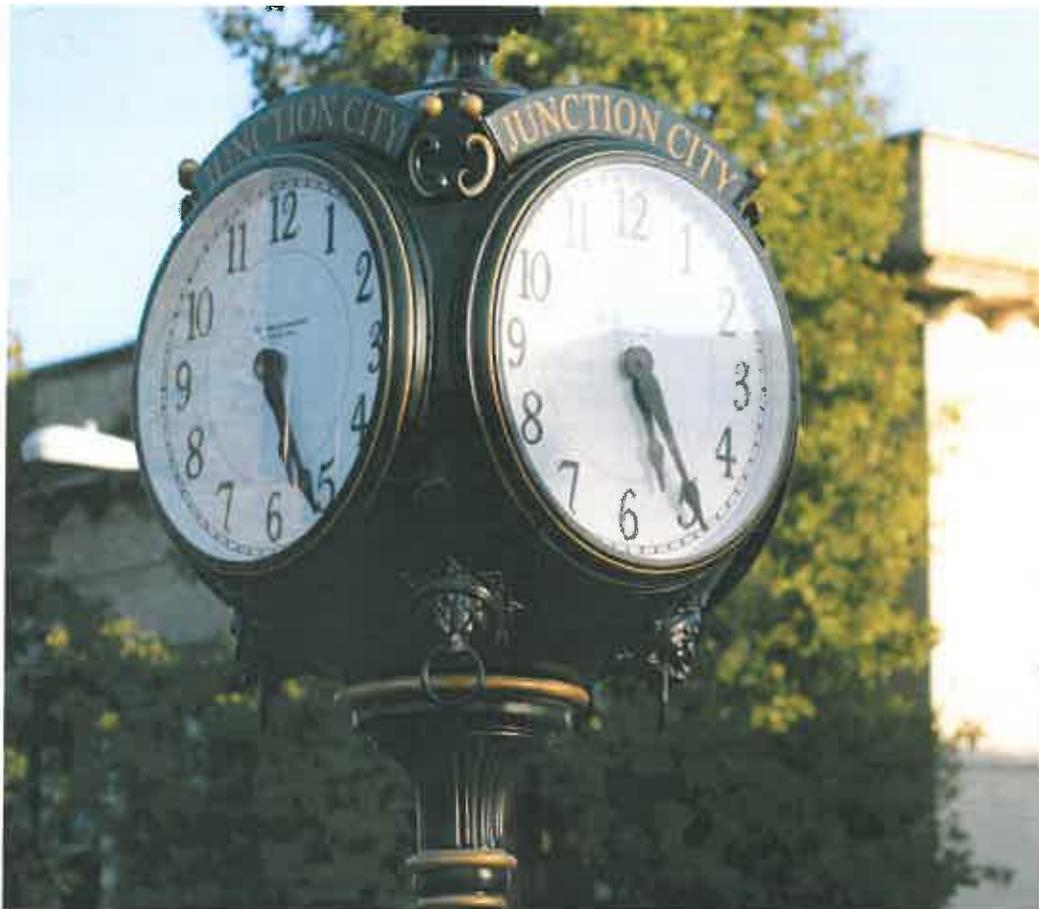


City of Junction City Municipal Budget



Fiscal Year 2012 / 13

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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2012-13

Mayor

Dave Brunscheon

Councilors

Randy Nelson
Bill DiMarco
Laurel Crenshaw
Herb Christensen
Jim Leach
Jack Sumner

Citizens

Shirley Smith
Alison Lee
Susan Huntley
Dale Rowe
Steven Hitchcock
Jason Thiesfeld

City Administrator/Budget Officer

Kevin Watson

City of Junction City
Budget Calendar
FY2012/13

December	Capital Projects & Improvements budget update begins
December - January	Finance Department Budget Preparations
January 24th	Budget Officer appointed by Council
January 24th	Budget Committee appointed by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 22nd	Submit Budget Committee Meeting Notices to Newspaper
March 28th	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
April 5th	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
April 11th	Publish Notice of Public Hearing on Use of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 19th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 19th	Submit Notice of Public Hearing on Use of State Revenue (Council) to Newspaper
April 25th	Publish Notice of Public Hearing - Use of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)

City of Junction City
Budget Calendar
FY2012/13

April 26th	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of State Revenue Sharing
May 3rd	Budget Committee Meeting (3rd)
May 8th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 10th	Budget Committee Meeting (4th)
May 16th	Budget Committee Meeting (5th)
May 24th	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 30th	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 12th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2012/13 Budget
July 5th	Submit LB50 (Impose Taxes) to Assessor
July 20th	Prepare and Distribute Adopted Budget Document
July 25th	Submit Budget Document to County

CITY OF JUNCTION CITY

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, 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 a requested budget for each of their areas of responsibility. The requested 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 requested 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 requested department budget.

After all council committees have had a chance to review and comment on a requested budget for their respective City departments; the Budget Officer prepares the proposed budget for the budget committee. The budget committee consists of the Mayor, City Councilors, and an equal number of citizens with three-year staggering terms. Currently, all of the citizen positions are filled.

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

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

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

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

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

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.

CITY OF JUNCTION CITY

CITIZEN INVOLVEMENT OPPORTUNITIES

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

Public comment or testimony may be provided by:

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

CITY OF JUNCTION CITY

Lane County, Oregon

City Overview:

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

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

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

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

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

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

The citizens of Junction City are the most important part of the City organization. They elect the 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 Services Center, the Max Strauss Seasonal Pool, the Junction City Public Library, and the Viking Sal Senior Center. The Parks Department maintains numerous park facilities, which include bike and walking paths, playgrounds, tennis courts, basketball courts, baseball/softball fields, picnic facilities and open space, for the enjoyment of the citizens.

History:

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

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

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

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

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

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

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

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

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

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

For the past several years, the City has been preparing for the addition of a new State prison campus and new State Mental Health Hospital. Preparations include the planning and continued development of significant new infrastructure, largely at the expense of the Department of Corrections and the Department of Human Services. Staff is in the final stages of updating the City's Comprehensive Plan to manage the anticipated growth.

CITY OF JUNCTION CITY

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

April 19, 2012

Honorable Mayor Brunscheon
City Council
Budget Committee
Citizens of Junction City

Mayor, Council and Budget Committee Members, I am pleased to submit the budget for FY12/13. The budget was thoughtfully prepared to facilitate the implementation of Council direction and the ongoing provision of high quality services to the residents of Junction City. The budget document layout is similar to the prior years with a few new additions: narratives before each department/fund, the funds are organized by fund type and notes were added below the ledgers to identify new projects or changes within the individual line items. These new additions align with best practices according to the Government Finance Officers Association, and they should help the reader better understand the budget process and financial position of the City of Junction City.

The proposed budget was prepared in accordance with Oregon budget law. State budget law provides for three levels of review and scrutiny of this budget: the City Administrator, the Budget Committee, and the City Council. At any step in this process the reviewing body can and should alter the budget if they believe it is in the best interests of the City.

Through discussions with Staff and the City Council, the design of the budget acknowledges the following:

1. The budget will provide resources needed to sustain current operating efficiencies.
2. The budget will provide resources to sustain the quality of life in Junction City.
3. Managing expenses is the responsibility of city administration, but managing expenses alone will not resolve the gap between revenues and expenditures.
4. The budget will effectively balance service level capabilities versus the sentiment to have revenues equal expenditures.
5. All budget actions must serve to enhance citizens' level of trust in City government.

This budget illustrates an organization dedicated to successfully adapting to the new budgetary limitations and evolving in a stronger, more efficient service delivery team.



FY 12/13 Highlights

General Fund

Junction City, and many communities across the country, are coping with the lingering effects of a worldwide economic downturn, most directly affecting the housing and financial sectors. Specific to Junction City, we continue to feel the effects of the RV industry collapse. Similar to last year, the FY12/13 budget was prepared with these financially tough times in mind. The proposed budget is prudent with taxpayer dollars, and expenses are matched to current revenues. This budget proposal addresses the fiscally prudent sentiment of the Budget Committee and City Council and balances it against cost-cutting measures like layoffs, service reductions or other considerations. I believe this exercise will serve the City well as the economy begins to pick up and economic activity strengthens in Junction City.

The current economic conditions most directly impact General Fund revenue streams. As such the City continues to budget its revenue streams conservatively when compared with expenditures. The FY12/13 General Fund Budget will have budgeted operating revenues of \$3,083,000 and operating budgeted expenses of \$3,254,500, for an annual operating loss of \$171,500. As a result that operating loss is recommended to be filled with unappropriated ending fund balance.

While the overall General Fund budgeted operating loss of \$171,500 is a greater amount than last year (\$79,415), it should be noted General Fund Revenue streams appear to be stabilizing or improving slightly. Property Tax collections in the current fiscal year are projected to be 3% higher than was budgeted. This can be attributed to increased assessed value versus real market values in addition to new construction, even though building permit submittals continue to lag. We have projected the same trend in Property tax receipts for FY12/13. Revenue from swimming pool sales continues to trend higher than previous years as community members take advantage of local amenities. On the other side of the equation expenses are trending lower than budgeted due to staff reducing costs wherever possible.

Court revenues are anticipated to drop by \$40,000 with the implementation of HB 2712 in January 2012. With this bill, the State has adjusted down the base fines for traffic violations and eliminated the ability for municipal courts to have surcharge fees.

It should be noted that there are positive signs of growth in the local economy. Cosmos Carmel Corn is a new business in town that brought 30+ jobs. The Grain Millers site has been annexed into the City and appears to be taking the necessary steps to start development soon; starting the wetland mitigation and completing the street vacation process. Additionally, the water and wastewater project connecting the City's system to the Department of Corrections site was completed this last fiscal year. Combined with the expected completion of the Phase II of the Customized Periodic Review process, the opportunity for future growth in upcoming years is significant. As noted before, even though building permits appear to be down generally, single-family housing starts have been strong so far this Spring. In fact, one developer has permits for two speculative homes, which is a product that has been vacant in the housing market since 2008. Nonetheless, the proposed budget was prepared with fiscal prudence.

Personnel Services

Personnel Services includes employee salaries and wages, retirement benefits and health and other benefits. The City anticipates a \$219,000 or 6% increase in personnel service expense in FY12/13 as compared to FY11/12.

No additional FTE are being proposed within the General Fund. Positions have been reallocated from the General Fund to the Enterprise Funds wherever legally prudent and in accordance with generally accepted accounting practices. Some duties and responsibilities for those positions may have to be adjusted to accommodate this practice. The FY12/13 Budget anticipates filling the vacant Police Officer and Probation Officer positions. It is not currently anticipated that the Planning Director position will be filled. Current planning services are now being provided by contract through Lane Council of Governments. Once the Customized Periodic Review process is completed, planning needs will be reevaluated. By not filling the Planning Director position, General Fund Savings could be between \$20,000 and \$40,000 depending on how quickly the Customized Periodic Review process is completed.

Two new positions within the enterprise funds are being proposed. One additional Utility Worker will be primarily funded by the water and sewer funds, with a small percentage funded by streets and sanitation. This position will work on completing deferred tasks, add responsiveness to customer service needs and add capacity to help complete capital projects. The second position is a Sanitation Laborer which will be fully funded within the sanitation fund. The goal of this added position is to add capacity so as to increase recycling collection recovery rate to meet state standards and to complete phase 2 of the recycle center project.

The City is subject to collective bargaining agreements with the Police and AFSCME, both in the second year of 4-year agreements. The proposed budget includes cost of living increases based on these agreements of 2% for AFSCME and 0% for Police (with an additional step added for Communications Officers). Non-represented employees are proposed to receive a 2% cost of living adjustment. Health and other benefits are projected to be maintained at current levels. Health insurance costs are budgeted to increase by 11.2% in FY 12/13. At this time, employees do not contribute to the cost of medical and dental premiums. PERS rates will not increase this year but are expected to increase in the following fiscal year since PERS actuarial rate is adjusted biennially.

Materials and Services

Materials and services costs are expected to decrease \$67,000 in the general fund from FY11/12 to FY12/13, partially due to grant activity in FY2011/12. The proposal includes expected increases in fuel and insurance prices. Across the Enterprise Funds, M&S will decrease by \$63,000, due to prudent budgeting and completion of water meter lease.

Capital Outlay

Overall capital outlay costs are expected to decrease due in part to the completion of the DOC infrastructure project. There are two improvements to be completed this summer and the infrastructure project will be fully completed – Re-chlorination station and Water Line from

Spine Road to Elevated Tank.

In addition, the proposed budget recommends to completing approximately 72 blocks of sewer mainline replacement in the old 1948 system as part of the sewer Inflow and Infiltration (I&I) reduction program. Also recommended is to replace 10 pumps in five pump stations. Additionally, our telemetry system will be full upgraded and online with the SCADA system. The total sewer system improvement is budgeted for \$3.9 million.

The budget proposal also includes a park expansion with a new pocket park in the Raintree Meadows subdivision paid with system development charges. Additionally, the proposal recommends using \$150,000 of building reserve funds to improve the current City Hall with new carpet, painting, the HVAC system and remodeling a portion of the facility to potentially include an elected official office. We will also be completing portions of our upgrades to our new financial, court and police software.

Other Governmental Funds and Programs

The Community Services Department continues to operate on a Cost Recovery Model across the four functional areas of Viking Sal Senior Center, the Community Services Center, the Max Strauss Pool, and the Junction City Public Library. A Cost Recovery Model focuses first on efforts to establish fees, donations, fundraising, and revenues to recover direct Materials and Services (M&S) costs. Personnel costs are a secondary recovery effort and some of the functional areas recover a percentage of personnel costs. In the Community Services Department, the General Fund supports unrecovered M&S and personnel costs. The Department goal is to increase cost recovery in innovative ways that stabilize services.

State Revenue Sharing has carried an ending fund balance over the last few years. The budget proposes to transfer \$35,000 to the general fund to support day-to-day operations. In addition, the proposal transfers \$30,000 to Parks and Pool to support development of the skatepark and other projects. It's recommended that this fund will continue to support the scholarship program at the Community Center.

The Community Development Revolving Loan Fund continues to be funded with the anticipation that the new microloan and façade programs will reenergize the whole program. Additionally, the budget proposal recommends funding the Sewer Ratepayer Assistance Fund for \$30,000.

The Cumulative Law Enforcement Fund, Police Defibrillator Trust Fund and Viking Sal Capital Reserve Fund are recommended to be closed for lack of use. This aligns with the annual audit recommendation to eliminate funds.

Conclusion

In the FY12/13, we must work to make decisions with more precision, set goals with more clarity, identify new revenue opportunities, and have constructive debate over service priorities. We are fortunate to live and work in a community full of talented people who offer great ideas

and continue to make this community great. Staff is excited for the year ahead and we look forward to providing the programs, services and projects that are included in this budget.

In closing I would like thank Mike Crocker, Finance Director, for his efforts in coordinating the budget process, and to the department directors and staff that have contributed to the creation of this document.

Lastly, I would like to acknowledge and thank the Mayor and each member of the Council and Budget Committee for their sincere dedication and service to the community. It is with your dedication that the City will continue to maintain a good financial standing.

I'll leave you with an analogy on how to approach the next fiscal year and economy.

“To endure this economy, we need to resemble a base runner leading off base. We have to have our knees flexed, our mind alert, and ready to move quickly. We need to be ready to move if the economy turns for the better, and respectively, get back to the *base* if the economy has another downturn.” - Bill Conerly, Economist

Respectfully,

Kevin Watson, Budget Officer

Budget Worksheets

Section IV

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GENERAL FUND

Resources

Finance

Municipal Court

Miscellaneous

Administration

Building & Planning

Senior Services

Community Services

Swimming Pool

Parks & Maintenance

Library

Police

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
General Fund							
1	1,840,470	1,723,910	1,836,983	400100 Beginning Fund Balance	1,880,000	1,880,000	1,880,000
2							
3				001-000 Resources - Taxes			
4	1,782,040	1,841,382	1,858,642	400200 Current Year Taxes	1,980,400	1,980,400	1,980,400
5	687	3,210	1,500	400220 Low Rent Hsng, In Lieu of Tax	3,000	3,000	3,000
6	47,877	55,501	60,000	400300 Previously Levied Taxes	50,000	50,000	50,000
7	6,439	7,232	7,000	408000 Transient Room Tax	7,000	7,000	7,000
8	1,837,044	1,907,325	1,927,142	Total Taxes	2,040,400	2,040,400	2,040,400
9							
10				001-000 Resources - Licenses & Fees			
11	7,500	-	7,500	401200 Verizon Franchise	7,800	7,800	7,800
12	61,051	51,769	76,000	401300 Natural Gas Franchise	51,500	51,500	51,500
13	23,917	20,552	24,000	401400 Telephone Franchise	21,500	21,500	21,500
14	47,394	49,577	49,000	401500 Comcast Cable Franchise	50,000	50,000	50,000
15	31,563	31,426	40,000	401600 EPUD Franchise	44,000	44,000	44,000
16	115,970	160,837	165,000	401700 Pacific Power Franchise	156,000	156,000	156,000
17	1,313	735	1,000	401800 Licenses, Fees, & Permits	1,000	1,000	1,000
18	6,420	7,000	6,000	408100 Lien Search Fees	6,000	6,000	6,000
19							
20	295,129	321,896	368,500	Total Licenses & Fees	337,800	337,800	337,800
21							
22				001-000 Resources - Court & Public Safety			
23	173,176	201,430	225,000	403002 Muni Court Fines	205,000	205,000	205,000
24	4,465	2,537	4,000	403004 Parking Fines	3,000	3,000	3,000
25	13,275	8,600	10,000	403005 Towed Vehicle Fines	5,000	5,000	5,000
26	490	3,226	3,000	403008 Probation Supervision Fee	5,000	5,000	5,000
27	250	310	500	403009 Road Crew Fee	500	500	500
28	1,130	2,283	2,000	403111 Jail Booking Fees	2,500	2,500	2,500
29	9,100	30,095	30,000	403114 Muni Court - Surcharge Fees	-	-	-
30	6,503	12,809	13,000	403125 Assessments for Training	15,000	15,000	15,000
31	30,004	31,875	35,000	402650 JCRFPD Dispatching Contract	37,300	37,300	37,300
32	32,600	32,600	32,960	402740 Coburg Dispatching Contract	44,000	44,000	44,000
33	-	1,628	4,400	402780 Grant: Local Law Enforcement	17,200	17,200	17,200
34	17,830	12,240	-	402830 LCC Dispatching Services	-	-	-
35	288,823	339,633	359,860	Total - Court & Public Safety	334,500	334,500	334,500
36							
37				001-000 Resources - Building & Planning			
38	79,749	34,170	55,824	402100 Building Permits	46,300	46,300	46,300
39	14,880	7,204	10,485	402110 Mechanical Permit Fees	3,300	3,300	3,300
40	28,410	12,207	19,886	402120 Electrical Permit Fee	5,600	5,600	5,600
41	32,375	10,214	22,662	402130 Plumbing Permit Fees	10,600	10,600	10,600
42	69,142	27,698	48,399	402150 Plans Review Fees	38,000	38,000	38,000
43	2,956	3,505	3,000	402155 Clair Co. Surplus Charges	4,000	4,000	4,000

Notes

- 11 During FY11/12 city received fees for FY10/11 and FY11/12.
- 12 Franchise fees have decreased in recent years due to lower rates and the economy.
- 15 EPUD fees includes rate increase.
- 23 Court Fees are estimated based on 1st 6 months of FY11/12
- 29 Court surcharge fee expired 12/31/2011 per state legislation
- 38 Building permit fees reflect current level of activity.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
44	4,008	998		402175 Bldg Permit Admin Fees - City			
45	8,840	6,335	7,200	402180 Land Use Applications	7,800	7,800	7,800
46	37,312	10,435	22,868	402185 Admin on SDC Fees	14,500	14,500	14,500
47	343	375	300	402199 Bldg/Plng - Misc Receipts	300	300	300
48	62,010	12,000	49,300	404420 Grant: Dept of Land Conserv			-
49	200,114	36,950	-	404450 Grant: CDBG Program			-
50	<u>540,139</u>	<u>162,091</u>	<u>239,924</u>	Total - Building & Planning	<u>130,400</u>	<u>130,400</u>	<u>130,400</u>
51							
52				001-000 Resources - Pool			
53	7,211	8,212	7,800	400500 Pool Daily Admission	8,800	8,800	8,800
54	159	1,120	250	400501 School Swim Pool Rental	900	900	900
55	6,970	8,577	8,000	400505 Swim Pass Sales	8,000	8,000	8,000
56	1,705	1,537	1,200	406600 Swim Team	1,400	1,400	1,400
57	9,542	13,383	12,000	406650 Swim Lessons	12,500	12,500	12,500
58	-	-	-	400550 Pool Income - Other	2,500	2,500	2,500
59	2,763	2,280	1,500	407200 Private Pool Rentals	2,500	2,500	2,500
60	<u>28,350</u>	<u>35,109</u>	<u>30,750</u>	Total - Pool	<u>36,600</u>	<u>36,600</u>	<u>36,600</u>
61							
62				001-000 Resources - Library			
63	7,380	6,741	6,500	403200 Library Receipts	6,500	6,500	6,500
64	500	-	500	403215 Grant: Education Together Fund	500	500	500
65	-	-	300	403225 Grant: Soroptimists	300	300	300
66	1,000	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
67	<u>8,880</u>	<u>7,741</u>	<u>8,300</u>	Total - Library	<u>8,300</u>	<u>8,300</u>	<u>8,300</u>
68							
69				001-000 Resources - Intergovernmental			
70	105,000	5,000	89,996	404440 Grant: OECD Microbusiness	-	-	-
71	55,638	70,547	67,700	402200 State Liquor Tax	71,200	71,200	71,200
72	7,836	7,624	8,222	402300 Cigarette Tax	7,600	7,600	7,600
73	103,230	28,768	-	404410 DOC Reimbursements Per Rev	-	-	-
74	70,651	296,969	-	404412 DOC Reimbursements Admin	-	-	-
75	<u>342,354</u>	<u>408,908</u>	<u>165,918</u>	Total - Intergovernmental	<u>78,800</u>	<u>78,800</u>	<u>78,800</u>
76							
77				001-000 Resources - Misc			
78	17,490	17,054	25,955	409000 Other Receipts	24,000	24,000	24,000
79	583	1,181	100	409100 Over/Under Receipts	100	100	100
80	-	25	50	408325 E Birch Settlement Principal	-	-	-
81	275	275	300	408330 E Birch Settlement Interest	300	300	300
82	37,942	35,542	25,668	400400 Investment Interest	24,300	24,300	24,300
83	-	-	50	401810 Public Records Request Fees	-	-	-
84	-	-	50	402770 Surplus Property Sales	-	-	-
85	538	538	500	407300 Raintree Park - Land Rental	500	500	500
86	4,893	5,108	4,000	407250 Building Rentals	4,000	4,000	4,000
87	7,290	-	-	405100 Community Services Fundraising	-	-	-
88	6,210	5,704	8,300	402710 Community Events Reimb. JCPD	5,000	5,000	5,000
89	13,078	13,470	13,506	401750 Cell Tower Lease	14,000	14,000	14,000

Notes

- 53 Increased based on averaging revenues of 2010 and 2011 swim season
- 54 Increased based on averaging revenues of 2010 and 2011 swim season
- 58 Increased based on revenues of 2011 swim season
- 59 Increased based on averaging revenues of 2010 and 2011 swim season
- 78 Includes SAIF dividend for \$15,000

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
90	194	217	-	402870 JCA Electricity Reimburse	-	-	-
91	-	367	50	402860 Donations	200	200	200
92	2,016	2,231	1,500	402775 Animal Regulation Fees	2,000	2,000	2,000
93	<u>90,509</u>	<u>81,712</u>	<u>80,029</u>	Total - Misc	<u>74,400</u>	<u>74,400</u>	<u>74,400</u>
94							
95				001-000 Resources - Transfers In			
96	-	-	-	400525 Transfer from State Rev Sharing	35,000	35,000	35,000
97	-	-	6,552	400526 Transfer from Senior Center Fund	6,800	6,800	6,800
98	-	107,500	-	408500 Transfers from Other Funds	-	-	-
99	-	-	10,000	400556 Transfer from Admin Veh & Equip	-	-	-
100	<u>-</u>	<u>107,500</u>	<u>16,552</u>	Total - Transfers In	<u>41,800</u>	<u>41,800</u>	<u>41,800</u>
101							
102	<u>3,431,228</u>	<u>3,371,915</u>	<u>3,196,975</u>	Total New Resources	<u>3,083,000</u>	<u>3,083,000</u>	<u>3,083,000</u>
103							

Overview

The financial operations of the City are planned and managed by the Finance Department staff. Finance services are provided by the Finance Director, the City Accountant and the Utility Billing Clerk. Services include management of the annual financial audit, the annual budget process, accounts payable, payroll, workers compensation insurance reporting, receiving and custody of funds, cash management, front desk reception, administration of employee benefits, and human resources administration. The Finance Department implements the adopted budget, and monitors the results in accordance with Oregon budget law. The department facilitates the annual independent financial audit, providing all requested information to the audit team and prepares required City staff contributions for the comprehensive annual financial report. As part of the intergovernmental agreement with the Department of Corrections, Finance produces and monitors the monthly billings, which totaled over \$10 million in fiscal year 10/11. The department also manages the utility billing function for the City.

FY 2011-12 Accomplishments

- Issued the fiscal year 2010/11 Comprehensive Annual Financial Report, which received an unqualified (clean) financial audit opinion from the City's independent auditors.
- Planned and executed an upgrade agreement with software vendor for the City's finance software. The software conversion is expected to be implemented in September 2012.
- Issued and implemented the City's annual budget.

FY 2012-13 Goals, Projects & Products

- Complete development of the City's Fiscal Policies which include fund balance and reserves.
- Document internal control policies and procedures.
- Complete finance software upgrade.
- Upgrade Capital Asset Reporting and Tracking
- Update utility billing collection procedures and documentation
- Develop and implement a fiscally responsible budget
- Manage the annual audit process efficiently with the goal of an unqualified opinion.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
104	Finance						
105	001-310 Personal Services						
106	37,986	38,497	36,146	503780 Direct Wages	33,300	33,300	33,300
107	155	42	160	503781 Sick Leave incentive	-	-	-
108	4,887	9,838	5,756	503783 In-Direct Wages	5,300	5,300	5,300
109	-	-	1,596	503790 Overtime	1,800	1,800	1,800
110	3,243	3,239	3,340	513344 FICA	3,200	3,200	3,200
111	6,956	6,480	8,789	539094 Pension - PERS	7,300	7,300	7,300
112	90	79	118	542344 Workers' Compensation Ins	100	100	100
113	6,554	10,065	12,779	546833 Insurance Benefits	11,400	11,400	11,400
114	-	-	600	548877 Unemployment Insurance	600	600	600
115	<u>59,870</u>	<u>68,240</u>	<u>69,284</u>	Total Personal Services	<u>63,000</u>	<u>63,000</u>	<u>63,000</u>
116							
117	001-310 Materials & Services						
118	300	300	300	602015 Audit Filing Fee	300	300	300
119	54	23	150	603200 Bank Fees	100	100	100
120	260	-	-	608925 Computer Software Support	-	-	-
121	310	215	49	622171 Insurance	400	400	400
122	164	49	100	623425 Preventative Medical/OSHA	100	100	100
123	814	706	900	632677 Office Equipment Leases	900	900	900
124	-	-	500	632678 Computer/Office Equip Maint	500	500	500
125	85	-	500	632680 Office Equipment/Furnishings	500	500	500
126	773	1,331	1,000	636921 Office Supplies	1,000	1,000	1,000
127	178	90	250	640457 Postage	300	300	300
128	2,001	2,788	1,000	640733 Printing and Advertising	1,000	1,000	1,000
129	621	483	1,200	647030 Travel and Training	2,000	2,000	2,000
130	1,017	975	1,000	649843 Telephone	1,000	1,000	1,000
131	100	520	300	649989 Dues	600	600	600
132	1,252	988	1,160	652080 Internet Services	1,100	1,100	1,100
133	5,791	5,371	5,220	702013 Audit	4,300	4,300	4,300
134	<u>1,952</u>	<u>-</u>	<u>1,500</u>	706076 Legal Counsel	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
135	<u>15,671</u>	<u>13,839</u>	<u>15,129</u>	Total Materials & Services	<u>15,600</u>	<u>15,600</u>	<u>15,600</u>
136							
137	<u>75,541</u>	<u>82,079</u>	<u>84,413</u>	Total Finance	<u>78,600</u>	<u>78,600</u>	<u>78,600</u>
138							
139							

Notes

133 Audit costs are allocated to all operating funds.

Overview

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

FY 2011-12 Accomplishments

- The Court Clerk has along with the City Attorney prepared a purchase agreement with our collection service that will insure full collection of debt without a loss to the court.
- The Court has worked with the Police Department to monitor the Road Crew more efficiently.
- The Court has improved the ability to track warrant recalls with the Police Department.
- The Court has prepared a new Presumptive Fine Schedule for 2012.
- The Court continues to work through old case records for collection, closure and destruction.
- This year the Court has worked through many legislative changes including forms and laws that were updated.
- The Court department has initiated a complete conversion of its records management system to a modern software platform. The project is expected to be complete before year end.

FY 2012-13 Goals, Projects & Products

- The Municipal Court will continue to work on updates that will enhance the court as well as the community service provided.
- The Municipal Court will continue to work through old cases for collections, closure, and destruction. Upon completion of this project the Court will have all open cases turned over to collections and destruction of case records that will no longer need to be kept in the archives.

- The Court is changing software, when the new software is in place we will have a cost savings of approximately \$9,000.
- The Court will continue to work with the Police Department, City Prosecutor, local government, and citizens to provide a safe community for the residence of Junction City.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
140	Court						
141	001-315 Personal Services						
142	40,787	30,194	37,424	503780 Direct Wages	50,300	50,300	50,300
143	19	3	206	503781 Sick Leave Incentive	-	-	-
144	5,805	13,133	13,085	503783 In-Direct Wages	5,500	5,500	5,500
145	-	-	1,794	503790 Wages - Overtime	2,100	2,100	2,100
146	3,456	3,141	4,017	513344 FICA	4,400	4,400	4,400
147	7,639	6,556	8,813	539094 Pension - PERS	11,800	11,800	11,800
148	97	104	316	542344 Workers' Compensation Ins	600	600	600
149	15,678	24,299	22,790	546833 Insurance Benefits	21,800	21,800	21,800
150	-	-	1,087	548877 Unemployment Insurance	1,200	1,200	1,200
151	<u>73,480</u>	<u>77,431</u>	<u>89,532</u>	Total Personal Services	<u>97,700</u>	<u>97,700</u>	<u>97,700</u>
152							
153	001-315 Materials & Services						
154	32,789	35,738	35,476	602125 Prosecuting Attorney Fees	38,200	38,200	38,200
155	994	711	1,000	602130 Interpreter Fees	1,000	1,000	1,000
156	428	295	68	602171 Insurance	500	500	500
157	90	298	400	602225 Jury Trial Expense	400	400	400
158	7,370	9,512	12,000	602250 Court Appointed Attorney Fee	9,000	9,000	9,000
159	-	-	-	603050 Probation Activities	2,500	2,500	2,500
160	399	429	325	603200 Bank Fees	200	200	200
161	642	292	-	608925 Computer Software Support	-	-	-
162	814	706	900	632677 Office Equipment Leases	900	900	900
163	11	-	150	632678 Computer/Office Equipment Main	200	200	200
164	3,314	3,258	2,500	636921 Office Supplies	2,500	2,500	2,500
165	183	826	750	637917 Office Equipment/Furnishings	800	800	800
166	1,280	1,113	1,300	640457 Postage	1,300	1,300	1,300
167	796	733	1,008	647030 Travel and Training	1,100	1,100	1,100
168	1,017	1,068	1,000	649843 Telephone	1,100	1,100	1,100
169	50	50	50	649989 Dues	200	200	200
170	724	2,297	2,200	652080 Internet Services	2,200	2,200	2,200
171	11,012	11,758	13,000	701202 Application Support	1,500	1,500	1,500
172	1,450	1,302	1,310	702013 Audit	1,600	1,600	1,600
173	30,000	30,000	30,600	702020 Judge Contract Services	30,600	30,600	30,600
174	84	-	300	706076 Legal Counsel	300	300	300
175	<u>93,443</u>	<u>100,386</u>	<u>104,337</u>	Total Materials & Services	<u>96,100</u>	<u>96,100</u>	<u>96,100</u>
176							
177	<u>166,923</u>	<u>177,817</u>	<u>193,869</u>	Total Municipal Court	<u>193,800</u>	<u>193,800</u>	<u>193,800</u>
178							
179							

Notes

- 151 Probation officer moved during FY2011/12 from Police to Court, cost is approximately \$12,915.
- 154 Includes 3% increase per contract
- 171 AIRS Cost eliminated due to Court Software upgrade

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
180	Miscellaneous						
181	001-320 Materials & Services						
182	-	-	30	603100 Volunteer Workers Comp	-	-	-
183	-	93	160	603200 Bank Fees	200	200	200
184	-	316	-	608925 Computer Software Support	-	-	-
185	80,659	418	89,996	610211 Grant: Microbusiness Enterprise	-	-	-
186	11,897	9,572	2,684	611519 Electricity & Natural Gas	2,700	2,700	2,700
187	-	-	-	611770 IT Services	5,000	5,000	5,000
188	1,016	1,078	3,000	611771 Professional Services	5,100	5,100	5,100
189	205,953	129,139	-	611775 DOC Reimbursable Costs	-	-	-
190	2,616	2,867	1,000	611780 Lien Reporting Services	1,000	1,000	1,000
191	-	75	500	612080 City Hall Vehicle Maint & Repair	500	500	500
192	5,777	4,577	1,510	622171 Insurance/Bonds	6,800	6,800	6,800
193	2,491	2,566	666	628651 Lane Council of Gov Dues	1,200	1,200	1,200
194	4,153	4,301	1,111	629001 League of Oregon Cities Dues	2,100	2,100	2,100
195	787	-	-	629003 Local Gov Personnel Dues	-	-	-
196	-	-	-	632678 Computer/Office Equip Maint	-	-	-
197	3,936	1,327	500	641134 Council Projects/Programs	500	500	500
198	7,674	7,409	6,500	644660 Repair & Care City Property	6,500	6,500	6,500
199	1,856	1,490	2,000	644670 General Supplies	2,000	2,000	2,000
200	415	498	1,000	647030 Council Travel and Training	1,000	1,000	1,000
201	1,125	3,822	1,000	647050 Public Relations	1,000	1,000	1,000
202	-	-	500	648775 Generator Maintenance & Fuel	500	500	500
203	2,097	2,229	875	648800 Employee Recognition	900	900	900
204	133	114	-	649843 Telephone	100	100	100
205	151	1,259	1,000	652080 Internet Services	1,000	1,000	1,000
206	-	-	-	702000 Grant to Historical Museum	2,000	2,000	2,000
207	50,476	71,354	60,000	706076 Legal Counsel	50,000	50,000	50,000
208	9,443	87	1,000	706100 Labor Negotiations	1,000	1,000	1,000
209	1,650	1,833	664	723450 Janitorial Contract	1,800	1,800	1,800
210	5,000	4,500	4,000	723455 Tourism Promotions	4,000	4,000	4,000
211	50	4,382	2,000	723530 Recruiting	1,000	1,000	1,000
212	<u>399,354</u>	<u>255,304</u>	<u>181,696</u>	Total Materials & Services	<u>97,900</u>	<u>97,900</u>	<u>97,900</u>
213							
214	<u>399,354</u>	<u>255,304</u>	<u>181,696</u>	Total Miscellaneous	<u>97,900</u>	<u>97,900</u>	<u>97,900</u>
215							
216							

Notes

- 185 Grant closed out in FY11/12
- 188 Includes \$2,050 for Code Publishing
- 206 Grant for Water and Sewer costs, moved from Parks Department for FY2012/13

Overview

The City Administrator provides general oversight and management of the city; ensures implementation of City Council policies and goals; oversees the provision of efficient and cost-effective services to the city; and coordinates public information and outreach. Within Administration are the functions of City Recorder that provides support with document processing and control, cross-departmental support, elections, archives, public records and City Council meeting support. The City Administrator oversees all departments, which provide services to the citizens of Junction City. These departments consist of Police, Public Works, City Recorder, Municipal Court, Finance, Planning and Community Services. Currently, staffing is comprised of 42 Full Time Equivalents (FTE). Other responsibilities within the office include managing special projects and community grants economic development. The City Administrator is the chief administrative official of the city.

FY 11/12 Projects and Accomplishments

- Worked with Mayor, Council, and staff through transition of City Administrators
- Completed Amendment 8 to the IGA with the State Department of Corrections
- Guiding the Community Urban Growth Boundary expansion and update to the comprehensive plan.
- Collaborating with ODOT on update to Transportation System Plan.
- Completed negotiation of agreement with AFSCME and Police labor groups.
- Completed Phase I of Records Management Organization at City Hall
- Completed Codification Project

FY 12/13 Goals and Projects

City Administration continues its transition with new leadership. With coordination through the Council, Administration will begin to implement the priorities of the Community.

- Continue Policy Coordination and development of council goals, policies and strategic plans, including development of fiscal policies
- Facilitate discussions with the Stakeholder group in the development of a plan to upgrade current wastewater facilities.



- Complete Customized Periodic Review process
- Complete the Transportation System Plan
- Improve economic development efforts
- Enhance public information and outreach efforts
- Complete Phase II of Records Management Organization at City Hall
- Complete entry of items into Agility Recovery Program
- Complete 2012 General Election process
- Coordinate with Police Chief on refining Liquor License and Social Gaming Processes

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
217	Administrative						
218	001-325 Personal Services						
219	40,627	47,353	40,979	503780 Direct Wages	47,000	47,000	47,000
220	64	8	206	503781 Sick Leave Incentive			
221	9,925	8,130	9,862	503783 In-Direct Wages	9,700	9,700	9,700
222		-	157	503790 Wages - Overtime	400	400	400
223	3,847	3,191	3,917	513344 FICA	4,400	4,400	4,400
224	8,052	6,512	10,127	539094 Pension - PERS	11,500	11,500	11,500
225	106	184	131	542344 Workers' Compensation Ins	500	500	500
226	11,435	9,787	13,059	546833 Insurance Benefits	15,800	15,800	15,800
227	-	-	708	548877 Unemployment Insurance	800	800	800
228	<u>74,056</u>	<u>75,165</u>	<u>79,146</u>	Total Personal Services	<u>90,100</u>	<u>90,100</u>	<u>90,100</u>
229							
230	001-325 Materials & Services						
231	674	465	107	602171 Insurance	800	800	800
232	31	29	95	603200 Bank Fees	100	100	100
233	206	230	-	608925 Computer Software Support			
234	719	98	1,000	612080 Administrator's Vehicle Expense	1,000	1,000	1,000
235	814	706	800	632677 Office Equipment Leases	800	800	800
236	1,828	173	100	632680 Office Equipment/Furnishings	100	100	100
237	2,206	1,716	1,600	636921 Office Supplies	1,600	1,600	1,600
238	182	-	500	637917 Office Equipment Maintenance	500	500	500
239	860	319	700	640457 Postage	500	500	500
240	64	-	500	640733 Printing and Advertising	500	500	500
241	875	875	950	644609 Recorder Bond	1,000	1,000	1,000
242	3,433	685	2,000	647030 Travel and Training	3,000	3,000	3,000
243	1,964	2,038	1,900	649843 Telephone	1,900	1,900	1,900
244	1,045	300	1,000	649989 Dues	1,000	1,000	1,000
245	1,102	823	910	652080 Internet Services	900	900	900
246	250	274	228	702013 Audit	200	200	200
247	42	-	2,400	706076 Legal Counsel	2,000	2,000	2,000
248	<u>16,294</u>	<u>8,732</u>	<u>14,790</u>	Total Materials & Services	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>
249							
250	<u>90,350</u>	<u>83,897</u>	<u>93,936</u>	Total Administration	<u>106,000</u>	<u>106,000</u>	<u>106,000</u>
251							
252							

Notes

219 Community Services Director's allocation increase included for FY2012/13

Overview

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

FY 11/12 Projects and Accomplishments

- Planning staff continued to work through the customized periodic review process and submitting Phase II of the Urban Growth Boundary.
- Completed the wetlands inventory as a supporting document to comprehensive plan.
- Continue to work with ODOT in development the Transportation System Plan.
- Successfully completed the process to make building permit submittal an online process. Developers will be able to monitor the status of their projects.
- Vacated Right of Way within DOC and Grain Millers sites
- Coordinating with State Hospital representatives in pre-application meetings to ensure their permitting process is successful.
- Coordinated with Dari Mart to do a full remodel of their site on Hwy 99.
- Worked with Guaranty Chevrolet as they submitted plans to upgrade their façade and building expansion.
- Transitioned between planners and expectations of our planning capacity.

<u>Year</u>	<u>Total Building Permits Reviewed</u>
2011	136
2010	185
2009	66
2008	48

FY 12/13 Goals and Projects

Planning within the City is going through a bit of a transition. In the previous fiscal year, Full time staffing has been reduced by one full time planner. The City is currently contracting with Lane Council of Government for planning services 20+ hours a week. Once the Customized Periodic Review process is completed, the City will reevaluate current and future planning needs. The community's livability and quality of life will continue to be a high priority for the planning department through smart planning and code enforcement.

- Complete the Customized periodic review process after State review is finalized.
- Complete the Transportation System Plan
- Continue to coordinate with property owners and extraterritorial applications for services outside City Limits.
- Continue to improve customer service relations with regards to building permits and code violations.
- Streamline the process to enforce city code related issues and engaging with property owners to make improvements.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
253	Planning						
254	001-330 Personal Services						
255	50,855	85,191	83,425	503780 Direct Wages	33,200	33,200	33,200
256	234	12	124	503781 Sick Leave Incentive	-	-	-
257	43,301	13,667	11,035	503783 In-Direct Wages	12,200	12,200	12,200
258	-	-	-	503790 Wages - Overtime	-	-	-
259	7,174	7,107	7,236	513344 FICA	3,500	3,500	3,500
260	15,378	15,147	19,530	539094 Pension - PERS	9,100	9,100	9,100
261	224	282	275	542344 Workers' Compensation Ins	100	100	100
262	21,195	21,710	29,759	546833 Insurance Benefits	18,100	18,100	18,100
263	187	14	1,343	548877 Unemployment Insurance	800	800	800
264	<u>138,548</u>	<u>143,131</u>	<u>152,727</u>	Total Personal Services	<u>77,000</u>	<u>77,000</u>	<u>77,000</u>
265							
266	001-330 Materials & Services						
267	-	-	25	603100 Intern Workers' Comp	-	-	-
268	333	367	903	603200 Bank Fees	900	900	900
269	1,543	544	-	608925 Computer Software Support	-	-	-
270	946	653	151	622171 Insurance	1,100	1,100	1,100
271	814	706	800	632677 Office Equipment Leases	700	700	700
272	52	-	100	632678 Computer/Office Equipment Main	100	100	100
273	20	61	250	632680 Office Equipment/Furnishings	300	300	300
274	1,492	2,070	1,500	636921 Office Supplies	1,500	1,500	1,500
275	757	916	1,500	640457 Postage	1,500	1,500	1,500
276	1,250	2,120	2,000	640733 Printing and Advertising	2,000	2,000	2,000
277	240	120	300	647030 Travel and Training	300	300	300
278	20	369	150	647050 Public Relations	200	200	200
279	1,092	975	1,666	649843 Telephone	2,000	2,000	2,000
280	270	280	350	649989 Dues	400	400	400
281	1,294	929	1,150	652080 Internet Services	900	900	900
282	-	459	-	652085 Public Notices	-	-	-
283	400	1,845	2,993	702013 Audit	1,900	1,900	1,900
284	824	-	500	704410 Periodic Review Publications	400	400	400
285	62,524	12,000	49,300	704420 Grant: Customized Periodic Rev	-	-	-
286	200,114	36,950	-	704430 Grant: CDBG-JC Housing Rehab	-	-	-
287	28,470	9,338	14,000	706076 Legal Counsel	15,000	15,000	15,000
288	173,181	70,907	117,943	723440 Building Official Contract	77,850	77,850	77,850
289	560	16,224	2,000	723445 Planning Services Contracted	80,000	80,000	80,000
290	<u>476,194</u>	<u>157,833</u>	<u>197,581</u>	Total Materials & Services	<u>187,050</u>	<u>187,050</u>	<u>187,050</u>
291							
292	<u>614,742</u>	<u>300,964</u>	<u>350,308</u>	Total Building/Planning	<u>264,050</u>	<u>264,050</u>	<u>264,050</u>
293							
294							

Notes

- 264 Personal services have been reduced for salary & benefits for vacant planner position. Budget will be used for LCOG contract for planning services until position is filled.
- 287 Includes legal counsel for UGB project and periodic review projects
- 289 Increase over prior year due to cost of LCOG planning services for UGB work at 16 hours / week, plus \$5,000 for ECO Northwest.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
295	Senior Services						
296	001-605 Personal Services						
297	24,663	37,073	28,778	503780 Direct Wages	42,900	42,900	42,900
298	27	22	103	503781 Sick Leave Incentive			
299	6,942	8,129	7,783	503783 In-Direct Wages	1,900	1,900	1,900
300	-	-	260	503790 Overtime	400	400	400
301	2,402	3,327	2,825	513344 FICA	3,500	3,500	3,500
302	5,482	5,748	6,105	539094 Pension - PERS	7,900	7,900	7,900
303	666	1,095	1,177	542344 Workers' Compensation Ins.	1,300	1,300	1,300
304	-	1,200	-	542346 Volunteer Workers Comp	-	-	-
305	15,204	14,938	16,518	546833 Insurance Benefits	17,700	17,700	17,700
306	-	-	737	548877 Unemployment Insurance	900	900	900
307	<u>55,387</u>	<u>71,531</u>	<u>64,286</u>	Total Personal Services	<u>76,500</u>	<u>76,500</u>	<u>76,500</u>
308							
309	<u>55,387</u>	<u>71,531</u>	<u>64,286</u>	Total Senior Services	<u>76,500</u>	<u>76,500</u>	<u>76,500</u>
310							
311							

Notes

297 Community Services Director's allocation increase included for FY2012/13

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
312	Community Services						
313	001-610 Personal Services						
314	36,370	41,790	43,341	503780 Direct Wages	11,000	11,000	11,000
315	165	162	206	503781 Sick Leave Incentive		-	-
316	3,180	4,296	3,390	503783 In-Direct Wages	3,100	3,100	3,100
317	3,035	3,376	3,591	513344 FICA	1,100	1,100	1,100
318	6,493	7,197	7,767	539094 Pension - PERS	2,800	2,800	2,800
319	84	837	1,472	542344 Workers' Compensation Ins	400	400	400
320	10,599	11,831	12,457	546833 Insurance Benefits	3,300	3,300	3,300
321	-	-	634	548877 Unemployment Insurance	200	200	200
322	<u>59,926</u>	<u>69,489</u>	<u>72,858</u>	Total Personal Services	<u>21,900</u>	<u>21,900</u>	<u>21,900</u>
323	001-610 Materials & Services						
324	001-610 Materials & Services						
325	1,080	-	-	608925 Computer Software Support	-	-	-
326	678	-	-	611771 Professional Services	-	-	-
327	305	-	-	622171 Insurance	-	-	-
328	143	-	-	632677 Office Equipment Leases	-	-	-
329	8	-	-	632678 Computer/Office Equip. Maint	-	-	-
330	544	-	-	632680 Office Equipment/Furnishings	-	-	-
331	955	-	-	632921 Office Supplies	-	-	-
332	9	-	-	640457 Postage	-	-	-
333	129	-	-	640733 Printing and Advertising	-	-	-
334	2,488	-	-	641134 Program Costs	-	-	-
335	450	-	-	647030 Travel and Training	-	-	-
336	525	-	-	649843 Telephone	-	-	-
337	300	-	-	702013 Audit	-	-	-
338	<u>7,614</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
339							
340	<u>67,540</u>	<u>69,489</u>	<u>72,858</u>	Total Community Services	<u>21,900</u>	<u>21,900</u>	<u>21,900</u>
341							
342							

Notes

314 Community Services Director's allocation decrease included for FY2012/13

Overview

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

This includes services and activities designed for all ages:

- The Pool is open seven days a week from June-August for an average of 71 hours a week.
- The Pool offers lessons for all levels, swim team, private rentals, family swim, rec. swim, water exercise, and teen swim.
- The Pool offers School Swim the last week of School as a rental to the School District.
- Day and season passes are available and limited scholarships are available.

The Aquatics Division is comprised of two separate funds:

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

Staffing:

There are fourteen direct service seasonal staff that are funded from the Swimming Pool Section of the General Fund.

Position	% Funded
Pool Manager (One Position at 40 hrs a week)	100%
Specialized Supervisor (Three Positions at 40 hrs. a week)	100%
Lifeguard II (Six Positions at 30 hrs. a week)	100%
Lifeguard I (Four Positions at 15 hrs. a week)	100%

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

Position	% Funded
City Administrator	1%
Finance Director	1%
Accountant	2%
Community Services Dept. Director	10%

Funding:

The Pool receives revenue from rentals, swim pass sales, other (concessions), Swim Team fees, swim lessons, and private pool rentals. The Pool revenues are received in the General Fund and account for approximately 100% cost recovery of Materials and Services and a 16% contribution to seasonal pool staff wages. The remainder of staffing is funded by the General Fund.

FY 2011-2012 Accomplishments:

- Completion of Standard Operating Procedures and Emergency Action Plan.
- American Red Cross certification of Supervisor and Manager to provide in-house training of guards.
- Re-surfacing of locker rooms for safety completed by Parks Maintenance staff.
- Implementation of Concessions.
- A 22% increase in Pool revenue for the 2011 pool season as compared to the 2010 pool season.
- 2011 Season increase in rentals, swim passes sold, and daily admissions.

FY 2012-2013 Goals:

- Eliminate one supervisor position, General Supervisor.
- Begin to save funds for a boiler/heater replacement.
- Revise and update Standard Operating Procedures and Emergency Action Plan.
- Train guards in-house utilizing Red Cross Program.
- Replace Pool Blankets to minimize heat loss.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
343	Swimming Pool						
344	001-620 Personal Services						
345	47,066	46,038	45,069	503780 Direct Wages	52,500	52,500	52,500
346	24	13	103	503781 Sick Leave Incentive	-	-	-
347	5,025	5,977	6,982	503783 In-Direct Wages	2,300	2,300	2,300
348	-	-	624	503790 Overtime	800	800	800
349	3,980	3,896	4,037	513344 FICA	4,300	4,300	4,300
350	1,045	1,013	2,485	539094 Pension - PERS	2,900	2,900	2,900
351	1,510	1,348	2,169	542344 Workers' Compensation Ins	1,600	1,600	1,600
352	1,439	1,570	1,923	546833 Insurance Benefits	2,100	2,100	2,100
353	-	-	1,082	548877 Unemployment Insurance	1,200	1,200	1,200
354	<u>60,088</u>	<u>59,855</u>	<u>64,474</u>	Total Personal Services	<u>67,700</u>	<u>67,700</u>	<u>67,700</u>
355							
356	001-620 Materials & Services						
357	-	475	400	601124 Swim Team	500	500	500
358	1,030	711	164	602171 Insurance	1,200	1,200	1,200
359	32	29	35	603200 Bank Fees	100	100	100
360	5,078	3,563	3,500	605917 Chemicals	3,500	3,500	3,500
361	565	155	-	608925 Computer Software Support	-	-	-
362	4,575	6,030	6,500	611519 Electricity	6,500	6,500	6,500
363	7	2,038	1,000	612080 Pool Equip Repair and Renewal	1,000	1,000	1,000
364	1,573	775	1,500	623425 Preventative Medical/OSHA	1,500	1,500	1,500
365	91	489	170	632677 Office Equipment Leases	400	400	400
366	2,647	5,082	4,000	633850 Natural Gas	4,000	4,000	4,000
367	2,144	3,032	2,000	636921 Office Supplies	1,500	1,500	1,500
368	2	5	100	640457 Postage	100	100	100
369	181	471	1,500	644660 Building / Property Maint.	1,800	1,800	1,800
370	839	3,185	2,000	647030 Travel and Training	2,000	2,000	2,000
371	987	3,326	3,500	648860 Pool Supplies	3,500	3,500	3,500
372	872	984	900	649843 Telephone	900	900	900
373	290	290	300	650250 Pool License	300	300	300
374	27	249	300	652080 Internet Services	300	300	300
375	650	426	303	702013 Audit	500	500	500
376	<u>21,589</u>	<u>31,315</u>	<u>28,172</u>	Total Materials & Services	<u>29,600</u>	<u>29,600</u>	<u>29,600</u>
377							
378	<u>81,677</u>	<u>91,170</u>	<u>92,646</u>	Total Swimming Pool	<u>97,300</u>	<u>97,300</u>	<u>97,300</u>
379							
380							

Notes

- 345 Community Services Director's allocation increase included for FY2012/13
- 360 Chemicals are purchased every other year.
- 371 Janitorial, medical, and safety supplies are purchased at alternating levels from year to year based on stock levels.

Overview

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

This includes the following sites for all ages:

Parks & Parks Properties (year round):

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

Junction City Skatepark (year round, scheduled for opening summer 2012) located at 14th and Laurel

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

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

Staffing:

There is one direct staff that is funded from the Parks Maintenance Section of the General Fund.

Position	% Funded
Parks Lead 1 FTE (Full Time Equivalent)	100%

There are six other employees within the City that the Parks Maintenance Section of the General Fund pays a portion of the cost associated with this Division. This is based on

the activities that these positions perform that are related to the Parks Division.

Position	% Funded	Position	% Funded
City Administrator	1%	City Recorder	1%
Finance Director	1%	Admin Aide IV-Bldg/Plan	2%
Accountant	2%	Comm. Services Dept. Director	18%

Funding:

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

FY 2011-2012 Accomplishments:

- Maintenance of existing Park sites with a reduction in Parks Maintenance dedicated staffing and restructuring of Parks Maintenance Department.
- Parks Subcommittee formed and working to implement Parks Development as outlined in the adopted Parks Master Plan.
- Anticipated Refurbishment and feature expansion of Bergstrom Park Play Space.
- Anticipated donation of parkland expansion at Lyle Day Park.
- Refurbishment and replacement of salvageable play features at Laurel Park in partnership with Public Works.
- Landscaping upgrades at Tequendama and Lyle Day Park.
- Anticipated completion of the Junction City Skatepark in partnership with Public Works.
- Acquisition of neighborhood park site in Raintree Meadows.
- Award of grant funds for Skatepark completion.

FY 2012-2013 Goals:

- Parks Subcommittee continue working to implement Parks Development as outlined in the adopted Parks Master Plan.
- Completion of a wide range of Parks projects as defined in the Parks section of the Capital Improvement Plan.
- Completion of the neighborhood park in Raintree Meadows.
- Revise and update Standard Operating Procedures.
- Exploration of additional Parks funding sources.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
381	Parks Maintenance						
382	001-630 Personal Services						
383	64,496	67,305	49,175	503780 Direct Wages	60,500	60,500	60,500
384	26	3	103	503781 Sick Leave Incentive	-	-	-
385	7,056	7,714	7,122	503783 In-Direct Wages	3,700	3,700	3,700
386	2,166	2,322	1,411	503790 Overtime	1,600	1,600	1,600
387	5,634	5,831	4,423	513344 FICA	5,100	5,100	5,100
388	11,534	11,867	11,944	539094 Pension - PERS	13,600	13,600	13,600
389	2,706	2,394	2,395	542344 Workers' Compensation Ins	2,000	2,000	2,000
390	28,073	29,513	20,662	546833 Insurance Benefits	23,800	23,800	23,800
391	-	-	882	548877 Unemployment Insurance	1,000	1,000	1,000
392	121,693	126,949	98,117	Total Personal Services	111,300	111,300	111,300
393	001-630 Materials & Services						
394	001-630 Materials & Services						
395	2,820	1,946	450	602171 Insurance	3,300	3,300	3,300
396	39	25	50	603200 Bank Fees	100	100	100
397	1,074	195	-	608925 Computer Software Support	-	-	-
398	4,295	4,271	5,000	611519 Electricity	4,500	4,500	4,500
399	2,388	3,222	1,800	612080 Park Equipment Repair	1,800	1,800	1,800
400	5,539	6,579	5,000	615018 Fuel, Oil and Tires	4,000	4,000	4,000
401	1,549	708	1,700	623425 Preventative Medical/OSHA	800	800	800
402	980	1,012	1,000	628680 Laundry and Cleaning	1,100	1,100	1,100
403	1,200	1,309	1,000	632677 Office Equipment Leases	1,000	1,000	1,000
404	135	-	200	632678 Computer/Office Equipment Main	200	200	200
405	788	-	1,000	632700 Parks Tree Maintenance	1,000	1,000	1,000
406	775	706	1,000	636921 Office Supplies	1,000	1,000	1,000
407	1,434	3,635	3,000	637917 Operating Materials & Supplies	1,000	1,000	1,000
408	666	119	250	637920 Tools and Equipment	600	600	600
409	-	-	-	640457 Postage	100	100	100
410	2,165	1,582	1,000	644660 Building / Property Maint.	1,000	1,000	1,000
411	659	127	500	647030 Travel and Training	500	500	500
412	-	-	250	648000 License Certification Fee	300	300	300
413	2,054	2,969	3,000	648800 Parks Maintenance	1,000	1,000	1,000
414	4,509	1,708	1,500	648860 Parks Supplies	1,500	1,500	1,500
415	-	-	-	648861 Surfacing	2,500	2,500	2,500
416	-	-	-	648862 Fertilizer and Treatment	1,700	1,700	1,700
417	2,810	3,158	1,000	649843 Telephone	2,000	2,000	2,000
418	430	323	500	652080 Internet Services	400	400	400
419	1,454	743	2,000	654650 Vandalism and Other	1,500	1,500	1,500
420	1,758	1,231	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
421	1,800	2,000	2,000	702000 Grant to Historical Museum	-	-	-
422	650	584	588	702013 Audit	600	600	600
423	41,971	38,152	34,788	Total Materials & Services	34,500	34,500	34,500
424							
425	163,664	165,101	132,905	Total Parks Maintenance	145,800	145,800	145,800
426							

Notes

- 383 Community Services Director's allocation increase included for FY2012/13
- 407 Line item reduced by addition of line item specifically for Surfacing (see account 648861) cost breakout.
- 413 Parks Maintenance: line item reduced by addition of line item for Fertilizer and Treatment (see acct 648862)
- 415 Surfacing: new line item, previously included in Operating Materials and Supplies.
- 416 Fertilizer and Treatment: New line item, previously included in Parks Maintenance line item.
- 421 Grant was moved to the Miscellaneous section

Overview

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

This includes services and activities designed for all ages:

- The Library is open 5 days a week at 31 hours per week.
- The total lending circulation is approximately 2,900 items a month. The Library averages 1,400 visits a month for services.
- The Library has approximately 1,400 registered users.
- The Library averages 10 year round volunteers.

The Library Division is comprised of two separate funds:

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

Staffing:

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

Position	% Funded
Library Director 1 FTE (Full Time Equivalent)	100%
Admin Aide III .68 FTE	100%
Worker's Compensation-Library Volunteers	100%

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

Position	% Funded
City Administrator	1%
Finance Director	1%

Accountant	4%
Community Services Dept. Director	18%

Funding:

The Library receives revenue from fines, out of town card fees, copies, and gifts/grants. The Library revenues are received in the General Fund and account for approximately 25% cost recovery of Materials and Services. The remainder of Materials and Services and staffing is funded by the General Fund.

FY 2011-2012 Accomplishments:

- Completion of the Summer Reading Program through grant funding from Soroptimists, Education Together Foundation and Ready to Read.
- Installation of outlets to increase public computer access stations.
- Painting of the interior of the Library utilizing volunteer assistance.
- Grant partnership with the Junction City Historical Society application to the Lane County Cultural Coalition to fund historic photo based end panels at the Library. The project was supplemented with funds from the "Friends of the Junction City Public Library" a separate 501c3 board.
- Initial development of a county wide reciprocal lending system among Lane Council of Librarians member libraries. The participating libraries include Cottage Grove Public Library, Fern Ridge Library District (in Veneta), Junction City Public Library, Lane Library District (in Creswell), Oakridge Public Library, Siuslaw Public Library District (in Florence), and Springfield Public Library.

FY 2012-2013 Goals:

- Reserve of funds over multiple years in the Building Replacement Reserve Fund for the expansion of the Children's Reading area space.
- Completion of the county wide reciprocal lending system.
- Begin reserve of funds in the Library Equipment Reserve Fund for energy efficiency upgrades.
- Maintain current level of cost recovery through the continued provision of existing services.
- Complete Standard Operating Procedures.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
427	Library						
428	001-674 Personal Services						
429	65,976	68,224	69,776	503780 Direct Wages	81,300	81,300	81,300
430	22	17	206	503781 Sick Leave Incentive	-	-	-
431	5,483	6,456	5,883	503783 In-Direct Wages	3,300	3,300	3,300
432	-	-	763	503790 Overtime	1,000	1,000	1,000
433	5,373	5,528	5,862	513344 FICA	6,500	6,500	6,500
434	11,739	12,066	15,796	539094 Pension - PERS	17,800	17,800	17,800
435	152	242	304	542344 Workers' Compensation Ins	500	500	500
436	20,976	24,579	22,706	546833 Insurance Benefits	25,200	25,200	25,200
437	-	-	1,358	548877 Unemployment Tax	1,500	1,500	1,500
438	<u>109,720</u>	<u>117,112</u>	<u>122,654</u>	Total Personal Services	<u>137,100</u>	<u>137,100</u>	<u>137,100</u>
439							
440	001-674 Materials & Services						
441	1,110	766	177	602171 Insurance	1,300	1,300	1,300
442	27	25	28	603200 Bank Fees	100	100	100
443	10,272	11,157	11,000	604056 Books	11,000	11,000	11,000
444	647	578	650	604080 Digital Audio Books	700	700	700
445	-	354	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
446	-	238	300	605100 Grant: Soroptimists	300	300	300
447	-	-	-	606633 Computer/Office Equipment Main	200	200	200
448	4,666	3,781	4,000	606640 Computer Catalog	4,000	4,000	4,000
449	550	400	150	606650 EBSCO Catalog	200	200	200
450	674	576	-	608925 Computer Software Support	-	-	-
451	3,231	3,632	3,200	618602 Electricity/Natural Gas	3,200	3,200	3,200
452	1,330	1,699	1,500	632677 Office Equipment Leases	1,500	1,500	1,500
453	170	365	100	632680 Office Equipment/Furnishings	100	100	100
454	1,580	1,512	900	636921 Office Supplies	1,200	1,200	1,200
455	653	555	700	640457 Postage	900	900	900
456	689	1,464	-	642200 Grant: Summer Reading Program	-	-	-
457	825	-	500	642300 Summer Reading Program	500	500	500
458	-	738	500	642301 ETF Grant	500	500	500
459	2,221	3,158	2,000	644660 Repair & Care of Library	2,400	2,400	2,400
460	911	390	500	647030 Travel and Training	500	500	500
461	408	449	500	648861 Supplies and Book Repair	500	500	500
462	1,406	933	800	649843 Telephone	800	800	800
463	3,905	269	250	652080 Internet Services	1,500	1,500	1,500
464	500	467	501	702013 Audit	600	600	600
465	<u>35,775</u>	<u>33,506</u>	<u>29,256</u>	Total Materials & Services	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>
466							
467	<u>145,495</u>	<u>150,617</u>	<u>151,910</u>	Total Library	<u>170,100</u>	<u>170,100</u>	<u>170,100</u>
468							
469							

Notes

429 Community Services Director's allocation increase included for FY2012/13

Overview

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



The Patrol Division is staffed by one Chief of Police, two Patrol Sergeants and seven Patrol Officers, twenty-four hours a day, seven days a week, three hundred sixty five days a year. The department is also supported by ten volunteer reserve officers. While each officer actively patrols the entire community during their shift, specific officers are assigned to five areas called Sectors. These Sector officer's are responsible to partner with the residents to implement **C**rime **P**revention **T**hrough **E**nvironmental **D**esign (**CPTED**) principles, support neighborhood watch activities, address nuisance issues, traffic issues, apprehend criminals, and communicate to residents, trends in criminal activity.

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

The Junction City Municipal Jail consists of two cells for a total of four beds. The Municipal Jail is a fully certified and approved "Local Correctional Facility" as defined in the Oregon Revised Statutes. Inmates are lodged in the jail for local misdemeanor crimes while awaiting arraignment. The jail also provides housing for sentenced inmates who appear before the Municipal Judge. Inmates can serve up to one-year in jail. The average sentence in 2011 was less than thirty days. The police department currently has six officers who are dual certified in both police and corrections, providing oversight for jail operations.

Accomplishments:

- **Re-Accreditation:** The Police Department underwent an audit and inspection by the Oregon Accreditation Alliance in March of 2011. The department received the honor of being re-accredited for meeting all the required professional and best practice standards for the past three years.

- Sector Policing: Each officer is assigned to one of the five sectors in the city. The officers were able to meet semi-annually with the neighborhoods to get feedback on the services it provides. The number one concern throughout the year by residents was a desire for increased traffic enforcement.
- Lunch with the Police: Each month, Chief Chase brings an officer or dispatcher to have lunch with two groups at Laurel Elementary School. The kids are able to ask questions, get a tour of the police car, see the officer's equipment, talk to a police dispatcher, and make a commitment to being a good citizen.
- CPTED reviews: The Police Department conducted four Crime Prevention Through Environmental Design reviews that brought the concept of crime prevention to a higher level. This included Lyle Day Memorial Park, Tequendama Park, Toftdahl Park and the area between 16th and 18th Avenue, along the railroad tracks.
- Reserve Officer Program: The reserve unit volunteered a total of 2,326 hours, enhancing public safety in the community. The reserve officer's functions include bicycle patrols, foot patrol, jail transports, bailiff duties, nuisance abatement, and security services at high school athletic games, Function-4-Junction, Scandinavian Festival and the Chamber of Commerce light parade.
- Ergonomic Dispatch consoles: The Dispatch Center was able to obtain the old consoles that Central Lane (Eugene) got rid of when they purchase newer improved consoles. While they are not completely ergonomic they are an improvement for our dispatchers. Wireless headsets were also added providing dispatchers the ability to move freely around the police department.
- Equipment replacement: The Police Department was able to work directly with Glock Armor Inc., for the replacement/exchange of all service duty weapons, saving approximately 2k. The department was also able to replace ten aging tazers.
- Grants: The department was awarded a Federal Grant that pays for approximately 50% of the replacement costs for bullet proof vests over the next three years. The department was also awarded grants for conducting drug related investigations, DUII and safety belt enforcement.
- Police Association Contract: The City reached an agreement with the JCPA (Junction City Police Association) for a period of four years; bring all bargaining contracts together for renewal in the same year.

Future Goals:

- Custom Micro Inc (Justice) CAD/RMS/FBR/JMS upgrade: Complete the process of the conversion to the Justice software, for a more effective and efficient Computer Aided Dispatch (CAD), Records Management System (RMS), Field Based Reporting (FBR)/ Mobile Data Terminal Software and Jail Management System (JMS), that integrates with each other. This conversion will save the city several thousand dollars per year of increased costs if it were to stay with the AIRS system.
- Facility improvement: Work other city departments, city officials and community members to identify space needs, locations and financial resources needed for a new or relocation of the police department. This discussion should include the Community Center, Senior Center, Library and City Hall for a possible combined Civic Center.
- Hire 11th Officer: The City of Junction City has a population of approximately 5600 people. The goal set by the strategic plan was to maintain a two per thousand officer ratio. The police department currently employees ten police officers, including the supervisors and Chief of Police. Bureau of Justice indicates cities with population between, 2,500-9,999 have an average ratio of 2.2. Oregon has a ratio of 1.9. Junction City's ratio at ten officers is 1.76. The 11th officer would bring our ratio to 1.94.
- Sector Meetings: The Police Department wants to combine Sector meetings, for a larger neighborhood event, to bring more neighbors together. Coordinate a guest speaker, door prizes, and children activities to attract more residents.
- Community Outreach: The department wants to continue looking at ways to improve and support positive relations with citizens, community events and groups. Outreach goals include:
 - Lunch with the police program at Laurel Elementary.
 - Teaching and supporting prevention programs in place at Oaklea Middle School, the Junction City High School and Community Center.
 - Chamber of Commerce breakfast and lunch meetings.
 - LIONS club involvement.
 - Engaging local youth groups.
 - Engaging other service organizations.
 - Sponsor courses for enhanced community education.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
470	Police						
471	001-710 Personal Services						
472	795,679	862,254	884,946	503780 Direct Wages	931,300	931,300	931,300
473	312	1,637	206	503781 Sick Leave Incentive	-	-	-
474	16,921	20,659	16,804	503783 In-Direct Wages	16,600	16,600	16,600
475	18,156	22,488	21,428	503785 Reserve Officer Wages	-	-	-
476	37,706	38,612	38,348	503790 Wages OT Police Officers	43,400	43,400	43,400
477	17,578	10,141	13,901	503795 Wages OT CO's	16,200	16,200	16,200
478	67,498	72,220	74,636	513344 FICA	77,100	77,100	77,100
479	141,143	147,600	195,256	539094 Pension - PERS	203,300	203,300	203,300
480	21,570	17,682	35,437	542344 Workers' Compensation Ins	29,700	29,700	29,700
481	-	1,405	1,000	542345 Police Reserve Wkrs' Comp	-	-	-
482	-	85	100	542346 S-Cops Workers' Comp	-	-	-
483	-	-	500	542347 Search & Rescue Workers' Comp	-	-	-
484	208,242	243,601	271,006	546833 Insurance Benefits	267,000	267,000	267,000
485	28	45	380	546834 Life Ins - Reserves	-	-	-
486	5,974	6,136	7,173	546835 Life/LTD Insurance	7,400	7,400	7,400
487	370	13,631	8,791	548877 Unemployment Insurance	14,000	14,000	14,000
488	1,331,180	1,458,195	1,569,912	Total Personal Services	1,606,000	1,606,000	1,606,000
489	001-710 Materials & Services						
490	001-710 Materials & Services						
491	21,001	14,977	3,831	602171 Insurance	24,700	24,700	24,700
492	(0)	1,710	2,500	603050 Probation Activities	-	-	-
493	673	106	-	603100 JC Work Crew Supplies	-	-	-
494	237	237	250	603200 Bank Fees	300	300	300
495	2,109	298	2,000	606085 Crime Prevention	-	-	-
496	5,903	2,302	-	608925 Computer Software Support	5,000	5,000	5,000
497	404	508	600	611519 Electricity	500	500	500
498	-	-	5,000	611771 Professional Services	3,000	3,000	3,000
499	20,860	37,719	22,500	612080 Patrol Equipment & Supplies	22,500	22,500	22,500
500	9,017	8,305	8,000	615010 Vehicle Maintenance & Repairs	8,000	8,000	8,000
501	17,498	25,634	24,000	615018 Fuel and Tires	35,000	35,000	35,000
502	156	142	500	622060 Animal Regulation Expenses	500	500	500
503	23,249	20,936	21,000	623423 Jail Costs	21,000	21,000	21,000
504	246	195	1,000	623425 Preventative Medical/OSHA	1,000	1,000	1,000
505	-	940	-	624624 Investigations	3,500	3,500	3,500
506	807	348	800	632677 Copier Lease/Maint Agreement	800	800	800
507	5,773	3,272	7,000	632679 Maint Agreement - Radios	7,000	7,000	7,000
508	5,457	4,846	6,500	636921 Office Supplies	6,500	6,500	6,500
509	941	748	1,000	640457 Postage	1,000	1,000	1,000
510	184	-	1,000	640733 Printing and Advertising	1,000	1,000	1,000
511	3,849	4,847	2,164	644660 Repair & Care of City Property	2,200	2,200	2,200
512	7,128	11,431	14,000	647030 Travel and Training	14,000	14,000	14,000
513	938	487	1,000	647050 Public Relations	1,000	1,000	1,000
514	6,512	8,059	9,500	649843 Telephone	9,500	9,500	9,500
515	300	295	500	649989 Dues	500	500	500
516	6,174	12,049	12,400	652080 Internet Services	12,400	12,400	12,400
517	6,366	6,304	6,000	653333 Uniforms	6,000	6,000	6,000
518	6,554	5,695	10,000	654324 Ammo & Shooting Supplies	8,000	8,000	8,000

Notes

488 Vacant police officer position budgeted at step III with family insurance

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
519	17,945	26,646	22,000	701202 Application Support	24,000	24,000	24,000
520	2,500	2,914	2,606	702013 Audit	3,600	3,600	3,600
521	2,950	2,950	3,000	706050 Policy Manual	3,000	3,000	3,000
522	8,396	12,186	4,000	706076 Legal Counsel	2,000	2,000	2,000
523	-	3,557	4,000	706100 Labor Attorney	-	-	-
524	1,808	2,592	2,000	706150 Hiring Process	2,000	2,000	2,000
525	<u>185,935</u>	<u>223,233</u>	<u>200,651</u>	Total Materials & Services	<u>229,500</u>	<u>229,500</u>	<u>229,500</u>
526							
527	<u>1,517,115</u>	<u>1,681,429</u>	<u>1,770,563</u>	Total Police	<u>1,835,500</u>	<u>1,835,500</u>	<u>1,835,500</u>
528							

Notes

519 CMI Maintenance, Cop Link and AIRS viewing costs

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
528							
529				001-900 Transfers			
530	5,000	-	-	900003 Transfer to Computer Eq Reserve	27,000	27,000	27,000
531	20,000	-	-	900006 Transfer to Community Dev Fund	-	-	-
532	5,000	-	-	900009 Transfer to Admin Vehicle/Equip	-	-	-
533	25,000	37,000	37,000	900024 Transfer to Police Equip Fund	75,000	75,000	75,000
534	-	-	-	900012 Transfer to Library Equip Reserve	1,000	1,000	1,000
535	10,000	-	-	900015 Transfer to Park & Pool Equipment	14,000	14,000	14,000
536	5,000	-	-	900018 Transfer To Bldg Replacement Rese	-	-	-
537	100,000	-	-	900019 Transfer to Street Fund	-	-	-
538	-	15,227	-	900020 Transfer to Comm Services Fund	-	-	-
539	<u>170,000</u>	<u>52,227</u>	<u>37,000</u>	Total Transfers	<u>117,000</u>	<u>117,000</u>	<u>117,000</u>
540							
541				001-920 Fund Balance & Contingency			
542	-	-	50,000	900900 GF Operating Contingency	50,000	50,000	50,000
543	<u>1,723,910</u>	<u>1,914,202</u>	<u>1,757,568</u>	999000 Unapp Ending Fund Balance	<u>1,708,550</u>	<u>1,708,550</u>	<u>1,708,550</u>
544	<u>1,723,910</u>	<u>1,914,202</u>	<u>1,807,568</u>	Total	<u>1,758,550</u>	<u>1,758,550</u>	<u>1,758,550</u>
545							
546				Fund Totals			
547	5,271,697	5,095,825	5,033,958	Resources	4,963,000	4,963,000	4,963,000
548							
549	3,547,788	3,181,623	3,276,390	Appropriations	3,254,450	3,254,450	3,254,450
550	<u>1,723,910</u>	<u>1,914,202</u>	<u>1,757,568</u>	Unappropriated Fund Balance	<u>1,708,550</u>	<u>1,708,550</u>	<u>1,708,550</u>
551	5,271,697	5,095,825	5,033,958		4,963,000	4,963,000	4,963,000
552							

SPECIAL REVENUE FUNDS

Street Fund

Viking Sal Senior Fund

Community Services Fund

Community Development Revolving Loan Fund

State Revenue Sharing Fund

Special Police Programs

Health Insurance Fund

Overview

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

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

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

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

Staffing

Currently there are no staff members that are completely funded from the Street Fund. There are nine employees that are partially funded by the Street Fund. The rest of the funding for these employees comes from the other Enterprise Funds. The employees that are funded are:

Position	% Funded	Position	% Funded
Public Works Director	5%	Utility Worker 3	2%
Public Works Superintendent	5%	Utility Worker 1	10%
Maintenance Coordinator	2.5%	Utility Worker 1	10%
Utility Mechanic	10%	Utility Worker 1	10%
Public Works Technician	5%	Utility Worker 1	10%

There are six other employees within the City that the Street Fund pays a portion of their salary. This is based on activities that these positions perform are related to the Street Fund activities. These positions are:

Position	% Funded	Position	% Funded
City Administrator	5%	Utility Billing Clerk	1.5%
City Recorder	5%	Accountant	2%
Finance Director	9%		

Funding

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

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

FY 2011-12 Accomplishments

- Completed all service requests and locates
- Repaved nine blocks of down town

FY 2012-13 Goals

- Complete ADA ramp installations along 10th Street and 6th Street as funding allows
- Apply for State Flex Fund Grant for additional sidewalk improvements in accordance with Council direction.
- Complete sidewalk improvements per Council direction and as funding allows.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Streets Fund							
005-000 Resources							
1	439,363	386,416	454,398	400100 Beginning Fund Balance	307,700	307,700	307,700
2	2,701	2,196	2,488	400400 Investment Interest	900	900	900
3	220,651	260,786	316,590	400500 State Tax Street Revenue	302,600	302,600	302,600
4	-	316	400	400600 Festival Labor Reimbursement	-	-	-
5	4,456	1,005	1,500	400625 Sidewalk Permits	1,200	1,200	1,200
6	-	-	50,000	401200 Burlington Northern Franchise	-	-	-
7	-	-	50,000	403000 State 5,000 Population Distrib	220,000	220,000	220,000
8	-	106,648	-	407450 Grant: ODOT Stimulus	-	-	-
9	100,000	-	-	408500 From Other Funds	-	-	-
10	1,972	600	1,000	409000 Other Receipts	1,000	1,000	1,000
11	<u>769,143</u>	<u>757,966</u>	<u>876,376</u>	Total Resources	<u>833,400</u>	<u>833,400</u>	<u>833,400</u>
12							
13				005-576 Personal Services			
14	33,040	37,072	33,119	503780 Direct Wages	32,700	32,700	32,700
15	112	16	206	503781 Sick Leave Incentive	-	-	-
16	24,045	26,969	21,224	503783 In-Direct Wages	13,700	13,700	13,700
17	1,833	1,782	2,349	503790 Wages - Overtime	4,100	4,100	4,100
18	4,492	4,162	4,353	513344 FICA	3,900	3,900	3,900
19	9,047	8,180	10,423	539094 Pension - PERS	8,900	8,900	8,900
20	1,179	1,059	1,888	542344 Workers' Compensation Ins	1,400	1,400	1,400
21	16,877	17,008	18,043	546833 Insurance Benefits	17,400	17,400	17,400
22	286	686	810	548877 Unemployment Insurance	800	800	800
23	<u>90,910</u>	<u>96,934</u>	<u>92,415</u>	Total Personal Services	<u>82,900</u>	<u>82,900</u>	<u>82,900</u>
24							
25				005-576 Materials & Services			
26	5,228	3,609	834	602171 Insurance	6,100	6,100	6,100
27	-	-	2,000	603100 JC Work Crew Supplies	2,000	2,000	2,000
28	47	14	50	603200 Bank Fees	100	100	100
29	3,566	1,847	3,000	608925 Computer Software Support	3,000	3,000	3,000
30	52,807	64,050	60,000	611519 Electricity	65,000	65,000	65,000
31	633	1,015	1,500	611771 Professional Services	7,500	7,500	7,500
32	7,523	4,109	6,000	612080 Equipment Maint & Repair	6,000	6,000	6,000
33	4,256	5,906	6,000	615018 Fuel, Oil and Tires	7,000	7,000	7,000
34	2,378	2,206	2,500	623425 Preventative Medical/OSHA	2,500	2,500	2,500
35	-	-	-	628651 Lane Council of Gov Dues	200	200	200
36	1,000	1,012	1,100	628680 Laundry and Cleaning	1,100	1,100	1,100
37	-	-	-	629001 League of Oregon Cities Dues	300	300	300
38	1,620	2,486	2,800	632677 Office Equipment Leases	2,800	2,800	2,800
39	135	-	250	632678 Computer/Office Equip Maint	300	300	300
40	-	-	250	632680 Office Equipment/Furnishings	300	300	300
41	1,567	1,750	1,100	633850 Natural Gas	1,100	1,100	1,100
42	2,551	2,679	3,500	636921 Office Supplies	3,500	3,500	3,500
43	6,814	6,878	10,000	637917 Op Materials & Supplies	10,000	10,000	10,000
44	6,525	5,303	5,000	638000 Street Signs	2,000	2,000	2,000
45	6,019	(2,013)	10,000	638500 Street Maintenance	10,000	10,000	10,000
46	-	-	1,500	638510 Storm Drain Maintenance	1,500	1,500	1,500
47	288	4	500	640457 Postage	500	500	500
48	3,416	2,249	1,500	644660 Building / Property Maint.	1,500	1,500	1,500

Notes

- 6 \$50,000 decrease due to expiration of franchise agreement with BNSF Rail
- 30 \$5,000 increase to reflect actual costs
- 31 \$6,000 increase to reflect actual costs and Storm System Mapping Project

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
49	653	396	1,000	647030 Travel and Training	1,000	1,000	1,000
50	-	32	-	648000 License Certification Fee	100	100	100
51	2,352	2,700	3,000	649843 Telephone	4,000	4,000	4,000
52	465	312	600	652080 Internet	500	500	500
53	1,460	1,605	1,635	702013 Audit	1,900	1,900	1,900
54	5,316	11,245	5,000	706076 Legal Counsel	2,500	2,500	2,500
55	<u>116,620</u>	<u>119,395</u>	<u>130,619</u>	Total Materials & Services	<u>144,300</u>	<u>144,300</u>	<u>144,300</u>
56							
57				005-576 Capital Outlay			
58	-	-	25,000	800704 Sidewalk Improvement Program	75,000	75,000	75,000
59	-	-	-	800750 Street Construction	-	-	-
60	154,130	-	100,000	800751 Street Refurbishment/Improvement	170,000	170,000	170,000
61	16,067	24,873	20,000	800800 Street Maintenance Program	15,000	15,000	15,000
62	-	-	88,000	800806 Storm System Oversize Repayment	-	-	-
63	<u>170,197</u>	<u>24,873</u>	<u>233,000</u>	Total Capital Outlay	<u>260,000</u>	<u>260,000</u>	<u>260,000</u>
64							
65				005-576 Transfers			
66	4,000	8,000	5,000	900001 To Street Equipment Reserve	10,000	10,000	10,000
67	-	100,000	-	900003 Transfer to General Fund	-	-	-
68	1,000	1,000	2,500	900004 To PW Building/Yard Reserve	1,000	1,000	1,000
69	<u>5,000</u>	<u>109,000</u>	<u>7,500</u>	Total Transfers	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
70							
71				005-576 Fund Balance & Contingency			
72	-	-	30,000	900900 Operating Contingency	25,000	25,000	25,000
73	386,416	407,764	382,842	999000 Unapp Ending Fund Balance	310,200	310,200	310,200
74	<u>386,416</u>	<u>407,764</u>	<u>412,842</u>	Total	<u>335,200</u>	<u>335,200</u>	<u>335,200</u>
75							
76							
77				Fund Totals			
78	769,143	757,966	876,376	Resources	833,400	833,400	833,400
79							
80	382,727	350,202	493,534	Appropriations	523,200	523,200	523,200
81	<u>386,416</u>	<u>407,764</u>	<u>382,842</u>	Unappropriated Fund Balance	<u>310,200</u>	<u>310,200</u>	<u>310,200</u>
82	769,143	757,966	876,376		833,400	833,400	833,400
83	-	-	-		-	-	-

Notes

- 54 \$2,500 decrease to reflect end of BNSF Lawsuit
- 58 Includes Capital Improvement Plan Items, see Streets section of CIP
- 60 Includes Capital Improvement Plan Items, see Streets section of CIP
- 61 Includes Capital Improvement Plan Items, see Streets section of CIP
- 66 \$10,000 increase to reflect future equipment needs
- 68 \$1,500 decrease to reflect propo

Overview

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



This includes services and activities designed for individuals 55+:

- The center is open 5 days a week for a total of 30 scheduled open hours a week.
- Viking Sal averages 1,100 visits a month for services and activities.
- The center has 75+ active year round volunteers.
- The programs of Viking Sal have five main focus areas; Leadership (Volunteerism), Education, Assistance, Recreation, and Nutrition/Wellness.
- The center houses the local provision of the Senior Meals Program, Meals on Wheels, and the Senior Connections Program.
- Viking Sal conducts approximately 30 fundraising activities on an annual schedule in partnership with a non-profit Viking Sal Senior Center Advisory Board and a Friends of Viking Sal.

The Viking Sal Senior Center Division is comprised of two separate funds:

- Viking Sal Senior Fund (Special Revenue Fund- Direct staff & Main Operating Fund)
- Senior Services Section of the General Fund (Regular City staff allocated to this Division)

Staffing:

Currently there is one Admin Specialist .38 FTE (Full Time Equivalent) direct service staff member that is funded in entirety from the Viking Sal Senior Fund and partial funding of one Program Lead .98 FTE direct service staff member through a transfer of the equivalent of 8 hours per week for 52 weeks in wages. The transfer is from the Viking Sal Senior Fund to the General Fund. Additionally the Worker's Compensation cost for Viking Sal volunteers is funded by the Viking Sal Senior Fund.

Position	% Funded
Admin Aide II-Admin. Specialist .38 FTE	100%
Worker's Compensation-Viking Sal Vol.	100%

There are six other employees within the City that the General Fund Senior Services Section pays a portion of the cost associated with this Division. This is based on the activities that these positions perform that are related to the Viking Sal Senior Fund activities. (See transfer note above related to Admin Aide II-Program Lead .98 FTE)

Position	% Funded
City Administrator	1%
Finance Director	1%
Accountant	1%
Admin Aide II-UB/Reception	1.5%
Community Services Dept. Director	18%
Admin Aide II-Program Lead .98 FTE	100%

Funding:

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

FY 2011-2012 Accomplishments:

- Completion of fundraising and revenue generation to meet expenditures from the Viking Sal Fund and the budgeted transfer to General Fund.
- Completed all federal and LCOG requirements for the successful renewal of an IGA for Senior Meals and Meals on Wheels.
- Continuation of meal service five days a week for a total of six meals a week served.
- Application and award of grants from Thrivent Financial, Education Together Foundation, & T. Rowe Price.
- Responded to approximately 1,100 visits for activities and services a month.
- Published and distributed a quarterly Program Guide of all activities and services.

FY 2012-2013 Goals:

- Successful continuation of the IGA for Senior Meals and Meals on Wheels
- Collapse of the Viking Sal Capital Reserve Fund, transfer of balance to the Viking Sal Senior Fund and utilization of the funds to make dry-rot improvements to the

facility.

- Continuation of service levels and programming.
- Continued exploration of meal program development for locally prepared meals.
- Complete Standard Operating Procedures.
- Completion of fundraising and revenue generation to meet expenditures from the Viking Sal Fund and the budgeted transfer to General Fund.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Viking Sal Senior Fund							
008-000 Resources							
1	6,728	5,733	7,749	400100 Beginning Fund Balance	12,100	12,100	12,100
2	42	50	41	400400 Investment Interest	100	100	100
3	-	-	-	400548 Transfer from Viking Sal Capital	3,200	3,200	3,200
4	8,660	-	9,000	400600 Grant: Thrivent	9,000	9,000	9,000
5	-	500	500	400625 Grant: Education Together Fund	500	500	500
6	1,000	1,000	1,000	400650 Grant: Other Sources	500	500	500
7	413	162	150	400675 Fundraising: Leisure Services	100	100	100
8	1,894	601	600	400700 Operations Fees	700	700	700
9	-	540	600	400705 Pepsi Sales	500	500	500
10	1,064	511	500	400725 Special Meal Sponsorships	1,000	1,000	1,000
11	362	390	350	400730 Bingo	400	400	400
12	15,298	20,599	13,000	400735 Nutrition Program	7,500	7,500	7,500
13	-	-	13,000	400741 IGA LCOG	13,100	13,100	13,100
14	4,932	7,433	3,000	400810 Senior Trip Fees	7,000	7,000	7,000
15	871	200	400	400820 Special Gifts	-	-	-
16	5,689	3,944	4,500	400840 Patron Donations	3,500	3,500	3,500
17	1,739	1,411	1,000	400850 Viking Sal Rentals	1,000	1,000	1,000
18	1,405	1,121	750	400860 Newsletter Subscriptions	1,000	1,000	1,000
19	21,812	19,699	21,000	400870 Fundraising Events	20,000	20,000	20,000
20	340	178	150	400880 Senior Craft Sales	-	-	-
21	2,625	70	100	400890 Instructor Fees	-	-	-
22	2,437	4,260	1,000	409000 Other Receipts	2,500	2,500	2,500
23	77,309	68,402	78,390	Total Resources	83,700	83,700	83,700
24							
25				008-678 Personal Services			
26	5,615	5,517	11,360	503780 Wages	11,300	11,300	11,300
27	418	410	869	513344 FICA	900	900	900
28	-	-	1,864	539094 Pension - PERS	2,200	2,200	2,200
29	138	844	986	542344 Workers' Compensation Ins	4,300	4,300	4,300
30	-	-	-	546833 Insurance Benefits	-	-	-
31	-	-	246	548877 Unemployment Insurance	200	200	200
32	6,171	6,771	15,325	Total Personal Services	18,900	18,900	18,900
33							
34				008-678 Materials & Services			
35	1,106	764	176	602171 Insurance	1,200	1,200	1,200
36	19	3	15	603200 Bank Fees	100	100	100
37	351	264	300	603322 Bathroom Supplies	400	400	400
38	164	1,368	1,200	608925 Computer Software Support	1,200	1,200	1,200
39	2,682	3,174	3,200	611519 Electricity	3,200	3,200	3,200
40	5,224	4,191	3,000	615051 Fundraising Expense	2,500	2,500	2,500
41	-	-	-	628651 Lane Council of Gov Dues	100	100	100
42	-	-	-	629001 League of Oregon Cities Dues	100	100	100
43	990	126	250	629033 Leisure Supplies	100	100	100
44	5,557	5,823	4,200	632677 Office Equipment Leases	5,000	5,000	5,000
45	90	-	-	632678 Computer/Office Equipment Main	900	900	900
46	28	233	250	632690 Office Equipment/Furnishings	100	100	100
47	674	791	700	633850 Natural Gas	700	700	700
48	1,163	1,502	700	636921 Office Supplies	700	700	700

Notes

- 3 Transfer to close the Viking Sal Capital Reserve fund
- 12 Receipts associated with LCOG were received on this line item through FY10-11
- 13 A new line item was added and separated LCOG program related receipts in FY11-12

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
49	2,281	1,447	1,500	640457 Postage	1,500	1,500	1,500
50	1,256	966	1,000	640733 Publications	1,000	1,000	1,000
51	7,416	2,013	1,000	643300 Kitchen Supplies	1,500	1,500	1,500
52	682	231	300	644400 Janitorial/Landscape Maint	100	100	100
53	1,327	1,056	750	644660 Building / Property Maint.	4,000	4,000	4,000
54	225	200	200	644670 Training	300	300	300
55	6,937	2,720	2,500	648317 Trips	6,000	6,000	6,000
56	3,395	710	1,000	648420 Special Events	500	500	500
57	-	95	-	648625 Class Scholarships	200	200	200
58	7,592	10,072	11,000	648635 Nutrition Program	6,500	6,500	6,500
59	1,719	276	500	648860 Supplies	600	600	600
60	-	801	500	648870 Pepsi Supplies	400	400	400
61	1,229	859	850	649843 Telephone	800	800	800
62	7,660	-	8,000	649850 Grant: Thrivent	8,000	8,000	8,000
63	402	15	500	649860 Volunteer Expenses	500	500	500
64	2,660	630	90	650100 Instructor Fees	100	100	100
65	297	797	700	652080 Internet	700	700	700
66	-	-	50	660000 Volunteer Coordinator Expenses	100	100	100
67	-	-	50	660050 Facilities Coordinator Expense	100	100	100
68	31	-	50	660100 Assistance Coordinator	100	100	100
69	267	121	100	660150 Recreation Coordinator	100	100	100
70	-	2,031	50	660200 Nutrition Coordinator Expenses	100	100	100
71	69	13	50	660250 Education Coordinator Expenses	100	100	100
72	675	734	899	702013 Audit	700	700	700
73	64,165	44,023	45,630	Total Materials & Services	50,300	50,300	50,300
74							
75				008-678 Capital Outlay			
76	240	-	100	800600 Equipment Acquisition	-	-	-
77							
78				008-678 Transfers			
79	1,000	2,500	2,500	900003 Transfer To Viking Sal Capital Reserve	-	-	-
80			6,552	900004 Transfer To General Fund	6,800	6,800	6,800
81	1,000	2,500	9,052	Total Transfers	6,800	6,800	6,800
82							
83				008-678 Fund Balance & Contingency			
84	-	-	-	900900 Operating Contingency	-	-	-
85	5,733	15,109	8,283	999000 Unapp Ending Fund Balance	7,700	7,700	7,700
86	5,733	15,109	8,283	Total	7,700	7,700	7,700
87							
88				Fund Totals			
89	77,309	68,402	78,390	Resources	83,700	83,700	83,700
90							
91	71,576	53,294	70,107	Appropriations	76,000	76,000	76,000
92	5,733	15,109	8,283	Unappropriated Fund Balance	7,700	7,700	7,700
93	77,309	68,402	78,390		83,700	83,700	83,700
94							

Notes

- 53 \$3,000 moved from the Viking Sal Capital Reserve Fund, Includes Capital Improvement Plan Items, see Viking Sal section of CIP
- 58 Corresponds to decrease in revenue for program
- 80 Cost of Administrative Aide for 8 Hours

Overview

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

This includes services and activities designed for all ages:

- The center office is scheduled to be open 3 days a week for a total of 21 scheduled open hours a week. The center is open with programming and services 5 days a week.
- The Community Center averages 1,050 visits a month for information and activities.
- The center has 25+ active year round volunteers.
- The center focuses on a cost recovery model for the provision of services.
- The Community Center conducts activities on an annual schedule in partnership with a not-for-profit Community Center Advisory Board.

The Community Center Division is comprised of two separate funds:

- Community Center Fund (Special Revenue Fund- Seasonal staff & Main Operating Fund)
- Community Services Section of the General Fund (Regular City staff allocated to this Division)

Staffing:

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

Position	% Funded
Summer Program Lead (3 positions at 40 hrs. a week)	100%
Summer Admin Aide (1 position at 30 hrs. a week)	100%
Afterschool Program Lead/Admin Aide (2 positions at 4 hrs. & 1 at 15 hrs a week)	100%
Worker's Compensation-Comm. Cent. Volunteers	100%

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

Fund activities.

Position	% Funded
City Administrator	2%
Finance Director	1%
Accountant	2%
Community Services Dept. Director	18%

Funding:

The Community Center Fund generates its revenue from user fees, donations, small grants, and a transfer from the Special Revenue Fund for a capped amount for Summer Program Scholarships. The funds received related to the Community Center's operations are expended for the staffing support, program supplies, and utilities directly tied to operations.

FY 2011-2012 Accomplishments:

- Completion of revenue generation to meet expenditures from the Community Center Fund.
- Responded to approximately 1,050 visits for activities and services a month.
- Published and distributed a quarterly Department Program Guide of all activities and services.
- Host site for the Summer Meals Program, Summer Reading Program, AARP Tax Aide, SHIBA (Senior Health Insurance Benefits Assistance Program), AARP Driving Programs, etc.
- The center offered summer and spring break youth camps, an afterschool program, family activities, parent-tot activities, teen activities, business and career development courses, and adult special interest classes. Scholarships were offered for youth programs and on a limited basis through grant funding for adult special interest classes.

FY 2012-2013 Goals:

- Reduce the transfer from State Revenue Sharing from \$16,258 in FY11/12 to \$10,000 in FY12/13. No transfer for utilities, funds transfer only for Summer Program scholarships.
- Continuation of service levels and programming.
- Expand programs, revenue supported staffing, and services based on the priorities in the Community Services Assessment Final Report.
- Complete Standard Operating Procedures.
- Complete revenue generation to meet expenditures from the Community Center Fund.
- Re-evaluate with Committee the level of State Revenue Sharing support during FY12/13 in preparation for FY13/14.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted	
Community Center Fund								
012-000 Resources								
1	-	-	19,747	400100 Beginning Fund Balance	24,800	24,800	24,800	
2	-	40	34	400400 Investment Interest	100	100	100	
3	-	15,227	-	400500 Transfers from General Fund	-	-	-	
4	-	7,503	16,258	400525 Transfer from State Rev Sharing	10,000	10,000	10,000	
5	-	692	1,000	400600 Grant: Thrivent	1,000	1,000	1,000	
6	-	900	500	400625 Grant: Education Together	500	500	500	
7	-	-	300	400650 Grant: Other	300	300	300	
8	-	502	1,000	400700 Operations Fees	500	500	500	
9	-	700	500	400725 Event Sponsorships	2,000	2,000	2,000	
10	-	5,611	7,000	400730 Summer Program	9,000	9,000	9,000	
11	-	4,000	7,500	400740 Scholarship Donations	500	500	500	
12	-	100	800	400800 Youth Fundraising	1,000	1,000	1,000	
13	-	4,972	4,000	400810 Afterschool Release Program	5,000	5,000	5,000	
14	-	841	500	400840 Donations	500	500	500	
15	-	1,523	1,200	400850 Rentals	2,500	2,500	2,500	
16	-	1,373	2,500	400870 Fundraising Events	1,000	1,000	1,000	
17	-	14,867	11,000	400890 Instructor Fees	13,000	13,000	13,000	
18	-	-	1,000	400891 Sharing Tree Program	1,200	1,200	1,200	
19	-	2,684	1,000	409000 Other Revenue	2,500	2,500	2,500	
20	-	61,534	75,839	Total Resources	75,400	75,400	75,400	
21								
22	012-100 Personal Services							
23	-	6,835	14,702	503780 Direct Wages	29,400	29,400	29,400	
24	-	523	1,123	513344 FICA	2,200	2,200	2,200	
25	-	871	1,190	539094 Pension - PERS	1,800	1,800	1,800	
26	-	250	541	542344 Workers' Compensation Ins	1,200	1,200	1,200	
27	-	561	486	542346 Worker's Comp Ins Volunteers	-	-	-	
28	-	-	-	546833 Insurance Benefits	-	-	-	
29	-	-	297	548877 Unemployment Insurance	600	600	600	
30	-	9,040	18,339	Total Personal Services	35,200	35,200	35,200	
31								
32	012-100 Materials & Services							
33	-	210	48	602171 Insurance	300	300	300	
34	-	14	25	603200 Bank Fees	100	100	100	
35	-	144	400	603322 Bathroom Supplies	400	400	400	
36	-	60	330	608925 Computer Software Support	300	300	300	
37	-	3,569	3,200	611519 Electricity	3,300	3,300	3,300	
38	-	461	1,000	615051 Fundraising Expenses	100	100	100	
39	-	-	-	628651 Lane Council of Gov Dues	100	100	100	
40	-	-	-	629001 League of Oregon Cities Dues	100	100	100	
41	-	70	500	629033 Leisure Supplies	500	500	500	
42	-	976	1,200	632677 Office Equipment Leases	1,200	1,200	1,200	
43	-	54	150	632678 Computer/Office Equip. Maint	200	200	200	
44	-	135	150	632680 Office Equipment/Furnishings	200	200	200	
45	-	2,439	1,300	633850 Natural Gas	1,500	1,500	1,500	
46	-	970	750	636921 Office Supplies	1,000	1,000	1,000	

Notes

- 4 No transfer anticipated for utility costs (FY11-12 was \$5,000), transfer is for a capped amt. slightly lower than summer program scholarships granted by council in FY11-12
- 23 The addition of a summer program staff member to meet increased participation.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
47		183	400	640457 Postage	200	200	200
48		221	751	640733 Printing and Advertising	1,000	1,000	1,000
49		3,181	5,058	641134 Program Costs	6,000	6,000	6,000
50		-	1,000	641135 Sharing Tree Program	1,400	1,400	1,400
51		987	800	644400 Janitorial/Landscape Maint	1,600	1,600	1,600
52		120	250	647030 Travel and Training	200	200	200
53		515	250	648420 Special Events	200	200	200
54		100	-	648625 Scholarships	-	-	-
55		1,360	1,000	648860 Supplies	1,000	1,000	1,000
56		193	250	649843 Telephone	200	200	200
57		461	500	649850 Grant: Thrivent	800	800	800
58		270	350	649860 Volunteer Expenses	500	500	500
59		100	150	649989 Dues	200	200	200
60		310	5,190	650000 Park District Impact Study	5,200	5,200	5,200
61		13,120	10,000	650100 Instructor Fees	11,000	11,000	11,000
62		579	600	652080 Internet Services	500	500	500
63		-	365	702013 Audit	500	500	500
64	-	30,802	35,967	Total Materials & Services	39,800	39,800	39,800
65							
66				012-100 Capital Outlay			
67			100	800600 Equipment Acquisition	-	-	-
68							
69				012-100 Fund Balance & Contingency			
70			2,500	900900 Operating Contingency	-	-	-
71		21,692	18,933	999000 Unappropriated Fund Balance	400	400	400
72	-	21,692	21,433	Total	400	400	400
73							
74							
75				Fund Totals			
76		61,534	75,839	Resources	75,400	75,400	75,400
77							
78		39,842	56,906	Appropriations	75,000	75,000	75,000
79	-	21,692	18,933	Unappropriated Fund Balance	400	400	400
80		61,534	75,839		75,400	75,400	75,400
81							

Notes

49 The addition of program costs in supplies related to increased participation.

Overview

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

This includes:

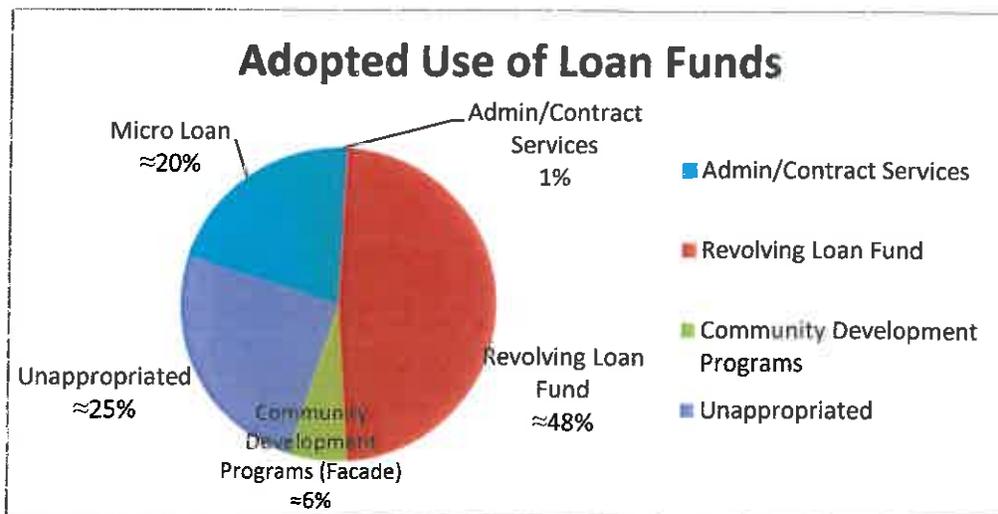
- Rural Tourism Marketing Program (RTMP) Funds, Grants, and Projects
- Microloan Program
- Revolving Loan Fund Program
- Façade Loan Program
- Economic Development Program-Volunteers In Service To America (VISTA) grant match for a full time worker through the Oregon MicroEnterprise Network

Staffing:

Currently there are no city staff members that are funded from the Community Development Revolving Loan Fund. A grant match for the VISTA program is funded through the fund. The Division is managed by the Community Services Department Director and the Revolving Loan Fund Program is directly managed by the City Administrator. The portion of City staff time that is assigned to this Division is funded by the General Fund from the Administration Section.

Funding:

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



FY 2011-2012 Accomplishments:

- Completion of RTMP grant to Chamber of Commerce for a Visitor Guide to promote Junction City
- Completion of RTMP grant application for calendar year 2012 and acceptance of funds.
- Development and implementation of a Design Subcommittee for downtown beatification projects utilizing RTMP dollars and available resources.
- Application and award of a Oregon MicroEnterprise Network grant for a VISTA placement for FY11/12 and recruitment and placement of a full time worker through the program.
- Application for a 2nd year grant through Oregon MicroEnterprise Network for a VISTA worker for FY 12/13.
- Draft of a microloan and façade loan process and structure to implement the adopted funding structure.
- Draft of an updated Special Event Process and Ordinance for a Special Event Permit.

FY 2012-2013 Goals:

- Completion of RTMP grant application for calendar year 2013 and acceptance of funds.
- Completion of Design Subcommittee priorities for downtown beatification projects and a long range plan.
- 2nd Year award of a Oregon MicroEnterprise Network grant for a VISTA placement for FY12/13 and recruitment and placement of a full time worker through the program.
- Implementation of a microloan and façade loan process and structure to implement the adopted funding structure.
- Completion and implementation of a Special Event Process and Ordinance for a Special Event Permit.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	1,041,703	1,093,694	965,986	400100 Beginning Fund Balance	1,008,500	1,008,500	1,008,500
2	7,481	5,206	5,732	400400 Investment Interest	4,300	4,300	4,300
3	20,000	-	-	400500 Transfer from Other Funds	-	-	-
4	-	5,802	21,428	400505 Country Coach Principal	21,400	21,400	21,400
5	-	2,678	4,018	400510 Country Coach Interest	4,000	4,000	4,000
6	-	100	400	400800 Loan/Application Fees	400	400	400
7	5,742	7,175	4,000	400960 Nelson Depot Loan Principal	4,000	4,000	4,000
8	2,046	2,030	2,000	400970 Nelson Depot Loan Interest	2,000	2,000	2,000
9	3,495	3,634	3,310	401260 Moto Gear Principal	3,300	3,300	3,300
10	1,596	1,457	1,780	401270 Moto Gear Interest	1,700	1,700	1,700
11	3,846	4,036	2,359	401281 Tandj, LLC Principal	2,400	2,400	2,400
12	1,882	1,692	1,286	401282 Tandj LLC Interest	1,300	1,300	1,300
13	1,924	-	-	401290 Polin Loan Interest	-	-	-
14	8,600	8,607	8,607	407400 Grant: Rural Tourism Marketing	8,600	8,600	8,600
15	-	-	-	409000 Other Receipts	-	-	-
16	<u>1,098,316</u>	<u>1,136,111</u>	<u>1,020,906</u>	Total Resources	<u>1,061,900</u>	<u>1,061,900</u>	<u>1,061,900</u>
17							
18							
19							
20				401-100 Materials & Services			
21	1,808	1,658	2,300	606313 Contract Services	2,300	2,300	2,300
22	-	150,000	490,067	606326 Business Dev Loans	496,500	496,500	496,500
23	-	-	204,195	606331 Business Dev Microloans	206,900	206,900	206,900
24	-	-	-	606330 Economic Development Program	-	-	-
25	-	-	51,049	606335 Facade Enhancement Loan	62,100	62,100	62,100
26	300	315	330	608925 Computer Software Support	400	400	400
27	-	110	-	636921 Office Expenses	300	300	300
28	350	544	65	702013 Audit	100	100	100
29	<u>2,459</u>	<u>152,627</u>	<u>748,006</u>	Total Materials & Services	<u>768,600</u>	<u>768,600</u>	<u>768,600</u>
30							
31							
32							
33				401-200 Materials & Services			
34	-	-	11,500	606330 Economic Development Programs	11,500	11,500	11,500
35	2,120	4,554	21,281	632700 Grant: Rural Tourism Marketing	27,800	27,800	27,800
36	43	-	100	636921 Office Supplies	100	100	100
37	-	-	300	702013 Audit	100	100	100
38	<u>2,163</u>	<u>4,554</u>	<u>33,181</u>	Total Materials & Services	<u>39,500</u>	<u>39,500</u>	<u>39,500</u>
39							
40				401-900 Fund Balance			
41	<u>1,093,694</u>	<u>978,930</u>	<u>239,719</u>	999000 Unappropriated Fund Balance	<u>253,800</u>	<u>253,800</u>	<u>253,800</u>
42							
43							
44				Fund Totals			
45	1,098,316	1,136,111	1,020,906	Resources	1,061,900	1,061,900	1,061,900
46							
47	4,622	157,181	781,187	Appropriations	808,100	808,100	808,100
48	<u>1,093,694</u>	<u>978,930</u>	<u>239,719</u>	Unappropriated Fund Balance	<u>253,800</u>	<u>253,800</u>	<u>253,800</u>
49	<u>1,098,316</u>	<u>1,136,111</u>	<u>1,020,906</u>		<u>1,061,900</u>	<u>1,061,900</u>	<u>1,061,900</u>
50							

STATE REVENUE SHARING FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	38,308	53,585	54,934	400100 Beginning Fund Balance	54,100	54,100	54,100
2	297	276	289	400400 Investment Interest	200	200	200
3	41,452	40,922	40,000	400500 Receipts	40,800	40,800	40,800
4	<u>80,057</u>	<u>94,783</u>	<u>95,223</u>	Total Resources	<u>95,100</u>	<u>95,100</u>	<u>95,100</u>
5							
250-920 Materials & Services							
7	-	4,546	38,742	635290 Miscellaneous	4,000	4,000	4,000
8	6,472	-	-	635305 Parks Master Plan	-	-	-
9	-	-	6,000	636100 Ordinance Codification	-	-	-
10	<u>6,472</u>	<u>4,546</u>	<u>44,742</u>	Total Materials & Services	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
11							
250-920 Capital Outlay							
13	-	-	-	800795 Projects TBD	-	-	-
14							
250-920 Transfers							
16	10,000	10,000	10,000	900004 Transfer to Computer Equip Reserv	5,000	5,000	5,000
17	-	7,500	-	900005 Transfer to General Fund	35,000	35,000	35,000
18	10,000	10,000	10,000	900010 Transfer to Police Equip Fund	10,000	10,000	10,000
19	-	-	-	900015 Transfer to Park & Pool Equip.	30,000	30,000	30,000
20	-	7,503	16,258	900020 Transfer to Community Serv Fund	10,000	10,000	10,000
22	<u>20,000</u>	<u>35,003</u>	<u>36,258</u>	Total Transfers	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
23							
250-920 Fund Balance							
25	53,585	55,234	14,223	999000 Unapp Ending Fund Balance	1,100	1,100	1,100
26							
27							
Fund Totals							
29	80,057	94,783	95,223	Resources	95,100	95,100	95,100
30							
31	26,472	39,549	81,000	Appropriations	94,000	94,000	94,000
32	<u>53,585</u>	<u>55,234</u>	<u>14,223</u>	Unappropriated Fund Balance	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
33	80,057	94,783	95,223		95,100	95,100	95,100
34							

Notes

- 19 \$10,000 to support Park & Pool projects, \$20,000 to Skatepark
20 Transfer for summer program scholarships

SPECIAL POLICE PROGRAMS FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Special Police Programs Fund							
				339-000 Resources			
1	2,638	2,408	4,541	400100 Beginning Fund Balance	5,700	5,700	5,700
2							
3	18	19	15	400400 Investment Interest	100	100	100
4	-	-	-	400520 Donations			
5							
6	*	875	2,000	400520 Donations	5,000	5,000	5,000
7	*	-	-	400600 Fundraising	-	-	-
8							
9	*	2,888	-	400520 Donations	-	-	-
10	<u>2,656</u>	<u>6,190</u>	<u>6,556</u>	Total Resources	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
11							
12				339-100 Materials & Services			
13	-	500	1,800	642200 Gift Purchases	5,000	5,000	5,000
14	248	-	200	644610 Participants' Meals Expense	-	-	-
15							
16				339-200 Materials & Services			
17	-	-	-	644670 Supplies	-	-	-
18							
19				339-300 Materials & Services			
20	-	-	-	644670 Supplies	-	-	-
21	-	-	-	647030 Travel & Training	-	-	-
22							
23				339-400 Materials & Services			
24	-	-	-	644670 Supplies	-	-	-
25	-	86	-	647030 Travel & Training	-	-	-
26	<u>248</u>	<u>586</u>	<u>2,000</u>	Total Materials & Services	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
27							
28				339-100 Capital Outlay			
29	-	-	-	800600 Equipment Acquisition	-	-	-
30							
31				339-900 Fund Balance			
32	<u>2,408</u>	<u>5,604</u>	<u>4,556</u>	999000 Unappropriated Fund Balance	<u>5,800</u>	<u>5,800</u>	<u>5,800</u>
33							
34							
35				Fund Totals			
36	2,656	6,190	6,556	Resources	10,800	10,800	10,800
37							
38	248	586	2,000	Appropriations	5,000	5,000	5,000
39	<u>2,408</u>	<u>5,604</u>	<u>4,556</u>	Unappropriated Fund Balance	<u>5,800</u>	<u>5,800</u>	<u>5,800</u>
40	2,656	6,190	6,556		10,800	10,800	10,800
41							

HEALTH INSURANCE FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Health Insurance Fund							
				010-000 Resources			
1	139,830	139,505	88,026	400100 Beginning Fund Balance	47,900	47,900	47,900
2	979	640	727	400400 Investment Interest	200	200	200
3	<u>140,810</u>	<u>140,145</u>	<u>88,753</u>	Total Resources	<u>48,100</u>	<u>48,100</u>	<u>48,100</u>
4							
5				010-100 Personal Services			
6	1,305	50,724	81,256	546833 Medical/Vision Insurance	-	-	-
7							
8				010-100 Fund Balance			
9	<u>139,505</u>	<u>89,421</u>	<u>7,497</u>	999000 Unapp Ending Fund Balance	<u>48,100</u>	<u>48,100</u>	<u>48,100</u>
10							
11							
12				Fund Totals			
13	140,810	140,145	88,753	Resources	48,100	48,100	48,100
14							
15	1,305	50,724	81,256	Appropriations	-	-	-
16	<u>139,505</u>	<u>89,421</u>	<u>7,497</u>	Unappropriated Fund Balance	<u>48,100</u>	<u>48,100</u>	<u>48,100</u>
17	140,810	140,145	88,753		48,100	48,100	48,100
18							

ENTERPRISE FUNDS

Water Fund

Water Equipment Reserve Fund

Water System Improvement Fund

Water System Development Fund

Sewer Fund

Sewer Ratepayer Assistance Fund

Sewer Equipment Reserve Fund

Sewer System Improvement Fund

Sewer System Development Fund

Sanitation Fund

Sanitation Equipment Reserve Fund

Sanitation System Improvement Fund

Overview

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

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

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

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

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

Staffing

Currently there are no staff members that are completely funded from the Water Fund. There are ten employees that are partially funded by the Water Fund. The rest of the funding for these employees comes from the other Enterprise Funds. The employees that are funded are:

Position	% Funded	Position	% Funded
Public Works Director	45%	Utility Worker 1	41%
Public Works Super.	45%	Utility Worker 1	44%
Maintenance Coordinator	47.5%	Utility Worker 1	46%
Special Programs Coord.	47.5%	Utility Lead	49%
Public Works Technician	45%	Utility Mechanic	43%
Utility Worker 1	45%		

There are seven other employees within the City that the Water Fund pays a portion of their salary. This is based on activities that these positions perform are related to the Water Fund activities. These positions are:

Position	% Funded	Position	% Funded
City Administrator	20%	Utility Billing Clerk	36%
City Recorder	10%	Accountant	10%
Finance Director	13%	Permit Technician	2%

Funding

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

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

FY 2011-12 Accomplishments

- Completed sanitary survey of the water system
- Completed Consumer Confidence Report (CCR)
- Completed Raw Water/2” Galvanized Pipe Replacement Project – Schedule B
- Started Raw Water/2” Galvanized Pipe Replacement Project – Schedule C
- Brought Ground Storage Tank 2 (GST-2) into service
- Brought Elevated Storage Tank North (EST-N) into service
- Refurbished 8th & Deal Well, 5th & Maple Well, and 3rd & Cedar Well

FY 2012-13 Goals

- Continue work on the Raw Water/2” Galvanized Pipe Replacement Project – Schedule C
- Continue to maintain compliance with all State and Federal Regulations
- Complete the Consumer Confidence Report (CCR) by July 1st.
- Start work on the Water Treatment Pilot Study Project
- Continue investigational work on two new drinking water wells
- Install a Rechlorination station at Highway 99 & Prairie Road (DOC IGA 8)
- Install a waterline to connect Elevated Storage Tank South (EST-S) (DOC IGA 8)

- Centralize chlorination of the drinking water to decrease Operations and Maintenance Costs
- Continue work on changing out the water meters to maintain accuracy of the billing system

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Water Fund							
002-000 Resources							
1	361,200	425,575	537,196	400100 Beginning Fund Balance	255,300	255,300	255,300
2	2,757	2,385	2,638	400400 Investment Interest	1,400	1,400	1,400
3	810,079	813,472	974,503	400500 Water Revenue (User Fees)	1,003,800	1,003,800	1,003,800
4	-	24	-	400600 Festival Labor Reimbursement	-	-	-
5	56,150	15,750	11,250	400800 Tap Charges	18,800	18,800	18,800
6	1,925	775	-	409000 Other Receipts	500	500	500
7	<u>1,232,110</u>	<u>1,257,981</u>	<u>1,525,587</u>	Total Resources	<u>1,279,800</u>	<u>1,279,800</u>	<u>1,279,800</u>
8							
9				002-276 Personal Services			
10	180,406	186,227	202,384	503780 Direct Wages	265,200	265,200	265,200
11	412	128	288	503781 Sick Leave Incentive	-	-	-
12	47,092	57,580	45,883	503783 In-Direct Wages	34,500	34,500	34,500
13	7,184	6,597	8,075	503790 Wages - Overtime	14,100	14,100	14,100
14	17,847	17,140	19,632	513344 FICA	24,000	24,000	24,000
15	36,177	34,399	46,037	539094 Pension - PERS	58,400	58,400	58,400
16	4,632	4,005	9,222	542344 Workers' Compensation Ins	7,700	7,700	7,700
17	72,572	73,409	84,973	546833 Insurance Benefits	114,300	114,300	114,300
18	703	1,600	3,806	548877 Unemployment Insurance	4,700	4,700	4,700
19	<u>367,026</u>	<u>381,084</u>	<u>420,300</u>	Total Personal Services	<u>522,900</u>	<u>522,900</u>	<u>522,900</u>
20							
21				002-276 Materials & Services			
22	8,263	5,724	1,318	602171 Insurance	9,700	9,700	9,700
23	1,617	2,334	1,200	603200 Bank Fees	1,200	1,200	1,200
24	18,593	21,255	25,000	605917 Treatment Chemicals	15,000	15,000	15,000
25	-	17	-	608921 Software	-	-	-
26	7,266	3,527	6,000	608925 Computer Software Support	3,000	3,000	3,000
27	40,746	57,119	54,684	611519 Electricity	78,000	78,000	78,000
28	5,855	15,754	2,000	611771 Professional Services	2,000	2,000	2,000
29	-	-	1,000	611780 Lien Reporting Services	1,300	1,300	1,300
30	16,589	4,571	6,000	612080 Equipment Repair	6,500	6,500	6,500
31	5,190	7,249	6,000	615018 Fuel, Oil & Tires	9,000	9,000	9,000
32	3,703	3,219	6,000	623425 Preventative Medical/OSHA	5,000	5,000	5,000
33	-	-	666	628651 Lane Council of Gov Dues	300	300	300
34	1,000	1,023	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
35	-	-	1,111	629001 League of Oregon Cities Dues	500	500	500
36	1,885	2,267	3,000	632677 Office Equipment Leases	2,500	2,500	2,500
37	135	1,452	500	632678 Computer Equip Maint	500	500	500
38	-	-	500	632680 Office Equipment/Furnishings	500	500	500
39	1,567	1,751	1,500	633850 Natural Gas	1,500	1,500	1,500
40	5,924	7,706	7,000	636921 Office Supplies	4,000	4,000	4,000
41	35,497	33,920	30,000	637917 Op Materials & Supplies	30,000	30,000	30,000
42	23,216	3,789	25,000	638500 Water System Repair & Maint	25,000	25,000	25,000

Notes

- 19 Reflects reallocation of wages and portion an addition of one FTE.
- 24 \$5,000 decrease due to reduction in chemical usage.
- 27 \$24,000 increase due to the new Drinking Water Pump Station (DWPS) being online for a full year.
Number more accurately reflects actual costs.
- 40 \$3,000 decrease due to implementation of paperless policies.
- 41 Includes Capital Improvement Plan Items, see IT and Public Works Equipment sections of CIP

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
43	12,053	13,777	8,000	638900 Laboratory Analysis	6,000	6,000	6,000
44	5,388	6,096	5,000	640457 Postage	5,000	5,000	5,000
45	6,187	3,424	2,000	644660 Building / Property Maint.	2,000	2,000	2,000
46	-	75	1,000	644670 Cleaning/General Supplies	500	500	500
47	2,466	4,281	5,000	647030 Travel and Training	1,000	1,000	1,000
48	1,020	2,032	2,000	648000 License Certification Fee	2,000	2,000	2,000
49	-	-	875	648800 Employee Recognition	900	900	900
50	10,469	9,365	10,500	649843 Telephone	5,000	5,000	5,000
51	1,219	1,194	1,500	652080 Internet	1,500	1,500	1,500
52	3,600	3,630	3,946	702013 Audit	4,400	4,400	4,400
53	713	2,551	2,000	706076 Legal Counsel	2,000	2,000	2,000
54	4,999	-	4,000	710100 Leak Detection/Audit Program	1,500	1,500	1,500
55	2,855	-	500	710150 Tank Inspection/Cleaning	500	500	500
56	53,494	53,494	54,120	723500 Water Meter Lease	-	-	-
57	<u>281,510</u>	<u>272,594</u>	<u>280,420</u>	Total Materials & Services	<u>229,300</u>	<u>229,300</u>	<u>229,300</u>
58							
59				002-276 Capital Outlay			
60	-	-	500	800700 Equipment Refurbishment	300	300	300
61	-	-	500	800750 System Refurbishment/Replacem	300	300	300
62	<u>-</u>	<u>-</u>	<u>1,000</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
63							
64				002-276 Transfers			
65	34,000	15,000	60,000	900001 To Water Equipment Reserve	50,000	50,000	50,000
66	1,000	1,000	1,000	900002 To Computer Equipment Reserve	1,000	1,000	1,000
67	3,000	1,000	2,500	900004 To PW Building/Yard Reserve	1,500	1,500	1,500
68	120,000	220,000	338,000	900005 To Water System Improvement	190,000	190,000	190,000
69	<u>158,000</u>	<u>237,000</u>	<u>401,500</u>	Total Transfers	<u>242,500</u>	<u>242,500</u>	<u>242,500</u>
70							
71				002-276 Fund Balance & Contingency			
72	-	-	50,000	900900 Operating Contingency	30,000	30,000	30,000
73	425,575	367,304	372,367	999000 Unapp Ending Fund Balance	254,500	254,500	254,500
74	<u>425,575</u>	<u>367,304</u>	<u>422,367</u>	Total	<u>284,500</u>	<u>284,500</u>	<u>284,500</u>
75							
76							
77				Fund Totals			
78	1,232,110	1,257,981	1,525,587	Resources	1,279,800	1,279,800	1,279,800
79							
80	806,535	890,678	1,153,220	Appropriations	1,025,300	1,025,300	1,025,300
81	<u>425,575</u>	<u>367,304</u>	<u>372,367</u>	Unappropriated Fund Balance	<u>254,500</u>	<u>254,500</u>	<u>254,500</u>
82	1,232,110	1,257,981	1,525,587		1,279,800	1,279,800	1,279,800
83							

Notes

- 47 \$4,000 decrease due to no anticipated training in the upcoming year. Training is on a 2 year cycle.
- 50 \$5,500 decrease due to reduction & consolidation of phone usage.
- 56 10 Year lease is complete.
- 68 \$118,000 reduction due to bringing line item back into line with normal transfers. FY 11-12 included one time increases for special projects including the Source Water and Iron Pipe replacement projects.

WATER EQUIPMENT RESERVE FUND

Description

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

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Water Equipment Reserve Fund							
	346-000 Resources						
1	72,313	80,609	77,117	400100 Beginning Fund Balance	26,400	26,400	26,400
2	611	386	408	400400 Investment Interest	100	100	100
3	34,000	15,000	60,000	400500 Transfer From Water Fund	50,000	50,000	50,000
4	<u>106,924</u>	<u>95,995</u>	<u>137,525</u>	Total Resources	<u>76,500</u>	<u>76,500</u>	<u>76,500</u>
5							
6	346-100 Materials & Services						
7	1,404	201	50,000	637917 Meter Replacements	50,000	50,000	50,000
8	12,786	12,309	15,000	638500 Meter Repairs	1,000	1,000	1,000
9	<u>14,190</u>	<u>12,510</u>	<u>65,000</u>	Total Materials & Services	<u>51,000</u>	<u>51,000</u>	<u>51,000</u>
10							
11	346-100 Capital Outlay						
12	11,461	23,204	30,000	800600 Equipment Acquisitions	8,500	8,500	8,500
13	64	1,159	5,000	800700 Equipment Refurbishment	500	500	500
14	600	-	-	800725 Equipment Improvements	-	-	-
15	-	-	7,500	800814 Software Upgrades	-	-	-
16	<u>12,125</u>	<u>24,364</u>	<u>42,500</u>	Total Capital Outlay	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
17							
18	346-100 Fund Balance						
19	<u>80,609</u>	<u>59,120</u>	<u>30,025</u>	999000 Unapp Ending Fund Balance	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
20							
21							
22	Fund Totals						
23	106,924	95,995	137,525	Resources	76,500	76,500	76,500
24							
25	26,315	36,874	107,500	Appropriations	60,000	60,000	60,000
26	<u>80,609</u>	<u>59,120</u>	<u>30,025</u>	Unappropriated Fund Balance	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
27	106,924	95,995	137,525		76,500	76,500	76,500
28							

Notes

- 1 Decrease in balance is due to original budgeted beginning fund balance being lower than estimated.
- 8 \$14,000 decrease to better reflect actual expenses.
- 12 \$21,500 decrease due to reflect current equipment needs, Includes Capital Improvement Plan Items, see Fleet section of CIP
- 13 \$4,500 decrease due to reflect current equipment needs.

WATER SYSTEM IMPROVEMENT FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Water System Improvement Fund							
264-000 Resources							
1	336,921	368,672	880,214	400100 Beginning Fund Balance	122,500	122,500	122,500
2	2,221	1,478	1,913	400400 Investment Interest	700	700	700
3	528	278	-	400500 Water Surcharge	-	-	-
4	10,415	7,300	7,000	400550 Fire Sprinkler User Fees	7,000	7,000	7,000
5	120,000	220,000	338,000	400575 Transfer from Water Fund	200,000	200,000	200,000
6	-	550,000	-	408351 Interfund Loan from DOC Fund	-	-	-
7	<u>470,085</u>	<u>1,147,727</u>	<u>1,227,127</u>	Total Resources	<u>330,200</u>	<u>330,200</u>	<u>330,200</u>
8							
264-100 Materials & Services							
10	300	315	400	608925 Computer Software Support	400	400	400
11	88	23,007	25,000	611771 Professional Services	25,000	25,000	25,000
12	-	27,338	60,000	638500 Operating System Repair/Maint	10,000	10,000	10,000
13	<u>388</u>	<u>50,660</u>	<u>85,400</u>	Total Materials & Services	<u>35,400</u>	<u>35,400</u>	<u>35,400</u>
14							
264-100 Capital Outlay							
16	29,707	562,695	300,000	800100 System Improvements	120,000	120,000	120,000
17	-	1,133	30,000	800600 Equipment Acquisition	10,000	10,000	10,000
18	<u>49,292</u>	<u>4,001</u>	<u>100,000</u>	800750 System Refurbishment	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
19	<u>78,999</u>	<u>567,828</u>	<u>430,000</u>	Total Capital Outlay	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>
20							
264-100 Debt Service							
22	22,027	22,027	22,027	750500 SPWF Debt Repayment	22,100	22,100	22,100
23							
264-100 Transfers							
25	-	-	550,000	900031 Interfund Loan pmt DOC Fund	-	-	-
26							
264-100 Fund Balance							
28	<u>368,672</u>	<u>507,212</u>	<u>139,700</u>	999000 Unapp Ending Fund Balance	<u>102,700</u>	<u>102,700</u>	<u>102,700</u>
29							
Fund Totals							
32	470,085	1,147,727	1,227,127	Resources	330,200	330,200	330,200
33							
34	101,413	640,515	1,087,427	Appropriations	227,500	227,500	227,500
35	<u>368,672</u>	<u>507,212</u>	<u>139,700</u>	Unappropriated Fund Balance	<u>102,700</u>	<u>102,700</u>	<u>102,700</u>
36	470,085	1,147,727	1,227,127		330,200	330,200	330,200
37							

Notes

- 1 Decrease due to repayment of loan from DOC Fund
- 2 \$913 decrease due to decrease of fund balance
- 5 \$118,000 decrease due to one time transfer from Water Fund. Amount back to normal transfer amount.
- 11 Includes Capital Improvement Plan Items, see Water section of CIP
- 12 \$50,000 decrease due to decrease in projects
- 16 \$180,000 decrease due to decrease in projects, Includes Capital Improvement Plan Items, see Water section of CIP
- 17 \$20,000 decrease due to decrease in projects
- 18 \$60,000 decrease due to decrease in projects, Includes Capital Improvement Plan Items, see Water section of CIP
- 25 Loan repayment is complete.

WATER SYSTEM DEVELOPMENT FUND

Description

The Water System Development Fund was established for the purpose of collecting System Development Charges (SDCs) paid by developers and/or builders for residential or commercial construction, remodels, expansions and/or changes in use. Expenditure, by the City, of SDC money is generally restricted by Ordinance and State Law to capacity increasing work or acquisitions (including debt service payments) to the systems for which they were collected.

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Water System Development Fund							
	405-000 Resources						
1	160,910	193,746	226,524	400100 Beginning Fund Balance	36,800	36,800	36,800
2	1,362	1,049	1,074	400400 Investment Interest	100	100	100
3	75,286	18,936	44,000	400500 System Development Fees	27,500	27,500	27,500
4	<u>237,559</u>	<u>213,731</u>	<u>271,598</u>	Total Resources	<u>64,400</u>	<u>64,400</u>	<u>64,400</u>
5							
6	405-100 Capital Outlay						
7	43,812	-	200,000	800650 Water System Expansion	50,000	50,000	50,000
8							
9	405-100 Fund Balance						
10	<u>193,746</u>	<u>213,731</u>	<u>71,598</u>	999000 Unapp Ending Fund Balance	<u>14,400</u>	<u>14,400</u>	<u>14,400</u>
11							
12							
13	Fund Totals						
14	237,559	213,731	271,598	Resources	64,400	64,400	64,400
15							
16	43,812	-	200,000	Appropriations	50,000	50,000	50,000
17	<u>193,746</u>	<u>213,731</u>	<u>71,598</u>	Unappropriated Fund Balance	<u>14,400</u>	<u>14,400</u>	<u>14,400</u>
18	237,559	213,731	271,598		64,400	64,400	64,400
19	-	-	-		-	-	-

Notes

- 1 Decrease due to completion of projects in FY 2011-12
- 3 Reflects new building starts
- 7 Placeholder amount. No specific projects at this point.

Overview

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



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

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

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

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

Staffing

Currently there are no staff members that are completely funded from the Sewer Fund. There are ten employees that are partially funded by the Sewer Fund. The rest of the funding for these employees comes from the other Enterprise Funds. The employees that are funded are:

Position	% Funded	Position	% Funded
Public Works Director	45%	Utility Worker 3	49%
Public Works Super.	45%	Utility Worker 1	46%
Maintenance Coordinator	47.5%	Utility Worker 1	44%
Special Prog. Coordinator	47.5%	Utility Worker 1	49%
Public Works Technician	45%	Utility Mechanic	45%

There are seven other employees within the City that the Sewer Fund pays a portion of their salary. This is based on activities that these positions perform are related to the Sewer Fund activities. These positions are:

Position	% Funded	Position	% Funded
City Administrator	35%	Utility Billing Clerk	43%
City Recorder	10%	Accountant	10%
Finance Director	13%	Permit Technician	2%

Funding

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

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

FY 2011-12 Accomplishments

- Completed all state and federal monitoring requirements for sewage discharge
- Completed the expansion of the 3rd & Maple Sewer Pump Station
- Rebuilt the pumps at the 17th & Ivy Sewer Pump Station
- Rebuilt the pumps at the Highpass Sewer Pump Station

FY 2012-13 Goals

- Complete all state and federal monitoring requirements for sewage discharge
- Rebuild the pumps at the 14th & Elm Sewer Pump Station
- Rebuild the pumps at the 1st & Monaco Sewer Pump Station
- Complete approximately 5,000 linear feet of sewer mainline replacement as part of the sewer Inflow and Infiltration (I&I) reduction program
- Complete cleaning of 1/3 of the sewer mainlines to prevent blockages and other service problems
- Complete TV inspection of 1/5 of the sewer mainlines.
- Update the City's Sewer Pretreatment Ordinance and develop the Fats, Oils, and Grease (FOG) Ordinance to help reduce treatment and maintenance requirements.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sewer Fund							
003-000 Resources							
1	540,657	403,363	350,647	400100 Beginning Fund Balance	225,100	225,100	225,100
2	2,196	2,539	2,789	400400 Investment Interest	1,400	1,400	1,400
3	1,243,112	1,310,830	1,530,254	400500 Sewer Use Charges	1,507,500	1,507,500	1,507,500
4	5,400	1,425	2,000	400800 Sewer Tap Inspections	1,900	1,900	1,900
5	1,030	88	500	409000 Other Receipts	500	500	500
6	<u>1,792,395</u>	<u>1,718,245</u>	<u>1,886,190</u>	Total Resources	<u>1,736,400</u>	<u>1,736,400</u>	<u>1,736,400</u>
7							
003-376 Personal Services							
9	192,958	198,992	215,936	503780 Direct Wages	269,200	269,200	269,200
10	420	128	206	503781 Sick Leave Incentive	-	-	-
11	47,092	58,210	45,883	503783 In-Direct Wages	46,300	46,300	46,300
12	7,826	6,381	8,621	503790 Wages - Overtime	14,500	14,500	14,500
13	18,813	18,053	20,704	513344 FICA	25,300	25,300	25,300
14	38,272	36,367	48,749	539094 Pension - PERS	61,000	61,000	61,000
15	5,150	4,131	9,257	542344 Workers' Compensation Ins	7,900	7,900	7,900
16	77,471	78,598	90,446	546833 Insurance Benefits	117,400	117,400	117,400
17	726	1,828	4,038	548877 Unemployment Insurance	4,900	4,900	4,900
18	<u>388,728</u>	<u>402,688</u>	<u>443,840</u>	Total Personal Services	<u>546,500</u>	<u>546,500</u>	<u>546,500</u>
19							
003-376 Materials & Services							
21	18,534	12,723	2,955	602171 Insurance	21,800	21,800	21,800
22	2,814	3,588	1,000	603200 Bank Fees	600	600	600
23	8,782	10,151	9,500	605917 Treatment Chemicals	9,500	9,500	9,500
24	-	17	-	608921 Software	-	-	-
25	8,904	4,223	7,500	608925 Computer Software Support	1,000	1,000	1,000
26	37,868	46,726	30,684	611519 Electricity	30,700	30,700	30,700
27	6,538	1,371	1,500	611771 Professional Services	3,000	3,000	3,000
28	-	-	1,000	611780 Lien Reporting Services	1,300	1,300	1,300
29	13,222	7,058	10,000	612080 Equipment Repair	5,000	5,000	5,000
30	6,349	12,797	7,500	615018 Fuel, Oil & Tires	9,500	9,500	9,500
31	4,013	3,212	4,500	623425 Preventative Medical/OSHA	3,000	3,000	3,000
32	-	-	666	628651 Lane Council of Gov Dues	700	700	700
33	1,000	1,094	1,000	628680 Laundry and Cleaning	1,200	1,200	1,200
34	-	-	1,111	629001 League of Oregon Cities Dues	1,100	1,100	1,100
35	2,253	2,595	2,800	632677 Office Equip Leases	2,900	2,900	2,900
36	135	-	250	632678 Computer/Office Equip Maint	100	100	100
37	-	-	250	632680 Office Equipment/Furnishings	-	-	-
38	1,567	1,751	1,100	633850 Natural Gas	1,100	1,100	1,100
39	3,260	-	3,000	635280 DEQ Permit Fee	-	-	-
40	5,051	5,334	4,000	636921 Office Supplies	3,000	3,000	3,000
41	31,716	16,967	20,000	637917 Op Materials & Supplies	15,000	15,000	15,000

Notes

- 3 Revenue is based off this year's figures plus the scheduled 15% rate increase to sewer base rate that was not done in FY11/12
- 18 Reflects reallocation of wages and portion an addition of one FTE.
- 25 Decrease due to consolidation of computer support costs to Computer Reserve Fund, and efficiencies gained through consolidation of services.
- 29 Decrease of \$5,000 to better reflect actual costs
- 40 \$1,000 decrease due to implementation of paperless policies
- 41 Includes Capital Improvement Plan Items, see IT section of CIP

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
42	1,529	3,857	5,000	638500 Sewer Line Maint/Repair	4,000	4,000	4,000
43	11,579	2,602	10,000	638600 Pump Station Maint/Repair	2,000	2,000	2,000
44	4,071	2,816	1,500	638900 Laboratory Analysis	2,500	2,500	2,500
45	6,561	6,481	7,000	638925 Lab Supplies	7,000	7,000	7,000
46	3,805	3,837	4,000	640457 Postage	4,000	4,000	4,000
47	6,227	3,361	2,000	644660 Building / Property Maint.	1,000	1,000	1,000
48	-	128	1,000	644670 Cleaning/General Supplies	300	300	300
49	1,940	3,741	3,000	647030 Travel and Training	1,000	1,000	1,000
50	113	2,256	1,500	648000 License Certification Fee	1,500	1,500	1,500
51	-	-	875	648800 Employee Recognition	-	-	-
52	13,602	16,064	11,000	649843 Telephone	14,000	14,000	14,000
53	1,236	1,182	1,100	652080 Internet	1,300	1,300	1,300
54	-	-	2,500	653000 I & I Abatement Supplies	500	500	500
55	-	-	500	653050 Pretreatment Program Supplies	500	500	500
56	2,150	2,378	2,878	702013 Audit	2,900	2,900	2,900
57	486	384	1,500	706076 Legal Counsel	1,500	1,500	1,500
58	<u>205,304</u>	<u>178,693</u>	<u>165,669</u>	Total Materials & Services	<u>154,500</u>	<u>154,500</u>	<u>154,500</u>
59							
60				003-376 Capital Outlay			
61	-	-	500	800700 Equipment Refurbishment	500	500	500
62	-	-	500	800750 System Refurbishment/Replacem	500	500	500
63	-	-	<u>1,000</u>	Total Capital Outlay	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
64							
65				003-376 Transfers			
66	31,000	25,000	10,000	900001 Transfer to Equipment Reserve	9,000	9,000	9,000
67	1,000	1,000	1,000	900002 Transfer to Computer Equipment	1,000	1,000	1,000
68	3,000	2,000	2,500	900004 Transfer to PW Building/Yard Res	1,000	1,000	1,000
69	760,000	760,000	820,000	900005 Transfer to Sewer System Imp	730,000	730,000	730,000
70	-	-	12,000	900032 Transfer to Ratepayer Assistance	30,000	30,000	30,000
71	<u>795,000</u>	<u>788,000</u>	<u>845,500</u>	Total Transfers	<u>771,000</u>	<u>771,000</u>	<u>771,000</u>
72							
73				003-376 Fund Balance & Contingency			
74	-	-	38,000	900900 Operating Contingency	30,000	30,000	30,000
75	<u>403,363</u>	<u>348,865</u>	<u>392,181</u>	999000 Unapp Ending Fund Balance	<u>233,400</u>	<u>233,400</u>	<u>233,400</u>
76	<u>403,363</u>	<u>348,865</u>	<u>430,181</u>	Total	<u>263,400</u>	<u>263,400</u>	<u>263,400</u>
77							
78				Fund Totals			
79	1,792,395	1,718,245	1,886,190	Resources	1,736,400	1,736,400	1,736,400
80							
81	1,389,032	1,369,380	1,494,009	Appropriations	1,503,000	1,503,000	1,503,000
82	<u>403,363</u>	<u>348,865</u>	<u>392,181</u>	Unappropriated Fund Balance	<u>233,400</u>	<u>233,400</u>	<u>233,400</u>
83	<u>1,792,395</u>	<u>1,718,245</u>	<u>1,886,190</u>		<u>1,736,400</u>	<u>1,736,400</u>	<u>1,736,400</u>
84							

Notes

- 43 \$6,000 decrease to better reflect actual costs due to Sewer stations rebuilds that will lower future repairs.
- 44 \$1,000 increase due to additional State required testing
- 47 \$1,000 decrease to better reflect actual costs
- 49 \$2,000 decrease due to no anticipated training. Training cycle is 2 years
- 52 \$3,000 increase to reflect actual costs
- 61 \$2,000 increase to reflect actual costs
- 66 \$10,000 increase to build reserves for future needs
- 69 \$60,000 decrease due to one time transfers. Back down to original amount.

SEWER RATEPAYER ASSISTANCE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sewer Ratepayer Assistance Fund							
	016-000 Resources						
1	41,866	25,816	9,962	400100 Beginning Fund Balance	2,100	2,100	2,100
2	272	109	135	400400 Investment Interest	100	100	100
3	-	-	12,000	400500 Transfer from Sewer Fund	30,000	30,000	30,000
4	-	11	24,000	400600 Sewer Assistance Fees	-	-	-
5	<u>42,138</u>	<u>25,936</u>	<u>46,097</u>	Total Resources	<u>32,200</u>	<u>32,200</u>	<u>32,200</u>
6							
7	016-100 Materials & Services						
8	<u>16,322</u>	<u>16,877</u>	<u>32,000</u>	644622 Assistance Payments	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
9	<u>16,322</u>	<u>16,877</u>	<u>32,000</u>	Total Materials & Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
10							
11	016-100 Fund Balance						
12	<u>25,816</u>	<u>9,059</u>	<u>14,097</u>	999000 Unapp Ending Fund Balance	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
13							
14							
15	Fund Totals						
16	42,138	25,936	46,097	Resources	32,200	32,200	32,200
17							
18	16,322	16,877	32,000	Appropriations	30,000	30,000	30,000
19	<u>25,816</u>	<u>9,059</u>	<u>14,097</u>	Unappropriated Fund Balance	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
20	42,138	25,936	46,097		32,200	32,200	32,200
21	-	-	-		-	-	-

Notes

- 3 Transfer is to establish annual funding from the Sewer Fund.
- 8 Amount used from this line is based on the need established through the application process.

SEWER EQUIPMENT RESERVE FUND

Description

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

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sewer Equipment Reserve Fund							
	347-000 Resources						
1	57,169	76,775	86,667	400100 Beginning Fund Balance	43,200	43,200	43,200
2	495	392	392	400400 Investment Interest	200	200	200
3	31,000	25,000	10,000	400500 Transfer From Sewer Fund	9,000	9,000	9,000
4	<u>88,665</u>	<u>102,166</u>	<u>97,059</u>	Total Resources	<u>52,400</u>	<u>52,400</u>	<u>52,400</u>
5							
6	347-100 Capital Outlay						
7	11,013	37,916	25,000	800600 Equipment Acquisitions	9,500	9,500	9,500
8	65	3,651	10,000	800700 Equipment Refurbishment	500	500	500
9	812	-	-	800725 Equipment Improvements	-	-	-
10	-	-	7,500	800814 Software Upgrades	-	-	-
11	<u>11,890</u>	<u>41,567</u>	<u>42,500</u>	Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
12							
13	347-100 Fund Balance						
14	<u>76,775</u>	<u>60,599</u>	<u>54,559</u>	999000 Unapp Ending Fund Balance	<u>42,400</u>	<u>42,400</u>	<u>42,400</u>
15							
16							
17	Fund Totals						
18	88,665	102,166	97,059	Resources	52,400	52,400	52,400
19							
20	11,890	41,567	42,500	Appropriations	10,000	10,000	10,000
21	<u>76,775</u>	<u>60,599</u>	<u>54,559</u>	Unappropriated Fund Balance	<u>42,400</u>	<u>42,400</u>	<u>42,400</u>
22	88,665	102,166	97,059		52,400	52,400	52,400
23							

Notes

- 3 \$10,000 increase to build reserves for future needs
- 7 \$2,500 decrease to reflect current needs, includes Capital Improvement Plan Items, see Fleet section of CIP
- 8 \$\$9,500 decrease to reflect current needs

SEWER SYSTEM IMPROVEMENT FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sewer System Improvement Fund							
255-000 Resources							
1	1,248,210	1,676,650	2,299,659	400100 Beginning Fund Balance	3,742,500	3,742,500	3,742,500
2	11,738	9,458	8,994	400400 Investment Interest	8,800	8,800	8,800
3	3,110	128	-	400500 Sewer Surcharges	-	-	-
4	-	-	2,500,000	400557 Transfer from DOC Fund	-	-	-
5	760,000	760,000	820,000	400605 Transfer from Sewer Fund	730,000	730,000	730,000
6	2,015	2,015	2,000	400610 Rent	2,000	2,000	2,000
7	<u>2,025,073</u>	<u>2,448,251</u>	<u>5,630,653</u>	Total Resources	<u>4,483,300</u>	<u>4,483,300</u>	<u>4,483,300</u>
8							
9				255-100 Materials & Services			
10	2,000	35,894	40,000	611771 Professional Services	25,000	25,000	25,000
11	-	-	150,000	638500 System Maintenance Projects	25,000	25,000	25,000
12	<u>2,000</u>	<u>35,894</u>	<u>190,000</u>	Total Materials & Services	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
13							
14				255-100 Capital Outlay			
15	322,690	75,050	1,000,000	800100 System Improvements	1,500,000	1,500,000	1,500,000
16	-	85,628	50,000	800600 Equipment Acquisitions	25,000	25,000	25,000
17	23,733	-	1,050,000	800650 System Construction/Expansion	2,800,000	2,800,000	2,800,000
18	<u>346,422</u>	<u>160,678</u>	<u>2,100,000</u>	Total Capital Outlay	<u>4,325,000</u>	<u>4,325,000</u>	<u>4,325,000</u>
19							
23				255-100 Fund Balance			
24	<u>1,676,650</u>	<u>2,251,679</u>	<u>3,340,653</u>	999000 Unapp Ending Fund Balance	<u>108,300</u>	<u>108,300</u>	<u>108,300</u>
25							
26							
27				Fund Totals			
28	2,025,073	2,448,251	5,630,653	Resources	4,483,300	4,483,300	4,483,300
29							
30	348,422	196,572	2,290,000	Appropriations	4,375,000	4,375,000	4,375,000
31	<u>1,676,650</u>	<u>2,251,679</u>	<u>3,340,653</u>	Unappropriated Fund Balance	<u>108,300</u>	<u>108,300</u>	<u>108,300</u>
32	2,025,073	2,448,251	5,630,653		4,483,300	4,483,300	4,483,300
33							

Notes

- 5 \$60,000 reduction due to completion of one time transfers. Amount back down to original amount.
- 10 \$15,000 decrease to reflect current needs
- 11 \$125,000 decrease to reflect current needs
- 16 \$25,000 decrease to reflect current needs, Includes Capital Improvement Plan Items, see PW Equipment section of CIP
- 17 \$250,000 decrease to reflect current needs, Includes Capital Improvement Plan Items, see Sewer section of CIP

SEWER SYSTEM DEVELOPMENT FUND

Description

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

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sewer System Development Fund							
	406-000 Resources						
1	1,214,786	1,743,014	1,967,756	400100 Beginning Fund Balance	2,024,000	2,024,000	2,024,000
2	10,119	9,278	9,522	400400 Investment Interest	8,400	8,400	8,400
3	518,109	133,623	286,960	400500 System Development Fees	181,800	181,800	181,800
4	<u>1,743,014</u>	<u>1,885,914</u>	<u>2,264,238</u>	Total Resources	<u>2,214,200</u>	<u>2,214,200</u>	<u>2,214,200</u>
5							
6				406-100 Capital Outlay			
7	-	-	250,000	800650 Sewer System Expansion	250,000	250,000	250,000
8							
9				406-100 Fund Balance			
10	<u>1,743,014</u>	<u>1,885,914</u>	<u>2,014,238</u>	999000 Unapp Ending Fund Balance	<u>1,964,200</u>	<u>1,964,200</u>	<u>1,964,200</u>
11							
12							
13				Fund Totals			
14	1,743,014	1,885,914	2,264,238	Resources	2,214,200	2,214,200	2,214,200
15							
16	-	-	250,000	Appropriations	250,000	250,000	250,000
17	<u>1,743,014</u>	<u>1,885,914</u>	<u>2,014,238</u>	Unappropriated Fund Balance	<u>1,964,200</u>	<u>1,964,200</u>	<u>1,964,200</u>
18	1,743,014	1,885,914	2,264,238		2,214,200	2,214,200	2,214,200
19	-	-	-		-	-	-

Overview

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

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

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

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

Staffing

Currently there are three staff members that are completely funded from the Sanitation Fund. There are ten employees that are partially funded by the Sewer Fund. The rest of the funding for these employees comes from the other Enterprise Funds. The employees that are funded are:

Position	% Funded	Position	% Funded
Public Works Director	5%	Sanitation Lead	100%
Public Works Superintendent	5%	Sanitation Laborer	100%
Maintenance Coordinator	2.5%	Sanitation Laborer	100%
Special Programs Coordinator	5%	Sanitation Laborer	100%
Public Works Technician	5%	Utility Mechanic	2%

There are five other employees within the City that the Sanitation Fund pays a portion of their salary. This is based on activities that these positions perform are related to the Sewer Fund activities. These positions are:

Position	% Funded	Position	% Funded
City Administrator	5%	Utility Bldg. Clerk	19.5%
City Recorder	10%	Permit Tech.	2%
Finance Director	10%	Accountant	8%

Funding

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

FY 2011-12 Accomplishments

- Completed all customer service requests
- Completed the phase 1 work of a new recycle center
- Completed the roll out of curbside yard debris collection

FY 2012-13 Goals

- Complete all customer service requests
- Investigate the potential of offering food waste recycling.
- Increase the recycle collection recovery rate from 18% to 30%
- Complete phase 2 of the recycle center project
- Review programs for additional revenue generation possibilities.

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sanitation Fund							
004-000 Resources							
1	162,987	261,444	263,721	400100 Beginning Fund Balance	209,900	209,900	209,900
2	1,309	1,265	1,383	400400 Investment Interest	1,000	1,000	1,000
3	692,200	694,181	677,917	400500 Garbage Collection Revenue	701,300	701,300	701,300
4	1,093	885	900	400600 Festival Labor Reimbursement	900	900	900
5	3,000	3,000	2,000	400625 Collection Licenses	2,000	2,000	2,000
6	7,868	16,185	11,000	400650 Recycling Revenue	30,000	30,000	30,000
7	493	787	-	409000 Other Receipts	1,000	1,000	1,000
8	<u>868,951</u>	<u>977,748</u>	<u>956,921</u>	Total Resources	<u>946,100</u>	<u>946,100</u>	<u>946,100</u>
9							
004-476 Personal Services							
11	170,112	170,173	174,889	503780 Direct Wages	209,300	209,300	209,300
12	102	207	206	503781 Sick Leave Incentive	-	-	-
13	24,882	28,357	25,388	503783 In-Direct Wages	19,900	19,900	19,900
14	2,656	3,101	3,279	503790 Wages - Overtime	4,500	4,500	4,500
15	14,977	14,915	15,588	513344 FICA	17,900	17,900	17,900
16	31,375	28,791	41,113	539094 Pension - PERS	44,400	44,400	44,400
17	8,144	6,618	9,156	542344 Workers' Compensation Ins	10,000	10,000	10,000
18	64,270	67,700	72,158	546833 Insurance Benefits	83,300	83,300	83,300
19	294	457	3,393	548877 Unemployment Insurance	3,700	3,700	3,700
20	<u>316,811</u>	<u>320,318</u>	<u>345,170</u>	Total Personal Services	<u>393,000</u>	<u>393,000</u>	<u>393,000</u>
21							
004-476 Materials & Services							
23	5,170	3,568	824	602171 Insurance	6,100	6,100	6,100
24	1,602	2,036	1,000	603200 Bank Fees	500	500	500
25	-	18	-	608921 Software	-	-	-
26	5,797	3,373	5,500	608925 Computer Software Support	3,500	3,500	3,500
27	2,534	3,345	5,484	611519 Electricity	5,500	5,500	5,500
28	146	2,748	1,000	611771 Professional Services	1,000	1,000	1,000
29	40,252	53,650	50,000	615018 Fuel, Oil & Tires	65,000	65,000	65,000
30	2,782	2,448	2,500	623425 Preventative Medical/OSHA	2,500	2,500	2,500
31	-	-	666	628651 Lane Council of Gov Dues	200	200	200
32	980	978	1,000	628680 Laundry and Cleaning	1,200	1,200	1,200
33	-	-	1,111	629001 League of Oregon Cities Dues	300	300	300
34	2,236	2,595	2,800	632677 Office Equip Leases	2,800	2,800	2,800
35	135	-	250	632678 Computer/Office Equip Maint	300	300	300
36	-	-	250	632680 Office Equipment/Furnishings	300	300	300
37	1,567	1,750	1,100	633850 Natural Gas	1,100	1,100	1,100
38	3,805	4,261	5,000	636921 Office Supplies	3,000	3,000	3,000
39	2,803	5,683	4,000	637917 Op Materials & Supplies	4,000	4,000	4,000
40	4,897	4,583	5,000	640457 Postage	5,000	5,000	5,000

Notes

- 3 Reflects 3% rate increase
- 6 Reflects changes in revenue/rates fro recycled materials
- 11 Reflects reallocation of wages and the addition of one FTE.
- 23 Adjusted back to normal levels after one time credit during FY 11-12
- 26 \$2,000 decrease to better reflect actual usage
- 29 \$15,000 increase in anticipation of rising costs
- 38 \$2,000 decrease to paperless policies
- 39 Includes Capital Improvement Plan Items, see IT section of CIP

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
41	2,244	2,033	1,500	640733 Printing and Advertising	1,000	1,000	1,000
42	1,518	2,851	1,000	644660 Building / Property Maint.	1,000	1,000	1,000
43	7,679	9,082	12,000	644661 Truck Repair	15,000	15,000	15,000
44	1,262	400	1,000	647030 Travel and Training	500	500	500
45	105,286	103,313	115,000	647788 Solid Waste Disposal	100,000	100,000	100,000
46	190	400	500	648000 License Certification Fee	400	400	400
47	-	-	875	648800 Employee Recognition	-	-	-
48	-	60	1,000	648866 Recycling Expense	800	800	800
49	6,488	7,196	8,000	649843 Telephone	6,000	6,000	6,000
50	1,161	621	500	652080 Internet	500	500	500
51	3,000	2,951	2,862	702013 Audit	3,500	3,500	3,500
52	661	57	250	706076 Legal Counsel	300	300	300
53	<u>204,195</u>	<u>220,001</u>	<u>231,972</u>	Total Materials & Services	<u>231,300</u>	<u>231,300</u>	<u>231,300</u>
54							
55				004-476 Capital Outlay			
56	-	-	500	800600 Equipment Acquisition	300	300	300
57	-	-	500	800700 Equipment Refurbishment	300	300	300
58	<u>-</u>	<u>-</u>	<u>1,000</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
59							
60				004-476 Transfers			
61	15,000	94,505	105,000	900001 To Equipment Reserve	50,000	50,000	50,000
62	500	1,000	1,000	900002 To Computer Equipment Reserve	800	800	800
63	70,000	100,000	60,000	900003 To Sanitation System Improvement	40,000	40,000	40,000
64	1,000	1,000	2,500	900004 To PW Building/Yard Reserve	500	500	500
67	<u>86,500</u>	<u>196,505</u>	<u>168,500</u>	Total Transfers	<u>91,300</u>	<u>91,300</u>	<u>91,300</u>
68							
69				004-476 Fund Balance & Contingency			
70	-	-	25,000	900900 Operating Contingency	20,000	20,000	20,000
71	261,444	240,924	185,279	999000 Unapp Ending Fund Balance	209,900	209,900	209,900
72	<u>261,444</u>	<u>240,924</u>	<u>210,279</u>	Total	<u>229,900</u>	<u>229,900</u>	<u>229,900</u>
73							
74							
75				Fund Totals			
76	868,951	977,748	956,921	Resources	946,100	946,100	946,100
77							
78	607,507	736,824	771,642	Appropriations	736,200	736,200	736,200
79	<u>261,444</u>	<u>240,924</u>	<u>185,279</u>	Unappropriated Fund Balance	<u>209,900</u>	<u>209,900</u>	<u>209,900</u>
80	868,951	977,748	956,921		946,100	946,100	946,100
81							

Notes

- 41 \$500 decrease to better reflect actual usage
- 43 \$3,000 increase to better reflect actual usage
- 45 \$5,000 decrease to reflect less garbage being hauled
- 49 \$2,000 decrease to better reflect actual usage
- 61 \$55,000 decrease due to completion of one time transfers
- 63 \$20,000 decrease due to container lease being completed.

SANITATION EQUIPMENT RESERVE FUND

Description

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

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted	
Sanitation Equipment Reserve Fund								
348-000 Resources								
1	49,530	64,194	97,051	400100 Beginning Fund Balance	180,500	180,500	180,500	
2	419	389	357	400400 Investment Interest	200	200	200	
3	15,000	94,505	105,000	400500 Transfer From Sanitation Fund	50,000	50,000	50,000	
4	-	-	-	400600 Asset Disposal Proceeds	-	-	-	
5	<u>64,949</u>	<u>159,088</u>	<u>202,408</u>	Total Resources	<u>230,700</u>	<u>230,700</u>	<u>230,700</u>	
6								
7	348-100 Capital Outlay							
8	755	58,027	190,000	800600 Equipment Acquisition	225,000	225,000	225,000	
9	-	17,692	10,000	800700 Equipment Refurbishment	5,000	5,000	5,000	
10	<u>755</u>	<u>75,719</u>	<u>200,000</u>	Total Capital Outlay	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>	
11								
12	348-900 Fund Balance							
13	<u>64,194</u>	<u>83,369</u>	<u>2,408</u>	999000 Unapp Ending Fund Balance	<u>700</u>	<u>700</u>	<u>700</u>	
14								
15								
16	Fund Totals							
17	64,949	159,088	202,408	Resources	230,700	230,700	230,700	
18								
19	755	75,719	200,000	Appropriations	230,000	230,000	230,000	
20	<u>64,194</u>	<u>83,369</u>	<u>2,408</u>	Unappropriated Fund Balance	<u>700</u>	<u>700</u>	<u>700</u>	
21	64,949	159,088	202,408		230,700	230,700	230,700	
22								

Notes

- 3 \$25,000 decrease due to one time transfers being completed
- 8 \$60,000 increase for truck replacement, Includes Capital Improvement Plan Items, see Fleet section of CIP
- 9 \$5,000 decrease to better reflect actual usage

SANITATION SYSTEM IMPROVEMENT FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Sanitation System Improvement							
	266-000 Resources						
1	7,403	12,627	55,585	400100 Beginning Fund Balance	57,600	57,600	57,600
2	196	215	138	400400 Investment Interest	200	200	200
3	70,000	100,000	60,000	400500 Transfer From Sanitation Fund	40,000	40,000	40,000
4	<u>77,599</u>	<u>112,842</u>	<u>115,723</u>	Total Resources	<u>97,800</u>	<u>97,800</u>	<u>97,800</u>
5							
6	266-100 Materials & Services						
7	-	-	2,000	608927 Container Repairs	1,000	1,000	1,000
8							
9	266-100 Capital Outlay						
10	-	-	-	800100 System Improvements	45,000	45,000	45,000
11	37,792	25,053	80,000	800600 Equipment Acquisition	42,500	42,500	42,500
12	<u>37,792</u>	<u>25,053</u>	<u>80,000</u>		<u>87,500</u>	<u>87,500</u>	<u>87,500</u>
13							
14	266-100 Debt Service						
15	27,180	27,180	27,200	725100 Lease Payment for Containers	-	-	-
16							
17	266-100 Fund Balance						
18	<u>12,627</u>	<u>60,609</u>	<u>6,523</u>	999000 Unapp Ending Fund Balance	<u>9,300</u>	<u>9,300</u>	<u>9,300</u>
19							
20							
21	Fund Totals						
22	77,599	112,842	115,723	Resources	97,800	97,800	97,800
23							
24	64,972	52,234	109,200	Appropriations	88,500	88,500	88,500
25	<u>12,627</u>	<u>60,609</u>	<u>6,523</u>	Unappropriated Fund Balance	<u>9,300</u>	<u>9,300</u>	<u>9,300</u>
26	77,599	112,842	115,723		97,800	97,800	97,800
27							

Notes

- 3 \$20,000 decrease due to container lease being complete
- 7 \$1,000 decrease to better reflect actual usage
- 10 \$50,000 increase for recycle depot project, Capital Improvement Plan Item, see Sanitation section of CIP
- 11 \$42,500 decrease due to one time container purchases being completed, Capital Improvement Plan Item,
See Sanitation section of CIP
- 15 Container lease complete. No more payments

CAPITAL PROJECT FUNDS

Administrative Vehicle & Equipment Fund

Bike Path Reserve Fund

Building Replacement Reserve Fund

Computer Equipment Reserve Fund

Library Equipment Reserve Fund

Park & Pool Equipment Reserve Fund

Park System Development Fund

Police Vehicle & Equipment Fund

Prairie Road Street Improvement Fund

PW Building/Yard Reserve Fund

Street Equipment Reserve Fund

Street System Development Fund

DOC IGA Infrastructure Fund

ADMINISTRATION EQUIPMENT AND VEHICLE RESERVE FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Administrative Vehicle & Equipment Fund							
				328-000 Resources			
1	15,545	17,338	17,428	400100 Beginning Fund Balance	7,100	7,100	7,100
2	132	87	90	400400 Investment Interest	-	-	-
3	5,000	-	-	400520 Transfer From Other Funds	-	-	-
4	<u>20,677</u>	<u>17,425</u>	<u>17,518</u>	Total Resources	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
5							
6				328-100 Materials & Services			
7	-	-	-	612080 Equipment/Vehicle Maintenance	-	-	-
8							
9				328-100 Capital Outlay			
10	3,338	441	-	800600 Equip/Furniture Acquisitions	-	-	-
11	-	-	-	800720 Vehicle Improvements	-	-	-
12	<u>3,338</u>	<u>441</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
13							
14				328-900 Transfers			
15	-	-	10,000	900002 Transfer to General Fund	-	-	-
16	-	-	-	900018 Transfer to Building Reserve	-	-	-
17	<u>-</u>	<u>-</u>	<u>10,000</u>		<u>-</u>	<u>-</u>	<u>-</u>
18							
19				328-100 Fund Balance			
20	<u>17,338</u>	<u>16,984</u>	<u>7,518</u>	999000 Unapp Ending Fund Balance	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
21							
22							
23				Fund Totals			
24	20,677	17,425	17,518	Resources	7,100	7,100	7,100
25							
26	3,338	441	10,000	Appropriations	-	-	-
27	<u>17,338</u>	<u>16,984</u>	<u>7,518</u>	Unappropriated Fund Balance	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
28	20,677	17,425	17,518		7,100	7,100	7,100
29							

BIKE PATH RESERVE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Bike Path Reserve Fund							
				334-000 Resources			
1	20,059	22,436	25,289	400100 Beginning Fund Balance	28,300	28,300	28,300
2	148	120	121	400400 Investment Interest	100	100	100
3	2,229	2,634	3,195	400450 State Hwy Tax (Bike Portion)	3,100	3,100	3,100
4	<u>22,436</u>	<u>25,190</u>	<u>28,605</u>	Total Resources	<u>31,500</u>	<u>31,500</u>	<u>31,500</u>
5							
6				334-100 Materials & Services			
7	-	-	100	611771 Professional Services	100	100	100
8	<u>-</u>	<u>-</u>	<u>100</u>	Total Materials & Services	<u>100</u>	<u>100</u>	<u>100</u>
9							
10				334-100 Capital Outlay			
11	-	-	5,000	800100 System Improvements	5,000	5,000	5,000
12	-	-	5,000	800650 System Expansion	5,000	5,000	5,000
13	<u>-</u>	<u>-</u>	<u>10,000</u>	Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
14							
15				334-100 Fund Balance			
16	<u>22,436</u>	<u>25,190</u>	<u>18,505</u>	999000 Unapp Ending Fund Balance	<u>21,400</u>	<u>21,400</u>	<u>21,400</u>
17							
18							
19				Fund Totals			
20	22,436	25,190	28,605	Resources	31,500	31,500	31,500
21							
22	-	-	10,100	Appropriations	10,100	10,100	10,100
23	<u>22,436</u>	<u>25,190</u>	<u>18,505</u>	Unappropriated Fund Balance	<u>21,400</u>	<u>21,400</u>	<u>21,400</u>
24	22,436	25,190	28,605		31,500	31,500	31,500
25	-	-	-		-	-	-

Notes

- 11 Includes Capital Improvement
- 12 Includes Capital Improvement Plan Items, see Streets section of CIP

BUILDING REPLACEMENT RESERVE FUND

Description

Established in 1993, the Building Replacement Reserve Fund is used to reserve funds for building projects and improvements. The Fund has been used for projects for City Hall, the Community Center, the Library and the Police Department.

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Building Replacement Reserve Fund							
	318-000 Resources						
1	465,783	433,084	435,121	400100 Beginning Fund Balance	320,200	320,200	320,200
2	3,136	2,096	2,237	400400 Investment Interest	1,600	1,600	1,600
3	5,000	-	-	400500 Transfer From Other Funds	-	-	-
4	-	-	-	409000 Other Receipts	-	-	-
5	<u>473,919</u>	<u>435,180</u>	<u>437,358</u>	Total Resources	<u>321,800</u>	<u>321,800</u>	<u>321,800</u>
6							
7	318-100 Materials & Services						
8	-	1,690	-	611771 Professional Services	-	-	-
9	1,334	2,427	20,000	644660 Building Repairs/Maintenance	25,000	25,000	25,000
10	275	176	200	702013 Audit	-	-	-
11	<u>1,609</u>	<u>4,293</u>	<u>20,200</u>	Total Materials & Services	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
12							
13	318-100 Capital Outlay						
14	115	47,164	22,000	800760 Building Refurbishment	175,000	175,000	175,000
15	<u>39,111</u>	<u>3,786</u>	<u>20,000</u>	800780 Building Improvements	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
16	<u>39,226</u>	<u>50,950</u>	<u>42,000</u>		<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
17							
18	318-100 Fund Balance						
19	<u>433,084</u>	<u>379,937</u>	<u>375,158</u>	999000 Unapp Ending Fund Balance	<u>116,800</u>	<u>116,800</u>	<u>116,800</u>
20							
21							
22	Fund Totals						
23	473,919	435,180	437,358	Resources	321,800	321,800	321,800
24							
25	40,835	55,243	62,200	Appropriations	205,000	205,000	205,000
26	<u>433,084</u>	<u>379,937</u>	<u>375,158</u>	Unappropriated Fund Balance	<u>116,800</u>	<u>116,800</u>	<u>116,800</u>
27	473,919	435,180	437,358		321,800	321,800	321,800
28							

Notes

- 14 Includes Capital Improvement Plan Items, see Building Maintenance and Admin section of CIP
 15 Includes Capital Improvement Plan Items, see Library section of CIP

COMPUTER EQUIPMENT RESERVE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	32,272	29,860	32,514	400100 Beginning Fund Balance	5,400	5,400	5,400
2	231	165	154	400400 Investment Interest	100	100	100
3	5,000	-	-	400520 Transfer From General Fund	27,000	27,000	27,000
4	1,000	1,000	1,000	400521 Transfer From Water Fund	1,000	1,000	1,000
5	1,000	1,000	1,000	400522 Transfer From Sewer Fund	1,000	1,000	1,000
6	500	1,000	1,000	400523 Transfer From Sanitation Fund	800	800	800
7	10,000	10,000	10,000	400525 Transfer From State Revenue	5,000	5,000	5,000
8	<u>50,003</u>	<u>43,025</u>	<u>45,668</u>	Total Resources	<u>40,300</u>	<u>40,300</u>	<u>40,300</u>
9							
10	345-100 Materials & Services						
11	627	2,359	18,500	608925 Software Upgrades	18,200	18,200	18,200
12	-	-	10,021	608926 Computer Software Support	12,500	12,500	12,500
13	-	887	2,000	637917 Operating Equipment	1,000	1,000	1,000
14	<u>627</u>	<u>3,246</u>	<u>30,521</u>	Total Materials & Services	<u>31,700</u>	<u>31,700</u>	<u>31,700</u>
15							
16	345-100 Capital Outlay						
17	16,139	898	5,000	800100 System Improvement/Expansion	3,000	3,000	3,000
18	3,377	3,700	5,000	800600 Equipment Acquisitions	5,000	5,000	5,000
19	<u>19,516</u>	<u>4,598</u>	<u>10,000</u>	Total Capital Outlay	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
20							
21	345-100 Fund Balance						
22	<u>29,860</u>	<u>35,181</u>	<u>5,147</u>	999000 Unapp Ending Fund Balance	<u>600</u>	<u>600</u>	<u>600</u>
23							
24							
25	Fund Totals						
26	50,003	43,025	45,668	Resources	40,300	40,300	40,300
27							
28	20,143	7,844	40,521	Appropriations	39,700	39,700	39,700
29	<u>29,860</u>	<u>35,181</u>	<u>5,147</u>	Unappropriated Fund Balance	<u>600</u>	<u>600</u>	<u>600</u>
30	50,003	43,025	45,668		40,300	40,300	40,300
31							

Notes

- 11 Finance Software upgrade, Includes Capital Improvement Plan Items, see Admin section of CIP
- 18 Includes Capital Improvement Plan Items, see IT section of CIP

LIBRARY EQUIPMENT RESERVE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted	
Library Equipment Reserve Fund								
322-000 Resources								
1	23,360	19,838	7,878	400100 Beginning Fund Balance	3,200	3,200	3,200	
2	144	78	94	400400 Investment Interest	100	100	100	
3	1,000	-	-	400500 Grant: AMO Leer	-	-	-	
4	-	-	-	400520 Transfer From General Fund	1,000	1,000	1,000	
5	<u>24,504</u>	<u>19,916</u>	<u>7,972</u>	Total Resources	<u>4,300</u>	<u>4,300</u>	<u>4,300</u>	
6								
7	322-100 Materials & Services							
8	-	-	1,000	637917 Operating Equipment	-	-	-	
9	<u>816</u>	<u>1,995</u>	<u>2,000</u>	637925 Building Maintenance	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
10	<u>816</u>	<u>1,995</u>	<u>3,000</u>	Total Materials & Services	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
11								
12	322-100 Capital Outlay							
13	2,990	3,000	-	800575 Furniture Acquisition	-	-	-	
14	<u>860</u>	<u>8,801</u>	<u>2,000</u>	800600 Equipment Acquisition	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	
15	<u>3,850</u>	<u>11,801</u>	<u>2,000</u>	Total Capital Outlay	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	
16								
17	322-100 Fund Balance							
18	<u>19,838</u>	<u>6,120</u>	<u>2,972</u>	999000 Unapp Ending Fund Balance	<u>800</u>	<u>800</u>	<u>800</u>	
19								
20								
21	Fund Totals							
22	24,504	19,916	7,972	Resources	4,300	4,300	4,300	
23								
24	4,666	13,796	5,000	Appropriations	3,500	3,500	3,500	
25	<u>19,838</u>	<u>6,120</u>	<u>2,972</u>	Unappropriated Fund Balance	<u>800</u>	<u>800</u>	<u>800</u>	
26	24,504	19,916	7,972		4,300	4,300	4,300	
27								

Notes

- 9 Includes Capital Improvement Plan Items, see Library section of CIP
- 14 Includes Capital Improvement Plan Items, see Library section of CIP

PARK & POOL EQUIPMENT RESERVE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted	
Park & Pool Equipment Reserve Fund								
333-000 Resources								
1	27,532	31,912	21,704	400100 Beginning Fund Balance	13,500	13,500	13,500	
2	242	140	157	400400 Investment Interest	100	100	100	
3	-	2,888	5,000	400500 Skate Park Donations	-	-	-	
4	-	4,682	13,000	400510 Skate Park Fundraising	-	-	-	
5	10,000	-	-	400520 Transfer From Other Funds	-	-	-	
6	-	-	-	400525 Transfer from State Rev Sharing	30,000	30,000	30,000	
7	-	-	-	400540 Transfer from General Fund	14,000	14,000	14,000	
8	-	-	20,000	404100 Grant: Oregon Parks & Recr	33,200	33,200	33,200	
9	-	-	-	Grant: Foundation	-	-	-	
10	-	-	-	409000 Other Income	-	-	-	
11	<u>37,775</u>	<u>39,622</u>	<u>59,861</u>	Total Resources	<u>90,800</u>	<u>90,800</u>	<u>90,800</u>	
12								
13	333-100 Materials & Services							
14	-	4,550	2,500	615051 Fundraising Expense	-	-	-	
15	40	259	-	637917 Operating Equipment	-	-	-	
16	<u>40</u>	<u>4,808</u>	<u>2,500</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>	
17								
18	333-100 Capital Outlay							
19	1,948	199	-	800100 Park System Improvements	6,500	6,500	6,500	
20	-	-	15,500	800150 Skate park Development	32,000	32,000	32,000	
21	3,747	-	-	800600 Equipment Acquisitions	1,500	1,500	1,500	
22	-	-	20,000	800650 Grant: Skate Park Development	33,200	33,200	33,200	
23	128	8,611	6,000	800700 Equipment Refurbishment	3,000	3,000	3,000	
24	-	312	15,000	800725 Equipment Improvements	14,000	14,000	14,000	
25	<u>5,823</u>	<u>9,122</u>	<u>56,500</u>	Total Capital Outlay	<u>90,200</u>	<u>90,200</u>	<u>90,200</u>	
26								
27	333-100 Fund Balance							
28	<u>31,912</u>	<u>25,691</u>	<u>861</u>	999000 Unapp Ending Fund Balance	<u>600</u>	<u>600</u>	<u>600</u>	
29								
30								
31	Fund Totals							
32	37,775	39,622	59,861	Resources	90,800	90,800	90,800	
33								
34	5,863	13,930	59,000	Appropriations	90,200	90,200	90,200	
35	<u>31,912</u>	<u>25,691</u>	<u>861</u>	Unappropriated Fund Balance	<u>600</u>	<u>600</u>	<u>600</u>	
36	37,775	39,622	59,861		90,800	90,800	90,800	
37	-	-	-		-	-	-	

Notes

- 19 Includes Capital Improvement Plan Items, see Parks section of CIP
- 20 Includes Capital Improvement Plan Items, see Parks section of CIP
- 21 Includes Capital Improvement Plan Items, see Pool section of CIP
- 22 Includes Capital Improvement Plan Items, see Parks section of CIP
- 23 Includes Capital Improvement Plan Items, see Pool section of CIP
- 24 Includes Capital Improvement Plan Items, see Parks section of CIP

PARK SYSTEM DEVELOPMENT FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Park System Development Fund							
335-000 Resources							
1	217,907	295,654	345,976	400100 Beginning Fund Balance	176,400	176,400	176,400
2	1,772	1,602	1,634	400400 Investment Interest	1,500	1,500	1,500
3	77,590	34,066	81,760	400500 System Development Fees	51,100	51,100	51,100
4	<u>297,269</u>	<u>331,321</u>	<u>429,370</u>	Total Resources	<u>229,000</u>	<u>229,000</u>	<u>229,000</u>
5							
6	335-100 Materials & Services						
7	1,616	2,074	5,000	611771 Professional Services	5,000	5,000	5,000
8							
9	335-100 Capital Outlay						
10			75,000	800150 Skateboard Park Development	40,000	40,000	40,000
11			15,000	800600 Playgrnd Equipment Acquisition	30,000	30,000	30,000
12			<u>250,000</u>	800650 Park System Expansion	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
13			<u>340,000</u>	Total Capital Outlay	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
14							
15	335-100 Fund Balance						
16	<u>295,654</u>	<u>329,247</u>	<u>84,370</u>	999000 Unapp Ending Fund Balance	<u>64,000</u>	<u>64,000</u>	<u>64,000</u>
17							
18							
19	Fund Totals						
20	297,269	331,321	429,370	Resources	229,000	229,000	229,000
21							
22	1,616	2,074	345,000	Appropriations	165,000	165,000	165,000
23	<u>295,654</u>	<u>329,247</u>	<u>84,370</u>	Unappropriated Fund Balance	<u>64,000</u>	<u>64,000</u>	<u>64,000</u>
24	297,269	331,321	429,370		229,000	229,000	229,000
25							

Notes

- 10 Includes Capital Improvement Plan Items, see Parks section of CIP
- 11 includes Capital Improvement Plan Items, see Parks section of CIP
- 12 Includes Capital Improvement Plan Items, see Parks section of CIP

POLICE VEHICLE & EQUIPMENT FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Police Vehicle & Equipment Reserve							
301-000 Resources							
1	56,460	25,667	27,418	400100 Beginning Fund Balance	1,600	1,600	1,600
2	242	133	133	400400 Investment Interest	100	100	100
3	-	246	-	400500 Sale of Surplus Vehicles	-	-	-
4	10,000	10,000	10,000	400530 Transfer From State Revenue Shari	10,000	10,000	10,000
5	-	-	-	400537 Transfer from Cumm Law Enforcern	1,700	1,700	1,700
6	25,000	37,000	37,000	400540 Transfer from General Fund	75,000	75,000	75,000
7	-	-	-	400558 Transfer from Police Def Fund	700	700	700
8	-	-	60,000	400651 Grant	-	-	-
9	-	-	-	409000 Other Receipts	8,000	8,000	8,000
10	<u>91,701</u>	<u>73,046</u>	<u>134,551</u>		<u>97,100</u>	<u>97,100</u>	<u>97,100</u>
11							
12	301-100 Capital Outlay						
13	28,226	3,453	78,000	800600 Equipment Acquisition	25,000	25,000	25,000
14	-	-	16,400	800610 Software purchases	31,100	31,100	31,100
15	<u>37,808</u>	<u>41,928</u>	<u>40,129</u>	800710 Purchase of Vehicles	<u>40,200</u>	<u>40,200</u>	<u>40,200</u>
16	<u>66,034</u>	<u>45,382</u>	<u>134,529</u>		<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
17							
18	301-100 Fund Balance						
19	<u>25,667</u>	<u>27,664</u>	<u>22</u>	999000 Unapp Ending Fund Balance	<u>800</u>	<u>800</u>	<u>800</u>
20							
21							
22	Fund Totals						
23	91,701	73,046	134,551	Resources	97,100	97,100	97,100
24							
25	66,034	45,382	134,529	Appropriations	96,300	96,300	96,300
26	<u>25,667</u>	<u>27,664</u>	<u>22</u>	Unappropriated Fund Balance	<u>800</u>	<u>800</u>	<u>800</u>
27	<u>91,701</u>	<u>73,046</u>	<u>134,551</u>		<u>97,100</u>	<u>97,100</u>	<u>97,100</u>
28							

Notes

- 9 Transfer of misc police funds
- 13 Narrow Band radios, Includes Capital Improvement Plan Items, see Police section of CIP
- 14 CMI Records management software, 2nd of 3 payments, Includes Capital Improvement Plan Items, see Police section of CIP
- 15 \$40,129 for lease payment 4 of 5, Includes Capital Improvement Plan Items, see Police section of CIP

PRAIRIE ROAD STREET IMPROVEMENT FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Prairie Road Street Improvement Fund							
				350-000 Resources			
1	237,540	239,207	240,455	400100 Beginning Fund Balance	241,400	241,400	241,400
2	1,668	1,205	1,248	400400 Investment Interest	1,100	1,100	1,100
3	<u>239,207</u>	<u>240,412</u>	<u>241,703</u>	Total Resources	<u>242,500</u>	<u>242,500</u>	<u>242,500</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>239,207</u>	<u>240,412</u>	<u>23,703</u>	999000 Unappropriated Fund Balance	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
10							
11							
12				Fund Totals			
13	239,207	240,412	241,703	Resources	242,500	242,500	242,500
14							
15	-	-	218,000	Appropriations	218,000	218,000	218,000
16	<u>239,207</u>	<u>240,412</u>	<u>23,703</u>	Unappropriated Fund Balance	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
17	239,207	240,412	241,703		242,500	242,500	242,500
18	-	-	-		-	-	-

PW BUILDING/YARD RESERVE FUND

Description

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
PW Building/Yard Reserve Fund							
	354-000 Resources						
1	17,688	19,355	24,460	400100 Beginning Fund Balance	33,600	33,600	33,600
2	149	110	107	400400 Investment Interest	200	200	200
3	8,000	5,000	-	400500 Transfer from Other Funds	-	-	-
4	-	-	2,500	400501 Transfer from Sewer Fund	1,000	1,000	1,000
5	-	-	2,500	400502 Transfer from Sanitation Fund	500	500	500
6	-	-	2,500	400523 Transfer from Street Fund	1,000	1,000	1,000
7	-	-	2,500	400575 Transfer from Water Fund	1,500	1,500	1,500
8	<u>25,837</u>	<u>24,465</u>	<u>34,567</u>	Total Resources	<u>37,800</u>	<u>37,800</u>	<u>37,800</u>
9							
10	354-100 Capital Outlay						
11	3,499	950	-	800760 Building Refurbishment	8,000	8,000	8,000
12	2,983	-	-	800780 Building Improvements	5,000	5,000	5,000
13	<u>6,482</u>	<u>950</u>	<u>-</u>	Total Capital Outlay	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
14							
15	354-100 Fund Balance						
16	<u>19,355</u>	<u>23,515</u>	<u>34,567</u>	999000 Unapp Ending Fund Balance	<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
17							
18							
19	Fund Totals						
20	25,837	24,465	34,567	Resources	37,800	37,800	37,800
21							
22	6,482	950	-	Appropriations	13,000	13,000	13,000
23	<u>19,355</u>	<u>23,515</u>	<u>34,567</u>	Unappropriated Fund Balance	<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
24	25,837	24,465	34,567		37,800	37,800	37,800
25							

Notes

12 Includes Capital Improvement Plan Items, see Public Works Yard Reserve section of CIP

STREET EQUIPMENT RESERVE FUND

Description

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

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

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Street Equipment Reserve Fund							
	349-000 Resources						
1	68,268	63,754	70,601	400100 Beginning Fund Balance	42,600	42,600	42,600
2	477	337	347	400400 Investment Interest	200	200	200
3	4,000	8,000	5,000	400500 Transfer From Street Fund	10,000	10,000	10,000
4	<u>72,746</u>	<u>72,091</u>	<u>75,948</u>	Total Resources	<u>52,800</u>	<u>52,800</u>	<u>52,800</u>
5							
6	349-100 Capital Outlay						
7	8,391	9,523	30,000	800600 Equipment Acquisition	9,500	9,500	9,500
8	-	715	10,000	800700 Equipment Refurbishment	1,500	1,500	1,500
9	600	-	-	800725 Equipment Improvements	-	-	-
10	<u>8,991</u>	<u>10,238</u>	<u>40,000</u>	Total Capital Outlay	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
11							
12	349-100 Fund Balance						
13	<u>63,754</u>	<u>61,854</u>	<u>35,948</u>	999000 Unapp Ending Fund Balance	<u>41,800</u>	<u>41,800</u>	<u>41,800</u>
14							
15							
16	Fund Totals						
17	72,746	72,091	75,948	Resources	52,800	52,800	52,800
18							
19	8,991	10,238	40,000	Appropriations	11,000	11,000	11,000
20	<u>63,754</u>	<u>61,854</u>	<u>35,948</u>	Unappropriated Fund Balance	<u>41,800</u>	<u>41,800</u>	<u>41,800</u>
21	<u>72,746</u>	<u>72,091</u>	<u>75,948</u>		<u>52,800</u>	<u>52,800</u>	<u>52,800</u>
22	-	-	-		-	-	-

Notes

- 7 \$20,500 decrease to reflect current equipment needs, Includes Capital Improvement Plan Items, see PW Equipment section of C
- 8 \$8,500 decrease to reflect current equipment needs

STREET SYSTEM DEVELOPMENT FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Street System Development Fund							
	407-000 Resources						
1	471,149	554,149	590,587	400100 Beginning Fund Balance	600,700	600,700	600,700
2	3,558	2,869	2,958	400400 Investment Interest	2,600	2,600	2,600
3	79,441	21,204	44,640	400500 System Development Fees	27,900	27,900	27,900
4	<u>554,149</u>	<u>578,222</u>	<u>638,185</u>	Total Resources	<u>631,200</u>	<u>631,200</u>	<u>631,200</u>
5							
6				407-100 Capital Outlay			
7			5,000	800650 Street System Expansion	5,000	5,000	5,000
8							
9				407-100 Fund Balance			
10	<u>554,149</u>	<u>578,222</u>	<u>633,185</u>	999000 Unapp Ending Fund Balance	<u>626,200</u>	<u>626,200</u>	<u>626,200</u>
11							
12							
13				Fund Totals			
14	554,149	578,222	638,185	Resources	631,200	631,200	631,200
15							
16			5,000	Appropriations	5,000	5,000	5,000
17	<u>554,149</u>	<u>578,222</u>	<u>633,185</u>	Unappropriated Fund Balance	<u>626,200</u>	<u>626,200</u>	<u>626,200</u>
18	554,149	578,222	638,185		631,200	631,200	631,200
19							

DOC IGA INFRASTRUCTURE FUND

Description

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

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
DOC IGA Infrastructure Fund							
410-000 Resources							
1	(30,985)	5,611,194	5,883,121	400100 Beginning Fund Balance	624,800	624,800	624,800
2	4,500,000	-	-	400500 DOC Advance	-	-	-
3	2,500,000	-	-	400550 DOC On-hold Future Use	-	-	-
4	-	-	550,000	400555 Interfund Loan Repayment Water	-	-	-
5	4,449,137	10,507,822	-	400600 DOC Reimbursements	-	-	-
6	-	-	2,350,000	400601 DOC Reimbursements IGA8	1,006,800	1,006,800	1,006,800
7	-	-	-	409000 Other Receipts	-	-	-
8	11,418,152	16,119,016	8,783,121	Total Resources	1,631,600	1,631,600	1,631,600
410-100 Capital Outlay							
12	-	-	2,185,475	800201 South Industrial - SS & Water Ext	-	-	-
13	-	-	88,391	800202 West Side Trans Mains SS FM	-	-	-
14	-	-	621,566	800203 Elevated Tanks DOC & City Shops	-	-	-
15	-	-	201,855	800204 3rd & Maple SSPS & Water PS	72,400	72,400	72,400
16	-	-	17,805	800205 SCADA System	-	-	-
17	-	-	464,934	800206 Ground Storage at City Shops	-	-	-
18	-	-	355,142	800207 Construction Admin/Inspection	-	-	-
19	-	-	1,000,000	800208 IGA8 Improvements/Sale of Bonds	-	-	-
20	-	-	350,000	800209 Water & Sewer Connection Fees	-	-	-
21	-	-	764,953	800210 Construction Contingency	63,800	63,800	63,800
22	-	-	-	800217 W/L from Spine Road to Tank	200,000	200,000	200,000
23	-	-	-	800218 Rechlorination Station	200,000	200,000	200,000
24	-	-	-	800219 IGA8 Contingency	565,500	565,500	565,500
25	-	-	-	800220 Potential Drainage Imps	20,000	20,000	20,000
26	-	-	6,050,121		1,121,700	1,121,700	1,121,700
410-150 Capital Outlay							
29	-	-	35,000	800211 Land Acquisition	74,700	74,700	74,700
30	-	-	60,000	800212 Wastewater Facilities Plan	60,000	60,000	60,000
31	-	-	21,000	800213 Water Rights Consulting	15,000	15,000	15,000
32	-	-	27,000	800214 Engineering IGA Negotiations	-	-	-
33	-	-	35,000	800215 Legal & Administrative Costs	-	-	-
34	-	-	55,000	800216 IGA Contingency & Legal	10,200	10,200	10,200
35	-	-	-	800221 Water Source Imp OHA Capacity	50,000	50,000	50,000
36	-	-	-	800222 I/I OHA Waste Water Capacity	300,000	300,000	300,000
37	-	-	233,000		509,900	509,900	509,900
410-200 Materials & Services							
40	19,500	10,000	-	611600 ROW Consulting	-	-	-
41	8,500	-	-	611771 Water System Master Plan	-	-	-
42	31,000	-	-	611774 Design Source for S Industrial	-	-	-
43	-	23,500	-	611777 Design Transmission Main	-	-	-
44	132,000	240,000	-	611780 Design Reservoirs	-	-	-
45	191,000	273,500	-	Total Materials & Services	-	-	-
410-200 Capital Outlay							
48	-	168,327	-	800600 Equipment Acquisitions	-	-	-

Notes

26 Includes Capital Improvement Plan Items, see DOC section of CIP
37 Includes Capital Improvement Plan Items, see DOC section of CIP

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
49	3,172,951	7,419,326	-	800650 Water System Expansion	-	-	-
50	-	-	-	800675 Land Acquisition-WaterTreatment	-	-	-
51	129,704	120,419	-	800680 Easemt/Land Acq South Corridor	-	-	-
52	<u>3,302,655</u>	<u>7,708,072</u>	-	Total Capital Outlay	-	-	-
53							
54				410-300 Materials & Services			
55	19,500	10,000	-	611600 ROW Consulting	-	-	-
56	30,000	30,000	-	611771 Wastewater Facility Plan	-	-	-
57	40,000	15,000	-	611774 Design 3rd/Maple Upgrades	-	-	-
58	-	-	-	611777 Design Trunk Line/Pump Station	-	-	-
59	<u>89,500</u>	<u>55,000</u>	-	Total Materials & Services	-	-	-
60							
61				410-300 Capital Outlay			
62	401,365	-	-	800600 Equipment Acquisitions	-	-	-
63	1,692,735	2,185,294	-	800650 Wastewater System Expansion	-	-	-
64	129,704	120,419	-	800680 Easemt/Land Acq South Corridor	-	-	-
65	<u>2,223,803</u>	<u>2,305,713</u>	-	Total Capital Outlay	-	-	-
66							
67				410-325 Capital Outlay			
68	-	-	-	800650 Wastewater System Expansion	-	-	-
69							
70				410-900 Transfers			
71	-	550,000	-	900030 Interfund Loan to Water Sys Imp	-	-	-
72	-	-	2,500,000	900005 Transfer to Sewer System Imp	-	-	-
73	-	550,000	2,500,000		-	-	-
74							
75				410-900 Fund Balance			
76	<u>5,611,194</u>	<u>5,226,732</u>	-	999000 Unappr Ending Fund Balance	-	-	-
77							
78							
79				Fund Totals			
80	11,418,152	16,119,016	8,783,121	Resources	1,631,600	1,631,600	1,631,600
81							
82	5,806,958	10,892,284	8,783,121	Appropriations	1,631,600	1,631,600	1,631,600
83	5,611,194	5,226,732	-	Unappropriated Fund Balance	-	-	-
84	<u>11,418,152</u>	<u>16,119,016</u>	<u>8,783,121</u>		1,631,600	1,631,600	1,631,600
85							

CLOSED FUNDS

Cumulative Law Enforcement Fund

Police Defibrillator Trust Fund

Viking Sal Capital Reserve Fund

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Cumulative Law Enforcement Fund							
				303-000 Resources			
1	1,685	1,685	1,685	400100 Beginning Fund Balance	1,700	1,700	1,700
2	-	-	-	400400 Investment Interest	-	-	-
3	<u>1,685</u>	<u>1,685</u>	<u>1,685</u>	Total Resources	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>
4							
5				303-100 Materials & Services			
6	-	-	-	624624 Investigations	-	-	-
7							
8				303-100 Capital Outlay			
9	-	-	-	800600 Equipment Acquisition	-	-	-
10							
11				303-100 Transfers			
12	-	-	-	900015 Transfer to Police Equip Reserve	1,700	1,700	1,700
13							
14				303-100 Fund Balance			
15	<u>1,685</u>	<u>1,685</u>	<u>1,685</u>	999000 Unapp Ending Fund Balance	-	-	-
16							
17							
18				Fund Totals			
19	1,685	1,685	1,685	Resources	1,700	1,700	1,700
20							
21	-	-	-	Appropriations	1,700	1,700	1,700
22	<u>1,685</u>	<u>1,685</u>	<u>1,685</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	1,685	1,685	1,685		1,700	1,700	1,700
24	-	-	-		-	-	-

Notes

12 Transfer to Police Equipment Reserve to close fund

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Police Defibrillator Trust Fund							
				341-000 Resources			
1	593	597	600	400100 Beginning Fund Balance	700	700	700
2	4	3	-	400400 Investment Interest	-	-	-
3	-	9,914	-	400650 Grant Revenue	-	-	-
4	-	-	-	409000 Other Receipts	-	-	-
5	<u>597</u>	<u>10,514</u>	<u>600</u>	Total Resources	<u>700</u>	<u>700</u>	<u>700</u>
6							
7				341-100 Capital Outlay			
8	-	9,914	-	800600 Equipment Acquisition	-	-	-
9							
10				341-100 Transfers			
11	-	-	-	900013 Transfer to Police Equipment Res	700	700	700
12							
13				341-100 Fund Balance			
14	<u>597</u>	<u>600</u>	<u>600</u>	999000 Unapp Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
15							
16							
17				Fund Totals			
18	597	10,514	600	Resources	700	700	700
19							
20	-	9,914	-	Appropriations	700	700	700
21	<u>597</u>	<u>600</u>	<u>600</u>	Unappropriated Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
22	597	10,514	600		700	700	700
23							

Notes

11 To close unused fund

**City of Junction City
Fiscal Year 2012-13 Budget**

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
Viking Sal Capital Reserve Fund							
				352-000 Resources			
1	4,723	1,735	1,735	400100 Beginning Fund Balance	3,200	3,200	3,200
2	17	6	4	400400 Investment Interest	-	-	-
3	1,000	2,500	2,500	400500 Transfer From Viking Sal Senior Fur	-	-	-
4	<u>5,740</u>	<u>4,242</u>	<u>4,239</u>	Total Resources	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
5							
6				352-100 Materials & Services			
7	3,800	2,400	2,400	632677 Equipment/Software Leases	-	-	-
8	-	-	-	644660 Building Maintenance/Repairs	-	-	-
9	<u>3,800</u>	<u>2,400</u>	<u>2,400</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
10							
11				352-100 Capital Outlay			
12	205	-	50	800600 Equipment Acquisition	-	-	-
13	-	-	1,000	800760 Building Refurbishment	-	-	-
14	<u>205</u>	<u>-</u>	<u>1,050</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
15							
16				352-100 Transfers			
17	-	-	-	900023 Transfer to Viking Sal Senior F	3,200	3,200	3,200
18							
19				352-100 Fund Balance			
20	<u>1,735</u>	<u>1,842</u>	<u>789</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
21							
22							
23				Fund Totals			
24	5,740	4,242	4,239	Resources	3,200	3,200	3,200
25							
26	4,005	2,400	3,450	Appropriations	3,200	3,200	3,200
27	<u>1,735</u>	<u>1,842</u>	<u>789</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
28	<u>5,740</u>	<u>4,242</u>	<u>4,239</u>		<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
29							

Notes

17 Transfer to close fund

City of Junction City
Fiscal Year 2012-13 Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	Description	2012-13 Requested	2012-13 Approved	2012-13 Adopted
1				Totals - All Funds			
2	29,525,845	35,541,953	32,578,078	Resources	22,138,800	22,138,800	22,138,800
3							
4	13,420,645	18,984,737	22,295,799	Appropriations	15,915,250	15,915,250	15,915,250
5	16,105,200	16,557,217	10,282,279	Unappropriated Fund Balance	6,223,550	6,223,550	6,223,550
6	<u>29,525,845</u>	<u>35,541,953</u>	<u>32,578,078</u>		<u>22,138,800</u>	<u>22,138,800</u>	<u>22,138,800</u>
7							

Capital Improvement Plan

Section V

City of Junction City
Capital Improvement Plan



Proposed Projects and Capital Improvements
FY2012/13

City of Junction City Capital Improvement Plan

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City of Junction City Capital Improvement Plan

1 –Overview

PURPOSE:

The Capital Improvement Plan is used to improve the City's ability to forecast future funding needs and allocate its resources accordingly. It is based on the various long range plans, goals and policies of the City. Projects that will appear in the annual projects list include projects which:

- ***Preserve existing infrastructure and publicly owned property.***
- ***Provide new facilities and infrastructure as a part of well-managed and orderly growth that is consistent with Statewide Planning Goals.***
- ***Enhance community livability.***

The program provides a structure within which to prioritize proposed Capital projects with respect to community wide needs. It also enables the City to best match available financial resources to those needs.

The annual projects list is adopted with the City budget and includes the annual Capital budget. The program also identifies specific projects that are capacity enhancing projects and are therefore eligible for Systems Development funding.

CAPITAL PROJECTS:

A capital project is defined as an activity that creates, improves, replaces, repairs or maintains a fixed asset and results in a permanent addition to the City's inventory. This is accomplished by one or more of the following:

- Acquisition of real property
- Construction of new facilities
- Rehabilitation, reconstruction or renovation of an existing facility to a condition that extends its useful life or increases its usefulness or capacity.

Fixed assets include land, site improvements, parks, buildings, streets, bike paths, storm water facilities, water/sewer infrastructure, water wells and wastewater treatment facilities. Equipment, such as the hardware attached to or purchased with the land or building is also included. The purchase of vehicles and significant purchases of equipment and software are also included.

Capital projects are generally large scale endeavors in terms of cost, size and benefit to the community. They involve non-recurring expenditures from a variety of funding sources and do not duplicate normal maintenance activities funded within a specific operating budget.

Capital needs focus on two primary areas-the need to rehabilitate/preserve existing capital assets and the need for new capital facilities and capacity enhancements necessary to service new growth. As an asset ages, it requires preservation to protect or extend its useful life. If this is not accomplished, it will deteriorate prematurely and its benefit will be lost to the community. Relative to growth, as the community's population base expands, the need to provide safe and efficient capital facilities increases. Assets such as new streets, water and wastewater facilities, storm water facilities and parks are necessary for the health, welfare and safety of the community.

Potential projects to address new capital needs or expand and enhance existing capital assets are derived from a number of sources. These include:

- Functional plans such as the Transportation System Plan Wastewater Facilities Plan or the Parks Master Plan,
- Engineering studies or analyses such as the draft Water Master Plan, Industrial Corridor Infrastructure study or the Department of Corrections water/wastewater requirements technical memorandum;
- Requests from individual citizens, neighborhoods and community organizations;
- Requests from other governmental units, such as school districts, federal, state and county agencies;
- City departments; and
- City committees and commissions

In general, to be included in the CIP a project must:

- Implement a Council goal, policy or plan
- Address health and safety needs, reduce the City's liability, or improve access to City facilities by those with disabilities
- Maintain existing assets or improve the efficiency of City operations
- Improve revenue potential or enhance existing programs

CAPITAL IMPROVEMENT PLAN MODIFICATION PROCESS:

The CIP may be modified by the City Council as outlined in Ordinance 1137, Section 8 (2). The Council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification of the list to include a capacity increasing capital improvement, as referenced in Section 6(2) of this ordinance, the City shall provide at least thirty (30) days notice of the proposed plan modification to persons who have requested written notice under Section 15(2) of this ordinance. A hearing on such proposed plan modifications will be held if the City receives a written request for such a hearing within seven (7) days of the date the proposed modification is scheduled for adoption. If no such request is received within this time period, a hearing is not required, but may be held in the Council's sole discretion.

FUNDING SOURCES:

Funding for CIP projects may come from a number of sources. These include:

Current Revenues - Funds from the City's current operating budgets for projects that benefit the community as a whole (General, Street, and Community Recreation Funds), or that benefit utility users (Water, Sewer, Sanitation Funds).

Property Tax Bonds - Funds received through the sale of bonds; repaid through taxes on all properties within the City.

Revenue Bonds - Funds received through the sale of bonds; repaid through utility or service program charges.

Reserve Funds - Monies that have been set aside in a Reserve Fund for a specific purpose by a specific department.

Property Owner Assessments - Costs paid by the benefited property owners.

Grants and Gifts - Federal and State grant funds or revenue sharing, as well as local gifts and donations. Many of these require matching funds from the City.

System Development Charges (SDCs) - Charges received from the owners of developing properties and used to help pay for future capacity in our water, sewer, street, and park systems.

Federal/State Programs – Federal and State exchange funds or loans. There are also competitive State loan programs through various agencies whereby low interest loans are awarded to qualifying jurisdictions for specific programs.

Capital Improvement Plan													
FY2012/13													
No.	Admin & Finance	Type	Location	Fiscal Year							Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17				
AD01	Ordinance Codification	Purchase	Admin	6,000									State Revenue Sharing: M & S (636100)
	Finish the project currently underway.												
AD02	Building Reserve	Reserve	Admin	-	10,000	10,000	10,000	10,000	10,000	10,000			General Fund: Transfers (900018)
	Annual Building Reserve Contribution												
AD03	Court Software	Purchase	Court	18,500									Computer Equipment Reserve Fund: Software Upgrades (608925)
	Replacement of current Court Software												
AD04	Springbrook Upgrade	Purchase	Admin	16,660	18,160								Water and Sewer Equipment Reserve Funds: Software Upgrades (FY11/12: 800814)
	Upgrade to accounting, payroll, capital asset and utility billing software.												Computer Equipment Reserve (FY12/13)
AD05	City Hall Refurbishment	Repairs	Admin	62,000	150,000								Building Reserve (800760)
	Completion of refurbishment for City Hall started in FY11/12.												
	Totals			103,160	168,160	10,000	10,000	10,000	10,000	10,000			
	Funding Summary - FY2012/13												
	Computer Equip Reserve	345-100-608925		18,160	18,160								
	Building Reserve	318-100-800760		150,000	150,000								
				168,160	168,160								

2 – Administration & Finance Projects

AD01 – Ordinance Codification

Scope: Finish the ordinance codification project currently underway.

Fiscal Year 2011/12
Cost: \$6,000
Source: State Revenue Sharing: M&S (636100)

AD02 – Building Reserve Contribution

Scope: Contribution to building reserve

Fiscal Year FY2012/13 to FY2015/16
Cost: \$10,000
Source: General Fund: Transfers (900018)

AD03 – Court Software

Scope: This purchase is expected due to the possibility of new software for the Police department currently under review, and will require a purchase of Court software to maintain compatibility. The current Court software is difficult to maintain and does not provide adequate reporting. We would anticipate a budget savings in the years following installation of a new Court software system.

Fiscal Year 2011/12
Cost: \$13,500
Source: Computer Equipment Reserve Fund: Software Upgrades (608925)

AD04 – Springbrook Upgrade

Scope: Upgrade to accounting, payroll, capital asset and utility billing software.

Fiscal Year 2011/12
Cost: \$20,000
Source: Water and Sewer Equipment Reserve Funds: Software Upgrades (800814)

2 – Administration & Finance Projects

AD05 –City Hall Refurbishment

Scope:	Completion of City Hall Refurbishment project begun in FY2011/12. Includes carpeting, painting, roof repair, HVAC repair, and security upgrades.
Fiscal Year	2012/13
Cost:	\$150,000
Source:	Building Reserve (800760)

3 – Community Services Projects

CSC01 - Community Services Building Refurbishment, Phase 4

Scope: Refurbishment of the Community Services Center building. It is anticipated that the work will be completed in three phases. The specific tasks are categorized as improving the aesthetics, increasing the energy efficiency and/or reducing costs, improving the functionality or improving the overall safety.

Fiscal Year 2011-12
Cost: \$12,000
Source: Building Replacement Reserve Fund: Capital Outlay (800760)

Capital Improvement Plan FY2012/13													
No.	Parks	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17				
PK01	Play Structure Replacement	Purchase	Bergstrom Park	15,000									Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
	To Replace aging wooden play structure												
PK02	Play Structure Fall Protection	Maintenance	Bailey Park		3,000								Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
	To replace existing fall protection												
PK03	Tennis Court Resurface	Maintenance	Lyle Day Park			5,000	5,000	5,000	5,000	5,000	5,000	5,000	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
	To resurface the existing tennis courts.												
PK04	Tennis Court Resurface	Maintenance	Bailey Park			5,000	5,000	5,000	5,000	5,000	5,000	5,000	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
	To resurface the existing tennis courts.												
PK05	Landscaping Improvements (1)	Maintenance	Various		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	Park & Pool Equipment Reserve Fund: Park System Imp (800100)
	To improve existing landscaping at the parks, CPTED												
PK06	Skatepark Development	Construction	Laurel Park		105,200								Park System Development Fund (800150)
	Phases 1, 2, 3 See skatepark committee report												Parks & Pool Equip Reserve (800150, 800650)
PK07	Playground Equipment Acquisition	Maintenance	Parks	15,000	30,000								Park System Development Fund (800600)
PK08	Park System Expansion	Construction	Parks	250,000	90,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	Park System Development Fund (800650)
PK 09	Drainage/Paving Repair Laurel (2)	Maintenance	Laurel		3,500								Park & Pool Equipment Reserve Fund: Park System Imp (800100)
PK 10	Mower replacement (replaced every 5 years, 8 years old) (1)	Maintenance	Parks		15,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 11	Lyle Day Park-Community Park conversion with rentable features	Construction	Lyle Day		6,000								Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 12	Play Structure Fall Protection	Maintenance	Tequendama		3,000								Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

No.	Parks	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17				
PK 13	Laurel Gazebo-Picnic Area	Maintenance	Laurel		2,000								Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 14	Sidewalk connection	Construction	Tofidahi and Laurel		5,000								Park & Pool Equipment Reserve Fund: Park System Imp (800100)
PK 15	Playground Equipment Supports and Platforms	Maintenance	Tequendama			10,000							Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 16	Playground Equipment Supports and Platforms	Maintenance	Bailey				10,000						Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 17	Play Structure Fall Protection Refill	Maintenance	Parks (exc. Teq., Bailey, Berg)				9,000	3,000				3,000	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK 18	Laurel Gazebo Roof	Maintenance				6,000							Building Replacement Reserve Fund (800760)
PK 20	Parks Amenity Replacement	Maintenance	Parks: Garbage cans and benches				6,000						Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
	Priorities in Park Master Plan												
	Totals			280,000	267,700	64,000	73,000	51,000	51,000	51,000		51,000	
	Note:												
	For FY2012/13, funding for projects above funded in the Parks & Pool Equipment Reserve Fund are unfunded by \$22,000												
	(1) Unfunded item												
	(2) Partially funded item												
	Funding Summary			Budget	Total Items	Difference							
	Parks & Pool Equipment	333-100-800100	Parks portion	6,500	13,500	(7,000)							
		333-100-800150		32,000	32,000	-							
		333-100-800650		33,200	33,200	-							
		333-100-800725	Parks portion	14,000	29,000	(15,000)							
				85,700	107,700	(22,000)							
	Park System Development Fund	335-100-800150		40000	40,000	-							
		335-100-800600		30,000	30,000	-							
		335-100-800650		90,000	90,000	-							
				160,000	160,000	-							

4 – Park Projects

PK01 - Bergstrom Park Play Equipment Replacement

Scope: This project will replace aging playground equipment within the park.

Fiscal Year 2011-12 and 2012-13
Cost: \$15,000/year
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK02 – Play Structure Fall Protection, Bailey Park

Scope: This project will replace the pea gravel with play chips.

Fiscal Year 2012-13
Cost: \$3,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK03 – Tennis Court Resurface

Scope: This project will resurface the playing surface on the tennis court at Lyle Day Park.

Fiscal Year 2012-13
Cost: \$25,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK04 – Tennis Court Resurface

Scope: This project will resurface the playing surface on the tennis courts at Bailey Park.

Fiscal Year 2012-13
Cost: \$25,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

4 – Park Projects

PK05 – Landscaping Improvements

Scope: This project is to expand the landscaping at existing parks as well as replace some of the landscaping that has reached the end of its life.

Fiscal Year 2012-13 through 2015-16
Cost: \$5,000/year
Source: Park and Pool Equipment Reserve, Park System Improvement (800100)

PK06 - Skate Park Development

Scope: The plan is to design and construct features commonly used for riding skateboards.

Fiscal Year 2011/12 - 2012/13
Cost: \$105,200
Source: Park System Development (800150) \$40,000
Park & Pool Equipment Reserve Fund (800150) \$32,000 (800650) \$33,200

PK07 - Park and Playground Equipment Acquisition

Scope: The expectation is that one or more of the “high” priority playground projects can be undertaken within the next year (Raintree pocket, Raintree 10 acre, Reserve, and Oaklea). In order to do this an appropriation for the capital outlay is required in the FY 2012-13 budget. A portion of any project that is required because of growth can be funded with Parks System Development money.

Fiscal Year 2011/12 - 2012/13
Cost: \$30,000
Source: Park System Development Fund (800600)

4 – Park Projects

PK08 – Park System Expansion

Scope:	Priorities in Park Master Plan and eligible system expansion.
Fiscal Year	2011-12
Cost:	\$90,000
Source:	Park System Development Fund (800650)

PK09 – Drainage/Paving Repair Laurel

Scope:	Repair drainage that is not connected and repair uneven paving in pathways.
Fiscal Year	2012-13
Cost:	\$3,500
Source:	Park System Improvement (800100)

PK10– Mower Replacement

Scope:	Replace main mower for Parks Maintenance. Mower is scheduled for replacement every five years, mower is eight years old.
Fiscal Year	2012-13
Cost:	\$15,000
Source:	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

4 – Park Projects

PK11– Lyle Day Park Conversion to Community Park

Scope: Convert Lyle Day to a Community Park with a rentable picnic area and keyed bathroom access for rentals. Serves as a secondary gathering place to Laurel gazebo.

Fiscal Year 2012-13
Cost: \$6,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK12– Play Structure Fall Protection, Tequendama Park

Scope: This project will replace the pea gravel with play chips.

Fiscal Year 2012-13
Cost: \$3,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK13– Laurel Gazebo Picnic Area

Scope: Repair and replacement of aged equipment in the picnic area, broken tiles, picnic benches, etc.

Fiscal Year 2012-13
Cost: \$2,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK14– Sidewalk Connection Laurel and Toftdahl

Scope: Remove plantings and install a sidewalk for pedestrians from Laurel to Toftdahl park

Fiscal Year 2012-13
Cost: \$5,000
Source: Park System Improvement (800100)

Capital Improvement Plan		Fiscal Year										Future	Source Fund		
FY2012/13															
No.	Pool	Type	Location	Fiscal Year										Future	Source Fund
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17						
PL01	Flooring Office	Purchase	Pool			3,500	500	500	500	500	500	500	500	500	Park & Pool Equipment Reserve Fund (800600)
	Carpeting exceeded useful life (every 10 years)														
PP02	Locker Room Flooring	Reserve	Pool				5,000	5,000							Park & Pool Equipment Reserve Fund (800600)
	Remove paint and etch concrete														
PP03	Reader Board	Purchase	Pool	1,000											Park & Pool Equipment Reserve Fund (800700)
	To display pool schedule														
PP04	Security Wallet Lockers	Purchase	Pool			2,000									Park & Pool Equipment Reserve Fund (800600)
	Service improvement														
PP05	Energy Efficiency (1)	Repair	Pool		2,500										Park & Pool Equipment Reserve Fund (800725)
	Lighting conversion for energy savings														
PP06	Building Repairs/Maintenance	Maintenance	Pool			1,000									Park & Pool Equipment Reserve Fund (800760)
	Replacement or repair of existing items														
PP07	Heater Replacement	Reserve	Pool		3,000	3,000	3,000	2,000							Park & Pool Equipment Reserve Fund (800700)
	Approximately every 25 years														
PP08	Pool Blanket Replacement	Reserve	Pool		1,500	1,500	500	500							Park & Pool Equipment Reserve Fund (800600)
	Approximately every 6 years														
PP09	Equipment Reels	Purchase	Pool				2,000	200							Park & Pool Equipment Reserve Fund (800700)
	Approximately every 10 years														
PP10	Accessible Showers	Repair	Pool			1,000									Park & Pool Equipment Reserve Fund (800760)
	Bench and barrier removal														
Totals				3,000	7,000	12,000	11,000	8,200	8,200				1,200		

No.	Pool	Type	Location	Fiscal Year							Future	Source Fund
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17			
	Note:											
				For FY2012/13, funding for projects above funded in the Parks & Pool Equipment Reserve Fund are unfunded by \$2,500. Capital outlay budget in the Parks & Pool Equipment Reserve has been applied to Parks capital projects.								
	(1) Unfunded item											
	(2) Partially funded item											
	Funding Summary											
	Parks & Pool Equipment	333-100-800725			<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>					
		333-100-800700	(Pool portion)		-	2,500	(2,500)					
		333-100-800600	(Pool portion)		3,000	3,000	-					
					1,500	1,500	-					
					4,500	7,000	(2,500)					

5 – Pool Projects

Pool Facility Improvements

Scope: Reserve of funds for energy efficiency upgrades, reserve of funds for 5 years for heater replacement (replacement every 25 years), funds for pool blanket replacement.

Fiscal Year 2012-13

Cost: \$7,000

Source: Park & Pool Equipment Reserve Fund
(800700)

6 – Police Projects

PD01 – Back-up Dispatch Center

Scope: The Police Department has worked collaboratively with Central Lane 911 to identify resources to a back-up dispatch center. This saved the City approximately 60K in anticipated costs. Central Lane is able to serve as a back-up center, receive Junction City phone calls and dispatch police via radio from their location. Efforts are still underway to have the ability to page and dispatch the Fire Department from Central Lane.

Fiscal Year 2011-12
Cost: \$60K-(60k savings)
Source: Police Vehicle/Equipment Fund (800600)

PD02 – Replace Ford Escape Unit 601 Patrol Car

Scope: Patrol Vehicle # 601 vehicle is anticipated to have 80k-100k in miles in FY14/15. It is recommended to be replaced with another leased “marked” patrol vehicle.

Fiscal Year 2014/15
Cost: \$13,000/yr for 5 yrs.
Source: Police Vehicle/Equipment Fund (800600)

PD03 – Replace Patrol Unit 301, Ford Crown Victoria

Scope: Patrol Car # 301 is anticipated to have over 100k miles by FY 13/14. It recommended to be replaced with another leased “marked” patrol vehicle. The car as of March 2012 has reached 85,000 miles.

Fiscal Year 2013-14
Cost: \$13,000/yr for 5 yrs.
Source: Police Vehicle Equipment Fund (800600)

6 – Police Projects

PD04 – Replace Patrol Unit 302, Ford Crown Victoria

Scope: Patrol Car # 302 is recommended to be replaced with another leased “marked” patrol vehicle. The car as of March 2012 has reached 100,000 miles.

Fiscal Year 2012-13
Cost: \$13,000/yr for 5 yrs.
Source: Police Vehicle Equipment Fund (800600)

PD05 – FCC required radio upgrades

Scope: Currently the FCC (Federal Communication Commission) is requiring all radio frequencies to be switched over to narrow band by 2012. The main channel for police emergencies is already on narrow band. The secondary channel falls under this requirement and is mandated to be upgraded. The secondary channel allows the PD to continue communications with dispatch and other entities when the primary channel is inoperable and allows other units a way to communicate when priority emergency traffic is using the main channel.

Fiscal Year 2012-13
Cost: \$25,000
Source: Police Vehicle Equipment Fund (800600)

PD06 – Video system Upgrades

Scope: The jail, booking room, PD security and City Hall camera system needs a professional video system for monitoring and recording. The current system is inadequate and often fails. Three patrol cars are currently without a video system. It is recommended that all patrol cars have video recording systems.

Fiscal Year 2011-12
Cost: \$18,000
Source: Police Vehicle Equipment Fund (800600)

6 – Police Projects

PD07 – Records Management

Scope: During FY 11/12 the PD's CAD (Computer Aided Dispatch) and RMS (Records Management System) were upgrade. Three payments are being made through FY 13/14.

Fiscal Year 2011-12 through 2013-14
Cost: \$33,100
Source: Police Vehicle Equipment Fund (800600)

PD08 – Radio/CAD computer replacement

Scope: The Police /Fire radio computers will be at their recommended replacement life of 4-5 years. These computers provide 24/7 critical communication in emergencies to Police and Fire units. There is one at each console. The CAD computers will also be at their recommended replacement life of 4-5 years. These computers are used 24/7 to provide law enforcement sensitive data to field units, track their history and document reports.

Fiscal Year 2012-13
Cost: \$4,000
Source: Police Vehicle Equipment Fund (800600)

Capital Improvement Plan		Fiscal Year										Source Fund
FY2012/13		FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	Future					
No.	Library	Type	Location									Source Fund
LI01	Replace Public Stations	Purchase	Public Library			5,000						Library Equipment Reserve Fund (800600)
	To replace 4 outdated computer lab stations											
LI02	Replace Public Stations	Purchase	Public Library									Library Equipment Reserve Fund (800600)
	To replace 3 outdated workstations											
LI03	Flooring Treatment	Maintenance	Public Library	1,000								Library Equipment Reserve Fund (637917)
	To clean and maintain the current floor.											
LI04	Carrels for Public Stations	Purchase	Public Library	2,000								Library Equipment Reserve Fund (800600)
	Service improvement											
LI05	Energy Efficiency		Public Library	1,500	1,500	1,500	1,500	1,500	1,500	1,500		Library Equipment Reserve Fund (637925)
	Based on Energy Trust report (water heater, heat loss, etc.)											
LI06	Furniture Acquisition	Purchase	Public Library		1,000	500	1,000	1,000	1,000			Library Equipment Reserve Fund (800600)
	Replacement or repair of existing items											
LI07	Building Repairs/Maintenance	Maintenance	Public Library	500	1,000	1,000	500	1,000	500			Library Equipment Reserve Fund (637925)
	Replacement or repair of existing items											
LI08	Children's Reading Area	Reserve	Public Library		5,000	5,000	5,000	5,000	5,000	25,000		Building Replacement Reserve Fund (318-100-800780)
	Anticipated need to expand based on usage and pop. Projection (supplemental fundraising required)											

No.	Library	Type	Location	Fiscal Year						Source Fund
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	Future	
	TOTALS			5,000	8,500	8,000	13,000	8,000	25,000	
	Funding Summary									
	Library Equipment	322-100-637925		Budget	Total Items	Difference				
	Reserve	322-100-800600		2,500	2,500	-				
				1,000	1,000	-				
				3,500	3,500	-				
	Building Reserve	318-100-800780		5,000	5,000	-				

7 – Library Projects

Library Equipment Reserve

Scope: Energy efficiency updates to the library to reduce energy costs, and replacement or repair of existing public service equipment.

Fiscal Year 2012-13

Cost: \$3,500

Source: Library Equipment & Bldg Reserve Fund: \$1,000 (800600), \$2,500 (637925)

LI08 – Children’s Reading Area

Scope: Reserve over years of funds anticipated as needed to expand the Children’s Reading area to meet population projections. Supplemental fundraising from Friends of the Library will be required.

Fiscal Year 2012-13

Cost: \$5,000

Source: Building Replacement Reserve Fund: Capital Outlay (800760)

Capital Improvement Plan		Project Type	Location	Fiscal Year						Future	Source Fund
FY2012/13				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17		
No.	Water										
WA01	Hydrant Maintenance Program To replace aging & nonfunctional hydrants	Maintenance	Various	10,000	10,000	10,000	10,000	10,000	10,000	10,000	Water System Imp Fund (800750)
WA02	Valve Maintenance Program To replace aging & nonfunctional valves	Maintenance	Various	10,000	10,000	10,000	10,000	10,000	10,000	10,000	Water System Imp Fund (800750)
WA03	2" Galvanized Line Replacement To replace existing undersized and aging water line	Maintenance	Various	Completed	50,000						Water Sys Imp Fund (800750/800100)
WA04	Water Line Replacement Program To replace water line in accordance with the Water Master Plan	Maintenance	Various		50,000	100,000	100,000	100,000	100,000	100,000	Water Sys Imp Fund (800750/800100)
WA05	Auxiliary Power Addition of emergency power to existing City Wells	Construction	Various			50,000	50,000				Water Sys Imp Fund (800750/800100)
WA06	New Well Development To add a new well to the water system.	Construction	Bergstrom Park			300,000					Water System Imp Fund (638500)
WA07	3rd & Cedar Rehabilitation To redrill the well to increase water production.	Construction	3rd & Cedar Well					200,000			Water System Imp Fund (638500)
WA08	Radon Reduction Improvements To make improvements to the water storage tanks to reduce Radon	Construction	Ground Storage						150,000		Water System Imp Fund (638500)
WA09	WTP Pilot Program To begin testing to determine the appropriate water treatment plant type	Purchase	1171 Elm Street		50,000						Water System Imp Fund (61177/800100)
WA10	Raw Water System Improvements To finish bringing city wells to a centralized collection point.	Construction	Various	Completed							Water System Imp Fund (800100) \$200,000 / Water Sys Development (800650) \$200,000
	Totals			20,000	170,000	470,000	170,000	320,000	270,000		
	Funding Summary - FY2012/13			<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>					
	Water System Imp Fund			10,000	10,000	-					
				120,000	120,000	-					
				40,000	40,000	-					
				170,000	170,000	-					

9 – Water Projects

WA01 – Hydrant Maintenance Program

Scope: This is the start of the program to reduce the backlog of needed maintenance and replacement of existing fire hydrants in town

Fiscal Year 2011/12 through 2016/17
Cost: \$10,000
Source: Water System Imp Fund (800750)

WA02 – Valve Maintenance Program

Scope: This is the start of the program to reduce the backlog of needed maintenance and replacement of existing water valves in town.

Fiscal Year 2011/12 through 2016/17
Cost: \$10,000
Source: Water System Imp Fund (800750)

WA03 – 2” Galvanized Line Replacement Program

Scope: This is a program is to replace the existing 2” galvanized iron pipe in town in accordance with the Water System Master Plan

Fiscal Year 2011/12 & 2012/13
Cost: \$100,000 & \$50,000
Source: Water System Imp Fund (800750/800100)

WA04 - Waterline Replacement Program

Scope: This program is to replace waterline in town in accordance with the Water System Master Plan

Fiscal Year 2012/13 through 2016/17
Cost: \$50,000 & \$100,000
Source: Water System Imp Fund (800750/800100)

9 – Water Projects

WA05 – Auxiliary Power

Scope: This program is to add emergency power generators to the City's existing wells.

Fiscal Year 2013/14 & 2014/15
Cost: \$50,000
Source: Water System Imp Fund
(800750/800100)

WA06 – New Well Development

Scope: This project is to drill a new well to add to the City's water system.

Fiscal Year 2013/14
Cost: \$300,000
Source: Water System Imp Fund (638500)

WA07 – 3rd & Cedar Well Rehabilitation

Scope: This project is to redrill the 3rd & Cedar Well to address production issues and increase water production.

Fiscal Year 2015/16
Cost: \$200,000
Source: Water System Imp Fund (638500)

WA08 – Radon Reduction Improvements

Scope: These improvements are directed at reducing the level of Radon within the drinking water by making improvements to the existing ground storage tank located at the City Shops.

Fiscal Year 2016/17
Cost: \$150,000
Source: Water System Imp Fund (638500)

9 – Water Projects

WA09 – WTP Pilot Program

Scope: This is a program to begin testing various equipment on a small scale to determine the appropriate water treatment plant type.

Fiscal Year 2012/13
Cost: \$50,000
Source: Water System Imp Fund (611771/800100)

WA10 – Raw Water System Improvements

Scope: These improvements are to finish bringing the City owned wells to a centralized collection point.

Fiscal Year 2011/12
Cost: \$400,000
Source: Water System Imp Fund (800100)
\$200,000 / Water System
Development Fund (800650) \$200,000

10 – Sewer Projects

SW01 – I & I Abatement Program

Scope: This program is to reduce the amount of Inflow & Infiltration (I&I) by repairing or replacing existing sewer lines in accordance with the 2006 Sewer System Facilities Plan.

Fiscal Year 2011/12 through 2016/17
Cost: \$200,000
Source: Sewer System Imp Fund (800650)

SW02 – SCADA System Improvements

Scope: This is the continuation of upgrades to the sewer pump stations to bring them on the new SCADA control system.

Fiscal Year 2010/11 & 2011/12
Cost: \$200,000
Source: Sewer System Imp Fund (800650)

SW03 – Rosewood Pump Station Replacement

Scope: This is the savings for the pump station replacement that is due to age. During the life of the CIP, it is anticipated to save approximately \$250,000 for this project. An additional \$1,250,000 will be required to be saved prior to the project beginning.

Fiscal Year 2011/12 through 2016/17
Cost: \$50,000
Source: Sewer System Imp Fund (800650)

10 – Sewer Projects

SW04 – Chapel Creek Pump Station Replacement

Scope:	This is the savings for the pump station replacement that is due to age. During the life of the CIP, it is anticipated to save approximately \$250,000 for this project. An additional \$750,000 will be required to be saved prior to the project beginning.
Fiscal Year	2011/12 through 2016/17
Cost:	\$50,000
Source:	Sewer System Imp Fund (800650)

SW05 – 17th & Ivy Pump Station Replacement

Scope:	This is the savings for the pump station replacement that is due to age. During the life of the CIP, it is anticipated to save approximately \$250,000 for this project. An additional \$300,000 will be required to be saved prior to the project beginning.
Fiscal Year	2011/12 through 2016/17
Cost:	\$50,000
Source:	Sewer System Imp Fund (800650)

SW06 – 1st & Monaco Pump Station Replacement

Scope:	This is the savings for the pump station replacement that is due to age. During the life of the CIP, it is anticipated to save approximately \$250,000 for this project. An additional \$1,500,000 will be required to be saved prior to the project beginning.
Fiscal Year	2011/12 through 2016/17
Cost:	\$50,000
Source:	Sewer System Imp Fund (800650)

10 – Sewer Projects

SW07 – 10th & Rose Pump Station Replacement

Scope:	This is the savings for the pump station replacement that is due to age. During the life of the CIP, it is anticipated to save approximately \$250,000 for this project. An additional \$1,500,000 will be required to be saved prior to the project beginning.
Fiscal Year	2011/12 through 2016/17
Cost:	\$50,000
Source:	Sewer System Imp Fund (800650)

12 – Street Projects

ST01 – Street Preservation Program

Scope: This program is to perform crack sealing and other preservation techniques to extend the life of City streets.

Fiscal Year 2012/13 through 2016/17
Cost: \$15,000/\$20,000
Source: Streets Fund (800800)

ST02 – Greenwood Street Reconstruction

Scope: This for the reconstruction of Greenwood Street from 7th Street to 10th Street.

Fiscal Year 2010/11
Cost: \$50,000
Source: Streets Fund (800751)

ST03 – 8th Street Reconstruction

Scope: This is for the reconstruction of 8th Avenue from Front Street to Ivy Street.

Fiscal Year 2011/12
Cost: \$50,000
Source: Streets Fund (800751)

ST04 – Holly Street Reconstruction

Scope: This is for the reconstruction of Holley Street from 1st Street to 12th Street.

Fiscal Year 2012/13 through 2016/17
Cost: \$75,000/\$50,000
Source: Streets Fund (800751)

12 – Street Projects

ST05 – Sidewalk Repair/Installation

Scope: This is for the construction of missing sidewalks in various locations in town.

Fiscal Year 2012/13 through 2016/17
Cost: \$20,000
Source: Streets Fund (800704)

ST06 – Bike Path Expansion/Repair

Scope: This is the repair and expansion of various existing bike paths in town.

Fiscal Year 2012/13 through 2016/17
Cost: \$20,000
Source: Bike Path Reserve Fund (800100 / 800650)

Capital Improvement Plan													
FY2012/13													
No.	Sanitation	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17				
GA01	Dumpster Replacement	Maintenance	Various	Complete	15,000	15,000	15,000	15,000	15,000	15,000			Sanitation System Improvement Fund (800600)
	To replace aging dumpsters												
GA02	Container Additions	Purchase	Various	Complete	15,000	15,000	15,000	15,000	15,000	15,000			Sanitation System Improvement Fund (800600)
	To add additional curbside containers as the service grows												
GA03	Recycle Containers	Purchase	Various	Complete	25,000								Sanitation System Improvement Fund (800600)
	Addition of trailer mounted containers to expand the Recycle services												
GA04	Recycle Depot	Construction	1395 Elm Street	Complete	25,000								Sanitation System Improvement Fund (800600)
	Creation of a centralized recycle depot to collect additional recyclables												
	Totals			-	80,000	30,000	30,000	30,000	30,000	30,000		-	
	Funding Summary - FY2012/13			Budget	Total Items	Difference							
	Sanitation Sys Imp Fund 266-100-800600/800100			87,500	80,000	7,500							

12 – Sanitation Projects

GA01 – Dumpster Replacement

Scope: This program is to replace the aging dumpsters and add new dumpsters as needed.

Fiscal Year 2011/12 through 2016/17
Cost: \$15,000
Source: Sanitation System Improvement Fund (800600)

GA02 – Container Additions

Scope: This program is to replace the aging containers and add new containers as needed.

Fiscal Year 2011/12 through 2016/17
Cost: \$15,000
Source: Sanitation System Improvement Fund (800600)

GA03 – Recycle Containers

Scope: This is to add specialized trailer mounted dumpsters to expand the City's recycling program in effort to maintain compliance with state wide mandated recovery goals.

Fiscal Year 2011/12 & 2012/13
Cost: \$25,000
Source: Sanitation System Improvement Fund (800600)

GA04 – Recycle Depot

Scope: This is to add a centralized recycling center to expand the City's recycling program in effort to maintain compliance with state wide mandated recovery goals.

Fiscal Year 2011/12 & 2012/13
Cost: \$25,000
Source: Sanitation System Improvement Fund (800600)

Capital Improvement Plan																				
FY2012/13																				
No.	Public Works Equipment	Project Type	Location	Fiscal Year							Future	Source Fund								
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17											
EQ01	Weed eater Replacement To replace the aging weed eaters used by the Parks Department	Purchase	Parks	Complete																Parks & Pool Equip Reserve Fund (800725)
EQ02	Blower Replacement To replace the aging blowers used by the Parks Department	Purchase	Parks	Complete																Parks & Pool Equip Reserve Fund (800725)
EQ03	Excavator Addition of an excavator for utility line replacement	Purchase	Utility	Complete																Water, Sewer, Streets Equipment Reserve Funds (800600)
EQ04	Lab Equipment Replacement Replacement of existing lab equipment due to age	Purchase	Sewer			5,000	5,000	5,000	5,000											Sewer Equipment Reserve Fund (800600)
EQ05	Saw Replacement To replace existing saws due to age	Purchase	Water			500	500	500												Water Equipment Reserve Fund (800600)
EQ06	Saw Replacement To replace existing saws due to age	Purchase	Streets			500			500											Streets Equipment Reserve Fund (800600)
EQ07	Dewatering Pump Replacement To replace existing sewer dewatering pumps due to age	Purchase	Sewer				1,500													Sewer Equipment Reserve Fund (800600)
EQ08	17th & Ivy Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer																10,000	Sewer Fund (638600)
EQ09	1st & Monaco Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer																10,000	Sewer Fund (638600)
EQ10	10th & Rose Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer																10,000	Sewer Fund (638600)
EQ11	Rosewood Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer																10,000	Sewer Fund (638600)
EQ12	Chapel Creek Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer																10,000	Sewer Fund (638600)
EQ13	Highpass Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer	Complete																Sewer Fund (638600)

No.	Public Works Equipment	Project Type	Location	Fiscal Year						Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17			
					10,000			10,000				
EQ14	14th & Elm Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer		10,000							Sewer System Improvement Fund (800600)
EQ15	9th & Ivy Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer			10,000						Sewer Fund (638600)
EQ16	Oaklea Meadows Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer				10,000					Sewer Fund (638600)
EQ17	3rd & Maple Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer					10,000				Sewer Fund (638600)
EQ18	3rd & Cedar Well Inspection To inspect well pump, casing, and screen. Make repairs as necessary.	Maintenance	Water	Complete								Water Fund (637917)
EQ19	8th & Deal Well Inspection To inspect well pump, casing, and screen. Make repairs as necessary.	Maintenance	Water		7,500							Water Fund (637917)
EQ20	5th & Maple Inspection To inspect well pump, casing, and screen. Make repairs as necessary.	Maintenance	Water			7,500						Water Fund (637917)
EQ21	13th & Elm Inspection To inspect well pump, casing, and screen. Make repairs as necessary.	Maintenance	Water				7,500					Water Fund (637917)
	Totals				18,000	23,000	24,500	15,500	5,000	50,000		
				Budget	7,500	500	7,000					
				Total Items Difference								
	Funding Summary - FY2012/13											
	Street Equipment Reserve Fund											
	Sewer System Imp Fund				25,000	10,000	15,000					
	Water Fund				30,000	7,500	22,500					
					62,500	18,000	44,500					

13 – Public Works Equipment

EQ01 – Weed eater Replacement

Scope: This is to replace the aging weed eaters used by the Parks Department.

Fiscal Year 2011/12 & 2012/13
Cost: \$500
Source: Parks & Pool Equipment Reserve Fund (800725)

EQ02 – Blower Replacement

Scope: This is to replace the aging blowers used by the Parks Department.

Fiscal Year 2011/12 & 2012/13
Cost: \$500
Source: Parks & Pool Equipment Reserve Fund (800725)

EQ03 – Excavator

Scope: This is to add an excavator to the Utility Department to address the need to be able to work in alley ways and other tight quarters without having the need to rent equipment.

Fiscal Year 2011/12
Cost: \$50,000
Source: Water, Sewer, Streets Equipment Reserve Funds (800600)

EQ04 – Lab Equipment Replacement

Scope: This is to replace the existing lab equipment due to age of the equipment.

Fiscal Year 2013/14 through 2016/17
Cost: \$5,000
Source: Sewer Equipment Reserve Fund (800600)

13 – Public Works Equipment

EQ05 – Saw Replacement

Scope: This is to replace the existing saws due to age of the equipment.

Fiscal Year 2013/14 & 2014/15
Cost: \$500
Source: Water Equipment Reserve Fund (800600)

EQ06 – Saw Replacement

Scope: This is to replace the existing saws due to age of the equipment.

Fiscal Year 2012/13 & 2015/16
Cost: \$500
Source: Streets Equipment Reserve Fund (800600)

EQ07 – Dewatering Pump Replacement

Scope: This is to replace the existing dewatering pump due to age.

Fiscal Year 2014/15
Cost: \$1,500
Source: Sewer Equipment Reserve Fund (800600)

EQ08 – 17th & Ivy Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year Future
Cost: \$10,000
Source: Sewer Fund (638600)

13 – Public Works Equipment

EQ09 – 1st & Monaco Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year Future
Cost: \$10,000
Source: Sewer Fund (638600)

EQ10 – 10th & Rose Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year Future
Cost: \$10,000
Source: Sewer Fund (638600)

EQ11 – Rosewood Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year Future
Cost: \$10,000
Source: Sewer Fund (638600)

EQ12 – Chapel Creek Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

13 – Public Works Equipment

Fiscal Year Future
Cost: \$10,000
Source: Sewer Fund (638600)

EQ13 – High Pass Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year 2011/12
Cost: \$10,000
Source: Sewer Fund (638600)

EQ14 – 14th & Elm Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year 2012/13
Cost: \$10,000
Source: Sewer System Improvement Fund (800600)

EQ15 – 9th & Ivy Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year 2013/14
Cost: \$10,000
Source: Sewer Fund (638600)

13 – Public Works Equipment

EQ16 – Oaklea Meadows Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year 2014/15
Cost: \$10,000
Source: Sewer Fund (638600)

EQ17 – 3rd & Maple Rebuild

Scope: This is to rebuild the pumps at the pump station. This will increase performance and extend the life of the pumps.

Fiscal Year 2015/16
Cost: \$10,000
Source: Sewer Fund (638600)

EQ18 – 3rd & Cedar Well Inspection

Scope: This is to inspect the well pump, casing, and screen as part of a well inspection program. Each well is inspected every 5 years.

Fiscal Year 2011/12
Cost: \$7,500
Source: Water Fund (637917)

EQ19 – 8th & Deal Well Inspection

Scope: This is to inspect the well pump, casing, and screen as part of a well inspection program. Each well is inspected every 5 years.

Fiscal Year 2012/13
Cost: \$7,500
Source: Water Fund (637917)

13 – Public Works Equipment

EQ20 – 5th & Maple Inspection

Scope: This is to inspect the well pump, casing, and screen as part of a well inspection program. Each well is inspected every 5 years.

Fiscal Year 2013/14

Cost: \$7,500

Source: Water Fund (637917)

EQ21 – 13th & Elm Inspection

Scope: This is to inspect the well pump, casing, and screen as part of a well inspection program. Each well is inspected every 5 years.

Fiscal Year 2014/15

Cost: \$7,500

Source: Water Fund (637917)

Capital Improvement Plan																			
FY2012/13																			
No.	Building Maintenance	Project Type	Location	Fiscal Year								Future	Source Fund						
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17										
BL01	14th & Elm Roof Replacement of leaking roof	Maintenance	Public works																PW Building/Yard Reserve Fund (800780)
BL02	1395 Elm Windows Replacement of leaking windows	Maintenance	Public Works	Complete															PW Building/Yard Reserve Fund (800780)
BL03	1395 Elm Flooring Replacement of water damaged flooring	Maintenance	Public Works		2,500														PW Building/Yard Reserve Fund (800780)
BL04	City Hall Roof Resurfacing of existing flat roof	Maintenance	City Hall																Building Reserve (800760)
BL05	Community Services Building Repaint the exterior of the building	Maintenance	Community Service Center	3,000															Building Reserve (800760)
BL06	City Hall Repaint the exterior of the building	Maintenance	City Hall			2,500													Building Reserve (800760)
BL07	Library Repaint the exterior of the building	Maintenance	Library			2,500													Building Reserve (800760)
BL08	8th & Deal Well Repaint the exterior of the building	Maintenance	Public Works	Complete															Water (644660)
BL09	3rd & Cedar Well Repaint the exterior of the building	Maintenance	Public Works	2,000															Water (644660)
BL10	17th & Ivy Pump Station Repaint the exterior of the building	Maintenance	Public Works		2,000														Sewer (644660)
BL11	14th & Elm Building Repaint the exterior of the building	Maintenance	Public Works			3,000													Sewer (644660)
BL12	Dutch's Field Repaint the exterior of the building	Maintenance	Dutch's Field																Building Reserve: Capital Outlay (800760)
BL13	Police Department Move/replace HVAC system and make repairs to building per inspection report.	Maintenance	City Hall	Complete															Building Reserve (800760)
BL14	Laurel Park Refurbishment of existing bathroom.	Maintenance	Laurel Park																Building Reserve (800760)

No.	Building Maintenance	Project Type	Location	Fiscal Year							Future	Source Fund
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17			
BL15	Founder's Park Repair & Replacement of the roof covering the train. Painting of the train	Maintenance	Founder's Park	1,500								Building Reserve (800760)
BL16	Pool Painting Paint Pool building, Interior & Exterior	Maintenance	Max Strauss Pool	7,500								Building Reserve (800760)
BL17	Community Center Bay Door Repairs	Maintenance	Community Center		5,000							Building Reserve (800760)
BL18	Roof Repairs Repair of roll up doors on north & south end of building to prevent leakage.	Maintenance	Community Center		20,000							Building Reserve (800760)
	Totals			14,000	27,500	5,000	5,000	18,000	30,000			
	Funding Summary - FY2012/13			Budget	Total Items	Difference						
	PW Yard Reserve Fund	354-100-800780		5,000	2,500	2,500						
	Building Reserve	318-100-800760		175,000	25,000	150,000						
				180,000	27,500	152,500						

14 – Building Maintenance Projects

BL01 – 14th & Elm Roof Replacement

Scope: This is for the replacement of the leaking roof to prevent further damage to the interior of the building.

Fiscal Year 2012/13
Cost: \$15,000
Source: PW Building/Yard Reserve Fund (800780)

BL02 – 1395 Elm Windows

Scope: This is to replace leaking windows on the south and east side of the building to prevent further damage to the interior of the building.

Fiscal Year 2011/12
Cost: \$7,500
Source: PW Building/Yard Reserve Fund (800780)

BL03 – 1395 Elm Flooring

Scope: This is to replace water damaged flooring within the building.

Fiscal Year 2012/13
Cost: \$2,500
Source: PW Building/Yard Reserve Fund (800780)

BL04 – City Hall Roof

Scope: This is to resurface the existing flat roof on the building to prevent leaks.

Fiscal Year 2016/17
Cost: \$15,000
Source: Building Reserve (800760)

BL05 – Community Services Center

Scope: This is to repaint the exterior of the building.

Fiscal Year 2011/12

14 – Building Maintenance Projects

Cost: \$3,000
Source: Building Reserve (800760)

BL06 – City Hall

Scope: This is to repaint the exterior of the building.

Fiscal Year 2014/15
Cost: \$2,500
Source: Building Reserve (800760)

BL07 – Library

Scope: This is to repaint the exterior of the building.

Fiscal Year 2014/15
Cost: \$2,500
Source: Building Reserve (800760)

BL08 – 8th & Deal Well

Scope: This is to repaint the exterior of the building.

Fiscal Year 2011/12
Cost: \$2,000
Source: Water Fund (644660)

BL09 – 3rd & Cedar Well

Scope: This is to repaint the exterior of the building.

Fiscal Year 2011/12
Cost: \$2,000
Source: Water Fund (644660)

BL10 – 17th & Ivy Pump Station

Scope: This is to repaint the exterior of the building.

Fiscal Year 2012/13
Cost: \$2,000
Source: Sewer Fund (644660)

14 – Building Maintenance Projects

BL11 – 14th & Elm Building

Scope: This is to repaint the exterior of the building.

Fiscal Year 2012/13
Cost: \$3,000
Source: Sewer Fund (644660)

BL12 – Dutch’s Field

Scope: This is to repaint the exterior of the field house building.

Fiscal Year 2015/16
Cost: \$10,000
Source: Building Reserve (800760)

BL13 – Police Department

Scope: This is to make repairs to the HVAC system within the building in accordance with the inspection report.

Fiscal Year 2011/12
Cost: \$60,000
Source: Building Reserve (800760)

BL14 – Laurel Park

Scope: This is to refurbish the existing bathrooms at the park to bring them up to date and repair damage due to vandalism. It does not address ADA accessibility.

Fiscal Year 2015/16
Cost: \$8,000
Source: Building Reserve (800760)

14 – Building Maintenance Projects

BL15 – Founder’s Park

Scope: This is to repair & replace the roof covering the train. This includes repainting the train.

Fiscal Year 2011/12
Cost: \$1,500
Source: Building Reserve (800760)

BL16 – Pool

Scope: This is to repaint the Max Strauss Pool building exterior.

Fiscal Year 2011/12
Cost: \$7,500
Source: Building Reserve (800760)

BL17 – Community Center Bay Door Repairs

Scope: Refurbishment of the roll up doors on the north and south ends of the building (6 in total) to prevent water from leaking under the doors and causing damage to the interior of the building.

Fiscal Year 2012/13
Cost: \$5,000
Source: Building Reserve (800760)

BL18 – Roof Repairs

Scope: To repair the roof over the office area of the Community Center.

Fiscal Year 2012/13
Cost: \$20,000
Source: Building Reserve (800760)

15 – Fleet Projects

FL01 – Garbage Truck Replacement

Scope: This is to replace the 29 year old commercial garbage truck.

Fiscal Year 2011/12
Cost: \$150,000
Source: Sanitation Equipment Reserve Fund (800600)

FL02 – Garbage Truck Replacement

Scope: This is to replace the 22 year old commercial cardboard truck.

Fiscal Year 2014/15
Cost: \$150,000
Source: Sanitation Equipment Reserve Fund (800600)

FL03 – Garbage Truck Replacement

Scope: This is to save for future garbage truck replacements.

Fiscal Year 2011/12 through 2016/17
Cost: \$50,000
Source: Sanitation Equipment Reserve Fund (800600)

FL04 – Truck Replacement

Scope: This is to replace the 15 year old ½ ton pickup that is undersized for current use.

Fiscal Year 2011/12
Cost: \$12,000
Source: Water, Sewer, Sanitation, Streets Equipment Reserve Funds (800600)

15 – Fleet Projects

FL05 – Truck Replacement

Scope: This is to replace the 15 year old ½ ton truck that is currently in service.

Fiscal Year 2012/13
Cost: \$12,000
Source: Water, Sewer, Sanitation, Streets Equipment Reserve Funds (800600)

FL06 – Truck Replacement

Scope: This is part of a fleet replacement program that is designed to replace one truck per year.

Fiscal Year 2013/14
Cost: \$12,000
Source: Water, Sewer, Sanitation, Streets Equipment Reserve Funds (800600)

FL07 – Truck Addition

Scope: This is to expand the existing fleet to meet current needs.

Fiscal Year 2012/13
Cost: \$15,000
Source: Water, Sewer, Sanitation, Streets Equipment Reserve Funds (800600)

Capital Improvement Plan																					
FY2012/13												Fiscal Year									
No.	IT Services	Project Type	Location	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	Future	Source Fund										
IT01	City Hall Server Replacement	Purchase	City Hall	Complete							Computer Equipment Reserve Fund (800600)										
	Replacement & upgrade of the server																				
IT02	PW Server Replacement	Purchase	Public Works			5,000					Water, Sewer, Streets Funds (637917)										
	Replacement & upgrade of the server																				
IT03	PD Server Replacement	Purchase	Police	Complete							Computer Equipment Reserve Fund (800600)										
	Replacement & upgrade of the server																				
IT04	CH Workstation Replacement	Purchase	City Hall	Complete	2,000	2,000	2,000	2,000	2,000	2,000	Computer Equipment Reserve Fund (800600)										
	Replacement & Upgrade of workstations																				
IT05	PW Workstation Replacement	Purchase	Public Works	2,000	2,000	2,000	2,000	2,000	2,000	2,000	Water, Sewer, Streets Funds (637917)										
	Replacement & Upgrade of workstations																				
IT06	PD Workstation Replacement	Purchase	Police	Complete	2,000	2,000	2,000	2,000	2,000	2,000	Computer Equipment Reserve Fund (800600)										
	Replacement & Upgrade of workstations																				
IT07	Networking Replacement	Reserve	Various	2,000	2,000	2,000	2,000	2,000	2,000	2,000	Computer Equipment Reserve Fund (800600)										
	Saving for the upgrade & replacement of the City network																				
IT08	Building Connection	Construction	Public Works	Complete							Water, Sewer, Streets Funds (637917)										
	Completion of the conduit from Public Works to City Hall																				
IT09	Fiber Optics Connection	Construction	Public Works	Complete							Water, Sewer, Streets Funds (637917)										
	Running of fiber optic line from PW to City Hall																				
	Totals			4,000	8,000	13,000	8,000	8,000	8,000	2,000											
	Funding Summary - FY2012/13			Budget	Total Items	Difference															
	Computer Equip Reserve	345-100-800600		5,000	4,000	1,000															
	Water Fund	002-276-637917		30,000	667	29,333															
	Sewer Fund	003-376-637917		15,000	667	14,333															
	Streets Fund	004-476-637917		4,000	666	3,334															
				4,000	6,000	48,000															

16 – IT Projects & Equipment

IT01 – City Hall Server Replacement

Scope: This is for the replacement and upgrade of the server computer for City Hall. The replacement cycle is every 5 years.

Fiscal Year 2011/12
Cost: \$15,000
Source: Computer Equipment Reserve Fund (800600)

IT02 – Public Works Server Replacement

Scope: This is to replace and upgrade the server computer for Public Works. The replacement cycle is every 5 years.

Fiscal Year 2013/14
Cost: \$5,000
Source: Water, Sewer, Streets Fund (637917)

IT03 – Police Department Server Replacement

Scope: This is to replace and upgrade the server computer for the Police Department. The replacement cycle is every 5 years.

Fiscal Year 2011/12
Cost: \$5,000
Source: Computer Equipment Reserve Fund (800600)

IT04 – City Hall Workstation Replacement

Scope: This is to replace and upgrade all the computer workstations at City Hall. The replacement cycle is every 5 years.

Fiscal Year 2012/13 through 2016/17
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

16 – IT Projects & Equipment

IT05 – Public Works Workstation Replacement

Scope:	This is to replace and upgrade all the computer workstations at Public Works. The replacement cycle is every 5 years.
Fiscal Year	2012/13 through 2016/17
Cost:	\$2,000
Source:	Water, Sewer, Streets Funds (637917)

IT06 – Police Department Workstation Replacement

Scope:	This is to replace and upgrade all the computer workstations at the Police Department. The replacement cycle is every 5 years.
Fiscal Year	2012/13 through 2016/17
Cost:	\$2,000
Source:	Computer Equipment Reserve Fund (800600)

IT07 – Networking Replacement

Scope:	This is to save for the future replacement of networking equipment for City Hall and the Police Department. The replacement cycle is every 7 years.
Fiscal Year	2012/13 through 2016/17
Cost:	\$2,000
Source:	Computer Equipment Reserve Fund (800600)

16 – IT Projects & Equipment

IT08 – Building Connection

Scope: This is to complete the connection of the conduit to City Hall that was run from Public Works.

Fiscal Year 2011/12
Cost: \$7,500
Source: Water, Sewer, Streets Funds (637917)

IT09 – Fiber Optics Connection

Scope: This is to install fiber optic line in the conduit from Public Works into its various facilities as well as City Hall.

Fiscal Year 2011/12
Cost: \$7,500
Source: Water, Sewer, Streets Funds (637917)

17 – Department of Corrections (DOC)

DOC01 –Construction Projects – Water & Sewer

Scope: This project is the completion of the water and sewer projects and infrastructure under the current Intergovernmental Agreement (IGA) with the State.

Fiscal Year 2012/13
Cost: \$1,121,571
Source: DOC Fund (Capital outlay)

DOC02 –Non-Construction Projects/Other

Scope: Includes items for land acquisition, wastewater facilities plan costs, water rights consulting, engineering, legal and administrative costs.

Fiscal Year 2012/13
Cost: \$522,718
Source: DOC Fund (Capital Outlay)

Personnel Services

Section VI

City of Junction City
 FTE By Department
 FY2012/13

Departments	Budgeted FTE FY2011/12	Proposed Changes (3)	FY2012/13 Total
Finance	3.000	-	3.000
Court	1.000	0.200	1.200
Admin	2.000	-	2.000
Planning	2.000	-	2.000
Community Services	1.000	-	1.000
Parks	2.000	(1.000)	1.000
Library	1.680	-	1.680
Police	16.200	(0.200)	16.000
Water	4.250	0.730	4.980
Sewer	4.250	0.830	5.080
Sanitation	2.500	1.745	4.245
Streets	1.000	(0.305)	0.695
Senior Center	1.325		1.325
Total	42.205	2.000	44.205

Key to Proposed Changes

- (1) Sanitation Laborer added - 1 FTE
- (2) Utility Worker 1 added - 1 FTE
- (3) Other changes are to re-allocate between departments
- (4) Probation officer moved from Police to Court - .2 FTE

Proposed Temporary/Seasonal/Intermittent Positions:

Police reserves A total of 720 hours for reserves are included in the budget.

Pool staff The pool has 14 employees working at full or part time for 10 to 14 weeks.

After-school program Four employees working part time for 42 weeks.

Summer camp programs Three employees working approximately 40 hours per week for 10.5 weeks.

City of Junction City
 Allocated Personnel Services by Department and Fund
 FY2012/13

Fund/Department #:	001/310	001/315	001/325	001/330	001/674	001/610 Comm Services	002/276	003/376	004/476
	Finance	Court	Admin	Planning	Library		Water	Sewer	Sanitation
Wages & Benefits									
Direct Wages	33,300	50,300	47,000	33,200	81,300	11,000	265,200	269,200	209,300
In-Direct Wages	5,300	5,500	9,700	12,200	3,300	3,100	34,500	46,300	19,900
Wages - Overtime	1,800	2,100	400	-	1,000	-	14,100	14,500	4,500
FICA	3,200	4,400	4,400	3,500	6,500	1,100	24,000	25,300	17,900
Pension - PERS	7,300	11,800	11,500	9,100	17,800	2,800	58,400	61,000	44,400
Workers' Compensation	100	600	500	100	500	400	7,700	7,900	10,000
Insurance Benefits	11,400	21,800	15,800	18,100	25,200	3,300	114,300	117,400	83,300
Unemployment Taxes	600	1,200	800	800	1,500	200	4,700	4,900	3,700
Total Wages & Benefits	63,000	97,700	90,100	77,000	137,100	21,900	522,900	546,500	393,000

City of Junction City
 Allocated Personnel Sen
 FY2012/13

Fund/Department #:	005/576	008/678	001/605	001/620	001/630	012/100	001/710	
	Streets	Sen Fund	Sen Dept	Pool	Parks	CSC Fund	Police	TOTAL
Wages & Benefits								
Direct Wages	32,700	11,300	42,900	52,500	60,500	29,400	931,300	2,160,400
In-Direct Wages	13,700	-	1,900	2,300	3,700	-	16,600	178,000
Wages - Overtime	4,100	-	400	800	1,600	-	59,600	104,900
FICA	3,900	900	3,500	4,300	5,100	2,200	77,100	187,300
Pension - PERS	8,900	2,200	7,900	2,900	13,600	1,800	203,300	464,700
Workers' Compensation	1,400	4,300	1,300	1,600	2,000	1,200	29,700	69,300
Insurance Benefits	17,400	-	17,700	2,100	23,800	-	274,400	746,000
Unemployment Taxes	800	200	900	1,200	1,000	600	14,000	37,100
Total Wages & Benefits	82,900	18,900	76,500	67,700	111,300	35,200	1,606,000	3,947,700

City of Junction City
 Personnel Services Summary by Funding Source
 LB 40 FY2012/13

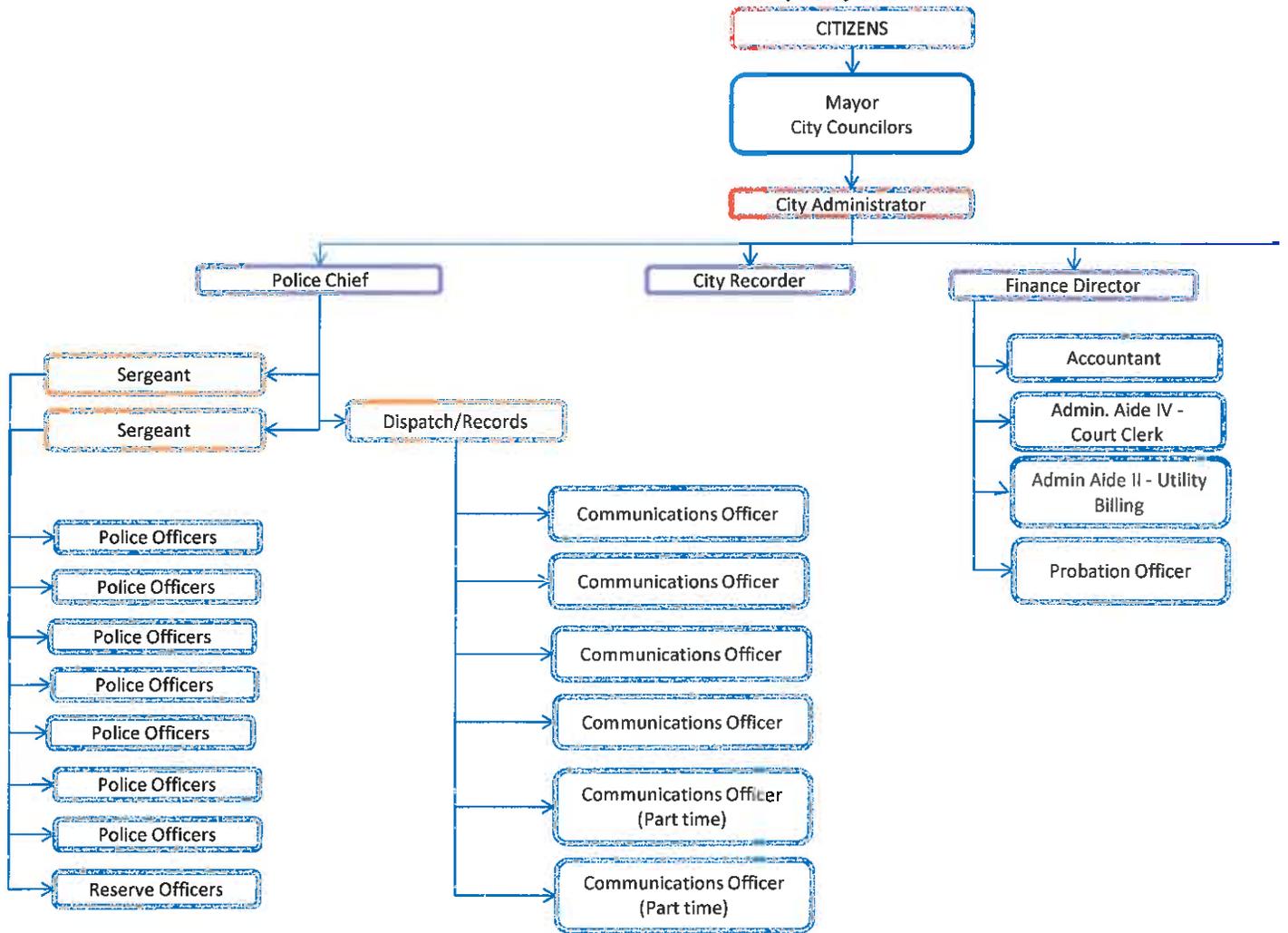
POSITION	FTE	Annual Salary	Finance	Court	Admin	Planning	Library	Comm. Services	Water	Sewer
ADMINISTRATION:										
City Administrator	1.00	78,551	3,928	786	6,284	7,855	786	1,571	15,710	27,493
City Recorder	1.00	50,208	502	502	30,125	502	-	-	5,021	5,021
Budgeted Regular FTEs	2.00									
FINANCE:										
Finance Director	1.00	65,169	22,157	3,258	3,258	652	652	652	8,472	8,472
Accountant	1.00	42,732	10,683	855	2,137	2,991	1,709	855	4,273	4,273
Admin Aide II - UB/Reception	1.00	31,968	-	-	-	-	-	-	11,508	13,746
Budgeted Regular FTEs	3.00									
MUNICIPAL COURT:										
Admin Aide IV - Court	1.00	37,103	-	37,103	-	-	-	-	-	-
Probation Officer	0.20	9,888	-	9,888	-	-	-	-	-	-
Budgeted Regular FTEs	1.20									
PLANNING:										
Planning Director	1.00	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	1.00	41,388	828	-	4,139	33,110	-	-	828	828
Budgeted Regular FTEs	2.00									
PUBLIC WORKS:										
Public Works Director	1.00	76,404	-	-	-	-	-	-	34,382	34,382
Public Works Supervisor	1.00	66,420	-	-	-	-	-	-	29,889	29,889
Maintenance Coordinator	1.00	52,240	-	-	-	-	-	-	24,814	24,814
Special Program Coordinator	1.00	50,304	-	-	-	-	-	-	23,894	23,894
Utility Worker I	1.00	40,404	-	-	-	-	-	-	18,182	18,182
Sanitation Lead	1.00	68,398	-	-	-	-	-	-	-	-
Sanitation Laborer	1.00	38,223	-	-	-	-	-	-	-	-
Sanitation Laborer	1.00	43,697	-	-	-	-	-	-	-	-
Sanitation - Temp Lead	1.00	2,910	-	-	-	-	-	-	-	-
Utility Worker I	1.00	41,816	-	-	-	-	-	-	18,311	19,143
Utility Worker Lead	1.00	57,721	-	-	-	-	-	-	28,283	28,283
Mechanic	1.00	47,904	-	-	-	-	-	-	20,599	21,557
Utility Worker I	1.00	41,010	-	-	-	-	-	-	18,865	18,044
Public Works Technician	1.00	40,016	-	-	-	-	-	-	18,007	18,007
Utility Worker I - New	1.00	38,972	-	-	-	-	-	-	15,159	18,116
Sanitation Laborer - New	1.00	35,580	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	15.00									
COMMUNITY SERVICES										
Community Services Director	1.00	57,768	-	-	10,398	-	10,398	10,398	-	-
Summer Prog Lead (3)	-	13,910	-	-	-	-	-	-	-	-
Admin Aid: Summer/After-school Prog (1)	-	4,775	-	-	-	-	-	-	-	-
After-school Program Lead (2)	-	3,709	-	-	-	-	-	-	-	-
After-school Program Lead (1)	-	6,955	-	-	-	-	-	-	-	-
LIBRARY:										
Library Director	1.00	46,091	-	-	-	-	46,091	-	-	-
Admin Aide III - Library	0.68	24,529	-	-	-	-	24,529	-	-	-
SENIOR CENTER										
Admin Aide II-Senior Cntr	0.95	32,216	-	-	-	-	-	-	-	-
Admin Aide II - Senior Center	0.38	11,294	-	-	-	-	-	-	-	-
POOL										
Pool Manager	-	6,707	-	-	-	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	14,805	-	-	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	19,067	-	-	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	6,006	-	-	-	-	-	-	-	-
PARKS										
Parks Lead	1.00	48,888	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	5.01									
POLICE										
Police Chief	1.00	87,852	-	-	-	-	-	-	-	-
Police Sergeant	1.00	66,420	-	-	-	-	-	-	-	-
Police Sergeant	1.00	66,420	-	-	-	-	-	-	-	-
Police Officer (IV)	1.00	57,079	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	63,396	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	63,456	-	-	-	-	-	-	-	-
Police Officer (III)	1.00	41,364	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	60,024	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	61,740	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	61,740	-	-	-	-	-	-	-	-
Communications Officer (V)	1.00	45,256	-	-	-	-	-	-	-	-
Communications Officer-(VI)	1.00	48,720	-	-	-	-	-	-	-	-
Communications Officer-(VI)	1.00	48,456	-	-	-	-	-	-	-	-
Communications Officer-(III)	1.00	38,490	-	-	-	-	-	-	-	-
Communications Officer-(VI)	0.50	23,628	-	-	-	-	-	-	-	-
Communications Officer-(VI)	0.50	25,104	-	-	-	-	-	-	-	-
Communications Officer (VI)	1.00	48,972	-	-	-	-	-	-	-	-
Paid Reserve - Court	0.00	3,240	-	3,240	-	-	-	-	-	-
Paid Reserve	0.00	18,900	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	16.00									
Overtime		104,666	1,800	2,100	400	-	1,000	-	14,100	14,500
Vacation Pay Outs		12,774	404	32	281	113	265	232	2,349	2,349
	44.21	2,441,244	40,302	57,784	57,022	45,224	85,429	13,708	312,646	330,994

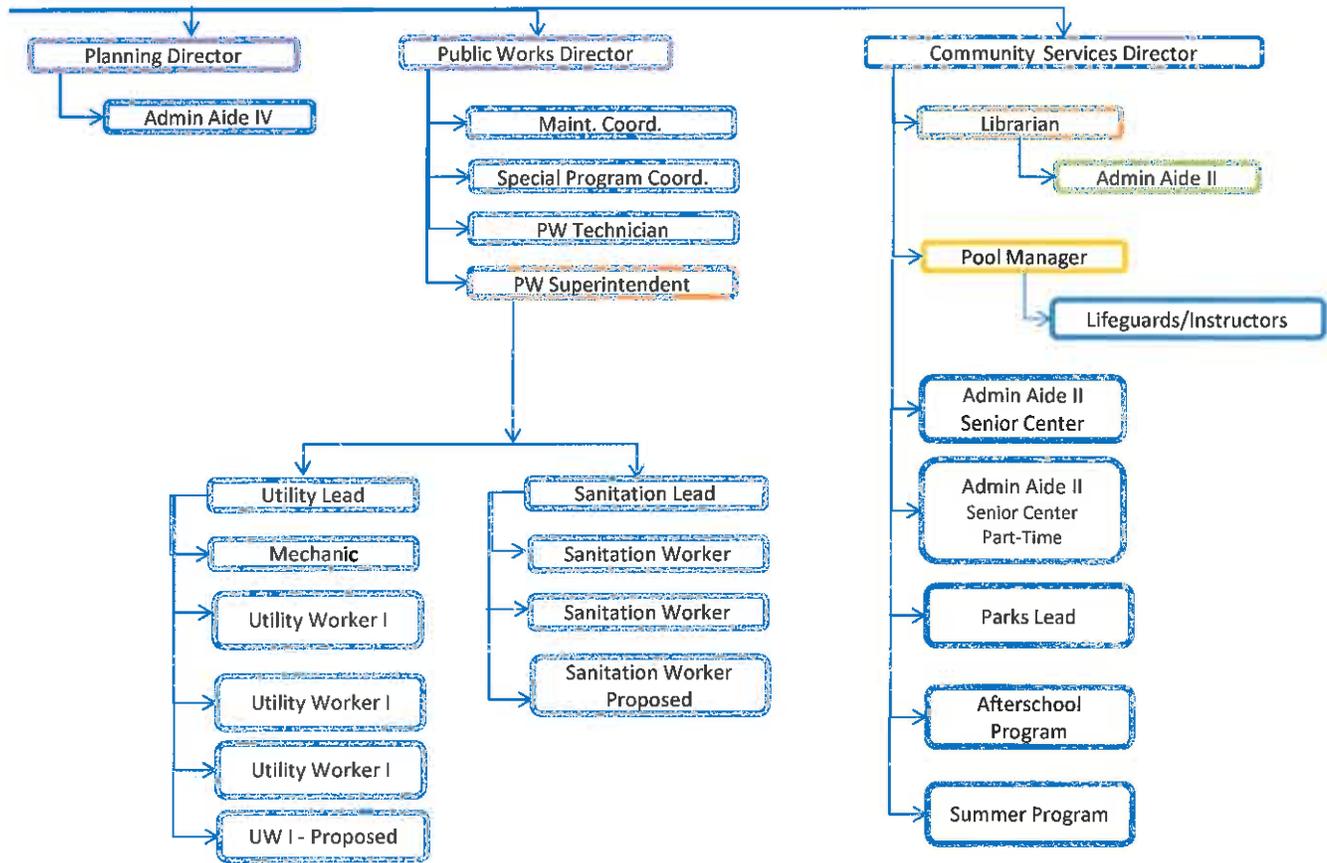
City of Junction City
 Personnel Services Summary by Fund
 LB 40 FY2012/13

POSITION	Sanitation	Streets	Senior (General Fund)	Pool	Parks	Senior Fund	Comm Services Center	Police
ADMINISTRATION:								
City Administrator	3,928	3,928	786	786	786	-	-	3,928
City Recorder	5,021	2,510	-	-	502	-	-	502
Budgeted Regular FTEs								
FINANCE:								
Finance Director	6,517	5,865	652	652	652	-	-	3,258
Accountant	3,419	855	427	855	855	-	-	8,546
Admin Aide II - UB/Reception	6,234	480	-	-	-	-	-	-
Budgeted Regular FTEs								
MUNICIPAL COURT:								
Admin Aide IV - Court	-	-	-	-	-	-	-	-
Probation Officer	-	-	-	-	-	-	-	-
Budgeted Regular FTEs								
PLANNING:								
Planning Director	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	828	-	-	-	828	-	-	-
Budgeted Regular FTEs								
PUBLIC WORKS:								
Public Works Director	3,820	3,820	-	-	-	-	-	-
Public Works Supervisor	3,321	3,321	-	-	-	-	-	-
Maintenance Coordinator	1,306	1,306	-	-	-	-	-	-
Special Program Coordinator	2,515	-	-	-	-	-	-	-
Utility Worker I	-	4,040	-	-	-	-	-	-
Sanitation Lead	68,398	-	-	-	-	-	-	-
Sanitation Laborer	38,223	-	-	-	-	-	-	-
Sanitation Laborer	43,697	-	-	-	-	-	-	-
Sanitation - Temp Lead	2,910	-	-	-	-	-	-	-
Utility Worker I	-	4,162	-	-	-	-	-	-
Utility Worker Lead	-	1,154	-	-	-	-	-	-
Mechanic	958	4,790	-	-	-	-	-	-
Utility Worker I	-	4,101	-	-	-	-	-	-
Public Works Technician	2,001	2,001	-	-	-	-	-	-
Utility Worker I - New	-	3,697	-	-	-	-	-	-
Sanitation Laborer - New	35,580	-	-	-	-	-	-	-
Budgeted Regular FTEs								
COMMUNITY SERVICES								
Community Services Director	-	-	10,398	5,777	10,398	-	-	-
Summer Prog Lead (3)	-	-	-	-	-	-	13,910	-
Admin Aid: Summer/Afterschool Prog (1)	-	-	-	-	-	-	4,775	-
Afterschool Program Lead (2)	-	-	-	-	-	-	3,709	-
Afterschool Program Lead (1)	-	-	-	-	-	-	6,955	-
LIBRARY:								
Library Director	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-
SENIOR CENTER								
Admin Aide II-Senior Cntr	-	-	32,216	-	-	-	-	-
Admin Aide II - Senior Center	-	-	-	-	-	11,294	-	-
POOL								
Pool Manager	-	-	-	6,707	-	-	-	-
Pool- 3 Specialized Supervisors	-	-	-	14,805	-	-	-	-
Pool - 6 Lifeguard II	-	-	-	19,067	-	-	-	-
Pool - 4 Lifeguard I	-	-	-	6,006	-	-	-	-
PARKS								
Parks Lead	-	-	-	-	48,888	-	-	-
Budgeted Regular FTEs								
POLICE								
Police Chief	-	-	-	-	-	-	-	87,852
Police Sergeant	-	-	-	-	-	-	-	66,420
Police Sergeant	-	-	-	-	-	-	-	66,420
Police Officer (IV)	-	-	-	-	-	-	-	57,079
Police Officer (V)	-	-	-	-	-	-	-	63,396
Police Officer (V)	-	-	-	-	-	-	-	63,456
Police Officer (III)	-	-	-	-	-	-	-	41,364
Police Officer (V)	-	-	-	-	-	-	-	60,024
Police Officer (V)	-	-	-	-	-	-	-	61,740
Police Officer (V)	-	-	-	-	-	-	-	61,740
Communications Officer (V)	-	-	-	-	-	-	-	45,256
Communications Officer-(VI)	-	-	-	-	-	-	-	48,720
Communications Officer-(VI)	-	-	-	-	-	-	-	48,456
Communications Officer-(III)	-	-	-	-	-	-	-	38,490
Communications Officer-(VI)	-	-	-	-	-	-	-	23,628
Communications Officer-(VI)	-	-	-	-	-	-	-	25,104
Communications Officer (VI)	-	-	-	-	-	-	-	48,972
Paid Reserve - Court	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	-	18,900
Budgeted Regular FTEs								
Overtime	4,500	4,100	-	400	800	1,600	-	59,600
Vacation Pay Outs	372	275	216	143	1,172	-	-	4,568
	233,547	50,406	44,695	55,197	64,880	12,894	29,350	1,007,419

Junction City Organization Chart

As Proposed for FY2012-13

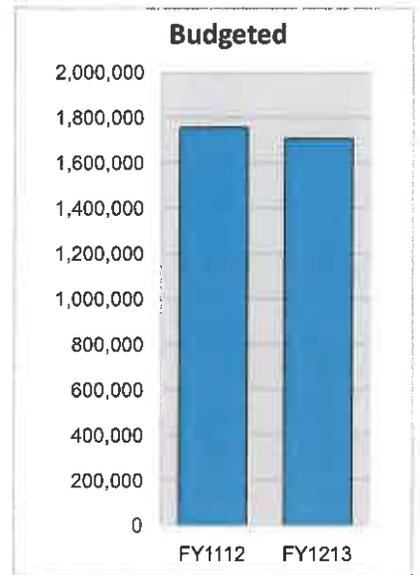
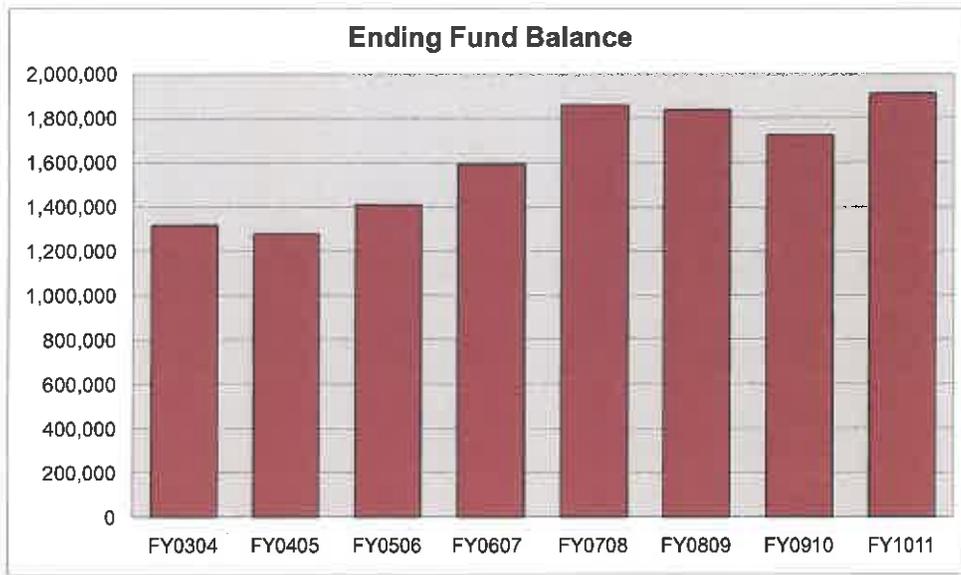




City of Junction City										
FY12/13 Personal Service Allocation Percentages										
POSITIONS	FTEs	Finance	Court	Admin	Planning	Library	Comm Services	Water	Sewer	Sanitation
Administration										
City Administrator	1.00	5.0%	1.0%	8%	10.0%	1.0%	2.00%	20.0%	35.0%	5.0%
City Recorder	1.00	1.0%	1.0%	60%	1.0%			10.0%	10.0%	10.0%
	2.00									
Finance										
Finance Director	1.00	34.0%	5.0%	5.0%	1.0%	1.0%	1.0%	13.0%	13.0%	10.0%
Accountant	1.00	25.0%	2.0%	5.0%	7.0%	4.0%	2.0%	10.0%	10.0%	8.0%
Admin Aide II - UB/Reception	1.00							36.00%	43.00%	19.50%
	3.00									
Municipal Court										
Admin Aide IV - Court	1.00		100.0%							
Probation Officer	0.20		100.0%							
	1.20									
Planning										
Planning Director	1.00				84.0%			3.0%	3.0%	
Admin Aide IV-Building & Planning	1.00	2.0%		10.0%	80.0%			2.0%	2.0%	2.0%
	2.00									
Public Works										
Public Works Director	1.00							45.0%	45.0%	5.0%
Public Works Supervisor	1.00							45.0%	45.0%	5.0%
Maintenance Coordinator	1.00							47.5%	47.5%	2.5%
Special Program Coordinator	1.00							47.5%	47.5%	5.0%
Utility Worker I	1.00							45.0%	45.0%	
Sanitation Lead	1.00									100.0%
Sanitation Laborer	1.00									100.0%
Sanitation Laborer	1.00							0.0%	0.0%	100.0%
Sanitation - Temp Lead	-									100.0%
Utility Worker I	1.00							44.0%	46.0%	0.0%
Utility Worker Lead	1.00							49.0%	49.0%	0.0%
Mechanic	1.00							43.0%	45.0%	2.0%
Utility Worker I	1.00							46.0%	44.0%	0.0%
Public Works Technician	1.00							45.0%	45.0%	5.0%
Utility Worker I - New	1.00							41.0%	49.0%	0.0%
Sanitation Laborer - New	1.00									100.0%
	15.00									
Community Services										
Community Services Director	1.00			18.0%		18.0%	18.0%			
Summer Prog Lead (3)										
Admin Aid: Summer/Afterschool Prog (1)										
Afterschool Program Lead (2)										
Afterschool Program Lead (1)										
Library										
Library Director	1.00					100.0%				
Admin Aide III - Library	0.68					100.0%				
Senior Center										
Admin Aide II-Senior Cntr	0.95									
Admin Aide II - Senior Center	0.375									
Pool										
Pool Manager										
Pool- 3 Specialized Supervisors										
Pool - 6 Lifeguard II										
Pool - 4 Lifeguard I										
Parks										
Parks Lead	1.00							0.0%	0.0%	
	5.01									
Police										
Police Chief	1.00									
Police Sergeant	1.00									
Police Sergeant	1.00									
Police Officer (IV)	1.00									
Police Officer (V)	1.00									
Police Officer (V)	1.00									
Police Officer (III)	1.00									
Police Officer (V)	1.00									
Police Officer (V)	1.00									
Police Officer (V)	1.00									
Communications Officer (V)	1.00									
Communications Officer-(VI)	1.00									
Communications Officer-(VI)	1.00									
Communications Officer-(III)	1.00									
Communications Officer-(VI)	0.50									
Communications Officer-(VI)	0.50									
Communications Officer (VI)	1.00									
Paid Reserve - Court	-		100.0%							
Paid Reserve	-									
	16.00									
	44.21									

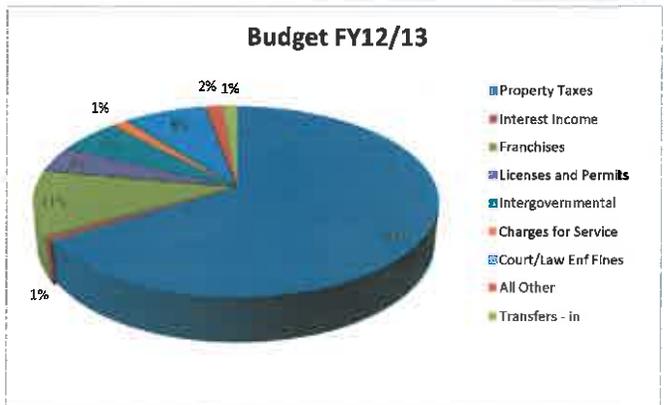
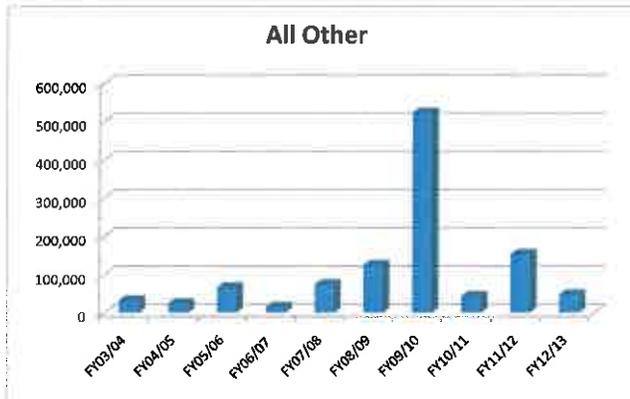
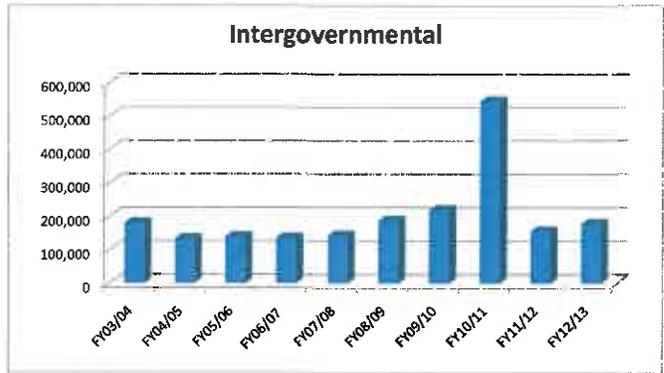
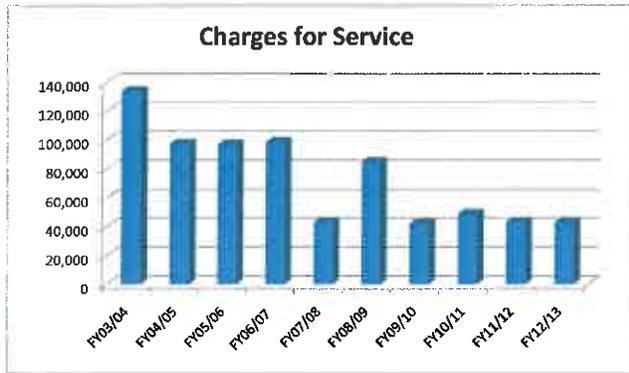
City of Junction City								
FY12/13 Personal Service Allocation Per								
POSITIONS	Streets	Senior Dept	Pool	Parks	Senior Fund	Com Srv Fund	Police	Total
Administration								
City Administrator	5.0%	1.00%	1.0%	1.0%			5.0%	100.0%
City Recorder	5.0%			1.0%			1.0%	100.0%
Finance								
Finance Director	9.0%	1.0%	1.0%	1.0%			5.0%	100.0%
Accountant	2.0%	1.0%	2.0%	2.0%			20.0%	100.0%
Admin Aide II - UB/Reception	1.50%							100.0%
Municipal Court								
Admin Aide IV - Court								100.0%
Probation Officer								100.0%
Planning								
Planning Director	5.0%			5.0%				100.0%
Admin Aide IV-Building & Planning				2.0%				100.0%
Public Works								
Public Works Director	5.0%							100.0%
Public Works Supervisor	5.0%							100.0%
Maintenance Coordinator	2.5%							100.0%
Special Program Coordinator								100.0%
Utility Worker I	10.0%							100.0%
Sanitation Lead								100.0%
Sanitation Laborer								100.0%
Sanitation Laborer								100.0%
Sanitation - Temp Lead								100.0%
Utility Worker I	10.0%							100.0%
Utility Worker Lead	2.0%							100.0%
Mechanic	10.0%							100.0%
Utility Worker I	10.0%							100.0%
Public Works Technician	5.0%							100.0%
Utility Worker I - New	10.0%							100.0%
Sanitation Laborer - New								100.0%
Community Services								
Community Services Director		18.0%	10.0%	18.0%				100.0%
Summer Prog Lead (3)						100.0%		100.0%
Admin Aid: Summer/AfterSchool Prog (1)						100.0%		100.0%
AfterSchool Program Lead (2)						100.0%		100.0%
AfterSchool Program Lead (1)						100.0%		100.0%
Library								
Library Director								100.0%
Admin Aide III - Library								100.0%
Senior Center								
Admin Aide II-Senior Cntr		100.0%						100.0%
Admin Aide II - Senior Center					100.0%			100.0%
Pool								
Pool Manager			100.0%					100.0%
Pool- 3 Specialized Supervisors			100.0%					100.0%
Pool - 6 Lifeguard II			100.0%					100.0%
Pool - 4 Lifeguard I			100.0%					100.0%
Parks								
Parks Lead	0.0%			100.0%				100.0%
Police								
Police Chief							100.0%	100.0%
Police Sergeant							100.0%	100.0%
Police Sergeant							100.0%	100.0%
Police Officer (IV)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Police Officer (III)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Police Officer (V)							100.0%	100.0%
Communications Officer (V)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Communications Officer (III)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Communications Officer (VI)							100.0%	100.0%
Paid Reserve - Court							0.0%	100.0%
Paid Reserve							100.0%	100.0%

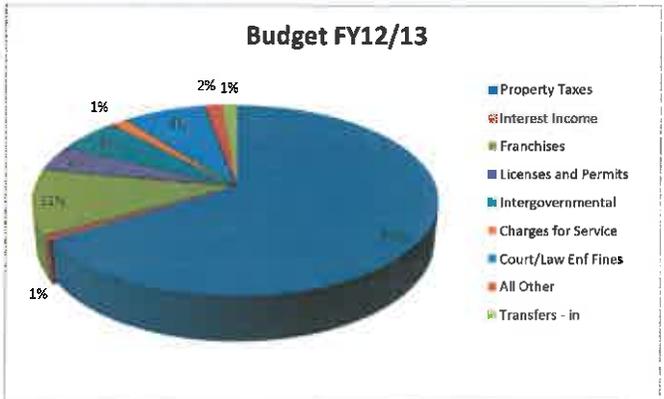
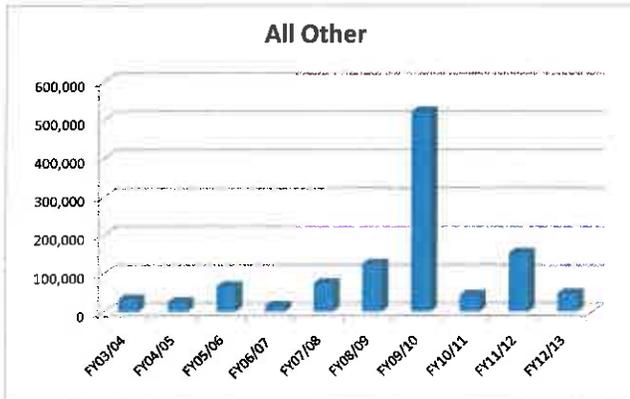
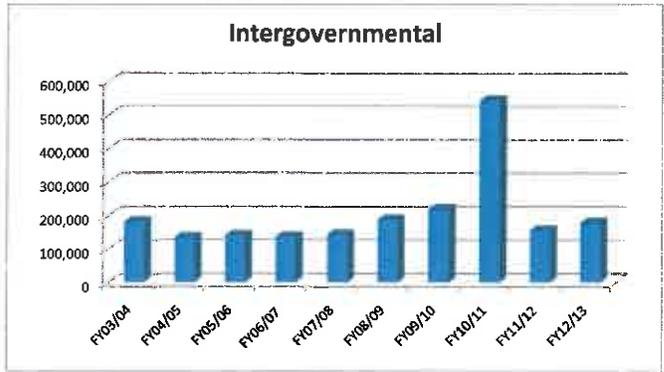
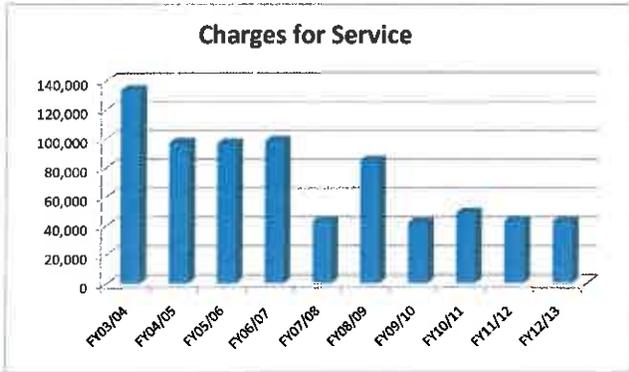
**General Fund Balance
Actual Results**



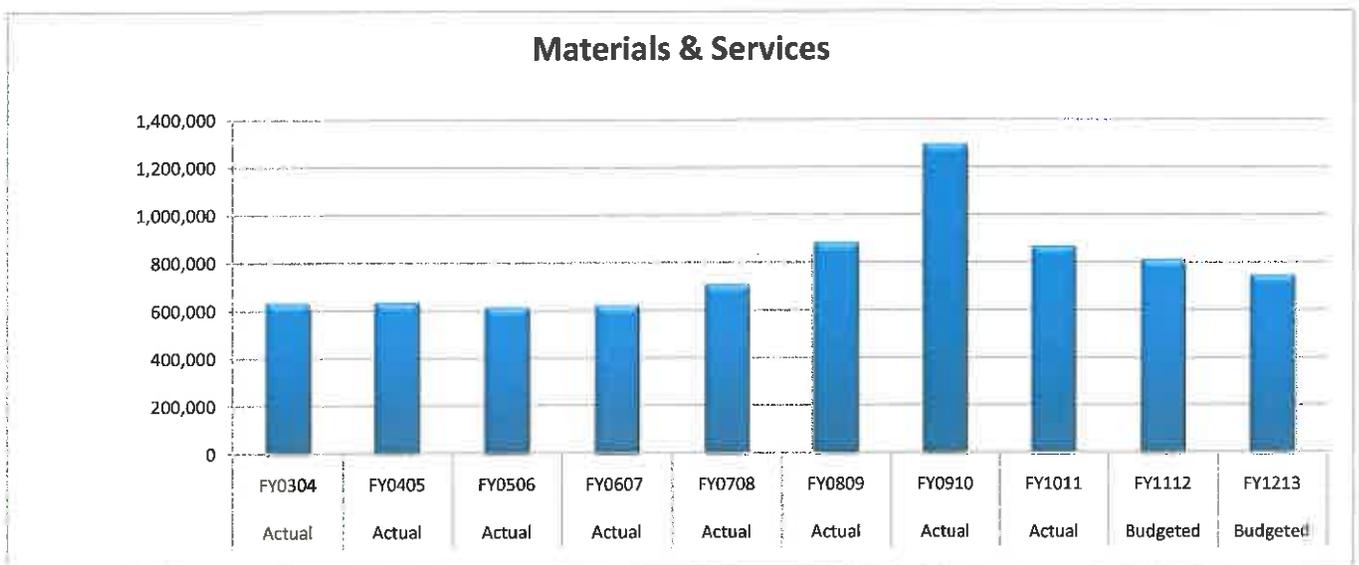
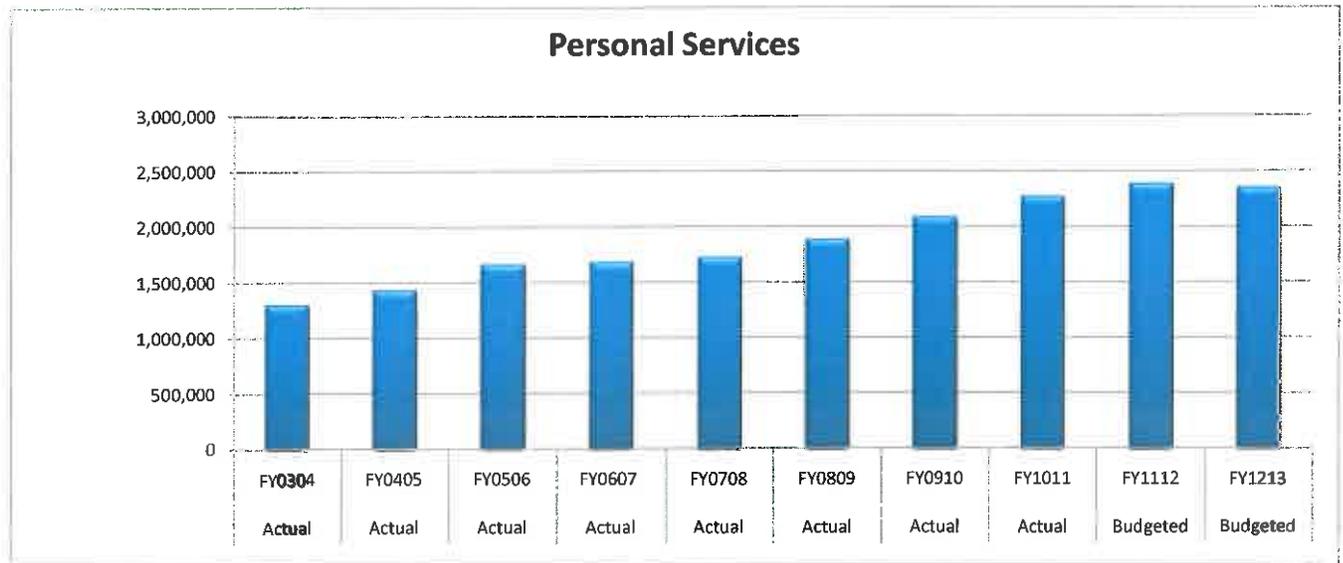
Actual Results 8 Year Average

1,574,468

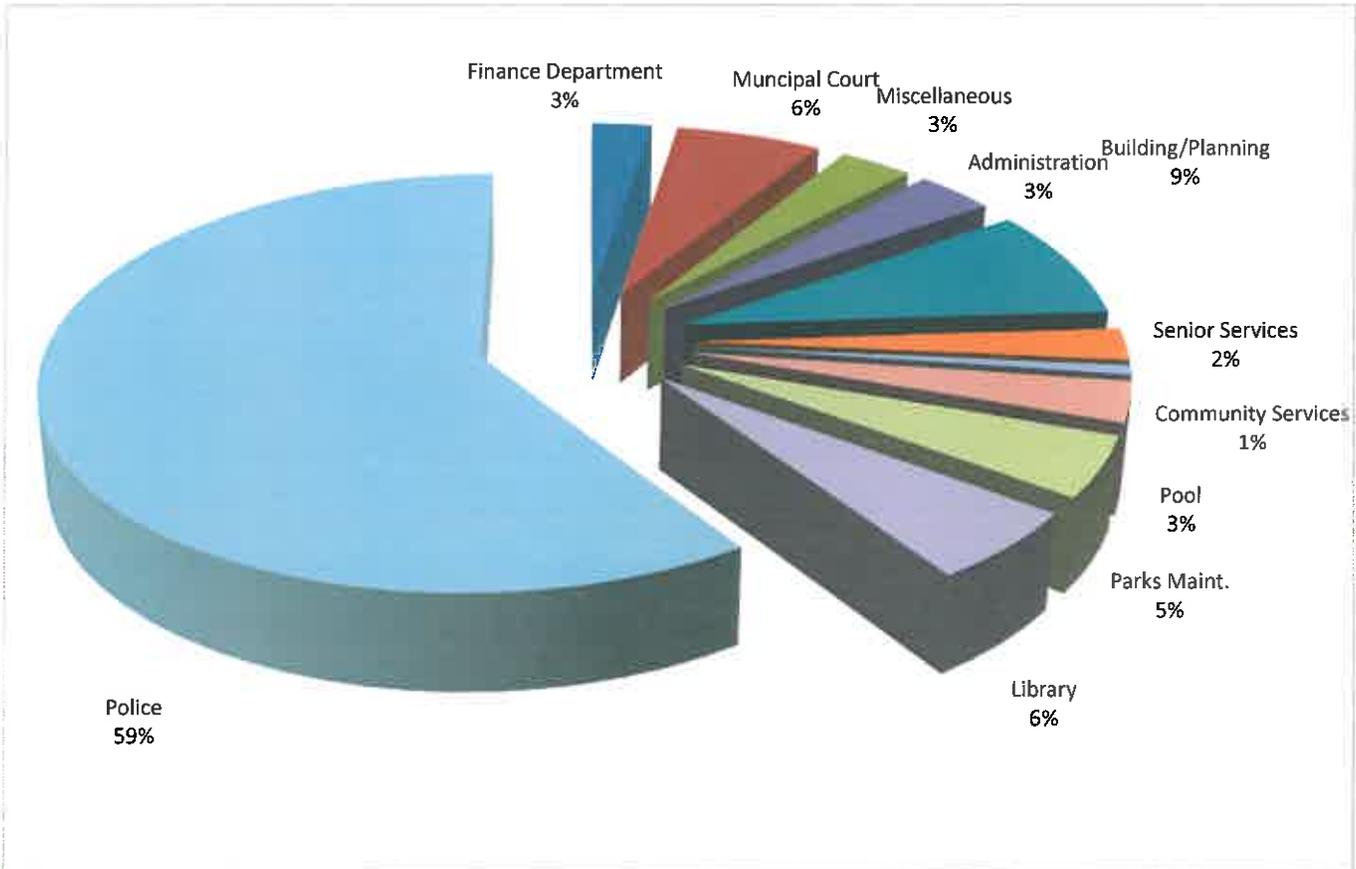




Expenditures - General Fund



General Fund All Dept Expenses
FY2012/13 Budget



GLOSSARY

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

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

General Fund:	A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund.
Interfund Loans:	Loans made by one fund to another and authorized by resolution or ordinance.
Levy:	Amount of ad valorem tax certified by a local government for the support of governmental activities.
Local Option Tax:	Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital projects. They are limited to five years, unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.
Materials and Services:	A type of expenditure appropriation used to budget and account for all supplies, maintenance, overhead, and operating needs within each fund.
Maximum Assessed Value (MAV):	The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.
Net Working Capital:	The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances.
Ordinance:	A formal legislative enactment by the governing board of a municipality.
Permanent Rate Limit:	The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.
Personnel Services:	A type of expenditure appropriation included in an agencies budget to account for wage and benefit costs associated with employees.

Proposed Budget:	Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.
Real Market Value:	The amount in cash, which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date.
Reserve Fund:	Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.
Resolution:	A formal order of a governing body; lower legal status than an ordinance.
Resource:	Estimated beginning funds on hand plus anticipated current year revenue.
Special Revenue Fund:	A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.
Supplemental Budget:	A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.
Tax Rate:	The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.
Unappropriated Ending Fund Balance:	Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.