capital Outlay							
11	-	-	500	800575 Furniture Acquisition	1,000	1,000	1,000
12	1,000	1,281	6,000	800600 Equipment Acquisition	1,500	1,500	1,500
13	<u>1,000</u>	<u>1,281</u>	<u>6,500</u>	Total Capital Outlay	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
14							
322-100 Fund Balance							
16	-	3,000	3,000	902000 Reserved for Future Expenditures	6,000	6,000	6,000
17	3,450	1,189	2,800	999000 Unapp Ending Fund Balance	1,300	1,300	1,300
18	<u>3,450</u>	<u>4,189</u>	<u>5,800</u>		<u>7,300</u>	<u>7,300</u>	<u>7,300</u>
19							
Fund Totals							
22	4,667	5,470	12,300	Resources	14,300	14,300	14,300
23							
24	1,217	1,281	6,500	Appropriations	7,000	7,000	7,000
25	<u>3,450</u>	<u>4,189</u>	<u>5,800</u>	Fund Balance	<u>7,300</u>	<u>7,300</u>	<u>7,300</u>
26	4,667	5,470	12,300		14,300	14,300	14,300
27	-	-	-		-	-	-

Notes

- 3 General Fund Transfer is the current capital outlay and 4,500 additional reserve contribution
- 7 Includes Capital Improvement Plan Items, see Library section of CEP
- 12 Includes Capital Improvement Plan Items, see Library section of CEP
- 16 Minimum required as reserve for future projects see CIP Reserves (Library Section of CIP)
- 17 Change in ending fund balance of 1,500 moved to reserve line to match 14/15 reserve requirements

PARK & POOL EQUIPMENT RESERVE FUND

Description

The Park and Pool Equipment Fund was established for the repair or purchase of park and pool equipment and facilities. Current and future projects in the fund include play structure improvements, skate park development, tennis court improvements, playground equipment purchases, and construction projects.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Park & Pool Equipment Reserve Fund							
333-000 Resources							
1	13,958	17,436	41,500	400100 Beginning Fund Balance	55,100	55,100	55,100
2	84	174	200	400400 Investment Interest	200	200	200
3	30,000	-	-	400525 Transfer from State Rev Sharing	-	-	-
4	14,000	36,000	25,000	400540 Transfer from General Fund	77,000	12,000	12,000
5	33,200	-	-	404100 Grant: Oregon Parks & Recr	-	-	-
6	680	650	1,000	409000 Other Income	-	-	-
7	<u>91,922</u>	<u>54,260</u>	<u>67,700</u>	Total Resources	<u>132,300</u>	<u>67,300</u>	<u>67,300</u>
8							
9	333-100 Materials & Services						
10	-	-	1,000	637917 Operating Equipment	1,000	1,000	1,000
11	<u>-</u>	<u>-</u>	<u>1,000</u>	Total Materials & Services	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
12							
13	333-100 Capital Outlay						
14	739	7,793	5,000	800100 Park System Improvements	15,000	15,000	15,000
15	32,000	-	-	800150 Skate park Development	-	-	-
16	741	2,654	3,000	800600 Equipment Acquisitions	18,000	18,000	18,000
17	33,200	-	-	800650 Grant: Skate Park Development	-	-	-
18	2,886	2,145	1,000	800700 Equipment Refurbishment	3,500	3,500	3,500
19	4,920	-	8,000	800725 Equipment Improvements	28,500	28,500	28,500
20	<u>74,486</u>	<u>12,592</u>	<u>17,000</u>	Total Capital Outlay	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
21							
22	333-100 Fund Balance						
23		24,000	47,700	902000 Reserved for Future Expenditures	58,900	-	-
24	17,436	17,669	2,000	999000 Unapp Ending Fund Balance	7,400	1,300	1,300
25	<u>17,436</u>	<u>41,669</u>	<u>49,700</u>		<u>66,300</u>	<u>1,300</u>	<u>1,300</u>
26							
27							
28	Fund Totals						
29	91,922	54,260	67,700	Resources	132,300	67,300	67,300
30							
31	74,486	12,592	18,000	Appropriations	66,000	66,000	66,000
32	<u>17,436</u>	<u>41,669</u>	<u>49,700</u>	Fund Balance	<u>66,300</u>	<u>1,300</u>	<u>1,300</u>
33	91,922	54,260	67,700		132,300	67,300	67,300
34	-	-	-		-	-	-

Notes

- 14 Includes Capital Expenditure Plan Items, see Parks section of CEP
- 16 Includes Capital Expenditure Plan Items, see Parks & Pool sections of CEP
- 18 Includes Capital Expenditure Plan Items, see Parks section of CEP
- 19 Includes Capital Expenditure Plan Items, see Parks & Pool sections of CEP
- 23 for future projects see CEP
Reserves (Pool and Parks)

Reserves for Future Expenditures

Pool Equipment & Improvements (Pool CEP)	28,900
Parks Equipment & Improvements (Parks CEP)	<u>30,000</u>
	58,900

PARK SYSTEM DEVELOPMENT FUND

Description

The Park System Development Fund was established for the purpose of collecting System Development Charges (SDC) paid by developers for residential or commercial construction, remodels, expansions and/or changes in use. Expenditure, by the City, of SDC money is generally restricted (by State Law) to capacity increasing work or acquisitions (including debt service payments) to the systems for which they were collected. To be an eligible use the project or purchase also needs to be included in the City's Capital Improvement Plan.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Park System Development Fund							
335-000 Resources							
1	219,359	178,809	213,700	400100 Beginning Fund Balance	273,300	273,300	273,300
2	1,227	1,093	900	400400 Investment Interest	1,000	1,000	1,000
3	102,200	67,452	40,000	400500 System Development Fees	57,500	57,500	57,500
4	<u>322,786</u>	<u>247,354</u>	<u>254,600</u>	Total Resources	<u>331,800</u>	<u>331,800</u>	<u>331,800</u>
5							
335-100 Materials & Services							
7	-	-	5,000	611771 Professional Services	-	-	-
8							
335-100 Capital Outlay							
10	35,631	-	-	800150 Skateboard Park Development	-	-	-
11	26,857	-	30,000	800600 Playgrnd Equipment Acquisition	-	-	-
12	77,214	9,857	120,000	800650 Park System Expansion	30,000	30,000	30,000
13	4,275	-	10,000	800750 Park Development	-	-	-
14	<u>143,977</u>	<u>9,857</u>	<u>160,000</u>	Total Capital Outlay	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
15							
335-100 Fund Balance							
17	<u>178,809</u>	<u>237,497</u>	<u>89,600</u>	999000 Unapp Ending Fund Balance	<u>301,800</u>	<u>301,800</u>	<u>301,800</u>
18							
19							
Fund Totals							
21	322,786	247,354	254,600	Resources	331,800	331,800	331,800
22							
23	143,977	9,857	165,000	Appropriations	30,000	30,000	30,000
24	<u>178,809</u>	<u>237,497</u>	<u>89,600</u>	Unappropriated Fund Balance	<u>301,800</u>	<u>301,800</u>	<u>301,800</u>
25	322,786	247,354	254,600		331,800	331,800	331,800
26	-	-	-		-	-	-

Notes

12 Includes Capital Expenditure Plan Items, see Parks section of Capital Budget

POLICE VEHICLE & EQUIPMENT FUND

Description

The Police Vehicle and Equipment Fund was established for the purchase of police vehicles and police equipment. Recently the fund has been used to budget and expend funds for records management upgrades, police vehicles and other equipment.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Police Vehicle & Equipment Reserve							
301-000 Resources							
1	5,260	15,813	22,100	400100 Beginning Fund Balance	41,900	41,900	41,900
2	44	115	200	400400 Investment Interest	200	200	200
3	2,027	22	-	400500 Sale of Surplus Vehicles/Equipmen	-	-	-
4	10,000	-	-	400530 Transfer From State Revenue Shari	-	-	-
5	1,686	-	-	400537 Transfer from Cumm Law Enforcen	-	-	-
6	75,000	89,000	18,500	400540 Transfer from General Fund	60,000	10,000	10,000
7	603	-	-	400558 Transfer from Police Def Fund	-	-	-
8	7,856	-	-	409000 Other Receipts	-	-	-
9	<u>102,476</u>	<u>104,951</u>	<u>40,800</u>		<u>102,100</u>	<u>52,100</u>	<u>52,100</u>
10							
11				301-100 Capital Outlay			
12	17,891	-	-	800600 Equipment Acquisition	-	-	-
13	28,644	28,644	-	800610 Software purchases	-	-	-
14	40,128	53,373	13,000	800710 Purchase of Vehicles	45,000	-	-
15	<u>86,663</u>	<u>82,017</u>	<u>13,000</u>		<u>45,000</u>	<u>-</u>	<u>-</u>
16							
17				301-100 Fund Balance			
18	-	13,000	26,000	902000 Reserved for Future Expenditures	41,000	41,000	41,000
19	15,813	9,934	1,800	999000 Unapp Ending Fund Balance	16,100	11,100	11,100
20	<u>15,813</u>	<u>22,934</u>	<u>27,800</u>		<u>57,100</u>	<u>52,100</u>	<u>52,100</u>
21							
22							
23				Fund Totals			
24	102,476	104,951	40,800	Resources	102,100	52,100	52,100
25							
26	86,663	82,017	13,000	Appropriations	45,000	-	-
27	<u>15,813</u>	<u>22,934</u>	<u>27,800</u>	Fund Balance	<u>57,100</u>	<u>52,100</u>	<u>52,100</u>
28	102,476	104,951	40,800		102,100	52,100	52,100
29	-	-	-		-	-	-

Notes

- 14 Purchases from Capital Expenditure Plan
- 18 See Police Capital Expenditure Plan for reserve detail.

Reserves

Police Vehicles 41,000

PRAIRIE ROAD STREET IMPROVEMENT FUND

Description

The Prairie Road Street Improvement Reserve Fund was created July 1, 2006. The purpose for this fund was to hold money to be received from a local developer for improvements to Prairie Road. The money was received during the 2006/07 fiscal year.

City of Junction City
Fiscal Year 2015-16 Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Prairie Road Street Improvement Fund							
	350-000 Resources						
1	241,677	243,028	244,100	400100 Beginning Fund Balance	245,500	245,500	245,500
2	1,351	1,288	1,100	400400 Investment Interest	1,200	1,200	1,200
3	<u>243,028</u>	<u>244,317</u>	<u>245,200</u>	Total Resources	<u>246,700</u>	<u>246,700</u>	<u>246,700</u>
4							
5	350-100 Capital Outlay						
6	-	-	218,000	800100 Street Improvements	218,000	218,000	218,000
7							
8	350-100 Fund Balance						
9	<u>243,028</u>	<u>244,317</u>	<u>27,200</u>	999000 Unappropriated Fund Balance	<u>28,700</u>	<u>28,700</u>	<u>28,700</u>
10							
11							
12	Fund Totals						
13	243,028	244,317	245,200	Resources	246,700	246,700	246,700
14							
15	-	-	218,000	Appropriations	218,000	218,000	218,000
16	<u>243,028</u>	<u>244,317</u>	<u>27,200</u>	Unappropriated Fund Balance	<u>28,700</u>	<u>28,700</u>	<u>28,700</u>
17	243,028	244,317	245,200		246,700	246,700	246,700
18	-	-	-		-	-	-

PW BUILDING/YARD RESERVE FUND

Description

The Public Works Building and Yard Improvement Reserve Fund was established for the purpose of collecting and expending money for improvements to the public works facilities on Elm Street. Transfers from the Water, Street, Sewer, and Sanitation operating funds are the main source of revenue.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
PW Building/Yard Reserve Fund							
354-000 Resources							
1	33,670	28,638	31,200	400100 Beginning Fund Balance	31,200	31,200	31,200
2	632	104	100	400400 Investment Interest	100	100	100
3	1,000	10,000	7,500	400501 Transfer from Sewer Fund	2,500	2,500	2,500
4	500	5,000	3,000	400502 Transfer from Sanitation Fund	3,000	3,000	3,000
5	1,000	5,000	2,500	400523 Transfer from Street Fund	2,500	2,500	2,500
6	1,500	5,000	2,500	400575 Transfer from Water Fund	2,500	2,500	2,500
7	<u>38,302</u>	<u>53,743</u>	<u>46,800</u>	Total Resources	<u>41,800</u>	<u>41,800</u>	<u>41,800</u>
8							
9				354-100 Capital Outlay			
10	6,544	14,384	5,000	800760 Building Refurbishment	10,000	10,000	10,000
11	3,120	14,198	5,000	800780 Building Improvements	10,000	10,000	10,000
12	<u>9,664</u>	<u>28,581</u>	<u>10,000</u>	Total Capital Outlay	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
13							
14				354-100 Fund Balance			
15	-	24,561	30,000	902000 Reserved for Future Expenditures	21,300	21,300	21,300
16	28,638	600	6,800	999000 Unapp Ending Fund Balance	500	500	500
17	<u>28,638</u>	<u>25,161</u>	<u>36,800</u>		<u>21,800</u>	<u>21,800</u>	<u>21,800</u>
18							
19							
20				Fund Totals			
21	38,302	53,743	46,800	Resources	41,800	41,800	41,800
22							
23	9,664	28,581	10,000	Appropriations	20,000	20,000	20,000
24	<u>28,638</u>	<u>25,161</u>	<u>36,800</u>	Fund Balance	<u>21,800</u>	<u>21,800</u>	<u>21,800</u>
25	38,302	53,743	46,800		41,800	41,800	41,800
26	-	-	-		-	-	-

STREET EQUIPMENT RESERVE FUND

Description

The Street Equipment Reserve Fund was established to accumulate funds to purchase vehicles and equipment related to street care and operations. The Equipment Replacement Plan is used to determine the budgeted amounts from one year to the next.

The purpose of the Street Equipment Reserve Fund is to accumulate and expend funds for the replacement of the Street Department's trucks and equipment.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Street Equipment Reserve Fund							
349-000 Resources							
1	27,221	29,782	41,900	400100 Beginning Fund Balance	44,600	44,600	44,600
2	148	214	200	400400 Investment Interest	200	200	200
3	10,000	15,000	17,000	400500 Transfer From Street Fund	20,000	20,000	20,000
4	<u>37,369</u>	<u>44,996</u>	<u>59,100</u>	Total Resources	<u>64,800</u>	<u>64,800</u>	<u>64,800</u>
5							
6				349-100 Capital Outlay			
7	7,566	752	11,000	800600 Equipment Acquisition	10,000	10,000	10,000
8	21	1,820	5,000	800700 Equipment Refurbishment	5,000	5,000	5,000
9	<u>7,587</u>	<u>2,572</u>	<u>16,000</u>	Total Capital Outlay	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
10							
11				349-100 Fund Balance			
12	-	41,924	42,600	902000 Reserved for Future Expenditures	49,300	49,300	49,300
13	29,782	500	500	999000 Unapp Ending Fund Balance	500	500	500
14	<u>29,782</u>	<u>42,424</u>	<u>43,100</u>		<u>49,800</u>	<u>49,800</u>	<u>49,800</u>
15							
16							
17				Fund Totals			
18	37,369	44,996	59,100	Resources	64,800	64,800	64,800
19							
20	7,587	2,572	16,000	Appropriations	15,000	15,000	15,000
21	<u>29,782</u>	<u>42,424</u>	<u>43,100</u>	Fund Balance	<u>49,800</u>	<u>49,800</u>	<u>49,800</u>
22	37,369	44,996	59,100		64,800	64,800	64,800
23	-	-	-		-	-	-

Notes

7 Includes Capital Budget items, see PW Equipment section of CEP

STREET SYSTEM DEVELOPMENT FUND

Description

The Street System Development Fund was established for the purpose of collecting System Development Charges (SDC) paid by developers for residential or commercial construction, remodels, expansions and/or changes in use. Expenditure, by the City, of SDC money is generally restricted (by State Law) to capacity increasing work or acquisitions (including debt service payments) to the systems for which they were collected. To be an eligible use the project or purchase also needs to be included in the City's Capital Improvement Plan.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Street System Development Fund							
407-000 Resources							
1	609,043	822,008	845,800	400100 Beginning Fund Balance	901,200	901,200	901,200
2	3,827	4,447	3,700	400400 Investment Interest	5,000	5,000	5,000
3	209,138	36,828	20,000	400500 System Development Fees	20,000	20,000	20,000
4	<u>822,008</u>	<u>863,283</u>	<u>869,500</u>	Total Resources	<u>926,200</u>	<u>926,200</u>	<u>926,200</u>
5							
407-100 Capital Outlay							
7	-	-	5,000	800650 Street System Expansion	5,000	5,000	5,000
8							
407-100 Fund Balance							
10	<u>822,008</u>	<u>863,283</u>	<u>864,500</u>	999000 Unapp Ending Fund Balance	<u>921,200</u>	<u>921,200</u>	<u>921,200</u>
11							
12							
Fund Totals							
14	822,008	863,283	869,500	Resources	926,200	926,200	926,200
15							
16	-	-	5,000	Appropriations	5,000	5,000	5,000
17	<u>822,008</u>	<u>863,283</u>	<u>864,500</u>	Unappropriated Fund Balance	<u>921,200</u>	<u>921,200</u>	<u>921,200</u>
18	822,008	863,283	869,500		926,200	926,200	926,200
19	-	-	-		-	-	-

STREET SYSTEM IMPROVEMENT FUND

Description

The Street System Improvement Fund is created in the FY15/16 budget at the request of the Sewer and Street Committee. The main revenue source will be transfers from the Street Fund. Based on planned street system improvements and needs, money will be expended from this fund. The fund will also contain the reserve balance for future street improvements.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted	
Street System Improvement Fund								
268-000 Resources								
1	-	-	-	400100 Beginning Fund Balance	-	-	-	
2	-	-	-	400400 Investment Interest	100	100	100	
3	-	-	-	400500 Transfer From Street Fund	200,000	200,000	200,000	
4	-	-	-	403000 State 5,000 Population Distrib	200,000	200,000	200,000	
5	-	-	-	403010 County Vehicle Tax	-	94,000	94,000	
6	-	-	-	Total Resources	400,100	494,100	494,100	
7								
8	268-100 Capital Outlay							
9	-	-	-	800704 Sidewalk Improvement Program	50,000	50,000	50,000	
10				800750 Street Construction	200,000	294,000	294,000	
11				800751 Street Refurbishment/Improv.	50,000	50,000	50,000	
12	-	-	-	800800 Street Maintenance Program	50,000	50,000	50,000	
13	-	-	-		350,000	444,000	444,000	
14								
15	268-100 Fund Balance							
16	-	-	-	902000 Reserved for Future Expenditures	49,600	49,600	49,600	
17	-	-	-	999000 Unapp Ending Fund Balance	500	500	500	
18	-	-	-		50,100	50,100	50,100	
19								
20	Fund Totals							
21	-	-	-	Resources	400,100	494,100	494,100	
22								
23	-	-	-	Appropriations	350,000	444,000	444,000	
24	-	-	-	Fund Balance	50,100	50,100	50,100	
25	-	-	-		400,100	494,100	494,100	
26	-	-	-		-	-	-	



INTERNAL SERVICES FUND

INTERNAL SERVICES FUND

Description

The Internal Services Fund is being created for FY2013/14. The purpose of this fund is to collect expenditures for IT Services, vehicle maintenance and building maintenance into one fund. These expenditures are then allocated to the departments and funds which use those services based on a pre-determined allocation formula. Internal services funds are typically used to allocate costs where it is easier to collect costs into one place and which it would be difficult to allocate each individual expense.

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
1	Internal Services Fund						
2	050-000 Resources						
3	-	-	20,100	400100 Beginning Fund Balance	34,900	34,900	34,900
4	-	86	200	400400 Investment Interest	200	200	200
5	-	151,616	152,500	405300 Charges for Services-Vehicle	347,600	347,600	347,600
6	-	18,257	18,100	405310 Charges for Services-Building	57,400	57,400	57,400
7	-	2,965	36,000	405320 Charges for Services-IT Services	20,500	20,500	20,500
8	-	85,100	85,100	400575 Transfer from Water	-	-	-
9	-	87,200	87,200	400600 Transfer from Sewer	-	-	-
10	-	7,000	7,000	400502 Transfer from Sanitation	-	-	-
11	-	14,200	14,200	400523 Transfer from Streets	-	-	-
12	-	366,424	420,400	Total Resources	460,600	460,600	460,600
13							
14	050-100 Personnel Services						
15	-	103,607	106,700	503780 Direct Wages	109,900	109,900	109,900
16	-	-	1,100	503790 Wages - Overtime	1,100	1,100	1,100
17	-	7,873	8,300	513344 FICA	8,500	8,500	8,500
18	-	19,836	20,600	539094 Pension - PERS	21,700	21,700	21,700
19	-	1,555	3,800	542344 Worker's Compensation Ins	3,100	3,100	3,100
20	-	40,089	41,800	546833 Insurance Benefits	38,500	38,500	38,500
21	-	-	2,700	548877 Unemployment Insurance	2,800	2,800	2,800
22	-	172,960	185,000	Total Personnel Services	185,600	185,600	185,600
23							
24							
25							
26	Vehicle & Equipment Maintenance						
27	050-200 Materials & Services						
28	-	7,766	8,000	615110 Police-Vehicle & Equip. Maint.	9,300	9,300	9,300
29	-	362	500	615120 City Hall-Vehicle & Equip. Maint.	500	500	500
30	-	-	2,000	615124 Parks-Vehicle & Equip. Maint.	1,000	1,000	1,000
31	-	13,644	13,000	615130 Water-Vehicle & Equip. Maint.	13,400	13,400	13,400
32	-	17,666	24,000	615140 Sewer-Vehicle & Equip. Maint.	23,000	23,000	23,000
33	-	119,539	90,000	615150 Sanitation-Vehicle & Equip. Maint.	90,000	90,000	90,000
34	-	12,438	15,000	615160 Streets-Vehicle & Equip. Maint.	16,000	16,000	16,000
35	-	171,415	152,500	Total Materials & Services	153,200	153,200	153,200
36							
37							
38	Building Maintenance						
39	050-300 Materials & Services						
40	-	3,864	1,300	645100 Police Building Maintenance	3,500	3,500	3,500
41	-	2,651	7,000	645110 City Hall Building Maintenance	6,000	6,000	6,000
42	-	136	500	645120 Library Building Maintenance	500	500	500
43	-	89	1,500	645130 Pool Building Maintenance	1,000	1,000	1,000
44	-	366	1,000	645140 Parks Building Maintenance	1,000	1,000	1,000
45	-	3,545	2,500	645150 Water Building Maintenance	5,500	5,500	5,500
46	-	4,173	2,000	645160 Sewer Building Maintenance	3,600	3,600	3,600
47	-	1,247	800	645170 Sanitation Building Maintenance	1,200	1,200	1,200
48	-	1,459	1,500	645180 Streets Building Maintenance	3,000	3,000	3,000
49	-	17,529	18,100	Total Materials & Services	25,300	25,300	25,300

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
51	IT Services						
52	050-400 Materials & Services						
53	-	1,238	8,000	611750 IT Services - City Hall	4,000	4,000	4,000
54	-	162	20,000	611752 IT Services - Police	-	-	-
55	-	1,551	8,000	611754 IT Services - Public Works	5,000	5,000	5,000
56	-	2,951	36,000	Total Materials & Services	9,000	9,000	9,000
57							
58	Department Costs						
59	050-500 Materials & Services						
60	-	-	-	601100 Administrative Charges	34,900	34,900	34,900
61	-	-	-	602171 Insurance	4,400	4,400	4,400
62	-	-	-	608925 Software Maintenance	1,300	1,300	1,300
63	-	-	-	611519 Electricity	1,200	1,200	1,200
64	-	-	-	611771 Professional Services	1,000	1,000	1,000
65	-	-	-	615018 Fuel	-	-	-
66	-	-	-	615100 Vehicle & Equipment Maintenance	1,000	1,000	1,000
67	-	-	-	623425 Preventative Medical/OSHA	800	800	800
68	-	-	-	628680 Laundry & Cleaning	700	700	700
69	-	-	-	632678 Computer/Office Equip Maintenance	300	300	300
70	-	-	-	633850 Natural Gas	500	500	500
71	-	-	-	636921 Office Supplies	600	600	600
72	-	-	-	637917 Operating Materials & Supplies	1,000	1,000	1,000
73	-	-	-	644650 Building / Property Maint.	200	200	200
74	-	-	-	647030 Travel & Training	500	500	500
75	-	-	-	648000 License Certification Fee	300	300	300
76	-	-	-	648800 Employee recognition	100	100	100
77	-	-	-	649843 Telephone	1,200	1,200	1,200
78	-	-	-	652080 Internet	500	500	500
79	-	-	-	702013 Audit	1,800	1,800	1,800
80	-	-	-	Total Materials & Services	52,300	52,300	52,300
81							
82	050-920 Fund Balance & Contingency						
83	-	-	10,000	900900 Operating Contingency	10,000	10,000	10,000
84	-	1,569	18,800	999000 Unapp Ending Fund Balance	25,200	25,200	25,200
85	-	1,569	28,800		35,200	35,200	35,200
86							
87							
88	Fund Totals						
89	-	366,424	420,400	Resources	460,600	460,600	460,600
90							
91	-	364,855	401,600	Appropriations	435,400	435,400	435,400
92	-	1,569	18,800	Unappropriated Fund Balance	25,200	25,200	25,200
93	-	366,424	420,400		460,600	460,600	460,600
94	-	-	-		-	-	-

Notes

- 54 The Police Department is servi
- 62 Includes Springbrook annual maintenance allocation for FY15/16

CLOSED FUNDS

Cumulative Law Enforcement

Police Defibrillator Trust Fund

Viking Sal Capital Reserve Fund

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Cumulative Law Enforcement Fund							
				303-000 Resources			
1	1,686	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	<u>1,686</u>	-	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5				303-100 Transfers			
6	<u>1,686</u>	-	-	900015 Transfer to Police Equip Reserve	<u>-</u>	<u>-</u>	<u>-</u>
7							
8				303-100 Fund Balance			
9	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
10							
11							
12				Fund Totals			
13	1,686	-	-	Resources	-	-	-
14							
15	1,686	-	-	Appropriations	-	-	-
16	<u>-</u>	<u>-</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17	1,686	-	-		-	-	-
18	-	-	-		-	-	-

Notes

- 1 Fund closed in during FY2012/13 budget process.
- 6 Transfer to Police Equipment Reserve to close fund

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Police Defibrillator Trust Fund							
				341-000 Resources			
1	603	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	603	-	-	Total Resources	-	-	-
4							
5				341-100 Transfers			
6	603	-	-	900013 Transfer to Police Equipment Res	-	-	-
7							
8				341-100 Fund Balance			
9	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
10							
11							
12				Fund Totals			
13	603	-	-	Resources	-	-	-
14							
15	603	-	-	Appropriations	-	-	-
16	-	-	-	Unappropriated Fund Balance	-	-	-
17	603	-	-		-	-	-
18	-	-	-		-	-	-

Notes

- 1 Fund closed in during FY2012/13 budget process.
- 6 To close unused fund

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adopted	Description	2015-16 Proposed	2015-16 Approved	2015-16 Adopted
Viking Sal Capital Reserve Fund							
				352-000 Resources			
1	2,646	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	-	-	-	400500 Transfer From Viking Sal Senior Fur	-	-	-
4	<u>2,646</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				352-100 Materials & Services			
7	<u>-</u>	<u>-</u>	<u>-</u>	632677 Equipment/Software Leases	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				352-100 Capital Outlay			
10	<u>-</u>	<u>-</u>	<u>-</u>	800600 Equipment Acquisition	<u>-</u>	<u>-</u>	<u>-</u>
11							
12				352-100 Transfers			
13	<u>2,646</u>	<u>-</u>	<u>-</u>	900023 Transfer to Viking Sal Senior F	<u>-</u>	<u>-</u>	<u>-</u>
14							
15				352-100 Fund Balance			
16	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17							
18				Fund Totals			
19	2,646	-	-	Resources	-	-	-
20							
21	2,646	-	-	Appropriations	-	-	-
22	<u>-</u>	<u>-</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	2,646	-	-		-	-	-
24	-	-	-		-	-	-

Notes

13 Transfer to close fund, FY12/13

**City of Junction City
Fiscal Year 2015-16 Budget**

	2012-13	2013-14	2014-15	Description	2015-16	2015-16	2015-16
	Actual	Actual	Adopted		Proposed	Approved	Adopted
1				Totals - All Funds			
2	21,348,985	21,349,133	18,473,800	Resources	18,986,400	18,953,500	18,953,500
3							
4	9,513,950	11,567,232	12,646,400	Appropriations	12,310,800	11,905,400	11,905,400
5	<u>11,835,035</u>	<u>9,781,901</u>	<u>5,827,400</u>	Unappropriated Fund Balance	<u>6,675,600</u>	<u>7,048,100</u>	<u>7,048,100</u>
6	21,348,985	21,349,133	18,473,800		18,986,400	18,953,500	18,953,500
7	-	-	-		-	-	-

Capital Budget

Section V

City of Junction City Oregon

Capital Budget



FY2015/16

Schedule of Capital Projects & Reserves								
FY2015/16								
	Project	Type	Location	Total	Bike Path Reserve	Bldg Rep Reserve	Building Reserve	Computer Equip Reserve
Administration								
AD02	Building Reserve	Reserve	Admin	5,000			5,000	
AD06	Springbrook - additional updates	Project	Admin	10,000				10,000
AD07	Court/Council Chambers Security Upgrades	Project	Court/Admin	5,000			5,000	
AD08	Web Site Upgrade Project	Project	Admin	20,000				
AD09	Building Replacement Reserve	Reserve	Admin	5,000		5,000		
	Totals			45,000				
Building Maintenance								
BL05	Community Center Building	Maintenance	Community Ctr	4,500			4,500	
BL17	Community Center Bay Door Repairs	Maintenance	Community Ctr	10,000			10,000	
BL18	Roof Repairs	Maintenance	Community Ctr	10,000			10,000	
BL19	1395 Elm Remodel	Reserve	Public Works	4,000				
BL20	1171 Elm Remodel	Reserve	Public Works	8,000				
	Totals			36,500				
Fleet								
FL01	Garbage Truck Replacement	Reserve	Sanitation	50,000				
FL02	Utility Truck	Reserve	Utility	6,000				
FL03	Heavy Duty Truck	Reserve	Utility	9,000				
FL05	Sewer CCTV & Vac Truck	Reserve	Sewer	20,000				
	Totals			85,000				
IT								
IT08	CH Workstation Replacement	Purchase	City Hall	2,000				2,000
IT09	PW Workstation Replacement	Purchase	Public Works	2,000				
IT10	PD Workstation Replacement	Purchase	Police	1,000				1,000
IT12	CH Laptop Replacement	Purchase	City Hall	1,000				1,000
IT13	PW Laptop Replacement	Purchase	Public Works	1,000				
IT17	PD Workstation Replacement	Reserve	Police	1,000				1,000
IT18	CH Workstation Replacement	Reserve	City Hall	2,000				2,000
IT19	CH Networking Replacement	Reserve	City Hall	1,000				1,000
IT20	PD Networking Replacement	Reserve	Police	1,000				1,000
IT21	PW Networking Replacement	Reserve	Public Works	1,000				
IT22	SCADA Network Replacement	Reserve	Public Works	1,000				
IT23	PW Workstation Replacement	Reserve	Public Works	2,000				
IT24	SCADA Station Replacement	Reserve	Public Works	2,000				
IT25	PW Server Replacement	Reserve	Public Works	1,000				
IT26	CH File Server Replacement	Reserve	City Hall	1,000				1,000
IT27	Springbrook Server Repl.	Reserve	City Hall	2,000				2,000
IT28	Terminal Server Replacement	Reserve	Police	1,000				1,000
IT29	RMS Server Replacement	Reserve	Police	1,000				1,000
IT30	SCADA Server #1 Replacement	Reserve	Public Works	500				
IT31	SCADA Server #2 Replacement	Reserve	Public Works	500				
IT32	CH Laptop Replacement	Reserve	City Hall	1,000				1,000
IT33	PW Laptop Replacement	Reserve	Public Works	1,000				
IT34	CH Software Upgrades	Reserve	City Hall	2,000				2,000
IT35	PD Software Upgrades	Reserve	Police	2,000				2,000
IT36	PW Software Upgrades	Reserve	Public Works	2,000				
IT37	Phone System	Reserve	City Hall	5,000				5,000
IT38	IPADS	Reserve	City Hall	4,000				4,000
	Totals			42,000				
Library								
LI01	Replace Public Stations	Purchase	Library	1,000				
LI05	Energy Efficiency	Reserve	Library	1,500				
LI06	Furniture Acquisition	Purchase	Library	1,000				
LI07	Building Repairs/Maintenance	Maintenance	Library	500				
LI08	Children's Reading Area	Reserve	Library	5,000			5,000	
LI09	Energy Efficiency	Purchase	Library	4,500			4,500	
	Totals			13,500				
Parks								
PK03	Tennis Court Resurface	Reserve	Lyle Day Park	5,000				
PK04	Tennis Court Resurface	Reserve	Bailey Park	5,000				
PK05	Landscaping Improvements	Maintenance	Various	5,000				
PK08	Park System Expansion	Construction	Parks	30,000				

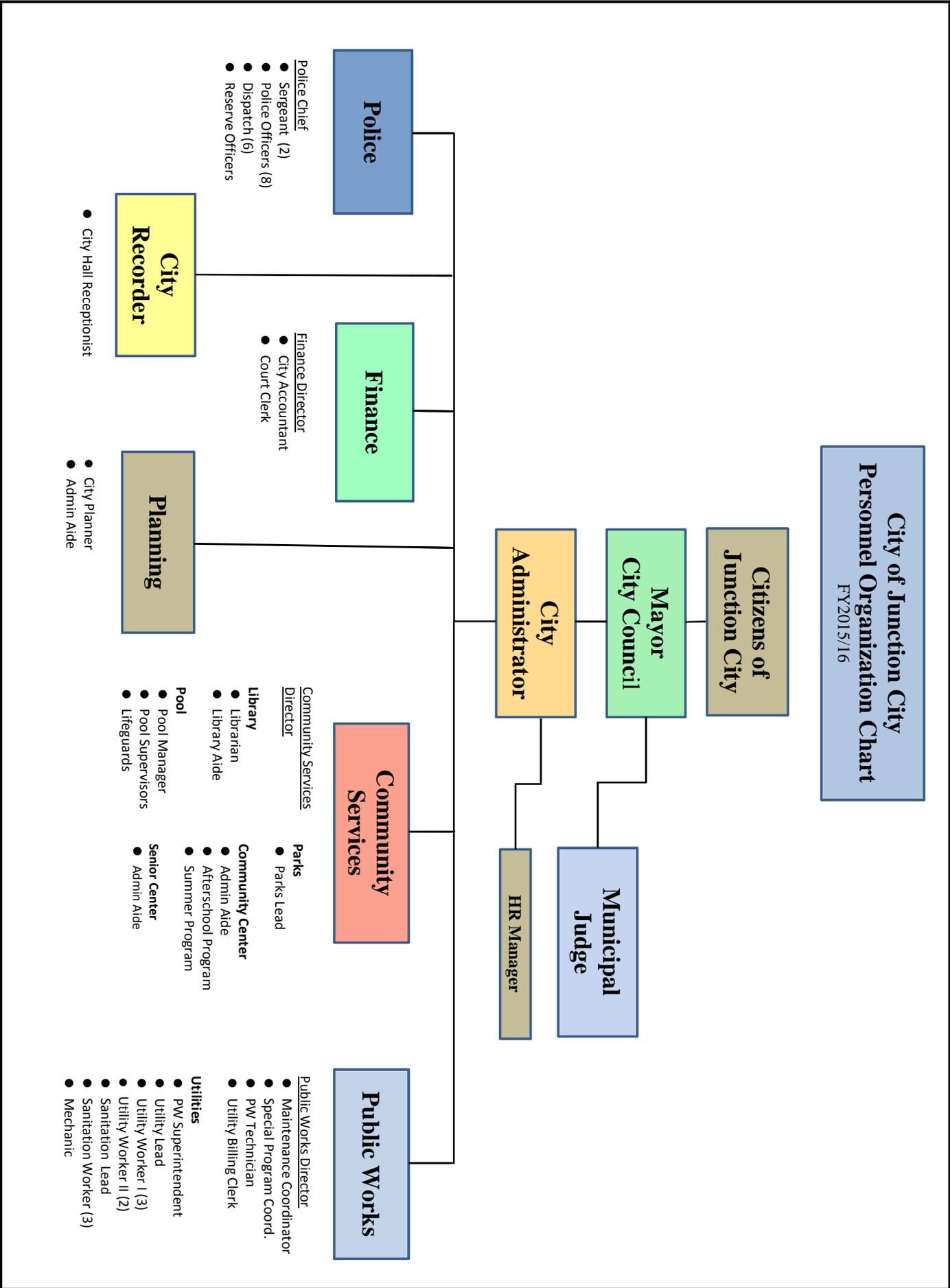
	Project	Type	Location	Total	Bike Path Reserve	Bldg Rep Reserve	Building Reserve	Computer Equip Reserve
PK 09	Drainage/Paving Repair Laurel (2)	Maintenance	Laurel	2,000				
PK 10	Mower replacement	Reserve	Parks	5,000				
PK 11	Lyle Day Park-Community Park conversion	Construction	Lyle Day	2,000				
PK 15	Playground Equipment Supports and Platforms	Maintenance	Tequendama	5,000				
PK 16	Playground Equipment Supports and Platforms	Maintenance	Bailey	10,000				
PK 17	Play Structure Fall Protection Refill	Maintenance	Parks (exc. Teq., B	3,000				
PK 18	Laurel Gazebo Roof	Maintenance	Laurel Park	6,000			6,000	
PK 20	Parks Amenity Replacement	Maintenance	Parks: Garbage can	6,000				
PK 21	Founder's Park	Maintenance	Founder's Park	5,000			5,000	
PK 22	Dutch's Field	Maintenance	Dutch's Field	10,000			10,000	
PK 23	Laurel Park	Maintenance	Laurel	8,000			8,000	
PK24	Yellow Wood	Construction	Yellow Wood	10,000				
PK25	Security Camera	Purchase	Skate Park	8,000				
PK26	Mower	Purchase	Parks	15,000				
	Totals			140,000				
Police								
PD11	Police Vehicle Replacement	Reserve	JCPD	15,000				
	Totals			15,000				
Pool								
PP06	Building Repairs/Maintenance	Maintenance	Pool	1,000				
PP13	Pool Blanket Replacement	Purchase	Pool	3,000				
PP05	Energy Efficiency	Repair	Pool	2,500				
PP10	Accessible Showers	Repair	Pool	2,500				
PP 11	Pool Painting	Reserve	Pool	500			500	
PP01	Flooring Office	Reserve	Pool	500				
PP02	Locker Room Flooring	Reserve	Pool	5,000				
PP07	Heater Replacement	Reserve	Pool	2,000				
PP08	Pool Blanket Replacement	Reserve	Pool	500				
PP09	Equipment Reels	Reserve	Pool	200				
PP12	Shell Repair	Reserve	Pool	3,000				
	Totals			20,700				
Public Works Equipment								
EQ04	Lab Equipment Replacement	Purchase	Sewer	5,000				
EQ17	3rd & Maple Rebuild	Maintenance	Sewer	10,000				
EQ21	13th & Elm Inspection	Maintenance	Water	5,000				
EQ22	Pump Station Equipment Replacement	Reserve	Sewer	20,000				
EQ23	Well Equipment Replacement	Reserve	Water	2,500				
EQ24	General Equipment Replacement	Reserve	Various	7,500				
	Totals			50,000				
Sanitation								
GA01	Dumpster Replacement	Maintenance	Various	9,500				
GA02	Container Additions	Purchase	Various	9,500				
	Totals			19,000				
Sewer								
SW01	17th & Ivy PS Pump Rebuild	Maintenance	Sewer	3,000				
SW02	1st & Monaco PS Pump Rebuild	Maintenance	Sewer	3,000				
SW03	10th & Rose PS Pump Rebuild	Maintenance	Sewer	3,000				
SW04	Chapel Creek PS Pump Rebuild	Maintenance	Sewer	3,000				
SW05	Rosewood PS Pump Rebuild	Maintenance	Sewer	3,000				
SW07	3rd & Maple PS Pump Rebuild	Maintenance	Sewer	9,000				
SW34	17th & Ivy PS Pump Rebuild	Reserve	Sewer	1,000				
SW35	1st & Monaco PS Pump Rebuild	Reserve	Sewer	1,000				
SW36	10th & Rose PS Pump Rebuild	Reserve	Sewer	1,000				
SW37	Chapel Creek PS Pump Rebuild	Reserve	Sewer	1,000				
SW38	Rosewood PS Pump Rebuild	Reserve	Sewer	1,000				
SW39	9th & Ivy PS Pump Rebuild	Reserve	Sewer	1,000				
SW40	3rd & Maple PS Pump Rebuild	Reserve	Sewer	3,000				
SW41	High Pass PS Pump Rebuild	Reserve	Sewer	1,000				
SW42	Oaklea Meadows PS Pump Rebuild	Reserve	Sewer	1,500				
SW43	14th & Elm PS Pump Rebuild	Reserve	Sewer	1,500				
SW44	17th & Ivy PS Motor Rebuild	Reserve	Sewer	600				
SW45	1st & Monaco PS Motor Rebuild	Reserve	Sewer	600				
SW46	10th & Rose PS Motor Rebuild	Reserve	Sewer	600				
SW47	Chapel Creek PS Motor Rebuild	Reserve	Sewer	600				

	Project	Type	Location	Total	Bike Path Reserve	Bldg Rep Reserve	Building Reserve	Computer Equip Reserve
SW48	Rosewood PS Motor Rebuild	Reserve	Sewer	600				
SW49	Portable Generator Replacement	Reserve	Sewer	3,000				
SW50	Chapel Creek PS Generator Replacement	Reserve	Sewer	3,000				
SW51	9th & Ivy PS Generator Replacement	Reserve	Sewer	3,000				
SW52	3rd & Maple PS Generator Replacement	Reserve	Sewer	3,000				
SW53	High Pass PS Generator Replacement	Reserve	Sewer	3,000				
SW54	Oaklea Meadows PS Generator Replacement	Reserve	Sewer	3,000				
SW55	14th & Elm PS Generator Replacement	Reserve	Sewer	3,000				
SW56	Pump Station Telemetry Equipment Replacement	Reserve	Sewer	3,000				
SW57	9th & Ivy PS Check Valve Rebuild	Reserve	Sewer	600				
SW58	3rd & Maple PS Check Valve Rebuild	Reserve	Sewer	1,800				
SW59	Oaklea Meadows PS Check Valve Rebuild	Reserve	Sewer	900				
SW60	High Pass PS Check Valve Rebuild	Reserve	Sewer	600				
SW61	14th & Elm PS Check Valve Rebuild	Reserve	Sewer	900				
SW62	Lagoon Irrigation Pump Rebuild	Reserve	Sewer	500				
SW63	Headworks Grinder Rebuild	Reserve	Sewer	5,000				
SW64	Effluent Chemical Feed System Rebuild	Reserve	Sewer	1,000				
SW65	Air Blower Rebuild	Reserve	Sewer	2,000				
SW66	Lagoon Telemetry Replacement	Reserve	Sewer	2,500				
	Totals			79,800				
Street								
ST01	Street Preservation Program	Maintenance	Various	20,000				
ST05	Sidewalk Repair/Installation	Construction	Various	20,000				
ST06	Bike Path Expansion/Repair	Maintenance	Various	10,000	10,000			
ST08	6th Avenue - ADA Ramps	Maintenance	6th Avenue	20,000				
	Totals			70,000				
Water								
WA01	Hydrant Maintenance Program	Maintenance	Various	5,000				
WA02	Valve Maintenance Program	Maintenance	Various	5,000				
WA08	11th & Elm Well Development	Construction	11th & Elm	50,000				
	Totals			60,000				
	Total - All			676,500	10,000	5,000	73,500	38,000
				-				

Library Equip Reserve	Park & Pool Reserve	Police Vehicle & Equip	PW Bldg / Yard Reserve	Sanitation Equip Reserve	Sanitation Sys Imp	Sewer Equip Reserve	Sewer Sys Imp	State Revenue Sharing	Streets Equip Reserve	Street Sys Imp	Water Equip Reserve	Water System Imp
						600						
						3,000						
							3,000					
							3,000					
							3,000					
							3,000					
							3,000					
							3,000					
						600						
						1,800						
						900						
						600						
						900						
						500						
						5,000						
						1,000						
						2,000						
							2,500					
										20,000		
										20,000		
										20,000		
												5,000
												5,000
												50,000
4,000	121,200	15,000	12,000	50,000	19,000	126,633	23,500	30,000	5,834	60,000	17,833	65,000

Capital Projects by Funding Source			
FY2015/16			
Projected Cost Totals by Funding Source			
Funding Source	Projects	Reserves Contributions	Total
Bike Path Reserve	10,000	-	10,000
Bldg Rep Reserve	-	5,000	5,000
Building Reserve	63,000	10,500	73,500
Computer Equip Reserve	14,000	24,000	38,000
Library Equip Reserve	2,500	1,500	4,000
Park & Pool Reserve	121,200	-	121,200
Police Vehicle & Equip	-	15,000	15,000
PW Bldg / Yard Reserve	-	12,000	12,000
Sanitation Equip Reserve	-	50,000	50,000
Sanitation Sys Imp	19,000		19,000
Sewer Equip Reserve	40,000	86,633	126,633
Sewer Sys Imp	-	23,500	23,500
State Revenue Sharing	30,000	-	30,000
Streets Equip Reserve	1,000	4,834	5,834
Street Sys Imp	60,000	-	60,000
Water Equip Reserve	1,000	16,833	17,833
Water System Imp	65,000	-	65,000
	426,700	249,800	676,500

**City of Junction City
Personnel Organization Chart
FY2015/16**





City of Junction City
 FTE By Department
 FY15/16

Departments	Council Adopted FTE FY13/14	Council Adopted FTE FY14/15	Adopted FY15/16	Change
Finance	3.000	2.000	2.000	-
Court	1.500	1.375	1.000	(0.375)
Admin	2.000	2.750	3.750	1.000
Planning	1.000	1.500	2.000	0.500
Community Services	1.000	1.750	1.750	-
Parks	1.000	1.000	1.000	-
Library	1.680	1.680	1.680	-
Police	16.000	17.000	17.000	-
Water	4.980	4.445	4.945	0.500
Sewer	5.080	4.625	5.125	0.500
Sanitation	4.245	4.350	4.350	-
Streets	0.695	0.580	0.580	-
Internal Services	0.000	2.000	2.000	-
Senior Center	1.325	1.000	1.000	-
Total	43.505	46.055	48.180	2.125

Key to Changes

Planner - Council increased position to 1.0 FTE on 2/24/15

Utility II at 1 FTE proposed, split 50% to Water and Sewer Funds each

Human Resources position at 1 FTE

Temporary/Seasonal/Intermittent Positions:

Police reserves	A total of 1,620 hours for reserves are included in the budget.
Court	Court reserve officer to provide security during court and Court Bailiff
Pool staff	The pool has 14 employees working at full or part time for 10 to 14 weeks.
Parks	Parks - 1 seasonal position (May - Sept) 20 hours/week
After-school program	1 Employees working part time for 42 weeks.
Summer camp programs	4 employees working approximately 40 hours per week for 10.5 weeks.
Library summer reading program	1 person during summer months

City of Junction City
 Allocated Personnel Services by Department and Fund
 FY2015/16 - Adopted Budget

	Finance	Court	Admin	Planning	Library	Water	Sewer	Sanitation	Streets
Fund/Dept #:	001/310	001/315	001/325	001/330	001/674	002/276	003/376	004/476	005/576
Wages & Benefits									
Direct Wages	105,000	64,800	195,600	99,300	90,900	259,000	266,200	201,100	36,900
In-Direct Wages	-	-	-	-	-	-	-	-	-
Wages - Overtime	2,300	2,300	500	-	800	15,300	15,700	4,900	4,500
FICA	8,300	5,200	15,000	7,900	7,100	21,000	21,600	15,800	3,200
Pension - PERS	20,600	14,000	42,700	19,700	19,600	52,600	53,900	37,700	6,200
Workers' Compensation	300	500	500	400	500	6,200	6,300	9,800	1,200
Insurance Benefits	29,400	25,400	57,500	44,200	29,100	108,000	111,700	92,000	12,800
Unemployment Taxes	2,500	2,000	4,300	2,800	2,800	6,800	7,000	6,000	1,100
Total Wages & Benefits	168,400	114,200	316,100	174,300	150,800	468,900	482,400	367,300	65,900

	Senior Center	Pool	Parks	Community Center	Police	Internal Services	Police Programs	TOTAL
Fund/Dept #:	008/678	001/620	001/630	012/100	001/710	050/100	339/500	
Wages & Benefits								
Direct Wages	58,100	58,000	72,400	44,800	954,800	109,900	42,500	2,659,300
In-Direct Wages	-	-	-	-	-	-	-	-
Wages - Overtime	500	900	1,700	500	65,900	1,100	-	116,900
FICA	4,500	4,500	5,700	3,500	78,100	8,500	3,300	213,200
Pension - PERS	9,600	1,600	14,500	3,700	214,600	21,700	8,800	541,500
Workers' Compensation	3,400	1,800	2,300	1,600	28,100	3,100	1,200	67,200
Insurance Benefits	24,300	3,500	27,800	8,100	227,700	38,500	22,100	862,100
Unemployment Taxes	2,100	2,200	2,000	1,600	14,800	2,800	1,400	62,200
Total Wages & Benefits	102,500	72,500	126,400	63,800	1,584,000	185,600	79,300	4,522,400

City of Junction City									
All Wages and Benefits									
FY2015/16									
POSITION	FTE	Annual Salary & Benefits	Finance	Court	Admin	Planning	Library	Water	Sewer
ADMINISTRATION:									
City Administrator	1.00	141,640	-	-	141,640	-	-	-	-
City Recorder	1.00	78,865	-	-	78,865	-	-	-	-
Receptionist - Admin Aide I	0.75	48,267	-	-	48,267	-	-	-	-
Human Resources Manager	1.00	46,441	-	-	46,441	-	-	-	-
Budgeted Regular FTEs	3.75								
FINANCE:									
Finance Director	1.00	105,369	84,295	21,074	-	-	-	-	-
Accountant	1.00	79,680	79,680	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	77,148	-	77,148	-	-	-	-	-
Budgeted Regular FTEs	1.00								
PLANNING:									
Planner	1.00	91,174	-	-	-	91,174	-	-	-
Admin Aide IV-Building & Planning	1.00	80,635	-	-	-	80,635	-	-	-
Budgeted Regular FTEs	2.00								
PUBLIC WORKS:									
Public Works Director	1.00	130,164	-	-	-	-	-	58,574	58,574
Public Works Superintendent	1.00	116,965	-	-	-	-	-	52,634	52,634
Maintenance Coordinator	1.00	89,915	-	-	-	-	-	-	-
Special Program Coordinator	1.00	93,004	-	-	-	-	-	44,177	44,177
Utility Worker I	1.00	79,579	-	-	-	-	-	35,811	35,811
Sanitation Laborer	1.00	76,673	-	-	-	-	-	-	-
Sanitation Laborer	1.00	74,711	-	-	-	-	-	-	-
Sanitation Lead	1.00	87,830	-	-	-	-	-	-	-
Utility Worker II	1.00	77,924	-	-	-	-	-	38,962	38,962
Utility Worker II	1.00	83,536	-	-	-	-	-	36,756	38,426
Utility Worker Lead	1.00	106,442	-	-	-	-	-	52,157	52,157
Mechanic	1.00	92,559	-	-	-	-	-	-	-
Utility Worker I	1.00	79,448	-	-	-	-	-	36,546	34,957
Public Works Technician	1.00	76,439	-	-	-	-	-	34,398	34,398
Utility Worker I	1.00	79,277	-	-	-	-	-	32,503	38,846
Sanitation Laborer	1.00	79,806	-	-	-	-	-	-	-
Summer Temporary Help - Street (2)	-	8,380	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	1.00	64,842	-	-	-	-	-	23,992	30,476
Budgeted Regular FTEs	17.00								
COMMUNITY SERVICES									
Community Services Director	1.00	88,041	-	-	-	-	19,369	-	-
Admin Aide II - Comm Services Dept.	0.75	43,161	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	14,185	-	-	-	-	-	-	-
Afterschool Program Lead	-	6,776	-	-	-	-	-	-	-
Summer Program Lead (1)	-	5,043	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.75								
LIBRARY:									
Library Director	1.00	74,417	-	-	-	-	74,417	-	-
Admin Aide III - Library	0.68	54,336	-	-	-	-	54,336	-	-
Summer Reading Program Temp Help	--	1,366	-	-	-	-	1,366	-	-
Budgeted Regular FTEs	1.68								
SENIOR CENTER									
Admin Aide II-Senior Cntr	1.00	62,949	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00								
POOL									
Pool Manager	-	7,940	-	-	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	17,877	-	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	22,985	-	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	7,464	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
PARKS									
Parks Lead	1.00	92,576	-	-	-	-	-	-	-
Parks Seasonal (1)	-	6,351	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00								
POLICE									
Police Chief	1.00	147,407	-	-	-	-	-	-	-
Police Sergeant	1.00	129,466	-	-	-	-	-	-	-
Police Officer	1.00	78,003	-	-	-	-	-	-	-
Police Officer	1.00	104,128	-	-	-	-	-	-	-
Police Officer	1.00	98,297	-	-	-	-	-	-	-
Police Officer	1.00	113,943	-	-	-	-	-	-	-
Police Sergeant	1.00	112,653	-	-	-	-	-	-	-
Police Officer	1.00	106,275	-	-	-	-	-	-	-
Police Officer	1.00	59,980	-	-	-	-	-	-	-
Police Officer	1.00	102,884	-	-	-	-	-	-	-
Police Officer/School Resource Officer	1.00	79,005	-	-	-	-	-	-	-
Dispatch Supervisor / CO	1.00	85,073	-	-	-	-	-	-	-
Communications Officer	1.00	80,189	-	-	-	-	-	-	-
Communications Officer	1.00	92,181	-	-	-	-	-	-	-
Communications Officer	1.00	72,030	-	-	-	-	-	-	-
Communications Officer	1.00	60,737	-	-	-	-	-	-	-
Paid Reserve - Court (2 reserves)	-	12,641	-	12,641	-	-	-	-	-
Paid Reserve	-	37,846	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00								
	48.18	4,324,918	163,975	110,863	315,214	171,809	149,489	446,509	459,417

City of Junction City									
All Wages and Benefits									
FY2015/16									
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Police Programs
ADMINISTRATION:									
City Administrator	-	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-	-
Receptionist - Admin Aide I	-	-	-	-	-	-	-	-	-
Human Resources Manager	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	-	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PLANNING:									
Planner	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	6,508	6,508	-	-	-	-	-	-	-
Public Works Superintendent	5,848	5,848	-	-	-	-	-	-	-
Maintenance Coordinator	-	-	-	-	-	-	-	89,915	-
Special Program Coordinator	4,650	-	-	-	-	-	-	-	-
Utility Worker I	-	7,958	-	-	-	-	-	-	-
Sanitation Laborer	76,673	-	-	-	-	-	-	-	-
Sanitation Laborer	74,711	-	-	-	-	-	-	-	-
Sanitation Lead	87,830	-	-	-	-	-	-	-	-
Utility Worker II	-	-	-	-	-	-	-	-	-
Utility Worker II	-	8,354	-	-	-	-	-	-	-
Utility Worker Lead	-	2,129	-	-	-	-	-	-	-
Mechanic	-	-	-	-	-	-	-	92,559	-
Utility Worker I	-	7,945	-	-	-	-	-	-	-
Public Works Technician	3,822	3,822	-	-	-	-	-	-	-
Utility Worker I	-	7,928	-	-	-	-	-	-	-
Sanitation Laborer	79,806	-	-	-	-	-	-	-	-
Summer Temporary Help - Street (2)	-	8,380	-	-	-	-	-	-	-
Admin Aide II - UB Cert	9,726	648	-	-	-	-	-	-	-
Budgeted Regular FTEs									
COMMUNITY SERVICES									
Community Services Director	-	-	10,565	19,369	19,369	19,369	-	-	-
Admin Aide II - Comm Services Dept.	-	-	4,316	4,316	17,264	17,264	-	-	-
Summer Camp Leaders (3)	-	-	-	-	-	14,185	-	-	-
Afterschool Program Lead	-	-	-	-	-	6,776	-	-	-
Summer Program Lead (1)	-	-	-	-	-	5,043	-	-	-
Budgeted Regular FTEs									
LIBRARY:									
Library Director	-	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Summer Reading Program Temp Help	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
SENIOR CENTER									
Admin Aide II-Senior Cntr	-	-	-	-	62,949	-	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Manager	-	-	7,940	-	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	-	17,877	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	-	22,985	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	-	7,464	-	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks Lead	-	-	-	92,576	-	-	-	-	-
Parks Seasonal (1)	-	-	-	6,351	-	-	-	-	-
Budgeted Regular FTEs									
POLICE									
Police Chief	-	-	-	-	-	-	147,407	-	-
Police Sergeant	-	-	-	-	-	-	129,466	-	-
Police Officer	-	-	-	-	-	-	78,003	-	-
Police Officer	-	-	-	-	-	-	104,128	-	-
Police Officer	-	-	-	-	-	-	98,297	-	-
Police Officer	-	-	-	-	-	-	113,943	-	-
Police Sergeant	-	-	-	-	-	-	112,653	-	-
Police Officer	-	-	-	-	-	-	106,275	-	-
Police Officer	-	-	-	-	-	-	59,980	-	-
Police Officer	-	-	-	-	-	-	102,884	-	-
Police Officer/School Resource Officer	-	-	-	-	-	-	-	-	79,005
Dispatch Supervisor / CO	-	-	-	-	-	-	85,073	-	-
Communications Officer	-	-	-	-	-	-	80,189	-	-
Communications Officer	-	-	-	-	-	-	92,181	-	-
Communications Officer	-	-	-	-	-	-	72,030	-	-
Communications Officer	-	-	-	-	-	-	60,737	-	-
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	37,846	-	-
Budgeted Regular FTEs									
	349,574	59,519	71,148	122,612	99,583	62,637	1,481,090	182,474	79,005

City of Junction City									
All Wages									
FY2015/16									
POSITION	FTE	Annual Salary	Finance	Court	Admin	Planning	Library	Water	Sewer
ADMINISTRATION:									
City Administrator	1.00	95,000	-	-	95,000	-	-	-	-
City Recorder	1.00	53,293	-	-	53,293	-	-	-	-
Receptionist - Admin Aide I	0.75	20,568	-	-	20,568	-	-	-	-
Human Resources Manager	1.00	26,646	-	-	26,646	-	-	-	-
Budgeted Regular FTEs	3.75								
FINANCE:									
Finance Director	1.00	70,502	56,402	14,100	-	-	-	-	-
Accountant	1.00	47,617	47,617	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	41,261	-	41,261	-	-	-	-	-
Budgeted Regular FTEs	1.00								
PLANNING:									
Planner	1.00	54,492	-	-	-	54,492	-	-	-
Admin Aide IV-Building & Planning	1.00	43,928	-	-	-	43,928	-	-	-
Budgeted Regular FTEs	2.00								
PUBLIC WORKS:									
Public Works Director	1.00	81,090	-	-	-	-	-	36,491	36,491
Public Works Superintendent	1.00	70,502	-	-	-	-	-	31,726	31,726
Maintenance Coordinator	1.00	55,444	-	-	-	-	-	-	-
Special Program Coordinator	1.00	53,387	-	-	-	-	-	25,359	25,359
Utility Worker I	1.00	44,137	-	-	-	-	-	19,862	19,862
Sanitation Laborer	1.00	41,220	-	-	-	-	-	-	-
Sanitation Laborer	1.00	44,162	-	-	-	-	-	-	-
Sanitation Lead	1.00	51,871	-	-	-	-	-	-	-
Utility Worker II	1.00	43,097	-	-	-	-	-	21,549	21,549
Utility Worker II	1.00	47,516	-	-	-	-	-	20,907	21,857
Utility Worker Lead	1.00	61,240	-	-	-	-	-	30,007	30,007
Mechanic	1.00	53,387	-	-	-	-	-	-	-
Utility Worker I	1.00	44,162	-	-	-	-	-	20,314	19,431
Public Works Technician	1.00	42,681	-	-	-	-	-	19,206	19,206
Utility Worker I	1.00	44,162	-	-	-	-	-	18,106	21,639
Sanitation Laborer	1.00	43,636	-	-	-	-	-	-	-
Summer Temporary Help - Street (2)	-	7,344	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	1.00	35,986	-	-	-	-	-	13,315	16,913
Budgeted Regular FTEs	17.00								
COMMUNITY SERVICES									
Community Services Director	1.00	51,249	-	-	-	-	11,275	-	-
Admin Aide II - Comm Services Dept.	0.75	26,989	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	12,402	-	-	-	-	-	-	-
Afterschool Program Lead	-	5,907	-	-	-	-	-	-	-
Summer Program Lead (1)	-	4,387	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.75								
LIBRARY:									
Library Director	1.00	49,891	-	-	-	-	49,891	-	-
Admin Aide III - Library	0.68	28,455	-	-	-	-	28,455	-	-
Summer Reading Program Temp Help	-	1,224	-	-	-	-	1,224	-	-
Budgeted Regular FTEs	1.68								
SENIOR CENTER									
Admin Aide II-Senior Cntr	1.00	35,986	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00								
POOL									
Pool Manager	-	6,913	-	-	-	-	-	-	-
Pool - 3 Specialized Supervisors	-	15,606	-	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	20,075	-	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	6,496	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
PARKS									
Parks Lead	1.00	51,871	-	-	-	-	-	-	-
Parks Seasonal (1)	-	5,508	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00								
POLICE									
Police Chief	1.00	93,232	-	-	-	-	-	-	-
Police Sergeant	1.00	80,142	-	-	-	-	-	-	-
Police Officer	1.00	52,787	-	-	-	-	-	-	-
Police Officer	1.00	65,460	-	-	-	-	-	-	-
Police Officer	1.00	67,266	-	-	-	-	-	-	-
Police Officer	1.00	68,490	-	-	-	-	-	-	-
Police Sergeant	1.00	74,182	-	-	-	-	-	-	-
Police Officer	1.00	63,642	-	-	-	-	-	-	-
Police Officer	1.00	31,873	-	-	-	-	-	-	-
Police Officer	1.00	65,460	-	-	-	-	-	-	-
Police Officer/School Resource Officer	1.00	42,497	-	-	-	-	-	-	-
Dispatch Supervisor / CO	1.00	54,899	-	-	-	-	-	-	-
Communications Officer	1.00	53,675	-	-	-	-	-	-	-
Communications Officer	1.00	52,156	-	-	-	-	-	-	-
Communications Officer	1.00	51,861	-	-	-	-	-	-	-
Communications Officer	1.00	-	-	-	-	-	-	-	-
Communications Officer	1.00	39,260	-	-	-	-	-	-	-
Paid Reserve - Court (2 reserves)	-	9,364	-	9,364	-	-	-	-	-
Paid Reserve	-	28,091	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00								
	48.18	2,635,627	104,019	64,725	195,507	98,420	90,846	256,842	264,041

City of Junction City										
All Wages										
FY2015/16										
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Police Programs	
ADMINISTRATION:										
City Administrator	-	-	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-	-	-
Receptionist - Admin Aide I	-	-	-	-	-	-	-	-	-	-
Human Resources Manager	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
FINANCE:										
Finance Director	-	-	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
MUNICIPAL COURT:										
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
PLANNING:										
Planner	-	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
PUBLIC WORKS:										
Public Works Director	4,055	4,055	-	-	-	-	-	-	-	-
Public Works Superintendent	3,525	3,525	-	-	-	-	-	-	-	-
Maintenance Coordinator	-	-	-	-	-	-	-	55,444	-	-
Special Program Coordinator	2,669	-	-	-	-	-	-	-	-	-
Utility Worker I	-	4,414	-	-	-	-	-	-	-	-
Sanitation Laborer	41,220	-	-	-	-	-	-	-	-	-
Sanitation Laborer	44,162	-	-	-	-	-	-	-	-	-
Sanitation Lead	51,871	-	-	-	-	-	-	-	-	-
Utility Worker II	-	-	-	-	-	-	-	-	-	-
Utility Worker II	-	4,752	-	-	-	-	-	-	-	-
Utility Worker Lead	-	1,225	-	-	-	-	-	-	-	-
Mechanic	-	-	-	-	-	-	-	53,387	-	-
Utility Worker I	-	4,416	-	-	-	-	-	-	-	-
Public Works Technician	2,134	2,134	-	-	-	-	-	-	-	-
Utility Worker I	-	4,416	-	-	-	-	-	-	-	-
Sanitation Laborer	43,636	-	-	-	-	-	-	-	-	-
Summer Temporary Help - Street (2)	-	7,344	-	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	5,398	360	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
COMMUNITY SERVICES										
Community Services Director	-	-	6,150	11,275	11,275	11,275	-	-	-	-
Admin Aide II - Comm Services Dept.	-	-	2,699	2,699	10,796	10,796	-	-	-	-
Summer Camp Leaders (3)	-	-	-	-	-	12,402	-	-	-	-
Afterschool Program Lead	-	-	-	-	-	5,907	-	-	-	-
Summer Program Lead (1)	-	-	-	-	-	4,387	-	-	-	-
Budgeted Regular FTEs										
LIBRARY:										
Library Director	-	-	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-	-	-
Summer Reading Program Temp Help	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
SENIOR CENTER										
Admin Aide II-Senior Cntr	-	-	-	-	35,986	-	-	-	-	-
Budgeted Regular FTEs										
POOL										
Pool Manager	-	-	6,913	-	-	-	-	-	-	-
Pool - 3 Specialized Supervisors	-	-	15,606	-	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	-	20,075	-	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	-	6,496	-	-	-	-	-	-	-
Budgeted Regular FTEs										
PARKS										
Parks Lead	-	-	-	51,871	-	-	-	-	-	-
Parks Seasonal (1)	-	-	-	5,508	-	-	-	-	-	-
Budgeted Regular FTEs										
POLICE										
Police Chief	-	-	-	-	-	-	93,232	-	-	-
Police Sergeant	-	-	-	-	-	-	80,142	-	-	-
Police Officer	-	-	-	-	-	-	52,787	-	-	-
Police Officer	-	-	-	-	-	-	65,460	-	-	-
Police Officer	-	-	-	-	-	-	67,266	-	-	-
Police Officer	-	-	-	-	-	-	68,490	-	-	-
Police Sergeant	-	-	-	-	-	-	74,182	-	-	-
Police Officer	-	-	-	-	-	-	63,642	-	-	-
Police Officer	-	-	-	-	-	-	31,873	-	-	-
Police Officer	-	-	-	-	-	-	65,460	-	-	-
Police Officer/School Resource Officer	-	-	-	-	-	-	-	-	42,497	-
Dispatch Supervisor / CO	-	-	-	-	-	-	54,899	-	-	-
Communications Officer	-	-	-	-	-	-	53,675	-	-	-
Communications Officer	-	-	-	-	-	-	52,156	-	-	-
Communications Officer	-	-	-	-	-	-	51,861	-	-	-
Communications Officer	-	-	-	-	-	-	-	-	-	-
Communications Officer	-	-	-	-	-	-	39,260	-	-	-
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	28,091	-	-	-
Budgeted Regular FTEs										
	198,669	36,640	57,939	71,352	58,056	44,766	942,476	108,831	42,497	

City of Junction City									
FY15/16 Personnel Services - Adopted Budget									
Allocation Percentages									
POSITIONS	FTEs	Finance	Court	Admin	Planning	Library	Water	Sewer	Sanitation
Administration									
City Administrator	1.00			100.00%					
City Recorder	1.00			100.00%					
Receptionist - Admin Aide I	0.75			100.00%					
Human Resources Manager	1.00			100.00%					
	3.75								
Finance									
Finance Director	1.00	80.0%	20.0%						
Accountant	1.00	100.0%							
	2.00								
Municipal Court									
Admin Aide IV - Court	1.00		100.0%						
	1.00								
Planning									
Planner	1.00				100.0%				
Admin Aide IV-Building & Planning	1.00				100.0%				
	2.00								
Public Works									
Public Works Director	1.00						45.0%	45.0%	5.0%
Public Works Superintendent	1.00						45.0%	45.0%	5.0%
Maintenance Coordinator	1.00								
Special Program Coordinator	1.00						47.5%	47.5%	5.0%
Utility Worker I	1.00						45.0%	45.0%	
Sanitation Laborer	1.00								100.0%
Sanitation Laborer	1.00								100.0%
Sanitation Lead	1.00								100.0%
Utility Worker II	1.00						50.0%	50.0%	
Utility Worker II	1.00						44.0%	46.0%	
Utility Worker Lead	1.00						49.0%	49.0%	
Mechanic	1.00								
Utility Worker I	1.00						46.0%	44.0%	
Public Works Technician	1.00						45.0%	45.0%	5.0%
Utility Worker I	1.00						41.0%	49.0%	
Sanitation Laborer	1.00								100.0%
Summer Temporary Help - Street (2)	-								
Admin Aide II - UB Cert	1.00						37.0%	47.0%	15.0%
	17.00								
Community Services									
Community Services Director	1.00					22.0%			
Admin Aide II - Comm Services Dept.	0.75								
Summer Camp Leaders (3)									
Afterschool Program Lead									
Summer Program Lead (1)									
Library									
Library Director	1.00					100.0%			
Admin Aide III - Library	0.68					100.0%			
Summer Reading Program Temp Help	-					100.0%			
Senior Center									
Admin Aide II-Senior Cntr	1.00								
Pool									
Pool Manager									
Pool- 3 Specialized Supervisors									
Pool - 6 Lifeguard II									
Pool - 4 Lifeguard I									
Parks									
Parks Lead	1.00								
Parks Seasonal (1)	-								
	5.43								
Police									
Police Chief	1.00								
Police Sergeant	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Sergeant	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer/School Resource Officer	1.00								
Dispatch Supervisor / CO	1.00								
Communications Officer	1.00								
Communications Officer	1.00								
Communications Officer	1.00								
Communications Officer	0.50								
Communications Officer	0.50								
Communications Officer	1.00								
Paid Reserve - Court (2 reserves)	-		100.0%						
Paid Reserve	-								
	17.00								
	48.18								

City of Junction City									
FY15/16 Personnel Services - Adopted									
Allocation Percentages									
POSITIONS	Streets	Pool	Parks	Senior Center	Comm Center	Police	Internal Services	Police Programs	Total
Administration									
City Administrator									100.00%
City Recorder									100.00%
Receptionist - Admin Aide I									100.00%
Human Resources Manager									100.00%
Finance									
Finance Director									100.0%
Accountant									100.0%
Municipal Court									
Admin Aide IV - Court									100.0%
Planning									
Planner									100.0%
Admin Aide IV-Building & Planning									100.0%
Public Works									
Public Works Director	5.0%								100.0%
Public Works Superintendent	5.0%								100.0%
Maintenance Coordinator							100.0%		100.0%
Special Program Coordinator									100.0%
Utility Worker I	10.0%								100.0%
Sanitation Laborer									100.0%
Sanitation Laborer									100.0%
Sanitation Lead									100.0%
Utility Worker II									100.0%
Utility Worker II	10.0%								100.0%
Utility Worker Lead	2.0%								100.0%
Mechanic							100.0%		100.0%
Utility Worker I	10.0%								100.0%
Public Works Technician	5.0%								100.0%
Utility Worker I	10.0%								100.0%
Sanitation Laborer									100.0%
Summer Temporary Help - Street (2)	100.0%								100.0%
Admin Aide II - UB Cert	1.00%								100.0%
Community Services									
Community Services Director		12.0%	22.0%	22.0%	22.0%				100.0%
Admin Aide II - Comm Services Dept.		10.0%	10.0%	40.0%	40.0%				100.0%
Summer Camp Leaders (3)					100.0%				100.0%
Afterschool Program Lead					100.0%				100.0%
Summer Program Lead (1)					100.0%				100.0%
Library									
Library Director									100.0%
Admin Aide III - Library									100.0%
Summer Reading Program Temp Help									100.0%
Senior Center									
Admin Aide II-Senior Cntr				100.0%					100.0%
Pool									
Pool Manager		100.0%							100.0%
Pool- 3 Specialized Supervisors		100.0%							100.0%
Pool - 6 Lifeguard II		100.0%							100.0%
Pool - 4 Lifeguard I		100.0%							100.0%
Parks									
Parks Lead			100.0%						100.0%
Parks Seasonal (1)			100.0%						100.0%
Police									
Police Chief						100.0%			100.0%
Police Sergeant						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Sergeant						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer/School Resource Officer								100.0%	100.0%
Dispatch Supervisor / CO						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Paid Reserve - Court (2 reserves)							0.0%		100.0%
Paid Reserve						100.0%			100.0%

City of Junction City
 Volunteer Hours by Department
 Calendar Year 2013 & 2014

In addition to paid staff members, the City receives a significant amount of assistance from volunteers in all parts of the City. The City receives volunteer services through committee participation, direct assistance to departments, court assigned community service and program participation. The City reported the following volunteer hours for calendar years 2013 and 2014.

Department:	2013	2014
Administration/City Hall	424	819
Finance	319	248
Planning	223	106
Community Center	3,603	2,239
Parks	35	38
Library	408	552
Police	2,535	2,429
Public Works	614	546
Senior Center	14,349	12,015
Total Volunteer Hours	22,510	18,992
Total FTE Equivalent	11	9

Fiscal Policies

Section VII

CITY OF JUNCTION CITY

FISCAL POLICIES

1. Budget Policy^(a)

- a. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and, 2) the total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
- b. The City's budget process will seek to provide useful information about the City's finances, further the users understanding of the City's budget, and promote transparency and full disclosure about the City's finances.
- c. The Budget Committee will be appointed in conformance with state statutes. The Budget Committee's chief purpose is to review the City Administrator's proposed budget and approve a budget and maximum tax levy for City Council consideration.
- d. The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources.
- e. The City budget will support City Council goals and priorities and the long-range needs of the community.
- f. To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- g. The City shall adopt the budget at the fund and object level (i.e. personnel services, materials and services, capital outlay, debt service, inter-fund transfers, and contingency).
- h. Monthly reports comparing actual to budgeted expenditures will be prepared by the Finance Department and distributed to the Council, City Administrator, and Department Directors.
- i. While the City budget is a one-year document, a multi-year approach will be used in its development to insure the future implications of current fiscal decisions can be considered.

- j. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. Revenues shall be forecasted conservatively.
- k. All supplemental budget resolutions and budget transfer resolutions after the original budget is adopted will be reviewed by the Finance Director and the City Administrator. Within a reasonable time, all resolutions adjusting the budget will be prepared by the Finance Department for Council approval to ensure compliance with Oregon budget law. ^(e)

2. Accounting, Auditing and Financial Reporting Policies

- a. The City will comply with the modified cash basis of accounting, Government Finance Officers Association auditing and reporting standards, Oregon state law external audit requirements, and Oregon Revised Statutes relating to municipal finance. ^(d)
- b. The Finance Department will issue an annual financial report and file the report with the Secretary of State. The Finance Department will issue monthly financial reports, and any other reports necessary to facilitate full and transparent reporting. ^(d)
- c. Financial reporting and analysis that includes the current status of revenues and expenditures compared to budget shall be prepared and presented to the Council in a timely manner or as often as specified by Council. Reports shall be made available for public inspection. Any significant budget to actual variances will be identified, and anticipated changes to appropriations noted. ^(e)

3. Revenues

The City will estimate its annual revenues by an objective, analytical process. The City will work aggressively to collect all delinquent accounts receivable and when necessary, will include termination of services, submission of accounts to collection agencies and other available remedies. User fees and charges will be established and maintained for services provided that benefit specific individuals or organizations. User fees and charges will be set at a sufficient level to recover the full cost of service whenever practical to minimize subsidization by taxpayers. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation. ^(b)

4. Expenditures

Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each department manager or director will be responsible for the administration of his/her department budget. The City will make every

effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. ^(b)

5. Purchasing

All purchases of goods, services and capital improvements must comply with the City's purchasing policies, guidelines and procedures, and with state laws and regulations. ^(b)

6. Capital Improvement Plan (CIP) Policies

The City will monitor and periodically assess the City's capital equipment and infrastructure, setting priorities for its renovation and replacement based on needs and available resources. The City will develop a multi-year program for capital improvements that will be reviewed as part of the annual budget process. Projects in the CIP will be labeled as either funded or unfunded in the current budget process. ^(b)

7. Cash management and investment policies

All City funds shall be invested to provide safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible. The City will consolidate or pool cash balances from various funds for investment purposes and will allocate investment earnings to each participating fund. ^(b)

8. Debt Management Policies

All bond issuances and long term debt will be authorized by the City Council. The City will not use long-term debt to fund current operations or to balance the budget. The City will incur debt only when necessary for capital improvements too large to be financed from current available resources. Capital projects financed through long term debt will be financed for a period not to exceed the useful life of the project. The City shall ensure that its general obligation debt margins are within the 3% true cash value limitation as set forth in ORS 287.004. General obligation debt will not be used for self-supporting enterprise activity. ^(b)

9. Fund Balance – General Fund

Measurement of the General Fund ending balance will occur annually on June 30th. The minimum targeted unassigned General Fund balance shall be no less than 35% of next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unassigned fund balance amount shall be in addition to non-spendable, restricted, committed, or assigned fund balance amounts. ^(c)

10. Fund Balance – Enterprise Funds

Measurement of the fund ending balances will occur annually on June 30th. The minimum targeted unrestricted fund balance shall be no less than 25% of

next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unrestricted fund balance amount shall be in addition to non-spendable, restricted, or committed fund balance amounts.^(c)

11. Contingency

The City will appropriate an amount for contingency in the General Fund of not less than 2% of budgeted expenditures.^(c)

- (a) Adopted: November 26, 2013
- (b) Adopted: February 26, 2013
- (c) Adopted: March 26, 2013
- (d) Adopted: February 26, 2013, Updated by Council August 26, 2014
- (e) Adopted: May 12, 2015

GLOSSARY

Accrual Basis:	Method of accounting recognizing transactions when they occur without regard toward cash flow timing.
Adopted Budget:	Financial plan that forms the basis for appropriations.
Ad Valorem Tax:	A property tax computed as a percentage of the value of taxable property (see "Assessed Value").
Appropriation:	Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.
Approved Budget:	The budget that has been approved by the budget committee.
Assessed Value:	The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.
Budget:	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 years.
Budget Message:	Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.
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 Outlay:	Assets acquired which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings. Capital Outlay is one type of expenditure appropriation included in an agencies budget.
Cash Basis:	System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid.

Category of Limitation:	The three categories in which taxes on property are placed before the constitutional limits can be tested – education, general government, excluded from limitation.
Constitutional Limits:	The maximum amount of tax on property that can be collected from an individual property in each category of limitation.
Contingency:	A type of expenditure appropriation shown as a line item within an operating fund(s). Expenditure is not allowed directly from this line item. An authorized transfer to another existing appropriation is necessary.
Debt Service Fund:	A fund established to account for payment of general long-term debt principal and interest.
Double Majority:	A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question.
Enterprise Fund:	A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, sewer, garbage, other utilities, airports, parking garages, transit systems, and ports.
Expenditures:	Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.
Fiscal Year:	A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments.
Fund:	A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes; all segregated for specific, regulated activities and objectives.
Fund Type:	One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve.

General Fund:	A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund.
Interfund Loans:	Loans made by one fund to another and authorized by resolution or ordinance.
Levy:	Amount of ad valorem tax certified by a local government for the support of governmental activities.
Local Option Tax:	Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital projects. They are limited to five years, unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.
Materials and Services:	A type of expenditure appropriation used to budget and account for all supplies, maintenance, overhead, and operating needs within each fund.
Maximum Assessed Value (MAV):	The maximum taxable 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.
Net Working Capital:	The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances.
Operating Fund:	An operating fund is one from which operating expenses are paid. An operating fund may have an amount for contingency budgeted, where as a non-operating fund does not. The expenditures in non-operating funds can usually be accurately estimated and are not subject to unexpected variations arising from operations. (OAR 150-294.388{7})
Ordinance:	A formal legislative enactment by the governing board of a municipality.

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:	A type of expenditure appropriation included in an agencies budget to account for wage and benefit costs associated with employees.
Proposed Budget:	Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.
Real Market Value:	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.
Reserve 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.
Resource:	Estimated beginning funds on hand plus anticipated current year revenue.
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.
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.
Tax Rate:	The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.
Unappropriated Ending Fund Balance:	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, unless necessitated by a qualifying emergency.