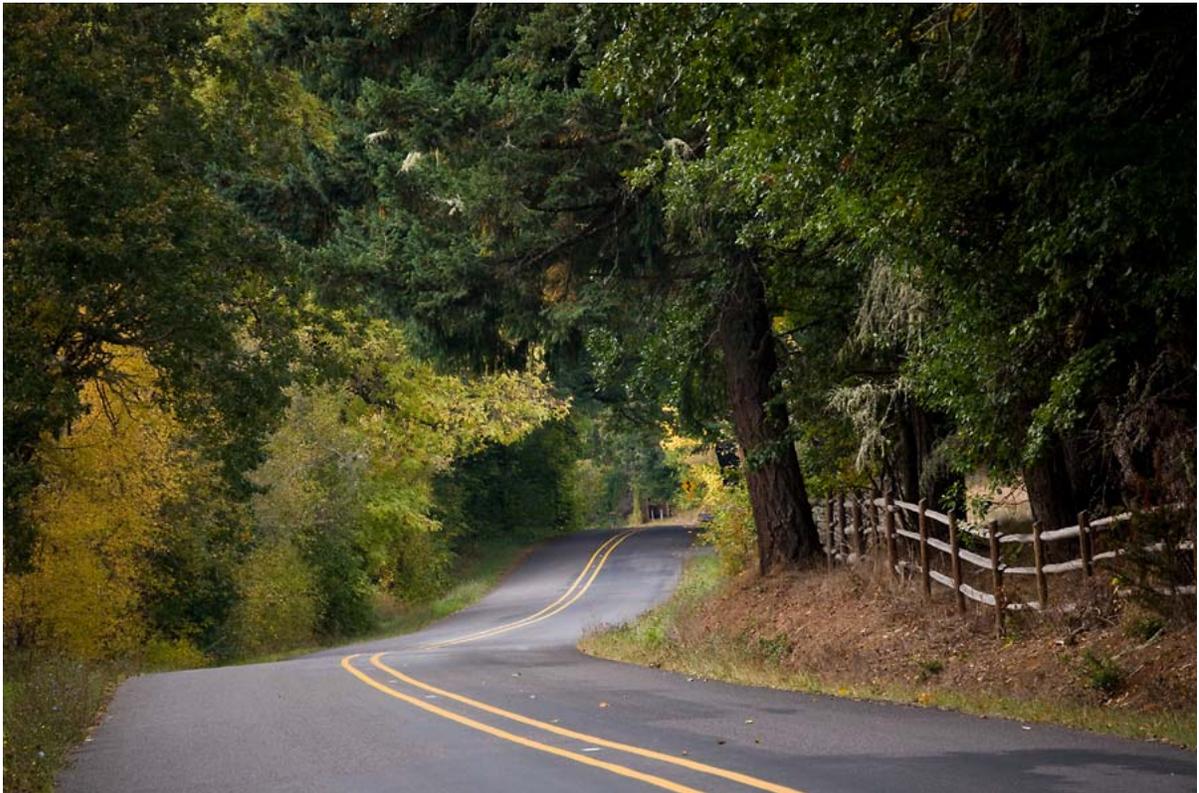


City of Junction City Municipal Budget



**Fiscal Year 2018 / 19
Adopted**

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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2018-19

Mayor

Mark Crenshaw

Councilors

Bill DiMarco
John Gambee
Kara McDaniel
Dale Rowe
Rob Stott
Jack Sumner

Citizens

Katy Brady
Beverly Ficek
James Hukill
Susan Huntley
Austin Lee
Cindy Montgomery
Kenneth Wells

City Administrator/Budget Officer

Jason Knope

City of Junction City
Budget Calendar
FY2018/19

December - January	Finance Department Budget Preparations
December 12th	Budget Officer appointed by Council
December 12th	Budget Committee appointments by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 22nd	Submit Budget Committee Meeting Notices to Newspaper
March 22nd	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
March 29th	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
March 29th	Publish Notice of Public Hearing on Uses of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 12th	Submit Notice of Public Hearing on Uses of State Revenue (Council) to Newspaper
April 12th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 19th	Publish Notice of Public Hearing - Uses of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)

City of Junction City
Budget Calendar
FY2018/19

April 19th	Budget Committee Meeting (2nd)
April 26th	Budget Committee Meeting (3rd) <u>Public Hearing</u> on Use of States Revenue Sharing
May 3rd	Budget Committee Meeting (4th)
May 8th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 17th	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 24th	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 12th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2018/19 Budget
July 5th	Submit LB50 (Impose Taxes) to Assessor
July 16th	Prepare and Distribute Adopted Budget Document
July 20th	Submit Budget Document to County

CITY OF JUNCTION CITY

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

April 12, 2018

Honorable Mayor Crenshaw
City Councilors
Budget Committee
Citizens of Junction City

Mayor, City Councilors and Budget Committee Members, I respectfully submit the budget for Fiscal Year 18/19 (FY18/19). 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.

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 Citywide wages and other allocations are done.
- 3) Reevaluate prior budgeting practices to ensure that the reserve funds are being used as originally intended.
- 4) Ensure that the proposed budget meets all of the City's adopted fiscal policies, where possible.

Changes to the Budget Document

Community Services Department Changes

During the current fiscal year, the City has completed the work on reorganizing the Community Services Department to be able to live within its funding allocations. The plan is a two-year plan. In the first year, the department will have three vacant positions primarily due to retirements.

The maintenance of the City's Parks and Pool will go back to the Public Works Department. As a part of that, the Parks Department will pay for 20% of a Utility Laborer position.

The Library has already begun implementing a volunteer program to help with the operations of the Library. Other duties will be spread amongst existing Community Services Department Staff.

The City is also proposing adding a Resource Development Coordinator position. The intent of this position is to be a dedicated resource for increasing and diversifying the funding for the Community Services Department and provide grant help for other departments.

General Fund Departments

In preparing the budget, the following changes were made to the General Fund:

1. **Allocation of General Fund Revenues to Major Programs.** For this year's budget, the General Fund revenues were allocated to the various departments based on the allocation table approved by Council.
2. **Community Services Department Reorganization Plan.** As part of the plan, a few staffing changes were made. These changes are outlined below.
3. **Transfer of 20% of Franchise Fees to the Street Fund.** Per Council direction, staff has incorporated into this year's budget 20% (\$89,000) of the Franchise fees into the Street Capital Projects Fund. In this year's budget, the funds are put directly into the Capital Fund instead of transferring them.

Personnel Services

In the proposed budget, the following staffing changes are being proposed.

Parks Department Changes

As a part of the Community Services Reorganization Plan, the City is eliminating the Parks Lead position and adding another Parks Seasonal position. Also, the Parks Department will be picking up 20% of a Utility Laborer position.

Library Department Changes

As a part of the Community Services Reorganization Plan, the City will be vacating the Librarian position and utilizing volunteers to help with the library.

Senior Center Department Changes

As a part of the Community Services Reorganization Plan, the City will leave vacant the Senior Center Lead position and utilize volunteers to help with the Senior Center.

Planning Department Changes

As a part of this year's budget, the City is bringing its building inspection services in-house. As a part of that change, the Building Official has been added to the Planning Department budget.

Public Works Changes

Public Works is proposing to change one of its Admin Aide positions into a Utility Laborer position. This change will allow the department to better address system maintenance needs.

Administration Department Changes

As a part of the Community Services Reorganization Plan, the City is proposing to add a Resource Development Coordinator position. This position is intended to help increase the funding for various General Fund departments.

General Fund Balance

The budget is balanced to meet Oregon budget law. The General Fund is proposed to increase the unappropriated ending fund balance by \$44,400 to a total of \$2,150,900.

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

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 staggered 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, public testimony was not allowed at the initial meeting or the budget was not approved.

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.

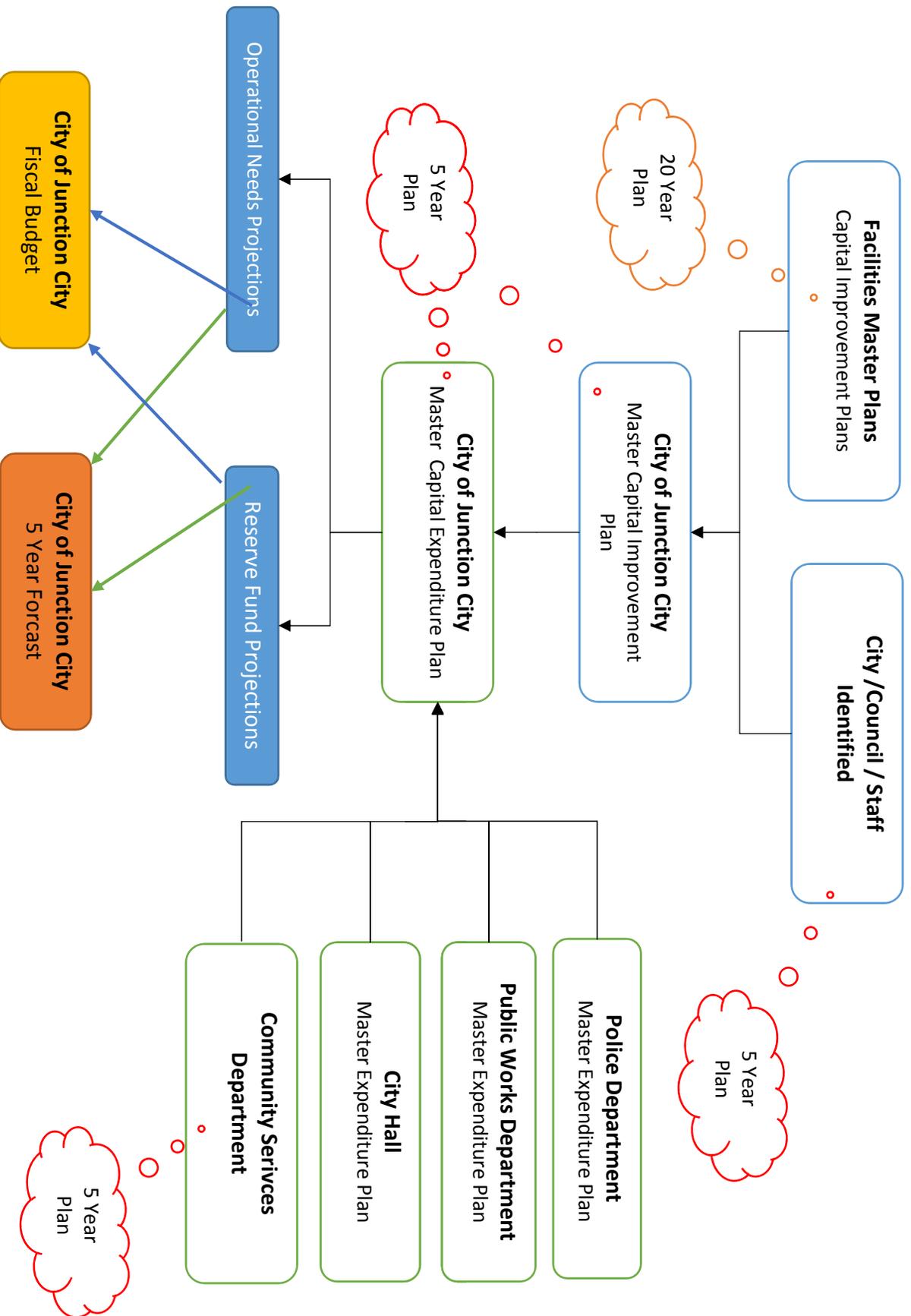
After World War II, Junction City's economy focused on agriculture, logging and timber production. There were four sawmills and a plywood plant. The 1980s and 1990s saw reduction and downsizing in the timber industry, which caused businesses to close and jobs to be lost all across the Northwest. Many 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, Dari Mart and Winnebago . 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 included the planning and continued development of significant new infrastructure, largely at the expense of the Department of Corrections. The State Mental Health Hospital completed construction in December 2014 and opened a few months later, although funding for the prison was withdrawn at the state level. 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.

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.



Budget Summary

Section III

Budget Summaries

Summary of All Funds

Summary of All Funds by Fund

General Fund Comparative Reports

General Fund Ending Balance Chart

Schedule of Transfers

General Fund Revenue Allocations

Budget Matrix



Budget Summary of All Funds - Adopted

FY18/19

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Budget 2018-19
Beginning Fund Balances	9,435,809	9,947,115	11,182,000	12,376,700
Revenues				
Property Taxes	2,287,057	2,381,009	2,540,100	2,649,700
Franchise Fees	415,651	978,518	949,700	469,900
Other Taxes	103,611	114,179	147,100	121,600
Intergovernmental	501,552	540,919	690,500	918,400
Licenses & Fees	211,390	233,492	229,300	263,800
Fines & Penalties	154,289	134,096	172,300	187,300
Sales & Services	4,058,146	3,789,141	4,208,700	4,558,100
Investment Earnings	63,713	120,017	106,500	176,900
Internal Services	889,145	873,358	1,198,400	1,248,200
All Other	194,243	116,184	123,200	149,900
Total Revenues	8,878,796	9,280,913	10,365,800	10,743,800
Expenditures				
Personnel Services	4,201,439	4,208,005	5,043,900	5,264,800
Material & Services	2,992,497	2,968,727	4,717,200	5,185,300
Capital Outlay	632,933	409,635	2,018,300	2,211,100
Contingency	-	-	223,300	319,800
	7,826,869	7,586,366	12,002,700	12,981,000
Other Financing Sources (Uses)				
Transfers In	1,367,300	946,800	2,038,500	1,686,800
Transfers Out	(1,367,300)	(946,800)	(2,038,500)	(1,686,800)
Interfund Loan Payments Received	305,000	111,500	111,500	111,500
Interfund Loan Payments	(305,000)	(111,500)	(111,500)	(111,500)
	-	-	-	-
Ending Fund Balances	10,487,736	11,641,662	9,545,100	10,139,500

City of Junction City
 Summary of All Funds by Department - Adopted Budget
 Fiscal Year 18/19

Fund	Name of Fund	Estimated Beginning Fund Balance	Revenue	Transfers In	Total Resources	Personnel Services	Materials & Services	Capital Outlay
001	General	2,106,500	5,044,400	109,900	7,260,800	3,465,100	1,301,200	-
002	Water	533,700	1,238,900	-	1,772,600	552,700	435,400	-
003	Sewer	610,700	1,543,700	-	2,154,400	558,800	547,500	-
004	Sanitation	474,700	949,800	-	1,424,500	367,100	480,700	-
005	Streets	298,700	420,400	-	719,100	72,300	232,300	-
008	VS Senior Center	20,900	52,700	-	73,600	1,300	39,200	-
010	Health Insurance	51,400	800	-	52,200	15,600	-	-
012	Community Center	12,200	20,600	57,500	90,300	27,600	41,700	-
050	Internal Services Fund	51,700	437,600	-	489,300	204,300	218,600	-
250	State Revenue Sharing	239,700	69,100	-	308,800	-	55,000	140,000
252	Capital Projects	20,100	500	53,500	74,100	-	-	10,800
254	Comm Services Capital Project	116,200	1,600	68,900	186,700	-	-	93,600
255	Sewer Capital Projects	1,552,600	24,100	690,000	2,266,700	-	550,000	617,100
264	Water Capital Projects	248,200	280,900	442,000	971,100	-	425,000	324,600
266	Sanitation Capital Projects	306,300	4,200	250,000	560,500	-	10,000	285,000
268	Streets Capital Projects	239,800	391,100	80,000	710,900	-	-	412,000
270	Internal Services Capital Projec	5,000	-	5,000	10,000	-	-	-
301	Police Capital Projects Fund	88,200	700	20,000	108,900	-	-	20,000
318	Building Reserve	21,900	-	-	21,900	-	-	-
319	Building Replacement Reserve	77,500	1,200	-	78,700	-	-	-
333	Park & Pool Equip Res	6,400	-	-	6,400	-	-	-
334	Bike Path Reserve	31,400	4,500	-	35,900	-	5,000	20,000
335	Park System Development	404,700	36,600	-	441,300	-	-	40,000
339	Special Police Programs	18,300	4,400	-	22,700	-	20,000	-
350	Prairie Rd Street Impr. Res	253,100	3,900	-	257,000	-	-	218,000
401	Community Dev Revolving Loar	1,135,600	26,700	21,500	1,183,800	-	823,700	-
405	Water System Development	59,100	20,800	-	79,900	-	-	5,000
406	Sewer System Development	2,320,400	133,700	-	2,454,100	-	-	5,000
407	Street System Development	1,071,700	30,900	-	1,102,600	-	-	20,000
Totals By Type		12,376,700	10,743,800	1,798,300	24,918,800	5,264,800	5,185,300	2,211,100

Fund	Name of Fund	Debt Service	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	-	166,000	222,000	5,154,300	2,106,500	7,260,800
002	Water	-	442,000	20,000	1,450,100	322,500	1,772,600
003	Sewer	-	600,000	30,000	1,736,300	418,100	2,154,400
004	Sanitation	-	250,000	17,000	1,114,800	309,700	1,424,500
005	Streets	-	80,000	20,000	404,600	314,500	719,100
008	VS Senior Center	-	5,000	900	46,400	27,200	73,600
010	Health Insurance	-	-	-	15,600	36,600	52,200
012	Community Center	-	7,500	1,400	78,200	12,100	90,300
050	Internal Services Fund	-	5,000	8,500	436,400	52,900	489,300
250	State Revenue Sharing	-	103,000	-	298,000	10,800	308,800
252	Capital Projects	-	-	-	10,800	63,300	74,100
254	Comm Services Capital Project	-	-	-	93,600	93,100	186,700
255	Sewer Capital Projects	-	-	-	1,167,100	1,099,600	2,266,700
264	Water Capital Projects	111,500	-	-	861,100	110,000	971,100
266	Sanitation Capital Projects	-	-	-	295,000	265,500	560,500
268	Streets Capital Projects	-	-	-	412,000	298,900	710,900
270	Internal Services Capital Projec	-	-	-	-	10,000	10,000
301	Police Capital Projects Fund	-	-	-	20,000	88,900	108,900
318	Building Reserve	-	21,900	-	21,900	-	21,900
319	Building Replacement Reserve	-	-	-	-	78,700	78,700
333	Park & Pool Equip Res	-	6,400	-	6,400	-	6,400
334	Bike Path Reserve	-	-	-	25,000	10,900	35,900
335	Park System Development	-	-	-	40,000	401,300	441,300
339	Special Police Programs	-	-	-	20,000	2,700	22,700
350	Prairie Rd Street Impr. Res	-	-	-	218,000	39,000	257,000
401	Community Dev Revolving Loar	-	-	-	823,700	360,100	1,183,800
405	Water System Development	-	-	-	5,000	74,900	79,900
406	Sewer System Development	-	-	-	5,000	2,449,100	2,454,100
407	Street System Development	-	-	-	20,000	1,082,600	1,102,600
Totals By Type		111,500	1,686,800	319,800	14,779,300	10,139,500	24,918,800
Total Appropriations, All Funds							14,779,300
Total Unappropriated, All Funds							10,139,500
Total							24,918,800

General Fund Comparative Report - Budgeted					
	Adopted Budgets				
	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12
Beg. Fund Balance	1,417,532	1,789,875	1,514,156	1,693,847	1,836,983
Revenue					
Property Taxes	1,566,536	1,646,370	1,765,902	1,884,866	1,920,142
Interest Income	36,163	61,100	28,000	50,000	25,667
Franchises	265,277	309,605	331,500	362,781	361,500
Licenses and Permits	218,231	156,744	114,684	173,328	191,625
Intergovernmental	145,560	501,439	649,426	572,356	247,078
Charges for Service	37,700	42,971	27,225	29,300	43,250
Court/Law Enf Fines	214,700	190,239	182,900	233,600	289,000
All Other	22,350	21,975	27,905	27,905	52,861
Transfers - in	-	-	-	107,500	16,552
Internal Services	-	-	-	-	-
Total Revenue	2,506,517	2,930,444	3,127,542	3,441,636	3,147,675
Expenditures					
Personal Services	1,909,754	2,237,820	2,259,516	2,346,435	2,382,990
Materials & Services	722,371	933,822	1,181,950	1,100,070	757,100
Capital Outlay	1,050	100	100	100	-
Contingency	60,000	60,000	50,000	50,000	50,000
Transfers - Operating	-	-	120,000	10,550	-
Transfers - Reserve & Loans	30,500	25,000	50,000	37,000	37,000
Total Expenditures	2,723,675	3,256,742	3,661,566	3,544,155	3,227,090
Ending Fund Balance	1,200,374	1,463,577	980,132	1,591,328	1,757,568
Revenue Less Exp & Trans	(217,158)	(326,298)	(534,024)	(102,519)	(79,415)
	-	-	-	-	-

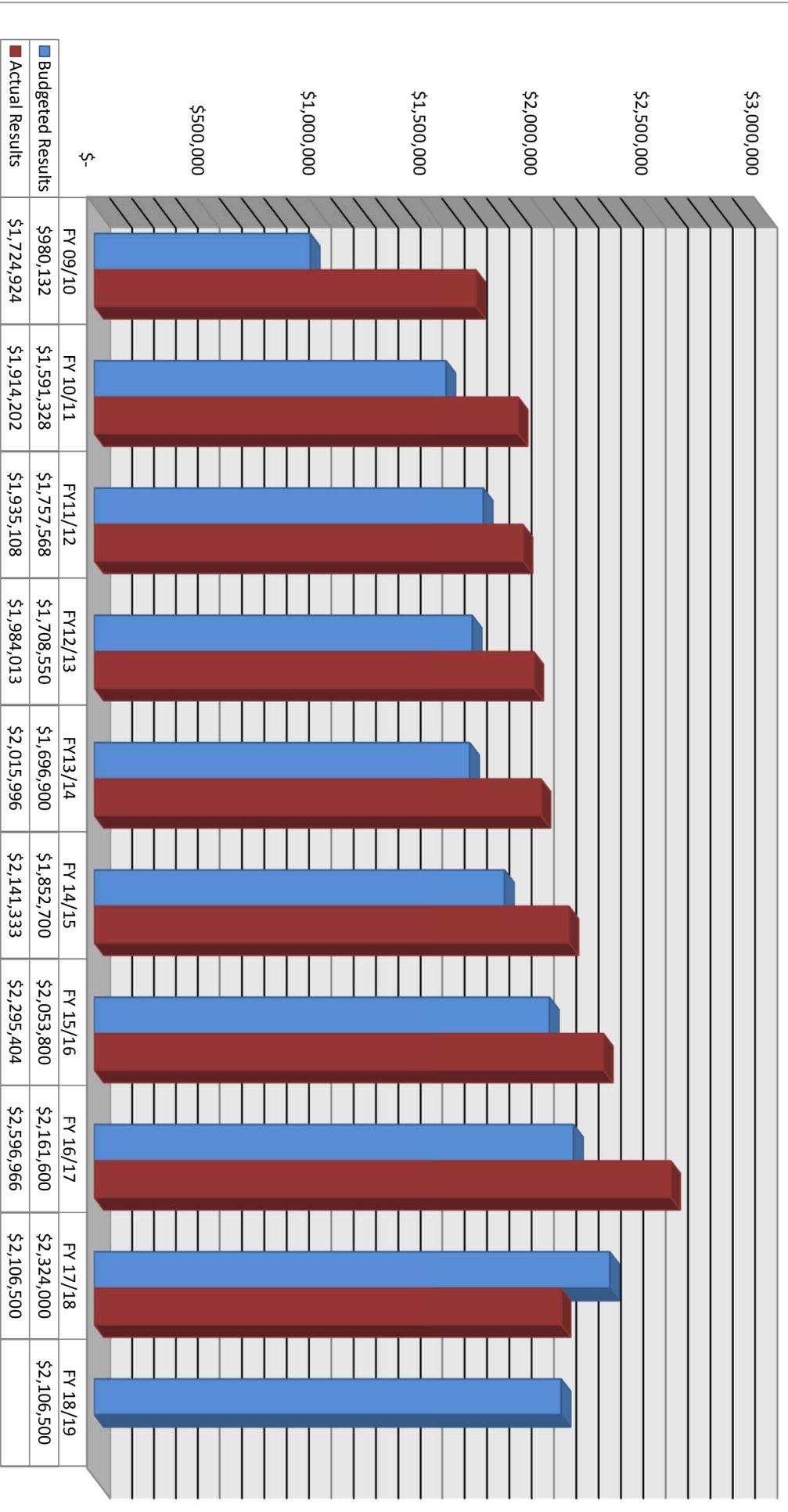
FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
1,880,000	1,979,300	2,042,600	2,034,700	2,295,500	2,597,500	2,106,500
2,033,400	2,102,900	2,196,500	2,350,600	2,458,900	2,540,100	2,649,700
24,300	15,700	12,400	9,700	10,000	28,700	28,500
330,800	356,900	372,400	418,200	412,500	440,000	355,900
131,400	273,800	315,000	287,100	280,000	266,800	236,200
186,100	207,500	191,200	208,700	271,600	575,700	564,900
49,100	57,100	59,600	49,900	47,700	45,500	45,700
238,000	233,500	255,000	254,500	187,000	193,800	228,900
48,100	41,800	134,100	41,900	50,900	153,000	122,800
41,800	6,800	-	-	-	16,900	109,900
-	-	-	623,500	640,700	755,200	811,800
3,083,000	3,296,000	3,536,200	4,244,100	4,359,300	5,015,700	5,154,300
2,348,300	2,530,600	2,409,300	2,706,700	2,838,600	3,271,200	3,465,100
739,150	834,700	873,700	1,236,400	1,302,500	1,520,900	1,301,200
-	-	-	-	-	-	-
50,000	82,600	65,800	84,100	240,300	38,400	222,000
-	-	227,500	163,800	86,300	118,200	42,500
117,000	130,500	149,800	34,000	25,500	340,500	123,500
3,254,450	3,578,400	3,726,100	4,225,000	4,493,200	5,289,200	5,154,300
1,708,550	1,696,900	1,852,700	2,053,800	2,161,600	2,324,000	2,106,500
(171,450)	(282,400)	(189,900)	19,100	(133,900)	(273,500)	-
-	-	-	-	-	-	-

General Fund Comparative Report - Actual Results

	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11
Beg. Fund Balance					
	856,780	1,593,031	1,860,405	1,840,470	1,723,909
Revenue					
Property Taxes	1,457,874	1,521,392	1,736,164	1,830,605	1,900,093
Interest Income	81,006	79,071	41,168	37,943	35,542
Franchises	292,132	389,550	320,242	287,395	314,161
Licenses and Permits	255,478	305,369	134,661	279,328	69,033
Intergovernmental	136,967	143,533	188,210	220,066	544,434
Charges for Service	98,431	43,104	85,004	42,150	99,396
Court/Law Enf Fines	167,143	177,532	184,405	210,405	261,290
All Other	14,758	74,588	126,184	523,336	40,467
Admin Charges for Services	-	-	-	-	-
Transfers - in	547,300.00	-	-	-	107,500
Total Revenue	3,051,089	2,734,139	2,816,038	3,431,228	3,371,916
Expenditures					
Personal Services	1,676,004	1,719,051	1,885,790	2,083,948	2,267,044
Materials & Services	617,334	704,604	880,553	1,292,826	862,352
Capital Outlay	15,000	12,610	-	-	-
Transfers - Operating	-	-	-	120,000	15,227
Transfers - Reserve & Loans	6,500	30,500	70,645	50,000	37,000
Total Expenditures	2,314,838	2,466,765	2,836,988	3,546,774	3,181,623
Ending Fund Balance	1,593,031	1,860,405	1,839,455	1,724,924	1,914,202
Revenue Less Exp & Trans	736,251	267,374	(20,950)	(115,546)	190,293

							Est Actual
FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	
1,914,203	1,935,109	1,984,015	2,015,996	2,141,334	2,209,751	2,285,733	
1,955,937	2,032,702	2,087,314	2,190,920	2,287,057	2,381,009	2,490,919	
22,012	12,147	11,460	10,482	14,476	26,759	25,824	
376,285	365,199	391,305	399,692	415,651	437,898	424,978	
77,140	190,398	275,030	122,783	210,325	151,734	184,500	
208,873	185,570	183,460	191,776	134,137	273,716	217,391	
100,992	156,558	132,230	190,762	143,222	44,981	45,200	
259,717	198,391	239,058	147,330	154,289	150,306	155,233	
45,151	44,073	38,663	190,945	32,781	121,454	149,728	
-	-	-	-	497,619	535,627	728,500	
16,552	6,800	6,800	-	-	-	-	
3,062,659	3,191,838	3,365,320	3,444,690	3,889,557	4,123,483	4,422,273	
2,297,102	2,192,963	2,245,050	2,165,029	2,550,647	2,652,354	2,867,176	
707,652	786,969	847,789	777,024	1,049,693	1,148,347	1,296,348	
-	-	-	-	-	-	-	
-	46,000	-	157,500	181,800	86,300	99,334	
37,000	117,000	240,500	219,800	39,000	160,500	338,998	
3,041,754	3,142,932	3,333,339	3,319,353	3,821,140	4,047,502	4,601,856	
1,935,108	1,984,015	2,015,996	2,141,333	2,209,751	2,285,733	2,106,150	
20,905	48,906	31,981	125,337	68,417	75,982	(179,583)	

General Fund Ending Balance



1 - FY17/18 actual are estimated actuals
 2 - FY18/19 is the adopted budget

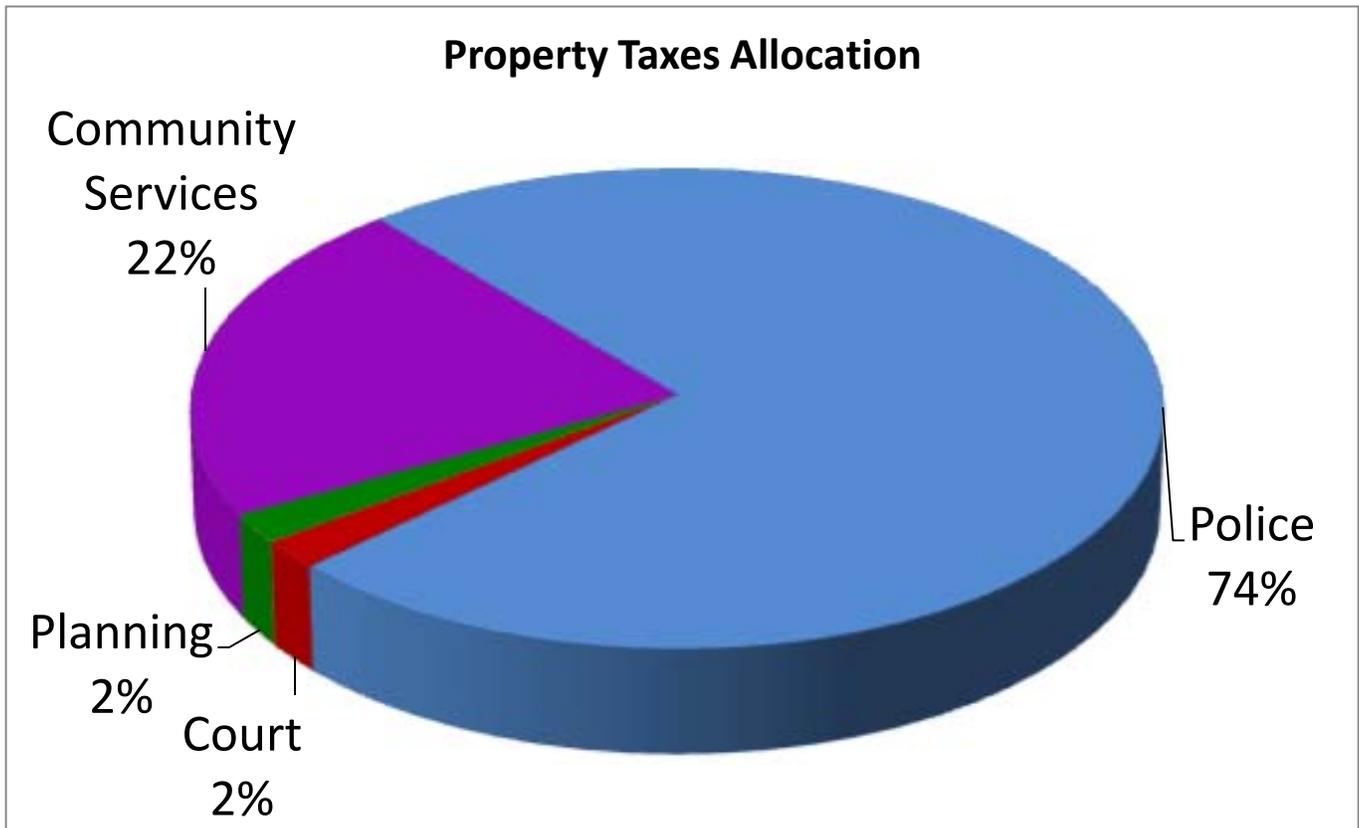
FY18/19 Budget Transfers Schedule				
<u>Fund</u>		Budget FY18/19		
		Proposed	Approved	Adopted
General Fund				
Transfer to Capital Projects Fund	001-310-900045	23,500	23,500	23,500
Transfer to Capital Projects Fund	001-315-900045	2,000	2,000	2,000
Transfer to Capital Projects Fund	001-320-900045	-	-	-
Transfer from State Revenue Sharing	001-325-400525	(88,000)	(88,000)	(88,000)
Transfer to Capital Projects Fund	001-325-900045	20,000	20,000	20,000
Transfer to Capital Projects Fund	001-330-900045	8,000	8,000	8,000
Transfer to Police Capital Proj Fund	001-900-900010	20,000	20,000	20,000
Transfer to Streets Cap Proj Fund	001-900-900041	-	-	-
Transfer to Comm Services Fund	001-640-900020	42,500	42,500	42,500
Transfer to Senior Center Fund	001-640-900023	-	-	-
Transfer to Comm Serv Cap Proj	001-674-900046	10,000	10,000	10,000
Transfer to Comm Serv Cap Project	001-620-900046	10,000	10,000	10,000
Transfer to Comm Serv Cap Proj	001-630-900046	30,000	30,000	30,000
Water Fund				
Transfer to Water Capital Proj Fund	002-276-900005	442,000	442,000	442,000
Sewer Fund				
Transfer to Sewer Cap Proj Fund	003-376-900005	600,000	600,000	600,000
Sanitation Fund				
Transfer to Sanitation Cap Proj	004-476-900003	250,000	250,000	250,000
Streets Fund				
Transfer to Streets Cap Projects	005-576-900041	80,000	80,000	80,000
Senior Center Fund				
Transfer from General Fund	008-000-400540	-	-	-
Transfer to Comm Serv Cap Proj	008-678-900046	5,000	5,000	5,000
Community Center Fund				
Transfer from General Fund	012-000-400540	(42,500)	(42,500)	(42,500)
Transfer to Comm Serv Cap Proj	012-100-900046	7,500	7,500	7,500
Internal Services Fund				
Transfer to IS Capital Projects	050-500-900052	5,000	5,000	5,000

FY18/19 Budget Transfers Schedule				
Fund		Budget FY18/19		
		Proposed	Approved	Adopted
State Revenue Sharing Fund				
Transfer to Administration	250-920-900025	88,000	88,000	88,000
Capital Projects Fund				
Transfer from Finance	252-310-400504	(23,500)	(23,500)	(23,500)
Transfer from Building Reserve	252-310-400508	-	-	-
Transfer from Court	252-315-400505	(2,000)	(2,000)	(2,000)
Transfer from Administration	252-325-400503	(20,000)	(20,000)	(20,000)
Transfer from Building Reserve	252-325-400508	-	-	-
Transfer from Planning & Bldg	252-330-400506	(8,000)	(8,000)	(8,000)
Community Services Capital Project Fund				
Transfer from Comm Center	254-612-400512	(7,500)	(7,500)	(7,500)
Transfer from Viking Sal	254-678-400513	(5,000)	(5,000)	(5,000)
Transfer from Pool Operations	254-620-400511	(10,000)	(10,000)	(10,000)
Transfer from Parks Operations	254-630-400514	(30,000)	(30,000)	(30,000)
Transfer from Library Operations	254-674-400509	(10,000)	(10,000)	(10,000)
Transfer from Bldg Reserve Fund	254-612-400516	-	-	-
Transfer from Park & Pool Res	254-620-400519	-	-	-
Transfer from Park & Pool Res	254-630-400527	(6,400)	(6,400)	(6,400)
Sewer Capital Project Fund				
Interfund Loan Repayment	255-000-400559	(90,000)	(90,000)	(90,000)
Transfer from Sewer Fund	255-000-400605	(600,000)	(600,000)	(600,000)
Water Capital Project Fund				
Transfer from Water Fund	264-000-400575	(442,000)	(442,000)	(442,000)
Interfund Loan pmt Sew Sys Fund	264-100-900035	90,000	90,000	90,000
Interfund Loan pmt Comm Dev	264-100-900043	21,500	21,500	21,500
Sanitation Capital Project Fund				
Transfer From Sanitation Fund	266-000-400500	(250,000)	(250,000)	(250,000)
Streets Capital Project Fund				
Transfer From Streets Fund	268-000-400500	(80,000)	(80,000)	(80,000)
Transfer From General Fund	268-000-400540	-	-	-
Internal Services Capital Project Fund				
Transfer From Int Serv Operations	270-000-400528	(5,000)	(5,000)	(5,000)

FY18/19 Budget Transfers Schedule				
<u>Fund</u>		Budget FY18/19		
		Proposed	Approved	Adopted
Police Capital Projects Fund				
Transfer from Police Operations	301-000-400540	(20,000)	(20,000)	(20,000)
Transfer from Building Reserve	301-000-400508	-	-	-
Building Reserve Fund				
Transfer to Cap Projects Fund	318-100-900045	-	-	-
Transfer to Comm Serv Cap Fund	318-100-900046	-	-	-
Transfer to Police Cap Proj Fund	318-100-900047	-	-	-
Building Replacement Fund				
Transfer from General Fund	319-000-400540	-	-	-
Park & Pool Equip Reserve				
Transfer to Comm Serv Cap Proj	333-100-900046	6,400	6,400	6,400
Community Development Revolving Loan Fund				
Interfund Loan - Water Cap Projects	401-000-408352	(21,500)	(21,500)	(21,500)
Summary (Net)		-	-	-
Notes:				
Purpose of the transfer schedule is to ensure that all transfers entered in				
the budget are in balance.				

General Fund Revenue Allocations
 FY18/19 Budget

<u>Property Taxes Allocation</u>	<u>%</u>	<u>Allocation</u>
Police	74%	1,921,700
Court	2%	51,900
Planning	2%	51,900
Community Services	22%	
Viking Sal Senior Center		-
Comm Center		36,100
CS Admin		187,000
Pool		63,100
Parks		170,100
Library		115,000
Allocated Property Taxes	100%	2,596,800



General Revenue

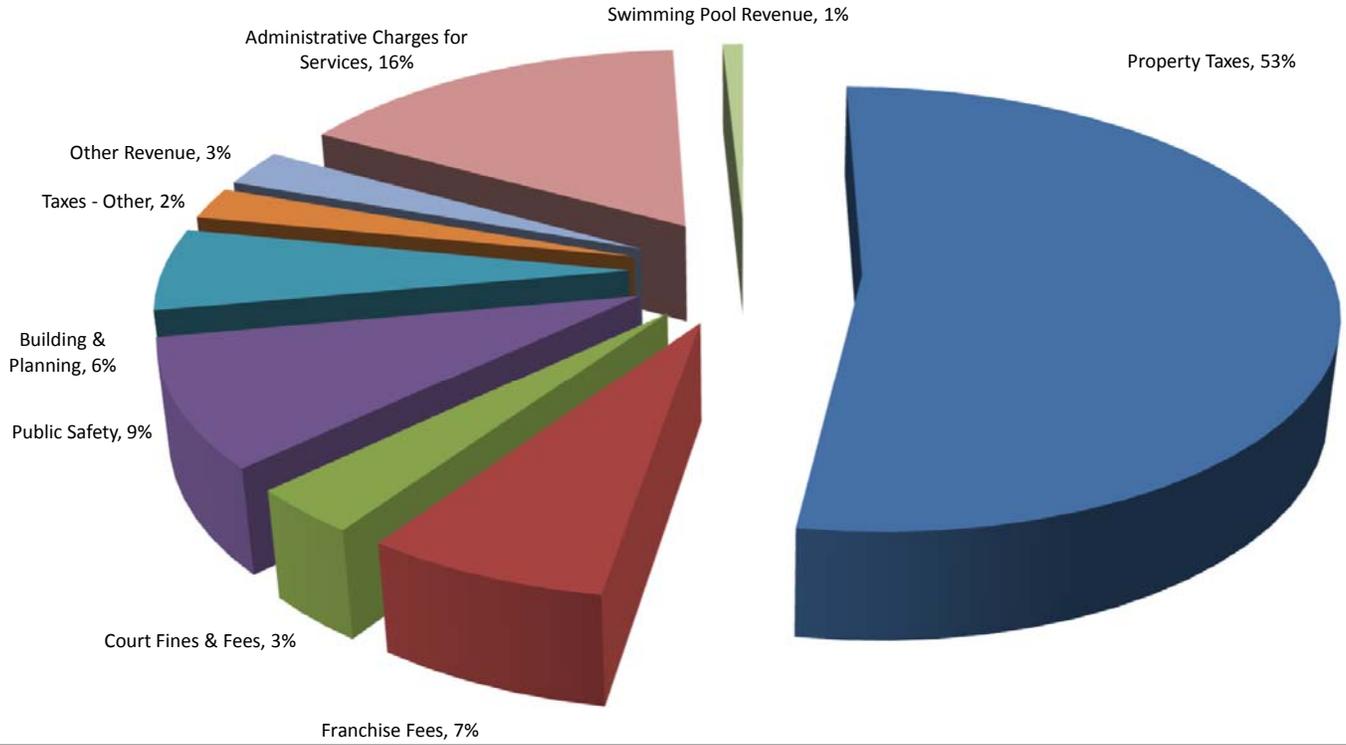
Verizon Franchise	8,400
Natural Gas Franchise	53,600
Telephone Franchise	16,000
Comcast Cable Franchise	75,600
EPUD Franchise	75,700
Pacific Power Franchise	215,600
State Liquor Tax	96,900
Cigarette Tax	8,100
Transient Room Tax	12,700
	<hr/>
	562,600

General Revenue Allocation	%	Allocation
Police	74.00%	350,400
Building & Planning	2.00%	9,500
Court	2.00%	9,500
Community Services	22.00%	
Pool		7,100
Parks		5,700
Library		57,000
Community Center		6,400
Viking Sal Senior Center		-
Community Services Administration		28,000
	<hr/>	<hr/>
	100.00%	473,600
Streets Fund (20% of Franchise Fees)		89,000
Non-Departmental		-
		<hr/>
		562,600

Budget Matrix - All Appropriations									
Fiscal Year 18/19									
Adopted Budget									
Fund	Finance	Court	Admin	Non-Dept	Bldg & Planing	Police	Comm. Services Admin	Comm Center	Viking Sal
General	275,200	222,100	625,000	146,100	362,000	2,802,900	276,200		
Water									
Sewer									
Sanitation									
Street									
Viking Sal									46,400
Health Ins									
Comm Center								78,200	
Internal Services									
State Rev Sharing									
Capital Projects Fund	-	3,000	800		7,000				
Community Services Cap								34,300	
Sewer Capital Projects									
Water Capital Projects									
Sanitation Capital Projects									
Streets Capital Projects									
IS Capital Projects									
Police Capital Projects						20,000			
Building Reserve									
Building Rep Reserve									
Park & Pool Equip Res									
Bike Path Reserve									
Park System Dev									
Special Police Programs						20,000			
Prairie Rd Street Impr. Res									
Community Dev Rev Loan									
Water System Dev									
Sewer System Dev									
Street System Dev									
Total Appropriations	275,200	225,100	625,800	146,100	369,000	2,842,900	276,200	112,500	46,400

Pool	Parks	Library	Water	Sewer	Sanitat.	Street	Internal Services	Other Funds	Other Capital & Reserve	Totals by Fund
132,700	172,300	139,800								5,154,300
			1,450,100							1,450,100
					1,736,300					1,736,300
					1,114,800					1,114,800
						404,600				404,600
										46,400
								15,600		15,600
										78,200
							436,400			436,400
								298,000		298,000
										10,800
5,000	43,500	10,800								93,600
					1,167,100					1,167,100
			861,100							861,100
					295,000					295,000
						412,000				412,000
										-
										20,000
									21,900	21,900
									-	-
5,000	1,400									6,400
						25,000				25,000
	40,000									40,000
										20,000
									218,000	218,000
								823,700		823,700
			5,000							5,000
				5,000						5,000
						20,000				20,000
142,700	257,200	150,600	2,316,200	2,908,400	1,409,800	861,600	436,400	1,137,300	239,900	14,779,300

General Fund Revenue by Source FY18/19 Budget



Budget by Department

Section IV

Budget by Department

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 - Streets Equipment Reserve Fund
 - Water Equipment Reserve Fund

**City of Junction City
Fiscal Year 2018-19 Budget**

2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
General Fund Summary						
Resources						
2,141,334	2,209,751	2,597,500	Beginning Fund Balance	2,106,500	2,106,500	2,106,500
2,287,057	2,381,009	2,540,100	Property Taxes	2,649,700	2,649,700	2,649,700
415,651	437,898	440,000	Franchise Fees	355,900	355,900	355,900
143,088	125,043	161,300	Court Fines & Fees	165,300	165,300	165,300
136,514	186,948	491,200	Public Safety	467,400	467,400	467,400
208,293	230,782	358,800	Building & Planning	300,200	300,200	300,200
100,206	110,621	113,700	Taxes - Other	117,700	117,700	117,700
49,289	68,575	85,400	Other Revenue	116,700	116,700	116,700
497,619	535,627	755,200	Administrative Charges for Services	811,800	811,800	811,800
44,908	40,191	41,500	Swimming Pool Revenue	41,700	41,700	41,700
6,933	6,790	5,800	Library Revenue	5,800	5,800	5,800
-	-	5,800	Parks Revenue	12,200	12,200	12,200
-	-	-	Transfers In	109,900	109,900	109,900
<u>3,889,557</u>	<u>4,123,483</u>	<u>4,998,800</u>	Total Operating Revenue	<u>5,154,300</u>	<u>5,154,300</u>	<u>5,154,300</u>
<u>6,030,891</u>	<u>6,333,235</u>	<u>7,596,300</u>	Total Resources	<u>7,260,800</u>	<u>7,260,800</u>	<u>7,260,800</u>
Requirements						
2,550,647	2,652,354	3,271,200	Personnel Services	3,465,100	3,465,100	3,465,100
1,049,693	1,148,347	1,520,900	Materials & Services	1,301,200	1,301,200	1,301,200
39,000	160,500	340,500	Transfers to Reserves	123,500	123,500	123,500
181,800	86,300	101,300	Transfers for Operations	42,500	42,500	42,500
-	-	38,400	Contingency	177,600	277,600	222,000
<u>2,209,751</u>	<u>2,285,733</u>	<u>2,324,000</u>	Ending Fund Balance	<u>2,150,900</u>	<u>2,050,900</u>	<u>2,106,500</u>
<u>6,030,891</u>	<u>6,333,235</u>	<u>7,596,300</u>	Total Requirements	<u>7,260,800</u>	<u>7,260,800</u>	<u>7,260,800</u>
-	-	-		-	-	-



Department Overview

Finance Department

Organizational Structure



Department Overview

The financial operations of the City are planned and managed by the Finance Department staff. Finance and Human Resources services are provided by the Finance Director, the City Accountant and the Human Resources Assistant. Services include management of the annual financial audit, the annual budget process, monthly financial reporting, accounts payable, payroll, workers compensation insurance reporting, receiving and custody of funds, cash management, maintenance of the city lien docket, 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 for the audit team and prepares required City staff contributions for the comprehensive annual financial report.

What's New for FY 2018-2019?

- Additional \$20,000 reserve transfer for future finance software upgrade.



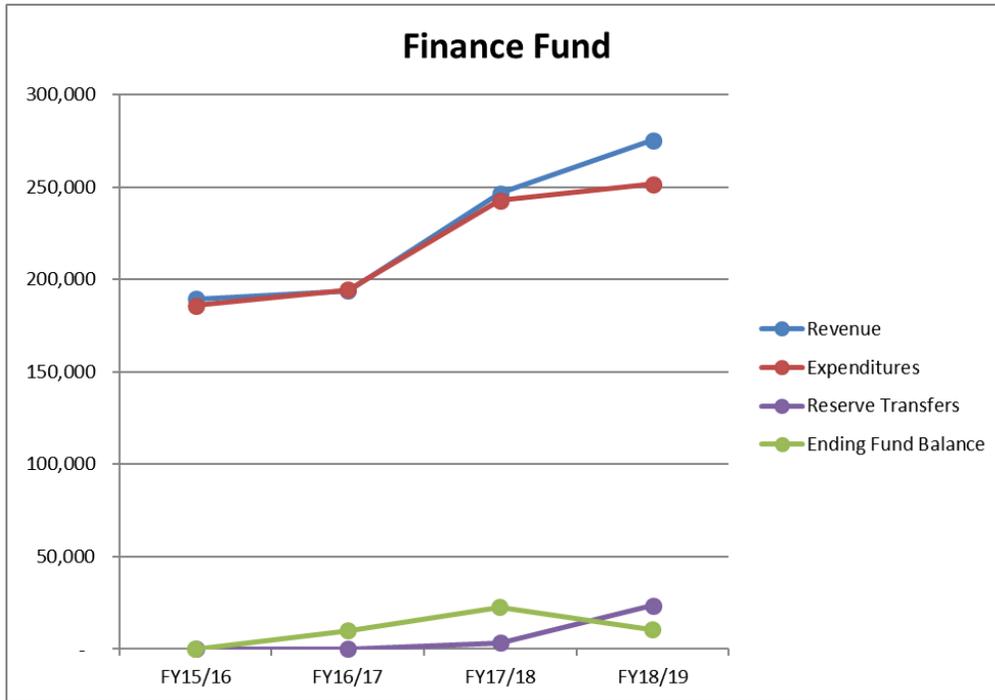


Fund Overview – Finance Fund

The Finance Fund is the main operating fund for the department. This fund receives all of the fees for services generated by the department. This fund pays for all of the Personnel Services and Materials and Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	10,200	22,500	10,100
Revenue	189,400	193,940	246,600	275,500
Total Resources	189,400	204,140	269,100	285,600
Expenditures				
Personnel Services	167,272	171,476	211,800	217,400
Materials & Services	18,597	22,878	28,300	29,300
Transfers	-	-	3,500	23,500
Contingency	-	-	2,800	5,000
Total Expenditures	185,869	194,354	246,400	275,200
Ending Fund Balance	-	9,786	22,700	10,400
Staffing	2.000	2.000	3.000	3.000





Fund Overview – Finance Capital Fund

The fund serves as the main reserve fund for the Finance Department. It will now be used to save for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	13,400
Revenue	-	-	28,600	23,600
Total Resources	-	-	28,600	37,000
Expenditures				
Capital Outlay	-	-	21,000	-
Ending Fund Balance	-	-	7,600	37,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted	
Finance								
001-310 Resources								
1	-	10,200	22,500	400100 Beginning Fund Balance	10,100	10,100	10,100	
2	189,400	193,889	246,400	409300 Admin Charges: Finance	275,200	275,200	275,200	
3	-	51	-	409000 Other Revenue	100	100	100	
4	-	-	200	400400 Interest	200	200	200	
5	<u>189,400</u>	<u>204,140</u>	<u>269,100</u>	Total Resources	<u>285,600</u>	<u>285,600</u>	<u>285,600</u>	
6								
7	001-310 Personnel Services							
8	105,031	107,042	125,800	503780 Wages	128,300	128,300	128,300	
9	-	-	2,000	503790 Overtime	2,000	2,000	2,000	
10	7,995	8,098	9,800	513344 FICA	10,000	10,000	10,000	
11	20,161	20,558	29,000	539094 Pension - PERS	29,600	29,600	29,600	
12	195	224	300	542344 Workers' Compensation Ins	300	300	300	
13	33,890	35,555	41,900	546833 Insurance Benefits	44,000	44,000	44,000	
14	-	-	3,000	548877 Unemployment Insurance	3,200	3,200	3,200	
15	<u>167,272</u>	<u>171,476</u>	<u>211,800</u>	Total Personnel Services	<u>217,400</u>	<u>217,400</u>	<u>217,400</u>	
16								
17	001-310 Materials & Services							
18	300	670	700	602015 Audit Filing Fee	700	700	700	
19	212	203	400	603200 Bank Fees	400	400	400	
20	318	238	300	608925 Computer Software Support	300	300	300	
21	971	941	1,300	611519 Electricity	1,300	1,300	1,300	
22	680	1,607	2,400	611770 IT Service Charges	3,300	3,300	3,300	
23	-	-	500	611771 Professional Services	-	-	-	
24	838	1,894	2,300	622171 Insurance	2,600	2,600	2,600	
25	1,294	1,386	1,500	632677 Office Equipment Leases	1,700	1,700	1,700	
26	274	414	500	632680 Office Equipment/Furnishings	500	500	500	
27	2,520	2,061	2,400	636921 Office Supplies	1,900	1,900	1,900	
28	71	61	200	640457 Postage	200	200	200	
29	1,228	3,752	2,800	640733 Printing and Advertising	2,300	2,300	2,300	
30	876	303	500	644400 Janitorial & Cleaning	500	500	500	
31	485	1,012	2,200	644650 Building Maintenance Charges	3,100	3,100	3,100	
32	1,973	1,887	2,800	647030 Travel and Training	2,800	2,800	2,800	
33	1,569	1,590	1,600	649843 Telephone	1,600	1,600	1,600	
34	560	599	700	649989 Dues	800	800	800	
35	465	457	500	652080 Internet Services	500	500	500	
36	3,634	3,803	4,200	702013 Audit	4,200	4,200	4,200	
37	331	-	500	706076 Legal Counsel	600	600	600	
38	<u>18,597</u>	<u>22,878</u>	<u>28,300</u>	Total Materials & Services	<u>29,300</u>	<u>29,300</u>	<u>29,300</u>	
39								
40	001-310 Transfers							
41	-	-	3,500	900045 Transfer to Capital Projects Fund	23,500	23,500	23,500	
42								
43	-	-	2,800	900900 Contingency	5,000	5,000	5,000	
44								
45	185,869	194,354	246,400	Total Requirements	275,200	275,200	275,200	
46	-	9,786	22,700	999000 Unapp Ending Fund Balance	10,400	10,400	10,400	
47	<u>185,869</u>	<u>204,140</u>	<u>269,100</u>		<u>285,600</u>	<u>285,600</u>	<u>285,600</u>	

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
48	-	-	-		-	-	-
49							
50							
51				Fund Totals			
52				Resources:			
53	-	10,200	22,500	Beginning Fund Balance	10,100	10,100	10,100
54	-	193,940	246,600	Operating Revenue	275,500	275,500	275,500
55	-	204,140	269,100		285,600	285,600	285,600
56							
57				Appropriations:			
58	-	194,354	242,900	Operating Expenditures	251,700	251,700	251,700
59				Transfers			
60	-	-	3,500	To Reserves	23,500	23,500	23,500
61	-	194,354	246,400		275,200	275,200	275,200
62	-	9,786	22,700	Unappropriated Fund Balance	10,400	10,400	10,400
63	-	204,140	269,100		285,600	285,600	285,600
64	-	-	-		-	-	-

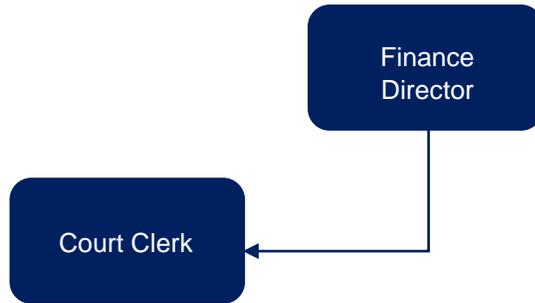
Notes

- 2 Administrative service charges paid by operating departments
- 20 Software annual maintenance allocation
- 36 Audit costs are allocated to all operating funds.



Department Overview
Organizational Structure

Court Department



Department 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, Court Clerk and Court Bailiff.

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.

What's New for FY 2018-2019?

- New municipal judge appointed by Council due to the retirement of Judge Loomis.

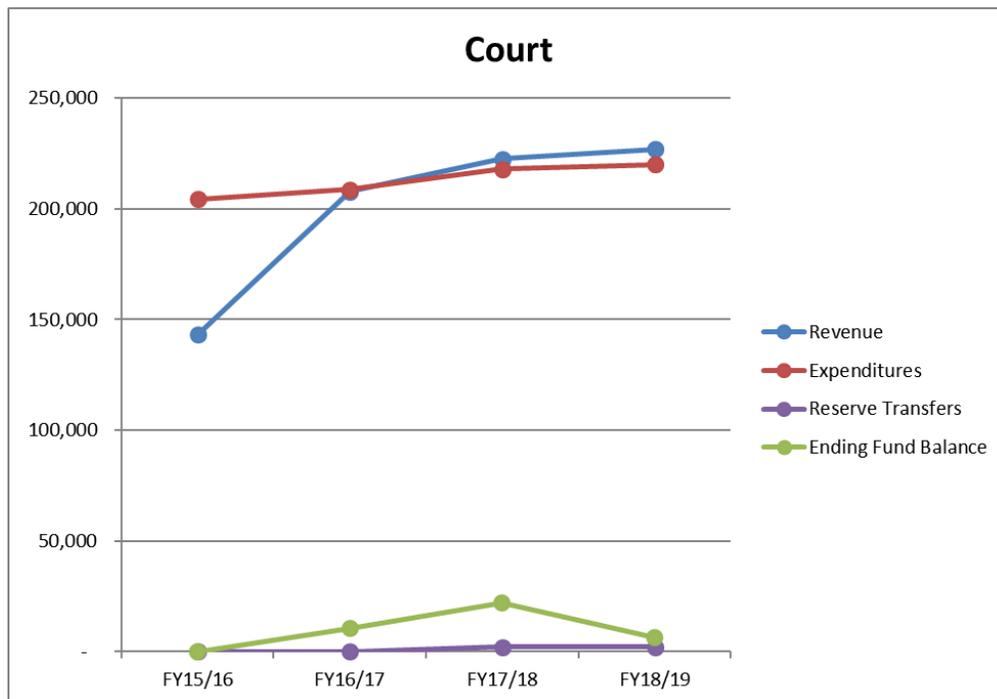




Fund Overview – Court Fund

The Court Fund is the main operating fund for the department. This fund receives all of the fees for services generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	11,600	19,600	1,500
Revenue	143,088	207,854	222,500	227,000
Total Resources	143,088	219,454	242,100	228,500
Expenditures				
Personnel Services	95,486	97,997	93,200	89,300
Materials & Services	108,928	110,780	120,500	126,400
Transfers	-	-	2,000	2,000
Contingency	-	-	4,300	4,400
Total Expenditures	204,414	208,776	220,000	222,100
Ending Fund Balance	-	10,677	22,100	6,400
Staffing	1.000	1.000	1.000	1.000





Fund Overview – Court Capital Fund

The fund serves as the main reserve fund for the Court Department. It will now be used to save for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	2,100
Revenue	-	-	2,100	2,100
Total Resources	-	-	2,100	4,200
Expenditures				
Capital Outlay	-	-	-	3,000
Ending Fund Balance	-	-	2,100	1,200



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Court							
001-315 Resources							
1	-	11,600	19,600	400100 Beginning Fund Balance	1,500	1,500	1,500
2	141,254	123,986	160,000	403002 Muni Court Fines	165,000	165,000	165,000
3	1,000	700	1,000	403005 Towed Vehicle Fines	-	-	-
4	-	-	200	403009 Road Crew Fee	200	200	200
5	834	356	100	403114 Muni Court - Surcharge Fees	100	100	100
6	-	85	-	409000 Other Revenue	100	100	100
7	-	-	200	400400 Interest	200	200	200
8	-	35,105	10,200	409310 General Revenue	9,500	9,500	9,500
9	-	47,620	50,800	400200 Property Taxes	51,900	51,900	51,900
10	<u>143,088</u>	<u>219,454</u>	<u>242,100</u>	Total Resources	<u>228,500</u>	<u>228,500</u>	<u>228,500</u>
11							
001-315 Personnel Services							
13	58,477	59,691	52,400	503780 Wages	51,800	51,800	51,800
14	-	-	2,100	503790 Wages - Overtime	600	600	600
15	4,272	4,457	4,200	513344 FICA	4,000	4,000	4,000
16	11,943	12,053	14,500	539094 Pension - PERS	12,100	12,100	12,100
17	185	299	500	542344 Workers' Compensation Ins	400	400	400
18	20,609	21,496	17,600	546833 Insurance Benefits	18,500	18,500	18,500
19	-	-	1,900	548877 Unemployment Insurance	1,900	1,900	1,900
20	<u>95,486</u>	<u>97,997</u>	<u>93,200</u>	Total Personnel Services	<u>89,300</u>	<u>89,300</u>	<u>89,300</u>
21							
001-315 Materials & Services							
23	16,924	14,517	20,600	601100 Administrative Charges	22,200	22,200	22,200
24	37,080	37,080	37,100	602125 Prosecuting Attorney Fees	37,100	37,100	37,100
25	276	463	600	602130 Interpreter Fees	500	500	500
26	2,178	2,709	2,900	602171 Insurance	2,700	2,700	2,700
27	89	-	400	602225 Jury Trial Expense	400	400	400
28	6,604	8,912	9,000	602250 Court Appointed Attorney Fee	8,000	8,000	8,000
29	-	-	-	603050 Probation Activities	200	200	200
30	1,077	855	900	603200 Bank Fees	900	900	900
31	2,709	2,600	2,900	608925 Computer Software Support	2,900	2,900	2,900
32	1,175	1,175	1,200	611519 Electricity	1,300	1,300	1,300
33	-	276	400	611770 IT Service Charges	1,300	1,300	1,300
34	153	541	600	632677 Office Equipment Leases	700	700	700
35	203	1,063	800	632678 Computer/Office Equipment Main	800	800	800
36	2,828	2,369	3,300	636921 Office Supplies	3,300	3,300	3,300
37	-	500	400	637917 Office Equipment/Furnishings	400	400	400
38	883	670	1,000	640457 Postage	1,000	1,000	1,000
39	1,082	365	500	644400 Janitorial & Cleaning	500	500	500
40	553	1,262	2,700	644650 Building Maintenance Charges	2,200	2,200	2,200
41	1,621	1,777	1,700	647030 Travel and Training	1,700	1,700	1,700
42	997	970	1,000	649843 Telephone	1,100	1,100	1,100
43	50	75	200	649989 Dues	200	200	200
44	256	252	300	652080 Internet Services	400	400	400
45	982	742	800	702013 Audit	800	800	800
46	30,600	30,600	30,600	702020 Judge Contract Services	34,800	34,800	34,800
47	607	1,007	600	706076 Legal Counsel	1,000	1,000	1,000
48	<u>108,928</u>	<u>110,780</u>	<u>120,500</u>	Total Materials & Services	<u>126,400</u>	<u>126,400</u>	<u>126,400</u>
49							
001-315 Transfers							
51	-	-	2,000	900045 Transfer to Capital Projects Fund	2,000	2,000	2,000

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
52							
53	-	-	4,300	900900 Contingency	4,400	4,400	4,400
54							
55	204,414	208,776	220,000	Total Requirements	222,100	222,100	222,100
56	-	10,677	22,100	999000 Unapp Ending Fund Balance	6,400	6,400	6,400
57	<u>204,414</u>	<u>219,454</u>	<u>242,100</u>		<u>228,500</u>	<u>228,500</u>	<u>228,500</u>
58	-	-	-		-	-	-
59							
60				Fund Totals			
61				Resources:			
62	-	11,600	19,600	Beginning Fund Balance	1,500	1,500	1,500
63	-	207,854	222,500	Operating Revenue	227,000	227,000	227,000
64	<u>-</u>	<u>219,454</u>	<u>242,100</u>		<u>228,500</u>	<u>228,500</u>	<u>228,500</u>
65							
66				Appropriations:			
67	-	208,776	218,000	Operating Expenditures	220,100	220,100	220,100
68				Transfers			
69	-	-	2,000	To Reserves	2,000	2,000	2,000
70	<u>-</u>	<u>208,776</u>	<u>220,000</u>		<u>222,100</u>	<u>222,100</u>	<u>222,100</u>
71	<u>-</u>	<u>10,677</u>	<u>22,100</u>	Unappropriated Fund Balance	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
72	<u>-</u>	<u>219,454</u>	<u>242,100</u>		<u>228,500</u>	<u>228,500</u>	<u>228,500</u>
73	-	-	-		-	-	-

Notes

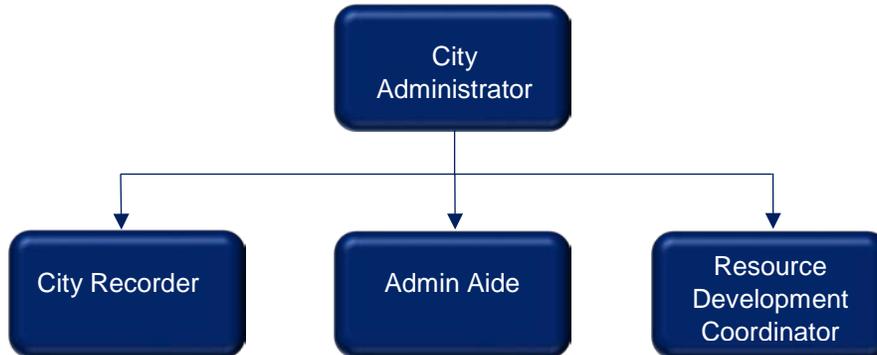
- 31 Caselle and Springbrook annual maintenance allocation
- 41 Includes conferences and travel costs
- 20 Reduced to one Bailiff / Security Officer



Department Overview

Administration Department

Organizational Structure



Department Overview

Administration includes the positions of the City Administrator, City Recorder and an Administrative Aide. 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.

What's New for FY 2018-2019?

- Created Resource Development Coordinator position

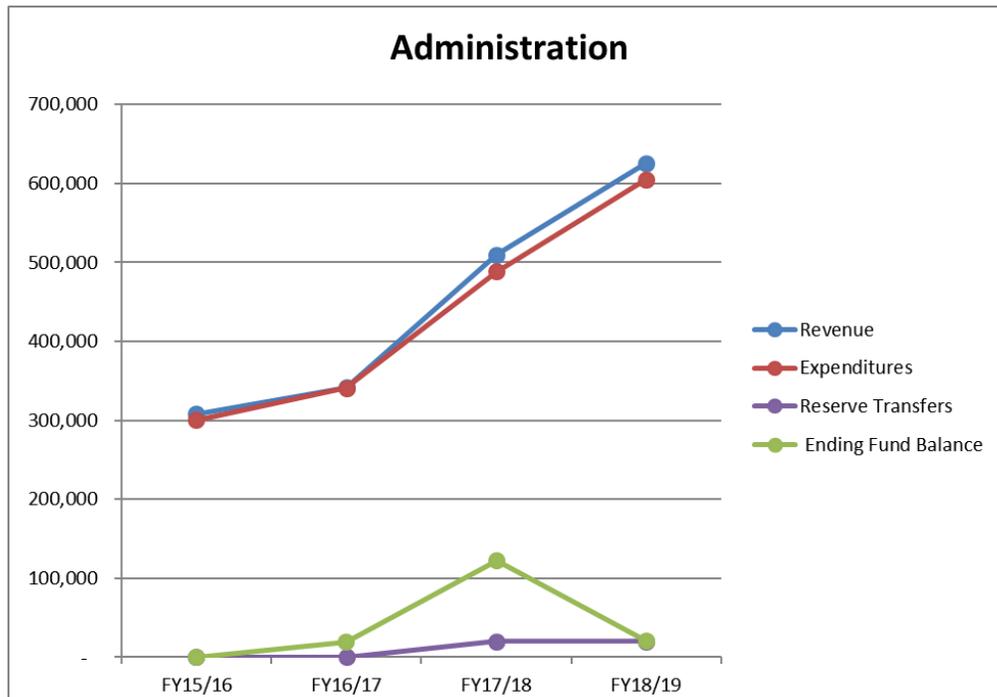




Fund Overview – Administration Fund

The Administration Fund is the main operating fund for the department. This fund receives all of the fees for services generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	18,800	121,700	20,300
Revenue	308,219	341,823	509,800	625,600
Total Resources	308,219	360,623	631,500	645,900
Expenditures				
Personnel Services	254,656	288,215	414,500	515,900
Materials & Services	46,075	53,075	74,300	77,200
Transfers	-	-	20,000	20,000
Contingency	-	-	-	11,900
Total Expenditures	300,731	341,290	508,800	625,000
Ending Fund Balance	-	19,334	122,700	20,900
Staffing	3.750	2.000	3.000	4.000





Fund Overview – Administration Capital Fund

The fund serves as the main reserve fund for the Administration Department. It will now be used to save for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	3,500
Revenue	-	-	48,200	20,200
Total Resources	-	-	48,200	23,700
Expenditures				
Capital Outlay	-	-	2,400	800
Ending Fund Balance	-	-	45,800	22,900



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Administration							
001-325 Resources							
1	-	18,800	121,700	400100 Beginning Fund Balance	20,300	20,300	20,300
2	308,219	341,738	508,800	409300 Admin Services	536,600	536,600	536,600
3	-	-	-	400525 Transfer from State Revenue	88,000	88,000	88,000
4	-	85	-	409000 Other Revenue	-	-	-
5	-	-	1,000	400400 Interest	1,000	1,000	1,000
6	<u>308,219</u>	<u>360,623</u>	<u>631,500</u>	Total Resources	<u>645,900</u>	<u>645,900</u>	<u>645,900</u>
7							
8							
001-325 Personnel Services							
9	163,597	189,497	248,600	503780 Wages	303,500	303,500	303,500
10	-	-	1,100	503790 Wages - Overtime	1,200	1,200	1,200
11	12,401	14,458	19,100	513344 FICA	23,300	23,300	23,300
12	35,902	36,691	64,300	539094 Pension - PERS	75,200	75,200	75,200
13	300	444	600	542344 Workers' Compensation Ins	800	800	800
14	42,456	47,125	74,900	546833 Insurance Benefits	104,000	104,000	104,000
15	-	-	5,900	548877 Unemployment Insurance	7,900	7,900	7,900
16	<u>254,656</u>	<u>288,215</u>	<u>414,500</u>	Total Personnel Services	<u>515,900</u>	<u>515,900</u>	<u>515,900</u>
17							
18							
001-325 Materials & Services							
19	3,254	4,430	5,000	602171 Insurance	5,700	5,700	5,700
20	132	131	300	603200 Bank Fees	300	300	300
21	565	712	700	608925 Computer Software Support	700	700	700
22	2,629	2,673	2,800	611519 Electricity	3,000	3,000	3,000
23	4,353	5,569	6,100	611770 IT Service Charges	8,300	8,300	8,300
24	-	1,335	2,000	611771 Professional Services	2,000	2,000	2,000
25	-	200	600	615100 Equip Maint Charges	600	600	600
26	1,768	1,808	1,900	632677 Office Equipment Leases	3,000	3,000	3,000
27	1,065	343	1,000	632680 Office Equipment/Furnishings	1,000	1,000	1,000
28	4,406	4,291	3,500	636921 Office Supplies	3,500	3,500	3,500
29	63	-	1,500	637917 Office Equipment Maintenance	-	-	-
30	143	98	500	640457 Postage	500	500	500
31	794	3,205	2,000	640733 Printing and Advertising	2,200	2,200	2,200
32	6,725	5,637	7,500	642200 Special Projects	8,000	8,000	8,000
33	5,103	6,657	4,500	644400 Janitorial & Cleaning	3,000	3,000	3,000
34	3,963	4,038	5,900	644650 Building Maintenance Charges	5,600	5,600	5,600
35	1,357	911	1,500	644670 General Supplies	1,000	1,000	1,000
36	1,576	2,297	5,500	647030 Travel and Training	6,000	6,000	6,000
37	2,819	3,245	2,800	649843 Telephone	3,500	3,500	3,500
38	245	1,600	1,700	649989 Dues	2,100	2,100	2,100
39	-	-	-	652020 Employee Wellness Program	2,500	2,500	2,500
40	-	-	-	652040 Employee Safety Program	2,500	2,500	2,500
41	811	779	900	652080 Internet Services	1,000	1,000	1,000
42	884	742	1,100	702013 Audit	1,200	1,200	1,200
43	3,420	2,374	15,000	706076 Legal Counsel	10,000	10,000	10,000
44	<u>46,075</u>	<u>53,075</u>	<u>74,300</u>	Total Materials & Services	<u>77,200</u>	<u>77,200</u>	<u>77,200</u>
45							
46							
001-325 Transfers							
47	-	-	20,000	900045 Transfer to Capital Projects Fund	20,000	20,000	20,000

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
48							
49	-	-	-	900900 Contingency	11,900	11,900	11,900
50							
51	300,731	341,290	508,800	Total Requirements	625,000	625,000	625,000
52	-	19,334	122,700	999000 Unapp Ending Fund Balance	20,900	20,900	20,900
53	<u>300,731</u>	<u>360,623</u>	<u>631,500</u>		<u>645,900</u>	<u>645,900</u>	<u>645,900</u>
54	-	-	-		-	-	-
55							
56				Fund Totals			
57				Resources:			
58	-	18,800	121,700	Beginning Fund Balance	20,300	20,300	20,300
59	-	341,823	509,800	Operating Revenue	625,600	625,600	625,600
60	<u>-</u>	<u>360,623</u>	<u>631,500</u>		<u>645,900</u>	<u>645,900</u>	<u>645,900</u>
61							
62				Appropriations:			
63	-	341,290	488,800	Operating Expenditures	605,000	605,000	605,000
64				Transfers			
65	-	-	20,000	To Reserves	20,000	20,000	20,000
66	-	-	-	Other Transfers	-	-	-
67	<u>-</u>	<u>341,290</u>	<u>508,800</u>		<u>625,000</u>	<u>625,000</u>	<u>625,000</u>
68	<u>-</u>	<u>19,334</u>	<u>122,700</u>	Unappropriated Fund Balance	<u>20,900</u>	<u>20,900</u>	<u>20,900</u>
69	<u>-</u>	<u>360,623</u>	<u>631,500</u>		<u>645,900</u>	<u>645,900</u>	<u>645,900</u>
70	-	-	-		-	-	-

Notes

- 21 Software annual maintenance allocation
- 25 Costs from Internal Services Fund

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
General Fund - Non-Departmental							
001-320 Resources							
1	2,141,334	1,975,251	1,961,800	400100 Beginning Fund Balance	1,892,000	1,892,000	1,892,000
2							
3	001-320 Resources - Property Taxes						
4	2,229,831	2,324,419	2,478,700	400200 Current Year Taxes	2,589,400	2,589,400	2,589,400
5	911	1,029	2,900	400220 Low Rent Housing, In Lieu of Tax	2,400	2,400	2,400
6	56,315	55,560	58,500	400300 Previously Levied Taxes	57,900	57,900	57,900
7	2,287,057	2,381,009	2,540,100	Total Property Taxes	2,649,700	2,649,700	2,649,700
8	-	(2,381,009)	(2,540,100)	409360 Allocated to Departments	(2,596,800)	(2,596,800)	(2,596,800)
9		-	-	Non-Allocated	52,900	52,900	52,900
10							
11	001-320 Resources - General						
12	8,378	8,378	8,400	401200 Verizon Franchise	8,400	8,400	8,400
13	53,086	49,759	57,700	401300 Natural Gas Franchise	53,600	53,600	53,600
14	13,821	12,855	16,000	401400 Telephone Franchise	16,000	16,000	16,000
15	63,810	70,725	71,200	401500 Comcast Cable Franchise	75,600	75,600	75,600
16	59,403	65,299	66,700	401600 EPUD Franchise	75,700	75,700	75,700
17	217,152	230,883	220,000	401700 Pacific Power Franchise	126,600	126,600	126,600
18	83,039	89,526	93,000	402200 State Liquor Tax	96,900	96,900	96,900
19	5,993	8,990	7,200	402300 Cigarette Tax	8,100	8,100	8,100
20	11,174	12,105	13,500	408000 Transient Room Tax	12,700	12,700	12,700
21	515,857	548,519	553,700	Total General Resources	473,600	473,600	473,600
22	-	(540,620)	(509,700)	409350 Allocated to Departments	(473,600)	(473,600)	(473,600)
23		7,899	44,000	Non-Allocated	-	-	-
24							
25							
26	001-320 Resources - Other						
27	11,747	3,280	5,000	409000 Other Receipts	5,000	5,000	5,000
28	-	-	100	409100 Over/Under Receipts	-	-	-
29	1,522	-	-	408325 E Birch Settlement Principal	-	-	-
30	57	-	-	408330 E Birch Settlement Interest	-	-	-
31	14,476	26,759	24,900	400400 Investment Interest	24,700	24,700	24,700
32	3,840	1,845	-	407250 Building Rentals	-	-	-
33	15,616	16,084	16,000	401750 Cell Tower Lease	17,000	17,000	17,000
34	-	100	100	402860 Donations	-	-	-
35	745	870	1,000	401800 Licenses, Fees, & Permits	1,000	1,000	1,000
36	1,287	1,210	1,500	402775 Animal Regulation Fees	1,600	1,600	1,600
37	49,289	50,148	48,600	Total - Other Resources	49,300	49,300	49,300
38							
39	001-320 Resources - Transfers In						
40	-	-	-	400549 Transfer from Building Reserve	21,900	21,900	21,900
41	-	-	-	Total - Transfers In	21,900	21,900	21,900
42							
43	4,993,537	2,033,298	2,054,400	Total Non-Dept Resources	2,016,100	2,016,100	2,016,100
44							
45	001-320 Materials & Services						
46	5,749	32,355	5,000	611771 Professional Services	5,000	5,000	5,000
47	11,243	-	-	611775 DOC Previously Reimbursed Costs	-	-	-
48	1,245	2,376	1,300	628651 Lane Council of Gov Dues	1,300	1,300	1,300
49	2,027	2,210	2,300	629001 League of Oregon Cities Dues	2,400	2,400	2,400
50	374	521	1,000	641134 Council Projects/Programs	1,000	1,000	1,000
51	-	25	1,000	647030 Council Travel and Training	1,000	1,000	1,000

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
49	1,358	2,887	5,000	647032 Travel & Training	5,000	5,000	5,000
50	-	-	1,000	647050 Public Relations	1,000	1,000	1,000
51	526	199	1,000	648800 Employee Recognition	1,000	1,000	1,000
52	2,000	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
53	25,628	39,153	25,000	706076 Legal Counsel	25,000	25,000	25,000
54	1,229	-	-	706100 Labor Negotiations	-	-	-
55	4,000	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
56	55,380	85,725	48,600	Total Materials & Services	48,700	48,700	48,700
57							
58				001-320 Transfers			
59	5,000	41,000	-	900018 Transfer To Building Reserve	-	-	-
60	71,400	-	-	900020 Transfer to Comm Services Fund	-	-	-
61	85,600	-	-	900023 Transfer to Senior Center Fund	-	-	-
62	-	-	16,900	900024 Transfer to Library	-	-	-
63	-	-	44,000	900041 Transfer to Streets Cap Proj Fund	-	-	-
64	-	-	20,000	900045 Transfer to Capital Projects Fund	-	-	-
65	5,000	-	-	900040 Transfer to Bldg Rep Reserve	-	-	-
66	167,000	41,000	80,900	Total Transfers	-	-	-
67							
68	-	-	14,000	900900 Contingency	53,000	153,000	97,400
69							
70	222,380	126,725	143,500	Total Requirements	101,700	201,700	146,100
71	-	1,906,573	1,910,900	999000 Unapp Ending Fund Balance	1,914,400	1,814,400	1,870,000
72			2,054,400		2,016,100	2,016,100	2,016,100
73	-	-	-		-	-	-
74				Fund Totals			
75				Resources:			
76	-	1,975,251	1,961,800	Beginning Fund Balance	1,892,000	1,892,000	1,892,000
77	-	58,046	92,600	Operating Revenue	124,100	124,100	124,100
78	-	2,033,298	2,054,400		2,016,100	2,016,100	2,016,100
79				Appropriations:			
80	-	85,725	62,600	Operating Expenditures	101,700	201,700	146,100
81				Transfers			
82	-	41,000	64,000	To Reserves	-	-	-
83	-	126,725	126,600		101,700	201,700	146,100
84	-	1,906,573	1,927,800	Unappropriated Fund Balance	1,914,400	1,814,400	1,870,000
85	-	2,033,298	2,054,400		2,016,100	2,016,100	2,016,100
86	-	-	-		-	-	-

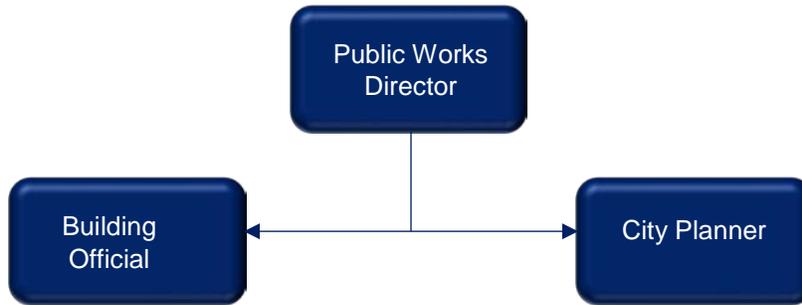
Notes

- 4 The City's permanent tax rate is \$6.0445 per \$1,000 of assessed value, and was established by measure 50.
- 18 & 19 Based on state rate multiplied by population of the City
- 29 Moved to Parks in FY17/18
- 43 Includes Code Publishing costs
- 48 Includes conference expenses for Council
- 52 Grant for utility costs
- 9 & 68 Fiscal policy requires 2% of budgeted property taxes for contingency



Department Overview Organizational Structure

Planning Department



Department 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.

What's New for FY 2018-2019?

- Add a building Official

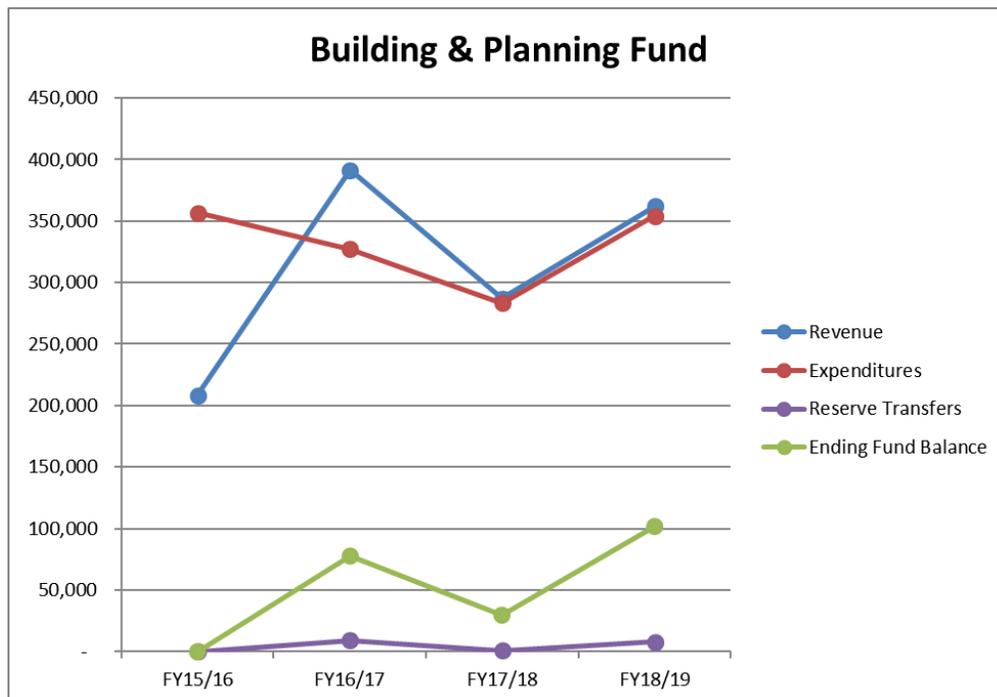




Fund Overview – Planning Fund

The Planning Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	22,300	26,700	101,800
Revenue	208,293	391,503	420,200	362,000
Total Resources	208,293	413,803	446,900	463,800
Expenditures				
Personnel Services	162,528	169,656	110,400	248,800
Materials & Services	194,078	157,728	296,800	91,100
Transfers	-	9,000	1,000	8,000
Contingency	-	-	9,000	14,100
Total Expenditures	356,605	336,384	417,200	362,000
Ending Fund Balance	-	77,419	29,700	101,800
Staffing	2.000	2.000	1.000	2.000





Fund Overview – Planning Capital Fund

The fund serves as the main reserve fund for the Planning Department. It will now be used to save for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	1,100
Revenue	-	-	1,100	8,100
Total Resources	-	-	1,100	9,200
Expenditures				
Capital Outlay	-	-	-	7,000
Ending Fund Balance	-	-	1,100	2,200



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted	
Building and Planning								
001-330 Resources								
1	-	22,300	26,700	400100 Beginning Fund Balance	101,800	101,800	101,800	
2	65,249	79,918	93,000	402100 Building Permits	80,000	80,000	80,000	
3	14,563	11,632	33,100	402110 Mechanical Permit Fees	25,000	25,000	25,000	
4	20,168	14,007	29,200	402120 Electrical Permit Fee	25,000	25,000	25,000	
5	25,529	18,620	53,300	402130 Plumbing Permit Fees	26,000	26,000	26,000	
6	36,787	67,320	90,000	402150 Plans Review Fees	45,000	45,000	45,000	
7	4,199	2,194	4,200	402155 Clair Co. Surplus Charges	4,200	4,200	4,200	
8	1,334	779	2,000	402175 Bldg Permit Admin Fees - City	2,000	2,000	2,000	
9	8,571	22,140	20,000	402180 Land Use Applications	18,000	18,000	18,000	
10	30,666	13,273	30,700	402185 Admin on SDC Fees	32,000	32,000	32,000	
11	1,225	900	3,300	402199 Bldg/Plng - Misc Receipts	3,000	3,000	3,000	
12	-	51	100	409000 Other Revenue	100	100	100	
13	-	-	300	400400 Interest	300	300	300	
14	-	-	-	402195 IGA Revenue	40,000	40,000	40,000	
15	-	113,050	10,200	409310 General Revenue	9,500	9,500	9,500	
16	-	47,620	50,800	400200 Property Taxes	51,900	51,900	51,900	
17	208,293	413,803	446,900	Total Resources	463,800	463,800	463,800	
18								
19	001-330 Personnel Services							
20	98,082	102,269	69,300	503780 Wages	151,200	151,200	151,200	
21	7,424	7,726	5,400	513344 FICA	11,600	11,600	11,600	
22	18,741	19,481	13,700	539094 Pension - PERS	36,000	36,000	36,000	
23	185	225	600	542344 Workers' Compensation Ins	2,600	2,600	2,600	
24	38,096	39,955	19,900	546833 Insurance Benefits	44,200	44,200	44,200	
25	-	-	1,500	548877 Unemployment Insurance	3,200	3,200	3,200	
26	162,528	169,656	110,400	Total Personnel Services	248,800	248,800	248,800	
27								
28	001-330 Materials & Services							
29	27,947	29,684	23,500	601100 Administrative Charges	36,800	36,800	36,800	
30	718	856	800	603200 Bank Fees	800	800	800	
31	1,114	929	700	608925 Computer Software Support	700	700	700	
32	802	881	900	611519 Electricity	900	900	900	
33	773	882	2,100	611770 IT Service Charges	2,300	2,300	2,300	
34	4,075	4,956	5,500	622171 Insurance	3,400	3,400	3,400	
35	920	964	500	632677 Office Equipment Leases	600	600	600	
36	-	-	100	632678 Computer/Office Equipment Main	1,000	1,000	1,000	
37	105	352	200	632680 Office Equipment/Furnishings	2,000	2,000	2,000	
38	-	-	-	633850 Natural Gas	100	100	100	
39	1,536	1,146	1,500	636921 Office Supplies	2,500	2,500	2,500	
40	394	1,286	1,000	640457 Postage	1,000	1,000	1,000	
41	1,022	4,887	3,000	640733 Printing and Advertising	3,000	3,000	3,000	
42	13	-	500	641134 Program Costs - Planning	500	500	500	
43	661	186	-	644400 Janitorial & Cleaning	-	-	-	
44	388	1,171	1,800	644650 Building Maintenance Charges	900	900	900	
45	393	671	500	647030 Travel and Training	500	500	500	
46	-	-	100	647050 Public Relations	100	100	100	
47	1,569	1,742	2,000	649843 Telephone	2,000	2,000	2,000	
48	323	70	100	649989 Dues	100	100	100	
49	636	636	700	652080 Internet Services	800	800	800	
50	1,670	1,577	1,100	702013 Audit	1,100	1,100	1,100	
51	7,070	3,360	5,000	706076 Legal Counsel	5,000	5,000	5,000	
52	141,949	101,493	244,200	723440 Building Official Contract	10,000	10,000	10,000	

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
53	-	-	1,000	723445 Planning Services Contracted	15,000	15,000	15,000
54	194,078	157,728	296,800	Total Materials & Services	91,100	91,100	91,100
55							
56				001-330 Transfers			
	-	-	1,000	900045 Transfer to Capital Projects Fund	8,000	8,000	8,000
	-	9,000	-	900018 Transfer to Building Reserve	-	-	-
57	-	9,000	1,000	900045 Total Transfers	8,000	8,000	8,000
58							
59	-	-	9,000	900900 Contingency	14,100	14,100	14,100
60							
61	356,605	336,384	417,200	Total Requirements	362,000	362,000	362,000
62	-	77,419	29,700	999000 Unapp Ending Fund Balance	101,800	101,800	101,800
63	356,605	413,803	446,900		463,800	463,800	463,800
64	-	-	-		-	-	-
65							
66				Fund Totals			
67				Resources:			
68	-	22,300	26,700	Beginning Fund Balance	101,800	101,800	101,800
69	-	391,503	420,200	Operating Revenue	362,000	362,000	362,000
70	-	413,803	446,900		463,800	463,800	463,800
71							
72				Appropriations:			
73	-	327,384	416,200	Operating Expenditures	354,000	354,000	354,000
74				Transfers			
75	-	9,000	1,000	To Reserves	8,000	8,000	8,000
76	-	336,384	417,200		362,000	362,000	362,000
77	-	77,419	29,700	Unappropriated Fund Balance	101,800	101,800	101,800
78	-	413,803	446,900		463,800	463,800	463,800
79	-	-	-		-	-	-

Notes

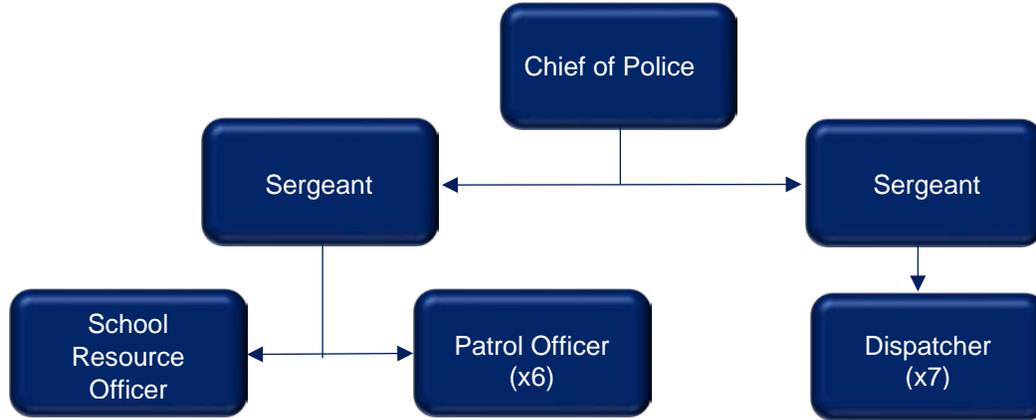
59 Minimum requirement is 2% of appropriations excluding transfers and contingency.



Department Overview

Police Department

Organizational Structure



Department Overview

Over the past 18-months the Junction City Police Department has undergone significant cultural, organizational, and operational transformations which have uniquely positioned the organization to significantly increase services to the community. Leveraging the exponential power of industry best practices and outside the box thinking the agency has acquired state of the art equipment resources and dramatically enhanced the operational and tactical readiness of staff. Furthermore, the agency leaders have aggressively reached out and established what will be sustained long-term collaborative partnerships with public and private sector organizations that will empower the department to achieve goals that would otherwise be impossible.

The police department is organized into four divisions: Dispatch, Jail, Administration, and Patrol.

The Administration Division is staffed by one Chief of Police and two Patrol Sergeants. The Patrol Division is comprised of one School Resource Officer (SRO) and Six Patrol Officers. In addition to the City of Junction City, the police department, under contract, provides police services for the city of Monroe. The Jail Division is designated and recognized as a full-service municipal correctional facility by the state of Oregon. The Jail Division is comprised of four-beds and is utilized to house both persons awaiting trial in, as well as serving sentences of up to one year imposed by the Junction City Municipal Court. Members of the Administration and Patrol Divisions are responsible for the in and out-processing of inmates.





The Emergency Communications & Dispatch Division is staffed by seven Emergency Telecommunicators (Dispatchers). This division provides twenty-four hour emergency police and fire dispatch services for the Junction City Police Department, the Junction City Rural Fire Protection District, the Coburg Police Department, and Union Pacific Railroad Police. During FY 2018-19 the center will, under contract, assume dispatching services for several additional fire districts. In addition to dispatching functions, the Dispatch Division also provides twenty-four hour monitoring and care of inmates lodged in the Municipal Jail.

What's New for FY 2018-2019?

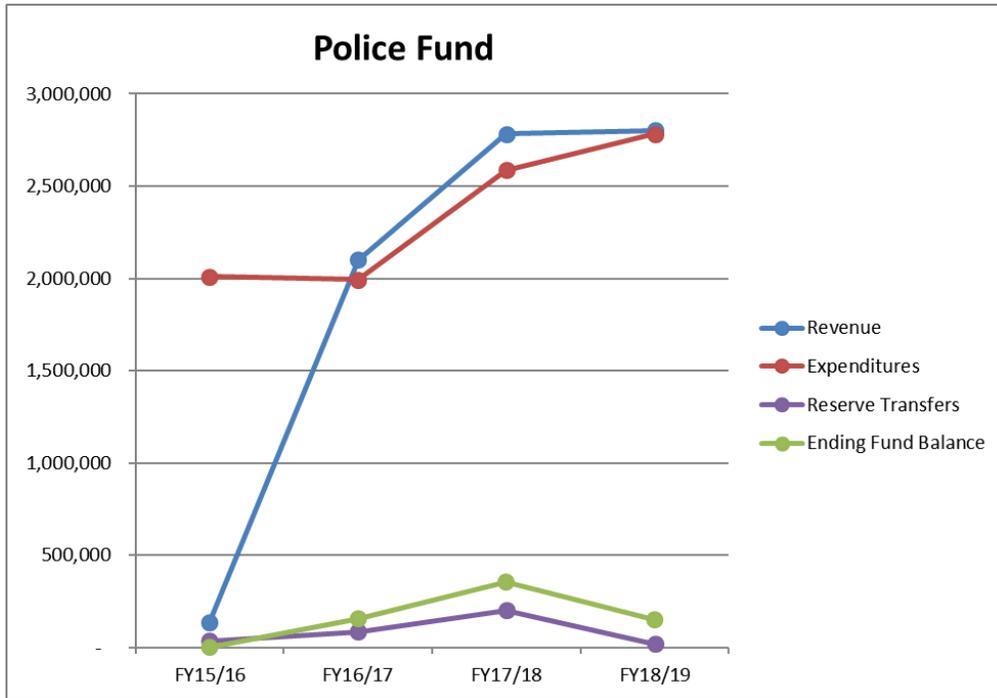
- The police department budget has been reorganized in into four (4) Divisions; Administration, Patrol, Jail, and Dispatch.

Fund Overview – Police Fund

The Police Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily operations. Also, this fund transfers funds to the department's reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	136,000	358,100	150,600
Revenue	136,514	2,102,112	2,781,900	2,802,900
Total Resources	136,514	2,238,112	3,140,000	2,953,500
Expenditures				
Personnel Services	1,520,521	1,462,166	1,892,900	2,032,100
Materials & Services	489,863	532,525	693,500	708,500
Transfers	34,800	85,000	200,000	20,000
Contingency	-	-	-	42,300
Total Expenditures	2,045,184	2,079,691	2,786,400	2,802,900
Ending Fund Balance	-	158,421	353,600	150,600
Staffing	17.000	14.000	17.000	17.000







Fund Overview – Police Capital Fund

The Police Capital Fund serves as the main reserve fund for the Police Department and is used to save money for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	41,962	52,254	40,000	88,200
Revenue	10,293	85,599	219,700	20,700
Total Resources	52,254	137,853	259,700	108,900
Expenditures				
Capital Outlay	-	101,781	167,700	20,000
Ending Fund Balance	52,254	36,072	92,000	88,900





Fund Overview – Special Police Programs Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	11,869	14,407	19,900	18,300
Revenue	78,701	5,640	4,200	4,400
Total Resources	90,570	20,046	24,100	22,700
Expenditures				
Personnel Services	69,894	-	-	-
Materials & Services	6,270	1,931	22,500	20,000
	76,164	1,931	22,500	20,000
Ending Fund Balance	14,407	18,115	1,600	2,700



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
1							
2				Police: Patrol			
3				001-730 Resources			
4	-	-	-	403111 Jail Booking Fees	2,000	2,000	2,000
5	-	-	-	403125 Assessments for Training	20,000	20,000	20,000
6	-	-	-	402780 Law Enforcement Grants	14,000	14,000	14,000
7	-	-	-	402744 Law Enforcement Contracts	32,000	32,000	32,000
8	-	-	-	405200 School Reimbursements	40,000	40,000	40,000
9	-	-	-	Total Resources	108,000	108,000	108,000
10							
11				001-730 Personnel Services			
12	-	-	-	503780 Wages	495,600	495,600	495,600
13	-	-	-	503790 Overtime	31,000	31,000	31,000
14	-	-	-	513344 FICA	40,300	40,300	40,300
15	-	-	-	539094 Pension - PERS	121,700	121,700	121,700
16	-	-	-	542344 Workers' Compensation Ins	15,000	15,000	15,000
17	-	-	-	546833 Insurance Benefits	164,500	164,500	164,500
18	-	-	-	548877 Unemployment Insurance	11,100	11,100	11,100
19	-	-	-	Total Personnel Services	879,200	879,200	879,200
20							
21				001-730 Materials & Services			
22	-	-	-	602171 Insurance	23,800	23,800	23,800
23	-	-	-	606085 Crime Prevention	2,000	2,000	2,000
24	-	-	-	608925 Software & Application Support	13,000	13,000	13,000
25	-	-	-	611519 Electricity	5,600	5,600	5,600
26	-	-	-	611770 IT Service Charges	5,000	5,000	5,000
27	-	-	-	612080 Equipment & Supplies	14,400	14,400	14,400
28	-	-	-	615018 Fuel	25,200	25,200	25,200
29	-	-	-	615100 Vehicle & Equip Maint Charges	48,900	48,900	48,900
30	-	-	-	622060 Animal Regulation Expenses	700	700	700
31	-	-	-	624624 Investigations	4,000	4,000	4,000
32	-	-	-	632677 Copier Lease/Maint Agreement	1,400	1,400	1,400
33	-	-	-	632679 Radio System	5,300	5,300	5,300
34	-	-	-	636921 Office Supplies	2,000	2,000	2,000
35	-	-	-	640457 Postage	1,200	1,200	1,200
36	-	-	-	640733 Printing	500	500	500
37	-	-	-	644600 Building Rent	14,600	14,600	14,600
38	-	-	-	644650 Building Maintenance	6,900	6,900	6,900
39	-	-	-	647030 Travel and Training	9,000	9,000	9,000
40	-	-	-	647050 Public Relations	2,000	2,000	2,000
41	-	-	-	649843 Telephone	8,200	8,200	8,200
42	-	-	-	649989 Dues & Certifications	200	200	200
43	-	-	-	652080 Internet and Email	2,400	2,400	2,400
44	-	-	-	653333 Uniforms	8,500	8,500	8,500
45	-	-	-	654324 Ammo & Shooting Supplies	10,000	10,000	10,000
46	-	-	-	706076 Legal Counsel	4,700	4,700	4,700
47	-	-	-	706100 Labor Attorney	3,000	3,000	3,000
48	-	-	-	706150 Hiring Process	3,300	3,300	3,300
49	-	-	-	Total Materials & Services	225,800	225,800	225,800
50							
51	-	-	-	Total Requirements: Patrol	1,105,000	1,105,000	1,105,000
52							
53							

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
54							
55				Police: Dispatch			
56				001-732 Resources			
57	-	-	-	402650 JCRFPD Dispatching Contract	46,000	46,000	46,000
58	-	-	-	402740 Coburg Dispatching Contract	50,000	50,000	50,000
59	-	-	-	402742 All Other Dispatch Contracts	263,400	263,400	263,400
60	-	-	-	Total Resources	359,400	359,400	359,400
61							
62				001-732 Personnel Services			
63	-	-	-	503780 Wages	389,700	389,700	389,700
64	-	-	-	503795 Overtime	31,000	31,000	31,000
65	-	-	-	513344 FICA	32,200	32,200	32,200
66	-	-	-	539094 Pension - PERS	89,300	89,300	89,300
67	-	-	-	542344 Workers' Compensation Ins	11,700	11,700	11,700
68	-	-	-	546833 Insurance Benefits	144,400	144,400	144,400
69	-	-	-	548877 Unemployment Insurance	11,500	11,500	11,500
70	-	-	-	Total Personnel Services	709,800	709,800	709,800
71							
72				001-732 Materials & Services			
73	-	-	-	602171 Insurance	9,500	9,500	9,500
74	-	-	-	608925 Software & Application Support	40,000	40,000	40,000
75	-	-	-	611519 Electricity	3,000	3,000	3,000
76	-	-	-	611770 IT Service Charges	5,000	5,000	5,000
77	-	-	-	612080 Equipment and Supplies	4,800	4,800	4,800
78	-	-	-	632677 Copier Lease/Maint Agreement	1,400	1,400	1,400
79	-	-	-	632679 Radio System	5,300	5,300	5,300
80	-	-	-	636921 Office Supplies	2,000	2,000	2,000
81	-	-	-	640457 Postage	100	100	100
82	-	-	-	644650 Building Maintenance	3,700	3,700	3,700
83	-	-	-	647030 Travel and Training	3,000	3,000	3,000
84	-	-	-	649843 Telephone	8,300	8,300	8,300
85	-	-	-	649989 Dues & Certifications	100	100	100
86	-	-	-	652080 Internet and Email	2,400	2,400	2,400
87	-	-	-	653333 Uniforms	3,500	3,500	3,500
88	-	-	-	706076 Legal Counsel	4,800	4,800	4,800
89	-	-	-	706100 Labor Attorney	3,000	3,000	3,000
90	-	-	-	706150 Hiring Process	3,300	3,300	3,300
91	-	-	-	Total Materials & Services	103,200	103,200	103,200
92							
93	-	-	-	Total Requirements: Dispatch	813,000	813,000	813,000
94							
95							
96				Police: Jail			
97				001-734 Materials & Services			
98	-	-	-	602171 Insurance	6,300	6,300	6,300
99	-	-	-	611519 Electricity	2,800	2,800	2,800
100	-	-	-	623423 Jail Costs	18,000	18,000	18,000
101	-	-	-	623424 Contracted Jail Space	8,000	8,000	8,000
102	-	-	-	644650 Building Maintenance	3,400	3,400	3,400
103	-	-	-	706076 Legal Counsel	4,700	4,700	4,700
104	-	-	-	Total Materials & Services	43,200	43,200	43,200

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
105							
106	-	-	-	Total Requirements: Jail	43,200	43,200	43,200
107							
108							
109	Police: Administration						
110				001-736 Resources			
111	-	-	-	400400 Interest	1,400	1,400	1,400
112	-	-	-	409000 Other Revenue	62,000	62,000	62,000
113	-	-	-	409310 General Revenue	350,400	350,400	350,400
114	-	-	-	400200 Property Taxes	1,921,700	1,921,700	1,921,700
115	-	-	-	Total Resources	2,335,500	2,335,500	2,335,500
116							
117				001-736 Personnel Services			
118	-	-	-	503780 Wages	270,000	270,000	270,000
119	-	-	-	513344 FICA	20,700	20,700	20,700
120	-	-	-	539094 Pension - PERS	70,300	70,300	70,300
121	-	-	-	542344 Workers' Compensation Ins	7,500	7,500	7,500
122	-	-	-	546833 Insurance Benefits	69,800	69,800	69,800
123	-	-	-	548877 Unemployment Insurance	4,800	4,800	4,800
124	-	-	-	Total Personnel Services	443,100	443,100	443,100
125							
126				001-736 Materials & Services			
127	-	-	-	601100 Administrative Charges	287,500	287,500	287,500
128	-	-	-	602171 Insurance	5,600	5,600	5,600
129	-	-	-	603200 Bank Fees	1,500	1,500	1,500
130	-	-	-	608925 Software & Application Support	3,600	3,600	3,600
131	-	-	-	611519 Electricity	2,200	2,200	2,200
132	-	-	-	611770 IT Service Charges	900	900	900
133	-	-	-	611771 Professional Services	1,500	1,500	1,500
134	-	-	-	615018 Fuel	2,800	2,800	2,800
135	-	-	-	615100 Vehicle & Equip Maint Charges	5,400	5,400	5,400
136	-	-	-	632677 Copier Lease/Maint Agreement	300	300	300
137	-	-	-	636921 Office Supplies	500	500	500
138	-	-	-	640457 Postage	100	100	100
139	-	-	-	640733 Printing	500	500	500
140	-	-	-	644650 Building Maintenance	2,700	2,700	2,700
141	-	-	-	647030 Travel and Training	8,000	8,000	8,000
142	-	-	-	647050 Public Relations	2,000	2,000	2,000
143	-	-	-	649843 Telephone	1,500	1,500	1,500
144	-	-	-	649989 Dues & Certifications	300	300	300
145	-	-	-	702013 Audit	4,600	4,600	4,600
146	-	-	-	706076 Legal Counsel	4,800	4,800	4,800
147	-	-	-	Total Materials & Services	336,300	336,300	336,300
148							
149	-	-	-	Total Requirements: Admin	779,400	779,400	779,400

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Police: All Divisions Combined							
001-710 Resources							
150	43,264	44,996	45,000	402650 JCRFPD Dispatching Contract	46,000	46,000	46,000
151	49,018	50,072	50,000	402740 Coburg Dispatching Contract	50,000	50,000	50,000
152	600	1,800	335,600	402742 Dispatch Contracts	263,400	263,400	263,400
153	650	450	1,000	403111 Jail Booking Fees	2,000	2,000	2,000
154	10,551	8,603	10,000	403125 Assessments for Training	20,000	20,000	20,000
155	-	-	-	402744 Local Law Enforcement Contracts	32,000	32,000	32,000
156	197	302	-	402780 Grant: Local Law Enforcement	14,000	14,000	14,000
157	32,234	63,925	-	403280 Grant: COPS	-	-	-
158	-	-	29,600	402810 911 Tax	-	-	-
159	-	15,000	20,000	405200 School Reimbursements	40,000	40,000	40,000
160	-	1,800	-	402860 Donations	-	-	-
161	-	-	1,400	400400 Interest	1,400	1,400	1,400
162	-	17,129	32,500	409000 Other Revenue	62,000	62,000	62,000
163	-	136,088	377,200	409310 General Revenue	350,400	350,400	350,400
164	-	1,761,946	1,879,600	400200 Property Taxes	1,921,700	1,921,700	1,921,700
165	136,514	2,238,112	3,140,000	Total Resources	2,802,900	2,802,900	2,802,900
166							
167				001-710 Personnel Services			
168	923,917	851,126	1,023,100	503780 Wages	1,155,300	1,155,300	1,155,300
169	38,101	37,916	57,000	503790 Wages OT Police Officers	31,000	31,000	31,000
170	22,976	53,701	37,000	503795 Wages OT CO's	31,000	31,000	31,000
171	74,137	71,663	85,500	513344 FICA	93,200	93,200	93,200
172	194,922	176,363	273,100	539094 Pension - PERS	281,300	281,300	281,300
173	16,571	15,567	30,900	542344 Workers' Compensation Ins	34,200	34,200	34,200
174	243,526	250,063	361,100	546833 Insurance Benefits	378,700	378,700	378,700
175	6,370	5,767	25,200	548877 Unemployment Insurance	27,400	27,400	27,400
176	1,520,521	1,462,166	1,892,900	Total Personnel Services	2,032,100	2,032,100	2,032,100
177							
178				001-710 Materials & Services			
179	159,750	174,701	254,000	601100 Administrative Charges	287,500	287,500	287,500
180	27,933	35,168	36,600	602171 Insurance	45,200	45,200	45,200
181	828	876	800	603200 Bank Fees	1,500	1,500	1,500
182	969	75	2,500	606085 Crime Prevention	2,000	2,000	2,000
183	2,404	2,505	2,600	608925 Computer Software Support	56,600	56,600	56,600
184	7,660	7,608	8,000	611519 Electricity	13,600	13,600	13,600
185	21,713	24,254	22,900	611770 IT Service Charges	10,900	10,900	10,900
186	3,060	5,038	4,500	611771 Professional Services	1,500	1,500	1,500
187	21,848	11,950	23,200	612080 Equipment & Supplies	19,200	19,200	19,200
188	20,593	26,169	38,000	615018 Fuel	28,000	28,000	28,000
189	60,821	52,417	56,700	615100 Vehicle & Equip Maint Charges	54,300	54,300	54,300
190	5	77	500	622060 Animal Regulation Expenses	700	700	700
191	25,028	30,334	26,000	623423 Jail Costs	18,000	18,000	18,000
192	-	-	-	623424 Contracted Jail Space	8,000	8,000	8,000
193	93	467	3,000	623425 Preventative Medical/OSHA	-	-	-
194	3,485	4,237	4,200	624624 Investigations	4,000	4,000	4,000
195	1,534	2,484	3,000	632677 Copier Lease/Maint Agreement	3,100	3,100	3,100
196	5,649	3,296	8,000	632679 Radio System	10,600	10,600	10,600
197	5,463	8,374	6,000	636921 Office Supplies	4,500	4,500	4,500
198	731	532	1,000	640457 Postage	1,400	1,400	1,400

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
199	999	1,881	1,500	640733 Printing	1,000	1,000	1,000
200	-	-	16,300	644600 Building Rent	14,600	14,600	14,600
201	5,325	10,703	12,100	644650 Building Maintenance	16,700	16,700	16,700
202	2,548	2,837	-	644660 Repair & Care of City Property	-	-	-
203	16,040	12,361	25,000	647030 Travel and Training	20,000	20,000	20,000
204	221	224	5,000	647050 Public Relations	4,000	4,000	4,000
205	20,937	20,114	22,000	649843 Telephone	18,000	18,000	18,000
206	1,130	810	1,200	649989 Dues & Certifications	600	600	600
207	4,242	3,656	6,800	652080 Internet Services	4,800	4,800	4,800
208	7,390	11,434	16,000	653333 Uniforms	12,000	12,000	12,000
209	5,325	3,129	12,000	654324 Ammo & Shooting Supplies	10,000	10,000	10,000
210	12,739	9,128	13,000	701202 Application Support	-	-	-
211	4,813	4,731	4,500	702013 Audit	4,600	4,600	4,600
212	2,950	4,738	3,400	706050 Policy Manual	-	-	-
213	27,849	41,777	25,000	706076 Legal Counsel	19,000	19,000	19,000
214	350	6,241	4,000	706100 Labor Attorney	6,000	6,000	6,000
215	7,439	8,200	24,200	706150 Hiring Process	6,600	6,600	6,600
216	489,863	532,525	693,500	Total Materials & Services	708,500	708,500	708,500

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
001-900 Transfers							
217	10,000	85,000	200,000	900010 Transfer to Police Capital Proj Fund	20,000	20,000	20,000
218	24,800	-	-	900039 Transfer to Special Police Programs	-	-	-
219	34,800	85,000	200,000		20,000	20,000	20,000
220							
221	-	-	-	900900 Contingency	42,300	42,300	42,300
222							
223							
224	Police Operations: Summary			Resources			
225	-	136,000	358,100	Beginning Fund Balance	150,600	150,600	150,600
226	136,514	186,948	491,200	Department Revenues	467,400	467,400	467,400
227	-	-	1,400	Interest	1,400	1,400	1,400
228	-	17,129	32,500	Other Revenue	62,000	62,000	62,000
229	-	136,088	377,200	General Revenue	350,400	350,400	350,400
230	-	1,761,946	1,879,600	Property Taxes	1,921,700	1,921,700	1,921,700
231	136,514	2,238,112	3,140,000	Total Resources	2,953,500	2,953,500	2,953,500
232							
233				Expenditures			
234	1,520,521	1,462,166	1,892,900	Personnel Services	2,032,100	2,032,100	2,032,100
235	489,863	532,525	693,500	Materials & Services	708,500	708,500	708,500
236	34,800	85,000	200,000	Transfers	20,000	20,000	20,000
237	-	-	-	Contingency	42,300	42,300	42,300
238	2,045,184	2,079,691	2,786,400		2,802,900	2,802,900	2,802,900
239							
240	-	158,421	353,600	Ending Fund Balance	150,600	150,600	150,600
241							
242							
243	Police Fund Summary			Fund Totals			
244				Resources:			
245	-	136,000	358,100	Beginning Fund Balance	150,600	150,600	150,600
246	-	2,102,112	2,781,900	Operating Revenue	2,802,900	2,802,900	2,802,900
247	-	2,238,112	3,140,000		2,953,500	2,953,500	2,953,500
248							
249				Appropriations:			
250	-	1,994,691	2,586,400	Operating Expenditures	2,782,900	2,782,900	2,782,900
251							
252	-	85,000	200,000	Transfers To Reserves	20,000	20,000	20,000
253	-	2,079,691	2,786,400		2,802,900	2,802,900	2,802,900
254	-	158,421	353,600	Unappropriated Fund Balance	150,600	150,600	150,600
255	-	2,238,112	3,140,000		2,953,500	2,953,500	2,953,500

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Police Capital Projects Fund							
	301-000 Resources						
	41,962	52,254	40,000	400100 Beginning Fund Balance	88,200	88,200	88,200
	293	599	500	400400 Investment Interest	700	700	700
1	-	-	19,200	400508 Transfer from Building Reserve	-	-	-
2	10,000	85,000	200,000	400540 Transfer from Police Operations	20,000	20,000	20,000
3	<u>52,254</u>	<u>137,853</u>	<u>259,700</u>		<u>108,900</u>	<u>108,900</u>	<u>108,900</u>
4							
5	301-100 Capital Outlay						
6	-	101,781	167,700	800600 Equipment Acquisition	20,000	20,000	20,000
9	<u>-</u>	<u>101,781</u>	<u>167,700</u>		<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
10							
9	301-100 Fund Balance						
10	13,000	13,000	-	902000 Reserved for Future Expenditures	-	-	-
11	39,254	23,072	92,000	999000 Unapp Ending Fund Balance	88,900	88,900	88,900
12	<u>52,254</u>	<u>36,072</u>	<u>92,000</u>		<u>88,900</u>	<u>88,900</u>	<u>88,900</u>
13							
14							
15	Fund Totals						
16	52,254	137,853	259,700	Resources	108,900	108,900	108,900
17							
18	-	101,781	167,700	Appropriations	20,000	20,000	20,000
19	<u>52,254</u>	<u>36,072</u>	<u>92,000</u>	Fund Balance	<u>88,900</u>	<u>88,900</u>	<u>88,900</u>
20	52,254	137,853	259,700		108,900	108,900	108,900
21	-	-	-		-	-	-

Notes

Fund renamed for FY17/18 Budget. Previously the fund was known as the Police Vehicle and Equipment Reserve Fund.

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Special Police Programs Fund							
	(Prior Year Non-Allocated)			339-000 Resources			
	11,869	14,407	19,900	400100 Beginning Fund Balance	-	-	-
	256	176	200	400400 Investment Interest	-	-	-
1	<u>12,125</u>	<u>14,583</u>	<u>20,100</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
2							
3	Shop With a Cop Program						
4				339-100 Resources			
5	-	-	-	400100 Beginning Fund Balance	1,400	1,400	1,400
6	-	-	-	400400 Investment Interest	100	100	100
7	<u>1,000</u>	<u>2,050</u>	<u>4,000</u>	400512 Donations - Shop w/Cop	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
8	<u>1,000</u>	<u>2,050</u>	<u>4,000</u>	Total Resources	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
9							
10				339-100 Materials & Services			
11	1,049	1,100	5,600	642200 Gift Purchases	3,000	3,000	3,000
12	<u>317</u>	<u>158</u>	<u>200</u>	644610 Participants' Meals Expense	<u>300</u>	<u>300</u>	<u>300</u>
13	<u>1,366</u>	<u>1,258</u>	<u>5,800</u>	Total Materials & Services	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>
14							
15				335-100 Fund Balance			
16	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
17							
18	K-9 Program						
19				339-400 Resources			
20	-	-	-	400100 Beginning Fund Balance	5,800	5,800	5,800
21	-	-	-	400400 Investment Interest	100	100	100
22	<u>-</u>	<u>15</u>	<u>-</u>	400514 Donations - K9 Program	<u>-</u>	<u>-</u>	<u>-</u>
23	<u>-</u>	<u>15</u>	<u>-</u>	Total Resources	<u>5,900</u>	<u>5,900</u>	<u>5,900</u>
24							
25				339-400 Materials & Services			
26	<u>-</u>	<u>-</u>	<u>5,700</u>	644670 Supplies - Purchase	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>
27	<u>-</u>	<u>-</u>	<u>5,700</u>	Total Materials & Services	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>
28							
29				339-400 Fund Balance			
30	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>200</u>	<u>200</u>	<u>200</u>
31							
32	Reserve Officers						
33				339-450 Resources			
34	-	-	-	400100 Beginning Fund Balance	11,100	11,100	11,100
35	-	-	-	400400 Investment Interest	200	200	200
36	<u>2,204</u>	<u>3,399</u>	<u>-</u>	400520 Donations - Reserves	<u>-</u>	<u>-</u>	<u>-</u>
37	<u>1,600</u>	<u>-</u>	<u>-</u>	400662 Fundraising - Reserves	<u>-</u>	<u>-</u>	<u>-</u>
38	<u>3,804</u>	<u>3,399</u>	<u>-</u>	Total Resources	<u>11,300</u>	<u>11,300</u>	<u>11,300</u>
39							
40				339-450 Materials & Services			
41	1,750	372	5,000	644670 Supplies	5,000	5,000	5,000
42	<u>1,371</u>	<u>301</u>	<u>6,000</u>	647030 Travel & Training	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
43	<u>3,121</u>	<u>673</u>	<u>11,000</u>	Total Materials & Services	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
44							
45				339-450 Fund Balance			
46	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>300</u>	<u>300</u>	<u>300</u>

City of Junction City
Fiscal Year 2018-19 Budget

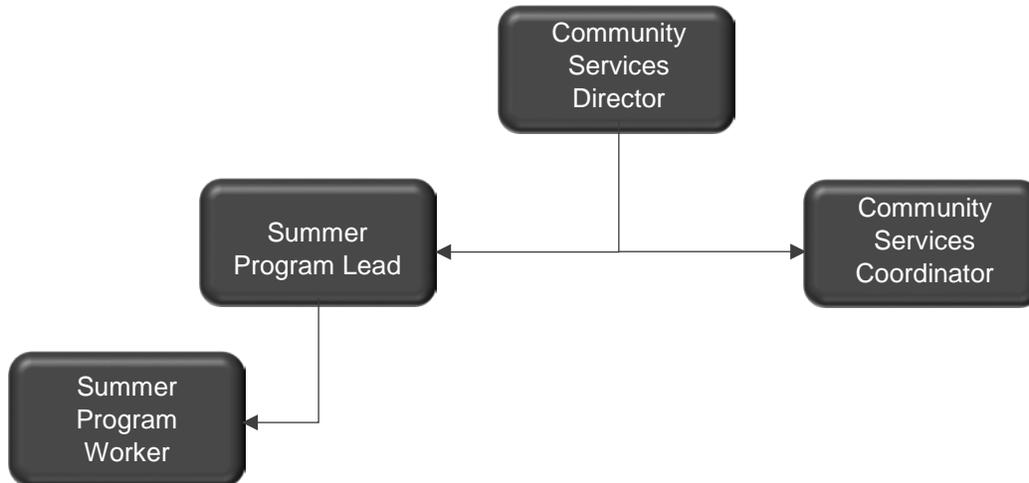
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
47							
48							
	School Resource Officer						
49				339-500 Resources			
50	-	-	-	400100 Beginning Fund Balance	-	-	-
51	28,841	-	-	402730 School Resource Officer Grant	-	-	-
52	20,000	-	-	405200 School Resource Officer Reimb.	-	-	-
53	24,800	-	-	400540 Transfer from General Fund	-	-	-
54	<u>73,641</u>	-	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
55							
56				339-500 Personnel Services			
57	42,761	-	-	503780 Wages	-	-	-
58	3,483	-	-	513344 FICA	-	-	-
59	9,348	-	-	539094 Pension - PERS	-	-	-
60	1,251	-	-	542344 Worker's Compensation Ins	-	-	-
61	13,051	-	-	546833 Insurance Benefits	-	-	-
62	<u>69,894</u>	-	-	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
63							
64				339-500 Materials & Services			
65	1,783	-	-	612080 Patrol Equipment & Supplies	-	-	-
66	<u>1,783</u>	-	-	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
67							
68				339-900 Fund Balance			
69	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
70							
71							
72				Fund Totals			
73	90,570	20,046	24,100	Resources	22,700	22,700	22,700
74							
75	76,164	1,931	22,500	Appropriations	20,000	20,000	20,000
76	<u>14,407</u>	<u>18,115</u>	<u>1,600</u>	Unappropriated Fund Balance	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
77	90,570	20,046	24,100		22,700	22,700	22,700



Department Overview

Community Center

Organizational Structure



Department 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 December 2009.

What's New for FY 2018-2019?

- An emphasis on new programs and new volunteers.

2018-2019 Fiscal Year Projects

Community Center Bay Door Remodel - This project is from the Capital Expenditure Plan and is project #CCP-005. The total cost for this project is \$30,000. The funding for this project is from the Community Services Capital Fund.

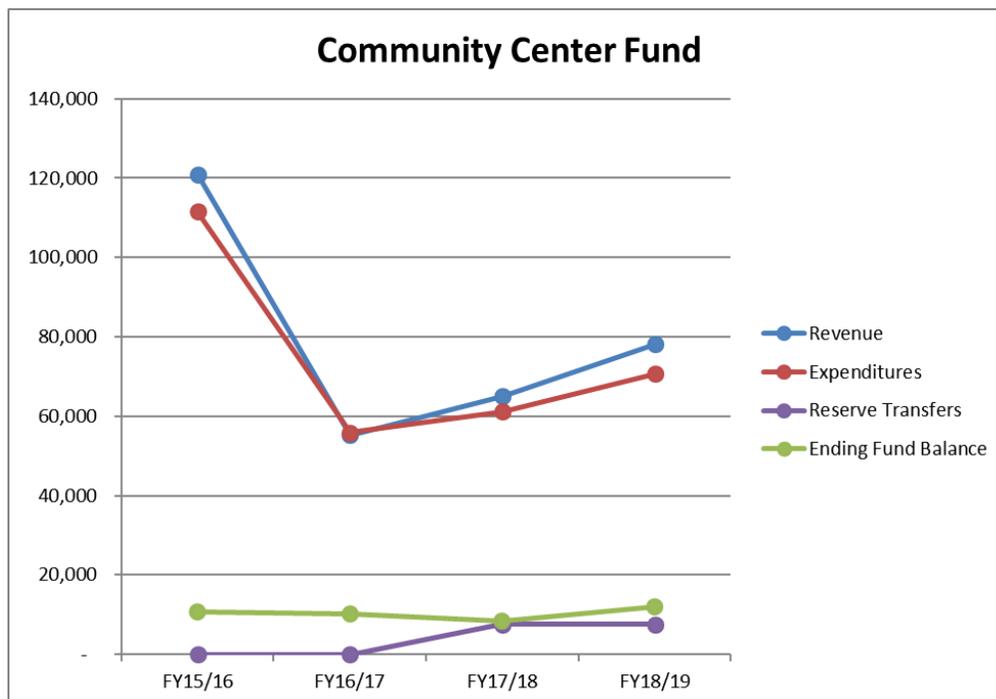




Fund Overview – Community Center Fund

The Community Center Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	1,327	10,713	12,100	12,200
Revenue	121,002	55,221	65,000	78,100
Total Resources	122,328	65,934	77,100	90,300
Expenditures				
Personnel Services	54,730	14,903	18,800	27,600
Materials & Services	56,885	40,979	42,300	41,700
Transfers	-	-	7,500	7,500
Contingency	-	-	-	1,400
Total Expenditures	111,615	55,882	68,600	78,200
Ending Fund Balance	10,713	10,052	8,500	12,100





Fund Overview – Community Services Capital Project Fund

The Community Services Capital Fund is a new fund. With the completion of the Community Services Department Capital Expenditure Plan, it was recognized that some Community Services Departments did not have a reserve fund.

The fund now serves as the main reserve fund for all Community Services Departments. It will now be used to save for a much broader range of replacement needs. This includes equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	27,500
Revenue	-	-	31,600	7,800
Total Resources	-	-	31,600	35,300
Expenditures				
Capital Outlay	-	-	30,000	34,300
Ending Fund Balance	-	-	1,600	1,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Community Center Fund							
012-000 Resources							
	1,327	10,713	12,100	400100 Beginning Fund Balance	12,200	12,200	12,200
	82	122	200	400400 Investment Interest	200	200	200
1	22,000	-	-	400525 Transfer from State Rev Sharing	15,000	15,000	15,000
2	71,400	31,200	42,200	400540 Transfer from General Fund	42,500	42,500	42,500
3	250	-	-	400650 Grant: Other	-	-	-
4	580	582	300	400700 Operations Fees	200	200	200
5	1,861	225	-	400725 Event Sponsorships	-	-	-
6	7,370	6,095	7,000	400730 Summer Program	6,000	6,000	6,000
7	1,050	150	300	400800 Youth Fundraising	300	300	300
8	1,026	542	500	400840 Donations	200	200	200
9	908	731	500	400850 Rentals	500	500	500
10	2,224	1,294	3,000	400870 Fundraising Events	1,500	1,500	1,500
11	-	869	500	400880 Spring Program	600	600	600
12	12,226	13,091	10,000	400890 Instructor Fees	10,000	10,000	10,000
13	-	-	500	400891 Sharing Tree Program	1,000	1,000	1,000
14	25	320	-	409000 Other Revenue	100	100	100
15	<u>122,328</u>	<u>65,934</u>	<u>77,100</u>	Total Resources	<u>90,300</u>	<u>90,300</u>	<u>90,300</u>
16							
17				012-100 Personnel Services			
18	37,122	11,662	13,200	503780 Wages	21,000	21,000	21,000
19	-	-	600	503790 Wages - Overtime	700	700	700
20	2,779	892	1,100	513344 FICA	1,700	1,700	1,700
21	4,310	1,837	2,700	539094 Pension - PERS	2,500	2,500	2,500
22	568	512	600	542344 Workers' Compensation Ins	800	800	800
23	9,444	-	-	546833 Insurance Benefits	-	-	-
24	508	-	600	548877 Unemployment Insurance	900	900	900
25	<u>54,730</u>	<u>14,903</u>	<u>18,800</u>	Total Personnel Services	<u>27,600</u>	<u>27,600</u>	<u>27,600</u>
26							
27				012-100 Materials & Services			
28	17,164	1,413	1,800	601100 Administrative Charges	2,100	2,100	2,100
29	2,185	2,466	2,500	602171 Insurance	2,400	2,400	2,400
30	82	-	-	603200 Bank Fees	100	100	100
31	367	309	300	603322 Bathroom Supplies	300	300	300
32	332	95	100	608925 Computer Software Support	100	100	100
33	3,622	2,978	3,700	611519 Electricity	3,900	3,900	3,900
34	752	415	600	611770 IT Service Charges	800	800	800
35	2,278	869	2,500	615051 Fundraising Expenses	2,500	2,500	2,500
36	512	1,104	800	632677 Office Equipment Leases	900	900	900
37	-	-	100	632678 Computer/Office Equip. Maint	100	100	100
38	-	-	100	632680 Office Equipment/Furnishings	100	100	100
39	2,438	2,265	1,400	633850 Natural Gas	1,800	1,800	1,800
40	1,280	298	300	636921 Office Supplies	400	400	400
41	189	145	200	640457 Postage	200	200	200
42	1,188	392	400	640733 Printing and Advertising	400	400	400
43	2,043	2,449	3,000	641134 Program Costs	2,000	2,000	2,000
44	570	522	500	641135 Sharing Tree Program	500	500	500
45	763	734	800	644400 Janitorial/Landscape Maint	700	700	700
46	8,518	10,960	11,300	644650 Building Maintenance Charges	10,100	10,100	10,100
47	314	-	200	647030 Travel and Training	200	200	200
48	30	294	300	648420 Special Events	300	300	300
49	127	177	300	648860 Supplies	300	300	300
50	879	696	600	649843 Telephone	700	700	700

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	134	355	300	649860 Volunteer Expenses	300	300	300
52	202	-	-	649989 Dues	300	300	300
53	10,198	11,785	10,000	650100 Instructor Fees	10,000	10,000	10,000
54	129	-	-	652080 Internet Services	-	-	-
55	589	257	200	702013 Audit	200	200	200
56	<u>56,885</u>	<u>40,979</u>	<u>42,300</u>	Total Materials & Services	<u>41,700</u>	<u>41,700</u>	<u>41,700</u>
57							
58				012-100 Transfers			
59	<u>-</u>	<u>-</u>	<u>7,500</u>	900046 Transfer to Comm Serv Cap Proj	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
60							
61				012-100 Fund Balance & Contingency			
62	-	-	-	900900 Operating Contingency	1,400	1,400	1,400
63	<u>10,713</u>	<u>10,052</u>	<u>8,500</u>	999000 Unappropriated Fund Balance	<u>12,100</u>	<u>12,100</u>	<u>12,100</u>
64	<u>10,713</u>	<u>10,052</u>	<u>8,500</u>	Total	<u>12,100</u>	<u>13,500</u>	<u>13,500</u>
65							
66							
67				Fund Totals			
68				Resources:			
69	1,327	10,713	12,100	Beginning Fund Balance	12,200	12,200	12,200
70	<u>121,002</u>	<u>55,221</u>	<u>65,000</u>	Operating Revenue	<u>78,100</u>	<u>78,100</u>	<u>78,100</u>
71	<u>122,328</u>	<u>65,934</u>	<u>77,100</u>		<u>90,300</u>	<u>90,300</u>	<u>90,300</u>
72							
73				Appropriations:			
74	111,615	55,882	68,600	Operating Expenditures	78,200	78,200	78,200
75	<u>10,713</u>	<u>10,052</u>	<u>8,500</u>	Unappropriated Fund Balance	<u>12,100</u>	<u>12,100</u>	<u>12,100</u>
76	<u>122,328</u>	<u>65,934</u>	<u>77,100</u>		<u>90,300</u>	<u>90,300</u>	<u>90,300</u>
77	-	-	-		-	-	-
78				Notes			
34				Includes Springbrook annual maintenance allocation			
64				Contingency is 2% of Personnel Services and Materials & Services			



Department Overview

Senior Center

Organizational Structure



Department 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.

What's New for FY 2018-2019?

- Senior programming will continue at the Viking Sal, but changes can be expected.



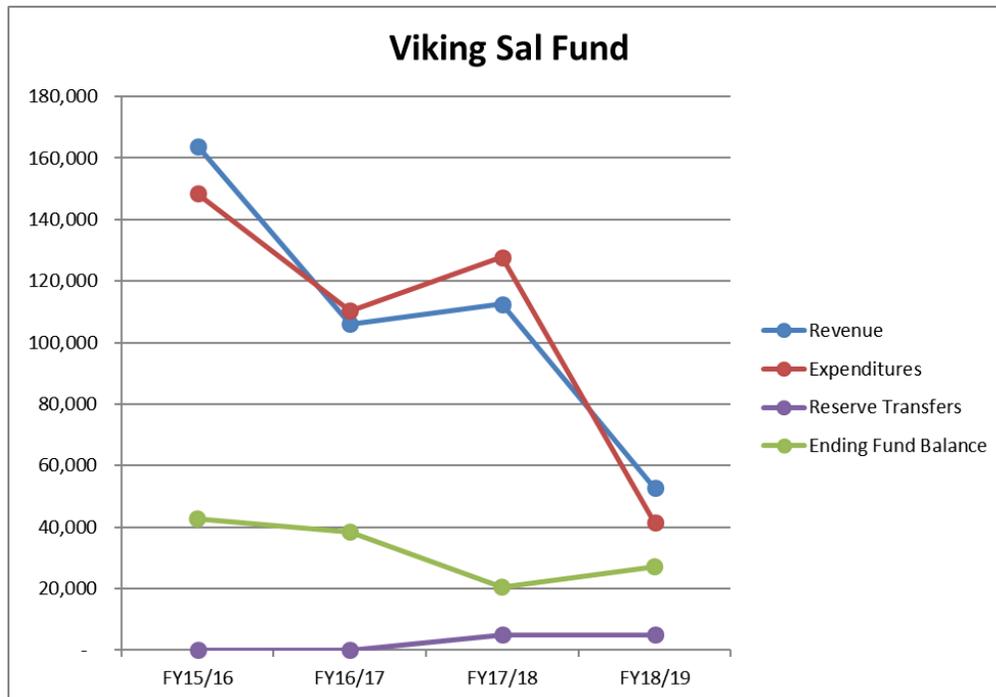


Fund Overview – Viking Sal Senior Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	27,452	42,775	40,600	20,900
Revenue	163,815	106,006	112,600	52,700
Total Resources	191,267	148,780	153,200	73,600
Expenditures				
Personnel Services	100,605	65,091	73,200	1,300
Materials & Services	47,887	45,324	51,900	39,200
Transfers	-	-	5,000	5,000
Contingency	-	-	2,600	900
Total Expenditures	148,492	110,415	132,700	46,400
Ending Fund Balance	42,775	38,366	20,500	27,200
Staffing	1.000	1.000	1.000	-





Fund Overview – Senior Center Capital Project Fund

The Senior Center Capital Project Fund is a new fund. With the completion of the Community Services Department Capital Expenditure Plan, it was recognized that some Community Services Departments did not have a reserve fund.

The fund now serves as the main reserve fund for all Community Services Departments. It will now be used to save for a much broader range of replacement needs. This includes equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	5,100
Revenue	-	-	5,100	5,100
Total Resources	-	-	5,100	10,200
Expenditures				
Capital Outlay	-	-	-	-
Ending Fund Balance	-	-	5,100	10,200



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Viking Sal Senior Fund							
008-000 Resources							
	27,452	42,775	40,600	400100 Beginning Fund Balance	20,900	20,900	20,900
	347	380	300	400400 Investment Interest	500	500	500
1	10,000	-	-	400525 Transfer from State Rev Sharing	-	-	-
2	85,600	55,100	59,100	400540 Transfer from General Fund	-	-	-
3	-	-	1,000	400650 Grant: Other Sources	-	-	-
4	1,938	1,759	1,500	400700 Operations Fees	1,500	1,500	1,500
5	286	-	-	400705 Pepsi Sales	-	-	-
6	2,285	1,950	1,700	400725 Special Meal Sponsorships	1,700	1,700	1,700
7	154	-	-	400730 Bingo	-	-	-
8	15,535	14,684	12,000	400735 Nutrition Program	12,000	12,000	12,000
9	275	-	-	400740 Scholarship Donations	-	-	-
10	13,500	11,250	13,500	400741 IGA LCOG	13,500	13,500	13,500
11	1,986	279	-	400810 Senior Trip Fees	-	-	-
12	5,545	1,430	1,000	400840 Patron Donations	1,000	1,000	1,000
13	2,264	1,681	1,500	400850 Viking Sal Rentals	1,500	1,500	1,500
14	220	-	-	400860 Newsletter Subscriptions	-	-	-
15	22,893	16,261	20,000	400870 Fundraising Events	20,000	20,000	20,000
16	987	1,231	1,000	409000 Other Receipts	1,000	1,000	1,000
17	<u>191,267</u>	<u>148,780</u>	<u>153,200</u>	Total Resources	<u>73,600</u>	<u>73,600</u>	<u>73,600</u>
18							
19				008-678 Personnel Services			
20	60,495	37,203	40,100	503780 Wages	-	-	-
21	-	-	800	503790 Wages - Overtime	-	-	-
22	4,517	2,747	3,100	513344 FICA	-	-	-
23	9,640	6,109	8,000	539094 Pension - PERS	-	-	-
24	531	2,216	2,100	542344 Workers' Compensation Ins	1,300	1,300	1,300
25	25,423	16,816	17,600	546833 Insurance Benefits	-	-	-
26	-	-	1,500	548877 Unemployment Insurance	-	-	-
27	<u>100,605</u>	<u>65,091</u>	<u>73,200</u>	Total Personnel Services	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
28							
29				008-678 Materials & Services			
30	10,574	11,409	16,700	601100 Administrative Charges	2,300	2,300	2,300
31	2,356	2,704	2,800	602171 Insurance	2,600	2,600	2,600
32	59	57	100	603200 Bank Fees	100	100	100
33	300	360	400	603322 Bathroom Supplies	400	400	400
34	251	228	300	608925 Computer Software Support	300	300	300
35	3,153	2,883	3,600	611519 Electricity	3,600	3,600	3,600
36	271	476	1,200	611770 IT Service Charges	1,400	1,400	1,400
37	6,921	4,453	7,000	615051 Fundraising Expense	7,000	7,000	7,000
38	318	1,052	1,000	615100 Building Maintenance Charges	1,400	1,400	1,400
39	4,151	1,281	-	632677 Office Equipment Leases	400	400	400
40	200	139	300	632678 Computer/Office Equipment Main	300	300	300
41	-	57	100	632690 Office Equipment/Furnishings	100	100	100
42	943	937	800	633850 Natural Gas	800	800	800
43	257	325	300	636921 Office Supplies	300	300	300
44	468	103	200	640457 Postage	200	200	200
45	252	459	500	640733 Printing and Publications	300	300	300
46	1,508	1,605	1,500	643300 Kitchen Supplies	1,500	1,500	1,500
47	933	725	600	644400 Janitorial/Landscape Maint	600	600	600
48	1,125	1,561	1,500	644660 Building / Property Maint.	1,500	1,500	1,500
49	139	38	200	644670 Training	200	200	200
50	1,839	749	-	648317 Trips	-	-	-

**City of Junction City
Fiscal Year 2018-19 Budget**

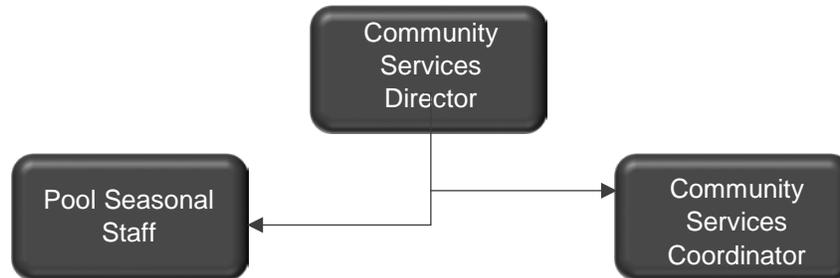
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	184	83	300	648420 Special Events	300	300	300
52	8,730	10,531	9,000	648635 Nutrition Program	10,000	10,000	10,000
53	116	370	100	648860 Supplies	100	100	100
54	1,183	861	1,000	649843 Telephone	1,000	1,000	1,000
55	462	464	1,100	649860 Volunteer Expenses	1,100	1,100	1,100
56	-	-	100	650100 Instructor Fees	100	100	100
57	803	949	800	652080 Internet	900	900	900
58	393	464	400	702013 Audit	400	400	400
59	<u>47,887</u>	<u>45,324</u>	<u>51,900</u>	Total Materials & Services	<u>39,200</u>	<u>39,200</u>	<u>39,200</u>
60							
61				008-678 Transfers			
62	-	-	5,000	900046 Transfer to Comm Serv Cap Proj	5,000	5,000	5,000
63	-	-	5,000	Total Transfers	5,000	5,000	5,000
64							
65				008-678 Fund Balance & Contingency			
66	-	-	2,600	900900 Operating Contingency	900	900	900
67	42,775	38,366	20,500	999000 Unapp Ending Fund Balance	27,200	27,200	27,200
68	<u>42,775</u>	<u>38,366</u>	<u>23,100</u>	Total	<u>27,200</u>	<u>28,100</u>	<u>28,100</u>
69							
70				Fund Totals			
71				Resources:			
72	27,452	42,775	40,600	Beginning Fund Balance	20,900	20,900	20,900
73	163,815	106,006	112,600	Operating Revenue	52,700	52,700	52,700
74	<u>191,267</u>	<u>148,780</u>	<u>153,200</u>		<u>73,600</u>	<u>73,600</u>	<u>73,600</u>
75							
76				Appropriations:			
77	148,492	110,415	127,700	Operating Expenditures	41,400	41,400	41,400
78				Transfers			
79	-	-	5,000	Other Transfers	5,000	5,000	5,000
80	<u>148,492</u>	<u>110,415</u>	<u>132,700</u>		<u>46,400</u>	<u>46,400</u>	<u>46,400</u>
81	42,775	38,366	20,500	Unappropriated Fund Balance	27,200	27,200	27,200
82	<u>191,267</u>	<u>148,780</u>	<u>153,200</u>		<u>73,600</u>	<u>73,600</u>	<u>73,600</u>
83	-	-	-		-	-	-
84				Notes			
36				Springbrook annual maintenance allocation			
68				Contingency is 2% or more of personnel services and M&S			



Department Overview

Pool Department

Organizational Structure



Department Overview

The Pool is a Division of the Community Services Department. The Pool 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.

What's New for FY 2018-2019?

- The pool water system will be fully automated with new mechanical equipment including a new filter, heater and shell.





2018-2019 Fiscal Year Projects

1. **Office Area Desks** - This project is from the Capital Expenditure Plan and is project #PLBM-005. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.
2. **Paint Locker Rooms** - This project is from the Capital Expenditure Plan and is project #PLBM-006. The total cost for this project is \$6,000. The funding for this project is from the Community Services Capital Fund.
3. **Heater Replacement** - This project is from the Capital Expenditure Plan and is project #PEQ-005. The total cost for this project is \$30,000. The funding for this project is from the State Revenue Sharing Fund.
4. **Shell Replacement** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$32,000. The funding for this project is from the Community Services Capital Fund.
5. **Mechanical Refurbishment** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$10,000. The funding for this project is from the State Revenue Sharing Fund.
6. **Filter Refurbishment** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$30,000. The funding for this project is from the State Revenue Sharing Fund.
7. **Diving Board Replacement** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$3,000. The funding for this project is from the State Revenue Sharing Fund.
8. **Lifeguard Stand Replacement** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$10,000. The funding for this project is from the State Revenue Sharing Fund.
9. **Starting Block/Platform Replacement** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$12,000. The funding for this project is from the State Revenue Sharing Fund.

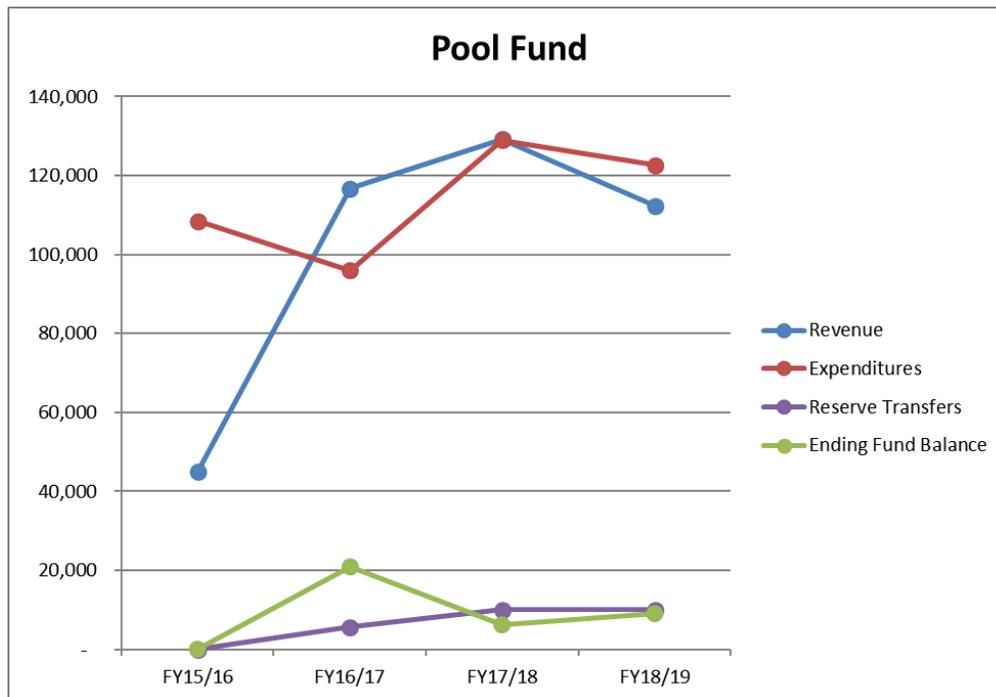




Fund Overview – Pool Fund

The Pool Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department's reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	5,700	15,900	29,400
Revenue	44,908	116,744	129,300	112,400
Total Resources	44,908	122,444	145,200	141,800
Expenditures				
Personnel Services	76,797	62,725	82,500	77,000
Materials & Services	31,705	33,224	43,900	43,200
Transfers	-	5,600	10,000	10,000
Contingency	-	-	2,600	2,500
Total Expenditures	108,502	101,549	139,000	132,700
Ending Fund Balance	-	20,895	6,200	9,100





Fund Overview – Pool Capital Project Fund

The Pool Capital Project Fund is a new fund. With the completion of the Community Services Department Capital Expenditure Plan, it was recognized that some Community Services Departments did not have a reserve fund.

The fund now serves as the main reserve fund for all Community Services Departments. It will now be used to save for a much broader range of replacement needs. This includes equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	24,500
Revenue	-	-	32,600	10,300
Total Resources	-	-	32,600	34,800
Expenditures				
Capital Outlay	-	-	8,000	5,000
Ending Fund Balance	-	-	24,600	29,800



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Swimming Pool							
001-620 Resources							
1	-	5,700	15,900	400100 Beginning Fund Balance	29,400	29,400	29,400
2	8,195	7,304	9,000	400500 Pool Daily Admission	9,000	9,000	9,000
3	1,260	195	1,000	400501 School Swim Pool Rental	300	300	300
4	11,360	7,885	8,500	400505 Swim Pass Sales	8,500	8,500	8,500
5	624	690	1,000	406600 Swim Team	700	700	700
6	17,942	15,546	17,000	406650 Swim Lessons	17,000	17,000	17,000
7	2,105	1,963	2,500	400550 Pool Income - Other	2,200	2,200	2,200
8	3,423	6,608	2,500	407200 Private Pool Rentals	4,000	4,000	4,000
9	-	342	400	409000 Other Revenue	400	400	400
10	-	-	100	400400 Interest	100	100	100
11	-	10,257	14,100	409310 General Revenue	7,100	7,100	7,100
12	-	65,954	73,200	400200 Property Taxes	63,100	63,100	63,100
13	44,908	122,444	145,200	Total Resources	141,800	141,800	141,800
14							
15				001-620 Personnel Services			
16	64,928	56,705	70,800	503780 Wages	65,900	65,900	65,900
17	-	-	1,000	503790 Overtime	1,100	1,100	1,100
18	4,949	4,338	5,500	513344 FICA	5,200	5,200	5,200
19	1,480	-	200	539094 Pension - PERS	-	-	-
20	1,681	1,682	2,300	542344 Workers' Compensation Ins	2,100	2,100	2,100
21	3,759	-	-	546833 Insurance Benefits	-	-	-
22	-	-	2,700	548877 Unemployment Insurance	2,700	2,700	2,700
23	76,797	62,725	82,500	Total Personnel Services	77,000	77,000	77,000
24							
25				001-620 Materials & Services			
26	1,591	1,693	2,200	601100 Administrative Charges	2,300	2,300	2,300
27	430	482	500	601124 Swim Team	500	500	500
28	2,017	2,328	2,600	602171 Insurance	2,700	2,700	2,700
29	92	67	100	603200 Bank Fees	100	100	100
30	3,887	4,285	5,000	605917 Chemicals	5,500	5,500	5,500
31	127	117	100	608925 Computer Software Support	100	100	100
32	6,084	5,752	7,000	611519 Electricity	7,000	7,000	7,000
33	1,274	1,062	1,500	612080 Pool Equip Repair and Renewal	1,500	1,500	1,500
34	672	963	1,200	623425 Preventative Medical/OSHA	-	-	-
35	60	456	600	623426 First Aid Supplies	600	600	600
36	143	136	800	623427 Instructional Supplies	800	800	800
37	206	484	300	632677 Office Equipment Leases	300	300	300
38	1,921	3,121	4,000	633850 Natural Gas	4,000	4,000	4,000
39	803	1,043	1,200	636921 Office Supplies	1,200	1,200	1,200
40	-	0	100	640457 Postage	100	100	100
41	836	731	1,000	644410 Janitorial Supplies	1,000	1,000	1,000
42	4,527	4,574	7,600	644650 Building Maintenance Charges	7,100	7,100	7,100
43	1,339	2,070	2,000	647030 Training & Recruiting	2,200	2,200	2,200
44	3,947	2,187	4,000	648860 Pool Supplies	4,000	4,000	4,000
45	861	861	900	649843 Telephone	900	900	900
46	428	305	500	650250 Pool License	600	600	600
47	265	322	500	652080 Internet Services	500	500	500
48	196	186	200	702013 Audit	200	200	200
49	31,705	33,224	43,900	Total Materials & Services	43,200	43,200	43,200
50							
51				001-900 Transfers			
52	-	5,600	-	900016 Transfer to Park & Pool Reserve	-	-	-

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
53	-	-	10,000	900046 Transfer to Comm Serv Cap Project	10,000	10,000	10,000
54	-	5,600	10,000	Total Transfers	10,000	10,000	10,000
55							
56	-	-	2,600	900900 Contingency	2,500	2,500	2,500
57							
58	108,502	101,549	139,000	Total Requirements	132,700	132,700	132,700
59	-	20,895	6,200	999000 Unapp Ending Fund Balance	9,100	9,100	9,100
60	108,502	122,444	145,200		141,800	141,800	141,800
61	-	-	-		-	-	-
62				Fund Totals			
63				Resources:			
64	-	5,700	15,900	Beginning Fund Balance	29,400	29,400	29,400
65	-	116,744	129,300	Operating Revenue	112,400	112,400	112,400
66	-	122,444	145,200		141,800	141,800	141,800
67							
68				Appropriations:			
69	-	95,949	129,000	Operating Expenditures	122,700	122,700	122,700
70	-	5,600	10,000	Transfers To Reserves	10,000	10,000	10,000
71	-	101,549	139,000		132,700	132,700	132,700
72	-	20,895	6,200	Unappropriated Fund Balance	9,100	9,100	9,100
73	-	122,444	145,200		141,800	141,800	141,800
74	-	-	-		-	-	-

Notes

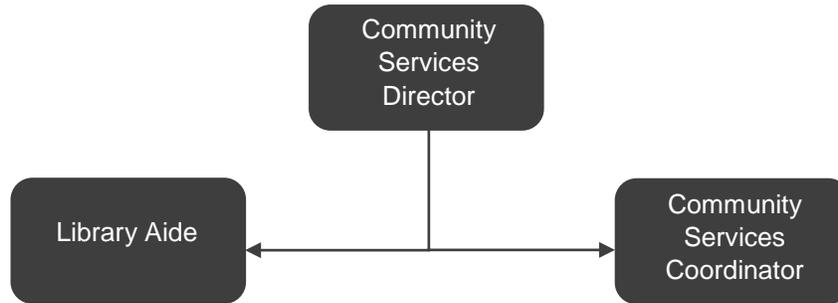
56 Contingency is 2% of expenditures



Department Overview

Library Department

Organizational Structure



Department 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.

What's New for FY 2018-2019?

- New and improved volunteer program.





2018-2019 Fiscal Year Projects

1. Replacement of the public computer stations. The project is included in the capital expenditure plan and is project number LBIT #3 to #11. Total cost is \$10,800.

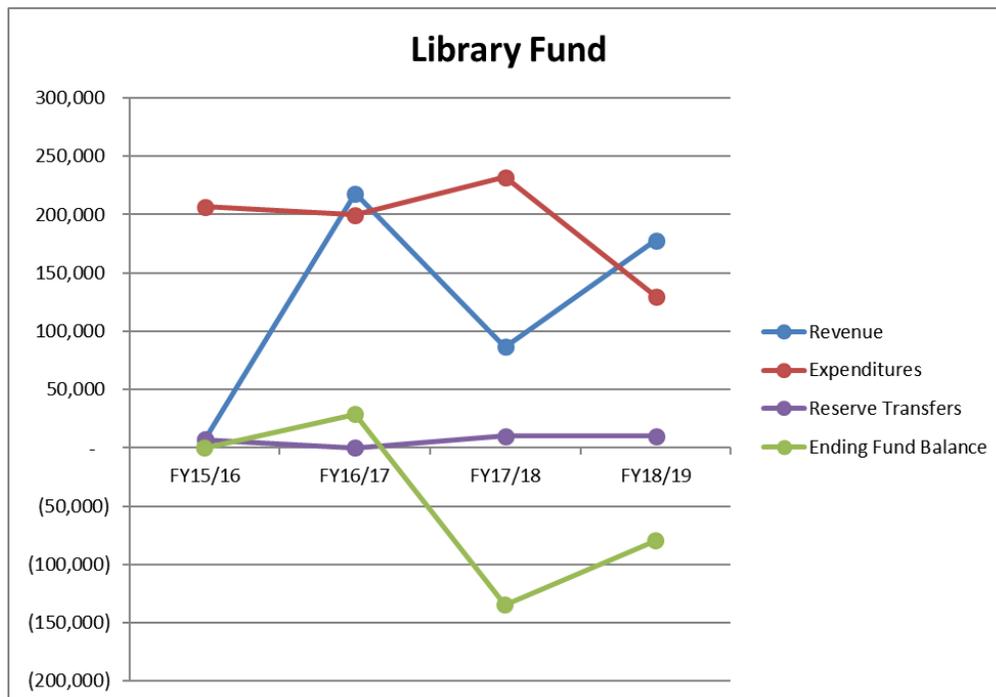




Fund Overview – Library Fund

The Library Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	10,700	20,900	(117,800)
Revenue	6,933	217,968	103,600	178,000
Total Resources	6,933	228,668	124,500	60,200
Expenditures				
Personnel Services	149,080	131,792	164,100	62,300
Materials & Services	57,502	67,961	85,100	64,900
Transfers	7,000	-	10,000	10,000
Contingency	-	-	-	2,600
Total Expenditures	213,582	199,753	259,200	139,800
Ending Fund Balance	-	28,914	(134,700)	(79,600)
Staffing	1.680	1.680	1.680	0.680





Fund Overview – Library Capital Project Fund

The Library Capital Projects Fund is a new fund. With the completion of the Community Services Department Capital Expenditure Plan, it was recognized that some Community Services Departments did not have a reserve fund.

The fund now serves as the main reserve fund for all Community Services Departments. It will now be used to save for a much broader range of replacement needs. This includes equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	13,500
Revenue	-	-	23,800	10,300
Total Resources	-	-	23,800	23,800
Expenditures				
Capital Outlay	-	-	10,000	10,800
Ending Fund Balance	-	-	13,800	13,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Library							
001-674 Resources							
1	-	10,700	20,900	400100 Beginning Fund Balance	(117,800)	(117,800)	(117,800)
2	5,433	4,790	4,000	403200 Library Receipts	4,000	4,000	4,000
3	500	500	500	403215 Grant: Education Together Fund	500	500	500
4	-	-	300	403225 Grant: Soroptimists	300	300	300
5	1,000	1,500	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
6	-	51	-	409000 Other Revenue	-	-	-
7	-	-	200	400400 Interest	200	200	200
8	-	-	16,900	400539 Transfer from Non-Departmental	-	-	-
9	-	82,552	27,500	409310 General Revenue	57,000	57,000	57,000
10	-	128,574	53,200	400200 Property Taxes	115,000	115,000	115,000
11	6,933	228,668	124,500	Total - Resources	60,200	60,200	60,200
12							
001-674 Personnel Services							
14	92,960	81,989	89,700	503780 Wages	30,400	30,400	30,400
15	-	-	900	503790 Overtime	1,000	1,000	1,000
16	6,863	6,057	7,000	513344 FICA	2,400	2,400	2,400
17	20,082	18,301	24,100	539094 Pension - PERS	8,500	8,500	8,500
18	219	211	200	542344 Workers' Compensation Ins	300	300	300
19	28,955	25,234	39,600	546833 Insurance Benefits	18,500	18,500	18,500
20	-	-	2,600	548877 Unemployment Tax	1,200	1,200	1,200
21	149,080	131,792	164,100	Total Personnel Services	62,300	62,300	62,300
22							
001-674 Materials & Services							
24	16,014	17,679	26,600	601100 Administrative Charges	12,700	12,700	12,700
25	2,593	3,219	3,600	602171 Insurance	3,600	3,600	3,600
26	86	102	100	603200 Bank Fees	100	100	100
27	12,034	14,978	17,000	604056 Books	10,000	10,000	10,000
28	1,150	693	1,200	604080 Digital Audio Books	1,200	1,200	1,200
29	1,075	1,516	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
30	300	100	300	605100 Grant: Soroptimists	300	300	300
31	637	67	100	606633 Computer/Office Equipment Main	100	100	100
32	3,927	4,817	5,000	606640 Computer Catalog	5,000	5,000	5,000
33	-	-	200	606650 GALE Catalog	200	200	200
34	557	708	400	608925 Computer Software Support	400	400	400
35	574	4,203	5,100	611770 IT Service Charges	7,400	7,400	7,400
36	2,459	2,503	3,000	618602 Electricity	3,000	3,000	3,000
37	1,745	2,136	1,800	632677 Office Equipment Leases	1,800	1,800	1,800
38	-	-	100	632680 Office Equipment/Furnishings	200	200	200
39	1,305	1,089	900	633850 Natural Gas	900	900	900
40	1,065	981	1,200	636921 Office Supplies	1,200	1,200	1,200
41	1,070	1,151	700	640457 Postage	700	700	700
42	740	927	1,000	642300 Summer Reading Program	1,000	1,000	1,000
43	500	525	500	642301 ETF Grant	500	500	500
44	2,798	4,174	8,100	644650 Building Maintenance Charges	7,500	7,500	7,500
45	2,696	1,908	2,500	644660 Repair & Care of Library	300	300	300
46	300	406	500	647030 Travel and Training	500	500	500
47	-	-	-	649860 Volunteer Expenses	800	800	800
48	569	909	600	648861 Supplies and Book Repair	900	900	900
49	888	696	1,100	649843 Telephone	900	900	900
50	1,929	1,919	1,900	652080 Internet Services	2,100	2,100	2,100
51	491	557	600	702013 Audit	600	600	600

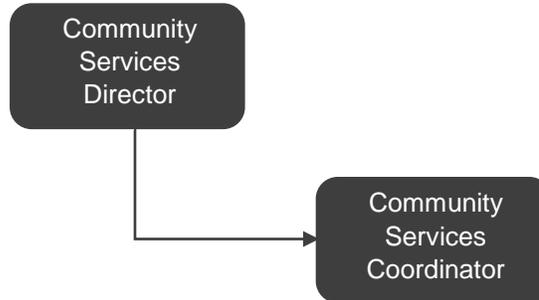
**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
52	57,502	67,961	85,100	Total Materials & Services	64,900	64,900	64,900
53							
54							
55				001-674 Transfers			
56	7,000	-	-	900012 Transfer to Library Equip Reserve	-	-	-
57	-	-	10,000	900046 Transfer to Comm Serv Cap Proj	10,000	10,000	10,000
58	7,000	-	10,000	Total Transfers	10,000	10,000	10,000
59							
60	-	-	-	900900 Contingency	2,600	2,600	2,600
61							
62	213,582	199,753	259,200	Total Requirements	139,800	139,800	139,800
63	-	28,914	(134,700)	999000 Unapp Ending Fund Balance	(79,600)	(79,600)	(79,600)
64	213,582	228,668	124,500		60,200	60,200	60,200
65	-	-	-		-	-	-
66							
67				Fund Totals			
68				Resources:			
69	-	10,700	20,900	Beginning Fund Balance	(117,800)	(117,800)	(117,800)
70	-	217,968	103,600	Operating Revenue	178,000	178,000	178,000
71	-	228,668	124,500		60,200	60,200	60,200
72							
73				Appropriations:			
74	-	199,753	249,200	Operating Expenditures	129,800	129,800	129,800
75				Transfers			
76	-	-	10,000	To Reserves	10,000	10,000	10,000
77	-	199,753	259,200		139,800	139,800	139,800
78	-	28,914	(134,700)	Unappropriated Fund Balance	(79,600)	(79,600)	(79,600)
79	-	228,668	124,500		60,200	60,200	60,200
80	-	-	-		-	-	-
81				Notes			
34				Annual software maintenance			
35 & 44				Internal Services Fund charges			
60				Contingency is 2% of budgeted expenditures			



Department Overview Community Services Administration

Organizational Structure



Department Overview

The Community Services Administration Fund was established in FY16/17 to account for the Community Services Administration overhead costs and administrative Community Services personnel costs. Community Services Administration is funded by property taxes and general revenue.

What's New for FY 2018-2019?

- With a projected decrease in staffing, the Community Services Department is looking to upgrade volunteer programming department-wide.





Fund Overview – Community Services Administration Fund

The Community Services Administration Fund is the main operating fund for the department. This fund receives all of the general revenue and property taxes received by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds as well as the Viking Sal Senior Center Fund and the Community Center Fund.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	10,300	24,300	19,900
Revenue	-	291,119	314,500	258,100
Total Resources	-	301,419	338,800	278,000
Expenditures				
Personnel Services	-	166,438	179,700	184,900
Materials & Services	-	26,967	44,800	44,200
Transfers	-	86,300	101,300	42,500
Contingency	-	-	1,500	4,600
Total Expenditures	-	279,704	327,300	276,200
Ending Fund Balance	-	21,715	11,500	1,800
Staffing	-	-	2,000	2,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Community Services Administration							
001-640 Resources							
1	-	10,300	24,300	400100 Beginning Fund Balance	19,900	19,900	19,900
2	-	65,109	48,300	409310 General Revenue	34,400	34,400	34,400
3	-	225,720	266,000	400200 Property Taxes	223,100	223,100	223,100
4	-	-	-	400870 Fundraising Events	-	-	-
5	-	290	-	409000 Other Revenue	400	400	400
6	-	-	200	400400 Interest	200	200	200
7	-	301,419	338,800	Total Resources	278,000	278,000	278,000
8							
001-640 Personnel Services							
10	-	96,189	99,600	503780 Wages	102,900	102,900	102,900
11	-	7,116	7,700	513344 FICA	7,900	7,900	7,900
12	-	15,794	19,300	539094 Pension - PERS	19,900	19,900	19,900
13	-	1,185	1,800	542344 Workers' Compensation Ins	300	300	300
14	-	46,153	48,300	546833 Insurance Benefits	50,700	50,700	50,700
15	-	-	3,000	548877 Unemployment Insurance	3,200	3,200	3,200
16	-	166,438	179,700	Total Personnel Services	184,900	184,900	184,900
17							
001-640 Materials & Services							
19	-	19,343	29,500	601100 Administrative Charges	31,400	31,400	31,400
20	-	500	2,100	602171 Insurance	2,200	2,200	2,200
21	-	91	100	603200 Bank Fees	100	100	100
22	-	210	300	608925 Computer Software Support	300	300	300
23	-	526	600	611519 Electricity	700	700	700
24	-	1,109	1,700	611770 IT Service Charges	2,000	2,000	2,000
25	-	-	1,800	615051 Fundraising Expense	-	-	-
26	-	208	-	632677 Office Equipment Leases	-	-	-
27	-	-	100	632678 Computer/Office Equip. Maint	100	100	100
28	-	-	100	632680 Office Equipment/Furnishings	100	100	100
29	-	531	500	633850 Natural Gas	200	200	200
30	-	289	300	636921 Office Supplies	300	300	300
31	-	34	100	640457 Postage	100	100	100
32	-	970	3,000	640733 Printing and Publications	3,000	3,000	3,000
33	-	650	1,000	644650 Building Maintenance Charges	900	900	900
34	-	575	400	647030 Travel and Training	400	400	400
35	-	38	200	648420 Special Events	200	200	200
36	-	-	100	648860 Supplies	100	100	100
37	-	1,174	1,100	649843 Telephone	1,300	1,300	1,300
38	-	-	-	649989 Dues	-	-	-
39	-	419	1,300	652080 Internet Services	300	300	300
40	-	300	500	702013 Audit	500	500	500
41	-	26,967	44,800	Total Materials & Services	44,200	44,200	44,200
42							
001-640 Transfers							
44	-	31,200	42,200	900020 Transfer to Comm Center Fund	42,500	42,500	42,500
45	-	55,100	59,100	900023 Transfer to Senior Center Fund	-	-	-
46	-	86,300	101,300	Total Transfers	42,500	42,500	42,500
47							
48	-	-	1,500	900900 Contingency	4,600	4,600	4,600
49							
50	-	279,704	327,300	Total Requirements	276,200	276,200	276,200

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	-	21,715	11,500	999000 Unapp Ending Fund Balance	1,800	1,800	1,800
52	-	301,419	338,800		278,000	278,000	278,000
53	-	-	-		-	-	-
54							
55				Fund Totals			
56				Resources:			
57	-	10,300	24,300	Beginning Fund Balance	19,900	19,900	19,900
58	-	291,119	314,500	Operating Revenue	258,100	258,100	258,100
59	-	301,419	338,800		278,000	278,000	278,000
60							
61				Appropriations:			
62	-	193,404	226,000	Operating Expenditures	233,700	233,700	233,700
63				Transfers			
64	-	-	-	To Reserves	-	-	-
65	-	86,300	101,300	Other Transfers	42,500	42,500	42,500
66	-	279,704	327,300		276,200	276,200	276,200
67	-	21,715	11,500	Unappropriated Fund Balance	1,800	1,800	1,800
68	-	301,419	338,800		278,000	278,000	278,000
69	-	-	-		-	-	-

Notes

- 24 & 33 Internal Services Fund charges
- 48 Contingency is 2% of expenditures before transfers

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Community Services Capital Projects Fund							
Community Center							
				254-612 Resources			
1	-	-	-	400100 Beginning Fund Balance	27,500	27,500	27,500
2	-	-	300	400400 Interest	300	300	300
3	-	-	7,500	400512 Transfer from Comm Center	7,500	7,500	7,500
4	-	-	23,800	400516 Transfer from Bldg Reserve Fund	-	-	-
5	-	-	31,600	Total Resources	35,300	35,300	35,300
6							
7				254-612 Capital Outlay			
8	-	-	30,000	800175 Building Projects	34,300	34,300	34,300
9	-	-	30,000	Total Capital Outlay	34,300	34,300	34,300
10							
11				254-612 Fund Balance			
12	-	-	1,600	999000 Unapp Ending Fund Balance	1,000	1,000	1,000
13							
14							
15	Viking Sal Senior Center						
16				254-678 Resources			
17	-	-	-	400100 Beginning Fund Balance	5,100	5,100	5,100
18	-	-	100	400400 Interest	100	100	100
19	-	-	5,000	400513 Transfer from Viking Sal	5,000	5,000	5,000
20	-	-	5,100	Total Resources	10,200	10,200	10,200
21							
22				254-678 Fund Balance			
23	-	-	5,100	999000 Unapp Ending Fund Balance	10,200	10,200	10,200
24							
25							
26	Pool						
27				254-620 Resources			
28	-	-	-	400100 Beginning Fund Balance	24,500	24,500	24,500
29	-	-	400	400400 Interest	300	300	300
30	-	-	10,000	400511 Transfer from Pool Operations	10,000	10,000	10,000
31	-	-	22,200	400519 Transfer from Park & Pool Res	-	-	-
32	-	-	32,600	Total Resources	34,800	34,800	34,800
33							
34				254-620 Capital Outlay			
35	-	-	2,000	800100 Equipment Purchases	-	-	-
36	-	-	6,000	800175 Building Projects	5,000	5,000	5,000
37	-	-	8,000	Total Capital Outlay	5,000	5,000	5,000
38							
39				254-620 Fund Balance			
40	-	-	24,600	999000 Unapp Ending Fund Balance	29,800	29,800	29,800
41							
42	Parks Capital Projects						
43							
44	Parks						
45				254-630 Resources			
46	-	-	-	400100 Beginning Fund Balance	45,600	45,600	45,600

**City of Junction City
Fiscal Year 2018-19 Budget**

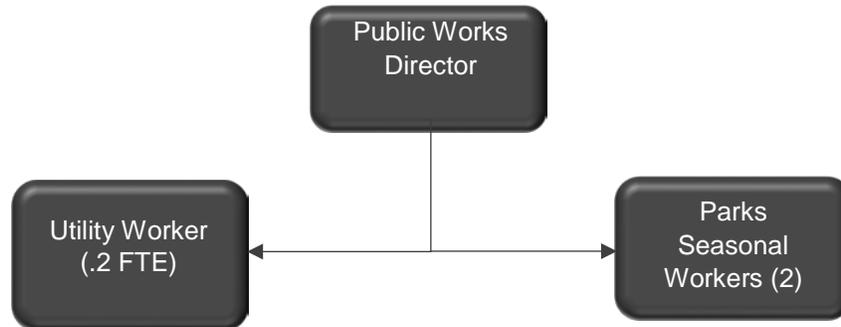
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
47	-	-	700	400400 Interest	600	600	600
48	-	-	30,000	400514 Transfer from Parks Operations	30,000	30,000	30,000
49	-	-	28,600	400527 Transfer from Park & Pool Res	6,400	6,400	6,400
50	-	-	59,300	Total Resources	82,600	82,600	82,600
51							
52				254-630 Capital Outlay			
53	-	-	4,000	800100 Equipment Purchases	5,000	5,000	5,000
54	-	-	10,500	800175 Building Projects	38,500	38,500	38,500
55	-	-	14,500	Total Capital Outlay	43,500	43,500	43,500
56							
57				254-630 Fund Balance			
58	-	-	44,800	999000 Unapp Ending Fund Balance	39,100	39,100	39,100
59							
60							
61				Library			
62				254-674 Resources			
63	-	-	-	400100 Beginning Fund Balance	13,500	13,500	13,500
64	-	-	300	400400 Interest	300	300	300
65	-	-	10,000	400509 Transfer from Library Operations	10,000	10,000	10,000
66	-	-	13,500	400517 Transfer from Library Equip	-	-	-
67	-	-	23,800	Total Resources	23,800	23,800	23,800
68							
69				254-674 Capital Outlay			
70	-	-	-	800155 Computer & Network	10,800	10,800	10,800
71	-	-	10,000	800175 Building Projects	-	-	-
72	-	-	10,000	Total Capital Outlay	10,800	10,800	10,800
73							
74				254-674 Fund Balance			
75	-	-	13,800	999000 Unapp Ending Fund Balance	13,000	13,000	13,000
76							
77							
78				Fund Totals			
79	-	-	152,400	Resources	186,700	186,700	186,700
80							
81	-	-	62,500	Appropriations	93,600	93,600	93,600
82	-	-	89,900	999000 Unappropriated Fund Balance	93,100	93,100	93,100
83	-	-	152,400		186,700	186,700	186,700



Department Overview

Parks Department

Organizational Structure



Department Overview

The Parks Department 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. The Parks Division receives revenue from park rentals and building rentals. The department also receives property taxes and general revenues.

Developed Parks	Undeveloped Parks
Bailey Park	Raintree (west)
Tequendama Park	The Reserve
Oak Meadows Park	Prairie Meadows
Laurel Park	
Toftdahl Park	
Dutch's Field	
Founder's Park	
Bergstrom Park	
Lyle Day Park	
Raintree Park	
Yellowwood Park	
Junction City Skatepark	

What's New for FY 2018-2019?

- The maintenance of parks will be going back under Public Works.



2018-2019 Fiscal Year Projects

1. **Irrigation System Refurbishment** - This project is from the Capital Expenditure Plan and is project #LAP-006. The total cost for this project is \$4,500. The funding for this project is from the Community Services Capital Fund.
2. **Restroom Roof Replacement** - This project is from the Capital Expenditure Plan and is project #LAP-008. The total cost for this project is \$7,500. The funding for this project is from the Community Services Capital Fund.
3. **Playground Equipment Refurbishment** - This project is from the Capital Expenditure Plan and is project #LDP-001. The total cost for this project is \$5,000. The funding for this project is from the Community Services Capital Fund.
4. **Basketball Court Refurbishment** - This project is from the Capital Expenditure Plan and is project #TDP-004. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.

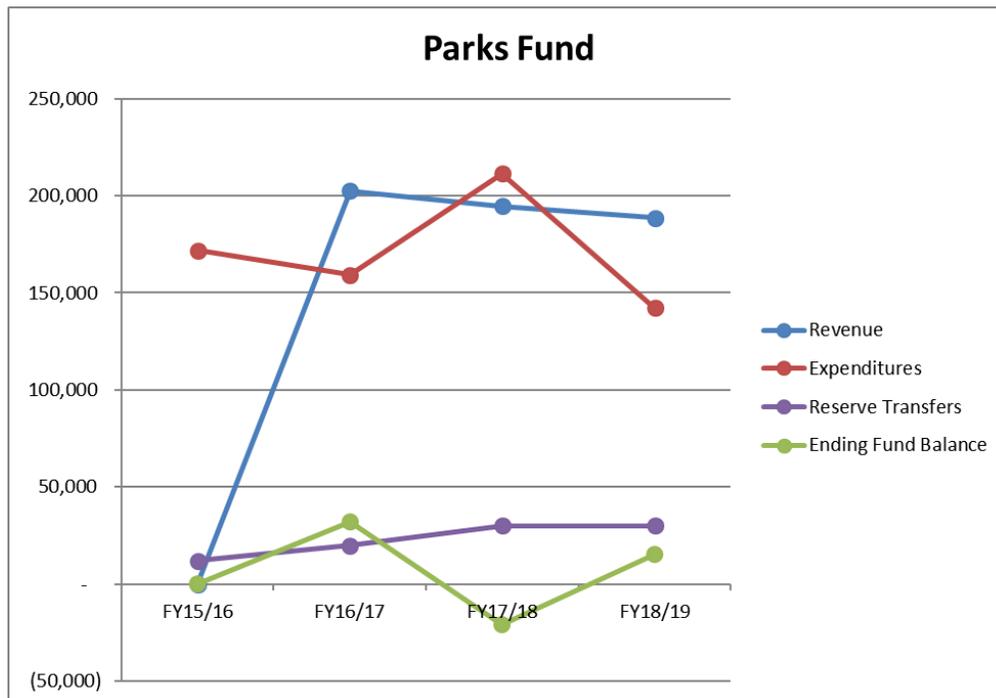




Fund Overview – Parks Fund

The Parks Fund is the main operating fund for the department. This fund receives all of the general revenue, property taxes, and other revenue generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	8,900	26,000	(1,300)
Revenue	-	202,375	194,700	188,700
Total Resources	-	211,275	220,700	187,400
Expenditures				
Personnel Services	124,308	101,890	122,100	37,400
Materials & Services	47,565	57,485	85,100	67,700
Transfers	12,000	19,900	30,000	30,000
Contingency	-	-	4,200	37,200
Total Expenditures	183,873	179,275	241,400	172,300
Ending Fund Balance	-	32,000	(20,700)	15,100
Staffing	1.000	1.000	1.000	0.200





Fund Overview – Parks Capital Project Fund

The Parks Capital Project Fund is a new fund. With the completion of the Community Services Department Capital Expenditure Plan, it was recognized that some Community Services Departments did not have a reserve fund.

The fund now serves as the main reserve fund for all Community Services Departments. It will now be used to save for a much broader range of replacement needs. This includes equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	45,600
Revenue	-	-	59,300	37,000
Total Resources	-	-	59,300	82,600
Expenditures				
Capital Outlay	-	-	14,500	43,500
Ending Fund Balance	-	-	44,800	39,100





Fund Overview – Parks System Development Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	295,232	380,249	405,800	404,700
Revenue	85,017	31,461	33,600	36,600
Total Resources	380,249	411,711	439,400	441,300
Expenditures				
Capital Outlay	-	-	50,000	40,000
Ending Fund Balance	380,249	411,711	389,400	401,300



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Parks Maintenance							
001-630 Resources							
1	-	8,900	26,000	400100 Beginning Fund Balance	(1,300)	(1,300)	(1,300)
2	-	-	5,000	407250 Building Rentals	6,600	6,600	6,600
3	-	-	800	407300 Park Rentals	5,600	5,600	5,600
4	-	342	-	409000 Other Revenue	500	500	500
5	-	-	200	400400 Interest	200	200	200
6	-	98,459	22,200	409310 General Revenue	5,700	5,700	5,700
7	-	103,574	166,500	400200 Property Taxes	170,100	170,100	170,100
8	-	211,275	220,700	Total Resources	187,400	187,400	187,400
9							
001-630 Personnel Services							
11	72,668	59,571	66,600	503780 Wages	25,200	25,200	25,200
12	443	732	1,800	503790 Overtime	1,300	1,300	1,300
13	5,570	4,613	5,300	513344 FICA	2,100	2,100	2,100
14	14,285	12,251	16,900	539094 Pension - PERS	1,800	1,800	1,800
15	3,445	1,664	2,100	542344 Workers' Compensation Ins	900	900	900
16	27,896	23,058	27,700	546833 Insurance Benefits	5,100	5,100	5,100
17	-	-	1,700	548877 Unemployment Insurance	1,000	1,000	1,000
18	124,308	101,890	122,100	Total Personnel Services	37,400	37,400	37,400
19							
001-630 Materials & Services							
21	10,214	11,126	17,000	601100 Administrative Charges	5,700	5,700	5,700
22	4,854	5,784	6,200	602171 Insurance	6,400	6,400	6,400
23	84	98	100	603200 Bank Fees	100	100	100
24	215	207	300	608925 Computer Software Support	300	300	300
25	4,069	3,989	3,700	611519 Electricity	3,000	3,000	3,000
26	105	709	1,500	612080 Park Equipment Repair	1,000	1,000	1,000
27	2,244	2,244	3,500	615018 Fuel	3,000	3,000	3,000
28	7,520	9,451	12,300	615100 Vehicle & Equip Maint Charges	12,100	12,100	12,100
29	40	-	-	623425 Preventative Medical/OSHA	200	200	200
30	732	822	800	628680 Laundry and Cleaning	300	300	300
31	300	849	600	632677 Office Equipment Leases	600	600	600
32	-	2,215	4,000	632700 Parks Tree Maintenance	4,000	4,000	4,000
33	1,159	559	900	633850 Natural Gas	700	700	700
34	539	596	800	636921 Office Supplies	200	200	200
35	644	133	1,000	637917 Operating Materials & Supplies	1,000	1,000	1,000
36	20	481	1,000	637920 Tools and Equipment	1,000	1,000	1,000
37	-	-	100	640457 Postage	100	100	100
38	5,681	8,234	15,700	644650 Building Maintenance Charges	12,700	12,700	12,700
39	139	378	800	647030 Travel and Training	100	100	100
40	237	817	1,000	648800 Parks Maintenance	1,000	1,000	1,000
41	375	1,428	1,500	648860 Parks Supplies	1,500	1,500	1,500
42	4,125	2,200	4,200	648861 Surfacing	4,500	4,500	4,500
43	575	2,090	2,500	648862 Fertilizer and Treatment	2,500	2,500	2,500
44	1,653	1,603	1,800	649843 Telephone	1,800	1,800	1,800
45	280	213	300	652080 Internet Services	400	400	400
46	1,327	170	1,500	654650 Vandalism and Other	1,500	1,500	1,500
47	45	718	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
48	393	371	500	702013 Audit	500	500	500
49	-	-	500	706076 Legal Counsel	500	500	500
50	47,565	57,485	85,100	Total Materials & Services	67,700	67,700	67,700

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51							
52				001-900 Transfers			
53	12,000	19,900	-	900015 Transfer to Park & Pool Reserve	-	-	-
54	-	-	30,000	900046 Transfer to Comm Serv Cap Proj	30,000	30,000	30,000
55	12,000	19,900	30,000	Total Transfers	30,000	30,000	30,000
56							
57	-	-	4,200	900900 Contingency	37,200	37,200	37,200
58							
59	183,873	179,275	241,400	Total Requirements	172,300	172,300	172,300
60	-	32,000	(20,700)	999000 Unapp Ending Fund Balance	15,100	15,100	15,100
61	183,873	211,275	220,700		187,400	187,400	187,400
62	-	-	-		-	-	-
63							
64				Fund Totals			
65				Resources:			
66	-	8,900	26,000	Beginning Fund Balance	(1,300)	(1,300)	(1,300)
67	-	202,375	194,700	Operating Revenue	188,700	188,700	188,700
68	-	211,275	220,700		187,400	187,400	187,400
69							
70				Appropriations:			
71	-	159,375	211,400	Operating Expenditures	142,300	142,300	142,300
72				Transfers			
73	-	19,900	30,000	To Reserves	30,000	30,000	30,000
74	-	-	-	Other Transfers	-	-	-
75	-	179,275	241,400		172,300	172,300	172,300
76	-	32,000	(20,700)	Unappropriated Fund Balance	15,100	15,100	15,100
77	-	211,275	220,700		187,400	187,400	187,400
78	-	-	-		-	-	-

Notes

- 2 Moved to Parks in FY17/18
- 38 Internal Services Fund charges
- 57 Contingency is 2% of expenditures before transfers

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
1	Parks Capital Projects						
2							
3	Parks						
4	254-630 Resources						
5	-	-	-	400100 Beginning Fund Balance	45,600	45,600	45,600
6	-	-	700	400400 Interest	600	600	600
7	-	-	30,000	400514 Transfer from Parks Operations	30,000	30,000	30,000
8	-	-	28,600	400527 Transfer from Park & Pool Res	6,400	6,400	6,400
9	-	-	59,300	Total Resouces	82,600	82,600	82,600
10							
11	254-630 Capital Outlay						
12	-	-	4,000	800100 Equipment Purchases	5,000	5,000	5,000
13	-	-	10,500	800175 Building Projects	38,500	38,500	38,500
14	-	-	14,500	Total Capital Outlay	43,500	43,500	43,500
15							
16	254-630 Fund Balance						
17	-	-	44,800	999000 Unapp Ending Fund Balance	39,100	39,100	39,100

**City of Junction City
Fiscal Year 2018-19 Budget**

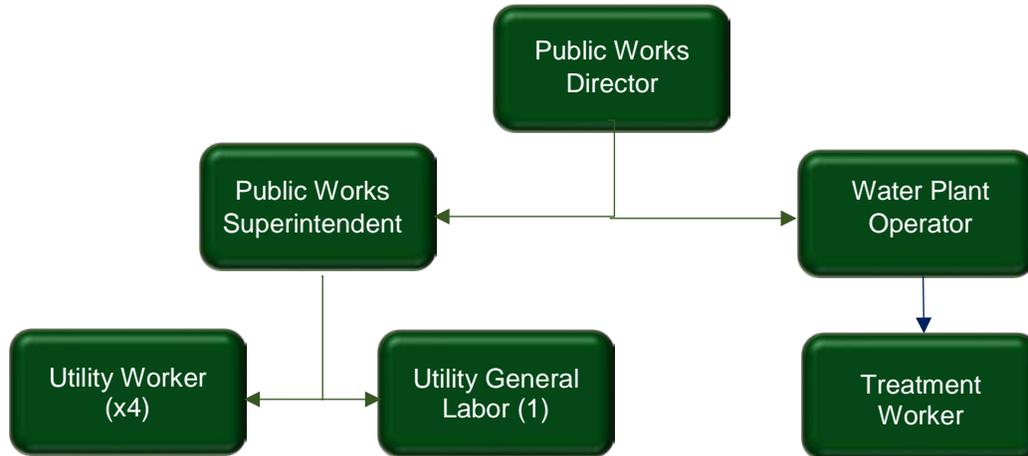
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Parks System Development Fund							
	335-000 Resources						
	295,232	380,249	405,800	400100 Beginning Fund Balance	404,700	404,700	404,700
	2,233	4,162	3,600	400400 Investment Interest	6,600	6,600	6,600
1	82,784	27,299	30,000	400500 System Development Fees	30,000	30,000	30,000
2	<u>380,249</u>	<u>411,711</u>	<u>439,400</u>	Total Resources	<u>441,300</u>	<u>441,300</u>	<u>441,300</u>
3							
4				335-100 Capital Outlay			
5	-	-	10,000	800600 Playground Equipment Acquisition	10,000	10,000	10,000
6	-	-	30,000	800650 Park System Expansion	20,000	20,000	20,000
7	-	-	10,000	800750 Park Development	10,000	10,000	10,000
8	<u>-</u>	<u>-</u>	<u>50,000</u>	Total Capital Outlay	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
9							
10				335-100 Fund Balance			
11	<u>380,249</u>	<u>411,711</u>	<u>389,400</u>	999000 Unapp Ending Fund Balance	<u>401,300</u>	<u>401,300</u>	<u>401,300</u>
12							
13							
14				Fund Totals			
15	380,249	411,711	439,400	Resources	441,300	441,300	441,300
16							
17	-	-	50,000	Appropriations	40,000	40,000	40,000
18	<u>380,249</u>	<u>411,711</u>	<u>389,400</u>	Unappropriated Fund Balance	<u>401,300</u>	<u>401,300</u>	<u>401,300</u>
19	<u>380,249</u>	<u>411,711</u>	<u>439,400</u>		<u>441,300</u>	<u>441,300</u>	<u>441,300</u>
20	-	-	-		-	-	-
21							
22	Notes						
8	Includes Capital Expenditure Plan Items, see Parks section of Capital Budget						



Department Overview

Water Department

Organizational Structure



Department Overview

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

- Over 36 miles of water line within the distribution system
- Over 130 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 600,000 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





What's New for FY 2018-2019?

- The department will be updating its 2009 Water System Master Plan.
- The department will be conducting a rate study to replace the 2008 Rate Study.

2018-2019 Fiscal Year Projects

1. **SCADA Computer Replacement** – This project is from the Capital Expenditure Plan and is project #DWPS-002. The total cost for this project is \$1,500. The funding for this project is split between the Water Capital Fund (\$750), Sewer Capital Fund (\$750).
2. **EST-N- Clean and Inspect Tank** – This project is from the Capital Expenditure Plan and is project #STG-002. The total cost for this project is \$2,500. The funding for this project is from the Water Capital Fund.
3. **Clean and Inspect Tank** – This project is from the Capital Expenditure Plan and is project #STG-008. The total cost for this project is \$3,500. The funding for this project is from the Water Capital Fund.
4. **GST – 1 - Clean and Inspect Tank** – This project is from the Capital Expenditure Plan and is project #STG-015. The total cost for this project is \$2,000. The funding for this project is from the Water Capital Fund.
5. **GST – 2 - Clean and Inspect Tank** – This project is from the Capital Expenditure Plan and is project #STG-002. The total cost for this project is \$5,000. The funding for this project is from the Water Capital Fund.
6. **Rebuild ARV** – This project is from the Capital Expenditure Plan and is project #WM-001. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
7. **Chemical Pump Replacement** - This project is from the Capital Expenditure Plan and is project #W3RD-004. The total cost for this project is \$1,500. The funding for this project is from the Water Capital Fund.
8. **Replace SCADA Network Switch** - This project is from the Capital Expenditure Plan and is project #W3RD-015. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
9. **Replace Network Switch** - This project is from the Capital Expenditure Plan and is project #W8th-011. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.





from the Water Capital Fund.

10. **Rebuild Injectors** - This project is from the Capital Expenditure Plan and is project #WTP-079. The total cost for this project is \$250. The funding for this project is from the Water Capital Fund.
11. **Rebuild Regeneration Pump** - This project is from the Capital Expenditure Plan and is project #WTP-080. The total cost for this project is \$250. The funding for this project is from the Water Capital Fund.
12. **Replace Raw Water pH Probe** - This project is from the Capital Expenditure Plan and is project #WTP-086. The total cost for this project is \$350. The funding for this project is from the Water Capital Fund.
13. **Replace Finished Water pH Probe** - This project is from the Capital Expenditure Plan and is project #WTP-087. The total cost for this project is \$350. The funding for this project is from the Water Capital Fund.
14. **Rebuild Chlorine Probe #1** - This project is from the Capital Expenditure Plan and is project #WTP-088. The total cost for this project is \$150. The funding for this project is from the Water Capital Fund.
15. **Rebuild Chlorine Probe #2** - This project is from the Capital Expenditure Plan and is project #WTP-089. The total cost for this project is \$150. The funding for this project is from the Water Capital Fund.
16. **Replace Chlorine Probe #1** - This project is from the Capital Expenditure Plan and is project #WTP-090. The total cost for this project is \$1,250. The funding for this project is from the Water Capital Fund.
17. **Replace Chlorine Probe #2** - This project is from the Capital Expenditure Plan and is project #WTP-091. The total cost for this project is \$1,250. The funding for this project is from the Water Capital Fund.
18. **Rebuild Iron Analyzer** - This project is from the Capital Expenditure Plan and is project #WTP-092. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
19. **Rebuild Manganese Analyzer** - This project is from the Capital Expenditure Plan and is project #WTP-094. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.





20. **Replace WTP Computer** – This project is from the Capital Expenditure Plan and is project #DWPS-002. The total cost for this project is \$1,250. The funding for this project is split between the Water Capital Fund (\$625), Sewer Capital Fund (\$625).
21. **Conduct Water Rate Study** – This project is to conduct a utility rate study for the water system. The last rate study was completed in 2008 and was a five year plan. The anticipated cost for this project is \$30,000. The funding for this project is from the Water Capital Fund.
22. **Filter A Rebuild Pressure Regulator Valve** – This project is from the Capital Expenditure Plan and is project #WTP-015. The total cost for this project is \$4,500. The funding for this project is from the Water Capital Fund.
23. **Filter B Rebuild Pressure Regulator Valve** – This project is from the Capital Expenditure Plan and is project #WTP-032. The total cost for this project is \$4,500. The funding for this project is from the Water Capital Fund.
24. **Replace Air Lines**– This project is from the Capital Expenditure Plan and is project #WTP-071. The total cost for this project is \$150. The funding for this project is from the Water Capital Fund.

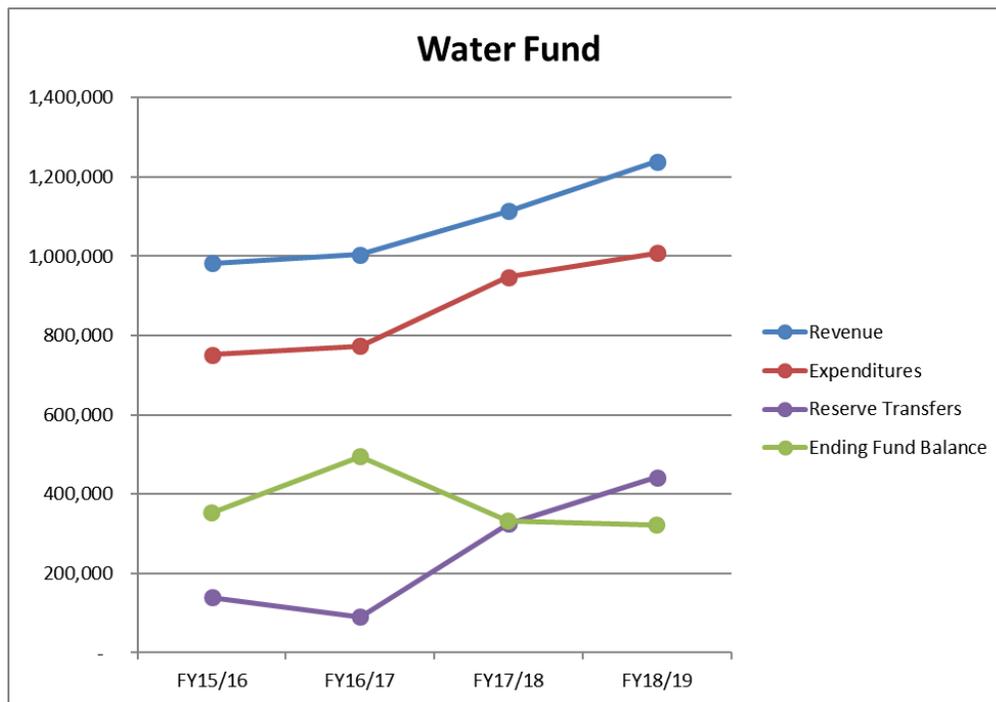




Fund Overview – Water Fund

The Water Fund is the main operating fund for the department. This fund receives all of the revenue generated from user fees and other activities. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	262,835	353,674	489,500	533,700
Revenue	982,965	1,004,626	1,113,800	1,238,900
Total Resources	1,245,800	1,358,300	1,603,300	1,772,600
Expenditures				
Personnel Services	420,983	457,319	538,600	552,700
Materials & Services	331,143	315,988	408,500	435,400
Transfers	140,000	90,600	325,000	442,000
Contingency	-	-	-	20,000
Total Expenditures	892,126	863,907	1,272,100	1,450,100
Ending Fund Balance	353,674	494,393	331,200	322,500
Staffing	4.945	4.945	5.315	5.360



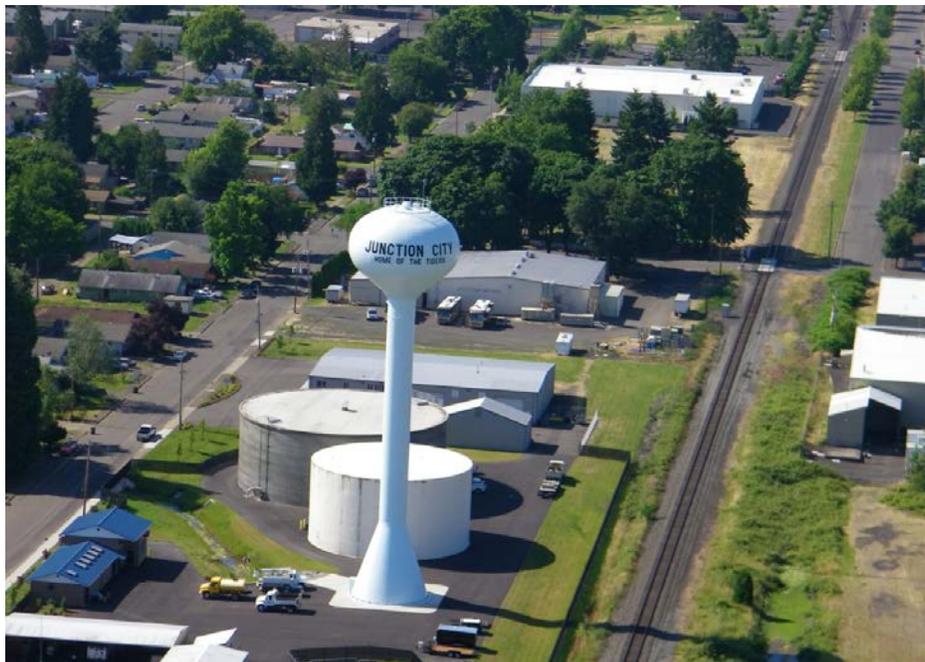


Fund Overview – Water Capital Fund

The Water Capital Fund is a new fund that combines the Water Equipment Reserve Fund, Water System Improvement Fund, and the PW Building & Yard Reserve Fund. The primary funding for this fund will come from transfers from the Water Fund.

The purpose of this fund will be the same as the three previous funds: to replace vehicles and equipment, make improvements to the water treatment and distribution systems, and repairs & improvements to Public Works facilities.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	72,414	58,033	68,400	248,200
Revenue	333,255	98,964	414,700	722,900
Total Resources	405,669	156,996	483,100	971,100
Expenditures				
Materials & Services	7,050	825	200,000	425,000
Capital Outlay	250,587	14,482	69,700	324,600
Debt Service	90,000	111,500	111,500	111,500
Total Expenditures	347,637	126,807	381,200	861,100
Ending Fund Balance	58,033	30,189	101,900	110,000





Fund Overview – Water System Development Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	35,194	13,551	31,300	59,100
Revenue	30,547	24,819	15,200	20,800
Total Resources	65,741	38,370	46,500	79,900
Expenditures				
Capital Outlay	52,190	-	-	5,000
Ending Fund Balance	13,551	38,370	46,500	74,900



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Water Fund							
002-000 Resources							
	262,835	353,674	489,500	400100 Beginning Fund Balance	533,700	533,700	533,700
	2,096	4,741	3,800	400400 Investment Interest	8,900	8,900	8,900
1	968,116	989,830	1,100,000	400500 Water Revenue (User Fees)	1,220,000	1,220,000	1,220,000
2	12,752	10,055	10,000	409000 Other Receipts	10,000	10,000	10,000
3	1,245,800	1,358,300	1,603,300	Total Resources	1,772,600	1,772,600	1,772,600
4							
5				002-276 Personnel Services			
6	247,130	267,204	287,000	503780 Wages	292,500	292,500	292,500
7	4,311	4,131	16,200	503790 Wages - Overtime	16,600	16,600	16,600
8	18,988	20,447	23,200	513344 FICA	23,700	23,700	23,700
9	43,390	50,032	66,800	539094 Pension - PERS	68,200	68,200	68,200
10	5,457	6,090	9,300	542344 Workers' Compensation Ins	9,000	9,000	9,000
11	101,708	109,415	128,300	546833 Insurance Benefits	134,500	134,500	134,500
12	-	-	7,800	548877 Unemployment Insurance	8,200	8,200	8,200
13	420,983	457,319	538,600	Total Personnel Services	552,700	552,700	552,700
14							
15				002-276 Materials & Services			
16	63,134	67,955	100,000	601100 Administrative Charges	115,400	115,400	115,400
17	18,310	18,419	20,500	602171 Insurance	24,900	24,900	24,900
18	450	434	600	603200 Bank Fees	500	500	500
19	6,055	7,162	8,100	603210 Merchant Fees	8,500	8,500	8,500
20	13,016	14,883	25,000	605917 Treatment Chemicals	24,000	24,000	24,000
21	1,974	37	2,000	608921 Software	2,000	2,000	2,000
22	3,010	3,802	2,400	608925 Computer Software Support	2,400	2,400	2,400
23	89,620	79,116	86,000	611519 Electricity	93,000	93,000	93,000
24	2,570	3,931	5,400	611770 IT Service Charges	5,500	5,500	5,500
25	5,900	1,409	2,000	611771 Professional Services	2,000	2,000	2,000
26	1,778	1,789	2,000	611780 Lien Reporting Services	2,500	2,500	2,500
27	4,873	4,986	6,500	615018 Fuel	6,500	6,500	6,500
28	47,757	42,101	49,200	615100 Vehicle & Equip Maint Charges	50,900	50,900	50,900
29	2,275	2,040	3,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
30	311	547	300	628651 Lane Council of Gov Dues	300	300	300
31	1,529	1,527	800	628680 Laundry and Cleaning	600	600	600
32	553	577	600	629001 League of Oregon Cities Dues	600	600	600
33	4,808	5,341	4,600	632677 Office Equipment Leases	4,000	4,000	4,000
34	44	84	500	632678 Computer Equip Maint	500	500	500
35	775	947	900	633850 Natural Gas	500	500	500
36	4,670	2,861	4,500	636921 Office Supplies	4,500	4,500	4,500
37	8,248	16,925	20,000	637917 Op Materials & Supplies	25,000	25,000	25,000
38	4,749	5,439	7,000	638500 Water System Repair & Maint	7,000	7,000	7,000
39	8,354	7,602	8,000	638900 Laboratory Analysis	8,000	8,000	8,000
40	7,087	7,082	7,500	640457 Postage	7,500	7,500	7,500
41	4,420	3,764	10,300	644650 Building Maintenance Charges	8,200	8,200	8,200
42	-	-	200	644670 Cleaning/General Supplies	200	200	200
43	9,038	430	8,000	647030 Travel and Training	5,000	5,000	5,000
44	1,706	585	500	648000 License Certification Fee	500	500	500
45	143	-	200	648800 Employee Recognition	200	200	200
46	5,064	5,586	5,500	649843 Telephone	6,000	6,000	6,000
47	2,048	2,137	3,300	652080 Internet	2,500	2,500	2,500
48	-	2,887	7,000	652100 Water Treatment Plant Supplies	7,000	7,000	7,000
49	3,241	3,247	3,600	702013 Audit	3,700	3,700	3,700
50	3,634	360	2,500	706076 Legal Counsel	2,500	2,500	2,500

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	331,143	315,988	408,500	Total Materials & Services	435,400	435,400	435,400
52							
53				002-276 Transfers			
54	25,000	-	-	900001 Transfer to Water Equip Reserve	-	-	-
55	2,500	200	-	900002 Transfer to Computer Equip Res	-	-	-
56	2,500	400	-	900004 Transfer to PW Building/Yard Res	-	-	-
57	110,000	90,000	325,000	900005 Transfer to Water Capital Proj Fund	442,000	442,000	442,000
58	140,000	90,600	325,000	Total Transfers	442,000	442,000	442,000
59							
60				002-276 Fund Balance & Contingency			
61	-	-	-	900900 Operating Contingency	20,000	20,000	20,000
62	353,674	494,393	331,200	999000 Unapp Ending Fund Balance	322,500	322,500	322,500
63	353,674	494,393	331,200	Total	322,500	342,500	342,500
64							
65							
66				Fund Totals			
67				Resources:			
68	262,835	353,674	489,500	Beginning Fund Balance	533,700	533,700	533,700
69	982,965	1,004,626	1,113,800	Operating Revenue	1,238,900	1,238,900	1,238,900
70	1,245,800	1,358,300	1,603,300		1,772,600	1,772,600	1,772,600
71							
72				Appropriations:			
73	752,126	773,307	947,100	Operating Expenditures	1,008,100	1,008,100	1,008,100
74				Transfers			
75	140,000	90,600	325,000	To Reserves	442,000	442,000	442,000
76	892,126	863,907	1,272,100		1,450,100	1,450,100	1,450,100
77	353,674	494,393	331,200	Unappropriated Fund Balance	322,500	322,500	322,500
78	1,245,800	1,358,300	1,603,300		1,772,600	1,772,600	1,772,600
79	-	-	-		-	-	-
80	Notes						
81	24	Includes Springbrook annual maintenance costs					

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Water Capital Projects Fund							
264-000 Resources							
	72,414	58,033	68,400	400100 Beginning Fund Balance	248,200	248,200	248,200
	355	574	1,300	400400 Investment Interest	1,900	1,900	1,900
1	7,900	8,390	8,400	400550 Fire Sprinkler User Fees	9,000	9,000	9,000
2	-	-	-	400800 Water Tap Fees	270,000	270,000	270,000
3	110,000	90,000	325,000	400575 Transfer from Water Fund	442,000	442,000	442,000
4	215,000	-	-	400576 Interfund Loan-Comm Dev	-	-	-
5	-	-	6,300	400531 Transfer from PW Yard	-	-	-
6	-	-	73,700	400532 Transfer from Water Equip	-	-	-
7	<u>405,669</u>	<u>156,996</u>	<u>483,100</u>	Total Resources	<u>971,100</u>	<u>971,100</u>	<u>971,100</u>
8							
9	264-100 Materials & Services						
10	2,883	825	200,000	611771 Professional Services	65,000	65,000	65,000
11	4,167	-	-	638500 Operating System Repair/Maint	360,000	360,000	360,000
12	<u>7,050</u>	<u>825</u>	<u>200,000</u>	Total Materials & Services	<u>425,000</u>	<u>425,000</u>	<u>425,000</u>
13							
14	264-100 Capital Outlay						
15	245,329	13,850	30,000	800100 System Improvements	50,000	50,000	50,000
16	-	-	9,700	800230 CEP Projects	44,600	44,600	44,600
17	5,258	500	15,000	800600 Equipment Acquisition	15,000	15,000	15,000
18	-	132	15,000	800750 System Refurbishment	215,000	215,000	215,000
19	<u>250,587</u>	<u>14,482</u>	<u>69,700</u>	Total Capital Outlay	<u>324,600</u>	<u>324,600</u>	<u>324,600</u>
20							
21	264-100 Debt Service						
22	90,000	90,000	90,000	900035 Interfund Loan pmt Sew Sys Fund	90,000	90,000	90,000
23	-	21,500	21,500	900043 Interfund Loan pmt Comm Dev	21,500	21,500	21,500
24	<u>90,000</u>	<u>111,500</u>	<u>111,500</u>		<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
25							
26	264-100 Fund Balance						
27	57,533	29,689	101,400	902000 Reserved for Future Expenditures	-	-	-
28	500	500	500	999000 Unapp Ending Fund Balance	110,000	110,000	110,000
29	<u>58,033</u>	<u>30,189</u>	<u>101,900</u>		<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
30							
31	Fund Totals						
32	405,669	156,996	483,100	Resources	971,100	971,100	971,100
33							
34	347,637	126,807	381,200	Appropriations	861,100	861,100	861,100
35	<u>58,033</u>	<u>30,189</u>	<u>101,900</u>	Fund Balance	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
36	<u>405,669</u>	<u>156,996</u>	<u>483,100</u>		<u>971,100</u>	<u>971,100</u>	<u>971,100</u>

Notes

1 Fund renamed for FY17/18 Budget. Previously the fund was known as the Water System Improvement Fund.

24 **Water Treatment Plant**

Sewer System Imp / Sewer Capital Projects Interfund Loan

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

223,000

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

677,000

900,000

Payments through 6/30/18

(382,300)

Loan Balance 6/30/18

517,700

25 **11th & Elm Well Project**

Interfund loan from Community Development Fund FY15/16

215,000

Payments through 6/30/18 (2)

(43,000)

Loan Balance 6/30/18

172,000

**City of Junction City
Fiscal Year 2018-19 Budget**

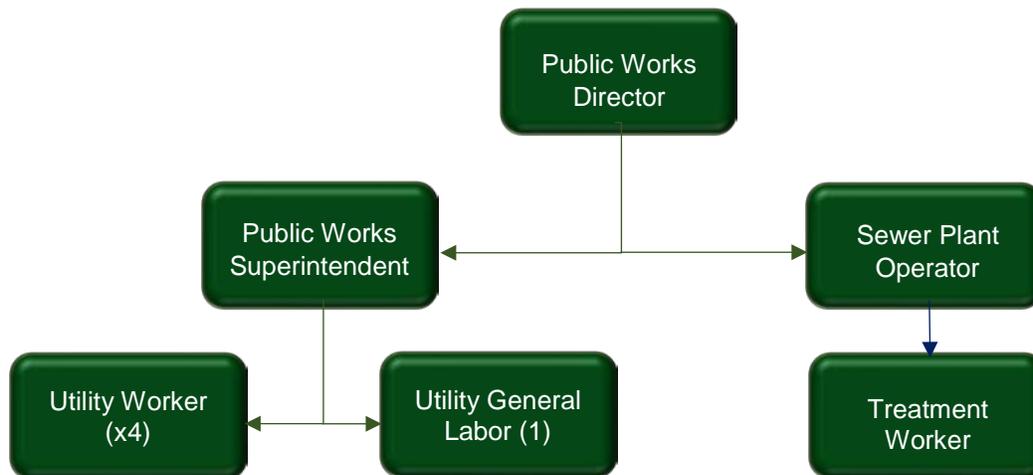
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Water System Development Fund							
	405-000 Resources						
	35,194	13,551	31,300	400100 Beginning Fund Balance	59,100	59,100	59,100
	205	325	200	400400 Investment Interest	800	800	800
1	<u>30,342</u>	<u>24,493</u>	<u>15,000</u>	400500 System Development Fees	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
2	<u>65,741</u>	<u>38,370</u>	<u>46,500</u>	Total Resources	<u>79,900</u>	<u>79,900</u>	<u>79,900</u>
3							
4	405-100 Capital Outlay						
5	<u>52,190</u>	-	-	800650 Water System Expansion	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
6							
7	405-100 Fund Balance						
8	<u>13,551</u>	<u>38,370</u>	<u>46,500</u>	999000 Unapp Ending Fund Balance	<u>74,900</u>	<u>74,900</u>	<u>74,900</u>
9							
10							
11	Fund Totals						
12	65,741	38,370	46,500	Resources	79,900	79,900	79,900
13							
14	52,190	-	-	Appropriations	5,000	5,000	5,000
15	<u>13,551</u>	<u>38,370</u>	<u>46,500</u>	Unappropriated Fund Balance	<u>74,900</u>	<u>74,900</u>	<u>74,900</u>
16	65,741	38,370	46,500		79,900	79,900	79,900



Department Overview

Sewer Department

Organizational Structure



Department 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

What's New for FY 2018-2019?

- The department will be updating its 2006 Sewer System Master Plan.
- The department will be conducting a rate study to replace the 2008 Rate Study.

2018-2019 Fiscal Year Projects

1. **Replace Level Probe #1** – This project is from the Capital Expenditure Plan and is project #S10TH-007. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.





2. **Replace Level Probe #1** – This project is from the Capital Expenditure Plan and is project #S10TH-008. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
3. **Replace SCADA Network Switch**– This project is from the Capital Expenditure Plan and is project #S10TH-015. The total cost for this project is \$750. The funding for this project is from the Sewer Capital Fund.
4. **Replace APC #1 Batteries** - This project is from the Capital Expenditure Plan and is project #S10TH-014. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
5. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #S17TH-001. The total cost for this project is \$3,600. The funding for this project is from the Sewer Capital Fund.
6. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #S17TH-002. The total cost for this project is \$3,600. The funding for this project is from the Sewer Capital Fund.
7. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #S17TH-003. The total cost for this project is \$2,000. The funding for this project is from the Sewer Capital Fund.
8. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #S17TH-004. The total cost for this project is \$2,000. The funding for this project is from the Sewer Capital Fund.
9. **Conduct Sewer Rate Study** – This project is to conduct a utility rate study for the sewer system. The last rate study was completed in 2008 and was a five year plan. The anticipated cost for this project is \$30,000. The funding for this project is from the Sewer Capital Fund.





10. **Replace SCADA Network Switch**– This project is from the Capital Expenditure Plan and is project #S17TH-015. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
11. **Replace APC Batteries** - This project is from the Capital Expenditure Plan and is project #S17TH-016. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
12. **Repaint interior**- This project is from the Capital Expenditure Plan and is project #S17TH-017. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
13. **Repaint exterior**- This project is from the Capital Expenditure Plan and is project #S17TH-018. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
14. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #S1ST-001. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
15. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #S1St-002. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
16. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #S1ST-003. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
17. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #S1ST-004. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
18. **Replace SCADA Network Switch**– This project is from the Capital Expenditure Plan and is project #S1ST-015. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
19. **Replace APC Batteries** - This project is from the Capital Expenditure Plan and is project #S1ST-016. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.





20. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #S3RD-001. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
21. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #S3RD-002. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
22. **Overhaul Pump #3** - This project is from the Capital Expenditure Plan and is project #S3RD-003. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
23. **Overhaul Pump #4** - This project is from the Capital Expenditure Plan and is project #S3RD-004. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
24. **Overhaul Pump #5** - This project is from the Capital Expenditure Plan and is project #S3RD-005. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
25. **Overhaul Pump #6** - This project is from the Capital Expenditure Plan and is project #S3RD-006. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
26. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #S3RD-007. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
27. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #S3RD-008. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
28. **Overhaul Check Valve #3**- This project is from the Capital Expenditure Plan and is project #S3RD-009. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
29. **Overhaul Check Valve #4**- This project is from the Capital Expenditure Plan and is project #S3RD-010. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.





30. **Overhaul Check Valve #5-** This project is from the Capital Expenditure Plan and is project #S3RD-011. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
31. **Overhaul Check Valve #6-** This project is from the Capital Expenditure Plan and is project #S3RD-012. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
32. **Replace SCADA Network Switch–** This project is from the Capital Expenditure Plan and is project #SCC-015. The total cost for this project is \$300. The funding for this project is from the Sewer Capital Fund.
33. **Replace APC Batteries -** This project is from the Capital Expenditure Plan and is project #SCC-016. The total cost for this project is \$250. The funding for this project is from the Sewer Capital Fund.
34. **Replace SCADA Network Switch–** This project is from the Capital Expenditure Plan and is project #SHP-015. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
35. **Replace APC Batteries -** This project is from the Capital Expenditure Plan and is project #SHP-016. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
36. **Replace APC Batteries -** This project is from the Capital Expenditure Plan and is project #SHP-017. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
37. **Replace SCADA Network Switch–** This project is from the Capital Expenditure Plan and is project #SOM-018. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
38. **Replace APC Batteries -** This project is from the Capital Expenditure Plan and is project #SOM-019. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
39. **Replace SCADA Batteries -** This project is from the Capital Expenditure Plan and is project #SOM-020. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.





40. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #SRW-001. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
41. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #SRW-002. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
42. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #SRW-003. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
43. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #SRW-004. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
44. **Replace SCADA Network Switch**– This project is from the Capital Expenditure Plan and is project #SRW-015. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
45. **Replace APC Batteries** - This project is from the Capital Expenditure Plan and is project #SRW-016. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.

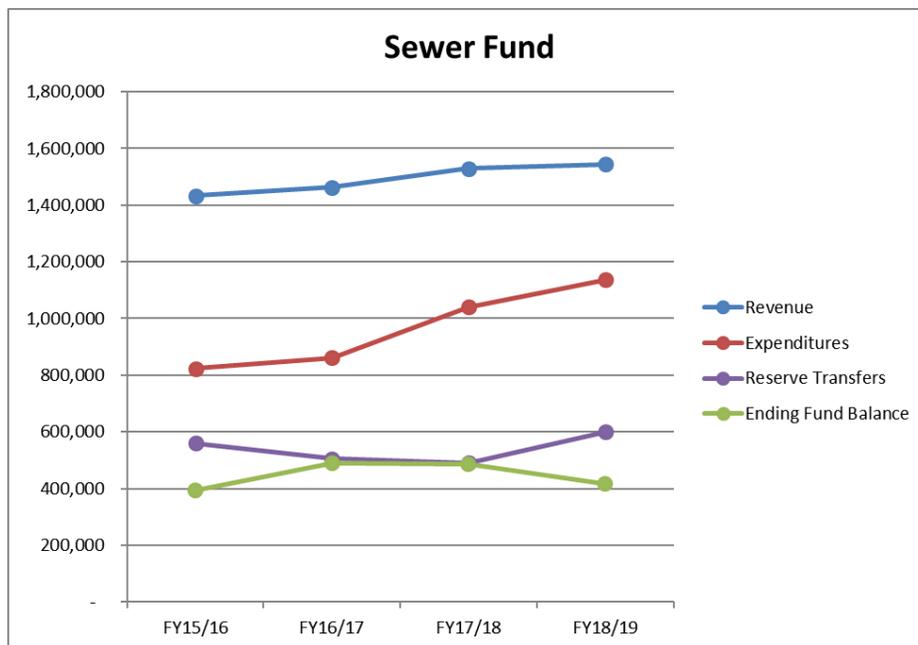




Fund Overview – Sewer Fund

The Sewer Fund is the main operating fund for the department. This fund receives all of the revenue generated from user fees and other activities. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	342,834	393,356	485,900	610,700
Revenue	1,433,896	1,463,673	1,528,900	1,543,700
Total Resources	1,776,730	1,857,028	2,014,800	2,154,400
Expenditures				
Personnel Services	430,001	466,751	547,100	558,800
Materials & Services	393,373	394,753	492,700	547,500
Transfers	560,000	505,300	490,000	600,000
Contingency	-	-	-	30,000
Total Expenditures	1,383,374	1,366,804	1,529,800	1,736,300
Ending Fund Balance	393,356	490,225	485,000	418,100
Staffing	5.125	5.125	5.595	5.520





Fund Overview – Sewer Capital Fund

The Sewer Capital Fund is a new fund that combines the Sewer Equipment Reserve Fund, Sewer System Improvement Fund, and the PW Building & Yard Reserve Fund. The primary funding for this fund will come from transfers from the Sewer Fund.

The purpose of this fund will be the same as the three previous funds: to replace vehicles and equipment, make improvements to the sewer treatment and collection systems, and repairs & improvements to Public Works facilities.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	869,567	1,194,901	1,387,100	1,552,600
Revenue	578,231	582,924	717,100	714,100
Total Resources	1,447,797	1,777,825	2,104,200	2,266,700
Expenditures				
Materials & Services	250,203	258,141	425,000	550,000
Capital Outlay	2,694	-	908,700	617,100
Total Expenditures	252,897	258,141	1,333,700	1,167,100
Ending Fund Balance	1,194,901	1,519,684	770,500	1,099,600





Fund Overview – Sewer System Development Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	1,495,523	1,922,050	2,080,100	2,320,400
Revenue	439,190	217,722	158,200	133,700
Total Resources	1,934,713	2,139,773	2,238,300	2,454,100
Expenditures				
Capital Outlay	12,663	-	-	5,000
Ending Fund Balance	1,922,050	2,139,773	2,238,300	2,449,100



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sewer Fund							
003-000 Resources							
	342,834	393,356	485,900	400100 Beginning Fund Balance	610,700	610,700	610,700
	2,865	5,547	4,400	400400 Investment Interest	9,200	9,200	9,200
1	1,422,602	1,446,140	1,515,000	400500 Sewer Use Charges	1,525,000	1,525,000	1,525,000
2	1,500	1,275	1,500	400800 Sewer Tap Inspections	1,500	1,500	1,500
3	6,929	10,711	8,000	409000 Other Receipts	8,000	8,000	8,000
4	<u>1,776,730</u>	<u>1,857,028</u>	<u>2,014,800</u>	Total Resources	<u>2,154,400</u>	<u>2,154,400</u>	<u>2,154,400</u>
5							
6				003-376 Personnel Services			
7	252,806	272,650	295,200	503780 Wages	298,800	298,800	298,800
8	4,544	4,276	16,600	503790 Wages - Overtime	17,000	17,000	17,000
9	19,433	20,868	23,900	513344 FICA	24,200	24,200	24,200
10	44,439	50,856	68,300	539094 Pension - PERS	69,500	69,500	69,500
11	4,143	6,146	7,200	542344 Workers' Compensation Ins	9,300	9,300	9,300
12	104,636	111,955	127,700	546833 Insurance Benefits	131,500	131,500	131,500
13	-	-	8,200	548877 Unemployment Insurance	8,500	8,500	8,500
14	<u>430,001</u>	<u>466,751</u>	<u>547,100</u>	Total Personnel Services	<u>558,800</u>	<u>558,800</u>	<u>558,800</u>
15							
16				003-376 Materials & Services			
17	73,032	78,670	110,900	601100 Administrative Charges	126,800	126,800	126,800
18	23,905	26,280	29,000	602171 Insurance	26,900	26,900	26,900
19	585	523	500	603200 Bank Fees	500	500	500
20	8,916	10,489	8,000	603210 Merchant Fees	5,500	5,500	5,500
21	29,389	47,522	53,000	605917 Treatment Chemicals	65,000	65,000	65,000
22	1,974	37	1,000	608921 Software	1,000	1,000	1,000
23	5,524	5,356	3,000	608925 Computer Software Support	3,000	3,000	3,000
24	106,024	100,570	110,000	611519 Electricity	135,000	135,000	135,000
25	2,834	4,345	5,900	611770 IT Service Charges	6,200	6,200	6,200
26	2,906	89	1,000	611771 Professional Services	1,000	1,000	1,000
27	1,778	1,789	1,600	611780 Lien Reporting Services	2,500	2,500	2,500
28	5,570	5,656	5,000	615018 Fuel	5,000	5,000	5,000
29	55,622	45,145	63,200	615100 Vehicle & Equip Maint Charges	59,400	59,400	59,400
30	2,190	2,261	3,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
31	311	731	400	628651 Lane Council of Gov Dues	400	400	400
32	1,529	1,527	800	628680 Laundry and Cleaning	600	600	600
33	553	577	600	629001 League of Oregon Cities Dues	600	600	600
34	4,808	5,341	4,000	632677 Office Equip Leases	2,500	2,500	2,500
35	775	947	500	633850 Natural Gas	400	400	400
36	1,826	-	2,000	635280 DEQ Permit Fee	2,000	2,000	2,000
37	4,522	2,962	5,000	636921 Office Supplies	5,000	5,000	5,000
38	12,545	15,801	25,000	637917 Op Materials & Supplies	30,000	30,000	30,000
39	437	-	2,000	638500 Sewer Line Maint/Repair	5,000	5,000	5,000
40	1,850	269	2,000	638600 Pump Station Maint/Repair	5,000	5,000	5,000
41	1,951	3,522	5,000	638900 Laboratory Analysis	5,000	5,000	5,000
42	4,610	7,363	9,000	638925 Lab Supplies	10,000	10,000	10,000
43	5,608	5,660	6,000	640457 Postage	7,000	7,000	7,000
44	4,168	3,935	8,300	644650 Building Maintenance Charges	7,200	7,200	7,200
45	-	-	500	644670 Cleaning/General Supplies	200	200	200
46	9,178	240	7,000	647030 Travel and Training	5,000	5,000	5,000
47	480	480	300	648000 License Certification Fee	1,000	1,000	1,000
48	143	-	200	648800 Employee Recognition	200	200	200
49	9,053	9,630	9,000	649843 Telephone	9,500	9,500	9,500
50	2,093	2,183	2,200	652080 Internet	2,200	2,200	2,200

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	-	-	500	653000 I & I Abatement Supplies	500	500	500
52	-	-	1,500	653050 Pretreatment Program Supplies	1,000	1,000	1,000
53	4,027	3,989	4,300	702013 Audit	4,400	4,400	4,400
54	2,659	864	1,500	706076 Legal Counsel	2,000	2,000	2,000
55	<u>393,373</u>	<u>394,753</u>	<u>492,700</u>	Total Materials & Services	<u>547,500</u>	<u>547,500</u>	<u>547,500</u>
56							
57				003-376 Transfers			
58	45,000	25,000	-	900001 Transfer to Equipment Reserve	-	-	-
59	2,500	400	-	900002 Transfer to Computer Equipment	-	-	-
60	2,500	4,900	-	900004 Transfer to PW Building/Yard Res	-	-	-
61	480,000	475,000	490,000	900005 Transfer to Sewer Cap Proj Fund	600,000	600,000	600,000
62	30,000	-	-	900032 Transfer to Ratepayer Assistance	-	-	-
63	<u>560,000</u>	<u>505,300</u>	<u>490,000</u>	Total Transfers	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
64							
65				003-376 Fund Balance & Contingency			
66	-	-	-	900900 Operating Contingency	30,000	30,000	30,000
67	<u>393,356</u>	<u>490,225</u>	<u>485,000</u>	999000 Unapp Ending Fund Balance	<u>418,100</u>	<u>418,100</u>	<u>418,100</u>
68	<u>393,356</u>	<u>490,225</u>	<u>485,000</u>	Total	<u>418,100</u>	<u>448,100</u>	<u>448,100</u>
69							
70				Fund Totals			
71				Resources:			
72	342,834	393,356	485,900	Beginning Fund Balance	610,700	610,700	610,700
73	<u>1,433,896</u>	<u>1,463,673</u>	<u>1,528,900</u>	Operating Revenue	<u>1,543,700</u>	<u>1,543,700</u>	<u>1,543,700</u>
74	<u>1,776,730</u>	<u>1,857,028</u>	<u>2,014,800</u>		<u>2,154,400</u>	<u>2,154,400</u>	<u>2,154,400</u>
75							
76				Appropriations:			
77	823,374	861,504	1,039,800	Operating Expenditures	1,136,300	1,136,300	1,136,300
78				Transfers			
79	530,000	505,300	490,000	To Reserves	600,000	600,000	600,000
80	30,000	-	-	Other Transfers	-	-	-
81	<u>1,383,374</u>	<u>1,366,804</u>	<u>1,529,800</u>		<u>1,736,300</u>	<u>1,736,300</u>	<u>1,736,300</u>
82	<u>393,356</u>	<u>490,225</u>	<u>485,000</u>	Unappropriated Fund Balance	<u>418,100</u>	<u>418,100</u>	<u>418,100</u>
83	<u>1,776,730</u>	<u>1,857,028</u>	<u>2,014,800</u>		<u>2,154,400</u>	<u>2,154,400</u>	<u>2,154,400</u>
84	-	-	-		-	-	-

Notes

- 86 3 Revenue is based on current year's amounts plus anticipated new connections
- 23 Increased to due to DEQ mandated dechlorination process
- 25 Includes Springbrook annual maintenance costs
- 48 Every two year in-house training program

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sewer Capital Projects Fund							
255-000 Resources							
	869,567	1,194,901	1,387,100	400100 Beginning Fund Balance	1,552,600	1,552,600	1,552,600
	6,054	13,760	11,500	400400 Investment Interest	24,100	24,100	24,100
1	90,000	90,000	90,000	400559 Interfund Loan Repayment	90,000	90,000	90,000
2	480,000	475,000	490,000	400605 Transfer from Sewer Fund	600,000	600,000	600,000
3	-	-	6,200	400531 Transfer from PW Yard Reserve	-	-	-
4	-	-	63,900	400533 Transfer from Sewer Equip Res	-	-	-
5	-	-	53,400	400538 Transfer from Sewer Ratepayers	-	-	-
6	2,015	-	2,100	400610 Rent	-	-	-
7	162	4,164	-	409000 Other Revenue	-	-	-
8	<u>1,447,797</u>	<u>1,777,825</u>	<u>2,104,200</u>	Total Resources	<u>2,266,700</u>	<u>2,266,700</u>	<u>2,266,700</u>
9							
10				255-100 Materials & Services			
11	20,892	128,027	375,000	611771 Professional Services	500,000	500,000	500,000
12	<u>229,311</u>	<u>130,114</u>	<u>50,000</u>	638500 System Maintenance Projects	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
13	<u>250,203</u>	<u>258,141</u>	<u>425,000</u>	Total Materials & Services	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>
14							
15				255-100 Capital Outlay			
16	1,338	-	600,000	800100 System Improvements	500,000	500,000	500,000
17	-	-	8,700	800230 CEP Projects	87,000	87,000	87,000
18	1,356	-	-	800600 Equipment Acquisitions	30,000	30,000	30,000
19	-	-	300,000	800650 System Construction/Expansion	100	100	100
20	<u>2,694</u>	<u>-</u>	<u>908,700</u>	Total Capital Outlay	<u>617,100</u>	<u>617,100</u>	<u>617,100</u>
21							
22				255-100 Fund Balance			
23	1,194,401	1,519,184	770,000	902000 Reserved for Future Expenditures	-	-	-
24	-	-	-	902001 Reserved for Vac/TV Truck	600,000	600,000	600,000
25	<u>500</u>	<u>500</u>	<u>500</u>	999000 Unapp Ending Fund Balance	<u>499,600</u>	<u>499,600</u>	<u>499,600</u>
26	<u><u>1,194,901</u></u>	<u><u>1,519,684</u></u>	<u><u>770,500</u></u>		<u><u>1,099,600</u></u>	<u><u>1,099,600</u></u>	<u><u>1,099,600</u></u>
27							
28							
29				Fund Totals			
30	1,447,797	1,777,825	2,104,200	Resources	2,266,700	2,266,700	2,266,700
31							
32	252,897	258,141	1,333,700	Appropriations	1,167,100	1,167,100	1,167,100
33	<u>1,194,901</u>	<u>1,519,684</u>	<u>770,500</u>	Fund Balance	<u>1,099,600</u>	<u>1,099,600</u>	<u>1,099,600</u>
34	<u>1,447,797</u>	<u>1,777,825</u>	<u>2,104,200</u>		<u>2,266,700</u>	<u>2,266,700</u>	<u>2,266,700</u>
35	-	-	-		-	-	-

Notes

- 1 Fund renamed for FY17/18 Budget. Previously the fund was known as the Sewer System Improvement Fund.
- 3 Interfund Loan, approved 3/12/13 (1st transfer) \$223,000
Interfund Loan (2nd transfer) \$677,000
Total Loan 900,000
FY13/14 Payment (22,300)
FY14/15 Payment (90,000)
FY15/16 Payment (90,000)
FY16/17 Payment (90,000)
FY17/18 Payment (90,000)
Balance 6/30/18 517,700

**City of Junction City
Fiscal Year 2018-19 Budget**

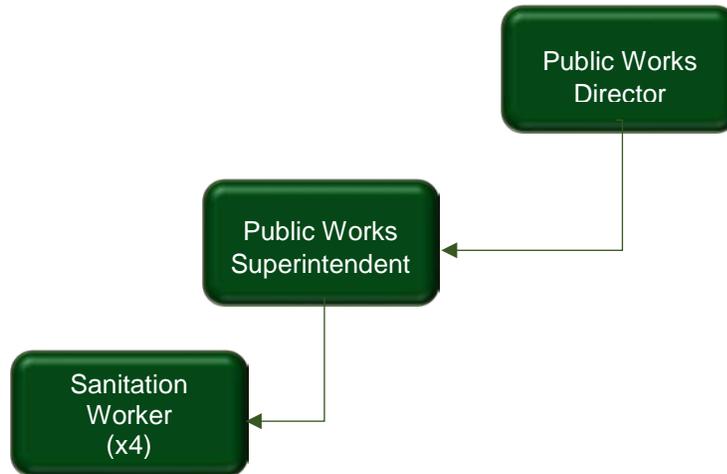
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sewer System Development Fund							
	406-000 Resources						
	1,495,523	1,922,050	2,080,100	400100 Beginning Fund Balance	2,320,400	2,320,400	2,320,400
	11,303	21,588	18,200	400400 Investment Interest	33,700	33,700	33,700
1	427,887	196,135	140,000	400500 System Development Fees	100,000	100,000	100,000
3	<u>1,934,713</u>	<u>2,139,773</u>	<u>2,238,300</u>	Total Resources	<u>2,454,100</u>	<u>2,454,100</u>	<u>2,454,100</u>
4	406-100 Capital Outlay						
5	12,663	-	-	800650 Sewer System Expansion	5,000	5,000	5,000
6							
7	406-100 Fund Balance						
8	<u>1,922,050</u>	<u>2,139,773</u>	<u>2,238,300</u>	999000 Unapp Ending Fund Balance	<u>2,449,100</u>	<u>2,449,100</u>	<u>2,449,100</u>
9							
10							
11	Fund Totals						
12	1,934,713	2,139,773	2,238,300	Resources	2,454,100	2,454,100	2,454,100
13							
14	12,663	-	-	Appropriations	5,000	5,000	5,000
15	<u>1,922,050</u>	<u>2,139,773</u>	<u>2,238,300</u>	Unappropriated Fund Balance	<u>2,449,100</u>	<u>2,449,100</u>	<u>2,449,100</u>
16	1,934,713	2,139,773	2,238,300		2,454,100	2,454,100	2,454,100



Department Overview

Sanitation Department

Organizational Structure



Department 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

What's New for FY 2018-2019?

- The department will be conducting a rate study to replace the 2008 Rate Study.

2018-2019 Fiscal Year Projects

1. **Replace Rearload Truck #2** – This project is from the Capital Expenditure Plan and is project #GBG-004. The total cost for this project is \$200,000.00. The funding for this project is from the Sanitation Capital Fund.
2. **Conduct Sanitation Rate Study** – This project is to conduct a utility rate study for the Sanitation Department. The last rate study was completed in 2008 and was a five year plan. The anticipated cost for this project is \$30,000. The funding for this project is from the Sanitation Capital Fund.



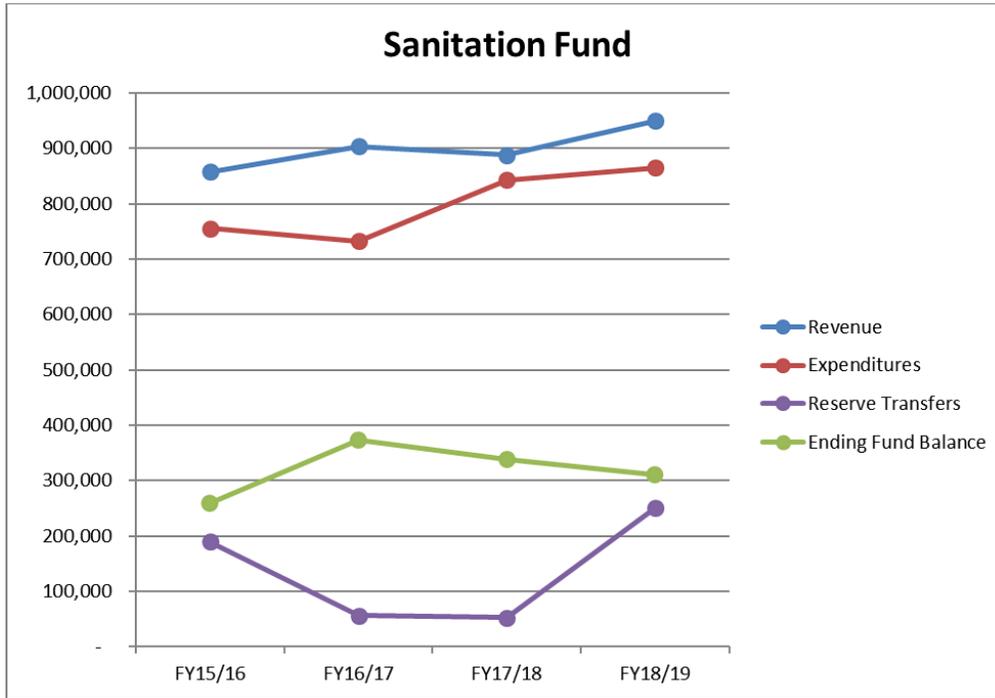


Fund Overview – Sanitation Fund

The Sanitation Fund is the main operating fund for the department. This fund receives all of the revenue generated from user fees and other activities. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department's reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	346,143	258,560	344,600	474,700
Revenue	857,320	903,630	888,200	949,800
Total Resources	1,203,463	1,162,190	1,232,800	1,424,500
Expenditures				
Personnel Services	345,019	312,001	362,200	367,100
Materials & Services	410,384	420,533	464,600	480,700
Transfers	189,500	55,700	68,600	250,000
Contingency	-	-	-	17,000
Total Expenditures	944,902	788,234	895,400	1,114,800
Ending Fund Balance	258,560	373,956	337,400	309,700
Staffing	4.350	4.350	4.500	4.300







Fund Overview – Sanitation Capital Fund

The Street Capital Fund is a new fund that combines the Sanitation Equipment Reserve Fund, Sanitation System Improvement Fund, and the PW Building & Yard Reserve Fund. The primary funding for this fund will come from transfers from the Sanitation Fund.

The purpose of this fund will be the same as the three previous funds: to replace vehicles and equipment, maintain & repair collection containers, and repairs & improvements to Public Works facilities.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	19,833	58,169	58,800	306,300
Revenue	65,310	27,558	290,300	254,200
Total Resources	85,143	85,727	349,100	560,500
Expenditures				
Materials & Services	656	4,826	10,000	10,000
Capital Outlay	26,319	21,537	77,400	285,000
Total Expenditures	26,975	26,363	87,400	295,000
Ending Fund Balance	58,169	59,364	261,700	265,500



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sanitation Fund							
004-000 Resources							
	346,143	258,560	344,600	400100 Beginning Fund Balance	474,700	474,700	474,700
	1,614	3,331	2,500	400400 Investment Interest	6,400	6,400	6,400
1	837,344	883,140	870,000	400500 Garbage Collection Revenue	930,000	930,000	930,000
2	1,078	1,604	2,000	400600 Festival Labor Reimbursement	1,700	1,700	1,700
3	3,360	3,480	1,700	400625 Collection Licenses	1,700	1,700	1,700
4	11,126	10,589	10,000	400650 Recycling Revenue	7,500	7,500	7,500
5	2,798	1,486	2,000	409000 Other Receipts	2,500	2,500	2,500
6	<u>1,203,463</u>	<u>1,162,190</u>	<u>1,232,800</u>	Total Resources	<u>1,424,500</u>	<u>1,424,500</u>	<u>1,424,500</u>
7							
8				004-476 Personnel Services			
9	197,198	180,040	194,800	503780 Wages	196,200	196,200	196,200
10	23	-	5,100	503790 Wages - Overtime	5,300	5,300	5,300
11	14,638	13,482	15,300	513344 FICA	15,500	15,500	15,500
12	31,171	26,463	39,000	539094 Pension - PERS	39,400	39,400	39,400
13	9,341	7,282	7,800	542344 Workers' Compensation Ins	9,200	9,200	9,200
14	92,647	84,734	93,700	546833 Insurance Benefits	94,700	94,700	94,700
15	-	-	6,500	548877 Unemployment Insurance	6,800	6,800	6,800
16	<u>345,019</u>	<u>312,001</u>	<u>362,200</u>	Total Personnel Services	<u>367,100</u>	<u>367,100</u>	<u>367,100</u>
17							
18				004-476 Materials & Services			
19	57,814	62,866	89,600	601100 Administrative Charges	96,900	96,900	96,900
20	11,948	14,682	17,100	602171 Insurance	18,200	18,200	18,200
21	491	518	500	603200 Bank Fees	500	500	500
22	5,259	6,403	6,000	603210 Merchant Fees	6,600	6,600	6,600
23	2,932	3,788	2,300	608925 Computer Software Support	2,300	2,300	2,300
24	5,570	5,826	4,000	611519 Electricity	4,000	4,000	4,000
25	2,681	3,866	5,400	611770 IT Service Charges	6,200	6,200	6,200
26	29,386	34,012	38,000	615018 Fuel	40,000	40,000	40,000
27	95,061	76,587	93,900	615100 Vehicle & Equip Maint Charges	93,900	93,900	93,900
28	2,592	2,520	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
29	311	731	400	628651 Lane Council of Gov Dues	400	400	400
30	1,529	1,527	600	628680 Laundry and Cleaning	500	500	500
31	461	480	500	629001 League of Oregon Cities Dues	500	500	500
32	4,844	5,377	4,700	632677 Office Equip Leases	2,500	2,500	2,500
33	775	947	500	633850 Natural Gas	400	400	400
34	5,424	3,089	5,000	636921 Office Supplies	6,000	6,000	6,000
35	4,892	3,836	5,000	637917 Op Materials & Supplies	10,000	10,000	10,000
36	5,415	5,559	6,000	640457 Postage	7,000	7,000	7,000
37	3,797	3,576	6,700	644650 Building Maintenance Charges	6,200	6,200	6,200
38	153	-	-	647030 Travel and Training	-	-	-
39	157,212	173,867	165,000	647788 Solid Waste Disposal	165,000	165,000	165,000
40	210	-	100	648000 License Certification Fee	100	100	100
41	635	-	200	648800 Employee Recognition	200	200	200
42	44	210	500	648866 Recycling Expense	500	500	500
43	5,786	5,609	5,600	649843 Telephone	5,600	5,600	5,600
44	1,153	1,105	1,100	652080 Internet	1,200	1,200	1,200
45	3,143	3,154	3,400	702013 Audit	3,500	3,500	3,500
46	867	397	500	706076 Legal Counsel	500	500	500
47	<u>410,384</u>	<u>420,533</u>	<u>464,600</u>	Total Materials & Services	<u>480,700</u>	<u>480,700</u>	<u>480,700</u>
48							
49							

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
50				004-476 Transfers			
51	119,000	27,500	-	900001 Transfer to Equip Reserve	-	-	-
52	2,500	300	-	900002 Transfer to Computer Equip Res	-	-	-
53	65,000	27,000	68,600	900003 Transfer to Sanitation Cap Proj	250,000	250,000	250,000
54	3,000	900	-	900004 Transfer to PW Building/Yard Res	-	-	-
55	<u>189,500</u>	<u>55,700</u>	<u>68,600</u>	Total Transfers	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
56							
57				004-476 Fund Balance & Contingency			
58	-	-	-	900900 Operating Contingency	17,000	17,000	17,000
59	<u>258,560</u>	<u>373,956</u>	<u>337,400</u>	999000 Unapp Ending Fund Balance	<u>309,700</u>	<u>309,700</u>	<u>309,700</u>
60	<u>258,560</u>	<u>373,956</u>	<u>337,400</u>	Total	<u>309,700</u>	<u>326,700</u>	<u>326,700</u>
61							
62				Fund Totals			
63				Resources:			
64	346,143	258,560	344,600	Beginning Fund Balance	474,700	474,700	474,700
65	<u>857,320</u>	<u>903,630</u>	<u>888,200</u>	Operating Revenue	<u>949,800</u>	<u>949,800</u>	<u>949,800</u>
66	<u>1,203,463</u>	<u>1,162,190</u>	<u>1,232,800</u>		<u>1,424,500</u>	<u>1,424,500</u>	<u>1,424,500</u>
67							
68				Appropriations:			
69	755,402	732,534	826,800	Operating Expenditures	864,800	864,800	864,800
70				Transfers			
71	<u>189,500</u>	<u>55,700</u>	<u>68,600</u>	To Reserves	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
72	<u>944,902</u>	<u>788,234</u>	<u>895,400</u>		<u>1,114,800</u>	<u>1,114,800</u>	<u>1,114,800</u>
73	<u>258,560</u>	<u>373,956</u>	<u>337,400</u>	Unappropriated Fund Balance	<u>309,700</u>	<u>309,700</u>	<u>309,700</u>
74	<u>1,203,463</u>	<u>1,162,190</u>	<u>1,232,800</u>		<u>1,424,500</u>	<u>1,424,500</u>	<u>1,424,500</u>
75	-	-	-		-	-	-

Notes

- 25 Includes Springbrook annual maintenance
- 25 Internal Services Fund charges
- 27 Internal Services Fund charges
- 37 Internal Services Fund charges

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sanitation Capital Projects Fund							
266-000 Resources							
	19,833	58,169	58,800	400100 Beginning Fund Balance	306,300	306,300	306,300
	310	558	1,500	400400 Investment Interest	4,200	4,200	4,200
1	65,000	27,000	68,600	400500 Transfer From Sanitation Fund	250,000	250,000	250,000
2	-	-	6,200	400531 Transfer From PW Yard Res	-	-	-
3	-	-	214,000	400534 Transfer From Sanitation Equip	-	-	-
4	-	-	-	400600 Asset Disposal Proceeds	-	-	-
5	<u>85,143</u>	<u>85,727</u>	<u>349,100</u>	Total Resources	<u>560,500</u>	<u>560,500</u>	<u>560,500</u>
6							
7				266-100 Materials & Services			
8	<u>656</u>	<u>4,826</u>	<u>10,000</u>	608927 Container Repairs	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
9							
10				266-100 Capital Outlay			
11	2,723	1,780	5,000	800100 System Improvements	5,000	5,000	5,000
12	-	-	30,000	800200 Professional Services	30,000	30,000	30,000
13	-	-	800	800230 CEP Projects	220,000	220,000	220,000
14	23,596	19,758	41,600	800600 Equipment Acquisition	30,000	30,000	30,000
15	<u>26,319</u>	<u>21,537</u>	<u>77,400</u>		<u>285,000</u>	<u>285,000</u>	<u>285,000</u>
16							
17				266-100 Fund Balance			
18	57,669	58,864	-	902000 Reserved for Future Expenditures	-	-	-
19	500	500	261,700	999000 Unapp Ending Fund Balance	265,500	265,500	265,500
20	<u>58,169</u>	<u>59,364</u>	<u>261,700</u>		<u>265,500</u>	<u>265,500</u>	<u>265,500</u>
21							
22				Fund Totals			
23	85,143	85,727	349,100	Resources	560,500	560,500	560,500
24							
25	26,975	26,363	87,400	Appropriations	295,000	295,000	295,000
26	<u>58,169</u>	<u>59,364</u>	<u>261,700</u>	Fund Balance	<u>265,500</u>	<u>265,500</u>	<u>265,500</u>
27	85,143	85,727	349,100		560,500	560,500	560,500
28	-	-	-		-	-	-

Notes

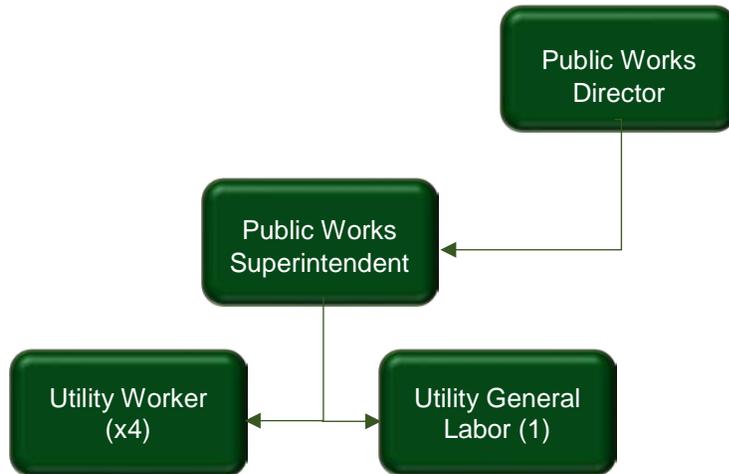
1 Fund renamed for FY17/18 Budget. Previously the fund was known as the Sanitation System Improvement Fund.



Department Overview

Streets Department

Organizational Structure



Department Overview

The Streets 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 Streets 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 Streets Fund, funds are transferred to the various reserve funds.

What's New for FY 2018-2019?

- Combined the Streets Equipment Reserve Fund, the Streets System Improvement Fund, and the Public Works Building & Yard Reserve Fund into the Streets Capital Fund.
- A transfer from the General Fund equaling 10% of the franchise fees collected by the City.
- A reconstruction project for the 8th & Laurel Street intersection.
- A project to overlay Laurel Street from 10th Avenue to 12th Avenue.





2018-2019 Fiscal Year Projects

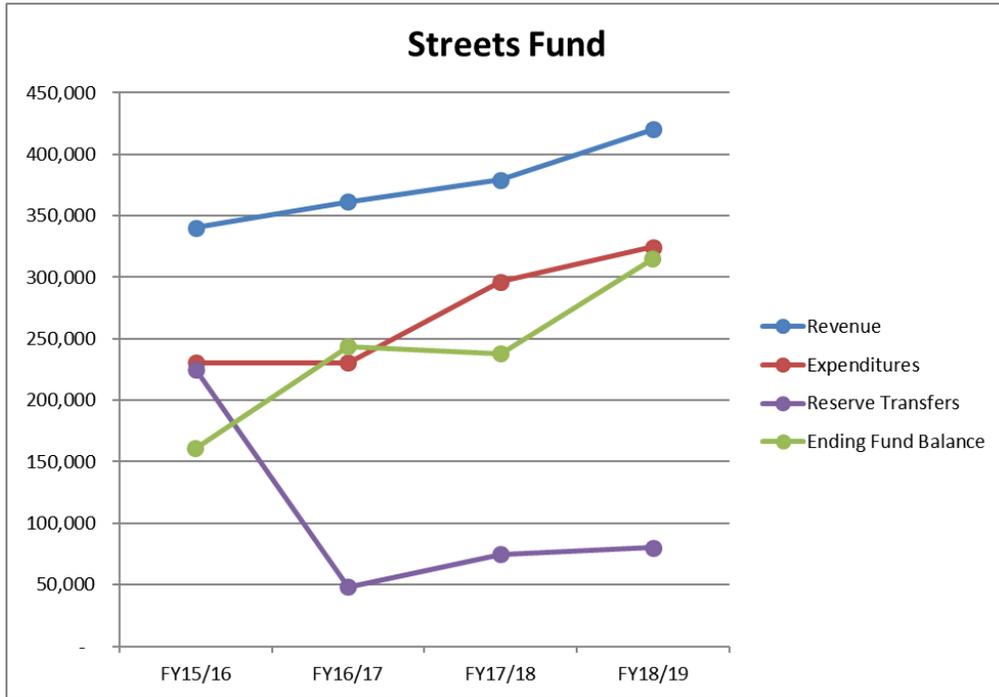
1. **Restriping 6th from Ivy to Front** – This is a project to restripe 6th street, remove the head in parking, and move the center line back to the middle of the road. The anticipated cost for this project is \$25,000.00. The funding for this project is from the Streets Capital Fund.
2. **Crack sealing the various subdivision**-This is a project to start a crack sealing program. The anticipated cost for these project is \$30,000.00. The funding for this project is from the Streets Capital Fund.
3. **Bike Path Slurry Sealing** – This is a project to slurry seal the bike path from Timothy to Alona place. The anticipated cost of this project is \$5,000.00. The funding for this project is from the Bike Path Reserve Fund.

Fund Overview – Streets Fund

The Streets Fund is the main operating fund for the department. This fund receives all of the revenue generated from the State and Federal gas tax and other activities. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department's reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	275,859	160,674	230,200	298,700
Revenue	340,167	361,431	379,100	420,400
Total Resources	616,026	522,104	609,300	719,100
Expenditures				
Personnel Services	52,002	56,461	67,000	72,300
Materials & Services	178,350	173,932	209,400	232,300
Transfers	225,000	48,400	75,000	80,000
Contingency	-	-	20,000	20,000
Total Expenditures	455,353	278,793	371,400	404,600
Ending Fund Balance	160,674	243,311	237,900	314,500
Staffing	0.580	0.580	0.590	0.620







Fund Overview – Streets Capital Fund

The Street Capital Fund is a new fund that combines the Street Equipment Reserve Fund, Street System Improvement Fund, and the PW Building & Yard Reserve Fund. The primary funding for this fund will come from transfers from the Street Fund.

The purpose of this fund will be the same as the three previous funds: to replace vehicles and equipment, make improvements to the vehicle and pedestrian transportation systems, and repairs & improvements to Public Works facilities.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	81,452	78,900	239,800
Revenue	217,582	30,359	396,300	471,100
Total Resources	217,582	111,811	475,200	710,900
Expenditures				
Capital Outlay	136,130	16,352	250,500	412,000
Ending Fund Balance	81,452	95,459	224,700	298,900





Fund Overview – Streets System Development Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	923,816	1,001,913	1,001,000	1,071,700
Revenue	78,097	25,347	24,000	30,900
Total Resources	1,001,913	1,027,260	1,025,000	1,102,600
Expenditures				
Capital Outlay	-	-	18,000	20,000
Ending Fund Balance	1,001,913	1,027,260	1,007,000	1,082,600

Fund Overview – Bike Path Reserve Fund

The Bike Path Reserve Fund was established for the construction of bike paths in Junction City. The City is required to set aside 1% of all gas tax revenue received from the state for this purpose.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	38,120	41,370	37,300	31,400
Revenue	3,650	3,936	4,100	4,500
Total Resources	41,770	45,306	41,400	35,900
Expenditures				
Materials & Services	-	-	5,000	5,000
Capital Outlay	400	7,721	20,000	20,000
Total Expenditures	400	7,721	25,000	25,000
Ending Fund Balance	41,370	37,586	16,400	10,900





Fund Overview – Prairie Road Street Improvement Fund

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.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	245,503	247,009	248,300	253,100
Revenue	1,505	2,589	2,200	3,900
Total Resources	247,009	249,598	250,500	257,000
Expenditures				
Capital Outlay	-	-	218,000	218,000
Ending Fund Balance	247,009	249,598	32,500	39,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Streets Fund							
005-000 Resources							
	275,859	160,674	230,200	400100 Beginning Fund Balance	298,700	298,700	298,700
	1,143	2,161	1,600	400400 Investment Interest	4,100	4,100	4,100
1	337,097	352,213	372,000	400500 State Tax Street Revenue	389,300	389,300	389,300
2	1,065	630	1,000	400625 Sidewalk Permits	1,000	1,000	1,000
3	-	-	-	401610 Wave Comm. Franchise Fees	10,000	10,000	10,000
4	-	-	-	401620 Blachly Lane Franchise Fees	15,000	15,000	15,000
5	862	6,426	4,500	409000 Other Receipts	1,000	1,000	1,000
6	<u>616,026</u>	<u>522,104</u>	<u>609,300</u>	Total Resources	<u>719,100</u>	<u>719,100</u>	<u>719,100</u>
5							
6				005-576 Personnel Services			
7	32,147	33,946	36,100	503780 Wages	38,400	38,400	38,400
8	748	742	4,700	503790 Wages - Overtime	4,800	4,800	4,800
9	2,497	2,621	3,200	513344 FICA	3,300	3,300	3,300
10	4,012	5,191	6,900	539094 Pension - PERS	7,300	7,300	7,300
11	1,281	976	1,200	542344 Workers' Compensation Ins	1,600	1,600	1,600
12	11,317	12,985	13,800	546833 Insurance Benefits	15,700	15,700	15,700
13	-	-	1,100	548877 Unemployment Insurance	1,200	1,200	1,200
14	<u>52,002</u>	<u>56,461</u>	<u>67,000</u>	Total Personnel Services	<u>72,300</u>	<u>72,300</u>	<u>72,300</u>
15							
16				005-576 Materials & Services			
17	14,511	15,263	20,800	601100 Administrative Charges	24,900	24,900	24,900
18	9,478	11,213	12,900	602171 Insurance	11,000	11,000	11,000
19	-	-	500	603100 JC Work Crew Supplies	500	500	500
20	202	224	300	603200 Bank Fees	300	300	300
21	2,903	2,553	2,100	608925 Computer Software Support	900	900	900
22	65,959	67,423	68,000	611519 Electricity	68,000	68,000	68,000
23	1,571	2,166	3,200	611770 IT Service Charges	3,200	3,200	3,200
24	1,770	1,750	5,000	611771 Professional Services	5,000	5,000	5,000
25	8,484	9,744	11,000	615018 Fuel	13,000	13,000	13,000
26	25,526	21,561	28,200	615100 Vehicle & Equip Maint Charges	28,800	28,800	28,800
27	2,198	1,388	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
28	-	366	200	628651 Lane Council of Gov Dues	200	200	200
29	1,529	1,527	800	628680 Laundry and Cleaning	600	600	600
30	369	384	400	629001 League of Oregon Cities Dues	400	400	400
31	3,616	4,149	3,500	632677 Office Equipment Leases	1,500	1,500	1,500
32	775	947	500	633850 Natural Gas	500	500	500
33	2,980	2,564	4,000	636921 Office Supplies	4,000	4,000	4,000
34	13,240	10,638	14,000	637917 Op Materials & Supplies	25,000	25,000	25,000
35	38	733	2,500	638000 Street Signs	7,500	7,500	7,500
36	11,675	9,044	14,000	638500 Street Maintenance	20,000	20,000	20,000
37	3,922	3,589	7,700	644650 Building Maintenance Charges	7,200	7,200	7,200
38	253	-	100	647030 Travel and Training	100	100	100
39	-	-	100	648000 License Certification Fee	100	100	100
40	72	-	100	648800 Employee Recognition	100	100	100
41	4,497	4,235	4,500	649843 Telephone	4,500	4,500	4,500
42	113	81	200	652080 Internet	200	200	200
43	1,179	1,206	1,300	702013 Audit	1,300	1,300	1,300
44	1,490	1,183	1,500	706076 Legal Counsel	1,500	1,500	1,500
45	<u>178,350</u>	<u>173,932</u>	<u>209,400</u>	Total Materials & Services	<u>232,300</u>	<u>232,300</u>	<u>232,300</u>
46							
47				005-576 Transfers			

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted	
48	20,000	19,700	-	900001 Transfer to Street Equip. Reserve	-	-	-	
49	2,500	1,400	-	900004 Transfer to PW Building/Yard Res	-	-	-	
50	2,500	300	-	900039 Transfer to Computer Eq Res Fund	-	-	-	
51	200,000	27,000	75,000	900041 Transfer to Streets Cap Projects	80,000	80,000	80,000	
52	<u>225,000</u>	<u>48,400</u>	<u>75,000</u>	Total Transfers	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	
53								
54				005-576 Fund Balance & Contingency				
55	-	-	20,000	900900 Operating Contingency	20,000	20,000	20,000	
56	160,674	243,311	237,900	999000 Unapp Ending Fund Balance	314,500	314,500	314,500	
57	<u>160,674</u>	<u>243,311</u>	<u>257,900</u>	Total	<u>314,500</u>	<u>334,500</u>	<u>334,500</u>	
58								
59				Fund Totals				
60				Resources:				
61	275,859	160,674	230,200	Beginning Fund Balance	298,700	298,700	298,700	
62	340,167	361,431	379,100	Operating Revenue	420,400	420,400	420,400	
63	<u>616,026</u>	<u>522,104</u>	<u>609,300</u>		<u>719,100</u>	<u>719,100</u>	<u>719,100</u>	
64								
65				Appropriations:				
66	230,353	230,393	296,400	Operating Expenditures	324,600	324,600	324,600	
67				Transfers				
68	<u>225,000</u>	<u>48,400</u>	<u>75,000</u>	To Reserves	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	
69	455,353	278,793	371,400		404,600	404,600	404,600	
70	160,674	243,311	237,900	Unappropriated Fund Balance	314,500	314,500	314,500	
71	<u>616,026</u>	<u>522,104</u>	<u>609,300</u>		<u>719,100</u>	<u>719,100</u>	<u>719,100</u>	
72	-	-	-		-	-	-	
73	Notes							
74	23	Includes Springbrook annual maintenance costs						

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Streets Capital Projects Fund							
				268-000 Resources			
	-	81,452	78,900	400100 Beginning Fund Balance	239,800	239,800	239,800
	332	959	1,100	400400 Investment Interest	2,100	2,100	2,100
1	200,000	27,000	75,000	400500 Transfer From Streets Fund	80,000	80,000	80,000
2	-	-	44,000	400540 Transfer From General Fund	-	-	-
3	-	-	6,300	400531 Transfer From PW Yard Reserve	-	-	-
4	-	-	67,400	400535 Transfer From Streets Equip Res	-	-	-
5	-	-	-	401700 Pacific Power Franchise Fees	89,000	89,000	89,000
6	-	-	200,000	403000 State 5,000 Population Distrib	300,000	300,000	300,000
7	17,250	2,400	2,500	409000 Other Income	-	-	-
8	<u>217,582</u>	<u>111,811</u>	<u>475,200</u>	Total Resources	<u>710,900</u>	<u>710,900</u>	<u>710,900</u>
9							
10				268-100 Capital Outlay			
11	29,124	16,352	28,000	800704 Sidewalk Improvement Program	28,000	28,000	28,000
12	-	-	7,500	800230 CEP Projects	14,000	14,000	14,000
13	4,900	-	-	800750 Street Construction	-	-	-
14	54,247	-	200,000	800751 Street Refurbishment/Improv.	300,000	300,000	300,000
15	47,860	-	15,000	800800 Street Maintenance Program	70,000	70,000	70,000
16	<u>136,130</u>	<u>16,352</u>	<u>250,500</u>	Total Capital Outlay	<u>412,000</u>	<u>412,000</u>	<u>412,000</u>
17							
18				268-100 Fund Balance			
20	81,452	95,459	224,700	999000 Unapp Ending Fund Balance	298,900	298,900	298,900
21	<u>81,452</u>	<u>95,459</u>	<u>224,700</u>		<u>298,900</u>	<u>298,900</u>	<u>298,900</u>
22							
23				Fund Totals			
24	217,582	111,811	475,200	Resources	710,900	710,900	710,900
25							
26	136,130	16,352	250,500	Appropriations	412,000	412,000	412,000
27	<u>81,452</u>	<u>95,459</u>	<u>224,700</u>	Fund Balance	<u>298,900</u>	<u>298,900</u>	<u>298,900</u>
28	217,582	111,811	475,200		710,900	710,900	710,900
29	-	-	-		-	-	-

Notes

- 1 Fund renamed for FY17/18 Budget. Previously the fund was known as the Street System Improvement Fund.
- 7 Amount is equal to 20% of all City Franchise fees

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Streets System Development Fund							
	407-000 Resources						
	923,816	1,001,913	1,001,000	400100 Beginning Fund Balance	1,071,700	1,071,700	1,071,700
	6,003	10,600	9,000	400400 Investment Interest	15,900	15,900	15,900
1	72,094	14,747	15,000	400500 System Development Fees	15,000	15,000	15,000
2	<u>1,001,913</u>	<u>1,027,260</u>	<u>1,025,000</u>	Total Resources	<u>1,102,600</u>	<u>1,102,600</u>	<u>1,102,600</u>
3							
4				407-100 Capital Outlay			
5	-	-	18,000	800650 Street System Expansion	20,000	20,000	20,000
6							
7				407-100 Fund Balance			
8	<u>1,001,913</u>	<u>1,027,260</u>	<u>1,007,000</u>	999000 Unapp Ending Fund Balance	<u>1,082,600</u>	<u>1,082,600</u>	<u>1,082,600</u>
9							
10							
11				Fund Totals			
12	1,001,913	1,027,260	1,025,000	Resources	1,102,600	1,102,600	1,102,600
13							
14	-	-	18,000	Appropriations	20,000	20,000	20,000
15	<u>1,001,913</u>	<u>1,027,260</u>	<u>1,007,000</u>	Unappropriated Fund Balance	<u>1,082,600</u>	<u>1,082,600</u>	<u>1,082,600</u>
16	1,001,913	1,027,260	1,025,000		1,102,600	1,102,600	1,102,600
17	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Bike Path Reserve Fund							
	334-000 Resources						
	38,120	41,370	37,300	400100 Beginning Fund Balance	31,400	31,400	31,400
	245	378	300	400400 Investment Interest	600	600	600
1	3,405	3,558	3,800	400450 State Hwy Tax (Bike Portion)	3,900	3,900	3,900
2	<u>41,770</u>	<u>45,306</u>	<u>41,400</u>	Total Resources	<u>35,900</u>	<u>35,900</u>	<u>35,900</u>
3							
4				334-100 Materials & Services			
5	-	-	5,000	611771 Professional Services	5,000	5,000	5,000
6	-	-	5,000	Total Materials & Services	5,000	5,000	5,000
7							
8				334-100 Capital Outlay			
9	400	5,303	10,000	800100 System Improvements	10,000	10,000	10,000
10	-	2,418	10,000	800650 System Expansion	10,000	10,000	10,000
11	<u>400</u>	<u>7,721</u>	<u>20,000</u>	Total Capital Outlay	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
12							
13				334-100 Fund Balance			
15	41,370	37,586	16,400	999000 Unapp Ending Fund Balance	10,900	10,900	10,900
16	<u>41,370</u>	<u>37,586</u>	<u>16,400</u>		<u>10,900</u>	<u>10,900</u>	<u>10,900</u>
17							
18				Fund Totals			
19	41,770	45,306	41,400	Resources	35,900	35,900	35,900
20							
21	400	7,721	25,000	Appropriations	25,000	25,000	25,000
22	<u>41,370</u>	<u>37,586</u>	<u>16,400</u>	Fund Balance	<u>10,900</u>	<u>10,900</u>	<u>10,900</u>
23	41,770	45,306	41,400		35,900	35,900	35,900
24	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2018-19 Budget**

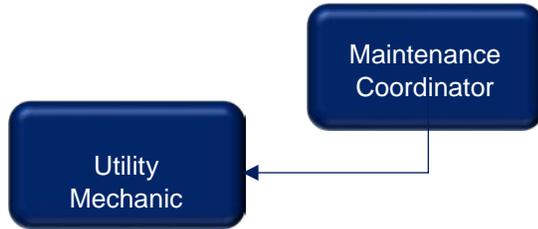
	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Prairie Road Street Improvement Fund							
	350-000 Resources						
	245,503	247,009	248,300	400100 Beginning Fund Balance	253,100	253,100	253,100
	1,505	2,589	2,200	400400 Investment Interest	3,900	3,900	3,900
1	<u>247,009</u>	<u>249,598</u>	<u>250,500</u>	Total Resources	<u>257,000</u>	<u>257,000</u>	<u>257,000</u>
2							
3	350-100 Capital Outlay						
4	-	-	218,000	800100 Street Improvements	218,000	218,000	218,000
5							
6	350-100 Fund Balance						
7	<u>247,009</u>	<u>249,598</u>	<u>32,500</u>	999000 Unappropriated Fund Balance	<u>39,000</u>	<u>39,000</u>	<u>39,000</u>
8							
9							
10	Fund Totals						
11	247,009	249,598	250,500	Resources	257,000	257,000	257,000
12							
13	-	-	218,000	Appropriations	218,000	218,000	218,000
14	<u>247,009</u>	<u>249,598</u>	<u>32,500</u>	Unappropriated Fund Balance	<u>39,000</u>	<u>39,000</u>	<u>39,000</u>
15	247,009	249,598	250,500		257,000	257,000	257,000
16	-	-	-		-	-	-



Department Overview

Internal Services Department

Organizational Structure



Department Overview

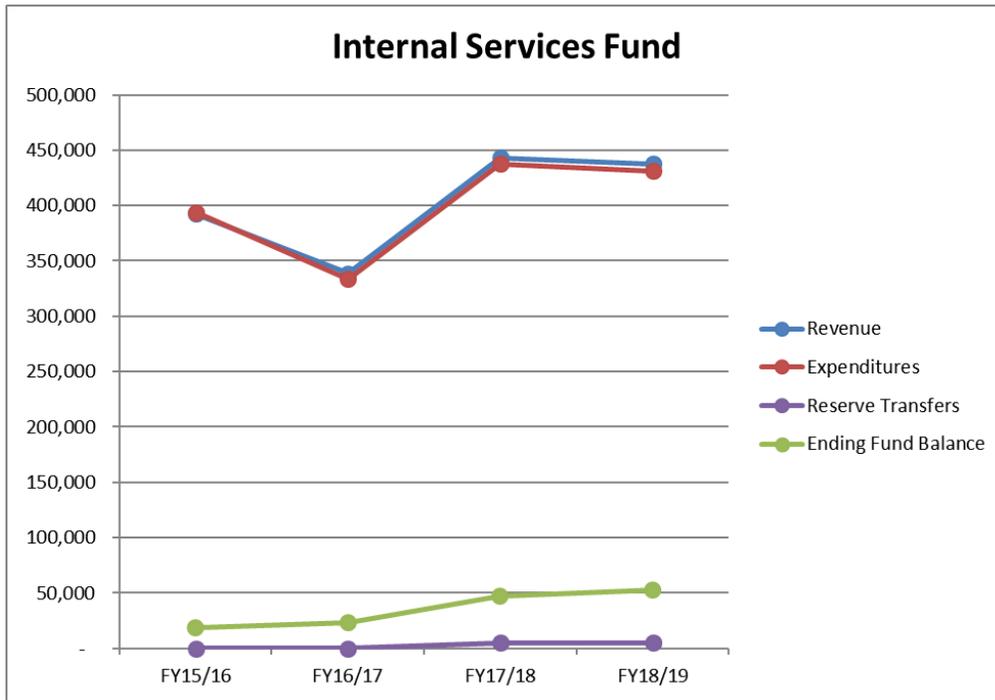
The purpose of this department is to perform, and manage contracts for, IT Services, vehicle maintenance, and building maintenance. These expenditures are then allocated to the departments and funds which use those services based on a pre-determined allocation formula. Internal services funds are typically 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.

Fund Overview – Internal Services Fund

The Planning Fund is the main operating fund for the department. This fund receives all of the fees for service generated by the department. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	20,065	18,611	46,000	51,700
Revenue	392,359	338,648	443,400	437,600
Total Resources	412,424	357,258	489,400	489,300
Expenditures				
Personnel Services	177,559	183,125	200,300	204,300
Materials & Services	216,254	150,723	228,800	218,600
Transfers	-	-	5,000	5,000
Contingency	-	-	8,600	8,500
Total Expenditures	393,813	333,848	442,700	436,400
Ending Fund Balance	18,611	23,410	46,700	52,900
Staffing	2.000	2.000	2.000	2.000





Fund Overview – Internal Services Capital Fund

The fund serves as the main reserve fund for the Internal Services Department. It will now be used to save for a much broader range of replacement needs. This includes vehicles, equipment, computers, and building maintenance needs.

Fund Summary	2015/16 Actual	2016/17 Actual	2017/18 Budget	2018/19 Adopted Budget
Resources				
Beginning Fund Balance	-	-	-	5,000
Revenue	-	-	5,100	5,000
Total Resources	-	-	5,100	10,000
Expenditures				
Capital Outlay	-	-	5,000	-
Ending Fund Balance	-	-	100	10,000



**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Internal Services Fund							
050-000 Resources							
1	20,065	18,611	46,000	400100 Beginning Fund Balance	51,700	51,700	51,700
2	157	284	200	400400 Investment Interest	400	400	400
3	301,331	250,885	303,100	405300 Charges for Services-Vehicle	299,200	299,200	299,200
4	51,114	52,881	98,000	405310 Charges for Services-Building	87,000	87,000	87,000
5	39,080	33,966	42,100	405320 Charges for Services-IT Services	50,200	50,200	50,200
6	676	632	-	409000 Other Income	800	800	800
7	<u>412,424</u>	<u>357,258</u>	<u>489,400</u>	Total Resources	<u>489,300</u>	<u>489,300</u>	<u>489,300</u>
8							
9				050-100 Personnel Services			
10	108,635	110,810	114,400	503780 Wages	116,700	116,700	116,700
11	231	-	1,400	503790 Wages - Overtime	1,500	1,500	1,500
12	8,237	8,383	8,900	513344 FICA	9,100	9,100	9,100
13	21,202	21,588	27,100	539094 Pension - PERS	27,700	27,700	27,700
14	1,207	2,395	3,700	542344 Worker's Compensation Ins	2,100	2,100	2,100
15	38,047	39,949	41,800	546833 Insurance Benefits	44,000	44,000	44,000
16	-	-	3,000	548877 Unemployment Insurance	3,200	3,200	3,200
17	<u>177,559</u>	<u>183,125</u>	<u>200,300</u>	Total Personnel Services	<u>204,300</u>	<u>204,300</u>	<u>204,300</u>
18							
19							
20							
21	Vehicle & Equipment Maintenance						
22				050-200 Materials & Services			
23	4,958	6,727	7,200	615110 Police-Vehicle & Equip. Maint.	4,200	4,200	4,200
24	200	2,254	600	615120 City Hall - Equip. Maint.	600	600	600
25	-	34	1,100	615124 Parks-Vehicle & Equip.Maint.	500	500	500
26	13,786	7,842	8,200	615130 Water-Vehicle & Equip. Maint.	8,500	8,500	8,500
27	18,289	11,521	20,300	615140 Sewer-Vehicle & Equip. Maint.	15,000	15,000	15,000
28	84,828	52,637	64,000	615150 Sanitation-Vehicle & Equip. Maint.	64,000	64,000	64,000
29	14,453	6,455	11,400	615160 Streets-Vehicle & Equip. Maint.	11,400	11,400	11,400
30	<u>136,514</u>	<u>87,469</u>	<u>112,800</u>	Total Materials & Services	<u>104,200</u>	<u>104,200</u>	<u>104,200</u>
31							
32							
33	Building Maintenance						
34				050-300 Materials & Services			
35	702	720	3,600	645100 Police Building Maintenance	3,000	3,000	3,000
36	8,517	1,736	7,200	645110 City Hall Building Maintenance	5,000	5,000	5,000
37	-	1,810	500	645114 Comm Center Building Maint	1,000	1,000	1,000
38	-	235	500	645116 Senior Center Building Maint	500	500	500
39	2,372	211	3,100	645120 Library Building Maintenance	3,000	3,000	3,000
40	1,935	137	2,100	645130 Pool Building Maintenance	2,100	2,100	2,100
41	347	265	5,000	645140 Parks Building Maintenance	3,000	3,000	3,000
42	3,260	555	5,700	645150 Water Building Maintenance	4,000	4,000	4,000
43	2,569	697	3,700	645160 Sewer Building Maintenance	3,000	3,000	3,000
44	1,727	351	2,100	645170 Sanitation Building Maintenance	2,000	2,000	2,000
45	1,549	247	3,100	645180 Streets Building Maintenance	3,000	3,000	3,000
46	-	-	-	645190 Planning Building Maintenance	200	200	200
47	<u>22,978</u>	<u>6,963</u>	<u>36,600</u>	Total Materials & Services	<u>29,800</u>	<u>29,800</u>	<u>29,800</u>
48							
49							
50							

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
51	IT Services						
52	050-400 Materials & Services						
53	5,624	5,228	5,100	611750 IT Services - City Hall	5,300	5,300	5,300
54	2,907	3,400	2,600	611752 IT Services - Police	2,800	2,800	2,800
55	5,233	3,295	6,200	611754 IT Services - Public Works	6,200	6,200	6,200
56	-	269	600	611756 IT Services - Comm Services	500	500	500
57	-	9	600	611758 IT Services - Senior Center	600	600	600
58	-	307	400	611760 IT Services - Court	800	800	800
59	-	-	-	611762 IT Services - Planning	800	800	800
60	-	-	-	611764 IT Services - Library	200	200	200
61	<u>13,763</u>	<u>12,509</u>	<u>15,500</u>	Total Materials & Services	<u>17,200</u>	<u>17,200</u>	<u>17,200</u>
62							
63	Department Costs						
64	050-500 Materials & Services						
65	28,950	29,308	42,600	601100 Administrative Charges	44,800	44,800	44,800
66	4,475	5,429	5,600	602171 Insurance	5,800	5,800	5,800
67	977	906	1,100	608925 Computer Software Support	1,100	1,100	1,100
68	1,083	1,226	1,200	611519 Electricity	1,200	1,200	1,200
69	-	-	1,000	611771 Professional Services	1,000	1,000	1,000
70	-	-	600	615018 Fuel	600	600	600
71	1,522	1,340	1,000	615100 Vehicle & Equipment Maintenance	1,100	1,100	1,100
72	492	70	500	623425 Preventative Medical/OSHA	500	500	500
73	-	-	800	628680 Laundry & Cleaning	800	800	800
74	97	84	600	632678 Computer/Office Equip Maintenance	600	600	600
75	789	909	1,000	633850 Natural Gas	1,000	1,000	1,000
76	2	176	500	636921 Office Supplies	500	500	500
77	477	112	1,500	637917 Operating Materials & Supplies	1,500	1,500	1,500
78	-	-	200	644650 Building / Property Maint.	200	200	200
79	-	-	1,000	647030 Travel & Training	1,000	1,000	1,000
80	147	-	500	648000 License Certification Fee	500	500	500
81	-	-	100	648800 Employee recognition	100	100	100
82	1,836	2,319	2,000	649843 Telephone	3,000	3,000	3,000
83	383	419	500	652080 Internet	500	500	500
84	<u>1,768</u>	<u>1,484</u>	<u>1,600</u>	702013 Audit	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
85	<u>42,999</u>	<u>43,782</u>	<u>63,900</u>	Total Materials & Services	<u>67,400</u>	<u>67,400</u>	<u>67,400</u>
86							
87	050-500 Transfers						
88	-	-	5,000	900052 Transfer to IS Capital Projects	5,000	5,000	5,000
89							
90	050-920 Fund Balance & Contingency						
91	-	-	8,600	900900 Operating Contingency	8,500	8,500	8,500
92	<u>18,611</u>	<u>23,410</u>	<u>46,700</u>	999000 Unapp Ending Fund Balance	<u>52,900</u>	<u>52,900</u>	<u>52,900</u>
93	<u>18,611</u>	<u>23,410</u>	<u>55,300</u>		<u>52,900</u>	<u>61,400</u>	<u>61,400</u>
94							
95	Fund Totals						
96	412,424	357,258	489,400	Resources	489,300	489,300	489,300
97							
98	393,813	333,848	442,700	Appropriations	436,400	436,400	436,400
99	<u>18,611</u>	<u>23,410</u>	<u>46,700</u>	Unappropriated Fund Balance	<u>52,900</u>	<u>52,900</u>	<u>52,900</u>
100	<u>412,424</u>	<u>357,258</u>	<u>489,400</u>		<u>489,300</u>	<u>489,300</u>	<u>489,300</u>
101	-	-	-		-	-	-

102 **Notes**

69 Includes Springbrook annual maintenance allocation

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Internal Services Capital Project Fund							
	270-000 Resources						
	-	-	-	400100 Beginning Fund Balance	5,000	5,000	5,000
	-	-	100	400400 Investment Interest	-	-	-
1	-	-	5,000	400528 Transfer From Int Serv Operations	5,000	5,000	5,000
2	-	-	5,100	Total Resources	10,000	10,000	10,000
3							
4	270-100 Capital Outlay						
5	-	-	2,000	800100 Equipment Purchases	-	-	-
6	-	-	2,000	800150 Equipment Improvements	-	-	-
7	-	-	500	800155 Computer & Network	-	-	-
8	-	-	500	800175 Building Projects	-	-	-
9	-	-	5,000	Total Capital Outlay	-	-	-
10							
11	270-100 Fund Balance						
12	-	-	100	999000 Unapp Ending Fund Balance	10,000	10,000	10,000
13	-	-	100		10,000	10,000	10,000
14							
15	Fund Totals						
16	-	-	5,100	Resources	10,000	10,000	10,000
17							
18	-	-	5,000	Appropriations	-	-	-
19	-	-	100	Fund Balance	10,000	10,000	10,000
20	-	-	5,100		10,000	10,000	10,000

Other Funds

Capital Projects Fund

State Revenue Sharing Fund

Health Insurance Fund

Community Development Revolving Loan Fund

Building Replacement Reserve Fund

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted	
Capital Projects Fund								
Finance								
				252-310 Resources				
1	-	-	-	400100 Beginning Fund Balance	13,400	13,400	13,400	
2	-	-	100	400400 Interest	100	100	100	
3	-	-	3,500	400504 Transfer from Finance	23,500	23,500	23,500	
4	-	-	10,100	400507 Transfer from Comp Eq Reserve	-	-	-	
5	-	-	4,900	400430 Transfer from Admin Veh & Equip	-	-	-	
6	-	-	10,000	400508 Transfer from Building Reserve	-	-	-	
7	-	-	28,600	Total Resources	37,000	37,000	37,000	
8								
9				252-310 Capital Outlay				
11	-	-	21,000	800160 Software Upgrade	-	-	-	
12	-	-	21,000	Total Capital Outlay	-	-	-	
13								
14				252-310 Fund Balance				
15	-	-	7,600	999000 Unapp Ending Fund Balance	37,000	37,000	37,000	
16								
17								
18	Court							
19				252-315 Resources				
20	-	-	-	400100 Beginning Fund Balance	2,100	2,100	2,100	
21	-	-	100	400400 Interest	100	100	100	
22	-	-	2,000	400505 Transfer from Court	2,000	2,000	2,000	
23	-	-	2,100	Total Resources	4,200	4,200	4,200	
24								
25				252-315 Capital Outlay				
26	-	-	-	800155 Computer & Network	3,000	3,000	3,000	
27	-	-	-	Total Capital Outlay	3,000	3,000	3,000	
28								
28				252-315 Fund Balance				
29	-	-	2,100	999000 Unapp Ending Fund Balance	1,200	1,200	1,200	
30								
31								
32	Administration							
33				252-325 Resources				
34	-	-	-	400100 Beginning Fund Balance	3,500	3,500	3,500	
35	-	-	700	400400 Interest	200	200	200	
36	-	-	40,000	400503 Transfer from Administration	20,000	20,000	20,000	
37	-	-	7,500	400430 Transfer from Admin Veh & Equip	-	-	-	
38	-	-	48,200	Total Resources	23,700	23,700	23,700	
39								
40				252-325 Capital Outlay				
41	-	-	2,400	800155 Computer & Network	800	800	800	
42	-	-	24,000	800175 Building Projects	-	-	-	
44	-	-	26,400	Total Capital Outlay	800	800	800	
45								
46				252-325 Fund Balance				
47	-	-	21,800	999000 Unapp Ending Fund Balance	22,900	22,900	22,900	

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
48							
49							
50	Planning & Building						
51				252-330 Resources			
52	-	-	-	400100 Beginning Fund Balance	1,100	1,100	1,100
53	-	-	100	400400 Interest	100	100	100
54	-	-	1,000	400506 Transfer from Planning & Bldg	8,000	8,000	8,000
55	-	-	1,100	Total Resources	9,200	9,200	9,200
56							
57				252-330 Capital Outlay			
59	-	-	-	800100 Equipment Purchases	7,000	7,000	7,000
60	-	-	-	Total Capital Outlay	7,000	7,000	7,000
61							
62				252-330 Fund Balance			
63	-	-	1,100	999000 Unapp Ending Fund Balance	2,200	2,200	2,200
64							
65				Fund Totals			
66	-	-	80,000	Resources	74,100	74,100	74,100
67							
68	-	-	47,400	Appropriations	10,800	10,800	10,800
69	-	-	32,600	999000 Unappropriated Fund Balance	63,300	63,300	63,300
70	-	-	80,000		74,100	74,100	74,100

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
State Revenue Sharing Fund							
250-000 Resources							
	100,079	100,132	142,300	400100 Beginning Fund Balance	239,700	239,700	239,700
	595	1,532	1,200	400400 Investment Interest	3,000	3,000	3,000
1	42,668	70,805	61,500	400500 Receipts	66,100	66,100	66,100
2	<u>143,343</u>	<u>172,469</u>	<u>205,000</u>	Total Resources	<u>308,800</u>	<u>308,800</u>	<u>308,800</u>
3							
4				250-920 Materials & Services			
5	-	-	55,000	635290 Projects TBD	55,000	55,000	55,000
6	<u>-</u>	<u>-</u>	<u>55,000</u>	Total Materials & Services	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
7							
8				250-920 Capital Outlay			
9	9,306	-	-	800822 Police Projects	-	-	-
10	1,905	-	-	800824 Parks Projects	-	-	-
11	<u>-</u>	<u>-</u>	<u>140,000</u>	800828 Pool Projects	<u>140,000</u>	<u>140,000</u>	<u>140,000</u>
12	<u>11,210</u>	<u>-</u>	<u>140,000</u>	Total Capital Outlay	<u>140,000</u>	<u>140,000</u>	<u>140,000</u>
13							
14				250-920 Transfers			
15	22,000	-	-	900020 Transfer to Community Cnt Fund	15,000	15,000	15,000
16	10,000	-	-	900023 Transfer to Viking Sal Senior Fund	-	-	-
17	<u>-</u>	<u>-</u>	<u>-</u>	900025 Transfer to Administration	<u>88,000</u>	<u>88,000</u>	<u>88,000</u>
18	<u>32,000</u>	<u>-</u>	<u>-</u>	Total Transfers	<u>103,000</u>	<u>103,000</u>	<u>103,000</u>
19							
20				250-920 Fund Balance			
21	<u>100,132</u>	<u>172,469</u>	<u>10,000</u>	999000 Unapp Ending Fund Balance	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
22							
23							
24				Fund Totals			
25	143,343	172,469	205,000	Resources	308,800	308,800	308,800
26							
27	43,210	-	195,000	Appropriations	298,000	298,000	298,000
28	<u>100,132</u>	<u>172,469</u>	<u>10,000</u>	Unappropriated Fund Balance	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
29	143,343	172,469	205,000		308,800	308,800	308,800
30	-	-	-		-	-	-
31							

Notes

13 Pool deferred maintenance projects

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Health Insurance Fund							
				010-000 Resources			
	49,847	50,153	50,500	400100 Beginning Fund Balance	51,400	51,400	51,400
	306	526	400	400400 Investment Interest	800	800	800
1	<u>50,153</u>	<u>50,679</u>	<u>50,900</u>	Total Resources	<u>52,200</u>	<u>52,200</u>	<u>52,200</u>
2							
3				010-100 Personnel Services			
4	-	-	-	546833 Insurance Benefits	15,600	15,600	15,600
5							
6				010-100 Fund Balance			
	<u>50,153</u>	<u>50,679</u>	<u>50,900</u>	999000 Unapp Ending Fund Balance	<u>36,600</u>	<u>36,600</u>	<u>36,600</u>
5							
6							
7				Fund Totals			
8	50,153	50,679	50,900	Resources	52,200	52,200	52,200
9							
10	-	-	-	Appropriations	15,600	15,600	15,600
11	<u>50,153</u>	<u>50,679</u>	<u>50,900</u>	Unappropriated Fund Balance	<u>36,600</u>	<u>36,600</u>	<u>36,600</u>
12	<u>50,153</u>	<u>50,679</u>	<u>50,900</u>		<u>52,200</u>	<u>52,200</u>	<u>52,200</u>

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
	1,159,317	1,040,272	1,082,000	400100 Beginning Fund Balance	1,135,600	1,135,600	1,135,600
	6,506	11,205	10,000	400400 Investment Interest	16,700	16,700	16,700
1	63,470	-	-	400505 Country Coach Principal	-	-	-
2	1,165	-	-	400510 Country Coach Interest	-	-	-
3	-	200	200	400800 Loan/Application Fees	-	-	-
4	3,988	-	-	400960 Nelson Depot Loan Principal	-	-	-
5	54	-	-	400970 Nelson Depot Loan Interest	-	-	-
6	4,714	5,025	3,000	401260 Moto Gear Principal	-	-	-
7	378	145	300	401270 Moto Gear Interest	-	-	-
8	5,875	-	-	401281 Double HH LLC Principal	-	-	-
9	10	-	-	401282 Double HH LLC Interest	-	-	-
10	9,981	10,740	10,000	407400 Grant: Rural Tourism Marketing	10,000	10,000	10,000
11	-	21,500	21,500	408352 Interfund Loan - Water Cap Projects	21,500	21,500	21,500
12	<u>1,255,457</u>	<u>1,089,088</u>	<u>1,127,000</u>	Total Resources	<u>1,183,800</u>	<u>1,183,800</u>	<u>1,183,800</u>
13							
14				Loan Program			
15				401-100 Materials & Services			
16	-	-	5,000	606313 Contract Services	5,000	5,000	5,000
17	-	-	350,000	606326 Business Dev Loans	350,000	350,000	350,000
18	-	-	235,000	606331 Business Dev Microloans	235,000	235,000	235,000
19	-	-	80,000	606335 Facade Enhancement Loan	80,000	80,000	80,000
20	-	-	500	608925 Computer Software Support	500	500	500
21	87	35	500	636921 Office Expenses	500	500	500
23	-	1,047	2,000	706076 Legal Counsel	2,000	2,000	2,000
	<u>87</u>	<u>1,082</u>	<u>673,000</u>	Total Materials & Services	<u>673,000</u>	<u>673,000</u>	<u>673,000</u>
24							
25				Economic Development Programs			
26				401-200 Materials & Services			
27	-	-	101,000	606330 Economic Development Programs	108,500	108,500	108,500
28	-	-	42,000	632700 Grant: Rural Tourism Marketing	42,000	42,000	42,000
29	-	-	100	636921 Office Supplies	100	100	100
30	98	93	100	702013 Audit	100	100	100
31	<u>98</u>	<u>93</u>	<u>143,200</u>	Total Materials & Services	<u>150,700</u>	<u>150,700</u>	<u>150,700</u>
32							
33				401-900 Transfers			
34	215,000	-	-	900042 Interfund Loan-Water Sys Imp	-	-	-
35	<u>215,000</u>	<u>-</u>	<u>-</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
36							
37				401-900 Fund Balance			
38	<u>1,040,272</u>	<u>1,087,913</u>	<u>310,800</u>	999000 Unappropriated Fund Balance	<u>360,100</u>	<u>360,100</u>	<u>360,100</u>
39							
40				Fund Totals			
41	1,255,457	1,089,088	1,127,000	Resources	1,183,800	1,183,800	1,183,800
42							
43	215,185	1,175	816,200	Appropriations	823,700	823,700	823,700
44	<u>1,040,272</u>	<u>1,087,913</u>	<u>310,800</u>	Unappropriated Fund Balance	<u>360,100</u>	<u>360,100</u>	<u>360,100</u>
45	<u>1,255,457</u>	<u>1,089,088</u>	<u>1,127,000</u>		<u>1,183,800</u>	<u>1,183,800</u>	<u>1,183,800</u>
46	-	-	-		-	-	-
47	Notes						
48	13	Loan approved by Council 9/8/2015, due 9/8/2025					

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Building Replacement Reserve Fund							
	319-000 Resources						
	70,220	75,654	76,400	400100 Beginning Fund Balance	77,500	77,500	77,500
	434	773	700	400400 Investment Interest	1,200	1,200	1,200
1	5,000	-	-	400540 Transfer from General Fund	-	-	-
2	<u>75,654</u>	<u>76,427</u>	<u>77,100</u>	Total Resources	<u>78,700</u>	<u>78,700</u>	<u>78,700</u>
3							
4							
5	319-100 Fund Balance						
6	75,654	76,427	77,100	999000 Unapp Ending Fund Balance	78,700	78,700	78,700
7	<u>75,654</u>	<u>76,427</u>	<u>77,100</u>		<u>78,700</u>	<u>78,700</u>	<u>78,700</u>
8							
9							
10	Fund Totals						
11	75,654	76,427	77,100	Resources	78,700	78,700	78,700
12							
13	-	-	-	Appropriations	-	-	-
14	<u>75,654</u>	<u>76,427</u>	<u>77,100</u>	Fund Balance	<u>78,700</u>	<u>78,700</u>	<u>78,700</u>
15	75,654	76,427	77,100		78,700	78,700	78,700
16	-	-	-		-	-	-
17							

Notes

Fund created during FY14/15 budget process to accumulate funds designated for building replacement.



CLOSED FUNDS / DEPARTMENTS

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Administration Vehicle & Equipment Reserve Fund							
328-000 Resources							
	12,683	11,883	12,400	400100 Beginning Fund Balance	-	-	-
1	77	125	-	400400 Investment Interest	-	-	-
2	<u>12,760</u>	<u>12,007</u>	<u>12,400</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
3							
328-100 Capital Outlay							
4							
5	878	-	-	800600 Equip/Furniture Acquisitions	-	-	-
6	<u>878</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
7							
328-100 Transfers							
8							
9	-	-	12,400	900045 Transfer to Capital Proj Fund	-	-	-
10							
328-100 Fund Balance							
11							
12	11,883	12,007	-	999000 Unapp Ending Fund Balance	-	-	-
13	<u>11,883</u>	<u>12,007</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
14							
Fund Totals							
15							
16	12,760	12,007	12,400	Resources	-	-	-
17							
18	878	-	12,400	Appropriations	-	-	-
19	<u>11,883</u>	<u>12,007</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
20	12,760	12,007	12,400		-	-	-
21	-	-	-		-	-	-
22							
Notes							
13	Fund closed in the FY17/18 Budget						

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Building Reserve Fund							
				318-000 Resources			
	103,681	72,457	53,000	400100 Beginning Fund Balance	21,900	21,900	21,900
	550	619	-	400400 Investment Interest	-	-	-
1	5,000	50,000	-	400520 Transfer from General Fund	-	-	-
2	<u>109,231</u>	<u>123,077</u>	<u>53,000</u>	Total Resources	<u>21,900</u>	<u>21,900</u>	<u>21,900</u>
3							
4				318-100 Materials & Services			
5	3,411	-	-	611771 Professional Services	-	-	-
6	-	-	-	644660 Building Repairs/Maintenance	-	-	-
7	<u>3,411</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				318-100 Capital Outlay			
10	29,923	46,720	-	800760 Building Refurbishment/Repairs	-	-	-
11	3,440	1,528	-	800780 Building Improvements	-	-	-
12	<u>33,363</u>	<u>48,248</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
13							
14				318-100 Transfers			
15	-	-	10,000	900045 Transfer to Cap Projects Fund	-	-	-
16	-	-	23,800	900046 Transfer to Comm Serv Cap Fund	-	-	-
17	-	-	19,200	900047 Transfer to Police Cap Proj Fund	-	-	-
18	-	-	-	900053 Transfer to General Fund	21,900	21,900	21,900
19	<u>-</u>	<u>-</u>	<u>53,000</u>	Total Transfers	<u>21,900</u>	<u>21,900</u>	<u>21,900</u>
20							
21				318-100 Fund Balance			
22	-	-	-	902000 Reserved for Future Expenditures	-	-	-
23	72,457	74,829	-	999000 Unapp Ending Fund Balance	-	-	-
24	<u>72,457</u>	<u>74,829</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
25							
26							
27				Fund Totals			
28	109,231	123,077	53,000	Resources	21,900	21,900	21,900
29							
30	36,774	48,248	53,000	Appropriations	21,900	21,900	21,900
31	<u>72,457</u>	<u>74,829</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
32	<u>109,231</u>	<u>123,077</u>	<u>53,000</u>		<u>21,900</u>	<u>21,900</u>	<u>21,900</u>
33	-	-	-		-	-	-
34	Notes						
35	25	Fund closed in the FY18/19 Budget					

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Computer Equipment Reserve Fund							
	345-000 Resources						
	53,187	52,492	10,100	400100 Beginning Fund Balance	-	-	-
1	337	159	-	400400 Investment Interest	-	-	-
2	2,500	200	-	400521 Transfer From Water Fund	-	-	-
3	2,500	400	-	400522 Transfer From Sewer Fund	-	-	-
4	2,500	300	-	400523 Transfer From Sanitation Fund	-	-	-
5	2,500	300	-	400527 Transfer From Street Fund	-	-	-
6	<u>63,524</u>	<u>53,851</u>	<u>10,100</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
7							
8	345-100 Materials & Services						
9	7,631	1,249	-	608925 Software Upgrades	-	-	-
10	<u>7,631</u>	<u>1,249</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
11							
12	345-100 Capital Outlay						
13	-	671	-	800100 System Improvement/Expansion	-	-	-
14	3,401	41,935	-	800600 Equipment Acquisitions	-	-	-
15	<u>3,401</u>	<u>42,607</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
16							
17	345-100 Transfers						
18	<u>-</u>	<u>-</u>	<u>10,100</u>	900045 Transfer to Cap Projects Fund	<u>-</u>	<u>-</u>	<u>-</u>
19							
20	345-100 Fund Balance						
21	4,000	4,000	-	902000 Reserved for Future Expenditures	-	-	-
22	<u>48,492</u>	<u>5,996</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	<u>52,492</u>	<u>9,996</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
24							
25	Fund Totals						
26	63,524	53,851	10,100	Resources	-	-	-
27							
28	11,032	43,855	10,100	Appropriations	-	-	-
29	<u>52,492</u>	<u>9,996</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
30	63,524	53,851	10,100		-	-	-
31	-	-	-		-	-	-
32	Notes						
23	Fund closed in FY17/18 Budget						

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Library Equipment Reserve Fund							
	322-000 Resources						
	6,590	13,154	13,500	400100 Beginning Fund Balance	-	-	-
	65	138	-	400400 Investment Interest	-	-	-
1	7,000	-	-	400520 Transfer From General Fund	-	-	-
2	<u>13,654</u>	<u>13,292</u>	<u>13,500</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
3							
4	322-100 Capital Outlay						
5	500	-	-	800600 Equipment Acquisition	-	-	-
6	<u>500</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
7							
8	322-100 Transfers						
9	-	-	13,500	900046 Transfer to Comm Serv Cap Proj	-	-	-
10							
11	322-100 Fund Balance						
12	13,154	13,292	-	999000 Unapp Ending Fund Balance	-	-	-
13	<u>13,154</u>	<u>13,292</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
14							
15							
16	Fund Totals						
17	13,654	13,292	13,500	Resources	-	-	-
18							
19	500	-	13,500	Appropriations	-	-	-
20	<u>13,154</u>	<u>13,292</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
21	<u>13,654</u>	<u>13,292</u>	<u>13,500</u>		<u>-</u>	<u>-</u>	<u>-</u>
22	-	-	-		-	-	-
23							
24	Notes						
14	Fund closed in the FY17/18 Budget						

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Park & Pool Equipment Reserve Fund							
	333-000 Resources						
	52,524	39,847	50,800	400100 Beginning Fund Balance	6,400	6,400	6,400
	274	532	-	400400 Investment Interest	-	-	-
1	12,000	25,500	-	400540 Transfer from General Fund	-	-	-
2	-	630	-	409000 Other Income	-	-	-
3	<u>64,798</u>	<u>66,509</u>	<u>50,800</u>	Total Resources	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
4							
5	333-100 Capital Outlay						
6	-	5,948	-	800100 Park System Improvements	-	-	-
7	16,702	-	-	800600 Equipment Acquisitions	-	-	-
8	500	3,427	-	800700 Equipment Refurbishment	-	-	-
9	7,749	-	-	800725 Equipment Improvements	-	-	-
10	<u>24,951</u>	<u>9,375</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
11							
12	333-100 Transfers						
13	-	-	50,800	900046 Transfer to Comm Serv Cap Proj	6,400	6,400	6,400
14							
15	333-100 Fund Balance						
16	39,847	57,135	-	999000 Unapp Ending Fund Balance	-	-	-
17	<u>39,847</u>	<u>57,135</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
18							
19							
20	Fund Totals						
21	64,798	66,509	50,800	Resources	6,400	6,400	6,400
22							
23	24,951	9,375	50,800	Appropriations	6,400	6,400	6,400
24	<u>39,847</u>	<u>57,135</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
25	64,798	66,509	50,800		6,400	6,400	6,400
26	-	-	-		-	-	-
27	Notes						
28	18	Fund closed in the FY18/19 Budget					

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
PW Building/Yard Reserve Fund							
354-000 Resources							
	31,235	30,703	25,000	400100 Beginning Fund Balance	-	-	-
1	219	290	-	400400 Investment Interest	-	-	-
2	2,500	4,900	-	400501 Transfer from Sewer Fund	-	-	-
3	3,000	900	-	400502 Transfer from Sanitation Fund	-	-	-
4	2,500	1,400	-	400523 Transfer from Street Fund	-	-	-
5	2,500	400	-	400575 Transfer from Water Fund	-	-	-
6	<u>41,954</u>	<u>38,594</u>	<u>25,000</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
7							
354-100 Capital Outlay							
8							
9	7,760	11,446	-	800760 Building Refurbishment	-	-	-
10	3,490	2,400	-	800780 Building Improvements	-	-	-
11	<u>11,250</u>	<u>13,846</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
12							
354-100 Transfers							
13							
14	-	-	6,300	900044 Transfer to Water Cap Fund	-	-	-
15	-	-	6,200	900005 Transfer to Sewer Cap Fund	-	-	-
16	-	-	6,200	900003 Transfer to Sanitation Cap Fund	-	-	-
17	-	-	6,300	900041 Transfer to Streets Cap Fund	-	-	-
18	<u>-</u>	<u>-</u>	<u>25,000</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
19							
354-100 Fund Balance							
20							
21	30,703	24,748	-	999000 Unapp Ending Fund Balance	-	-	-
22	<u>30,703</u>	<u>24,748</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
23							
Fund Totals							
24							
25							
26	41,954	38,594	25,000	Resources	-	-	-
27							
28	11,250	13,846	25,000	Appropriations	-	-	-
29	<u>30,703</u>	<u>24,748</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
30	41,954	38,594	25,000		-	-	-
31	-	-	-		-	-	-
32							

Notes

22 Fund closed in FY17/18 Budget

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sanitation Equipment Reserve Fund							
348-000 Resources							
	162,398	272,993	214,000	400100 Beginning Fund Balance	-	-	-
1	1,373	2,230	-	400400 Investment Interest	-	-	-
2	119,000	27,500	-	400500 Transfer From Sanitation Fund	-	-	-
3	162	-	-	400600 Asset Disposal Proceeds	-	-	-
4	<u>282,933</u>	<u>302,723</u>	<u>214,000</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6	348-100 Capital Outlay						
7	5,290	87,942	-	800600 Equipment Acquisition	-	-	-
8	4,650	928	-	800700 Equipment Refurbishment	-	-	-
9	<u>9,940</u>	<u>88,870</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
10							
11	348-100 Transfers						
12	-	-	214,000	900050 Transfer to Sanitation Cap Proj	-	-	-
13							
14	348-900 Fund Balance						
15	<u>272,993</u>	<u>213,853</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
16	<u>272,993</u>	<u>213,853</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
17							
18	Fund Totals						
19	282,933	302,723	214,000	Resources	-	-	-
20							
21	9,940	88,870	214,000	Appropriations	-	-	-
22	<u>272,993</u>	<u>213,853</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	282,933	302,723	214,000		-	-	-
24	-	-	-		-	-	-
25	Notes						
16	Fund closed in FY17/18 budget						

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted	
Sewer Equipment Reserve Fund								
347-000 Resources								
	32,920	43,507	63,900	400100 Beginning Fund Balance	-	-	-	
1	273	400	-	400400 Investment Interest	-	-	-	
2	45,000	25,000	-	400500 Transfer From Sewer Fund	-	-	-	
3	<u>78,192</u>	<u>68,906</u>	<u>63,900</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>	
4								
5	347-100 Capital Outlay							
6	12,056	10,387	-	800600 Equipment Acquisitions	-	-	-	
7	22,392	19,818	-	800700 Equipment Refurbishment	-	-	-	
8	238	-	-	800725 Equipment Improvements	-	-	-	
9	<u>34,686</u>	<u>30,205</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	
10								
11	Transfers							
12	-	-	63,900	900049 Transfer to Sewer Cap Proj Fund	-	-	-	
13								
14	347-100 Fund Balance							
15	43,507	38,702	-	999000 Unapp Ending Fund Balance	-	-	-	
16	<u>43,507</u>	<u>38,702</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
17								
18	Fund Totals							
18	78,192	68,906	63,900	Resources	-	-	-	
19								
20	34,686	30,205	63,900	Appropriations	-	-	-	
21	<u>43,507</u>	<u>38,702</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	
22	78,192	68,906	63,900		-	-	-	
23	-	-	-		-	-	-	
24	Notes							
16	Fund closed in FY17/18 budget							

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Sewer Ratepayer Assistance Fund							
	016-000 Resources						
	35,127	52,523	53,400	400100 Beginning Fund Balance	-	-	-
1	227	551	-	400400 Investment Interest	-	-	-
2	30,000	-	-	400522 Transfer from Sewer Fund	-	-	-
3	<u>65,354</u>	<u>53,073</u>	<u>53,400</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5	016-100 Materials & Services						
6	<u>12,831</u>	-	-	644622 Assistance Payments	-	-	-
7							
8	016-100 Transfers						
9	-	-	53,400	900049 Transfer to Sewer Capital Projects	-	-	-
10							
11	016-100 Fund Balance						
12	<u>52,523</u>	<u>53,073</u>	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
13							
14							
15	Fund Totals						
16	65,354	53,073	53,400	Resources	-	-	-
17							
18	12,831	-	53,400	Appropriations	-	-	-
19	<u>52,523</u>	<u>53,073</u>	-	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
20	65,354	53,073	53,400		-	-	-
21	-	-	-		-	-	-
22							

Notes

13 Fund closed in the FY17/18 Budget

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Streets Equipment Reserve Fund							
	349-000 Resources						
	44,811	60,159	67,400	400100 Beginning Fund Balance	-	-	-
1	330	653	-	400400 Investment Interest	-	-	-
2	20,000	19,700	-	400500 Transfer From Street Fund	-	-	-
3	<u>65,141</u>	<u>80,512</u>	<u>67,400</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5	349-100 Capital Outlay						
6	4,921	13,162	-	800600 Equipment Acquisition	-	-	-
7	61	-	-	800700 Equipment Refurbishment	-	-	-
8	<u>4,982</u>	<u>13,162</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
9							
10	349-100 Transfers						
11	-	-	67,400	900051 Transfer to Streets Cap Proj Fund	-	-	-
12							
13	349-100 Fund Balance						
14	60,159	67,350	-	999000 Unapp Ending Fund Balance	-	-	-
15	<u>60,159</u>	<u>67,350</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
16							
17							
18	Fund Totals						
19	65,141	80,512	67,400	Resources	-	-	-
20							
21	4,982	13,162	67,400	Appropriations	-	-	-
22	<u>60,159</u>	<u>67,350</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	65,141	80,512	67,400		-	-	-
24	-	-	-		-	-	-
25	Notes						
15	Fund closed in FY17/18 budget						

City of Junction City
Fiscal Year 2018-19 Budget

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Water Equipment Reserve Fund							
346-000 Resources							
	54,308	58,336	73,700	400100 Beginning Fund Balance	-	-	-
1	273	691	-	400400 Investment Interest	-	-	-
2	25,000	-	-	400500 Transfer From Water Fund	-	-	-
3	15,424	13,600	-	400800 Tap Charges	-	-	-
4	412	5,390	-	409000 Other Income	-	-	-
5	<u>95,416</u>	<u>78,016</u>	<u>73,700</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
6							
7				346-100 Materials & Services			
8	20,292	8,000	-	637917 Meter Replacements	-	-	-
9	-	2,000	-	638500 Meter Repairs	-	-	-
10	<u>20,292</u>	<u>10,000</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
11							
12				346-100 Capital Outlay			
13	16,656	1,450	-	800600 Equipment Acquisitions	-	-	-
14	132	-	-	800700 Equipment Refurbishment	-	-	-
15	<u>16,789</u>	<u>1,450</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
16							
17				346-100 Transfers			
18	-	-	73,700	900048 Transfer to Water Cap Proj Fund	-	-	-
19							
20				346-100 Fund Balance			
21	58,336	66,566	-	999000 Unapp Ending Fund Balance	-	-	-
22	<u>58,336</u>	<u>66,566</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
23							
24							
25				Fund Totals			
26	95,416	78,016	73,700	Resources	-	-	-
27							
28	37,080	11,450	73,700	Appropriations	-	-	-
29	<u>58,336</u>	<u>66,566</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
30	95,416	78,016	73,700		-	-	-
31	-	-	-		-	-	-
32				Notes			
22				Fund closed in FY17/18 budget			

**City of Junction City
Fiscal Year 2018-19 Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	Description	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
	Totals - All Funds						
	19,986,905	20,286,328	23,864,300	Resources	24,918,800	24,918,800	24,918,800
1							
2	9,499,169	8,644,666	14,319,200	Appropriations	14,734,900	14,834,900	14,779,300
3	<u>10,487,736</u>	<u>11,641,662</u>	<u>9,545,100</u>	Fund Balances	<u>10,183,900</u>	<u>10,083,900</u>	<u>10,139,500</u>
4	19,986,905	20,286,328	23,864,300		24,918,800	24,918,800	24,918,800



Capital Expenditure Plan

Section V

City of Junction City
Oregon

Capital Expenditure Plan



Fiscal Year 18/19



City of Junction City, Oregon

Capital Plan

'18/'19 thru '22/'23

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Admin Reserve Fund								
Bathroom Refurbishment	ADB-003	2				8,000		8,000
Interior Painting	ADB-006	2				5,000		5,000
Exterior Painting	ADB-007	2				5,000		5,000
Administrator PC Replacement	ADIT-001	2		1,200				1,200
City Recorder PC Replacement	ADIT-002	2		1,200				1,200
Receptionist PC Replacement	ADIT-003	2				1,200		1,200
File Server Replacement	ADIT-004	2		3,500				3,500
Administrator Laptop Replacement	ADIT-005	2				1,500		1,500
City Recorder Laptop Replacement	ADIT-006	2					1,500	1,500
Spare Laptop Replacement	ADIT-007	2		1,500				1,500
ASA 5510 Replacement	ADIT-008	1				3,500		3,500
Wireless Access Point Replacement	ADIT-010	1	750					750
TS3400 Drive Replacement	ADIT-011	1		400				400
TS5400 Drive Replacement	ADIT-012	1		800				800
TS7120 Drive Replacement	ADIT-013	1		1,200				1,200
TS3400 Replacement	ADIT-014	1				2,000		2,000
TS5400 Replacement	ADIT-015	1				3,500		3,500
TS7120 Replacement	ADIT-016	1				8,000		8,000
Admin Reserve Fund Total			750	9,800		37,700	1,500	49,750
Community Center Reserve Fund								
Paint Exterior	CCP-001	2		6,000				6,000
Paint Interior	CCP-002	2		4,000				4,000
Roof Repairs	CCP-003	1	20,000					20,000
Community Center Reserve Fund Total			20,000	10,000				30,000
Court Reserve Fund								
Court Clerk PC Replacement	CTIT-001	1				1,500		1,500
Accountant PC Replacement	CTIT-002	1				1,500		1,500
Finance Director PC Replacement	CTIT-003	1				1,200		1,200
Receptionist PC Replacement	CTIT-004	1				1,200		1,200
Court Clerk Laptop Replacement	CTIT-005	1				1,200		1,200
Court Reserve Fund Total						6,600		6,600
Finance Reserve Fund								
Finance Director PC Replacement	FDIT-001	1		1,200				1,200
Accountant PC Replacement	FDIT-002	1				1,200		1,200
Finance Director Laptop Replacement	FDIT-003	3				1,500		1,500
Springbrook Server Replacement	FDIT-004	1				10,000		10,000

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Finance Reserve Fund Total				1,200		12,700		13,900
Library Reserve Fund								
Interior Painting	LBBM-003	2		5,000				5,000
Replace Librarian PC	LBIT-001	2		1,200				1,200
Replace Library Aide PC	LBIT-002	2		1,200				1,200
Replace Laptop #1	LBIT-003	2	1,200					1,200
Replace Public Workstation #1	LBIT-004	2	1,200					1,200
Replace Public Workstation #2	LBIT-005	2	1,200					1,200
Replace Public Workstation #3	LBIT-006	2	1,200					1,200
Replace Public Workstation #4	LBIT-007	2	1,200					1,200
Replace Public Workstation #5	LBIT-008	2	1,200					1,200
Replace Public Workstation #6	LBIT-009	2	1,200					1,200
Replace Public Workstation #7	LBIT-010	2	1,200					1,200
Replace Public Workstation #8	LBIT-011	2	1,200					1,200
Replace 12 Port Router	LBIT-012	2				200		200
Library Reserve Fund Total			10,800	7,400		200		18,400

Parks Reserve Fund

Playground Equipment Refurbishment	BAP-001	2			5,000			5,000
Tennis Court Refurbishment	BAP-003	2		10,000				10,000
Lighting Refurbishment	BAP-004	2				3,500		3,500
Irrigation System Refurbishment	BAP-005	2				3,500		3,500
Playground Equipment Refurbishment	BPK-001	2		5,000				5,000
Basketball Court Refurbishment	BPK-003	2			2,000			2,000
Handball Court Refurbishment	BPK-004	2			2,000			2,000
Paint Interior	DFH-001	2			5,000			5,000
Paint Exterior	DFH-002	2			7,500			7,500
Replace Roofing	DFH-003	2			35,000			35,000
Exterior Lighting Refurbishment	DFH-004	2			5,000			5,000
Bench Refurbishment	FPK-002	2		2,000				2,000
Fencing Refurbishment	FPK-003	2		2,500				2,500
Covered Area Painting	FPK-005	2				1,500		1,500
Exterior Lighting Refurbishment	FPK-006	2		3,000				3,000
Playground Equipment Refurbishment	LAP-001	2					2,000	2,000
Gazebo Plumbing Refurbishment	LAP-004	2		2,000				2,000
Gazebo Painting	LAP-005	2		500				500
Restroom Refurbishment	LAP-006	2	4,500					4,500
Restroom Painting	LAP-007	2		1,500				1,500
Restroom Roof Replacement	LAP-008	2	7,500					7,500
Irrigation System Refurbishment	LAP-009	2				3,500		3,500
Playground Equipment Refurbishment	LDP-001	2	5,000					5,000
Tennis Court Refurbishment	LDP-003	2		10,000				10,000
Restroom Refurbishment	LDP-004	2			2,000			2,000
Restroom Roof Replacement	LDP-005	2			3,500			3,500
Lighting Refurbishment	LDP-006	2				3,500		3,500
Irrigation System Refurbishment	LDP-007	2				3,500		3,500
Playground Equipment Refurbishment	OMP-001	2					5,000	5,000
Irrigation System Refurbishment	OMP-003	2				3,500		3,500
Basketball Court Refurbishment	OMP-004	2					2,000	2,000
Mower Replacement	PEQ-003	2					15,000	15,000
Power Tool System Replacement	PEQ-004	2			2,500			2,500

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Basketball Court Refurbishment	RTP-003	2				2,000		2,000
Concrete Sealing Program	SKP-001	2			2,000			2,000
Playground Equipment Refurbishment	TDP-001	2				5,000		5,000
Irrigation System Refurbishment	TDP-003	2				3,500		3,500
Basketball Court Refurbishment	TDP-004	2	2,000					2,000
Irrigation System Refurbishment	TPK-004	2				3,500		3,500
Parks Reserve Fund Total			19,000	36,500	71,500	36,500	24,000	187,500

Planning Reserve Fund

City Planner PC Replacement	PNIT-001	2		1,200				1,200
Planning Technician PC Replacement	PNIT-002	2		1,200				1,200
Planning Laptop Replacement	PNIT-003	2					1,500	1,500
Planning Reserve Fund Total				2,400			1,500	3,900

Police Capital Fund

Station Roofing Replacement	PDBM-002	2				20,000		20,000
Bathroom Refurbishment	PDBM-004	3	5,000					5,000
Kitchen Refurbishment	PDBM-006	3	7,500					7,500
Station Interior Painting	PDBM-007	3				5,000		5,000
Station Exterior Painting	PDBM-008	3				5,000		5,000
Ballistic Vest Replacement	PDEQ-004	1					4,500	4,500
Pistol Replacement	PDEQ-005	1	4,500					4,500
AR-15 Replacement	PDEQ-006	1			12,000			12,000
X-2 Taser Replacement	PDEQ-008	1		10,200				10,200
Portable Radio Replacement	PDEQ-009	1		32,000				32,000
Patrol Car Replacement #1	PDFLT-001	2		0				0
Patrol Car Replacement #2	PDFLT-002	2			0			0
Patrol Car Replacement #3	PDFLT-003	2				0		0
Patrol Car Replacement #4	PDFLT-004	2					0	0
Replace Chief's PC	PDIT-001	2	1,200					1,200
Replace Patrol Room PC #1	PDIT-003	2		1,200				1,200
Replace Patrol Room PC #2	PDIT-004	2		1,200				1,200
Replace Patrol Room PC #3	PDIT-005	2		1,200				1,200
Replace Patrol Room PC #4	PDIT-006	2	1,200					1,200
Replace Patrol Room PC #5	PDIT-007	2					1,200	1,200
Replace Booking Room PC	PDIT-008	2		1,200				1,200
Replace Body Cam PC	PDIT-009	2	2,000					2,000
Replace Evidence Room PC	PDIT-010	2	1,200					1,200
Replace Backup Emergency User PC	PDIT-011	2		1,200				1,200
Replace Sergeant Laptop	PDIT-012	2					1,500	1,500
Replace File Server	PDIT-015	2			8,000			8,000
Replace Justice Server	PDIT-016	1				10,000		10,000
Replace Dispatch User PC - North	PDIT-018	1	1,200					1,200
Replace Dispatch User PC - South	PDIT-019	1				1,200		1,200
Replace Dispatch Web Cam PC	PDIT-022	2		1,200				1,200
Web Cam Replacement	PDIT-024	3			2,500			2,500
48 Port Switch	PDIT-027	1		2,500				2,500
24 Port Switch	PDIT-028	1				1,800		1,800
Police Capital Fund Total			23,800	51,900	22,500	43,000	7,200	148,400

Pool Reserve Fund

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Exterior Painting	PLBM-001	3				6,000		6,000
Interior Painting	PLBM-002	3				5,000		5,000
Office Flooring	PLBM-003	2		1,000			1,000	2,000
Locker Room Flooring	PLBM-004	2		1,000			1,000	2,000
Office Area Desks	PLBM-005	3					2,000	2,000
Paint Locker Rooms	PLBM-006	3					6,000	6,000
Pool Blanket Replacement	PLEQ-001	2			10,000			10,000
Deck Chair, Tables, & Umbrella Replacement	PLEQ-005	3				5,000		5,000
Replace Workstation #1	PLIT-001	2		1,200				1,200
Replace Laptop #2	PLIT-002	2				1,200		1,200
Replace 4 Port Router	PLIT-003	2				100		100
Pool Energy Efficiency	PLPP-001	2	2,500					2,500
Accessible Showers	PLPP-002	2	2,500					2,500
Pool Reserve Fund Total			5,000	3,200	10,000	17,300	10,000	45,500

Saniation Capital Fund

Automated Truck #2 Replacement	GBG-002	1					250,000	250,000
Rearload Truck #1 Replacement	GBG-003	1		200,000				200,000
Rearload Truck #2 Replacement	GBG-004	1	200,000					200,000
Jeep Replacement	LDV-006	2			3,750			3,750
Director's PC Replacement	PWIT-001	2			300			300
Superintendent PC Replacement	PWIT-002	2					300	300
Technician PC Replacement	PWIT-003	2					300	300
Utility PC Replacement	PWIT-004	2		300				300
File Server Replacement	PWIT-005	2			500			500
Director Laptop Replacement	PWIT-006	2					375	375
Utility Billing PC Replacement	PWIT-009	2					180	180
Minutes Laptop Replacement	PWIT-015	2		375				375
Wireless Access Point, Old Shop	PWIT-019	2			188			188
Wireless Access Point, New Shop	PWIT-020	2		188				188
NAS Replacement	PWIT-021	2					500	500
Saniation Capital Fund Total			200,000	200,863	4,738		251,655	657,256

Senior Center Reserve Fund

Repaint Exterior	SCBM-001	3		3,500				3,500
Repaint Interior	SCBM-002	3		6,500				6,500
Replace Workstation #1	SCIT-001	2				1,200		1,200
Replace Workstation #2	SCIT-002	2				1,200		1,200
Replace 4 Port Router	SCIT-003	2				100		100
Senior Center Reserve Fund Total				10,000		2,500		12,500

Sewer Capital Fund

Clam Shell Bucket Replacement	HDE-004-A	2	396					396
Broom Replacement	HDE-004-C	2	825					825
Dozer Blade Replacement	HDE-004-D	2					2,145	2,145
Auger Replacement	HDE-004-E	2					1,155	1,155
Sprayer Replacement	HDE-004-F	2					330	330
Spreader Replacement	HDE-004-G	2					825	825
Excavator Replacement	HDE-005	2					33,000	33,000
Mower Replacement	HDE-007	2	2,500					2,500
12 ft Tilt Deck Trailer Replacement	HDE-007-A	2	750					750

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Mobile Generator #1 Replacement	HDE-012	2			35,000			35,000
Mobile Generator #2 Replacement	HDE-013	2			105,000			105,000
Dump Truck #1 Replacement	HDV-002	2	5,100					5,100
Service Truck Replacement	HDV-006	2				17,500		17,500
Jeep Replacement	LDV-006	2			3,750			3,750
Generator #1 Replacement	MEQ-001	2			2,000			2,000
Generator #2 Replacement	MEQ-002	2				2,000		2,000
Generator #3 Replacement	MEQ-003	2					2,000	2,000
Generator #1 Replacement	MEQ-004	2			1,000			1,000
Generator #2 Replacement	MEQ-005	2				1,000		1,000
STP Generator #1 Replacement	MEQ-006	2			1,000			1,000
STP Generator #2 Replacement	MEQ-007	2				1,000		1,000
STP Generator #3 Replacement	MEQ-008	2					3,500	3,500
Hot Saw #1	MEQ-009	2			800			800
Hot Saw #2	MEQ-010	2				800		800
Hot Saw #3	MEQ-011	2					800	800
Backpack Blower #1	MEQ-024	2			188			188
Backpack Blower #2	MEQ-025	2				188		188
Backpack Blower #3	MEQ-026	2					188	188
Stihl Kombi System Replacement	MEQ-028	2		1,000				1,000
Hedge Trimmer Replacement	MEQ-029	2				100		100
Pressure Washer Replacement	MEQ-030	2				500		500
Surface Washer Replacement	MEQ-030-A	2	100					100
Walk Behind Mower Replacement	MEQ-031	2			150			150
Jumping Jack Replacement	MEQ-034	2			450			450
Diesel Plate Compactor	MEQ-035	2			2,250			2,250
2in Trash Pump #1	MEQ-036	2					275	275
2in Trash Pump #2	MEQ-037	2					275	275
3in Trash Pump #1	MEQ-040	2					375	375
3in Trash Pump #2	MEQ-041	2					375	375
3in Trash Pump #3	MEQ-042	2					375	375
Laser Level	MEQ-043	2					330	330
Pipe Saw Replacement	MEQ-044	2			500			500
Portable Welder Replacement	PTEQ-005	2					1,000	1,000
Trailer Mounted Air Compressor	PTEQ-006	2					5,000	5,000
Chipper Replacement	PTEQ-008	2			3,000			3,000
Director's PC Replacement	PWIT-001	2			300			300
Superintendent PC Replacement	PWIT-002	2					300	300
Technician PC Replacement	PWIT-003	2					300	300
Utility PC Replacement	PWIT-004	2		300				300
File Server Replacement	PWIT-005	2			500			500
Director Laptop Replacement	PWIT-006	2					375	375
WWTP Operator PC Replacement	PWIT-007	2	1,200					1,200
Utility Billing PC Replacement	PWIT-009	2					480	480
Treatment PC Replacement	PWIT-010	2			600			600
Drive Laptop Replacement	PWIT-013	2		750				750
Minutes Laptop Replacement	PWIT-015	2		375				375
Wireless Access Point, Old Shop	PWIT-019	2			188			188
Wireless Access Point, New Shop	PWIT-020	2		188				188
NAS Replacement	PWIT-021	2					500	500
Overhaul Pump #1	S10TH-001	2		3,000				3,000
Overhaul Pump #2	S10TH-002	2		3,000				3,000
Overhaul Check Valve #1	S10TH-003	2		1,500				1,500
Overhaul Check Valve #2	S10TH-004	2		1,500				1,500
Replace Level Probe #1	S10TH-007	2	2,500					2,500

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Replace Level Probe #2	S10TH-008	2	2,500					2,500
Replace APC Batteries	S10TH-014	2	500					500
Replace SCADA Network Switch	S10TH-015	2	750					750
Overhaul Pump #1	S14TH-001	2		5,000				5,000
Overhaul Pump #2	S14TH-002	2		5,000				5,000
Overhaul Pump #3	S14TH-003	2		5,000				5,000
Overhaul Check Valve #1	S14TH-004	2		2,500				2,500
Overhaul Check Valve #2	S14TH-005	2		2,500				2,500
Overhaul Check Valve #3	S14TH-006	2		2,500				2,500
Replace Level Sensor #1	S14TH-010	2		1,500				1,500
Replace Level Sensor #2	S14TH-011	2		1,500				1,500
Replace SCADA Network Switch	S14TH-020	2			500			500
Replace APC Batteries	S14TH-021	2			500			500
Replace SCADA APC Batteries	S14TH-022	2			500			500
Repaint Interior	S14TH-024	2			1,500			1,500
Overhaul Pump #1	S17TH-001	2	3,600					3,600
Overhaul Pump #2	S17TH-002	2	3,600					3,600
Overhaul Check Valve #1	S17TH-003	2	2,000					2,000
Overhaul Check Valve #2	S17TH-004	2	2,000					2,000
Replace SCADA Network Switch	S17TH-015	2	500					500
Replace APC Batteries	S17TH-016	2	500					500
Repaint Interior	S17TH-017	4	1,000					1,000
Repaint Exterior	S17TH-018	4	1,000					1,000
Overhaul Pump #1	S1ST-001	2	2,500					2,500
Overhaul Pump #2	S1ST-002	2	2,500					2,500
Overhaul Check Valve #1	S1ST-003	2	1,000					1,000
Overhaul Check Valve #2	S1ST-004	2	1,000					1,000
Replace SCADA Network Switch	S1ST-015	1	500					500
Replace APC Batteries	S1ST-016	1	500					500
Overhaul Pump #1	S3RD-001	2	3,000					3,000
Overhaul Pump #2	S3RD-002	2	3,000					3,000
Overhaul Pump #3	S3RD-003	2	3,000					3,000
Overhaul Pump #4	S3RD-004	2	3,000					3,000
Overhaul Pump #5	S3RD-005	2	3,000					3,000
Overhaul Pump #6	S3RD-006	2	3,000					3,000
Overhaul Check Valve #1	S3RD-007	2	2,500					2,500
Overhaul Check Valve #2	S3RD-008	2	2,500					2,500
Overhaul Check Valve #3	S3RD-009	2	2,500					2,500
Overhaul Check Valve #4	S3RD-010	2	2,500					2,500
Overhaul Check Valve #5	S3RD-011	2	2,500					2,500
Overhaul Check Valve #6	S3RD-012	2	2,500					2,500
Replace APC #1 Batteries	S3RD-036	2					500	500
Replace APC #2 Batteries	S3RD-037	2					500	500
Replace SCADA APC Batteries	S3RD-038	2					500	500
Repaint Interior	S3RD-040	2		1,500				1,500
Overhaul Pump #1	S9TH-001	2		3,600				3,600
Overhaul Pump #2	S9TH-002	2		3,600				3,600
Overhaul Check Valve #1	S9TH-003	2		3,000				3,000
Overhaul Check Valve #2	S9TH-004	2		3,000				3,000
Replace Network Switch	S9TH-016	2		500				500
Replace APC Batteries	S9TH-017	2		500				500
Replace SCADA APC Batteries	S9TH-018	2		500				500
Repaint Interior	S9TH-019	2		1,500				1,500
Overhaul Pump #1	SCC-001	2		3,000				3,000
Overhaul Pump #2	SCC-002	2		3,000				3,000

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Overhaul Check Valve #1	SCC-003	2		1,000				1,000
Overhaul Check Valve #2	SCC-004	2		1,000				1,000
Replace SCADA network switch	SCC-015	2	300					300
Replace APC Batteries	SCC-016	2	250					250
Shop Air Compressor Replacement	SEQ-001	2			1,700			1,700
Overhaul Pump #1	SHP-001	2				3,000		3,000
Overhaul Pump #2	SHP-002	2				3,000		3,000
Overhaul Check Valve #1	SHP-003	2				1,500		1,500
Overhaul Check Valve #2	SHP-004	2				1,500		1,500
Replace Motor Starter #1	SHP-005	2				3,500		3,500
Replace Motor Starter #2	SHP-006	2				3,500		3,500
Replace Level Sensor #1	SHP-009	2				1,500		1,500
Replace Level Sensor #2	SHP-010	2				1,500		1,500
Replace PLC	SHP-011	2				3,500		3,500
Replace Radio & Antennae	SHP-012	2				2,500		2,500
Replace Pump Controller	SHP-013	2				2,500		2,500
Replace Alarm Dialer	SHP-014	2				2,500		2,500
Replace SCADA Network Switch	SHP-015	2	500					500
Replace SCADA APC Batteries	SHP-016	2	500					500
Replace APC Batteries	SHP-017	2	500					500
Overhaul Pump #1	SOM-001	2			2,500			2,500
Overhaul Pump #2	SOM-002	2			2,500			2,500
Overhaul Pump #3	SOM-003	2			2,500			2,500
Overhaul Check Valve #1	SOM-004	2			1,500			1,500
Overhaul Check Valve #2	SOM-005	2			1,500			1,500
Overhaul Check Valve #3	SOM-006	2			1,500			1,500
Replace SCADA Network Switch	SOM-018	2	500					500
Replace APC Batteries	SOM-019	2	500					500
Replace SCADA APC Batteries	SOM-020	2	500					500
Overhaul Pump #1	SRW-001	2	2,500					2,500
Overhaul Pump #2	SRW-002	2	2,500					2,500
Overhaul Check Valve #1	SRW-003	2	2,500					2,500
Overhaul Check Valve #2	SRW-004	2	2,500					2,500
Replace SCADA Network Switch	SRW-015	2	500					500
Replace APC Batteries	SRW-016	2	500					500
Influent Chemical System Rebuild	STP-004	2		2,000				2,000
Grinder Replacement	STP-005	2				25,000		25,000
Headworks Equipment Replacement	STP-006	2					10,000	10,000
East Lagoon Monitoring Equipment Replacement	STP-007	2					10,000	10,000
Chlorine Pump Replacement	STP-010	2				1,500		1,500
Dechlorination Pump Replacement	STP-011	2				1,500		1,500
Chlorine Transfer Pump Replacement	STP-012	2				1,500		1,500
Effluent Monitoring Equipment Replacement	STP-015	2				10,000		10,000
Effluent Chlorine Monitor Probe Replacement	STP-016	2			1,000			1,000
Lab Equipment Replacement	STP-018	2				15,000		15,000
Sewer Capital Fund Total			86,871	64,813	174,376	107,588	75,403	509,051

Streets Capital Fund

Clam Shell Bucket Replacement	HDE-004-A	2	408					408
Broom Replacement	HDE-004-C	2	850					850
Dozer Blade Replacement	HDE-004-D	2					2,210	2,210
Auger Replacement	HDE-004-E	2					1,190	1,190
Sprayer Replacement	HDE-004-F	2					340	340
Spreader Replacement	HDE-004-G	2					850	850

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Excavator Replacement	HDE-005	2					34,000	34,000
Mower Replacement	HDE-007	2	5,000					5,000
12 ft Tilt Deck Trailer Replacement	HDE-007-A	2	1,500					1,500
Dump Truck #1 Replacement	HDV-002	2	4,950					4,950
Jeep Replacement	LDV-006	2			3,750			3,750
Generator #1 Replacement	MEQ-001	2			1,000			1,000
Generator #2 Replacement	MEQ-002	2				1,000		1,000
Generator #3 Replacement	MEQ-003	2					1,000	1,000
Generator #1 Replacement	MEQ-004	2			500			500
Generator #2 Replacement	MEQ-005	2				500		500
Hot Saw #1	MEQ-009	2			400			400
Hot Saw #2	MEQ-010	2				400		400
Hot Saw #3	MEQ-011	2					400	400
String Trimmer Replacement	MEQ-015	2					500	500
Backpack Blower #1	MEQ-024	2			374			374
Backpack Blower #2	MEQ-025	2				374		374
Backpack Blower #3	MEQ-026	2					374	374
Stihl Kombi System Replacement	MEQ-028	2		1,000				1,000
Hedge Trimmer Replacement	MEQ-029	2				100		100
Pressure Washer Replacement	MEQ-030	2				500		500
Surface Washer Replacement	MEQ-030-A	2	100					100
Walk Behind Mower Replacement	MEQ-031	2			125			125
Jumping Jack Replacement	MEQ-034	2			100			100
Diesel Plate Compactor	MEQ-035	2			500			500
Laser Level	MEQ-043	2					340	340
Portable Welder Replacement	PTEQ-005	2					1,000	1,000
Trailer Mounted Air Compressor	PTEQ-006	2					5,000	5,000
Chipper Replacement	PTEQ-008	2			24,000			24,000
Director's PC Replacement	PWIT-001	2			300			300
Superintendent PC Replacement	PWIT-002	2					300	300
Technician PC Replacement	PWIT-003	2					300	300
Utility PC Replacement	PWIT-004	2		300				300
File Server Replacement	PWIT-005	2			500			500
Director Laptop Replacement	PWIT-006	2					375	375
Utility Billing PC Replacement	PWIT-009	2					60	60
Minutes Laptop Replacement	PWIT-015	2		375				375
Wireless Access Point, Old Shop	PWIT-019	2			186			186
Wireless Access Point, New Shop	PWIT-020	2		186				186
NAS Replacement	PWIT-021	2					500	500
Shop Air Compressor Replacement	SEQ-001	2			1,650			1,650
Streets Capital Fund Total			12,808	1,861	33,385	2,874	48,739	99,667

Water Capital Fund

Rebuild ARV #1	DWPS-010	1			500			500
Rebuild ARV #2	DWPS-011	1			500			500
Rebuild ARV #3	DWPS-012	1			500			500
Rebuild ARV #4	DWPS-013	1			500			500
Rebuild ARV #5	DWPS-014	1			500			500
Rebuild ARV #6	DWPS-015	1			500			500
Replace SCADA Computer	DWPS-022	1	1,500					1,500
Paint Interior	DWPS-024	3		3,500				3,500
Repaint Exterior	DWPS-025	3		2,500				2,500
Clam Shell Bucket Replacement	HDE-004-A	2	396					396
Broom Replacement	HDE-004-C	2	825					825

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Dozer Blade Replacement	HDE-004-D	2					2,145	2,145
Auger Replacement	HDE-004-E	2					1,155	1,155
Sprayer Replacement	HDE-004-F	2					330	330
Spreader Replacement	HDE-004-G	2					825	825
Excavator Replacement	HDE-005	2					33,000	33,000
Mower Replacement	HDE-007	2	2,500					2,500
12 ft Tilt Deck Trailer Replacement	HDE-007-A	2	750					750
Dump Truck #1 Replacement	HDV-002	2	4,950					4,950
Service Truck Replacement	HDV-006	2				17,500		17,500
Jeep Replacement	LDV-006	2			3,750			3,750
Hot Saw #1	MEQ-009	2			800			800
Hot Saw #2	MEQ-010	2				800		800
Hot Saw #3	MEQ-011	2					800	800
Backpack Blower #1	MEQ-024	2			188			188
Backpack Blower #2	MEQ-025	2				188		188
Backpack Blower #3	MEQ-026	2					188	188
Stihl Kombi System Replacement	MEQ-028	2		1,000				1,000
Hedge Trimmer Replacement	MEQ-029	2				100		100
Pressure Washer Replacement	MEQ-030	2				500		500
Surface Washer Replacement	MEQ-030-A	2	100					100
Walk Behind Mower Replacement	MEQ-031	2			125			125
Jumping Jack Replacement	MEQ-034	2			450			450
Diesel Plate Compactor	MEQ-035	2			2,250			2,250
2in Trash Pump #1	MEQ-036	2					275	275
2in Trash Pump #2	MEQ-037	2					275	275
3in Trash Pump #1	MEQ-040	2					375	375
3in Trash Pump #2	MEQ-041	2					375	375
3in Trash Pump #3	MEQ-042	2					375	375
Laser Level	MEQ-043	2					330	330
Pipe Saw Replacement	MEQ-044	2			500			500
Portable Welder Replacement	PTEQ-005	2					1,000	1,000
Trailer Mounted Air Compressor	PTEQ-006	2					5,000	5,000
Chipper Replacement	PTEQ-008	2			3,000			3,000
Director's PC Replacement	PWIT-001	2			300			300
Superintendent PC Replacement	PWIT-002	2					300	300
Technician PC Replacement	PWIT-003	2					300	300
Utility PC Replacement	PWIT-004	2		300				300
File Server Replacement	PWIT-005	2			500			500
Director Laptop Replacement	PWIT-006	2					375	375
WTP Operator PC Replacement	PWIT-008	2			1,200			1,200
Utility Billing PC Replacement	PWIT-009	2					480	480
Treatment PC Replacement	PWIT-010	2			600			600
WTP PC Replacement	PWIT-011	2		1,200				1,200
Meter Laptop Replacement	PWIT-012	2				1,500		1,500
Drive Laptop Replacement	PWIT-013	2		750				750
Minutes Laptop Replacement	PWIT-015	2		375				375
Wireless Access Point, Old Shop	PWIT-019	2			188			188
Wireless Access Point, New Shop	PWIT-020	2		188				188
NAS Replacement	PWIT-021	2					500	500
Shop Air Compressor Replacement	SEQ-001	2			1,650			1,650
EST-N - Clean and Inspect Tank	STG-002	3	2,500					2,500
Clean & Inspect Tank	STG-008	2	3,500					3,500
GST-1 - Clean & Inspect Tank	STG-015	2	2,000					2,000
GST-2 - Clean & Inspect Tank	STG-018	2	5,000					5,000
Replace Chlorine Analyzer	STG-019	2					5,000	5,000

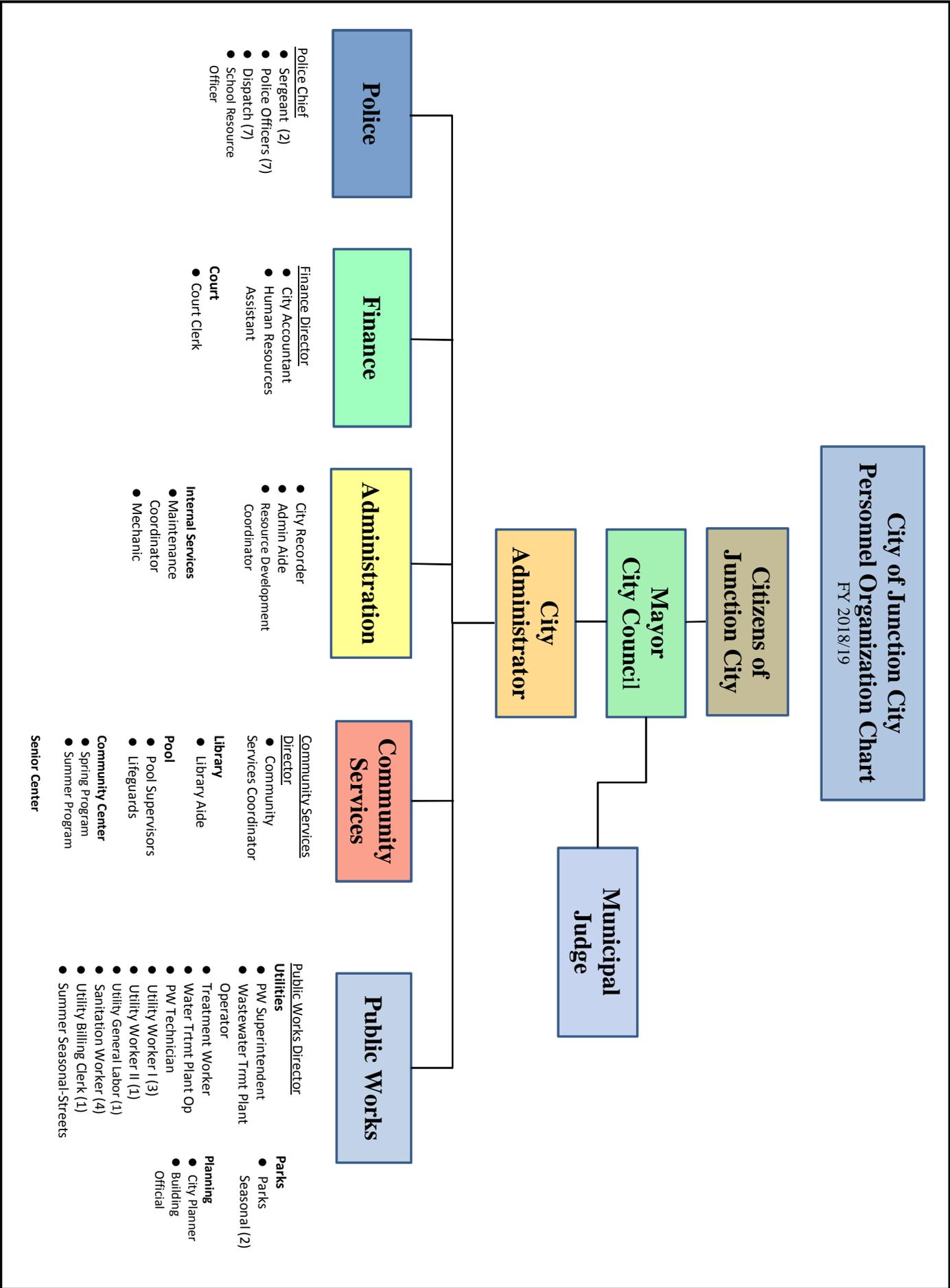
Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Inspect Well Pump & Casing	W11TH-001	2			6,000			6,000
Repaint Interior	W11TH-008	3			1,000			1,000
Repaint Exterior	W11TH-009	3			1,000			1,000
Inspect Well Pump and Casing	W13TH-001	2		3,500				3,500
Rebuild Air Release Valve	W13TH-004	2		500				500
Inspect Well Pump & Casing	W3RD-001	2				4,500		4,500
Chemical Pump Replacement	W3RD-004	2	1,500					1,500
Rebuild ARV	W3RD-005	2					500	500
Replace SCADA Network Switch	W3RD-015	2	750					750
Paint Interior	W3RD-018	2		2,000				2,000
Paint Exterior	W3RD-019	2		2,000				2,000
Inspect Well Pump & Casing	W5TH-001	2				4,500		4,500
Rebuild Air Release Valve	W5TH-004	2				500		500
Replace SCADA Network Switch	W5TH-011	2				750		750
Paint Interior	W5TH-014	2				1,000		1,000
Inspect Well Pump & Casing	W8TH-001	2		4,500				4,500
Rebuild Air Release Valve	W8TH-004	2			500			500
Replace Network Switch	W8TH-011	2	750					750
Paint Interior	W8TH-014	2		1,000				1,000
Paint Exterior	W8TH-015	2		1,000				1,000
Rebuild ARV - Ivy Street Bridge	WM-001	2	500					500
Paint Interior, 8th & Front Well	WM-006	2				500		500
Paint Exterior, 8th & Front Well	WM-007	2				500		500
Filter A - Replace Actuator #1	WTP-001	2					750	750
Filter A - Replace Actuator #2	WTP-002	2					750	750
Filter A - Replace Actuator #3	WTP-003	2					750	750
Filter A - Replace Actuator #4	WTP-004	2			750			750
Filter A - Replace Actuator #5	WTP-005	2			750			750
Filter A - Replace Actuator #6	WTP-006	2			750			750
Filter A - Replace Valve #1	WTP-007	2			750			750
Filter A - Replace Valve #2	WTP-008	2			750			750
Filter A - Replace Valve #3	WTP-009	2			750			750
Filter A - Replace Valve #4	WTP-010	2			750			750
Filter A - Replace Valve #5	WTP-011	2			750			750
Filter A - Replace Valve #6	WTP-012	2			750			750
Filter A - Replace Inlet Pressure Sensor	WTP-013	2			350			350
Filter A - Replace Outlet Pressure Sensor	WTP-014	2			350			350
Filter A - Rebuild Pressure Regulator Valve	WTP-015	2	4,500					4,500
Filter A - Rebuild Air Release Valve	WTP-016	2		750			750	1,500
Filter B - Replace Actuator #1	WTP-018	2				750		750
Filter B - Replace Actuator #2	WTP-019	2				750		750
Filter B - Replace Actuator #3	WTP-020	2				750		750
Filter B - Replace Actuator #4	WTP-021	2				750		750
Filter B - Replace Actuator #5	WTP-022	2				750		750
Filter B - Replace Actuator #6	WTP-023	2				750		750
Filter B - Replace Valve #1	WTP-024	2				750		750
Filter B - Replace Valve #2	WTP-025	2				750		750
Filter B - Replace Valve #3	WTP-026	2				750		750
Filter B - Replace Valve #4	WTP-027	2				750		750
Filter B - Replace Valve #5	WTP-028	2				750		750
Filter B - Replace Valve #6	WTP-029	2				750		750
Filter B - Replace Inlet Pressure Sensor	WTP-030	2				350		350
Filter B - Replace Outlet Pressure Sensor	WTP-031	2				350		350
Filter B - Rebuild Pressure Regulator Valve	WTP-032	2	4,500					4,500
Filter B - Rebuild Air Release Valve	WTP-033	2		750			750	1,500

Source	Project #	Priority	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Filter C - Replace Actuator #1	WTP-035	2					750	750
Filter C - Replace Actuator #2	WTP-036	2					750	750
Filter C - Replace Actuator #3	WTP-037	2					750	750
Filter C - Replace Actuator #4	WTP-038	2					750	750
Filter C - Replace Actuator #5	WTP-039	2					750	750
Filter C - Replace Actuator #6	WTP-040	2					750	750
Filter C - Replace Valve #1	WTP-041	2					750	750
Filter C - Replace Valve #2	WTP-042	2					750	750
Filter C - Replace Valve #3	WTP-043	2					750	750
Filter C - Replace Valve #4	WTP-044	2					750	750
Filter C - Replace Valve #5	WTP-045	2					750	750
Filter C - Replace Valve #6	WTP-046	2					750	750
Filter C - Replace Inlet Pressure Sensor	WTP-047	2					350	350
Filter C - Replace Outlet Pressure Sensor	WTP-048	2					350	350
Filter C - Rebuild Pressure Regulator Valve	WTP-049	2		4,500				4,500
Filter C - Rebuild Air Release Valve	WTP-050	2		750			750	1,500
Filter D - Rebuild Pressure Regulator Valve	WTP-066	2			4,500			4,500
Filter D - Rebuild Air Release Valve	WTP-067	2		750			750	1,500
Replace Air Compressor	WTP-069	2				2,500		2,500
Replace Seperator	WTP-070	2				1,500		1,500
Replace Air Lines	WTP-071	2	150		150		150	450
Rebuild Chemical Pump #1	WTP-075	2	250	250	250	250	250	1,250
Rebuild Chemical Pump #2	WTP-076	2	250	250	250	250	250	1,250
Rebuild Injectors	WTP-079	2	250	250	250	250	250	1,250
Rebuild Regeneration Pump	WTP-080	2	250	250	250	250	250	1,250
Replace Regeneration Pump	WTP-081	2				2,500		2,500
Replace Regen Tubing	WTP-082	2	250		250		250	750
Replace Benchtop Turbidimeter	WTP-083	2				2,500		2,500
Replace Spectrophotometer #1	WTP-084	2				2,500		2,500
Replace Spectrophotometer #2	WTP-085	2				1,500		1,500
Replace Raw Water pH Probe	WTP-086	2	350	350	350	350	350	1,750
Replace Finished Water pH Probe	WTP-087	2	350	350	350	350	350	1,750
Rebuild Chlorine Probe #1	WTP-088	2	150	150	150	150	150	750
Rebuild Chlorine Probe #2	WTP-089	2	150	150	150	150	150	750
Replace Chlorine Probe #1	WTP-090	2	1,250					1,250
Replace Chlorine Probe #2	WTP-091	2	1,250					1,250
Rebuild Iron Analyzer	WTP-092	2	500	500	500	500	500	2,500
Rebuild Manganese Analyzer	WTP-094	2	500	500	500	500	500	2,500
Replace WTP Computer	WTP-098	2	1,250					1,250
Replace Touch Screen Monitor	WTP-099	2				3,500		3,500
Water Capital Fund Total			43,671	34,813	42,351	62,038	72,253	255,126
GRAND TOTAL			422,700	434,750	358,850	329,000	492,250	2,037,550





**City of Junction City
Personnel Organization Chart
FY 2018/19**





City of Junction City
 FTE By Department - Adopted
 FY18/19

Departments	Adopted FY13/14	Adopted FY14/15	Adopted FY15/16	Adopted FY16/17	Adopted FY17/18	Budget FY18/19	Change
Finance	3.000	2.000	2.000	3.000	3.000	3.000	-
Court	1.500	1.375	1.000	1.000	1.000	1.000	-
Admin	2.000	2.750	3.750	2.000	3.000	4.000	1.000
Planning	1.000	1.500	2.000	2.000	2.000	2.000	-
Community Services	1.000	1.750	1.750	2.000	2.000	2.000	-
Parks	1.000	1.000	1.000	1.000	1.000	0.200	(0.800)
Library	1.680	1.680	1.680	1.680	1.680	0.680	(1.000)
Police	16.000	17.000	17.000	14.000	17.000	17.000	-
Water	4.980	4.445	4.945	4.945	5.315	5.360	0.045
Sewer	5.080	4.625	5.125	5.125	5.595	5.520	(0.075)
Sanitation	4.245	4.350	4.350	4.350	4.500	4.300	(0.200)
Streets	0.695	0.580	0.580	0.580	0.590	0.620	0.030
Internal Services	0.000	2.000	2.000	2.000	2.000	2.000	-
Senior Center	1.325	1.000	1.000	1.000	1.000	-	(1.000)
Total	43.505	46.055	48.180	44.680	49.680	47.680	(2.000)

Key to Changes - FY18/19

- Administration: Resource Development Coordinator added
- Planning & Building: Building Official added (End of FY17/18)
- Parks: Parks Lead not funded for FY18/19, Utility Worker allocated 20%
- Library: Library position not funded for FY18/19
- Public Works: No change in total, 20% of 1 Utility Worker allocated to Parks
- Public Works: 2nd Utility Billing Clerk changed to a Utility General Labor position
- Senior Center: Admin Aide not funded for FY18/19
- Police: School Resource Officer changed to seasonal position
- Police: Current FTE for School Resource Officer included as a Patrol Officer

Temporary/Seasonal/Intermittent Positions - FY18/19

- Pool staff The pool has 13 employees working at 30 to 40 hours weekly for approximately 13 weeks.
- Parks Parks - 2 seasonal position (May - Sept) 25 hours/week
- Summer Camp and Spring Break programs 3 part time staff working approximately 35 hours per week for 10.5 weeks.
- Streets summer help 2 summer seasonal positions
- Court Court staffing includes one part time Court Bailiff position for 6 hours/week
- Police Temporary dispatch budgeted at 8 hours/week

City of Junction City
 Allocated Personnel Services by Department and Fund
 FY18/19 - Adopted

	Finance	Court	Admin	Planning	Library	Water	Sewer	Sanitation	Streets
Wages & Benefits									
Direct Wages	128,300	51,800	303,500	151,200	30,400	292,500	298,800	196,200	38,400
Wages - Overtime	2,000	600	1,200	-	1,000	16,600	17,000	5,300	4,800
FICA	10,000	4,000	23,300	11,600	2,400	23,700	24,200	15,500	3,300
Pension - PERS	29,600	12,100	75,200	36,000	8,500	68,200	69,500	39,400	7,300
Workers' Compensation	300	400	800	2,600	300	9,000	9,300	9,200	1,600
Insurance Benefits	44,000	18,500	104,000	44,200	18,500	134,500	131,500	94,700	15,700
Unemployment Taxes	3,200	1,900	7,900	3,200	1,200	8,200	8,500	6,800	1,200
Total Wages & Benefits	217,400	89,300	515,900	248,800	62,300	552,700	558,800	367,100	72,300

	Senior Center	Pool	Parks	Community Center	Police	Internal Services	CS Admin	TOTAL
Wages & Benefits								
Direct Wages	-	65,900	25,200	21,000	1,155,300	116,700	102,900	2,978,100
Wages - Overtime	-	1,100	1,300	700	62,000	1,500	-	115,100
FICA	-	5,200	2,100	1,700	93,200	9,100	7,900	237,200
Pension - PERS	-	-	1,800	2,500	281,300	27,700	19,900	679,000
Workers' Compensation	1,300	2,100	900	800	34,200	2,100	300	75,200
Insurance Benefits	-	-	5,100	-	378,700	44,000	50,700	1,084,100
Unemployment Taxes	-	2,700	1,000	900	27,400	3,200	3,200	80,500
Total Wages & Benefits	1,300	77,000	37,400	27,600	2,032,100	204,300	184,900	5,249,200

City of Junction City									
All Wages and Benefits									
FY2018/19									
POSITION	FTE	Annual Salary & Benefits	Finance	Court	Admin	Planning	Library	Water	Sewer
ADMINISTRATION:									
City Administrator	1.00	163,358	-	-	163,358	-	-	-	-
City Recorder	1.00	87,181	-	-	87,181	-	-	-	-
Admin Aide IV	1.00	89,814	-	-	89,814	-	-	-	-
Resource Development Coordinator	1.00	88,367	-	-	88,367	-	-	-	-
Budgeted Regular FTEs	4.00								
FINANCE:									
Finance Director	1.00	122,166	122,166	-	-	-	-	-	-
Accountant	1.00	88,309	88,309	-	-	-	-	-	-
Human Resources Assistant	1.00	79,344	-	-	79,344	-	-	-	-
Budgeted Regular FTEs	3.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	79,162	-	79,162	-	-	-	-	-
Temp & Part Time - Bailiff & Security	--	9,124	-	9,124	-	-	-	-	-
Budgeted Regular FTEs	1.00								
PLANNING:									
Planner	1.00	102,896	-	-	-	102,896	-	-	-
Building Official	1.00	145,545	-	-	-	145,545	-	-	-
Budgeted Regular FTEs	2.00								
PUBLIC WORKS:									
Public Works Director	1.00	144,337	-	-	-	-	-	64,952	64,952
Public Works Superintendent	1.00	124,070	-	-	-	-	-	55,832	55,832
Wastewater Treatment Plant Operator	1.00	109,523	-	-	-	-	-	-	109,523
Utility Worker I	1.00	87,578	-	-	-	-	-	39,410	39,410
Sanitation Worker	1.00	88,661	-	-	-	-	-	-	-
Sanitation Worker	1.00	81,846	-	-	-	-	-	-	-
Sanitation Worker	1.00	77,964	-	-	-	-	-	-	-
Treatment Worker	1.00	92,322	-	-	-	-	-	46,161	46,161
Sanitation Worker	1.00	82,774	-	-	-	-	-	-	-
Water Treatment Plant Operator	1.00	116,368	-	-	-	-	-	116,368	-
Utility Worker I	1.00	85,608	-	-	-	-	-	32,531	30,819
Special Programs Coordinator	1.00	89,375	-	-	-	-	-	40,219	40,219
Utility Worker I	1.00	89,470	-	-	-	-	-	36,683	43,840
Utility Worker I	1.00	87,979	-	-	-	-	-	39,591	39,591
Summer Temporary Help - Street(2 Positions)		8,639	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	1.00	67,725	-	-	-	-	-	25,058	31,831
Utility General Labor	1.00	64,430	-	-	-	-	-	28,994	28,994
Budgeted Regular FTEs	16.00								
INTERNAL SERVICES									
Maintenance Coordinator	1.00	99,558	-	-	-	-	-	-	-
Mechanic	1.00	100,656	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
COMMUNITY SERVICES									
Community Services Director	1.00	98,909	-	-	-	-	-	-	-
Community Services Coordinator	1.00	85,231	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	16,672	-	-	-	-	-	-	-
Summer Program Lead (1)	-	8,630	-	-	-	-	-	-	-
Spring Break Program Lead	-	593	-	-	-	-	-	-	-
Spring Break Camp Leader	-	515	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
LIBRARY:									
Admin Aide III - Library	0.68	60,390	-	-	-	-	60,390	-	-
Budgeted Regular FTEs	0.68								
POOL									
Pool Supervisor (3)	-	25,931	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	25,477	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	24,027	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
PARKS									
Parks Seasonal - 2	-	18,482	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
POLICE									
Police Chief	1.00	153,420	-	-	-	-	-	-	-
Police Sergeant	1.00	149,449	-	-	-	-	-	-	-
Police Sergeant	1.00	139,949	-	-	-	-	-	-	-
Police Officer	1.00	94,425	-	-	-	-	-	-	-
Police Officer	1.00	98,902	-	-	-	-	-	-	-
Police Officer	1.00	132,614	-	-	-	-	-	-	-
Police Officer	1.00	118,937	-	-	-	-	-	-	-
Police Officer	1.00	120,924	-	-	-	-	-	-	-
Police Officer	1.00	111,803	-	-	-	-	-	-	-
Police Officer	1.00	108,889	-	-	-	-	-	-	-
School Resource Officer		40,060	-	-	-	-	-	-	-
Communications Officer	1.00	99,063	-	-	-	-	-	-	-
Communications Officer	1.00	98,710	-	-	-	-	-	-	-
Communications Officer	1.00	80,906	-	-	-	-	-	-	-
Communications Officer	1.00	101,729	-	-	-	-	-	-	-
Communications Officer	1.00	80,665	-	-	-	-	-	-	-
Communications Officer	1.00	87,241	-	-	-	-	-	-	-
Communications Officer	1.00	103,933	-	-	-	-	-	-	-
Temp & Part Time - Dispatch	--	14,710	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00								
	47.68	5,055,335	210,475	88,286	508,063	248,441	60,390	525,798	531,171

City of Junction City									
All Wages and Benefits									
FY2018/19									
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Comm Ser Admin
ADMINISTRATION:									
City Administrator	-	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-	-
Admin Aide IV	-	-	-	-	-	-	-	-	-
Resource Development Coordinator	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	-	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-	-
Human Resources Assistant	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Temp & Part Time - Bailiff & Security	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PLANNING:									
Planner	-	-	-	-	-	-	-	-	-
Building Official	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	7,217	7,217	-	-	-	-	-	-	-
Public Works Superintendent	6,204	6,204	-	-	-	-	-	-	-
Wastewater Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	8,758	-	-	-	-	-	-	-
Sanitation Worker	88,661	-	-	-	-	-	-	-	-
Sanitation Worker	81,846	-	-	-	-	-	-	-	-
Sanitation Worker	77,964	-	-	-	-	-	-	-	-
Treatment Worker	-	-	-	-	-	-	-	-	-
Sanitation Worker	82,774	-	-	-	-	-	-	-	-
Water Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	5,136	-	17,122	-	-	-	-	-
Special Programs Coordinator	4,469	4,469	-	-	-	-	-	-	-
Utility Worker I	-	8,947	-	-	-	-	-	-	-
Utility Worker I	-	8,798	-	-	-	-	-	-	-
Summer Temporary Help - Street(2 Positi	-	8,639	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	10,159	677	-	-	-	-	-	-	-
Utility General Labor	-	6,443	-	-	-	-	-	-	-
Budgeted Regular FTEs									
INTERNAL SERVICES									
Maintenance Coordinator	-	-	-	-	-	-	-	99,558	-
Mechanic	-	-	-	-	-	-	-	100,656	-
Budgeted Regular FTEs									
COMMUNITY SERVICES									
Community Services Director	-	-	-	-	-	-	-	-	98,909
Community Services Coordinator	-	-	-	-	-	-	-	-	85,231
Summer Camp Leaders (3)	-	-	-	-	-	16,672	-	-	-
Summer Program Lead (1)	-	-	-	-	-	8,630	-	-	-
Spring Break Program Lead	-	-	-	-	-	593	-	-	-
Spring Break Camp Leader	-	-	-	-	-	515	-	-	-
Budgeted Regular FTEs									
LIBRARY:									
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Supervisor (3)	-	-	25,931	-	-	-	-	-	-
Pool Lifeguard (5)	-	-	25,477	-	-	-	-	-	-
Pool Lifeguard (5)	-	-	24,027	-	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks Seasonal - 2	-	-	-	18,482	-	-	-	-	-
Budgeted Regular FTEs									
POLICE									
Police Chief	-	-	-	-	-	-	153,420	-	-
Police Sergeant	-	-	-	-	-	-	149,449	-	-
Police Sergeant	-	-	-	-	-	-	139,949	-	-
Police Officer	-	-	-	-	-	-	94,425	-	-
Police Officer	-	-	-	-	-	-	98,902	-	-
Police Officer	-	-	-	-	-	-	132,614	-	-
Police Officer	-	-	-	-	-	-	118,937	-	-
Police Officer	-	-	-	-	-	-	120,924	-	-
Police Officer	-	-	-	-	-	-	111,803	-	-
Police Officer	-	-	-	-	-	-	108,889	-	-
School Resource Officer	-	-	-	-	-	-	40,060	-	-
Communications Officer	-	-	-	-	-	-	99,063	-	-
Communications Officer	-	-	-	-	-	-	98,710	-	-
Communications Officer	-	-	-	-	-	-	80,906	-	-
Communications Officer	-	-	-	-	-	-	101,729	-	-
Communications Officer	-	-	-	-	-	-	80,665	-	-
Communications Officer	-	-	-	-	-	-	87,241	-	-
Communications Officer	-	-	-	-	-	-	103,933	-	-
Temp & Part Time - Dispatch	-	-	-	-	-	-	14,710	-	-
Budgeted Regular FTEs									
	359,292	65,287	75,435	35,603	-	26,410	1,936,330	200,214	184,140

City of Junction City									
All Wages - FY2018-19									
POSITION	FTE	Annual Salary	Finance	Court	Admin	Planning	Library	Water	Sewer
ADMINISTRATION:									
City Administrator	1.00	100,821	-	-	100,821	-	-	-	-
City Recorder	1.00	56,549	-	-	56,549	-	-	-	-
Admin Aide IV	1.00	46,614	-	-	46,614	-	-	-	-
Resource Development Coordinator	1.00	48,336	-	-	48,336	-	-	-	-
Budgeted Regular FTEs	4.00								
FINANCE:									
Finance Director	1.00	74,811	74,811	-	-	-	-	-	-
Accountant	1.00	50,534	50,534	-	-	-	-	-	-
Human Resources Assistant	1.00	46,607	-	-	46,607	-	-	-	-
Budgeted Regular FTEs	3.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	43,782	-	43,782	-	-	-	-	-
Temp & Part Time - Bailiff & Security		7,950	-	7,950	-	-	-	-	-
Budgeted Regular FTEs	1.00								
PLANNING:									
Planner	1.00	65,056	-	-	-	65,056	-	-	-
Building Official	1.00	86,047	-	-	-	86,047	-	-	-
Budgeted Regular FTEs	2.00								
PUBLIC WORKS:									
Public Works Director	1.00	86,059	-	-	-	-	-	38,727	38,727
Public Works Superintendent	1.00	74,811	-	-	-	-	-	33,665	33,665
Wastewater Treatment Plant Operator	1.00	64,993	-	-	-	-	-	-	64,993
Utility Worker I	1.00	45,288	-	-	-	-	-	20,380	20,380
Sanitation Worker	1.00	46,855	-	-	-	-	-	-	-
Sanitation Worker	1.00	46,855	-	-	-	-	-	-	-
Sanitation Worker	1.00	43,921	-	-	-	-	-	-	-
Treatment Worker	1.00	50,429	-	-	-	-	-	25,214	25,214
Sanitation Worker	1.00	42,405	-	-	-	-	-	-	-
Water Treatment Plant Operator	1.00	64,993	-	-	-	-	-	64,993	-
Utility Worker I	1.00	45,288	-	-	-	-	-	17,209	16,304
Special Programs Coordinator	1.00	49,125	-	-	-	-	-	22,106	22,106
Utility Worker I	1.00	46,879	-	-	-	-	-	19,220	22,971
Utility Worker I	1.00	46,879	-	-	-	-	-	21,096	21,096
Summer Temporary Help - Street(2 Positions)		7,542	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	1.00	34,872	-	-	-	-	-	12,903	16,390
Utility General Labor	1.00	29,315	-	-	-	-	-	13,192	13,192
Budgeted Regular FTEs	16.00								
Internal Services									
Maintenance Coordinator	1.00	58,836	-	-	-	-	-	-	-
Mechanic	1.00	56,639	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
COMMUNITY SERVICES									
Community Services Director	1.00	56,549	-	-	-	-	-	-	-
Community Services Coordinator	1.00	45,928	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	13,774	-	-	-	-	-	-	-
Summer Program Lead (1)	-	6,431	-	-	-	-	-	-	-
Spring Break Program Lead	-	419	-	-	-	-	-	-	-
Spring Break Camp Leader	-	361	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
LIBRARY:									
Admin Aide III - Library	0.68	30,203	-	-	-	-	30,203	-	-
Budgeted Regular FTEs	0.68								
POOL									
Pool Supervisor (3)	-	22,626	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	22,230	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	20,963	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
PARKS									
Parks Seasonal - 2	-	16,054	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
POLICE									
Police Chief	1.00	98,936	-	-	-	-	-	-	-
Police Sergeant	1.00	88,938	-	-	-	-	-	-	-
Police Sergeant	1.00	82,057	-	-	-	-	-	-	-
Police Officer	1.00	50,192	-	-	-	-	-	-	-
Police Officer	1.00	58,556	-	-	-	-	-	-	-
Police Officer	1.00	76,744	-	-	-	-	-	-	-
Police Officer	1.00	70,773	-	-	-	-	-	-	-
Police Officer	1.00	69,819	-	-	-	-	-	-	-
Police Officer	1.00	63,087	-	-	-	-	-	-	-
Police Officer	1.00	63,331	-	-	-	-	-	-	-
School Resource Officer		36,269	-	-	-	-	-	-	-
Communications Officer	1.00	58,107	-	-	-	-	-	-	-
Communications Officer	1.00	63,844	-	-	-	-	-	-	-
Communications Officer	1.00	46,883	-	-	-	-	-	-	-
Communications Officer	1.00	57,638	-	-	-	-	-	-	-
Communications Officer	1.00	46,699	-	-	-	-	-	-	-
Communications Officer	1.00	46,514	-	-	-	-	-	-	-
Communications Officer	1.00	59,331	-	-	-	-	-	-	-
Temp & Part Time - Dispatch		10,600	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00								
	47.68	2,952,946	125,345	51,732	298,927	151,103	30,203	288,704	295,036

City of Junction City									
All Wages - FY2018-19									
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Comm Ser Admin
ADMINISTRATION:									
City Administrator	-	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-	-
Admin Aide IV	-	-	-	-	-	-	-	-	-
Resource Development Coordinator	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	-	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-	-
Human Resources Assistant	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Temp & Part Time - Bailiff & Security	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PLANNING:									
Planner	-	-	-	-	-	-	-	-	-
Building Official	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	4,303	4,303	-	-	-	-	-	-	-
Public Works Superintendent	3,741	3,741	-	-	-	-	-	-	-
Wastewater Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	4,529	-	-	-	-	-	-	-
Sanitation Worker	46,855	-	-	-	-	-	-	-	-
Sanitation Worker	46,855	-	-	-	-	-	-	-	-
Sanitation Worker	43,921	-	-	-	-	-	-	-	-
Treatment Worker	-	-	-	-	-	-	-	-	-
Sanitation Worker	42,405	-	-	-	-	-	-	-	-
Water Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	2,717	-	9,058	-	-	-	-	-
Special Programs Coordinator	2,456	2,456	-	-	-	-	-	-	-
Utility Worker I	-	4,688	-	-	-	-	-	-	-
Utility Worker I	-	4,688	-	-	-	-	-	-	-
Summer Temporary Help - Street(2 Positio	-	7,542	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	5,231	349	-	-	-	-	-	-	-
Utility General Labor	-	2,931	-	-	-	-	-	-	-
Budgeted Regular FTEs									
Internal Services									
Maintenance Coordinator	-	-	-	-	-	-	-	58,836	-
Mechanic	-	-	-	-	-	-	-	56,639	-
Budgeted Regular FTEs									
COMMUNITY SERVICES									
Community Services Director	-	-	-	-	-	-	-	-	56,549
Community Services Coordinator	-	-	-	-	-	-	-	-	45,928
Summer Camp Leaders (3)	-	-	-	-	-	13,774	-	-	-
Summer Program Lead (1)	-	-	-	-	-	6,431	-	-	-
Spring Break Program Lead	-	-	-	-	-	419	-	-	-
Spring Break Camp Leader	-	-	-	-	-	361	-	-	-
Budgeted Regular FTEs									
LIBRARY:									
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Supervisor (3)	-	-	22,626	-	-	-	-	-	-
Pool Lifeguard (5)	-	-	22,230	-	-	-	-	-	-
Pool Lifeguard (5)	-	-	20,963	-	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks Seasonal - 2	-	-	-	16,054	-	-	-	-	-
Budgeted Regular FTEs									
POLICE									
Police Chief	-	-	-	-	-	-	98,936	-	-
Police Sergeant	-	-	-	-	-	-	88,938	-	-
Police Sergeant	-	-	-	-	-	-	82,057	-	-
Police Officer	-	-	-	-	-	-	50,192	-	-
Police Officer	-	-	-	-	-	-	58,556	-	-
Police Officer	-	-	-	-	-	-	76,744	-	-
Police Officer	-	-	-	-	-	-	70,773	-	-
Police Officer	-	-	-	-	-	-	69,819	-	-
Police Officer	-	-	-	-	-	-	63,087	-	-
Police Officer	-	-	-	-	-	-	63,331	-	-
School Resource Officer	-	-	-	-	-	-	36,269	-	-
Communications Officer	-	-	-	-	-	-	58,107	-	-
Communications Officer	-	-	-	-	-	-	63,844	-	-
Communications Officer	-	-	-	-	-	-	46,883	-	-
Communications Officer	-	-	-	-	-	-	57,638	-	-
Communications Officer	-	-	-	-	-	-	46,699	-	-
Communications Officer	-	-	-	-	-	-	46,514	-	-
Communications Officer	-	-	-	-	-	-	59,331	-	-
Temp & Part Time - Dispatch	-	-	-	-	-	-	10,600	-	-
Budgeted Regular FTEs									
	195,767	37,944	65,819	25,111	-	20,986	1,148,318	115,475	102,476

City of Junction City
 Volunteer Hours by Department
 Calendar years 2013-2017

In addition to paid staff members, the City received 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 for the following volunteer hours for calendar years 2013 through 2017.

Department:	2013	2014	2015	2016	2017
Administration/City Hall	424	819	547	362	441
Finance	319	248	173	168	134
Planning	223	106	240	108	117
Community Center	3,603	2,239	2,298	1,243	824
Parks	35	38	38	-	-
Library	408	552	469	474	454
Police	2,535	2,429	1,672	1,770	30
Public Works	614	546	299	304	215
Senior Center	14,349	12,015	11,646	10,024	9,234
Total Volunteer Hours	22,510	18,992	17,382	14,453	11,449
Total FTE Equivalent	11	9	8	7	6

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. Property tax revenue received from the County is allocated to the general government operating departments within the City. Operating departments that receive an allocation of property taxes are the Police, Court, Non-departmental, Building & Planning and Community Services departments. The allocation percentages are reviewed annually by Council and confirmed by motion for the following budget year. It is anticipated that Council review will be completed in November of each year.^(g)
- l. 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.

Scope: The provisions of this Investment Policy shall apply to all investable funds of the City of Junction City, except for deferred compensation fund assets, pension fund assets, and assets of restricted trust and escrow funds. Included under the provisions of this Policy are financial assets of general operating funds, enterprise funds, special revenue funds and any other funds not specifically excluded which are recognized in the City's Annual Financial Report.

Except for restricted and excluded funds and special accounts, all excess cash shall be pooled into one account for investment purposes. The net investment income derived from the pooled investment account shall be allocated pro-rata to the contributing funds based upon their average cash balances and in accordance with generally accepted accounting principles.

Objectives: The City's funds shall be invested in accordance with all applicable City, State and Federal regulations, and in a manner designed to accomplish the following objectives, in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet all operating requirements that are reasonably anticipated.
3. Attainment of a market value rate of return throughout economic and fiscal cycles.

Collateralization: All bank deposits, time deposits, certificates of deposit, and savings accounts held in bank depositories, which exceed the amounts insured by one or more agencies of the United States Government shall be collateralized in accordance with the provisions of ORS Chapter 295.

Per Oregon Revised Statutes Chapter 295, it is the responsibility of the State Treasurer to insure that public funds are collateralized appropriately by the public depositories holding the deposits.

Authorized investments: State of Oregon Local Government Investment Pool organized pursuant to ORS 294.805 through 294.895. ⁽ⁱ⁾

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 – Community Services Funds

Measurement of the Community Center Fund and Viking Sal Senior Fund ending balances will occur annually on June 30th. The minimum targeted unassigned fund balances shall be no less than 15% 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.^(f)

11. 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)

12. Contingency – General Government Departments

The City will appropriate in its budget an amount for contingency in each general government department and division of not less than 2% of expenditures.^(h)

13. Contingency – General Contingency

The City will appropriate in its budget, an amount for a general contingency in the General Fund of not less than 2% of the estimated property taxes revenue to be received in the fiscal year.^(h)

- (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
- (f) Adopted: October 13, 2015
- (g) Adopted: October 11, 2016
- (h) Adopted: January 10, 2017
- (i) Adopted: May 9, 2017

Update: 5/9/2017



GLOSSARY

Accrual Basis:	Method of accounting recognizing transactions when they occur without regard toward cash flow timing.
Actual:	Actual, as used in the fund summaries, revenue summaries and department summaries within the budget document, represents the actual costs results of operations.
Adopted Budget:	Adopted, as used in the fund summaries and department summaries within the budget document, represents the final budget adopted by the City Council. The adopted budget becomes effective July 1 st . Subsequent to adoption, Council may make changes throughout the year.
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.
Assets:	Resources having a monetary value and that are owned or held by an entity
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. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a cost of \$5,000 or more per item; and (3) be a new acquisition or improvement. Replacement or repair parts are classified under materials and services. Capital Outlay is one type of expenditure appropriation included in the 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 budgetary amount for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution.
Debt Service Fund:	A fund established to account for payment of general long-term debt principal and interest.
Department:	A single division or combination of divisions of the City headed by a manager with a specific and unique set of goals and objectives (i.e. Police, Fire, Financial Services, etc).
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.
Encumbrance:	Amount of money committed and set aside, but not yet expended, for the purchase of goods and services

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 with all costs supported predominantly by user fees. Examples of enterprise funds are those for water, sewer, and garbage.
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.
Five-Year Financial Forecast:	An estimation of revenues and expenses required by the City to operate for the next five-year period.
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:	Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are Police, Building and Planning, Parks, Library, Administration, Court, Finance, and any other activity for which a special fund has not been created.
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: Expendable items purchased for delivery of city services. This classification includes supplies, dues, printing, repairs, small tools acquisitions, and contract services that are not of a capital nature.

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.

Non-Operating Budget: Part of the budget composed of debt service, interfund loans, capital outlay, contingencies, and unappropriated ending fund balances.

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. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it represents the full force and effect of the law within the boundaries of the municipality to which it applies.

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.

Includes the compensation paid to employees plus the City's contribution for employee benefits such as retirement, social security, health and dental insurance, and workers' compensation costs.

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.

User Fees: Charges for services to the specific entity or group who directly benefit.