

City of Junction City Oregon Municipal Budget



**Fiscal Year 2019 / 20
Adopted**

Table of Contents

(1) Table of Contents

(2) Introduction

- Budget Committee 1
- City at a Glance 2
- Budget Message..... 5
- Calendar 8
- Budget Process 10
- Citizen Involvement..... 12
- City Overview..... 13
- Basis of Budgeting 17
- Capital Expenditure Funding 18
- Financial Planning Flowchart 19

(3) Budget Summary

Financial Trends

- Operating Budgeted Revenue & Expenditures 23
- Property Taxes and PERS 24
- Reserve and Ending Fund Balances 26
- General Fund Comparative Reports 28
- Five Year Forecast Assumptions 32

Budget Summaries

- Summary of All Funds..... 35
- Revenue Charts 36
- Fund Organizational Structure and Descriptions 41
- Major Revenue Budget Assumptions 45

Table of Contents

Budget Summary by Fund and Type	48
Budget Matrix – All Appropriations.....	50
Current Debt Obligation	52
Budget Transfers Schedule	53

(4) Budget by Funds & Departments

General Fund Summary	59
General Fund Five Year Forecast	60
Finance	61
Court.....	68
Administration.....	75
Non-Departmental	83
Building	85
Police	92
Police Capital Projects Fund	
Special Police Programs Fund	
Community Services	
Community Center	110
Viking Sal Senior Center	117
Pool	124
Library	132
Community Services Administration.....	140
Community Services Capital Projects.....	142
Parks	
Parks Fund.....	145
Parks Capital Projects Fund	
Park System Development Fund	

Table of Contents

Water Department	156
Water Fund	
Water Capital Projects Fund	
Water System Development Fund	
Sewer Department	170
Sewer Fund	
Sewer Capital Projects Fund	
Sewer System Development Fund	
Sanitation Department	182
Sanitation Fund	
Sanitation Capital Projects Fund	
Streets Department	190
Streets Fund	
Streets Capital Projects Fund	
Streets System Development Fund	
Bike Path Reserve Fund	
Prairie Road Street Improvement Fund	
Public Works Administration	203
Internal Services Fund	210
Internal Services Capital Projects Fund	
Other Funds	217
Capital Projects Fund	
State Revenue Sharing	
Health Insurance Fund	
Community Development Revolving Loan Fund	
Building Replacement Reserve Fund	
Closed Funds	225
Administrative Vehicle & Equipment Fund	

Table of Contents

Building Reserve Fund	
Computer Equipment Reserve Fund	
Library Equipment Reserve Fund	
Park & Pool Equipment Reserve Fund	
PW Building/Yard Reserve	
Sanitation Equipment Reserve Fund	
Sewer Equipment Reserve Fund	
Sewer Ratepayer Assistance Fund	
Streets Equipment Reserve Fund	
Water Equipment Reserve Fund	
(5) Capital Expenditure Plan	239
(6) Personnel Services	
Organization Chart.....	255
FTE by Department	257
Personnel Summary by Department	258
Wages & Benefits by Position, Department and Fund	260
Wages by Position, Department and Fund	262
Volunteer Hours by Department	264
(7) Fiscal Policies	265
(8) Glossary	271

CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2019-20

Mayor

Mark Crenshaw

Councilors

Andrea Ceniga
Bill DiMarco
John Gambia
Dale Rowe
Rob Stott
Sandie Thomas

Citizens

Katy Brady
Beverly Ficek
James Hukill
Austin Lee
Kara McDaniel
Jack Sumner
Kenneth Wells

City Administrator/Budget Officer

Jason Knope

City at a Glance

City Information

Incorporated	1872
Form of Government	Council/Administrator
Tax Rate (per \$1,000)	\$6.44
Total Budget	\$14,779,000

Demographics

Major Industries	RV manufacturfring, farming, health services, auto & RV sales, wood products, food mfg
Area in square miles	2.52

Utilities Service Statistics

Number of water customers	2,300
Cubic feet annual water consumption	116,367
Water lines	40 Miles
Fire Hydrants	145
Number of sewer pump stations	10
Sewer treatment lagoons	50 acres
Sanitation accounts serviced	2,223

Community Center

Programs: kids summer camp, adult classes,
senior workshops, kids spring break camp

Library

Visits	16,000
Circulation	29,461

Parks

Number of parks	9
Parks & Open Spaces	35 Acres

Swimming Pool

Operates June through August

Senior Center

Meals provided to seniors	6,000
Programs: Workshops, cooking classes, social activities, nutrician program	

Public Safety

Sworn officers	8
Dispatch officers	6
Court: charges processed (2018)	1,175
Jail cells	2

Streets

Miles of roads maintained	40
Number of drainage catch basins	150
Storm water lines	10 Miles

Building Inspection Services

Building Inspections - Annual	1,661
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Planning

Land use applications	27
City development, annexations, zoning, transportation planning, ordinance development.	

Debt

General obligation debt	0
Revenue bonds debt	0
Inter-fund loans (June 30, 2019)	578,200

Population Demographics

Population (7/1/18 Estimate)	6,125
Voting age population	4,067
65 years and over	801
Under 18 years	1,650
Median age	35.1
Average family income	\$53,163
Unemployment Rate (Lane Co)	4.50%

Housing

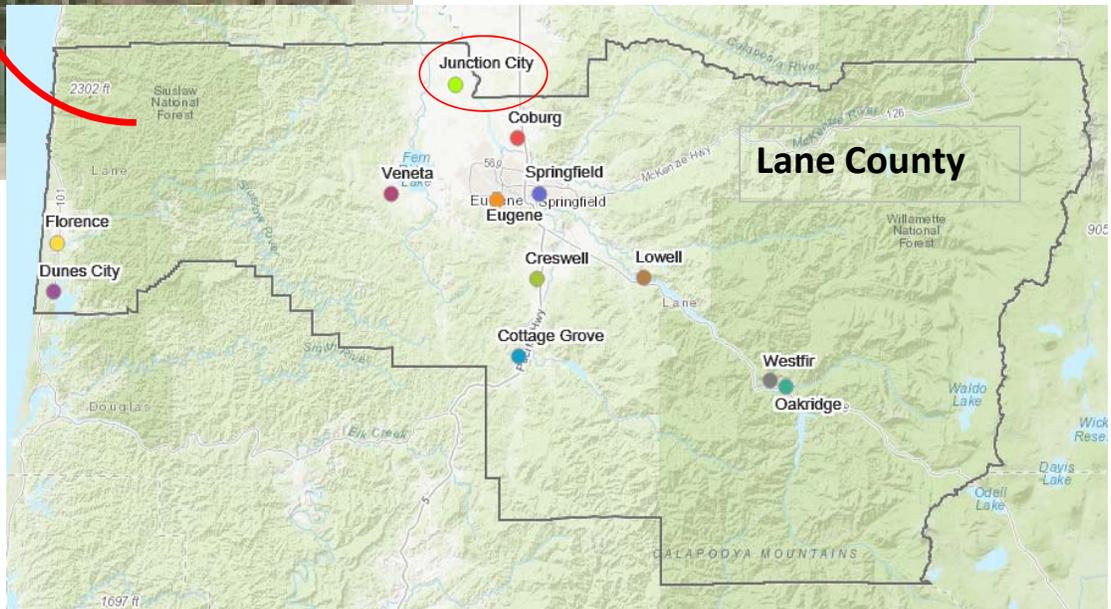
Total housing units	2,219
% owner occupied	56.5%
Median value of owner-occupied	\$185,600
Average household size	2.62

Education (persons over 25)

High School graduates	90.3%
Bachelor degree or higher	19.9%

Population Estimates as of June 30th	Year	Population
	2018	6,125
	2017	6,075
	2016	6,010
	2015	5,870
	2014	5,620
	2013	5,550
	2012	5,445
	2011	5,445
2010	5,430	

Top Employers for Tax Year 2018	Approx. Employees
Oregon State Hospital	422
Guaranty Chevrolet	400
Winnebago	250
Junction City School District	194
Cosmos Creations	75



Top 10 Taxpayers for Tax Year 2018

Taxpayer	Tax Amount	Assessed Value	Market Value
WINNEBAGO INDUSTRIES INC	202,121	12,081,190	13,136,516
MID-VALLEY PROPERTIES OF OREGON LLC	116,859	7,029,942	9,696,779
ACTA LTD	88,471	5,252,185	9,130,288
SAFEWAY INC	72,458	4,364,839	4,985,221
LOCHMEAD DAIRY INC	63,877	4,170,405	4,170,405
FC RANGER RE JUNCTION CITY (OR) LLC	63,632	3,923,019	3,923,019
4 HIM FOOD GROUP LLC	62,550	9,433,989	10,138,819
CENTURYLINK	62,509	3,853,000	3,853,000
ACTA LIMITED PARTNERSHIP	59,029	3,563,549	5,401,163
GUARANTY CHEVROLET CO	51,985	3,127,320	4,750,000

The assessed valuation for the City was \$451,158,896 in fiscal year 18/19 which was \$28,329,565 or 6.7% higher than the fiscal year 17/18 assessed valuation of \$422,289,331.

Schedule of Junction City Assessed Property Values

Tax Year	Assessed Value	% Increase
FY09/10	313,434,166	5.31%
FY10/11	323,759,745	3.29%
FY11/12	334,911,619	3.44%
FY12/13	341,615,210	2.00%
FY13/14	355,651,839	4.11%
FY14/15	373,274,586	4.96%
FY15/16	389,861,960	4.44%
FY16/17	405,319,439	3.96%
FY17/18	422,829,331	4.32%
FY18/19	451,158,896	6.70%
FY19/20	469,205,252	4.00% Estimated

CITY OF JUNCTION CITY

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

April 11, 2019

Honorable Mayor Crenshaw
City Councilors
Budget Committee
Citizens of Junction City

As City Administrator for the City of Junction City, it is my pleasure to present the proposed Fiscal Year 2019-2020 budget for the City of Junction City. This proposed budget is submitted, as required by Oregon Law. We are excited to be able to maintain a fiscally responsible budget, while continuing to provide the quality of public services our citizens have come to enjoy and expect from the City.

Budget Overview

The approach utilized in crafting the budget did not significantly change from the previous year. All General Fund departments continue to operate within the funds available to them from the “bucket” system.

The proposed budget for FY2019-20 has a combined operating and capital expenditure budget totaling \$14.978 million. This represents an increase of \$1,749,000 or 13.2 % from the current year budget.

The Personnel Services budget for 2019-20 is \$5.6 million. This is 5.7% higher than the current budget. It is important to note that Personnel Services costs make up 64.3% of the General Fund budget.

Materials and Services (M&S) expenses are those expenses incurred during the normal course of conducting the business of the City. Items included in this category are professional contract services, supplies, utilities, and property and liability insurance. The total net M&S expenses for the proposed budget for the General Fund are \$1.4 million, a 0.5% increase from the current year budget.

Strategic Goals and Strategies

This proposed budget reflects the changing economic and political environment in which we operate and more importantly, anticipates that this environment will continue for the foreseeable future. With that in mind, there were several key principles used to develop this proposed budget. These principles are:

- Continued focus of using General Fund “buckets” – Departments continue to focus on expanding revenue sources and minimizing expenses.
- Invest in Infrastructure Maintenance – As much as this budget is for one year, it was created with the idea that our normal operational costs do not exceed our normal operational revenue. For staff, this means that identified transfers in the Capital Expenditure Plan are fully funded. Also, some departments were able to put additional cash reserves away for use in future years.
- Aligns with City Financial Policies – The City has adopted financial policies to guide management in making sound budgetary and financial decisions. With very few exceptions, staff has adhered to these policies completely.

Short-term Organizational Factors

While there were no significant problems in creating the proposed budget, there are some key concerns that need to be highlighted for the immediate short-term horizon.

The first is the continued sustainability of the Planning and Building departments. Development activity continues to be stronger than projected, but there is certainly the expectation of an eventual cooling-off as demand slows and developable land within the City continues to shrink.

The second concern relates to the continued reallocation of the franchise fees to the Street Capital Fund. With the proposed budget, 30% is now being allocated to the Fund. At this point, this additional 10% is starting to have an impact on various departmental budgets. With an additional 20% expected to be allocated within the next two fiscal years, the level of impact is anticipated to be worse and could affect service delivery levels.

The third concern relates to the possible need for additional resources within the Police Department to maintain service levels and be able to expand to keep up with growth. In the proposed budget, it is not an issue yet but needs to be closely monitored going forward.

The proposed budget funds a total workforce of 51.25 Full Time Equivalent (FTE) positions, an increase of 7.5% from the current workforce. The following is a summary of personnel changes in the proposed budget.

- Removal of the Community Services Director position
- Removal of the Community Services Coordinator position
- Removal of the City Planner Position
- Removal of two (2) Parks Seasonal positions
- Removal of a Public Works Utility Laborer position
- Addition of a 0.75 FTE Community Center Aide position
- Addition of a 0.75 FTE Senior Center Aide position

- Increasing the Library Aide position from 0.68 FTE to 1.0 FTE
- Addition of a Planning Technician position
- Addition of two (2) Parks & Open Spaces laborer positions
- Addition of three (3) Public Works Utility Worker positions

Total Personnel Services costs are budgeted to increase 5.7% between the current year budget and the proposed budget. Key personnel services' cost increases in this proposed budget are as follows:

- Insurance costs are budgeted to increase 14%
- PERS rates are scheduled to increase 19%
- The proposed budget includes a 2% for AFSCME employees, 2.5% increase for Police Department Employees, and 2% for non-represented employees.

Priorities and Issues

This proposed budget provides funding for a number of significant projects and programs within our community that are important to highlight in this budget message.

- *Parks & Open Spaces Division* – This budget creates and funds a Parks & Open Spaces division. The intent of this division is to provide more labor and resources to better maintain the City's parks and storm water systems.
- *Community Services Reorganization* – In this budget, the Community Services Department is being reorganized to redirect funding from management related positions to front line service delivery positions.
- *Planning Department Reorganization* – In this budget, the Planning Department is being reorganized to address funding related issues and to better integrate the department within Public Works.

Conclusion

Junction City continues to be a financially sound organization. We rely on diverse revenue sources and have healthy fund balances. Our staff do an outstanding job in handling their respective department budgets and expenditures and I applaud them for their efforts. Our challenges remain the same – keep our priorities balanced in the face of rising costs and uncertain revenues. This proposed budget presents a spending plan that reflects the priorities and policies of the City.

Respectfully Submitted,

Jason F. Knope
City Administrator

City of Junction City
Budget Calendar
FY2019/20

December - January	Finance Department Budget Preparations
December 11th	Budget Officer appointed by Council
December 11th	Budget Committee appointments by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 21st	Submit Budget Committee Meeting Notices to Newspaper
March 21st	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
March 28th	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
March 28th	Publish Notice of Public Hearing on Uses of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 11th	Submit Notice of Public Hearing on Uses of State Revenue (Council) to Newspaper
April 11th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 18th	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
FY2019/20

April 18th	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of States Revenue Sharing
April 25th	Budget Committee Meeting (3rd)
May 2nd	Budget Committee Meeting (4th)
May 14th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 16th	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 23rd	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 11th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2019/20 Budget
July 5th	Submit LB50 (Impose Taxes) to County Assessor
July 15th	Prepare and Distribute Adopted Budget Document
July 19th	Submit Budget Document to County

CITY OF JUNCTION CITY

The Budget Process

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

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

After all Council committees have had a chance to review and comment on the proposed budget for their respective City departments, the Budget Officer presents the proposed budget to the Budget Committee and a listing of any committee recommended changes. The Budget Committee consists of the Mayor, City Councilors, and an equal number of citizens with three-year 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 48-hour notice.

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

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

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

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

Location:

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

Recreation:

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

History:

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

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

The City was also located a day’s journey from Portland by steam locomotive, making it an ideal place to locate refueling and roundhouse facilities. By 1871, the railroad was complete from

Portland to Eugene, and by 1873 crews had extended the line to Roseburg. The first train from San Francisco to Portland went through Junction City in December 1887.

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

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

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

After World War II, Junction City's economy focused on agriculture, logging and timber production. There were four sawmills and a plywood plant. The 1980s and 1990s saw reduction and downsizing in the timber industry, which caused businesses to close and jobs to be lost all across the Northwest. Many small mills shut down, such as WTD Junction City Lumber Company (Larson, Clark and Powell Lumber Company). An estimated 90 mill jobs were lost due to the shut downs and many loggers lost their jobs as well.

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

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

For the past several years, the City has been preparing for the addition of a new State prison campus and new State Mental Health Hospital. Preparations 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.

Basis of Budgeting

All funds are budgeted using the modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets, and liabilities resulting from cash transactions, adjusted for modifications, that have substantial support in generally accepted accounting principles.

Only cash (and cash equivalents) and items that involve the receipt or disbursement of cash (or cash equivalents) during the period are recognized, except for the following modifications:

- (1) Interfund receivables and payables that arise from transactions and events involving cash or cash equivalents are recognized;
- (2) Assets that normally convert to cash or cash equivalents (e.g. certificates of deposit, marketable investments, and receivable resulting from loans) that arise from transactions and events involving cash or cash equivalents are recognized; and
- (3) Liabilities for cash (or cash equivalents) held on behalf of others, held in escrow, or received in advance of being earned or meeting eligibility requirements are recognized.

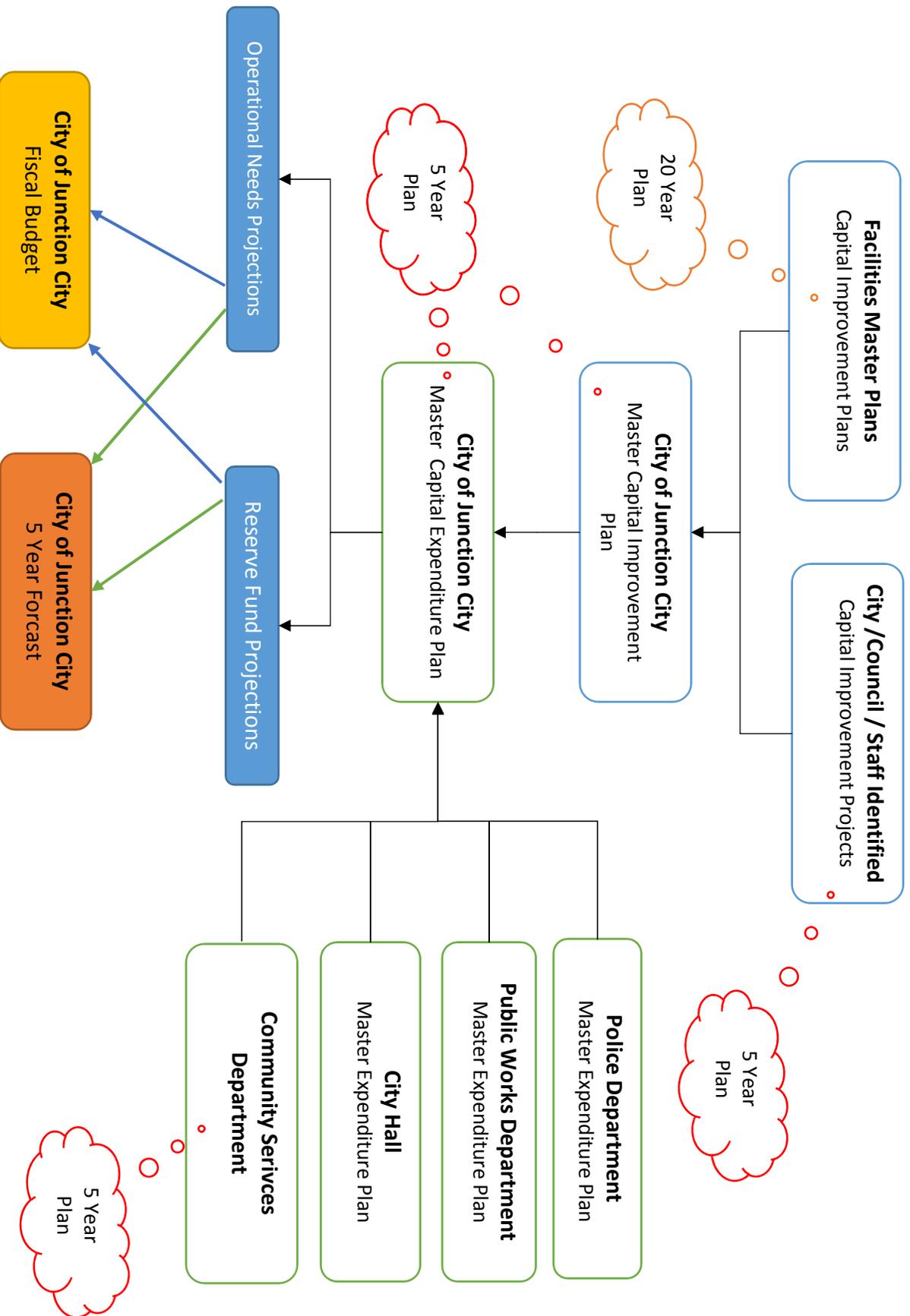
The basis for the City's audited year-end financial statements is also the modified cash basis of accounting.

Capital Expenditure Funding

The City's Capital Expenditure Plan (CEP) defines capital needs and the funding of those items for the next 20 years. The CEP lists all capital expenditures for the City by department and function. Each operating department has a capital project fund as part of that department's accounting/fund structure. These funds are used to make all capital expenditures for the department and hold the reserve balances for the department's future capital needs as defined by each department's individual CEP. The CEP also defines as part of the funding plan the required departmental contribution over the CEP planning period. These contributions are budgeted as "transfers to capital project fund" in each operating fund.

Significant nonrecurring capital expenditures are accounted and budgeted in one of the Capital Project Funds and funded from the reserves in those funds.

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

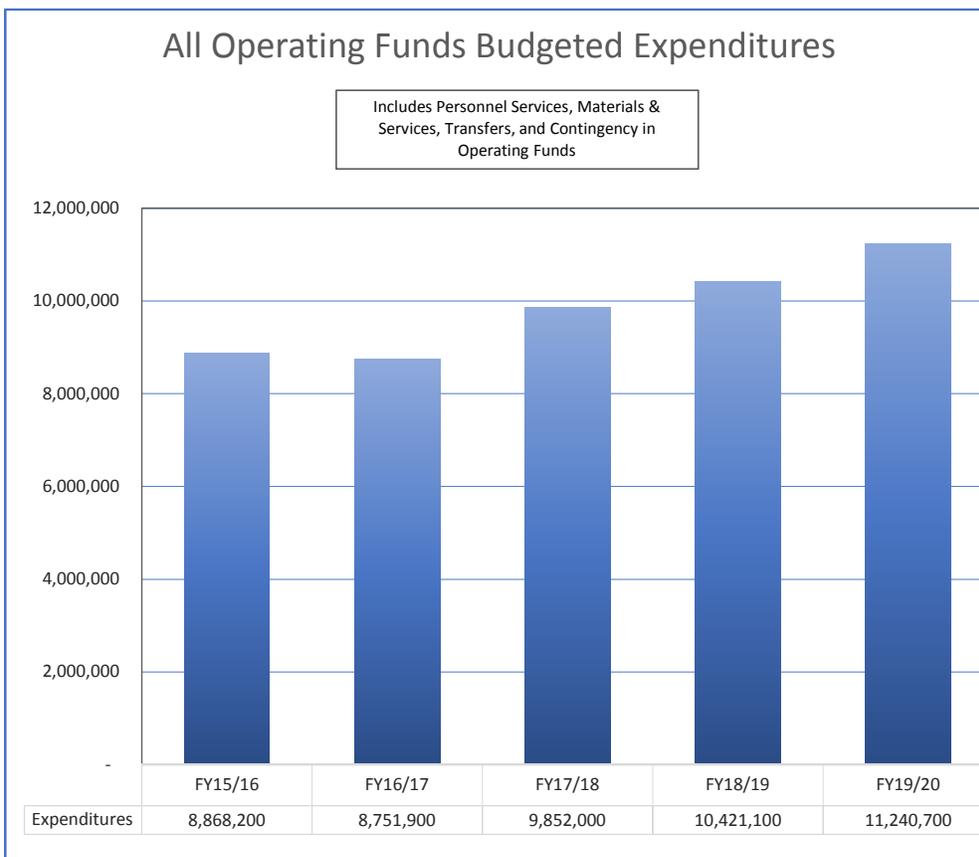
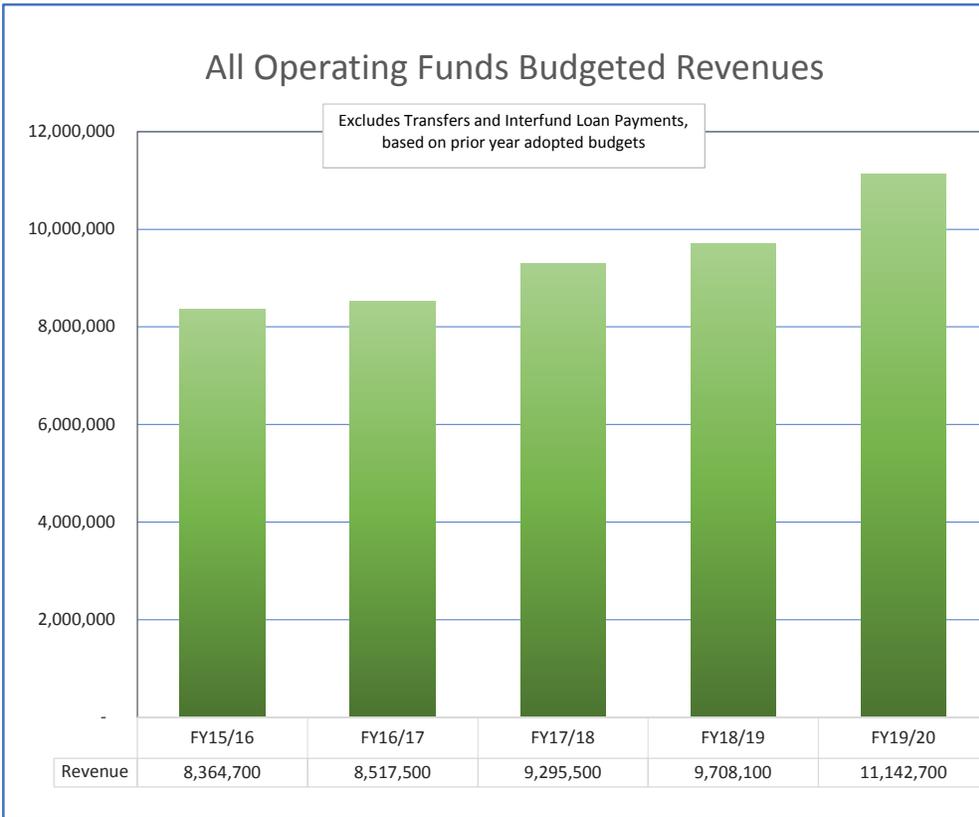
This plan is a collection of all of the Council approved Capital Improvement Projects.

Review Process

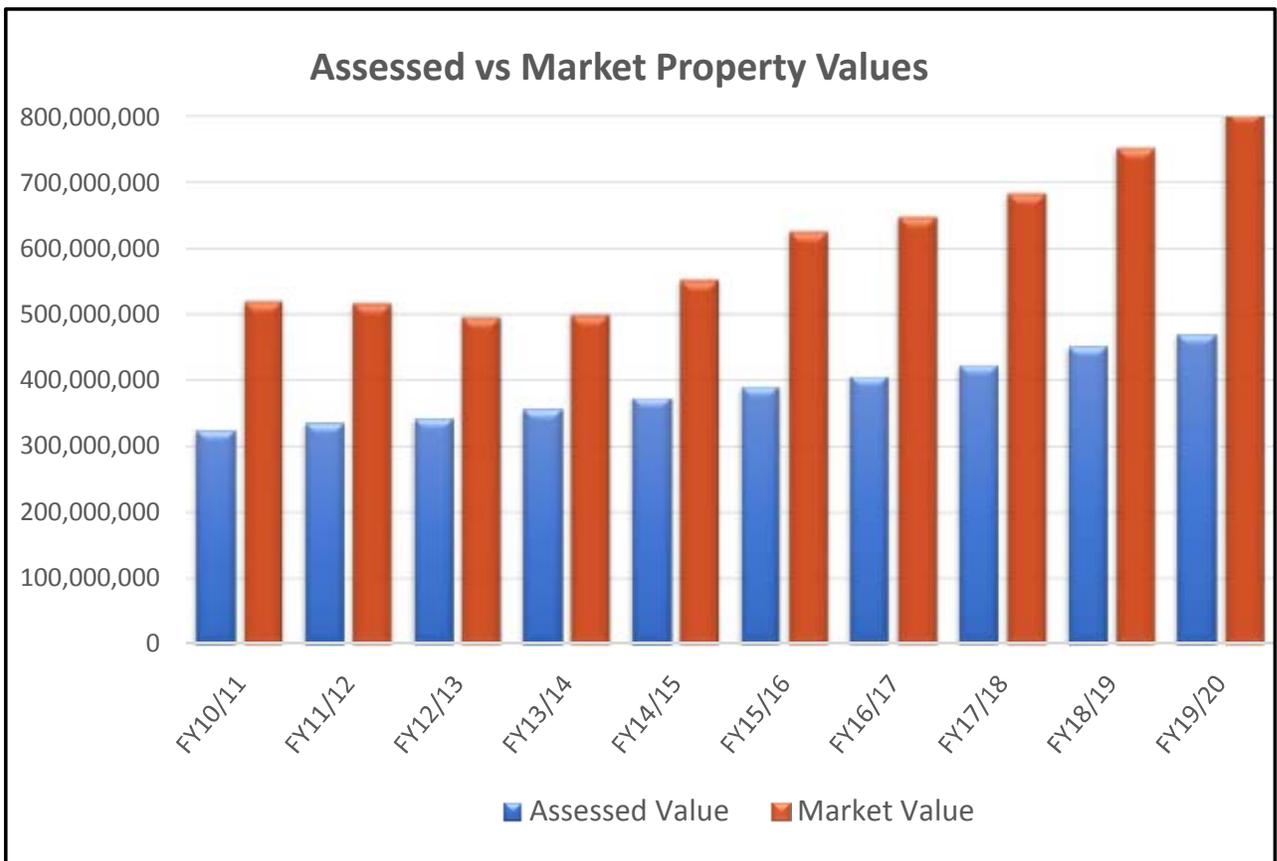
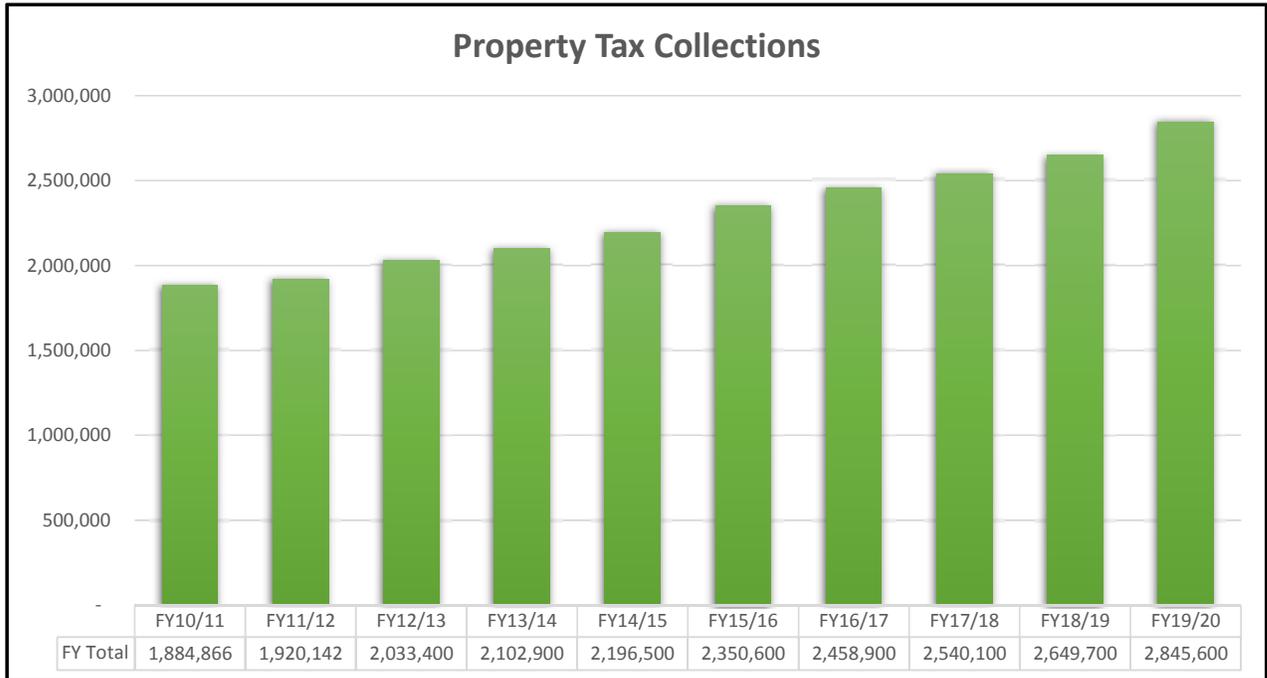
None. Only Council approved plans are included.

Operating Funds Budgeted Revenue - 5 Years	23
Operating Funds Budgeted Expenditures - 5 Years	23
Property Tax Collections - 10 Years	24
Property Taxes: Assessed vs Market Property Values - 10 years	24
Public Employees Retirement System Projected Rates	25
Public Employees Retirement System Projected Contributions	25
General Fund Ending Balances – 8 years	26
Reserve & Ending Fund Balances for All Funds - 8 years	26
General Fund Budget Summary – 10 years	28
General Fund Actual Results – 10 years	30
Five Year Forecast Assumptions	32

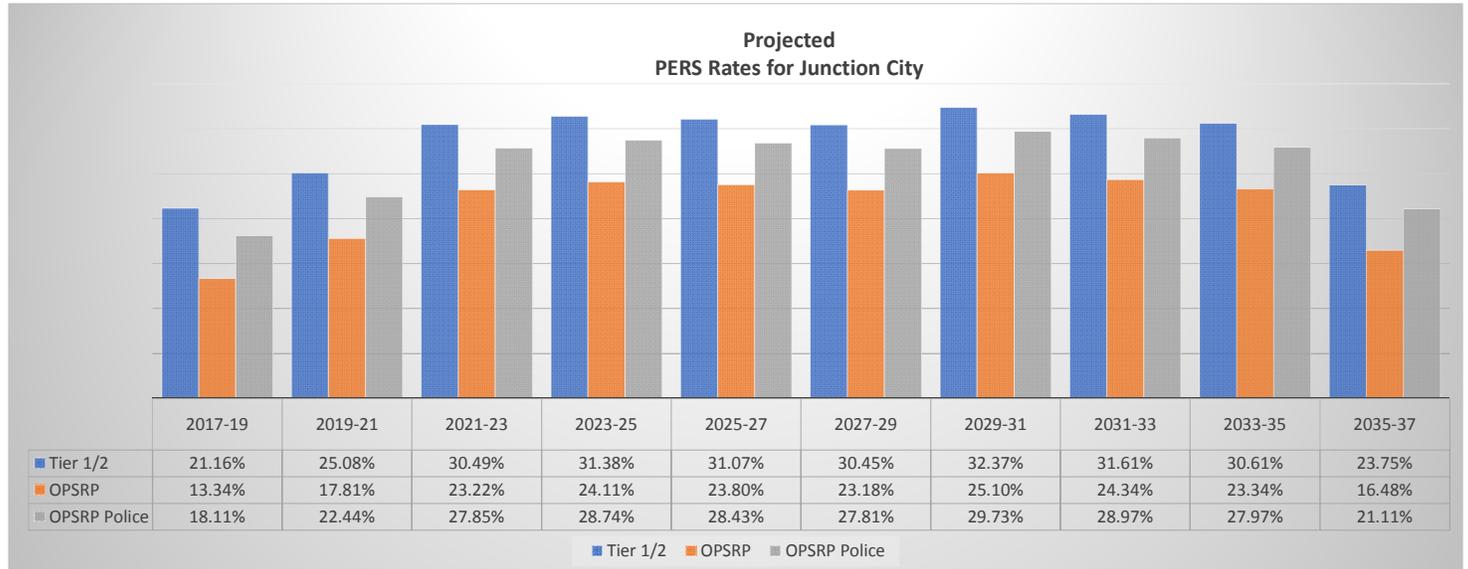




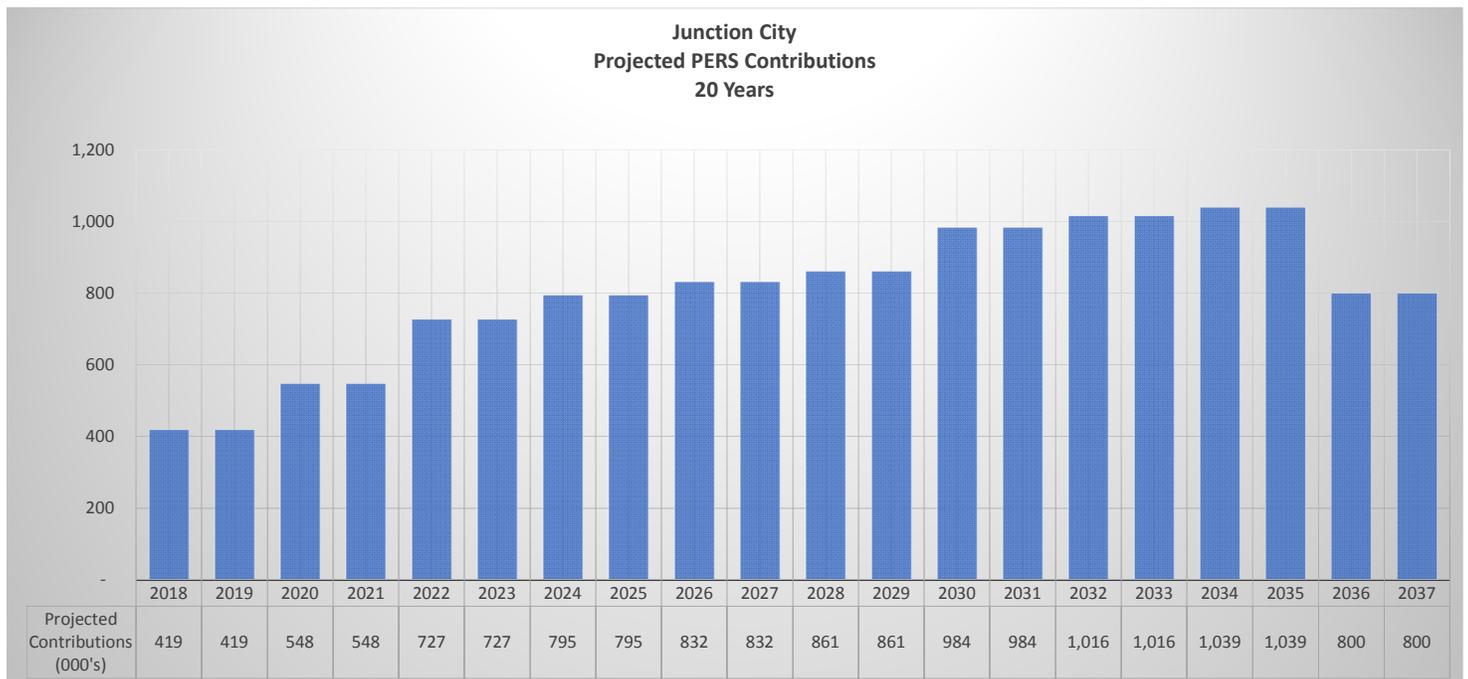
FINANCIAL TRENDS



Oregon Public Employees Retirement System Projected Rates and Contributions

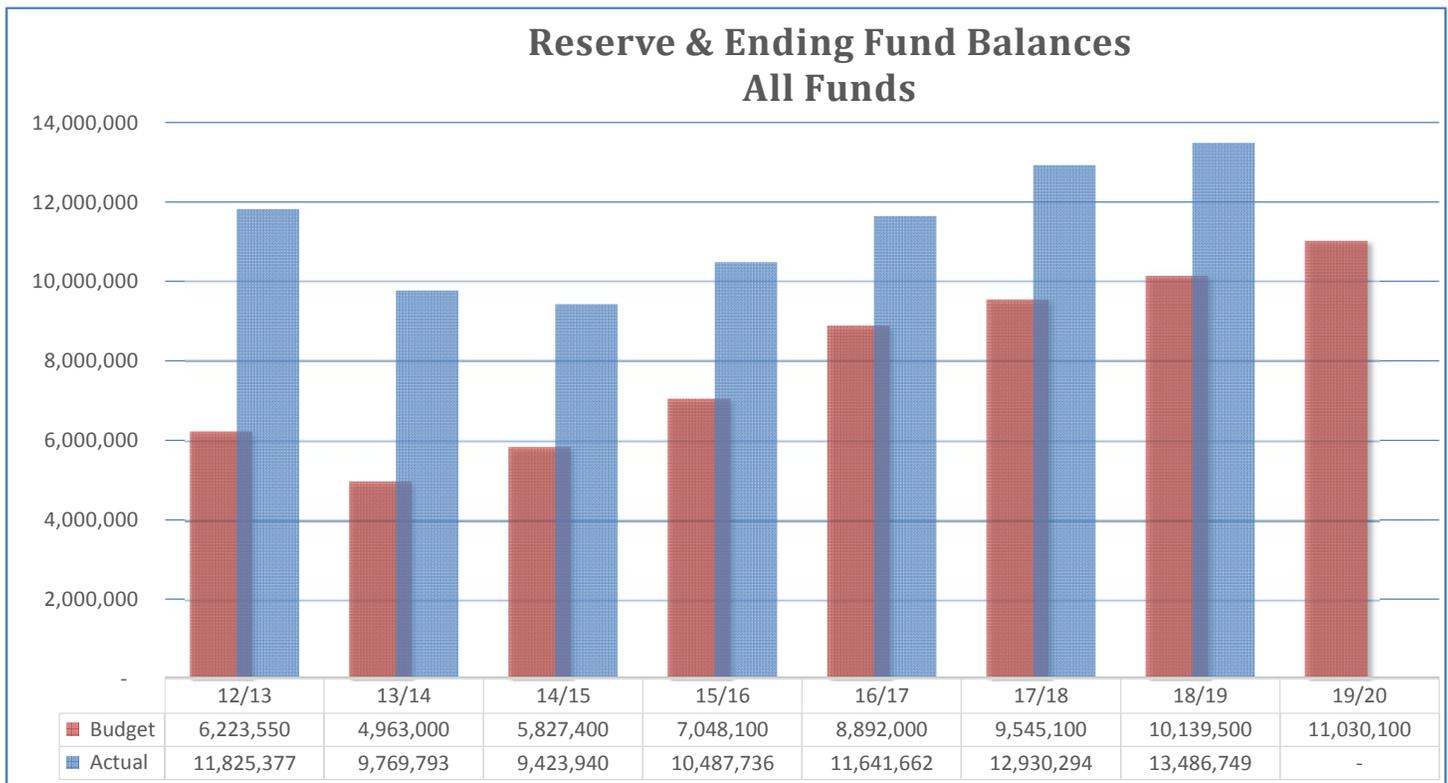
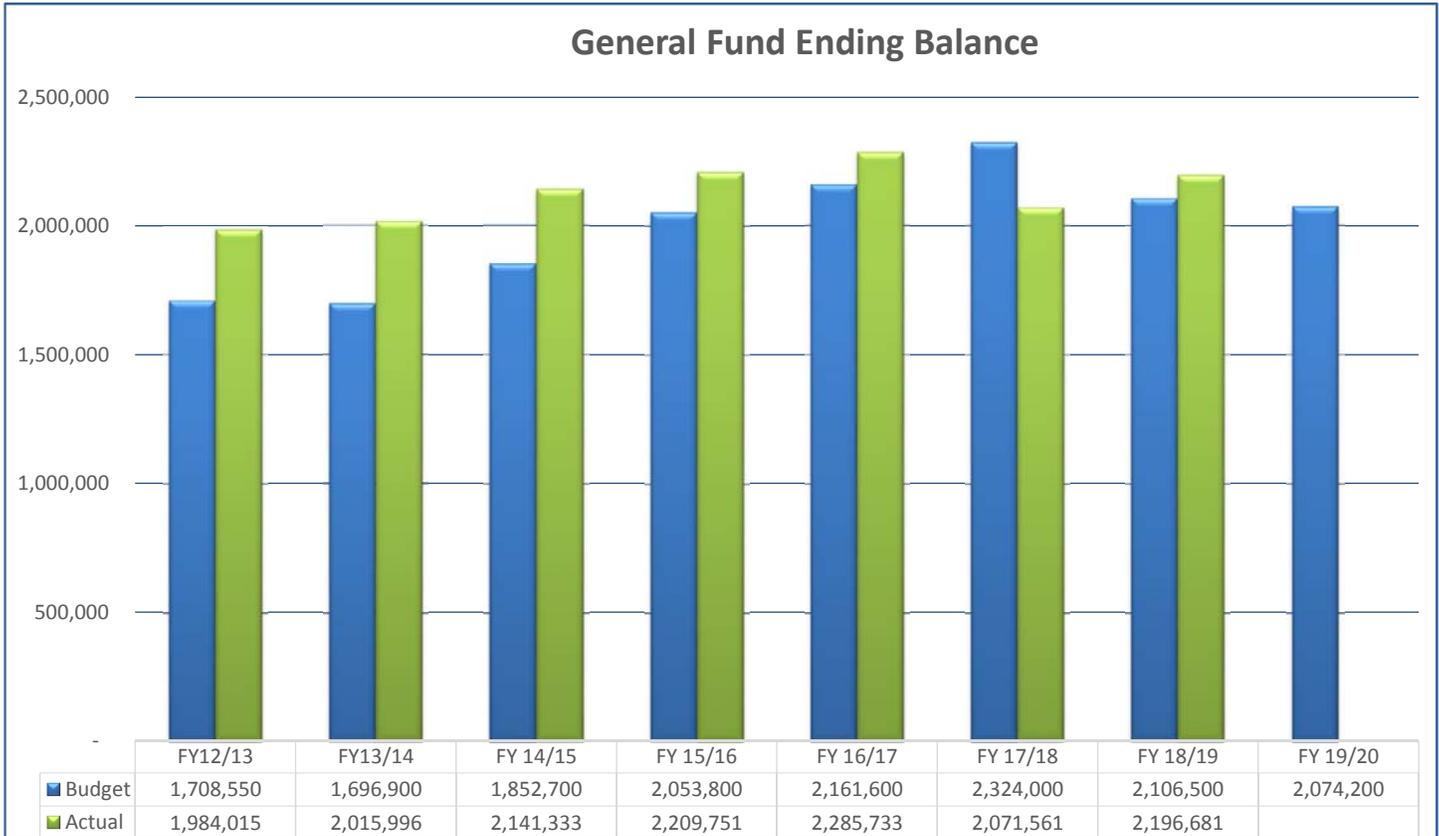


Projected rates for future bienniums by employee group are specific for Junction City. The 17/19 and 19/21 bienniums are actual rates and future rates are projections provided by PERS.



Projected total employer portion contributions for Junction City.

FINANCIAL TRENDS





FINANCIAL TRENDS

General Fund Comparative Report - Budgeted					
	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
Beg. Fund Balance	1,789,875	1,514,156	1,693,847	1,836,983	1,880,000
Revenue					
Property Taxes	1,646,370	1,765,902	1,884,866	1,920,142	2,033,400
Interest Income	61,100	28,000	50,000	25,667	24,300
Franchises	309,605	331,500	362,781	361,500	330,800
Licenses and Permits	156,744	114,684	173,328	191,625	131,400
Intergovernmental	501,439	649,426	572,356	247,078	186,100
Charges for Service	42,971	27,225	29,300	43,250	49,100
Court/Law Enf Fines	190,239	182,900	233,600	289,000	238,000
All Other	21,975	27,905	27,905	52,861	48,100
Transfers - in	-	-	107,500	16,552	41,800
Internal Services	-	-	-	-	-
Total Revenue	2,930,444	3,127,542	3,441,636	3,147,675	3,083,000
Expenditures					
Personal Services	2,237,820	2,259,516	2,346,435	2,382,990	2,348,300
Materials & Services	933,822	1,181,950	1,100,070	757,100	739,150
Capital Outlay	100	100	100	-	-
Contingency	60,000	50,000	50,000	50,000	50,000
Transfers - Operating	-	120,000	10,550	-	-
Transfers - Reserve & Loans	25,000	50,000	37,000	37,000	117,000
Total Expenditures	3,256,742	3,661,566	3,544,155	3,227,090	3,254,450
Ending Fund Balance	1,463,577	980,132	1,591,328	1,757,568	1,708,550
Revenue Less Exp & Trans	(326,298)	(534,024)	(102,519)	(79,415)	(171,450)

FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
1,979,300	2,042,600	2,034,700	2,295,500	2,597,500	2,106,500	2,196,900
2,102,900	2,196,500	2,350,600	2,458,900	2,540,100	2,649,700	2,679,900
15,700	12,400	9,700	10,000	28,700	28,500	45,400
356,900	372,400	418,200	412,500	440,000	355,900	275,400
273,800	315,000	287,100	280,000	266,800	236,200	258,900
207,500	191,200	208,700	271,600	575,700	564,900	790,300
57,100	59,600	49,900	47,700	45,500	45,700	49,500
233,500	255,000	254,500	187,000	193,800	228,900	167,100
41,800	134,100	41,900	50,900	153,000	122,800	40,100
6,800	-	-	-	16,900	109,900	77,100
-	-	623,500	640,700	755,200	811,800	884,400
3,296,000	3,536,200	4,244,100	4,359,300	5,015,700	5,154,300	5,268,100
2,530,600	2,409,300	2,706,700	2,838,600	3,271,200	3,465,100	3,388,500
834,700	873,700	1,236,400	1,302,500	1,520,900	1,301,200	1,422,100
-	-	-	-	-	-	-
82,600	65,800	84,100	240,300	38,400	222,000	274,100
-	227,500	163,800	86,300	118,200	42,500	100,100
130,500	149,800	34,000	25,500	340,500	123,500	206,000
3,578,400	3,726,100	4,225,000	4,493,200	5,289,200	5,154,300	5,390,800
1,696,900	1,852,700	2,053,800	2,161,600	2,324,000	2,106,500	2,074,200
(282,400)	(189,900)	19,100	(133,900)	(273,500)	-	(122,700)

FINANCIAL TRENDS

General Fund Comparative Report - Actual Results					
	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12
Beg. Fund Balance	1,593,031	1,860,405	1,840,470	1,723,909	1,914,203
Revenue					
Property Taxes	1,521,392	1,736,164	1,830,605	1,900,093	1,955,937
Interest Income	79,071	41,168	37,943	35,542	22,012
Franchises	389,550	320,242	287,395	314,161	376,285
Licenses and Permits	305,369	134,661	279,328	69,033	77,140
Intergovernmental	143,533	188,210	220,066	544,434	208,873
Charges for Service	43,104	85,004	42,150	99,396	100,992
Court/Law Enf Fines	177,532	184,405	210,405	261,290	259,717
All Other	74,588	126,184	523,336	40,467	45,151
Admin Charges for Services	-	-	-	-	-
Transfers - in	-	-	-	107,500	16,552
Total Revenue	2,734,139	2,816,038	3,431,228	3,371,916	3,062,659
Expenditures					
Personal Services	1,719,051	1,885,790	2,083,948	2,267,044	2,297,102
Materials & Services	704,604	880,553	1,292,826	862,352	707,652
Capital Outlay	12,610	-	-	-	-
Transfers - Operating	-	-	120,000	15,227	-
Transfers - Reserve & Loans	30,500	70,645	50,000	37,000	37,000
Total Expenditures	2,466,765	2,836,988	3,546,774	3,181,623	3,041,754
Ending Fund Balance	1,860,405	1,839,455	1,724,924	1,914,202	1,935,108
Revenue Less Exp & Trans	267,374	(20,950)	(115,546)	190,293	20,905

							Est Actual
FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	
1,935,109	1,984,015	2,015,996	2,141,334	2,209,751	2,285,733	2,071,561	
2,032,702	2,087,314	2,190,920	2,287,057	2,381,009	2,509,798	2,737,020	
12,147	11,460	10,482	14,476	26,759	39,998	45,126	
365,199	391,305	399,692	415,651	437,898	451,501	346,062	
190,398	275,030	122,783	210,325	151,734	282,900	206,850	
185,570	183,460	191,776	134,137	273,716	217,235	438,529	
156,558	132,230	190,762	143,222	44,981	41,602	43,000	
198,391	239,058	147,330	154,289	150,306	137,109	118,630	
44,073	38,663	190,945	32,781	121,454	190,581	111,053	
-	-	-	497,619	535,627	729,238	750,715	
6,800	6,800	-	-	-	16,900	21,829	
3,191,838	3,365,320	3,444,690	3,889,557	4,123,483	4,616,862	4,818,814	
2,192,963	2,245,050	2,165,029	2,550,647	2,652,354	2,973,575	3,145,120	
786,969	847,789	777,024	1,049,693	1,148,347	1,398,759	1,336,475	
-	-	-	-	-	-	-	
46,000	-	157,500	181,800	86,300	101,300	42,500	
117,000	240,500	219,800	39,000	160,500	357,400	169,600	
3,142,932	3,333,339	3,319,353	3,821,140	4,047,502	4,831,034	4,693,695	
1,984,015	2,015,996	2,141,333	2,209,751	2,285,733	2,071,561	2,196,681	
48,906	31,981	125,337	68,417	75,982	(214,172)	125,120	

FINANCIAL TRENDS

Five Year Forecast Assumptions

REVENUE:	FY20/21 to FY23/24
Building Permit Fees	4.00%
Building Permit Service Contracts	5.00%
Community Center Programs	5.00%
Court Fines	3.00%
Franchise Fee Allocation to Streets	40%
Franchise Fees (Streets Fund)	5.00%
General Revenue (Franchise Fees & Other Taxes)	0.00%
Interest & Other Revenue	5.00%
IS Charges - Admin, IS Fund, PW Admin	Actual Exp.
Library Fees	5.00%
Parks Fees	5.00%
Planning Charges Revenue	4%
Planning Revenue	5.00%
Police Grants & Reimbursements	5.00%
Police Service Contracts	5.00%
Pool Fees	5.00%
Property Tax Allocations	No Change
Property Tax-/Growth in Assessed Value	4.00%
PW Charges Revenue	4.00%
Sanitation User Fees – Growth	1.00%
Sanitation User Rates Increase	0.00%
Senior Center – Sales & Programs	5.00%
Sewer User Fees – Growth	1.00%
Sewer User Rates Increase	5.00%
State Gas Tax (6 year average)	4.80%
Transfers In	3.00%
Water User Fees – Growth	1.00%
Water User Rates Increase	6.50%

Expenditures	FY20/21
Wages & Benefits: Admin / Comm Services / Finance	4.50%
Wages & Benefits: Public Works	4.50%
Wages & Benefits: Police	4.75%
IS Charges - Admin, IS Fund, PW Admin	Match corresponding costs
Materials & Services	3.00%
Transfers	3.00%
Contingency Change	4.00%

Fiscal Year 19/20:

Budget Summary of All Funds	35
All Revenue by Source	36
Property Tax Revenue Allocations	37
General Revenue Sources	38
General Revenue Allocations	39
Fund Organizational Structure and Descriptions	41
Major Revenue Budget Assumptions	45
Budget Summary by Fund & Type	48
Budget by Department & Fund	50
Transfers Schedule	53



BUDGET SUMMARIES

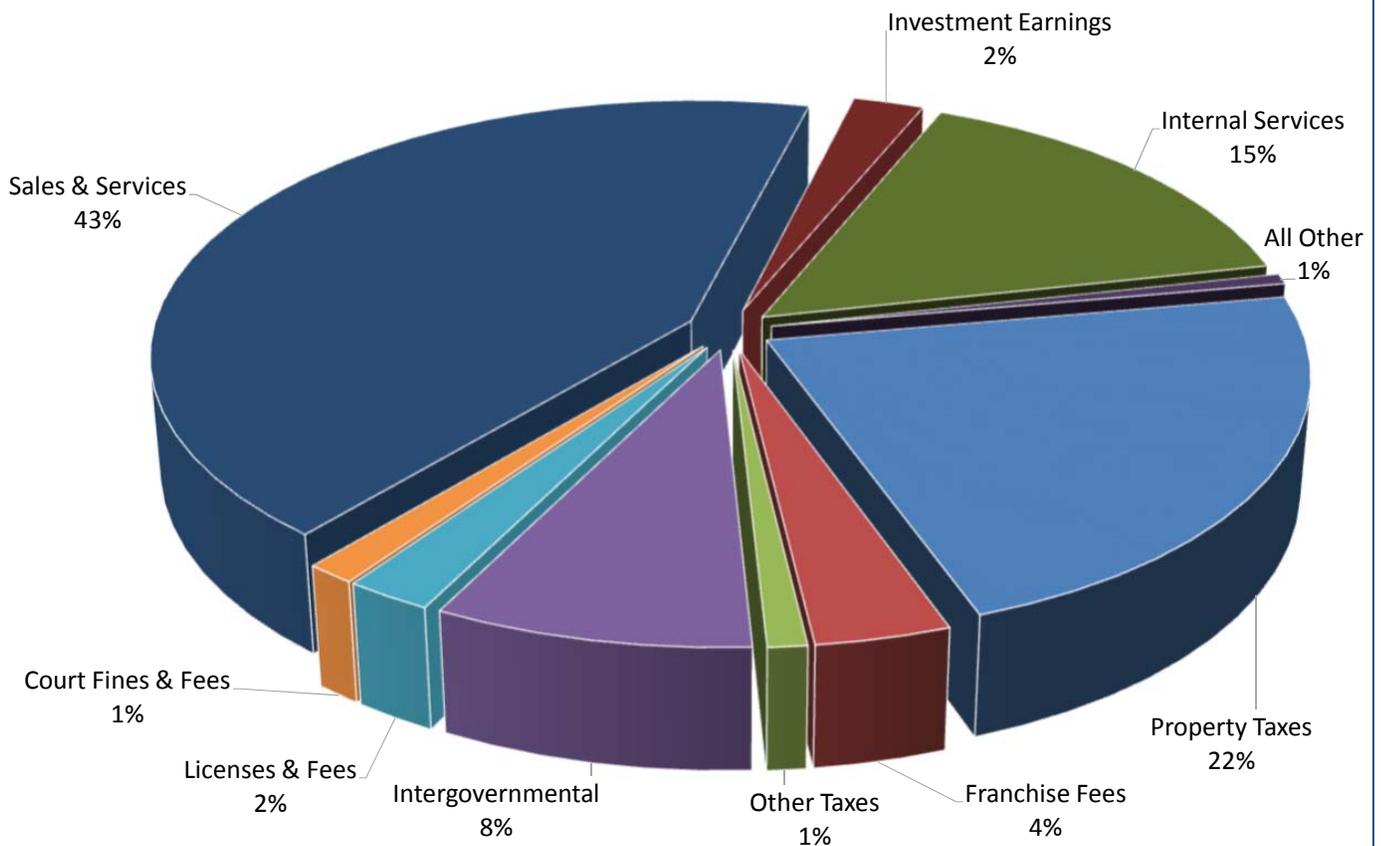
Budget Summary of All Funds

FY19/20

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Budget 2019-20
Beginning Fund Balances	10,487,736	11,641,662	12,376,700	13,938,800
Revenues				
Property Taxes	2,381,009	2,509,798	2,695,800	2,845,600
Franchise Fees	437,898	453,753	469,900	453,600
Other Taxes	114,179	120,503	121,600	132,300
Intergovernmental	540,419	601,305	1,064,900	1,060,700
Licenses & Fees	233,492	397,855	364,600	290,800
Fines & Penalties	134,096	111,060	187,300	165,900
Sales & Services	3,789,141	4,217,479	4,558,100	5,453,700
Investment Earnings	120,017	206,372	176,900	306,500
Internal Services	873,358	1,106,075	1,248,200	1,954,300
All Other	116,684	161,719	195,300	80,900
Total Revenues	8,740,293	9,885,919	11,082,600	12,744,300
Expenditures				
Personnel Services	4,208,005	4,613,510	5,345,600	5,650,000
Material & Services	2,968,727	3,261,147	5,299,400	5,731,000
Capital Outlay	409,635	722,630	2,369,100	3,879,700
Contingency	-	-	305,700	392,300
	7,586,366	8,597,287	13,319,800	15,653,000
Other Financing Sources (Uses)				
Transfers In	946,800	2,038,186	1,732,900	1,057,900
Transfers Out	(946,800)	(2,038,186)	(1,732,900)	(1,057,900)
Interfund Loan Payments Received	111,500	111,500	111,500	111,500
Interfund Loan Payments	(111,500)	(111,500)	(111,500)	(111,500)
	-	-	-	-
Ending Fund Balances	11,641,662	12,930,294	10,139,500	11,030,100

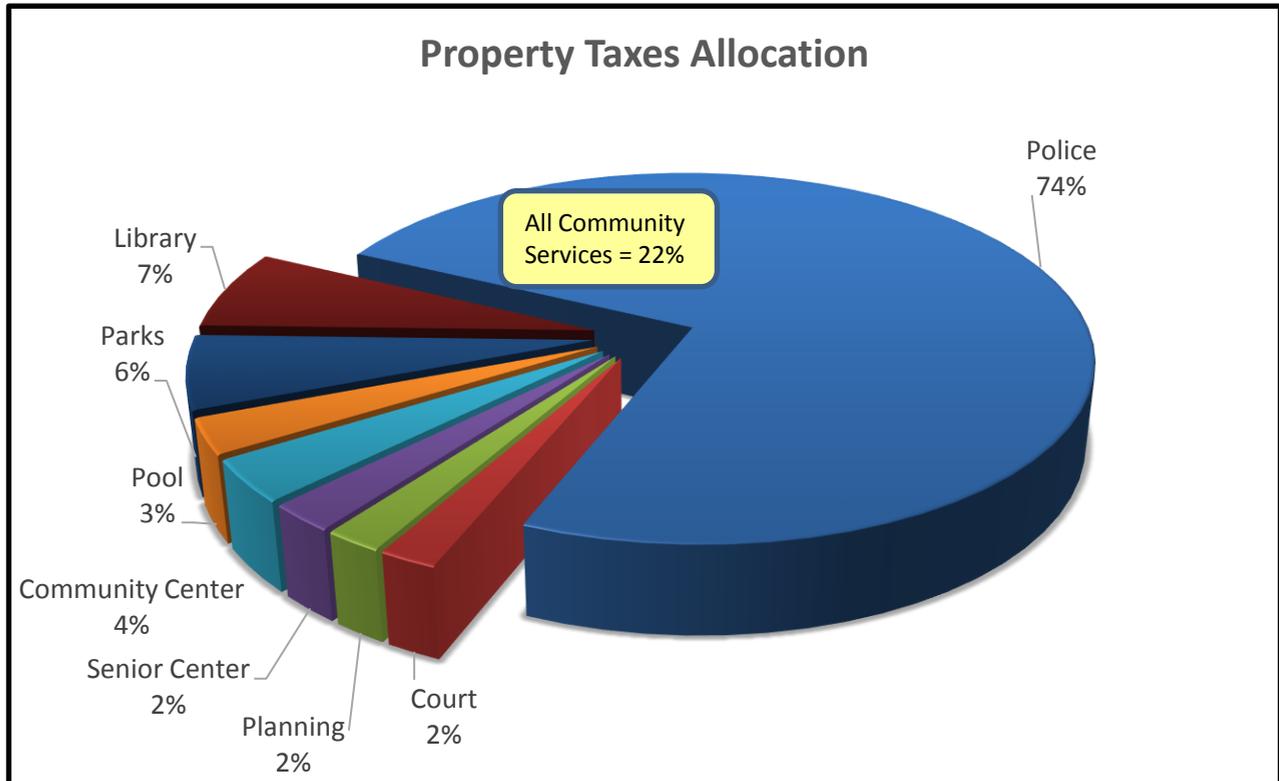
BUDGET SUMMARIES

**All Revenue by Source
FY19/20 Budget**



Revenue Sources:		Explanation
Property Taxes	\$2,845,600	Real estate and business property
Franchise Fees	453,600	Telephone, natural gas, and electric services
Other Taxes	132,300	Liquor, cigarette and room taxes
Intergovernmental	1,060,700	Grants, State Rev Sharing, State Funds
Licenses & Fees	290,800	Building permits, land Use, plan review
Court Fines & Fees	165,900	Municipal court
Sales & Services	5,453,700	Utilities, Comm Serv fees, SDCs, service contracts
Investment Earnings	306,500	Earnings on cash balances
Internal Services	1,954,300	Admin, Finance, Internal Services & PW Admin
All Other	80,900	Reimbursements, donations, leases
Total	12,744,300	

Property Tax Revenue Allocations
FY19/20 Budget



Property Taxes Allocation

% Allocation

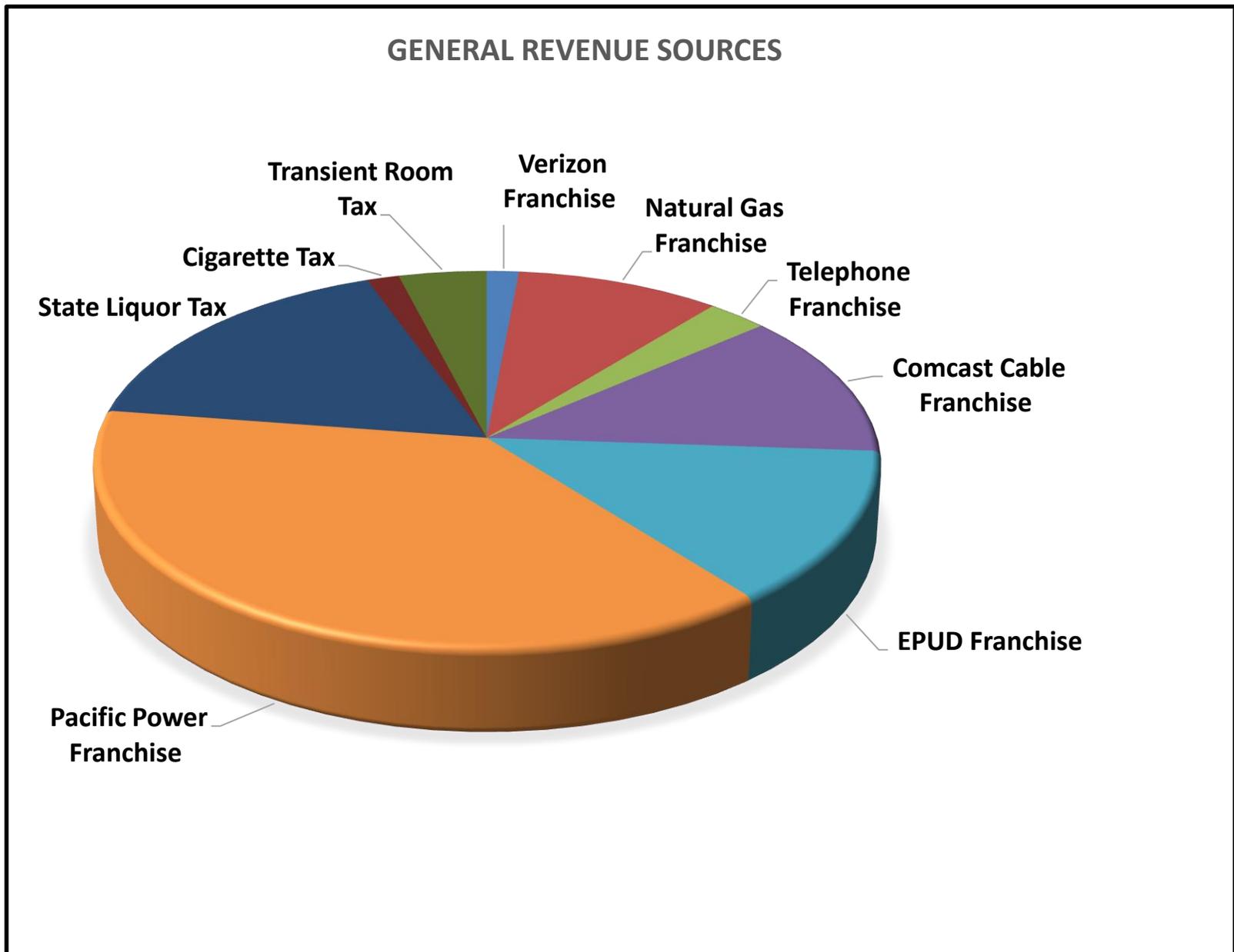
	%	Allocation
Police	74.00%	2,063,600
Court	2.00%	55,800
Planning	2.00%	55,800
Viking Sal Senior Center	2.35%	65,500
Community Center	3.59%	100,200
Pool	3.00%	83,800
Parks	6.28%	175,100
Library	<u>6.78%</u>	<u>189,000</u>
Allocated Property Taxes to Departments	100.00%	2,788,800
Allocated to General Fund Contingency		<u>56,800</u>
Total Property Taxes		2,845,600

BUDGET SUMMARIES

General Revenue Sources

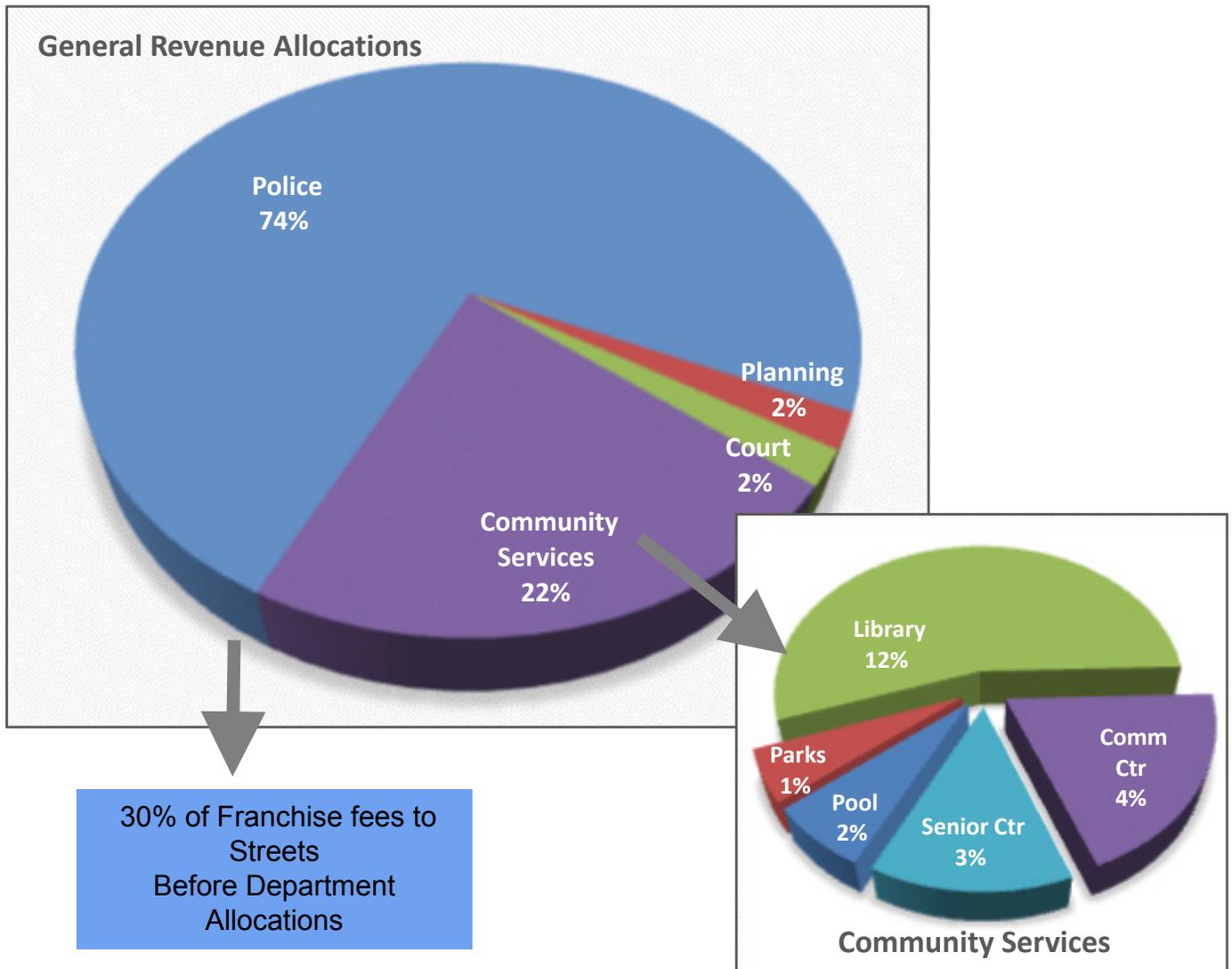
FY19/20

Verizon Franchise	8,400
Natural Gas Franchise	53,600
Telephone Franchise	16,000
Comcast Cable Franchise	70,000
EPUD Franchise	75,000
Pacific Power Franchise	215,600
State Liquor Tax	96,900
Cigarette Tax	8,400
Transient Room Tax	23,000
	<hr/>
	566,900



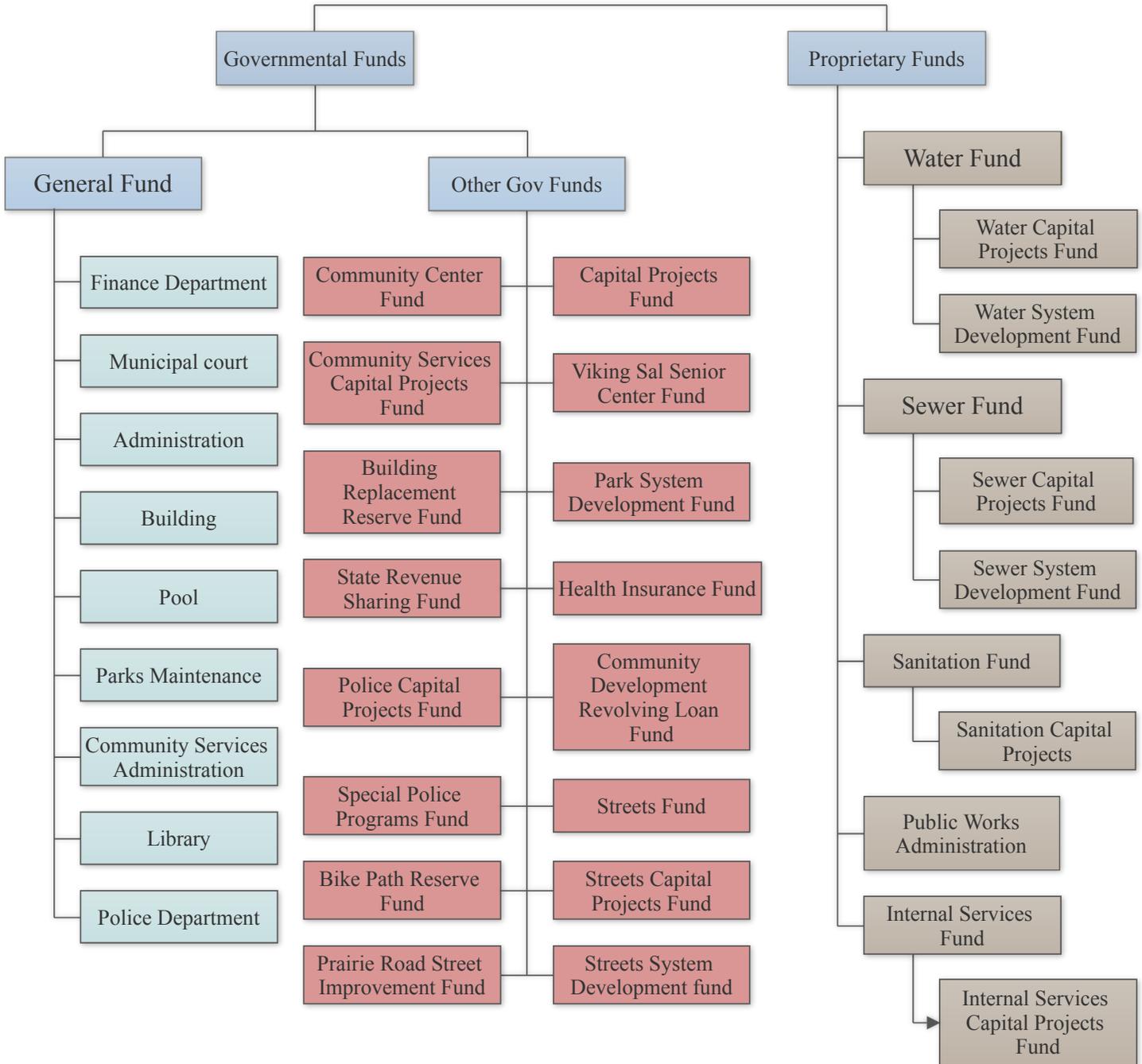
General Revenue Allocations

Department / Division	%	Allocation
Police	74%	322,200
Planning	2%	8,700
Court	2%	8,700
Community Services		
Pool	2%	6,500
Parks	1%	5,200
Library	12%	52,400
Community Center	4%	18,800
Viking Sal Senior Center	3%	12,800
	<u>100%</u>	<u>435,300</u>
Streets Fund (30% of Franchise Fees)		131,600
		<u>566,900</u>





Fund Organizational Structure



BUDGET SUMMARIES

Fund Descriptions

Governmental Funds

Major Funds

General Fund

The General Fund is the City's primary operating fund. It accounts for all governmental operations of the City except those that are required to be accounted for in another fund.

Non-Major Funds

Viking Sal Senior Center Fund

Accounts for the operations of the Viking Sal Senior Center.

Community Center Fund

Accounts for the operations of the Community Center.

Streets Fund

Accounts for operations in the Streets Department which maintains the City's streets, bike paths, and storm water systems.

Streets Capital Projects Fund

This fund serves as the reserve and capital projects fund for the Streets Department.

Bike Path Reserve Fund

This fund serves as the reserve and capital projects fund for bike path improvements.

Prairie Road Street Improvement Fund

Accounts for funds transferred to the City for specific road improvements.

Streets System Development Fund

Accounts for the collections of streets system development charges from developers for residential and commercial construction.

Internal Services Fund

The Internal Services Fund accounts for the operations of the Internal Services Department which provides IT services, vehicle maintenance, and building maintenance for the City.

Internal Services Capital Projects Fund

This fund serves as the reserve and capital projects fund for the Internal Services Department.

Community Development Revolving Loan Fund

This fund is a revolving loan fund to encourage business expansions and startups in the City.

State Revenue Sharing Fund

Accounts for revenue received under the State of Oregon's shared revenue program and related expenditures.

Capital Projects Fund

This fund serves as the reserve and capital projects fund for the governmental type activities not accounted for elsewhere. The departments include Finance, Court, Administration, and Building and Planning.

Community Services Capital Projects Fund

This fund serves as the reserve and capital projects fund for the Community Services Department which includes the Community Center, the Viking Sal Senior Center, pool, Parks, and the Library.

Police Capital Projects Fund

The Police Capital Projects Fund serves as the reserve and capital projects fund for the Police Department.

Building Replacement Reserve Fund

Accounts for building reserve contributions.

Park System Development Fund

Accounts for the collections of parks system development charges from developers for residential and commercial construction.

Special Police Programs Fund

The Special Programs Fund is used to account for the donations, fundraising and expenditures of the Police Department's special programs, such as the Shop with a Cop program.

Health Insurance Fund

Accounts for funds contributed by employees for certain health related costs.

BUDGET SUMMARIES

Proprietary Funds

Major Funds

Water Fund

Accounts for operations in the Water Department which maintains the City's drinking water system.

Sewer Fund

Accounts for operations in the Sewer Department which maintains the City's wastewater treatment plant and collection system.

Non-Major Funds

Water Capital Projects Fund

This Fund serves as the reserve and capital projects fund for the Water Department.

Water System Development Fund

Accounts for the collections of water system development charges from developers for residential and commercial construction.

Sewer Capital Projects Fund

This Fund serves as the reserve and capital projects fund for the Sewer Department.

Sewer System Development Fund

Accounts for the collections of Sewer system development charges from developers for residential and commercial construction.

Sanitation Fund

Accounts for operations in the Sanitation Department which manages and operates the City's solid waste collection and recycle collection programs.

Sanitation Capital Projects Fund

This fund serves as the reserve and capital projects fund for the Sanitation Department.

Public Works Administration Fund

Accounts for the operations for the Public Works Administration and serves as an internal services fund to allocate the division. Also accounts for the costs of the planning services for the City.

Internal Services Fund

The Internal Services Fund accounts for the operations of the Internal Services Department which provides IT services, vehicle maintenance, and building maintenance for the City.

Internal Services Capital Projects Fund

This fund serves as the reserve and capital projects fund for the Internal Services Department.

Major Revenue Budget Assumptions

Property Taxes

Property Tax Rate: Junction City's permanent tax rate of \$6.0445 per thousand is applied to the projected taxable assessed value of property to generate revenue for general city services. Each local government's tax rate was determined by the state in 1997. No action of the City can increase the permanent tax rate. The City assumes a 97.4% collection rate for property tax revenue, which is the average for Lane County. The County Assessor determines the assessed value of the property, collects the taxes and remits payment to the City.

Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Assessed Value: Ballot Measure 50, implemented in the 1997/98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Taxable assessed values of existing properties are limited to an increase of 3% per year. The budget assumes a 4% growth rate in assessed property values based on expected new construction in both commercial/industrial and residential.

Limits and Compression: The total tax on a given piece of property is limited as follows:

- General Government: \$10 per \$1,000 of RMV
- Schools: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

If the total tax bill exceeds the limits, taxes are reduced in a process known as compression.

Other Taxes

Other taxes include Oregon liquor taxes, room tax and cigarette taxes which are calculated by other agencies and passed through to the City. Budget estimates are based on trend analysis.

Court Fines & Fees

These fines are for traffic infractions and municipal code violations. Revenue estimates are based on the prior year actuals plus anticipated program or service changes.

BUDGET SUMMARIES

Franchise Fees

These fees are charges to various utility companies for use of public right of ways based on a percentage of net sales within city limits.

The current franchise fee tax rates charged on gross receipts of the utilities are:

Type	Utility	Rate
Electric	EPUD	5%
	Pacific Power	3.5%
	Blachly Lane	5%
Natural Gas	Northwest Natural Gas	5%
Cable TV	Comcast	5%
Telephone	Verizon	Fixed Amt.
	Century Link	7%

Intergovernmental

State Revenues are distributed to cities based on state statutes, which defines formulas incorporating population and per capita income. The League of Oregon Cities provides the source data for State Revenue Sharing projections. Pursuant to ORS 221.770, the City of Junction City must elect to receive its proportionate share of the revenues to be apportioned to the cities by the State of Oregon for the fiscal year. Further, ORS 221.760 provides that cities located in a county having more than 100,000 inhabitants according to the most recent federal decennial census, can disburse state shared revenue funds only if the city provides four or more of the following services: police protection, street construction, maintenance, and lighting, sanitary sewer, storm sewers, planning, zoning, and subdivision control, and one or more utility service.

Licenses & Fees

Building Permits and Land Use Applications: Fees are projected on both trend analysis and future projected development activity. Fees are set by Council resolution.

Sales & Services

Utility Fees: The City charges utility fees for the Water, Sewer, and Sanitation services provided to customers. The fees are charged to customers based on usage and base rates. The rates collected for each fund can only be used to support that individual fund's operational and capital needs. Annual revenue projections are based on historical average increases, while considering any planned rate increases.

Infrastructure Development Fees: These are fees for private development plan review and inspection, and system development charges (SDCs) on new construction. SDCs are restricted for Capital Improvement Projects that support capacity for growth. Development fee revenue is projected annually based on the known development activity, as well as projections of projects that are likely to be submitted.

Service Contracts: Contracts held by City departments are for services provided to other agencies and include building inspection services, police dispatch services, and police patrol services. Revenue for each contract is based on a cost allocation for the underlying services.

Transfers

Transfers to reserves contained in the city's capital projects funds account for 90% of the total transfers in FY19/20. These transfers are to fund future Capital Expenditure Plan projects. The City's plan defines the projects for the next 20 years for all operating department capital expenditures and the required contributions.

Internal Services

Internal services revenue is received by an internal services fund providing a service from a fund receiving the service, where the cost of the service is shown as an expense. The amount that other funds are charged for reimbursement costs is based on individual metrics identified for each City service. The City calculates interfund reimbursement charges when services are provided to another fund. The cost of these services is based on a cost allocation methodology, which assumes that the services provided have value, and that value is shown as a reimbursement amount.

BUDGET SUMMARIES

City of Junction City
 Budget Summary by Fund and Type
 Fiscal Year 19/20

Fund	Name of Fund	Estimated Beginning Fund Balance	Revenue	Transfers In	Total Resources	Personnel Services	Materials & Services	Capital Outlay
001	General	2,196,900	5,191,000	77,100	7,465,000	3,388,500	1,422,100	-
002	Water	323,300	1,318,600	-	1,641,900	467,200	571,600	-
003	Sewer	602,800	1,626,600	-	2,229,400	493,200	739,800	-
004	Sanitation	399,100	1,067,800	-	1,466,900	377,700	636,200	-
005	Streets	369,200	415,000	-	784,200	64,200	298,600	-
008	VS Senior Center	37,000	123,000	-	160,000	66,800	45,200	-
010	Health Insurance	52,800	1,200	-	54,000	15,600	-	-
012	Community Center	27,100	156,900	15,000	199,000	107,600	56,000	-
040	PW Admin	-	667,900	-	667,900	466,800	136,400	-
050	Internal Services Fund	17,100	483,800	-	500,900	202,400	265,200	-
250	State Revenue Sharing	246,300	72,200	-	318,500	-	210,000	80,000
252	Capital Projects	81,000	1,400	48,500	130,900	-	-	72,000
254	Comm Services Capital Project	174,400	3,500	127,200	305,100	-	-	229,500
255	Sewer Capital Projects	2,162,600	44,300	440,000	2,646,900	-	350,000	842,200
264	Water Capital Projects	237,200	70,900	269,600	577,700	-	75,000	265,000
266	Sanitation Capital Projects	307,900	8,600	50,000	366,500	-	10,000	305,000
268	Streets Capital Projects	329,000	437,200	25,000	791,200	-	-	430,000
270	Internal Services Capital Project	10,200	200	2,500	12,900	-	-	10,000
301	Police Capital Projects Fund	130,100	150,200	-	280,300	-	-	193,000
319	Building Replacement Reserve	79,500	1,800	-	81,300	-	-	50,000
334	Bike Path Reserve	32,100	5,100	-	37,200	-	5,000	20,000
335	Park System Development	535,900	162,000	-	697,900	-	-	470,000
339	Special Police Programs	20,100	4,600	-	24,700	-	22,200	-
350	Prairie Rd Street Impr. Res	259,700	5,900	-	265,600	-	-	218,000
401	Community Dev Revolving Loan	1,185,400	39,200	21,500	1,246,100	-	887,700	-
405	Water System Development	111,200	84,300	-	195,500	-	-	165,000
406	Sewer System Development	2,742,900	646,100	-	3,389,000	-	-	500,000
407	Street System Development	1,268,000	48,000	-	1,316,000	-	-	30,000
Totals By Type		13,938,800	12,837,300	1,076,400	27,852,500	5,650,000	5,731,000	3,879,700

Fund	Name of Fund	Debt Service	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	-	306,100	274,100	5,390,800	2,074,200	7,465,000
002	Water	-	275,900	20,800	1,335,500	306,400	1,641,900
003	Sewer	-	356,300	30,000	1,619,300	610,100	2,229,400
004	Sanitation	-	56,200	20,300	1,090,400	376,500	1,466,900
005	Streets	-	31,200	20,000	414,000	370,200	784,200
008	VS Senior Center	-	8,700	2,300	123,000	37,000	160,000
010	Health Insurance	-	-	-	15,600	38,400	54,000
012	Community Center	-	5,000	3,300	171,900	27,100	199,000
040	PW Admin	-	1,000	12,100	616,300	51,600	667,900
050	Internal Services Fund	-	2,500	9,400	479,500	21,400	500,900
250	State Revenue Sharing	-	15,000	-	305,000	13,500	318,500
252	Capital Projects	-	-	-	72,000	58,900	130,900
254	Comm Services Capital Project	-	-	-	229,500	75,600	305,100
255	Sewer Capital Projects	-	-	-	1,192,200	1,454,700	2,646,900
264	Water Capital Projects	111,500	-	-	451,500	126,200	577,700
266	Sanitation Capital Projects	-	-	-	315,000	51,500	366,500
268	Streets Capital Projects	-	-	-	430,000	361,200	791,200
270	Internal Services Capital Project	-	-	-	10,000	2,900	12,900
301	Police Capital Projects Fund	-	-	-	193,000	87,300	280,300
319	Building Replacement Reserve	-	-	-	50,000	31,300	81,300
334	Bike Path Reserve	-	-	-	25,000	12,200	37,200
335	Park System Development	-	-	-	470,000	227,900	697,900
339	Special Police Programs	-	-	-	22,200	2,500	24,700
350	Prairie Rd Street Impr. Res	-	-	-	218,000	47,600	265,600
401	Community Dev Revolving Loan	-	-	-	887,700	358,400	1,246,100
405	Water System Development	-	-	-	165,000	30,500	195,500
406	Sewer System Development	-	-	-	500,000	2,889,000	3,389,000
407	Street System Development	-	-	-	30,000	1,286,000	1,316,000

Totals By Type	111,500	1,057,900	392,300	16,822,400	11,030,100	27,852,500
				Total Appropriations, All Funds		16,822,400
				Total Unappropriated, All Funds		11,030,100
				Total		27,852,500

BUDGET SUMMARIES

Budget Matrix - All Appropriations									
Fiscal Year 19/20									
Adopted Budget									
Fund	Finance	Court	Admin	Non-Dept	Police	Comm. Services Admin	Comm Center	Viking Sal	Pool
General	286,600	225,600	598,100	332,900	2,924,100	100,100			165,500
Water									
Sewer									
Sanitation									
Streets									
Viking Sal								123,000	
Health Ins									
Comm Center							171,900		
PW Administration									
Internal Services									
State Rev Sharing									
Capital Projects Fund	6,000	5,000	60,000						
Community Services Cap							34,000	19,000	70,000
Sewer Capital Projects									
Water Capital Projects									
Sanitation Capital Projects									
Streets Capital Projects									
IS Capital Projects									
Police Capital Projects					193,000				
Building Rep Reserve									
Bike Path Reserve									
Park System Dev									
Special Police Programs					22,200				
Prairie Rd Street Impr. Res									
Community Dev Rev Loan									
Water System Dev									
Sewer System Dev									
Street System Dev									
Total Appropriations	292,600	230,600	658,100	332,900	3,139,300	100,100	205,900	142,000	235,500

Library	Water	Sewer	Sanitat.	Streets	Building	Parks	PW Admin	Internal Services	Other Funds	Totals by Fund
169,200					359,000	229,700				5,390,800
	1,335,500									1,335,500
		1,619,300								1,619,300
			1,090,400							1,090,400
				414,000						414,000
										123,000
									15,600	15,600
										171,900
							616,300			616,300
								479,500		479,500
									305,000	305,000
					1,000					72,000
30,000						76,500				229,500
		1,192,200								1,192,200
	451,500									451,500
			315,000							315,000
				430,000						430,000
								10,000		10,000
										193,000
									50,000	50,000
				25,000						25,000
						470,000				470,000
										22,200
				218,000						218,000
									887,700	887,700
	165,000									165,000
		500,000								500,000
				30,000						30,000
199,200	1,952,000	3,311,500	1,405,400	1,117,000	360,000	776,200	616,300	489,500	1,258,300	16,822,400

BUDGET SUMMARIES

Current Debt Obligations

The City has no outside debt obligations in the current year or in FY19/20 as budgeted, and no debt is included in the five-year financial forecast schedules included in this document.

The City does anticipate possible debt incurred to help finance needed sewer projects, possibly in the next five years.

Inter-Fund Loans

The City maintains two inter-fund loans, both made to the Water Capital Projects Fund for the following projects:

Water Treatment Plant

Date:	FY12/13 & FY13/14
Total Amount:	\$900,000
Principal Balance at 6/30/19:	\$427,700
Annual Payments:	\$90,000
Interest:	None
Term:	10 Years
Source:	Sewer Capital Projects Fund
Further Information:	See footnotes and budget detail schedules in the Water Project Fund and the Sewer Capital Projects Fund.

11th & Elm Well Project

Date:	FY15/16
Total Amount:	\$215,000
Principal Balance at 6/30/19:	\$150,500
Annual Payments:	\$21,500
Interest:	None
Term:	10 Years
Source:	Community Development Loan Fund
Further Information:	See footnotes and budget detail schedules in the Water Capital Projects Fund and the Community Development Loan Fund.

BUDGET SUMMARIES

FY19/20 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Finance Department				
Transfer to Capital Projects Fund - Finance	001-310-900045	23,500	23,500	23,500
Court Department				
Transfer to Capital Projects Fund - Court	001-315-900045	3,000	3,000	3,000
Administration				
Transfer to Capital Projects Fund	001-325-900045	20,000	20,000	20,000
Building Department				
Transfer to Planning	001-330-900025	25,000	25,000	25,000
Transfer to Capital Projects Fund	001-330-900045	1,000	1,000	1,000
Police Department				
Transfer to Police Capital Projects	001-736-900010	20,000	20,000	20,000
Police Capital Projects Fund				
Transfer from Police Department	301-000-400540	(20,000)	(20,000)	(20,000)
Community Center				
Transfer from CS Admin	012-000-400515	(16,000)	(16,000)	(16,000)
Transfer From State Revenue Sharing	012-000-400525	(15,000)	(15,000)	(15,000)
Transfer to Community Services Capital Projects	012-100-900046	5,000	5,000	5,000
Senior Center Fund				
Transfer from CS Admin	008-000-400515	(7,000)	(7,000)	(7,000)
Transfer to Comm Serv Cap Proj	008-678-900046	8,700	8,700	8,700
Pool Department				
Transfer from CS Admin	001-620-400515	(30,000)	(30,000)	(30,000)
Transfer to Comm Services Capital Projects - Poo	001-620-900046	40,000	40,000	40,000
Library				
Transfer from CS Admin	001-674-400515	(7,100)	(7,100)	(7,100)
Transfer to Comm Services Projects - Library	001-674-900046	11,000	11,000	11,000
Community Services Administration				
Transfer to Comm Services Fund	001-640-900020	16,000	16,000	16,000
Transfer to Senior Center Fund	001-640-900023	7,000	7,000	7,000
Transfer to Library Fund	001-640-900024	7,100	7,100	7,100
Transfer to Pool Fund	001-640-900055	30,000	30,000	30,000
Transfer to Parks Fund	001-640-900056	40,000	40,000	40,000

BUDGET SUMMARIES

FY19/20 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Community Services Capital Projects Fund				
Transfer from Comm Center	254-612-400512	(5,000)	(5,000)	(5,000)
Transfer from Pool Operations	254-620-400511	(40,000)	(40,000)	(40,000)
Transfer from Parks Operations	254-630-400514	(62,500)	(62,500)	(62,500)
Transfer from Library Operations	254-674-400509	(11,000)	(11,000)	(11,000)
Transfer from Viking Sal	254-678-400513	(8,700)	(8,700)	(8,700)
Parks Department				
Transfer from CS Admin	001-630-400515	(40,000)	(40,000)	(40,000)
Transfer to Comm Services Projects - Parks	001-630-900046	62,500	62,500	62,500
Water Fund				
Transfer to Water Capital Proj Fund	002-276-900005	269,600	269,600	269,600
Transfer to PW Admin	002-276-900054	6,300	6,300	6,300
Water Capital Project Fund				
Transfer from Water Fund	264-000-400575	(269,600)	(269,600)	(269,600)
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
Sewer Fund				
Transfer to Sewer Cap Proj Fund	003-376-900005	350,000	350,000	350,000
Transfer to PW Admin	003-376-900054	6,300	6,300	6,300
Sewer Capital Project Fund				
Interfund Loan Repayment	255-000-400559	(90,000)	(90,000)	(90,000)
Transfer from Sewer Fund	255-000-400605	(350,000)	(350,000)	(350,000)
Sanitation Fund				
Transfer to Sanitation Cap Proj	004-476-900003	50,000	50,000	50,000
Transfer to PW Admin	004-476-900054	6,200	6,200	6,200
Sanitation Capital Project Fund				
Transfer From Sanitation Fund	266-000-400500	(50,000)	(50,000)	(50,000)
Streets Fund				
Transfer to Streets Cap Projects	005-576-900041	25,000	25,000	25,000
Transfer to PW Admin	005-576-900054	6,200	6,200	6,200
Streets Capital Project Fund				
Transfer From Streets Fund	268-000-400500	(25,000)	(25,000)	(25,000)

BUDGET SUMMARIES

FY19/20 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Public Works Administration				
Transfer From Sanitation Fund	040-200-400502	(6,200)	(6,200)	(6,200)
Transfer From Streets Fund	040-200-400523	(6,200)	(6,200)	(6,200)
Transfer from Water Fund	040-200-400575	(6,300)	(6,300)	(6,300)
Transfer from Sewer Fund	040-200-400600	(6,300)	(6,300)	(6,300)
Transfer from Building	040-300-400506	(25,000)	(25,000)	(25,000)
Transfer to Capital Projects Fund - Planning	040-300-900045	1,000	1,000	1,000
Internal Services Fund				
Transfer to IS Capital Projects	050-500-900052	2,500	2,500	2,500
Internal Services Capital Project Fund				
Transfer From Int Serv Operations	270-000-400528	(2,500)	(2,500)	(2,500)
Capital Projects Fund				
Transfer from Finance	252-310-400504	(23,500)	(23,500)	(23,500)
Transfer from Court	252-315-400505	(3,000)	(3,000)	(3,000)
Transfer from Administration	252-325-400503	(20,000)	(20,000)	(20,000)
Transfer from Planning	252-330-400506	(1,000)	(1,000)	(1,000)
Transfer from Building Dept.	252-330-400507	(1,000)	(1,000)	(1,000)
State Revenue Sharing Fund				
Transfer to Community Center Fund	250-920-900020	15,000	15,000	15,000
Community Development Revolving Loan Fund				
Interfund Loan - Water Cap Projects	401-000-408352	(21,500)	(21,500)	(21,500)
Summary (Net)		-	-	-



Budget by Funds & Departments

General Fund Summary	59
General Fund Five Year Forecast	60
Finance	61
Court	68
Administration.....	75
Non-Departmental	83
Building.....	85
Police	92
Police Capital Projects Fund	
Special Police Programs Fund	
Community Services	
Community Center	110
Viking Sal Senior Center	117
Pool	124
Library	132
Community Services Administration.....	140
Community Services Capital Projects.....	142
Parks	
Parks Fund.....	145
Parks Capital Projects Fund	
Park System Development Fund	
Water Department	156
Water Fund	
Water Capital Projects Fund	
Water System Development Fund	

Budget by Funds & Departments

Sewer Department	170
Sewer Fund	
Sewer Capital Projects Fund	
Sewer System Development Fund	
Sanitation Department	182
Sanitation Fund	
Sanitation Capital Projects Fund	
Streets Department	190
Streets Fund	
Streets Capital Projects Fund	
Streets System Development Fund	
Bike Path Reserve Fund	
Prairie Road Street Improvement Fund	
Public Works Administration	203
Internal Services Fund	210
Internal Services Capital Projects Fund	
Other Funds	217
Capital Projects Fund	
State Revenue Sharing	
Health Insurance Fund	
Community Development Revolving Loan Fund	
Building Replacement Reserve Fund	
Closed Funds	225

**City of Junction City
Fiscal Year 2019-20 Budget**

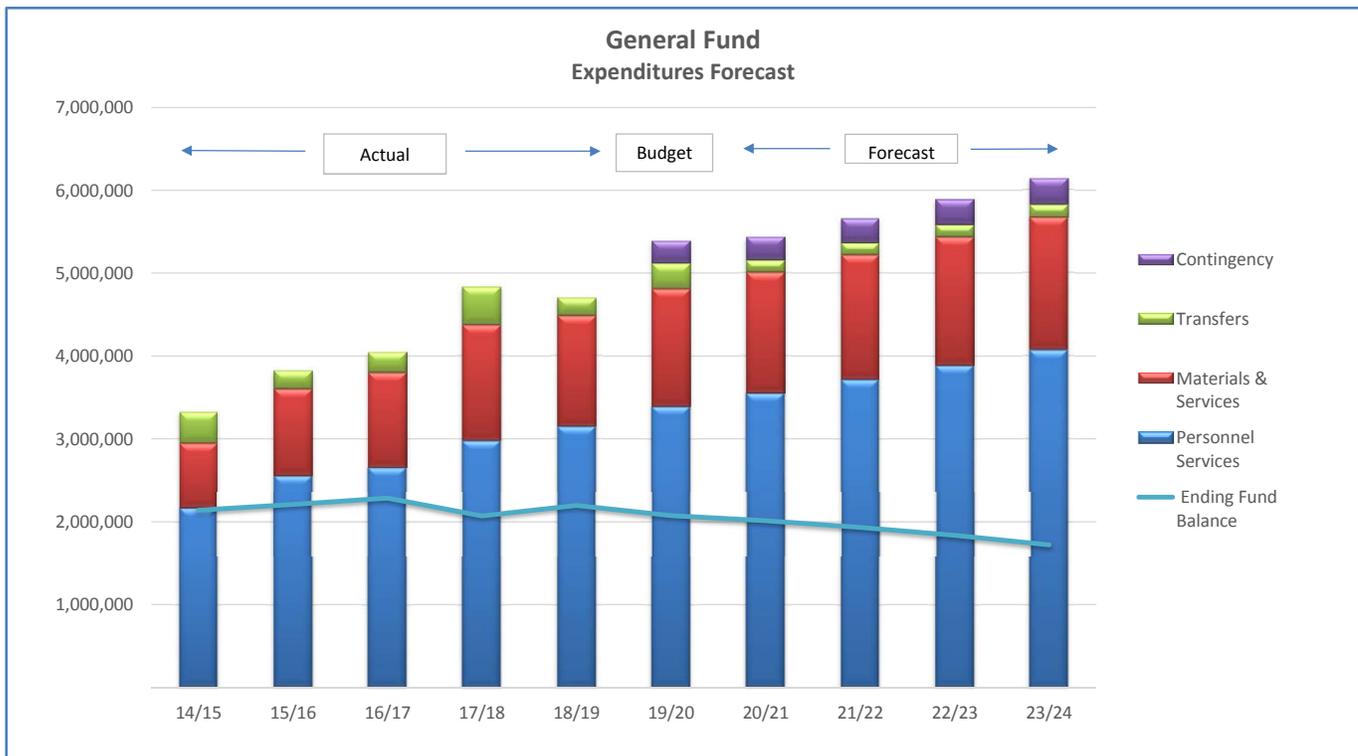
2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
General Fund Summary						
Resources						
2,209,751	2,285,733	2,106,500	Beginning Fund Balance	2,196,900	2,196,900	2,196,900
2,381,009	2,509,798	2,695,800	Property Taxes	2,679,900	2,679,900	2,679,900
548,519	568,168	473,600	Franchise Fees & Other Taxes	403,700	403,700	403,700
125,043	104,093	165,300	Court Fines & Fees	165,400	165,400	165,400
186,948	130,034	467,400	Public Safety	565,700	565,700	565,700
230,782	393,858	481,000	Building	358,400	358,400	358,400
41,082	70,419	87,300	Other Revenue	27,100	27,100	27,100
535,627	729,238	811,800	Administrative Charges for Services	884,400	884,400	884,400
40,532	36,730	42,100	Swimming Pool Revenue	45,900	45,900	45,900
6,841	7,364	5,800	Library Revenue	6,100	6,100	6,100
342	10,261	12,700	Parks Revenue	9,000	9,000	9,000
26,759	39,998	28,500	Interest	45,400	45,400	45,400
-	16,900	109,900	Transfers In	77,100	77,100	77,100
4,123,483	4,616,862	5,381,200	Total Operating Revenue	5,268,100	5,268,100	5,268,100
6,333,235	6,902,595	7,487,700	Total Resources	7,465,000	7,465,000	7,465,000
Requirements						
2,652,354	2,973,575	3,545,900	Personnel Services	3,388,500	3,388,500	3,388,500
1,148,347	1,398,759	1,415,300	Materials & Services	1,422,100	1,422,100	1,422,100
160,500	357,400	169,600	Transfers to Reserves	206,000	206,000	206,000
86,300	101,300	42,500	Transfers for Operations	100,100	100,100	100,100
-	-	207,900	Contingency	149,100	274,100	274,100
2,285,733	2,071,561	2,106,500	Ending Fund Balance	2,199,200	2,074,200	2,074,200
6,333,235	6,902,595	7,487,700	Total Requirements	7,465,000	7,465,000	7,465,000
-	-	-		-	-	-

Five Year Forecast

General Fund

(amounts in thousands)

Fiscal Year	Actual					Budget	Forecasted			
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Resources										
Beg Fund Balance	2,016	2,141	2,210	2,286	2,072	2,197	2,074	2,013	1,934	1,837
Operating Revenue	464	447	493	588	451	490	514	533	553	574
Service Contracts	90	93	97	98	305	655	688	722	758	796
Property Taxes	2,191	2,287	2,381	2,510	2,737	2,680	2,762	2,873	2,987	3,107
Franchise & Other Taxes	497	516	549	568	475	404	404	404	404	404
Internal Services		498	536	730	751	884	922	961	1,001	1,044
Transfers & Loans	96			17	22	77				
Interest & Other	106	49	68	106	78	78	82	86	91	95
Total Revenue	3,445	3,890	4,123	4,617	4,819	5,268	5,371	5,578	5,794	6,020
Total Resources	5,461	6,031	6,333	6,903	6,890	7,465	7,445	7,591	7,728	7,856
Expenditures										
Personnel Services	2,165	2,551	2,652	2,974	3,145	3,389	3,546	3,711	3,884	4,065
Materials & Services	777	1,050	1,148	1,399	1,336	1,422	1,462	1,506	1,551	1,597
Transfers	377	221	247	459	212	306	140	144	148	153
Contingency						274	285	296	308	321
Total Expenditures	3,319	3,821	4,048	4,831	4,694	5,391	5,433	5,657	5,891	6,136
Ending Fund Balance										
Policy Requirements	1,030	1,260	1,330	1,530	1,569	1,780	1,853	1,930	2,010	2,094
Over (under) Policy	1,111	949	955	541	628	295	160	4	(174)	(373)
Ending Fund Balance	2,141	2,209	2,285	2,072	2,197	2,074	2,013	1,934	1,837	1,721
Total Requirements	5,461	6,031	6,333	6,903	6,890	7,465	7,445	7,591	7,728	7,856





Department Overview

Finance Department

Organizational Structure



Department Overview

The financial operations of the City are planned and managed by the Finance Department staff. Finance services are provided by the Finance Director and the City Accountant. Services include management of the annual financial audit, the annual budget process, 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, 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 2019-2020?

- Additional \$20,000 reserve transfer for future finance software upgrade, which brings the Capital Projects fund balance for Finance to \$49,900.

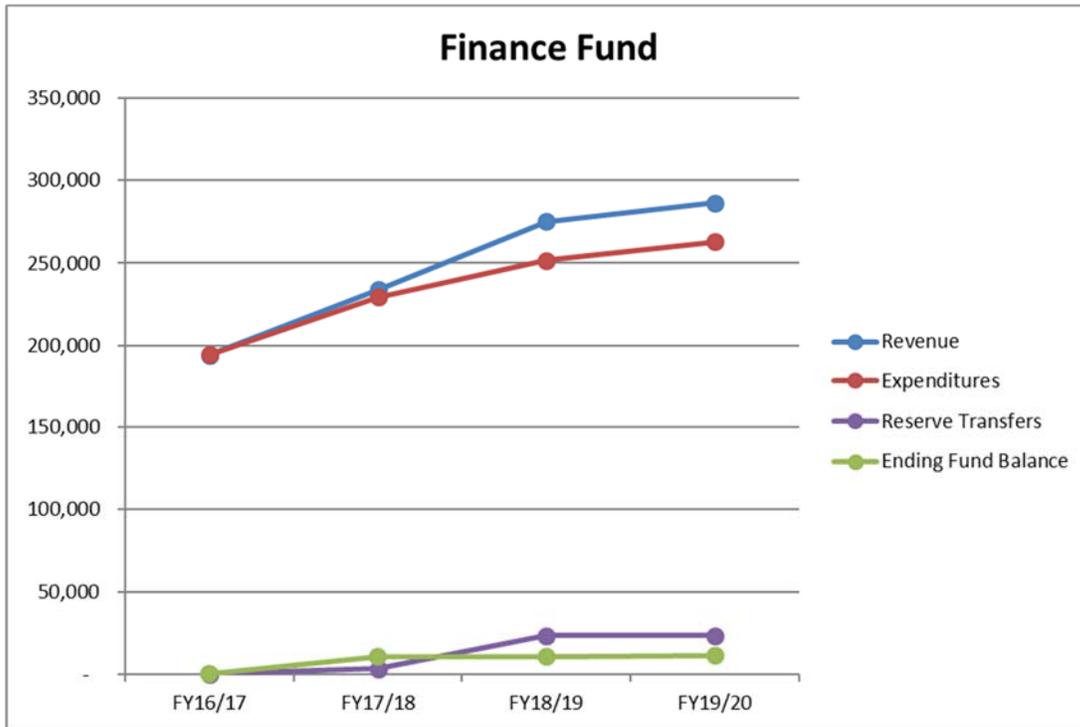


Fund Overview – Finance Fund

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. The fund operates as an internal services department and charges the operating departments for services based on the needs of each department.

Finance Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	10,200	9,786	10,100	11,100
Revenue	193,940	233,861	275,500	286,700
Total Resources	204,140	243,646	285,600	297,800
Expenditures				
Personnel Services	171,476	202,726	217,400	229,800
Materials & Services	22,878	26,739	29,300	28,100
Transfers	-	3,500	23,500	23,500
Contingency	-	-	5,000	5,200
Total Expenditures	194,354	232,964	275,200	286,600
Ending Fund Balance	9,786	10,682	10,400	11,200
Staffing	3.0	3.0	3.0	2.0





Fund Overview – Finance Capital Fund

The fund serves as the main reserve fund for the Finance Department. The fund accumulates reserves to be spent on future equipment, facilities and computer needs including items listed on the department’s Capital Expenditure Plan.

Finance Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	13,400	32,200
Revenue	-	28,335	23,600	23,700
Total Resources	-	28,335	37,000	55,900
Expenditures				
Capital Outlay	-	19,816	-	6,000
Ending Fund Balance	-	8,519	37,000	49,900



Five Year Forecast											
Finance											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance			10	10	11	11	11	12	12	13	
Admin Charges		189	194	233	261	286	299	311	324	338	
Interest & Other				1		1	1	1	1	1	
Total Revenue		189	194	234	261	287	299	312	325	339	
Total Resources			204	244	272	298	311	324	338	352	
Requirements											
Personnel Services	68	167	171	203	213	230	240	251	262	274	
Materials & Services	15	19	23	27	25	28	29	30	31	32	
Transfers				4	24	24	24	25	26	26	
Contingency						5	5	6	6	6	
Total Expenditures	83	186	194	233	261	287	299	311	324	338	
Ending Fund Balance			10	11	11	11	12	12	13	14	
Total Requirements	-	-	204	244	272	298	311	324	338	352	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Finance							
001-310 Resources							
1	10,200	9,786	10,100	400100 Beginning Fund Balance	11,100	11,100	11,100
2	193,889	233,284	275,200	409300 Admin Charges: Finance	286,100	286,100	286,100
3	51	304	100	409000 Other Revenue	200	200	200
4	-	272	200	400400 Interest	400	400	400
5	<u>204,140</u>	<u>243,646</u>	<u>285,600</u>	Total Resources	<u>297,800</u>	<u>297,800</u>	<u>297,800</u>
6							
7				001-310 Personnel Services			
8	107,042	123,920	128,300	503780 Wages	130,900	130,900	130,900
9	-	-	2,000	503790 Overtime	2,000	2,000	2,000
10	8,098	9,319	10,000	513344 FICA	10,200	10,200	10,200
11	20,558	27,909	29,600	539094 Pension - PERS	35,800	35,800	35,800
12	224	159	300	542344 Workers' Compensation Ins	300	300	300
13	35,555	41,418	44,000	546833 Insurance Benefits	47,300	47,300	47,300
14	-	-	3,200	548877 Unemployment Insurance	3,300	3,300	3,300
15	<u>171,476</u>	<u>202,726</u>	<u>217,400</u>	Total Personnel Services	<u>229,800</u>	<u>229,800</u>	<u>229,800</u>
16							
17				001-310 Materials & Services			
18	670	300	700	602015 Audit Filing Fee	700	700	700
19	203	369	400	603200 Bank Fees	400	400	400
20	238	260	300	608925 Computer Software Support	300	300	300
21	941	1,196	1,300	611519 Electricity	1,200	1,200	1,200
22	1,607	2,677	3,300	611770 IT Service Charges	2,600	2,600	2,600
23	-	500	-	611771 Professional Services	500	500	500
24	1,894	2,239	2,600	622171 Insurance	2,700	2,700	2,700
25	1,386	1,629	1,700	632677 Office Equipment Leases	1,600	1,600	1,600
26	414	220	500	632680 Office Equipment/Furnishings	500	500	500
27	2,061	1,974	1,900	636921 Office Supplies	2,000	2,000	2,000
28	61	52	200	640457 Postage	200	200	200
29	3,752	3,266	2,300	640733 Printing and Advertising	2,500	2,500	2,500
30	303	355	500	644400 Janitorial & Cleaning	600	600	600
31	1,012	1,331	3,100	644650 Building Maintenance Charges	1,300	1,300	1,300
32	1,887	2,893	2,800	647030 Travel and Training	2,900	2,900	2,900
33	1,590	1,546	1,600	649843 Telephone	1,700	1,700	1,700
34	599	1,010	800	649989 Dues	1,000	1,000	1,000
35	457	700	500	652080 Internet Services	600	600	600
36	3,803	3,980	4,200	702013 Audit	4,200	4,200	4,200
37	-	243	600	706076 Legal Counsel	600	600	600
38	<u>22,878</u>	<u>26,739</u>	<u>29,300</u>	Total Materials & Services	<u>28,100</u>	<u>28,100</u>	<u>28,100</u>
39							
40				001-310 Transfers			
41	-	3,500	23,500	900045 Transfer to Capital Projects Fund	23,500	23,500	23,500
42							
43	<u>-</u>	<u>-</u>	<u>5,000</u>	900900 Contingency	<u>5,200</u>	<u>5,200</u>	<u>5,200</u>
44							
45	194,354	232,964	275,200	Total Requirements	286,600	286,600	286,600

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19		2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
46	9,786	10,682	10,400	999000 Unapp Ending Fund Balance	11,200	11,200	11,200
47	204,140	243,646	285,600		297,800	297,800	297,800
48	-	-	-		-	-	-
49							
50							
51				Fund Totals			
52				Resources:			
53	10,200	9,786	10,100	Beginning Fund Balance	11,100	11,100	11,100
54	193,940	233,861	275,500	Operating Revenue	286,700	286,700	286,700
55	204,140	243,646	285,600		297,800	297,800	297,800
56							
57				Appropriations:			
58	194,354	229,464	251,700	Operating Expenditures	263,100	263,100	263,100
59				Transfers			
60	-	3,500	23,500	To Reserves	23,500	23,500	23,500
61	194,354	232,964	275,200		286,600	286,600	286,600
62	9,786	10,682	10,400	Unappropriated Fund Balance	11,200	11,200	11,200
63	204,140	243,646	285,600		297,800	297,800	297,800
64	-	-	-		-	-	-

Notes

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

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Capital Projects Fund							
Finance							
				252-310 Resources			
1	-	-	13,400	400100 Beginning Fund Balance	32,200	32,200	32,200
2	-	36	100	400400 Interest	200	200	200
3	-	3,500	23,500	400504 Transfer from Finance	23,500	23,500	23,500
4	-	9,996	-	400507 Transfer from Comp Eq Reserve	-	-	-
5	-	4,803	-	400430 Transfer from Admin Veh & Equip	-	-	-
6	-	10,000	-	400508 Transfer from Building Reserve	-	-	-
7	-	28,335	37,000	Total Resources	55,900	55,900	55,900
8							
9				252-310 Capital Outlay			
10	-	-	-	800200 CEP Projects	2,000	2,000	2,000
11	-	4,316	-	800100 Equipment Purchases	4,000	4,000	4,000
12	-	15,500	-	800160 Software Upgrade	-	-	-
13	-	19,816	-	Total Capital Outlay	6,000	6,000	6,000
14							
15				252-310 Fund Balance			
16	-	8,519	37,000	999000 Unapp Ending Fund Balance	49,900	49,900	49,900
17	-	8,519	37,000	Total Fund Balance	49,900	49,900	49,900



Department Overview

Court Department

Organizational Structure



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 code 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 2019-2020?

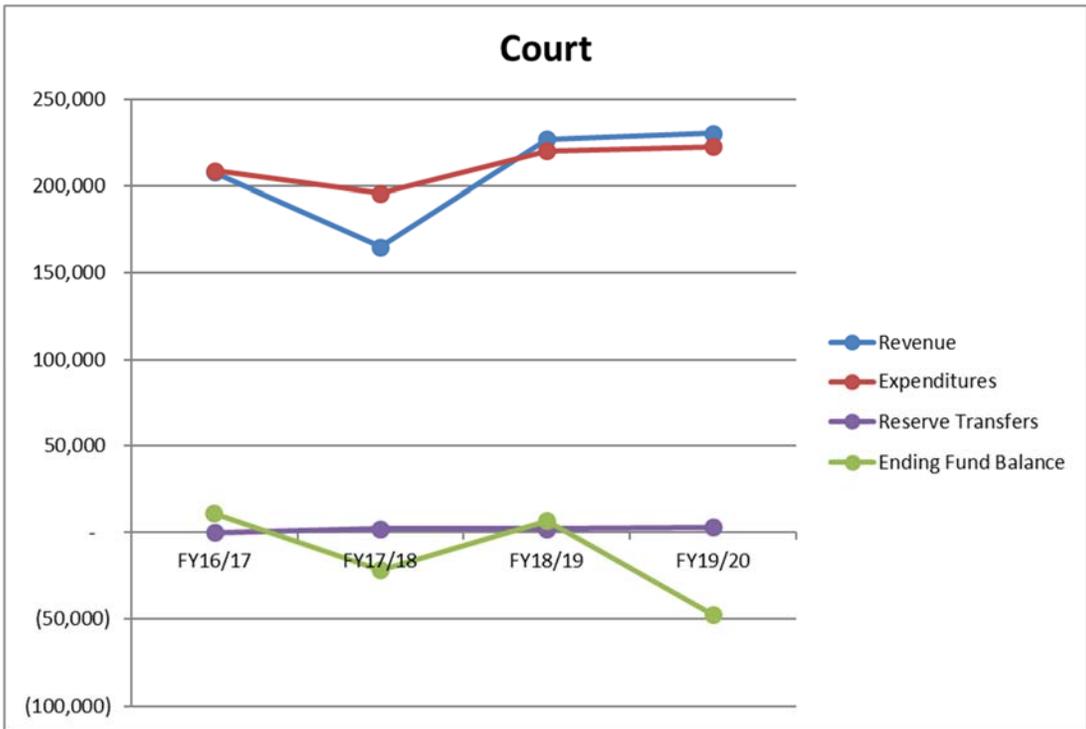
- Fix It Ticket Program
- Distracted Driving Program
- Community Service in Lieu of Fines Program

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.



Court Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	11,600	10,677	1,500	(52,700)
Revenue	207,854	165,122	227,000	230,400
Total Resources	219,454	175,799	228,500	177,700
Expenditures				
Personnel Services	97,997	81,107	89,300	85,600
Materials & Services	110,780	114,646	126,400	132,600
Transfers	-	2,000	2,000	3,000
Contingency	-	-	4,400	4,400
Total Expenditures	208,776	197,754	222,100	225,600
Ending Fund Balance	10,677	(21,955)	6,400	(47,900)
Staffing	1.0	1.0	1.0	1.0



Fund Overview – Court Capital Fund

The fund serves as the main reserve fund for the Court Department. The fund accumulates reserves to be spent on future equipment, facilities and computer needs including items listed on the department’s Capital Expenditure Plan.



Court Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	2,100	3,000
Revenue	-	2,036	2,100	3,200
Total Resources	-	2,036	4,200	6,200
Expenditures				
Capital Outlay	-	-	3,000	5,000
Ending Fund Balance	-	2,036	1,200	1,200

Five Year Forecast											
Municipal Court											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	0	0	12	11	(22)	(53)	(48)	(38)	(29)	(21)	
Court Fines & Fees	138	143	125	104	115	166	174	179	184	190	
Allocated General Rev.			35	10	10	9	9	9	9	9	
Allocated Property Taxes			48	50	53	56	58	60	63	65	
Total Revenue	138	143	208	165	177	230	241	248	256	264	
Total Resources			219	176	155	178	193	210	227	243	
Requirements											
Personnel Services	90	95	98	81	79	86	89	93	98	102	
Materials & Services	91	109	111	115	127	133	134	138	142	146	
Transfers				2	2	3	3	3	3	3	
Contingency						4	5	5	5	5	
Total Expenditures	181	204	209	198	209	226	231	239	248	257	
Ending Fund Balance			11	(22)	(53)	(48)	(38)	(29)	(21)	(13)	
Total Requirements	-	-	219	176	155	178	193	210	227	243	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Court							
001-315 Resources							
1	11,600	10,677	1,500	400100 Beginning Fund Balance	(52,700)	(52,700)	(52,700)
2	123,986	103,574	165,000	403002 Muni Court Fines	165,000	165,000	165,000
3	700	-	-	403005 Towed Vehicle Fines	200	200	200
4	-	-	200	403009 Road Crew Fee	200	200	200
5	356	519	100	403114 Muni Court - Surcharge Fees	-	-	-
6	85	100	100	409000 Other Revenue	100	100	100
7	-	272	200	400400 Interest	400	400	400
8	35,105	10,460	9,500	409310 General Revenue	8,700	8,700	8,700
9	47,620	50,196	51,900	400200 Property Taxes	55,800	55,800	55,800
10	<u>219,454</u>	<u>175,799</u>	<u>228,500</u>	Total Resources	<u>177,700</u>	<u>177,700</u>	<u>177,700</u>
11							
001-315 Personnel Services							
13	59,691	48,385	51,800	503780 Wages	44,700	44,700	44,700
14	-	-	600	503790 Wages - Overtime	1,200	1,200	1,200
15	4,457	3,702	4,000	513344 FICA	3,600	3,600	3,600
16	12,053	11,639	12,100	539094 Pension - PERS	14,300	14,300	14,300
17	299	79	400	542344 Workers' Compensation Ins	200	200	200
18	21,496	17,303	18,500	546833 Insurance Benefits	19,900	19,900	19,900
19	-	-	1,900	548877 Unemployment Insurance	1,700	1,700	1,700
20	<u>97,997</u>	<u>81,107</u>	<u>89,300</u>	Total Personnel Services	<u>85,600</u>	<u>85,600</u>	<u>85,600</u>
21							
001-315 Materials & Services							
23	14,517	19,835	22,200	601100 Administrative Charges	21,100	21,100	21,100
24	37,080	33,990	37,100	602125 Prosecuting Attorney Fees	39,000	39,000	39,000
25	463	115	500	602130 Interpreter Fees	500	500	500
26	2,709	2,868	2,700	602171 Insurance	2,500	2,500	2,500
27	-	30	400	602225 Jury Trial Expense	400	400	400
28	8,912	5,625	8,000	602250 Court Appointed Attorney Fee	9,500	9,500	9,500
29	-	-	200	603050 Probation Activities	200	200	200
30	855	538	900	603200 Bank Fees	900	900	900
31	2,600	2,851	2,900	608925 Computer Software Support	2,900	2,900	2,900
32	1,175	1,203	1,300	611519 Electricity	1,300	1,300	1,300
33	276	1,636	1,300	611770 IT Service Charges	2,900	2,900	2,900
34	541	741	700	632677 Office Equipment Leases	1,000	1,000	1,000
35	1,063	18	800	632678 Computer/Office Equipment Main	800	800	800
36	2,369	2,946	3,300	636921 Office Supplies	3,300	3,300	3,300
37	500	-	400	637917 Office Equipment/Furnishings	500	500	500
38	670	597	1,000	640457 Postage	900	900	900
39	365	454	500	644400 Janitorial & Cleaning	600	600	600
40	1,262	1,162	2,200	644650 Building Maintenance Charges	1,600	1,600	1,600
41	1,777	1,777	1,700	647030 Travel and Training	2,300	2,300	2,300
42	970	970	1,100	649843 Telephone	1,100	1,100	1,100
43	75	225	200	649989 Dues	500	500	500
44	252	627	400	652080 Internet Services	400	400	400
45	742	758	800	702013 Audit	800	800	800
46	30,600	33,400	34,800	702020 Judge Contract Services	35,600	35,600	35,600
47	1,007	2,281	1,000	706076 Legal Counsel	2,000	2,000	2,000
48	<u>110,780</u>	<u>114,646</u>	<u>126,400</u>	Total Materials & Services	<u>132,600</u>	<u>132,600</u>	<u>132,600</u>
49							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
50				001-315 Transfers			
51	-	2,000	2,000	900045 Transfer to Capital Projects Fund	3,000	3,000	3,000
52							
53	-	-	4,400	900900 Contingency	4,400	4,400	4,400
54							
55	208,776	197,754	222,100	Total Requirements	225,600	225,600	225,600
56	10,677	(21,955)	6,400	999000 Unapp Ending Fund Balance	(47,900)	(47,900)	(47,900)
57	<u>219,454</u>	<u>175,799</u>	<u>228,500</u>		<u>177,700</u>	<u>177,700</u>	<u>177,700</u>
58	-	-	-		-	-	-
59							
60				Fund Totals			
61				Resources:			
62	11,600	10,677	1,500	Beginning Fund Balance	(52,700)	(52,700)	(52,700)
63	<u>207,854</u>	<u>165,122</u>	<u>227,000</u>	Operating Revenue	<u>230,400</u>	<u>230,400</u>	<u>230,400</u>
64	<u>219,454</u>	<u>175,799</u>	<u>228,500</u>		<u>177,700</u>	<u>177,700</u>	<u>177,700</u>
65							
66				Appropriations:			
67	208,776	195,754	220,100	Operating Expenditures	222,600	222,600	222,600
68				Transfers			
69	-	2,000	2,000	To Reserves	3,000	3,000	3,000
70	<u>208,776</u>	<u>197,754</u>	<u>222,100</u>		<u>225,600</u>	<u>225,600</u>	<u>225,600</u>
71	<u>10,677</u>	<u>(21,955)</u>	<u>6,400</u>	Unappropriated Fund Balance	<u>(47,900)</u>	<u>(47,900)</u>	<u>(47,900)</u>
72	<u>219,454</u>	<u>175,799</u>	<u>228,500</u>		<u>177,700</u>	<u>177,700</u>	<u>177,700</u>
73	-	-	-		-	-	-

Notes

- 31 Caselle and Springbrook annual maintenance allocation
- 41 Includes conferences and travel costs

City of Junction City
Fiscal Year 2019-20 Budget

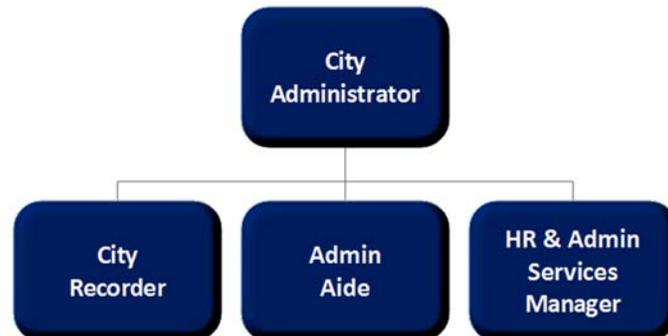
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
18	Capital Projects Fund						
19							
20	Court						
21	252-315 Resources						
22	-	-	2,100	400100 Beginning Fund Balance	3,000	3,000	3,000
23	-	36	100	400400 Interest	200	200	200
24	-	2,000	2,000	400505 Transfer from Court	3,000	3,000	3,000
25	-	2,036	4,200	Total Resources	6,200	6,200	6,200
26							
27	252-315 Capital Outlay						
28	-	-	-	800200 CEP Projects	4,000	4,000	4,000
29	-	-	-	800100 Equipment Purchases	1,000	1,000	1,000
30	-	-	3,000	800155 Computer & Network	-	-	-
31	-	-	3,000	Total Capital Outlay	5,000	5,000	5,000
32							
33	252-315 Fund Balance						
34	-	2,036	1,200	999000 Unapp Ending Fund Balance	1,200	1,200	1,200
35	-	2,036	1,200	Total Fund Balance	1,200	1,200	1,200



Department Overview

Administration Department

Organizational Structure



Department Overview

Administration includes the positions of the City Administrator, City Recorder, HR and Administrative Services Manager, 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 2019-2020?

- Reclassified the HR Assistant position to HR & Administrative Services Manager and moved it to Administration.

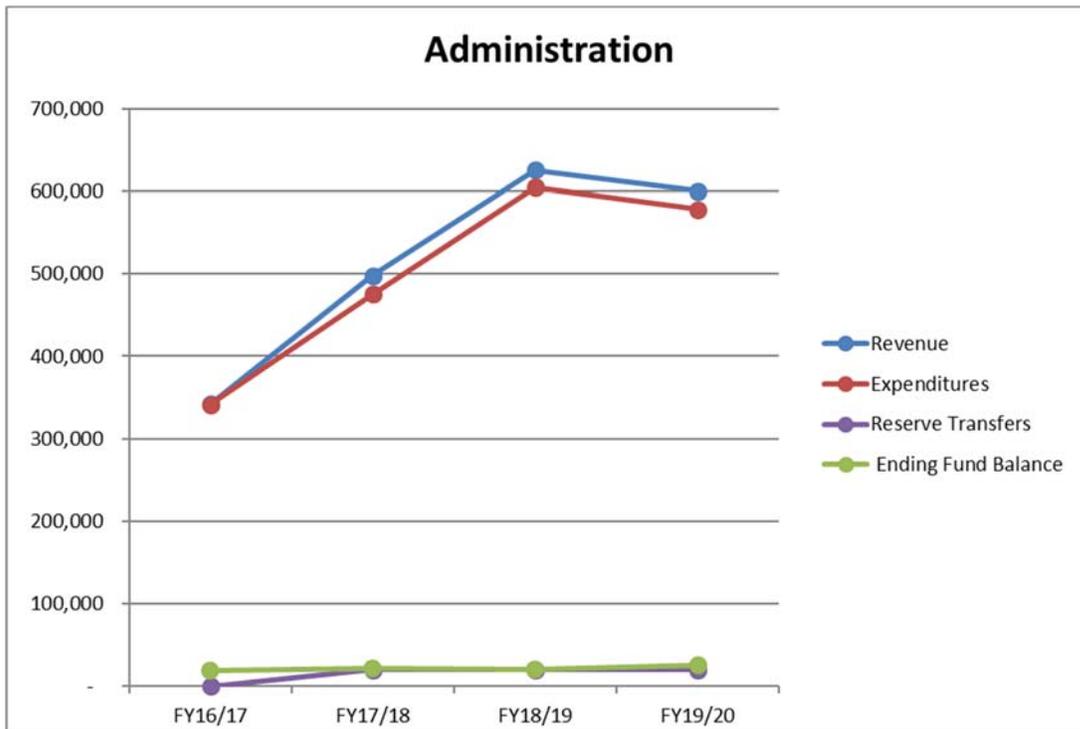
Fund Overview – Administration Fund

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.

Administration Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	18,800	19,334	20,300	23,400
Revenue	341,823	497,936	625,600	600,100
Total Resources	360,623	517,270	645,900	623,500
Expenditures				
Personnel Services	288,215	407,570	515,900	473,800
Materials & Services	53,075	68,067	77,200	92,300
Transfers	-	20,000	20,000	20,000
Contingency	-	-	11,900	12,000
Total Expenditures	341,290	495,637	625,000	598,100
Ending Fund Balance	19,334	21,633	20,900	25,400
Staffing	2.0	3.0	4.0	4.0





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.

Administration Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	3,500	43,600
Revenue	-	47,459	20,200	20,800
Total Resources	-	47,459	23,700	64,400
Expenditures				
Capital Outlay	-	-	800	60,000
Ending Fund Balance	-	47,459	22,900	4,400

Fund Overview – Non-Departmental

Non-Allocated revenues and revenues to be allocated are recorded in this fund as well as some non-allocated materials and services.

Non-Departmental				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	1,975,251	1,906,573	1,892,000	1,986,000
Revenue	2,979,675	3,139,599	3,240,600	3,341,500
Allocated to Depts	(2,921,629)	(3,032,816)	(3,070,400)	(3,159,600)
Total Resources	2,033,298	2,013,355	2,062,200	2,167,900
Expenditures				
Materials & Services	85,725	44,712	48,700	140,900
Transfers	41,000	80,900	46,100	-
Contingency	-	-	97,400	67,000
Total Expenditures	126,725	125,612	192,200	207,900
Ending Fund Balance	1,906,573	1,887,743	1,870,000	1,960,000



Five Year Forecast										
Administrative										
(amounts in thousands)										
Fiscal Year	Actual					Budget	Forecasted			
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Resources										
Beginning Fund Balance		0	19	19	22	23	25	27	29	31
Admin Services		308	342	496	490	598	623	650	677	705
Interest & Other				1	2	2	2	2	2	2
Total Revenue		308	342	498	492	600	625	652	679	708
Total Resources			361	517	513	624	651	679	708	739
Requirements										
Personnel Services	75	255	288	408	415	474	495	517	541	565
Materials & Services	11	46	53	68	55	92	95	98	101	104
Transfers				20	20	20	21	21	22	23
Contingency						12	12	13	13	14
Total Expenditures	86	301	341	496	490	598	623	650	677	705
Ending Fund Balance			19	22	23	25	27	29	31	34
Total Requirements	-	-	361	517	513	624	651	679	708	739





Five Year Forecast										
Non-Departmental										
(amounts in thousands)										
	Actual					Budget	Forecasted			
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Resources										
Beginning Fund Balance			1,975	1,907	1,888	1,986	1,835	1,680	1,520	1,355
Property Taxes	2,191	2,287			99	113	117	122	127	132
General Revenue	497	516	8	45		9	9	9	9	9
Transfers In					22					
Interfund Loan Repayment	96									
Interest & Other	106	49	50	62	60	61	64	67	70	74
Total Revenue	2,890	2,852	58	107	181	182	189	197	206	214
Total Resources			2,033	2,013	2,069	2,168	2,024	1,877	1,725	1,569
Requirements										
Materials & Services	137	55	86	45	37	141	145	149	154	159
Transfers	303	167	41	81	46					
Contingency						192	200	208	216	225
Total Expenditures	440	222	127	126	83	333	345	357	370	383
Ending Fund Balance			1,907	1,888	1,986	1,835	1,680	1,520	1,355	1,186
Total Requirements	-	-	2,033	2,013	2,069	2,168	2,024	1,877	1,725	1,569



**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Administration							
001-325 Resources							
1	18,800	19,334	20,300	400100 Beginning Fund Balance	23,400	23,400	23,400
2	341,738	495,954	536,600	409300 Admin Services	598,300	598,300	598,300
3	-	-	88,000	400525 Transfer from State Revenue	-	-	-
4	-	500	-	400650 Grant - CIS	-	-	-
5	85	120	-	409000 Other Revenue	200	200	200
6	-	1,362	1,000	400400 Interest	1,600	1,600	1,600
7	<u>360,623</u>	<u>517,270</u>	<u>645,900</u>	Total Resources	<u>623,500</u>	<u>623,500</u>	<u>623,500</u>
8							
001-325 Personnel Services							
9							
10	189,497	248,484	303,500	503780 Wages	283,000	283,000	283,000
11	-	-	1,200	503790 Wages - Overtime	1,300	1,300	1,300
12	14,458	18,834	23,300	513344 FICA	21,700	21,700	21,700
13	36,691	64,016	75,200	539094 Pension - PERS	83,200	83,200	83,200
14	444	2,478	800	542344 Workers' Compensation Ins	800	800	800
15	47,125	73,758	104,000	546833 Insurance Benefits	77,300	77,300	77,300
16	-	-	7,900	548877 Unemployment Insurance	6,500	6,500	6,500
17	<u>288,215</u>	<u>407,570</u>	<u>515,900</u>	Total Personnel Services	<u>473,800</u>	<u>473,800</u>	<u>473,800</u>
18							
19							
001-325 Materials & Services							
20	4,430	4,865	5,700	602171 Insurance	7,100	7,100	7,100
21	131	165	300	603200 Bank Fees	300	300	300
22	712	743	700	608925 Computer Software Support	600	600	600
23	2,673	2,843	3,000	611519 Electricity	3,000	3,000	3,000
24	5,569	5,836	8,300	611770 IT Service Charges	6,400	6,400	6,400
25	1,335	2,059	2,000	611771 Professional Services	2,000	2,000	2,000
26	200	529	600	615100 Equip Maint Charges	300	300	300
27	1,808	2,278	3,000	632677 Office Equipment Leases	3,000	3,000	3,000
28	343	404	1,000	632680 Office Equipment/Furnishings	2,500	2,500	2,500
29	4,291	2,507	3,500	636921 Office Supplies	3,500	3,500	3,500
30	98	145	500	640457 Postage	500	500	500
31	3,205	2,044	2,200	640733 Printing and Advertising	3,500	3,500	3,500
32	5,637	9,508	8,000	642200 Special Projects	15,000	15,000	15,000
33	6,657	2,006	3,000	644400 Janitorial & Cleaning	3,000	3,000	3,000
34	4,038	2,840	5,600	644650 Building Maintenance Charges	4,300	4,300	4,300
35	911	430	1,000	644670 General Supplies	1,000	1,000	1,000
36	2,297	5,105	6,000	647030 Travel and Training	6,000	6,000	6,000
37	3,245	3,391	3,500	649843 Telephone	6,000	6,000	6,000
38	1,600	2,188	2,100	649989 Dues	2,100	2,100	2,100
39	-	-	2,500	652020 Employee Wellness Program	2,500	2,500	2,500
40	-	-	2,500	652040 Employee Safety Program	2,500	2,500	2,500
41	779	1,402	1,000	652080 Internet Services	1,000	1,000	1,000
42	742	1,041	1,200	702013 Audit	1,200	1,200	1,200
43	<u>2,374</u>	<u>15,736</u>	<u>10,000</u>	706076 Legal Counsel	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
44	<u>53,075</u>	<u>68,067</u>	<u>77,200</u>	Total Materials & Services	<u>92,300</u>	<u>92,300</u>	<u>92,300</u>
45							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
46				001-325 Transfers			
47	-	20,000	20,000	900045 Transfer to Capital Projects Fund	20,000	20,000	20,000
48							
49	-	-	11,900	900900 Contingency	12,000	12,000	12,000
50							
51	341,290	495,637	625,000	Total Requirements	598,100	598,100	598,100
52	19,334	21,633	20,900	999000 Unapp Ending Fund Balance	25,400	25,400	25,400
53	<u>360,623</u>	<u>517,270</u>	<u>645,900</u>		<u>623,500</u>	<u>623,500</u>	<u>623,500</u>
54	-	-	-		-	-	-
55							
56				Fund Totals			
57				Resources:			
58	18,800	19,334	20,300	Beginning Fund Balance	23,400	23,400	23,400
59	<u>341,823</u>	<u>497,936</u>	<u>625,600</u>	Operating Revenue	<u>600,100</u>	<u>600,100</u>	<u>600,100</u>
60	<u>360,623</u>	<u>517,270</u>	<u>645,900</u>		<u>623,500</u>	<u>623,500</u>	<u>623,500</u>
61							
62				Appropriations:			
63	341,290	475,637	605,000	Operating Expenditures	578,100	578,100	578,100
64				Transfers			
65	-	20,000	20,000	To Reserves	20,000	20,000	20,000
66	-	-	-	Other Transfers	-	-	-
67	<u>341,290</u>	<u>495,637</u>	<u>625,000</u>		<u>598,100</u>	<u>598,100</u>	<u>598,100</u>
68	<u>19,334</u>	<u>21,633</u>	<u>20,900</u>	Unappropriated Fund Balance	<u>25,400</u>	<u>25,400</u>	<u>25,400</u>
69	<u>360,623</u>	<u>517,270</u>	<u>645,900</u>		<u>623,500</u>	<u>623,500</u>	<u>623,500</u>
70	-	-	-		-	-	-

Notes

- 22 Software annual maintenance allocation
- 26 Costs from Internal Services Fund

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
36	Capital Projects Fund						
37							
38	Administration						
39	252-325 Resources						
40	-	-	3,500	400100 Beginning Fund Balance	43,600	43,600	43,600
41	-	254	200	400400 Interest	800	800	800
42	-	40,000	20,000	400503 Transfer from Administration	20,000	20,000	20,000
43	-	-	-	400507 Transfer from Comp Eq Reserve	-	-	-
44	-	7,204	-	400430 Transfer from Admin Veh & Equip	-	-	-
45	-	-	-	400508 Transfer from Building Reserve	-	-	-
46	-	47,459	23,700	Total Resources	64,400	64,400	64,400
47							
48	252-325 Capital Outlay						
49	-	-	800	800155 Computer & Network	60,000	60,000	60,000
50	-	23,875	-	800175 Building Projects	-	-	-
51	-	23,875	800	Total Capital Outlay	60,000	60,000	60,000
52							
53	252-325 Fund Balance						
54	-	23,584	22,900	999000 Unapp Ending Fund Balance	4,400	4,400	4,400
55	-	23,584	22,900	Total Fund Balance	4,400	4,400	4,400

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
General Fund - Non-Departmental							
1	001-320 Resources						
2	1,975,251	1,906,573	1,892,000	400100 Beginning Fund Balance	1,986,000	1,986,000	1,986,000
3							
4	001-320 Resources - Property Taxes						
5	2,324,419	2,458,665	2,635,500	400200 Current Year Taxes	2,763,000	2,763,000	2,763,000
6	1,029	3,730	2,400	400220 Low Rent Housing, In Lieu of Tax	2,600	2,600	2,600
7	55,560	47,404	57,900	400300 Previously Levied Taxes	80,000	80,000	80,000
8	2,381,009	2,509,798	2,695,800	Total Property Taxes	2,845,600	2,845,600	2,845,600
9	(2,381,009)	(2,509,798)	(2,596,800)	409360 Allocated to Departments	(2,733,000)	(2,733,000)	(2,733,000)
10	-	-	99,000	Non-Allocated	112,600	112,600	112,600
11							
12	001-320 Resources - General						
13	8,378	8,378	8,400	401200 Verizon Franchise	8,400	8,400	8,400
14	49,759	59,668	53,600	401300 Natural Gas Franchise	53,600	53,600	53,600
15	12,855	11,128	16,000	401400 Telephone Franchise	16,000	16,000	16,000
16	70,725	70,508	75,600	401500 Comcast Cable Franchise	70,000	70,000	70,000
17	65,299	70,302	75,700	401600 EPUD Franchise	75,000	75,000	75,000
18	230,883	231,517	126,600	401700 Pacific Power Franchise	84,000	84,000	84,000
19	89,526	97,012	96,900	402200 State Liquor Tax	96,900	96,900	96,900
20	8,990	7,567	8,100	402300 Cigarette Tax	8,400	8,400	8,400
21	12,105	12,088	12,700	408000 Transient Room Tax	23,000	23,000	23,000
22	548,519	568,168	473,600	Total General Resources	435,300	435,300	435,300
23	(540,620)	(523,018)	(473,600)	409350 Allocated to Departments	(426,600)	(426,600)	(426,600)
24	7,899	45,150	-	Non-Allocated	8,700	8,700	8,700
25							
26	001-320 Resources - Other						
27	3,280	7,916	5,000	409000 Other Receipts	2,600	2,600	2,600
28	26,759	34,862	24,700	400400 Investment Interest	39,300	39,300	39,300
29	1,845	-	-	407250 Building Rentals	-	-	-
30	16,084	16,567	17,000	401750 Cell Tower Lease	17,000	17,000	17,000
31	100	400	-	402860 Donations	-	-	-
32	870	838	1,000	401800 Licenses, Fees, & Permits	500	500	500
33	1,210	1,049	1,600	402775 Animal Regulation Fees	1,200	1,200	1,200
34	50,148	61,632	49,300	Total - Other Resources	60,600	60,600	60,600
35							
36	001-320 Resources - Transfers In						
37	-	-	21,900	400549 Transfer from Building Reserve	-	-	-
38	-	-	21,900	Total - Transfers In	-	-	-
39							
40	2,033,298	2,013,355	2,062,200	Total Non-Dept Resources	2,167,900	2,167,900	2,167,900
41							
42	001-320 Materials & Services						
43	32,355	3,895	5,000	611771 Professional Services	25,000	25,000	25,000
44	2,376	-	1,300	628651 Lane Council of Gov Dues	1,500	1,500	1,500
45	2,210	2,327	2,400	629001 League of Oregon Cities Dues	2,800	2,800	2,800
46	521	159	1,000	641134 Council Projects/Programs	1,000	1,000	1,000
47	25	-	1,000	647030 Council Travel and Training	5,000	5,000	5,000
48	2,887	5,011	5,000	647032 Travel & Training	5,000	5,000	5,000
49	-	15	1,000	647050 Public Relations	1,000	1,000	1,000

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19		2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
50	199	382	1,000	648800 Employee Recognition	4,100	4,100	4,100
51	2,000	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
52	39,153	26,924	25,000	706076 Legal Counsel	25,000	25,000	25,000
53	4,000	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
54	-	-	-	723480 Planning Services Charges	64,500	64,500	64,500
55	<u>85,725</u>	<u>44,712</u>	<u>48,700</u>	Total Materials & Services	<u>140,900</u>	<u>140,900</u>	<u>140,900</u>
56							
57				001-320 Transfers			
58	41,000	-	-	900018 Transfer To Building Reserve	-	-	-
59	-	16,900	-	900024 Transfer to Library	-	-	-
60	-	44,000	46,100	900041 Transfer to Streets Cap Proj Fund	-	-	-
61	-	20,000	-	900045 Transfer to Capital Projects Fund	-	-	-
62	<u>41,000</u>	<u>80,900</u>	<u>46,100</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
63							
64	<u>-</u>	<u>-</u>	<u>97,400</u>	900900 Contingency	<u>67,000</u>	<u>192,000</u>	<u>192,000</u>
65							
66	126,725	125,612	192,200	Total Requirements	207,900	332,900	332,900
67	<u>1,906,573</u>	<u>1,887,743</u>	<u>1,870,000</u>	999000 Unapp Ending Fund Balance	<u>1,960,000</u>	<u>1,835,000</u>	<u>1,835,000</u>
68		<u>2,062,200</u>			<u>2,167,900</u>	<u>2,167,900</u>	<u>2,167,900</u>
69							
70				Fund Totals			
71				Resources:			
72	1,975,251	1,906,573	1,892,000	Beginning Fund Balance	1,986,000	1,986,000	1,986,000
73	<u>58,046</u>	<u>106,782</u>	<u>170,200</u>	Operating Revenue	<u>181,900</u>	<u>181,900</u>	<u>181,900</u>
74	<u>2,033,298</u>	<u>2,013,355</u>	<u>2,062,200</u>		<u>2,167,900</u>	<u>2,167,900</u>	<u>2,167,900</u>
75				Appropriations:			
76	85,725	44,712	146,100	Operating Expenditures	207,900	332,900	332,900
77				Transfers			
78	41,000	64,000	46,100	To Reserves	-	-	-
79	<u>-</u>	<u>16,900</u>	<u>-</u>	Other Transfers	<u>-</u>	<u>-</u>	<u>-</u>
80	126,725	125,612	192,200		207,900	332,900	332,900
81	<u>1,906,573</u>	<u>1,887,743</u>	<u>1,870,000</u>	Unappropriated Fund Balance	<u>1,960,000</u>	<u>1,835,000</u>	<u>1,835,000</u>
82	<u>2,033,298</u>	<u>2,013,355</u>	<u>2,062,200</u>		<u>2,167,900</u>	<u>2,167,900</u>	<u>2,167,900</u>
83	-	-	-		-	-	-

Notes

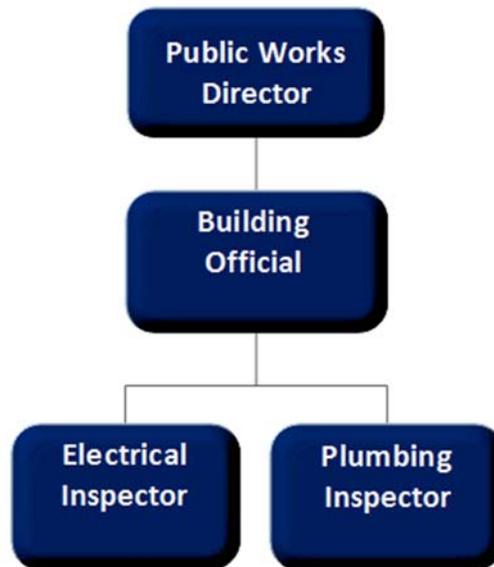
- 5 The City's permanent tax rate is \$6.0445 per \$1,000 of assessed value, and was established by measure 50.
- 19 & 20 Based on state rate multiplied by population of the City
- 29 Moved to Parks in FY17/18
- 43 Includes Code Publishing costs
- 47 Includes conference expenses for Council
- 51 Grant for utility costs
- 10 & 64 Fiscal policy requires 2% of budgeted property taxes for contingency



Department Overview

Building Department

Organizational Structure



Department Overview

The Building Department manages the City’s building plan review, building permit processes, and building inspection.

What’s New for FY 2019-2020?

- Planning services was moved to Public Works Administration.

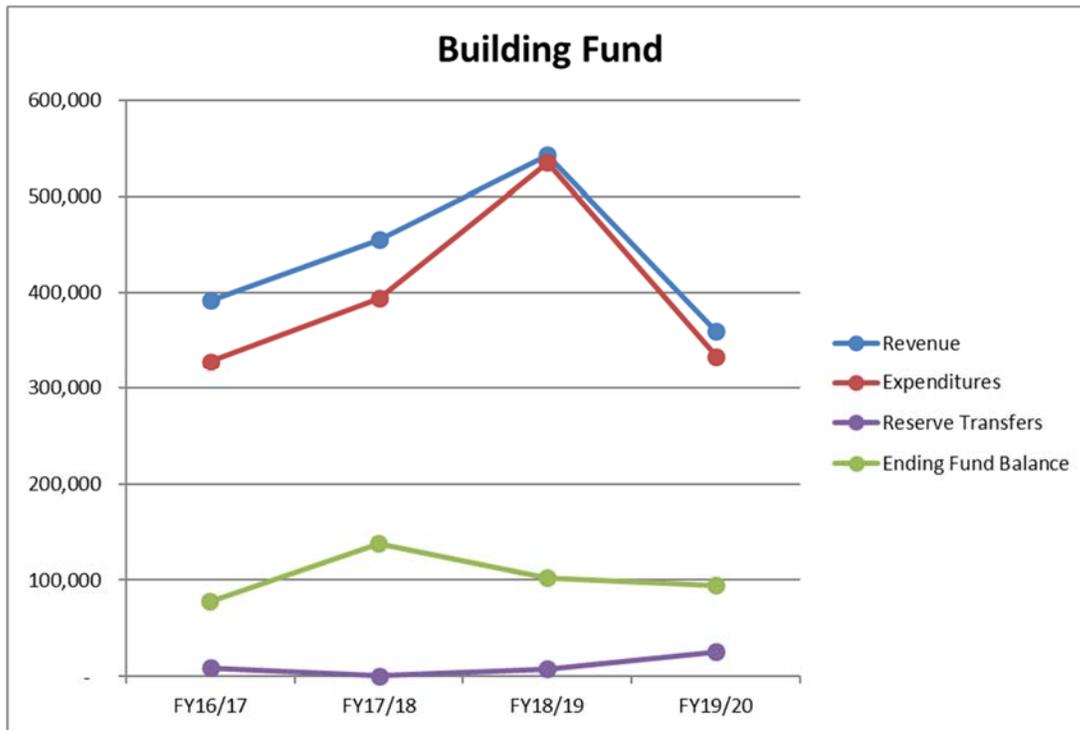


Fund Overview – Building Fund

The Building Fund is the main operating fund for the department. This fund receives all of the funding from plan review and building permit fees. 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.

Building Department Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	22,300	77,419	101,800	93,900
Revenue	391,503	454,947	542,800	359,200
Total Resources	413,803	532,366	644,600	453,100
Expenditures				
Personnel Services	169,656	108,397	329,600	240,600
Materials & Services	157,728	285,118	205,200	87,500
Transfers	9,000	1,000	8,000	26,000
Contingency	-	-	-	4,900
Total Expenditures	336,384	394,515	542,800	359,000
Ending Fund Balance	77,419	137,851	101,800	94,100
Staffing	2.0	2.0	2.0	1.8





Fund Overview –Building Capital Fund

The fund serves as the main reserve fund for the Building 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.

Building Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	1,100	2,200
Revenue	-	1,036	8,100	2,200
Total Resources	-	1,036	9,200	4,400
Expenditures				
Capital Outlay	-	-	7,000	1,000
Ending Fund Balance	-	1,036	2,200	3,400



Five Year Forecast										
Building Department 5 Year Forecast										
(amounts in thousands)										
	Actual					Budget	Forecasted			
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Resources										
Beginning Fund Balance	0	0	22	77	138	94	94	95	97	101
Building Permit Revenue	234	200	209	368	257	258	269	279	291	302
Service Contracts					85	100	105	110	116	122
Planning Revenue	21	9	22	25	20					
Allocated Property Taxes			47	50	53					
Allocated General Rev.			113	10	9					
Interest & Other					1	1	1	1	1	1
Total Revenue	255	208	391	455	425	359	375	391	407	425
Total Resources			414	532	563	453	469	486	505	525
Requirements										
Personnel Services	131	163	170	108	275	241	251	263	275	287
Materials & Services	163	194	158	285	185	88	90	93	96	98
Transfers			9	1	8	26	27	28	28	29
Contingency						5	5	5	6	6
Total Expenditures	293	357	336	395	469	359	373	388	404	420
Ending Fund Balance			77	138	94	94	95	97	101	105
Total Requirements	-	-	414	532	563	453	469	486	505	525



**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
1	Building Department						
2	001-330 Resources						
3	22,300	77,419	101,800	400100 Beginning Fund Balance	93,900	93,900	93,900
4	79,918	111,796	130,000	402100 Building Permits	75,000	75,000	75,000
5	11,632	33,360	25,000	402110 Mechanical Permit Fees	35,000	35,000	35,000
6	14,007	29,725	35,000	402120 Electrical Permit Fee	25,000	25,000	25,000
7	18,620	38,962	26,000	402130 Plumbing Permit Fees	15,000	15,000	15,000
8	67,320	118,216	80,000	402150 Plan Review Fees	90,000	90,000	90,000
9	2,194	1,065	4,200	402155 Clair Co. Surplus Charges	-	-	-
10	779	4,694	4,000	402175 Bldg Permit Admin Fees - City	3,000	3,000	3,000
11	22,140	25,403	21,800	402180 Land Use Applications	-	-	-
12	13,273	30,188	32,000	402185 Admin on SDC Fees	15,000	15,000	15,000
13	900	450	3,000	402199 Bldg/Plng - Misc Receipts	400	400	400
14	51	44	100	409000 Other Revenue	300	300	300
15	-	389	300	400400 Interest	500	500	500
16	-	-	120,000	402195 IGA Revenue	100,000	100,000	100,000
17	113,050	10,460	9,500	409310 General Revenue	-	-	-
18	47,620	50,196	51,900	400200 Property Taxes	-	-	-
19	<u>413,803</u>	<u>532,366</u>	<u>644,600</u>	Total Resources	<u>453,100</u>	<u>453,100</u>	<u>453,100</u>
20							
21	001-330 Personnel Services						
22	102,269	68,799	211,500	503780 Wages	160,700	160,700	160,700
23	7,726	5,263	16,200	513344 FICA	12,300	12,300	12,300
24	19,481	13,913	47,700	539094 Pension - PERS	31,900	31,900	31,900
25	225	(13)	4,400	542344 Workers' Compensation Ins	2,700	2,700	2,700
26	39,955	20,435	44,200	546833 Insurance Benefits	28,900	28,900	28,900
27	-	-	5,600	548877 Unemployment Insurance	4,100	4,100	4,100
28	<u>169,656</u>	<u>108,397</u>	<u>329,600</u>	Total Personnel Services	<u>240,600</u>	<u>240,600</u>	<u>240,600</u>
29							
30	001-330 Materials & Services						
31	29,684	22,584	36,800	601100 Administrative Charges	34,100	34,100	34,100
32	856	1,914	800	603200 Bank Fees	8,000	8,000	8,000
33	929	617	700	608925 Computer Software Support	600	600	600
34	881	1,122	900	611519 Electricity	600	600	600
35	882	2,240	2,300	611770 IT Service Charges	2,400	2,400	2,400
36	-	27	-	615018 Fuel	1,500	1,500	1,500
37	-	-	-	615100 Vehicle & Equipment Maint Charges	6,400	6,400	6,400
38	4,956	5,454	3,400	622171 Insurance	4,300	4,300	4,300
39	964	640	600	632677 Office Equipment Leases	500	500	500
40	-	-	1,000	632678 Computer/Office Equipment Main	200	200	200
41	352	306	2,000	632680 Office Equipment/Furnishings	500	500	500
42	-	233	100	633850 Natural Gas	100	100	100
43	1,146	1,443	2,500	636921 Office Supplies	1,000	1,000	1,000
44	1,286	297	1,000	640457 Postage	300	300	300
45	4,887	3,784	3,000	640733 Printing and Advertising	500	500	500
46	-	-	500	641134 Program Costs - Planning	-	-	-
47	186	-	-	644400 Janitorial & Cleaning	100	100	100
48	1,171	659	900	644650 Building Maintenance Charges	800	800	800
49	671	775	500	647030 Travel and Training	2,000	2,000	2,000
50	-	126	100	647050 Public Relations	300	300	300
51	1,742	2,064	2,000	649843 Telephone	3,000	3,000	3,000
52	70	-	100	649989 Dues	300	300	300

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
53	636	1,053	800	652080 Internet Services	200	200	200
54	-	-	-	702000 PW Administrative Charges	7,900	7,900	7,900
55	1,577	1,041	1,100	702013 Audit	900	900	900
56	3,360	15,232	5,000	706076 Legal Counsel	1,000	1,000	1,000
57	101,493	223,506	120,100	723440 Building Official Contract	10,000	10,000	10,000
58	-	-	19,000	723445 Planning Services Contracted	-	-	-
59	<u>157,728</u>	<u>285,118</u>	<u>205,200</u>	Total Materials & Services	<u>87,500</u>	<u>87,500</u>	<u>87,500</u>
60							
61				001-330 Transfers			
62	-	1,000	8,000	900045 Transfer to Capital Projects Fund	1,000	1,000	1,000
63	-	-	-	900025 Transfer to Planning	25,000	25,000	25,000
64	9,000	-	-	900018 Transfer to Building Reserve	-	-	-
65	<u>9,000</u>	<u>1,000</u>	<u>8,000</u>	900045 Total Transfers	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
66							
67	-	-	-	900900 Contingency	4,900	4,900	4,900
68							
69	336,384	394,515	542,800	Total Requirements	359,000	359,000	359,000
70	77,419	137,851	101,800	999000 Unapp Ending Fund Balance	94,100	94,100	94,100
71	<u>413,803</u>	<u>532,366</u>	<u>644,600</u>		<u>453,100</u>	<u>453,100</u>	<u>453,100</u>
72	-	-	-		-	-	-
73							
74				Fund Totals			
75				Resources:			
76	22,300	77,419	101,800	Beginning Fund Balance	93,900	93,900	93,900
77	391,503	454,947	542,800	Operating Revenue	359,200	359,200	359,200
78	<u>413,803</u>	<u>532,366</u>	<u>644,600</u>		<u>453,100</u>	<u>453,100</u>	<u>453,100</u>
79							
80				Appropriations:			
81	327,384	393,515	534,800	Operating Expenditures	333,000	333,000	333,000
82				Transfers			
83	9,000	1,000	8,000	To Reserves	26,000	26,000	26,000
84	<u>336,384</u>	<u>394,515</u>	<u>542,800</u>		<u>359,000</u>	<u>359,000</u>	<u>359,000</u>
85	77,419	137,851	101,800	Unappropriated Fund Balance	94,100	94,100	94,100
86	<u>413,803</u>	<u>532,366</u>	<u>644,600</u>		<u>453,100</u>	<u>453,100</u>	<u>453,100</u>
87	-	-	-		-	-	-

Notes

- 1 Building Fund included Planning from FY16/17 through FY18/19
67 Minimum requirement is 2% of appropriations excluding transfers and contingency.

City of Junction City
Fiscal Year 2019-20 Budget

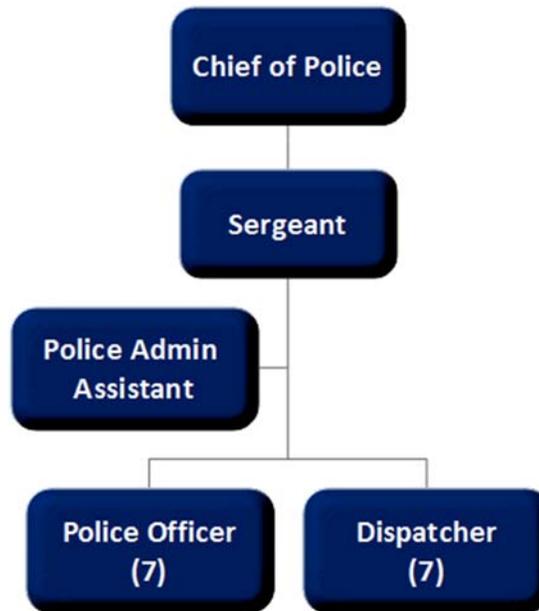
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
56	Capital Projects Fund						
57							
58	Building Department - Capital Projects						
59	252-330 Resources						
60	-	-	1,100	400100 Beginning Fund Balance	2,200	2,200	2,200
61	-	36	100	400400 Interest	200	200	200
62	-	1,000	8,000	400506 Transfer from Planning	1,000	1,000	1,000
63	-	-	-	400507 Transfer from Building	1,000	1,000	1,000
64	-	1,036	9,200	Total Resources	4,400	4,400	4,400
65							
66	252-330 Capital Outlay						
67	-	-	-	800200 CEP Projects	1,000	1,000	1,000
68	-	-	7,000	800100 Equipment Purchases	-	-	-
69	-	-	7,000	Total Capital Outlay	1,000	1,000	1,000
70							
71	252-330 Fund Balance						
72	-	1,036	2,200	999000 Unapp Ending Fund Balance	3,400	3,400	3,400
73	-	1,036	2,200	Total Fund Balance	3,400	3,400	3,400



Department Overview

Police Department

Organizational Structure



Philosophy

The Junction City Police Department is striving to be one of the premiere full-service law enforcement organizations in the Nation. To accomplish this, in a unified and consistent manner, all department team members continue to hone and refine the department’s culture and its organizational structure. These changes have, and will continue long into the future, to enable department members to redefine the level and characterization of customer service delivered Junction City residents.

The mission of the Junction City Police Department is to provide superior policing services to the residents of the city and to the thousands that travel though, visit, and patronize local businesses each day. The shared vision of department members enables the delivery of superior public safety services that promotes unity in the community and engenders and helps promote an all-inclusive and accepting community. To this end, the department has worked diligently to find outside the box approaches to engage the community;





the following are just three examples of such efforts. One of the initiatives the department has integrated into the communities of Junction City, Monroe, and Harrisburg is called Crippled Wisdom.

Everyone has something that cripples our perspectives - why we judge others and how we solve problems. We are crippled by how we look, by how we compare ourselves to others, by what we assume others believe, and by how we react to things we don't understand. Recognizing what cripples us gives us the wisdom to succeed by seeing possibilities for everyone, including ourselves. We build support and community when we recognize, value, and share the unique wisdom within each of us. Crippled Wisdom program strives to teach the value of other perspectives without judgment, fear, or the boundaries imposed by perceived differences in physical ability, intellect, social standing, race, belief, language, etc. by learning to live an empathetic life.

In another partnership, On June 22nd, 2019 the department and the Junction City Soroptimist's will host the 3rd Annual Human Trafficking Symposium. This event brings experts from state and local law enforcement, the FBI, the US Marshal's Service, trafficking survivors, and others together to help educate people of the dangers and realities of this epidemic problem.



The department has worked diligently over the past couple years to increase positive interactions between department personnel and the community we serve. The undeniable positive results of these efforts were clearly demonstrated in the first-annual Burgers with Bob event that was held in September. This event, with an optimistic attendance count of 75, was



designed to bring members of the police department together with community members. This first of a kind event for Junction City was an overwhelming success which actively engaged approximately 1300 community members.

In addition, to guarantee the agency is not only culturally, but also technologically, prepared, significant enhancements to technology have been deployed including a new body-worn camera system, new in-car camera systems, electronic citation technology, enhanced officer safety systems in vehicles, updated weapons systems, new body armor, improved investigative resource technology, enhanced radio system infrastructure, and all new dispatching consoles are just some of the advancements that have been realized.



Lastly, over the past couple years the department has carefully cultivated and nurtured the development of collaborative partnerships with multiple agencies; relationship that were either very limited or completely non-existent. Some of these organizations include the University of Oregon Police Department, the FBI, ATF, US Marshal's Service, the Oregon State Police, Lane County Parole and Probation, Linn County Sheriff's Office, Benton County Sheriff's Office, Eugene Police Department, Washington County Sheriff's Office (aircraft support), Portland Police (aircraft and computer forensic support), and the Oregon Department of Transportation – to mention a few. Each of these organizations have stepped up a number of times and assisted Junction City Police on a wide array incidents and projects. These relationships are crucial to the success of any progressive law enforcement organization and

to this end the department will continue aggressively to work to sustain these affiliations.

Accreditation

At the end of June 2018 the Junction City Police Department was notified that the Oregon Accreditation Alliance, at their April 2018 board meeting, approved the award of the Accreditation Status for the department. The accreditation process is rigorous and not easy to achieve. It takes dedication, effort and the ability to prove by both policy and demonstrated practice, that an agency meets a set of best practice standards. Accreditation means that an agency, their operational practices, management, policies, and procedures meet the current



best practices the industry has to offer. The accreditation process in general is a progressive and contemporary way of helping law enforcement agencies evaluate and improve their overall performance and provides formal and professional recognition that an organization meets or exceeds best practice expectations of service and quality in the profession. To be accredited, an agency must meet 104 professional standards comprised of over 400 separate requirements contained within those standards.

In Oregon currently, only 35% of all law enforcement agencies have chosen to take on the accreditation process and of those, only 24% have achieved accredited status. The Junction City Police Department joined a small and select group of agencies that have taken the extra effort to meet accreditation standards and provide their respective communities with the benefit and confidence that their police department takes standards and best practices seriously.



Having achieved accreditation for the police department, the members of the department have now committed to

achieving accreditation status for the dispatch center. To date of the forty-three (43) Oregon PSAP's only seven (7) have pursued and received OAA Accreditation. The department goal is to achieve Dispatch Division Accreditation by October 2019.

Department Overview

The police department is organized into four divisions: Emergency Communications & Dispatch, Jail, Administration, and Patrol. The Administration Division is staffed by one Chief of Police, one Sergeant, and one Executive Assistant / Community Resource Officer. The Patrol Division is comprised of seven full-time Patrol Officers, and three part-time patrol officers, which are dedicated to traffic enforcement and other high-priority incidents as needed. Leveraging the undeniable benefits of economy of scale, the department also provides community-policing services for the city of Monroe, under a mutually beneficial interagency contract.

The state of Oregon has designated the Junction City jail as a full-service municipal correctional facility. The Jail Division is comprised of four-beds and is utilized to house both persons awaiting trial, as well as those serving sentences of up to one year, imposed by the Junction City Municipal Court. The responsibility for processing, monitoring, and caring for inmates are shared between members of the patrol and dispatch divisions.



The Emergency Communications & Dispatch Division is classed as a secondary Public Safety Answering Point (PSAP) by the Oregon Office of Emergency Management (OEM). Junction City Dispatch Division is staffed by seven (7) Emergency Telecommunicators (Dispatchers). This division provides twenty-four hour emergency police, fire, and medical dispatch services for the Junction City Police Department, the Junction City Rural Fire Protection District, the Coburg Police Department, and Union Pacific Railroad Police.

Beginning February 1st, 2019, the department, through a temporary intergovernmental agreement, began providing dispatching services for the University of Oregon Police Department. It is the intent of the leadership teams of both agencies that the department will continue to provide this service to the university on a long-term basis, through a formalized contract.

In the interest of maximizing the benefits of the concept of economies of scale, the department will further expand the number of agencies the dispatch division will provide contracted services for during the fiscal year 2019-20.



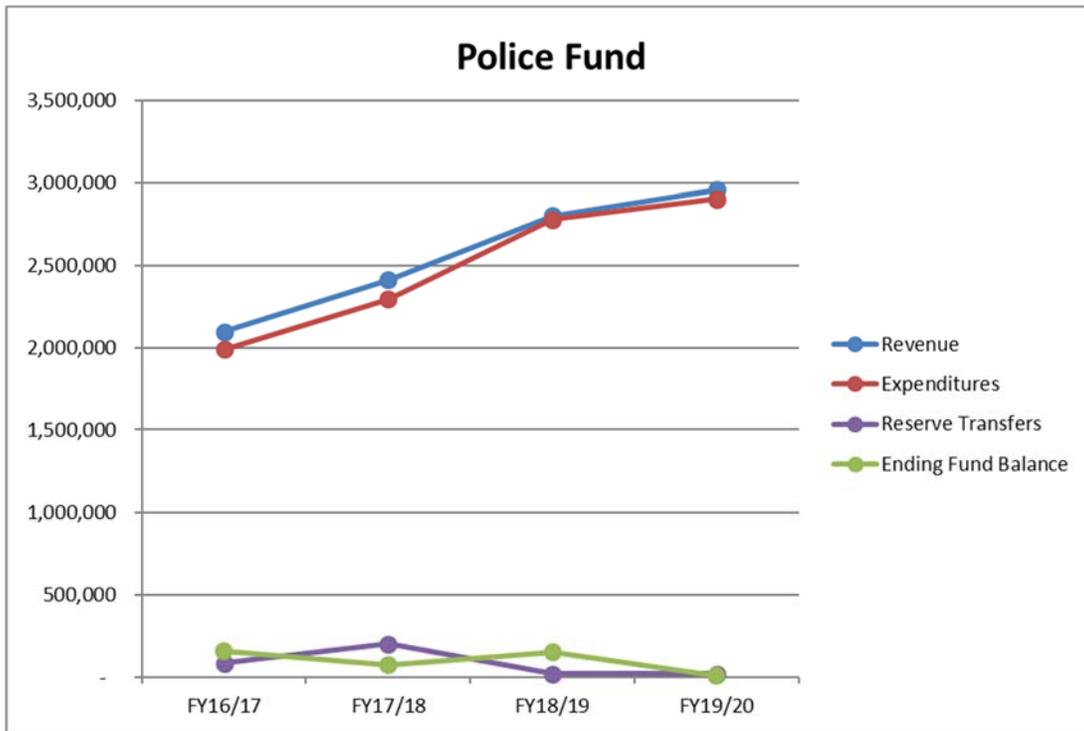


Fund Overview – Police Fund

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.

Police Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	136,000	158,421	150,600	(25,500)
Revenue	2,102,112	2,414,431	2,802,900	2,958,700
Total Resources	2,238,112	2,572,852	2,953,500	2,933,200
Expenditures				
Personnel Services	1,462,166	1,660,517	2,032,100	2,115,900
Materials & Services	532,525	637,369	708,500	745,900
Transfers	85,000	200,000	20,000	20,000
Contingency	-	-	42,300	42,300
Total Expenditures	2,079,691	2,497,886	2,802,900	2,924,100
Ending Fund Balance	158,421	74,966	150,600	9,100
Staffing	14.0	17.0	17.0	17.0







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.

Police Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	52,254	36,072	88,200	130,100
Revenue	85,599	231,883	87,700	150,200
Total Resources	137,853	267,955	175,900	280,300
Expenditures				
Capital Outlay	101,781	146,028	87,000	193,000
Ending Fund Balance	36,072	121,928	88,900	87,300

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.

Special Police Programs Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	14,407	-	-	20,100
Revenue	5,640	20,193	22,700	4,600
Total Resources	20,046	20,193	22,700	24,700
Expenditures				
Personnel Services	-	-	-	-
Materials & Services	1,931	1,446	20,000	22,200
	1,931	1,446	20,000	22,200
Ending Fund Balance	18,115	18,747	2,700	2,500



Five Year Forecast											
Police Fund Forecast											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	0	0	136	158	75	(26)	9	30	36	26	
Service Contracts	90	93	97	98	220	555	583	612	642	674	
Grants & Reimbursements	3	32	79	25	3	5	6	6	6	7	
Allocated Property Taxes			1,762	1,857	1,952	2,064	2,146	2,232	2,321	2,414	
Allocated General Rev.			136	387	351	322	322	322	322	322	
Other Fees	9	11	11	7	3	1	1	1	1	1	
Interest & Other			17	40	13	12	13	13	14	15	
Total Revenue	102	137	2,102	2,414	2,542	2,959	3,070	3,186	3,307	3,433	
Total Resources			2,238	2,573	2,617	2,933	3,079	3,216	3,342	3,458	
Requirements											
Personnel Services	1,463	1,521	1,462	1,661	1,900	2,116	2,216	2,322	2,432	2,547	
Materials & Services	262	490	533	637	722	746	768	791	815	840	
Transfers	41	35	85	200	20	20	21	21	22	23	
Contingency						42	44	46	48	49	
Total Expenditures	1,766	2,045	2,080	2,498	2,642	2,924	3,049	3,180	3,316	3,459	
Ending Fund Balance			158	75	(25)	9	30	36	26	(1)	
Total Requirements			2,238	2,573	2,617	2,933	3,079	3,216	3,342	3,458	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Police: All Divisions Combined							
001-710 Resources							
1	136,000	158,421	150,600	400100 Beginning Fund Balance	(25,500)	(25,500)	(25,500)
2	44,996	46,796	46,000	402650 JCRFPD Dispatching Contract	50,600	50,600	50,600
3	50,072	50,072	50,000	402740 Coburg Dispatching Contract	50,000	50,000	50,000
4	-	-	-	402746 Union Pacific Dispatch Contract	1,200	1,200	1,200
5	-	-	-	402748 U of O Police Dispatch Contract	221,000	221,000	221,000
6	1,800	1,200	263,400	402742 Other Dispatch Contracts	200,000	200,000	200,000
7	450	180	2,000	403111 Jail Booking Fees	500	500	500
8	8,603	6,786	20,000	403125 Assessments for Training	-	-	-
9	-	-	32,000	402744 Local Law Enforcement Contracts	32,000	32,000	32,000
10	302	-	14,000	402780 Grant: Local Law Enforcement	5,400	5,400	5,400
11	63,925	-	-	403280 Grants: COPS	-	-	-
12	15,000	25,000	40,000	405200 School Reimbursements	-	-	-
13	1,800	-	-	402860 Donations	5,000	5,000	5,000
14	-	1,906	1,400	400400 Interest	2,200	2,200	2,200
15	17,129	38,206	62,000	409000 Other Revenue	5,000	5,000	5,000
16	136,088	387,034	350,400	409310 General Revenue	322,200	322,200	322,200
17	1,761,946	1,857,251	1,921,700	400200 Property Taxes	2,063,600	2,063,600	2,063,600
18	<u>2,238,112</u>	<u>2,572,852</u>	<u>2,953,500</u>	Total Resources	<u>2,933,200</u>	<u>2,933,200</u>	<u>2,933,200</u>
19							
20				001-710 Personnel Services			
21	851,126	918,131	1,155,300	503780 Wages	1,137,500	1,137,500	1,137,500
22	37,916	48,783	31,000	503790 Wages OT Police Officers	31,000	31,000	31,000
23	53,701	68,445	31,000	503795 Wages OT CO's	31,000	31,000	31,000
24	71,663	78,865	93,200	513344 FICA	91,900	91,900	91,900
25	176,363	226,001	281,300	539094 Pension - PERS	323,500	323,500	323,500
26	15,567	15,537	34,200	542344 Workers' Compensation Ins	44,200	44,200	44,200
27	250,063	286,465	378,700	546833 Insurance Benefits	427,400	427,400	427,400
28	5,767	18,290	27,400	548877 Unemployment Insurance	29,400	29,400	29,400
29	<u>1,462,166</u>	<u>1,660,517</u>	<u>2,032,100</u>	Total Personnel Services	<u>2,115,900</u>	<u>2,115,900</u>	<u>2,115,900</u>
30							
31				001-710 Materials & Services			
32	174,701	245,826	287,500	601100 Administrative Charges	284,700	284,700	284,700
33	35,168	37,285	45,200	602171 Insurance	48,300	48,300	48,300
34	876	930	1,500	603200 Bank Fees	900	900	900
35	75	801	2,000	606085 Crime Prevention	-	-	-
36	2,505	6,153	56,600	608925 Computer Software Support	45,500	45,500	45,500
37	7,608	7,320	13,600	611519 Electricity	8,200	8,200	8,200
38	24,254	20,969	10,900	611770 IT Service Charges	14,100	14,100	14,100
39	5,038	3,400	1,500	611771 Professional Services	6,500	6,500	6,500
40	11,950	21,163	19,200	612080 Equipment & Supplies	23,800	23,800	23,800
41	26,169	24,192	28,000	615018 Fuel	25,000	25,000	25,000
42	52,417	70,373	54,300	615100 Vehicle & Equip Maint Charges	86,700	86,700	86,700
43	77	536	700	622060 Animal Regulation Expenses	1,000	1,000	1,000
44	30,334	16,311	18,000	623423 Jail Costs	9,900	9,900	9,900
45	-	-	8,000	623424 Contracted Jail Space	17,000	17,000	17,000
46	467	586	-	623425 Preventative Medical/OSHA	-	-	-
47	4,237	1,205	4,000	624624 Investigations	5,000	5,000	5,000

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
48	2,484	2,648	3,100	632677 Copier Lease/Maint Agreement	1,200	1,200	1,200
49	3,296	7,106	10,600	632679 Radio System	20,500	20,500	20,500
50	8,374	4,343	4,500	636921 Office Supplies	8,600	8,600	8,600
51	532	872	1,400	640457 Postage	1,100	1,100	1,100
52	1,881	702	1,000	640733 Printing	900	900	900
53	-	16,201	14,600	644600 Building Rent	14,800	14,800	14,800
54	10,703	9,684	16,700	644650 Building Maintenance	7,300	7,300	7,300
55	2,837	-	-	644660 Repair & Care of City Property	-	-	-
56	12,361	11,659	20,000	647030 Travel and Training	21,000	21,000	21,000
57	224	4,607	4,000	647050 Public Relations	5,000	5,000	5,000
58	20,114	19,913	18,000	649843 Telephone	12,100	12,100	12,100
59	810	1,268	600	649989 Dues & Certifications	3,900	3,900	3,900
60	3,656	6,921	4,800	652080 Internet Services	5,400	5,400	5,400
61	11,434	16,526	12,000	653333 Uniforms	12,500	12,500	12,500
62	3,129	8,780	10,000	654324 Ammo & Shooting Supplies	7,000	7,000	7,000
63	9,128	9,600	-	701202 Application Support	-	-	-
64	4,731	4,263	4,600	702013 Audit	4,600	4,600	4,600
65	4,738	3,983	-	706050 Policy Manual	-	-	-
66	41,777	11,164	19,000	706076 Legal Counsel	17,800	17,800	17,800
67	6,241	12,303	6,000	706100 Labor Attorney	5,000	5,000	5,000
68	8,200	27,774	6,600	706150 Hiring Process	20,600	20,600	20,600
69	<u>532,525</u>	<u>637,369</u>	<u>708,500</u>	Total Materials & Services	<u>745,900</u>	<u>745,900</u>	<u>745,900</u>
70							
71							
72							
73	Police: Patrol						
74				001-730 Resources			
75	-	-	2,000	403111 Jail Booking Fees	500	500	500
76	-	-	20,000	403125 Assessments for Training	-	-	-
77	-	-	14,000	402780 Law Enforcement Grants	5,400	5,400	5,400
78	-	-	32,000	402744 Law Enforcement Contracts	32,000	32,000	32,000
79	-	-	-	400520 Donations	5,000	5,000	5,000
80	-	-	40,000	405200 School Reimbursements	-	-	-
81	<u>-</u>	<u>-</u>	<u>108,000</u>	Total Resources	<u>42,900</u>	<u>42,900</u>	<u>42,900</u>
82							
83				001-730 Personnel Services			
84	-	-	495,600	503780 Wages	499,300	499,300	499,300
85	-	-	31,000	503790 Overtime	31,000	31,000	31,000
86	-	-	40,300	513344 FICA	40,600	40,600	40,600
87	-	-	121,700	539094 Pension - PERS	145,800	145,800	145,800
88	-	-	15,000	542344 Workers' Compensation Ins	19,500	19,500	19,500
89	-	-	164,500	546833 Insurance Benefits	180,200	180,200	180,200
90	-	-	11,100	548877 Unemployment Insurance	12,600	12,600	12,600
91	<u>-</u>	<u>-</u>	<u>879,200</u>	Total Personnel Services	<u>929,000</u>	<u>929,000</u>	<u>929,000</u>
92							
93				001-730 Materials & Services			
94	-	-	23,800	602171 Insurance	25,100	25,100	25,100
95	-	-	2,000	606085 Crime Prevention	-	-	-
96	-	-	13,000	608925 Software & Application Support	15,300	15,300	15,300
97	-	-	5,600	611519 Electricity	3,000	3,000	3,000
98	-	-	5,000	611770 IT Service Charges	6,800	6,800	6,800
99	-	-	14,400	612080 Equipment & Supplies	20,000	20,000	20,000

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
100	-	-	25,200	615018 Fuel	22,400	22,400	22,400
101	-	-	48,900	615100 Vehicle & Equip Maint Charges	80,200	80,200	80,200
102	-	-	700	622060 Animal Regulation Expenses	1,000	1,000	1,000
103	-	-	4,000	624624 Investigations	5,000	5,000	5,000
104	-	-	1,400	632677 Copier Lease/Maint Agreement	400	400	400
105	-	-	5,300	632679 Radio System	15,500	15,500	15,500
106	-	-	2,000	636921 Office Supplies	3,500	3,500	3,500
107	-	-	1,200	640457 Postage	600	600	600
108	-	-	500	640733 Printing	700	700	700
109	-	-	14,600	644600 Building Rent	14,800	14,800	14,800
110	-	-	6,900	644650 Building Maintenance	3,900	3,900	3,900
111	-	-	9,000	647030 Travel and Training	9,000	9,000	9,000
112	-	-	2,000	647050 Public Relations	-	-	-
113	-	-	8,200	649843 Telephone	5,000	5,000	5,000
114	-	-	200	649989 Dues & Certifications	1,500	1,500	1,500
115	-	-	2,400	652080 Internet and Email	2,000	2,000	2,000
116	-	-	8,500	653333 Uniforms	8,500	8,500	8,500
117	-	-	10,000	654324 Ammo & Shooting Supplies	7,000	7,000	7,000
118	-	-	4,700	706076 Legal Counsel	7,500	7,500	7,500
119	-	-	3,000	706100 Labor Attorney	3,000	3,000	3,000
120	-	-	3,300	706150 Hiring Process	9,000	9,000	9,000
121	-	-	225,800	Total Materials & Services	270,700	270,700	270,700
122							
123	-	-	1,105,000	Total Requirements: Patrol	1,199,700	1,199,700	1,199,700
124							
125							
126							
127							
128				Police: Dispatch			
129				001-732 Resources			
130	-	-	46,000	402650 JCRFPD Dispatching Contract	50,600	50,600	50,600
131	-	-	50,000	402740 Coburg Dispatching Contract	50,000	50,000	50,000
132	-	-	-	402746 Union Pacific Dispatch Contract	1,200	1,200	1,200
133	-	-	-	402748 U of O Police Dispatch Contract	221,000	221,000	221,000
134	-	-	263,400	402742 All Other Dispatch Contracts	200,000	200,000	200,000
135	-	-	359,400	Total Resources	522,800	522,800	522,800
136							
137				001-732 Personnel Services			
138	-	-	389,700	503780 Wages	407,200	407,200	407,200
139	-	-	31,000	503795 Overtime	31,000	31,000	31,000
140	-	-	32,200	513344 FICA	33,600	33,600	33,600
141	-	-	89,300	539094 Pension - PERS	111,100	111,100	111,100
142	-	-	11,700	542344 Workers' Compensation Ins	16,200	16,200	16,200
143	-	-	144,400	546833 Insurance Benefits	179,800	179,800	179,800
144	-	-	11,500	548877 Unemployment Insurance	12,100	12,100	12,100
145	-	-	709,800	Total Personnel Services	791,000	791,000	791,000
146							
147				001-732 Materials & Services			
148	-	-	9,500	602171 Insurance	10,600	10,600	10,600
149	-	-	40,000	608925 Software & Application Support	12,400	12,400	12,400
150	-	-	3,000	611519 Electricity	2,000	2,000	2,000
151	-	-	5,000	611770 IT Service Charges	3,100	3,100	3,100

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
152	-	-	4,800	612080 Equipment and Supplies	3,800	3,800	3,800
153	-	-	1,400	632677 Copier Lease/Maint Agreement	400	400	400
154	-	-	5,300	632679 Radio System	5,000	5,000	5,000
155	-	-	2,000	636921 Office Supplies	2,300	2,300	2,300
156	-	-	100	640457 Postage	-	-	-
157	-	-	3,700	644650 Building Maintenance	1,000	1,000	1,000
158	-	-	3,000	647030 Travel and Training	4,000	4,000	4,000
159	-	-	8,300	649843 Telephone	3,200	3,200	3,200
160	-	-	100	649989 Dues & Certifications	1,000	1,000	1,000
161	-	-	2,400	652080 Internet and Email	2,300	2,300	2,300
162	-	-	3,500	653333 Uniforms	4,000	4,000	4,000
163	-	-	4,800	706076 Legal Counsel	5,000	5,000	5,000
164	-	-	3,000	706100 Labor Attorney	2,000	2,000	2,000
165	-	-	3,300	706150 Hiring Process	10,000	10,000	10,000
166	-	-	103,200	Total Materials & Services	72,100	72,100	72,100
167							
168	-	-	813,000	Total Requirements: Dispatch	863,100	863,100	863,100
169							
170							
171	Police: Jail						
172				001-734 Materials & Services			
173	-	-	6,300	602171 Insurance	5,900	5,900	5,900
174	-	-	2,800	611519 Electricity	1,000	1,000	1,000
175	-	-	-	611770 IT Service Charges	1,100	1,100	1,100
176	-	-	18,000	623423 Jail Costs	9,900	9,900	9,900
177	-	-	8,000	623424 Contracted Jail Space	17,000	17,000	17,000
178	-	-	-	636921 Office Supplies	300	300	300
179	-	-	3,400	644650 Building Maintenance	1,200	1,200	1,200
180	-	-	4,700	706076 Legal Counsel	500	500	500
181	-	-	43,200	Total Materials & Services	36,900	36,900	36,900
182							
183	-	-	43,200	Total Requirements: Jail	36,900	36,900	36,900
184							
185							
186	Police: Administration						
187				001-736 Resources			
188	-	-	1,400	400400 Interest	2,200	2,200	2,200
189	-	-	62,000	409000 Other Revenue	5,000	5,000	5,000
190	-	-	350,400	409310 General Revenue	322,200	322,200	322,200
191	-	-	1,921,700	400200 Property Taxes	2,063,600	2,063,600	2,063,600
192	-	-	2,335,500	Total Resources	2,393,000	2,393,000	2,393,000
193							
194				001-736 Personnel Services			
195	-	-	270,000	503780 Wages	231,000	231,000	231,000
196	-	-	20,700	513344 FICA	17,700	17,700	17,700
197	-	-	70,300	539094 Pension - PERS	66,600	66,600	66,600
198	-	-	7,500	542344 Workers' Compensation Ins	8,500	8,500	8,500
199	-	-	69,800	546833 Insurance Benefits	67,400	67,400	67,400
200	-	-	4,800	548877 Unemployment Insurance	4,700	4,700	4,700
201	-	-	443,100	Total Personnel Services	395,900	395,900	395,900
202							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
203				001-736 Materials & Services			
204	-	-	287,500	601100 Administrative Charges	284,700	284,700	284,700
205	-	-	5,600	602171 Insurance	6,700	6,700	6,700
206	-	-	1,500	603200 Bank Fees	900	900	900
207	-	-	3,600	608925 Software & Application Support	17,800	17,800	17,800
208	-	-	2,200	611519 Electricity	2,200	2,200	2,200
209	-	-	900	611770 IT Service Charges	3,100	3,100	3,100
210	-	-	1,500	611771 Professional Services	6,500	6,500	6,500
211	-	-	2,800	615018 Fuel	2,600	2,600	2,600
212	-	-	5,400	615100 Vehicle & Equip Maint Charges	6,500	6,500	6,500
213	-	-	300	632677 Copier Lease/Maint Agreement	400	400	400
214	-	-	500	636921 Office Supplies	2,500	2,500	2,500
215	-	-	100	640457 Postage	500	500	500
216	-	-	500	640733 Printing	200	200	200
217	-	-	2,700	644650 Building Maintenance	1,200	1,200	1,200
218	-	-	8,000	647030 Travel and Training	8,000	8,000	8,000
219	-	-	2,000	647050 Public Relations	5,000	5,000	5,000
220	-	-	1,500	649843 Telephone	3,900	3,900	3,900
221	-	-	300	649989 Dues & Certifications	1,400	1,400	1,400
222	-	-	-	652080 Internet and Email	1,100	1,100	1,100
223	-	-	4,600	702013 Audit	4,600	4,600	4,600
224	-	-	4,800	706076 Legal Counsel	4,800	4,800	4,800
225	-	-	-	706150 Hiring Process	1,600	1,600	1,600
226	-	-	336,300	Total Materials & Services	366,200	366,200	366,200
227							
228	-	-	779,400	Total Requirements: Admin	762,100	762,100	762,100
229							
230				001-736 Transfers			
231	85,000	200,000	20,000	900010 Transfer to Police Capital Proj Fund	20,000	20,000	20,000
232	85,000	200,000	20,000		20,000	20,000	20,000
233							
234	-	-	42,300	900900 Contingency	42,300	42,300	42,300
235							
236							
237	Police Operations: Summary			Resources			
238	136,000	158,421	150,600	Beginning Fund Balance	(25,500)	(25,500)	(25,500)
239	186,948	130,034	467,400	Department Revenues	565,700	565,700	565,700
240	-	1,906	1,400	Interest	2,200	2,200	2,200
241	17,129	38,206	62,000	Other Revenue	5,000	5,000	5,000
242	136,088	387,034	350,400	General Revenue	322,200	322,200	322,200
243	1,761,946	1,857,251	1,921,700	Property Taxes	2,063,600	2,063,600	2,063,600
244	2,238,112	2,572,852	2,953,500	Total Resources	2,933,200	2,933,200	2,933,200
245							
246				Expenditures			
247	1,462,166	1,660,517	2,032,100	Personnel Services	2,115,900	2,115,900	2,115,900
248	532,525	637,369	708,500	Materials & Services	745,900	745,900	745,900
249	85,000	200,000	20,000	Transfers	20,000	20,000	20,000
250	-	-	42,300	Contingency	42,300	42,300	42,300
251	2,079,691	2,497,886	2,802,900		2,924,100	2,924,100	2,924,100
252							
253	158,421	74,966	150,600	Ending Fund Balance	9,100	9,100	9,100
254							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19	Description	2019-20	2019-20	2019-20
	Actual	Actual	Adopted		Proposed	Approved	Adopted
255	Police Fund Summary			Fund Totals			
256				Resources:			
257	136,000	158,421	150,600	Beginning Fund Balance	(25,500)	(25,500)	(25,500)
258	2,102,112	2,414,431	2,802,900	Operating Revenue	2,958,700	2,958,700	2,958,700
259	<u>2,238,112</u>	<u>2,572,852</u>	<u>2,953,500</u>		<u>2,933,200</u>	<u>2,933,200</u>	<u>2,933,200</u>
260				Appropriations:			
261				Operating Expenditures	2,904,100	2,904,100	2,904,100
262	1,994,691	2,297,886	2,782,900				
263				Transfers To Reserves	20,000	20,000	20,000
264	85,000	200,000	20,000				
265	2,079,691	2,497,886	2,802,900	Unappropriated Fund Balance	9,100	9,100	9,100
266	158,421	74,966	150,600				
267	<u>2,238,112</u>	<u>2,572,852</u>	<u>2,953,500</u>		<u>2,933,200</u>	<u>2,933,200</u>	<u>2,933,200</u>

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted	
Police Capital Projects Fund								
301-000 Resources								
1	52,254	36,072	88,200	400100 Beginning Fund Balance	130,100	130,100	130,100	
2	599	907	700	400400 Investment Interest	2,200	2,200	2,200	
3	-	19,200	-	400508 Transfer from Building Reserve	-	-	-	
4	85,000	200,000	20,000	400540 Transfer from Police Operations	20,000	20,000	20,000	
5	-	-	-	400422 Grant: OSP	120,000	120,000	120,000	
6	-	-	67,000	407450 Grant: ODOT	8,000	8,000	8,000	
7	-	11,776	-	409000 Other Revenue	-	-	-	
8	<u>137,853</u>	<u>267,955</u>	<u>175,900</u>		<u>280,300</u>	<u>280,300</u>	<u>280,300</u>	
9								
10	301-100 Capital Outlay							
11	-	-	-	800200 CEP Projects	120,000	120,000	120,000	
12	<u>101,781</u>	<u>146,028</u>	<u>87,000</u>	800600 Equipment Acquisition	<u>73,000</u>	<u>73,000</u>	<u>73,000</u>	
13	<u>101,781</u>	<u>146,028</u>	<u>87,000</u>		<u>193,000</u>	<u>193,000</u>	<u>193,000</u>	
14								
15	301-100 Fund Balance							
16	13,000	13,000	-	902000 Reserved for Future Expenditures	-	-	-	
17	-	-	-	903000 CEP Reserves	-	-	-	
18	<u>23,072</u>	<u>108,928</u>	<u>88,900</u>	999000 Unapp Ending Fund Balance	<u>87,300</u>	<u>87,300</u>	<u>87,300</u>	
19	<u>36,072</u>	<u>121,928</u>	<u>88,900</u>	Total Fund Balance	<u>87,300</u>	<u>87,300</u>	<u>87,300</u>	
20								
21								
22	Fund Totals							
23	137,853	267,955	175,900	Resources	280,300	280,300	280,300	
24								
25	101,781	146,028	87,000	Appropriations	193,000	193,000	193,000	
26	<u>36,072</u>	<u>121,928</u>	<u>88,900</u>	Fund Balance	<u>87,300</u>	<u>87,300</u>	<u>87,300</u>	
27	137,853	267,955	175,900		280,300	280,300	280,300	
	-	-	-		-	-	-	

Notes

- 1 Fund renamed for FY17/18 Budget. Previously the fund was known as the Police Vehicle and Equipment Reserve Fund.
- 53 Grant for Livescan fingerprint scanner

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Special Police Programs Fund							
	(Prior Year Non-Allocated)			339-000 Resources			
1	14,407	-	-	400100 Beginning Fund Balance	-	-	-
2	176	-	-	400400 Investment Interest	-	-	-
3	<u>14,583</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5	Shop With a Cop Program						
6				339-100 Resources			
7	-	1,590	1,400	400100 Beginning Fund Balance	2,800	2,800	2,800
8	-	27	100	400400 Investment Interest	100	100	100
9	<u>2,050</u>	<u>1,770</u>	<u>4,000</u>	400512 Donations - Shop w/Cop	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
10	<u>2,050</u>	<u>3,387</u>	<u>5,500</u>	Total Resources	<u>6,900</u>	<u>6,900</u>	<u>6,900</u>
11							
12				339-100 Materials & Services			
13	1,100	1,200	3,000	642200 Gift Purchases	5,000	5,000	5,000
14	158	246	300	644610 Participants' Meals Expense	500	500	500
15	<u>1,258</u>	<u>1,446</u>	<u>3,300</u>	Total Materials & Services	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
16							
17				335-100 Fund Balance			
18	<u>-</u>	<u>-</u>	<u>2,200</u>	999000 Unapp Ending Fund Balance	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
19							
20	K-9 Program						
21				339-400 Resources			
22	-	5,644	5,800	400100 Beginning Fund Balance	5,900	5,900	5,900
23	-	96	100	400400 Investment Interest	200	200	200
24	15	-	-	400514 Donations - K9 Program	-	-	-
25	<u>15</u>	<u>5,740</u>	<u>5,900</u>	Total Resources	<u>6,100</u>	<u>6,100</u>	<u>6,100</u>
26							
27				339-400 Materials & Services			
28	-	-	5,700	644670 Supplies - Purchase	5,700	5,700	5,700
29	<u>-</u>	<u>-</u>	<u>5,700</u>	Total Materials & Services	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>
30							
31				339-400 Fund Balance			
32	<u>-</u>	<u>-</u>	<u>200</u>	999000 Unapp Ending Fund Balance	<u>400</u>	<u>400</u>	<u>400</u>
33							
34	Reserve Officers						
35				339-450 Resources			
36	-	10,882	11,100	400100 Beginning Fund Balance	11,400	11,400	11,400
37	-	185	200	400400 Investment Interest	300	300	300
38	3,399	-	-	400520 Donations - Reserves	-	-	-
39	<u>3,399</u>	<u>11,066</u>	<u>11,300</u>	Total Resources	<u>11,700</u>	<u>11,700</u>	<u>11,700</u>
40							
41				339-450 Materials & Services			
42	372	-	5,000	644670 Supplies	5,000	5,000	5,000
43	301	-	6,000	647030 Travel & Training	6,000	6,000	6,000
44	<u>673</u>	<u>-</u>	<u>11,000</u>	Total Materials & Services	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
45							

**City of Junction City
Fiscal Year 2019-20 Budget**

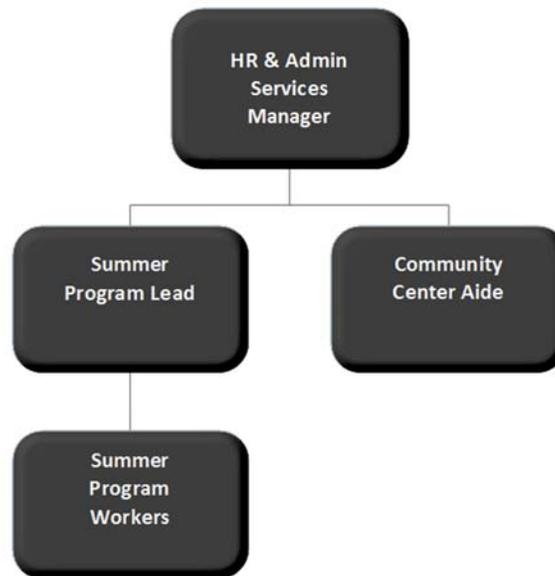
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
46				339-450 Fund Balance - Reserves			
47	-	-	300	999000 Unapp Ending Fund Balance	700	700	700
48							
49				339-900 Fund Balance - All			
50	-	-	2,700	999000 Unappropriated Fund Balance	2,500	2,500	2,500
51							
52				Fund Totals			
53	20,046	20,193	22,700	Resources	24,700	24,700	24,700
54							
55	1,931	1,446	20,000	Appropriations	22,200	22,200	22,200
56	<u>18,115</u>	<u>18,747</u>	<u>2,700</u>	Unappropriated Fund Balance	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
57	20,046	20,193	22,700		24,700	24,700	24,700



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 2019-2020?

- Created a 0.75 FTE Community Center Aide position as part of the departmental reorganization

2019-2020 Fiscal Year Projects

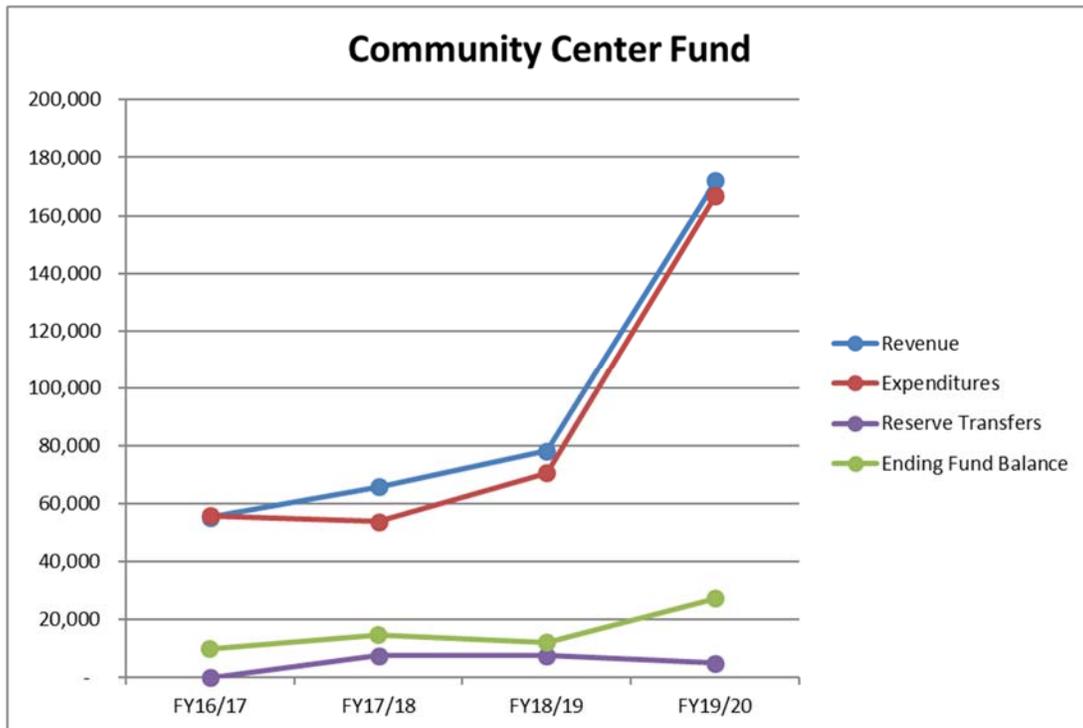
Community Center Bay Door Remodel - This project is from the Capital Expenditure Plan and is project #CCP-005. The total cost for this project is \$30,000. The funding for this project is from the Community Services Capital Fund.



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.

Community Center				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	10,713	10,052	12,200	27,100
Revenue	55,221	65,869	78,100	171,900
Total Resources	65,934	75,922	90,300	199,000
Expenditures				
Personnel Services	14,903	12,955	27,600	107,600
Materials & Services	40,979	40,894	41,700	56,000
Transfers	-	7,500	7,500	5,000
Contingency	-	-	1,400	3,300
Total Expenditures	55,882	61,349	78,200	171,900
Ending Fund Balance	10,052	14,573	12,100	27,100



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.

Community Center Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	27,500	29,500
Revenue	-	31,568	7,800	5,600
Total Resources	-	31,568	35,300	35,100
Expenditures				
Capital Outlay	-	10,185	34,300	34,000
Ending Fund Balance	-	21,383	1,000	1,100



Five Year Forecast											
Community Center Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	4	1	11	10	15	27	27	40	53	65	
Program Revenues	31	27	24	23	19	21	27	29	30	32	
Transfers In	51	93	31	42	58	31	15	16	16	17	
Allocated Property Taxes						100	129	134	140	145	
Allocated General Rev.						19	19	19	19	19	
Interest & Other	1					1	1	1	1	1	
Total Revenue	82	121	55	66	77	172	191	198	206	213	
Total Resources	86	122	66	76	91	199	219	238	258	279	
Requirements											
Personnel Services	56	55	15	13	21	108	112	118	123	128	
Materials & Services	29	57	41	41	35	56	58	59	61	63	
Transfers				8	8	5	5	5	5	6	
Contingency						3	3	4	4	4	
Total Expenditures	85	112	56	61	64	172	179	186	193	201	
Ending Fund Balance	1	11	10	15	27	27	40	53	65	78	
Total Requirements	86	122	66	76	91	199	219	238	258	279	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Community Center Fund							
012-000 Resources							
1	10,713	10,052	12,200	400100 Beginning Fund Balance	27,100	27,100	27,100
2	122	191	200	400400 Investment Interest	300	300	300
3	-	-	15,000	400525 Transfer from State Rev Sharing	15,000	15,000	15,000
4	31,200	42,200	42,500	400540 Transfer from General Fund	-	-	-
5	-	-	-	400515 Transfer from CS Admin	16,000	16,000	16,000
6	582	335	200	400700 Operations Fees	-	-	-
7	225	2,000	-	400725 Event Sponsorships	-	-	-
8	6,095	5,368	6,000	400730 Summer Program	6,000	6,000	6,000
9	150	250	300	400800 Youth Fundraising	300	300	300
10	542	212	200	400840 Donations	200	200	200
11	731	1,235	500	400850 Rentals	1,300	1,300	1,300
12	1,294	960	1,500	400870 Fundraising Events	1,500	1,500	1,500
13	869	393	600	400880 Spring Program	600	600	600
14	13,091	11,568	10,000	400890 Instructor Fees	11,000	11,000	11,000
15	-	1,015	1,000	400891 Sharing Tree Program	500	500	500
16	320	143	100	409000 Other Revenue	200	200	200
17	-	-	-	409310 General Revenue	18,800	18,800	18,800
18	-	-	-	400200 Property Taxes	100,200	100,200	100,200
19	65,934	75,922	90,300	Total Resources	199,000	199,000	199,000
20							
012-100 Personnel Services							
21							
22	11,662	10,143	21,000	503780 Wages	49,500	49,500	49,500
23	-	-	700	503790 Wages - Overtime	800	800	800
24	892	776	1,700	513344 FICA	3,900	3,900	3,900
25	1,837	1,637	2,500	539094 Pension - PERS	9,700	9,700	9,700
26	512	398	800	542344 Workers' Compensation Ins	1,100	1,100	1,100
27	-	-	-	546833 Insurance Benefits	40,600	40,600	40,600
28	-	-	900	548877 Unemployment Insurance	2,000	2,000	2,000
29	14,903	12,955	27,600	Total Personnel Services	107,600	107,600	107,600
30							
012-100 Materials & Services							
31							
32	1,413	1,754	2,100	601100 Administrative Charges	14,900	14,900	14,900
33	2,466	2,213	2,400	602171 Insurance	2,900	2,900	2,900
34	-	-	100	603200 Bank Fees	100	100	100
35	309	40	300	603322 Bathroom Supplies	300	300	300
36	95	100	100	608925 Computer Software Support	300	300	300
37	2,978	3,437	3,900	611519 Electricity	4,000	4,000	4,000
38	415	691	800	611770 IT Service Charges	1,300	1,300	1,300
39	869	1,187	2,500	615051 Fundraising Expenses	1,500	1,500	1,500
40	1,104	1,690	900	632677 Office Equipment Leases	1,200	1,200	1,200
41	-	-	100	632678 Computer/Office Equip. Maint	100	100	100
42	-	106	100	632680 Office Equipment/Furnishings	100	100	100
43	2,265	2,490	1,800	633850 Natural Gas	1,500	1,500	1,500
44	298	457	400	636921 Office Supplies	400	400	400
45	145	227	200	640457 Postage	200	200	200
46	392	352	400	640733 Printing and Advertising	400	400	400
47	2,449	1,430	2,000	641134 Program Costs	2,000	2,000	2,000
48	522	295	500	641135 Sharing Tree Program	500	500	500
49	734	407	700	644400 Janitorial/Landscape Maint	500	500	500
50	10,960	12,224	10,100	644650 Building Maintenance Charges	9,800	9,800	9,800

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19		2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
51	-	68	200	647030 Travel and Training	200	200	200
52	294	172	300	648420 Special Events	1,100	1,100	1,100
53	177	72	300	648860 Supplies	300	300	300
54	696	696	700	649843 Telephone	500	500	500
55	355	103	300	649860 Volunteer Expenses	300	300	300
56	-	97	300	649989 Dues	300	300	300
57	11,785	10,398	10,000	650100 Instructor Fees	11,000	11,000	11,000
58	257	189	200	702013 Audit	300	300	300
59	<u>40,979</u>	<u>40,894</u>	<u>41,700</u>	Total Materials & Services	<u>56,000</u>	<u>56,000</u>	<u>56,000</u>
60							
61				012-100 Transfers			
62	<u>-</u>	<u>7,500</u>	<u>7,500</u>	900046 Transfer to Comm Serv Cap Proj	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
63							
64				012-100 Fund Balance & Contingency			
65	-	-	1,400	900900 Operating Contingency	3,300	3,300	3,300
66	<u>10,052</u>	<u>14,573</u>	<u>12,100</u>	999000 Unappropriated Fund Balance	<u>27,100</u>	<u>27,100</u>	<u>27,100</u>
67	<u>10,052</u>	<u>14,573</u>	<u>13,500</u>	Total	<u>27,100</u>	<u>30,400</u>	<u>30,400</u>
68							
69							
70				Fund Totals			
71				Resources:			
72	10,713	10,052	12,200	Beginning Fund Balance	27,100	27,100	27,100
73	<u>55,221</u>	<u>65,869</u>	<u>78,100</u>	Operating Revenue	<u>171,900</u>	<u>171,900</u>	<u>171,900</u>
74	<u>65,934</u>	<u>75,922</u>	<u>90,300</u>		<u>199,000</u>	<u>199,000</u>	<u>199,000</u>
75							
76				Appropriations:			
77	55,882	61,349	78,200	Operating Expenditures	171,900	171,900	171,900
78	<u>10,052</u>	<u>14,573</u>	<u>12,100</u>	Unappropriated Fund Balance	<u>27,100</u>	<u>27,100</u>	<u>27,100</u>
79	<u>65,934</u>	<u>75,922</u>	<u>90,300</u>		<u>199,000</u>	<u>199,000</u>	<u>199,000</u>

Notes

- 38 Includes Springbrook annual maintenance allocation
- 67 Contingency is 2% of Personnel Services and Materials & Services

City of Junction City
Fiscal Year 2019-20 Budget

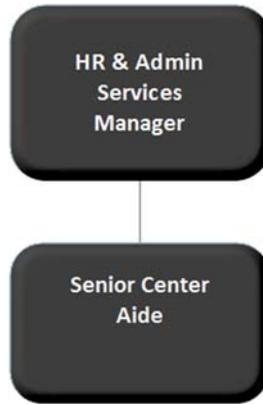
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Community Services Capital Projects Fund							
Community Center							
				254-612 Resources			
1	-	-	27,500	400100 Beginning Fund Balance	29,500	29,500	29,500
2	-	268	300	400400 Interest	600	600	600
3	-	7,500	7,500	400512 Transfer from Comm Center	5,000	5,000	5,000
4	-	23,800	-	400516 Transfer from Bldg Reserve Fund	-	-	-
5	-	31,568	35,300	Total Resources	35,100	35,100	35,100
6							
7				254-612 Capital Outlay			
8	-	-	-	800200 CEP Projects	34,000	34,000	34,000
9	-	10,185	34,300	800175 Building Projects	-	-	-
10	-	10,185	34,300	Total Capital Outlay	34,000	34,000	34,000
11							
12				254-612 Fund Balance			
13	-	21,383	1,000	999000 Unapp Ending Fund Balance	1,100	1,100	1,100
14	-	21,383	1,000	Total Fund Balance	1,100	1,100	1,100



Department Overview

Viking Sal 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 2019-2020?

- Created a 0.75 FTE Senior Center Aide position



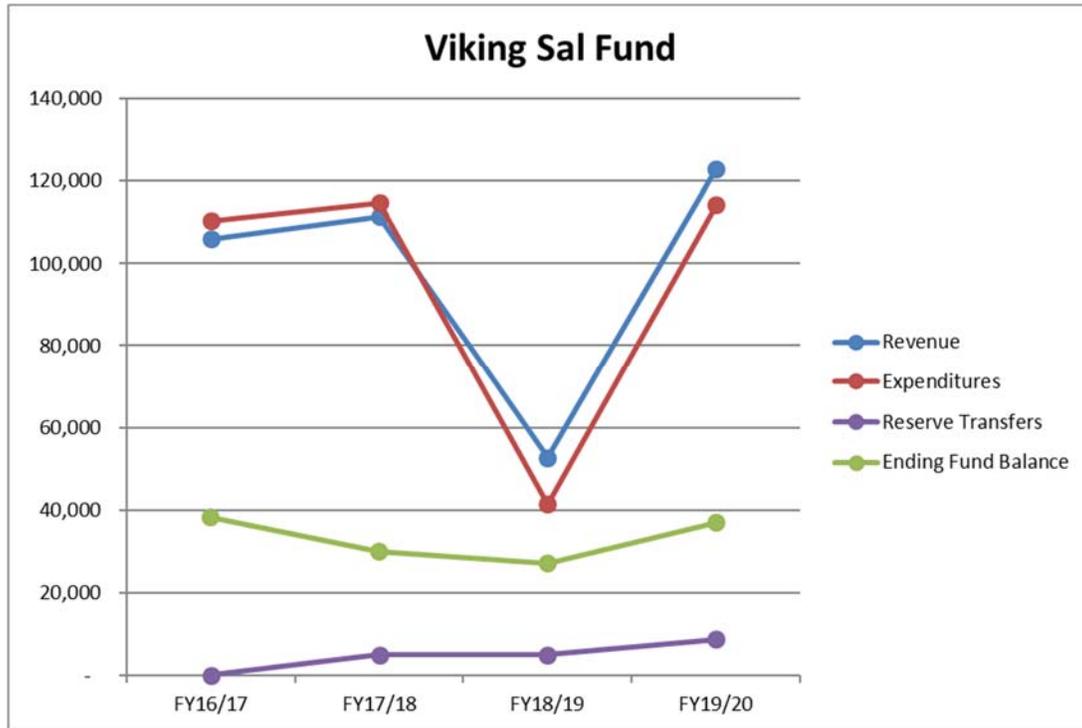


Fund Overview – Viking Sal Senior Fund

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.

Viking Sal Senior Center				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	42,775	38,366	20,900	37,000
Revenue	106,006	111,385	52,700	123,000
Total Resources	148,780	149,751	73,600	160,000
Expenditures				
Personnel Services	65,091	67,335	1,300	66,800
Materials & Services	45,324	47,433	39,200	45,200
Transfers	-	5,000	5,000	8,700
Contingency	-	-	900	2,300
Total Expenditures	110,415	119,768	46,400	123,000
Ending Fund Balance	38,366	29,983	27,200	37,000
Staffing	1.00	1.00	-	0.75





Fund Overview – Senior Center Capital Project Fund

The Senior Center Capital Project Fund was created in FY17/18. 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.

Viking Sal Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	5,100	10,300
Revenue	-	5,090	5,100	8,900
Total Resources	-	5,090	10,200	19,200
Expenditures				
Capital Outlay	-	-	-	19,000
Ending Fund Balance	-	5,090	10,200	200



Five Year Forecast										
Viking Sal Senior Fund										
(amounts in thousands)										
	Actual					Budget	Forecasted			
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Resources										
Beginning Fund Balance	6	27	43	38	30	37	37	30	22	15
Program Revenues	61	67	49	46	36	36	38	40	42	44
Transfers In	86	96	55	59		7				
Allocated Property Taxes						66	68	71	74	77
Allocated General Rev.						13	13	13	13	13
Interest & Other	2	1	2	6	2	2	2	2	2	2
Total Revenue	149	164	106	111	38	123	121	125	130	135
Total Resources	155	191	149	150	68	160	158	155	153	150
Requirements										
Personnel Services	93	101	65	67	1	67	70	73	76	80
Materials & Services	35	48	45	47	25	45	47	48	49	51
Capital Outlay				5	5	9	9	9	10	10
Transfers to Other Funds						2	2	2	3	3
Total Expenditures	128	149	110	120	31	123	128	133	138	143
Ending fund balance	27	42	38	30	37	37	30	22	15	7
Total Requirements	155	191	149	150	68	160	158	155	153	150

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Viking Sal Senior Fund							
008-000 Resources							
1	42,775	38,366	20,900	400100 Beginning Fund Balance	37,000	37,000	37,000
2	380	374	500	400400 Investment Interest	700	700	700
3	55,100	59,100	-	400540 Transfer from General Fund	-	-	-
4	-	-	-	400515 Transfer from CS Admin	7,000	7,000	7,000
5	-	-	-	400625 Grant: Education Together	-	-	-
6	1,759	1,326	1,500	400700 Operations Fees	1,500	1,500	1,500
7	1,950	1,335	1,700	400725 Special Meal Sponsorships	1,500	1,500	1,500
8	14,684	14,711	12,000	400735 Nutrition Program	12,000	12,000	12,000
9	11,250	12,937	13,500	400741 IGA LCOG	13,500	13,500	13,500
10	279	-	-	400810 Senior Trip Fees	-	-	-
11	1,430	2,373	1,000	400840 Patron Donations	1,000	1,000	1,000
12	1,681	2,225	1,500	400850 Viking Sal Rentals	1,500	1,500	1,500
13	16,261	11,301	20,000	400870 Fundraising Events	5,000	5,000	5,000
14	1,231	5,704	1,000	409000 Other Receipts	1,000	1,000	1,000
15	-	-	-	409310 General Revenue	12,800	12,800	12,800
16	-	-	-	400200 Property Taxes	65,500	65,500	65,500
17	<u>148,780</u>	<u>149,751</u>	<u>73,600</u>	Total Resources	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
18							
19				008-678 Personnel Services			
20	37,203	38,324	-	503780 Wages	27,600	27,600	27,600
21	-	-	-	503790 Wages - Overtime	600	600	600
22	2,747	2,849	-	513344 FICA	2,200	2,200	2,200
23	6,109	6,836	-	539094 Pension - PERS	6,800	6,800	6,800
24	2,216	1,844	1,300	542344 Workers' Compensation Ins	1,300	1,300	1,300
25	16,816	17,482	-	546833 Insurance Benefits	27,100	27,100	27,100
26	-	-	-	548877 Unemployment Insurance	1,200	1,200	1,200
27	<u>65,091</u>	<u>67,335</u>	<u>1,300</u>	Total Personnel Services	<u>66,800</u>	<u>66,800</u>	<u>66,800</u>
28							
29							
30				008-678 Materials & Services			
31	11,409	16,184	2,300	601100 Administrative Charges	14,100	14,100	14,100
32	2,704	2,521	2,600	602171 Insurance	2,300	2,300	2,300
33	57	49	100	603200 Bank Fees	100	100	100
34	360	102	400	603322 Bathroom Supplies	200	200	200
35	228	223	300	608925 Computer Software Support	300	300	300
36	2,883	2,843	3,600	611519 Electricity	3,000	3,000	3,000
37	476	792	1,400	611770 IT Service Charges	1,300	1,300	1,300
38	4,453	3,815	7,000	615051 Fundraising Expense	5,000	5,000	5,000
39	1,052	1,683	1,400	615100 Building Maintenance Charges	1,000	1,000	1,000
40	1,281	777	400	632677 Office Equipment Leases	600	600	600
41	139	258	300	632678 Computer/Office Equipment Main	-	-	-
42	57	192	100	632690 Office Equipment/Furnishings	100	100	100
43	937	874	800	633850 Natural Gas	800	800	800
44	325	283	300	636921 Office Supplies	200	200	200
45	103	69	200	640457 Postage	100	100	100
46	459	70	300	640733 Printing and Publications	100	100	100
47	1,605	1,218	1,500	643300 Kitchen Supplies	500	500	500
48	725	705	600	644400 Janitorial/Landscape Maint	600	600	600
49	1,561	916	1,500	644660 Building / Property Maint.	1,000	1,000	1,000
50	38	-	200	644670 Training	200	200	200

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51	749	-	-	648317 Trips	-	-	-
52	83	189	300	648420 Special Events	300	300	300
53	10,531	11,089	10,000	648635 Nutrition Program	10,000	10,000	10,000
54	370	6	100	648860 Supplies	100	100	100
55	861	861	1,000	649843 Telephone	1,000	1,000	1,000
56	464	262	1,100	649860 Volunteer Expenses	800	800	800
57	-	-	100	650100 Instructor Fees	100	100	100
58	949	1,075	900	652080 Internet	900	900	900
59	464	379	400	702013 Audit	500	500	500
60	<u>45,324</u>	<u>47,433</u>	<u>39,200</u>	Total Materials & Services	<u>45,200</u>	<u>45,200</u>	<u>45,200</u>
61							
62				008-678 Transfers			
63	-	5,000	5,000	900046 Transfer to Comm Serv Cap Proj	8,700	8,700	8,700
64	-	5,000	5,000	Total Transfers	<u>8,700</u>	<u>8,700</u>	<u>8,700</u>
65							
66				008-678 Fund Balance & Contingency			
67	-	-	900	900900 Operating Contingency	2,300	2,300	2,300
68	<u>38,366</u>	<u>29,983</u>	<u>27,200</u>	999000 Unapp Ending Fund Balance	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
69	<u>38,366</u>	<u>29,983</u>	<u>28,100</u>	Total	<u>37,000</u>	<u>39,300</u>	<u>39,300</u>
70							
71				Fund Totals			
72				Resources:			
73	42,775	38,366	20,900	Beginning Fund Balance	37,000	37,000	37,000
74	<u>106,006</u>	<u>111,385</u>	<u>52,700</u>	Operating Revenue	<u>123,000</u>	<u>123,000</u>	<u>123,000</u>
75	<u>148,780</u>	<u>149,751</u>	<u>73,600</u>		<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
76							
77				Appropriations:			
78	110,415	114,768	41,400	Operating Expenditures	114,300	114,300	114,300
79				Transfers			
80	-	5,000	5,000	Other Transfers	8,700	8,700	8,700
81	<u>110,415</u>	<u>119,768</u>	<u>46,400</u>		<u>123,000</u>	<u>123,000</u>	<u>123,000</u>
82	<u>38,366</u>	<u>29,983</u>	<u>27,200</u>	Unappropriated Fund Balance	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
83	<u>148,780</u>	<u>149,751</u>	<u>73,600</u>		<u>160,000</u>	<u>160,000</u>	<u>160,000</u>

Notes

- 37 Springbrook annual maintenance allocation
- 69 Contingency is 2% or more of personnel services and M&S

City of Junction City
Fiscal Year 2019-20 Budget

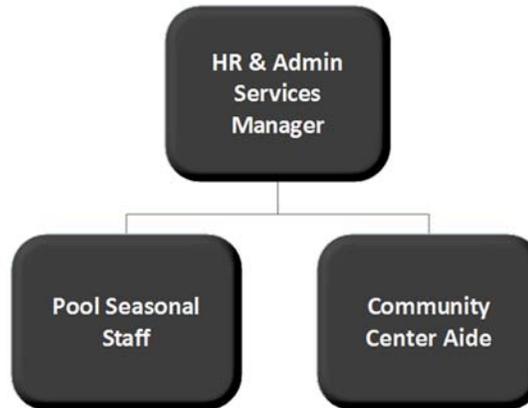
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
15	Community Services Capital Projects Fund						
16							
17	Viking Sal Senior Center						
18	254-678 Resources						
19	-	-	5,100	400100 Beginning Fund Balance	10,300	10,300	10,300
20	-	90	100	400400 Interest	200	200	200
21	-	5,000	5,000	400513 Transfer from Viking Sal	8,700	8,700	8,700
22	-	5,090	10,200	Total Resources	19,200	19,200	19,200
23							
24	254-678 Capital Outlay						
25	-	-	-	800200 CEP Projects	19,000	19,000	19,000
26	-	-	-	Total Capital Outlay	19,000	19,000	19,000
27							
28	254-678 Fund Balance						
29	-	5,090	10,200	999000 Unapp Ending Fund Balance	200	200	200
30	-	5,090	10,200	Total Fund Balance	200	200	200



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 days a week from June-August for an average of 65 hours a week and Sunday for rentals only.
- 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 2019-2020?

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

2019-2020 Fiscal Year Projects

1. **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.
2. **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.
3. **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.
4. **Office Flooring Refurbishment** – This project is from the Capital Expenditure Plan and is project #PLBM-003. The total cost for this project is \$1,000. The funding for this project is from the Community Services Capital Project Fund.
5. **Locker Room Flooring Refurbishment** – This project is from the Capital Expenditure Plan and is project #PLBM-004. The total cost for this project is \$1,000. The funding for this project is from the Community Services Capital Project Fund.
6. **Workstation Replacement** – This project is from the Capital Expenditure Plan and is project #PLIT-001. The total cost for this project is \$1,200. The funding for this project is from the Community Services Capital Project Fund.

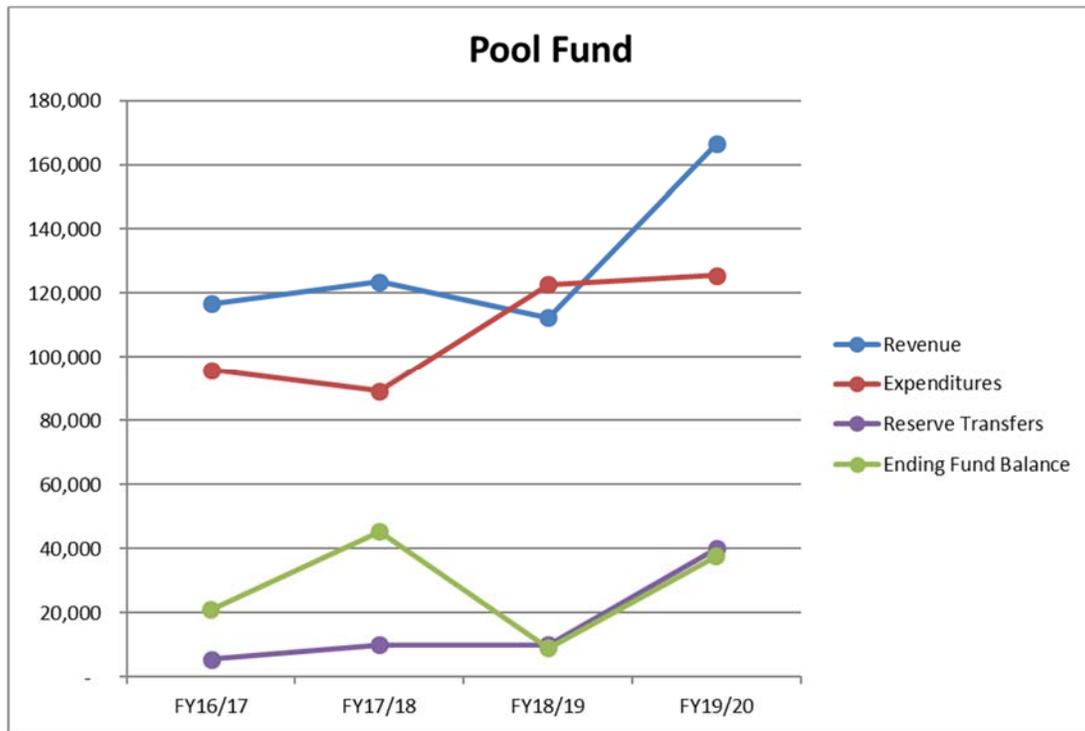
Fund Overview – Pool Fund

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.



Pool				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	5,700	20,895	29,400	36,800
Revenue	116,744	123,616	112,400	166,400
Total Resources	122,444	144,511	141,800	203,200
Expenditures				
Personnel Services	62,725	58,391	77,000	80,900
Materials & Services	33,224	30,872	43,200	39,600
Transfers	5,600	10,000	10,000	40,000
Contingency	-	-	2,500	5,000
Total Expenditures	101,549	99,264	132,700	165,500
Ending Fund Balance	20,895	45,247	9,100	37,700





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.

Pool Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	24,500	36,900
Revenue	-	32,557	10,300	40,800
Total Resources	-	32,557	34,800	77,700
Expenditures				
Capital Outlay	-	1,432	5,000	70,000
Ending Fund Balance	-	31,125	29,800	7,700



Five Year Forecast											
Swimming Pool											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	0	0	6	21	45	37	38	71	106	143	
Program Revenues	51	45	40	36	39	46	50	52	55	58	
Transfers In						30					
Allocated Property Taxes			66	72	64	84	117	122	127	132	
Allocated General Rev.			10	14	7	7	7	7	7	7	
Interest & Other				1		1	1	1	1	1	
Total Revenue	51	45	117	124	110	166	174	181	189	197	
Total Resources			122	145	156	203	212	252	295	340	
Requirements											
Personnel Services	73	77	63	58	74	81	85	88	92	96	
Materials & Services	26	32	33	31	34	40	41	42	43	45	
Transfers			6	10	10	40	10	10	11	11	
Contingency						5	5	5	6	6	
Total Expenditures	100	109	102	99	118	166	141	146	152	158	
Ending Fund Balance			21	45	37	38	71	106	143	182	
Total Requirements			122	145	156	203	212	252	295	340	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Swimming Pool							
001-620 Resources							
1	5,700	20,895	29,400	400100 Beginning Fund Balance	36,800	36,800	36,800
2	7,304	7,045	9,000	400500 Pool Daily Admission	9,500	9,500	9,500
3	195	1,057	300	400501 School Swim Pool Rental	1,000	1,000	1,000
4	7,885	6,875	8,500	400505 Swim Pass Sales	9,000	9,000	9,000
5	690	1,110	700	406600 Swim Team	1,000	1,000	1,000
6	15,546	15,027	17,000	406650 Swim Lessons	17,500	17,500	17,500
7	1,963	2,285	2,200	400550 Pool Income - Other	3,000	3,000	3,000
8	6,608	2,883	4,000	407200 Private Pool Rentals	4,500	4,500	4,500
9	342	448	400	409000 Other Revenue	400	400	400
10	-	117	100	400400 Interest	200	200	200
11	-	-	-	400515 Transfer from CS Admin	30,000	30,000	30,000
12	10,257	14,488	7,100	409310 General Revenue	6,500	6,500	6,500
13	65,954	72,282	63,100	400200 Property Taxes	83,800	83,800	83,800
14	<u>122,444</u>	<u>144,511</u>	<u>141,800</u>	Total Resources	<u>203,200</u>	<u>203,200</u>	<u>203,200</u>
15							
16				001-620 Personnel Services			
17	56,705	52,934	65,900	503780 Wages	68,900	68,900	68,900
18	-	-	1,100	503790 Overtime	1,200	1,200	1,200
19	4,338	4,049	5,200	513344 FICA	5,400	5,400	5,400
20	-	250	-	539094 Pension - PERS	-	-	-
21	1,682	1,159	2,100	542344 Workers' Compensation Ins	2,600	2,600	2,600
22	-	-	-	546833 Insurance Benefits	-	-	-
23	-	-	2,700	548877 Unemployment Insurance	2,800	2,800	2,800
24	<u>62,725</u>	<u>58,391</u>	<u>77,000</u>	Total Personnel Services	<u>80,900</u>	<u>80,900</u>	<u>80,900</u>
25							
26				001-620 Materials & Services			
27	1,693	2,127	2,300	601100 Administrative Charges	1,700	1,700	1,700
28	482	151	500	601124 Swim Team	400	400	400
29	2,328	2,399	2,700	602171 Insurance	2,400	2,400	2,400
30	67	65	100	603200 Bank Fees	100	100	100
31	4,285	5,155	5,500	605917 Chemicals	5,000	5,000	5,000
32	117	122	100	608925 Computer Software Support	100	100	100
33	5,752	5,895	7,000	611519 Electricity	6,500	6,500	6,500
34	-	-	-	611770 IT Service Charges	400	400	400
35	1,062	304	1,500	612080 Pool Equip Repair and Renewal	800	800	800
36	963	79	-	623425 Preventative Medical/OSHA	-	-	-
37	456	57	600	623426 First Aid Supplies	500	500	500
38	136	193	800	623427 Instructional Supplies	600	600	600
39	484	405	300	632677 Office Equipment Leases	400	400	400
40	3,121	2,480	4,000	633850 Natural Gas	4,000	4,000	4,000
41	1,043	495	1,200	636921 Office Supplies	800	800	800
42	0	-	100	640457 Postage	100	100	100
43	731	677	1,000	644410 Janitorial Supplies	600	600	600
44	4,574	5,291	7,100	644650 Building Maintenance Charges	5,700	5,700	5,700
45	2,070	1,081	2,200	647030 Training & Recruiting	2,000	2,000	2,000
46	2,187	2,205	4,000	648860 Pool Supplies	5,500	5,500	5,500
47	861	861	900	649843 Telephone	900	900	900
48	305	428	600	650250 Pool License	600	600	600
49	322	213	500	652080 Internet Services	300	300	300
50	186	189	200	702013 Audit	200	200	200

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51	33,224	30,872	43,200	Total Materials & Services	39,600	39,600	39,600
52							
53				001-900 Transfers			
54	5,600	-	-	900016 Transfer to Park & Pool Reserve	-	-	-
55	-	10,000	10,000	900046 Transfer to Comm Serv Cap Project	40,000	40,000	40,000
56	5,600	10,000	10,000	Total Transfers	40,000	40,000	40,000
57							
58	-	-	2,500	900900 Contingency	5,000	5,000	5,000
59							
60	101,549	99,264	132,700	Total Requirements	165,500	165,500	165,500
61	20,895	45,247	9,100	999000 Unapp Ending Fund Balance	37,700	37,700	37,700
62	122,444	144,511	141,800		203,200	203,200	203,200
63	-	-	-		-	-	-
64				Fund Totals			
65				Resources:			
66	5,700	20,895	29,400	Beginning Fund Balance	36,800	36,800	36,800
67	116,744	123,616	112,400	Operating Revenue	166,400	166,400	166,400
68	122,444	144,511	141,800		203,200	203,200	203,200
69							
70				Appropriations:			
71	95,949	89,264	122,700	Operating Expenditures	125,500	125,500	125,500
72	5,600	10,000	10,000	Transfers To Reserves	40,000	40,000	40,000
73	101,549	99,264	132,700		165,500	165,500	165,500
74	20,895	45,247	9,100	Unappropriated Fund Balance	37,700	37,700	37,700
75	122,444	144,511	141,800		203,200	203,200	203,200
76	-	-	-		-	-	-

Notes

58 Contingency is 2% of expenditures

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
31	Community Services Capital Projects Fund						
32							
33	Pool						
34	254-620 Resources						
35	-	-	24,500	400100 Beginning Fund Balance	36,900	36,900	36,900
36	-	357	300	400400 Interest	800	800	800
37	-	10,000	10,000	400511 Transfer from Pool Operations	40,000	40,000	40,000
38	-	22,200	-	400519 Transfer from Park & Pool Res	-	-	-
39	-	32,557	34,800	Total Resources	77,700	77,700	77,700
40							
41							
42							
43							
44	254-620 Capital Outlay						
45	-	-	-	800200 CEP Projects	40,000	40,000	40,000
46	-	1,432	-	800100 Equipment Purchases	10,000	10,000	10,000
47	-	-	5,000	800175 Building Projects	20,000	20,000	20,000
48	-	1,432	5,000	Total Capital Outlay	70,000	70,000	70,000
49							
50	254-620 Fund Balance						
51	-	31,125	29,800	999000 Unapp Ending Fund Balance	7,700	7,700	7,700
52	-	31,125	29,800	Total Fund Balance	7,700	7,700	7,700



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 2019-2020?

- Increased the Library Aide position to full time.





2019-2020 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.
2. Repaint the interior of the library. This project is included in the Capital Expenditure Plan and is project number LBBM-003. Total cost is \$5,000.
3. Replace staff computers. These projects are included in the Capital Expenditure Plan and are project numbers LBIT-001 & LBIT-002

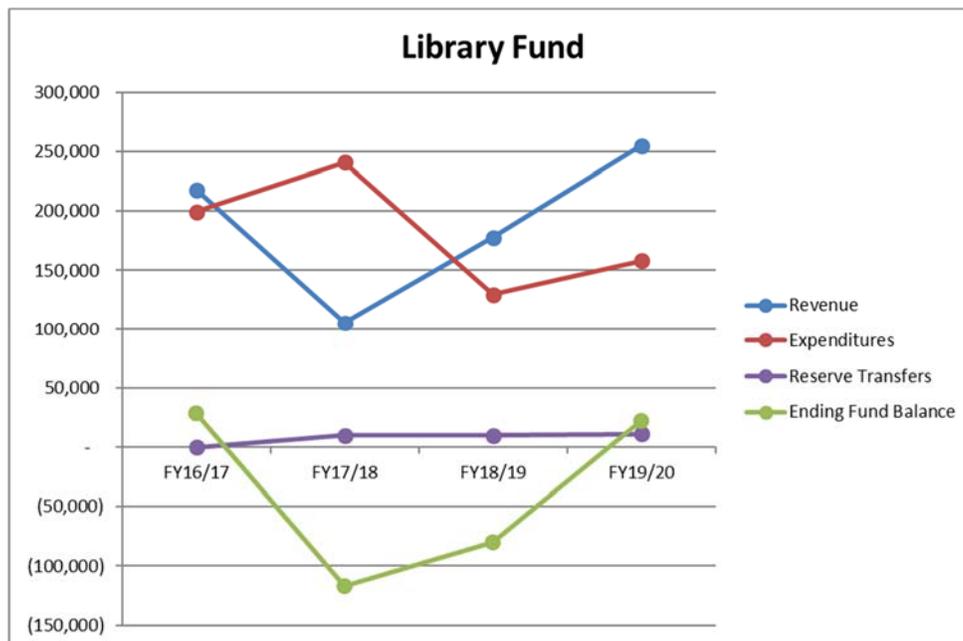




Fund Overview – Library Fund

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.

Library				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	10,700	28,914	(117,800)	(63,700)
Revenue	217,968	105,485	178,000	255,000
Total Resources	228,668	134,399	60,200	191,300
Expenditures				
Personnel Services	131,792	161,626	62,300	86,500
Materials & Services	67,961	79,305	64,900	66,700
Transfers	-	10,000	10,000	11,000
Contingency	-	-	2,600	5,000
Total Expenditures	199,753	250,932	139,800	169,200
Ending Fund Balance	28,914	(116,532)	(79,600)	22,100
Staffing	1.68	1.68	0.68	1.00





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.

Library Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	13,500	27,500
Revenue	-	23,561	10,300	11,600
Total Resources	-	23,561	23,800	39,100
Expenditures				
Capital Outlay	-	6,200	10,800	30,000
Ending Fund Balance	-	17,361	13,000	9,100



Five Year Forecast											
Library											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	0	0	11	29	(117)	(64)	22	47	72	96	
Program Revenues	7	7	7	7	7	6	6	6	7	7	
Transfers In				17		7					
Allocated Property Taxes			129	53	117	189	142	147	153	159	
Allocated General Rev.			83	28	57	52	52	52	52	52	
Interest & Other					1	1	1	1	1	1	
Total Revenue	7	7	218	105	181	255	201	207	213	220	
Total Resources	-	-	229	134	65	191	223	254	285	315	
Requirements											
Personnel Services	143	149	132	162	64	87	90	94	99	103	
Materials & Services	40	58	68	79	54	67	69	71	73	75	
Transfers	8	7		10	10	11	11	12	12	12	
Contingency						5	5	5	6	6	
Total Expenditures	191	214	200	251	128	169	176	182	189	196	
Ending Fund Balance			29	(117)	(64)	22	47	72	96	119	
Total Requirements	-	-	229	134	65	191	223	254	285	315	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Library							
001-674 Resources							
1	10,700	28,914	(117,800)	400100 Beginning Fund Balance	(63,700)	(63,700)	(63,700)
2	4,790	5,320	4,000	403200 Library Receipts	4,000	4,000	4,000
3	500	500	500	403215 Grant: Education Together Fund	500	500	500
4	-	500	300	403225 Grant: Soroptimists	300	300	300
5	1,500	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
6	51	44	-	409000 Other Revenue	300	300	300
7	-	272	200	400400 Interest	400	400	400
8	-	-	-	400515 Transfer from CS Admin	7,100	7,100	7,100
9	-	16,900	-	400539 Transfer from Non-Departmental	-	-	-
10	82,552	28,243	57,000	409310 General Revenue	52,400	52,400	52,400
11	128,574	52,706	115,000	400200 Property Taxes	189,000	189,000	189,000
12	228,668	134,399	60,200	Total - Resources	191,300	191,300	191,300
13							
001-674 Personnel Services							
15	81,989	90,912	30,400	503780 Wages	45,500	45,500	45,500
16	-	-	1,000	503790 Overtime	1,100	1,100	1,100
17	6,057	6,786	2,400	513344 FICA	3,600	3,600	3,600
18	18,301	24,595	8,500	539094 Pension - PERS	14,500	14,500	14,500
19	211	127	300	542344 Workers' Compensation Ins	300	300	300
20	25,234	39,206	18,500	546833 Insurance Benefits	19,900	19,900	19,900
21	-	-	1,200	548877 Unemployment Tax	1,600	1,600	1,600
22	131,792	161,626	62,300	Total Personnel Services	86,500	86,500	86,500
23							
001-674 Materials & Services							
25	17,679	25,736	12,700	601100 Administrative Charges	16,900	16,900	16,900
26	3,219	3,378	3,600	602171 Insurance	2,600	2,600	2,600
27	102	106	100	603200 Bank Fees	100	100	100
28	14,978	16,240	10,000	604056 Books	10,000	10,000	10,000
29	693	1,097	1,200	604080 Digital Audio Books	1,200	1,200	1,200
30	1,516	842	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
31	100	-	300	605100 Grant: Soroptimists	300	300	300
32	67	-	100	606633 Computer/Office Equipment Main	100	100	100
33	4,817	5,622	5,000	606640 Computer Catalog	5,000	5,000	5,000
34	-	-	200	606650 GALE Catalog	200	200	200
35	708	805	400	608925 Computer Software Support	900	900	900
36	4,203	4,846	7,400	611770 IT Service Charges	7,300	7,300	7,300
37	2,503	2,707	3,000	618602 Electricity	3,000	3,000	3,000
38	2,136	1,634	1,800	632677 Office Equipment Leases	1,800	1,800	1,800
39	-	90	200	632680 Office Equipment/Furnishings	100	100	100
40	1,089	924	900	633850 Natural Gas	900	900	900
41	981	1,246	1,200	636921 Office Supplies	1,000	1,000	1,000
42	1,151	221	700	640457 Postage	1,500	1,500	1,500
43	927	1,018	1,000	642300 Summer Reading Program	800	800	800
44	525	500	500	642301 ETF Grant	500	500	500
45	-	-	-	642320 Library Programs	1,000	1,000	1,000
46	4,174	5,268	7,500	644650 Building Maintenance Charges	5,500	5,500	5,500
47	1,908	2,106	300	644660 Repair & Care of Library	500	500	500
48	406	122	500	647030 Travel and Training	300	300	300
49	-	-	800	649860 Volunteer Expenses	500	500	500

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
50	909	1,335	900	648861 Supplies and Book Repair	500	500	500
51	696	696	900	649843 Telephone	800	800	800
52	1,919	2,198	2,100	652080 Internet Services	1,800	1,800	1,800
53	557	568	600	702013 Audit	600	600	600
54	<u>67,961</u>	<u>79,305</u>	<u>64,900</u>	Total Materials & Services	<u>66,700</u>	<u>66,700</u>	<u>66,700</u>
55							
56							
57				001-674 Transfers			
58	-	10,000	10,000	900046 Transfer to Comm Serv Cap Proj	11,000	11,000	11,000
59	-	10,000	10,000	Total Transfers	11,000	11,000	11,000
60							
61	-	-	2,600	900900 Contingency	5,000	5,000	5,000
62							
63	199,753	250,932	139,800	Total Requirements	169,200	169,200	169,200
64	28,914	(116,532)	(79,600)	999000 Unapp Ending Fund Balance	22,100	22,100	22,100
65	<u>228,668</u>	<u>134,399</u>	<u>60,200</u>		<u>191,300</u>	<u>191,300</u>	<u>191,300</u>
66	-	-	-		-	-	-
67							
68				Fund Totals			
69				Resources:			
70	10,700	28,914	(117,800)	Beginning Fund Balance	(63,700)	(63,700)	(63,700)
71	217,968	105,485	178,000	Operating Revenue	255,000	255,000	255,000
72	<u>228,668</u>	<u>134,399</u>	<u>60,200</u>		<u>191,300</u>	<u>191,300</u>	<u>191,300</u>
73							
74				Appropriations:			
75	199,753	240,932	129,800	Operating Expenditures	158,200	158,200	158,200
76				Transfers			
77	-	10,000	10,000	To Reserves	11,000	11,000	11,000
78	199,753	250,932	139,800		169,200	169,200	169,200
79	28,914	(116,532)	(79,600)	Unappropriated Fund Balance	22,100	22,100	22,100
80	<u>228,668</u>	<u>134,399</u>	<u>60,200</u>		<u>191,300</u>	<u>191,300</u>	<u>191,300</u>
81	-	-	-		-	-	-

Notes

- 35 Annual software maintenance
- 36 & 46 Internal Services Fund charges
- 61 Contingency is 2% of budgeted expenditures

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
73	Community Services Capital Projects Fund						
74							
75	Library						
76	254-674 Resources						
77	-	-	13,500	400100 Beginning Fund Balance	27,500	27,500	27,500
78	-	268	300	400400 Interest	600	600	600
79	-	10,000	10,000	400509 Transfer from Library Operations	11,000	11,000	11,000
80	-	13,292	-	400517 Transfer from Library Equip	-	-	-
81	-	23,561	23,800	Total Resources	39,100	39,100	39,100
82							
83	254-674 Capital Outlay						
84	-	-	-	800200 CEP Projects	30,000	30,000	30,000
85	-	-	10,800	800155 Computer & Network	-	-	-
86	-	6,200	-	800175 Building Projects	-	-	-
87	-	6,200	10,800	Total Capital Outlay	30,000	30,000	30,000
88							
89	254-674 Fund Balance						
90	-	17,361	13,000	999000 Unapp Ending Fund Balance	9,100	9,100	9,100
91	-	17,361	13,000	Total Fund Balance	9,100	9,100	9,100
92							
93	254-950 Fund Balance						
94	-	126,465	93,100	999000 Unapp Ending Fund Balance	75,600	75,600	75,600
95	-	126,465	93,100	Total Fund Balance	75,600	75,600	75,600

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Community Services Administration							
001-640 Resources							
1	10,300	21,715	19,900	400100 Beginning Fund Balance	100,100	100,100	100,100
2	65,109	49,582	34,400	409310 General Revenue	-	-	-
3	225,720	262,776	223,100	400200 Property Taxes	-	-	-
4	-	4,020	-	400870 Fundraising Events	-	-	-
5	290	356	400	409000 Other Revenue	-	-	-
6	-	272	200	400400 Interest	-	-	-
7	<u>301,419</u>	<u>338,721</u>	<u>278,000</u>	Total Resources	<u>100,100</u>	<u>100,100</u>	<u>100,100</u>
8							
001-640 Personnel Services							
10	96,189	98,994	102,900	503780 Wages	-	-	-
11	7,116	7,328	7,900	513344 FICA	-	-	-
12	15,794	19,146	19,900	539094 Pension - PERS	-	-	-
13	1,185	66	300	542344 Workers' Compensation Ins	-	-	-
14	46,153	47,749	50,700	546833 Insurance Benefits	-	-	-
15	-	-	3,200	548877 Unemployment Insurance	-	-	-
16	<u>166,438</u>	<u>173,283</u>	<u>184,900</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
17							
001-640 Materials & Services							
19	19,343	28,604	31,400	601100 Administrative Charges	-	-	-
20	500	2,093	2,200	602171 Insurance	-	-	-
21	91	93	100	603200 Bank Fees	-	-	-
22	210	231	300	608925 Computer Software Support	-	-	-
23	526	606	700	611519 Electricity	-	-	-
24	1,109	1,006	2,000	611770 IT Service Charges	-	-	-
25	-	1,817	-	615051 Fundraising Expense	-	-	-
26	208	-	-	632677 Office Equipment Leases	-	-	-
27	-	-	100	632678 Computer/Office Equip. Maint	-	-	-
28	-	-	100	632680 Office Equipment/Furnishings	-	-	-
29	531	297	200	633850 Natural Gas	-	-	-
30	289	21	300	636921 Office Supplies	-	-	-
31	34	9	100	640457 Postage	-	-	-
32	970	2,342	3,000	640733 Printing and Publications	-	-	-
33	650	765	900	644650 Building Maintenance Charges	-	-	-
34	575	213	400	647030 Travel and Training	-	-	-
35	38	87	200	648420 Special Events	-	-	-
36	-	-	100	648860 Supplies	-	-	-
37	1,174	1,153	1,300	649843 Telephone	-	-	-
38	-	-	-	649989 Dues	-	-	-
39	419	700	300	652080 Internet Services	-	-	-
40	300	473	500	702013 Audit	-	-	-
41	<u>26,967</u>	<u>40,510</u>	<u>44,200</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
42							
001-640 Transfers							
44	31,200	42,200	42,500	900020 Transfer to Comm Center Fund	16,000	16,000	16,000
45	55,100	59,100	-	900023 Transfer to Senior Center Fund	7,000	7,000	7,000
46	-	-	-	900055 Transfer to Pool Fund	30,000	30,000	30,000
47	-	-	-	900056 Transdfer to Parks Fund	40,000	40,000	40,000
48	-	-	-	900024 Transfer to Library Fund	7,100	7,100	7,100
49	<u>86,300</u>	<u>101,300</u>	<u>42,500</u>	Total Transfers	<u>100,100</u>	<u>100,100</u>	<u>100,100</u>

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
50							
51	-	-	4,600	900900 Contingency	-	-	-
52							
53	279,704	315,093	276,200	Total Requirements	100,100	100,100	100,100
54	21,715	23,628	1,800	999000 Unapp Ending Fund Balance	-	-	-
55	<u>301,419</u>	<u>338,721</u>	<u>278,000</u>		<u>100,100</u>	<u>100,100</u>	<u>100,100</u>
56	-	-	-		-	-	-
57							
58				Fund Totals			
59				Resources:			
60	10,300	21,715	19,900	Beginning Fund Balance	100,100	100,100	100,100
61	291,119	317,006	258,100	Operating Revenue	-	-	-
62	<u>301,419</u>	<u>338,721</u>	<u>278,000</u>		<u>100,100</u>	<u>100,100</u>	<u>100,100</u>
63							
64				Appropriations:			
65	193,404	213,793	233,700	Operating Expenditures	-	-	-
66				Transfers			
67	-	-	-	To Reserves	-	-	-
68	86,300	101,300	42,500	Other Transfers	100,100	100,100	100,100
69	279,704	315,093	276,200		100,100	100,100	100,100
70	21,715	23,628	1,800	Unappropriated Fund Balance	-	-	-
71	<u>301,419</u>	<u>338,721</u>	<u>278,000</u>		<u>100,100</u>	<u>100,100</u>	<u>100,100</u>
72	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Community Services Capital Projects Fund							
(Individual departments are also shown in those sections)							
Community Center							
	254-612 Resources						
1	-	-	27,500	400100 Beginning Fund Balance	29,500	29,500	29,500
2	-	268	300	400400 Interest	600	600	600
3	-	7,500	7,500	400512 Transfer from Comm Center	5,000	5,000	5,000
4	-	23,800	-	400516 Transfer from Bldg Reserve Fund	-	-	-
5	-	31,568	35,300	Total Resources	35,100	35,100	35,100
6							
7	254-612 Capital Outlay						
8	-	-	-	800200 CEP Projects	34,000	34,000	34,000
9	-	10,185	34,300	800175 Building Projects	-	-	-
10	-	10,185	34,300	Total Capital Outlay	34,000	34,000	34,000
11							
12	254-612 Fund Balance						
13	-	21,383	1,000	999000 Unapp Ending Fund Balance	1,100	1,100	1,100
14	-	21,383	1,000	Total Fund Balance	1,100	1,100	1,100
15							
16							
17	Viking Sal Senior Center						
18	254-678 Resources						
19	-	-	5,100	400100 Beginning Fund Balance	10,300	10,300	10,300
20	-	90	100	400400 Interest	200	200	200
21	-	5,000	5,000	400513 Transfer from Viking Sal	8,700	8,700	8,700
22	-	5,090	10,200	Total Resources	19,200	19,200	19,200
23							
24	254-678 Capital Outlay						
25	-	-	-	800200 CEP Projects	19,000	19,000	19,000
26	-	-	-	Total Capital Outlay	19,000	19,000	19,000
27							
28	254-678 Fund Balance						
29	-	5,090	10,200	999000 Unapp Ending Fund Balance	200	200	200
30	-	5,090	10,200	Total Fund Balance	200	200	200
31							
32							
33	Pool						
34	254-620 Resources						
35	-	-	24,500	400100 Beginning Fund Balance	36,900	36,900	36,900
36	-	357	300	400400 Interest	800	800	800
37	-	10,000	10,000	400511 Transfer from Pool Operations	40,000	40,000	40,000
38	-	22,200	-	400519 Transfer from Park & Pool Res	-	-	-
39	-	32,557	34,800	Total Resources	77,700	77,700	77,700
40							
41							
42							
43							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
44				254-620 Capital Outlay			
45	-	-	-	800200 CEP Projects	40,000	40,000	40,000
46	-	1,432	-	800100 Equipment Purchases	10,000	10,000	10,000
47	-	-	5,000	800175 Building Projects	20,000	20,000	20,000
48	-	1,432	5,000	Total Capital Outlay	70,000	70,000	70,000
49							
50				254-620 Fund Balance			
51	-	31,125	29,800	999000 Unapp Ending Fund Balance	7,700	7,700	7,700
52	-	31,125	29,800	Total Fund Balance	7,700	7,700	7,700
53							
54							
55				Parks			
56				254-630 Resources			
57	-	-	45,600	400100 Beginning Fund Balance	70,200	70,200	70,200
58	-	624	600	400400 Interest	1,300	1,300	1,300
59	-	30,000	30,000	400514 Transfer from Parks Operations	62,500	62,500	62,500
60	-	28,600	6,400	400527 Transfer from Park & Pool Res	-	-	-
61	-	59,224	82,600	Total Resources	134,000	134,000	134,000
62							
63				254-630 Capital Outlay			
64	-	-	-	800200 CEP Projects	36,500	36,500	36,500
65	-	-	-	800300 Capital Outlay Projects	40,000	40,000	40,000
66	-	1,290	5,000	800100 Equipment Purchases	-	-	-
67	-	6,428	38,500	800175 Building Projects	-	-	-
68	-	7,718	43,500	Total Capital Outlay	76,500	76,500	76,500
69							
70				254-630 Fund Balance			
71	-	51,506	39,100	999000 Unapp Ending Fund Balance	57,500	57,500	57,500
72	-	51,506	39,100	Total Fund Balance	57,500	57,500	57,500
73							
74							
75				Library			
76				254-674 Resources			
77	-	-	13,500	400100 Beginning Fund Balance	27,500	27,500	27,500
78	-	268	300	400400 Interest	600	600	600
79	-	10,000	10,000	400509 Transfer from Library Operations	11,000	11,000	11,000
80	-	13,292	-	400517 Transfer from Library Equip	-	-	-
81	-	23,561	23,800	Total Resources	39,100	39,100	39,100
82							
83				254-674 Capital Outlay			
84	-	-	-	800200 CEP Projects	30,000	30,000	30,000
85	-	-	10,800	800155 Computer & Network	-	-	-
86	-	6,200	-	800175 Building Projects	-	-	-
87	-	6,200	10,800	Total Capital Outlay	30,000	30,000	30,000
88							
89				254-674 Fund Balance			
90	-	17,361	13,000	999000 Unapp Ending Fund Balance	9,100	9,100	9,100
91	-	17,361	13,000	Total Fund Balance	9,100	9,100	9,100
92							

**City of Junction City
Fiscal Year 2019-20 Budget**

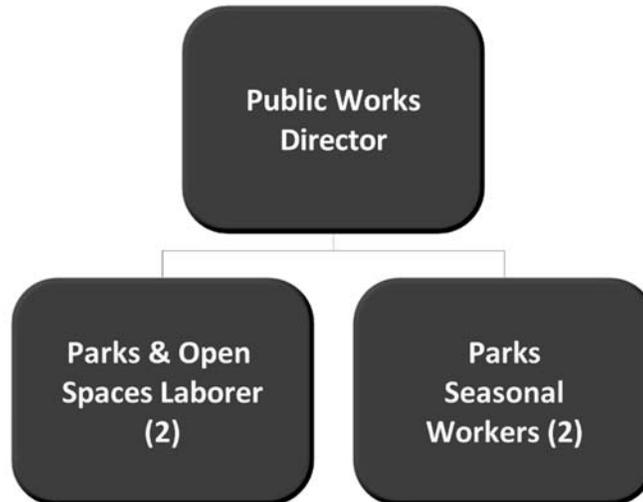
	2016-17	2017-18	2018-19	Description	2019-20	2019-20	2019-20
	Actual	Actual	Adopted		Proposed	Approved	Adopted
93				254-950 Fund Balance			
94	-	126,465	93,100	999000 Unapp Ending Fund Balance	75,600	75,600	75,600
95	-	126,465	93,100	Total Fund Balance	75,600	75,600	75,600
96							
97				Fund Totals			
98	-	152,000	186,700	Resources	305,100	305,100	305,100
99							
100	-	25,535	93,600	Appropriations	229,500	229,500	229,500
101	-	126,465	93,100	999000 Unappropriated Fund Balance	75,600	75,600	75,600
102	-	152,000	186,700		305,100	305,100	305,100
103	-	-	-		-	-	-



Department Overview

Parks Department

Organizational Structure



Department Overview

The Parks Department provides twelve 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 2019-2020?

- The maintenance of parks is back under Public Works and may see some staffing changes.

2019-2020 Fiscal Year Projects

1. **Tennis Court Refurbishment** - This project is from the Capital Expenditure Plan and is project #BAP-003. The total cost for this project is \$10,000. The funding for this project is from the Community Services Capital Fund.
2. **Bench Refurbishment** - This project is from the Capital Expenditure Plan and is project #FPK-002. The total cost for this project is \$2,000. 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 #BPK-001. The total cost for this project is \$5,000. The funding for this project is from the Community Services Capital Fund.
4. **Fencing Refurbishment** - This project is from the Capital Expenditure Plan and is project #FPK-003. The total cost for this project is \$2,500. The funding for this project is from the Community Services Capital Fund.
5. **Exterior Lighting Refurbishment** – This project is from the Capital Expenditure Plan and is project #FPK-006. The total cost for this project is \$3,000. The funding for this project is from the Community Services Capital Fund.
6. **Gazebo Plumbing Refurbishment** - This project is from the Capital Expenditure Plan and is project #LAP-004. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.
7. **Gazebo Painting** - This project is from the Capital Expenditure Plan and is project #LAP-005. The total cost for this project is \$500. The funding for this project is from the Community Services Capital Fund.



8. **Restroom Painting** - This project is from the Capital Expenditure Plan and is project #LAP-007. The total cost for this project is \$1,500. The funding for this project is from the Community Services Capital Fund.

9. **Tennis Court Refurbishment** - This project is from the Capital Expenditure Plan and is project #LDP-003. The total cost for this project is \$10,000. The funding for this project is from the Community Services Capital Fund.

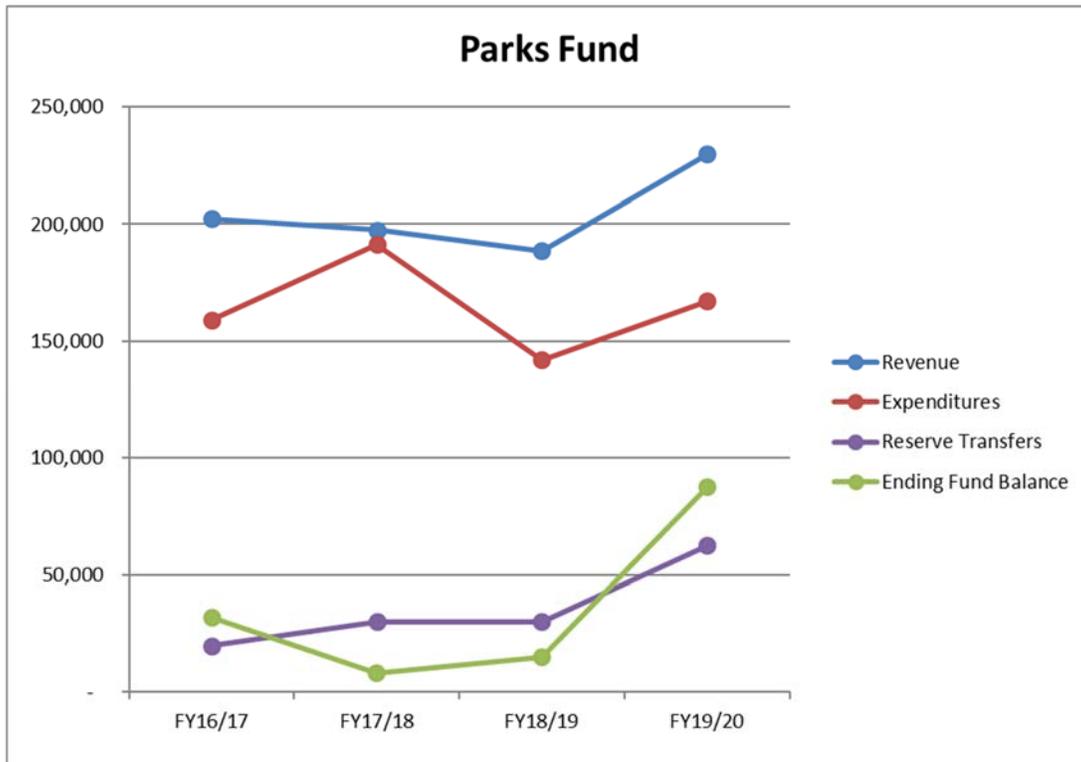


Fund Overview – Parks Fund

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.



Parks				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	8,900	32,000	(1,300)	87,500
Revenue	202,375	197,676	188,700	229,700
Total Resources	211,275	229,676	187,400	317,200
Expenditures				
Personnel Services	101,890	119,958	37,400	75,400
Materials & Services	57,485	71,420	67,700	88,500
Transfers	19,900	30,000	30,000	62,500
Contingency	-	-	37,200	3,300
Total Expenditures	179,275	221,378	172,300	229,700
Ending Fund Balance	32,000	8,298	15,100	87,500
Staffing	1.00	1.00	0.20	1.05





Fund Overview – Parks Capital Project Fund

This is the third year of the new Parks Capital Project 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.

Parks Capital Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	45,600	70,200
Revenue	-	59,224	37,000	63,800
Total Resources	-	59,224	82,600	134,000
Expenditures				
Capital Outlay	-	7,718	43,500	76,500
Ending Fund Balance	-	51,506	39,100	57,500





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.

Parks System Development Projects				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	380,249	411,711	404,700	535,900
Revenue	31,461	100,205	36,600	162,000
Total Resources	411,711	511,916	441,300	697,900
Expenditures				
Capital Outlay	-	-	40,000	470,000
Ending Fund Balance	411,711	511,916	401,300	227,900





Five Year Forecast											
Park Maintenance											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	0	0	9	32	8	88	88	88	90	92	
Fees				10	9	9	9	9	10	10	
Transfers In						40					
Allocated Property Taxes			104	164	173	175	182	189	197	205	
Allocated General Rev.			98	23	6	5	5	5	5	5	
Interest & Other				1	1	1	1	1	1	1	
Total Revenue			202	198	188	230	197	205	213	221	
Total Resources	-	-	211	230	196	317	285	293	303	313	
Requirements											
Personnel Services	122	124	102	120	18	75	79	82	86	90	
Materials & Services	32	48	57	71	61	89	91	94	97	100	
Transfers	25	12	20	30	30	63	23	24	24	25	
Contingency						3	3	4	4	4	
Total Expenditures	179	184	179	221	109	230	196	203	211	219	
Ending Fund Balance			32	8	87	88	88	90	92	95	
Total Requirements	-	-	211	230	196	317	285	293	303	313	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Parks Maintenance							
001-630 Resources							
1	8,900	32,000	(1,300)	400100 Beginning Fund Balance	87,500	87,500	87,500
2	-	3,850	6,600	407250 Building Rentals	5,000	5,000	5,000
3	-	5,995	5,600	407300 Park Rentals	3,500	3,500	3,500
4	342	416	500	409000 Other Revenue	500	500	500
5	-	272	200	400400 Interest	400	400	400
6	-	-	-	400515 Transfer from CS Admin	40,000	40,000	40,000
7	98,459	22,751	5,700	409310 General Revenue	5,200	5,200	5,200
8	103,574	164,392	170,100	400200 Property Taxes	175,100	175,100	175,100
9	211,275	229,676	187,400	Total Resources	317,200	317,200	317,200
10							
11				001-630 Personnel Services			
12	59,571	69,565	25,200	503780 Wages	31,800	31,800	31,800
13	732	3,406	1,300	503790 Overtime	1,800	1,800	1,800
14	4,613	5,582	2,100	513344 FICA	2,600	2,600	2,600
15	12,251	10,805	1,800	539094 Pension - PERS	8,000	8,000	8,000
16	1,664	3,576	900	542344 Workers' Compensation Ins	1,400	1,400	1,400
17	23,058	27,023	5,100	546833 Insurance Benefits	28,500	28,500	28,500
18	-	-	1,000	548877 Unemployment Insurance	1,300	1,300	1,300
19	101,890	119,958	37,400	Total Personnel Services	75,400	75,400	75,400
20							
21				001-630 Materials & Services			
22	11,126	16,410	5,700	601100 Administrative Charges	18,200	18,200	18,200
23	5,784	5,728	6,400	602171 Insurance	5,900	5,900	5,900
24	98	93	100	603200 Bank Fees	100	100	100
25	207	241	300	608925 Computer Software Support	200	200	200
26	3,989	3,445	3,000	611519 Electricity	3,000	3,000	3,000
27	709	598	1,000	612080 Park Equipment Repair	1,000	1,000	1,000
28	2,244	2,402	3,000	615018 Fuel	3,000	3,000	3,000
29	9,451	10,196	12,100	615100 Vehicle & Equip Maint Charges	10,100	10,100	10,100
30	-	-	200	623425 Preventative Medical/OSHA	500	500	500
31	822	275	300	628680 Laundry and Cleaning	400	400	400
32	849	718	600	632677 Office Equipment Leases	600	600	600
33	2,215	4,400	4,000	632700 Parks Tree Maintenance	4,000	4,000	4,000
34	559	714	700	633850 Natural Gas	600	600	600
35	596	131	200	636921 Office Supplies	200	200	200
36	133	401	1,000	637917 Operating Materials & Supplies	1,500	1,500	1,500
37	481	135	1,000	637920 Tools and Equipment	1,000	1,000	1,000
38	-	-	100	640457 Postage	100	100	100
39	-	-	-	641134 Parks Programs	5,000	5,000	5,000
40	8,234	15,734	12,700	644650 Building Maintenance Charges	10,100	10,100	10,100
41	378	-	100	647030 Travel and Training	100	100	100
42	817	498	1,000	648800 Parks Maintenance	9,000	9,000	9,000
43	1,428	367	1,500	648860 Parks Supplies	1,500	1,500	1,500
44	2,200	4,150	4,500	648861 Surfacing	4,500	4,500	4,500
45	2,090	909	2,500	648862 Fertilizer and Treatment	2,500	2,500	2,500
46	1,603	1,546	1,800	649843 Telephone	1,800	1,800	1,800
47	213	411	400	652080 Internet Services	100	100	100
48	170	1,103	1,500	654650 Vandalism and Other	1,500	1,500	1,500

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19		2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
49	718	344	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
50	371	473	500	702013 Audit	500	500	500
51	-	-	500	706076 Legal Counsel	500	500	500
52	<u>57,485</u>	<u>71,420</u>	<u>67,700</u>	Total Materials & Services	<u>88,500</u>	<u>88,500</u>	<u>88,500</u>
53							
54							
55				001-900 Transfers			
56	19,900	-	-	900015 Transfer to Park & Pool Reserve	-	-	-
57	<u>-</u>	<u>30,000</u>	<u>30,000</u>	900046 Transfer to Comm Serv Cap Proj	<u>62,500</u>	<u>62,500</u>	<u>62,500</u>
58	<u>19,900</u>	<u>30,000</u>	<u>30,000</u>	Total Transfers	<u>62,500</u>	<u>62,500</u>	<u>62,500</u>
59							
60	<u>-</u>	<u>-</u>	<u>37,200</u>	900900 Contingency	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>
61							
62	179,275	221,378	172,300	Total Requirements	229,700	229,700	229,700
63	<u>32,000</u>	<u>8,298</u>	<u>15,100</u>	999000 Unapp Ending Fund Balance	<u>87,500</u>	<u>87,500</u>	<u>87,500</u>
64	<u>211,275</u>	<u>229,676</u>	<u>187,400</u>		<u>317,200</u>	<u>317,200</u>	<u>317,200</u>
65							
66							
67				Fund Totals			
68				Resources:			
69	8,900	32,000	(1,300)	Beginning Fund Balance	87,500	87,500	87,500
70	<u>202,375</u>	<u>197,676</u>	<u>188,700</u>	Operating Revenue	<u>229,700</u>	<u>229,700</u>	<u>229,700</u>
71	<u>211,275</u>	<u>229,676</u>	<u>187,400</u>		<u>317,200</u>	<u>317,200</u>	<u>317,200</u>
72							
73				Appropriations:			
74	159,375	191,378	142,300	Operating Expenditures	167,200	167,200	167,200
75				Transfers			
76	<u>19,900</u>	<u>30,000</u>	<u>30,000</u>	To Reserves	<u>62,500</u>	<u>62,500</u>	<u>62,500</u>
77	<u>179,275</u>	<u>221,378</u>	<u>172,300</u>		<u>229,700</u>	<u>229,700</u>	<u>229,700</u>
78	<u>32,000</u>	<u>8,298</u>	<u>15,100</u>	Unappropriated Fund Balance	<u>87,500</u>	<u>87,500</u>	<u>87,500</u>
79	<u>211,275</u>	<u>229,676</u>	<u>187,400</u>		<u>317,200</u>	<u>317,200</u>	<u>317,200</u>
80	-	-	-		-	-	-

Notes

- 29 Internal Services Fund charges
- 40 Internal Services Fund charges
- 60 Contingency is 2% of expenditures before transfers

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
53	Community Services Capital Projects Fund						
54							
55	Parks						
56	254-630 Resources						
57	-	-	45,600	400100 Beginning Fund Balance	70,200	70,200	70,200
58	-	624	600	400400 Interest	1,300	1,300	1,300
59	-	30,000	30,000	400514 Transfer from Parks Operations	62,500	62,500	62,500
60	-	28,600	6,400	400527 Transfer from Park & Pool Res	-	-	-
61	-	59,224	82,600	Total Resources	134,000	134,000	134,000
62							
63	254-630 Capital Outlay						
64	-	-	-	800200 CEP Projects	36,500	36,500	36,500
65	-	-	-	800300 Capital Outlay Projects	40,000	40,000	40,000
66	-	1,290	5,000	800100 Equipment Purchases	-	-	-
67	-	6,428	38,500	800175 Building Projects	-	-	-
68	-	7,718	43,500	Total Capital Outlay	76,500	76,500	76,500
69							
70	254-630 Fund Balance						
71	-	51,506	39,100	999000 Unapp Ending Fund Balance	57,500	57,500	57,500
72	-	51,506	39,100	Total Fund Balance	57,500	57,500	57,500

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Parks System Development Fund							
335-000 Resources							
1	380,249	411,711	404,700	400100 Beginning Fund Balance	535,900	535,900	535,900
2	4,162	7,621	6,600	400400 Investment Interest	12,000	12,000	12,000
3	27,299	92,584	30,000	400500 System Development Fees	150,000	150,000	150,000
4	<u>411,711</u>	<u>511,916</u>	<u>441,300</u>	Total Resources	<u>697,900</u>	<u>697,900</u>	<u>697,900</u>
5							
6				335-100 Capital Outlay			
7	-	-	10,000	800600 Playground Equipment Acquisition	120,000	120,000	120,000
8	-	-	20,000	800650 Park System Expansion	200,000	200,000	200,000
9	-	-	10,000	800750 Park Development	150,000	150,000	150,000
10	<u>-</u>	<u>-</u>	<u>40,000</u>	Total Capital Outlay	<u>470,000</u>	<u>470,000</u>	<u>470,000</u>
11							
12				335-100 Fund Balance			
13	<u>411,711</u>	<u>511,916</u>	<u>401,300</u>	999000 Unapp Ending Fund Balance	<u>227,900</u>	<u>227,900</u>	<u>227,900</u>
14							
15							
16				Fund Totals			
17	411,711	511,916	441,300	Resources	697,900	697,900	697,900
18							
19	-	-	40,000	Appropriations	470,000	470,000	470,000
20	411,711	511,916	401,300	Unappropriated Fund Balance	227,900	227,900	227,900
21	<u>411,711</u>	<u>511,916</u>	<u>441,300</u>		<u>697,900</u>	<u>697,900</u>	<u>697,900</u>
	-	-	-		-	-	-

Notes

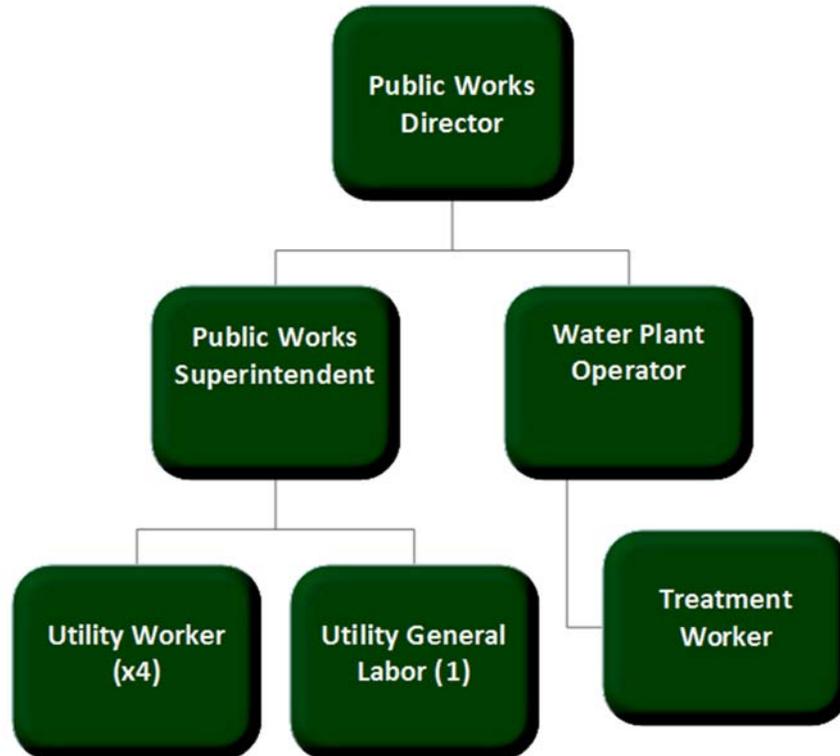
10 Includes Capital Expenditure Plan Items, see Parks section of Capital Budget



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 2019-2020?

- The department will be updating its Water Management and Conservation Plan.

2019-2020 Fiscal Year Projects

1. **Paint Interior** – This project is from the Capital Expenditure Plan and is project #DWPS-024. The total cost for this project is \$3,500. The funding for this project is from the Water Capital Fund.
2. **Repaint Exterior** – This project is from the Capital Expenditure Plan and is project #DWPS-024. The total cost for this project is \$2,500. The funding for this project is from the Water Capital Fund.
3. **Inspect Well Pump and Casing** – This project is from the Capital Expenditure Plan and is project #W13TH-001. The total cost for this project is \$9,500. The funding for this project is from the Water Capital Fund.
4. **Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #W13TH-004. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
5. **Paint Interior** – This project is from the Capital Expenditure Plan and is project #W3RD-018. The total cost for this project is \$2,000. The funding for this project is from the Water Capital Fund.



6. **Repaint Exterior** – This project is from the Capital Expenditure Plan and is project #W3RD-019. The total cost for this project is \$2,000. The funding for this project is from the Water Capital Fund.
7. **Inspect Well Pump and Casing** – This project is from the Capital Expenditure Plan and is project #W8TH-001. The total cost for this project is \$9,500. The funding for this project is from the Water Capital Fund.
8. **Paint Interior** – This project is from the Capital Expenditure Plan and is project #W8TH-014. The total cost for this project is \$1,000. The funding for this project is from the Water Capital Fund.
9. **Repaint Exterior** – This project is from the Capital Expenditure Plan and is project #W8TH-015. The total cost for this project is \$1,000. The funding for this project is from the Water Capital Fund.
10. **Filter A - Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #WTP-016. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
11. **Filter B - Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #WTP-033. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
12. **Filter C - Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #WTP-050. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
13. **Filter C - Rebuild Pressure Regulator** – This project is from the Capital Expenditure Plan and is project #WTP-049. The total cost for this project is \$4,500. The funding for this project is from the Water Capital Fund.
14. **Filter D - Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #WTP-067. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.



15. **Rebuild Chemical Pump** - This project is from the Capital Expenditure Plan and is project #WTP-075. The total cost for this project is \$250. The funding for this project is from the Water Capital Fund.
16. **Rebuild Chemical Pump** - This project is from the Capital Expenditure Plan and is project #WTP-076. The total cost for this project is \$250. The funding for this project is from the Water Capital Fund.
17. **Rebuild Injector** - 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.
18. **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.
19. **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.
20. **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.
21. **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.





22. **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.
23. **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.
24. **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.

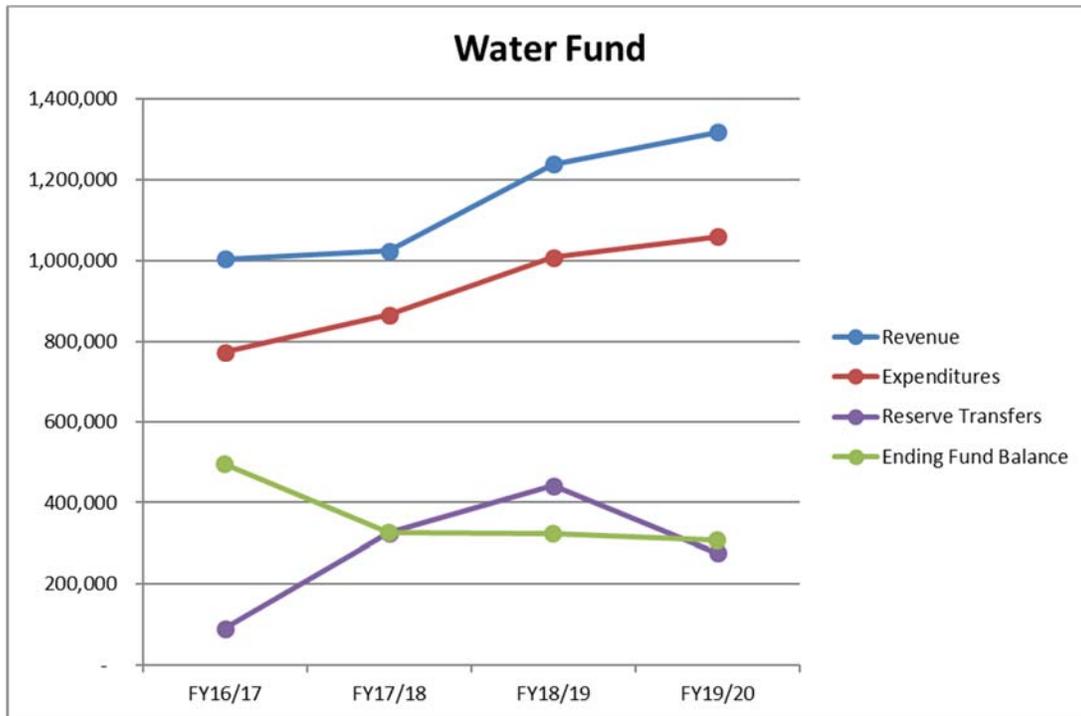


Fund Overview – Water Fund

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.



Water Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	353,674	494,393	533,700	323,300
Revenue	1,004,626	1,023,592	1,238,900	1,318,600
Total Resources	1,358,300	1,517,984	1,772,600	1,641,900
Expenditures				
Personnel Services	457,319	485,509	552,700	467,200
Materials & Services	315,988	380,320	435,400	571,600
Transfers	90,600	325,000	442,000	275,900
Contingency	-	-	20,000	20,800
Total Expenditures	863,907	1,190,829	1,450,100	1,335,500
Ending Fund Balance	494,393	327,156	322,500	306,400
Staffing	4.945	5.315	5.360	5.330





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 make repairs & improvements to Public Works facilities.

Water Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	58,033	30,189	248,200	237,200
Revenue	98,964	447,062	722,900	340,500
Total Resources	156,996	477,251	971,100	577,700
Expenditures				
Materials & Services	825	45,761	425,000	75,000
Capital Outlay	14,482	47,687	324,600	265,000
Debt Service	111,500	111,500	111,500	111,500
Total Expenditures	126,807	204,948	861,100	451,500
Ending Fund Balance	30,189	272,303	110,000	126,200





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.

Water System Development Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	13,551	38,370	59,100	111,200
Revenue	24,819	53,852	20,800	84,300
Total Resources	38,370	92,222	79,900	195,500
Expenditures				
Capital Outlay	-	-	5,000	165,000
Ending Fund Balance	38,370	92,222	74,900	30,500



Five Year Forecast											
Water Fund											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	138	263	354	494	327	323	306	347	445	605	
Water Revenue	999	968	990	1,003	1,220	1,299	1,397	1,502	1,614	1,735	
Interest & Other	12	15	15	20	19	19	20	21	22	23	
Total Revenue	1,011	983	1,005	1,024	1,239	1,319	1,417	1,523	1,636	1,759	
Total Resources	1,149	1,246	1,358	1,518	1,566	1,642	1,723	1,870	2,081	2,364	
Requirements											
Personnel Services	459	421	457	486	517	467	488	510	533	557	
Materials & Services	232	331	316	380	429	572	589	606	625	643	
Transfers	195	140	91	325	297	276	278	286	295	303	
Contingency						21	22	22	23	24	
Total Expenditures	886	892	864	1,191	1,243	1,336	1,376	1,425	1,476	1,528	
Ending Fund Balance											
Policy Requirement	188	193	216	237	260	269	279	289	300	309	
Over (under) Policy	75	161	278	91	64	37	68	155	305	527	
Total Ending Fund Balance	263	354	494	327	323	306	347	445	605	836	
Total Requirements	1,149	1,246	1,358	1,518	1,566	1,642	1,723	1,870	2,081	2,364	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Water Fund							
002-000 Resources							
1	353,674	494,393	533,700	400100 Beginning Fund Balance	323,300	323,300	323,300
2	4,741	7,721	8,900	400400 Investment Interest	9,300	9,300	9,300
3	989,830	1,003,191	1,220,000	400500 Water Revenue (User Fees)	1,299,300	1,299,300	1,299,300
4	10,055	12,679	10,000	409000 Other Receipts	10,000	10,000	10,000
5	<u>1,358,300</u>	<u>1,517,984</u>	<u>1,772,600</u>	Total Resources	<u>1,641,900</u>	<u>1,641,900</u>	<u>1,641,900</u>
6							
7				002-276 Personnel Services			
8	267,204	276,560	292,500	503780 Wages	231,600	231,600	231,600
9	4,131	3,571	16,600	503790 Wages - Overtime	13,300	13,300	13,300
10	20,447	21,370	23,700	513344 FICA	18,800	18,800	18,800
11	50,032	61,644	68,200	539094 Pension - PERS	63,300	63,300	63,300
12	6,090	4,446	9,000	542344 Workers' Compensation Ins	10,400	10,400	10,400
13	109,415	117,383	134,500	546833 Insurance Benefits	122,400	122,400	122,400
14	-	535	8,200	548877 Unemployment Insurance	7,400	7,400	7,400
15	<u>457,319</u>	<u>485,509</u>	<u>552,700</u>	Total Personnel Services	<u>467,200</u>	<u>467,200</u>	<u>467,200</u>
16							
17				002-276 Materials & Services			
18	67,955	96,323	115,400	601100 Administrative Charges	113,900	113,900	113,900
19	18,419	18,833	24,900	602171 Insurance	26,700	26,700	26,700
20	434	965	500	603200 Bank Fees	-	-	-
21	7,162	7,161	8,500	603210 Merchant Fees	11,000	11,000	11,000
22	14,883	21,303	24,000	605917 Treatment Chemicals	26,000	26,000	26,000
23	37	-	2,000	608921 Software	2,000	2,000	2,000
24	3,802	3,064	2,400	608925 Computer Software Support	2,500	2,500	2,500
25	79,116	92,714	93,000	611519 Electricity	93,000	93,000	93,000
26	3,931	4,364	5,500	611770 IT Service Charges	3,900	3,900	3,900
27	1,409	46	2,000	611771 Professional Services	2,000	2,000	2,000
28	1,789	1,945	2,500	611780 Lien Reporting Services	2,500	2,500	2,500
29	4,986	5,070	6,500	615018 Fuel	8,000	8,000	8,000
30	42,101	46,975	50,900	615100 Vehicle & Equip Maint Charges	36,200	36,200	36,200
31	2,040	2,535	3,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
32	547	-	300	628651 Lane Council of Gov Dues	-	-	-
33	1,527	554	600	628680 Laundry and Cleaning	600	600	600
34	577	607	600	629001 League of Oregon Cities Dues	-	-	-
35	5,341	3,183	4,000	632677 Office Equipment Leases	4,200	4,200	4,200
36	84	-	500	632678 Computer Equip Maint	-	-	-
37	947	792	500	633850 Natural Gas	-	-	-
38	2,861	2,790	4,500	636921 Office Supplies	3,300	3,300	3,300
39	16,925	20,051	25,000	637917 Op Materials & Supplies	25,000	25,000	25,000
40	5,439	4,617	7,000	638500 Water System Repair & Maint	8,000	8,000	8,000
41	7,602	6,327	8,000	638900 Laboratory Analysis	9,000	9,000	9,000
42	7,082	8,057	7,500	640457 Postage	8,000	8,000	8,000
43	3,764	5,204	8,200	644650 Building Maintenance Charges	6,900	6,900	6,900
44	-	6	200	644670 Cleaning/General Supplies	-	-	-
45	430	8,385	5,000	647030 Travel and Training	11,000	11,000	11,000
46	585	615	500	648000 License Certification Fee	2,000	2,000	2,000
47	-	-	200	648800 Employee Recognition	-	-	-
48	5,586	5,430	6,000	649843 Telephone	6,000	6,000	6,000
49	2,137	3,089	2,500	652080 Internet	-	-	-
50	2,887	5,023	7,000	652100 Water Treatment Plant Supplies	7,000	7,000	7,000

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51	-	-	-	702000 PW Administrative Charges	147,400	147,400	147,400
52	3,247	3,411	3,700	702013 Audit	-	-	-
53	360	881	2,500	706076 Legal Counsel	2,500	2,500	2,500
54	<u>315,988</u>	<u>380,320</u>	<u>435,400</u>	Total Materials & Services	<u>571,600</u>	<u>571,600</u>	<u>571,600</u>
55							
56				002-276 Transfers			
57	200	-	-	900002 Transfer to Computer Equip Res	-	-	-
58	400	-	-	900004 Transfer to PW Building/Yard Res	-	-	-
59	-	-	-	900054 Transfer to PW Admin	6,300	6,300	6,300
60	<u>90,000</u>	<u>325,000</u>	<u>442,000</u>	900005 Transfer to Water Capital Proj Fund	<u>269,600</u>	<u>269,600</u>	<u>269,600</u>
61	<u>90,600</u>	<u>325,000</u>	<u>442,000</u>	Total Transfers	<u>275,900</u>	<u>275,900</u>	<u>275,900</u>
62							
63				002-276 Fund Balance & Contingency			
64	-	-	20,000	900900 Operating Contingency	20,800	20,800	20,800
65	<u>494,393</u>	<u>327,156</u>	<u>322,500</u>	999000 Unapp Ending Fund Balance	<u>306,400</u>	<u>306,400</u>	<u>306,400</u>
66	<u>494,393</u>	<u>327,156</u>	<u>342,500</u>	Total	<u>306,400</u>	<u>327,200</u>	<u>327,200</u>
67							
68							
69				Fund Totals			
70				Resources:			
71	353,674	494,393	533,700	Beginning Fund Balance	323,300	323,300	323,300
72	<u>1,004,626</u>	<u>1,023,592</u>	<u>1,238,900</u>	Operating Revenue	<u>1,318,600</u>	<u>1,318,600</u>	<u>1,318,600</u>
73	<u>1,358,300</u>	<u>1,517,984</u>	<u>1,772,600</u>		<u>1,641,900</u>	<u>1,641,900</u>	<u>1,641,900</u>
74							
75				Appropriations:			
76	773,307	865,829	1,008,100	Operating Expenditures	1,059,600	1,059,600	1,059,600
77				Transfers			
78	-	-	-	To Operations	6,300	6,300	6,300
79	<u>90,600</u>	<u>325,000</u>	<u>442,000</u>	To Reserves	<u>269,600</u>	<u>269,600</u>	<u>269,600</u>
80	<u>863,907</u>	<u>1,190,829</u>	<u>1,450,100</u>		<u>1,335,500</u>	<u>1,335,500</u>	<u>1,335,500</u>
81	<u>494,393</u>	<u>327,156</u>	<u>322,500</u>	Unappropriated Fund Balance	<u>306,400</u>	<u>306,400</u>	<u>306,400</u>
82	<u>1,358,300</u>	<u>1,517,984</u>	<u>1,772,600</u>		<u>1,641,900</u>	<u>1,641,900</u>	<u>1,641,900</u>
	-	-	-		-	-	-

Notes

- 15 Costs for Public Works Administration moved to PW Admin Fund in FY19/20
- 26 Includes Springbrook annual maintenance costs
- 51 Allocation of Public Works Administration

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Water Capital Projects Fund							
264-000 Resources							
1	58,033	30,189	248,200	400100 Beginning Fund Balance	237,200	237,200	237,200
2	574	3,159	1,900	400400 Investment Interest	4,400	4,400	4,400
3	8,390	9,350	9,000	400550 Fire Sprinkler User Fees	9,500	9,500	9,500
4	-	36,750	270,000	400800 Water Tap Fees	56,000	56,000	56,000
5	90,000	325,000	442,000	400575 Transfer from Water Fund	269,600	269,600	269,600
6	-	6,236	-	400531 Transfer from PW Yard	-	-	-
7	-	66,566	-	400532 Transfer from Water Equip	-	-	-
8	-	-	-	409000 Other Revenue	1,000	1,000	1,000
9	<u>156,996</u>	<u>477,251</u>	<u>971,100</u>	Total Resources	<u>577,700</u>	<u>577,700</u>	<u>577,700</u>
10							
264-100 Materials & Services							
12	825	45,761	65,000	611771 Professional Services	35,000	35,000	35,000
13	-	-	360,000	638500 Operating System Repair/Maint	40,000	40,000	40,000
14	<u>825</u>	<u>45,761</u>	<u>425,000</u>	Total Materials & Services	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
15							
264-100 Capital Outlay							
17	13,850	27,268	50,000	800100 System Improvements	165,000	155,000	155,000
18	-	4,390	44,600	800230 CEP Projects	40,000	40,000	40,000
19	-	-	-	800240 Master Plan Projects	60,000	60,000	60,000
20	-	-	-	800260 Water Tower Maintenance	-	10,000	10,000
21	500	15,590	15,000	800600 Equipment Acquisition	-	-	-
22	132	439	215,000	800750 System Refurbishment	-	-	-
23	<u>14,482</u>	<u>47,687</u>	<u>324,600</u>	Total Capital Outlay	<u>265,000</u>	<u>265,000</u>	<u>265,000</u>
24							
264-100 Debt Service							
26	90,000	90,000	90,000	900035 Interfund Loan pmt Sew Sys Fund	90,000	90,000	90,000
27	21,500	21,500	21,500	900043 Interfund Loan pmt Comm Dev	21,500	21,500	21,500
28	<u>111,500</u>	<u>111,500</u>	<u>111,500</u>		<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
29							
264-100 Fund Balance							
31	29,689	271,803	109,500	902000 Reserved for Future Expenditures	-	-	-
32	500	500	500	999000 Unapp Ending Fund Balance	126,200	126,200	126,200
33	<u>30,189</u>	<u>272,303</u>	<u>110,000</u>	Total Fund Balance	<u>126,200</u>	<u>126,200</u>	<u>126,200</u>
34							
Fund Totals							
36	156,996	477,251	971,100	Resources	577,700	577,700	577,700
37							
38	126,807	204,948	861,100	Appropriations	451,500	451,500	451,500
39	<u>30,189</u>	<u>272,303</u>	<u>110,000</u>	Fund Balance	<u>126,200</u>	<u>126,200</u>	<u>126,200</u>
40	156,996	477,251	971,100		577,700	577,700	577,700
	-	-	-		-	-	-

Notes

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

28 Water Treatment Plant

Sewer System Imp / Sewer Capital Projects Interfund Loan
Interfund Loan, approved 3/12/13 (1st transfer) \$223,000
Interfund Loan (2nd transfer) \$677,000

223,000
677,000
900,000

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
				Payments through 6/30/19	(472,300)		
				Loan Balance 6/30/19	427,700		
29				11th & Elm Well Project			
				Interfund loan from Community Development Fund FY15/16	215,000		
				Payments through 6/30/19 (3)	(64,500)		
				Loan Balance 6/30/19	150,500		

**City of Junction City
Fiscal Year 2019-20 Budget**

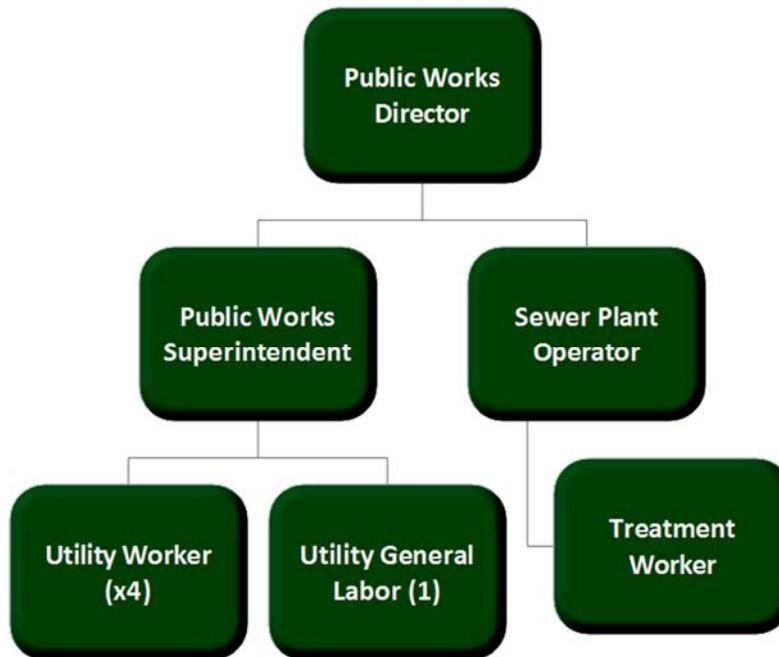
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Water System Development Fund							
405-000 Resources							
1	13,551	38,370	59,100	400100 Beginning Fund Balance	111,200	111,200	111,200
2	325	1,052	800	400400 Investment Interest	2,300	2,300	2,300
3	24,493	52,800	20,000	400500 System Development Fees	82,000	82,000	82,000
4	<u>38,370</u>	<u>92,222</u>	<u>79,900</u>	Total Resources	<u>195,500</u>	<u>195,500</u>	<u>195,500</u>
5							
405-100 Capital Outlay							
7	-	-	5,000	800650 Water System Expansion	165,000	165,000	165,000
8							
405-100 Fund Balance							
10	<u>38,370</u>	<u>92,222</u>	<u>74,900</u>	999000 Unapp Ending Fund Balance	<u>30,500</u>	<u>30,500</u>	<u>30,500</u>
11							
12							
Fund Totals							
14	38,370	92,222	79,900	Resources	195,500	195,500	195,500
15							
16	-	-	5,000	Appropriations	165,000	165,000	165,000
17	<u>38,370</u>	<u>92,222</u>	<u>74,900</u>	Unappropriated Fund Balance	<u>30,500</u>	<u>30,500</u>	<u>30,500</u>
18	38,370	92,222	79,900		195,500	195,500	195,500
	-	-	-		-	-	-



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 2019-2020?

- The department plans on starting the predesign for the new sewer treatment plant.



2019-2020 Fiscal Year Projects

1. **Overhaul Check Valve #2** – This project is from the Capital Expenditure Plan and is project #S10TH-004. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
2. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #S14TH-001. The total cost for this project is \$5,000. The funding for this project is from the Sewer Capital Fund.
3. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #S14TH-002. The total cost for this project is \$5,000. The funding for this project is from the Sewer Capital Fund.
4. **Overhaul Pump #3** - This project is from the Capital Expenditure Plan and is project #S14TH-003. The total cost for this project is \$5,000. The funding for this project is from the Sewer Capital Fund.
5. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #S14TH-004. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
6. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #S14TH-005. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
7. **Overhaul Check Valve #3**- This project is from the Capital Expenditure Plan and is project #S14TH-006. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.





8. **Replace Level Sensor 1** – This project is from the Capital Expenditure Plan and is project #S14TH-010. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
9. **Replace Level Sensor 2** – This project is from the Capital Expenditure Plan and is project #S14TH-011. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
10. **Repaint Interior**– This project is from the Capital Expenditure Plan and is project #S3RD-040. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
11. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #S9TH-001. The total cost for this project is \$3,600. The funding for this project is from the Sewer Capital Fund.
12. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #S9TH-002. The total cost for this project is \$3,600. The funding for this project is from the Sewer Capital Fund.
13. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #S9TH-003. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
14. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #S9TH-004. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
15. **Replace Network Switch**- This project is from the Capital Expenditure Plan and is project #S9TH-016. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
16. **Replace APC Batteries**- This project is from the Capital Expenditure Plan and is project #S9TH-017. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.



17. **Replace SCADA APC Batteries** - This project is from the Capital Expenditure Plan and is project #S9TH-018. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
18. **Repaint Interior**— This project is from the Capital Expenditure Plan and is project #S9TH-019. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
19. **Overhaul Pump #1** - This project is from the Capital Expenditure Plan and is project #SCC-001. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
20. **Overhaul Pump #2** - This project is from the Capital Expenditure Plan and is project #SCC-002. The total cost for this project is \$3,000. The funding for this project is from the Sewer Capital Fund.
21. **Overhaul Check Valve #1**- This project is from the Capital Expenditure Plan and is project #SCC-003. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
22. **Overhaul Check Valve #2**- This project is from the Capital Expenditure Plan and is project #SCC-004. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.
23. **Influent Chemical System Rebuild**— This project is from the Capital Expenditure Plan and is project #STP-004. The total cost for this project is \$2,000. The funding for this project is from the Sewer Capital Fund.

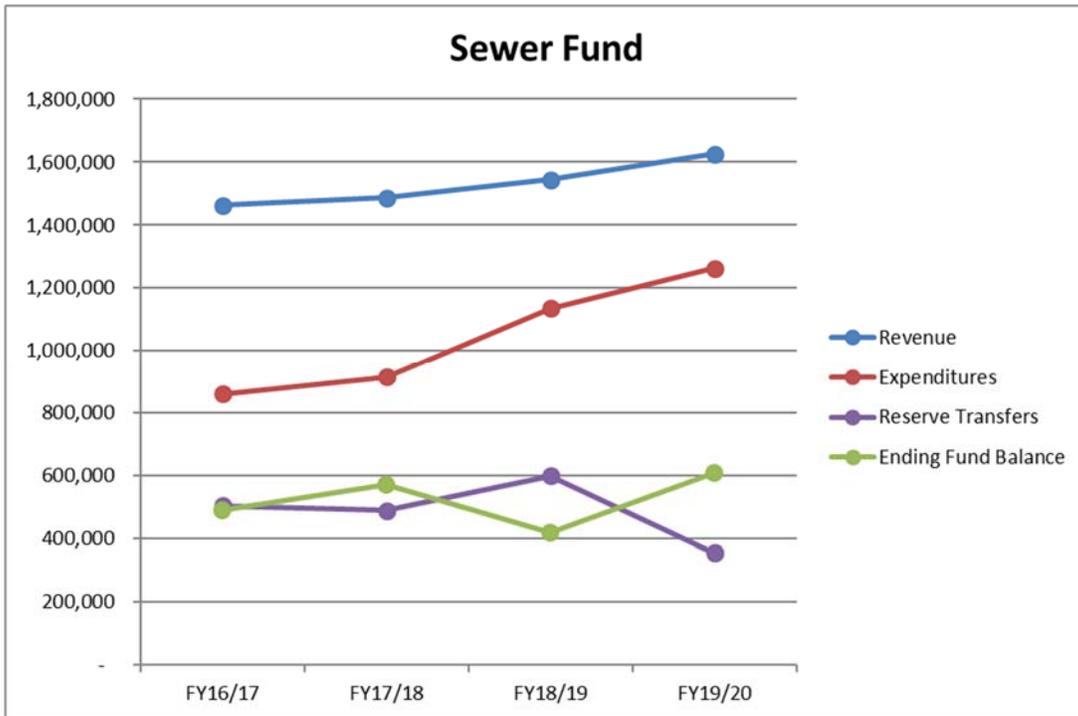




Fund Overview – Sewer Fund

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.

Sewer Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	393,356	490,225	610,700	602,800
Revenue	1,463,673	1,486,865	1,543,700	1,626,600
Total Resources	1,857,028	1,977,090	2,154,400	2,229,400
Expenditures				
Personnel Services	466,751	488,610	558,800	493,200
Materials & Services	394,753	426,303	547,500	739,800
Transfers	505,300	490,000	600,000	356,300
Contingency	-	-	30,000	30,000
Total Expenditures	1,366,804	1,404,913	1,736,300	1,619,300
Ending Fund Balance	490,225	572,176	418,100	610,100
Staffing	5.125	5.595	5.520	5.800



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.

Sewer Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	1,194,901	1,519,684	1,552,600	1,712,600
Revenue	582,924	713,824	714,100	484,300
Total Resources	1,777,825	2,233,507	2,266,700	2,196,900
Expenditures				
Materials & Services	258,141	86,025	550,000	300,000
Capital Outlay	-	323,127	617,100	392,200
Total Expenditures	258,141	409,152	1,167,100	692,200
Ending Fund Balance	1,519,684	1,824,356	1,099,600	1,504,700



The purpose of this fund is to replace vehicles and equipment, make improvements to the sewer treatment and collection systems, and make repairs & improvements to Public Works facilities.



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.



Sewer System Development Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	1,922,050	2,139,773	2,320,400	2,742,900
Revenue	217,722	441,978	133,700	646,100
Total Resources	2,139,773	2,581,751	2,454,100	3,389,000
Expenditures				
Capital Outlay	-	-	5,000	500,000
Ending Fund Balance	2,139,773	2,581,751	2,449,100	2,889,000

Five Year Forecast											
Sewer Fund											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	314	343	393	490	572	603	610	665	765	914	
Sewer Revenue	1,388	1,424	1,447	1,468	1,526	1,603	1,699	1,801	1,909	2,023	
Interest & Other	6	10	16	18	24	24	25	26	28	29	
Total Revenue	1,394	1,434	1,464	1,487	1,550	1,627	1,724	1,827	1,937	2,052	
Total Resources	1,708	1,777	1,857	1,977	2,122	2,229	2,334	2,492	2,701	2,966	
Requirements											
Personnel Services	499	430	467	489	422	493	515	539	563	588	
Materials & Services	259	393	395	426	497	740	762	785	808	833	
Transfers	607	560	505	490	600	356	361	371	383	394	
Contingency						30	31	32	34	35	
Total Expenditures	1,365	1,383	1,367	1,405	1,519	1,619	1,669	1,727	1,788	1,850	
Ending Fund Balance											
Policy Requirement	206	215	229	230	308	319	331	343	355	366	
Over (under) Policy	137	178	261	342	295	291	334	422	558	750	
Total Ending Fund Balance	343	393	490	572	603	610	665	765	914	1,116	
Total Requirements	1,708	1,777	1,857	1,977	2,122	2,229	2,334	2,492	2,701	2,966	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sewer Fund							
003-000 Resources							
1	393,356	490,225	610,700	400100 Beginning Fund Balance	602,800	602,800	602,800
2	5,547	9,571	9,200	400400 Investment Interest	15,800	15,800	15,800
3	1,446,140	1,464,791	1,525,000	400500 Sewer Use Charges	1,601,300	1,601,300	1,601,300
4	1,275	3,675	1,500	400800 Sewer Tap Inspections	1,500	1,500	1,500
5	10,711	8,828	8,000	409000 Other Receipts	8,000	8,000	8,000
6	<u>1,857,028</u>	<u>1,977,090</u>	<u>2,154,400</u>	Total Resources	<u>2,229,400</u>	<u>2,229,400</u>	<u>2,229,400</u>
7							
8				003-376 Personnel Services			
9	272,650	281,548	298,800	503780 Wages	247,000	247,000	247,000
10	4,276	3,728	17,000	503790 Wages - Overtime	13,700	13,700	13,700
11	20,868	21,522	24,200	513344 FICA	20,000	20,000	20,000
12	50,856	62,367	69,500	539094 Pension - PERS	67,000	67,000	67,000
13	6,146	4,564	9,300	542344 Workers' Compensation Ins	10,700	10,700	10,700
14	111,955	114,347	131,500	546833 Insurance Benefits	126,800	126,800	126,800
15	-	535	8,500	548877 Unemployment Insurance	8,000	8,000	8,000
16	<u>466,751</u>	<u>488,610</u>	<u>558,800</u>	Total Personnel Services	<u>493,200</u>	<u>493,200</u>	<u>493,200</u>
17							
18				003-376 Materials & Services			
19	78,670	106,690	126,800	601100 Administrative Charges	129,800	129,800	129,800
20	26,280	27,596	26,900	602171 Insurance	28,200	28,200	28,200
21	523	510	500	603200 Bank Fees	500	500	500
22	10,489	11,384	5,500	603210 Merchant Fees	12,000	12,000	12,000
23	47,522	41,320	65,000	605917 Treatment Chemicals	75,000	75,000	75,000
24	37	-	1,000	608921 Software	1,000	1,000	1,000
25	5,356	3,580	3,000	608925 Computer Software Support	2,900	2,900	2,900
26	100,570	102,580	135,000	611519 Electricity	135,000	135,000	135,000
27	4,345	4,824	6,200	611770 IT Service Charges	4,200	4,200	4,200
28	89	46	1,000	611771 Professional Services	1,000	1,000	1,000
29	1,789	1,945	2,500	611780 Lien Reporting Services	2,500	2,500	2,500
30	5,656	5,360	5,000	615018 Fuel	7,100	7,100	7,100
31	45,145	50,506	59,400	615100 Vehicle & Equip Maint Charges	52,300	52,300	52,300
32	2,261	2,857	3,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
33	731	-	400	628651 Lane Council of Gov Dues	-	-	-
34	1,527	554	600	628680 Laundry and Cleaning	600	600	600
35	577	607	600	629001 League of Oregon Cities Dues	-	-	-
36	5,341	3,183	2,500	632677 Office Equip Leases	4,300	4,300	4,300
37	947	792	400	633850 Natural Gas	-	-	-
38	-	-	2,000	635280 DEQ Permit Fee	2,000	2,000	2,000
39	2,962	2,940	5,000	636921 Office Supplies	5,800	5,800	5,800
40	15,801	13,669	30,000	637917 Op Materials & Supplies	30,000	30,000	30,000
41	-	864	5,000	638500 Sewer Line Maint/Repair	5,000	5,000	5,000
42	269	2,064	5,000	638600 Pump Station Maint/Repair	5,000	5,000	5,000
43	3,522	2,904	5,000	638900 Laboratory Analysis	5,000	5,000	5,000
44	7,363	5,612	10,000	638925 Lab Supplies	10,000	10,000	10,000
45	5,660	5,354	7,000	640457 Postage	7,000	7,000	7,000
46	3,935	4,776	7,200	644650 Building Maintenance Charges	5,900	5,900	5,900
47	-	67	200	644670 Cleaning/General Supplies	-	-	-
48	240	6,909	5,000	647030 Travel and Training	11,000	11,000	11,000
49	480	-	1,000	648000 License Certification Fee	1,500	1,500	1,500
50	-	-	200	648800 Employee Recognition	-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19		2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
51	9,630	9,574	9,500	649843 Telephone	9,500	9,500	9,500
52	2,183	3,079	2,200	652080 Internet	-	-	-
53	-	-	500	653000 I & I Abatement Supplies	500	500	500
54	-	-	1,000	653050 Pretreatment Program Supplies	1,000	1,000	1,000
55	-	-	-	702000 PW Administrative Charges	179,200	179,200	179,200
56	3,989	4,073	4,400	702013 Audit	-	-	-
57	864	84	2,000	706076 Legal Counsel	2,000	2,000	2,000
58	<u>394,753</u>	<u>426,303</u>	<u>547,500</u>	Total Materials & Services	<u>739,800</u>	<u>739,800</u>	<u>739,800</u>
59							
60				003-376 Transfers			
61	25,000	-	-	900001 Transfer to Equipment Reserve	-	-	-
62	400	-	-	900002 Transfer to Computer Equipment	-	-	-
63	4,900	-	-	900004 Transfer to PW Building/Yard Res	-	-	-
64	475,000	490,000	600,000	900005 Transfer to Sewer Cap Proj Fund	350,000	350,000	350,000
65	-	-	-	900054 Transfer to PW Admin	6,300	6,300	6,300
66	<u>505,300</u>	<u>490,000</u>	<u>600,000</u>	Total Transfers	<u>356,300</u>	<u>356,300</u>	<u>356,300</u>
67							
68				003-376 Fund Balance & Contingency			
69	-	-	30,000	900900 Operating Contingency	30,000	30,000	30,000
70	<u>490,225</u>	<u>572,176</u>	<u>418,100</u>	999000 Unapp Ending Fund Balance	<u>610,100</u>	<u>610,100</u>	<u>610,100</u>
71	<u>490,225</u>	<u>572,176</u>	<u>448,100</u>	Total	<u>610,100</u>	<u>640,100</u>	<u>640,100</u>
72							
73				Fund Totals			
74				Resources:			
75	393,356	490,225	610,700	Beginning Fund Balance	602,800	602,800	602,800
76	1,463,673	1,486,865	1,543,700	Operating Revenue	1,626,600	1,626,600	1,626,600
77	<u>1,857,028</u>	<u>1,977,090</u>	<u>2,154,400</u>		<u>2,229,400</u>	<u>2,229,400</u>	<u>2,229,400</u>
78							
79				Appropriations:			
80	861,504	914,913	1,136,300	Operating Expenditures	1,263,000	1,263,000	1,263,000
81				Transfers			
82	505,300	490,000	600,000	To Reserves	350,000	350,000	350,000
83	-	-	-	To Operations	6,300	6,300	6,300
84	<u>1,366,804</u>	<u>1,404,913</u>	<u>1,736,300</u>		<u>1,619,300</u>	<u>1,619,300</u>	<u>1,619,300</u>
85	<u>490,225</u>	<u>572,176</u>	<u>418,100</u>	Unappropriated Fund Balance	<u>610,100</u>	<u>610,100</u>	<u>610,100</u>
86	<u>1,857,028</u>	<u>1,977,090</u>	<u>2,154,400</u>		<u>2,229,400</u>	<u>2,229,400</u>	<u>2,229,400</u>

Notes

- 5 Revenue is based on current year's amounts plus anticipated new connections
- 16 Costs for Public Works Administration moved to PW Admin Fund in FY19/20
- 25 Increased to due to DEQ mandated dechlorination process
- 27 Includes Springbrook annual maintenance costs
- 50 Every two year in-house training program
- 55 Allocation of Public Works Administration

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sewer Capital Projects Fund							
255-000 Resources							
1	1,194,901	1,519,684	1,552,600	400100 Beginning Fund Balance	1,712,600	2,162,600	2,162,600
2	13,760	27,583	24,100	400400 Investment Interest	43,300	43,300	43,300
3	90,000	90,000	90,000	400559 Interfund Loan Repayment	90,000	90,000	90,000
4	475,000	490,000	600,000	400605 Transfer from Sewer Fund	350,000	350,000	350,000
5	-	6,137	-	400531 Transfer from PW Yard Reserve	-	-	-
6	-	38,702	-	400533 Transfer from Sewer Equip Res	-	-	-
7	-	53,073	-	400538 Transfer from Sewer Ratepayers	-	-	-
8	4,164	8,328	-	409000 Other Revenue	1,000	1,000	1,000
9	<u>1,777,825</u>	<u>2,233,507</u>	<u>2,266,700</u>	Total Resources	<u>2,196,900</u>	<u>2,646,900</u>	<u>2,646,900</u>
10							
11				255-100 Materials & Services			
12	128,027	80,985	500,000	611771 Professional Services	250,000	300,000	300,000
13	130,114	5,039	50,000	638500 System Maintenance Projects	50,000	50,000	50,000
14	<u>258,141</u>	<u>86,025</u>	<u>550,000</u>	Total Materials & Services	<u>300,000</u>	<u>350,000</u>	<u>350,000</u>
15							
16				255-100 Capital Outlay			
17	-	161,084	500,000	800100 System Improvements	200,000	650,000	650,000
18	-	2,171	87,000	800230 CEP Projects	62,200	62,200	62,200
19	-	-	30,000	800600 Equipment Acquisitions	30,000	30,000	30,000
20	-	159,871	100	800650 System Construction/Expansion	100,000	100,000	100,000
21	<u>-</u>	<u>323,127</u>	<u>617,100</u>	Total Capital Outlay	<u>392,200</u>	<u>842,200</u>	<u>842,200</u>
22							
23				255-100 Fund Balance			
24	1,519,184	1,823,856	499,600	902000 Reserved for Future Expenditures	-	-	-
25	-	-	600,000	902001 Reserved for Vac/TV Truck	600,000	600,000	600,000
26	500	500	-	999000 Unapp Ending Fund Balance	904,700	854,700	854,700
27	<u>1,519,684</u>	<u>1,824,356</u>	<u>1,099,600</u>	Total Fund Balance	<u>1,504,700</u>	<u>1,454,700</u>	<u>1,454,700</u>
28							
29							
30				Fund Totals			
31	1,777,825	2,233,507	2,266,700	Resources	2,196,900	2,646,900	2,646,900
32							
33	258,141	409,152	1,167,100	Appropriations	692,200	1,192,200	1,192,200
34	<u>1,519,684</u>	<u>1,824,356</u>	<u>1,099,600</u>	Fund Balance	<u>1,504,700</u>	<u>1,454,700</u>	<u>1,454,700</u>
35	1,777,825	2,233,507	2,266,700		2,196,900	2,646,900	2,646,900

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)
FY18/19 Payment (90,000)
Balance 6/30/19 427,700

**City of Junction City
Fiscal Year 2019-20 Budget**

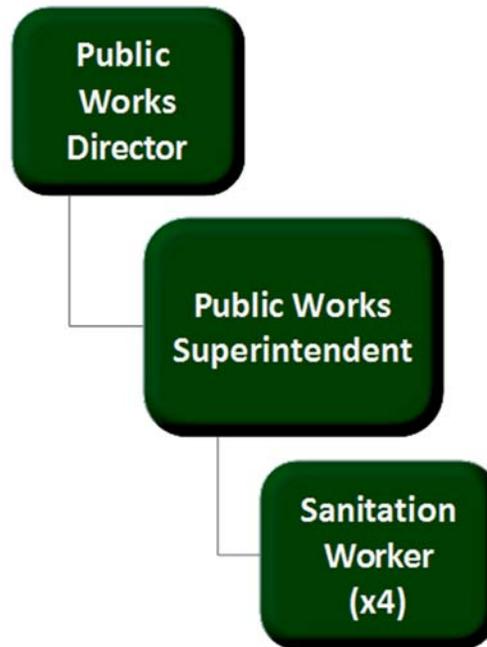
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sewer System Development Fund							
406-000 Resources							
1	1,922,050	2,139,773	2,320,400	400100 Beginning Fund Balance	2,742,900	2,742,900	2,742,900
2	21,588	38,790	33,700	400400 Investment Interest	61,100	61,100	61,100
3	196,135	403,188	100,000	400500 System Development Fees	585,000	585,000	585,000
4	-	-	-	409000 Other Income	-	-	-
5	<u>2,139,773</u>	<u>2,581,751</u>	<u>2,454,100</u>	Total Resources	<u>3,389,000</u>	<u>3,389,000</u>	<u>3,389,000</u>
6							
7				406-100 Capital Outlay			
8	-	-	5,000	800650 Sewer System Expansion	500,000	500,000	500,000
9							
10				406-100 Fund Balance			
11	<u>2,139,773</u>	<u>2,581,751</u>	<u>2,449,100</u>	999000 Unapp Ending Fund Balance	<u>2,889,000</u>	<u>2,889,000</u>	<u>2,889,000</u>
12							
13							
14				Fund Totals			
15	2,139,773	2,581,751	2,454,100	Resources	3,389,000	3,389,000	3,389,000
16							
17	-	-	5,000	Appropriations	500,000	500,000	500,000
18	<u>2,139,773</u>	<u>2,581,751</u>	<u>2,449,100</u>	Unappropriated Fund Balance	<u>2,889,000</u>	<u>2,889,000</u>	<u>2,889,000</u>
19	<u>2,139,773</u>	<u>2,581,751</u>	<u>2,454,100</u>		<u>3,389,000</u>	<u>3,389,000</u>	<u>3,389,000</u>
	-	-	-		-	-	-



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 2,200 customer accounts
- Over 2,000 annual customer service requests

What's New for FY 2019-2020?

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

2019-2020 Fiscal Year Projects

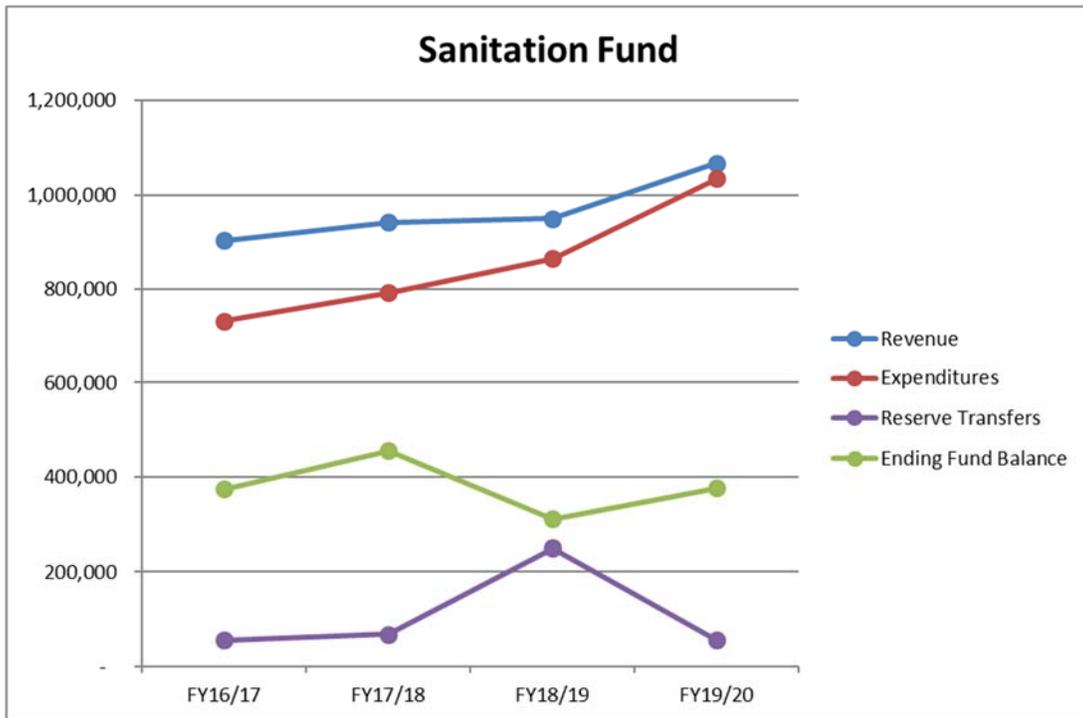
1. **Replace Automated Truck #1** – This project is from the Capital Expenditure Plan and is project #GBG-004. The total cost for this project is \$250,000.00. The funding for this project is from the Sanitation Capital Fund.



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.

Sanitation Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	258,560	373,956	474,700	399,100
Revenue	903,630	942,108	949,800	1,067,800
Total Resources	1,162,190	1,316,065	1,424,500	1,466,900
Expenditures				
Personnel Services	312,001	338,798	367,100	377,700
Materials & Services	420,533	453,536	480,700	636,200
Transfers	55,700	68,600	250,000	56,200
Contingency	-	-	17,000	20,300
Total Expenditures	788,234	860,934	1,114,800	1,090,400
Ending Fund Balance	373,956	455,130	309,700	376,500
Staffing	4.35	4.50	4.30	4.15





Fund Overview – Sanitation Capital Fund

This is the second year for the Sanitation Capital Fund. This fund is a combination of 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 make repairs & improvements to Public Works facilities.

Sanitation Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	58,169	59,364	306,300	307,900
Revenue	27,558	302,228	254,200	58,600
Total Resources	85,727	361,591	560,500	366,500
Expenditures				
Materials & Services	4,826	3,380	10,000	10,000
Capital Outlay	21,537	33,775	285,000	305,000
Total Expenditures	26,363	37,155	295,000	315,000
Ending Fund Balance	59,364	324,436	265,500	51,500



Five Year Forecast											
Sanitation Fund											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	314	346	259	374	455	399	377	333	261	159	
Sanitation Revenue	797	853	897	931	1,020	1,053	1,063	1,074	1,085	1,096	
Interest & Other	2	4	6	12	15	15	16	16	17	18	
Total Revenue	799	857	904	942	1,035	1,068	1,079	1,090	1,102	1,114	
Total Resources	1,113	1,203	1,162	1,316	1,490	1,467	1,456	1,423	1,363	1,273	
Requirements											
Personnel Services	361	346	312	339	374	378	395	412	431	450	
Materials & Services	291	410	421	454	467	636	655	675	695	716	
Transfers	115	190	56	69	250	56	52	53	55	56	
Contingency						20	21	22	23	24	
Total Expenditures	767	945	788	861	1,091	1,090	1,123	1,162	1,204	1,246	
Ending Fund Balance											
Policy Requirement	189	183	198	210	253	262	272	282	292	300	
Over (under) Policy	157	75	176	245	146	114	61	-20	-132	-274	
Total Ending Fund Balance	346	258	374	455	399	377	333	261	159	27	
Total Requirements	1,113	1,203	1,162	1,316	1,490	1,467	1,456	1,423	1,363	1,273	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sanitation Fund							
004-000 Resources							
1	258,560	373,956	474,700	400100 Beginning Fund Balance	399,100	399,100	399,100
2	3,331	7,372	6,400	400400 Investment Interest	10,700	10,700	10,700
3	883,140	923,244	930,000	400500 Garbage Collection Revenue	1,041,000	1,041,000	1,041,000
4	1,604	1,636	1,700	400600 Festival Labor Reimbursement	1,700	1,700	1,700
5	3,480	3,120	1,700	400625 Collection Licenses	1,900	1,900	1,900
6	10,589	4,176	7,500	400650 Recycling Revenue	10,000	10,000	10,000
7	1,486	2,560	2,500	409000 Other Receipts	2,500	2,500	2,500
8	<u>1,162,190</u>	<u>1,316,065</u>	<u>1,424,500</u>	Total Resources	<u>1,466,900</u>	<u>1,466,900</u>	<u>1,466,900</u>
9							
004-476 Personnel Services							
11	180,040	189,321	196,200	503780 Wages	190,700	190,700	190,700
12	-	449	5,300	503790 Wages - Overtime	9,800	9,800	9,800
13	13,482	14,280	15,500	513344 FICA	15,400	15,400	15,400
14	26,463	36,832	39,400	539094 Pension - PERS	47,800	47,800	47,800
15	7,282	8,400	9,200	542344 Workers' Compensation Ins	10,100	10,100	10,100
16	84,734	88,982	94,700	546833 Insurance Benefits	97,100	97,100	97,100
17	-	535	6,800	548877 Unemployment Insurance	6,800	6,800	6,800
18	<u>312,001</u>	<u>338,798</u>	<u>367,100</u>	Total Personnel Services	<u>377,700</u>	<u>377,700</u>	<u>377,700</u>
19							
004-476 Materials & Services							
21	62,866	86,197	96,900	601100 Administrative Charges	94,900	94,900	94,900
22	14,682	16,995	18,200	602171 Insurance	20,400	20,400	20,400
23	518	525	500	603200 Bank Fees	-	-	-
24	6,403	7,191	6,600	603210 Merchant Fees	8,000	8,000	8,000
25	3,788	2,962	2,300	608925 Computer Software Support	2,200	2,200	2,200
26	5,826	5,372	4,000	611519 Electricity	-	-	-
27	3,866	4,364	6,200	611770 IT Service Charges	4,200	4,200	4,200
28	34,012	41,101	40,000	615018 Fuel	50,000	50,000	50,000
29	76,587	85,637	93,900	615100 Vehicle & Equip Maint Charges	113,300	113,300	113,300
30	2,520	2,386	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
31	731	-	400	628651 Lane Council of Gov Dues	-	-	-
32	1,527	554	500	628680 Laundry and Cleaning	600	600	600
33	480	506	500	629001 League of Oregon Cities Dues	-	-	-
34	5,377	3,216	2,500	632677 Office Equip Leases	4,200	4,200	4,200
35	947	792	400	633850 Natural Gas	-	-	-
36	3,089	2,794	6,000	636921 Office Supplies	5,800	5,800	5,800
37	3,836	3,060	10,000	637917 Op Materials & Supplies	10,000	10,000	10,000
38	5,559	5,373	7,000	640457 Postage	7,000	7,000	7,000
39	3,576	4,985	6,200	644650 Building Maintenance Charges	4,900	4,900	4,900
40	173,867	168,158	165,000	647788 Solid Waste Disposal	165,000	165,000	165,000
41	-	-	100	648000 License Certification Fee	100	100	100
42	-	-	200	648800 Employee Recognition	-	-	-
43	210	210	500	648866 Recycling Expense	500	500	500
44	5,609	5,534	5,600	649843 Telephone	5,700	5,700	5,700
45	1,105	1,903	1,200	652080 Internet	-	-	-
46	-	-	-	702000 PW Administrative Charges	136,900	136,900	136,900
47	3,154	3,220	3,500	702013 Audit	-	-	-
48	397	500	500	706076 Legal Counsel	500	500	500
49	<u>420,533</u>	<u>453,536</u>	<u>480,700</u>	Total Materials & Services	<u>636,200</u>	<u>636,200</u>	<u>636,200</u>
50							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51							
52				004-476 Transfers			
53	27,500	-	-	900001 Transfer to Equip Reserve	-	-	-
54	300	-	-	900002 Transfer to Computer Equip Res	-	-	-
55	27,000	68,600	250,000	900003 Transfer to Sanitation Cap Proj	50,000	50,000	50,000
56	-	-	-	900054 Transfer to PW Admin	6,200	6,200	6,200
57	900	-	-	900004 Transfer to PW Building/Yard Res	-	-	-
58	<u>55,700</u>	<u>68,600</u>	<u>250,000</u>	Total Transfers	<u>56,200</u>	<u>56,200</u>	<u>56,200</u>
59							
60				004-476 Fund Balance & Contingency			
61	-	-	17,000	900900 Operating Contingency	20,300	20,300	20,300
62	373,956	455,130	309,700	999000 Unapp Ending Fund Balance	376,500	376,500	376,500
63	<u>373,956</u>	<u>455,130</u>	<u>326,700</u>	Total	<u>376,500</u>	<u>396,800</u>	<u>396,800</u>
64							
65				Fund Totals			
66				Resources:			
67	258,560	373,956	474,700	Beginning Fund Balance	399,100	399,100	399,100
68	903,630	942,108	949,800	Operating Revenue	1,067,800	1,067,800	1,067,800
69	<u>1,162,190</u>	<u>1,316,065</u>	<u>1,424,500</u>		<u>1,466,900</u>	<u>1,466,900</u>	<u>1,466,900</u>
70							
71				Appropriations:			
72	732,534	792,334	864,800	Operating Expenditures	1,034,200	1,034,200	1,034,200
73				Transfers			
74	-	-	-	To Operations	6,200	6,200	6,200
75	55,700	68,600	250,000	To Reserves	50,000	50,000	50,000
76	<u>788,234</u>	<u>860,934</u>	<u>1,114,800</u>		<u>1,090,400</u>	<u>1,090,400</u>	<u>1,090,400</u>
77	373,956	455,130	309,700	Unappropriated Fund Balance	376,500	376,500	376,500
78	<u>1,162,190</u>	<u>1,316,065</u>	<u>1,424,500</u>		<u>1,466,900</u>	<u>1,466,900</u>	<u>1,466,900</u>
	-	-	-		-	-	-

Notes

- 18 Costs for Public Works Administration moved to PW Admin Fund in FY19/20
- 27 Includes Springbrook annual maintenance
- 27 Internal Services Fund charges
- 29 Internal Services Fund charges
- 39 Internal Services Fund charges
- 46 Allocation of Public Works Administration

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sanitation Capital Projects Fund							
266-000 Resources							
1	58,169	59,364	306,300	400100 Beginning Fund Balance	307,900	307,900	307,900
2	558	4,782	4,200	400400 Investment Interest	8,100	8,100	8,100
3	27,000	68,600	250,000	400500 Transfer From Sanitation Fund	50,000	50,000	50,000
4	-	6,137	-	400531 Transfer From PW Yard Res	-	-	-
5	-	213,853	-	400534 Transfer From Sanitation Equip	-	-	-
6	-	8,855	-	400600 Asset Disposal Proceeds	-	-	-
7	-	-	-	409000 Other Revenue	500	500	500
8	<u>85,727</u>	<u>361,591</u>	<u>560,500</u>	Total Resources	<u>366,500</u>	<u>366,500</u>	<u>366,500</u>
9							
10				266-100 Materials & Services			
11	<u>4,826</u>	<u>3,380</u>	<u>10,000</u>	608927 Container Repairs	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
12							
13				266-100 Capital Outlay			
14	1,780	1,481	5,000	800100 System Improvements	5,000	5,000	5,000
15	-	-	30,000	800200 Professional Services	5,000	5,000	5,000
16	-	524	220,000	800230 CEP Projects	250,000	250,000	250,000
17	<u>19,758</u>	<u>31,771</u>	<u>30,000</u>	800600 Equipment Acquisition	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
18	<u>21,537</u>	<u>33,775</u>	<u>285,000</u>		<u>305,000</u>	<u>305,000</u>	<u>305,000</u>
19							
20				266-100 Fund Balance			
21	58,864	323,936	-	902000 Reserved for Future Expenditures	-	-	-
22	<u>500</u>	<u>500</u>	<u>265,500</u>	999000 Unapp Ending Fund Balance	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
23	<u>59,364</u>	<u>324,436</u>	<u>265,500</u>	Total Fund Balance	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
24							
25				Fund Totals			
26	85,727	361,591	560,500	Resources	366,500	366,500	366,500
27							
28	26,363	37,155	295,000	Appropriations	315,000	315,000	315,000
29	<u>59,364</u>	<u>324,436</u>	<u>265,500</u>	Fund Balance	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
30	<u>85,727</u>	<u>361,591</u>	<u>560,500</u>		<u>366,500</u>	<u>366,500</u>	<u>366,500</u>
	-	-	-		-	-	-

Notes

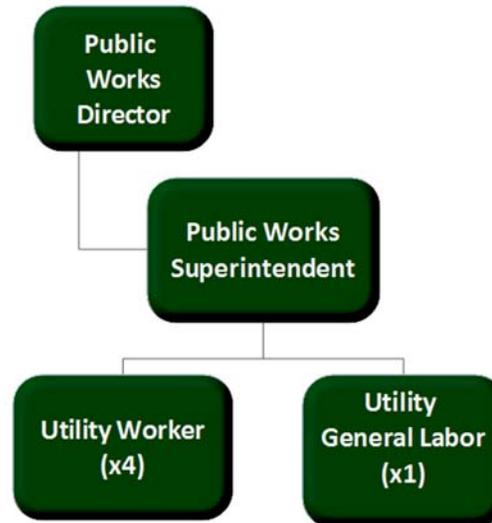
- 3 Fund renamed for FY17/18 Budget. Previously the fund was known as the Sanitation System Improvement Fund.



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 2019-2020?

- A transfer from the General Fund equaling 10% of the franchise fees collected by the City.



- A reconstruction project for Greenwood from 4th to 5th including curb and gutter.
- Widening the bike path off 13th
- Slurry sealing the bike path off Timothy

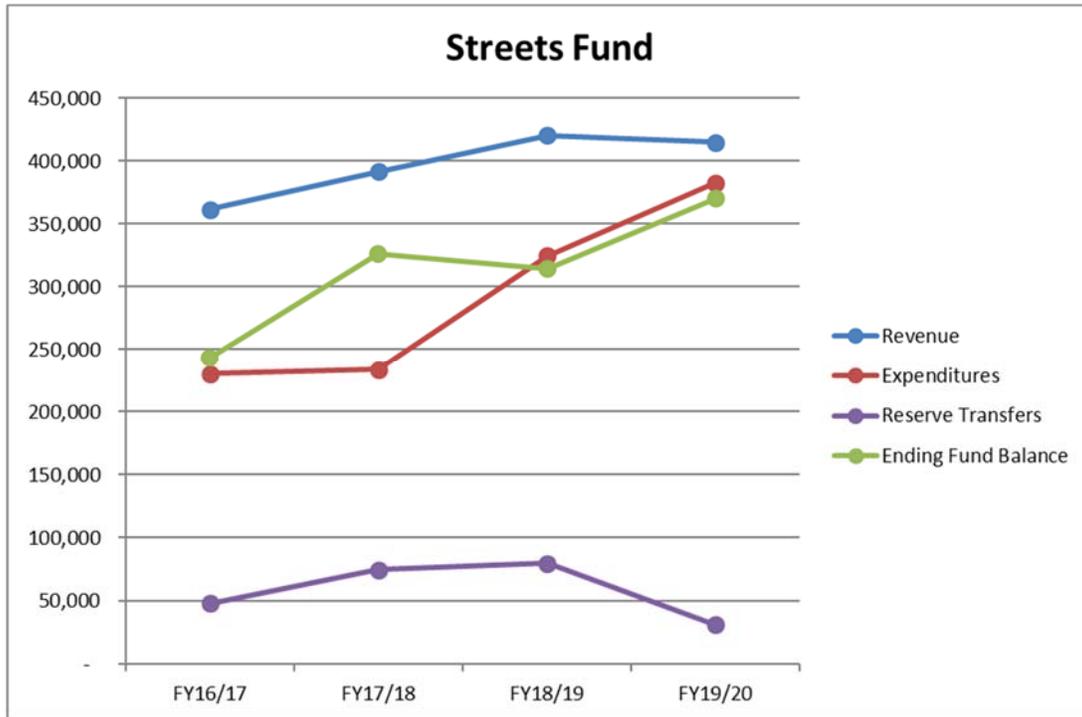
2019-2020 Fiscal Year Projects

1. **Crack sealing the various streets**-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.
2. **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.

Streets Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	160,674	243,311	298,700	369,200
Revenue	361,431	391,546	420,400	415,000
Total Resources	522,104	634,857	719,100	784,200
Expenditures				
Personnel Services	56,461	57,029	72,300	64,200
Materials & Services	173,932	176,659	232,300	298,600
Transfers	48,400	75,000	80,000	31,200
Contingency	-	-	20,000	20,000
Total Expenditures	278,793	308,688	404,600	414,000
Ending Fund Balance	243,311	326,169	314,500	370,200
Staffing	0.58	0.59	0.62	0.67





Fund Overview – Streets Capital Projects Fund

The Streets 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 fund also receives an allocation of the franchise fees the City receives.

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 makes repairs and improvements to Public Works facilities.

Streets Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	81,452	95,459	239,800	329,000
Revenue	30,359	269,709	562,100	462,200
Total Resources	111,811	365,169	801,900	791,200
Expenditures				
Capital Outlay	16,352	102,787	503,000	430,000
Ending Fund Balance	95,459	262,382	298,900	361,200





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.

Streets System Development Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	1,001,913	1,027,260	1,071,700	1,268,000
Revenue	25,347	72,715	30,900	48,000
Total Resources	1,027,260	1,099,975	1,102,600	1,316,000
Expenditures				
Capital Outlay	-	-	20,000	30,000
Ending Fund Balance	1,027,260	1,099,975	1,082,600	1,286,000

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.



Bike Path Reserve Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	41,370	37,586	31,400	32,100
Revenue	3,936	4,498	4,500	5,100
Total Resources	45,306	42,083	35,900	37,200
Expenditures				
Materials & Services	-	-	5,000	5,000
Capital Outlay	7,721	-	20,000	20,000
Total Expenditures	7,721	-	25,000	25,000
Ending Fund Balance	37,586	42,083	10,900	12,200

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.

Prairie Road Street Improvement Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	247,009	249,598	253,100	259,700
Revenue	2,589	4,155	3,900	5,900
Total Resources	249,598	253,753	257,000	265,600
Expenditures				
Capital Outlay	-	-	218,000	218,000
Ending Fund Balance	249,598	253,753	39,000	47,600



Five Year Forecast											
Streets Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	280	276	161	243	326	369	370	384	405	433	
State Tax Revenue	314	337	352	380	389	390	409	428	449	470	
Franchise Fees				2	9	15	16	17	17	18	
Interest & Other	9	3	9	10	10	10	11	11	12	12	
Total Revenue	323	340	361	392	408	415	435	456	478	501	
Total Resources	604	616	522	635	734	784	805	840	883	934	
Requirements											
Personnel Services	79	52	56	57	63	64	67	70	73	77	
Materials & Services	141	178	174	177	222	299	308	317	326	336	
Capital Outlay	72										
Transfers	36	225	48	75	80	31	26	27	27	28	
Contingency						20	21	22	22	23	
Total Expenditures	328	455	279	309	365	414	421	435	449	464	
Ending Fund Balance	276	161	243	326	369	370	384	405	433	470	
Total Requirements	604	616	522	635	734	784	805	840	883	934	



**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Streets Fund							
005-000 Resources							
1	160,674	243,311	298,700	400100 Beginning Fund Balance	369,200	369,200	369,200
2	2,161	4,653	4,100	400400 Investment Interest	8,500	8,500	8,500
3	352,213	379,750	389,300	400500 State Tax Street Revenue	390,000	390,000	390,000
4	630	2,110	1,000	400625 Sidewalk Permits	500	500	500
5	-	-	10,000	401610 Wave Comm. Franchise Fees	5,000	5,000	5,000
6	-	2,252	15,000	401620 Blachly Lane Franchise Fees	10,000	10,000	10,000
7	6,426	2,781	1,000	409000 Other Receipts	1,000	1,000	1,000
8	<u>522,104</u>	<u>634,857</u>	<u>719,100</u>	Total Resources	<u>784,200</u>	<u>784,200</u>	<u>784,200</u>
9							
005-576 Personnel Services							
11	33,946	33,892	38,400	503780 Wages	33,100	33,100	33,100
12	742	670	4,800	503790 Wages - Overtime	1,600	1,600	1,600
13	2,621	2,636	3,300	513344 FICA	2,700	2,700	2,700
14	5,191	5,918	7,300	539094 Pension - PERS	6,400	6,400	6,400
15	976	1,046	1,600	542344 Workers' Compensation Ins	1,300	1,300	1,300
16	12,985	12,867	15,700	546833 Insurance Benefits	17,900	17,900	17,900
17	-	-	1,200	548877 Unemployment Insurance	1,200	1,200	1,200
18	<u>56,461</u>	<u>57,029</u>	<u>72,300</u>	Total Personnel Services	<u>64,200</u>	<u>64,200</u>	<u>64,200</u>
19							
005-576 Materials & Services							
21	15,263	19,917	24,900	601100 Administrative Charges	24,400	24,400	24,400
22	11,213	12,527	11,000	602171 Insurance	9,100	9,100	9,100
23	-	-	500	603100 JC Work Crew Supplies	500	500	500
24	224	192	300	603200 Bank Fees	-	-	-
25	2,553	1,079	900	608925 Computer Software Support	900	900	900
26	67,423	68,204	68,000	611519 Electricity	68,000	68,000	68,000
27	2,166	2,417	3,200	611770 IT Service Charges	2,800	2,800	2,800
28	1,750	46	5,000	611771 Professional Services	5,000	5,000	5,000
29	9,744	13,280	13,000	615018 Fuel	16,500	16,500	16,500
30	21,561	23,736	28,800	615100 Vehicle & Equip Maint Charges	42,300	42,300	42,300
31	1,388	1,486	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
32	366	-	200	628651 Lane Council of Gov Dues	-	-	-
33	1,527	554	600	628680 Laundry and Cleaning	600	600	600
34	384	405	400	629001 League of Oregon Cities Dues	-	-	-
35	4,149	2,090	1,500	632677 Office Equipment Leases	3,000	3,000	3,000
36	947	792	500	633850 Natural Gas	-	-	-
37	2,564	1,337	4,000	636921 Office Supplies	1,800	1,800	1,800
38	10,638	10,621	25,000	637917 Op Materials & Supplies	30,000	30,000	30,000
39	-	-	-	637920 Barricade Maintenance	1,000	1,000	1,000
40	733	218	7,500	638000 Street Signs	7,500	7,500	7,500
41	9,044	7,581	20,000	638500 Street Maintenance	20,000	20,000	20,000
42	3,589	4,462	7,200	644650 Building Maintenance Charges	5,900	5,900	5,900
43	-	15	100	647030 Travel and Training	100	100	100
44	-	-	100	648000 License Certification Fee	100	100	100
45	-	-	100	648800 Employee Recognition	-	-	-
46	4,235	4,341	4,500	649843 Telephone	4,300	4,300	4,300
47	81	128	200	652080 Internet	-	-	-
48	-	-	-	702000 PW Administrative Charges	51,300	51,300	51,300
49	1,206	1,232	1,300	702013 Audit	-	-	-
50	1,183	-	1,500	706076 Legal Counsel	1,500	1,500	1,500

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51	173,932	176,659	232,300	Total Materials & Services	298,600	298,600	298,600
52							
53				005-576 Transfers			
54	19,700	-	-	900001 Transfer to Street Equip. Reserve	-	-	-
55	1,400	-	-	900004 Transfer to PW Building/Yard Res	-	-	-
56	300	-	-	900039 Transfer to Computer Eq Res Fund	-	-	-
57	-	-	-	900054 Transfer to PW Admin	6,200	6,200	6,200
58	27,000	75,000	80,000	900041 Transfer to Streets Cap Projects	25,000	25,000	25,000
59	48,400	75,000	80,000	Total Transfers	31,200	31,200	31,200
60							
61				005-576 Fund Balance & Contingency			
62	-	-	20,000	900900 Operating Contingency	20,000	20,000	20,000
63	243,311	326,169	314,500	999000 Unapp Ending Fund Balance	370,200	370,200	370,200
64	243,311	326,169	334,500	Total	370,200	390,200	390,200
65							
66				Fund Totals			
67				Resources:			
68	160,674	243,311	298,700	Beginning Fund Balance	369,200	369,200	369,200
69	361,431	391,546	420,400	Operating Revenue	415,000	415,000	415,000
70	522,104	634,857	719,100		784,200	784,200	784,200
71							
72				Appropriations:			
73	230,393	233,688	324,600	Operating Expenditures	382,800	382,800	382,800
74				Transfers			
75	-	-	-	To Operations	6,200	6,200	6,200
76	48,400	75,000	80,000	To Reserves	25,000	25,000	25,000
77	278,793	308,688	404,600		414,000	414,000	414,000
78	243,311	326,169	314,500	Unappropriated Fund Balance	370,200	370,200	370,200
79	522,104	634,857	719,100		784,200	784,200	784,200
	-	-	-		-	-	-

Notes

- 18 Costs for Public Works Administration moved to PW Admin Fund in FY19/20
- 27 Includes Springbrook annual maintenance costs
- 48 Allocation of Public Works Administration

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted	
Streets Capital Projects Fund								
268-000 Resources								
1	81,452	95,459	239,800	400100 Beginning Fund Balance	329,000	329,000	329,000	
2	959	3,212	2,100	400400 Investment Interest	5,600	5,600	5,600	
3	27,000	75,000	80,000	400500 Transfer From Streets Fund	25,000	25,000	25,000	
4	-	44,000	46,100	400540 Transfer From General Fund	-	-	-	
5	-	6,236	-	400531 Transfer From PW Yard Reserve	-	-	-	
6	-	67,350	-	400535 Transfer From Streets Equip Res	-	-	-	
7	-	-	89,000	401700 Pacific Power Franchise Fees	131,600	131,600	131,600	
8	-	73,911	300,000	403000 State 5,000 Population Distribution	300,000	300,000	300,000	
9	2,400	-	44,900	409000 Other Income	-	-	-	
10	<u>111,811</u>	<u>365,169</u>	<u>801,900</u>	Total Resources	<u>791,200</u>	<u>791,200</u>	<u>791,200</u>	
11								
12	268-100 Capital Outlay							
13	16,352	20,899	28,000	800704 Sidewalk Improvement Program	28,000	28,000	28,000	
14	-	5,596	14,000	800230 CEP Projects	2,000	2,000	2,000	
15	-	-	91,000	800600 Equipment Acquisitions	-	-	-	
16	-	73,636	300,000	800751 Street Refurbishment/Improv.	300,000	300,000	300,000	
17	-	2,655	70,000	800800 Street Maintenance Program	100,000	100,000	100,000	
18	<u>16,352</u>	<u>102,787</u>	<u>503,000</u>	Total Capital Outlay	<u>430,000</u>	<u>430,000</u>	<u>430,000</u>	
19								
20	268-100 Fund Balance							
21	-	-	-	902001 Reserved for Sweeper	20,000	20,000	20,000	
22	95,459	262,382	298,900	999000 Unapp Ending Fund Balance	341,200	341,200	341,200	
23	<u>95,459</u>	<u>262,382</u>	<u>298,900</u>	Total Fund Balance	<u>361,200</u>	<u>361,200</u>	<u>361,200</u>	
24								
25	Fund Totals							
26	111,811	365,169	801,900	Resources	791,200	791,200	791,200	
27								
28	16,352	102,787	503,000	Appropriations	430,000	430,000	430,000	
29	<u>95,459</u>	<u>262,382</u>	<u>298,900</u>	Fund Balance	<u>361,200</u>	<u>361,200</u>	<u>361,200</u>	
30	111,811	365,169	801,900		791,200	791,200	791,200	
31	-	-	-		-	-	-	

Notes

- 3 Fund renamed for FY17/18 Budget. Previously the fund was known as the Street System Improvement Fund.
- 9 Amount is equal to 30% of City Franchise fees included in General Revenue

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Streets System Development Fund							
407-000 Resources							
1	1,001,913	1,027,260	1,071,700	400100 Beginning Fund Balance	1,268,000	1,268,000	1,268,000
2	10,600	17,536	15,900	400400 Investment Interest	28,000	28,000	28,000
3	14,747	55,180	15,000	400500 System Development Fees	20,000	20,000	20,000
4	<u>1,027,260</u>	<u>1,099,975</u>	<u>1,102,600</u>	Total Resources	<u>1,316,000</u>	<u>1,316,000</u>	<u>1,316,000</u>
5							
6				407-100 Capital Outlay			
7	-	-	20,000	800650 Street System Expansion	30,000	30,000	30,000
8							
9				407-100 Fund Balance			
10	<u>1,027,260</u>	<u>1,099,975</u>	<u>1,082,600</u>	999000 Unapp Ending Fund Balance	<u>1,286,000</u>	<u>1,286,000</u>	<u>1,286,000</u>
11							
12							
13				Fund Totals			
14	1,027,260	1,099,975	1,102,600	Resources	1,316,000	1,316,000	1,316,000
15							
16	-	-	20,000	Appropriations	30,000	30,000	30,000
17	<u>1,027,260</u>	<u>1,099,975</u>	<u>1,082,600</u>	Unappropriated Fund Balance	<u>1,286,000</u>	<u>1,286,000</u>	<u>1,286,000</u>
18	1,027,260	1,099,975	1,102,600		1,316,000	1,316,000	1,316,000
	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Bike Path Reserve Fund							
				334-000 Resources			
1	41,370	37,586	31,400	400100 Beginning Fund Balance	32,100	32,100	32,100
2	378	662	600	400400 Investment Interest	1,100	1,100	1,100
3	3,558	3,836	3,900	400450 State Hwy Tax (Bike Portion)	4,000	4,000	4,000
4	<u>45,306</u>	<u>42,083</u>	<u>35,900</u>	Total Resources	<u>37,200</u>	<u>37,200</u>	<u>37,200</u>
5							
6				334-100 Materials & Services			
7	-	-	5,000	611771 Professional Services	5,000	5,000	5,000
8	<u>-</u>	<u>-</u>	<u>5,000</u>	Total Materials & Services	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
9							
10				334-100 Capital Outlay			
11	5,303	-	10,000	800100 System Improvements	10,000	10,000	10,000
12	2,418	-	10,000	800650 System Expansion	10,000	10,000	10,000
13	<u>7,721</u>	<u>-</u>	<u>20,000</u>	Total Capital Outlay	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
14							
15				334-100 Fund Balance			
16	37,586	42,083	10,900	999000 Unapp Ending Fund Balance	12,200	12,200	12,200
17	<u>37,586</u>	<u>42,083</u>	<u>10,900</u>		<u>12,200</u>	<u>12,200</u>	<u>12,200</u>
18							
19							
20				Fund Totals			
21	45,306	42,083	35,900	Resources	37,200	37,200	37,200
22							
23	7,721	-	25,000	Appropriations	25,000	25,000	25,000
24	<u>37,586</u>	<u>42,083</u>	<u>10,900</u>	Fund Balance	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>
25	45,306	42,083	35,900		37,200	37,200	37,200
	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

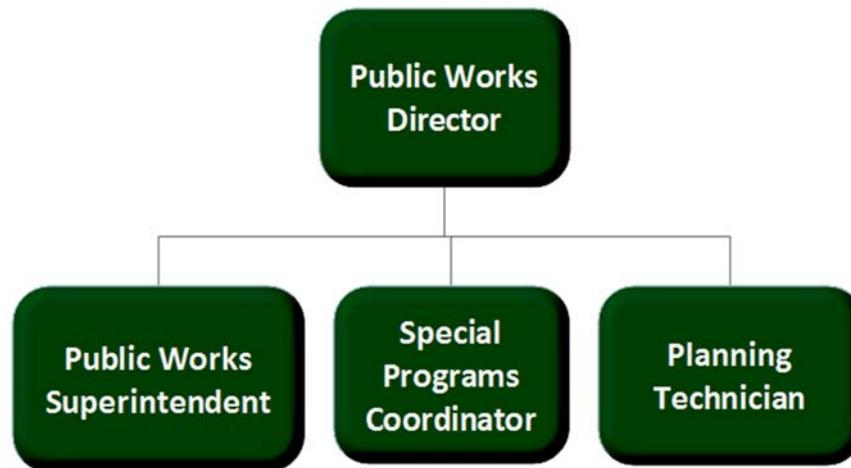
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Prairie Road Street Improvement Fund							
				350-000 Resources			
1	247,009	249,598	253,100	400100 Beginning Fund Balance	259,700	259,700	259,700
2	2,589	4,155	3,900	400400 Investment Interest	5,900	5,900	5,900
3	<u>249,598</u>	<u>253,753</u>	<u>257,000</u>	Total Resources	<u>265,600</u>	<u>265,600</u>	<u>265,600</u>
4							
5				350-100 Capital Outlay			
6	-	-	218,000	800100 Street Improvements	218,000	218,000	218,000
7							
8				350-100 Fund Balance			
9	<u>249,598</u>	<u>253,753</u>	<u>39,000</u>	999000 Unappropriated Fund Balance	<u>47,600</u>	<u>47,600</u>	<u>47,600</u>
10							
11							
12				Fund Totals			
13	249,598	253,753	257,000	Resources	265,600	265,600	265,600
14							
15	-	-	218,000	Appropriations	218,000	218,000	218,000
16	<u>249,598</u>	<u>253,753</u>	<u>39,000</u>	Unappropriated Fund Balance	<u>47,600</u>	<u>47,600</u>	<u>47,600</u>
17	249,598	253,753	257,000		265,600	265,600	265,600
	-	-	-		-	-	-



Department Overview

Public Works Administration

Organizational Structure



Administration Overview

The Public Works Administration fund is an internal services fund that separates administration expenses and planning expenses.

What's New for FY 2019-2020?

- The Public Works Administration fund

Fund Overview – Public Works Administration

The Public Works Administration Fund is the main operating fund for Public Works Administration and planning. This fund receives all of the revenue from charging an administration charge to water, sewer, streets, sanitation, and building departments. Planning also receives money from property tax and plan review fees. 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 Capital improvement funds.



Public Works Administration				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	-	-
Revenue	-	-	-	667,900
Total Resources	-	-	-	667,900
Expenditures				
Personnel Services	-	-	-	466,800
Materials & Services	-	-	-	136,400
Transfers	-	-	-	1,000
Contingency	-	-	-	12,100
Total Expenditures	-	-	-	616,300
Ending Fund Balance	-	-	-	51,600
Staffing	-	-	-	4.0





Five Year Forecast											
Public Works Administration Fund											
amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	-	-	-	-	-	-	52	53	53	53	
PW Admin Charges						523	544	565	588	611	
Lane Use Applications						30	32	33	35	36	
Planning Charges for Servic						65	67	70	73	76	
Transfers In						50					
Interest & Other						1	1	1	1	1	
Total Revenue						668	643	669	696	724	
Total Resources	-	-	-	-	-	668	695	722	749	777	
Requirements											
Personnel Services						467	488	510	533	557	
Materials & Services						136	140	145	149	154	
Transfers						1	1	1	1	1	
Contingency						12	13	13	14	14	
Total Expenditures						616	642	669	696	725	
Ending Fund Balance						52	53	53	53	51	
Total Requirements	-	-	-	-	-	668	695	722	749	777	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Public Works Administration Fund: Combined							
040-100 Resources							
1	-	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	200	200	200
3	-	-	-	409300 PW Administrative Charges	522,700	522,700	522,700
4	-	-	-	402180 Land Use Applications	30,000	30,000	30,000
5	-	-	-	405350 Charges for Services Planning	64,500	64,500	64,500
6	-	-	-	402175 Planning Misc Receipts	200	200	200
7	-	-	-	400506 Transfer from Building	25,000	25,000	25,000
8	-	-	-	400575 Transfer from Water Fund	6,300	6,300	6,300
9	-	-	-	400600 Transfer from Sewer Fund	6,300	6,300	6,300
10	-	-	-	400502 Transfer from Sanitation Fund	6,200	6,200	6,200
11	-	-	-	400523 Transfer from Streets Fund	6,200	6,200	6,200
12	-	-	-	409000 Other Receipts	300	300	300
13	-	-	-	Total Resources	667,900	667,900	667,900
14							
15				040-100 Personnel Services			
16	-	-	-	503780 Wages	259,300	259,300	259,300
17	-	-	-	503790 Wages - Overtime	5,700	5,700	5,700
18	-	-	-	513344 FICA	20,300	20,300	20,300
19	-	-	-	539094 Pension - PERS	69,900	69,900	69,900
20	-	-	-	542344 Workers' Compensation Ins	4,600	4,600	4,600
21	-	-	-	546833 Insurance Benefits	100,600	100,600	100,600
22	-	-	-	548877 Unemployment Insurance	6,400	6,400	6,400
23	-	-	-	Total Personnel Services	466,800	466,800	466,800
24							
25				040-100 Materials & Services			
26	-	-	-	601100 Administrative Charges	71,600	71,600	71,600
27	-	-	-	602171 Insurance	7,500	7,500	7,500
28	-	-	-	603200 Bank Fees	2,200	2,200	2,200
29	-	-	-	608925 Computer Software Support	300	300	300
30	-	-	-	611519 Electricity	200	200	200
31	-	-	-	611770 IT Service Charges	4,400	4,400	4,400
32	-	-	-	615018 Fuel	1,500	1,500	1,500
33	-	-	-	615100 Vehicle & Equip Maint Charges	9,100	9,100	9,100
34	-	-	-	628651 Lane Council of Gov Dues	1,300	1,300	1,300
35	-	-	-	629001 League of Oregon Cities Dues	2,100	2,100	2,100
36	-	-	-	632677 Office Equipment Leases	300	300	300
37	-	-	-	632678 Computer Equip Maint	100	100	100
38	-	-	-	632680 Office Equipment/Furnishings	300	300	300
39	-	-	-	633850 Natural Gas	1,700	1,700	1,700
40	-	-	-	636921 Office Supplies	1,500	1,500	1,500
41	-	-	-	637917 Op Materials & Supplies	1,000	1,000	1,000
42	-	-	-	640457 Postage	1,000	1,000	1,000
43	-	-	-	640733 Printing & Advertising	2,000	2,000	2,000
44	-	-	-	641134 Program Costs - Planning	500	500	500
45	-	-	-	644400 Janitorial & Cleaning	100	100	100
46	-	-	-	644650 Building Maintenance Charges	900	900	900
47	-	-	-	644670 General Supplies	400	400	400
48	-	-	-	647030 Travel and Training	1,000	1,000	1,000
49	-	-	-	647050 Public Relations	300	300	300
50	-	-	-	648800 Employee Recognition	700	700	700

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
51	-	-	-	649843 Telephone	1,000	1,000	1,000
52	-	-	-	649989 Dues	300	300	300
53	-	-	-	652080 Internet	4,700	4,700	4,700
54	-	-	-	702013 Audit	13,400	13,400	13,400
55	-	-	-	706076 Legal Counsel	5,000	5,000	5,000
56	-	-	-	Total Materials & Services	136,400	136,400	136,400
57							
58				040-100 Transfers			
59	-	-	-	900045 Transfer to Capital Projects Fund	1,000	1,000	1,000
60							
61				040-100 Fund Balance & Contingency			
62	-	-	-	900900 Operating Contingency	12,100	12,100	12,100
63	-	-	-	999000 Unapp Ending Fund Balance	51,600	51,600	51,600
64	-	-	-	Total	63,700	63,700	63,700
65							
66				Fund Totals			
67				Resources:			
68				Beginning Fund Balance	-	-	-
69	-	-	-	Operating Revenue	667,900	667,900	667,900
70	-	-	-		667,900	667,900	667,900
71	-	-	-		667,900	667,900	667,900
72							
73				Appropriations:			
74	-	-	-	Operating Expenditures	616,300	616,300	616,300
75	-	-	-	Unappropriated Fund Balance	51,600	51,600	51,600
76	-	-	-		667,900	667,900	667,900
77	-	-	-		-	-	-
78							
79							
80				Public Works Administration Fund: PW Admin			
81							
82				040-210 Resources			
83	-	-	-	400100 Beginning Fund Balance	-	-	-
84	-	-	-	400400 Investment Interest	100	100	100
85	-	-	-	409300 PW Administrative Charges	522,700	522,700	522,700
86	-	-	-	400575 Transfer from Water Fund	6,300	6,300	6,300
87	-	-	-	400600 Transfer from Sewer Fund	6,300	6,300	6,300
88	-	-	-	400502 Transfer from Sanitation Fund	6,200	6,200	6,200
89	-	-	-	400523 Transfer from Streets Fund	6,200	6,200	6,200
90	-	-	-	409000 Other Receipts	-	-	-
91	-	-	-	Total Resources	547,800	547,800	547,800
92							
93				040-210 Personnel Services			
94	-	-	-	503780 Wages	230,800	230,800	230,800
95	-	-	-	503790 Wages - Overtime	5,700	5,700	5,700
96	-	-	-	513344 FICA	18,100	18,100	18,100
97	-	-	-	539094 Pension - PERS	63,100	63,100	63,100
98	-	-	-	542344 Workers' Compensation Ins	4,500	4,500	4,500
99	-	-	-	546833 Insurance Benefits	80,200	80,200	80,200
100	-	-	-	548877 Unemployment Insurance	5,200	5,200	5,200
101	-	-	-	Total Personnel Services	407,600	407,600	407,600
102							
103							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
104				040-210 Materials & Services			
105	-	-	-	601100 Administrative Charges	57,900	57,900	57,900
106	-	-	-	602171 Insurance	6,600	6,600	6,600
107	-	-	-	603200 Bank Fees	1,700	1,700	1,700
108	-	-	-	611770 IT Service Charges	2,700	2,700	2,700
109	-	-	-	615018 Fuel	1,500	1,500	1,500
110	-	-	-	615100 Vehicle & Equip Maint Charges	9,100	9,100	9,100
111	-	-	-	628651 Lane Council of Gov Dues	1,300	1,300	1,300
112	-	-	-	629001 League of Oregon Cities Dues	2,100	2,100	2,100
113	-	-	-	633850 Natural Gas	1,600	1,600	1,600
114	-	-	-	636921 Office Supplies	1,000	1,000	1,000
115	-	-	-	637917 Op Materials & Supplies	1,000	1,000	1,000
116	-	-	-	644650 Building Maintenance Charges	600	600	600
117	-	-	-	644670 General Supplies	400	400	400
118	-	-	-	648800 Employee Recognition	700	700	700
119	-	-	-	652080 Internet	4,600	4,600	4,600
120	-	-	-	702013 Audit	13,200	13,200	13,200
121	-	-	-	Total Materials & Services	106,000	106,000	106,000
122							
123				040-210 Fund Balance & Contingency			
124	-	-	-	900900 Operating Contingency	10,300	10,300	10,300
125	-	-	-	999000 Unapp Ending Fund Balance	23,900	23,900	23,900
126	-	-	-	Total	34,200	34,200	34,200
127							
128							
129							
130				Public Works Administration Fund: Planning			
131							
132				040-332 Resources			
133	-	-	-	400100 Beginning Fund Balance	-	-	-
134	-	-	-	400400 Investment Interest	100	100	100
135	-	-	-	400540 Transfer from General Fund	-	-	-
136	-	-	-	405350 Charges for Services Planning	64,500	64,500	64,500
137	-	-	-	402175 Planning Misc Receipts	200	200	200
138	-	-	-	402180 Land Use Applications	30,000	30,000	30,000
139	-	-	-	400506 Transfer from Building	25,000	25,000	25,000
140	-	-	-	409000 Other Receipts	300	300	300
141	-	-	-	Total Resources	120,100	120,100	120,100
142							
143				040-332 Personnel Services			
144	-	-	-	503780 Wages	28,500	28,500	28,500
145	-	-	-	503790 Wages - Overtime	-	-	-
146	-	-	-	513344 FICA	2,200	2,200	2,200
147	-	-	-	539094 Pension - PERS	6,800	6,800	6,800
148	-	-	-	542344 Workers' Compensation Ins	100	100	100
149	-	-	-	546833 Insurance Benefits	20,400	20,400	20,400
150	-	-	-	548877 Unemployment Insurance	1,200	1,200	1,200
151	-	-	-	Total Personnel Services	59,200	59,200	59,200
152							
153				040-332 Materials & Services			
154	-	-	-	601100 Administrative Charges	13,700	13,700	13,700
155	-	-	-	602171 Insurance	900	900	900
156	-	-	-	603200 Bank Fees	500	500	500

**City of Junction City
Fiscal Year 2019-20 Budget**

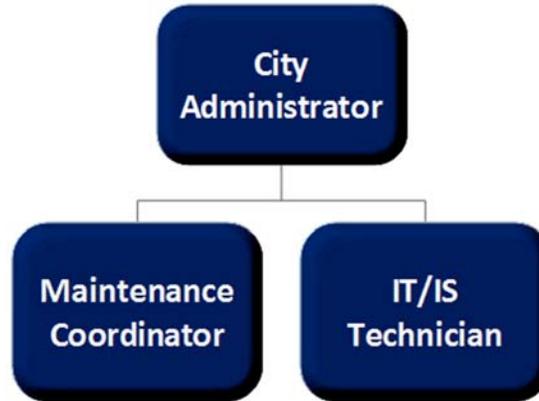
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
157	-	-	-	608925 Computer Software Support	300	300	300
158	-	-	-	611519 Electricity	200	200	200
159	-	-	-	611770 IT Service Charges	1,700	1,700	1,700
160	-	-	-	632677 Office Equipment Leases	300	300	300
161	-	-	-	632678 Computer Equip Maint	100	100	100
162	-	-	-	632680 Office Equipment/Furnishings	300	300	300
163	-	-	-	633850 Natural Gas	100	100	100
164	-	-	-	636921 Office Supplies	500	500	500
165	-	-	-	640457 Postage	1,000	1,000	1,000
166	-	-	-	640733 Printing & Advertising	2,000	2,000	2,000
167	-	-	-	641134 Program Costs - Planning	500	500	500
168	-	-	-	644400 Janitorial & Cleaning	100	100	100
169	-	-	-	644650 Building Maintenance Charges	300	300	300
170	-	-	-	647030 Travel and Training	1,000	1,000	1,000
171	-	-	-	647050 Public Relations	300	300	300
172	-	-	-	649843 Telephone	1,000	1,000	1,000
173	-	-	-	649989 Dues	300	300	300
174	-	-	-	652080 Internet	100	100	100
175	-	-	-	702013 Audit	200	200	200
176	-	-	-	706076 Legal Counsel	5,000	5,000	5,000
177	-	-	-	Total Materials & Services	30,400	30,400	30,400
178							
179				040-332 Transfers			
180	-	-	-	900045 Transfer to Capital Projects Fund	1,000	1,000	1,000
181							
182				040-332 Fund Balance & Contingency			
183	-	-	-	900900 Operating Contingency	1,800	1,800	1,800
184	-	-	-	999000 Unapp Ending Fund Balance	27,700	27,700	27,700
185	-	-	-	Total	29,500	29,500	29,500
186							



Department Overview

Internal Services Department

Organizational Structure



Department Overview

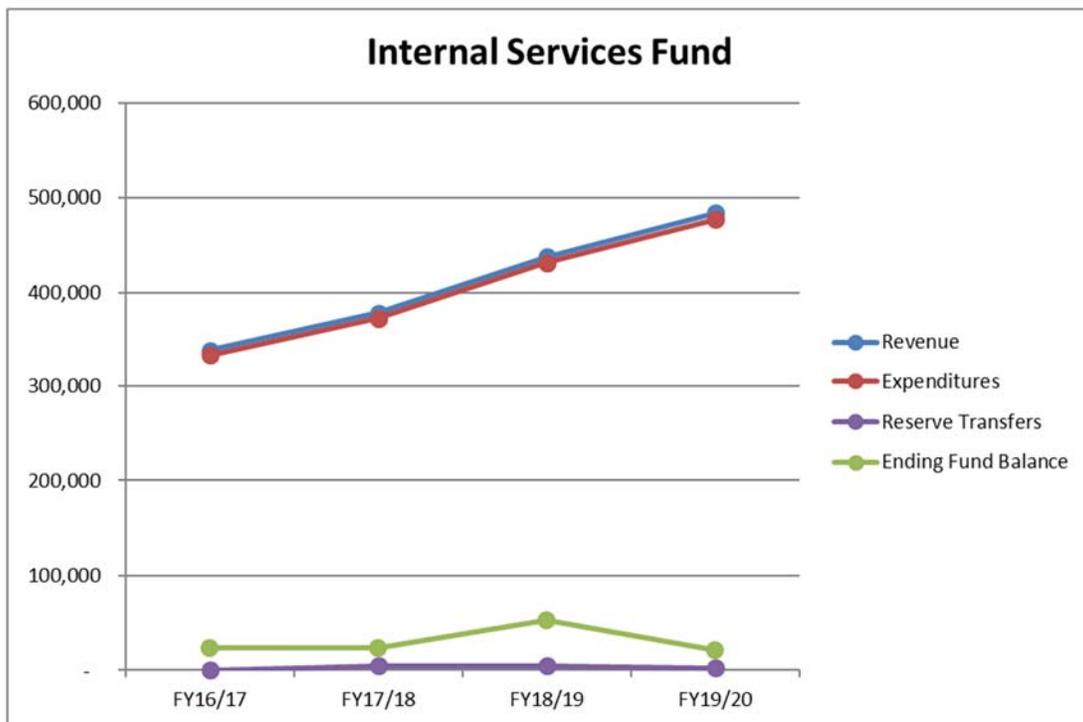
The purpose of this department is to perform, and manage contracts for IT Services, vehicle maintenance, and building maintenance. These expenditures are then allocated to the departments and funds which use those services, based on a pre-determined allocation formula. Internal services funds are typically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



Internal Services Department				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	18,611	23,410	51,700	17,100
Revenue	338,648	378,124	437,600	483,800
Total Resources	357,258	401,535	489,300	500,900
Expenditures				
Personnel Services	183,125	189,699	204,300	202,400
Materials & Services	150,723	183,098	218,600	265,200
Transfers	-	5,000	5,000	2,500
Contingency	-	-	8,500	9,400
Total Expenditures	333,848	377,798	436,400	479,500
Ending Fund Balance	23,410	23,737	52,900	21,400
Staffing	2.0	2.0	2.0	2.0





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.

Internal Services Capital Projects Fund				
Fund Summary	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Resources				
Beginning Fund Balance	-	-	5,000	10,200
Revenue	-	5,039	5,000	2,700
Total Resources	-	5,039	10,000	12,900
Expenditures				
Capital Outlay	-	-	-	10,000
Ending Fund Balance	-	5,039	10,000	2,900

Five Year Forecast											
Internal Services Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Resources											
Beginning Fund Balance	2	20	19	23	24	17	21	23	24	25	
Charges for Services	199	392	338	377	469	483	497	515	534	554	
Transfers In	194										
Interest & Other		1	1	1	1	1	1	1	1	1	
Total Revenue	393	392	339	378	470	484	498	516	535	555	
Total Resources	394	412	357	402	494	501	520	539	559	580	
Requirements											
Personnel Services	175	178	183	190	232	202	212	221	231	241	
Materials & Services	199	216	151	183	239	265	273	281	290	298	
Transfers				5	5	3	3	3	3	3	
Contingency						9	10	10	11	11	
Total Expenditures	374	394	334	378	477	480	497	515	534	554	
Ending Fund Balance	20	19	23	24	17	21	23	24	25	26	
Total Requirements	394	412	357	402	494	501	520	539	559	580	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Internal Services Fund							
050-000 Resources							
1	18,611	23,410	51,700	400100 Beginning Fund Balance	17,100	17,100	17,100
2	284	548	400	400400 Investment Interest	300	300	300
3	250,885	271,495	299,200	405300 Charges for Services-Vehicle	356,700	356,700	356,700
4	52,881	66,276	87,000	405310 Charges for Services-Building	71,200	71,200	71,200
5	33,966	39,067	50,200	405320 Charges for Services-IT Services	54,800	54,800	54,800
6	632	739	800	409000 Other Income	800	800	800
7	<u>357,258</u>	<u>401,535</u>	<u>489,300</u>	Total Resources	<u>500,900</u>	<u>500,900</u>	<u>500,900</u>
8							
9				050-100 Personnel Services			
10	110,810	113,024	116,700	503780 Wages	108,000	108,000	108,000
11	-	481	1,500	503790 Wages - Overtime	1,600	1,600	1,600
12	8,383	8,589	9,100	513344 FICA	8,400	8,400	8,400
13	21,588	26,455	27,700	539094 Pension - PERS	26,200	26,200	26,200
14	2,395	(21)	2,100	542344 Worker's Compensation Ins	400	400	400
15	39,949	41,171	44,000	546833 Insurance Benefits	54,500	54,500	54,500
16	-	-	3,200	548877 Unemployment Insurance	3,300	3,300	3,300
17	<u>183,125</u>	<u>189,699</u>	<u>204,300</u>	Total Personnel Services	<u>202,400</u>	<u>202,400</u>	<u>202,400</u>
18							
19							
20	Vehicle & Equipment Maintenance						
21				050-200 Materials & Services			
22	6,727	10,644	4,200	615110 Police-Vehicle & Equip. Maint.	8,000	8,000	8,000
23	2,254	294	600	615120 City Hall - Equip. Maint.	300	300	300
24	34	384	500	615124 Parks-Vehicle & Equip. Maint.	1,000	1,000	1,000
25	-	-	-	615126 Building-Vehicle & Equip. Maint.	300	300	300
26	7,842	10,063	8,500	615130 Water-Vehicle & Equip. Maint.	15,000	15,000	15,000
27	11,521	11,787	15,000	615140 Sewer-Vehicle & Equip. Maint.	25,000	25,000	25,000
28	52,637	60,780	64,000	615150 Sanitation-Vehicle & Equip. Maint.	80,000	80,000	80,000
29	6,455	7,955	11,400	615160 Streets-Vehicle & Equip. Maint.	15,000	15,000	15,000
30	<u>87,469</u>	<u>101,908</u>	<u>104,200</u>	Total Materials & Services	<u>144,600</u>	<u>144,600</u>	<u>144,600</u>
31							
32							
33	Building Maintenance						
34				050-300 Materials & Services			
35	720	273	3,000	645100 Police Building Maintenance	2,500	2,500	2,500
36	1,736	271	5,000	645110 City Hall Building Maintenance	3,500	3,500	3,500
37	1,810	4,909	1,000	645114 Comm Center Building Maint	2,500	2,500	2,500
38	235	169	500	645116 Senior Center Building Maint	1,000	1,000	1,000
39	211	724	3,000	645120 Library Building Maintenance	1,500	1,500	1,500
40	137	113	2,100	645130 Pool Building Maintenance	2,000	2,000	2,000
41	265	403	3,000	645140 Parks Building Maintenance	3,000	3,000	3,000
42	555	1,251	4,000	645150 Water Building Maintenance	4,000	4,000	4,000
43	697	600	3,000	645160 Sewer Building Maintenance	3,000	3,000	3,000
44	351	310	2,000	645170 Sanitation Building Maintenance	2,000	2,000	2,000
45	247	286	3,000	645180 Streets Building Maintenance	3,000	3,000	3,000
46	-	-	200	645190 Building Dept Maintenance	500	500	500
47	<u>6,963</u>	<u>9,309</u>	<u>29,800</u>	Total Materials & Services	<u>28,500</u>	<u>28,500</u>	<u>28,500</u>
48							
49							

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
50	IT Services						
51	050-400 Materials & Services						
52	5,228	4,502	5,300	611750 IT Services - City Hall	6,000	6,000	6,000
53	3,400	3,374	2,800	611752 IT Services - Police	3,500	3,500	3,500
54	3,295	3,713	6,200	611754 IT Services - Public Works	8,000	8,000	8,000
55	269	264	500	611756 IT Services - Comm Services	500	500	500
56	9	278	600	611758 IT Services - Senior Center	500	500	500
57	307	1,521	800	611760 IT Services - Court	1,500	1,500	1,500
58	-	1,265	800	611762 IT Services - Building	1,000	1,000	1,000
59	-	206	200	611764 IT Services - Library	500	500	500
60	<u>12,509</u>	<u>15,124</u>	<u>17,200</u>	Total Materials & Services	<u>21,500</u>	<u>21,500</u>	<u>21,500</u>
61							
62	Department Costs						
63	050-500 Materials & Services						
64	29,308	41,051	44,800	601100 Administrative Charges	44,100	44,100	44,100
65	5,429	5,514	5,800	602171 Insurance	6,400	6,400	6,400
66	906	982	1,100	608925 Computer Software Support	1,100	1,100	1,100
67	1,226	445	1,200	611519 Electricity	1,200	1,200	1,200
68	-	-	1,000	611771 Professional Services	1,000	1,000	1,000
69	-	-	600	615018 Fuel	600	600	600
70	1,340	1,234	1,100	615100 Vehicle & Equipment Maintenance	1,100	1,100	1,100
71	70	543	500	623425 Preventative Medical/OSHA	500	500	500
72	-	93	800	628680 Laundry & Cleaning	300	300	300
73	84	143	600	632678 Computer/Office Equip Maintenance	1,000	1,000	1,000
74	909	1,325	1,000	633850 Natural Gas	1,000	1,000	1,000
75	176	277	500	636921 Office Supplies	1,000	1,000	1,000
76	112	100	1,500	637917 Operating Materials & Supplies	1,500	1,500	1,500
77	-	-	200	644650 Building / Property Maint.	500	500	500
78	-	87	1,000	647030 Travel & Training	2,500	2,500	2,500
79	-	-	500	648000 License Certification Fee	1,000	1,000	1,000
80	-	-	100	648800 Employee recognition	200	200	200
81	2,319	2,750	3,000	649843 Telephone	3,500	3,500	3,500
82	419	700	500	652080 Internet	500	500	500
83	1,484	1,515	1,600	702013 Audit	1,600	1,600	1,600
84	<u>43,782</u>	<u>56,759</u>	<u>67,400</u>	Total Materials & Services	<u>70,600</u>	<u>70,600</u>	<u>70,600</u>
85							
86	050-500 Transfers						
87	-	5,000	5,000	900052 Transfer to IS Capital Projects	2,500	2,500	2,500
88							
89	050-920 Fund Balance & Contingency						
90	-	-	8,500	900900 Operating Contingency	9,400	9,400	9,400
91	23,410	23,737	52,900	999000 Unapp Ending Fund Balance	21,400	21,400	21,400
92	<u>23,410</u>	<u>23,737</u>	<u>61,400</u>		<u>21,400</u>	<u>30,800</u>	<u>30,800</u>
93							
94	Fund Totals						
95	357,258	401,535	489,300	Resources	500,900	500,900	500,900
96							
97	333,848	377,798	436,400	Appropriations	479,500	479,500	479,500
98	<u>23,410</u>	<u>23,737</u>	<u>52,900</u>	Unappropriated Fund Balance	<u>21,400</u>	<u>21,400</u>	<u>21,400</u>
99	357,258	401,535	489,300		500,900	500,900	500,900

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Internal Services Capital Project Fund							
270-000 Resources							
1	-	-	5,000	400100 Beginning Fund Balance	10,200	10,200	10,200
2	-	39	-	400400 Investment Interest	200	200	200
3	-	5,000	5,000	400528 Transfer From Int Serv Operations	2,500	2,500	2,500
4	-	5,039	10,000	Total Resources	12,900	12,900	12,900
5							
270-100 Capital Outlay							
7	-	-	-	800200 CEP Projects	10,000	10,000	10,000
8	-	-	-	Total Capital Outlay	10,000	10,000	10,000
9							
270-100 Fund Balance							
11	-	5,039	10,000	999000 Unapp Ending Fund Balance	2,900	2,900	2,900
12	-	5,039	10,000	Total Fund Balance	2,900	2,900	2,900
13							
Fund Totals							
15	-	5,039	10,000	Resources	12,900	12,900	12,900
16							
17	-	-	-	Appropriations	10,000	10,000	10,000
18	-	5,039	10,000	Fund Balance	2,900	2,900	2,900
19	-	5,039	10,000		12,900	12,900	12,900
20	-	-	-		-	-	-



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 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted	
Capital Projects Fund								
(Individual departments are also shown in those sections)								
Finance								
252-310 Resources								
1	-	-	13,400	400100 Beginning Fund Balance	32,200	32,200	32,200	
2	-	36	100	400400 Interest	200	200	200	
3	-	3,500	23,500	400504 Transfer from Finance	23,500	23,500	23,500	
4	-	9,996	-	400507 Transfer from Comp Eq Reserve	-	-	-	
5	-	4,803	-	400430 Transfer from Admin Veh & Equip	-	-	-	
6	-	10,000	-	400508 Transfer from Building Reserve	-	-	-	
7	-	28,335	37,000	Total Resources	55,900	55,900	55,900	
8								
9	252-310 Capital Outlay							
10	-	-	-	800200 CEP Projects	2,000	2,000	2,000	
11	-	4,316	-	800100 Equipment Purchases	4,000	4,000	4,000	
12	-	15,500	-	800160 Software Upgrade	-	-	-	
13	-	19,816	-	Total Capital Outlay	6,000	6,000	6,000	
14								
15	252-310 Fund Balance							
16	-	8,519	37,000	999000 Unapp Ending Fund Balance	49,900	49,900	49,900	
17	-	8,519	37,000	Total Fund Balance	49,900	49,900	49,900	
18								
19								
20	Court							
21	252-315 Resources							
22	-	-	2,100	400100 Beginning Fund Balance	3,000	3,000	3,000	
23	-	36	100	400400 Interest	200	200	200	
24	-	2,000	2,000	400505 Transfer from Court	3,000	3,000	3,000	
25	-	2,036	4,200	Total Resources	6,200	6,200	6,200	
26								
27	252-315 Capital Outlay							
28	-	-	-	800200 CEP Projects	4,000	4,000	4,000	
29	-	-	-	800100 Equipment Purchases	1,000	1,000	1,000	
30	-	-	3,000	800155 Computer & Network	-	-	-	
31	-	-	3,000	Total Capital Outlay	5,000	5,000	5,000	
32								
33	252-315 Fund Balance							
34	-	2,036	1,200	999000 Unapp Ending Fund Balance	1,200	1,200	1,200	
35	-	2,036	1,200	Total Fund Balance	1,200	1,200	1,200	
36								
37								
38	Administration							
39	252-325 Resources							
40	-	-	3,500	400100 Beginning Fund Balance	43,600	43,600	43,600	
41	-	254	200	400400 Interest	800	800	800	
42	-	40,000	20,000	400503 Transfer from Administration	20,000	20,000	20,000	
43	-	-	-	400507 Transfer from Comp Eq Reserve	-	-	-	
44	-	7,204	-	400430 Transfer from Admin Veh & Equip	-	-	-	

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
45	-	-	-	400508 Transfer from Building Reserve	-	-	-
46	-	47,459	23,700	Total Resources	64,400	64,400	64,400
47							
48				252-325 Capital Outlay			
49	-	-	800	800155 Computer & Network	60,000	60,000	60,000
50	-	23,875	-	800175 Building Projects	-	-	-
51	-	23,875	800	Total Capital Outlay	60,000	60,000	60,000
52							
53				252-325 Fund Balance			
54	-	23,584	22,900	999000 Unapp Ending Fund Balance	4,400	4,400	4,400
55	-	23,584	22,900	Total Fund Balance	4,400	4,400	4,400
56							
57							
58				Building & Planning Department - Capital Projects			
59				252-330 Resources			
60	-	-	1,100	400100 Beginning Fund Balance	2,200	2,200	2,200
61	-	36	100	400400 Interest	200	200	200
62	-	1,000	8,000	400506 Transfer from Planning	1,000	1,000	1,000
63	-	-	-	400507 Transfer from Building	1,000	1,000	1,000
64	-	1,036	9,200	Total Resources	4,400	4,400	4,400
65							
66				252-330 Capital Outlay			
67	-	-	-	800200 CEP Projects	1,000	1,000	1,000
68	-	-	7,000	800100 Equipment Purchases	-	-	-
69	-	-	7,000	Total Capital Outlay	1,000	1,000	1,000
70							
71				252-330 Fund Balance			
72	-	1,036	2,200	999000 Unapp Ending Fund Balance	3,400	3,400	3,400
73	-	1,036	2,200	Total Fund Balance	3,400	3,400	3,400
74							
75				252-950 Fund Balance			
76	-	35,175	63,300	999000 Unapp Ending Fund Balance	58,900	58,900	58,900
77	-	35,175	63,300	Total Fund Balance	58,900	58,900	58,900
78							
79				Fund Totals			
80	-	78,866	74,100	Resources	130,900	130,900	130,900
81							
82	-	43,691	10,800	Appropriations	72,000	72,000	72,000
83	-	35,175	63,300	999000 Unappropriated Fund Balance	58,900	58,900	58,900
84	-	78,866	74,100		130,900	130,900	130,900
85	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	100,132	172,469	239,700	400100 Beginning Fund Balance	246,300	246,300	246,300
2	1,532	3,615	3,000	400400 Investment Interest	6,100	6,100	6,100
3	70,805	81,790	66,100	400500 Receipts	66,100	66,100	66,100
4	<u>172,469</u>	<u>257,874</u>	<u>308,800</u>	Total Resources	<u>318,500</u>	<u>318,500</u>	<u>318,500</u>
5							
6				250-920 Materials & Services			
7	-	8,806	55,000	635290 Projects TBD	210,000	210,000	210,000
8	<u>-</u>	<u>8,806</u>	<u>55,000</u>	Total Materials & Services	<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
9							
10				250-920 Capital Outlay			
11	-	-	140,000	800828 Pool Projects	80,000	80,000	80,000
12	<u>-</u>	<u>-</u>	<u>140,000</u>	Total Capital Outlay	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
13							
14				250-920 Transfers			
15	-	-	15,000	900020 Transfer to Community Cnt Fund	15,000	15,000	15,000
16	<u>-</u>	<u>-</u>	<u>88,000</u>	900025 Transfer to Administration	<u>-</u>	<u>-</u>	<u>-</u>
17	<u>-</u>	<u>-</u>	<u>103,000</u>	Total Transfers	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
18							
19				250-920 Fund Balance			
20	<u>172,469</u>	<u>249,068</u>	<u>10,800</u>	999000 Unapp Ending Fund Balance	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
21							
22				Fund Totals			
23	172,469	257,874	308,800	Resources	318,500	318,500	318,500
24							
25	-	8,806	298,000	Appropriations	305,000	305,000	305,000
26	<u>172,469</u>	<u>249,068</u>	<u>10,800</u>	Unappropriated Fund Balance	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
27	<u>172,469</u>	<u>257,874</u>	<u>308,800</u>		<u>318,500</u>	<u>318,500</u>	<u>318,500</u>
	-	-	-		-	-	-

Notes

11 Pool deferred maintenance projects

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Health Insurance Fund							
				010-000 Resources			
1	50,153	50,679	51,400	400100 Beginning Fund Balance	52,800	52,800	52,800
2	526	844	800	400400 Investment Interest	1,200	1,200	1,200
3	<u>50,679</u>	<u>51,522</u>	<u>52,200</u>	Total Resources	<u>54,000</u>	<u>54,000</u>	<u>54,000</u>
4							
5				010-100 Personnel Services			
6	-	-	15,600	546833 Insurance Benefits	15,600	15,600	15,600
7							
8				010-100 Fund Balance			
9	<u>50,679</u>	<u>51,522</u>	<u>36,600</u>	999000 Unapp Ending Fund Balance	<u>38,400</u>	<u>38,400</u>	<u>38,400</u>
10							
11							
12				Fund Totals			
13	50,679	51,522	52,200	Resources	54,000	54,000	54,000
14							
15	-	-	15,600	Appropriations	15,600	15,600	15,600
16	<u>50,679</u>	<u>51,522</u>	<u>36,600</u>	Unappropriated Fund Balance	<u>38,400</u>	<u>38,400</u>	<u>38,400</u>
17	<u>50,679</u>	<u>51,522</u>	<u>52,200</u>		<u>54,000</u>	<u>54,000</u>	<u>54,000</u>
	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	1,040,272	1,087,913	1,135,600	400100 Beginning Fund Balance	1,185,400	1,185,400	1,185,400
2	11,205	18,433	16,700	400400 Investment Interest	26,500	26,500	26,500
3	200	-	-	400800 Loan/Application Fees	-	-	-
4	5,025	-	-	401260 Moto Gear Principal	-	-	-
5	145	-	-	401270 Moto Gear Interest	-	-	-
6	10,740	11,707	10,000	407400 Grant: Rural Tourism Marketing	12,700	12,700	12,700
7	21,500	21,500	21,500	408352 Interfund Loan - Water Cap Projects	21,500	21,500	21,500
8	<u>1,089,088</u>	<u>1,139,553</u>	<u>1,183,800</u>	Total Resources	<u>1,246,100</u>	<u>1,246,100</u>	<u>1,246,100</u>
9							
10				Loan Program			
11				401-100 Materials & Services			
12	-	-	5,000	606313 Contract Services	5,000	5,000	5,000
13	-	-	350,000	606326 Business Dev Loans	400,000	400,000	400,000
14	-	-	235,000	606331 Business Dev Microloans	230,000	230,000	230,000
15	-	-	80,000	606335 Facade Enhancement Loan	80,000	80,000	80,000
16	-	-	500	608925 Computer Software Support	500	500	500
17	35	91	500	636921 Office Expenses	500	500	500
18	<u>1,047</u>	<u>240</u>	<u>2,000</u>	706076 Legal Counsel	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
19	<u>1,082</u>	<u>331</u>	<u>673,000</u>	Total Materials & Services	<u>718,000</u>	<u>718,000</u>	<u>718,000</u>
20							
21				Economic Development Programs			
22				401-200 Materials & Services			
23	-	8,302	108,500	606330 Economic Development Programs	121,500	121,500	121,500
24	-	-	42,000	632700 Grant: Rural Tourism Marketing	48,000	48,000	48,000
25	-	-	100	636921 Office Supplies	100	100	100
26	<u>93</u>	<u>94</u>	<u>100</u>	702013 Audit	<u>100</u>	<u>100</u>	<u>100</u>
27	<u>93</u>	<u>8,397</u>	<u>150,700</u>	Total Materials & Services	<u>169,700</u>	<u>169,700</u>	<u>169,700</u>
28							
29				401-900 Fund Balance			
30	<u>1,087,913</u>	<u>1,130,825</u>	<u>360,100</u>	999000 Unappropriated Fund Balance	<u>358,400</u>	<u>358,400</u>	<u>358,400</u>
31							
32				Fund Totals			
33	1,089,088	1,139,553	1,183,800	Resources	1,246,100	1,246,100	1,246,100
34							
35	1,175	8,727	823,700	Appropriations	887,700	887,700	887,700
36	<u>1,087,913</u>	<u>1,130,825</u>	<u>360,100</u>	Unappropriated Fund Balance	<u>358,400</u>	<u>358,400</u>	<u>358,400</u>
37	<u>1,089,088</u>	<u>1,139,553</u>	<u>1,183,800</u>		<u>1,246,100</u>	<u>1,246,100</u>	<u>1,246,100</u>

Notes

7 Loan approved by Council 9/8/2015, due 9/8/2025

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Building Replacement Reserve Fund							
319-000 Resources							
1	75,654	76,427	77,500	400100 Beginning Fund Balance	79,500	79,500	79,500
2	773	1,272	1,200	400400 Investment Interest	1,800	1,800	1,800
3	-	-	-	400540 Transfer from General Fund	-	-	-
4	<u>76,427</u>	<u>77,699</u>	<u>78,700</u>	Total Resources	<u>81,300</u>	<u>81,300</u>	<u>81,300</u>
5							
6	319-100 Capital Outlay						
7	-	-	-	800300 Capital Outlay Projects	-	50,000	50,000
8	-	-	-	Total Capital Outlay	-	50,000	50,000
9							
10	319-100 Fund Balance						
11	<u>76,427</u>	<u>77,699</u>	<u>78,700</u>	999000 Unapp Ending Fund Balance	<u>81,300</u>	<u>31,300</u>	<u>31,300</u>
12	<u>76,427</u>	<u>77,699</u>	<u>78,700</u>		<u>81,300</u>	<u>31,300</u>	<u>31,300</u>
13							
14							
15	Fund Totals						
16	76,427	77,699	78,700	Resources	81,300	81,300	81,300
17							
18	-	-	-	Appropriations	-	50,000	50,000
19	<u>76,427</u>	<u>77,699</u>	<u>78,700</u>	Fund Balance	<u>81,300</u>	<u>31,300</u>	<u>31,300</u>
20	76,427	77,699	78,700		81,300	81,300	81,300
	-	-	-		-	-	-

Notes

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



CLOSED FUNDS / DEPARTMENTS

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Administration Vehicle & Equipment Reserve Fund							
328-000 Resources							
1	11,883	12,007	-	400100 Beginning Fund Balance	-	-	-
2	125	-	-	400400 Investment Interest	-	-	-
3	<u>12,007</u>	<u>12,007</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5	328-100 Transfers						
6	-	12,007	-	900045 Transfer to Capital Proj Fund	-	-	-
7							
8	328-100 Fund Balance						
9	12,007	-	-	999000 Unapp Ending Fund Balance	-	-	-
10	<u>12,007</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
11							
12	Fund Totals						
13	12,007	12,007	-	Resources	-	-	-
14							
15	-	12,007	-	Appropriations	-	-	-
16	<u>12,007</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17	12,007	12,007	-		-	-	-
	-	-	-		-	-	-

Notes

11 Fund closed in the FY17/18 Budget

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Building Reserve Fund							
				318-000 Resources			
1	72,457	74,829	21,900	400100 Beginning Fund Balance	-	-	-
2	619	-	-	400400 Investment Interest	-	-	-
3	50,000	-	-	400520 Transfer from General Fund	-	-	-
4	<u>123,077</u>	<u>74,829</u>	<u>21,900</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				318-100 Materials & Services			
7	-	-	-	611771 Professional Services	-	-	-
8	-	-	-	644660 Building Repairs/Maintenance	-	-	-
9	<u>-</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
10							
11				318-100 Capital Outlay			
12	46,720	-	-	800760 Building Refurbishment/Repairs	-	-	-
13	1,528	-	-	800780 Building Improvements	-	-	-
14	<u>48,248</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
15							
16				318-100 Transfers			
17	-	10,000	-	900045 Transfer to Cap Projects Fund	-	-	-
18	-	23,800	-	900046 Transfer to Comm Serv Cap Fund	-	-	-
19	-	19,200	-	900047 Transfer to Police Cap Proj Fund	-	-	-
20	<u>-</u>	<u>-</u>	<u>21,900</u>	900053 Transfer to General Fund	<u>-</u>	<u>-</u>	<u>-</u>
21	<u>-</u>	<u>53,000</u>	<u>21,900</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
22							
23				318-100 Fund Balance			
24	74,829	21,829	-	999000 Unapp Ending Fund Balance	-	-	-
25	<u>74,829</u>	<u>21,829</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
26							
27							
28				Fund Totals			
29	123,077	74,829	21,900	Resources	-	-	-
30							
31	48,248	53,000	21,900	Appropriations	-	-	-
32	<u>74,829</u>	<u>21,829</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
33	<u>123,077</u>	<u>74,829</u>	<u>21,900</u>		<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-		-	-	-

Notes

26 Fund closed in the FY18/19 Budget

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	52,492	9,996	-	400100 Beginning Fund Balance	-	-	-
2	159	-	-	400400 Investment Interest	-	-	-
3	200	-	-	400521 Transfer From Water Fund	-	-	-
4	400	-	-	400522 Transfer From Sewer Fund	-	-	-
5	300	-	-	400523 Transfer From Sanitation Fund	-	-	-
6	300	-	-	400527 Transfer From Street Fund	-	-	-
7	<u>53,851</u>	<u>9,996</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				345-100 Materials & Services			
10	<u>1,249</u>	-	-	608925 Software Upgrades	-	-	-
11	<u>1,249</u>	-	-	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
12							
13				345-100 Capital Outlay			
14	671	-	-	800100 System Improvement/Expansion	-	-	-
15	<u>41,935</u>	-	-	800600 Equipment Acquisitions	-	-	-
16	<u>42,607</u>	-	-	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
17							
18				345-100 Transfers			
19	-	9,996	-	900045 Transfer to Cap Projects Fund	-	-	-
20							
21				345-100 Fund Balance			
22	4,000	-	-	902000 Reserved for Future Expenditures	-	-	-
23	<u>5,996</u>	-	-	999000 Unapp Ending Fund Balance	-	-	-
24	<u>9,996</u>	-	-		<u>-</u>	<u>-</u>	<u>-</u>
25							
26				Fund Totals			
27	53,851	9,996	-	Resources	-	-	-
28							
29	43,855	9,996	-	Appropriations	-	-	-
30	<u>9,996</u>	-	-	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
31	53,851	9,996	-		-	-	-
	-	-	-		-	-	-

Notes

25 Fund closed in FY17/18 Budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Library Equipment Reserve Fund							
				322-000 Resources			
1	13,154	13,292	-	400100 Beginning Fund Balance	-	-	-
2	138	-	-	400400 Investment Interest	-	-	-
3	-	-	-	400520 Transfer From General Fund	-	-	-
4	<u>13,292</u>	<u>13,292</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				322-100 Capital Outlay			
7	-	-	-	800600 Equipment Acquisition	-	-	-
8	<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
9							
10				322-100 Transfers			
11	-	13,292	-	900046 Transfer to Comm Serv Cap Proj	-	-	-
12							
13				322-100 Fund Balance			
14	<u>13,292</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
15	<u><u>13,292</u></u>	<u><u>-</u></u>	<u><u>-</u></u>		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
16							
17							
18				Fund Totals			
19	13,292	13,292	-	Resources	-	-	-
20							
21	-	13,292	-	Appropriations	-	-	-
22	<u>13,292</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	<u><u>13,292</u></u>	<u><u>13,292</u></u>	<u><u>-</u></u>		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>

Notes

16 Fund closed in the FY17/18 Budget

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Park & Pool Equipment Reserve Fund							
333-000 Resources							
1	39,847	57,135	6,400	400100 Beginning Fund Balance	-	-	-
2	532	-	-	400400 Investment Interest	-	-	-
3	25,500	-	-	400540 Transfer from General Fund	-	-	-
4	630	-	-	409000 Other Income	-	-	-
5	<u>66,509</u>	<u>57,135</u>	<u>6,400</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
6							
7				333-100 Capital Outlay			
8	5,948	-	-	800100 Park System Improvements	-	-	-
9	3,427	-	-	800700 Equipment Refurbishment	-	-	-
10	<u>9,375</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
11							
12				333-100 Transfers			
13	-	50,800	6,400	900046 Transfer to Comm Serv Cap Proj	-	-	-
14							
15				333-100 Fund Balance			
16	57,135	6,335	-	999000 Unapp Ending Fund Balance	-	-	-
17	<u>57,135</u>	<u>6,335</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
18							
19							
20				Fund Totals			
21	66,509	57,135	6,400	Resources	-	-	-
22							
23	9,375	50,800	6,400	Appropriations	-	-	-
24	<u>57,135</u>	<u>6,335</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
25	66,509	57,135	6,400		-	-	-
	-	-	-		-	-	-

Notes

18 Fund closed in the FY18/19 Budget

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
PW Building/Yard Reserve Fund							
354-000 Resources							
1	30,703	24,748	-	400100 Beginning Fund Balance	-	-	-
2	290	-	-	400400 Investment Interest	-	-	-
3	4,900	-	-	400501 Transfer from Sewer Fund	-	-	-
4	900	-	-	400502 Transfer from Sanitation Fund	-	-	-
5	1,400	-	-	400523 Transfer from Street Fund	-	-	-
6	400	-	-	400575 Transfer from Water Fund	-	-	-
7	<u>38,594</u>	<u>24,748</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				354-100 Capital Outlay			
10	11,446	-	-	800760 Building Refurbishment	-	-	-
11	<u>2,400</u>	-	-	800780 Building Improvements	-	-	-
12	<u>13,846</u>	-	-	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
13							
14				354-100 Transfers			
15	-	6,236	-	900044 Transfer to Water Cap Fund	-	-	-
16	-	6,137	-	900005 Transfer to Sewer Cap Fund	-	-	-
17	-	6,137	-	900003 Transfer to Sanitation Cap Fund	-	-	-
18	-	<u>6,236</u>	-	900041 Transfer to Streets Cap Fund	-	-	-
19	<u>-</u>	<u>24,748</u>	-	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
20							
21				354-100 Fund Balance			
22	<u>24,748</u>	-	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	<u>24,748</u>	-	-		<u>-</u>	<u>-</u>	<u>-</u>
24							
25							
26				Fund Totals			
27	38,594	24,748	-	Resources	-	-	-
28							
29	13,846	24,748	-	Appropriations	-	-	-
30	<u>24,748</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
31	38,594	24,748	-		-	-	-
	-	-	-		-	-	-

Notes

24 Fund closed in FY17/18 Budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sanitation Equipment Reserve Fund							
				348-000 Resources			
1	272,993	213,853	-	400100 Beginning Fund Balance	-	-	-
2	2,230	-	-	400400 Investment Interest	-	-	-
3	27,500	-	-	400500 Transfer From Sanitation Fund	-	-	-
4	<u>302,723</u>	<u>213,853</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				348-100 Capital Outlay			
7	87,942	-	-	800600 Equipment Acquisition	-	-	-
8	928	-	-	800700 Equipment Refurbishment	-	-	-
9	<u>88,870</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
10							
11				348-100 Transfers			
12	-	213,853	-	900050 Transfer to Sanitation Cap Proj	-	-	-
13							
14				348-900 Fund Balance			
15	213,853	-	-	999000 Unapp Ending Fund Balance	-	-	-
16	<u>213,853</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
17							
18				Fund Totals			
19	302,723	213,853	-	Resources	-	-	-
20							
21	88,870	213,853	-	Appropriations	-	-	-
22	<u>213,853</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	<u>302,723</u>	<u>213,853</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-		-	-	-

Notes

17 Fund closed in FY17/18 budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sewer Equipment Reserve Fund							
				347-000 Resources			
1	43,507	38,702	-	400100 Beginning Fund Balance	-	-	-
2	400	-	-	400400 Investment Interest	-	-	-
3	25,000	-	-	400500 Transfer From Sewer Fund	-	-	-
4	<u>68,906</u>	<u>38,702</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				347-100 Capital Outlay			
7	10,387	-	-	800600 Equipment Acquisitions	-	-	-
8	19,818	-	-	800700 Equipment Refurbishment	-	-	-
9	<u>30,205</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
10							
11				Transfers			
12	<u>-</u>	<u>38,702</u>	<u>-</u>	900049 Transfer to Sewer Cap Proj Fund	<u>-</u>	<u>-</u>	<u>-</u>
13							
14				347-100 Fund Balance			
15	<u>38,702</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
16	<u>38,702</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
17				Fund Totals			
18	68,906	38,702	-	Resources	-	-	-
19							
20	30,205	38,702	-	Appropriations	-	-	-
21	<u>38,702</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
22	<u>68,906</u>	<u>38,702</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-		-	-	-

Notes

17 Fund closed in FY17/18 budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Sewer Ratepayer Assistance Fund							
				016-000 Resources			
1	52,523	53,073	-	400100 Beginning Fund Balance	-	-	-
2	551	-	-	400400 Investment Interest	-	-	-
3	<u>53,073</u>	<u>53,073</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5				016-100 Transfers			
6	-	53,073	-	900049 Transfer to Sewer Capital Projects	-	-	-
7							
8				016-100 Fund Balance			
9	<u>53,073</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
10							
11							
12				Fund Totals			
13	53,073	53,073	-	Resources	-	-	-
14							
15	-	53,073	-	Appropriations	-	-	-
16	<u>53,073</u>	<u>-</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17	53,073	53,073	-		-	-	-
	-	-	-		-	-	-

Notes

11 Fund closed in the FY17/18 Budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Streets Equipment Reserve Fund							
				349-000 Resources			
1	60,159	67,350	-	400100 Beginning Fund Balance	-	-	-
2	653	-	-	400400 Investment Interest	-	-	-
3	19,700	-	-	400500 Transfer From Street Fund	-	-	-
4	<u>80,512</u>	<u>67,350</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				349-100 Capital Outlay			
7	13,162	-	-	800600 Equipment Acquisition	-	-	-
8	<u>13,162</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
9							
10				349-100 Transfers			
11	-	67,350	-	900051 Transfer to Streets Cap Proj Fund	-	-	-
12							
13				349-100 Fund Balance			
14	67,350	-	-	999000 Unapp Ending Fund Balance	-	-	-
15	<u>67,350</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
16							
17							
18				Fund Totals			
19	80,512	67,350	-	Resources	-	-	-
20							
21	13,162	67,350	-	Appropriations	-	-	-
22	<u>67,350</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	80,512	67,350	-		-	-	-
	-	-	-		-	-	-

Notes

16 Fund closed in FY17/18 budget

City of Junction City
Fiscal Year 2019-20 Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	Description	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
Water Equipment Reserve Fund							
				346-000 Resources			
1	58,336	66,566	-	400100 Beginning Fund Balance	-	-	-
2	691	-	-	400400 Investment Interest	-	-	-
3	-	-	-	400500 Transfer From Water Fund	-	-	-
4	13,600	-	-	400800 Tap Charges	-	-	-
5	5,390	-	-	409000 Other Income	-	-	-
6	<u>78,016</u>	<u>66,566</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
7							
8				346-100 Materials & Services			
9	8,000	-	-	637917 Meter Replacements	-	-	-
10	<u>2,000</u>	-	-	638500 Meter Repairs	<u>-</u>	<u>-</u>	<u>-</u>
11	<u>10,000</u>	-	-	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
12							
13				346-100 Capital Outlay			
14	<u>1,450</u>	-	-	800600 Equipment Acquisitions	<u>-</u>	<u>-</u>	<u>-</u>
15	<u>1,450</u>	-	-	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
16							
17				346-100 Transfers			
18	<u>-</u>	<u>66,566</u>	-	900048 Transfer to Water Cap Proj Fund	<u>-</u>	<u>-</u>	<u>-</u>
19							
20				346-100 Fund Balance			
21	<u>66,566</u>	-	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
22	<u>66,566</u>	-	-		<u>-</u>	<u>-</u>	<u>-</u>
23							
24							
25				Fund Totals			
26	78,016	66,566	-	Resources	-	-	-
27							
28	11,450	66,566	-	Appropriations	-	-	-
29	<u>66,566</u>	-	-	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
30	78,016	66,566	-		-	-	-
31	-	-	-		-	-	-
32	Notes						
33	23	Fund closed in FY17/18 budget					

**City of Junction City
Fiscal Year 2019-20 Budget**

	2016-17	2017-18	2018-19	Description	2019-20	2019-20	2019-20
	Actual	Actual	Adopted		Proposed	Approved	Adopted
				Totals - All Funds			
1	20,286,328	23,677,267	25,303,700	Resources	27,402,500	27,852,500	27,852,500
2							
3	8,644,666	10,746,973	15,164,200	Appropriations	16,147,400	16,822,400	16,822,400
4	<u>11,641,662</u>	<u>12,930,294</u>	<u>10,139,500</u>	Fund Balances	<u>11,255,100</u>	<u>11,030,100</u>	<u>11,030,100</u>
5	20,286,328	23,677,267	25,303,700		27,402,500	27,852,500	27,852,500
	-	-	-		-	-	-



City of Junction City
Oregon

Capital Expenditure Plan



Fiscal Year 19/20



City of Junction City, Oregon

Capital Plan

'19/'20 thru '23/'24

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	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
TS3400 Drive Replacement	ADIT-011	1	400				400	800
TS5400 Drive Replacement	ADIT-012	1	800				800	1,600
TS7120 Drive Replacement	ADIT-013	1	1,200				1,200	2,400
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			9,800		37,700	1,500	2,400	51,400
Community Center Reserve Fund								
Paint Exterior	CCP-001	2	6,000					6,000
Paint Interior	CCP-002	2	4,000					4,000
Community Center Reserve Fund Total			10,000					10,000
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
Finance Reserve Fund Total			1,200		12,700			13,900

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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 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			7,400		200		9,600	17,200

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 Painting	LAP-007	2	1,500					1,500
Irrigation System Refurbishment	LAP-009	2			3,500			3,500
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
Ford Ranger Pickup Replacement	PEQ-001	2					15,000	15,000
Mower Replacement	PEQ-003	2				15,000		15,000
Power Tool System Replacement	PEQ-004	2		2,500			2,500	5,000
Backpack Blower Replacement	PEQ-005	2					1,500	1,500
Playground Equipment Refurbishment	RTP-001	2					5,000	5,000
Basketball Court Refurbishment	RTP-003	2			2,000			2,000
Irrigation System Refurbishment	RTP-004	2					3,500	3,500
Concrete Sealing Program	SKP-001	2		2,000			2,000	4,000
Playground Equipment Refurbishment	TDP-001	2			5,000			5,000

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
Irrigation System Refurbishment	TDP-003	2			3,500			3,500
Playground Equipment Refurbishment	TPK-001	2					5,000	5,000
Basketball Court Refurbishment	TPK-003	2					2,000	2,000
Irrigation System Refurbishment	TPK-004	2			3,500			3,500
Parks Reserve Fund Total			36,500	71,500	36,500	24,000	36,500	205,000

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
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
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
Patrol Car Replacement #5	PDFLT-005	2					0	0
Replace Chief's PC	PDIT-001	2					1,200	1,200
Replace Chief Laptop	PDIT-002	2					1,500	1,500
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 911 Call Recorder	PDIT-013	1					15,000	15,000
Replace File Server	PDIT-015	2		8,000				8,000
Replace Justice Server	PDIT-016	1			10,000			10,000
Replace Finger Print System	PDIT-017	3					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 Radio PC - North	PDIT-020	1					1,500	1,500
Replace Dispatch Radio PC - South	PDIT-021	1					1,500	1,500
Replace Dispatch Web Cam PC	PDIT-022	2	1,200					1,200
Web Cam Replacement	PDIT-024	3		2,500				2,500
Off Site Storage	PDIT-025	2					8,500	8,500
On Site Storage	PDIT-026	2					3,500	3,500
48 Port Switch	PDIT-027	1	2,500					2,500
24 Port Switch	PDIT-028	1			1,800			1,800

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
Police Capital Fund Total			51,900	22,500	43,000	7,200	48,300	172,900
Pool Reserve Fund								
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 Reserve Fund Total			3,200	10,000	11,300	10,000	6,000	40,500
Sanitation Capital Fund								
Automated Truck #1 Replacement	GBG-001	1					250,000	250,000
Automated Truck #2 Replacement	GBG-002	1				250,000		250,000
Rearload Truck #1 Replacement	GBG-003	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
Sanitation Capital Fund Total			200,863	4,738		251,655	250,000	707,256
Senior Center Reserve Fund								
Repaint Exterior	SCBM-001	3	3,500					3,500
Repaint Interior	SCBM-002	3	6,500					6,500
Replace Roof	SCBM-003	2					25,000	25,000
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		25,000	37,500
Sewer Capital Fund								
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

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	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 #2 Replacement	HDV-003	2					6,800	6,800
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
Hot Saw #4	MEQ-012	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
Backpack Blower w/Spreader	MEQ-027	2					125	125
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
Walk Behind Mower Replacement	MEQ-031	2		150				150
Walk Behind Concrete Saw	MEQ-032	2					1,350	1,350
Plate Compactor	MEQ-033	2					315	315
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
2in Trash Pump #3	MEQ-038	2					275	275
2in Trash Pump #4	MEQ-039	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
Network Tester	MEQ-045	2					750	750
Portable Welder Replacement	PTEQ-005	2				1,000		1,000
Trailer Mounted Air Compressor	PTEQ-006	2				5,000		5,000
Gas Powered Air Compressor Replacement	PTEQ-007	2					1,190	1,190
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

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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 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

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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
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 Motor Starter #1	SOM-007	2					2,500	2,500
Replace Motor Starter #2	SOM-008	2					2,500	2,500
Replace Motor Starter #3	SOM-009	2					2,500	2,500
Replace Level Sensor #1	SOM-010	2					1,500	1,500
Replace Level Sensor #2	SOM-011	2					1,500	1,500
Replace PLC	SOM-015	2					3,500	3,500
Replace Radio and Antennae	SOM-016	2					1,500	1,500
Replace Alarm Dialer	SOM-017	2					2,000	2,000
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
West Lagoon Monitoring Equipment Replacement	STP-008	2					10,000	10,000
Chlorine Pump Replacement	STP-010	2			1,500			1,500

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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	2,000
Lab Equipment Replacement	STP-018	2			15,000			15,000
Sewer Capital Fund Total			64,813	174,376	107,588	75,403	112,580	534,760

Streets Capital Fund

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
Excavator Replacement	HDE-005	2				34,000		34,000
Dump Truck #2 Replacement	HDV-003	2					6,600	6,600
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
Hot Saw #4	MEQ-012	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
Backpack Blower w/Spreader	MEQ-027	2					250	250
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
Walk Behind Mower Replacement	MEQ-031	2		125				125
Walk Behind Concrete Saw	MEQ-032	2					300	300
Plate Compactor	MEQ-033	2					70	70
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
Gas Powered Air Compressor Replacement	PTEQ-007	2					1,155	1,155
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

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
Streets Capital Fund Total			1,861	33,385	2,874	48,739	8,775	95,634
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
Paint Interior	DWPS-024	3	3,500					3,500
Repaint Exterior	DWPS-025	3	2,500					2,500
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
Dump Truck #2 Replacement	HDV-003	2					6,600	6,600
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
Hot Saw #4	MEQ-012	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
Backpack Blower w/Spreader	MEQ-027	2					125	125
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
Walk Behind Mower Replacement	MEQ-031	2		125				125
Walk Behind Concrete Saw	MEQ-032	2					1,350	1,350
Plate Compactor	MEQ-033	2					315	315
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
2in Trash Pump #3	MEQ-038	2					275	275
2in Trash Pump #4	MEQ-039	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
Network Tester	MEQ-045	2					750	750
Portable Welder Replacement	PTEQ-005	2				1,000		1,000
Trailer Mounted Air Compressor	PTEQ-006	2				5,000		5,000
Gas Powered Air Compressor Replacement	PTEQ-007	2					1,155	1,155
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

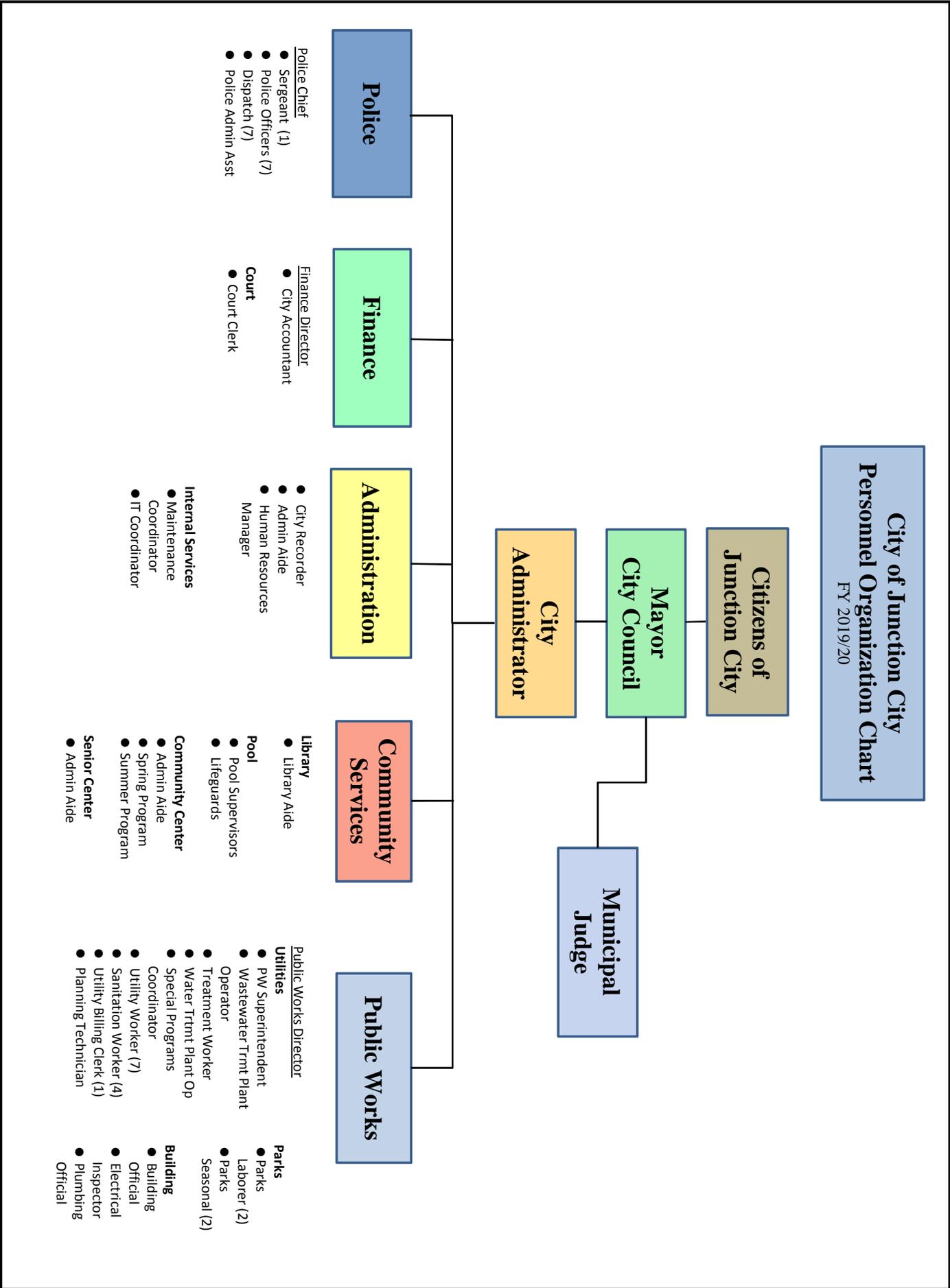
Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
Director Laptop Replacement	PWIT-006	2				375		375
WTP Operator PC Replacement	PWIT-008	2		1,200				1,200
Utility Billing PC Replacement	PWIT-009	2				480		480
Treatment PC Replacement	PWIT-010	2		600				600
WTP PC Replacement	PWIT-011	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
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
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

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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
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 - Replace Actuator #1	WTP-052	2					750	750
Filter D - Replace Actuator #2	WTP-053	2					750	750
Filter D - Replace Actuator #3	WTP-054	2					750	750
Filter D - Replace Actuator #4	WTP-055	2					750	750
Filter D - Replace Actuator #5	WTP-056	2					750	750
Filter D - Replace Actuator #6	WTP-057	2					750	750
Filter D - Replace Valve #1	WTP-058	2					750	750
Filter D - Replace Valve #2	WTP-059	2					750	750
Filter D - Replace Valve #3	WTP-060	2					750	750
Filter D - Replace Valve #4	WTP-061	2					750	750
Filter D - Replace Valve #5	WTP-062	2					750	750
Filter D - Replace Valve #6	WTP-063	2					750	750
Filter D - Replace Inlet Pressure Sensor	WTP-064	2					350	350
Filter D - Replace Outlet Pressure Sensor	WTP-065	2					350	350
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 Separator	WTP-070	2			1,500			1,500
Replace Air Lines	WTP-071	2		150		150		300
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
Replace Chemical Injection Pump #1	WTP-077	2					1,500	1,500
Replace Chemical Injection Pump #2	WTP-078	2					1,500	1,500

Source	Project #	Priority	'19/'20	'20/'21	'21/'22	'22/'23	'23/'24	Total
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		500
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			34,813	42,351	62,038	72,253	55,095	266,550
GRAND TOTAL			434,750	358,850	323,000	492,250	554,250	2,163,100



**City of Junction City
Personnel Organization Chart
FY 2019/20**





City of Junction City
 FTE By Department
 FY19/20

Departments	Adopted FY15/16	Adopted FY16/17	Adopted FY17/18	Budget FY18/19	Budget FY19/20	Change
Finance	2.000	3.000	3.000	3.000	2.000	(1.000)
Court	1.000	1.000	1.000	1.000	1.000	-
Admin	3.750	2.000	3.000	4.000	4.000	-
Police	17.000	14.000	17.000	17.000	17.000	-
Community Services	1.750	2.000	2.000	2.000	0.750	(1.250)
Senior Center	1.000	1.000	1.000	-	0.750	0.750
Library	1.680	1.680	1.680	0.680	1.000	0.320
Parks	1.000	1.000	1.000	0.200	1.050	0.850
Water	4.945	4.945	5.315	5.360	5.330	(0.030)
Sewer	5.125	5.125	5.595	5.520	5.800	0.280
Sanitation	4.350	4.350	4.500	4.300	4.150	(0.150)
Streets	0.580	0.580	0.590	0.620	0.670	0.050
Building	-	-	-	-	1.800	1.800
Planning	2.000	2.000	2.000	2.000	-	(2.000)
Public Works Admin	-	-	-	-	3.950	3.950
Internal Services	2.000	2.000	2.000	2.000	2.000	-
Total	48.180	44.680	49.680	47.680	51.250	3.570

Key to Changes - FY19/20

Finance: HR Manager moved to administration

Building: Building, Electrical and Plumbing inspectors

Planning: Building Official moved to Building Department, Planner not funded

Community Services: Admin Aide added, CS Director and CS Cordinator not funded

Library: Admin Aide increased from .68 FTE to 1.0 FTE

Parks: Added 2 Parks Labor positions

Public Works: Added 3 Utility Labor positions

Public Works Admin: Moved PW staff from operating departments and added Planning Technician

Senior Center: Added Admin Aide

Temporary/Seasonal/Intermittent Positions - FY19/20

Pool staff The pool has 13 employees working at 30 to 40 hours weekly for approximately 13 weeks.

Parks Parks - 2 seasonal position 30 hours/week

Summer Camp and Spring Break programs 4 part time staff working approximately 35 hours per week for 10.5 weeks.

Streets summer help 2 summer seasonal positions

Police Temporary police and dispatch utilized as needed

City of Junction City
 Personnel Services by Department
 FY19/20

	Finance	Court	Admin	Building	Library	Water	Sewer	Sanitation	Streets
Wages & Benefits									
Direct Wages	130,900	44,700	283,000	160,700	45,500	231,600	247,000	190,700	33,100
Wages - Overtime	2,000	1,200	1,300	-	1,100	13,300	13,700	9,800	1,600
FICA	10,200	3,600	21,700	12,300	3,600	18,800	20,000	15,400	2,700
Pension - PERS	35,800	14,300	83,200	31,900	14,500	63,300	67,000	47,800	6,400
Workers' Compensation	300	200	800	2,700	300	10,400	10,700	10,100	1,300
Insurance Benefits	47,300	19,900	77,300	28,900	19,900	122,400	126,800	97,100	17,900
Unemployment Taxes	3,300	1,700	6,500	4,100	1,600	7,400	8,000	6,800	1,200
Total Wages & Benefits	229,800	85,600	473,800	240,600	86,500	467,200	493,200	377,700	64,200

City of Junction City
 Personnel Services by Dep:
 FY19/20

	PW Admin	Senior Center	Pool	Parks	Community Center	Police	Internal Services	TOTAL
Wages & Benefits								
Direct Wages	259,300	27,600	68,900	31,800	49,500	1,137,500	108,000	3,049,800
Wages - Overtime	5,700	600	1,200	1,800	800	62,000	1,600	117,700
FICA	20,300	2,200	5,400	2,600	3,900	91,900	8,400	243,000
Pension - PERS	69,900	6,800	-	8,000	9,700	323,500	26,200	808,300
Workers' Compensation	4,600	1,300	2,600	1,400	1,100	44,200	400	92,400
Insurance Benefits	100,600	27,100	-	28,500	40,600	427,400	54,500	1,236,200
Unemployment Taxes	6,400	1,200	2,800	1,300	2,000	29,400	3,300	87,000
Total Wages & Benefits	466,800	66,800	80,900	75,400	107,600	2,115,900	202,400	5,634,400

City of Junction City									
All Wages and Benefits - FY19/20									
POSITION	FTE	Annual Salary & Benefits	Finance	Court	Admin	Building	Library	Water	Sewer
ADMINISTRATION:									
City Administrator	1.00	172,100	-	-	172,100	-	-	-	-
City Recorder	1.00	91,653	-	-	91,653	-	-	-	-
Admin Aide IV	1.00	87,550	-	-	87,550	-	-	-	-
HR & Administrative Manager	1.00	114,117	-	-	114,117	-	-	-	-
Budgeted Regular FTEs	4.00								
FINANCE:									
Finance Director	1.00	129,434	129,434	-	-	-	-	-	-
Accountant	1.00	93,125	93,125	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	83,505	-	83,505	-	-	-	-	-
Budgeted Regular FTEs	1.00								
BUILDING DEPARTMENT									
Building Official	1.00	170,795	-	-	-	170,795	-	-	-
Electrical Inspector	0.50	45,663	-	-	-	45,663	-	-	-
Plumbing Inspector	0.25	19,836	-	-	-	19,836	-	-	-
Budgeted Regular FTEs	1.75								
PUBLIC WORKS:									
Public Works Director	1.00	144,950	-	-	-	-	-	-	-
Public Works Superintendent	1.00	131,745	-	-	-	-	-	-	-
Wastewater Treatment Plant Operator	1.00	115,533	-	-	-	-	-	-	115,533
Utility Worker I	1.00	95,993	-	-	-	-	-	47,996	47,996
Sanitation Worker	1.00	94,162	-	-	-	-	-	-	-
Sanitation Worker	1.00	86,829	-	-	-	-	-	-	-
Sanitation Worker	1.00	86,829	-	-	-	-	-	-	-
Treatment Worker	1.00	101,590	-	-	-	-	-	37,588	38,604
Sanitation Worker	1.00	85,344	-	-	-	-	-	-	-
Water Treatment Plant Operator	1.00	123,024	-	-	-	-	-	123,024	-
Utility Worker I	1.00	93,116	-	-	-	-	-	44,695	46,558
Special Programs Coordinator	1.00	100,566	-	-	-	-	-	-	-
Utility Worker I	1.00	95,993	-	-	-	-	-	47,996	47,996
Utility Worker I	1.00	93,230	-	-	-	-	-	44,750	46,615
Admin Aide II - UB Clerk	1.00	70,743	-	-	-	-	-	26,175	33,249
Planning Technician	1.00	78,634	-	-	-	3,932	-	-	-
Utility Worker I	1.00	43,220	-	-	-	-	-	21,610	21,610
Utility Worker I	1.00	43,220	-	-	-	-	-	21,610	21,610
Utility Worker I	1.00	43,220	-	-	-	-	-	20,745	21,610
Budgeted Regular FTEs	19.00								
INTERNAL SERVICES									
Maintenance Coordinator	1.00	102,720	-	-	-	-	-	-	-
IT Coordinator	1.00	97,137	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
COMMUNITY CENTER									
Admin Aide II Community Center	0.75	64,440	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	17,776	-	-	-	-	-	-	-
Summer Program Lead (1)	-	9,398	-	-	-	-	-	-	-
Spring Break Program Lead	-	643	-	-	-	-	-	-	-
Spring Break Camp Leader	-	558	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.75								
LIBRARY:									
Admin Aide III - Library	1.00	84,396	-	-	-	-	84,396	-	-
Budgeted Regular FTEs	1.00								
SENIOR CENTER									
Admin Aide II - Senior Center	0.75	64,440	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.75								
POOL									
Pool Supervisor (3)	-	27,290	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	26,844	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	25,294	-	-	-	-	-	-	-
Budgeted Regular FTEs	-								
PARKS									
Parks & Open Spaces Laborer	1.00	67,598	-	-	-	-	-	3,380	13,520
Parks & Open Spaces Laborer	1.00	67,566	-	-	-	-	-	6,757	16,891
Streets Seasonal (2 positions)	-	9,076	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00								
POLICE									
Police Chief	1.00	163,490	-	-	-	-	-	-	-
Police Sergeant	1.00	158,806	-	-	-	-	-	-	-
Police Officer	1.00	102,390	-	-	-	-	-	-	-
Police Officer	1.00	114,331	-	-	-	-	-	-	-
Police Officer	1.00	145,078	-	-	-	-	-	-	-
Police Officer	1.00	109,755	-	-	-	-	-	-	-
Police Officer	1.00	134,344	-	-	-	-	-	-	-
Police Officer	1.00	113,260	-	-	-	-	-	-	-
Police Officer	1.00	126,248	-	-	-	-	-	-	-
Temp & Part Time - Police Officers	-	33,042	-	-	-	-	-	-	-
Communications Officer	1.00	106,218	-	-	-	-	-	-	-
Communications Officer	1.00	111,424	-	-	-	-	-	-	-
Communications Officer	1.00	96,703	-	-	-	-	-	-	-
Communications Officer	1.00	109,059	-	-	-	-	-	-	-
Communications Officer	1.00	86,509	-	-	-	-	-	-	-
Communications Officer	1.00	102,221	-	-	-	-	-	-	-
Communications Officer	1.00	111,424	-	-	-	-	-	-	-
Police Adm Assistant	1.00	68,925	-	-	-	-	-	-	-
Temp & Part Time - Dispatch	-	22,992	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00								
	51.25	5,417,111	222,559	83,505	465,421	240,225	84,396	446,327	471,792

City of Junction City									
All Wages and Benefits - FY19/20									
POSITION	Sanitation	Streets	PW Admin	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services
ADMINISTRATION:									
City Administrator	-	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-	-
Admin Aide IV	-	-	-	-	-	-	-	-	-
HR & Administrative Manager	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	-	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
BUILDING DEPARTMENT									
Building Official	-	-	-	-	-	-	-	-	-
Electrical Inspector	-	-	-	-	-	-	-	-	-
Plumbing Inspector	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	-	-	144,950	-	-	-	-	-	-
Public Works Superintendent	-	-	131,745	-	-	-	-	-	-
Wastewater Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-	-
Sanitation Worker	94,162	-	-	-	-	-	-	-	-
Sanitation Worker	86,829	-	-	-	-	-	-	-	-
Sanitation Worker	86,829	-	-	-	-	-	-	-	-
Treatment Worker	-	20,318	-	-	5,079	-	-	-	-
Sanitation Worker	85,344	-	-	-	-	-	-	-	-
Water Treatment Plant Operator	-	-	-	-	-	-	-	-	-
Utility Worker I	-	1,862	-	-	-	-	-	-	-
Special Programs Coordinator	-	-	100,566	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-	-
Utility Worker I	-	1,865	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	10,612	707	-	-	-	-	-	-	-
Planning Technician	-	-	74,702	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-	-
Utility Worker I	-	864	-	-	-	-	-	-	-
Budgeted Regular FTEs									
INTERNAL SERVICES									
Maintenance Coordinator	-	-	-	-	-	-	-	-	102,720
IT Coordinator	-	-	-	-	-	-	-	-	97,137
Budgeted Regular FTEs									
COMMUNITY CENTER									
Admin Aide II Community Center	-	-	-	-	-	-	64,440	-	-
Summer Camp Leaders (3)	-	-	-	-	-	-	17,776	-	-
Summer Program Lead (1)	-	-	-	-	-	-	9,398	-	-
Spring Break Program Lead	-	-	-	-	-	-	643	-	-
Spring Break Camp Leader	-	-	-	-	-	-	558	-	-
Budgeted Regular FTEs									
LIBRARY:									
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
SENIOR CENTER									
Admin Aide II - Senior Center	-	-	-	-	-	64,440	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Supervisor (3)	-	-	-	27,290	-	-	-	-	-
Pool Lifeguard (5)	-	-	-	26,844	-	-	-	-	-
Pool Lifeguard (5)	-	-	-	25,294	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks & Open Spaces Laborer	-	13,520	-	-	37,179	-	-	-	-
Parks & Open Spaces Laborer	-	13,513	-	-	30,405	-	-	-	-
Streets Seasonal (2 positions)	-	9,076	-	-	-	-	-	-	-
Budgeted Regular FTEs									
POLICE									
Police Chief	-	-	-	-	-	-	-	163,490	-
Police Sergeant	-	-	-	-	-	-	-	158,806	-
Police Officer	-	-	-	-	-	-	-	102,390	-
Police Officer	-	-	-	-	-	-	-	114,331	-
Police Officer	-	-	-	-	-	-	-	145,078	-
Police Officer	-	-	-	-	-	-	-	109,755	-
Police Officer	-	-	-	-	-	-	-	134,344	-
Police Officer	-	-	-	-	-	-	-	113,260	-
Police Officer	-	-	-	-	-	-	-	126,248	-
Temp & Part Time - Police Officers	-	-	-	-	-	-	-	33,042	-
Communications Officer	-	-	-	-	-	-	-	106,218	-
Communications Officer	-	-	-	-	-	-	-	111,424	-
Communications Officer	-	-	-	-	-	-	-	96,703	-
Communications Officer	-	-	-	-	-	-	-	109,059	-
Communications Officer	-	-	-	-	-	-	-	86,509	-
Communications Officer	-	-	-	-	-	-	-	102,221	-
Communications Officer	-	-	-	-	-	-	-	111,424	-
Police Adm Assistant	-	-	-	-	-	-	-	68,925	-
Temp & Part Time - Dispatch	-	-	-	-	-	-	-	22,992	-
Budgeted Regular FTEs									
	363,776	61,725	451,964	79,428	72,663	64,440	92,814	2,016,218	199,857

City of Junction City										
All Wages - FY19/20										
POSITION	FTE	Annual Salary	Finance	Court	Admin	Building	Library	Water	Sewer	Sanitation
ADMINISTRATION:										
City Administrator	1.00	102,840	-	-	102,840	-	-	-	-	-
City Recorder	1.00	57,675	-	-	57,675	-	-	-	-	-
Admin Aide IV	1.00	47,552	-	-	47,552	-	-	-	-	-
HR & Administrative Manager	1.00	70,264	-	-	70,264	-	-	-	-	-
Budgeted Regular FTEs	4.00									
FINANCE:										
Finance Director	1.00	76,304	76,304	-	-	-	-	-	-	-
Accountant	1.00	51,549	51,549	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00									
MUNICIPAL COURT:										
Admin Aide IV - Court	1.00	44,652	-	44,652	-	-	-	-	-	-
Budgeted Regular FTEs	1.00									
BUILDING DEPARTMENT										
Building Official	1.00	100,907	-	-	-	100,907	-	-	-	-
Electrical Inspector	0.50	40,294	-	-	-	40,294	-	-	-	-
Plumbing Inspector	0.25	17,503	-	-	-	17,503	-	-	-	-
Budgeted Regular FTEs	1.75									
PUBLIC WORKS:										
Public Works Director	1.00	87,773	-	-	-	-	-	-	-	-
Public Works Superintendent	1.00	76,304	-	-	-	-	-	-	-	-
Wastewater Treatment Plant Operator	1.00	66,291	-	-	-	-	-	-	66,291	-
Utility Worker I	1.00	47,822	-	-	-	-	-	23,911	23,911	-
Sanitation Worker	1.00	47,797	-	-	-	-	-	-	-	47,797
Sanitation Worker	1.00	47,797	-	-	-	-	-	-	-	47,797
Sanitation Worker	1.00	47,797	-	-	-	-	-	-	-	47,797
Treatment Worker	1.00	54,004	-	-	-	-	-	19,982	20,522	-
Sanitation Worker	1.00	41,372	-	-	-	-	-	-	-	41,372
Water Treatment Plant Operator	1.00	66,291	-	-	-	-	-	66,291	-	-
Utility Worker I	1.00	47,822	-	-	-	-	-	22,954	23,911	-
Special Programs Coordinator	1.00	54,467	-	-	-	-	-	-	-	-
Utility Worker I	1.00	47,822	-	-	-	-	-	23,911	23,911	-
Utility Worker I	1.00	47,822	-	-	-	-	-	22,954	23,911	-
Admin Aide II - UB Clerk	1.00	37,546	-	-	-	-	-	13,892	17,647	5,632
Planning Technician	1.00	37,956	-	-	-	1,898	-	-	-	-
Utility Worker I	1.00	21,243	-	-	-	-	-	10,621	10,621	-
Utility Worker I	1.00	21,243	-	-	-	-	-	10,621	10,621	-
Utility Worker I	1.00	21,243	-	-	-	-	-	10,196	10,621	-
Budgeted Regular FTEs	19.00									
INTERNAL SERVICES										
Maintenance Coordinator	1.00	56,096	-	-	-	-	-	-	-	-
IT Coordinator	1.00	51,873	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00									
COMMUNITY CENTER										
Admin Aide II Community Center	0.75	27,540	-	-	-	-	-	-	-	-
Summer Camp Leaders (3)	-	14,403	-	-	-	-	-	-	-	-
Summer Program Lead (1)	-	6,734	-	-	-	-	-	-	-	-
Spring Break Program Lead	-	439	-	-	-	-	-	-	-	-
Spring Break Camp Leader	-	378	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.75									
LIBRARY:										
Admin Aide III - Library	1.00	45,290	-	-	-	-	45,290	-	-	-
Budgeted Regular FTEs	1.00									
SENIOR CENTER										
Admin Aide II - Senior Center	0.75	27,540	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.75									
POOL										
Pool Supervisor (3)	-	23,670	-	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	23,283	-	-	-	-	-	-	-	-
Pool Lifeguard (5)	-	21,938	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	-									
PARKS										
Parks & Open Spaces Laborer	1.00	29,046	-	-	-	-	-	1,452	5,809	-
Parks & Open Spaces Laborer	1.00	29,046	-	-	-	-	-	2,905	7,261	-
Streets Seasonal (2 positions)	-	7,890	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	2.00									
POLICE										
Police Chief	1.00	101,401	-	-	-	-	-	-	-	-
Police Sergeant	1.00	91,121	-	-	-	-	-	-	-	-
Police Officer	1.00	52,624	-	-	-	-	-	-	-	-
Police Officer	1.00	66,361	-	-	-	-	-	-	-	-
Police Officer	1.00	81,517	-	-	-	-	-	-	-	-
Police Officer	1.00	60,394	-	-	-	-	-	-	-	-
Police Officer	1.00	75,400	-	-	-	-	-	-	-	-
Police Officer	1.00	60,394	-	-	-	-	-	-	-	-
Police Officer	1.00	69,629	-	-	-	-	-	-	-	-
Temp & Part Time - Police Officers	-	28,639	-	-	-	-	-	-	-	-
Communications Officer	1.00	59,848	-	-	-	-	-	-	-	-
Communications Officer	1.00	61,078	-	-	-	-	-	-	-	-
Communications Officer	1.00	50,227	-	-	-	-	-	-	-	-
Communications Officer	1.00	59,335	-	-	-	-	-	-	-	-
Communications Officer	1.00	48,118	-	-	-	-	-	-	-	-
Communications Officer	1.00	51,533	-	-	-	-	-	-	-	-
Communications Officer	1.00	61,078	-	-	-	-	-	-	-	-
Police Adm Assistant	1.00	35,312	-	-	-	-	-	-	-	-
Temp & Part Time - Dispatch	-	15,978	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	17.00									
	51.25	3,025,105	127,854	44,652	278,331	160,601	45,290	229,690	245,037	190,396

City of Junction City								
All Wages - FY19/20								
POSITION	Streets	PW Admin	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services
ADMINISTRATION:								
City Administrator	-	-	-	-	-	-	-	-
City Recorder	-	-	-	-	-	-	-	-
Admin Aide IV	-	-	-	-	-	-	-	-
HR & Administrative Manager	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
FINANCE:								
Finance Director	-	-	-	-	-	-	-	-
Accountant	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
MUNICIPAL COURT:								
Admin Aide IV - Court	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
BUILDING DEPARTMENT								
Building Official	-	-	-	-	-	-	-	-
Electrical Inspector	-	-	-	-	-	-	-	-
Plumbing Inspector	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
PUBLIC WORKS:								
Public Works Director	-	87,773	-	-	-	-	-	-
Public Works Superintendent	-	76,304	-	-	-	-	-	-
Wastewater Treatment Plant Operator	-	-	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-
Sanitation Worker	-	-	-	-	-	-	-	-
Sanitation Worker	-	-	-	-	-	-	-	-
Sanitation Worker	-	-	-	-	-	-	-	-
Treatment Worker	10,801	-	-	2,700	-	-	-	-
Sanitation Worker	-	-	-	-	-	-	-	-
Water Treatment Plant Operator	-	-	-	-	-	-	-	-
Utility Worker I	956	-	-	-	-	-	-	-
Special Programs Coordinator	-	54,467	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-
Utility Worker I	956	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	375	-	-	-	-	-	-	-
Planning Technician	-	36,058	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-
Utility Worker I	-	-	-	-	-	-	-	-
Utility Worker I	425	-	-	-	-	-	-	-
Budgeted Regular FTEs								
INTERNAL SERVICES								
Maintenance Coordinator	-	-	-	-	-	-	-	56,096
IT Coordinator	-	-	-	-	-	-	-	51,873
Budgeted Regular FTEs								
COMMUNITY CENTER								
Admin Aide II Community Center	-	-	-	-	-	27,540	-	-
Summer Camp Leaders (3)	-	-	-	-	-	14,403	-	-
Summer Program Lead (1)	-	-	-	-	-	6,734	-	-
Spring Break Program Lead	-	-	-	-	-	439	-	-
Spring Break Camp Leader	-	-	-	-	-	378	-	-
Budgeted Regular FTEs								
LIBRARY:								
Admin Aide III - Library	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
SENIOR CENTER								
Admin Aide II - Senior Center	-	-	-	-	27,540	-	-	-
Budgeted Regular FTEs								
POOL								
Pool Supervisor (3)	-	-	23,670	-	-	-	-	-
Pool Lifeguard (5)	-	-	23,283	-	-	-	-	-
Pool Lifeguard (5)	-	-	21,938	-	-	-	-	-
Budgeted Regular FTEs								
PARKS								
Parks & Open Spaces Laborer	5,809	-	-	15,975	-	-	-	-
Parks & Open Spaces Laborer	5,809	-	-	13,070	-	-	-	-
Streets Seasonal (2 positions)	7,890	-	-	-	-	-	-	-
Budgeted Regular FTEs								
POLICE								
Police Chief	-	-	-	-	-	-	101,401	-
Police Sergeant	-	-	-	-	-	-	91,121	-
Police Officer	-	-	-	-	-	-	52,624	-
Police Officer	-	-	-	-	-	-	66,361	-
Police Officer	-	-	-	-	-	-	81,517	-
Police Officer	-	-	-	-	-	-	60,394	-
Police Officer	-	-	-	-	-	-	75,400	-
Police Officer	-	-	-	-	-	-	60,394	-
Police Officer	-	-	-	-	-	-	69,629	-
Temp & Part Time - Police Officers	-	-	-	-	-	-	28,639	-
Communications Officer	-	-	-	-	-	-	59,848	-
Communications Officer	-	-	-	-	-	-	61,078	-
Communications Officer	-	-	-	-	-	-	50,227	-
Communications Officer	-	-	-	-	-	-	59,335	-
Communications Officer	-	-	-	-	-	-	48,118	-
Communications Officer	-	-	-	-	-	-	51,533	-
Communications Officer	-	-	-	-	-	-	61,078	-
Police Adm Assistant	-	-	-	-	-	-	35,312	-
Temp & Part Time - Dispatch	-	-	-	-	-	-	15,978	-
Budgeted Regular FTEs								
	33,022	254,602	68,891	31,746	27,540	49,494	1,129,990	107,969

City of Junction City
 Volunteer Hours by Department
 Calendar years 2013-2018

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 the following volunteer hours for calendar years 2013 through 2018.

Department:	2013	2014	2015	2016	2017	2018
Administration/City Hall	424	819	547	362	441	271
Finance	319	248	173	168	134	164
Planning	223	106	240	108	117	191
Community Center	3,603	2,239	2,298	1,243	824	261
Parks	35	38	38	-	0	0
Library	408	552	469	474	454	1,347
Police	2,535	2,429	1,672	1,770	30	8
Public Works	614	546	299	304	215	88
Senior Center	14,349	12,015	11,646	10,024	9,234	6,896
Total Volunteer Hours	22,510	18,992	17,382	14,453	11,449	9,226
Total FTE Equivalent	11	9	8	7	6	4

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. Revenue – Allocations

Allocations are set by Council for general revenues which include property taxes, state shared revenue, other taxes, franchise fees, and other general fund revenues as the Council may choose to include. Allocation rates are set by percentage of total revenue by class for each department and Community Services division. Allocations will be reviewed by Council at least every 5 years. ⁽ⁱ⁾

5. 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)

6. 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)

7. 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)

8. 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⁾

9. 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)

10. 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)

11. 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)

12. 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)

13. 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)

14. 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
- (j) Adopted: January 8, 2019

Update: 1/8/2019



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 Balance:	The balance of net financial resources that is spendable or available for appropriation.
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.