

City of Junction City Oregon Municipal Budget



**Fiscal Year 2020 / 21
Adopted**



City of
Junction City
Oregon

Municipal
Budget

Fiscal Year
2020/21



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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
Fiscal Year 2020-21

Mayor

Mark Crenshaw

Councilors

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

Citizens

Travis Ducker
Beverly Ficek
James Hukill
Kara McDaniel
Jack Sumner
Kenneth Wells
Sidney Washburne

City Administrator/Budget Officer

Jason Knope

City Staff

Mike Crocker, Finance Director
Robert Morris, Chief of Police
Gary Kaping, Public Works Director
Stephanie Moran, HR & Administrative Manager
Kitty Vodrup, City Recorder



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Junction City
Oregon**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

City at a Glance

City Information

Incorporated	1872
Form of Government	Council/Administrator
Tax Rate (per \$1,000)	\$6.44
Total Budget	\$17,692,900

Demographics

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

Utilities Service Statistics

Number of water customers	2,250
Cubic feet annual water consumption	318,449
Water lines	45
Fire Hydrants	250
Number of sewer pump stations	10
Sewer treatment lagoons	50 acres
Sanitation accounts serviced	2,202

Community Center

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

Library

Visits	16,198
Circulation	24,893

Parks

Number of parks	9
Parks & Open Spaces	35 Acres

Swimming Pool

Operates June through August

Senior Center

Meals provided to seniors	12,867
Programs: Workshops, cooking classes, social activities, nutrician program	

Public Safety

Sworn officers	9
Dispatch officers	7
Court: charges processed (2018)	1,788
Jail cells	2

Streets

Miles of roads maintained	45
Number of drainage catch basins	175
Storm water lines	11 Miles

Building Inspection Services

Building Inspections - Annual	943
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Planning

Land use applications	44
City development, annexations, zoning, transportation planning, ordinance development.	

Debt

General obligation debt	0
Revenue bonds debt	0
Inter-fund loans (June 30, 2019)	466,700

Population Demographics

Population (Dec. 2019 Estimate)	6,170
Voting age population	4,335
65 years and over	758
Under 18 years	1,508
Median age	35.7
Average family income (2018)	\$50,528
Unemployment Rate (Lane Co)	3.10%

Housing

Total housing units	2,290
% owner occupied	58.0%
Median value of owner-occupied	\$206,100
Average household size	2.54

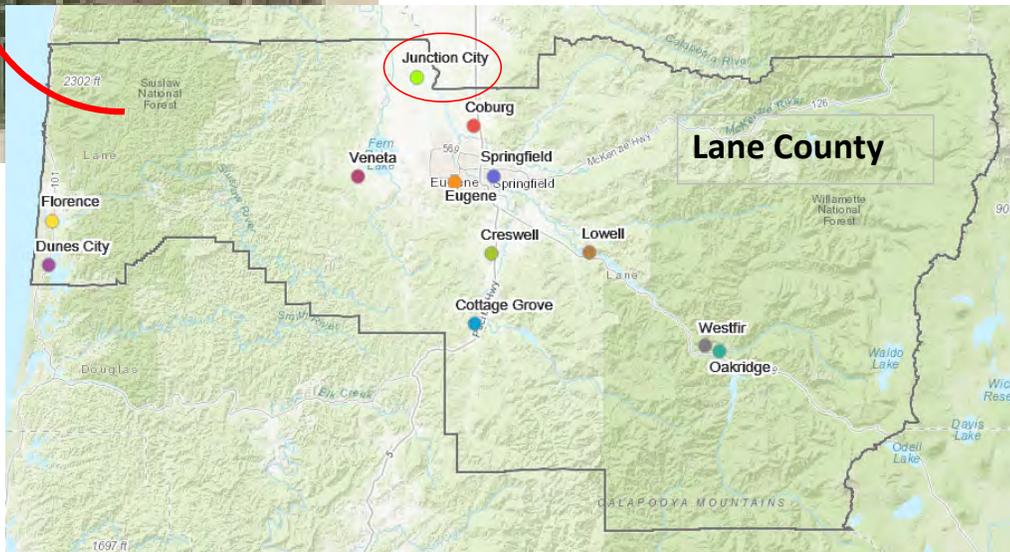
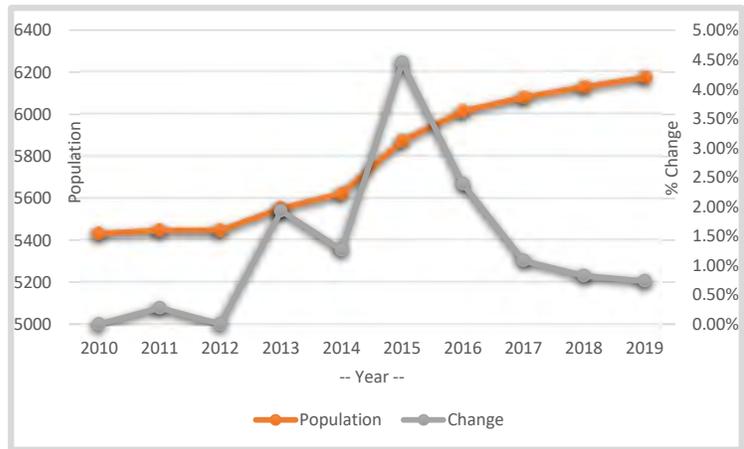
Education (persons over 25)

High School graduates	91.2%
Bachelor degree or higher	18.6%

Population Changes

Year	Population
2019	6,170
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

Population Estimates as of June 30th



Top 10 Taxpayers for Tax Year 2019

Taxpayer	Tax Amount	Assessed Value	Market Value
WINNEBAGO INDUSTRIES INC	204,049	12,482,002	13,629,037
4 HIM FOOD GROUP LLC	149,216	10,124,615	10,617,104
MID-VALLEY PROPERTIES OF OREGON LLC	120,326	7,240,840	9,890,713
CITY JUNCTION LLC	88,860	2,509,656	3,983,830
TRADE WINDS LLC	76,438	1,571,891	2,321,847
SAFEWAY INC	74,391	4,495,783	5,084,924
ACTA LTD	68,102	4,046,618	7,643,000
FC RANGER RE JUNCTION CITY (OR) LLC	64,884	4,001,478	4,001,478
LOCHMEAD DAIRY INC	64,113	4,179,999	4,179,999
ACTA LIMITED PARTNERSHIP	60,654	3,665,714	5,532,074

The assessed valuation for the City was \$481,640,085 in fiscal year 19/20 which was \$30,354,222 or 6.73% higher than the fiscal year 18/19 assessed valuation of \$451,285,863.

Schedule of Junction City Assessed Property Values

Tax Year	Assessed Value	% Increase
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	451,285,863	6.73%
FY19/20	481,640,085	6.73%
FY20/21	500,905,688	4.00% Estimated

CITY OF JUNCTION CITY

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

May 5, 2020

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 2020-2021 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 FY2020-21 has a combined operating and capital expenditure budget totaling \$17.693 million. This represents an increase of \$870,500 or 5.2 % from the current year budget.

The Personnel Services budget for 2020-21 is \$5.9 million. This is 4.3% higher than the current budget. It is important to note that Personnel Services costs make up 61.8% 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 \$1.7 million, a 18.4% 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, 40% 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 10% expected to be allocated the following fiscal year, 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 50.9 Full Time Equivalent (FTE) positions, which is a slight decrease from the current fiscal year total of 51.25 FTE. This is due to the fact that the City no longer uses a staff electrical inspector (0.5 FTE) and increased the time for the staff plumbing inspector (0.25 FTE). For the two positions previously, it was 0.75 FTE (combined) and is now 0.40 FTE.

Total Personnel Services costs are budgeted to increase 4.3% 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 6%
- PERS costs are 26% of all wages. Note the next rate increase will be July 1, 2021.
- 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 budget continues to focus on infrastructure investment and savings as its highest priority. A potential issue for the proposed fiscal year is the negative revenue impacts to the City resulting from the COVID-19 outbreak. While it is difficult to determine what, if any, impacts the City will see this is something that will require monitoring during the fiscal year.

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
 FY20/21

December - January	Finance Department Budget Preparations
December 10th	Budget Officer appointed by Council
December 10th	Budget Committee appointments by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
May 4th	Submit Budget Committee Meeting Notices to Newspaper and Post Online
May 4th	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper and Post Online (Budget Committee)
May 4th	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
May 7th	Publish Notice of Public Hearing on Uses of State Revenue for Budget Committee (5 to 30 days before the hearing)
May 14th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions <u>Public Hearing</u> on Use of States Revenue Sharing
May 21st	Budget Committee Meeting (2nd)
May 28th	Submit Notice of Public Hearing on Uses of State Revenue (Council) to Newspaper
May 28th	Budget Committee Meeting (3rd)

City of Junction City
Budget Calendar
FY20/21

June 4th	Publish Notice of Public Hearing - Uses of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)
June 4th	Budget Committee Meeting (4th)
June 9th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
June 9th	Submit Budget Hearing Notice and Budget Summary to Newspaper
June 16th	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 23rd	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Election to Receive State Revenue Sharing > Fiscal Year 2020/21 Budget
July 6th	Submit LB50 (Impose Taxes) to County Assessor
July 15th	Prepare and Distribute Adopted Budget Document
July 20th	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. Sending a written statement by email to mcrocker@ci.junction-city.or.us at least one day prior to the meeting date.
3. Submitting a written statement at a meeting or public hearing; or
4. 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 an 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 had 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.

In the past year commercial growth at the north end of the City has brought a grocery store, credit union, two restaurants, and retail to the City. Residential properties have grown in the City with a 139 unit apartment complex and many single family residences being built. Other commercial and industrial development, including the large Northern Gold Foods facility have continued to add to the property tax and job base for the City.

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.

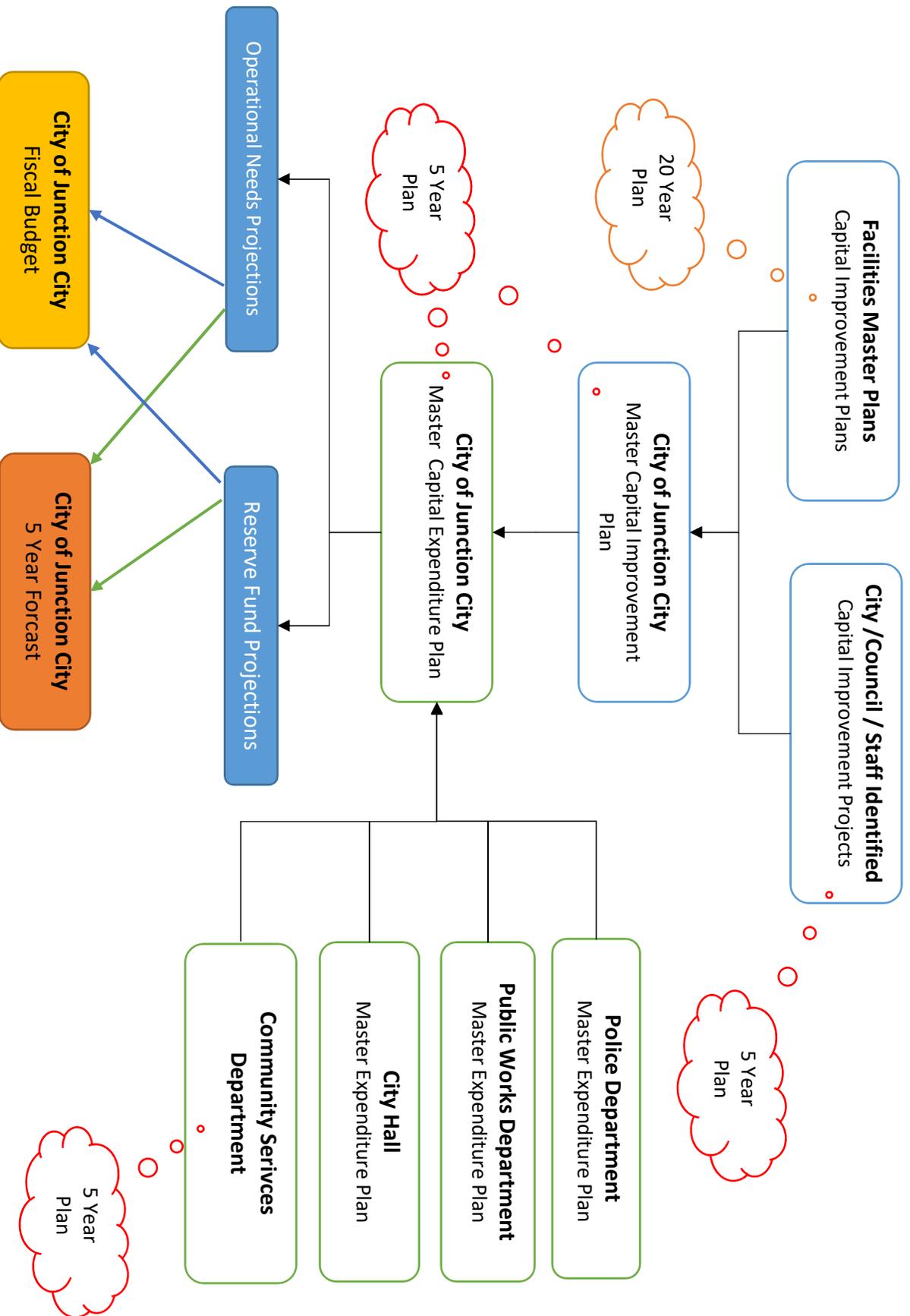
The basis for the City's audited year-end financial statements is also the modified cash basis of accounting.

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.

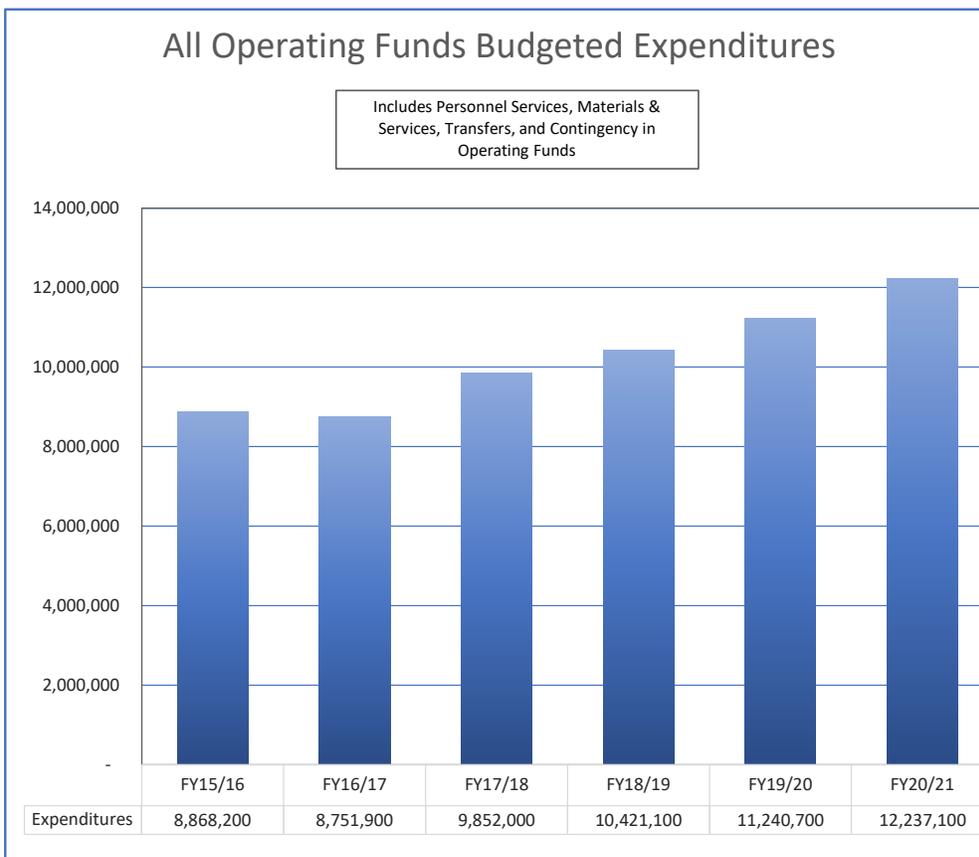
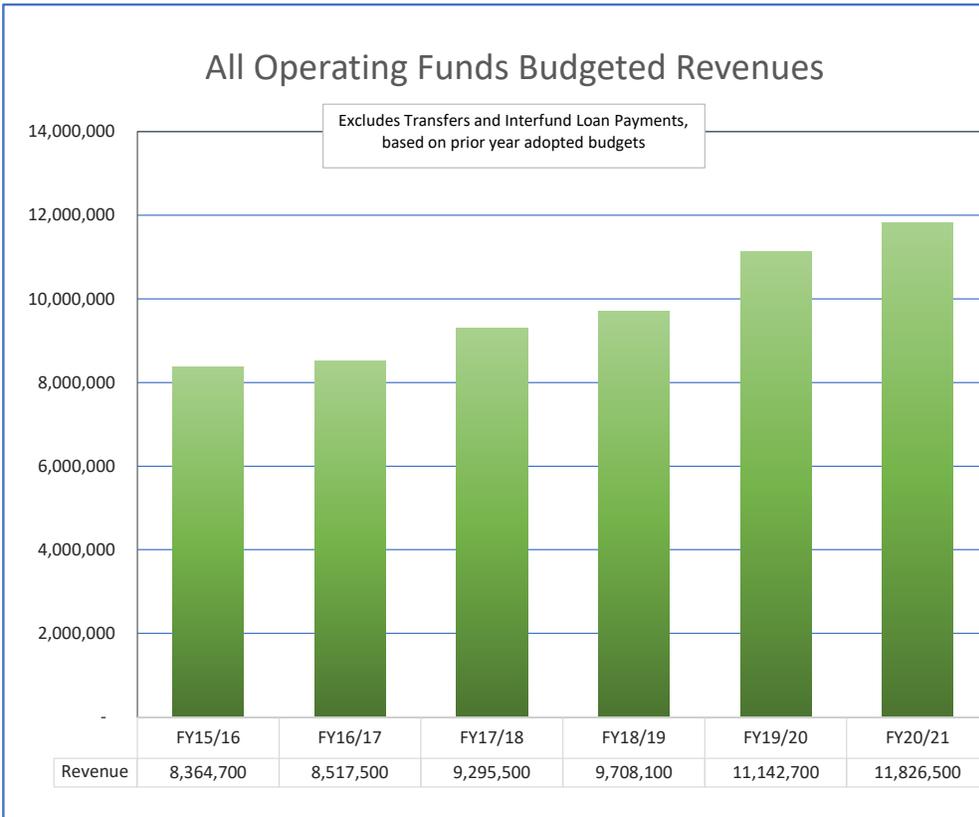
Review Process

None. Only Council approved plans are included.

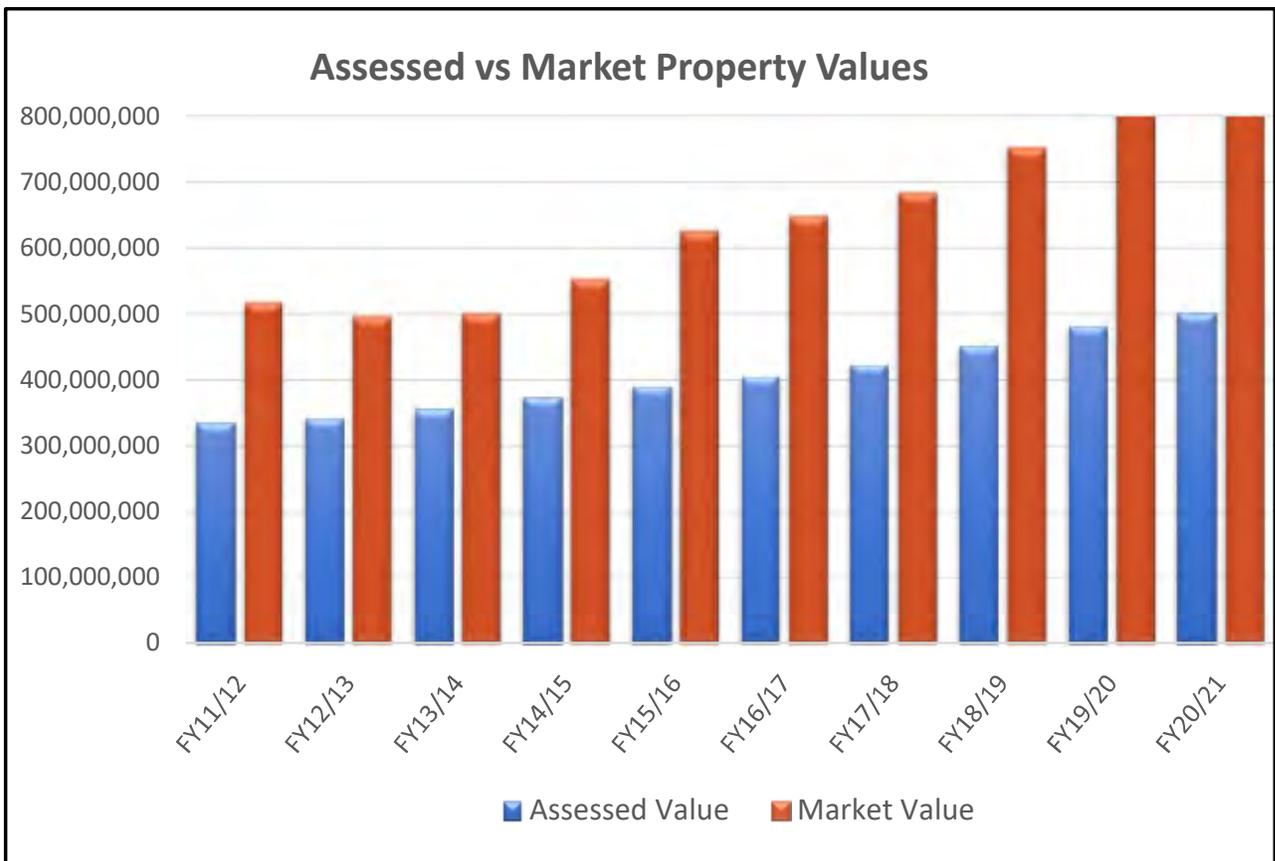




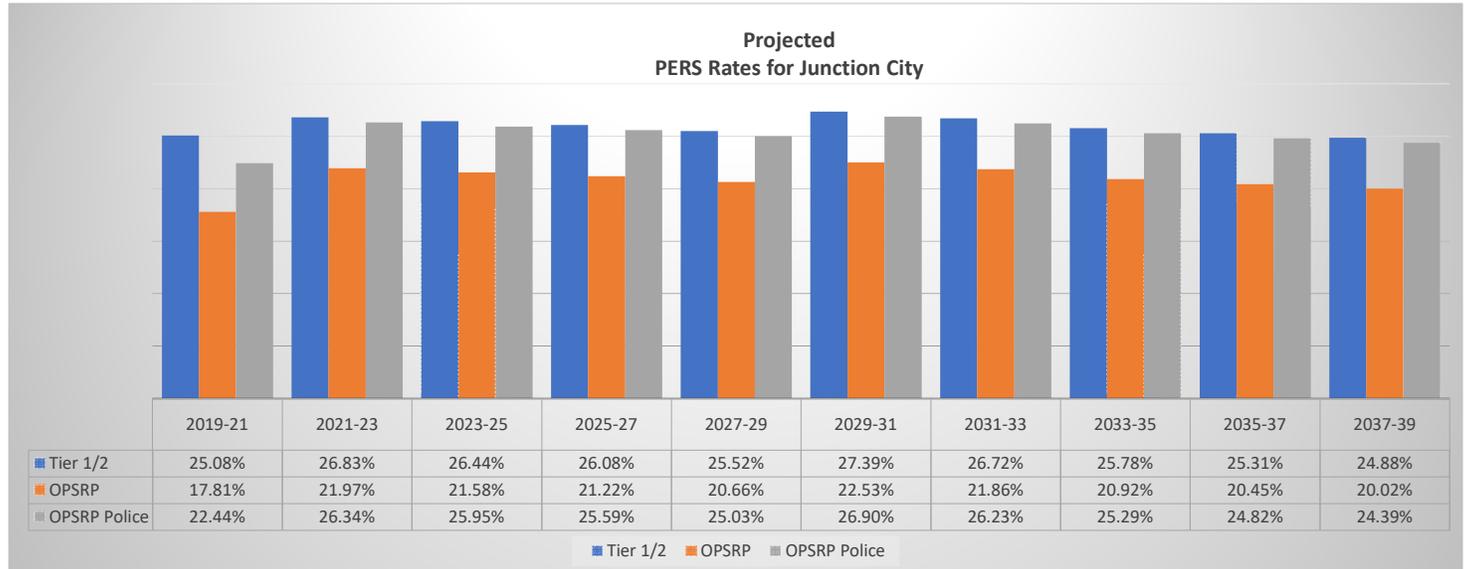
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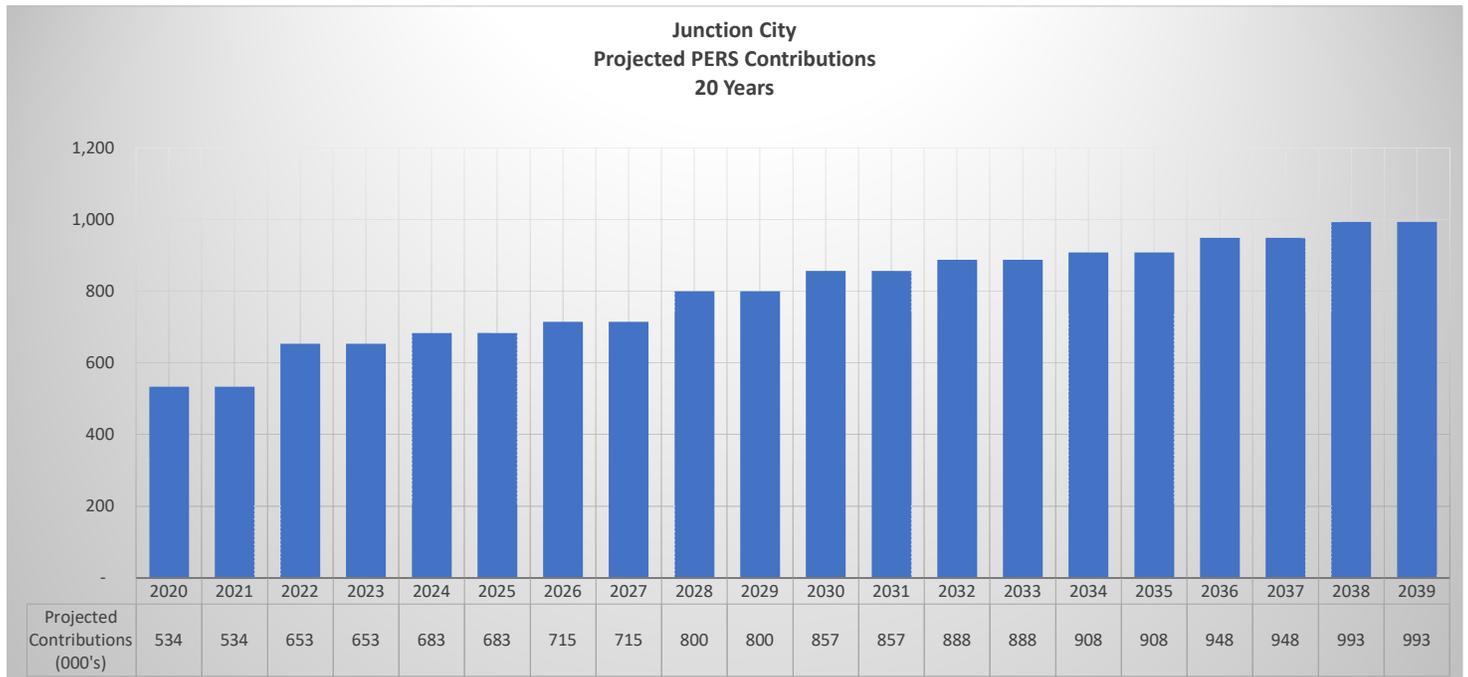
FINANCIAL TRENDS



Oregon Public Employees Retirement System Projected Rates and Contributions

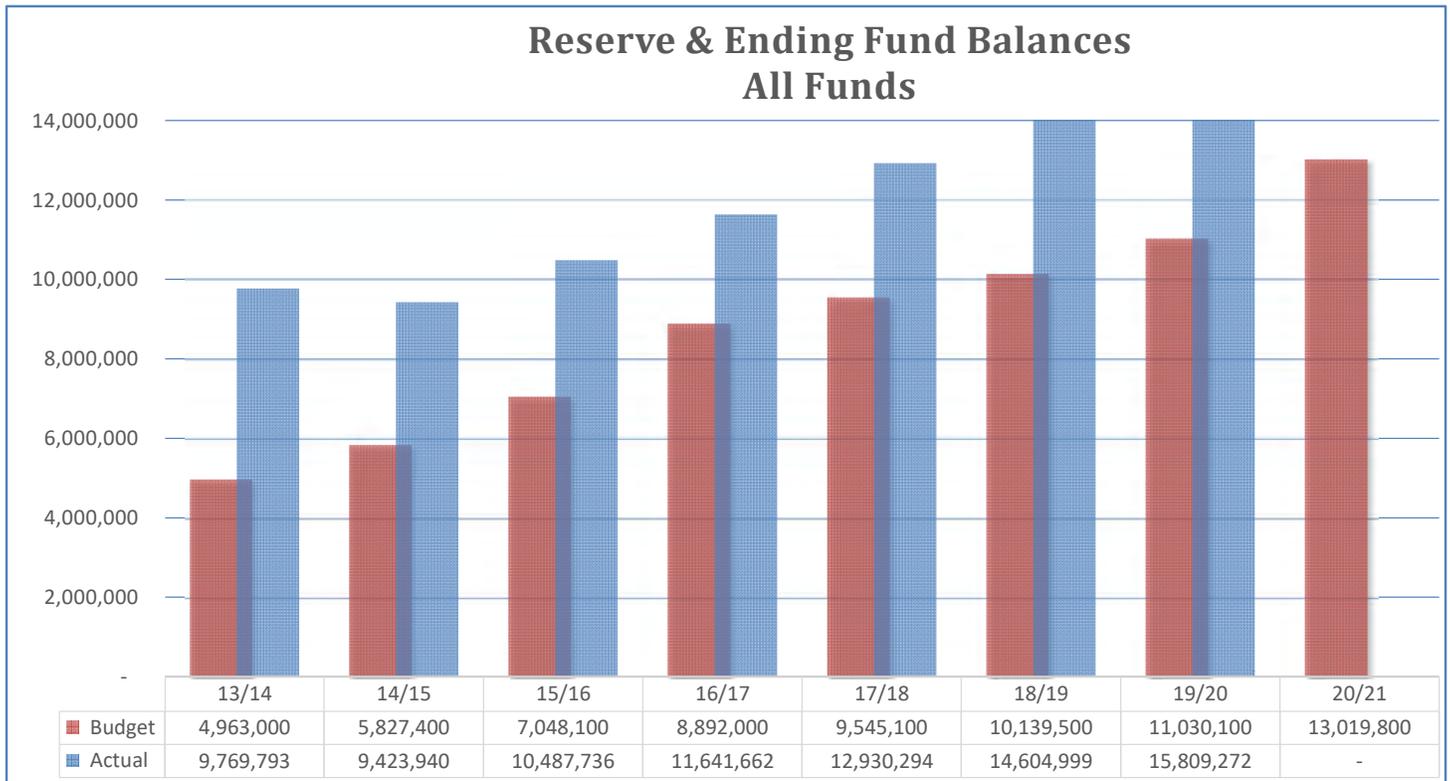
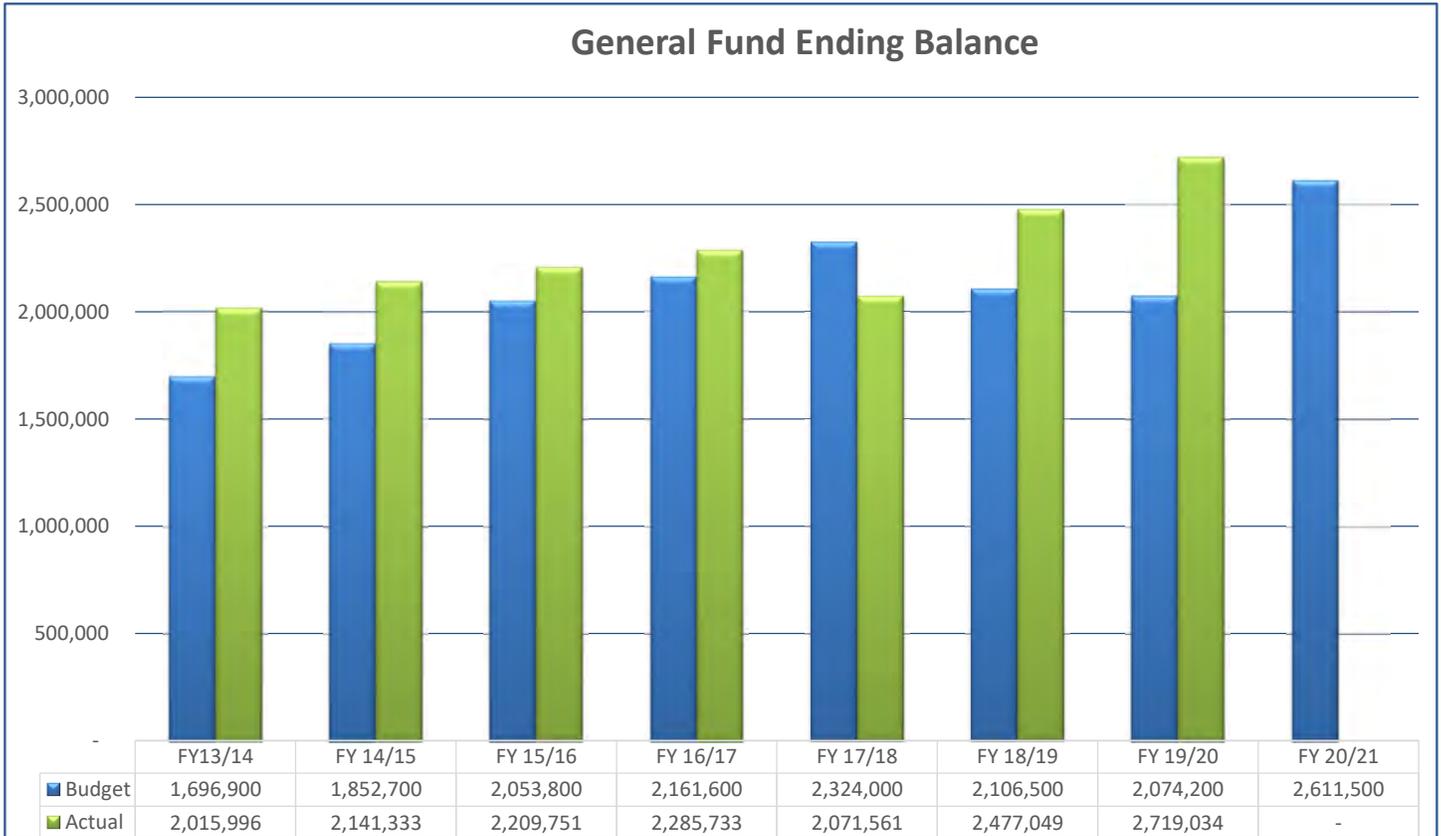


Projected rates for future bienniums by employee group are specific for Junction City. Rates for the 19/21 biennium are actual rates and future rates are projections provided by PERS.



Projected total employer portion contributions for Junction City.

FINANCIAL TRENDS



FINANCIAL TRENDS

General Fund Comparative Report - Budgeted				
	FY11/12	FY12/13	FY13/14	FY14/15
Beg. Fund Balance	1,836,983	1,880,000	1,979,300	2,042,600
Revenue				
Property Taxes	1,920,142	2,033,400	2,102,900	2,196,500
Interest Income	25,667	24,300	15,700	12,400
Franchises	361,500	330,800	356,900	372,400
Licenses and Permits	191,625	131,400	273,800	315,000
Intergovernmental	247,078	186,100	207,500	191,200
Charges for Service	43,250	49,100	57,100	59,600
Court/Law Enf Fines	289,000	238,000	233,500	255,000
All Other	52,861	48,100	41,800	134,100
Transfers - in	16,552	41,800	6,800	-
Internal Services	-	-	-	-
Total Revenue	3,147,675	3,083,000	3,296,000	3,536,200
Expenditures				
Personal Services	2,382,990	2,348,300	2,530,600	2,409,300
Materials & Services	757,100	739,150	834,700	873,700
Capital Outlay	-	-	-	-
Contingency	50,000	50,000	82,600	65,800
Transfers - Operating	-	-	-	227,500
Transfers - Reserve & Loans	37,000	117,000	130,500	149,800
Total Expenditures	3,227,090	3,254,450	3,578,400	3,726,100
Ending Fund Balance	1,757,568	1,708,550	1,696,900	1,852,700
Revenue Less Exp & Trans	(79,415)	(171,450)	(282,400)	(189,900)

FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
2,034,700	2,295,500	2,597,500	2,106,500	2,196,900	2,719,300
2,350,600	2,458,900	2,540,100	2,649,700	2,679,900	2,878,400
9,700	10,000	28,700	28,500	45,400	55,800
418,200	412,500	440,000	355,900	275,400	237,900
287,100	280,000	266,800	236,200	258,900	364,900
208,700	271,600	575,700	564,900	790,300	660,400
49,900	47,700	45,500	45,700	49,500	48,300
254,500	187,000	193,800	228,900	167,100	166,600
41,900	50,900	153,000	122,800	40,100	38,100
-	-	16,900	109,900	77,100	-
623,500	640,700	755,200	811,800	884,400	1,012,000
4,244,100	4,359,300	5,015,700	5,154,300	5,268,100	5,462,400
2,706,700	2,838,600	3,271,200	3,465,100	3,388,500	3,443,500
1,236,400	1,302,500	1,520,900	1,301,200	1,422,100	1,683,200
-	-	-	-	-	-
84,100	240,300	38,400	222,000	274,100	171,800
163,800	86,300	118,200	42,500	48,000	-
34,000	25,500	340,500	123,500	258,100	271,700
4,225,000	4,493,200	5,289,200	5,154,300	5,390,800	5,570,200
2,053,800	2,161,600	2,324,000	2,106,500	2,074,200	2,611,500
19,100	(133,900)	(273,500)	-	(122,700)	(107,800)

FINANCIAL TRENDS

General Fund Comparative Report - Actual Results					
	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15
Beg. Fund Balance	1,723,909	1,914,203	1,935,109	1,984,015	2,015,996
Revenue					
Property Taxes	1,900,093	1,955,937	2,032,702	2,087,314	2,190,920
Interest Income	35,542	22,012	12,147	11,460	10,482
Franchises	314,161	376,285	365,199	391,305	399,692
Licenses and Permits	69,033	77,140	190,398	275,030	122,783
Intergovernmental	544,434	208,873	185,570	183,460	191,776
Charges for Service	99,396	100,992	156,558	132,230	190,762
Court/Law Enf Fines	261,290	259,717	198,391	239,058	147,330
All Other	40,467	45,151	44,073	38,663	190,945
Admin Charges for Services	-	-	-	-	-
Transfers - in	107,500	16,552	6,800	6,800	-
Total Revenue	3,371,916	3,062,659	3,191,838	3,365,320	3,444,690
Expenditures					
Personal Services	2,267,044	2,297,102	2,192,963	2,245,050	2,165,029
Materials & Services	862,352	707,652	786,969	847,789	777,024
Capital Outlay	-	-	-	-	-
Transfers - Operating	15,227	-	46,000	-	157,500
Transfers - Reserve	37,000	37,000	117,000	240,500	219,800
Total Expenditures	3,181,623	3,041,754	3,142,932	3,333,339	3,319,353
Ending Fund Balance	1,914,202	1,935,108	1,984,015	2,015,996	2,141,333
Revenue Less Exp & Trans	190,293	20,905	48,906	31,981	125,337

				Est Actual
FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
2,141,334	2,209,751	2,285,733	2,071,561	2,477,049
2,287,057	2,381,009	2,509,798	2,730,315	2,679,969
14,476	26,759	39,998	59,957	54,764
415,651	437,898	451,501	343,033	263,961
210,325	151,734	282,900	403,548	395,650
134,137	273,716	217,235	465,584	522,792
143,222	44,981	41,602	48,411	44,211
154,289	150,306	137,109	151,211	130,200
32,781	121,454	190,581	70,616	40,309
497,619	535,627	729,238	811,800	884,400
-	-	16,900	37,829	56,165
3,889,557	4,123,483	4,616,862	5,122,304	5,072,420
2,550,647	2,652,354	2,973,575	3,074,622	3,083,074
1,049,693	1,148,347	1,398,759	1,421,955	1,393,443
-	-	-	-	-
181,800	86,300	101,300	42,500	72,919
39,000	160,500	357,400	177,739	281,000
3,821,140	4,047,502	4,831,034	4,716,815	4,830,436
2,209,751	2,285,733	2,071,561	2,477,049	2,719,034
68,417	75,982	(214,172)	405,488	241,985

FINANCIAL TRENDS

Five Year Forecast Assumptions FY20/21 to FY24/25

(Annual Change Unless Otherwise Noted)

REVENUE:	All Years
Building Permit Fees	4.0%
Building Permit Service Contracts	5.0%
Community Center Programs	2.0%
Court Fines	3.0%
Franchise Fee Allocation to Streets	40.0%
Franchise Fees (Streets Fund)	5.0%
General Revenue (Franchise Fees & Other Taxes)	0.0%
Interest & Other Revenue	5.0%
IS Charges - Admin, IS Fund, PW Admin	Actual Exp.
Library Fees	5.0%
Parks Fees	5.0%
Planning Charges Revenue	4.0%
Planning Revenue	5.0%
Police Grants & Reimbursements	5.0%
Police Service Contracts	5.0%
Pool Fees	5.0%
Property Tax Allocations	No Change
Property Tax-/Growth in Assessed Value	4.0%
PW Charges Revenue	4.0%
Senior Center – Sales & Programs	5.0%
State Gas Tax (6 year average)	4.8%
Transfers In	3.0%

Expenditures	FY20/21
Wages: Police	2.5%
Wages: AFSCME	2.0%
Wages: Non-Represented	2.0%
Workers Compensation Insurance	3.0%
Health Insurance	5.0%
Unemployment Insurance	3.0%
Internal Services Charges to Departments: Actual Cost	
Materials & Services	3.0%
Transfers	3.0%
Contingency Change	4.0%

FINANCIAL TRENDS

Utility Revenue		FY21/22	FY22/23	FY23/24	FY24/25
Water User Fees – Growth		1.0%	1.0%	1.0%	1.0%
Water User Rates Increase		6.5%	6.5%	2.0%	2.0%
Sewer User Fees – Growth		1.0%	1.0%	1.0%	1.0%
Sewer User Rates Increase		5.0%	5.0%	5.0%	5.0%
Sanitation User Fees – Growth		3.0%	3.0%	3.0%	3.0%
Sanitation User Rates Increase		0.0%	0.0%	0.0%	0.0%

Minimum Wages		FY21/22	FY22/23	FY23/24	FY24/25
Change in Oregon Minimum Wage		6.30%	5.90%	3.00%	3.00%

PERS (Rates)	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
OPSRP General	17.81%	21.97%	21.97%	21.58%	21.58%
OPSRP Police	22.44%	26.34%	26.34%	25.95%	25.95%
Tier 1 & 2	25.08%	26.83%	26.83%	26.44%	26.44%
IAP	6.00%	6.00%	6.00%	6.00%	6.00%



Fiscal Year 20/21:

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BUDGET SUMMARIES

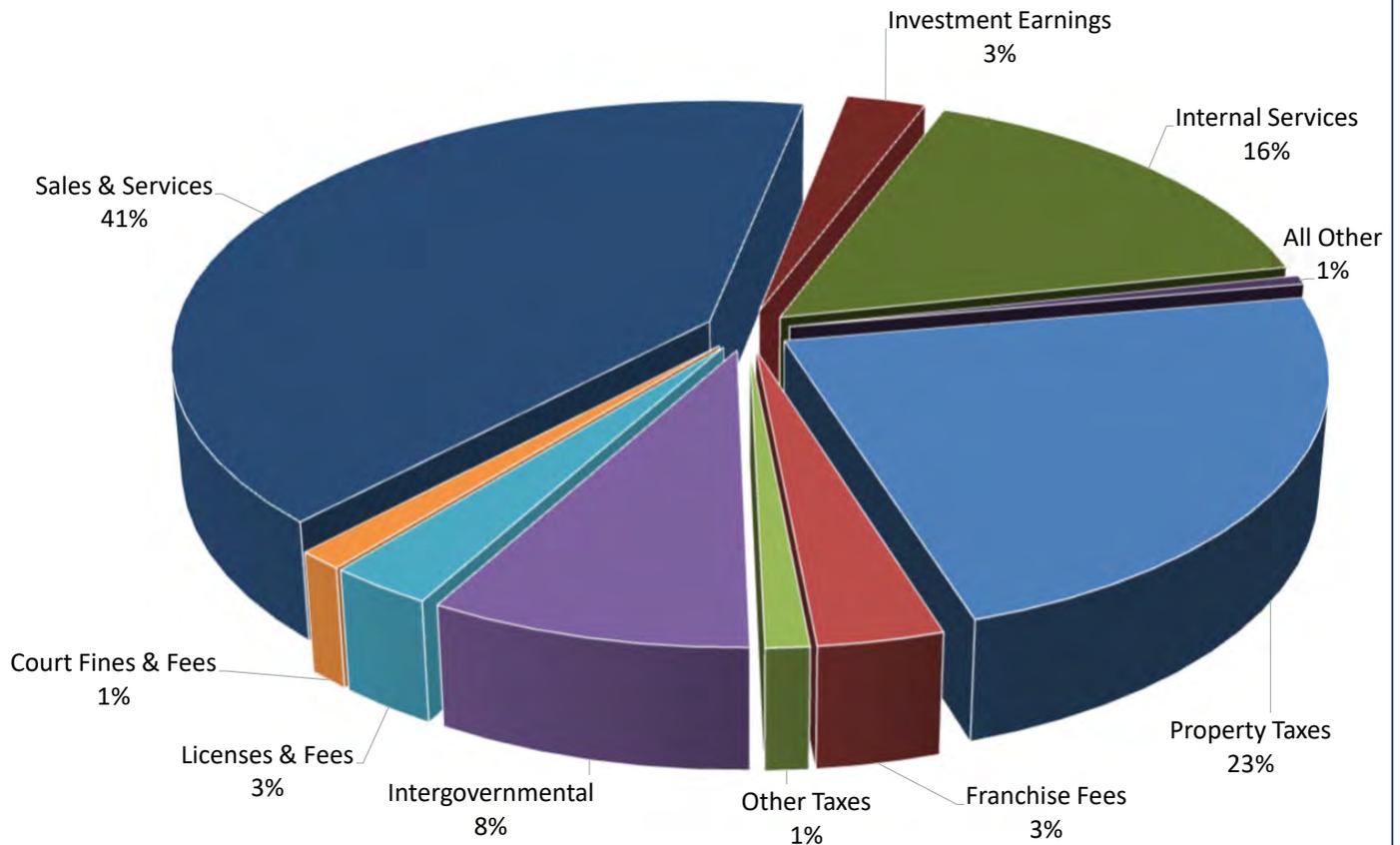
Budget Summary of All Funds

FY20/21

	Actual 2017-18	Actual 2018-19	Budget 2019-20	Budget 2020-21
Beginning Fund Balances	11,641,662	12,930,294	13,938,800	15,811,400
Revenues				
Property Taxes	2,509,798	2,730,315	2,845,600	3,106,900
Franchise Fees	453,753	438,232	453,600	450,000
Other Taxes	120,503	127,550	132,300	156,600
Intergovernmental	601,305	820,029	1,121,700	1,144,800
Licenses & Fees	397,855	431,840	427,800	371,600
Fines & Penalties	111,060	150,093	165,900	165,400
Sales & Services	4,217,479	4,395,308	5,453,700	5,553,500
Investment Earnings	206,372	348,929	306,500	367,900
Internal Services	1,106,075	1,285,486	1,954,300	2,156,200
All Other	161,719	136,491	80,900	74,200
Total Revenues	9,885,919	10,864,273	12,942,300	13,547,100
Expenditures				
Personnel Services	4,613,510	4,705,235	5,662,000	5,891,800
Material & Services	3,261,147	3,555,927	5,801,000	6,365,800
Capital Outlay	722,630	928,406	4,070,700	3,789,300
Contingency	-	-	317,300	291,800
	8,597,287	9,189,568	15,851,000	16,338,700
Other Financing Sources (Uses)				
Transfers In	2,038,186	1,443,702	1,207,900	1,461,200
Transfers Out	(2,038,186)	(1,443,702)	(1,207,900)	(1,461,200)
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	12,930,294	14,604,999	11,030,100	13,019,800

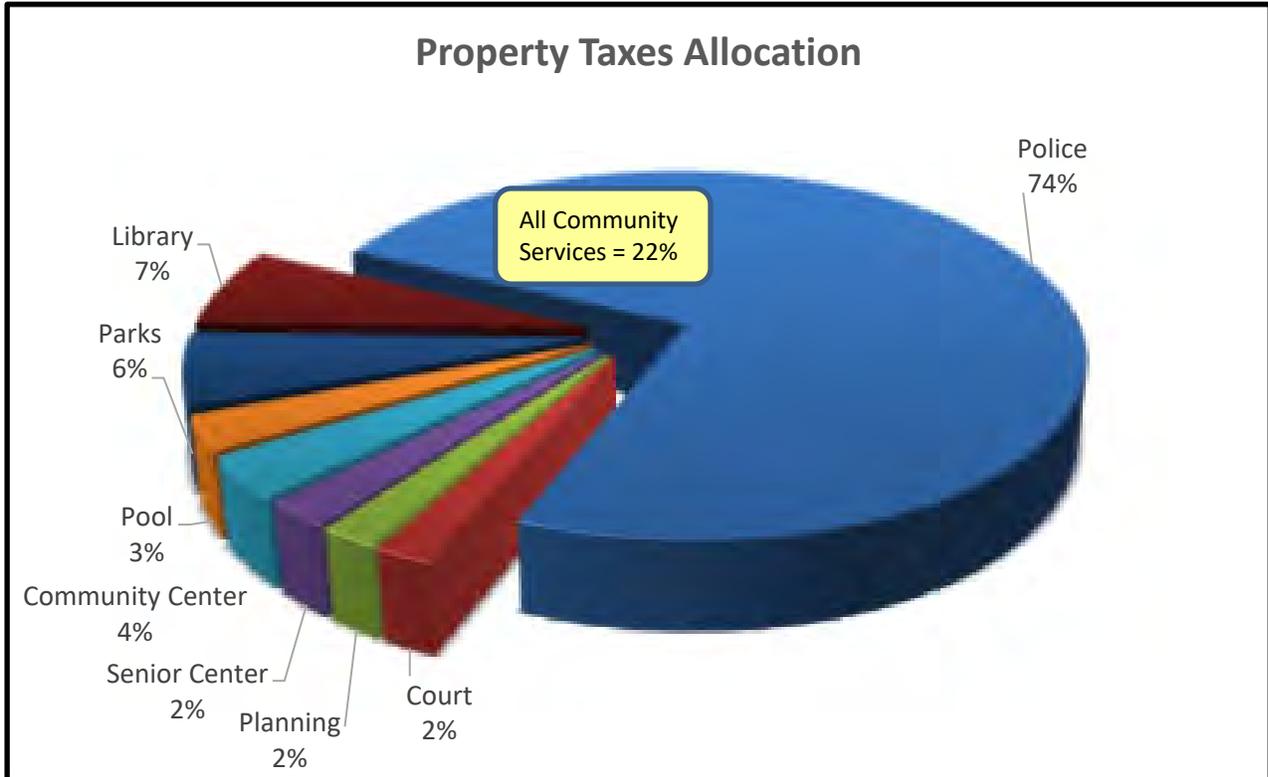
BUDGET SUMMARIES

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



Revenue Sources:		Explanation
Property Taxes	\$3,106,900	Real estate and business property
Franchise Fees	450,000	Telephone, natural gas, and electric services
Other Taxes	156,600	Liquor, cigarette and room taxes
Intergovernmental	1,144,800	Grants, State Rev Sharing, State Funds
Licenses & Fees	371,600	Building permits, land Use, plan review
Court Fines & Fees	165,400	Municipal court
Sales & Services	5,553,500	Utilities, Comm Serv fees, SDCs, service contracts
Investment Earnings	367,900	Earnings on cash balances
Internal Services	2,156,200	Admin, Finance, Internal Services & PW Admin
All Other	74,200	Reimbursements, donations, leases
Total	13,547,100	

Property Tax Revenue Allocations FY20/21 Budget



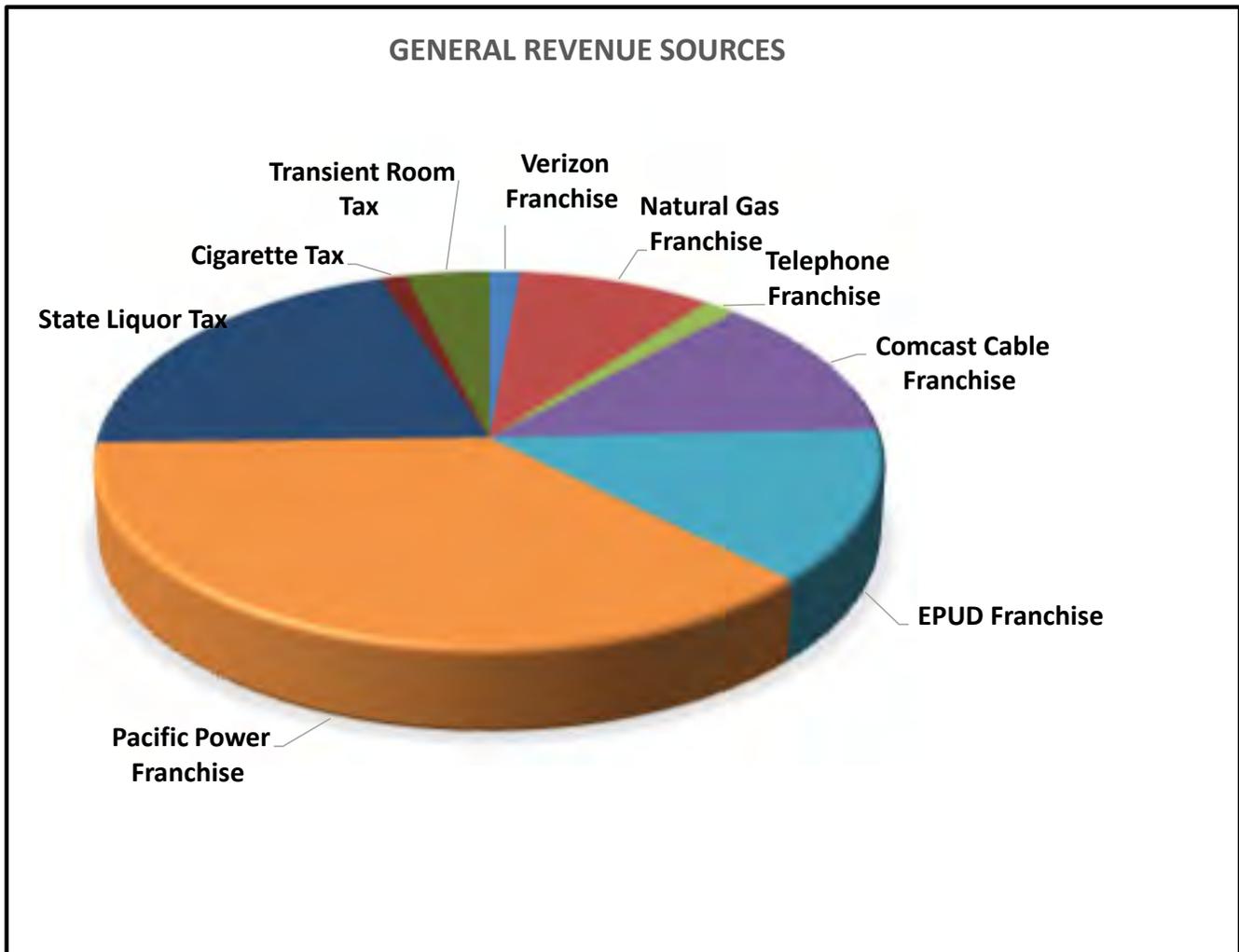
Property Taxes Allocation

	%	Allocation
Police	74.00%	2,253,100
Court	2.00%	60,900
Planning	2.00%	60,900
Viking Sal Senior Center	2.35%	80,700
Community Center	3.59%	147,800
Pool	3.00%	116,700
Parks	6.28%	191,200
Library	<u>6.78%</u>	<u>133,600</u>
Allocated Property Taxes to Departments	100.00%	3,044,900
Allocated to General Fund Contingency		<u>62,000</u>
Total Property Taxes		3,106,900

BUDGET SUMMARIES

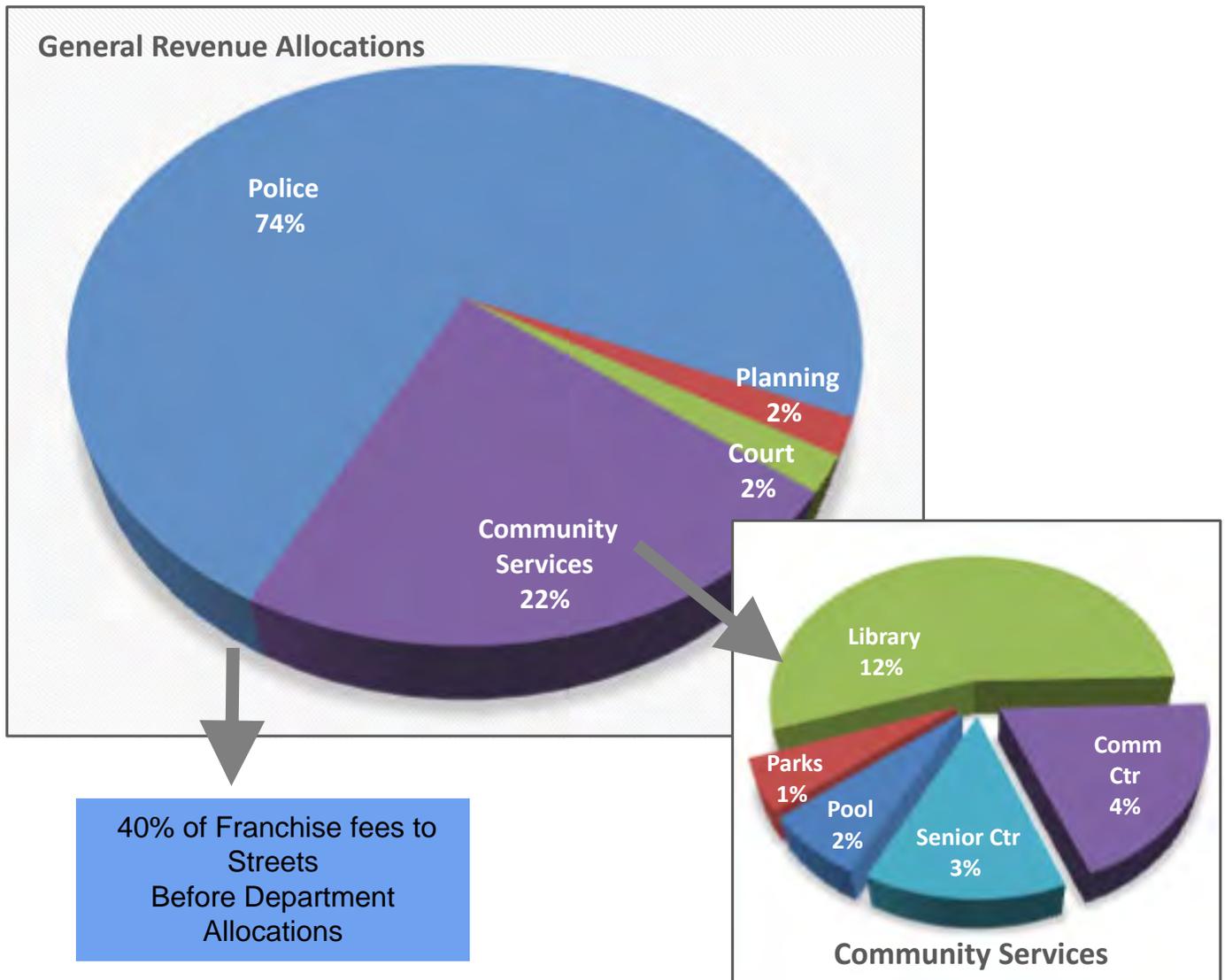
General Revenue Sources FY20/21 Budget

General Revenue Sources	FY20/21
Verizon Franchise	8,400
Natural Gas Franchise	53,700
Telephone Franchise	9,000
Comcast Cable Franchise	74,200
EPUD Franchise	79,000
Pacific Power Franchise	222,600
State Liquor Tax	122,100
Cigarette Tax	7,000
Transient Room Tax	23,000
	<hr/> 599,000



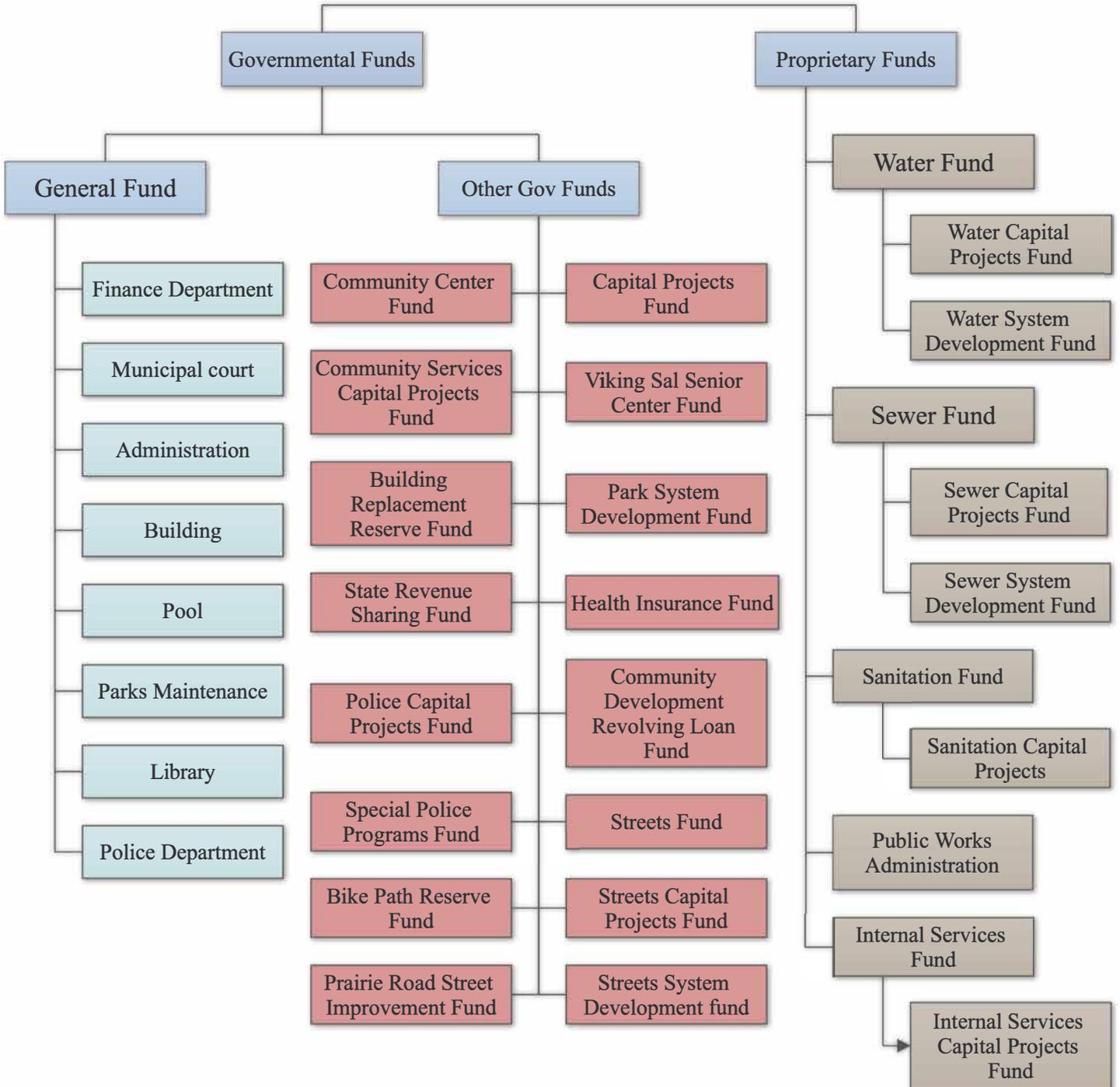
General Revenue Allocations

Department / Division	%	Allocation
Police	74%	308,100
Planning	2%	8,300
Court	2%	8,300
Community Services		
Pool	2%	6,200
Parks	1%	5,000
Library	12%	50,100
Community Center	4%	17,900
Viking Sal Senior Center	3%	12,300
	100%	416,200
Streets Fund (40% of Franchise Fees)		178,800
Non-Departmental		4,000
		<u>599,000</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.

Proprietary Funds

Major Funds

Water Fund

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

BUDGET SUMMARIES

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.

Utility Assistance Fund

This fund accounts for the operations of the Utility Assistance Program.

Internal Services Fund

This 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 98.3% 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 92% of the total transfers in FY20/21. 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 20/21

Fund	Name of Fund	Estimated Beginning Fund Balance	Revenue	Transfers In	Total Resources	Personnel Services	Materials & Services	Capital Outlay
001	General	2,719,300	5,462,400	-	8,181,700	3,443,500	1,683,200	-
002	Water	349,900	1,397,500	-	1,747,400	540,600	587,600	-
003	Sewer	740,300	1,890,200	-	2,630,500	565,200	782,500	-
004	Sanitation	443,400	1,187,000	-	1,630,400	392,000	682,800	-
005	Streets	552,600	416,400	-	969,000	64,500	293,000	-
008	VS Senior Center	40,400	132,800	-	173,200	77,500	50,300	-
010	Health Insurance	54,200	1,400	-	55,600	15,600	-	-
012	Community Center	39,100	186,100	15,000	240,200	106,400	74,000	-
016	Utility Assistance Fund	-	-	60,000	60,000	-	60,000	-
040	PW Admin	102,100	640,900	-	743,000	471,300	154,600	-
050	Internal Services Fund	103,100	511,800	-	614,900	215,200	299,300	-
250	State Revenue Sharing	56,200	77,600	-	133,800	-	10,000	104,000
252	Capital Projects	85,000	2,200	196,500	283,700	-	-	252,200
254	Comm Services Capital Project	190,500	4,100	63,700	258,300	-	-	158,300
255	Sewer Capital Projects	2,144,300	57,000	790,000	2,991,300	-	650,000	892,400
264	Water Capital Projects	137,600	36,100	263,500	437,200	-	20,000	202,400
266	Sanitation Capital Projects	127,200	4,200	107,500	238,900	-	5,000	47,000
268	Streets Capital Projects	408,100	287,700	30,000	725,800	-	-	250,200
270	Internal Services Capital Project	11,500	300	5,000	16,800	-	-	9,700
301	Police Capital Projects Fund	135,600	473,100	-	608,700	-	-	485,100
319	Building Replacement Reserve	81,700	2,000	-	83,700	-	-	50,000
334	Bike Path Reserve	48,400	5,800	-	54,200	-	5,000	20,000
335	Park System Development	668,200	29,700	-	697,900	-	-	470,000
339	Special Police Programs	19,100	2,600	-	21,700	-	13,500	-
350	Prairie Rd Street Impr. Res	266,600	6,500	-	273,100	-	-	218,000
401	Community Dev Revolving Loan	1,247,600	43,200	21,500	1,312,300	-	995,000	-
405	Water System Development	58,000	82,800	-	140,800	-	-	100,000
406	Sewer System Development	3,471,000	580,100	-	4,051,100	-	-	500,000
407	Street System Development	1,510,400	45,600	-	1,556,000	-	-	30,000
Totals By Type		15,811,400	13,567,100	1,552,700	30,931,200	5,891,800	6,365,800	3,789,300

Fund	Name of Fund	Debt Service	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	-	271,700	171,800	5,570,200	2,611,500	8,181,700
002	Water	-	263,500	22,600	1,414,300	333,100	1,747,400
003	Sewer	-	700,000	27,000	2,074,700	555,800	2,630,500
004	Sanitation	-	107,500	21,500	1,203,800	426,600	1,630,400
005	Streets	-	30,000	20,000	407,500	561,500	969,000
008	VS Senior Center	-	2,500	2,600	132,900	40,300	173,200
010	Health Insurance	-	-	-	15,600	40,000	55,600
012	Community Center	-	5,000	3,700	189,100	51,100	240,200
016	Utility Assistance Fund	-	-	-	60,000	-	60,000
040	PW Admin	-	1,000	12,600	639,500	103,500	743,000
050	Internal Services Fund	-	5,000	10,000	529,500	85,400	614,900
250	State Revenue Sharing	-	15,000	-	129,000	4,800	133,800
252	Capital Projects	-	-	-	252,200	31,500	283,700
254	Comm Services Capital Project	-	-	-	158,300	100,000	258,300
255	Sewer Capital Projects	-	40,000	-	1,582,400	1,408,900	2,991,300
264	Water Capital Projects	111,500	10,000	-	343,900	93,300	437,200
266	Sanitation Capital Projects	-	10,000	-	62,000	176,900	238,900
268	Streets Capital Projects	-	-	-	250,200	475,600	725,800
270	Internal Services Capital Project	-	-	-	9,700	7,100	16,800
301	Police Capital Projects Fund	-	-	-	485,100	123,600	608,700
319	Building Replacement Reserve	-	-	-	50,000	33,700	83,700
334	Bike Path Reserve	-	-	-	25,000	29,200	54,200
335	Park System Development	-	-	-	470,000	227,900	697,900
339	Special Police Programs	-	-	-	13,500	8,200	21,700
350	Prairie Rd Street Impr. Res	-	-	-	218,000	55,100	273,100
401	Community Dev Revolving Loan	-	-	-	995,000	317,300	1,312,300
405	Water System Development	-	-	-	100,000	40,800	140,800
406	Sewer System Development	-	-	-	500,000	3,551,100	4,051,100
407	Street System Development	-	-	-	30,000	1,526,000	1,556,000

Totals By Type	111,500	1,461,200	291,800	17,911,400	13,019,800	30,931,200
						Total Appropriations, All Funds 17,911,400
						Total Unappropriated, All Funds 13,019,800
						Total 30,931,200

BUDGET SUMMARIES

Budget Matrix - All Appropriations									
Fiscal Year 20/21									
Adopted Budget									
Fund	Finance	Court	Admin	Non-Dept	Police	Comm Center	Viking Sal	Pool	Library
General	304,800	238,300	707,200	248,900	3,094,400			164,100	188,100
Water									
Sewer									
Sanitation									
Streets									
Viking Sal							132,900		
Health Ins									
Comm Center						189,100			
Utility Assistance Fund									
PW Administration									
Internal Services									
State Rev Sharing									
Capital Projects Fund	85,100	2,100	161,000						
Community Services Cap						1,600	1,300	50,500	1,200
Sewer Capital Projects									
Water Capital Projects									
Sanitation Capital Projects									
Streets Capital Projects									
IS Capital Projects									
Police Capital Projects					485,100				
Building Rep Reserve									
Bike Path Reserve									
Park System Dev									
Special Police Programs					13,500				
Prairie Rd Street Impr. Res									
Community Dev Rev Loan									
Water System Dev									
Sewer System Dev									
Street System Dev									
Total Appropriations	389,900	240,400	868,200	248,900	3,593,000	190,700	134,200	214,600	189,300
	-	-	-	-	-	-	-	-	-
Notes:									
Fund 252, the Capital Projects Fund, includes department sections for Finance, Court, Administration and Building.									
Fund 254, the Community Services Capital Project Fund, includes sections for the Community Center, Viking Sal Senior Center, Swimming Pool, Library and Parks.									

Water	Sewer	Sanitat.	Streets	Building	Parks	PW Admin	Utility Asst. Fund	Internal Services	Other Funds	Totals by Fund
				417,400	207,000		-			5,570,200
1,414,300										1,414,300
	2,074,700									2,074,700
		1,203,800								1,203,800
			407,500							407,500
										132,900
									15,600	15,600
										189,100
							60,000			60,000
						639,500				639,500
								529,500		529,500
									129,000	129,000
				4,000						252,200
					103,700					158,300
	1,582,400									1,582,400
343,900										343,900
		62,000								62,000
			250,200							250,200
								9,700		9,700
										485,100
									50,000	50,000
			25,000							25,000
					470,000					470,000
										13,500
			218,000							218,000
									995,000	995,000
100,000										100,000
	500,000									500,000
			30,000							30,000
1,858,200	4,157,100	1,265,800	930,700	421,400	780,700	639,500	60,000	539,200	1,189,600	17,911,400
-	-	-	-	-	-	-	-	-	-	-

BUDGET SUMMARIES

Current Debt Obligations

The City has no outside debt obligations in the current year or in FY20/21 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 6/30/20:	\$337,700
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 6/30/20:	\$129,000
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.

FY20/21 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Finance Department				
Transfer to Capital Projects Fund - Finance	001-310-900045	33,500	33,500	33,500
Court Department				
Transfer to Capital Projects Fund - Court	001-315-900045	2,000	2,000	2,000
Administration				
Transfer to Capital Projects Fund	001-325-900045	156,000	156,000	156,000
Building Department				
Transfer to Capital Projects Fund	001-330-900045	4,000	4,000	4,000
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 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 to Comm Serv Cap Proj	008-678-900046	2,500	2,500	2,500
Pool Department				
Transfer to Comm Services Capital Projects - Pool	001-620-900046	10,000	10,000	10,000
Library				
Transfer to Comm Services Projects - Library	001-674-900046	5,200	5,200	5,200
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	(10,000)	(10,000)	(10,000)
Transfer from Parks Operations	254-630-400514	(41,000)	(41,000)	(41,000)
Transfer from Library Operations	254-674-400509	(5,200)	(5,200)	(5,200)
Transfer from Viking Sal	254-678-400513	(2,500)	(2,500)	(2,500)
Parks Department				
Transfer to Comm Services Projects - Parks	001-630-900046	41,000	41,000	41,000
Water Fund				
Transfer to Water Capital Proj Fund	002-276-900005	263,500	263,500	263,500
Water Capital Project Fund				
Transfer from Water Fund - CIP	264-000-400575	(183,500)	(183,500)	(183,500)

FY20/21 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Transfer from Water Fund - CEP	264-200-400575	(75,000)	(75,000)	(75,000)
Transfer from Water Fund - Meters	264-300-400575	(5,000)	(5,000)	(5,000)
Transfer to Utility Assistance Fund	264-200-900032	-	(10,000)	(10,000)
Interfund Loan pmt Sew Sys Fund	264-100-900035	90,000	90,000	90,000
Interfund Loan pmt Comm Dev	264-100-900043	21,500	21,500	21,500
Sewer Fund				
Transfer to Sewer Cap Proj Fund	003-376-900005	700,000	700,000	700,000
Sewer Capital Project Fund				
Interfund Loan Repayment	255-200-400559	(90,000)	(90,000)	(90,000)
Transfer from Sewer Fund - CIP	255-000-400605	(593,500)	(593,500)	(593,500)
Transfer from Sewer Fund - CEP	255-200-400605	(106,500)	(106,500)	(106,500)
Transfer to Utility Assistance Fund	255-100-900032	-	(40,000)	(40,000)
Sanitation Fund				
Transfer to Sanitation Cap Proj	004-476-900003	107,500	107,500	107,500
Sanitation Capital Project Fund				
Transfer From Sanitation Fund	266-000-400500	(107,500)	(107,500)	(107,500)
Transfer to Utility Assistance Fund	266-100-900032	-	(10,000)	(10,000)
Streets Fund				
Transfer to Streets Cap Projects	005-576-900041	30,000	30,000	30,000
Streets Capital Project Fund				
Transfer From Streets Fund	268-000-400500	(30,000)	(30,000)	(30,000)
Public Works Administration				
Transfer to Capital Projects Fund - Planning	040-332-900045	1,000	1,000	1,000
Utility Assistance Fund				
Transfer from Water Capital Projects Fund	016-000-400575	-	10,000	10,000
Transfer from Wewer Capital Projects Fund	016-000-400522	-	40,000	40,000
Transfe from Sanitation Capital Projects Fund	016-000-400502	-	10,000	10,000
Internal Services Fund				
Transfer to IS Capital Projects	050-500-900052	5,000	5,000	5,000
Internal Services Capital Project Fund				
Transfer From Int Serv Operations	270-000-400528	(5,000)	(5,000)	(5,000)
Capital Projects Fund				
Transfer from Finance	252-310-400504	(33,500)	(33,500)	(33,500)
Transfer from Court	252-315-400505	(2,000)	(2,000)	(2,000)
Transfer from Administration	252-325-400503	(156,000)	(156,000)	(156,000)

FY20/21 Budget Transfers Schedule				
	Account	Proposed	Approved	Adopted
Transfer from Planning	252-330-400506	(1,000)	(1,000)	(1,000)
Transfer from Building Dept.	252-330-400507	(4,000)	(4,000)	(4,000)
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

Section IV



Budget by Funds & Departments

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**City of Junction City
Fiscal Year 2020-21 Budget**

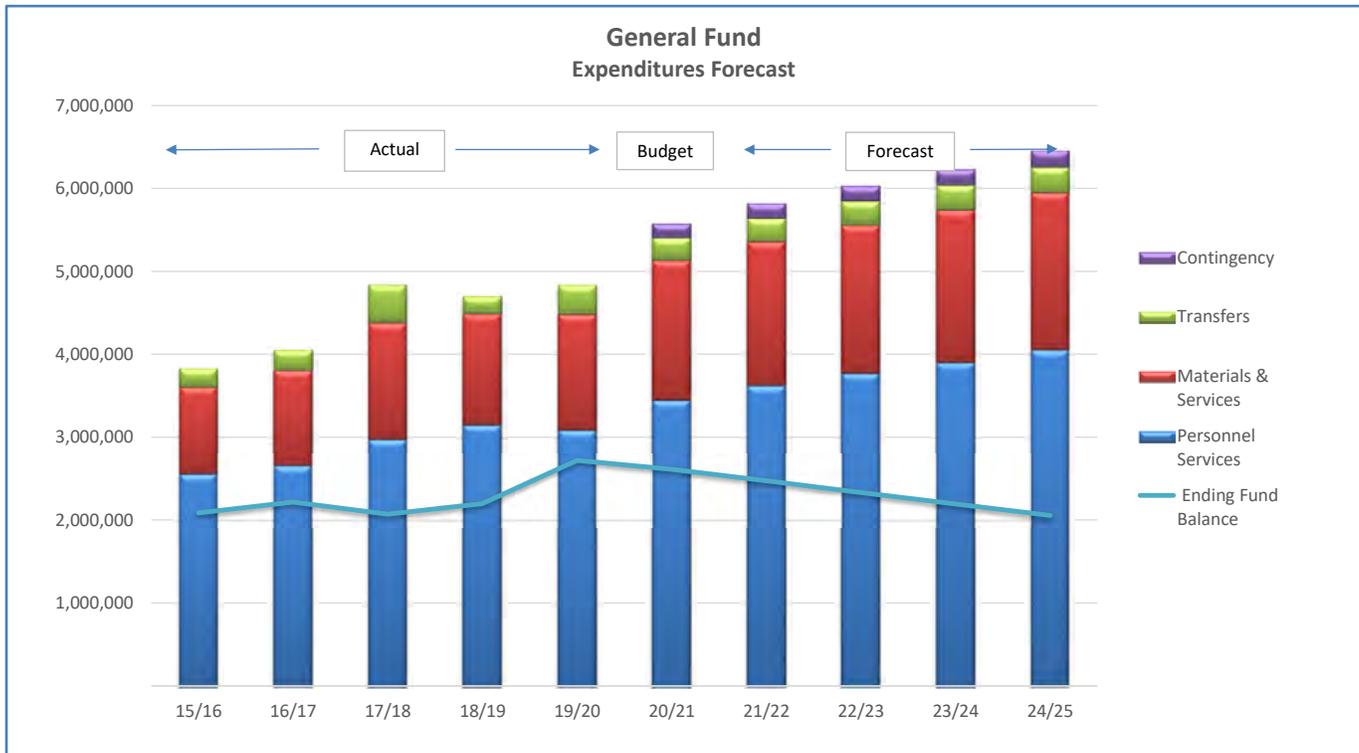
2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
General Fund Summary						
Resources						
2,285,733	2,071,561	2,196,900	Beginning Fund Balance	2,719,300	2,719,300	2,719,300
2,509,798	2,730,315	2,679,900	Property Taxes	2,878,400	2,878,400	2,878,400
568,168	466,141	403,700	Franchise Fees & Other Taxes	390,000	390,000	390,000
104,093	145,174	165,400	Court Fines & Fees	165,400	165,400	165,400
130,034	212,705	565,700	Public Safety	518,800	468,800	468,800
393,858	566,661	495,400	Building	406,900	406,900	406,900
74,269	27,571	27,100	Other Revenue	23,400	23,400	23,400
729,238	811,800	884,400	Administrative Charges for Services	1,012,000	1,012,000	1,012,000
36,730	43,592	45,900	Swimming Pool Revenue	43,800	43,800	43,800
7,364	8,433	6,100	Library Revenue	7,300	7,300	7,300
6,411	12,126	9,000	Parks Revenue	10,600	10,600	10,600
39,998	59,957	45,400	Interest	55,800	55,800	55,800
16,900	37,829	77,100	Transfers In	-	-	-
4,616,862	5,122,304	5,405,100	Total Operating Revenue	5,512,400	5,462,400	5,462,400
6,902,595	7,193,865	7,602,000	Total Resources	8,231,700	8,181,700	8,181,700
Requirements						
2,973,575	3,074,622	3,400,500	Personnel Services	3,443,500	3,443,500	3,443,500
1,398,759	1,421,955	1,547,100	Materials & Services	1,683,200	1,683,200	1,683,200
357,400	161,739	281,000	Transfers to Reserves	271,700	271,700	271,700
101,300	58,500	100,100	Transfers for Operations	-	-	-
-	-	199,100	Contingency	171,800	171,800	171,800
2,071,561	2,477,049	2,074,200	Ending Fund Balance	2,661,500	2,611,500	2,611,500
6,902,595	7,193,865	7,602,000	Total Requirements	8,231,700	8,181,700	8,181,700
-	-	-		-	-	-

Five Year Forecast

General Fund

(amounts in thousands)

Fiscal Year	Actual					Budget	Forecasted			
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Resources										
Beg Fund Balance	2,016	2,141	2,286	2,072	2,477	2,719	2,612	2,474	2,331	2,194
Operating Revenue	447	493	588	451	587	595	621	645	670	695
Service Contracts	93	97	98	305	389	501	526	553	580	609
Property Taxes	2,287	2,381	2,510	2,737	2,680	2,878	2,994	3,113	3,238	3,367
Franchise & Other Taxes	516	549	568	475	391	390	390	390	390	390
Internal Services	498	536	730	751	884	1,012	1,053	1,084	1,115	1,146
Transfers & Loans			17	22	56					
Interest & Other	49	68	106	78	86	85	90	94	99	104
Total Revenue	3,890	4,123	4,617	4,819	5,072	5,463	5,674	5,879	6,092	6,311
Total Resources	5,906	6,265	6,903	6,890	7,549	8,182	8,286	8,353	8,423	8,505
Expenditures										
Personnel Services	2,551	2,652	2,974	3,145	3,083	3,444	3,624	3,766	3,904	4,052
Materials & Services	1,050	1,148	1,399	1,336	1,393	1,683	1,731	1,783	1,836	1,891
Transfers	221	247	459	212	354	272	280	288	297	306
Contingency						171	178	185	192	200
Total Expenditures	3,821	4,048	4,831	4,694	4,830	5,570	5,812	6,022	6,229	6,449
Ending Fund Balance										
Policy Requirements	1,260	1,330	1,530	1,569	1,567	1,854	1,936	2,007	2,076	2,150
Over (under) Policy	824	887	541	628	1,152	758	538	324	117	(95)
Ending Fund Balance	2,084	2,217	2,072	2,197	2,719	2,612	2,474	2,331	2,194	2,056
Total Requirements	5,906	6,265	6,903	6,890	7,549	8,182	8,286	8,353	8,423	8,505





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.

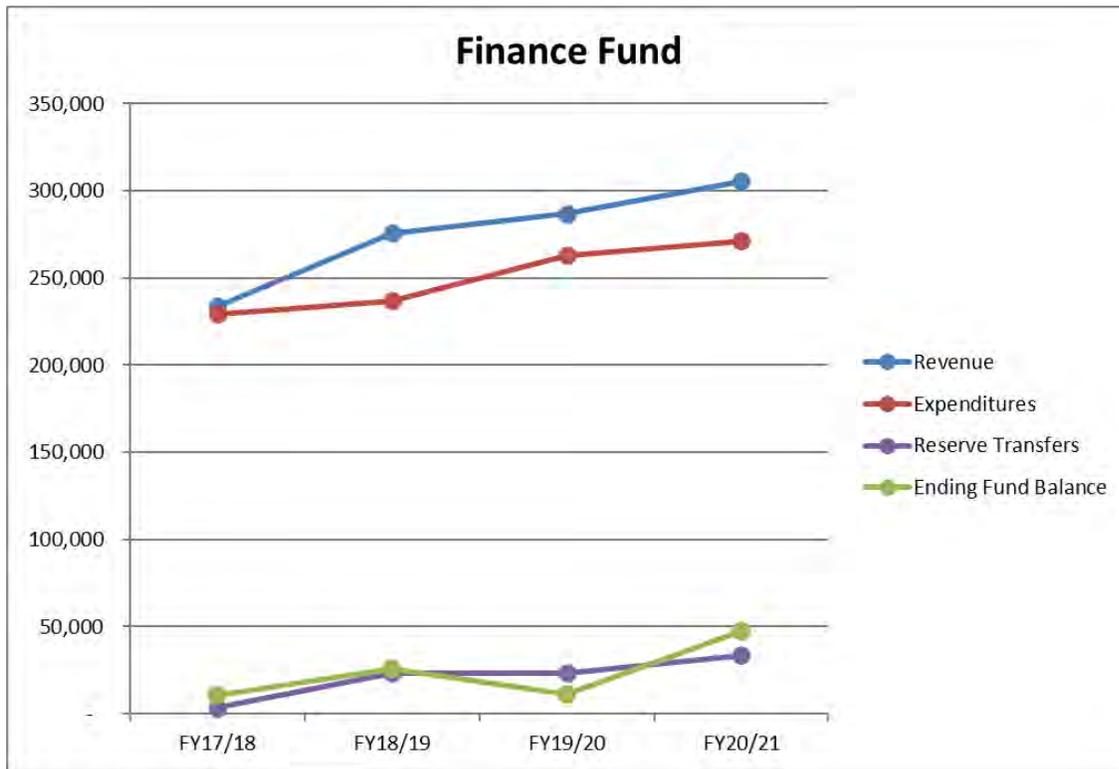
What’s New for FY 2020-2021?

- Additional \$33,500 of reserve transfers for future finance software upgrade, which brings the Capital Projects fund resources available for Finance to \$86,900.
- The City received the Governmental Finance Officers Association’s for Distinguished Budget Presentation Award for the FY19/20 budget.

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	9,786	10,682	11,100	46,300
Revenue	233,861	275,662	286,700	305,700
Total Resources	243,646	286,344	297,800	352,000
Expenditures				
Personnel Services	202,726	208,335	229,800	234,100
Materials & Services	26,739	28,568	28,100	31,800
Transfers	3,500	23,500	23,500	33,500
Contingency	-	-	5,200	5,400
Total Expenditures	232,964	260,403	286,600	304,800
Ending Fund Balance	10,682	25,941	11,200	47,200
Staffing	3.0	3.0	2.0	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	8,519	32,200	52,600
Revenue	28,335	23,764	23,700	34,300
Total Resources	28,335	32,283	55,900	86,900
Expenditures				
Capital Outlay	19,816	-	6,000	85,100
Ending Fund Balance	8,519	32,283	49,900	1,800



Five Year Forecast											
Finance											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance		10	10	11	26	46	47	48	49	50	
Admin Charges	189	194	233	261	286	305	317	326	334	344	
Interest & Other			1		1	1	1	1	1	1	
Total Revenue	189	194	234	261	287	306	318	327	335	345	
Total Resources		204	244	272	313	352	366	375	385	395	
Requirements											
Personnel Services	167	171	203	213	217	234	244	251	257	264	
Materials & Services	19	23	27	25	26	32	33	34	35	36	
Transfers			4	24	24	34	35	36	37	38	
Contingency						5	6	6	6	6	
Total Expenditures	186	194	233	261	267	305	317	326	334	344	
Ending Fund Balance											
Policy Requirement							43	44	45	46	
Over (under) Policy							6	6	5	5	
Total Ending Fund Balance		10	11	11	46	47	48	49	50	51	
Total Requirements	-	204	244	272	313	352	366	375	385	395	



**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Finance							
001-310 Resources							
1	9,786	10,682	11,100	400100 Beginning Fund Balance	46,300	46,300	46,300
2	233,284	275,200	286,100	409300 Admin Charges: Finance	304,800	304,800	304,800
3	304	47	200	409000 Other Revenue	200	200	200
4	272	415	400	400400 Interest	700	700	700
5	<u>243,646</u>	<u>286,344</u>	<u>297,800</u>	Total Resources	<u>352,000</u>	<u>352,000</u>	<u>352,000</u>
6							
7	001-310 Personnel Services						
8	123,920	126,399	130,900	503780 Wages	133,500	133,500	133,500
9	-	-	2,000	503790 Overtime	2,100	2,100	2,100
10	9,319	9,520	10,200	513344 FICA	10,400	10,400	10,400
11	27,909	28,467	35,800	539094 Pension - PERS	36,500	36,500	36,500
12	159	179	300	542344 Workers' Compensation Ins	300	300	300
13	41,418	43,768	47,300	546833 Insurance Benefits	47,900	47,900	47,900
14	-	-	3,300	548877 Unemployment Insurance	3,400	3,400	3,400
15	<u>202,726</u>	<u>208,335</u>	<u>229,800</u>	Total Personnel Services	<u>234,100</u>	<u>234,100</u>	<u>234,100</u>
16							
17	001-310 Materials & Services						
18	300	300	700	602015 Audit Filing Fee	800	800	800
19	-	345	-	602025 Budget Filing Fees	400	400	400
20	369	372	400	603200 Bank Fees	500	500	500
21	260	273	300	608925 Software Support & Licensing	400	400	400
22	1,196	1,256	1,200	611519 Electricity	1,300	1,300	1,300
23	2,677	3,649	2,600	611770 IT Service Charges	4,500	4,500	4,500
24	500	200	500	611771 Professional Services	500	500	500
25	2,239	2,692	2,700	622171 Insurance	2,800	2,800	2,800
26	1,629	1,560	1,600	632677 Office Equipment Leases	1,700	1,700	1,700
27	220	9	500	632680 Office Equipment/Furnishings	500	500	500
28	1,974	2,178	2,000	636921 Office Supplies	2,300	2,300	2,300
29	52	71	200	640457 Postage	200	200	200
30	3,266	3,909	2,500	640733 Printing and Advertising	2,500	2,500	2,500
31	355	507	600	644400 Janitorial & Cleaning	600	600	600
32	1,331	1,922	1,300	644650 Building Maintenance Charges	1,600	1,600	1,600
33	2,893	1,878	2,900	647030 Travel and Training	2,900	2,900	2,900
34	1,546	1,635	1,700	649843 Telephone	1,800	1,800	1,800
35	1,010	960	1,000	649989 Dues	1,100	1,100	1,100
36	700	575	600	652080 Internet & Email	600	600	600
37	3,980	4,069	4,200	702013 Audit	4,300	4,300	4,300
38	243	207	600	706076 Legal Counsel	500	500	500
39	<u>26,739</u>	<u>28,568</u>	<u>28,100</u>	Total Materials & Services	<u>31,800</u>	<u>31,800</u>	<u>31,800</u>
40							
41	001-310 Transfers						
42	3,500	23,500	23,500	900045 Transfer to Capital Projects Fund	33,500	33,500	33,500
43							
44	-	-	5,200	900900 Contingency	5,400	5,400	5,400
45							
46	232,964	260,403	286,600	Total Requirements	304,800	304,800	304,800
47	<u>10,682</u>	<u>25,941</u>	<u>11,200</u>	999000 Unapp Ending Fund Balance	<u>47,200</u>	<u>47,200</u>	<u>47,200</u>
48	<u>243,646</u>	<u>286,344</u>	<u>297,800</u>		<u>352,000</u>	<u>352,000</u>	<u>352,000</u>
49	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
50							
51							
52				Fund Totals			
53				Resources:			
54	9,786	10,682	11,100	Beginning Fund Balance	46,300	46,300	46,300
55	233,861	275,662	286,700	Operating Revenue	305,700	305,700	305,700
56	<u>243,646</u>	<u>286,344</u>	<u>297,800</u>		<u>352,000</u>	<u>352,000</u>	<u>352,000</u>
57							
58				Appropriations:			
59	<u>229,464</u>	<u>236,903</u>	<u>263,100</u>	Operating Expenditures	<u>271,300</u>	<u>271,300</u>	<u>271,300</u>
60				Transfers			
61	<u>3,500</u>	<u>23,500</u>	<u>23,500</u>	To Reserves	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
62	232,964	260,403	286,600		304,800	304,800	304,800
63	<u>10,682</u>	<u>25,941</u>	<u>11,200</u>	Unappropriated Fund Balance	<u>47,200</u>	<u>47,200</u>	<u>47,200</u>
64	<u>243,646</u>	<u>286,344</u>	<u>297,800</u>		<u>352,000</u>	<u>352,000</u>	<u>352,000</u>
65	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Capital Projects Fund							
Finance							
				252-310 Resources			
1	-	8,519	32,200	400100 Beginning Fund Balance	52,600	52,600	52,600
2	36	264	200	400400 Interest	800	800	800
3	3,500	23,500	23,500	400504 Transfer from Finance	33,500	33,500	33,500
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	<u>28,335</u>	<u>32,283</u>	<u>55,900</u>	Total Resources	<u>86,900</u>	<u>86,900</u>	<u>86,900</u>
8							
9				252-310 Capital Outlay			
10	-	-	2,000	800200 CEP Projects	-	-	-
11	4,316	-	4,000	800100 Equipment Purchases	-	-	-
12	15,500	-	-	800160 Software Upgrades	85,100	85,100	85,100
13	<u>19,816</u>	-	<u>6,000</u>	Total Capital Outlay	<u>85,100</u>	<u>85,100</u>	<u>85,100</u>
14							
15				252-310 Fund Balance			
16	8,519	32,283	49,900	999000 Unapp Ending Fund Balance	1,800	1,800	1,800
17	<u>8,519</u>	<u>32,283</u>	<u>49,900</u>	Total Fund Balance	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>



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 2020-2021?

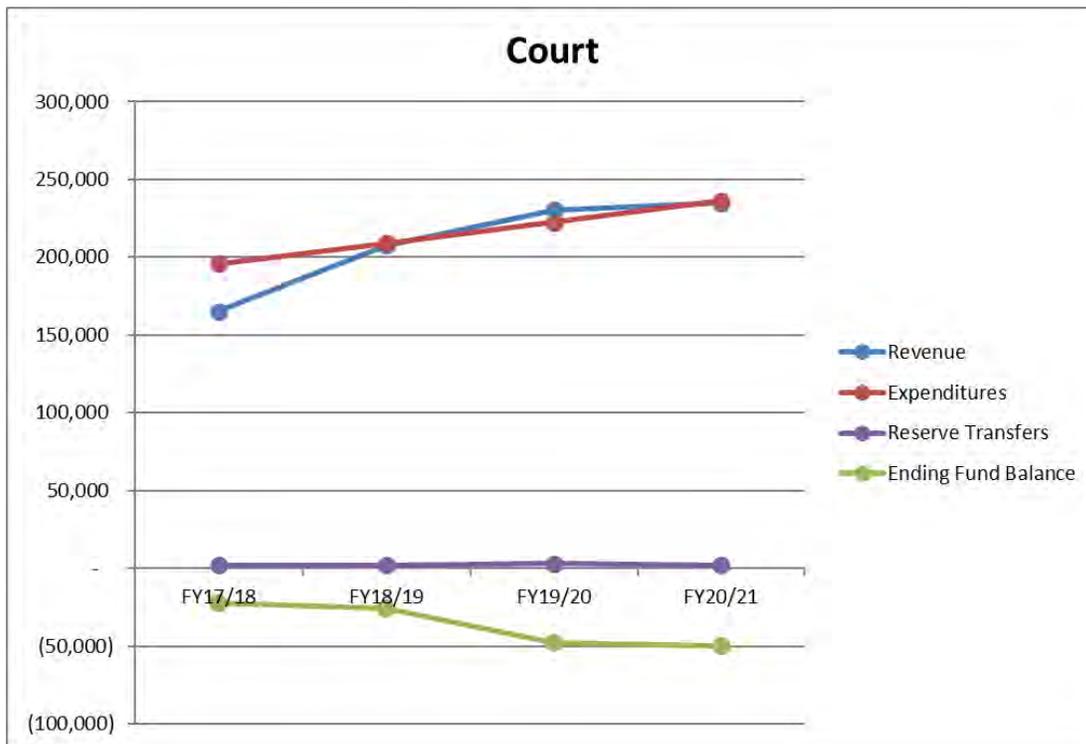
- Fix It Ticket Program
- Distracted Driving Program
- Community Service in Lieu of Fines Program

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	10,677	(21,955)	(52,700)	(46,100)
Revenue	165,122	207,655	230,400	234,800
Total Resources	175,799	185,700	177,700	188,700
Expenditures				
Personnel Services	81,107	77,257	85,600	88,400
Materials & Services	114,646	131,867	132,600	143,200
Transfers	2,000	2,000	3,000	2,000
Contingency	-	-	4,400	4,700
Total Expenditures	197,754	211,124	225,600	238,300
Ending Fund Balance	(21,955)	(25,423)	(47,900)	(49,600)
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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	2,036	3,000	500
Revenue	2,036	2,132	3,200	2,100
Total Resources	2,036	4,169	6,200	2,600
Expenditures				
Capital Outlay	-	1,766	5,000	2,100
Ending Fund Balance	2,036	2,403	1,200	500

Five Year Forecast											
Municipal Court											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	0	12	11	(22)	(25)	(46)	(50)	(47)	(45)	(41)	
Court Fines & Fees	143	125	104	115	130	166	174	179	184	190	
Allocated General Rev.		35	10	10	8	8	8	8	8	8	
Allocated Property Taxes		48	50	53	56	61	63	66	69	71	
Total Revenue	143	208	165	177	194	235	245	253	261	269	
Total Resources		219	176	155	169	189	196	206	216	228	
Requirements											
Personnel Services	95	98	81	79	83	88	92	94	96	99	
Materials & Services	109	111	115	127	129	143	144	149	153	158	
Transfers			2	2	3	2	2	2	2	2	
Contingency						5	5	5	5	5	
Total Expenditures	204	209	198	209	215	238	243	250	257	265	
Ending Fund Balance											
Policy Requirement							36	37	39	40	
Over (under) Policy							(84)	(82)	(79)	(76)	
Total Ending Fund Balance		11	(22)	(53)	(46)	(50)	(47)	(45)	(41)	(36)	
Total Requirements	-	219	176	155	169	189	196	206	216	228	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Court							
001-315 Resources							
1	10,677	(21,955)	(52,700)	400100 Beginning Fund Balance	(46,100)	(46,100)	(46,100)
2	103,574	143,915	165,000	403002 Muni Court Fines	165,000	165,000	165,000
3	-	600	200	403005 Towed Vehicle Fines	200	200	200
4	-	-	200	403009 Road Crew Fee	200	200	200
5	519	659	-	403114 Muni Court - Surcharge Fees	-	-	-
6	100	63	100	409000 Other Revenue	100	100	100
7	272	330	400	400400 Interest	100	100	100
8	10,460	9,323	8,700	409310 General Revenue	8,300	8,300	8,300
9	50,196	52,766	55,800	400200 Property Taxes	60,900	60,900	60,900
10	<u>175,799</u>	<u>185,700</u>	<u>177,700</u>	Total Resources	<u>188,700</u>	<u>188,700</u>	<u>188,700</u>
11							
001-315 Personnel Services							
12							
13	48,385	43,704	44,700	503780 Wages	46,600	46,600	46,600
14	-	-	1,200	503790 Wages - Overtime	1,200	1,200	1,200
15	3,702	3,343	3,600	513344 FICA	3,700	3,700	3,700
16	11,639	11,870	14,300	539094 Pension - PERS	14,900	14,900	14,900
17	79	70	200	542344 Workers' Compensation Ins	200	200	200
18	17,303	18,269	19,900	546833 Insurance Benefits	20,100	20,100	20,100
19	-	-	1,700	548877 Unemployment Insurance	1,700	1,700	1,700
20	<u>81,107</u>	<u>77,257</u>	<u>85,600</u>	Total Personnel Services	<u>88,400</u>	<u>88,400</u>	<u>88,400</u>
21							
001-315 Materials & Services							
22							
23	19,835	22,000	21,100	601100 Administrative Charges	23,800	23,800	23,800
24	33,990	40,170	39,000	602125 Prosecuting Attorney Fees	39,000	39,000	39,000
25	115	196	500	602130 Interpreter Fees	500	500	500
26	2,868	2,790	2,500	602171 Insurance	2,600	2,600	2,600
27	30	-	400	602225 Jury Trial Expense	400	400	400
28	5,625	11,432	9,500	602250 Court Appointed Attorney Fee	15,000	15,000	15,000
29	-	-	200	603050 Probation Activities	-	-	-
30	538	1,026	900	603200 Bank Fees	1,100	1,100	1,100
31	2,851	2,857	2,900	608925 Software Support & Licensing	3,000	3,000	3,000
32	1,203	1,212	1,300	611519 Electricity	1,200	1,200	1,200
33	1,636	603	2,900	611770 IT Service Charges	5,900	5,900	5,900
34	741	740	1,000	632677 Office Equipment Leases	900	900	900
35	18	125	800	632678 Computer/Office Equipment Main	800	800	800
36	2,946	2,465	3,300	636921 Office Supplies	4,000	4,000	4,000
37	-	820	500	637917 Office Equipment/Furnishings	500	500	500
38	597	629	900	640457 Postage	900	900	900
39	454	471	600	644400 Janitorial & Cleaning	600	600	600
40	1,162	1,183	1,600	644650 Building Maintenance Charges	2,000	2,000	2,000
41	1,777	1,900	2,300	647030 Travel and Training	2,300	2,300	2,300
42	970	998	1,100	649843 Telephone	1,200	1,200	1,200
43	225	300	500	649989 Dues	500	500	500
44	627	575	400	652080 Internet & Email	600	600	600
45	758	775	800	702013 Audit	600	600	600
46	33,400	34,800	35,600	702020 Judge Contract Services	34,800	34,800	34,800
47	2,281	3,800	2,000	706076 Legal Counsel	1,000	1,000	1,000
48	<u>114,646</u>	<u>131,867</u>	<u>132,600</u>	Total Materials & Services	<u>143,200</u>	<u>143,200</u>	<u>143,200</u>
49							
50							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51				001-315 Transfers			
52	2,000	2,000	3,000	900045 Transfer to Capital Projects Fund	2,000	2,000	2,000
53							
54	-	-	4,400	900900 Contingency	4,700	4,700	4,700
55							
56	197,754	211,124	225,600	Total Requirements	238,300	238,300	238,300
57	(21,955)	(25,423)	(47,900)	999000 Unapp Ending Fund Balance	(49,600)	(49,600)	(49,600)
58	<u>175,799</u>	<u>185,700</u>	<u>177,700</u>		<u>188,700</u>	<u>188,700</u>	<u>188,700</u>
59	-	-	-		-	-	-
60							
61				Fund Totals			
62				Resources:			
63	10,677	(21,955)	(52,700)	Beginning Fund Balance	(46,100)	(46,100)	(46,100)
64	165,122	207,655	230,400	Operating Revenue	234,800	234,800	234,800
65	<u>175,799</u>	<u>185,700</u>	<u>177,700</u>		<u>188,700</u>	<u>188,700</u>	<u>188,700</u>
66							
67				Appropriations:			
68	195,754	209,124	222,600	Operating Expenditures	236,300	236,300	236,300
69				Transfers			
70	<u>2,000</u>	<u>2,000</u>	<u>3,000</u>	To Reserves	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
71	197,754	211,124	225,600		238,300	238,300	238,300
72	(21,955)	(25,423)	(47,900)	Unappropriated Fund Balance	(49,600)	(49,600)	(49,600)
73	<u>175,799</u>	<u>185,700</u>	<u>177,700</u>		<u>188,700</u>	<u>188,700</u>	<u>188,700</u>
74	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2020-21 Budget

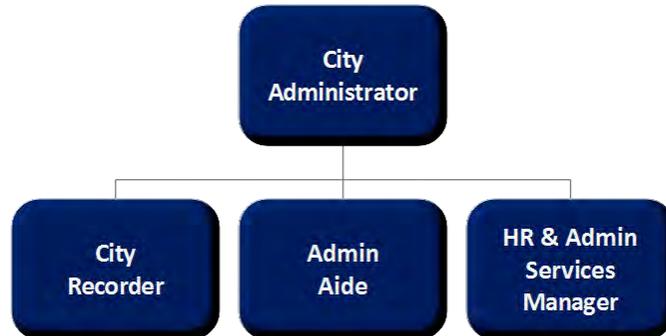
	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Capital Projects Fund							
20	Court						
21	252-315 Resources						
22	-	2,036	3,000	400100 Beginning Fund Balance	500	500	500
23	36	132	200	400400 Interest	100	100	100
24	2,000	2,000	3,000	400505 Transfer from Court	2,000	2,000	2,000
25	<u>2,036</u>	<u>4,169</u>	<u>6,200</u>	Total Resources	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>
26							
27	252-315 Capital Outlay						
28	-	-	4,000	800200 CEP Projects	-	-	-
29	-	-	1,000	800100 Equipment Purchases	-	-	-
30	-	-	-	800160 Software Upgrades	2,100	2,100	2,100
31	-	1,766	-	800155 Computer & Network	-	-	-
32	<u>-</u>	<u>1,766</u>	<u>5,000</u>	Total Capital Outlay	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
33							
34	252-315 Fund Balance						
35	<u>2,036</u>	<u>2,403</u>	<u>1,200</u>	999000 Unapp Ending Fund Balance	<u>500</u>	<u>500</u>	<u>500</u>
36	<u>2,036</u>	<u>2,403</u>	<u>1,200</u>	Total Fund Balance	<u>500</u>	<u>500</u>	<u>500</u>



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 2020-2021?

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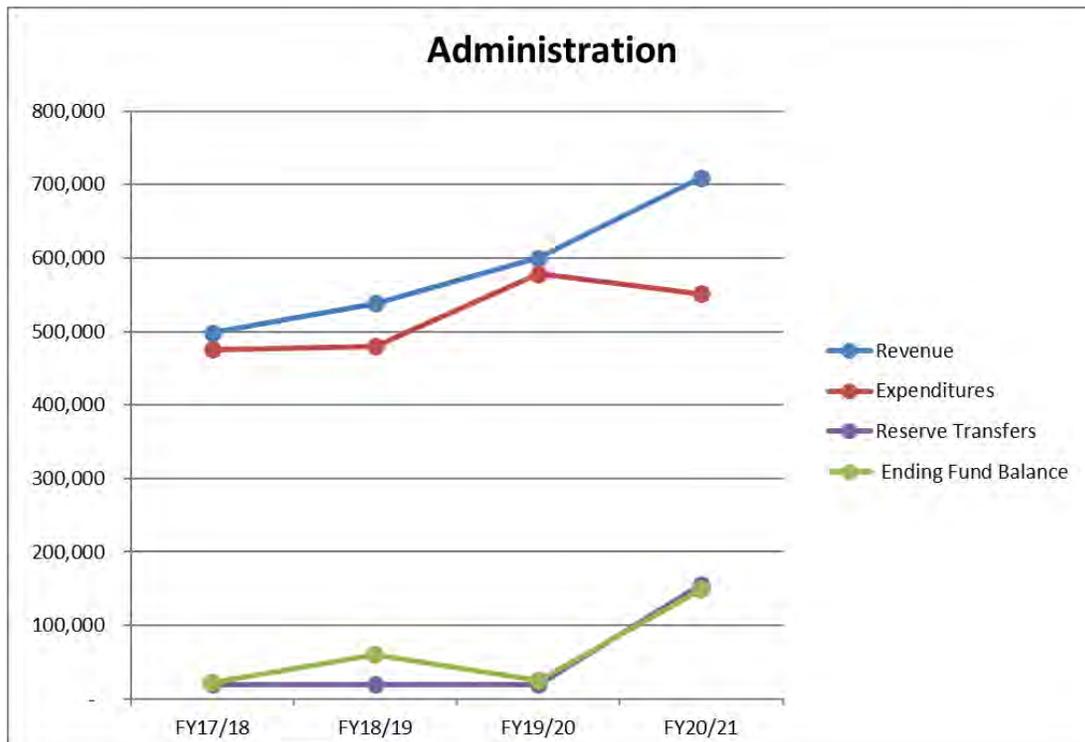
Fund Overview – Administration Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	19,334	21,633	23,400	146,800
Revenue	497,936	538,582	600,100	709,100
Total Resources	517,270	560,214	623,500	855,900
Expenditures				
Personnel Services	407,570	419,944	473,800	427,100
Materials & Services	68,067	59,903	92,300	113,200
Transfers	20,000	20,000	20,000	156,000
Contingency	-	-	12,000	10,900
Total Expenditures	495,637	499,847	598,100	707,200
Ending Fund Balance	21,633	60,367	25,400	148,700
Staffing	3.0	4.0	4.0	3.0





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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	23,584	43,600	24,900
Revenue	47,459	21,033	20,800	157,100
Total Resources	47,459	44,617	64,400	182,000
Expenditures				
Capital Outlay	23,875	790	60,000	161,000
Ending Fund Balance	23,584	43,827	4,400	21,000

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	1,906,573	1,887,743	1,986,000	1,964,300
Revenue	3,143,449	3,290,183	3,341,500	3,590,300
Allocated to Depts	(3,032,816)	(3,104,436)	(3,159,600)	(3,391,800)
Total Resources	2,017,205	2,073,489	2,167,900	2,162,800
Expenditures				
Materials & Services	44,712	44,232	140,900	186,700
Transfers	80,900	54,239	75,000	-
Contingency	-	-	117,000	62,200
Total Expenditures	125,612	98,470	332,900	248,900
Ending Fund Balance	1,891,593	1,975,019	1,835,000	1,913,900



Five Year Forecast										
Administrative										
(amounts in thousands)										
Fiscal Year	Actual					Budget	Forecasted			
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Resources										
Beginning Fund Balance		19	19	22	60	147	149	151	153	155
Admin Services	308	342	496	490	598	707	736	758	781	802
Interest & Other			1	2	2	2	2	2	2	2
Total Revenue	308	342	498	492	600	709	738	761	783	804
Total Resources		361	517	513	660	856	886	911	936	959
Requirements										
Personnel Services	255	288	408	415	434	427	447	461	474	486
Materials & Services	46	53	68	55	59	113	117	120	124	127
Transfers			20	20	20	156	161	166	170	176
Contingency						11	11	12	12	13
Total Expenditures	301	341	496	490	514	707	736	758	781	802
Ending Fund Balance										
Policy Requirement							87	90	92	95
Over (under) Policy							64	63	63	62
Total Ending Fund Balance		19	22	23	147	149	151	153	155	157
Total Requirements	-	361	517	513	660	856	886	911	936	959





Five Year Forecast											
Non-Departmental											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance		1,975	1,907	1,888	1,975	1,964	1,914	1,863	1,813	1,763	
Property Taxes	2,287			99	113	123	128	133	138	144	
General Revenue	516	8	45		8	12	12	12	12	12	
Transfers In				22							
Interfund Loan Repayment											
Interest & Other	49	50	62	60	63	63	66	70	73	77	
Total Revenue	2,852	58	107	181	184	199	207	215	224	233	
Total Resources		2,033	2,013	2,069	2,159	2,163	2,120	2,078	2,037	1,996	
Requirements											
Materials & Services	55	86	45	37	120	187	192	198	204	210	
Transfers	167	41	81	46	75						
Contingency						62	65	67	70	73	
Total Expenditures	222	127	126	83	195	249	257	265	274	283	
Ending Fund Balance											
Policy Requirement							1,874	1,942	2,009	2,069	
Over (under) Policy							(11)	(129)	(246)	(356)	
Total Ending Fund Balance		1,907	1,888	1,986	1,964	1,914	1,863	1,813	1,763	1,713	
Total Requirements	-	2,033	2,013	2,069	2,159	2,163	2,120	2,078	2,037	1,996	



**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Administration							
001-325 Resources							
1	19,334	21,633	23,400	400100 Beginning Fund Balance	146,800	146,800	146,800
2	495,954	536,600	598,300	409300 Admin Services	707,200	707,200	707,200
3	-	-	-	400525 Transfer from State Revenue	-	-	-
4	500	-	-	400650 Grant - CIS	-	-	-
5	120	125	200	409000 Other Revenue	100	100	100
6	1,362	1,856	1,600	400400 Interest	1,800	1,800	1,800
7	<u>517,270</u>	<u>560,214</u>	<u>623,500</u>	Total Resources	<u>855,900</u>	<u>855,900</u>	<u>855,900</u>
8							
9	001-325 Personnel Services						
10	248,484	261,134	283,000	503780 Wages	257,500	257,500	257,500
11	-	-	1,300	503790 Wages - Overtime	1,300	1,300	1,300
12	18,834	19,825	21,700	513344 FICA	19,800	19,800	19,800
13	64,016	66,611	83,200	539094 Pension - PERS	76,300	76,300	76,300
14	2,478	467	800	542344 Workers' Compensation Ins	700	700	700
15	73,758	71,907	77,300	546833 Insurance Benefits	65,800	65,800	65,800
16	-	-	6,500	548877 Unemployment Insurance	5,700	5,700	5,700
17	<u>407,570</u>	<u>419,944</u>	<u>473,800</u>	Total Personnel Services	<u>427,100</u>	<u>427,100</u>	<u>427,100</u>
18							
19	001-325 Materials & Services						
20	4,865	5,921	7,100	602171 Insurance	7,700	7,700	7,700
21	165	114	300	603200 Bank Fees	300	300	300
22	743	990	600	608925 Software Support & Licensing	800	800	800
23	2,843	2,913	3,000	611519 Electricity	3,000	3,000	3,000
24	5,836	8,212	6,400	611770 IT Service Charges	11,200	11,200	11,200
25	2,059	903	2,000	611771 Professional Services	2,000	2,000	2,000
26	529	356	300	615100 Equip Maint Charges	300	300	300
27	-	-	-	628651 Lane Council of Gov Dues	1,500	1,500	1,500
28	-	-	-	629001 League of Oregon Cities Dues	2,800	2,800	2,800
29	2,278	2,175	3,000	632677 Office Equipment Leases	3,000	3,000	3,000
30	404	542	2,500	632680 Office Equipment/Furnishings	2,000	2,000	2,000
31	2,507	2,282	3,500	636921 Office Supplies	3,500	3,500	3,500
32	145	120	500	640457 Postage	500	500	500
33	2,044	2,766	3,500	640733 Printing and Advertising	3,500	3,500	3,500
34	9,508	9,975	15,000	642200 Special Projects	10,000	10,000	10,000
35	2,006	2,238	3,000	644400 Janitorial & Cleaning	3,000	3,000	3,000
36	2,840	2,884	4,300	644650 Building Maintenance Charges	5,600	5,600	5,600
37	430	159	1,000	644670 General Supplies	1,000	1,000	1,000
38	5,105	3,638	6,000	647030 Travel and Training	5,000	5,000	5,000
39	3,391	4,469	6,000	649843 Telephone	5,000	5,000	5,000
40	2,188	2,064	2,100	649989 Dues	3,500	3,500	3,500
41	-	-	2,500	652020 Employee Wellness Program	2,500	2,500	2,500
42	-	-	2,500	652040 Employee Safety Program	2,500	2,500	2,500
43	1,402	1,149	1,000	652080 Internet & Email	1,600	1,600	1,600
44	1,041	1,163	1,200	702013 Audit	1,400	1,400	1,400
45	<u>15,736</u>	<u>4,871</u>	<u>15,000</u>	706076 Legal Counsel	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
46	<u>68,067</u>	<u>59,903</u>	<u>92,300</u>	Total Materials & Services	<u>113,200</u>	<u>113,200</u>	<u>113,200</u>
47							
48	001-325 Transfers						
49	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	900045 Transfer to Capital Projects Fund	<u>156,000</u>	<u>156,000</u>	<u>156,000</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
50							
51	-	-	12,000	900900 Contingency	10,900	10,900	10,900
52							
53	495,637	499,847	598,100	Total Requirements	707,200	707,200	707,200
54	21,633	60,367	25,400	999000 Unapp Ending Fund Balance	148,700	148,700	148,700
55	<u>517,270</u>	<u>560,214</u>	<u>623,500</u>		<u>855,900</u>	<u>855,900</u>	<u>855,900</u>
56	-	-	-		-	-	-
57							
58				Fund Totals			
59				Resources:			
60	19,334	21,633	23,400	Beginning Fund Balance	146,800	146,800	146,800
61	497,936	538,582	600,100	Operating Revenue	709,100	709,100	709,100
62	<u>517,270</u>	<u>560,214</u>	<u>623,500</u>		<u>855,900</u>	<u>855,900</u>	<u>855,900</u>
63							
64				Appropriations:			
65	475,637	479,847	578,100	Operating Expenditures	551,200	551,200	551,200
66				Transfers			
67	20,000	20,000	20,000	To Reserves	156,000	156,000	156,000
68	-	-	-	Other Transfers	-	-	-
69	<u>495,637</u>	<u>499,847</u>	<u>598,100</u>		<u>707,200</u>	<u>707,200</u>	<u>707,200</u>
70	<u>21,633</u>	<u>60,367</u>	<u>25,400</u>	Unappropriated Fund Balance	<u>148,700</u>	<u>148,700</u>	<u>148,700</u>
71	<u>517,270</u>	<u>560,214</u>	<u>623,500</u>		<u>855,900</u>	<u>855,900</u>	<u>855,900</u>
72	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Capital Projects Fund							
39	Administration - Capital Projects						
40	252-325 Resources						
41	-	23,584	43,600	400100 Beginning Fund Balance	24,900	24,900	24,900
42	254	1,033	800	400400 Interest	1,100	1,100	1,100
43	40,000	20,000	20,000	400503 Transfer from Administration	156,000	156,000	156,000
44	7,204	-	-	400430 Transfer from Admin Veh & Equip	-	-	-
45	<u>47,459</u>	<u>44,617</u>	<u>64,400</u>	Total Resources	<u>182,000</u>	<u>182,000</u>	<u>182,000</u>
46							
47	252-325 Capital Outlay						
48	-	790	60,000	800155 Computer & Network	66,000	66,000	66,000
49	23,875	-	-	800175 Building Projects	30,000	30,000	30,000
50	-	-	-	800300 Capital Projects	65,000	65,000	65,000
51	<u>23,875</u>	<u>790</u>	<u>60,000</u>	Total Capital Outlay	<u>161,000</u>	<u>161,000</u>	<u>161,000</u>
52							
53	252-325 Fund Balance						
54	<u>23,584</u>	<u>43,827</u>	<u>4,400</u>	999000 Unapp Ending Fund Balance	<u>21,000</u>	<u>21,000</u>	<u>21,000</u>
55	<u>23,584</u>	<u>43,827</u>	<u>4,400</u>	Total Fund Balance	<u>21,000</u>	<u>21,000</u>	<u>21,000</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
General Fund - Non-Departmental							
1				001-320 Resources			
2	1,906,573	1,887,743	1,986,000	400100 Beginning Fund Balance	1,964,300	1,964,300	1,964,300
3							
4				001-320 Resources - Property Taxes			
5	2,458,665	2,627,639	2,763,000	400200 Current Year Taxes	3,023,900	3,023,900	3,023,900
6	3,730	2,644	2,600	400220 Low Rent Housing, In Lieu of Tax	3,000	3,000	3,000
7	47,404	100,032	80,000	400300 Previously Levied Taxes	80,000	80,000	80,000
8	2,509,798	2,730,315	2,845,600	Total Property Taxes	3,106,900	3,106,900	3,106,900
9	(2,509,798)	(2,638,294)	(2,733,000)	409360 Allocated to Departments	(2,984,000)	(2,984,000)	(2,984,000)
10	-	92,020	112,600	Non-Allocated	122,900	122,900	122,900
11							
12				001-320 Resources - General			
13	8,378	8,378	8,400	401200 Verizon Franchise	8,400	8,400	8,400
14	59,668	50,167	53,600	401300 Natural Gas Franchise	53,700	53,700	53,700
15	11,128	9,127	16,000	401400 Telephone Franchise	9,000	9,000	9,000
16	70,508	65,151	70,000	401500 Comcast Cable Franchise	74,200	74,200	74,200
17	70,302	70,882	75,000	401600 EPUD Franchise	79,000	79,000	79,000
18	231,517	139,327	84,000	401700 Pacific Power Franchise	43,800	43,800	43,800
19	97,012	98,705	96,900	402200 State Liquor Tax	122,100	122,100	122,100
20	7,567	7,000	8,400	402300 Cigarette Tax	7,000	7,000	7,000
21	12,088	17,404	23,000	408000 Transient Room Tax	23,000	23,000	23,000
22	568,168	466,141	435,300	Total General Resources	420,200	420,200	420,200
23	(523,018)	(466,141)	(426,600)	409350 Allocated to Departments	(407,800)	(407,800)	(407,800)
24	45,150	-	8,700	Non-Allocated	12,400	12,400	12,400
25							
26				001-320 Resources - Other			
27	7,916	2,241	2,600	409000 Other Receipts	2,000	2,000	2,000
28	34,862	50,917	39,300	400400 Investment Interest	42,500	42,500	42,500
29	3,850	-	-	407250 Building Rentals	-	-	-
30	16,567	17,064	17,000	401750 Cell Tower Lease	17,000	17,000	17,000
31	400	-	-	402860 Donations	-	-	-
32	838	558	500	401800 Licenses, Fees, & Permits	500	500	500
33	1,049	1,118	1,200	402775 Animal Regulation Fees	1,200	1,200	1,200
34	65,482	71,898	60,600	Total - Other Resources	63,200	63,200	63,200
35							
36				001-320 Resources - Transfers In			
37	-	21,829	-	400549 Transfer from Building Reserve	-	-	-
38	-	21,829	-	Total - Transfers In	-	-	-
39							
40	2,017,205	2,073,489	2,167,900	Total Non-Dept Resources	2,162,800	2,162,800	2,162,800
41							
42				001-320 Materials & Services			
43	3,895	1,806	25,000	611771 Professional Services	20,000	20,000	20,000
44	-	1,215	1,500	628651 Lane Council of Gov Dues	-	-	-
45	2,327	2,469	2,800	629001 League of Oregon Cities Dues	-	-	-
46	159	48	1,000	641134 Council Projects/Programs	1,000	1,000	1,000
47	-	4,139	5,000	647030 Council Travel and Training	1,000	1,000	1,000
48	5,011	3,746	5,000	647032 Travel & Training	-	-	-
49	15	517	1,000	647050 Public Relations	1,000	1,000	1,000
50	382	1,492	4,100	648800 Employee Recognition	-	-	-

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	2,000	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
52	26,924	22,800	25,000	706076 Legal Counsel	70,000	70,000	70,000
53	4,000	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
54	-	-	64,500	723480 Planning Services Charges	87,700	87,700	87,700
55	<u>44,712</u>	<u>44,232</u>	<u>140,900</u>	Total Materials & Services	<u>186,700</u>	<u>186,700</u>	<u>186,700</u>
56							
57				001-320 Transfers			
58	-	-	75,000	900005 Transfer To Water Capital Projects	-	-	-
59	16,900	16,000	-	900024 Transfer to Library	-	-	-
60	44,000	38,239	-	900041 Transfer to Streets Cap Proj Fund	-	-	-
61	20,000	-	-	900045 Transfer to Capital Projects Fund	-	-	-
62	<u>80,900</u>	<u>54,239</u>	<u>75,000</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
63							
64	-	-	117,000	900900 Contingency	62,200	62,200	62,200
65							
66	125,612	98,470	332,900	Total Requirements	248,900	248,900	248,900
67	<u>1,891,593</u>	<u>1,975,019</u>	<u>1,835,000</u>	999000 Unapp Ending Fund Balance	<u>1,913,900</u>	<u>1,913,900</u>	<u>1,913,900</u>
68			<u>2,167,900</u>		<u>2,162,800</u>	<u>2,162,800</u>	<u>2,162,800</u>
69							
70				Fund Totals			
71				Resources:			
72	1,906,573	1,887,743	1,986,000	Beginning Fund Balance	1,964,300	1,964,300	1,964,300
73	110,632	185,747	181,900	Operating Revenue	198,500	198,500	198,500
74	<u>2,017,205</u>	<u>2,073,489</u>	<u>2,167,900</u>		<u>2,162,800</u>	<u>2,162,800</u>	<u>2,162,800</u>
75				Appropriations:			
76	44,712	44,232	257,900	Operating Expenditures	248,900	248,900	248,900
77				Transfers			
78	64,000	38,239	75,000	To Reserves	-	-	-
79	16,900	16,000	-	Other Transfers	-	-	-
80	<u>125,612</u>	<u>98,470</u>	<u>332,900</u>		<u>248,900</u>	<u>248,900</u>	<u>248,900</u>
81	<u>1,891,593</u>	<u>1,975,019</u>	<u>1,835,000</u>	Unappropriated Fund Balance	<u>1,913,900</u>	<u>1,913,900</u>	<u>1,913,900</u>
82	<u>2,017,205</u>	<u>2,073,489</u>	<u>2,167,900</u>		<u>2,162,800</u>	<u>2,162,800</u>	<u>2,162,800</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

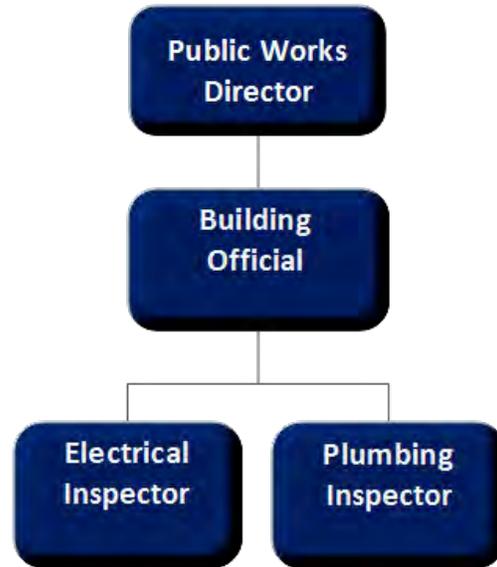
Organizational Structure

Department Overview

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

What’s New for FY 2020-2021?

- A new building official took over in January of 2020 the department also added a receptionist in January of 2020.



Fund Overview – Building Fund

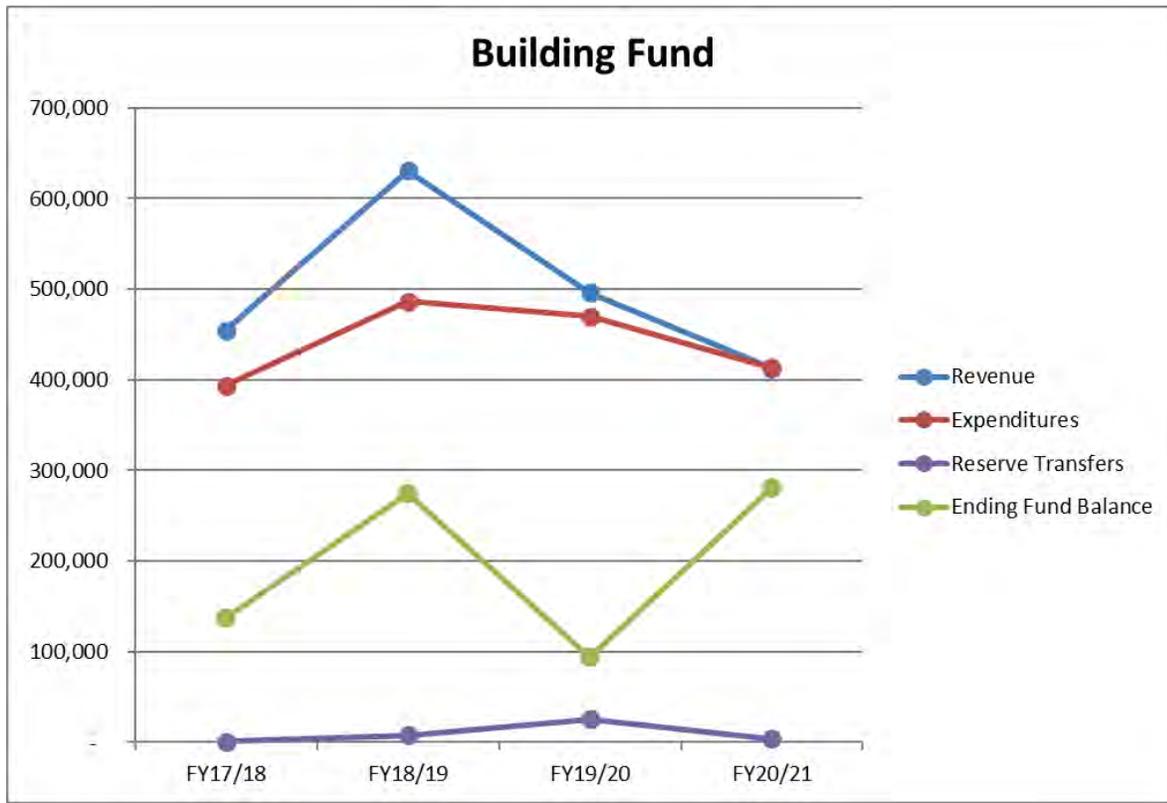
The Building Fund is the main operating fund for the department. This fund receives all of the funding from plan review and building permit fees. This fund pays for all of the Personnel Services and Materials & Services used by the department for daily activities. Also, this fund transfers funds to the department’s reserve funds.





Building Department Fund				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	77,419	137,851	93,900	284,800
Revenue	454,947	630,443	496,200	413,000
Total Resources	532,366	768,295	590,100	697,800
Expenditures				
Personnel Services	108,397	269,318	252,600	233,200
Materials & Services	285,118	216,839	212,500	165,200
Transfers	1,000	8,000	26,000	4,000
Contingency	-	-	4,900	15,000
Total Expenditures	394,515	494,158	496,000	417,400
Ending Fund Balance	137,851	274,137	94,100	280,400
Staffing	1.0	2.0	1.75	2.4





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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	1,036	2,200	7,000
Revenue	1,036	8,143	2,200	5,200
Total Resources	1,036	9,179	4,400	12,200
Expenditures				
Capital Outlay	-	4,374	1,000	4,000
Ending Fund Balance	1,036	4,805	3,400	8,200



Five Year Forecast											
Building Department 5 Year Forecast											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	0	22	77	138	274	285	280	287	300	320	
Building Permit Revenue	200	209	368	257	395	364	379	394	410	426	
Service Contracts				85	34	43	45	47	49	52	
Planning Revenue	9	22	25	20							
Allocated Property Taxes		47	50	53							
Allocated General Rev.		113	10	9							
Interest & Other				1	6	6	6	7	7	7	
Total Revenue	208	391	455	425	435	413	430	448	466	485	
Total Resources		414	532	563	709	698	710	735	766	805	
Requirements											
Personnel Services	163	170	108	275	248	233	234	239	245	250	
Materials & Services	194	158	285	185	150	165	170	175	181	186	
Transfers		9	1	8	26	4	4	4	4	5	
Contingency						15	16	16	17	18	
Total Expenditures	357	336	395	469	425	417	423	435	446	458	
Ending Fund Balance											
Policy Requirement							62	64	65	67	
Over (under) Policy							225	236	254	279	
Total Ending Fund Balance		77	138	94	285	280	287	300	320	347	
Total Requirements	-	414	532	563	709	698	710	735	766	805	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
1	Building Department						
2	001-330 Resources						
3	77,419	137,851	93,900	400100 Beginning Fund Balance	284,800	284,800	284,800
4	111,796	137,092	90,000	402100 Building Permits	100,000	100,000	100,000
5	33,360	40,855	35,000	402110 Mechanical Permit Fees	40,000	40,000	40,000
6	29,725	28,405	45,000	402120 Electrical Permit Fee	50,000	50,000	50,000
7	38,962	26,794	50,000	402130 Plumbing Permit Fees	45,000	45,000	45,000
8	118,216	146,383	90,000	402150 Plan Review Fees	86,200	86,200	86,200
9	1,065	-	-	402155 Clair Co. Surplus Charges	-	-	-
10	4,694	2,992	15,000	402175 Bldg Permit Admin Fees - City	13,000	13,000	13,000
11	25,403	23,080	-	402180 Land Use Applications	-	-	-
12	30,188	23,733	70,000	402185 Admin on SDC Fees	30,000	30,000	30,000
13	450	450	400	402199 Bldg/Plng - Misc Receipts	200	200	200
14	44	482	300	409000 Other Revenue	300	300	300
15	389	1,212	500	400400 Interest	5,800	5,800	5,800
16	-	136,876	100,000	402195 IGA Revenue	42,500	42,500	42,500
17	10,460	9,323	-	409310 General Revenue	-	-	-
18	50,196	52,766	-	400200 Property Taxes	-	-	-
19	<u>532,366</u>	<u>768,295</u>	<u>590,100</u>	Total Resources	<u>697,800</u>	<u>697,800</u>	<u>697,800</u>
20							
21	001-330 Personnel Services						
22	68,799	181,944	170,000	503780 Wages	144,000	144,000	144,000
23	-	-	-	503790 Overtime	1,000	1,000	1,000
24	5,263	13,915	13,000	513344 FICA	11,100	11,100	11,100
25	13,913	36,848	33,700	539094 Pension - PERS	42,100	42,100	42,100
26	(13)	1,770	2,900	542344 Workers' Compensation Ins	3,000	3,000	3,000
27	20,435	34,842	28,900	546833 Insurance Benefits	28,000	28,000	28,000
28	-	-	4,100	548877 Unemployment Insurance	4,000	4,000	4,000
29	<u>108,397</u>	<u>269,318</u>	<u>252,600</u>	Total Personnel Services	<u>233,200</u>	<u>233,200</u>	<u>233,200</u>
30							
31	001-330 Materials & Services						
32	22,584	36,941	34,100	601100 Administrative Charges	38,500	38,500	38,500
33	1,914	3,931	8,000	603200 Bank Fees	6,500	6,500	6,500
34	617	536	600	608925 Software Support & Licensing	900	900	900
35	1,122	1,015	600	611519 Electricity	1,200	1,200	1,200
36	2,240	1,659	2,400	611770 IT Service Charges	6,700	6,700	6,700
37	27	1,174	1,500	615018 Fuel	1,800	1,800	1,800
38	-	-	6,400	615100 Vehicle & Equipment Maint Charges	4,400	4,400	4,400
39	5,454	3,526	4,300	622171 Insurance	5,200	5,200	5,200
40	640	754	500	632677 Office Equipment Leases	800	800	800
41	-	130	200	632678 Computer/Office Equipment Main	200	200	200
42	306	984	500	632680 Office Equipment/Furnishings	200	200	200
43	233	253	100	633850 Natural Gas	200	200	200
44	1,443	572	1,000	636921 Office Supplies	1,000	1,000	1,000
45	297	565	300	640457 Postage	100	100	100
46	3,784	1,557	500	640733 Printing and Advertising	700	700	700
47	-	-	100	644400 Janitorial & Cleaning	-	-	-
48	659	651	800	644650 Building Maintenance Charges	1,000	1,000	1,000
49	775	1,718	2,000	647030 Travel and Training	2,000	2,000	2,000
50	126	-	300	647050 Public Relations	-	-	-
51	2,064	3,453	3,000	649843 Telephone	2,500	2,500	2,500
52	-	-	300	649989 Dues	400	400	400

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
53	1,053	862	200	652080 Internet & Email	900	900	900
54	-	-	7,900	702000 PW Administrative Charges	8,200	8,200	8,200
55	1,041	1,066	900	702013 Audit	800	800	800
56	15,232	5,184	1,000	706076 Legal Counsel	1,000	1,000	1,000
57	223,506	150,309	135,000	723440 Building Official Contract	80,000	80,000	80,000
58	285,118	216,839	212,500	Total Materials & Services	165,200	165,200	165,200
59							
60				001-330 Transfers			
61	1,000	8,000	1,000	900045 Transfer to Capital Projects Fund	4,000	4,000	4,000
62	-	-	25,000	900025 Transfer to Planning	-	-	-
63	1,000	8,000	26,000	900045 Total Transfers	4,000	4,000	4,000
64							
65	-	-	4,900	900900 Contingency	15,000	15,000	15,000
66							
67	394,515	494,158	496,000	Total Requirements	417,400	417,400	417,400
68	137,851	274,137	94,100	999000 Unapp Ending Fund Balance	280,400	280,400	280,400
69	532,366	768,295	590,100		697,800	697,800	697,800
70	-	-	-		-	-	-
71							
72				Fund Totals			
73				Resources:			
74	77,419	137,851	93,900	Beginning Fund Balance	284,800	284,800	284,800
75	454,947	630,443	496,200	Operating Revenue	413,000	413,000	413,000
76	532,366	768,295	590,100		697,800	697,800	697,800
77							
78				Appropriations:			
79	393,515	486,158	470,000	Operating Expenditures	413,400	413,400	413,400
80				Transfers			
81	1,000	8,000	26,000	To Reserves	4,000	4,000	4,000
82	394,515	494,158	496,000		417,400	417,400	417,400
83	137,851	274,137	94,100	Unappropriated Fund Balance	280,400	280,400	280,400
84	532,366	768,295	590,100		697,800	697,800	697,800
85	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2020-21 Budget

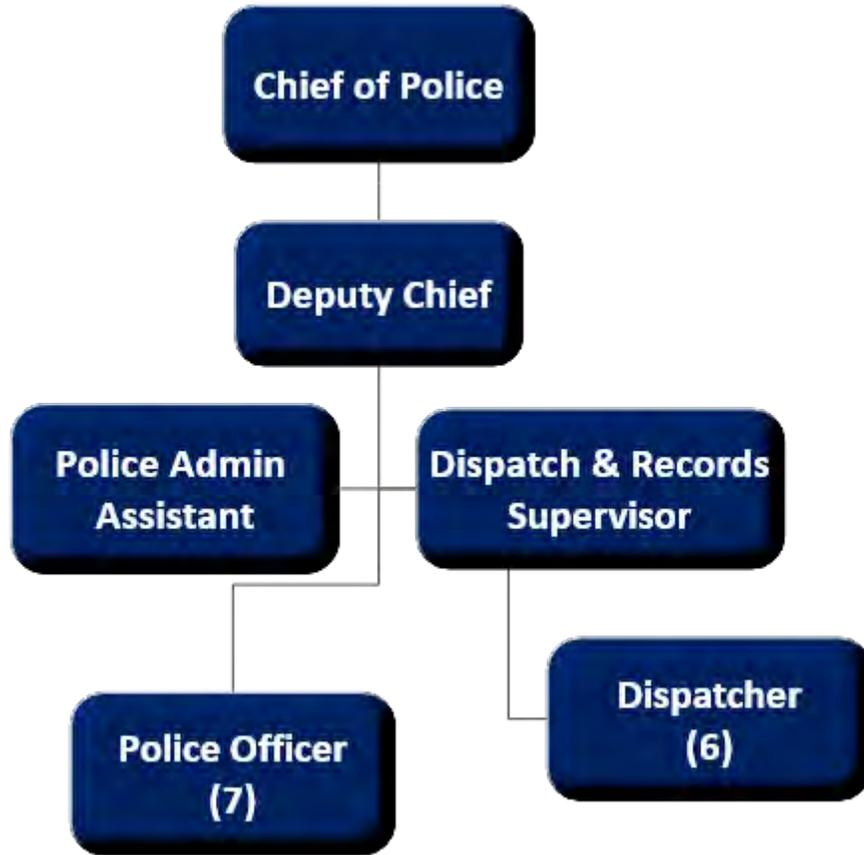
	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Capital Projects Fund							
58	Building Department - Capital Projects						
59	252-330 Resources						
60	-	1,036	2,200	400100 Beginning Fund Balance	7,000	7,000	7,000
61	36	143	200	400400 Interest	200	200	200
62	1,000	8,000	1,000	400506 Transfer from Planning	1,000	1,000	1,000
63	-	-	1,000	400507 Transfer from Building	4,000	4,000	4,000
64	<u>1,036</u>	<u>9,179</u>	<u>4,400</u>	Total Resources	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>
65							
66	252-330 Capital Outlay						
67	-	-	1,000	800200 CEP Projects	-	-	-
68	-	-	-	800160 Software Upgrades	4,000	4,000	4,000
69	-	4,374	-	800100 Equipment Purchases	-	-	-
70	<u>-</u>	<u>4,374</u>	<u>1,000</u>	Total Capital Outlay	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
71							
72	252-330 Fund Balance						
73	1,036	4,805	3,400	999000 Unapp Ending Fund Balance	8,200	8,200	8,200
74	<u>1,036</u>	<u>4,805</u>	<u>3,400</u>	Total Fund Balance	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>
75							
76	252-950 Fund Balance						
77	35,175	83,317	58,900	999000 Unapp Ending Fund Balance	31,500	31,500	31,500
78	<u>35,175</u>	<u>83,317</u>	<u>58,900</u>	Total Fund Balance	<u>31,500</u>	<u>31,500</u>	<u>31,500</u>



Department Overview

Police Department

Organizational Structure



Effective and Legitimized Professional Services

In June of 2017, the Junction City Police Department was awarded Accreditation Status by the Oregon Accreditation Alliance. This status remains active through September of 2020 at which time the department will apply for reaccreditation. 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. To date of the forty-three (43) Oregon PSAP's only seven (7) have pursued and received OAA



Accreditation. Junction City has completed all necessary steps to achieve accreditation of our PSAP and are in the final review process – on target for accreditation award by August or September of 2020.

Accreditation is an essential component for Junction City in that it facilitates cooperation and coordination with other law enforcement and criminal justice agencies; provides independent confirmation that policies comply with professional standards; provides greater administrative and operational effectiveness; ensures continuous, systemized self-assessment of policies, procedures, and operational practices; decreases exposure to civil liability and costly settlements, which leads to potential reductions in premiums for liability insurance; and, provides state and local acknowledgement of professional competence.

Community Engagement

The Junction City Police strives to establish and nurture strong relationships of mutual trust between department and community members. These relationships are critical to maintaining public safety and effective policing. The Junction City Police enjoys a solid history of clearing a large percentage of reported incidents of property and person related crimes within comparatively short time frames. This is only possible by community members providing timely and accurate information about crime in their neighborhoods and the community's willingness to come forward as witnesses to protect their neighbors. Correspondingly, the police department must work tirelessly to ensure that actions of department members reflect community values and incorporate the principles of procedural justice and legitimacy into every contact we have.

To this end, the department continuously works to sustain currently implemented regularly scheduled and annual community engagements such as the Human Trafficking Symposium, 9/11 Memorial Ride and Recognition, Burgers with Bob, Read With A Cop, and Cocoa with Cops. Another example is Shop with Cop that was started 20 years ago with a \$500 donation from a local dentist. All money spent on this program comes from donations from the community and Junction City Police Department personnel; **no tax dollars or other fund monies are used to support this initiative.**



Over the life of the program more than \$20,000 has been spent on gifts for children and approximately another \$10,000 on program support such as pizzas for the kids, hot chocolate, stockings, wrapping papers, bows, etc. The day of the event requires ten personnel from the department who volunteer their time, and an additional ten volunteers from both the community, family, and spouses of department personnel who serve as assistants to the cop-child duo for the shopping event. It takes about 100 volunteer staff-hours on just the day of the event; that equates to around 2000 donated person-hours over the twenty year span.

At every opportunity department members willingly engage in discussions, either one-on-one, or to large neighborhood associations, civic groups, faith-based organizations, and others to seek and share information from about issues of concern. Department members also regularly participate in Cub Scout, Boy Scout, Girl Scout and other youth-based organizations which builds positive relationships with community children.

Transparency, accountability, and increasing cultural competence are among the highest priorities of the department to help ensure we maintain laser-focused on the goals of visibility in, and collaboration with, the community.



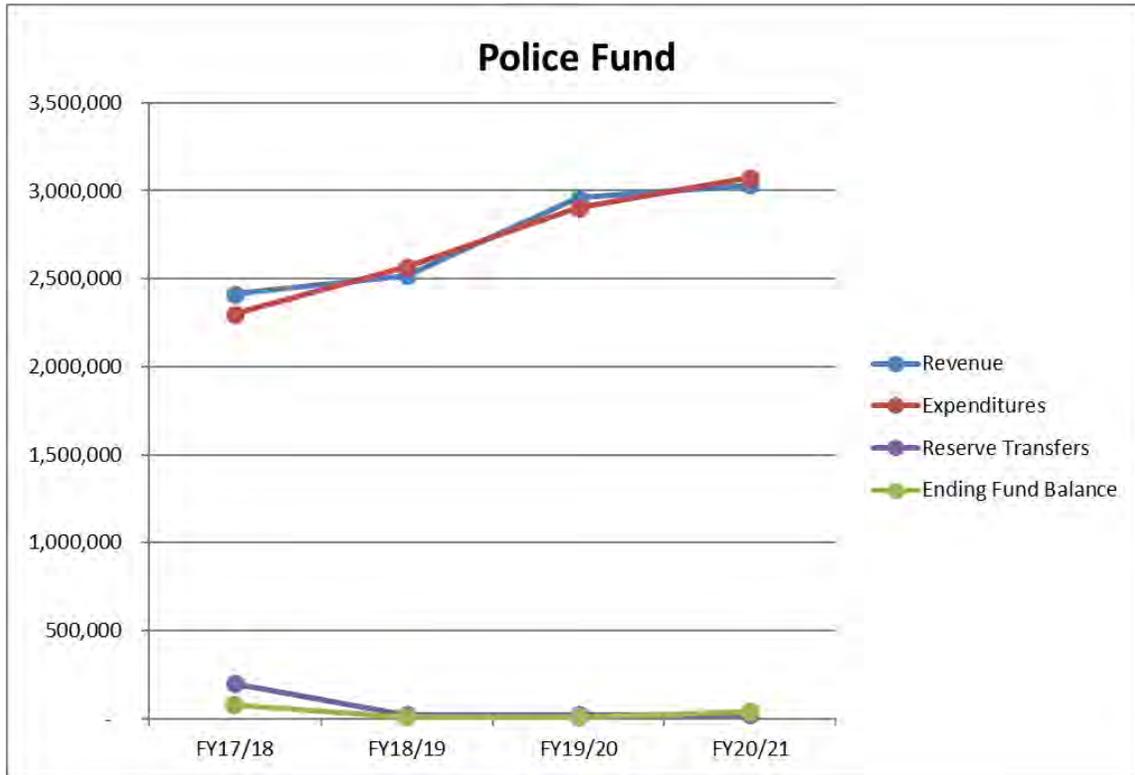


Fund Overview – Police Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	158,421	74,966	(25,500)	99,000
Revenue	2,414,431	2,518,949	2,958,700	3,033,900
Total Resources	2,572,852	2,593,914	2,933,200	3,132,900
Expenditures				
Personnel Services	1,660,517	1,822,447	2,115,900	2,195,600
Materials & Services	637,369	744,801	745,900	818,500
Transfers	200,000	20,000	20,000	20,000
Contingency	-	-	42,300	60,300
Total Expenditures	2,497,886	2,587,249	2,924,100	3,094,400
Ending Fund Balance	74,966	6,666	9,100	38,500
Staffing	17.0	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	36,072	121,928	130,100	135,600
Revenue	231,883	89,273	150,200	473,100
Total Resources	267,955	211,201	280,300	608,700
Expenditures				
Capital Outlay	146,028	85,073	193,000	485,100
Ending Fund Balance	121,928	126,128	87,300	123,600





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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	-	-	19,100
Revenue	20,193	21,480	24,700	2,600
Total Resources	20,193	21,480	24,700	21,700
Expenditures				
Personnel Services	-	-	-	-
Materials & Services	1,446	1,910	22,200	13,500
	1,446	1,910	22,200	13,500
Ending Fund Balance	18,747	19,570	2,500	8,200





Five Year Forecast										
Police Fund Forecast										
(amounts in thousands)										
	Actual					Budget	Forecasted			
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Resources										
Beginning Fund Balance	0	136	158	75	7	99	39	(67)	(184)	(305)
Service Contracts	93	97	98	220	355	459	482	506	531	558
Grants & Reimbursements	32	79	25	3	5	5	5	6	6	6
Allocated Property Taxes		1,762	1,857	1,952	2,064	2,253	2,343	2,437	2,534	2,636
Allocated General Rev.		136	387	351	312	308	308	308	308	308
Other Fees	11	11	7	3						
Interest & Other		17	40	13	11	9	9	10	10	11
Total Revenue	137	2,102	2,414	2,542	2,747	3,034	3,148	3,266	3,390	3,518
Total Resources		2,238	2,573	2,617	2,753	3,133	3,187	3,199	3,206	3,213
Requirements										
Personnel Services	1,521	1,462	1,661	1,900	1,905	2,196	2,328	2,429	2,528	2,638
Materials & Services	490	533	637	722	729	819	843	868	894	921
Transfers	35	85	200	20	20	20	21	21	22	23
Contingency						60	62	64	67	70
Total Expenditures	2,045	2,080	2,498	2,642	2,654	3,094	3,254	3,383	3,512	3,651
Ending Fund Balance										
Policy Requirement							495	513	534	550
Over (under) Policy							(562)	(697)	(839)	(988)
Total Ending Fund Balance		158	75	(25)	99	39	(67)	(184)	(305)	(438)
Total Requirements		2,238	2,573	2,617	2,753	3,133	3,187	3,199	3,206	3,213

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Police: All Divisions Combined							
001-710 Resources							
1	158,421	74,966	(25,500)	400100 Beginning Fund Balance	99,000	99,000	99,000
2	46,796	48,668	50,600	402650 JCRFPD Dispatching Contract	50,600	50,600	50,600
3	50,072	50,072	50,000	402740 Coburg Dispatching Contract	50,000	-	-
4	-	-	1,200	402746 Union Pacific Dispatch Contract	1,200	1,200	1,200
5	-	-	221,000	402748 U of O Police Dispatch Contract	375,000	375,000	375,000
6	1,200	71,620	200,000	402742 Other Dispatch Contracts	-	-	-
7	180	150	500	403111 Jail Booking Fees	-	-	-
8	6,786	4,769	-	403125 Assessments for Training	-	-	-
9	-	32,000	32,000	402744 Local Law Enforcement Contracts	32,000	32,000	32,000
10	-	226	5,400	402780 Grant: Local Law Enforcement	5,000	5,000	5,000
11	25,000	-	-	405200 School Reimbursements	-	-	-
12	-	5,200	5,000	402860 Donations	5,000	5,000	5,000
13	1,906	3,133	2,200	400400 Interest	2,000	2,000	2,000
14	38,206	5,828	5,000	409000 Other Revenue	2,000	2,000	2,000
15	387,034	344,945	322,200	409310 General Revenue	308,000	308,000	308,000
16	1,857,251	1,952,338	2,063,600	400200 Property Taxes	2,253,100	2,253,100	2,253,100
17	<u>2,572,852</u>	<u>2,593,914</u>	<u>2,933,200</u>	Total Resources	<u>3,182,900</u>	<u>3,132,900</u>	<u>3,132,900</u>
18							
19							
001-710 Personnel Services							
20	918,131	1,036,611	1,137,500	503780 Wages	1,140,000	1,175,000	1,175,000
21	48,783	62,357	31,000	503790 Wages OT Police Officers	55,000	35,000	35,000
22	68,445	35,783	31,000	503795 Wages OT CO's	50,000	35,000	35,000
23	78,865	86,175	91,900	513344 FICA	95,400	95,400	95,400
24	226,001	245,808	323,500	539094 Pension - PERS	340,900	340,900	340,900
25	15,537	21,556	44,200	542344 Workers' Compensation Ins	43,200	43,200	43,200
26	286,465	327,340	427,400	546833 Insurance Benefits	440,800	440,800	440,800
27	18,290	6,816	29,400	548877 Unemployment Insurance	30,300	30,300	30,300
28	<u>1,660,517</u>	<u>1,822,447</u>	<u>2,115,900</u>	Total Personnel Services	<u>2,195,600</u>	<u>2,195,600</u>	<u>2,195,600</u>
29							
30							
001-710 Materials & Services							
31	245,826	294,700	284,700	601100 Administrative Charges	325,900	325,900	325,900
32	37,285	42,120	48,300	602171 Insurance	48,900	48,900	48,900
33	930	842	900	603200 Bank Fees	900	900	900
34	801	-	-	606085 Crime Prevention	-	-	-
35	6,153	42,881	45,500	608925 Software Support & Licensing	48,000	48,000	48,000
36	7,320	7,166	8,200	611519 Electricity	8,000	8,000	8,000
37	20,969	12,189	14,100	611770 IT Service Charges	37,800	37,800	37,800
38	3,400	3,547	6,500	611771 Professional Services	6,500	6,500	6,500
39	21,163	28,452	23,800	612080 Equipment & Supplies	28,000	28,000	28,000
40	24,192	23,540	25,000	615018 Fuel	26,000	26,000	26,000
41	70,373	91,219	86,700	615100 Vehicle & Equip Maint Charges	56,700	56,700	56,700
42	536	2,048	1,000	622060 Animal Regulation Expenses	1,500	1,500	1,500
43	16,311	7,571	9,900	623423 Jail Costs	10,000	10,000	10,000
44	-	10,605	17,000	623424 Contracted Jail Space	17,000	17,000	17,000
45	586	-	-	623425 Preventative Medical/OSHA	-	-	-
46	1,205	4,196	5,000	624624 Investigations	12,000	12,000	12,000
47	2,648	1,462	1,200	632677 Copier Lease/Maint Agreement	1,500	1,500	1,500
48	7,106	16,136	20,500	632679 Radio System	21,000	21,000	21,000

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
49	4,343	8,609	8,600	636921 Office Supplies	8,800	8,800	8,800
50	872	1,052	1,100	640457 Postage	1,500	1,500	1,500
51	702	447	900	640733 Printing	1,300	1,300	1,300
52	16,201	14,304	14,800	644600 Building Rent	15,000	15,000	15,000
53	9,684	18,592	7,300	644650 Building Maintenance	9,900	9,900	9,900
54	11,659	8,753	21,000	647030 Travel and Training	24,000	24,000	24,000
55	4,607	1,139	5,000	647050 Public Relations	6,000	6,000	6,000
56	19,913	19,697	12,100	649843 Telephone	21,000	21,000	21,000
57	1,268	1,980	3,900	649989 Dues & Certifications	6,000	6,000	6,000
58	6,921	6,130	5,400	652080 Internet & Email	8,100	8,100	8,100
59	16,526	13,096	12,500	653333 Uniforms	12,500	12,500	12,500
60	8,780	5,191	7,000	654324 Ammo & Shooting Supplies	7,000	7,000	7,000
61	9,600	-	-	701202 Application Support	-	-	-
62	4,263	4,457	4,600	702013 Audit	5,400	5,400	5,400
63	3,983	-	-	706050 Policy Manual	-	-	-
64	11,164	30,057	17,800	706076 Legal Counsel	17,800	17,800	17,800
65	12,303	4,323	5,000	706100 Labor Attorney	3,500	3,500	3,500
66	27,774	18,302	20,600	706150 Hiring Process	21,000	21,000	21,000
67	<u>637,369</u>	<u>744,801</u>	<u>745,900</u>	Total Materials & Services	<u>818,500</u>	<u>818,500</u>	<u>818,500</u>
68							
69							
70							
71	Police: Patrol						
72				001-730 Resources			
73	-	150	500	403111 Jail Booking Fees	-	-	-
74	-	4,769	-	403125 Assessments for Training	-	-	-
75	-	226	5,400	402780 Law Enforcement Grants	5,000	5,000	5,000
76	-	32,000	32,000	402744 Law Enforcement Contracts	32,000	32,000	32,000
77	-	5,200	5,000	400520 Donations	5,000	5,000	5,000
78	-	<u>42,345</u>	<u>42,900</u>	Total Resources	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>
79							
80				001-730 Personnel Services			
81	-	366,860	499,300	503780 Wages	481,600	501,600	501,600
82	-	62,357	31,000	503790 Overtime	55,000	35,000	35,000
83	-	32,653	40,600	513344 FICA	41,100	41,100	41,100
84	-	94,564	145,800	539094 Pension - PERS	153,200	153,200	153,200
85	-	10,728	19,500	542344 Workers' Compensation Ins	21,300	21,300	21,300
86	-	112,189	180,200	546833 Insurance Benefits	182,700	182,700	182,700
87	-	-	12,600	548877 Unemployment Insurance	13,000	13,000	13,000
88	-	<u>679,351</u>	<u>929,000</u>	Total Personnel Services	<u>947,900</u>	<u>947,900</u>	<u>947,900</u>
89							
90				001-730 Materials & Services			
91	-	21,005	25,100	602171 Insurance	25,500	25,500	25,500
92	-	8,898	15,300	608925 Software Support & Licensing	16,000	16,000	16,000
93	-	2,508	3,000	611519 Electricity	3,000	3,000	3,000
94	-	3,414	6,800	611770 IT Service Charges	18,300	18,300	18,300
95	-	22,953	20,000	612080 Equipment & Supplies	24,000	24,000	24,000
96	-	22,517	22,400	615018 Fuel	23,000	23,000	23,000
97	-	85,466	80,200	615100 Vehicle & Equip Maint Charges	51,800	51,800	51,800
98	-	2,048	1,000	622060 Animal Regulation Expenses	1,500	1,500	1,500
99	-	4,196	5,000	624624 Investigations	12,000	12,000	12,000
100	-	441	400	632677 Copier Lease/Maint Agreement	500	500	500
101	-	4,902	15,500	632679 Radio System	16,000	16,000	16,000

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
102	-	3,198	3,500	636921 Office Supplies	3,500	3,500	3,500
103	-	574	600	640457 Postage	700	700	700
104	-	443	700	640733 Printing	1,000	1,000	1,000
105	-	14,304	14,800	644600 Building Rent	15,000	15,000	15,000
106	-	9,730	3,900	644650 Building Maintenance	5,400	5,400	5,400
107	-	5,251	9,000	647030 Travel and Training	10,000	10,000	10,000
108	-	832	-	647050 Public Relations	-	-	-
109	-	10,294	5,000	649843 Telephone	10,000	10,000	10,000
110	-	30	1,500	649989 Dues & Certifications	3,000	3,000	3,000
111	-	2,882	2,000	652080 Internet & Email	3,000	3,000	3,000
112	-	10,169	8,500	653333 Uniforms	8,500	8,500	8,500
113	-	5,191	7,000	654324 Ammo & Shooting Supplies	7,000	7,000	7,000
114	-	21,397	7,500	706076 Legal Counsel	7,500	7,500	7,500
115	-	4,323	3,000	706100 Labor Attorney	1,500	1,500	1,500
116	-	11,585	9,000	706150 Hiring Process	10,000	10,000	10,000
117	-	278,550	270,700	Total Materials & Services	277,700	277,700	277,700
118							
119	-	957,901	1,199,700	Total Requirements: Patrol	1,225,600	1,225,600	1,225,600
120							
121							
122							
123							
124	Police: Dispatch						
125				001-732 Resources			
126	-	48,668	50,600	402650 JCRFPD Dispatching Contract	50,600	50,600	50,600
127	-	50,072	50,000	402740 Coburg Dispatching Contract	50,000	-	-
128	-	-	1,200	402746 Union Pacific Dispatch Contract	1,200	1,200	1,200
129	-	-	221,000	402748 U of O Police Dispatch Contract	375,000	375,000	375,000
130	-	71,620	200,000	402742 All Other Dispatch Contracts	-	-	-
131	-	170,360	522,800	Total Resources	476,800	426,800	426,800
132							
133				001-732 Personnel Services			
134	-	373,836	407,200	503780 Wages	415,100	430,100	430,100
135	-	35,783	31,000	503795 Overtime	50,000	35,000	35,000
136	-	31,245	33,600	513344 FICA	35,600	35,600	35,600
137	-	81,759	111,100	539094 Pension - PERS	117,300	117,300	117,300
138	-	1,217	16,200	542344 Workers' Compensation Ins	13,500	13,500	13,500
139	-	141,436	179,800	546833 Insurance Benefits	182,300	182,300	182,300
140	-	6,816	12,100	548877 Unemployment Insurance	12,500	12,500	12,500
141	-	672,092	791,000	Total Personnel Services	826,300	826,300	826,300
142							
143				001-732 Materials & Services			
144	-	9,806	10,600	602171 Insurance	10,700	10,700	10,700
145	-	31,622	12,400	608925 Software Support & Licensing	13,000	13,000	13,000
146	-	1,718	2,000	611519 Electricity	2,000	2,000	2,000
147	-	8,642	3,100	611770 IT Service Charges	7,700	7,700	7,700
148	-	5,499	3,800	612080 Equipment and Supplies	4,000	4,000	4,000
149	-	438	400	632677 Copier Lease/Maint Agreement	500	500	500
150	-	11,233	5,000	632679 Radio System	5,000	5,000	5,000
151	-	3,354	2,300	636921 Office Supplies	2,500	2,500	2,500
152	-	203	-	640457 Postage	-	-	-
153	-	2,527	1,000	644650 Building Maintenance	1,300	1,300	1,300
154	-	1,081	4,000	647030 Travel and Training	5,000	5,000	5,000

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
155	-	3,109	3,200	649843 Telephone	5,000	5,000	5,000
156	-	160	1,000	649989 Dues & Certifications	1,000	1,000	1,000
157	-	2,882	2,300	652080 Internet & Email	3,300	3,300	3,300
158	-	2,926	4,000	653333 Uniforms	4,000	4,000	4,000
159	-	8,661	5,000	706076 Legal Counsel	5,000	5,000	5,000
160	-	-	2,000	706100 Labor Attorney	2,000	2,000	2,000
161	-	6,606	10,000	706150 Hiring Process	10,000	10,000	10,000
162	-	100,465	72,100	Total Materials & Services	82,000	82,000	82,000
163							
164	-	772,557	863,100	Total Requirements: Dispatch	908,300	908,300	908,300
165							
166							
167	Police: Jail						
168				001-734 Materials & Services			
169	-	5,487	5,900	602171 Insurance	6,000	6,000	6,000
170	-	634	1,000	611519 Electricity	800	800	800
171	-	-	1,100	611770 IT Service Charges	2,600	2,600	2,600
172	-	7,571	9,900	623423 Jail Costs	10,000	10,000	10,000
173	-	10,605	17,000	623424 Contracted Jail Space	17,000	17,000	17,000
174	-	94	300	636921 Office Supplies	300	300	300
175	-	4,019	1,200	644650 Building Maintenance	1,600	1,600	1,600
176	-	-	500	706076 Legal Counsel	500	500	500
177	-	28,409	36,900	Total Materials & Services	38,800	38,800	38,800
178							
179	-	28,409	36,900	Total Requirements: Jail	38,800	38,800	38,800
180							
181							
182	Police: Administration						
183				001-736 Resources			
184	-	3,133	2,200	400400 Interest	2,000	2,000	2,000
185	-	5,828	5,000	409000 Other Revenue	2,000	2,000	2,000
186	-	344,945	322,200	409310 General Revenue	308,000	308,000	308,000
187	-	1,952,338	2,063,600	400200 Property Taxes	2,253,100	2,253,100	2,253,100
188	-	2,306,244	2,393,000	Total Resources	2,565,100	2,565,100	2,565,100
189							
190				001-736 Personnel Services			
191	-	295,916	231,000	503780 Wages	243,300	243,300	243,300
192	-	22,277	17,700	513344 FICA	18,700	18,700	18,700
193	-	69,486	66,600	539094 Pension - PERS	70,400	70,400	70,400
194	-	9,611	8,500	542344 Workers' Compensation Ins	8,400	8,400	8,400
195	-	73,715	67,400	546833 Insurance Benefits	75,800	75,800	75,800
196	-	-	4,700	548877 Unemployment Insurance	4,800	4,800	4,800
197	-	471,004	395,900	Total Personnel Services	421,400	421,400	421,400
198							
199				001-736 Materials & Services			
200	-	294,700	284,700	601100 Administrative Charges	325,900	325,900	325,900
201	-	5,823	6,700	602171 Insurance	6,700	6,700	6,700
202	-	842	900	603200 Bank Fees	900	900	900
203	-	2,361	17,800	608925 Software Support & Licensing	19,000	19,000	19,000
204	-	2,306	2,200	611519 Electricity	2,200	2,200	2,200
205	-	134	3,100	611770 IT Service Charges	9,200	9,200	9,200
206	-	3,547	6,500	611771 Professional Services	6,500	6,500	6,500

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
207	-	1,023	2,600	615018 Fuel	3,000	3,000	3,000
208	-	5,752	6,500	615100 Vehicle & Equip Maint Charges	4,900	4,900	4,900
209	-	583	400	632677 Copier Lease/Maint Agreement	500	500	500
210	-	1,964	2,500	636921 Office Supplies	2,500	2,500	2,500
211	-	275	500	640457 Postage	800	800	800
212	-	4	200	640733 Printing	300	300	300
213	-	2,317	1,200	644650 Building Maintenance	1,600	1,600	1,600
214	-	2,421	8,000	647030 Travel and Training	9,000	9,000	9,000
215	-	307	5,000	647050 Public Relations	6,000	6,000	6,000
216	-	6,294	3,900	649843 Telephone	6,000	6,000	6,000
217	-	1,790	1,400	649989 Dues & Certifications	2,000	2,000	2,000
218	-	367	1,100	652080 Internet & Email	1,800	1,800	1,800
219	-	4,457	4,600	702013 Audit	5,400	5,400	5,400
220	-	-	4,800	706076 Legal Counsel	4,800	4,800	4,800
221	-	111	1,600	706150 Hiring Process	1,000	1,000	1,000
222	-	337,378	366,200	Total Materials & Services	420,000	420,000	420,000
223							
224	-	808,382	762,100	Total Requirements: Admin	841,400	841,400	841,400
225							
226				001-736 Transfers			
227	200,000	20,000	20,000	900010 Transfer to Police Capital Proj Fund	20,000	20,000	20,000
228	200,000	20,000	20,000		20,000	20,000	20,000
229							
230	-	-	42,300	900900 Contingency	60,300	60,300	60,300
231							
232							
233				Police Operations: Summary			
234	158,421	74,966	(25,500)	Resources			
235	130,034	212,705	565,700	Beginning Fund Balance	99,000	99,000	99,000
236	1,906	3,133	2,200	Department Revenues	518,800	468,800	468,800
237	38,206	5,828	5,000	Interest	2,000	2,000	2,000
238	387,034	344,945	322,200	Other Revenue	2,000	2,000	2,000
239	1,857,251	1,952,338	2,063,600	General Revenue	308,000	308,000	308,000
240	2,572,852	2,593,914	2,933,200	Property Taxes	2,253,100	2,253,100	2,253,100
241				Total Resources	3,182,900	3,132,900	3,132,900
242							
243	1,660,517	1,822,447	2,115,900	Expenditures			
244	637,369	744,801	745,900	Personnel Services	2,195,600	2,195,600	2,195,600
245	200,000	20,000	20,000	Materials & Services	818,500	818,500	818,500
246	-	-	42,300	Transfers	20,000	20,000	20,000
247	2,497,886	2,587,249	2,924,100	Contingency	60,300	60,300	60,300
248					3,094,400	3,094,400	3,094,400
249	74,966	6,666	9,100	Ending Fund Balance	88,500	38,500	38,500
250							
251				Police Fund Summary			
252				Fund Totals			
253	158,421	74,966	(25,500)	Resources:			
254	2,414,431	2,518,949	2,958,700	Beginning Fund Balance	99,000	99,000	99,000
255	2,572,852	2,593,914	2,933,200	Operating Revenue	3,083,900	3,033,900	3,033,900
256					3,182,900	3,132,900	3,132,900
257				Appropriations:			
258	2,297,886	2,567,249	2,904,100	Operating Expenditures	3,074,400	3,074,400	3,074,400
259							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
260	200,000	20,000	20,000	Transfers To Reserves	20,000	20,000	20,000
261	2,497,886	2,587,249	2,924,100		3,094,400	3,094,400	3,094,400
262	74,966	6,666	9,100	Unappropriated Fund Balance	88,500	38,500	38,500
263	2,572,852	2,593,914	2,933,200		3,182,900	3,132,900	3,132,900

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Police Capital Projects Fund							
301-000 Resources							
1	36,072	121,928	130,100	400100 Beginning Fund Balance	135,600	135,600	135,600
2	907	2,952	2,200	400400 Investment Interest	3,100	3,100	3,100
3	19,200	-	-	400508 Transfer from Building Reserve	-	-	-
4	200,000	20,000	20,000	400540 Transfer from Police Operations	20,000	20,000	20,000
5	-	-	120,000	400422 Grant: OSP	-	-	-
6	-	-	-	400424 Grant: USDA	450,000	450,000	450,000
7	-	66,321	8,000	407450 Grant: ODOT	-	-	-
8	11,776	-	-	409000 Other Revenue	-	-	-
9	<u>267,955</u>	<u>211,201</u>	<u>280,300</u>		<u>608,700</u>	<u>608,700</u>	<u>608,700</u>
10							
301-100 Capital Outlay							
11	-	-	120,000	800200 CEP Projects	20,000	20,000	20,000
12	146,028	85,073	73,000	800600 Equipment Acquisition	450,000	450,000	450,000
13	-	-	-	800160 Software Upgrades	15,100	15,100	15,100
14	<u>146,028</u>	<u>85,073</u>	<u>193,000</u>		<u>485,100</u>	<u>485,100</u>	<u>485,100</u>
15							
16							
301-100 Fund Balance							
17	13,000	13,000	-	902000 Reserved for Future Expenditures	-	-	-
18	108,928	113,128	87,300	999000 Unapp Ending Fund Balance	123,600	123,600	123,600
19	<u>121,928</u>	<u>126,128</u>	<u>87,300</u>	Total Fund Balance	<u>123,600</u>	<u>123,600</u>	<u>123,600</u>
20							
21							
22							
Fund Totals							
23				Resources			
24	267,955	211,201	280,300		608,700	608,700	608,700
25							
26	146,028	85,073	193,000	Appropriations	485,100	485,100	485,100
27	<u>121,928</u>	<u>126,128</u>	<u>87,300</u>	Fund Balance	<u>123,600</u>	<u>123,600</u>	<u>123,600</u>
28	267,955	211,201	280,300		608,700	608,700	608,700

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Special Police Programs Fund							
1	Shop With a Cop Program						
2	339-100 Resources						
3	1,590	1,941	2,800	400100 Beginning Fund Balance	1,300	1,300	1,300
4	27	45	100	400400 Investment Interest	100	100	100
5	1,770	2,250	4,000	400512 Donations - Shop w/Cop	2,000	2,000	2,000
6	<u>3,387</u>	<u>4,236</u>	<u>6,900</u>	Total Resources	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>
7							
8	339-100 Materials & Services						
9	1,200	1,563	5,000	642200 Gift Purchases	2,000	2,000	2,000
10	246	347	500	644610 Participants' Meals Expense	500	500	500
11	<u>1,446</u>	<u>1,910</u>	<u>5,500</u>	Total Materials & Services	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
12							
13	339-100 Fund Balance						
14	<u>-</u>	<u>-</u>	<u>1,400</u>	999000 Unapp Ending Fund Balance	<u>900</u>	<u>900</u>	<u>900</u>
15							
16	K-9 Program						
17	339-400 Resources						
18	5,644	5,740	5,900	400100 Beginning Fund Balance	6,100	6,100	6,100
19	96	150	200	400400 Investment Interest	200	200	200
20	-	-	-	400514 Donations - K9 Program	-	-	-
21	<u>5,740</u>	<u>5,890</u>	<u>6,100</u>	Total Resources	<u>6,300</u>	<u>6,300</u>	<u>6,300</u>
22							
23	339-400 Materials & Services						
24	-	-	5,700	644670 Supplies - Purchase	-	-	-
25	<u>-</u>	<u>-</u>	<u>5,700</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
26							
27	339-400 Fund Balance						
28	<u>-</u>	<u>-</u>	<u>400</u>	999000 Unapp Ending Fund Balance	<u>6,300</u>	<u>6,300</u>	<u>6,300</u>
29							
30	Reserve Officers						
31	339-450 Resources						
32	10,882	11,066	11,400	400100 Beginning Fund Balance	11,700	11,700	11,700
33	185	288	300	400400 Investment Interest	300	300	300
34	-	-	-	400520 Donations - Reserves	-	-	-
35	<u>11,066</u>	<u>11,354</u>	<u>11,700</u>	Total Resources	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
36							
37	339-450 Materials & Services						
38	-	-	5,000	644670 Supplies	5,000	5,000	5,000
39	-	-	6,000	647030 Travel & Training	6,000	6,000	6,000
40	<u>-</u>	<u>-</u>	<u>11,000</u>	Total Materials & Services	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
41							
42	339-450 Fund Balance - Reserves						
43	<u>-</u>	<u>-</u>	<u>700</u>	999000 Unapp Ending Fund Balance	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
44							
45	339-900 Fund Balance - All						
46	<u>-</u>	<u>-</u>	<u>2,500</u>	999000 Unappropriated Fund Balance	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>
47							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
48							
49				Fund Totals			
50	20,193	21,480	24,700	Resources	21,700	21,700	21,700
51							
52	1,446	1,910	22,200	Appropriations	13,500	13,500	13,500
53	<u>18,747</u>	<u>19,570</u>	<u>2,500</u>	Unappropriated Fund Balance	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>
54	20,193	21,480	24,700		21,700	21,700	21,700
	-	-	-		-	-	-



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. The Community Center provides programming for people of all ages, including Spring Break Camp, Summer Camp, AARP Tax Aide programs (did you know that each year over 200 taxes are e-filed through this program!) AARP Safe driving class, Adult Fitness Programs, rentals.

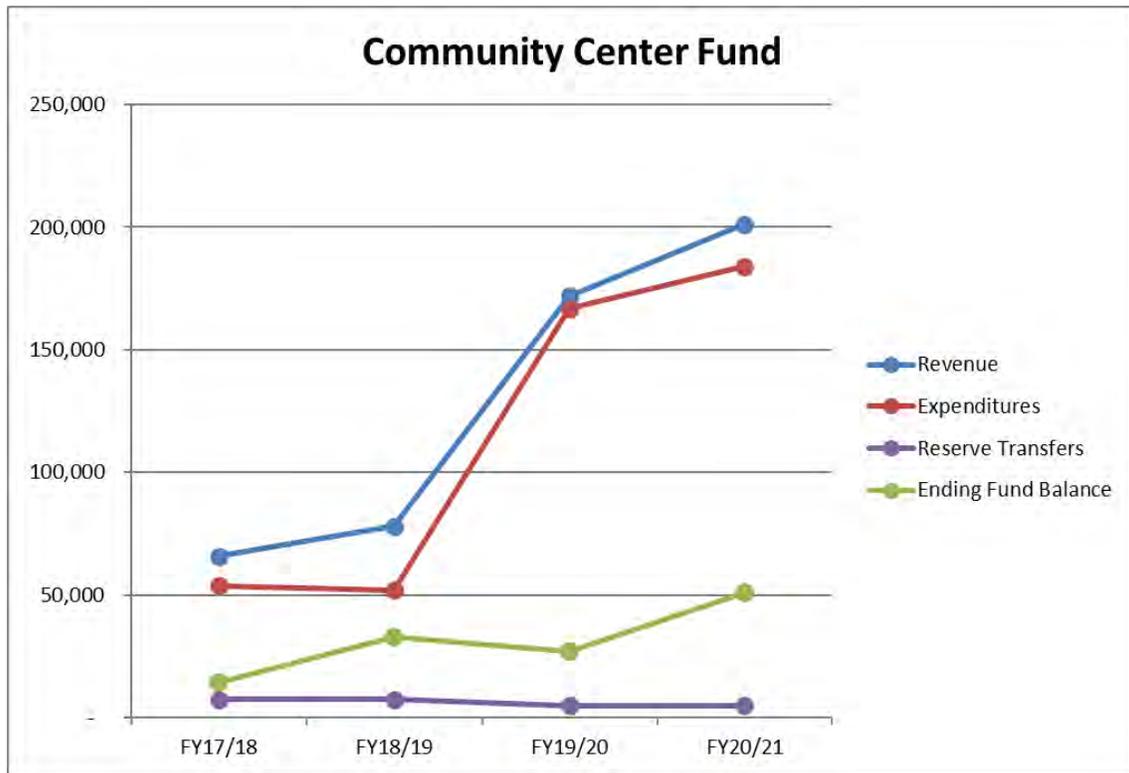




Fund Overview – Community Center Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	10,052	14,573	27,100	39,100
Revenue	65,869	78,094	171,900	201,100
Total Resources	75,922	92,667	199,000	240,200
Expenditures				
Personnel Services	12,955	11,834	107,600	106,400
Materials & Services	40,894	40,292	56,000	74,000
Transfers	7,500	7,500	5,000	5,000
Contingency	-	-	3,300	3,700
Total Expenditures	61,349	59,626	171,900	189,100
Ending Fund Balance	14,573	33,041	27,100	51,100



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				
	2017/18	2018/19	2019/20	2020/21
Fund Summary	Actual	Actual	Budget	Budget
Resources				
Beginning Fund Balance	-	21,383	29,500	25,200
Revenue	31,568	8,183	5,600	5,600
Total Resources	31,568	29,566	35,100	30,800
Expenditures				
Capital Outlay	10,185	-	34,000	1,600
Ending Fund Balance	21,383	29,566	1,100	29,200



Five Year Forecast											
Community Center Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	1	11	10	15	33	39	51	57	61	65	
Program Revenues	27	24	23	19	16	19	20	20	21	21	
Transfers In	93	31	42	58	27	15	15	15	15	15	
Allocated Property Taxes					100	148	154	160	166	173	
Allocated General Rev.					18	18	18	18	18	18	
Interest & Other					1	1	1	1	1	1	
Total Revenue	121	55	66	77	162	201	207	214	221	228	
Total Resources	122	66	76	91	195	240	259	271	282	293	
Requirements											
Personnel Services	55	15	13	21	99	106	116	122	127	132	
Materials & Services	57	41	41	35	52	74	76	79	81	83	
Transfers			8	8	5	5	5	5	5	6	
Contingency						4	4	4	4	4	
Total Expenditures	112	56	61	64	156	189	202	210	218	226	
Ending Fund Balance											
Policy Requirement							30	31	32	33	
Over (under) Policy							27	30	32	34	
Total Ending Fund Balance	11	10	15	27	39	51	57	61	65	67	
Total Requirements	122	66	76	91	195	240	259	271	282	293	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Center Fund							
012-000 Resources							
1	10,052	14,573	27,100	400100 Beginning Fund Balance	39,100	39,100	39,100
2	191	530	300	400400 Investment Interest	600	600	600
3	-	15,000	15,000	400525 Transfer from State Rev Sharing	15,000	15,000	15,000
4	42,200	42,500	-	400540 Transfer from General Fund	-	-	-
5	-	-	16,000	400515 Transfer from CS Admin	-	-	-
6	335	-	-	400700 Operations Fees	-	-	-
7	2,000	-	-	400725 Event Sponsorships	-	-	-
8	5,368	4,905	6,000	400730 Summer Program	3,000	3,000	3,000
9	250	301	300	400800 Youth Fundraising	-	-	-
10	212	701	200	400840 Donations	300	300	300
11	1,235	1,330	1,300	400850 Rentals	2,000	2,000	2,000
12	960	1,038	1,500	400870 Fundraising Events	100	100	100
13	393	446	600	400880 Spring Program	500	500	500
14	11,568	10,778	11,000	400890 Instructor Fees	13,000	13,000	13,000
15	1,015	425	500	400891 Sharing Tree Program	500	500	500
16	143	140	200	409000 Other Revenue	400	400	400
17	-	-	18,800	409310 General Revenue	17,900	17,900	17,900
18	-	-	100,200	400200 Property Taxes	147,800	147,800	147,800
19	75,922	92,667	199,000	Total Resources	240,200	240,200	240,200
20							
21				012-100 Personnel Services			
22	10,143	9,505	49,500	503780 Wages	57,100	57,100	57,100
23	-	-	800	503790 Wages - Overtime	900	900	900
24	776	727	3,900	513344 FICA	4,500	4,500	4,500
25	1,637	1,292	9,700	539094 Pension - PERS	11,400	11,400	11,400
26	398	309	1,100	542344 Workers' Compensation Ins	1,300	1,300	1,300
27	-	-	40,600	546833 Insurance Benefits	29,000	29,000	29,000
28	-	-	2,000	548877 Unemployment Insurance	2,200	2,200	2,200
29	12,955	11,834	107,600	Total Personnel Services	106,400	106,400	106,400
30							
31				012-100 Materials & Services			
32	1,754	2,100	14,900	601100 Administrative Charges	18,500	18,500	18,500
33	2,213	2,370	2,900	602171 Insurance	3,500	3,500	3,500
34	-	-	100	603200 Bank Fees	100	100	100
35	40	-	300	603322 Bathroom Supplies	300	300	300
36	100	111	300	608925 Software Support & Licensing	500	500	500
37	3,437	3,146	4,000	611519 Electricity	4,000	4,000	4,000
38	691	1,101	1,300	611770 IT Service Charges	2,800	2,800	2,800
39	1,187	1,588	1,500	615051 Fundraising Expenses	1,500	1,500	1,500
40	1,690	2,218	1,200	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	2,490	2,482	1,500	633850 Natural Gas	1,500	1,500	1,500
44	457	496	400	636921 Office Supplies	400	400	400
45	227	115	200	640457 Postage	200	200	200
46	352	-	400	640733 Printing and Advertising	400	400	400
47	1,430	668	2,000	641134 Program Costs	2,000	2,000	2,000
48	295	171	500	641135 Sharing Tree Program	500	500	500
49	407	473	500	644400 Janitorial/Landscape Maint	500	500	500
50	12,224	12,379	9,800	644650 Building Maintenance Charges	14,400	14,400	14,400

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	68	162	200	647030 Travel and Training	200	200	200
52	172	-	1,100	648420 Special Events	1,100	1,100	1,100
53	-	-	-	648635 Nutrition	5,000	5,000	5,000
54	72	244	300	648860 Supplies	300	300	300
55	696	696	500	649843 Telephone	2,000	2,000	2,000
56	103	20	300	649860 Volunteer Expenses	300	300	300
57	97	25	300	649989 Dues	300	300	300
58	10,398	9,536	11,000	650100 Instructor Fees	12,000	12,000	12,000
59	189	194	300	702013 Audit	300	300	300
60	40,894	40,292	56,000	Total Materials & Services	74,000	74,000	74,000
61							
62				012-100 Transfers			
63	7,500	7,500	5,000	900046 Transfer to Comm Serv Cap Proj	5,000	5,000	5,000
64							
65				012-100 Fund Balance & Contingency			
66	-	-	3,300	900900 Operating Contingency	3,700	3,700	3,700
67	14,573	33,041	27,100	999000 Unappropriated Fund Balance	51,100	51,100	51,100
68	14,573	33,041	30,400	Total	54,800	54,800	54,800
69							
70							
71				Fund Totals			
72				Resources:			
73	10,052	14,573	27,100	Beginning Fund Balance	39,100	39,100	39,100
74	65,869	78,094	171,900	Operating Revenue	201,100	201,100	201,100
75	75,922	92,667	199,000		240,200	240,200	240,200
76							
77				Appropriations:			
78	61,349	59,626	171,900	Operating Expenditures	189,100	189,100	189,100
79	14,573	33,041	27,100	Unappropriated Fund Balance	51,100	51,100	51,100
80	75,922	92,667	199,000		240,200	240,200	240,200

Notes

68 Contingency is 2% of Personnel Services and Materials & Services

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Capital Projects Fund							
Community Center							
				254-612 Resources			
1	-	21,383	29,500	400100 Beginning Fund Balance	25,200	25,200	25,200
2	268	683	600	400400 Interest	600	600	600
3	7,500	7,500	5,000	400512 Transfer from Comm Center	5,000	5,000	5,000
4	23,800	-	-	400516 Transfer from Bldg Reserve Fund	-	-	-
5	<u>31,568</u>	<u>29,566</u>	<u>35,100</u>	Total Resources	<u>30,800</u>	<u>30,800</u>	<u>30,800</u>
6							
7				254-612 Capital Outlay			
8	-	-	34,000	800200 CEP Projects	100	100	100
9	-	-	-	800160 Software Upgrades	1,500	1,500	1,500
10	10,185	-	-	800175 Building Projects	-	-	-
11	<u>10,185</u>	<u>-</u>	<u>34,000</u>	Total Capital Outlay	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
12							
13				254-612 Fund Balance			
14	<u>21,383</u>	<u>29,566</u>	<u>1,100</u>	999000 Unapp Ending Fund Balance	<u>29,200</u>	<u>29,200</u>	<u>29,200</u>
15	<u>21,383</u>	<u>29,566</u>	<u>1,100</u>	Total Fund Balance	<u>29,200</u>	<u>29,200</u>	<u>29,200</u>



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.



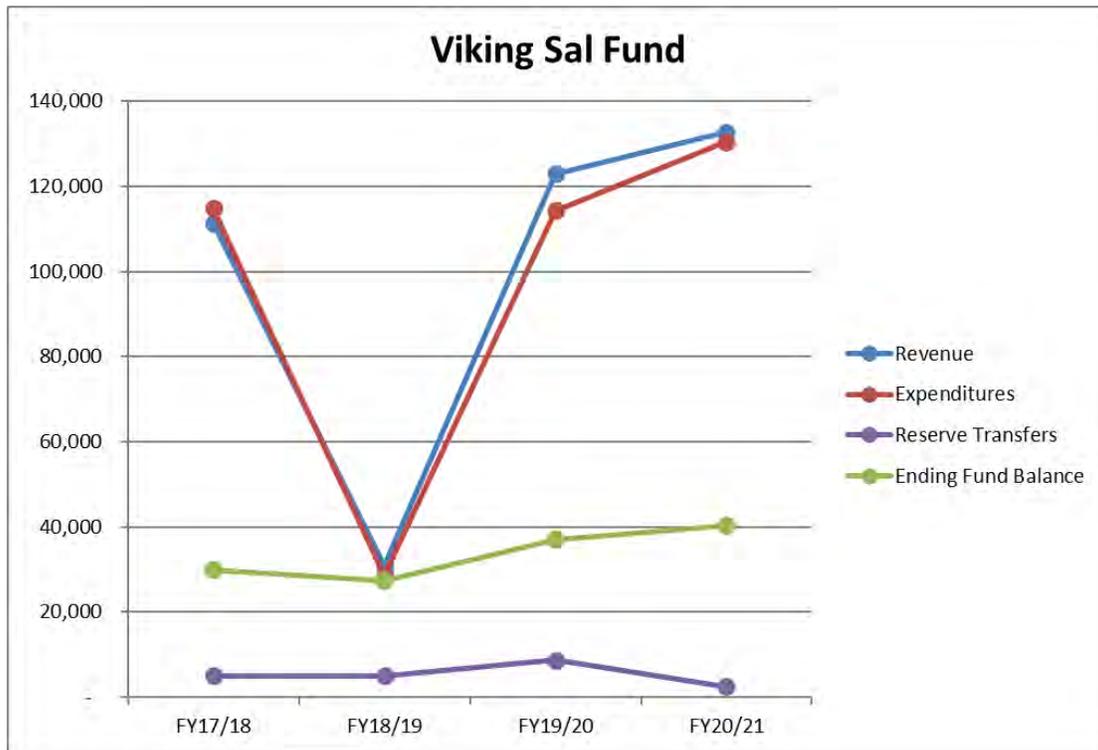


Fund Overview – Viking Sal Senior Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	38,366	29,983	37,000	40,400
Revenue	111,385	30,824	123,000	132,800
Total Resources	149,751	60,807	160,000	173,200
Expenditures				
Personnel Services	67,335	621	66,800	77,500
Materials & Services	47,433	27,892	45,200	50,300
Transfers	5,000	5,000	8,700	2,500
Contingency	-	-	2,300	2,600
Total Expenditures	119,768	33,513	123,000	132,900
Ending Fund Balance	29,983	27,294	37,000	40,300
Staffing	1.00	-	0.75	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	5,090	10,300	4,300
Revenue	5,090	5,231	8,900	2,700
Total Resources	5,090	10,321	19,200	7,000
Expenditures				
Capital Outlay	-	-	19,000	1,300
Ending Fund Balance	5,090	10,321	200	5,700



Five Year Forecast											
Viking Sal Senior Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	27	43	38	30	27	40	40	39	37	36	
Program Revenues	67	49	46	36	38	39	41	43	45	47	
Transfers In	96	55	59		5						
Allocated Property Taxes					66	81	84	87	91	94	
Allocated General Rev.					12	12	12	12	12	12	
Interest & Other	1	2	6	2	1	1	1	1	1	1	
Total Revenue	164	106	111	38	122	133	138	143	149	155	
Total Resources	191	149	150	68	149	173	178	182	186	191	
Requirements											
Personnel Services	101	65	67	1	57	78	82	86	90	94	
Materials & Services	48	45	47	25	43	50	52	53	55	57	
Transfers			5	5	9	3	3	3	3	3	
Contingency						3	3	3	3	3	
Total Expenditures	149	110	120	31	109	133	140	145	150	156	
Ending fund balance											
Policy Requirement							21	22	23	23	
Over (under) Policy							18	16	13	12	
Total Ending Fund Balance	42	38	30	37	40	40	39	37	36	35	
Total Requirements	191	149	150	68	149	173	178	182	186	191	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Viking Sal Senior Fund							
008-000 Resources							
1	38,366	29,983	37,000	400100 Beginning Fund Balance	40,400	40,400	40,400
2	374	661	700	400400 Investment Interest	600	600	600
3	59,100	-	-	400540 Transfer from General Fund	-	-	-
4	-	-	7,000	400515 Transfer from CS Admin	-	-	-
5	-	500	-	400625 Grant: Education Together	-	-	-
6	1,326	1,670	1,500	400700 Operations Fees	1,500	1,500	1,500
7	1,335	-	1,500	400725 Special Meal Sponsorships	1,500	1,500	1,500
8	14,711	12,563	12,000	400735 Nutrition Program	14,000	14,000	14,000
9	12,937	4,800	13,500	400741 IGA LCOG	13,500	13,500	13,500
10	2,373	1,796	1,000	400840 Patron Donations	1,200	1,200	1,200
11	2,225	2,603	1,500	400850 Viking Sal Rentals	2,000	2,000	2,000
12	11,301	5,224	5,000	400870 Fundraising Events	5,000	5,000	5,000
13	5,704	1,006	1,000	409000 Other Receipts	500	500	500
14	-	-	12,800	409310 General Revenue	12,300	12,300	12,300
15	-	-	65,500	400200 Property Taxes	80,700	80,700	80,700
16	<u>149,751</u>	<u>60,807</u>	<u>160,000</u>	Total Resources	<u>173,200</u>	<u>173,200</u>	<u>173,200</u>
17							
008-678 Personnel Services							
18							
19	38,324	-	27,600	503780 Wages	34,500	34,500	34,500
20	-	-	600	503790 Wages - Overtime	700	700	700
21	2,849	-	2,200	513344 FICA	2,700	2,700	2,700
22	6,836	-	6,800	539094 Pension - PERS	8,400	8,400	8,400
23	1,844	621	1,300	542344 Workers' Compensation Ins	900	900	900
24	17,482	-	27,100	546833 Insurance Benefits	29,000	29,000	29,000
25	-	-	1,200	548877 Unemployment Insurance	1,300	1,300	1,300
26	<u>67,335</u>	<u>621</u>	<u>66,800</u>	Total Personnel Services	<u>77,500</u>	<u>77,500</u>	<u>77,500</u>
27							
28							
29							
008-678 Materials & Services							
30	16,184	2,200	14,100	601100 Administrative Charges	17,100	17,100	17,100
31	2,521	2,590	2,300	602171 Insurance	2,500	2,500	2,500
32	49	28	100	603200 Bank Fees	100	100	100
33	102	29	200	603322 Bathroom Supplies	200	200	200
34	223	119	300	608925 Software Support & Licensing	400	400	400
35	2,843	2,745	3,000	611519 Electricity	3,000	3,000	3,000
36	792	814	1,300	611770 IT Service Charges	2,800	2,800	2,800
37	3,815	977	5,000	615051 Fundraising Expense	4,500	4,500	4,500
38	1,683	1,767	1,000	615100 Building Maintenance Charges	1,000	1,000	1,000
39	777	1,098	600	632677 Office Equipment Leases	600	600	600
40	258	15	-	632678 Computer/Office Equipment Main	-	-	-
41	192	40	100	632690 Office Equipment/Furnishings	100	100	100
42	874	860	800	633850 Natural Gas	800	800	800
43	283	278	200	636921 Office Supplies	300	300	300
44	69	82	100	640457 Postage	100	100	100
45	70	34	100	640733 Printing and Publications	400	400	400
46	1,218	334	500	643300 Kitchen Supplies	500	500	500
47	705	915	600	644400 Janitorial/Landscape Maint	600	600	600
48	916	664	1,000	644660 Building / Property Maint.	500	500	500
49	-	51	200	644670 Training	200	200	200
50	189	131	300	648420 Special Events	300	300	300

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	11,089	8,837	10,000	648635 Nutrition Program	11,000	11,000	11,000
52	6	120	100	648860 Supplies	100	100	100
53	861	1,049	1,000	649843 Telephone	1,000	1,000	1,000
54	262	803	800	649860 Volunteer Expenses	700	700	700
55	-	-	100	650100 Instructor Fees	100	100	100
56	1,075	925	900	652080 Internet & Email	1,100	1,100	1,100
57	379	388	500	702013 Audit	300	300	300
58	<u>47,433</u>	<u>27,892</u>	<u>45,200</u>	Total Materials & Services	<u>50,300</u>	<u>50,300</u>	<u>50,300</u>
59							
60				008-678 Transfers			
61	5,000	5,000	8,700	900046 Transfer to Comm Serv Cap Proj	2,500	2,500	2,500
62	<u>5,000</u>	<u>5,000</u>	<u>8,700</u>	Total Transfers	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
63							
64				008-678 Fund Balance & Contingency			
65	-	-	2,300	900900 Operating Contingency	2,600	2,600	2,600
66	<u>29,983</u>	<u>27,294</u>	<u>37,000</u>	999000 Unapp Ending Fund Balance	<u>40,300</u>	<u>40,300</u>	<u>40,300</u>
67	<u>29,983</u>	<u>27,294</u>	<u>39,300</u>	Total	<u>40,300</u>	<u>42,900</u>	<u>42,900</u>
68							
69				Fund Totals			
70				Resources:			
71	38,366	29,983	37,000	Beginning Fund Balance	40,400	40,400	40,400
72	<u>111,385</u>	<u>30,824</u>	<u>123,000</u>	Operating Revenue	<u>132,800</u>	<u>132,800</u>	<u>132,800</u>
73	<u>149,751</u>	<u>60,807</u>	<u>160,000</u>		<u>173,200</u>	<u>173,200</u>	<u>173,200</u>
74							
75				Appropriations:			
76	114,768	28,513	114,300	Operating Expenditures	130,400	130,400	130,400
77				Transfers			
78	<u>5,000</u>	<u>5,000</u>	<u>8,700</u>	Other Transfers	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
79	<u>119,768</u>	<u>33,513</u>	<u>123,000</u>		<u>132,900</u>	<u>132,900</u>	<u>132,900</u>
80	<u>29,983</u>	<u>27,294</u>	<u>37,000</u>	Unappropriated Fund Balance	<u>40,300</u>	<u>40,300</u>	<u>40,300</u>
81	<u>149,751</u>	<u>60,807</u>	<u>160,000</u>		<u>173,200</u>	<u>173,200</u>	<u>173,200</u>

Notes

67 Contingency is 2% or more of personnel services and M&S

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Capital Projects Fund							
18	Viking Sal Senior Center						
19	254-678 Resources						
20	-	5,090	10,300	400100 Beginning Fund Balance	4,300	4,300	4,300
21	90	231	200	400400 Interest	200	200	200
22	5,000	5,000	8,700	400513 Transfer from Viking Sal	2,500	2,500	2,500
23	<u>5,090</u>	<u>10,321</u>	<u>19,200</u>	Total Resources	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
24							
25	254-678 Capital Outlay						
26	-	-	19,000	800200 CEP Projects	100	100	100
27	-	-	-	800160 Software Upgrades	1,200	1,200	1,200
28	<u>-</u>	<u>-</u>	<u>19,000</u>	Total Capital Outlay	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
29							
30	254-678 Fund Balance						
31	<u>5,090</u>	<u>10,321</u>	<u>200</u>	999000 Unapp Ending Fund Balance	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>
32	<u><u>5,090</u></u>	<u><u>10,321</u></u>	<u><u>200</u></u>	Total Fund Balance	<u><u>5,700</u></u>	<u><u>5,700</u></u>	<u><u>5,700</u></u>



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.





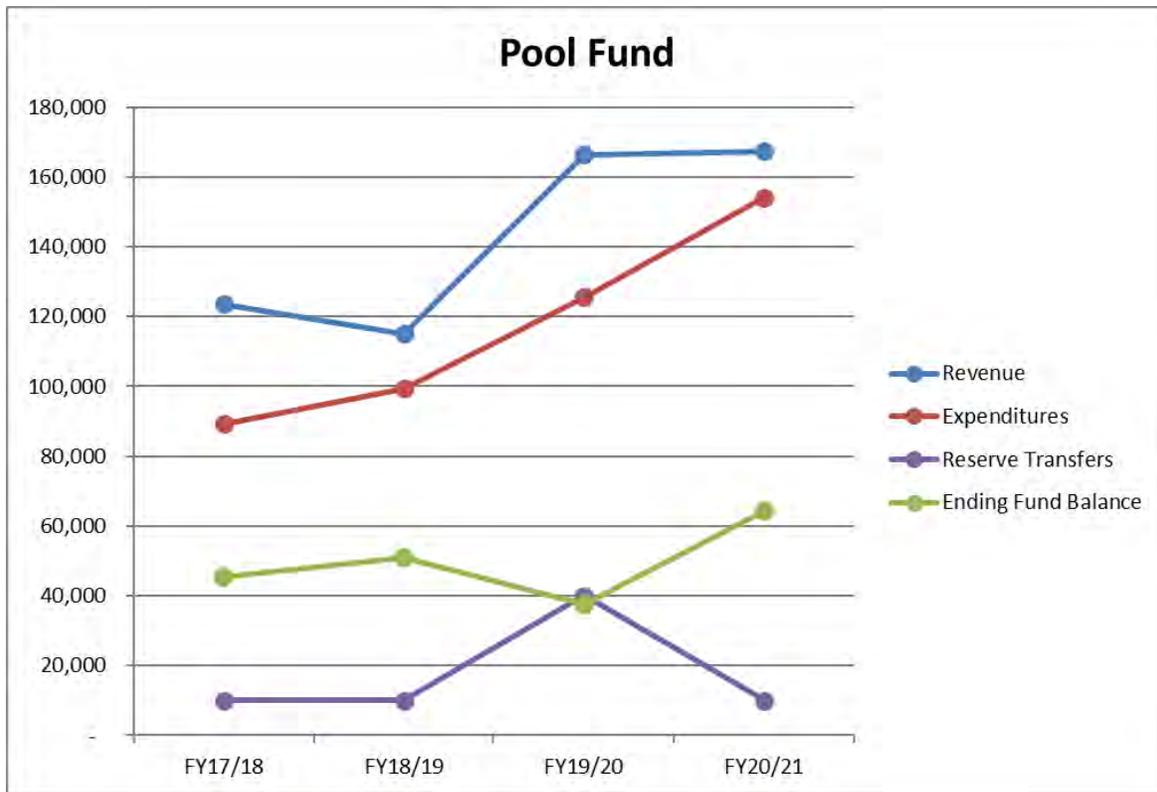
2020-2021 Fiscal Year Projects

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	20,895	45,247	36,800	61,100
Revenue	123,616	114,997	166,400	167,300
Total Resources	144,511	160,244	203,200	228,400
Expenditures				
Personnel Services	58,391	61,843	80,900	102,700
Materials & Services	30,872	37,488	39,600	46,400
Transfers	10,000	10,000	40,000	10,000
Contingency	-	-	5,000	5,000
Total Expenditures	99,264	109,331	165,500	164,100
Ending Fund Balance	45,247	50,914	37,700	64,300





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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	31,125	36,900	50,600
Revenue	32,557	10,910	40,800	11,000
Total Resources	32,557	42,035	77,700	61,600
Expenditures				
Capital Outlay	1,432	2,465	70,000	50,500
Ending Fund Balance	31,125	39,570	7,700	11,100





Five Year Forecast											
Swimming Pool											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	0	6	21	45	51	61	64	67	69	73	
Program Revenues	45	40	36	39	39	43	45	48	50	53	
Transfers In					22						
Allocated Property Taxes		66	72	64	84	117	121	126	131	137	
Allocated General Rev.		10	14	7	6	6	6	6	6	6	
Interest & Other			1		1	1	1	1	1	1	
Total Revenue	45	117	124	110	152	167	174	181	189	197	
Total Resources		122	145	156	203	228	238	249	258	270	
Requirements											
Personnel Services	77	63	58	74	68	103	108	114	117	121	
Materials & Services	32	33	31	34	34	46	48	49	51	52	
Transfers		6	10	10	40	10	10	11	11	11	
Contingency						5	5	5	6	6	
Total Expenditures	109	102	99	118	142	164	171	179	185	190	
Ending Fund Balance											
Policy Requirement							24	25	26	27	
Over (under) Policy							43	44	47	53	
Total Ending Fund Balance		21	45	37	61	64	67	69	73	80	
Total Requirements		122	145	156	203	228	238	249	258	270	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Swimming Pool							
001-620 Resources							
1	20,895	45,247	36,800	400100 Beginning Fund Balance	61,100	61,100	61,100
2	7,045	7,567	9,500	400500 Pool Daily Admission	9,500	9,500	9,500
3	1,057	2,130	1,000	400501 School Swim Pool Rental	800	800	800
4	6,875	7,608	9,000	400505 Swim Pass Sales	8,000	8,000	8,000
5	1,110	1,516	1,000	406600 Swim Team	1,000	1,000	1,000
6	15,027	18,966	17,500	406650 Swim Lessons	17,500	17,500	17,500
7	2,285	1,734	3,000	400550 Pool Income - Other	2,000	2,000	2,000
8	2,883	3,743	4,500	407200 Private Pool Rentals	4,500	4,500	4,500
9	448	328	400	409000 Other Revenue	500	500	500
10	117	302	200	400400 Interest	600	600	600
11	-	-	30,000	400515 Transfer from CS Admin	-	-	-
12	14,488	6,992	6,500	409310 General Revenue	6,200	6,200	6,200
13	72,282	64,111	83,800	400200 Property Taxes	116,700	116,700	116,700
14	<u>144,511</u>	<u>160,244</u>	<u>203,200</u>	Total Resources	<u>228,400</u>	<u>228,400</u>	<u>228,400</u>
15							
001-620 Personnel Services							
17	52,934	55,943	68,900	503780 Wages	85,700	85,700	85,700
18	-	-	1,200	503790 Overtime	1,200	1,200	1,200
19	4,049	4,280	5,400	513344 FICA	6,700	6,700	6,700
20	250	-	-	539094 Pension - PERS	900	900	900
21	1,159	1,620	2,600	542344 Workers' Compensation Ins	3,700	3,700	3,700
22	-	-	-	546833 Insurance Benefits	1,100	1,100	1,100
23	-	-	2,800	548877 Unemployment Insurance	3,400	3,400	3,400
24	<u>58,391</u>	<u>61,843</u>	<u>80,900</u>	Total Personnel Services	<u>102,700</u>	<u>102,700</u>	<u>102,700</u>
25							
001-620 Materials & Services							
27	2,127	2,200	1,700	601100 Administrative Charges	2,900	2,900	2,900
28	151	172	400	601124 Swim Team	400	400	400
29	2,399	2,676	2,400	602171 Insurance	2,800	2,800	2,800
30	65	52	100	603200 Bank Fees	200	200	200
31	5,155	4,333	5,000	605917 Chemicals	5,000	5,000	5,000
32	122	119	100	608925 Software Support & Licensing	100	100	100
33	5,895	5,237	6,500	611519 Electricity	6,500	6,500	6,500
34	-	-	400	611770 IT Service Charges	1,100	1,100	1,100
35	304	901	800	612080 Pool Equip Repair and Renewal	1,500	1,500	1,500
36	79	-	-	623425 Preventative Medical/OSHA	-	-	-
37	57	123	500	623426 First Aid Supplies	600	600	600
38	193	414	600	623427 Instructional Supplies	600	600	600
39	405	725	400	632677 Office Equipment Leases	700	700	700
40	2,480	7,895	4,000	633850 Natural Gas	4,300	4,300	4,300
41	495	640	800	636921 Office Supplies	500	500	500
42	-	-	-	636950 Concessions	700	700	700
43	-	-	100	640457 Postage	100	100	100
44	677	384	600	644410 Janitorial Supplies	600	600	600
45	5,291	5,046	5,700	644650 Building Maintenance Charges	8,000	8,000	8,000
46	1,081	2,543	2,000	647030 Training & Recruiting	2,200	2,200	2,200
47	2,205	2,974	5,500	648860 Pool Supplies	5,500	5,500	5,500
48	861	861	900	649843 Telephone	900	900	900
49	428	-	600	650250 Pool License	700	700	700
50	213	-	300	652080 Internet & Email	300	300	300

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	189	194	200	702013 Audit	200	200	200
52	30,872	37,488	39,600	Total Materials & Services	46,400	46,400	46,400
53							
54				001-620 Transfers			
55	10,000	10,000	40,000	900046 Transfer to Comm Serv Cap Project	10,000	10,000	10,000
56	10,000	10,000	40,000	Total Transfers	10,000	10,000	10,000
57							
58	-	-	5,000	900900 Contingency	5,000	5,000	5,000
59							
60	99,264	109,331	165,500	Total Requirements	164,100	164,100	164,100
61	45,247	50,914	37,700	999000 Unapp Ending Fund Balance	64,300	64,300	64,300
62	144,511	160,244	203,200		228,400	228,400	228,400
63	-	-	-		-	-	-
64				Fund Totals			
65				Resources:			
66	20,895	45,247	36,800	Beginning Fund Balance	61,100	61,100	61,100
67	123,616	114,997	166,400	Operating Revenue	167,300	167,300	167,300
68	144,511	160,244	203,200		228,400	228,400	228,400
69							
70				Appropriations:			
71	89,264	99,331	125,500	Operating Expenditures	154,100	154,100	154,100
72	10,000	10,000	40,000	Transfers To Reserves	10,000	10,000	10,000
73	99,264	109,331	165,500		164,100	164,100	164,100
74	45,247	50,914	37,700	Unappropriated Fund Balance	64,300	64,300	64,300
75	144,511	160,244	203,200		228,400	228,400	228,400
76	-	-	-		-	-	-

Notes

58 Contingency is 2% of appropriations excluding contingency and transfers

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Capital Projects Fund							
35	Pool						
36	254-620 Resources						
37	-	31,125	36,900	400100 Beginning Fund Balance	50,600	50,600	50,600
38	357	910	800	400400 Interest	1,000	1,000	1,000
39	10,000	10,000	40,000	400511 Transfer from Pool Operations	10,000	10,000	10,000
40	22,200	-	-	400519 Transfer from Park & Pool Res	-	-	-
41	<u>32,557</u>	<u>42,035</u>	<u>77,700</u>	Total Resources	<u>61,600</u>	<u>61,600</u>	<u>61,600</u>
42							
43	254-620 Capital Outlay						
44	-	-	40,000	800200 CEP Projects	30,000	30,000	30,000
45	1,432	-	10,000	800100 Equipment Purchases	-	-	-
46	-	-	-	800160 Software Upgrades	500	500	500
47	<u>-</u>	<u>2,465</u>	<u>20,000</u>	800175 Building Projects	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
48	<u>1,432</u>	<u>2,465</u>	<u>70,000</u>	Total Capital Outlay	<u>50,500</u>	<u>50,500</u>	<u>50,500</u>
49							
50	254-620 Fund Balance						
51	<u>31,125</u>	<u>39,570</u>	<u>7,700</u>	999000 Unapp Ending Fund Balance	<u>11,100</u>	<u>11,100</u>	<u>11,100</u>
52	<u>31,125</u>	<u>39,570</u>	<u>7,700</u>	Total Fund Balance	<u>11,100</u>	<u>11,100</u>	<u>11,100</u>



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. We are a place for parents to learn to encourage early literacy with their children, an opportunity for teens to become leaders and kids to succeed. 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.





2020-2021 Fiscal Year Projects

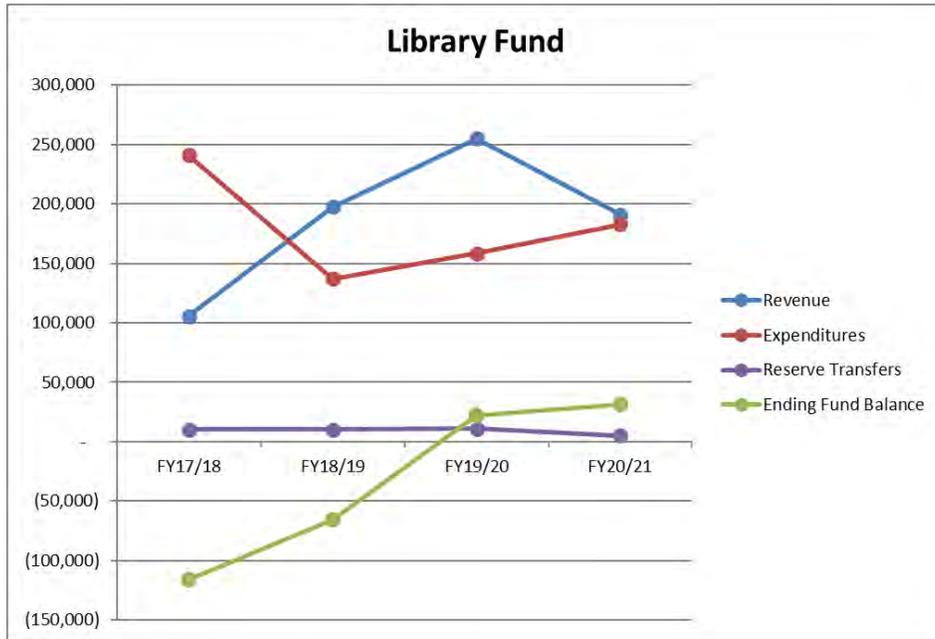
Replacement of the public computer stations. The project is included in the capital expenditure plan and is project number LBIT #3 to #11. Total cost is \$10,800.



Fund Overview – Library Fund

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

Library				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	28,914	(116,532)	(63,700)	28,300
Revenue	105,485	197,762	255,000	191,100
Total Resources	134,399	81,230	191,300	219,400
Expenditures				
Personnel Services	161,626	77,090	86,500	95,100
Materials & Services	79,305	60,149	66,700	82,800
Transfers	10,000	10,000	11,000	5,200
Contingency	-	-	5,000	5,000
Total Expenditures	250,932	147,239	169,200	188,100
Ending Fund Balance	(116,532)	(66,009)	22,100	31,300
Staffing	1.68	0.68	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	17,361	27,500	29,100
Revenue	23,561	10,674	11,600	5,900
Total Resources	23,561	28,034	39,100	35,000
Expenditures				
Capital Outlay	6,200	610	30,000	1,200
Ending Fund Balance	17,361	27,424	9,100	33,800





Five Year Forecast											
Library											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	0	11	29	(117)	(66)	28	31	34	37	41	
Program Revenues	7	7	7	7	7	7	7	8	8	9	
Transfers In			17		5						
Allocated Property Taxes		129	53	117	189	134	139	145	150	156	
Allocated General Rev.		83	28	57	51	50	50	50	50	50	
Interest & Other				1							
Total Revenue	7	218	105	181	252	191	197	203	209	215	
Total Resources	-	229	134	65	186	219	228	237	246	256	
Requirements											
Personnel Services	149	132	162	64	82	95	98	101	103	106	
Materials & Services	58	68	79	54	65	83	85	88	90	93	
Transfers	7		10	10	11	5	5	6	6	6	
Contingency						5	5	5	6	6	
Total Expenditures	214	200	251	128	158	188	194	200	205	211	
Ending Fund Balance											
Policy Requirement							28	29	30	31	
Over (under) Policy							6	8	11	14	
Total Ending Fund Balance		29	(117)	(64)	28	31	34	37	41	45	
Total Requirements	-	229	134	65	186	219	228	237	246	256	

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Library							
001-674 Resources							
1	28,914	(116,532)	(63,700)	400100 Beginning Fund Balance	28,300	28,300	28,300
2	5,320	5,147	4,000	403200 Library Receipts	5,000	5,000	5,000
3	500	1,514	500	403215 Grant: Education Together Fund	500	500	500
4	500	500	300	403225 Grant: Soroptimists	500	500	500
5	1,000	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
6	44	272	300	409000 Other Revenue	300	300	300
7	272	330	400	400400 Interest	100	100	100
8	-	-	7,100	400515 Transfer from CS Admin	-	-	-
9	16,900	16,000	-	400539 Transfer from Non-Departmental	-	-	-
10	28,243	56,123	52,400	409310 General Revenue	50,100	50,100	50,100
11	52,706	116,876	189,000	400200 Property Taxes	133,600	133,600	133,600
12	134,399	81,230	191,300	Total - Resources	219,400	219,400	219,400
13							
001-674 Personnel Services							
15	90,912	39,253	45,500	503780 Wages	50,100	50,100	50,100
16	-	-	1,100	503790 Overtime	1,100	1,100	1,100
17	6,786	2,907	3,600	513344 FICA	4,000	4,000	4,000
18	24,595	10,661	14,500	539094 Pension - PERS	16,200	16,200	16,200
19	127	62	300	542344 Workers' Compensation Ins	200	200	200
20	39,206	23,225	19,900	546833 Insurance Benefits	21,200	21,200	21,200
21	-	981	1,600	548877 Unemployment Tax	2,300	2,300	2,300
22	161,626	77,090	86,500	Total Personnel Services	95,100	95,100	95,100
23							
001-674 Materials & Services							
25	25,736	12,700	16,900	601100 Administrative Charges	20,800	20,800	20,800
26	3,378	3,608	2,600	602171 Insurance	2,900	2,900	2,900
27	106	73	100	603200 Bank Fees	100	100	100
28	16,240	9,899	10,000	604056 Books	15,000	15,000	15,000
29	1,097	1,101	1,200	604080 Digital Audio Books	1,200	1,200	1,200
30	842	997	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
31	-	300	300	605100 Grant: Soroptimists	500	500	500
32	-	-	100	606633 Computer/Office Equipment Main	100	100	100
33	5,622	5,270	5,000	606640 Computer Catalog	6,000	6,000	6,000
34	-	-	200	606650 GALE Catalog	-	-	-
35	805	937	900	608925 Software Support & Licensing	1,200	1,200	1,200
36	4,846	7,287	7,300	611770 IT Service Charges	11,700	11,700	11,700
37	2,707	2,250	3,000	618602 Electricity	3,000	3,000	3,000
38	1,634	2,048	1,800	632677 Office Equipment Leases	1,800	1,800	1,800
39	90	-	100	632680 Office Equipment/Furnishings	100	100	100
40	924	936	900	633850 Natural Gas	900	900	900
41	1,246	641	1,000	636921 Office Supplies	1,000	1,000	1,000
42	221	1,229	1,500	640457 Postage	1,500	1,500	1,500
43	1,018	639	800	642300 Summer Reading Program	800	800	800
44	500	-	500	642301 ETF Grant	500	500	500
45	-	-	1,000	642320 Library Programs	1,000	1,000	1,000
46	5,268	4,655	5,500	644650 Building Maintenance Charges	6,900	6,900	6,900
47	2,106	1,252	500	644660 Repair & Care of Library	500	500	500
48	122	30	300	647030 Travel and Training	300	300	300
49	-	264	500	649860 Volunteer Expenses	500	500	500
50	1,335	646	500	648861 Supplies and Book Repair	500	500	500

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
51	696	696	800	649843 Telephone	800	800	800
52	2,198	2,112	1,800	652080 Internet & Email	1,800	1,800	1,800
53	568	581	600	702013 Audit	400	400	400
54	<u>79,305</u>	<u>60,149</u>	<u>66,700</u>	Total Materials & Services	<u>82,800</u>	<u>82,800</u>	<u>82,800</u>
55							
56							
57				001-674 Transfers			
58	<u>10,000</u>	<u>10,000</u>	<u>11,000</u>	900046 Transfer to Comm Serv Cap Proj	<u>5,200</u>	<u>5,200</u>	<u>5,200</u>
59	<u>10,000</u>	<u>10,000</u>	<u>11,000</u>	Total Transfers	<u>5,200</u>	<u>5,200</u>	<u>5,200</u>
60							
61	<u>-</u>	<u>-</u>	<u>5,000</u>	900900 Contingency	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
62							
63	250,932	147,239	169,200	Total Requirements	188,100	188,100	188,100
64	<u>(116,532)</u>	<u>(66,009)</u>	<u>22,100</u>	999000 Unapp Ending Fund Balance	<u>31,300</u>	<u>31,300</u>	<u>31,300</u>
65	<u>134,399</u>	<u>81,230</u>	<u>191,300</u>		<u>219,400</u>	<u>219,400</u>	<u>219,400</u>
66	-	-	-		-	-	-
67							
68				Fund Totals			
69				Resources:			
70	28,914	(116,532)	(63,700)	Beginning Fund Balance	28,300	28,300	28,300
71	<u>105,485</u>	<u>197,762</u>	<u>255,000</u>	Operating Revenue	<u>191,100</u>	<u>191,100</u>	<u>191,100</u>
72	<u>134,399</u>	<u>81,230</u>	<u>191,300</u>		<u>219,400</u>	<u>219,400</u>	<u>219,400</u>
73							
74				Appropriations:			
75	240,932	137,239	158,200	Operating Expenditures	182,900	182,900	182,900
76				Transfers			
77	<u>10,000</u>	<u>10,000</u>	<u>11,000</u>	To Reserves	<u>5,200</u>	<u>5,200</u>	<u>5,200</u>
78	250,932	147,239	169,200		188,100	188,100	188,100
79	<u>(116,532)</u>	<u>(66,009)</u>	<u>22,100</u>	Unappropriated Fund Balance	<u>31,300</u>	<u>31,300</u>	<u>31,300</u>
80	<u>134,399</u>	<u>81,230</u>	<u>191,300</u>		<u>219,400</u>	<u>219,400</u>	<u>219,400</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 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Capital Projects Fund							
76	Library Capital Projects						
77	254-674 Resources						
78	-	17,361	27,500	400100 Beginning Fund Balance	29,100	29,100	29,100
79	268	674	600	400400 Interest	700	700	700
80	10,000	10,000	11,000	400509 Transfer from Library Operations	5,200	5,200	5,200
81	13,292	-	-	400517 Transfer from Library Equip	-	-	-
82	<u>23,561</u>	<u>28,034</u>	<u>39,100</u>	Total Resources	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
83							
84	254-674 Capital Outlay						
85	-	-	30,000	800200 CEP Projects	100	100	100
86	-	610	-	800155 Computer & Network	-	-	-
87	-	-	-	800160 Software Upgrades	1,100	1,100	1,100
88	6,200	-	-	800175 Building Projects	-	-	-
89	<u>6,200</u>	<u>610</u>	<u>30,000</u>	Total Capital Outlay	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
90							
91	254-674 Fund Balance						
92	17,361	27,424	9,100	999000 Unapp Ending Fund Balance	33,800	33,800	33,800
93	<u>17,361</u>	<u>27,424</u>	<u>9,100</u>	Total Fund Balance	<u>33,800</u>	<u>33,800</u>	<u>33,800</u>

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Capital Projects Fund							
Community Center							
				254-612 Resources			
1	-	21,383	29,500	400100 Beginning Fund Balance	25,200	25,200	25,200
2	268	683	600	400400 Interest	600	600	600
3	7,500	7,500	5,000	400512 Transfer from Comm Center	5,000	5,000	5,000
4	23,800	-	-	400516 Transfer from Bldg Reserve Fund	-	-	-
5	<u>31,568</u>	<u>29,566</u>	<u>35,100</u>	Total Resources	<u>30,800</u>	<u>30,800</u>	<u>30,800</u>
6							
7				254-612 Capital Outlay			
8	-	-	34,000	800200 CEP Projects	100	100	100
9	-	-	-	800160 Software Upgrades	1,500	1,500	1,500
10	10,185	-	-	800175 Building Projects	-	-	-
11	<u>10,185</u>	<u>-</u>	<u>34,000</u>	Total Capital Outlay	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
12							
13				254-612 Fund Balance			
14	21,383	29,566	1,100	999000 Unapp Ending Fund Balance	29,200	29,200	29,200
15	<u>21,383</u>	<u>29,566</u>	<u>1,100</u>	Total Fund Balance	<u>29,200</u>	<u>29,200</u>	<u>29,200</u>
16							
17							
18	Viking Sal Senior Center						
19				254-678 Resources			
20	-	5,090	10,300	400100 Beginning Fund Balance	4,300	4,300	4,300
21	90	231	200	400400 Interest	200	200	200
22	5,000	5,000	8,700	400513 Transfer from Viking Sal	2,500	2,500	2,500
23	<u>5,090</u>	<u>10,321</u>	<u>19,200</u>	Total Resources	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
24							
25				254-678 Capital Outlay			
26	-	-	19,000	800200 CEP Projects	100	100	100
27	-	-	-	800160 Software Upgrades	1,200	1,200	1,200
28	<u>-</u>	<u>-</u>	<u>19,000</u>	Total Capital Outlay	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
29							
30				254-678 Fund Balance			
31	5,090	10,321	200	999000 Unapp Ending Fund Balance	5,700	5,700	5,700
32	<u>5,090</u>	<u>10,321</u>	<u>200</u>	Total Fund Balance	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>
33							
34							
35	Pool						
36				254-620 Resources			
37	-	31,125	36,900	400100 Beginning Fund Balance	50,600	50,600	50,600
38	357	910	800	400400 Interest	1,000	1,000	1,000
39	10,000	10,000	40,000	400511 Transfer from Pool Operations	10,000	10,000	10,000
40	22,200	-	-	400519 Transfer from Park & Pool Res	-	-	-
41	<u>32,557</u>	<u>42,035</u>	<u>77,700</u>	Total Resources	<u>61,600</u>	<u>61,600</u>	<u>61,600</u>
42							
43				254-620 Capital Outlay			
44	-	-	40,000	800200 CEP Projects	30,000	30,000	30,000
45	1,432	-	10,000	800100 Equipment Purchases	-	-	-

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
46	-	-	-	800160 Software Upgrades	500	500	500
47	-	2,465	20,000	800175 Building Projects	20,000	20,000	20,000
48	1,432	2,465	70,000	Total Capital Outlay	50,500	50,500	50,500
49							
50				254-620 Fund Balance			
51	31,125	39,570	7,700	999000 Unapp Ending Fund Balance	11,100	11,100	11,100
52	31,125	39,570	7,700	Total Fund Balance	11,100	11,100	11,100
53							
54							
55				Parks Capital Projects			
56				254-630 Resources			
57	-	51,506	70,200	400100 Beginning Fund Balance	81,300	81,300	81,300
58	624	1,625	1,300	400400 Interest	1,600	1,600	1,600
59	30,000	30,000	62,500	400514 Transfer from Parks Operations	41,000	41,000	41,000
60	28,600	6,335	-	400527 Transfer from Park & Pool Res	-	-	-
61	59,224	89,465	134,000	Total Resources	123,900	123,900	123,900
62							
63				254-630 Capital Outlay			
64	-	-	36,500	800200 CEP Projects	71,500	71,500	71,500
65	-	-	40,000	800300 Capital Outlay Projects	31,000	31,000	31,000
66	1,290	3,357	-	800100 Equipment Purchases	-	-	-
67	-	-	-	800160 Software Upgrades	1,200	1,200	1,200
68	6,428	23,265	-	800175 Building Projects	-	-	-
69	7,718	26,622	76,500	Total Capital Outlay	103,700	103,700	103,700
70							
71				254-630 Fund Balance			
72	51,506	62,843	57,500	999000 Unapp Ending Fund Balance	20,200	20,200	20,200
73	51,506	62,843	57,500	Total Fund Balance	20,200	20,200	20,200
74							
75							
76				Library Capital Projects			
77				254-674 Resources			
78	-	17,361	27,500	400100 Beginning Fund Balance	29,100	29,100	29,100
79	268	674	600	400400 Interest	700	700	700
80	10,000	10,000	11,000	400509 Transfer from Library Operations	5,200	5,200	5,200
81	13,292	-	-	400517 Transfer from Library Equip	-	-	-
82	23,561	28,034	39,100	Total Resources	35,000	35,000	35,000
83							
84				254-674 Capital Outlay			
85	-	-	30,000	800200 CEP Projects	100	100	100
86	-	610	-	800155 Computer & Network	-	-	-
87	-	-	-	800160 Software Upgrades	1,100	1,100	1,100
88	6,200	-	-	800175 Building Projects	-	-	-
89	6,200	610	30,000	Total Capital Outlay	1,200	1,200	1,200
90							
91				254-674 Fund Balance			
92	17,361	27,424	9,100	999000 Unapp Ending Fund Balance	33,800	33,800	33,800
93	17,361	27,424	9,100	Total Fund Balance	33,800	33,800	33,800
94							

**City of Junction City
Fiscal Year 2020-21 Budget**

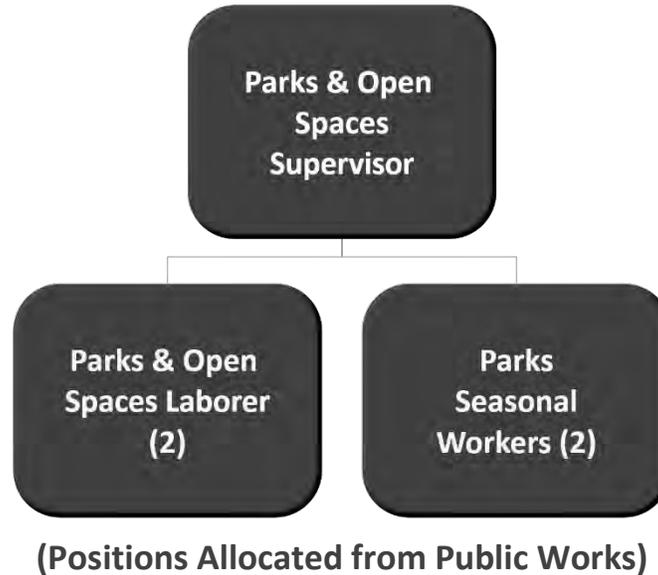
	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
95				254-950 Fund Balance			
96	126,465	169,723	75,600	999000 Unapp Ending Fund Balance	100,000	100,000	100,000
97	126,465	169,723	75,600	Total Fund Balance	100,000	100,000	100,000
98							
99				Fund Totals			
100	152,000	199,421	305,100	Resources	258,300	258,300	258,300
101							
102	25,535	29,698	229,500	Appropriations	158,300	158,300	158,300
103	126,465	169,723	75,600	999000 Unappropriated Fund Balance	100,000	100,000	100,000
104	152,000	199,421	305,100		258,300	258,300	258,300



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 2020-2021?

- The maintenance of parks is back under Public Works and the staffing changes have been made. The Parks and Open Spaces Supervisor is in place as well as 2 Parks and Open Spaces Labor positions.

2020-2021 Fiscal Year Projects

1. **Playground equipment** - This project is from the Capital Expenditure Plan and is project #BAP-001. The total cost for this project is \$5,000. The funding for this project is from the Community Services Capital Fund.
2. **Basketball Court Refurbishment** - This project is from the Capital Expenditure Plan and is project #BPK-003. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.
3. **Handball Court Refurbishment** - This project is from the Capital Expenditure Plan and is project #BPK-004. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.
4. **Paint Interior** - This project is from the Capital Expenditure Plan and is project #DFH-001. The total cost for this project is \$5,000. The funding for this project is from the Community Services Capital Fund.
5. **Paint Exterior** – This project is from the Capital Expenditure Plan and is project #DFH-002. The total cost for this project is \$7,500. The funding for this project is from the Community Services Capital Fund.
6. **Replace Roofing** - This project is from the Capital Expenditure Plan and is project #DFH-003. The total cost for this project is \$35,000. The funding for this project is from the Community Services Capital Fund.
7. **Exterior Lighting Refurbishment** - This project is from the Capital Expenditure Plan and is project #DFH-004. The total cost for this project is \$5,000. The funding for this project is from the Community Services Capital Fund.



- 8. **Restroom Refurbishment** - This project is from the Capital Expenditure Plan and is project #LDP-004. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.

- 9. **Restroom Roof Replacement** - This project is from the Capital Expenditure Plan and is project #LDP-005. The total cost for this project is \$3,500. The funding for this project is from the Community Services Capital Fund.

- 10. **Power Tool System Replacement** - This project is from the Capital Expenditure Plan and is project #PEQ-004. The total cost for this project is \$2,500. The funding for this project is from the Community Services Capital Fund.

- 11. **Concrete Sealing Program** - This project is from the Capital Expenditure Plan and is project #SKP-001. The total cost for this project is \$2,000. The funding for this project is from the Community Services Capital Fund.

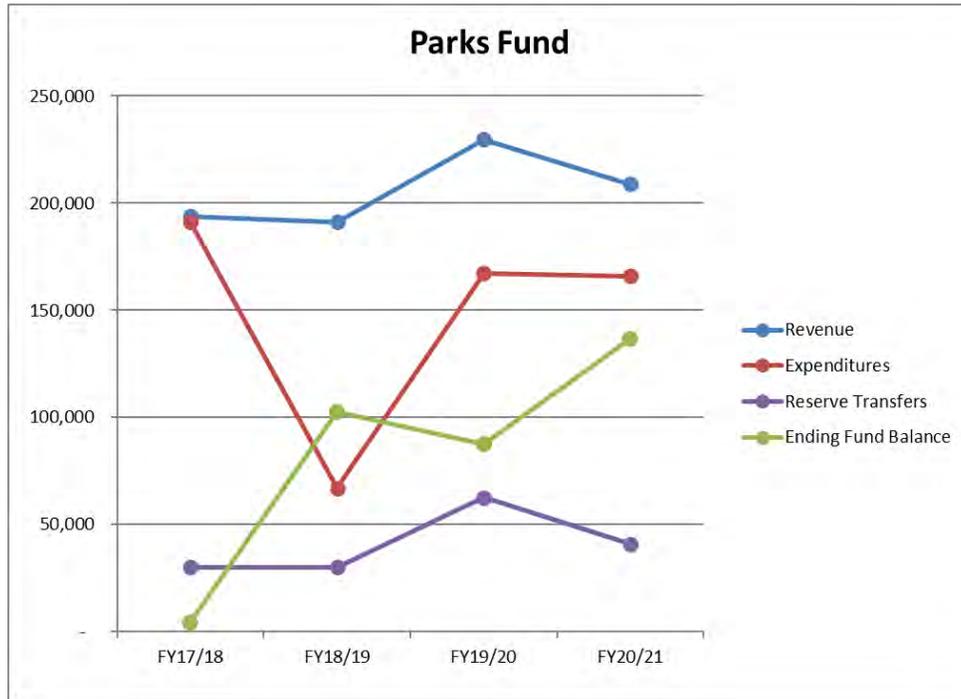




Fund Overview – Parks Fund

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

Parks				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	32,000	8,298	87,500	134,800
Revenue	193,826	191,326	229,700	209,000
Total Resources	225,826	199,624	317,200	343,800
Expenditures				
Personnel Services	119,958	9,718	75,400	67,300
Materials & Services	71,420	57,388	88,500	95,400
Transfers	30,000	30,000	62,500	41,000
Contingency	-	-	3,300	3,300
Total Expenditures	221,378	97,106	229,700	207,000
Ending Fund Balance	4,448	102,519	87,500	136,800
Staffing	1.00	0.20	1.05	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.

Parks Capital Projects				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	51,506	70,200	81,300
Revenue	59,224	37,960	63,800	42,600
Total Resources	59,224	89,465	134,000	123,900
Expenditures				
Capital Outlay	7,718	26,622	76,500	103,700
Ending Fund Balance	51,506	62,843	57,500	20,200



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

Fund 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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	411,711	511,916	535,900	668,200
Revenue	100,205	23,267	162,000	29,700
Total Resources	511,916	535,183	697,900	697,900
Expenditures				
Capital Outlay	-	-	470,000	470,000
Ending Fund Balance	511,916	535,183	227,900	227,900





Five Year Forecast											
Park Maintenance											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	0	9	32	8	103	135	137	137	138	137	
Fees			10	9	10	10	11	11	12	12	
Transfers In					29						
Allocated Property Taxes		104	164	173	175	191	199	207	215	224	
Allocated General Rev.		98	23	6	5	5	5	5	5	5	
Interest & Other			1	1	2	3	3	3	3	3	
Total Revenue		202	198	188	221	209	217	226	235	244	
Total Resources	-	211	230	196	324	344	354	363	373	382	
Requirements											
Personnel Services	124	102	120	18	45	67	73	77	82	88	
Materials & Services	48	57	71	61	81	95	98	101	104	107	
Transfers	12	20	30	30	63	41	42	43	45	46	
Contingency						3	3	4	4	4	
Total Expenditures	184	179	221	109	189	207	217	226	235	245	
Ending Fund Balance											
Policy Requirement							27	28	29	30	
Over (under) Policy							111	110	108	106	
Total Ending Fund Balance		32	8	87	135	137	137	138	137	136	
Total Requirements	-	211	230	196	324	344	354	363	373	382	



**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Parks Maintenance							
001-630 Resources							
1	32,000	8,298	87,500	400100 Beginning Fund Balance	134,800	134,800	134,800
2	-	6,050	5,000	407250 Building Rentals	6,600	6,600	6,600
3	5,995	5,830	3,500	407300 Park Rentals	3,500	3,500	3,500
4	416	246	500	409000 Other Revenue	500	500	500
5	272	799	400	400400 Interest	2,200	2,200	2,200
6	-	-	40,000	400515 Transfer from CS Admin	-	-	-
7	22,751	5,594	5,200	409310 General Revenue	5,000	5,000	5,000
8	164,392	172,808	175,100	400200 Property Taxes	191,200	191,200	191,200
9	225,826	199,624	317,200	Total Resources	343,800	343,800	343,800
10							
001-630 Personnel Services							
11							
12	69,565	8,750	31,800	503780 Wages	33,500	33,500	33,500
13	3,406	-	1,800	503790 Overtime	2,500	2,500	2,500
14	5,582	669	2,600	513344 FICA	2,800	2,800	2,800
15	10,805	-	8,000	539094 Pension - PERS	8,600	8,600	8,600
16	3,576	291	1,400	542344 Workers' Compensation Ins	1,800	1,800	1,800
17	27,023	7	28,500	546833 Insurance Benefits	16,800	16,800	16,800
18	-	-	1,300	548877 Unemployment Insurance	1,300	1,300	1,300
19	119,958	9,718	75,400	Total Personnel Services	67,300	67,300	67,300
20							
001-630 Materials & Services							
21							
22	16,410	5,700	18,200	601100 Administrative Charges	21,200	21,200	21,200
23	5,728	6,461	5,900	602171 Insurance	6,300	6,300	6,300
24	93	62	100	603200 Bank Fees	100	100	100
25	241	160	200	608925 Software Support & Licensing	400	400	400
26	3,445	3,262	3,000	611519 Electricity	4,000	4,000	4,000
27	598	2,779	1,000	612080 Park Equipment Repair	1,000	1,000	1,000
28	2,402	1,574	3,000	615018 Fuel	5,000	5,000	5,000
29	10,196	11,562	10,100	615100 Vehicle & Equip Maint Charges	5,100	5,100	5,100
30	-	40	500	623425 Preventative Medical/OSHA	1,000	1,000	1,000
31	275	352	400	628680 Laundry and Cleaning	600	600	600
32	718	597	600	632677 Office Equipment Leases	600	600	600
33	4,400	960	4,000	632700 Parks Tree Maintenance	4,000	4,000	4,000
34	714	600	600	633850 Natural Gas	600	600	600
35	131	25	200	636921 Office Supplies	200	200	200
36	401	1,007	1,500	637917 Operating Materials & Supplies	1,500	1,500	1,500
37	135	269	1,000	637920 Tools and Equipment	1,000	1,000	1,000
38	-	-	100	640457 Postage	100	100	100
39	-	-	5,000	641134 Parks Programs	5,000	5,000	5,000
40	15,734	10,032	10,100	644650 Building Maintenance Charges	14,600	14,600	14,600
41	-	30	100	647030 Travel and Training	100	100	100
42	498	775	9,000	648800 Parks Maintenance	9,000	9,000	9,000
43	367	1,322	1,500	648860 Parks Supplies	1,500	1,500	1,500
44	4,150	3,384	4,500	648861 Surfacing	4,500	4,500	4,500
45	909	1,981	2,500	648862 Fertilizer and Treatment	2,500	2,500	2,500
46	1,546	1,542	1,800	649843 Telephone	2,000	2,000	2,000
47	411	287	100	652080 Internet & Email	100	100	100
48	1,103	1,140	1,500	654650 Vandalism and Other	1,500	1,500	1,500
49	344	1,000	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
50	473	484	500	702013 Audit	400	400	400

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	-	-	500	706076 Legal Counsel	500	500	500
52	71,420	57,388	88,500	Total Materials & Services	95,400	95,400	95,400
53							
54							
55				001-630 Transfers			
56	-	-	-	900015 Transfer to Park & Pool Reserve	-	-	-
57	30,000	30,000	62,500	900046 Transfer to Comm Serv Cap Proj	41,000	41,000	41,000
58	30,000	30,000	62,500	Total Transfers	41,000	41,000	41,000
59							
60	-	-	3,300	900900 Contingency	3,300	3,300	3,300
61							
62	221,378	97,106	229,700	Total Requirements	207,000	207,000	207,000
63	4,448	102,519	87,500	999000 Unapp Ending Fund Balance	136,800	136,800	136,800
64	225,826	199,624	317,200		343,800	343,800	343,800
65							
66							
67				Fund Totals			
68				Resources:			
69	32,000	8,298	87,500	Beginning Fund Balance	134,800	134,800	134,800
70	193,826	191,326	229,700	Operating Revenue	209,000	209,000	209,000
71	225,826	199,624	317,200		343,800	343,800	343,800
72							
73				Appropriations:			
74	191,378	67,106	167,200	Operating Expenditures	166,000	166,000	166,000
75				Transfers			
76	30,000	30,000	62,500	To Reserves	41,000	41,000	41,000
77	221,378	97,106	229,700		207,000	207,000	207,000
78	4,448	102,519	87,500	Unappropriated Fund Balance	136,800	136,800	136,800
79	225,826	199,624	317,200		343,800	343,800	343,800
80	-	-	-		-	-	-

Notes

- 29 Internal Services Fund charges
- 40 Internal Services Fund charges
- 60 Contingency is 2% of appropriations excluding contingency and transfers

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
53	Community Services Capital Projects Fund						
54							
55	Parks Capital Projects						
56	254-630 Resources						
57	-	51,506	70,200	400100 Beginning Fund Balance	81,300	81,300	81,300
58	624	1,625	1,300	400400 Interest	1,600	1,600	1,600
59	30,000	30,000	62,500	400514 Transfer from Parks Operations	41,000	41,000	41,000
60	28,600	6,335	-	400527 Transfer from Park & Pool Res	-	-	-
61	<u>59,224</u>	<u>89,465</u>	<u>134,000</u>	Total Resources	<u>123,900</u>	<u>123,900</u>	<u>123,900</u>
62							
63	254-630 Capital Outlay						
64	-	-	36,500	800200 CEP Projects	71,500	71,500	71,500
65	-	-	40,000	800300 Capital Outlay Projects	31,000	31,000	31,000
66	1,290	3,357	-	800100 Equipment Purchases	-	-	-
67	-	-	-	800160 Software Upgrades	1,200	1,200	1,200
68	6,428	23,265	-	800175 Building Projects	-	-	-
69	<u>7,718</u>	<u>26,622</u>	<u>76,500</u>	Total Capital Outlay	<u>103,700</u>	<u>103,700</u>	<u>103,700</u>
70							
71	254-630 Fund Balance						
72	<u>51,506</u>	<u>62,843</u>	<u>57,500</u>	999000 Unapp Ending Fund Balance	<u>20,200</u>	<u>20,200</u>	<u>20,200</u>
73	<u>51,506</u>	<u>62,843</u>	<u>57,500</u>	Total Fund Balance	<u>20,200</u>	<u>20,200</u>	<u>20,200</u>
74							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Parks System Development Fund							
335-000 Resources							
1	411,711	511,916	535,900	400100 Beginning Fund Balance	668,200	668,200	668,200
2	7,621	13,047	12,000	400400 Investment Interest	14,700	14,700	14,700
3	92,584	10,220	150,000	400500 System Development Fees	15,000	15,000	15,000
4	<u>511,916</u>	<u>535,183</u>	<u>697,900</u>	Total Resources	<u>697,900</u>	<u>697,900</u>	<u>697,900</u>
5							
6				335-100 Capital Outlay			
7	-	-	120,000	800600 Playground Equipment Acquisition	120,000	120,000	120,000
8	-	-	200,000	800650 Park System Expansion	200,000	200,000	200,000
9	-	-	150,000	800750 Park Development	150,000	150,000	150,000
10	<u>-</u>	<u>-</u>	<u>470,000</u>	Total Capital Outlay	<u>470,000</u>	<u>470,000</u>	<u>470,000</u>
11							
12				335-100 Fund Balance			
13	<u>511,916</u>	<u>535,183</u>	<u>227,900</u>	999000 Unapp Ending Fund Balance	<u>227,900</u>	<u>227,900</u>	<u>227,900</u>
14							
15							
16				Fund Totals			
17	511,916	535,183	697,900	Resources	697,900	697,900	697,900
18							
19	-	-	470,000	Appropriations	470,000	470,000	470,000
20	<u>511,916</u>	<u>535,183</u>	<u>227,900</u>	Unappropriated Fund Balance	<u>227,900</u>	<u>227,900</u>	<u>227,900</u>
21	<u>511,916</u>	<u>535,183</u>	<u>697,900</u>		<u>697,900</u>	<u>697,900</u>	<u>697,900</u>
	-	-	-		-	-	-

Notes

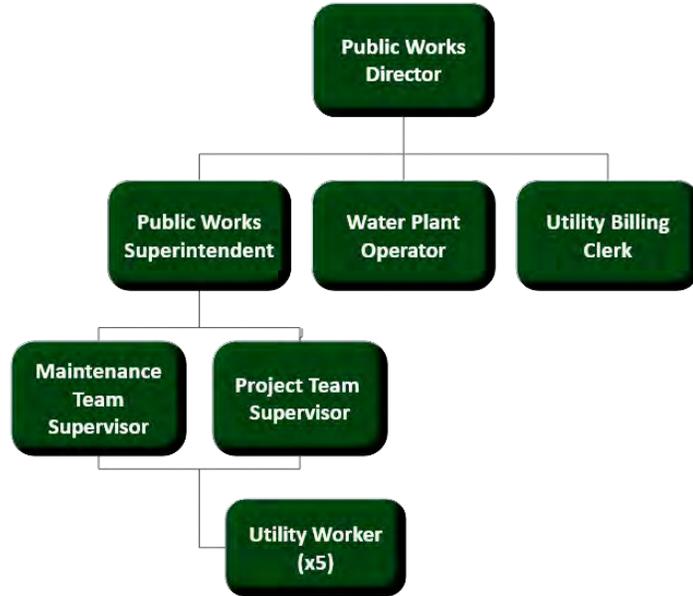
10 Includes Capital Expenditure Plan Items, see Parks section of Capital Budget



Department Overview

Water Department

Organizational Structure



(Positions Allocated from Public Works)

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 2020-2021?

- The department will be updating its priority list of master plan projects and starting the valve and hydrant maintenance project.



2020-2021 Fiscal Year Projects

1. **Rebuild Air Release Valve #1** – This project is from the Capital Expenditure Plan and is project #DWPS-010. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
2. **Rebuild Air Release Valve #2** – This project is from the Capital Expenditure Plan and is project #DWPS-011. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
3. **Rebuild Air Release Valve #3** – This project is from the Capital Expenditure Plan and is project #DWPS-012. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
4. **Rebuild Air Release Valve #4** – This project is from the Capital Expenditure Plan and is project #DWPS-013. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
5. **Rebuild Air Release Valve #5** – This project is from the Capital Expenditure Plan and is project #DWPS-014. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
6. **Rebuild Air Release Valve #6** – This project is from the Capital Expenditure Plan and is project #DWPS-015. The total cost for this project is \$500. 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 #W11TH-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 #W11TH-008. 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 #W11TH-009. The total cost for this project is \$1,000. The funding for this project is from the Water Capital Fund.
10. **Rebuild Air Release Valve** – This project is from the Capital Expenditure Plan and is project #W8TH-004. The total cost for this project is \$500. The funding for this project is from the Water Capital Fund.
11. **Filter A -Replace Actuator #3**– This project is from the Capital Expenditure Plan and is project #WTP-003. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
12. **Filter A -Replace Actuator #4**– This project is from the Capital Expenditure Plan and is project #WTP-004. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
13. **Filter A -Replace Actuator #5**– This project is from the Capital Expenditure Plan and is project #WTP-005. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
14. **Filter A -Replace Actuator #6**– This project is from the Capital Expenditure Plan and is project #WTP-006. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
15. **Filter A -Replace Valve #1**– This project is from the Capital Expenditure Plan and is project #WTP-007. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
16. **Filter A -Replace Valve #2**– This project is from the Capital Expenditure Plan and is project #WTP-008. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.



17. **Filter A -Replace Valve #3**– This project is from the Capital Expenditure Plan and is project #WTP-009. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
18. **Filter A -Replace Valve #4**– This project is from the Capital Expenditure Plan and is project #WTP-010. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
19. **Filter A -Replace Valve #5**– This project is from the Capital Expenditure Plan and is project #WTP-011. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
20. **Filter A -Replace Valve #6**– This project is from the Capital Expenditure Plan and is project #WTP-012. The total cost for this project is \$750. The funding for this project is from the Water Capital Fund.
21. **Filter A -Replace Outlet Pressure Sensor**– This project is from the Capital Expenditure Plan and is project #WTP-014. The total cost for this project is \$350. The funding for this project is from the Water Capital Fund.
22. **Filter D - Rebuild Pressure Regulator** – This project is from the Capital Expenditure Plan and is project #WTP-066. The total cost for this project is \$4,500. The funding for this project is from the Water Capital Fund.
23. **Replace Air Lines** – This project is from the Capital Expenditure Plan and is project #WTP-071. The total cost for this project is \$150. The funding for this project is from the Water Capital Fund.
24. **Rebuild Chemical Pump #1** - 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.



25. **Rebuild Chemical Pump #2** - 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.

26. **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.

27. **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.



28. **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.

29. **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.

30. **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.

31. **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.

32. **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.
33. **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.

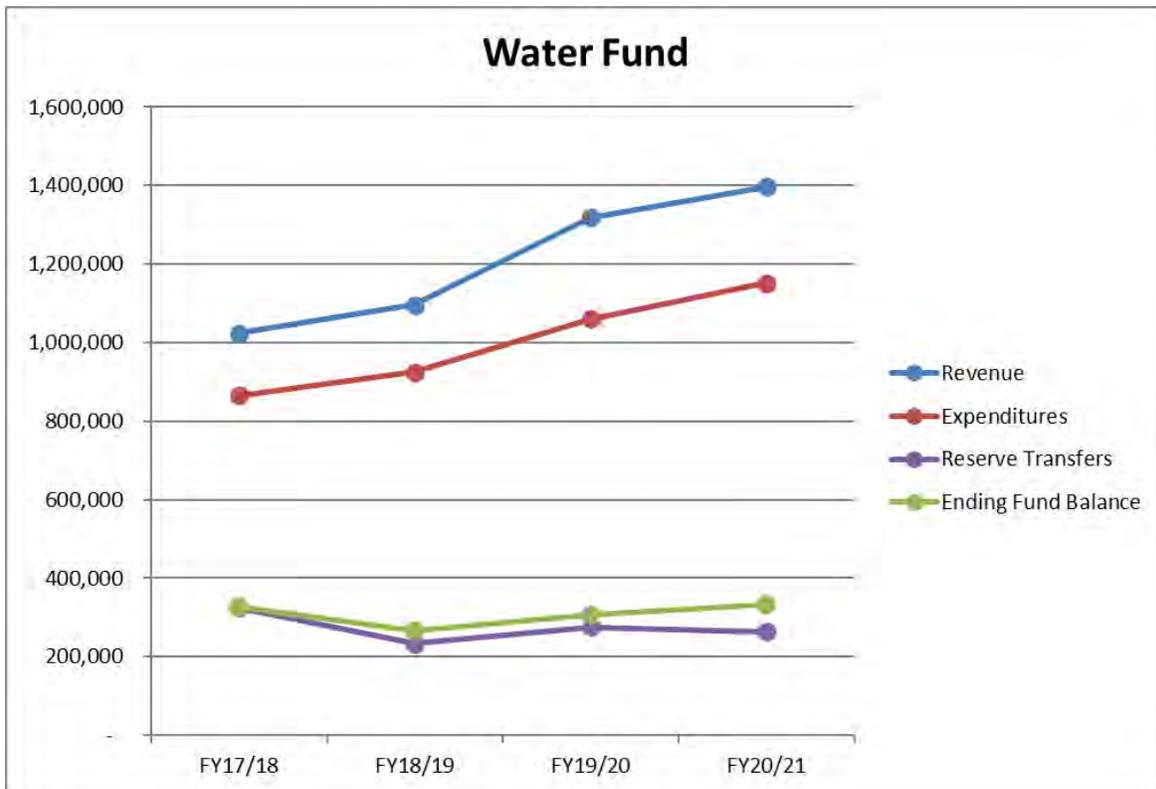
Fund Overview – Water Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	494,393	327,156	323,300	349,900
Revenue	1,023,592	1,096,285	1,318,600	1,397,500
Total Resources	1,517,984	1,423,441	1,641,900	1,747,400
Expenditures				
Personnel Services	485,509	508,093	467,200	540,600
Materials & Services	380,320	417,423	571,600	587,600
Transfers	325,000	232,800	275,900	263,500
Contingency	-	-	20,800	22,600
Total Expenditures	1,190,829	1,158,316	1,335,500	1,414,300
Ending Fund Balance	327,156	265,125	306,400	333,100
Staffing	5.315	5.360	5.330	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	30,189	272,303	237,200	137,600
Revenue	447,062	263,074	510,500	299,600
Total Resources	477,251	535,376	747,700	437,200
Expenditures				
Materials & Services	45,761	80,587	95,000	20,000
Capital Outlay	47,687	146,757	415,000	202,400
Debt Service	111,500	111,500	111,500	111,500
Transfers	-	-	-	10,000
Total Expenditures	204,948	338,844	621,500	343,900
Ending Fund Balance	272,303	196,532	126,200	93,300

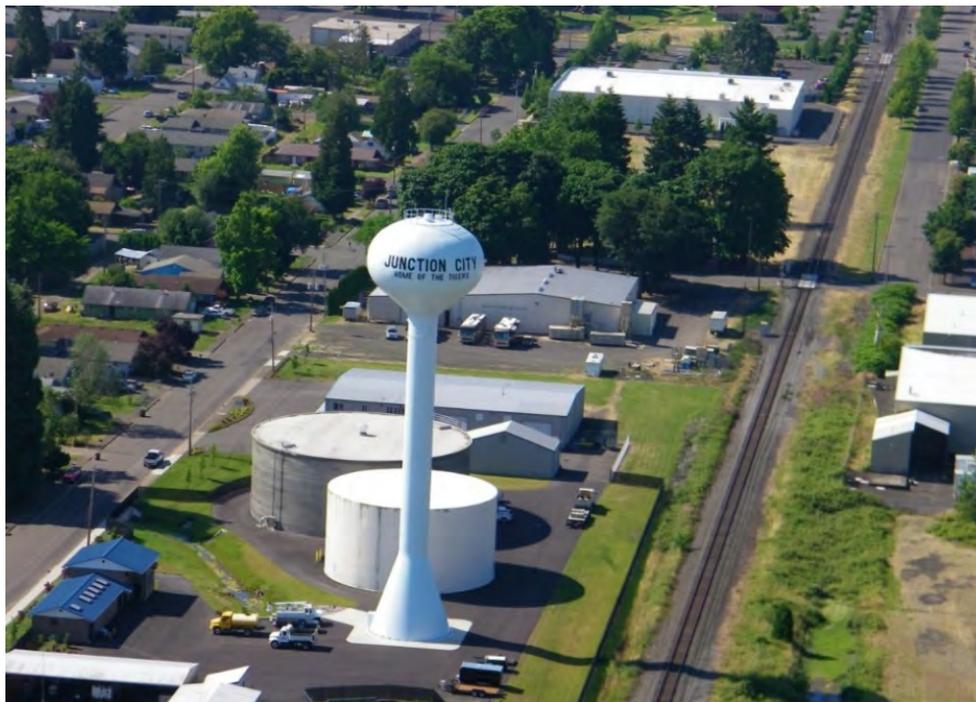


Fund Overview – Water System Development Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	38,370	92,222	111,200	58,000
Revenue	53,852	23,938	84,300	82,800
Total Resources	92,222	116,161	195,500	140,800
Expenditures				
Capital Outlay	-	-	165,000	100,000
Ending Fund Balance	92,222	116,161	30,500	40,800





Five Year Forecast										
Water Fund										
(amounts in thousands)										
Fiscal Year	Actual					Budget	Forecasted			
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Resources										
Beginning Fund Balance	263	354	494	327	265	350	333	361	453	546
Water Revenue	968	990	1,003	1,220	1,270	1,379	1,482	1,594	1,641	1,691
Interest & Other	15	15	20	19	23	19	19	20	21	22
Total Revenue	983	1,005	1,024	1,239	1,293	1,398	1,502	1,614	1,663	1,713
Total Resources	1,246	1,358	1,518	1,566	1,559	1,747	1,835	1,975	2,116	2,259
Requirements										
Personnel Services	421	457	486	517	388	541	574	595	615	637
Materials & Services	331	316	380	429	545	588	605	623	642	661
Transfers	140	91	325	297	276	264	271	280	288	297
Contingency						22	23	24	25	26
Total Expenditures	892	864	1,191	1,243	1,209	1,414	1,474	1,522	1,570	1,621
Ending Fund Balance										
Policy Requirement	193	216	237	233	282	295	305	314	325	334
Over (under) Policy	161	278	91	90	68	38	57	139	222	304
Total Ending Fund Balance	354	494	327	323	350	333	361	453	546	638
Total Requirements	1,246	1,358	1,518	1,566	1,559	1,747	1,835	1,975	2,116	2,259

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Water Fund							
002-000 Resources							
1	494,393	327,156	323,300	400100 Beginning Fund Balance	349,900	349,900	349,900
2	7,721	8,671	9,300	400400 Investment Interest	8,500	8,500	8,500
3	1,003,191	1,079,855	1,299,300	400500 Water Revenue (User Fees)	1,379,000	1,379,000	1,379,000
4	12,679	7,759	10,000	409000 Other Receipts	10,000	10,000	10,000
5	<u>1,517,984</u>	<u>1,423,441</u>	<u>1,641,900</u>	Total Resources	<u>1,747,400</u>	<u>1,747,400</u>	<u>1,747,400</u>
6							
7				002-276 Personnel Services			
8	276,560	289,281	231,600	503780 Wages	273,900	273,900	273,900
9	3,571	5,261	13,300	503790 Wages - Overtime	12,700	12,700	12,700
10	21,370	22,469	18,800	513344 FICA	22,000	22,000	22,000
11	61,644	62,882	63,300	539094 Pension - PERS	73,300	73,300	73,300
12	4,446	7,033	10,400	542344 Workers' Compensation Ins	11,400	11,400	11,400
13	117,383	121,167	122,400	546833 Insurance Benefits	138,400	138,400	138,400
14	535	-	7,400	548877 Unemployment Insurance	8,900	8,900	8,900
15	<u>485,509</u>	<u>508,093</u>	<u>467,200</u>	Total Personnel Services	<u>540,600</u>	<u>540,600</u>	<u>540,600</u>
16							
17				002-276 Materials & Services			
18	96,323	113,700	113,900	601100 Administrative Charges	128,400	128,400	128,400
19	18,833	25,635	26,700	602171 Insurance	28,000	28,000	28,000
20	965	430	-	603200 Bank Fees	-	-	-
21	7,161	8,891	11,000	603210 Merchant Fees	13,000	13,000	13,000
22	21,303	19,649	26,000	605917 Treatment Chemicals	28,000	28,000	28,000
23	-	-	2,000	608921 Software	-	-	-
24	3,064	2,262	2,500	608925 Software Support & Licensing	3,400	3,400	3,400
25	92,714	86,026	93,000	611519 Electricity	95,000	95,000	95,000
26	4,364	5,442	3,900	611770 IT Service Charges	9,200	9,200	9,200
27	46	-	2,000	611771 Professional Services	-	-	-
28	1,945	1,758	2,500	611780 Lien Reporting Services	1,000	1,000	1,000
29	5,070	6,658	8,000	615018 Fuel	8,000	8,000	8,000
30	46,975	68,253	36,200	615100 Vehicle & Equip Maint Charges	29,200	29,200	29,200
31	2,535	1,732	3,000	623425 Preventative Medical/OSHA	3,500	3,500	3,500
32	-	280	-	628651 Lane Council of Gov Dues	-	-	-
33	554	589	600	628680 Laundry and Cleaning	600	600	600
34	607	617	-	629001 League of Oregon Cities Dues	-	-	-
35	3,183	4,103	4,200	632677 Office Equipment Leases	4,000	4,000	4,000
36	792	840	-	633850 Natural Gas	-	-	-
37	2,790	3,280	3,300	636921 Office Supplies	3,600	3,600	3,600
38	20,051	18,255	25,000	637917 Op Materials & Supplies	30,000	30,000	30,000
39	4,617	7,513	8,000	638500 Water System Repair & Maint	-	-	-
40	6,327	7,355	9,000	638900 Laboratory Analysis	9,000	9,000	9,000
41	8,057	8,078	8,000	640457 Postage	8,000	8,000	8,000
42	5,204	5,298	6,900	644650 Building Maintenance Charges	8,700	8,700	8,700
43	6	-	-	644670 Cleaning/General Supplies	-	-	-
44	8,385	264	11,000	647030 Travel and Training	8,000	8,000	8,000
45	615	1,360	2,000	648000 License Certification Fee	2,000	2,000	2,000
46	-	133	-	648800 Employee Recognition	-	-	-
47	5,430	4,928	6,000	649843 Telephone	6,000	6,000	6,000
48	3,089	2,647	-	652080 Internet & Email	-	-	-
49	5,023	5,623	7,000	652100 Water Treatment Plant Supplies	7,000	7,000	7,000
50	-	-	147,400	702000 PW Administrative Charges	151,000	151,000	151,000

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	3,411	3,585	-	702013 Audit	-	-	-
52	881	2,242	2,500	706076 Legal Counsel	3,000	3,000	3,000
53	<u>380,320</u>	<u>417,423</u>	<u>571,600</u>	Total Materials & Services	<u>587,600</u>	<u>587,600</u>	<u>587,600</u>
54							
55				002-276 Transfers			
56	-	-	6,300	900054 Transfer to PW Admin	-	-	-
57	<u>325,000</u>	<u>232,800</u>	<u>269,600</u>	900005 Transfer to Water Capital Proj Fund	<u>263,500</u>	<u>263,500</u>	<u>263,500</u>
58	<u>325,000</u>	<u>232,800</u>	<u>275,900</u>	Total Transfers	<u>263,500</u>	<u>263,500</u>	<u>263,500</u>
59							
60				002-276 Fund Balance & Contingency			
61	-	-	20,800	900900 Operating Contingency	22,600	22,600	22,600
62	<u>327,156</u>	<u>265,125</u>	<u>306,400</u>	999000 Unapp Ending Fund Balance	<u>333,100</u>	<u>333,100</u>	<u>333,100</u>
63	<u>327,156</u>	<u>265,125</u>	<u>327,200</u>	Total	<u>333,100</u>	<u>355,700</u>	<u>355,700</u>
64							
65							
66				Fund Totals			
67				Resources:			
68	494,393	327,156	323,300	Beginning Fund Balance	349,900	349,900	349,900
69	<u>1,023,592</u>	<u>1,096,285</u>	<u>1,318,600</u>	Operating Revenue	<u>1,397,500</u>	<u>1,397,500</u>	<u>1,397,500</u>
70	<u>1,517,984</u>	<u>1,423,441</u>	<u>1,641,900</u>		<u>1,747,400</u>	<u>1,747,400</u>	<u>1,747,400</u>
71							
72				Appropriations:			
73	865,829	925,516	1,059,600	Operating Expenditures	1,150,800	1,150,800	1,150,800
74				Transfers			
75	-	-	6,300	To Operations	-	-	-
76	<u>325,000</u>	<u>232,800</u>	<u>269,600</u>	To Reserves	<u>263,500</u>	<u>263,500</u>	<u>263,500</u>
77	<u>1,190,829</u>	<u>1,158,316</u>	<u>1,335,500</u>		<u>1,414,300</u>	<u>1,414,300</u>	<u>1,414,300</u>
78	<u>327,156</u>	<u>265,125</u>	<u>306,400</u>	Unappropriated Fund Balance	<u>333,100</u>	<u>333,100</u>	<u>333,100</u>
79	<u>1,517,984</u>	<u>1,423,441</u>	<u>1,641,900</u>		<u>1,747,400</u>	<u>1,747,400</u>	<u>1,747,400</u>
	-	-	-		-	-	-

Notes

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

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Water Capital Projects Fund							
Capital Improvement Plan Projects 264-000 Resources							
1	30,189	272,303	237,200	400100 Beginning Fund Balance	62,600	62,600	62,600
2	3,159	4,825	4,400	400400 Investment Interest	1,400	1,400	1,400
3	9,350	9,190	9,500	400550 Fire Sprinkler User Fees	9,300	9,300	9,300
4	36,750	11,608	56,000	400800 Water Tap Fees	-	-	-
5	-	-	20,000	400604 Safe Drinking Water Grant	-	-	-
6	325,000	232,800	269,600	400575 Transfer from Water Fund	183,500	183,500	183,500
7	-	-	75,000	400525 Transfer from State Rev Sharing	-	-	-
8	-	-	75,000	400540 Transfer from General Fund	-	-	-
9	6,236	-	-	400531 Transfer from PW Yard	-	-	-
10	66,566	-	-	400532 Transfer from Water Equip	-	-	-
11	-	4,650	1,000	409000 Other Revenue	-	-	-
12	<u>477,251</u>	<u>535,376</u>	<u>747,700</u>	Total Resources	<u>256,800</u>	<u>256,800</u>	<u>256,800</u>
13							
14				264-100 Materials & Services			
15	45,761	65,227	55,000	611771 Professional Services	20,000	20,000	20,000
16	-	15,360	40,000	638500 Operating System Repair/Maint	-	-	-
17	<u>45,761</u>	<u>80,587</u>	<u>95,000</u>	Total Materials & Services	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
18							
19				264-100 Capital Outlay			
20	27,268	4,400	305,000	800100 System Improvements	-	-	-
21	4,390	23,071	40,000	800230 CEP Projects	-	-	-
22	-	-	60,000	800240 Master Plan Projects	50,000	50,000	50,000
23	-	-	10,000	800260 Water Tower Maintenance	10,000	10,000	10,000
24	15,590	15,593	-	800600 Equipment Acquisition	50,000	50,000	50,000
25	-	-	-	800160 Software Upgrades	12,400	12,400	12,400
26	439	103,694	-	800750 System Refurbishment	-	-	-
27	<u>47,687</u>	<u>146,757</u>	<u>415,000</u>	Total Capital Outlay	<u>122,400</u>	<u>122,400</u>	<u>122,400</u>
28							
29				264-100 Debt Service			
30	90,000	90,000	90,000	900035 Interfund Loan pmt Sew Sys Fund	90,000	90,000	90,000
31	21,500	21,500	21,500	900043 Interfund Loan pmt Comm Dev	21,500	21,500	21,500
32	<u>111,500</u>	<u>111,500</u>	<u>111,500</u>		<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
33							
34				264-100 Fund Balance			
35	271,803	196,032	125,700	902000 Reserved for Future Expenditures	-	-	-
36	500	500	500	999000 Unapp Ending Fund Balance	2,900	2,900	2,900
37	<u>272,303</u>	<u>196,532</u>	<u>126,200</u>	Total Fund Balance	<u>2,900</u>	<u>2,900</u>	<u>2,900</u>
38							
39				Capital Expenditure Plan Program Proj 264-200 Resources			
40	-	-	-	400100 Beginning Fund Balance	70,000	70,000	70,000
41	-	-	-	400400 Investment Interest	200	200	200
42	-	-	-	400575 Transfer from Water Fund	75,000	75,000	75,000
43	<u>-</u>	<u>-</u>	<u>-</u>	Total Resources	<u>145,200</u>	<u>145,200</u>	<u>145,200</u>
44							
45				264-200 Capital Outlay			
46	-	-	-	800230 CEP Projects	60,000	60,000	60,000
47	<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
48							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
49				264-200 Transfers			
50	-	-	-	900032 Transfer to Utility Assistance Fund	-	10,000	10,000
51							
52				264-200 Fund Balance			
53	-	-	-	999000 Unapp Ending Fund Balance	85,200	75,200	75,200
54	-	-	-	Total Fund Balance	85,200	75,200	75,200
55							
56				Meter & Services Projects			
57				264-300 Resources			
58	-	-	-	400100 Beginning Fund Balance	5,000	5,000	5,000
59	-	-	-	400400 Investment Interest	200	200	200
60	-	-	-	400800 Water Tap Fees	25,000	25,000	25,000
61	-	-	-	400575 Transfer from Water Fund	5,000	5,000	5,000
62	-	-	-	Total Resources	35,200	35,200	35,200
63				264-300 Capital Outlay			
64	-	-	-	800270 Operating System Repair/Maint	10,000	10,000	10,000
65	-	-	-	800280 New Service Installations	10,000	10,000	10,000
66	-	-	-	Total Capital Outlay	20,000	20,000	20,000
67							
68				264-300 Fund Balance			
69	-	-	-	999000 Unapp Ending Fund Balance	15,200	15,200	15,200
70	-	-	-	Total Fund Balance	15,200	15,200	15,200
71							
72				Fund Totals			
73	477,251	535,376	747,700	Resources	437,200	437,200	437,200
74							
75	204,948	338,844	621,500	Appropriations	333,900	343,900	343,900
76	272,303	196,532	126,200	Fund Balance	103,300	93,300	93,300
77	477,251	535,376	747,700		437,200	437,200	437,200
	-	-	-		-	-	-

Notes

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

32 **Water Treatment Plant**

Sewer System Imp / Sewer Capital Projects Interfund Loan	
Interfund Loan, approved 3/12/13 (1st transfer) \$223,000	223,000
Interfund Loan (2nd transfer) \$677,000	677,000
	<u>900,000</u>
Payments through 6/30/20	(562,300)
Loan Balance 6/30/20	337,700

11th & Elm Well Project

Interfund loan from Community Development Fund FY15/16	215,000
Payments through 6/30/20 (4)	(86,000)
Loan Balance 6/30/20	129,000

City of Junction City
Fiscal Year 2020-21 Budget

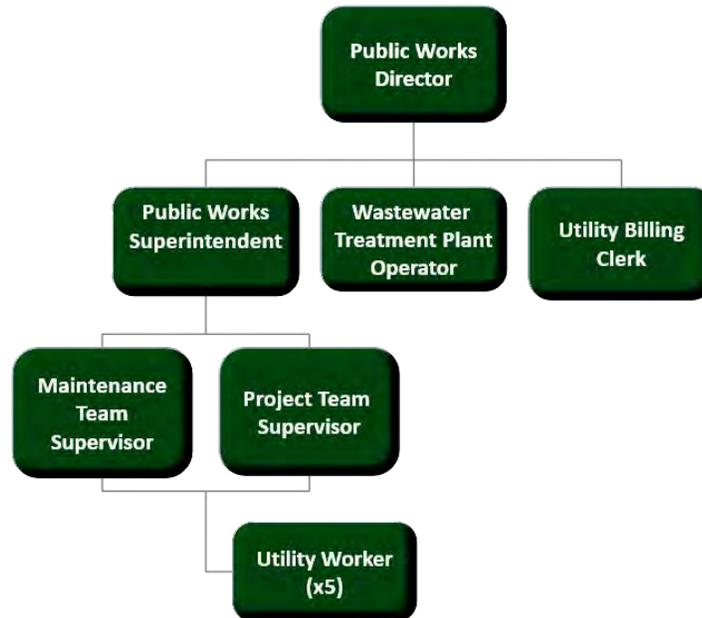
	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
Water System Development Fund							
	405-000 Resources						
1	38,370	92,222	111,200	400100 Beginning Fund Balance	58,000	58,000	58,000
2	1,052	2,664	2,300	400400 Investment Interest	2,800	2,800	2,800
3	52,800	21,274	82,000	400500 System Development Fees	80,000	80,000	80,000
4	<u>92,222</u>	<u>116,161</u>	<u>195,500</u>	Total Resources	<u>140,800</u>	<u>140,800</u>	<u>140,800</u>
5							
6				405-100 Capital Outlay			
7	-	-	165,000	800650 Water System Expansion	100,000	100,000	100,000
8							
9				405-100 Fund Balance			
10	<u>92,222</u>	<u>116,161</u>	<u>30,500</u>	999000 Unapp Ending Fund Balance	<u>40,800</u>	<u>40,800</u>	<u>40,800</u>
11							
12							
13				Fund Totals			
14	92,222	116,161	195,500	Resources	140,800	140,800	140,800
15							
16	-	-	165,000	Appropriations	100,000	100,000	100,000
17	<u>92,222</u>	<u>116,161</u>	<u>30,500</u>	Unappropriated Fund Balance	<u>40,800</u>	<u>40,800</u>	<u>40,800</u>
18	92,222	116,161	195,500		140,800	140,800	140,800
	-	-	-		-	-	-



Department Overview

Sewer Department

Organizational Structure



(Positions Allocated from Public Works)

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 2020-2021?

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



2020-2021 Fiscal Year Projects

1. **Replace SCADA Network Switch** – This project is from the Capital Expenditure Plan and is project #S14TH-020. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
2. **Replace APC Batteries** - This project is from the Capital Expenditure Plan and is project #S14TH-021. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
3. **Replace SCADA APC Batteries** - This project is from the Capital Expenditure Plan and is project #S14TH-022. The total cost for this project is \$500. The funding for this project is from the Sewer Capital Fund.
4. **Repaint Interior** - This project is from the Capital Expenditure Plan and is project #S14TH-024. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
5. **Overhaul Pump #1**- This project is from the Capital Expenditure Plan and is project #SOM-001. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
6. **Overhaul Pump #2**- This project is from the Capital Expenditure Plan and is project #SOM-002. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.
7. **Overhaul Pump #3**- This project is from the Capital Expenditure Plan and is project #SOM-003. The total cost for this project is \$2,500. The funding for this project is from the Sewer Capital Fund.





8. **Overhaul Check Valve #1** – This project is from the Capital Expenditure Plan and is project #SOM-004. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
9. **Overhaul Check Valve #2** – This project is from the Capital Expenditure Plan and is project #SOM-005. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
10. **Overhaul Check Valve #3** – This project is from the Capital Expenditure Plan and is project #SOM-006. The total cost for this project is \$1,500. The funding for this project is from the Sewer Capital Fund.
11. **Effluent Chlorine Monitor Probe Replacement** – This project is from the Capital Expenditure Plan and is project #STP-016. The total cost for this project is \$1,000. The funding for this project is from the Sewer Capital Fund.

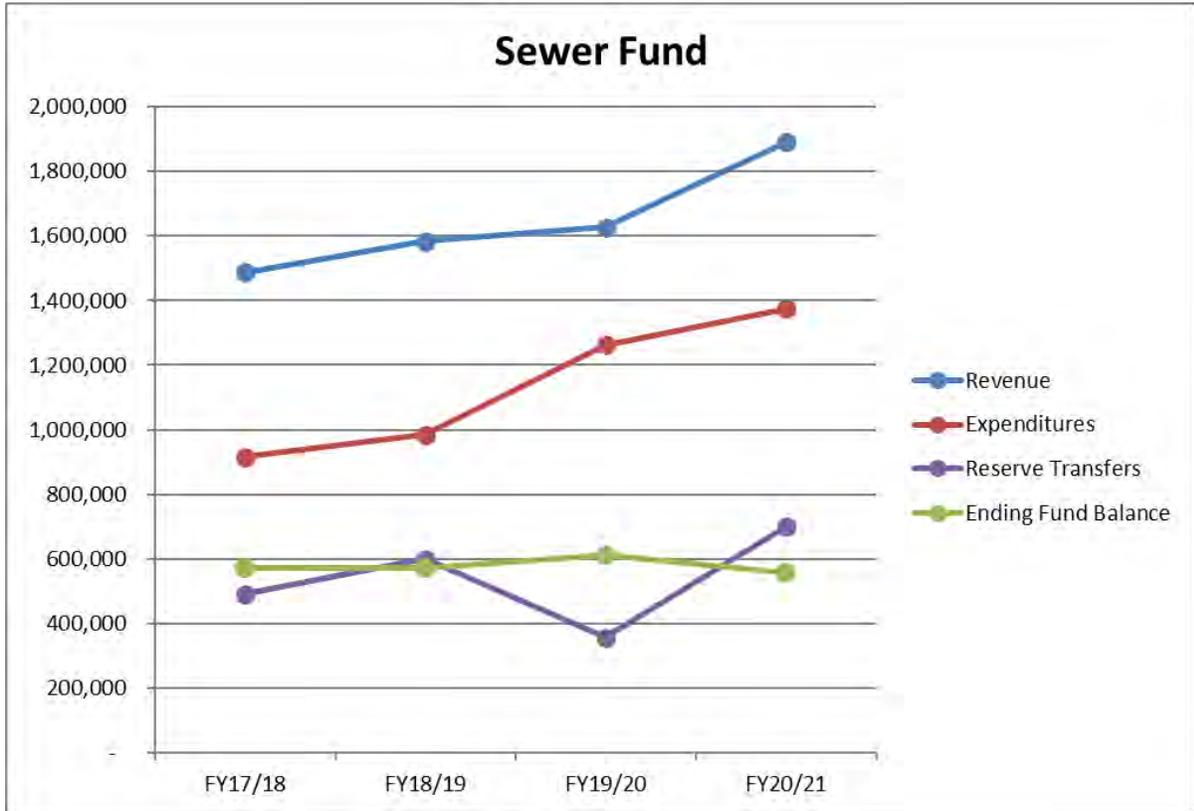




Overview – Sewer Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	490,225	572,176	602,800	740,300
Revenue	1,486,865	1,583,209	1,626,600	1,890,200
Total Resources	1,977,090	2,155,385	2,229,400	2,630,500
Expenditures				
Personnel Services	488,610	511,206	493,200	565,200
Materials & Services	426,303	474,209	739,800	782,500
Transfers	490,000	600,000	356,300	700,000
Contingency	-	-	30,000	27,000
Total Expenditures	1,404,913	1,585,415	1,619,300	2,074,700
Ending Fund Balance	572,176	569,970	610,100	555,800
Staffing	5.595	5.520	5.800	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.

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.

Sewer Capital Projects Fund				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	1,519,684	1,824,356	2,162,600	2,144,300
Revenue	713,824	741,602	484,300	847,000
Total Resources	2,233,507	2,565,957	2,646,900	2,991,300
Expenditures				
Materials & Services	86,025	142,186	350,000	650,000
Capital Outlay	323,127	94,208	842,200	892,400
Transfers	-	-	-	40,000
Total Expenditures	409,152	236,394	1,192,200	1,582,400
Ending Fund Balance	1,824,356	2,329,563	1,454,700	1,408,900



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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	2,139,773	2,581,751	2,742,900	3,471,000
Revenue	441,978	234,086	646,100	580,100
Total Resources	2,581,751	2,815,837	3,389,000	4,051,100
Expenditures				
Capital Outlay	-	-	500,000	500,000
Ending Fund Balance	2,581,751	2,815,837	2,889,000	3,551,100



Five Year Forecast											
Sewer Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	343	393	490	572	570	740	556	418	346	347	
Sewer Revenue	1,424	1,447	1,468	1,526	1,546	1,866	1,978	2,096	2,222	2,355	
Interest & Other	10	16	18	24	25	25	26	27	28	30	
Total Revenue	1,434	1,464	1,487	1,550	1,570	1,890	2,003	2,123	2,250	2,385	
Total Resources	1,777	1,857	1,977	2,122	2,140	2,631	2,559	2,541	2,596	2,732	
Requirements											
Personnel Services	430	467	489	422	384	565	601	622	643	666	
Materials & Services	393	395	426	497	660	783	806	830	855	881	
Transfers	560	505	490	600	356	700	707	714	721	728	
Contingency						27	28	29	30	31	
Total Expenditures	1,383	1,367	1,405	1,519	1,400	2,075	2,142	2,195	2,249	2,307	
Ending Fund Balance											
Policy Requirement	215	229	230	261	337	352	363	375	387	398	
Over (under) Policy	178	261	342	342	403	204	55	-29	-40	27	
Total Ending Fund Balance	393	490	572	603	740	556	418	346	347	425	
Total Requirements	1,777	1,857	1,977	2,122	2,140	2,631	2,559	2,541	2,596	2,732	



**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sewer Fund							
003-000 Resources							
1	490,225	572,176	602,800	400100 Beginning Fund Balance	740,300	740,300	740,300
2	9,571	15,685	15,800	400400 Investment Interest	16,600	16,600	16,600
3	1,464,791	1,550,265	1,601,300	400500 Sewer Use Charges	1,864,100	1,864,100	1,864,100
4	3,675	9,835	1,500	400800 Sewer Tap Inspections	1,500	1,500	1,500
5	8,828	7,424	8,000	409000 Other Receipts	8,000	8,000	8,000
6	1,977,090	2,155,385	2,229,400	Total Resources	2,630,500	2,630,500	2,630,500
7							
8				003-376 Personnel Services			
9	281,548	294,470	247,000	503780 Wages	290,200	290,200	290,200
10	3,728	6,671	13,700	503790 Wages - Overtime	13,800	13,800	13,800
11	21,522	22,721	20,000	513344 FICA	23,300	23,300	23,300
12	62,367	63,875	67,000	539094 Pension - PERS	77,400	77,400	77,400
13	4,564	6,286	10,700	542344 Workers' Compensation Ins	11,700	11,700	11,700
14	114,347	117,182	126,800	546833 Insurance Benefits	139,300	139,300	139,300
15	535	-	8,000	548877 Unemployment Insurance	9,500	9,500	9,500
16	488,610	511,206	493,200	Total Personnel Services	565,200	565,200	565,200
17							
18				003-376 Materials & Services			
19	106,690	124,600	129,800	601100 Administrative Charges	148,900	148,900	148,900
20	27,596	27,888	28,200	602171 Insurance	30,200	30,200	30,200
21	510	461	500	603200 Bank Fees	-	-	-
22	11,384	13,077	12,000	603210 Merchant Fees	16,000	16,000	16,000
23	41,320	65,810	75,000	605917 Treatment Chemicals	80,000	80,000	80,000
24	-	-	1,000	608921 Software	-	-	-
25	3,580	2,736	2,900	608925 Software Support & Licensing	4,200	4,200	4,200
26	102,580	65,548	135,000	611519 Electricity	135,000	135,000	135,000
27	4,824	6,147	4,200	611770 IT Service Charges	10,300	10,300	10,300
28	46	-	1,000	611771 Professional Services	-	-	-
29	1,945	1,758	2,500	611780 Lien Reporting Services	1,000	1,000	1,000
30	5,360	6,748	7,100	615018 Fuel	7,500	7,500	7,500
31	50,506	76,032	52,300	615100 Vehicle & Equip Maint Charges	43,300	43,300	43,300
32	2,857	1,715	3,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
33	-	374	-	628651 Lane Council of Gov Dues	-	-	-
34	554	589	600	628680 Laundry and Cleaning	600	600	600
35	607	617	-	629001 League of Oregon Cities Dues	-	-	-
36	3,183	4,103	4,300	632677 Office Equip Leases	4,000	4,000	4,000
37	792	840	-	633850 Natural Gas	-	-	-
38	-	304	2,000	635280 DEQ Permit Fee	2,000	2,000	2,000
39	2,940	3,283	5,800	636921 Office Supplies	6,000	6,000	6,000
40	13,669	28,884	30,000	637917 Op Materials & Supplies	30,000	30,000	30,000
41	864	-	5,000	638500 Sewer Line Maint/Repair	-	-	-
42	2,064	3,923	5,000	638600 Pump Station Maint/Repair	5,000	5,000	5,000
43	2,904	1,203	5,000	638900 Laboratory Analysis	5,000	5,000	5,000
44	5,612	6,893	10,000	638925 Lab Supplies	22,800	22,800	22,800
45	5,354	5,548	7,000	640457 Postage	5,500	5,500	5,500
46	4,776	5,470	5,900	644650 Building Maintenance Charges	7,700	7,700	7,700
47	67	22	-	644670 Cleaning/General Supplies	-	-	-
48	6,909	322	11,000	647030 Travel and Training	8,000	8,000	8,000
49	-	640	1,500	648000 License Certification Fee	1,500	1,500	1,500
50	-	133	-	648800 Employee Recognition	-	-	-
51	9,574	9,496	9,500	649843 Telephone	11,000	11,000	11,000

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
52	3,079	2,676	-	652080 Internet & Email	-	-	-
53	-	-	500	653000 I & I Abatement Supplies	500	500	500
54	-	-	1,000	653050 Pretreatment Program Supplies	-	-	-
55	-	-	179,200	702000 PW Administrative Charges	191,500	191,500	191,500
56	4,073	4,263	-	702013 Audit	-	-	-
57	84	2,108	2,000	706076 Legal Counsel	2,000	2,000	2,000
58	<u>426,303</u>	<u>474,209</u>	<u>739,800</u>	Total Materials & Services	<u>782,500</u>	<u>782,500</u>	<u>782,500</u>
59							
60				003-376 Transfers			
61	490,000	600,000	350,000	900005 Transfer to Sewer Cap Proj Fund	700,000	700,000	700,000
62	-	-	6,300	900054 Transfer to PW Admin	-	-	-
63	<u>490,000</u>	<u>600,000</u>	<u>356,300</u>	Total Transfers	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>
64							
65				003-376 Fund Balance & Contingency			
66	-	-	30,000	900900 Operating Contingency	27,000	27,000	27,000
67	<u>572,176</u>	<u>569,970</u>	<u>610,100</u>	999000 Unapp Ending Fund Balance	<u>555,800</u>	<u>555,800</u>	<u>555,800</u>
68	<u><u>572,176</u></u>	<u><u>569,970</u></u>	<u><u>640,100</u></u>	Total	<u><u>555,800</u></u>	<u><u>582,800</u></u>	<u><u>582,800</u></u>
69							
70				Fund Totals			
71				Resources:			
72	490,225	572,176	602,800	Beginning Fund Balance	740,300	740,300	740,300
73	<u>1,486,865</u>	<u>1,583,209</u>	<u>1,626,600</u>	Operating Revenue	<u>1,890,200</u>	<u>1,890,200</u>	<u>1,890,200</u>
74	<u><u>1,977,090</u></u>	<u><u>2,155,385</u></u>	<u><u>2,229,400</u></u>		<u><u>2,630,500</u></u>	<u><u>2,630,500</u></u>	<u><u>2,630,500</u></u>
75							
76				Appropriations:			
77	914,913	985,415	1,263,000	Operating Expenditures	1,374,700	1,374,700	1,374,700
78				Transfers			
79	490,000	600,000	350,000	To Reserves	700,000	700,000	700,000
80	-	-	6,300	To Operations	-	-	-
81	<u>1,404,913</u>	<u>1,585,415</u>	<u>1,619,300</u>		<u>2,074,700</u>	<u>2,074,700</u>	<u>2,074,700</u>
82	<u>572,176</u>	<u>569,970</u>	<u>610,100</u>	Unappropriated Fund Balance	<u>555,800</u>	<u>555,800</u>	<u>555,800</u>
83	<u><u>1,977,090</u></u>	<u><u>2,155,385</u></u>	<u><u>2,229,400</u></u>		<u><u>2,630,500</u></u>	<u><u>2,630,500</u></u>	<u><u>2,630,500</u></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
- 48 Every two year in-house training program
- 55 Allocation of Public Works Administration

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sewer Capital Projects Fund							
Capital Improvement Projects				255-000 Resources			
1	1,519,684	1,824,356	2,162,600	400100 Beginning Fund Balance	1,429,600	1,429,600	1,429,600
2	27,583	51,001	43,300	400400 Investment Interest	37,000	37,000	37,000
3	90,000	90,000	90,000	400559 Interfund Loan Repayment	-	-	-
4	490,000	600,000	350,000	400605 Transfer from Sewer Fund	593,500	593,500	593,500
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	8,328	600	1,000	409000 Other Revenue	-	-	-
9	<u>2,233,507</u>	<u>2,565,957</u>	<u>2,646,900</u>	Total Resources	<u>2,060,100</u>	<u>2,060,100</u>	<u>2,060,100</u>
10							
11				255-100 Materials & Services			
12	80,985	132,685	300,000	611771 Professional Services	600,000	600,000	600,000
13	5,039	9,501	50,000	638500 System Maintenance Projects	50,000	50,000	50,000
14	<u>86,025</u>	<u>142,186</u>	<u>350,000</u>	Total Materials & Services	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>
15							
16				255-100 Capital Outlay			
17	161,084	46,830	650,000	800100 System Improvements	300,000	300,000	300,000
18	2,171	41,150	62,200	800230 CEP Projects	-	-	-
19	-	6,138	30,000	800600 Equipment Acquisitions	300,000	300,000	300,000
20	159,871	90	100,000	800650 System Construction/Expansion	100,000	100,000	100,000
21	-	-	-	800160 Software Upgrades	15,800	15,800	15,800
22	<u>323,127</u>	<u>94,208</u>	<u>842,200</u>	Total Capital Outlay	<u>715,800</u>	<u>715,800</u>	<u>715,800</u>
23							
24				255-100 Transfers			
25	-	-	-	900032 Transfer to Utility Assistance Fund	-	40,000	40,000
26							
27				255-100 Fund Balance			
28	1,823,856	2,329,063	-	902000 Reserved for Future Expenditures	-	-	-
29	-	-	600,000	902001 Reserved for Vac/TV Truck	-	-	-
30	500	500	854,700	999000 Unapp Ending Fund Balance	694,300	654,300	654,300
31	<u>1,824,356</u>	<u>2,329,563</u>	<u>1,454,700</u>	Total Fund Balance	<u>694,300</u>	<u>654,300</u>	<u>654,300</u>
32							
33	Capital Expenditure Projects			255-200 Resources			
34	-	-	-	400100 Beginning Fund Balance	714,700	714,700	714,700
35	-	-	-	400400 Investment Interest	20,000	20,000	20,000
36	-	-	-	400559 Interfund Loan Repayment	90,000	90,000	90,000
37	-	-	-	400605 Transfer from Sewer Fund	106,500	106,500	106,500
38	<u>-</u>	<u>-</u>	<u>-</u>	Total Resources	<u>931,200</u>	<u>931,200</u>	<u>931,200</u>
39							
40				255-200 Capital Outlay			
41	-	-	-	800230 CEP Projects	176,600	176,600	176,600
42	<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>176,600</u>	<u>176,600</u>	<u>176,600</u>
43							
44				255-200 Fund Balance			
45	-	-	-	902001 Reserved for Vac/TV Truck	600,000	600,000	600,000
46	-	-	-	999000 Unapp Ending Fund Balance	154,600	154,600	154,600
47	<u>-</u>	<u>-</u>	<u>-</u>	Total Fund Balance	<u>754,600</u>	<u>754,600</u>	<u>754,600</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
48							
49				Fund Totals			
50	2,233,507	2,565,957	2,646,900	Resources	2,991,300	2,991,300	2,991,300
51							
52	409,152	236,394	1,192,200	Appropriations	1,542,400	1,582,400	1,582,400
53	<u>1,824,356</u>	<u>2,329,563</u>	<u>1,454,700</u>	Fund Balance	<u>1,448,900</u>	<u>1,408,900</u>	<u>1,408,900</u>
54	2,233,507	2,565,957	2,646,900		2,991,300	2,991,300	2,991,300
	-	-	-		-	-	-

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
 Payments through 6/30/20 (22,300)
 Payments FY14/15 - FY19/20 (540,000)
 Balance 6/30/20 337,700

**City of Junction City
Fiscal Year 2020-21 Budget**

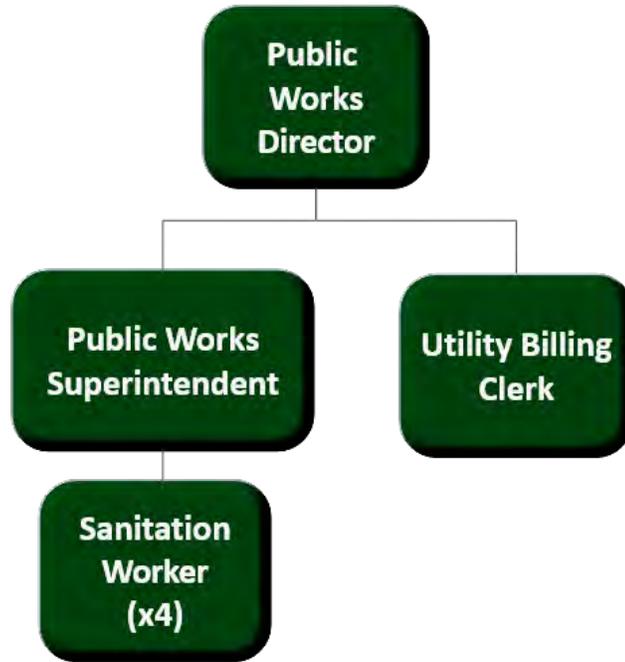
	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sewer System Development Fund							
406-000 Resources							
1	2,139,773	2,581,751	2,742,900	400100 Beginning Fund Balance	3,471,000	3,471,000	3,471,000
2	38,790	67,635	61,100	400400 Investment Interest	80,100	80,100	80,100
3	403,188	166,451	585,000	400500 System Development Fees	500,000	500,000	500,000
4	-	-	-	409000 Other Income	-	-	-
5	<u>2,581,751</u>	<u>2,815,837</u>	<u>3,389,000</u>	Total Resources	<u>4,051,100</u>	<u>4,051,100</u>	<u>4,051,100</u>
6							
7				406-100 Capital Outlay			
8	-	-	500,000	800650 Sewer System Expansion	500,000	500,000	500,000
9							
10				406-100 Fund Balance			
11	<u>2,581,751</u>	<u>2,815,837</u>	<u>2,889,000</u>	999000 Unapp Ending Fund Balance	<u>3,551,100</u>	<u>3,551,100</u>	<u>3,551,100</u>
12							
13							
14				Fund Totals			
15	2,581,751	2,815,837	3,389,000	Resources	4,051,100	4,051,100	4,051,100
16							
17	-	-	500,000	Appropriations	500,000	500,000	500,000
18	<u>2,581,751</u>	<u>2,815,837</u>	<u>2,889,000</u>	Unappropriated Fund Balance	<u>3,551,100</u>	<u>3,551,100</u>	<u>3,551,100</u>
19	2,581,751	2,815,837	3,389,000		4,051,100	4,051,100	4,051,100



Department Overview

Sanitation Department

Organizational Structure



(Positions Allocated from Public Works)

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 2020-2021?

- There is nothing new for 20-21.

2020-2021 Fiscal Year Projects

None

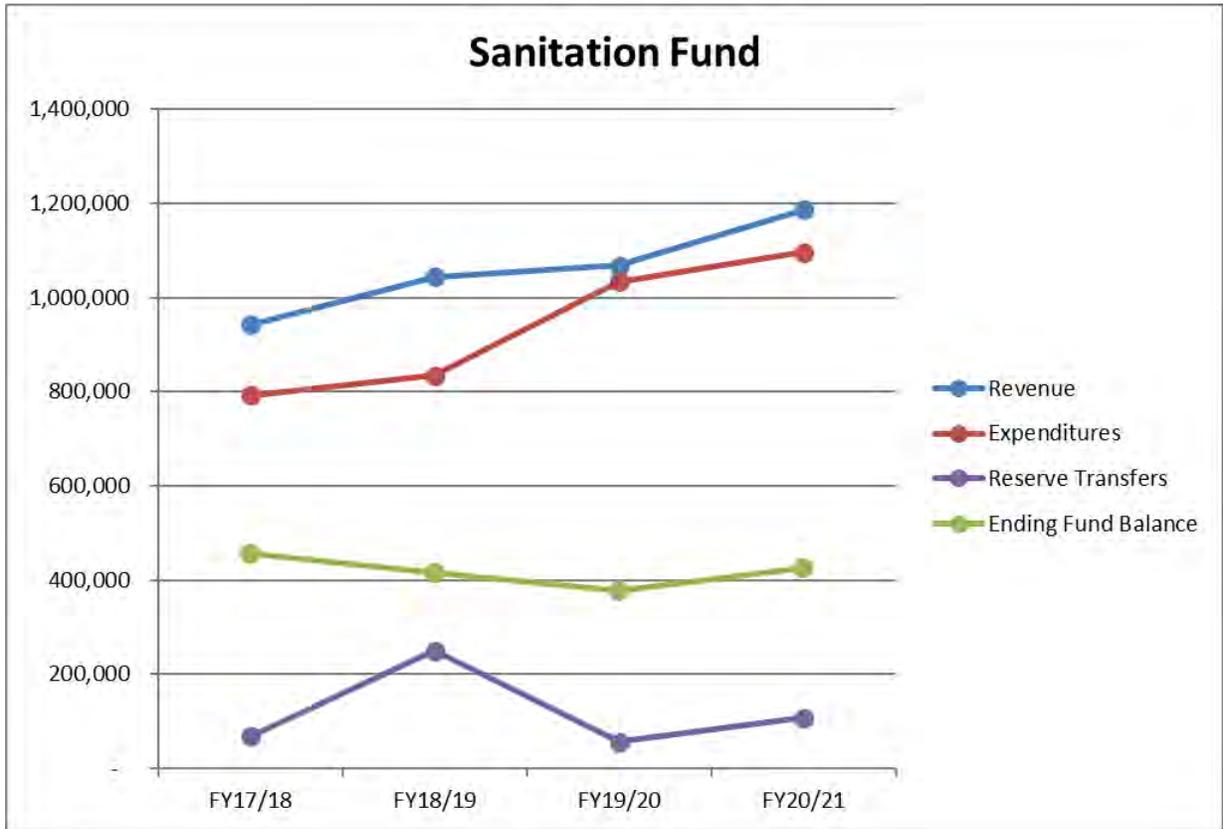


Fund Overview – Sanitation Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	373,956	455,130	399,100	443,400
Revenue	942,108	1,043,899	1,067,800	1,187,000
Total Resources	1,316,065	1,499,030	1,466,900	1,630,400
Expenditures				
Personnel Services	338,798	351,251	377,700	392,000
Materials & Services	453,536	483,179	636,200	682,800
Transfers	68,600	250,000	56,200	107,500
Contingency	-	-	20,300	21,500
Total Expenditures	860,934	1,084,429	1,090,400	1,203,800
Ending Fund Balance	455,130	414,600	376,500	426,600
Staffing	4.50	4.30	4.15	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	59,364	324,436	307,900	127,200
Revenue	302,228	258,832	58,600	111,700
Total Resources	361,591	583,268	366,500	238,900
Expenditures				
Materials & Services	3,380	650	10,000	5,000
Capital Outlay	33,775	243,139	305,000	47,000
Transfers	-	-	-	10,000
Total Expenditures	37,155	243,789	315,000	62,000
Ending Fund Balance	324,436	339,479	51,500	176,900



Five Year Forecast											
Sanitation Fund											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	346	259	374	455	415	443	427	400	372	343	
Sanitation Revenue	853	897	931	1,020	1,051	1,175	1,210	1,246	1,284	1,322	
Interest & Other	4	6	12	15	12	12	13	14	14	15	
Total Revenue	857	904	942	1,035	1,063	1,187	1,223	1,260	1,298	1,337	
Total Resources	1,203	1,162	1,316	1,490	1,478	1,630	1,650	1,660	1,670	1,680	
Requirements											
Personnel Services	346	312	339	374	354	392	413	426	439	453	
Materials & Services	410	421	454	467	624	683	703	724	746	768	
Transfers	190	56	69	250	56	108	111	114	117	121	
Contingency						21	22	23	24	25	
Total Expenditures	945	788	861	1,091	1,034	1,204	1,249	1,288	1,327	1,368	
Ending Fund Balance											
Policy Requirement	183	198	210	245	269	279	288	296	305	315	
Over (under) Policy	75	176	245	154	175	148	113	76	38	(2)	
Total Ending Fund Balance	258	374	455	399	443	427	400	372	343	313	
Total Requirements	1,203	1,162	1,316	1,490	1,478	1,630	1,650	1,660	1,670	1,680	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sanitation Fund							
004-000 Resources							
1	373,956	455,130	399,100	400100 Beginning Fund Balance	443,400	443,400	443,400
2	7,372	10,800	10,700	400400 Investment Interest	10,400	10,400	10,400
3	923,244	1,000,214	1,041,000	400500 Garbage Collection Revenue	1,168,500	1,168,500	1,168,500
4	1,636	1,684	1,700	400600 Festival Labor Reimbursement	1,700	1,700	1,700
5	3,120	3,480	1,900	400625 Collection Licenses	1,900	1,900	1,900
6	4,176	25,730	10,000	400650 Recycling Revenue	2,500	2,500	2,500
7	2,560	1,991	2,500	409000 Other Receipts	2,000	2,000	2,000
8	<u>1,316,065</u>	<u>1,499,030</u>	<u>1,466,900</u>	Total Resources	<u>1,630,400</u>	<u>1,630,400</u>	<u>1,630,400</u>
9							
004-476 Personnel Services							
11	189,321	197,554	190,700	503780 Wages	192,900	192,900	192,900
12	449	4,534	9,800	503790 Wages - Overtime	9,900	9,900	9,900
13	14,280	15,452	15,400	513344 FICA	15,600	15,600	15,600
14	36,832	38,167	47,800	539094 Pension - PERS	48,300	48,300	48,300
15	8,400	7,458	10,100	542344 Workers' Compensation Ins	12,600	12,600	12,600
16	88,982	88,085	97,100	546833 Insurance Benefits	105,700	105,700	105,700
17	535	-	6,800	548877 Unemployment Insurance	7,000	7,000	7,000
18	<u>338,798</u>	<u>351,251</u>	<u>377,700</u>	Total Personnel Services	<u>392,000</u>	<u>392,000</u>	<u>392,000</u>
19							
004-476 Materials & Services							
21	86,197	95,500	94,900	601100 Administrative Charges	108,100	108,100	108,100
22	16,995	18,940	20,400	602171 Insurance	22,400	22,400	22,400
23	525	480	-	603200 Bank Fees	-	-	-
24	7,191	8,601	8,000	603210 Merchant Fees	11,000	11,000	11,000
25	2,962	2,032	2,200	608925 Software Support & Licensing	3,200	3,200	3,200
26	5,372	4,748	-	611519 Electricity	-	-	-
27	4,364	6,147	4,200	611770 IT Service Charges	9,200	9,200	9,200
28	41,101	43,005	50,000	615018 Fuel	50,000	50,000	50,000
29	85,637	107,105	113,300	615100 Vehicle & Equip Maint Charges	102,400	102,400	102,400
30	2,386	1,935	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
31	-	374	-	628651 Lane Council of Gov Dues	-	-	-
32	554	589	600	628680 Laundry and Cleaning	600	600	600
33	506	514	-	629001 League of Oregon Cities Dues	-	-	-
34	3,216	4,139	4,200	632677 Office Equip Leases	4,000	4,000	4,000
35	792	840	-	633850 Natural Gas	-	-	-
36	2,794	3,275	5,800	636921 Office Supplies	5,800	5,800	5,800
37	3,060	5,492	10,000	637917 Op Materials & Supplies	10,000	10,000	10,000
38	5,373	5,548	7,000	640457 Postage	5,500	5,500	5,500
39	4,985	4,556	4,900	644650 Building Maintenance Charges	6,700	6,700	6,700
40	-	120	-	647030 Travel & Training	-	-	-
41	168,158	158,837	165,000	647788 Solid Waste Disposal	190,000	190,000	190,000
42	-	-	100	648000 License Certification Fee	-	-	-
43	-	184	-	648800 Employee Recognition	-	-	-
44	210	-	500	648866 Recycling Expense	500	500	500
45	5,534	5,273	5,700	649843 Telephone	5,400	5,400	5,400
46	1,903	1,554	-	652080 Internet & Email	-	-	-
47	-	-	136,900	702000 PW Administrative Charges	145,500	145,500	145,500
48	3,220	3,391	-	702013 Audit	-	-	-
49	500	-	500	706076 Legal Counsel	500	500	500
50	<u>453,536</u>	<u>483,179</u>	<u>636,200</u>	Total Materials & Services	<u>682,800</u>	<u>682,800</u>	<u>682,800</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51							
52							
53				004-476 Transfers			
54	68,600	250,000	50,000	900003 Transfer to Sanitation Cap Proj	107,500	107,500	107,500
55	-	-	6,200	900054 Transfer to PW Admin	-	-	-
56	<u>68,600</u>	<u>250,000</u>	<u>56,200</u>	Total Transfers	<u>107,500</u>	<u>107,500</u>	<u>107,500</u>
57							
58				004-476 Fund Balance & Contingency			
59	-	-	20,300	900900 Operating Contingency	21,500	21,500	21,500
60	<u>455,130</u>	<u>414,600</u>	<u>376,500</u>	999000 Unapp Ending Fund Balance	<u>426,600</u>	<u>426,600</u>	<u>426,600</u>
61	<u><u>455,130</u></u>	<u><u>414,600</u></u>	<u><u>396,800</u></u>	Total	<u><u>426,600</u></u>	<u><u>448,100</u></u>	<u><u>448,100</u></u>
62							
63				Fund Totals			
64				Resources:			
65	373,956	455,130	399,100	Beginning Fund Balance	443,400	443,400	443,400
66	<u>942,108</u>	<u>1,043,899</u>	<u>1,067,800</u>	Operating Revenue	<u>1,187,000</u>	<u>1,187,000</u>	<u>1,187,000</u>
67	<u><u>1,316,065</u></u>	<u><u>1,499,030</u></u>	<u><u>1,466,900</u></u>		<u><u>1,630,400</u></u>	<u><u>1,630,400</u></u>	<u><u>1,630,400</u></u>
68							
69				Appropriations:			
70	792,334	834,429	1,034,200	Operating Expenditures	1,096,300	1,096,300	1,096,300
71				Transfers			
72	-	-	6,200	To Operations	-	-	-
73	<u>68,600</u>	<u>250,000</u>	<u>50,000</u>	To Reserves	<u>107,500</u>	<u>107,500</u>	<u>107,500</u>
74	<u>860,934</u>	<u>1,084,429</u>	<u>1,090,400</u>		<u>1,203,800</u>	<u>1,203,800</u>	<u>1,203,800</u>
75	<u>455,130</u>	<u>414,600</u>	<u>376,500</u>	Unappropriated Fund Balance	<u>426,600</u>	<u>426,600</u>	<u>426,600</u>
76	<u><u>1,316,065</u></u>	<u><u>1,499,030</u></u>	<u><u>1,466,900</u></u>		<u><u>1,630,400</u></u>	<u><u>1,630,400</u></u>	<u><u>1,630,400</u></u>
	-	-	-		-	-	-

Notes

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

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sanitation Capital Projects Fund							
266-000 Resources							
1	59,364	324,436	307,900	400100 Beginning Fund Balance	127,200	127,200	127,200
2	4,782	8,412	8,100	400400 Investment Interest	3,700	3,700	3,700
3	68,600	250,000	50,000	400500 Transfer From Sanitation Fund	107,500	107,500	107,500
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	-	419	500	409000 Other Revenue	500	500	500
8	<u>361,591</u>	<u>583,268</u>	<u>366,500</u>	Total Resources	<u>238,900</u>	<u>238,900</u>	<u>238,900</u>
9							
10				266-100 Materials & Services			
11	<u>3,380</u>	<u>650</u>	<u>10,000</u>	608927 Container Repairs	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
12							
13				266-100 Capital Outlay			
14	1,481	3,690	5,000	800100 System Improvements	5,000	5,000	5,000
15	-	29,206	5,000	800200 Professional Services	-	-	-
16	524	181,927	250,000	800230 CEP Projects	-	-	-
17	-	-	-	800160 Software Upgrades	12,000	12,000	12,000
18	<u>31,771</u>	<u>28,316</u>	<u>45,000</u>	800600 Equipment Acquisition	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
19	<u>33,775</u>	<u>243,139</u>	<u>305,000</u>		<u>47,000</u>	<u>47,000</u>	<u>47,000</u>
20							
21				266-100 Transfers			
22	-	-	-	900032 Transfer to Utility Assistance Fund	-	10,000	10,000
23							
24				266-100 Fund Balance			
25	323,936	338,979	51,500	902000 Reserved for Future Expenditures	-	-	-
26	<u>500</u>	<u>500</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>186,900</u>	<u>176,900</u>	<u>176,900</u>
27	<u>324,436</u>	<u>339,479</u>	<u>51,500</u>	Total Fund Balance	<u>186,900</u>	<u>176,900</u>	<u>176,900</u>
28							
29				Fund Totals			
30	361,591	583,268	366,500	Resources	238,900	238,900	238,900
31							
32	37,155	243,789	315,000	Appropriations	52,000	62,000	62,000
33	<u>324,436</u>	<u>339,479</u>	<u>51,500</u>	Fund Balance	<u>186,900</u>	<u>176,900</u>	<u>176,900</u>
34	361,591	583,268	366,500		238,900	238,900	238,900
	-	-	-		-	-	-

Notes

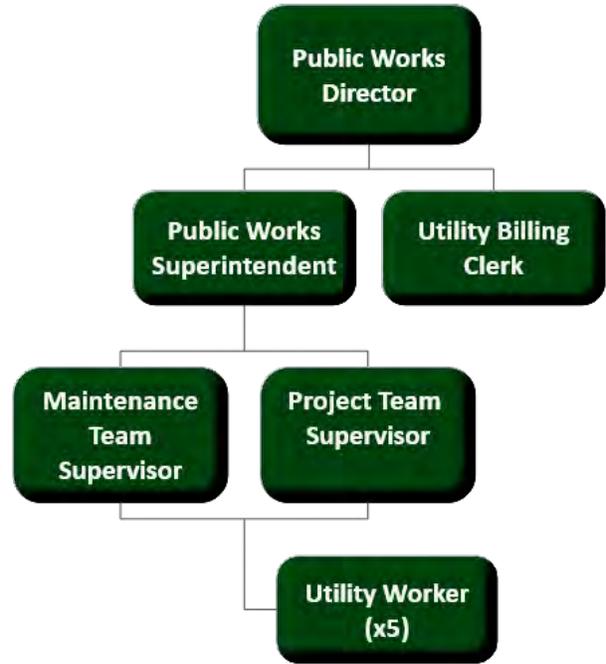
3 Fund renamed for FY17/18 Budget. Previously the fund was known as the Sanitation System Improvement Fund.



Department Overview

Streets Department

Organizational Structure



(Positions Allocated from Public Works)

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 2020-2021?

- A transfer from the General Fund equaling 10% of the franchise fees collected by the City.
- Widening the bike path off 13th
- Slurry sealing 5th Street from Greenwood to Holly



2020-2021 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. Widening the Bike Path from 13th to Yew** – This is a project widen the bike path from 13th to Yew. The anticipated cost of this project is \$5,000.00. The funding for this project is from the Bike Path Reserve Fund.
- 3. Slurry Seal 5th From Greenwood to Holly** – This is a project is to slurry seal 5th Street from Greenwood to Holly. The anticipated cost of this project is \$5,000.00. The funding for this project is from the Streets Capital Fund.

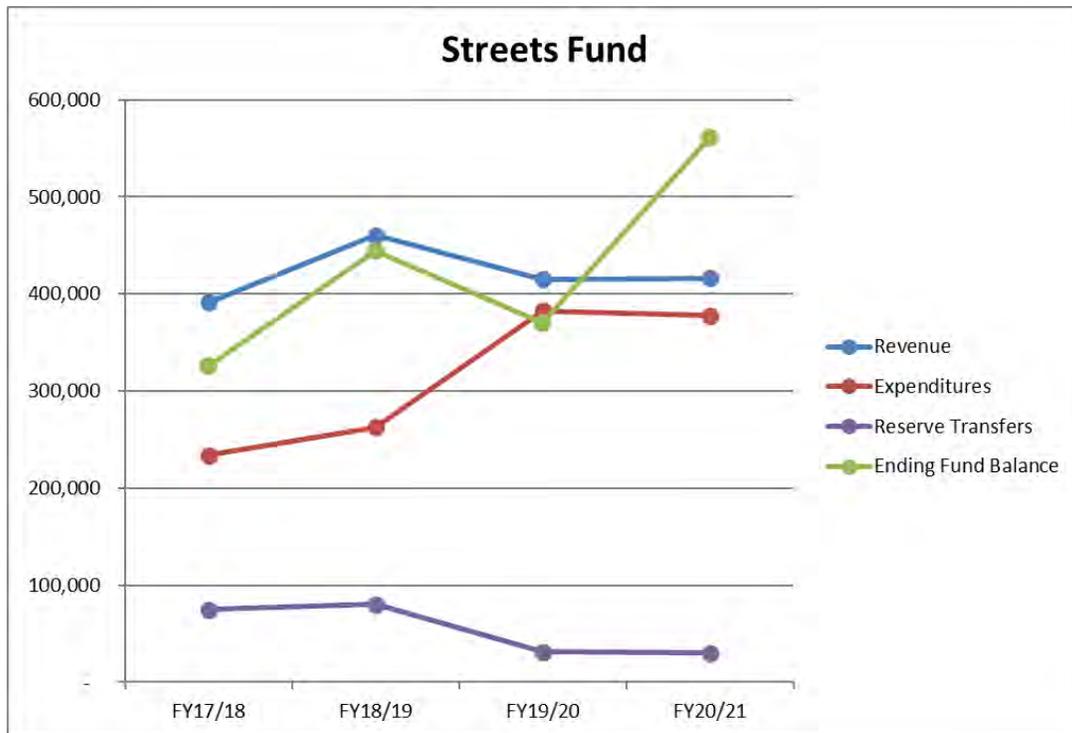


Fund Overview – Streets Fund

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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	243,311	326,169	369,200	552,600
Revenue	391,546	460,724	415,000	416,400
Total Resources	634,857	786,893	784,200	969,000
Expenditures				
Personnel Services	57,029	58,534	64,200	64,500
Materials & Services	176,659	204,029	298,600	293,000
Transfers	75,000	80,000	31,200	30,000
Contingency	-	-	20,000	20,000
Total Expenditures	308,688	342,563	414,000	407,500
Ending Fund Balance	326,169	444,330	370,200	561,500
Staffing	0.59	0.62	0.67	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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	95,459	262,382	329,000	408,100
Revenue	269,709	309,491	503,200	317,700
Total Resources	365,169	571,873	832,200	725,800
Expenditures				
Capital Outlay	102,787	217,287	471,000	250,200
Ending Fund Balance	262,382	354,586	361,200	475,600



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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	1,027,260	1,099,975	1,268,000	1,510,400
Revenue	72,715	298,910	48,000	45,600
Total Resources	1,099,975	1,398,885	1,316,000	1,556,000
Expenditures				
Capital Outlay	-	-	30,000	30,000
Ending Fund Balance	1,099,975	1,398,885	1,286,000	1,526,000



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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	37,586	42,083	32,100	48,400
Revenue	4,498	5,571	5,100	5,800
Total Resources	42,083	47,654	37,200	54,200
Expenditures				
Materials & Services	-	-	5,000	5,000
Capital Outlay	-	-	20,000	20,000
Total Expenditures	-	-	25,000	25,000
Ending Fund Balance	42,083	47,654	12,200	29,200



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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	249,598	253,753	259,700	266,600
Revenue	4,155	6,382	5,900	6,500
Total Resources	253,753	260,135	265,600	273,100
Expenditures				
Capital Outlay	-	-	218,000	218,000
Ending Fund Balance	253,753	260,135	47,600	55,100



Five Year Forecast											
Streets Fund											
(amounts in thousands)											
	Actual					Budget	Forecasted				
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	276	161	243	326	444	553	562	579	602	631	
State Tax Revenue	337	352	380	389	450	400	419	439	460	483	
Franchise Fees			2	9	3	3	3	3	4	4	
Interest & Other	3	9	10	10	13	13	14	15	15	16	
Total Revenue	340	361	392	408	466	416	436	457	479	502	
Total Resources	616	522	635	734	910	969	998	1,036	1,081	1,134	
Requirements											
Personnel Services	52	56	57	63	55	65	72	77	82	87	
Materials & Services	178	174	177	222	271	293	302	311	320	330	
Transfers	225	48	75	80	31	30	25	25	26	27	
Contingency						20	21	22	22	23	
Total Expenditures	455	279	309	365	358	408	419	434	450	467	
Ending Fund Balance											
Policy Requirement							58	60	63	64	
Over (under) Policy							521	542	569	602	
Total Ending Fund Balance	161	243	326	369	553	562	579	602	631	667	
Total Requirements	616	522	635	734	910	969	998	1,036	1,081	1,134	



**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Streets Fund							
005-000 Resources							
1	243,311	326,169	369,200	400100 Beginning Fund Balance	552,600	552,600	552,600
2	4,653	10,143	8,500	400400 Investment Interest	11,800	11,800	11,800
3	379,750	439,746	390,000	400500 State Tax Street Revenue	400,000	400,000	400,000
4	2,110	380	500	400625 Sidewalk Permits	500	500	500
5	-	-	5,000	401610 Wave Comm. Franchise Fees	100	100	100
6	2,252	9,428	10,000	401620 Blachly Lane Franchise Fees	3,000	3,000	3,000
7	2,781	1,026	1,000	409000 Other Receipts	1,000	1,000	1,000
8	634,857	786,893	784,200	Total Resources	969,000	969,000	969,000
9							
005-576 Personnel Services							
11	33,892	34,637	33,100	503780 Wages	35,800	35,800	35,800
12	670	786	1,600	503790 Wages - Overtime	1,600	1,600	1,600
13	2,636	2,701	2,700	513344 FICA	2,900	2,900	2,900
14	5,918	6,141	6,400	539094 Pension - PERS	7,000	7,000	7,000
15	1,046	1,276	1,300	542344 Workers' Compensation Ins	2,700	2,700	2,700
16	12,867	12,993	17,900	546833 Insurance Benefits	13,200	13,200	13,200
17	-	-	1,200	548877 Unemployment Insurance	1,300	1,300	1,300
18	57,029	58,534	64,200	Total Personnel Services	64,500	64,500	64,500
19							
005-576 Materials & Services							
21	19,917	23,900	24,400	601100 Administrative Charges	25,900	25,900	25,900
22	12,527	11,676	9,100	602171 Insurance	10,100	10,100	10,100
23	-	-	500	603100 JC Work Crew Supplies	500	500	500
24	192	184	-	603200 Bank Fees	-	-	-
25	1,079	838	900	608925 Software Support & Licensing	1,200	1,200	1,200
26	68,204	68,735	68,000	611519 Electricity	68,000	68,000	68,000
27	2,417	3,149	2,800	611770 IT Service Charges	4,500	4,500	4,500
28	46	-	5,000	611771 Professional Services	-	-	-
29	13,280	14,128	16,500	615018 Fuel	16,500	16,500	16,500
30	23,736	33,612	42,300	615100 Vehicle & Equip Maint Charges	35,300	35,300	35,300
31	1,486	1,208	2,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
32	-	187	-	628651 Lane Council of Gov Dues	-	-	-
33	554	589	600	628680 Laundry and Cleaning	600	600	600
34	405	412	-	629001 League of Oregon Cities Dues	-	-	-
35	2,090	2,911	3,000	632677 Office Equipment Leases	3,000	3,000	3,000
36	792	840	-	633850 Natural Gas	-	-	-
37	1,337	1,409	1,800	636921 Office Supplies	1,800	1,800	1,800
38	10,621	20,485	30,000	637917 Op Materials & Supplies	30,000	30,000	30,000
39	-	-	1,000	637920 Barricade Maintenance	1,000	1,000	1,000
40	218	1,305	7,500	638000 Street Signs	7,500	7,500	7,500
41	7,581	7,636	20,000	638500 Street Maintenance	20,000	20,000	20,000
42	4,462	4,875	5,900	644650 Building Maintenance Charges	7,700	7,700	7,700
43	15	40	100	647030 Travel and Training	100	100	100
44	-	-	100	648000 License Certification Fee	100	100	100
45	-	38	-	648800 Employee Recognition	-	-	-
46	4,341	3,974	4,300	649843 Telephone	4,000	4,000	4,000
47	128	105	-	652080 Internet & Email	-	-	-
48	-	-	51,300	702000 PW Administrative Charges	50,700	50,700	50,700
49	1,232	1,260	-	702013 Audit	-	-	-
50	-	532	1,500	706076 Legal Counsel	1,500	1,500	1,500

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
51	176,659	204,029	298,600	Total Materials & Services	293,000	293,000	293,000
52							
53				005-576 Transfers			
54	-	-	6,200	900054 Transfer to PW Admin	-	-	-
55	75,000	80,000	25,000	900041 Transfer to Streets Cap Projects	30,000	30,000	30,000
56	75,000	80,000	31,200	Total Transfers	30,000	30,000	30,000
57							
58				005-576 Fund Balance & Contingency			
59	-	-	20,000	900900 Operating Contingency	20,000	20,000	20,000
60	326,169	444,330	370,200	999000 Unapp Ending Fund Balance	561,500	561,500	561,500
61	326,169	444,330	390,200	Total	561,500	581,500	581,500
62							
63				Fund Totals			
64				Resources:			
65	243,311	326,169	369,200	Beginning Fund Balance	552,600	552,600	552,600
66	391,546	460,724	415,000	Operating Revenue	416,400	416,400	416,400
67	634,857	786,893	784,200		969,000	969,000	969,000
68							
69				Appropriations:			
70	233,688	262,563	382,800	Operating Expenditures	377,500	377,500	377,500
71				Transfers			
72	-	-	6,200	To Operations	-	-	-
73	75,000	80,000	25,000	To Reserves	30,000	30,000	30,000
74	308,688	342,563	414,000		407,500	407,500	407,500
75	326,169	444,330	370,200	Unappropriated Fund Balance	561,500	561,500	561,500
76	634,857	786,893	784,200		969,000	969,000	969,000
	-	-	-		-	-	-

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 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Streets Capital Projects Fund							
268-000 Resources							
1	95,459	262,382	329,000	400100 Beginning Fund Balance	408,100	408,100	408,100
2	3,212	6,923	5,600	400400 Investment Interest	8,900	8,900	8,900
3	75,000	80,000	25,000	400500 Transfer From Streets Fund	30,000	30,000	30,000
4	44,000	38,239	-	400540 Transfer From General Fund	-	-	-
5	6,236	-	-	400531 Transfer From PW Yard Reserve	-	-	-
6	67,350	-	-	400535 Transfer From Streets Equip Res	-	-	-
7	-	85,771	131,600	401700 Pacific Power Franchise Fees	178,800	178,800	178,800
8	73,911	46,659	341,000	403000 State 5,000 Population Distribution	100,000	100,000	100,000
9	-	51,900	-	409000 Other Income	-	-	-
10	<u>365,169</u>	<u>571,873</u>	<u>832,200</u>	Total Resources	<u>725,800</u>	<u>725,800</u>	<u>725,800</u>
11							
12	268-100 Capital Outlay						
13	20,899	27,083	28,000	800704 Sidewalk Improvement Program	28,000	28,000	28,000
14	5,596	9,612	2,000	800230 CEP Projects	17,700	17,700	17,700
15	-	90,928	-	800600 Equipment Acquisitions	-	-	-
16	73,636	32,604	341,000	800751 Street Refurbishment/Improv.	100,000	100,000	100,000
17	2,655	57,060	100,000	800800 Street Maintenance Program	100,000	100,000	100,000
18	-	-	-	800160 Software Upgrades	4,500	4,500	4,500
19	<u>102,787</u>	<u>217,287</u>	<u>471,000</u>	Total Capital Outlay	<u>250,200</u>	<u>250,200</u>	<u>250,200</u>
20							
21	268-100 Fund Balance						
22	-	-	20,000	902001 Reserve for Sweeper	20,000	20,000	20,000
23	-	-	-	903000 Reserve for Future CEP	92,400	92,400	92,400
24	262,382	354,586	341,200	999000 Unapp Ending Fund Balance	363,200	363,200	363,200
25	<u>262,382</u>	<u>354,586</u>	<u>361,200</u>	Total Fund Balance	<u>475,600</u>	<u>475,600</u>	<u>475,600</u>
26							
27	Fund Totals						
28	365,169	571,873	832,200	Resources	725,800	725,800	725,800
29							
30	102,787	217,287	471,000	Appropriations	250,200	250,200	250,200
31	<u>262,382</u>	<u>354,586</u>	<u>361,200</u>	Fund Balance	<u>475,600</u>	<u>475,600</u>	<u>475,600</u>
32	365,169	571,873	832,200		725,800	725,800	725,800
33	-	-	-		-	-	-

Notes

- 3 Fund renamed for FY17/18 Budget. Previously the fund was known as the Street System Improvement Fund.
- 9 Amount is equal to 40% of City Franchise fees included in General Revenue

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Streets System Development Fund							
	407-000 Resources						
1	1,027,260	1,099,975	1,268,000	400100 Beginning Fund Balance	1,510,400	1,510,400	1,510,400
2	17,536	32,236	28,000	400400 Investment Interest	35,600	35,600	35,600
3	55,180	266,674	20,000	400500 System Development Fees	10,000	10,000	10,000
4	<u>1,099,975</u>	<u>1,398,885</u>	<u>1,316,000</u>	Total Resources	<u>1,556,000</u>	<u>1,556,000</u>	<u>1,556,000</u>
5							
6	407-100 Capital Outlay						
7	-	-	30,000	800650 Street System Expansion	30,000	30,000	30,000
8							
9	407-100 Fund Balance						
10	<u>1,099,975</u>	<u>1,398,885</u>	<u>1,286,000</u>	999000 Unapp Ending Fund Balance	<u>1,526,000</u>	<u>1,526,000</u>	<u>1,526,000</u>
11							
12							
13	Fund Totals						
14	1,099,975	1,398,885	1,316,000	Resources	1,556,000	1,556,000	1,556,000
15							
16	-	-	30,000	Appropriations	30,000	30,000	30,000
17	<u>1,099,975</u>	<u>1,398,885</u>	<u>1,286,000</u>	Unappropriated Fund Balance	<u>1,526,000</u>	<u>1,526,000</u>	<u>1,526,000</u>
18	1,099,975	1,398,885	1,316,000		1,556,000	1,556,000	1,556,000

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Bike Path Reserve Fund							
334-000 Resources							
1	37,586	42,083	32,100	400100 Beginning Fund Balance	48,400	48,400	48,400
2	662	1,129	1,100	400400 Investment Interest	1,300	1,300	1,300
3	3,836	4,442	4,000	400450 State Hwy Tax (Bike Portion)	4,500	4,500	4,500
4	<u>42,083</u>	<u>47,654</u>	<u>37,200</u>	Total Resources	<u>54,200</u>	<u>54,200</u>	<u>54,200</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	-	-	10,000	800100 System Improvements	10,000	10,000	10,000
12	<u>-</u>	<u>-</u>	<u>10,000</u>	800650 System Expansion	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
13	<u>-</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	42,083	47,654	12,200	999000 Unapp Ending Fund Balance	29,200	29,200	29,200
17	<u>42,083</u>	<u>47,654</u>	<u>12,200</u>		<u>29,200</u>	<u>29,200</u>	<u>29,200</u>
18							
19							
20	Fund Totals						
21	42,083	47,654	37,200	Resources	54,200	54,200	54,200
22							
23	-	-	25,000	Appropriations	25,000	25,000	25,000
24	<u>42,083</u>	<u>47,654</u>	<u>12,200</u>	Fund Balance	<u>29,200</u>	<u>29,200</u>	<u>29,200</u>
25	<u>42,083</u>	<u>47,654</u>	<u>37,200</u>		<u>54,200</u>	<u>54,200</u>	<u>54,200</u>

City of Junction City
Fiscal Year 2020-21 Budget

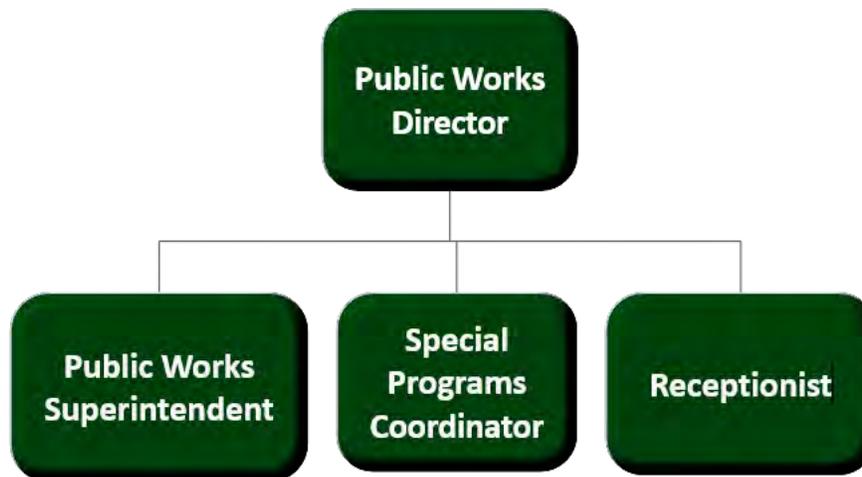
	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Prairie Road Street Improvement Fund							
	350-000 Resources						
1	249,598	253,753	259,700	400100 Beginning Fund Balance	266,600	266,600	266,600
2	4,155	6,382	5,900	400400 Investment Interest	6,500	6,500	6,500
3	<u>253,753</u>	<u>260,135</u>	<u>265,600</u>	Total Resources	<u>273,100</u>	<u>273,100</u>	<u>273,100</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>253,753</u>	<u>260,135</u>	<u>47,600</u>	999000 Unappropriated Fund Balance	<u>55,100</u>	<u>55,100</u>	<u>55,100</u>
10							
11							
12	Fund Totals						
13	253,753	260,135	265,600	Resources	273,100	273,100	273,100
14							
15	-	-	218,000	Appropriations	218,000	218,000	218,000
16	<u>253,753</u>	<u>260,135</u>	<u>47,600</u>	Unappropriated Fund Balance	<u>55,100</u>	<u>55,100</u>	<u>55,100</u>
17	253,753	260,135	265,600		273,100	273,100	273,100



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 2020-2021?

- No new changes for 20-21

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.



2020-2021 Fiscal Year Projects

1. **Mobil Generator #1 Replacement** - This project is from the Capital Expenditure Plan and is project #HDE-012. The total cost for this project is \$35,000. The funding for this project is from the Sewer Capital Fund.
2. **Mobil Generator #2 Replacement** - This project is from the Capital Expenditure Plan and is project #HDE-013. The total cost for this project is \$105,000. The funding for this project is from the Sewer Capital Fund.
3. **Jeep Replacement** - This project is from the Capital Expenditure Plan and is project #LDV-006. The total cost for this project is \$15,000. The funding for this project is from the Water, Sewer, and Streets Capital Funds.
4. **Generator #1 Replacement** - This project is from the Capital Expenditure Plan and is project #MEQ-001. The total cost for this project is \$3,000. The funding for this project is from the Water and Sewer Capital Fund.
5. **Generator #1 Replacement** - This project is from the Capital Expenditure Plan and is project #MEQ-004. The total cost for this project is \$1,500. The funding for this project is from the Water and Sewer Capital Fund.
6. **STP Generator #1 Replacement** - This project is from the Capital Expenditure Plan and is project #MEQ-006. The total cost for this project is \$1,000. The funding for this project is from the Water and Sewer Capital Fund.





7. **Hot Saw #1** - This project is from the Capital Expenditure Plan and is project #MEQ-009. The total cost for this project is \$2,000. The funding for this project is from the Water and Sewer Capital Fund.
 8. **Backpack Blower #1** - This project is from the Capital Expenditure Plan and is project #MEQ-024. The total cost for this project is \$750. The funding for this project is from the Water and Sewer Capital Fund.
 9. **Walk Behind Mower Replacement** - This project is from the Capital Expenditure Plan and is project #MEQ-031. The total cost for this project is \$400. The funding for this project is from the Water, Streets, and Sewer Capital Fund.
 10. **Pipe Saw Replacement** - This project is from the Capital Expenditure Plan and is project #MEQ-044. The total cost for this project is \$1,000. The funding for this project is from the Water, Streets, and Sewer Capital Fund.
 11. **Chipper Replacement** - This project is from the Capital Expenditure Plan and is project #PTEQ-008. The total cost for this project is \$30,000. The funding for this project is from the Water, Streets, and Sewer Capital Fund.
 12. **Directors PC Replacement** - This project is from the Capital Expenditure Plan and is project #PWIT-001. The total cost for this project is \$1,200. The funding for this project is from the Water, Streets, and Sewer Capital Fund.
 13. **File Server Replacement** - This project is from the Capital Expenditure Plan and is project #PWIT-005. The total cost for this project is \$2,000. The funding for this project is from the Water, Streets, and Sewer Capital Fund.
 14. **Wireless Access Point, Old Shop** - This project is from the Capital Expenditure Plan and is project #PWIT-019. The total cost for this project is \$750. The funding for this project is from the Water and Sewer Capital Fund.
 15. **Shop Air Compressor Replacement** - This project is from the Capital Expenditure Plan and is project #SEQ-001. The total cost for this project is \$5,000. The funding for this project is from the Water and Sewer Capital Fund.
-



Public Works Administration				
Fund Summary	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	-	-	102,100
Revenue	-	-	667,900	640,900
Total Resources	-	-	667,900	743,000
Expenditures				
Personnel Services	-	-	466,800	471,300
Materials & Services	-	-	136,400	154,600
Transfers	-	-	1,000	1,000
Contingency	-	-	12,100	12,600
Total Expenditures	-	-	616,300	639,500
Ending Fund Balance	-	-	51,600	103,500
Staffing	-	-	3.95	3.25





Five Year Forecast										
Public Works Administration Fund										
(amounts in thousands)										
	Actual					Budget	Forecasted			
Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Resources										
Beginning Fund Balance	-	-	-	-	-	102	104	104	110	125
PW Admin Charges					523	547	569	592	615	640
Lane Use Applications					10	5	5	6	6	6
Planning Charges for Servic					65	88	91	95	99	103
Transfers In					50					
Interest & Other					2	1	1	1	2	2
Total Revenue					649	641	667	693	721	750
Total Resources	-	-	-	-	649	743	770	797	831	875
Requirements										
Personnel Services					413	471	493	508	522	538
Materials & Services					132	155	159	164	169	174
Transfers					1	1	1	1	1	1
Contingency						13	13	14	14	15
Total Expenditures					547	640	667	687	706	728
Ending Fund Balance										
Policy Requirement							101	104	107	110
Over (under) Policy							3	7	18	38
Total Ending Fund Balance					102	104	104	110	125	148
Total Requirements	-	-	-	-	649	743	770	797	831	875

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted	
Public Works Administration Fund: Combined								
040-100 Resources								
1	-	-	-	400100 Beginning Fund Balance	102,100	102,100	102,100	
2	-	-	200	400400 Investment Interest	1,300	1,300	1,300	
3	-	-	522,700	409300 PW Administrative Charges	546,900	546,900	546,900	
4	-	-	30,000	402180 Land Use Applications	5,000	5,000	5,000	
5	-	-	64,500	405350 Charges for Services Planning	87,700	87,700	87,700	
6	-	-	200	402175 Planning Misc Receipts	-	-	-	
7	-	-	25,000	400506 Transfer from Building	-	-	-	
8	-	-	6,300	400575 Transfer from Water Fund	-	-	-	
9	-	-	6,300	400600 Transfer from Sewer Fund	-	-	-	
10	-	-	6,200	400502 Transfer from Sanitation Fund	-	-	-	
11	-	-	6,200	400523 Transfer from Streets Fund	-	-	-	
12	-	-	300	409000 Other Receipts	-	-	-	
13	-	-	667,900	Total Resources	743,000	743,000	743,000	
14								
15	040-100 Personnel Services							
16	-	-	259,300	503780 Wages	269,700	269,700	269,700	
17	-	-	5,700	503790 Wages - Overtime	5,200	5,200	5,200	
18	-	-	20,300	513344 FICA	21,100	21,100	21,100	
19	-	-	69,900	539094 Pension - PERS	73,900	73,900	73,900	
20	-	-	4,600	542344 Workers' Compensation Ins	5,400	5,400	5,400	
21	-	-	100,600	546833 Insurance Benefits	89,500	89,500	89,500	
22	-	-	6,400	548877 Unemployment Insurance	6,500	6,500	6,500	
23	-	-	466,800	Total Personnel Services	471,300	471,300	471,300	
24								
25	040-100 Materials & Services							
26	-	-	71,600	601100 Administrative Charges	82,200	82,200	82,200	
27	-	-	7,500	602171 Insurance	7,900	7,900	7,900	
28	-	-	2,200	603200 Bank Fees	2,100	2,100	2,100	
29	-	-	300	608925 Software Support & Licensing	300	300	300	
30	-	-	200	611519 Electricity	200	200	200	
31	-	-	4,400	611770 IT Service Charges	12,000	12,000	12,000	
32	-	-	1,500	615018 Fuel	2,700	2,700	2,700	
33	-	-	9,100	615100 Vehicle & Equip Maint Charges	6,100	6,100	6,100	
34	-	-	1,300	628651 Lane Council of Gov Dues	1,200	1,200	1,200	
35	-	-	2,100	629001 League of Oregon Cities Dues	2,100	2,100	2,100	
36	-	-	300	632677 Office Equipment Leases	100	100	100	
37	-	-	100	632678 Computer Equip Maint	100	100	100	
38	-	-	300	632680 Office Equipment/Furnishings	300	300	300	
39	-	-	1,700	633850 Natural Gas	1,900	1,900	1,900	
40	-	-	1,500	636921 Office Supplies	1,300	1,300	1,300	
41	-	-	1,000	637917 Op Materials & Supplies	1,000	1,000	1,000	
42	-	-	1,000	640457 Postage	400	400	400	
43	-	-	2,000	640733 Printing & Advertising	600	600	600	
44	-	-	500	641134 Program Costs - Planning	500	500	500	
45	-	-	100	644400 Janitorial & Cleaning	100	100	100	
46	-	-	900	644650 Building Maintenance Charges	1,300	1,300	1,300	
47	-	-	400	644670 General Supplies	300	300	300	
48	-	-	1,000	647030 Travel and Training	1,000	1,000	1,000	
49	-	-	300	647050 Public Relations	100	100	100	
50	-	-	700	648800 Employee Recognition	700	700	700	
51	-	-	1,000	649843 Telephone	1,000	1,000	1,000	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
52	-	-	300	649989 Dues	100	100	100
53	-	-	4,700	652080 Internet & Email	8,100	8,100	8,100
54	-	-	13,400	702013 Audit	13,900	13,900	13,900
55	-	-	5,000	706076 Legal Counsel	5,000	5,000	5,000
56	-	-	136,400	Total Materials & Services	154,600	154,600	154,600
57							
58				040-100 Transfers			
59	-	-	1,000	900045 Transfer to Capital Projects Fund	1,000	1,000	1,000
60							
61				040-100 Fund Balance & Contingency			
62	-	-	12,100	900900 Operating Contingency	12,600	12,600	12,600
63	-	-	51,600	999000 Unapp Ending Fund Balance	103,500	103,500	103,500
64	-	-	63,700	Total	116,100	116,100	116,100
65							
66							
67				Fund Totals			
68				Resources:			
69	-	-	-	Beginning Fund Balance	102,100	102,100	102,100
70	-	-	667,900	Operating Revenue	640,900	640,900	640,900
71	-	-	667,900		743,000	743,000	743,000
72							
73				Appropriations:			
74	-	-	616,300	Operating Expenditures	639,500	639,500	639,500
75	-	-	51,600	Unappropriated Fund Balance	103,500	103,500	103,500
76	-	-	667,900		743,000	743,000	743,000
77	-	-	-		-	-	-
78							
79							
80				Public Works Administration Fund: PW Admin			
81							
82				040-210 Resources			
83	-	-	-	400100 Beginning Fund Balance	70,500	70,500	70,500
84	-	-	100	400400 Investment Interest	1,200	1,200	1,200
85	-	-	522,700	409300 PW Administrative Charges	546,900	546,900	546,900
86	-	-	6,300	400575 Transfer from Water Fund	-	-	-
87	-	-	6,300	400600 Transfer from Sewer Fund	-	-	-
88	-	-	6,200	400502 Transfer from Sanitation Fund	-	-	-
89	-	-	6,200	400523 Transfer from Streets Fund	-	-	-
90	-	-	-	409000 Other Receipts	-	-	-
91	-	-	547,800	Total Resources	618,600	618,600	618,600
92							
93				040-210 Personnel Services			
94	-	-	230,800	503780 Wages	238,000	238,000	238,000
95	-	-	5,700	503790 Wages - Overtime	2,400	2,400	2,400
96	-	-	18,100	513344 FICA	18,400	18,400	18,400
97	-	-	63,100	539094 Pension - PERS	64,200	64,200	64,200
98	-	-	4,500	542344 Workers' Compensation Ins	5,200	5,200	5,200
99	-	-	80,200	546833 Insurance Benefits	78,200	78,200	78,200
100	-	-	5,200	548877 Unemployment Insurance	5,400	5,400	5,400
101	-	-	407,600	Total Personnel Services	411,800	411,800	411,800
102							
103							
104				040-210 Materials & Services			
105	-	-	57,900	601100 Administrative Charges	67,100	67,100	67,100

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
106	-	-	6,600	602171 Insurance	7,000	7,000	7,000
107	-	-	1,700	603200 Bank Fees	2,000	2,000	2,000
108	-	-	2,700	611770 IT Service Charges	8,800	8,800	8,800
109	-	-	1,500	615018 Fuel	2,700	2,700	2,700
110	-	-	9,100	615100 Vehicle & Equip Maint Charges	6,100	6,100	6,100
111	-	-	1,300	628651 Lane Council of Gov Dues	1,200	1,200	1,200
112	-	-	2,100	629001 League of Oregon Cities Dues	2,100	2,100	2,100
113	-	-	1,600	633850 Natural Gas	1,800	1,800	1,800
114	-	-	1,000	636921 Office Supplies	1,000	1,000	1,000
115	-	-	1,000	637917 Op Materials & Supplies	1,000	1,000	1,000
116	-	-	600	644650 Building Maintenance Charges	1,000	1,000	1,000
117	-	-	400	644670 General Supplies	300	300	300
118	-	-	700	648800 Employee Recognition	700	700	700
119	-	-	4,600	652080 Internet & Email	7,800	7,800	7,800
120	-	-	13,200	702013 Audit	13,500	13,500	13,500
121	-	-	106,000	Total Materials & Services	124,100	124,100	124,100
122							
123				040-210 Fund Balance & Contingency			
124	-	-	10,300	900900 Operating Contingency	10,800	10,800	10,800
125	-	-	23,900	999000 Unapp Ending Fund Balance	71,900	71,900	71,900
126	-	-	34,200	Total	82,700	82,700	82,700
127							
128							
129							
130				Public Works Administration Fund: Planning			
131							
132				040-332 Resources			
133	-	-	-	400100 Beginning Fund Balance	31,600	31,600	31,600
134	-	-	100	400400 Investment Interest	100	100	100
135	-	-	64,500	405350 Charges for Services Planning	87,700	87,700	87,700
136	-	-	200	402175 Planning Misc Receipts	-	-	-
137	-	-	30,000	402180 Land Use Applications	5,000	5,000	5,000
138	-	-	25,000	400506 Transfer from Building	-	-	-
139	-	-	300	409000 Other Receipts	-	-	-
140	-	-	120,100	Total Resources	124,400	124,400	124,400
141							
142				040-332 Personnel Services			
143	-	-	28,500	503780 Wages	31,700	31,700	31,700
144	-	-	-	503790 Wages - Overtime	2,800	2,800	2,800
145	-	-	2,200	513344 FICA	2,700	2,700	2,700
146	-	-	6,800	539094 Pension - PERS	9,700	9,700	9,700
147	-	-	100	542344 Workers' Compensation Ins	200	200	200
148	-	-	20,400	546833 Insurance Benefits	11,300	11,300	11,300
149	-	-	1,200	548877 Unemployment Insurance	1,100	1,100	1,100
150	-	-	59,200	Total Personnel Services	59,500	59,500	59,500
151							
152				040-332 Materials & Services			
153	-	-	13,700	601100 Administrative Charges	15,100	15,100	15,100
154	-	-	900	602171 Insurance	900	900	900
155	-	-	500	603200 Bank Fees	100	100	100
156	-	-	300	608925 Software Support & Licensing	300	300	300
157	-	-	200	611519 Electricity	200	200	200
158	-	-	1,700	611770 IT Service Charges	3,200	3,200	3,200
159	-	-	300	632677 Office Equipment Leases	100	100	100

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
160	-	-	100	632678 Computer Equip Maint	100	100	100
161	-	-	300	632680 Office Equipment/Furnishings	300	300	300
162	-	-	100	633850 Natural Gas	100	100	100
163	-	-	500	636921 Office Supplies	300	300	300
164	-	-	1,000	640457 Postage	400	400	400
165	-	-	2,000	640733 Printing & Advertising	600	600	600
166	-	-	500	641134 Program Costs - Planning	500	500	500
167	-	-	100	644400 Janitorial & Cleaning	100	100	100
168	-	-	300	644650 Building Maintenance Charges	300	300	300
169	-	-	1,000	647030 Travel and Training	1,000	1,000	1,000
170	-	-	300	647050 Public Relations	100	100	100
171	-	-	1,000	649843 Telephone	1,000	1,000	1,000
172	-	-	300	649989 Dues	100	100	100
173	-	-	100	652080 Internet & Email	300	300	300
174	-	-	200	702013 Audit	400	400	400
175	-	-	5,000	706076 Legal Counsel	5,000	5,000	5,000
176	-	-	30,400	Total Materials & Services	30,500	30,500	30,500
177							
178				040-332 Transfers			
179	-	-	1,000	900045 Transfer to Capital Projects Fund	1,000	1,000	1,000
180							
181				040-332 Fund Balance & Contingency			
182	-	-	1,800	900900 Operating Contingency	1,800	1,800	1,800
183	-	-	27,700	999000 Unapp Ending Fund Balance	31,600	31,600	31,600
184	-	-	29,500	Total	33,400	33,400	33,400
185							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Utility Assistance Fund							
016-000 Resources							
1	53,073	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400575 Transfer from Water Capital Projects	-	10,000	10,000
3	-	-	-	400522 Transfer from Sewer Capital Projects	-	40,000	40,000
4	-	-	-	400502 Transfer from Sanitation Cap Projects	-	10,000	10,000
5	53,073	-	-	Total Resources	-	60,000	60,000
6							
7				040-100 Materials & Services			
8	-	-	-	644622 Assistance Payments	-	60,000	60,000
9							
10				016-100 Transfers			
11	53,073	-	-	900049 Transfer to Sewer Capital Projects	-	-	-
12							
13				016-100 Fund Balance			
14	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
15							
16							
17				Fund Totals			
18	53,073	-	-	Resources	-	60,000	60,000
19							
20	53,073	-	-	Appropriations	-	60,000	60,000
21	-	-	-	Unappropriated Fund Balance	-	-	-
22	53,073	-	-		-	60,000	60,000
	-	-	-		-	-	-

Notes

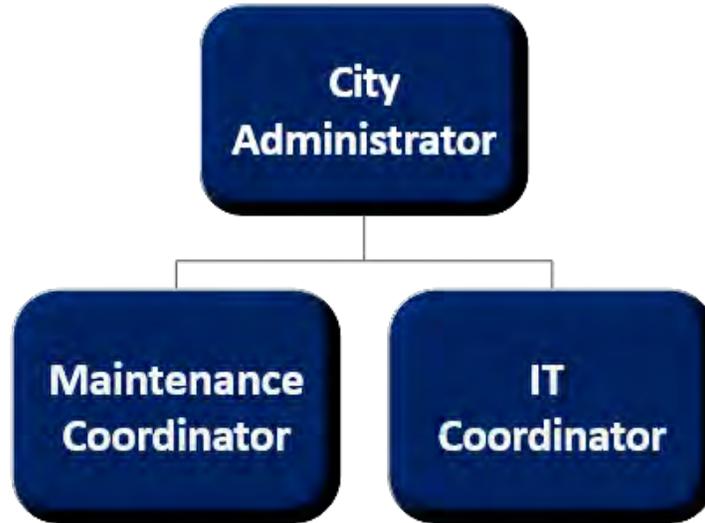
- 1 Fund closed in the FY17/18 Budget
- 2 Fund renamed in FY20/21



Department Overview

Internal Services Department

Organizational Structure



Department Overview

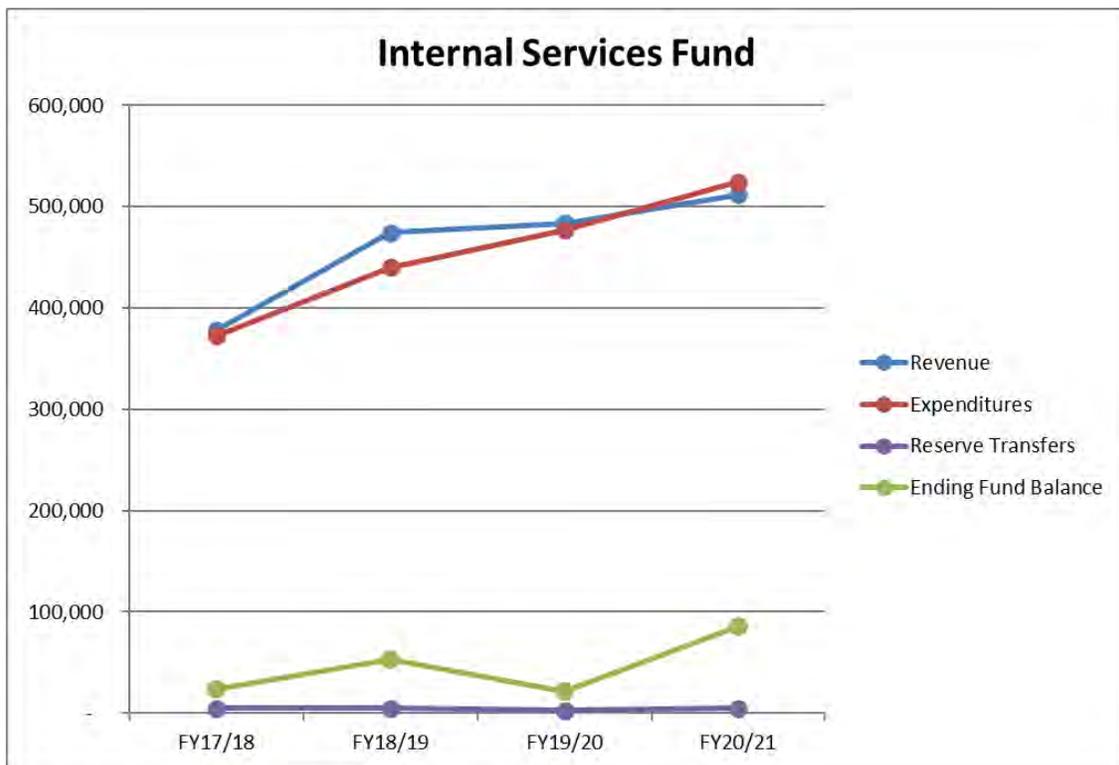
The purpose of this department is to perform, and manage contracts for IT Services, vehicle maintenance, and building maintenance. These expenditures are then allocated to the departments and funds which use those services, based on a pre-determined allocation formula. Internal services funds are typically 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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	23,410	23,737	17,100	103,100
Revenue	378,124	474,651	483,800	511,800
Total Resources	401,535	498,388	500,900	614,900
Expenditures				
Personnel Services	189,699	189,074	202,400	215,200
Materials & Services	183,098	250,797	265,200	299,300
Transfers	5,000	5,000	2,500	5,000
Contingency	-	-	9,400	10,000
Total Expenditures	377,798	444,871	479,500	529,500
Ending Fund Balance	23,737	53,517	21,400	85,400
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	2017/18 Actual	2018/19 Actual	2019/20 Budget	2020/21 Budget
Resources				
Beginning Fund Balance	-	5,039	10,200	11,500
Revenue	5,039	5,160	2,700	5,300
Total Resources	5,039	10,199	12,900	16,800
Expenditures				
Capital Outlay	-	-	10,000	9,700
Ending Fund Balance	5,039	10,199	2,900	7,100

Five Year Forecast											
Internal Services Fund											
(amounts in thousands)											
Fiscal Year	Actual					Budget	Forecasted				
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Resources											
Beginning Fund Balance	20	19	23	24	54	103	105	108	110	113	
Charges for Services	392	338	377	469	410	510	534	555	576	593	
Interest & Other	1	1	1	1	2	2	2	2	3	3	
Total Revenue	392	339	378	470	413	512	537	557	579	596	
Total Resources	412	357	402	494	466	615	642	665	689	708	
Requirements											
Personnel Services	178	183	190	232	182	215	231	243	254	261	
Materials & Services	216	151	183	239	179	279	288	296	305	314	
Transfers			5	5	3	5	5	5	5	6	
Contingency						10	10	11	11	12	
Total Expenditures	394	334	378	477	363	510	534	555	576	593	
Ending Fund Balance											
Policy Requirement							81	84	86	89	
Over (under) Policy							27	26	26	26	
Total Ending Fund Balance	19	23	24	17	103	105	108	110	113	115	
Total Requirements	412	357	402	494	466	615	642	665	689	708	

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Internal Services Fund							
050-000 Resources							
1	23,410	23,737	17,100	400100 Beginning Fund Balance	103,100	103,100	103,100
2	548	636	300	400400 Investment Interest	2,200	2,200	2,200
3	271,495	361,258	356,700	405300 Charges for Services-Vehicle	282,800	282,800	282,800
4	66,276	65,305	71,200	405310 Charges for Services-Building	97,100	97,100	97,100
5	39,067	47,124	54,800	405320 Charges for Services-IT Services	129,700	129,700	129,700
6	739	328	800	409000 Other Income	-	-	-
7	<u>401,535</u>	<u>498,388</u>	<u>500,900</u>	Total Resources	<u>614,900</u>	<u>614,900</u>	<u>614,900</u>
8							
9				050-100 Personnel Services			
10	113,024	110,160	108,000	503780 Wages	115,100	115,100	115,100
11	481	448	1,600	503790 Wages - Overtime	1,600	1,600	1,600
12	8,589	8,400	8,400	513344 FICA	9,000	9,000	9,000
13	26,455	14,552	26,200	539094 Pension - PERS	27,800	27,800	27,800
14	(21)	1,114	400	542344 Worker's Compensation Ins	3,000	3,000	3,000
15	41,171	54,399	54,500	546833 Insurance Benefits	55,300	55,300	55,300
16	-	-	3,300	548877 Unemployment Insurance	3,400	3,400	3,400
17	<u>189,699</u>	<u>189,074</u>	<u>202,400</u>	Total Personnel Services	<u>215,200</u>	<u>215,200</u>	<u>215,200</u>
18							
19							
20				Vehicle & Equipment Maintenance			
21				050-200 Materials & Services			
22	10,644	11,553	8,000	615110 Police-Vehicle & Equip. Maint.	16,000	16,000	16,000
23	294	356	300	615120 City Hall - Equip. Maint.	300	300	300
24	384	2,761	1,000	615124 Parks-Vehicle & Equip.Maint.	1,000	1,000	1,000
25	-	198	300	615126 Building-Vehicle & Equip.Maint.	300	300	300
26	10,063	25,901	15,000	615130 Water-Vehicle & Equip. Maint.	15,000	15,000	15,000
27	11,787	31,754	25,000	615140 Sewer-Vehicle & Equip. Maint.	25,000	25,000	25,000
28	60,780	76,000	80,000	615150 Sanitation-Vehicle & Equip. Maint.	80,000	80,000	80,000
29	7,955	16,310	15,000	615160 Streets-Vehicle & Equip. Maint.	15,000	15,000	15,000
30	<u>101,908</u>	<u>164,832</u>	<u>144,600</u>	Total Materials & Services	<u>152,600</u>	<u>152,600</u>	<u>152,600</u>
31							
32							
33				Building Maintenance			
34				050-300 Materials & Services			
35	273	358	2,500	645100 Police Building Maintenance	2,500	2,500	2,500
36	271	1,434	3,500	645110 City Hall Building Maintenance	3,500	3,500	3,500
37	4,909	2,669	2,500	645114 Comm Center Building Maint	2,500	2,500	2,500
38	169	368	1,000	645116 Senior Center Building Maint	1,000	1,000	1,000
39	724	183	1,500	645120 Library Building Maintenance	1,500	1,500	1,500
40	113	-	2,000	645130 Pool Building Maintenance	2,000	2,000	2,000
41	403	370	3,000	645140 Parks Building Maintenance	3,000	3,000	3,000
42	1,251	1,177	4,000	645150 Water Building Maintenance	4,000	4,000	4,000
43	600	1,348	3,000	645160 Sewer Building Maintenance	3,000	3,000	3,000
44	310	435	2,000	645170 Sanitation Building Maintenance	2,000	2,000	2,000
45	286	754	3,000	645180 Streets Building Maintenance	3,000	3,000	3,000
46	-	-	500	645190 Building Dept Maintenance	500	500	500
47	<u>9,309</u>	<u>9,094</u>	<u>28,500</u>	Total Materials & Services	<u>28,500</u>	<u>28,500</u>	<u>28,500</u>
48							
49							

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
50	IT Services						
51	050-400 Materials & Services						
52	4,502	5,757	6,000	611750 IT Services - City Hall	6,000	6,000	6,000
53	3,374	1,684	3,500	611752 IT Services - Police	3,500	3,500	3,500
54	3,713	6,459	8,000	611754 IT Services - Public Works	8,000	8,000	8,000
55	264	396	500	611756 IT Services - Comm Services	500	500	500
56	278	-	500	611758 IT Services - Senior Center	500	500	500
57	1,521	603	1,500	611760 IT Services - Court	1,500	1,500	1,500
58	1,265	160	1,000	611762 IT Services - Building	1,000	1,000	1,000
59	206	146	500	611764 IT Services - Library	500	500	500
60	<u>15,124</u>	<u>15,204</u>	<u>21,500</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	41,051	44,200	44,100	601100 Administrative Charges	49,800	49,800	49,800
65	5,514	5,995	6,400	602171 Insurance	6,800	6,800	6,800
66	982	928	1,100	608925 Software Support & Licensing	1,300	1,300	1,300
67	445	290	1,200	611519 Electricity	1,200	1,200	1,200
68	-	-	1,000	611771 Professional Services	1,000	21,000	21,000
69	-	-	600	615018 Fuel	600	600	600
70	1,234	615	1,100	615100 Vehicle & Equipment Maintenance	1,100	1,100	1,100
71	543	150	500	623425 Preventative Medical/OSHA	500	500	500
72	93	289	300	628680 Laundry & Cleaning	300	300	300
73	143	601	1,000	632678 Computer/Office Equip Maintenance	1,000	1,000	1,000
74	1,325	936	1,000	633850 Natural Gas	1,000	1,000	1,000
75	277	181	1,000	636921 Office Supplies	1,000	1,000	1,000
76	100	1,237	1,500	637917 Operating Materials & Supplies	1,500	1,500	1,500
77	-	-	500	644650 Building / Property Maint.	500	500	500
78	87	1,030	2,500	647030 Travel & Training	2,500	2,500	2,500
79	-	-	1,000	648000 License Certification Fee	1,000	1,000	1,000
80	-	-	200	648800 Employee recognition	200	200	200
81	2,750	3,089	3,500	649843 Telephone	3,500	3,500	3,500
82	700	575	500	652080 Internet & Email	500	500	500
83	1,515	1,550	1,600	702013 Audit	1,400	1,400	1,400
84	<u>56,759</u>	<u>61,666</u>	<u>70,600</u>	Total Materials & Services	<u>76,700</u>	<u>96,700</u>	<u>96,700</u>
85							
86	050-500 Transfers						
87	<u>5,000</u>	<u>5,000</u>	<u>2,500</u>	900052 Transfer to IS Capital Projects	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
88							
89	050-920 Fund Balance & Contingency						
90	-	-	9,400	900900 Operating Contingency	10,000	10,000	10,000
91	<u>23,737</u>	<u>53,517</u>	<u>21,400</u>	999000 Unapp Ending Fund Balance	<u>105,400</u>	<u>85,400</u>	<u>85,400</u>
92	<u><u>23,737</u></u>	<u><u>53,517</u></u>	<u><u>30,800</u></u>		<u><u>105,400</u></u>	<u><u>95,400</u></u>	<u><u>95,400</u></u>
93							
94	Fund Totals						
95	401,535	498,388	500,900	Resources	614,900	614,900	614,900
96							
97	377,798	444,871	479,500	Appropriations	509,500	529,500	529,500
98	<u>23,737</u>	<u>53,517</u>	<u>21,400</u>	Unappropriated Fund Balance	<u>105,400</u>	<u>85,400</u>	<u>85,400</u>
99	<u>401,535</u>	<u>498,388</u>	<u>500,900</u>		<u>614,900</u>	<u>614,900</u>	<u>614,900</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Internal Services Capital Project Fund							
270-000 Resources							
1	-	5,039	10,200	400100 Beginning Fund Balance	11,500	11,500	11,500
2	39	160	200	400400 Investment Interest	300	300	300
3	5,000	5,000	2,500	400528 Transfer From Int Serv Operations	5,000	5,000	5,000
4	<u>5,039</u>	<u>10,199</u>	<u>12,900</u>	Total Resources	<u>16,800</u>	<u>16,800</u>	<u>16,800</u>
5							
6				270-100 Capital Outlay			
7	-	-	10,000	800200 CEP Projects	5,000	5,000	5,000
8	-	-	-	800160 Software Upgrades	4,700	4,700	4,700
9	<u>-</u>	<u>-</u>	<u>10,000</u>	Total Capital Outlay	<u>9,700</u>	<u>9,700</u>	<u>9,700</u>
10							
11				270-100 Fund Balance			
12	5,039	10,199	2,900	999000 Unapp Ending Fund Balance	7,100	7,100	7,100
13	<u>5,039</u>	<u>10,199</u>	<u>2,900</u>	Total Fund Balance	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
14							
15				Fund Totals			
16	5,039	10,199	12,900	Resources	16,800	16,800	16,800
17							
18	-	-	10,000	Appropriations	9,700	9,700	9,700
19	<u>5,039</u>	<u>10,199</u>	<u>2,900</u>	Fund Balance	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
20	5,039	10,199	12,900		16,800	16,800	16,800



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 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Capital Projects Fund							
(Individual departments are also shown in those sections)							
Finance							
252-310 Resources							
1	-	8,519	32,200	400100 Beginning Fund Balance	52,600	52,600	52,600
2	36	264	200	400400 Interest	800	800	800
3	3,500	23,500	23,500	400504 Transfer from Finance	33,500	33,500	33,500
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	<u>28,335</u>	<u>32,283</u>	<u>55,900</u>	Total Resources	<u>86,900</u>	<u>86,900</u>	<u>86,900</u>
8							
252-310 Capital Outlay							
9							
10	-	-	2,000	800200 CEP Projects	-	-	-
11	4,316	-	4,000	800100 Equipment Purchases	-	-	-
12	15,500	-	-	800160 Software Upgrades	85,100	85,100	85,100
13	<u>19,816</u>	<u>-</u>	<u>6,000</u>	Total Capital Outlay	<u>85,100</u>	<u>85,100</u>	<u>85,100</u>
14							
252-310 Fund Balance							
15							
16	<u>8,519</u>	<u>32,283</u>	<u>49,900</u>	999000 Unapp Ending Fund Balance	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
17	<u>8,519</u>	<u>32,283</u>	<u>49,900</u>	Total Fund Balance	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
18							
19							
Court							
252-315 Resources							
20							
21							
22	-	2,036	3,000	400100 Beginning Fund Balance	500	500	500
23	36	132	200	400400 Interest	100	100	100
24	2,000	2,000	3,000	400505 Transfer from Court	2,000	2,000	2,000
25	<u>2,036</u>	<u>4,169</u>	<u>6,200</u>	Total Resources	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>
26							
252-315 Capital Outlay							
27							
28	-	-	4,000	800200 CEP Projects	-	-	-
29	-	-	1,000	800100 Equipment Purchases	-	-	-
30	-	-	-	800160 Software Upgrades	2,100	2,100	2,100
31	-	1,766	-	800155 Computer & Network	-	-	-
32	<u>-</u>	<u>1,766</u>	<u>5,000</u>	Total Capital Outlay	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
33							
252-315 Fund Balance							
34							
35	<u>2,036</u>	<u>2,403</u>	<u>1,200</u>	999000 Unapp Ending Fund Balance	<u>500</u>	<u>500</u>	<u>500</u>
36	<u>2,036</u>	<u>2,403</u>	<u>1,200</u>	Total Fund Balance	<u>500</u>	<u>500</u>	<u>500</u>
37							
38							
Administration - Capital Projects							
252-325 Resources							
39							
40							
41	-	23,584	43,600	400100 Beginning Fund Balance	24,900	24,900	24,900
42	254	1,033	800	400400 Interest	1,100	1,100	1,100
43	40,000	20,000	20,000	400503 Transfer from Administration	156,000	156,000	156,000
44	7,204	-	-	400430 Transfer from Admin Veh & Equip	-	-	-

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
45	47,459	44,617	64,400	Total Resources	182,000	182,000	182,000
46							
47				252-325 Capital Outlay			
48	-	790	60,000	800155 Computer & Network	66,000	66,000	66,000
49	23,875	-	-	800175 Building Projects	30,000	30,000	30,000
50	-	-	-	800300 Capital Projects	65,000	65,000	65,000
51	23,875	790	60,000	Total Capital Outlay	161,000	161,000	161,000
52							
53				252-325 Fund Balance			
54	23,584	43,827	4,400	999000 Unapp Ending Fund Balance	21,000	21,000	21,000
55	23,584	43,827	4,400	Total Fund Balance	21,000	21,000	21,000
56							
57							
58	Building Department - Capital Projects						
59				252-330 Resources			
60	-	1,036	2,200	400100 Beginning Fund Balance	7,000	7,000	7,000
61	36	143	200	400400 Interest	200	200	200
62	1,000	8,000	1,000	400506 Transfer from Planning	1,000	1,000	1,000
63	-	-	1,000	400507 Transfer from Building	4,000	4,000	4,000
64	1,036	9,179	4,400	Total Resources	12,200	12,200	12,200
65							
66				252-330 Capital Outlay			
67	-	-	1,000	800200 CEP Projects	-	-	-
68	-	-	-	800160 Software Upgrades	4,000	4,000	4,000
69	-	4,374	-	800100 Equipment Purchases	-	-	-
70	-	4,374	1,000	Total Capital Outlay	4,000	4,000	4,000
71							
72				252-330 Fund Balance			
73	1,036	4,805	3,400	999000 Unapp Ending Fund Balance	8,200	8,200	8,200
74	1,036	4,805	3,400	Total Fund Balance	8,200	8,200	8,200
75							
76				252-950 Fund Balance			
77	35,175	83,317	58,900	999000 Unapp Ending Fund Balance	31,500	31,500	31,500
78	35,175	83,317	58,900	Total Fund Balance	31,500	31,500	31,500
79							
80				Fund Totals			
81	78,866	90,248	130,900	Resources	283,700	283,700	283,700
82							
83	43,691	6,930	72,000	Appropriations	252,200	252,200	252,200
84	35,175	83,317	58,900	999000 Unappropriated Fund Balance	31,500	31,500	31,500
85	78,866	90,248	130,900		283,700	283,700	283,700

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	172,469	249,068	246,300	400100 Beginning Fund Balance	56,200	56,200	56,200
2	3,615	6,141	6,100	400400 Investment Interest	4,600	4,600	4,600
3	81,790	66,712	66,100	400500 Receipts	73,000	73,000	73,000
4	<u>257,874</u>	<u>321,921</u>	<u>318,500</u>	Total Resources	<u>133,800</u>	<u>133,800</u>	<u>133,800</u>
5							
250-920 Materials & Services							
7	8,806	-	135,000	635290 Projects TBD	10,000	10,000	10,000
8	<u>8,806</u>	<u>-</u>	<u>135,000</u>	Total Materials & Services	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
9							
250-920 Capital Outlay							
11	-	105,314	80,000	800828 Pool Projects	80,000	80,000	80,000
12	-	-	-	800830 Software Purchases	24,000	24,000	24,000
13	<u>-</u>	<u>105,314</u>	<u>80,000</u>	Total Capital Outlay	<u>104,000</u>	<u>104,000</u>	<u>104,000</u>
14							
250-920 Transfers							
16	-	15,000	15,000	900020 Transfer to Community Cnt Fund	15,000	15,000	15,000
17	-	-	75,000	900044 Transfer to Water Capital Projects	-	-	-
18	<u>-</u>	<u>15,000</u>	<u>90,000</u>	Total Transfers	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
19							
250-920 Fund Balance							
21	<u>249,068</u>	<u>201,607</u>	<u>13,500</u>	999000 Unapp Ending Fund Balance	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>
22							
Fund Totals							
24	257,874	321,921	318,500	Resources	133,800	133,800	133,800
25							
26	8,806	120,314	305,000	Appropriations	129,000	129,000	129,000
27	<u>249,068</u>	<u>201,607</u>	<u>13,500</u>	Unappropriated Fund Balance	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>
28	257,874	321,921	318,500		133,800	133,800	133,800
	-	-	-		-	-	-

Notes

11 Pool deferred maintenance projects

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Health Insurance Fund							
				010-000 Resources			
1	50,679	51,522	52,800	400100 Beginning Fund Balance	54,200	54,200	54,200
2	844	1,296	1,200	400400 Investment Interest	1,400	1,400	1,400
3	<u>51,522</u>	<u>52,818</u>	<u>54,000</u>	Total Resources	<u>55,600</u>	<u>55,600</u>	<u>55,600</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>51,522</u>	<u>52,818</u>	<u>38,400</u>	999000 Unapp Ending Fund Balance	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
10							
11							
12				Fund Totals			
13	51,522	52,818	54,000	Resources	55,600	55,600	55,600
14							
15	-	-	15,600	Appropriations	15,600	15,600	15,600
16	51,522	52,818	38,400	Unappropriated Fund Balance	40,000	40,000	40,000
17	<u>51,522</u>	<u>52,818</u>	<u>54,000</u>		<u>55,600</u>	<u>55,600</u>	<u>55,600</u>

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	1,087,913	1,130,825	1,185,400	400100 Beginning Fund Balance	1,247,600	1,247,600	1,247,600
2	18,433	28,910	26,500	400400 Investment Interest	29,400	29,400	29,400
3	-	-	-	400800 Loan/Application Fees	-	-	-
4	11,707	12,626	12,700	407400 Grant: Rural Tourism Marketing	13,800	13,800	13,800
5	21,500	21,500	21,500	408352 Interfund Loan - Water Cap Projects	21,500	21,500	21,500
6	<u>1,139,553</u>	<u>1,193,862</u>	<u>1,246,100</u>	Total Resources	<u>1,312,300</u>	<u>1,312,300</u>	<u>1,312,300</u>
7							
8	Loan Program						
9	401-100 Materials & Services						
10	-	-	5,000	606313 Contract Services	5,000	5,000	5,000
11	-	-	400,000	606326 Business Dev Loans	400,000	400,000	400,000
12	-	-	230,000	606331 Business Dev Microloans	230,000	230,000	230,000
13	-	-	80,000	606335 Facade Enhancement Loan	80,000	80,000	80,000
14	-	-	500	608925 Computer Software Support	500	500	500
15	91	-	500	636921 Office Expenses	500	500	500
16	240	-	2,000	706076 Legal Counsel	2,000	2,000	2,000
17	<u>331</u>	<u>-</u>	<u>718,000</u>	Total Materials & Services	<u>718,000</u>	<u>718,000</u>	<u>718,000</u>
18							
19	Economic Development Programs						
20	401-200 Materials & Services						
21	8,302	-	121,500	606330 Economic Development Programs	136,500	215,000	215,000
22	-	10,722	48,000	632700 Grant: Rural Tourism Marketing	61,800	61,800	61,800
23	-	-	100	636921 Office Supplies	100	100	100
24	94	97	100	702013 Auditor	100	100	100
25	<u>8,397</u>	<u>10,819</u>	<u>169,700</u>	Total Materials & Services	<u>198,500</u>	<u>277,000</u>	<u>277,000</u>
26							
27	401-900 Fund Balance						
28	<u>1,130,825</u>	<u>1,183,042</u>	<u>358,400</u>	999000 Unappropriated Fund Balance	<u>395,800</u>	<u>317,300</u>	<u>317,300</u>
29							
30	Fund Totals						
31	1,139,553	1,193,862	1,246,100	Resources	1,312,300	1,312,300	1,312,300
32							
33	8,727	10,819	887,700	Appropriations	916,500	995,000	995,000
34	<u>1,130,825</u>	<u>1,183,042</u>	<u>358,400</u>	Unappropriated Fund Balance	<u>395,800</u>	<u>317,300</u>	<u>317,300</u>
35	<u>1,139,553</u>	<u>1,193,862</u>	<u>1,246,100</u>		<u>1,312,300</u>	<u>1,312,300</u>	<u>1,312,300</u>

Notes

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

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Building Replacement Reserve Fund							
319-000 Resources							
1	76,427	77,699	79,500	400100 Beginning Fund Balance	81,700	81,700	81,700
2	1,272	1,954	1,800	400400 Investment Interest	2,000	2,000	2,000
3	-	-	-	400540 Transfer from General Fund	-	-	-
4	<u>77,699</u>	<u>79,653</u>	<u>81,300</u>	Total Resources	<u>83,700</u>	<u>83,700</u>	<u>83,700</u>
5							
6				319-100 Capital Outlay			
7	-	-	50,000	800300 Capital Outlay Projects	50,000	50,000	50,000
8	<u>-</u>	<u>-</u>	<u>50,000</u>	Total Capital Outlay	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
9							
10				319-100 Fund Balance			
11	77,699	79,653	31,300	999000 Unapp Ending Fund Balance	33,700	33,700	33,700
12	<u>77,699</u>	<u>79,653</u>	<u>31,300</u>		<u>33,700</u>	<u>33,700</u>	<u>33,700</u>
13							
14							
15				Fund Totals			
16	77,699	79,653	81,300	Resources	83,700	83,700	83,700
17							
18	-	-	50,000	Appropriations	50,000	50,000	50,000
19	<u>77,699</u>	<u>79,653</u>	<u>31,300</u>	Fund Balance	<u>33,700</u>	<u>33,700</u>	<u>33,700</u>
20	<u>77,699</u>	<u>79,653</u>	<u>81,300</u>		<u>83,700</u>	<u>83,700</u>	<u>83,700</u>
	-	-	-		-	-	-

Notes

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



CLOSED FUNDS / DEPARTMENTS

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted	
Administration Vehicle & Equipment Reserve Fund								
328-000 Resources								
1	12,007	-	-	400100 Beginning Fund Balance	-	-	-	
2	-	-	-	400400 Investment Interest	-	-	-	
3	12,007	-	-	Total Resources	-	-	-	
4								
5	328-100 Transfers							
6	12,007	-	-	900045 Transfer to Capital Proj Fund	-	-	-	
7								
8	328-100 Fund Balance							
9	-	-	-	999000 Unapp Ending Fund Balance	-	-	-	
10	-	-	-		-	-	-	
11								
12	Fund Totals							
13	12,007	-	-	Resources	-	-	-	
14								
15	12,007	-	-	Appropriations	-	-	-	
16	-	-	-	Fund Balance	-	-	-	
17	12,007	-	-		-	-	-	
	-	-	-		-	-	-	

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted	
Building Reserve Fund								
318-000 Resources								
1	74,829	21,829	-	400100 Beginning Fund Balance	-	-	-	
2	-	-	-	400400 Investment Interest	-	-	-	
3	-	-	-	400520 Transfer from General Fund	-	-	-	
4	<u>74,829</u>	<u>21,829</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>	
5								
6	318-100 Transfers							
7	10,000	-	-	900045 Transfer to Cap Projects Fund	-	-	-	
8	23,800	-	-	900046 Transfer to Comm Serv Cap Fund	-	-	-	
9	19,200	-	-	900047 Transfer to Police Cap Proj Fund	-	-	-	
10	-	21,829	-	900053 Transfer to General Fund	-	-	-	
11	<u>53,000</u>	<u>21,829</u>	-	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	
12								
13	318-100 Fund Balance							
14	<u>21,829</u>	-	-	999000 Unapp Ending Fund Balance	-	-	-	
15	<u>21,829</u>	-	-		<u>-</u>	<u>-</u>	<u>-</u>	
16								
17	Fund Totals							
18	74,829	21,829	-	Resources	-	-	-	
19								
20	53,000	21,829	-	Appropriations	-	-	-	
21	<u>21,829</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	
22	74,829	21,829	-		-	-	-	
	-	-	-		-	-	-	

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	9,996	-	-	400100 Beginning Fund Balance	-	-	-
2	9,996	-	-	Total Resources	-	-	-
3							
4	345-100 Transfers						
5	9,996	-	-	900045 Transfer to Cap Projects Fund	-	-	-
6							
7	345-100 Fund Balance						
8	-	-	-	902000 Reserved for Future Expenditures	-	-	-
9	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
10	-	-	-		-	-	-
11							
12	Fund Totals						
13	9,996	-	-	Resources	-	-	-
14							
15	9,996	-	-	Appropriations	-	-	-
16	-	-	-	Fund Balance	-	-	-
17	9,996	-	-		-	-	-
	-	-	-		-	-	-

Notes

11 Fund closed in FY17/18 Budget

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Community Services Administration							
001-640 Resources							
1	21,715	23,628	100,100	400100 Beginning Fund Balance	-	-	-
2	49,582	33,842	-	409310 General Revenue	-	-	-
3	262,776	226,629	-	400200 Property Taxes	-	-	-
4	4,020	-	-	400870 Fundraising Events	-	-	-
5	356	47	-	409000 Other Revenue	-	-	-
6	272	663	-	400400 Interest	-	-	-
7	<u>338,721</u>	<u>284,810</u>	<u>100,100</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				001-640 Personnel Services			
10	98,994	77,335	-	503780 Wages	-	-	-
11	7,328	5,807	-	513344 FICA	-	-	-
12	19,146	11,477	-	539094 Pension - PERS	-	-	-
13	66	890	-	542344 Workers' Compensation Ins	-	-	-
14	47,749	33,163	-	546833 Insurance Benefits	-	-	-
15	<u>173,283</u>	<u>128,672</u>	<u>-</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
16							
17				001-640 Materials & Services			
18	28,604	31,400	-	601100 Administrative Charges	-	-	-
19	2,093	2,271	-	602171 Insurance	-	-	-
20	93	81	-	603200 Bank Fees	-	-	-
21	231	239	-	608925 Software Support & Licensing	-	-	-
22	606	555	-	611519 Electricity	-	-	-
23	1,006	1,499	-	611770 IT Service Charges	-	-	-
24	1,817	-	-	615051 Fundraising Expense	-	-	-
25	297	242	-	633850 Natural Gas	-	-	-
26	21	234	-	636921 Office Supplies	-	-	-
27	9	-	-	640457 Postage	-	-	-
28	2,342	479	-	640733 Printing and Publications	-	-	-
29	765	814	-	644650 Building Maintenance Charges	-	-	-
30	213	662	-	647030 Travel and Training	-	-	-
31	87	48	-	648420 Special Events	-	-	-
32	1,153	1,138	-	649843 Telephone	-	-	-
33	700	572	-	652080 Internet & Email	-	-	-
34	473	484	-	702013 Audit	-	-	-
35	<u>40,510</u>	<u>40,719</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
36							
37				001-640 Transfers			
38	42,200	42,500	16,000	900020 Transfer to Comm Center Fund	-	-	-
39	59,100	-	7,000	900023 Transfer to Senior Center Fund	-	-	-
40	-	-	30,000	900055 Transfer to Pool Fund	-	-	-
41	-	-	40,000	900056 Transfer to Parks Fund	-	-	-
42	-	-	7,100	900024 Transfer to Library Fund	-	-	-
43	<u>101,300</u>	<u>42,500</u>	<u>100,100</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
44							
45	<u>-</u>	<u>-</u>	<u>-</u>	900900 Contingency	<u>-</u>	<u>-</u>	<u>-</u>
46							
47	315,093	211,891	100,100	Total Requirements	-	-	-
48	<u>23,628</u>	<u>72,919</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
49	<u><u>338,721</u></u>	<u><u>284,810</u></u>	<u><u>100,100</u></u>		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Library Equipment Reserve Fund							
				322-000 Resources			
1	13,292	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	<u>13,292</u>	-	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5				322-100 Transfers			
6	13,292	-	-	900046 Transfer to Comm Serv Cap Proj	-	-	-
7							
8				322-100 Fund Balance			
9	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
10	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
11							
12				Fund Totals			
13	13,292	-	-	Resources	-	-	-
14							
15	13,292	-	-	Appropriations	-	-	-
16	-	-	-	Fund Balance	-	-	-
17	<u>13,292</u>	-	-		<u>-</u>	<u>-</u>	<u>-</u>

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Park & Pool Equipment Reserve Fund							
				333-000 Resources			
1	57,135	6,335	-	400100 Beginning Fund Balance	-	-	-
2	57,135	6,335	-	Total Resources	-	-	-
3							
4				333-100 Transfers			
5	50,800	6,335	-	900046 Transfer to Comm Serv Cap Proj	-	-	-
6							
7				333-100 Fund Balance			
8	6,335	-	-	999000 Unapp Ending Fund Balance	-	-	-
9	6,335	-	-		-	-	-
10							
11							
12				Fund Totals			
13	57,135	6,335	-	Resources	-	-	-
14							
15	50,800	6,335	-	Appropriations	-	-	-
16	6,335	-	-	Fund Balance	-	-	-
17	57,135	6,335	-		-	-	-
	-	-	-		-	-	-

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
PW Building/Yard Reserve Fund							
	354-000 Resources						
1	24,748	-	-	400100 Beginning Fund Balance	-	-	-
2	24,748	-	-	Total Resources	-	-	-
3							
4	354-100 Transfers						
5	6,236	-	-	900044 Transfer to Water Cap Fund	-	-	-
6	6,137	-	-	900005 Transfer to Sewer Cap Fund	-	-	-
7	6,137	-	-	900003 Transfer to Sanitation Cap Fund	-	-	-
8	6,236	-	-	900041 Transfer to Streets Cap Fund	-	-	-
9	24,748	-	-	Total Transfers	-	-	-
10							
11	354-100 Fund Balance						
12	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
13	-	-	-		-	-	-
14							
15							
16	Fund Totals						
17	24,748	-	-	Resources	-	-	-
18							
19	24,748	-	-	Appropriations	-	-	-
20	-	-	-	Fund Balance	-	-	-
21	24,748	-	-		-	-	-
	-	-	-		-	-	-

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sanitation Equipment Reserve Fund							
				348-000 Resources			
1	213,853	-	-	400100 Beginning Fund Balance	-	-	-
2	213,853	-	-	Total Resources	-	-	-
3							
4				348-100 Transfers			
5	213,853	-	-	900050 Transfer to Sanitation Cap Proj	-	-	-
6							
7				348-900 Fund Balance			
8	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
9	-	-	-		-	-	-
10							
11				Fund Totals			
12	213,853	-	-	Resources	-	-	-
13							
14	213,853	-	-	Appropriations	-	-	-
15	-	-	-	Fund Balance	-	-	-
16	213,853	-	-		-	-	-
	-	-	-		-	-	-

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Sewer Equipment Reserve Fund							
	347-000 Resources						
1	38,702	-	-	400100 Beginning Fund Balance	-	-	-
2	38,702	-	-	Total Resources	-	-	-
3							
4	Transfers						
5	38,702	-	-	900049 Transfer to Sewer Cap Proj Fund	-	-	-
6							
7	347-100 Fund Balance						
8	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
9	-	-	-		-	-	-
10	Fund Totals						
11	38,702	-	-	Resources	-	-	-
12							
13	38,702	-	-	Appropriations	-	-	-
14	-	-	-	Fund Balance	-	-	-
15	38,702	-	-		-	-	-
	-	-	-		-	-	-

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Streets Equipment Reserve Fund							
				349-000 Resources			
1	67,350	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	-	-	-	400500 Transfer From Street Fund	-	-	-
4	<u>67,350</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				349-100 Transfers			
7	<u>67,350</u>	<u>-</u>	<u>-</u>	900051 Transfer to Streets Cap Proj Fund	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				349-100 Fund Balance			
10	<u>-</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
11	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
12							
13							
14				Fund Totals			
15	67,350	-	-	Resources	-	-	-
16							
17	67,350	-	-	Appropriations	-	-	-
18	<u>-</u>	<u>-</u>	<u>-</u>	Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
19	<u>67,350</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-		-	-	-

City of Junction City
Fiscal Year 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
Water Equipment Reserve Fund							
	346-000 Resources						
1	66,566	-	-	400100 Beginning Fund Balance	-	-	-
2	66,566	-	-	Total Resources	-	-	-
3							
4	346-100 Transfers						
5	66,566	-	-	900048 Transfer to Water Cap Proj Fund	-	-	-
6							
7	346-100 Fund Balance						
8	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
9	-	-	-		-	-	-
10							
11							
12	Fund Totals						
13	66,566	-	-	Resources	-	-	-
14	66,566	-	-	Appropriations	-	-	-
15	-	-	-	Fund Balance	-	-	-
16	-	-	-		-	-	-
17	66,566	-	-		-	-	-
18	-	-	-		-	-	-

**City of Junction City
Fiscal Year 2020-21 Budget**

	2017-18	2018-19	2019-20	Description	2020-21	2020-21	2020-21
	Actual	Actual	Adopted		Proposed	Approved	Adopted
				Totals - All Funds			
1	23,677,267	25,349,770	28,200,500	Resources	30,921,200	30,931,200	30,931,200
2							
3	10,746,973	10,744,771	17,170,400	Appropriations	17,692,900	17,911,400	17,911,400
4	<u>12,930,294</u>	<u>14,604,999</u>	<u>11,030,100</u>	Fund Balances	<u>13,228,300</u>	<u>13,019,800</u>	<u>13,019,800</u>
5	23,677,267	25,349,770	28,200,500		30,921,200	30,931,200	30,931,200





City of Junction City
Oregon

Capital Expenditure Plan



Fiscal Year 20/21

City of Junction City, Oregon

Capital Plan

'20/'21 thru '24/'25

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	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
ASA 5510 Replacement	ADIT-008	1		3,500				3,500
24 Port Switch Replacement	ADIT-009	1					1,500	1,500
TS3400 Drive Replacement	ADIT-011	1				400		400
TS5400 Drive Replacement	ADIT-012	1				800		800
TS7120 Drive Replacement	ADIT-013	1				1,200		1,200
TS3400 Replacement	ADIT-014	1		2,000				2,000
TS5400 Replacement	ADIT-015	1		3,500				3,500
TS7120 Replacement	ADIT-016	1		8,000				8,000
Admin Reserve Fund Total				37,700	1,500	2,400	7,400	49,000
Community Center Reserve Fund								
Roof Replacement	CCP-004	2					15,000	15,000
Community Center Reserve Fund Total							15,000	15,000
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				12,700			1,200	13,900

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Library Reserve Fund								
Carpet Replacement	LBBM-001	3					10,000	10,000
Exterior Painting	LBBM-004	2					10,000	10,000
Roof Replacement	LBBM-006	2					7,500	7,500
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				200		9,600	29,900	39,700

Parks Reserve Fund								
Playground Equipment Refurbishment	BAP-001	2	5,000					5,000
Lighting Refurbishment	BAP-004	2		3,500				3,500
Irrigation System Refurbishment	BAP-005	2		3,500				3,500
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
Covered Area Painting	FPK-005	2		1,500				1,500
Playground Equipment Refurbishment	LAP-001	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
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
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

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Parks Reserve Fund Total			71,500	36,500	24,000	36,500	2,000	170,500
Planning Reserve Fund								
City Planner PC Replacement	PNIT-001	2					1,200	1,200
Planning Technician PC Replacement	PNIT-002	2					1,200	1,200
Planning Laptop Replacement	PNIT-003	2			1,500			1,500
Planning Reserve Fund Total					1,500		2,400	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
Radio System Upgrade	PDEQ-001	1					20,000	20,000
Ballistic Vest Replacement	PDEQ-004	1			4,500			4,500
AR-15 Replacement	PDEQ-006	1	12,000					12,000
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
24 Port Switch	PDIT-028	1		1,800				1,800
Police Capital Fund Total			22,500	43,000	7,200	48,300	27,200	148,200
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

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Locker Room Flooring	PLBM-004	2			1,000			1,000
Office Area Desks	PLBM-005	3			2,000			2,000
Paint Locker Rooms	PLBM-006	3			6,000			6,000
Replace Roof	PLBM-007	1					25,000	25,000
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			10,000	11,300	10,000	6,000	26,200	63,500

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
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
24 Port Switch Replacement #1	PWIT-016	2					375	375
24 Port Switch Replacement #2	PWIT-017	2					375	375
48 Port Switch Replacement #1	PWIT-018	2					625	625
Wireless Access Point, Old Shop	PWIT-019	2	188					188
NAS Replacement	PWIT-021	2			500			500
Sanitation Capital Fund Total			4,738		251,655	250,000	1,675	508,068

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				2,500		25,000	10,000	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
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
Dump Truck #3 Replacement	HDV-004	2					6,800	6,800
Water Truck Replacement	HDV-005	2					5,100	5,100
Service Truck Replacement	HDV-006	2		17,500				17,500
Pickup Replacement #1	LDV-001	2					3,600	3,600

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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
Multimeter #1	MEQ-046	2					500	500
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
Lab Laptop Replacement	PWIT-014	2					1,500	1,500
24 Port Switch Replacement #1	PWIT-016	2					375	375
24 Port Switch Replacement #2	PWIT-017	2					375	375
48 Port Switch Replacement #1	PWIT-018	2					625	625
Wireless Access Point, Old Shop	PWIT-019	2	188					188
NAS Replacement	PWIT-021	2			500			500

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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 Motor Starter #1	S14TH-007	2					5,000	5,000
Replace Motor Starter #2	S14TH-008	2					5,000	5,000
Replace Motor Starter #3	S14TH-009	2					5,000	5,000
Replace Flow Meter	S14TH-012	2					5,000	5,000
Replace PLC	S14TH-016	2					6,000	6,000
Replace Radio and Antennae	S14TH-017	2					2,000	2,000
Replace Pump Controller	S14TH-018	2					3,000	3,000
Replace Alarm Dialer	S14TH-019	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 SCADA Network Switch	S3RD-035	2					1,000	1,000
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
Overhaul Pump #1	S9TH-001	2					3,600	3,600

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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 Motor Starter #1	S9TH-005	2					5,000	5,000
Replace Motor Starter #2	S9TH-006	2					5,000	5,000
Replace Level Sensor #1	S9TH-007	2					2,000	2,000
Replace Level Sensor #2	S9TH-008	2					2,000	2,000
Replace Flow Meter	S9TH-011	2					6,500	6,500
Replace PLC	S9TH-012	2					3,500	3,500
Replace Radio and Antennae	S9TH-013	2					2,500	2,500
Replace Pump Controller	S9TH-014	2					2,500	2,500
Replace Alarm Dialer	S9TH-015	2					2,000	2,000
Replace Network Switch	S9TH-016	2					500	500
Replace APC Batteries	S9TH-017	2					500	500
Replace SCADA APC Batteries	S9TH-018	2					500	500
Repaint Interior	S9TH-019	2					1,500	1,500
Overhaul Pump #1	SCC-001	2					3,000	3,000
Overhaul Pump #2	SCC-002	2					3,000	3,000
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
14th & Elm Hoist Replacement	SEQ-011	2					1,500	1,500
9th & Ivy Hoist Replacement	SEQ-012	2					1,500	1,500
17th & Ivy Hoist Replacement	SEQ-013	2					500	500
Oak Meadows Hoist Replacement	SEQ-014	2					500	500
3rd & Maple Hoist Replacement	SEQ-015	2					500	500
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

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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
Blower Rebuild	STP-001	1					15,000	15,000
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
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			174,376	107,588	75,403	112,580	161,875	631,822

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
Dump Truck #3 Replacement	HDV-004	2					6,600	6,600
Water Truck Replacement	HDV-005	2					4,950	4,950
Pickup Replacement #1	LDV-001	2					1,800	1,800
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
Chain Saw Replacement, 18"	MEQ-016	2					500	500
Chain Saw Replacement, 28"	MEQ-017	2					550	550
Chain Saw Replacement, 36"	MEQ-018	2					600	600
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

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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
24 Port Switch Replacement #1	PWIT-016	2					375	375
24 Port Switch Replacement #2	PWIT-017	2					375	375
48 Port Switch Replacement #1	PWIT-018	2					625	625
Wireless Access Point, Old Shop	PWIT-019	2	186					186
NAS Replacement	PWIT-021	2			500			500
Shop Air Compressor Replacement	SEQ-001	2	1,650					1,650
Streets Capital Fund Total			33,385	2,874	48,739	8,775	17,675	111,448

Water Capital Fund

Rebuild Pump #1	DWPS-001	1					4,000	4,000
Rebuild Pump #2	DWPS-002	1					4,000	4,000
Rebuild Pump #3	DWPS-003	1					4,000	4,000
Rebuild Pump #4	DWPS-004	1					4,000	4,000
Rebuild Rotork Valve #1	DWPS-005	1					3,500	3,500
Rebuild Rotork Valve #2	DWPS-006	1					3,500	3,500
Rebuild Rotork Valve #3	DWPS-007	1					3,500	3,500
Rebuild Rotork Valve #4	DWPS-008	1					3,500	3,500
Rebuild Rotork Valve #5	DWPS-009	1					3,500	3,500
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
Rebuild Pressure Valve	DWPS-016	1					1,500	1,500
Replace Motor Starter #1	DWPS-017	1					3,000	3,000
Replace Motor Starter #2	DWPS-018	1					3,000	3,000
Replace Motor Starter #3	DWPS-019	1					3,000	3,000
Replace Motor Starter #4	DWPS-020	1					3,000	3,000
Replace Motor Starter #5	DWPS-021	1					3,000	3,000
Paint Interior	DWPS-024	3					3,500	3,500
Repaint Exterior	DWPS-025	3					2,500	2,500
Replace Flow Meter	DWPS-026	1					35,000	35,000
Dozer Blade Replacement	HDE-004-D	2			2,145			2,145
Auger Replacement	HDE-004-E	2			1,155			1,155

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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
Dump Truck #3 Replacement	HDV-004	2					6,600	6,600
Water Truck Replacement	HDV-005	2					4,950	4,950
Service Truck Replacement	HDV-006	2		17,500				17,500
Pickup Replacement #1	LDV-001	2					3,600	3,600
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
Multimeter #1	MEQ-046	2					500	500
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
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
24 Port Switch Replacement #1	PWIT-016	2					375	375
24 Port Switch Replacement #2	PWIT-017	2					375	375
48 Port Switch Replacement #1	PWIT-018	2					625	625
Wireless Access Point, Old Shop	PWIT-019	2	188					188

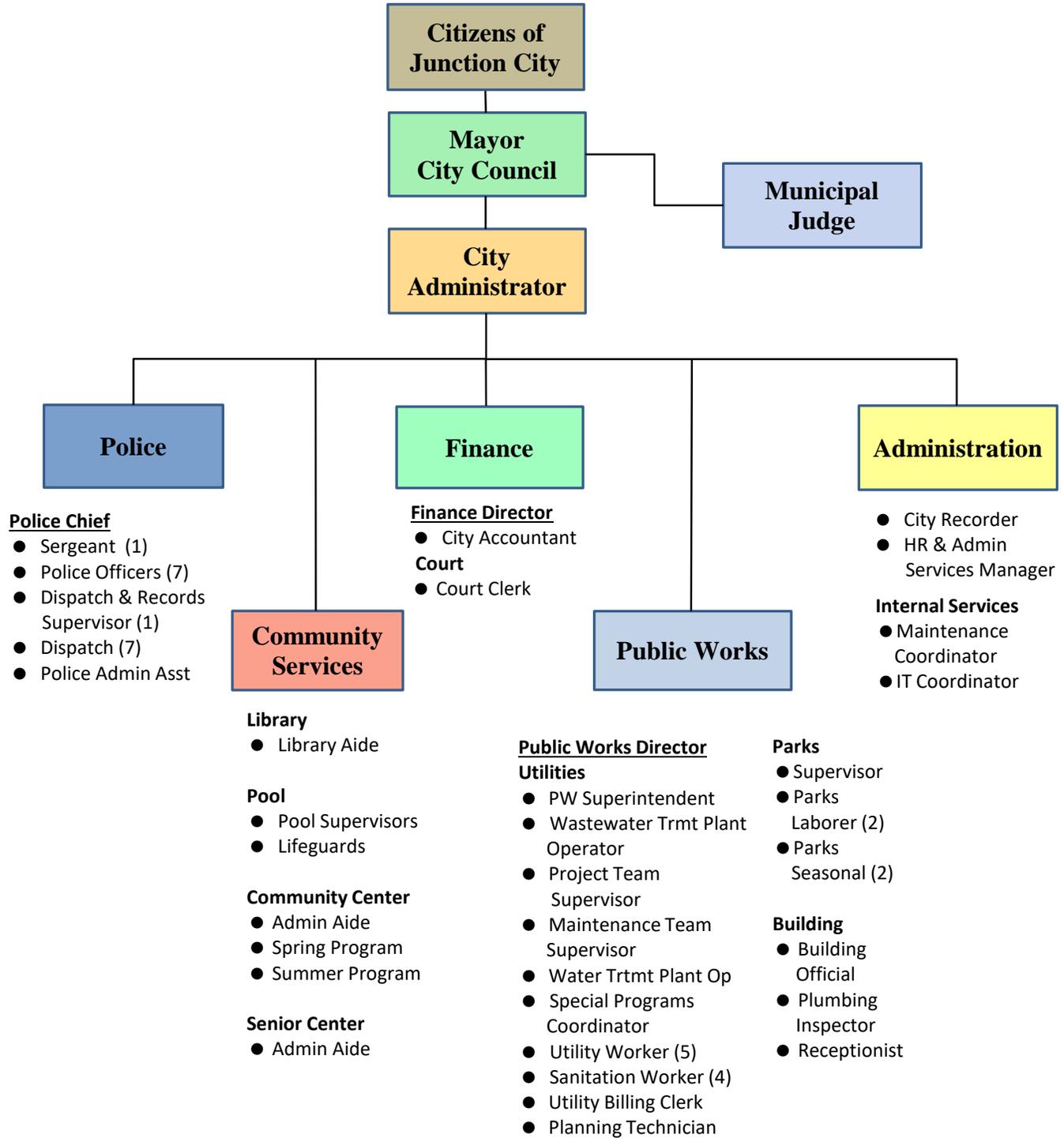
Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
NAS Replacement	PWIT-021	2			500			500
Shop Air Compressor Replacement	SEQ-001	2	1,650					1,650
EST-N - Clean and Inspect Tank	STG-002	3				2,500		2,500
Clean & Inspect Tank	STG-008	2				3,500		3,500
GST-1 - Clean & Inspect Tank	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 Well Pump and Motor	W13TH-002	1					8,500	8,500
Well Mechanical Overhaul	W13TH-003	1					5,000	5,000
Rebuild Air Release Valve	W13TH-004	2					500	500
Replace Motor Starter	W13TH-005	1					2,500	2,500
Replace Radio & Antennae	W13TH-006	1					6,500	6,500
Replace PLC	W13TH-007	1					3,500	3,500
Replace Pressure Monitor	W13TH-008	2					750	750
Replace Water Level Monitor	W13TH-009	1					1,500	1,500
Replace Flow Meter	W13TH-010	3					3,500	3,500
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 Motor Starter	W8TH-005	2					2,500	2,500
Replace Radio & Antennae	W8TH-006	2					6,500	6,500
Replace PLC	W8TH-007	2					3,500	3,500
Replace Pressure Monitor	W8TH-008	2					750	750
Replace SCADA Local Display	W8TH-009	2					1,500	1,500
Replace Alarm Dialer	W8TH-010	2					3,500	3,500
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
Replace Radio & Antennae at 1171 Elm Street	WM-002	2					4,500	4,500
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

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
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
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
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
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
Replace Air Compressor	WTP-069	2		2,500				2,500
Replace Seperator	WTP-070	2		1,500				1,500

Source	Project #	Priority	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Replace Air Lines	WTP-071	2	150		150		150	450
Rebuild Chemical Pump #1	WTP-075	2	250	250	250	250	250	1,250
Rebuild Chemical Pump #2	WTP-076	2	250	250	250	250	250	1,250
Replace Chemical Injection Pump #1	WTP-077	2				1,500		1,500
Replace Chemical Injection Pump #2	WTP-078	2				1,500		1,500
Rebuild Injectors	WTP-079	2	250	250	250	250	250	1,250
Rebuild Regeneration Pump	WTP-080	2	250	250	250	250	250	1,250
Replace Regeneration Pump	WTP-081	2		2,500				2,500
Replace Regen Tubing	WTP-082	2	250		250		250	750
Replace Benchtop Turbidimeter	WTP-083	2		2,500				2,500
Replace Spectrophotometer #1	WTP-084	2		2,500				2,500
Replace Spectrophotometer #2	WTP-085	2		1,500				1,500
Replace Raw Water pH Probe	WTP-086	2	350	350	350	350	350	1,750
Replace Finished Water pH Probe	WTP-087	2	350	350	350	350	350	1,750
Rebuild Chlorine Probe #1	WTP-088	2	150	150	150	150	150	750
Rebuild Chlorine Probe #2	WTP-089	2	150	150	150	150	150	750
Replace Chlorine Probe #1	WTP-090	2				1,250		1,250
Replace Chlorine Probe #2	WTP-091	2				1,250		1,250
Rebuild Iron Analyzer	WTP-092	2	500	500	500	500	500	2,500
Rebuild Manganese Analyzer	WTP-094	2	500	500	500	500	500	2,500
Replace WTP Computer	WTP-098	2				1,250		1,250
Replace Touch Screen Monitor	WTP-099	2		3,500				3,500
Water Capital Fund Total			42,351	62,038	72,253	55,095	187,425	419,162
GRAND TOTAL			358,850	323,000	492,250	554,250	489,950	2,218,300



**City of Junction City
Personnel Organization Chart
FY 2020/21**



City of Junction City
 Personnel Services by Department
 FY20/21

	Finance	Court	Admin	Building	Library	Water	Sewer	Sanitation	Streets
Wages & Benefits									
Direct Wages	133,500	46,600	257,500	144,000	50,100	273,900	290,200	192,900	35,800
Wages - Overtime	2,100	1,200	1,300	1,000	1,100	12,700	13,800	9,900	1,600
FICA	10,400	3,700	19,800	11,100	4,000	22,000	23,300	15,600	2,900
Pension - PERS	36,500	14,900	76,300	42,100	16,200	73,300	77,400	48,300	7,000
Workers' Compensation	300	200	700	3,000	200	11,400	11,700	12,600	2,700
Insurance Benefits	47,900	20,100	65,800	28,000	21,200	138,400	139,300	105,700	13,200
Unemployment Taxes	3,400	1,700	5,700	4,000	2,300	8,900	9,500	7,000	1,300
Total Wages & Benefits	234,100	88,400	427,100	233,200	95,100	540,600	565,200	392,000	64,500

	PW Admin	Senior Center	Pool	Parks	Community Center	Police	Internal Services	TOTAL
Wages & Benefits								
Direct Wages	269,700	34,500	85,700	33,500	57,100	1,175,000	115,100	3,195,100
Wages - Overtime	5,200	700	1,200	2,500	900	70,000	1,600	126,800
FICA	21,100	2,700	6,700	2,800	4,500	95,400	9,000	255,000
Pension - PERS	73,900	8,400	900	8,600	11,400	340,900	27,800	863,900
Workers' Compensation	5,400	900	3,700	1,800	1,300	43,200	3,000	102,100
Insurance Benefits	89,500	29,000	1,100	16,800	29,000	440,800	55,300	1,241,100
Unemployment Taxes	6,500	1,300	3,400	1,300	2,200	30,300	3,400	92,200
Total Wages & Benefits	471,300	77,500	102,700	67,300	106,400	2,195,600	215,200	5,876,200

Positions & Salary Ranges
Budget FY20/21

	Budget FY16/17	Budget FY17/18	Budget FY18/19	Budget FY19/20	Budget FY20/21	Annual Salary Range	
						Low	High
ADMINISTRATION:							
City Administrator	1.00	1.00	1.00	1.00	1.00	\$ 104,894	\$ 104,894
City Recorder	1.00	1.00	1.00	1.00	1.00	\$ 50,292	\$ 58,836
Admin Aide IV	-	1.00	1.00	1.00	-	\$ 40,476	\$ 45,552
HR & Administrative Manager	-	-	-	1.00	1.00	\$ 70,272	\$ 82,200
Resource Development Coordinator	-	-	1.00	-	-	\$ 50,292	\$ 58,836
Total Administration	2.00	3.00	4.00	4.00	3.00		
FINANCE:							
Finance Director	1.00	1.00	1.00	1.00	1.00	\$ 66,528	\$ 77,820
Accountant	1.00	1.00	1.00	1.00	1.00	\$ 44,496	\$ 50,076
Human Resources Assistant	1.00	1.00	1.00	-	-	\$ 44,496	\$ 50,076
Total Finance	3.00	3.00	3.00	2.00	2.00		
MUNICIPAL COURT:							
Admin Aide IV - Court	1.00	1.00	1.00	1.00	1.00	\$ 40,476	\$ 45,552
Total Court	1.00	1.00	1.00	1.00	1.00		
BUILDING DEPARTMENT							
Building Official	-	-	1.00	1.00	1.00	\$ 87,984	\$ 102,924
Electrical Inspector	-	-	-	0.50	-	\$ 70,272	\$ 82,200
Plumbing Inspector	-	-	-	0.25	0.40	\$ 65,352	\$ 73,547
Planner	1.00	1.00	1.00	-	-	\$ 57,864	\$ 67,692
Admin Aide I - Receptionist	-	-	-	-	1.00	\$ 29,616	\$ 33,336
Admin Aide IV - Building & Planning	1.00	-	-	-	-	\$ 40,476	\$ 45,552
Total Building	2.00	1.00	2.00	1.75	2.40		
PUBLIC WORKS:							
Public Works Administration							
Public Works Director	1.00	1.00	1.00	1.00	1.00	\$ 76,536	\$ 89,532
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	\$ 66,528	\$ 77,820
Special Programs Coordinator	-	-	1.00	1.00	1.00	\$ 49,860	\$ 56,124
Public Works Technician	1.00	1.00	-	-	-	\$ 41,856	\$ 47,112
Planning Tech	-	-	-	1.00	1.00	\$ -	\$ -
Public Works Treatment Division							
Wastewater Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00	\$ 57,228	\$ 64,404
Water Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00	\$ 57,228	\$ 64,404
Sanitation Division							
Sanitation Worker	4.00	4.00	4.00	4.00	4.00	\$ 41,676	\$ 48,744

Positions & Salary Ranges
Budget FY20/21

	Budget FY16/17	Budget FY17/18	Budget FY18/19	Budget FY19/20	Budget FY20/21	Annual Salary Range	
						Low	High
Utility Division							
Maintenance Team Supervisor	-	-	-	-	1.00	\$ 44,844	\$ 52,452
Project Team Supervisor	-	-	-	-	1.00	\$ 44,844	\$ 52,452
Utility Worker I	3.00	4.00	4.00	7.00	5.00	\$ 43,332	\$ 48,768
Utility Worker II	1.00	-	-	-	-	\$ 44,844	\$ 52,452
Treatment Worker	1.00	1.00	1.00	1.00	-	\$ 44,844	\$ 52,452
Utility General Labor	-	-	1.00	-	-	\$ 29,616	\$ 33,336
Admin Aide II - UB Clerk	1.00	2.00	1.00	1.00	1.00	\$ 35,304	\$ 39,732
Total Public Works	15.00	16.00	16.00	19.00	18.00		
INTERNAL SERVICES							
Maintenance Coordinator	1.00	1.00	1.00	1.00	1.00	\$ 57,228	\$ 64,404
IT Coordinator	-	-	-	1.00	1.00	\$ 49,860	\$ 56,124
Mechanic	1.00	1.00	1.00	-	-	\$ 49,860	\$ 56,124
Total Internal Services	2.00	2.00	2.00	2.00	2.00		
COMMUNITY CENTER / COMMUNITY SERVICES							
Admin Aide II Community Center	-	-	-	0.75	0.75	\$ 35,304	\$ 39,732
Community Services Director	1.00	1.00	1.00	-	-	\$ 50,292	\$ 58,836
Community Services Coordinator	1.00	1.00	1.00	-	-	\$ 44,496	\$ 50,076
Total Community Center	2.00	2.00	2.00	0.75	0.75		
LIBRARY:							
Admin Aide III - Library	0.68	0.68	0.68	1.00	1.00	\$ 39,096	\$ 44,004
Librarian	1.00	1.00	-	-	-	\$ 44,844	\$ 52,452
Total Library	1.68	1.68	0.68	1.00	1.00		
SENIOR CENTER							
Admin Aide II - Senior Center	1.00	1.00	-	0.75	0.75	\$ 35,304	\$ 39,732
Total Senior Center	1.00	1.00	-	0.75	0.75		
PARKS & OPEN SPACES							
Parks & Open Spaces Supervisor	-	-	-	-	1.00	\$ 57,228	\$ 64,404
Parks Lead	1.00	1.00	-	-	-	\$ 46,632	\$ 54,540
Parks & Open Spaces Laborer	-	-	-	2.00	2.00	\$ 29,616	\$ 33,336
Total Parks	1.00	1.00	-	2.00	3.00		
POLICE							
Police Chief	1.00	1.00	1.00	1.00	1.00	\$ 87,984	\$ 102,924
Police Sergeant	2.00	2.00	2.00	1.00	1.00	\$ 76,536	\$ 89,532

Positions & Salary Ranges
Budget FY20/21

	Budget FY16/17	Budget FY17/18	Budget FY18/19	Budget FY19/20	Budget FY20/21	Annual Salary Range	
						Low	High
Police Officer	6.00	7.00	7.00	7.00	7.00	\$ 56,064	\$ 71,556
Dispatch & Records Supervisor	-	-	-	-	1.00	\$ 57,864	\$ 67,692
Communications Officer	5.00	7.00	7.00	7.00	6.00	\$ 46,668	\$ 59,556
Police Adm Assistant	-	-	-	1.00	1.00	\$ 32,016	\$ 37,464
Total Police	14.00	17.00	17.00	17.00	17.00		
Total All	44.68	48.68	47.68	51.25	50.90		

Temporary & Seasonal Staffing - FY20/21
 Parks Seasonal (2)
 Pool Supervisor (4)
 Pool Lifeguard (10)
 Summer Camp Leaders (3)
 Summer Program Lead (1)
 Spring Break Program Lead
 Spring Break Camp Leader
 Police - Traffic (2)
 Police - Dispatch

Key to Changes - FY20/21
Administration
 Admin Aide IV Moved to PW Admin
Building
 Electrical Inspector Serviced by Building Official
 Plumbing Inspector Additional hours needed
Public Works
 Treatment Worker Not budgeted
Parks
 Parks & Open Spaces Sup. Supervisor added for crew

City of Junction City
 Volunteer Hours by Department
 Calendar years 2015-2019

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 2015 through 2019.

Department:	2015	2016	2017	2018	2019
Administration/City Hall	547	362	441	271	189.00
Finance	173	168	134	164	167.00
Planning	240	108	117	191	62.00
Community Center	2,298	1,243	824	261	660.00
Parks	38	-	0	0	0
Library	469	474	454	1,347	1351
Police	1,672	1,770	30	8	15
Public Works	299	304	215	88	197
Senior Center	11,646	10,024	9,234	6,896	4284
Total Volunteer Hours	17,382	14,453	11,449	9,226	6,925
Total FTE Equivalent	8	7	6	4	3





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. ^(j)

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 Policies

a. Accumulated Fund Balances Policy ^(c)

Accumulated fund balances for operating departments and non-departmental may be appropriated in subsequent years under this policy.

An operating department may transfer amounts that are excess accumulated fund balances to a capital projects fund where they may be budgeted by the department. Excess accumulated fund balances are balances above the minimum fund balance requirements for that fund.

Non-Departmental excess accumulated ending fund balances in the General Fund may be transferred to a capital projects fund where they may be appropriated by Council. Excess accumulated fund balances are fund balances above the minimum fund balances requirement.

Unexpected revenue from property taxes, general revenues or other revenues at the direction of Council may be transferred to a Capital project fund where they may be appropriated by Council.

b. Operating Funds Balance Policy ^(f)

Measurement of a fund's ending balance will occur annually on June 30th. For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The minimum fund balance is the unrestricted or unassigned fund balance amount excluding non-spendable, restricted, or committed fund balance amounts.

i. General Fund / Non-Departmental

The minimum targeted General Fund / Non-Departmental ending fund balance shall be no less than 35% of all budgeted expenditures (exclusive of transfers and contingency) in the General Fund.

ii. Utility Funds

The minimum targeted ending fund balance shall be no less than 25% of next year's budgeted expenditures (exclusive of transfers and contingency).

iii. Internal Service Funds

The minimum targeted fund balance shall be no less than 15% of next year's budgeted expenditures (exclusive of transfers and contingency).

iv. Other Operating Funds

The minimum targeted fund balances shall be no less than 15% of next year's budgeted expenditures (exclusive of transfers and contingency). Other operating funds currently include the Community Center, Viking Sal Senior Center, Police, Court, Building, Pool, Parks, and Library Funds.

11. 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)

12. 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: July 9, 2019
- (d) Adopted: February 26, 2013, Updated by Council August 26, 2014
- (e) Adopted: May 12, 2015
- (f) Adopted: August 13, 2019
- (g) Adopted: October 11, 2016
- (h) Adopted: January 10, 2017
- (i) Adopted: May 9, 2017
- (j) Adopted: January 8, 2019

Update: 08/13/2019



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.