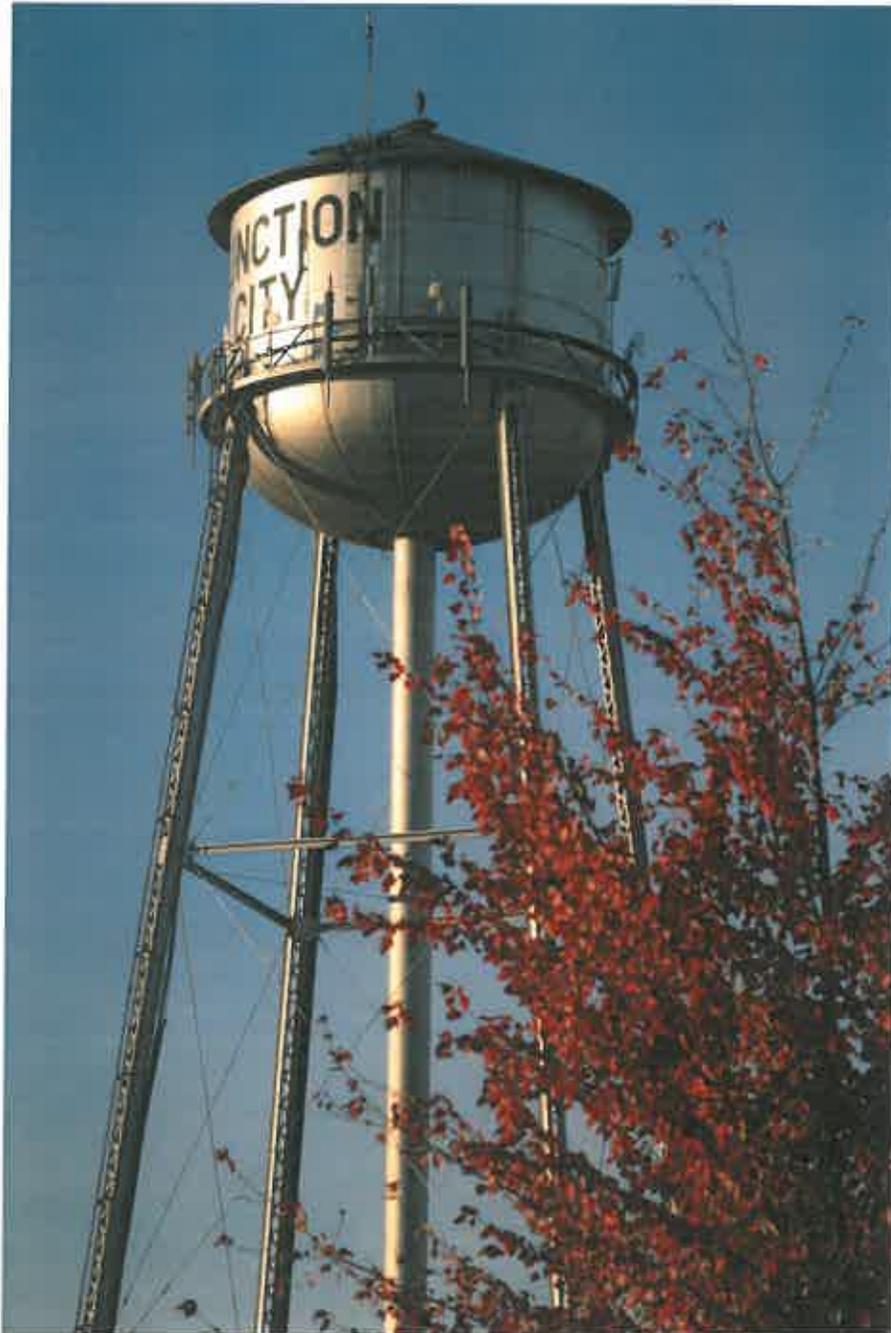


City of Junction City Municipal Budget



Fiscal Year 2013 / 14

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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2013-14

Mayor

Dave Brunscheon

Councilors

Randy Nelson
Bill DiMarco
Herb Christensen
Jim Leach
Karen Leach

Citizens

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

Interim City Administrator/Budget Officer

Melissa Bowers

City of Junction City
Budget Calendar
FY2013/14

December	Capital Projects & Improvements budget update begins
December - January	Finance Department Budget Preparations
December 11th	Budget Officer appointed by Council
January 8th	Budget Committee appointed by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 28th	Submit Budget Committee Meeting Notices to Newspaper
April 3rd	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
April 4th	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
April 10th	Publish Notice of Public Hearing on Use of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 18th	Submit Notice of Public Hearing on Use of State Revenue (Council) to Newspaper
April 24th	Publish Notice of Public Hearing - Use of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)
April 25th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions

City of Junction City
Budget Calendar
FY2013/14

May 2nd	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of State Revenue Sharing
May 9th	Budget Committee Meeting (3rd)
May 14th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 23rd	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 29th	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 11th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2013/14 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.

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. The City made significant progress in 2012-2013 on the Customized Periodic Review process, receiving local and county co-adoption of the plan to expand the Urban Growth Boundary and re-designate properties to meet the City's 20-year residential, commercial and recreational land needs. The proposal has been submitted to the State for review.

CITY OF JUNCTION CITY

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

April 8, 2013

Honorable Mayor Brunscheon
City Councilors
Budget Committee
Citizens of Junction City

Mayor Brunscheon, City Councilors, Budget Committee Members, and citizens, I respectfully submit the budget for Fiscal Year 13/14 (FY13/14). The budget is primarily a “base” budget that preserves the ongoing provision of valued services to the community. The budget presented includes changes that represent the initial application of the newly adopted fiscal policies.

The budget document is similar to prior years with a few new additions to assist in better tracking of information. For all non-reserve funds there is now a summary of operating expenditures, operating revenues, and transfers to allow for easier comparison of revenues versus expenditures. In the Reserve Funds, there is a line item that now captures the portions of funds that are reserved for future expenditure based on items in the Capital Improvement Plan (CIP) or known future needs. Finally, an Internal Services Fund, which was recommended by the City’s auditor, is added. The purpose of this fund is to better capture costs associated with city wide in-house services.

Changes in this year’s budgeted revenues include: the increase of property tax collections by one percent; an increase in building permits based on current levels of activity; and the anticipated addition of a franchise fee. Personnel services include no changes in Full Time Equivalent (FTE) staffing and a 2% (3% for dispatch staff) increase in personnel service expenses based on collective bargaining agreements and anticipated increases in benefit costs.

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 has the ability to modify the budget in the best interests of the City.

In preparing this budget, staff endeavored to propose a budget that was fiscally responsible and that held consistent with the understood values and goals of the Council and community. Staff sought to increase efficiencies, where possible, to continue services, to offer creative methods for continuing services, and to look at alternative methods and solutions.



The budget I am recommending attempts to preserve services while calling on Council and staff to initiate long range budget planning and forecasting to determine a sustainable range and depth of services and the organizational structure to support those services.

Fiscal Policies:

The Council adopted new fiscal policies during the current fiscal year as follows:

1. Operating Budget Policy

The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures in all operating funds. Any year-end operating surpluses will be calculated as ending fund balance and become part of the beginning balance in the following year. ^(a)

2. Accounting, Auditing and Financial Reporting Policies

The City will comply with Generally Accepted Accounting Principles, Government Finance Officers Association auditing and reporting standards, Oregon state law external audit requirements, and Oregon Revised Statutes relating to municipal finance. The Finance Department will issue a Comprehensive Annual Financial Report (CAFR) each year and file the report with the Secretary of State. The Finance Department will issue monthly financial reports, and any other reports necessary to facilitate full and transparent reporting. ^(b)

3. Revenues

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

4. Expenditures

Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each department manager or director will be responsible for the administration of his/her department budget. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. ^(b)

5. Purchasing

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

6. Capital Improvement Plan (CIP) Policies

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

7. Cash management and investment policies

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

8. Debt Management Policies

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

9. Fund Balance – General Fund

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

10. Fund Balance – Enterprise Funds

Measurement of the fund ending balances will occur annually on June 30th. The minimum targeted unrestricted fund balance shall be no less than 25% of next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unrestricted fund balance amount shall be in addition to non-spendable, restricted, or committed fund balance amounts. ^(c)

11. Contingency

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

The budget presented works to meet the newly adopted fiscal policies. In FY13/14, Council and staff will be challenged to work on long term solutions and priorities that develop a sustainable budget capable of meeting all current adopted fiscal policies and future fiscal policies. The Council and staff will work to develop fiscal policies that further capture local budgeting philosophy and a plan to meet those policies.

I am proud of the work of staff in this period of transition and I believe this budget begins to move the City to the sustainable financial operation that the City Council, Budget Committee, and staff have foreseen as a vital goal.

I thank Mayor Brunscheon and each member of the Council and Budget Committee for their dedication and service to the community.

Respectfully,

Melissa Bowers, Budget Officer

(a) Adopted: December 11, 2012

(b) Adopted: February 26, 2013

(c) Adopted: March 26, 2013

Budget Worksheets

Section IV

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City of Junction City
 Summary of All Funds as Adopted
 Fiscal Year 2013/14

Fund	Name of Fund	Estimated Beginning Fund Balance	Anticipated New Revenue	Personnel Services	Materials & Services	Capital Outlay	Debt Service
001	General	1,979,300	3,296,000	2,530,600	834,700	-	-
002	Water	88,700	909,600	478,500	209,000	600	-
003	Sewer	310,100	1,357,400	509,500	195,800	600	-
004	Sanitation	261,100	760,600	373,200	250,500	200	-
005	Streets	335,600	589,800	78,900	164,200	290,000	-
008	VS Senior Center	11,200	64,900	25,800	42,100	-	-
010	Health Insurance	49,400	300	-	-	-	-
012	Community Services	17,700	55,500	35,800	36,900	-	-
016	Sewer Ratepayer Assistance	5,300	30,200	-	30,000	-	-
050	Internal Services Fund	-	422,100	183,500	228,600	-	-
250	State Revenue Sharrng	48,800	45,200	-	10,000	65,000	-
255	Sewer System Improvement	3,635,400	528,700	-	30,000	3,400,300	-
264	Water System Improvement	16,500	774,600	-	41,000	682,000	44,400
266	Sanitation System Improvement	43,700	20,200	-	1,000	19,000	-
301	Police Vehicle&Equip Res	16,700	75,100	-	-	68,900	-
318	Building Replacement Res	184,500	1,600	-	20,000	116,500	-
322	Library Equip&Bldg Impr Res	3,500	2,100	-	500	1,500	-
328	Admin Equip&Vehicle Res	7,100	100	-	-	-	-
333	Park & Pool Equip Res	6,600	39,100	-	3,000	18,500	-
334	Bike Path Reserve	31,600	3,300	-	100	10,000	-
335	Park System Development	135,900	99,300	-	-	135,000	-
339	Special Police Programs	7,700	9,100	-	6,500	-	-
345	Computer Equipment Res	10,600	20,400	-	23,600	2,000	-
346	Water Equipment Reserve	600	25,100	-	15,000	6,000	-
347	Sewer Equipment Reserve	31,600	15,200	-	-	14,300	-
348	Sanitation Equipment Res	4,800	86,100	-	-	17,500	-
349	Street Equipment Reserve	29,800	15,200	-	-	15,000	-
350	Prairie Rd Street Impr. Res	243,100	1,400	-	-	218,000	-
354	PW Bldg/Yard Reserve	32,400	25,200	-	-	57,000	-
401	Community Dev Revolving Loan	1,070,100	54,200	-	860,900	-	-
405	Water System Development	54,700	53,300	-	-	25,000	-
406	Sewer System Development	2,305,800	381,500	-	-	2,000,000	-
407	Street System Development	646,600	57,400	-	-	5,000	-
410	DOC-IGA Infrastructure Cap.	22,000	200,000	-	-	222,000	-
Totals By Type		11,648,500	10,019,800	4,215,800	3,003,400	7,389,900	44,400

City of Junction City
 Summary of All Funds as Adopted
 Fiscal Year 2013/14

Fund	Name of Fund	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	130,500	82,600	3,578,400	1,696,900	5,275,300
002	Water	191,100	17,500	896,700	101,600	998,300
003	Sewer	623,200	27,500	1,356,600	310,900	1,667,500
004	Sanitation	118,800	17,500	760,200	261,500	1,021,700
005	Streets	34,200	22,500	589,800	335,600	925,400
008	VS Senior Center	6,800	-	74,700	1,400	76,100
010	Health Insurance	-	-	-	49,700	49,700
012	Community Services	-	-	72,700	500	73,200
016	Sewer Ratepayer Assistance	-	-	30,000	5,500	35,500
050	Internal Services Fund	-	10,000	422,100	-	422,100
250	State Revenue Sharing	10,000	-	85,000	9,000	94,000
255	Sewer System Improvement	677,000	-	4,107,300	56,800	4,164,100
264	Water System Improvement	-	-	767,400	23,700	791,100
266	Sanitation System Improvement	-	-	20,000	43,900	63,900
301	Police Vehicle&Equip Res	-	-	68,900	22,900	91,800
318	Building Replacement Res	-	-	136,500	49,600	186,100
322	Library Equip&Bldg Impr Res	-	-	2,000	3,600	5,600
328	Admin Equip&Vehicle Res	-	-	-	7,200	7,200
333	Park & Pool Equip Res	-	-	21,500	24,200	45,700
334	Bike Path Reserve	-	-	10,100	24,800	34,900
335	Park System Development	-	-	135,000	100,200	235,200
339	Special Police Programs	-	-	6,500	10,300	16,800
345	Computer Equipment Res	-	-	25,600	5,400	31,000
346	Water Equipment Reserve	-	-	21,000	4,700	25,700
347	Sewer Equipment Reserve	-	-	14,300	32,500	46,800
348	Sanitation Equipment Res	-	-	17,500	73,400	90,900
349	Street Equipment Reserve	-	-	15,000	30,000	45,000
350	Prairie Rd Street Impr. Res	-	-	218,000	26,500	244,500
354	PW Bldg/Yard Reserve	-	-	57,000	600	57,600
401	Community Dev Revolving Loan	-	-	860,900	263,400	1,124,300
405	Water System Development	-	-	25,000	83,000	108,000
406	Sewer System Development	-	-	2,000,000	687,300	2,687,300
407	Street System Development	-	-	5,000	699,000	704,000
410	DOC-IGA Infrastructure Cap.	-	-	222,000	-	222,000
Totals By Type		1,791,600	177,600	16,622,700	5,045,600	21,668,300
Total Appropriations, All Funds						16,622,700
Total Unappropriated, All Funds						5,045,600
Total						21,668,300

GENERAL FUND

Resources

Finance

Municipal Court

Non-Departmental

Administration

Building & Planning

Senior Services

Community Services

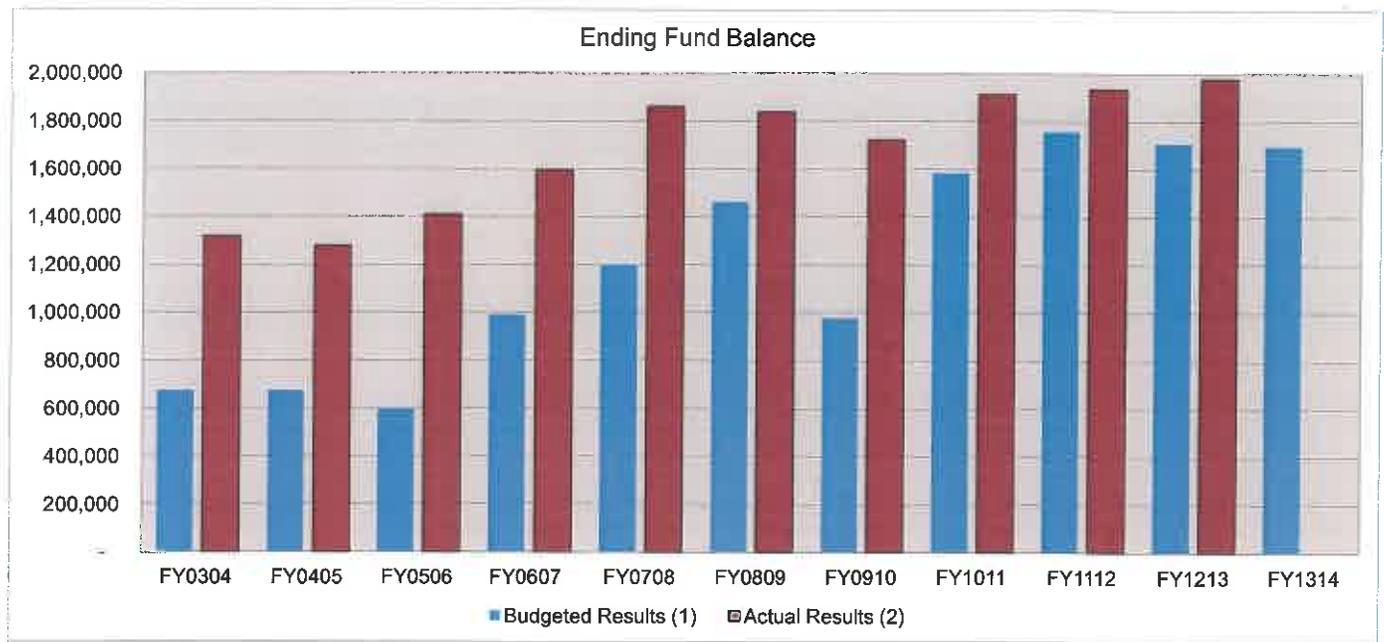
Swimming Pool

Parks & Maintenance

Library

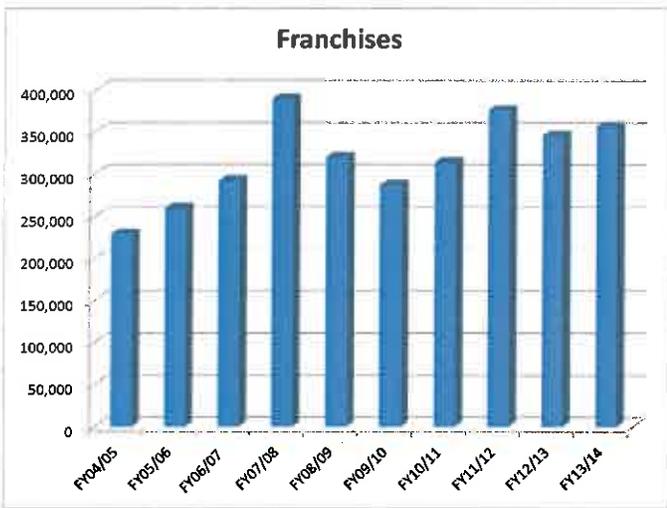
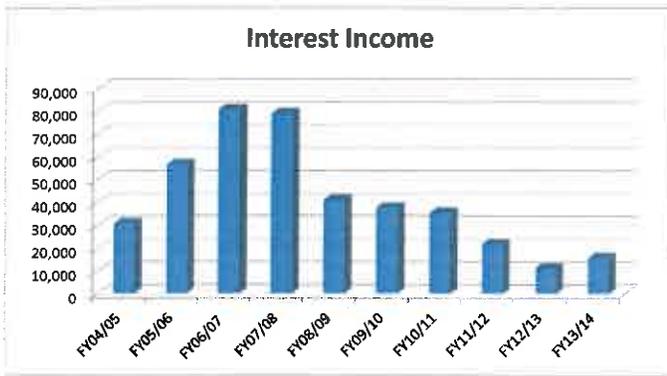
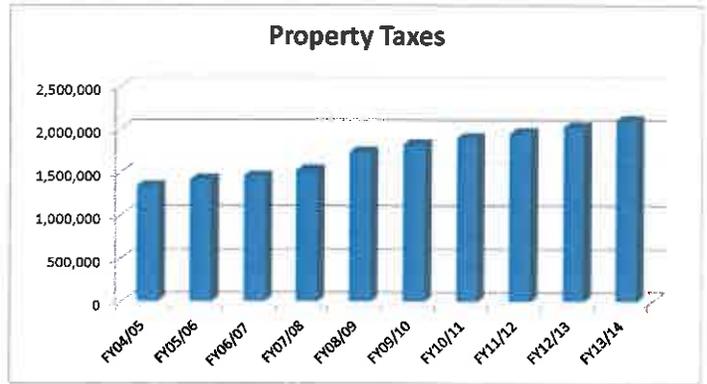
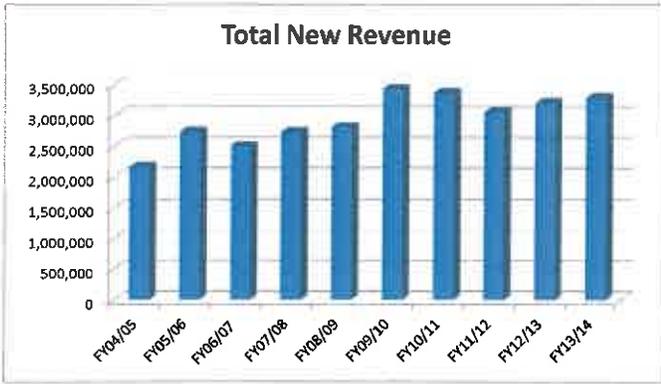
Police

**General Fund
Actual & Budgeted Ending Fund Balance**

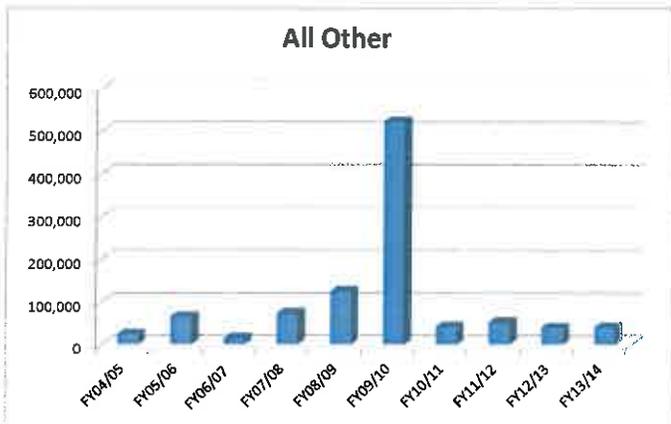
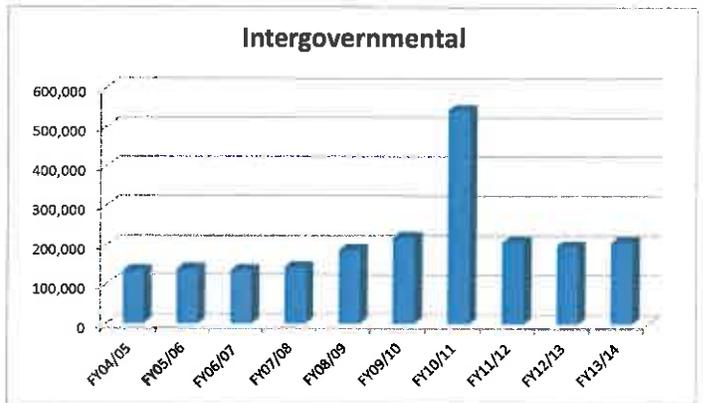
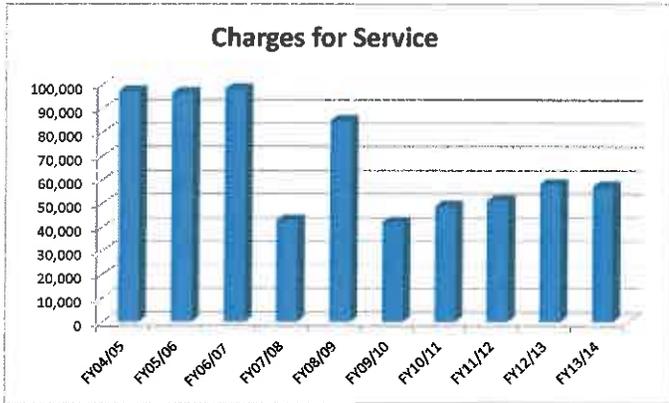


- 1 - FY13/14 are adopted budget amounts
- 2 - FY12/13 are estimated actuals

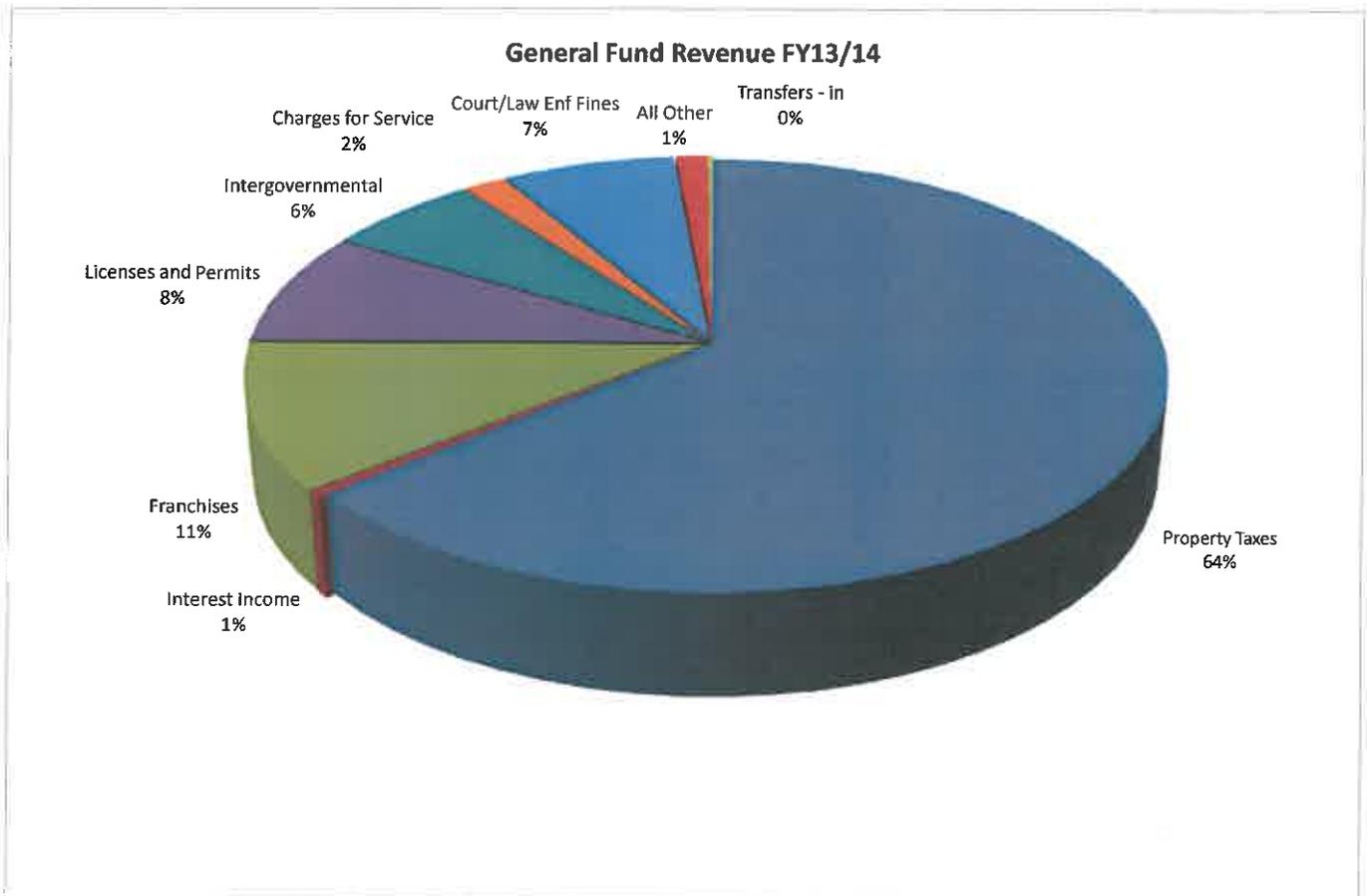
**General Fund Revenue
Actual & Budgeted**



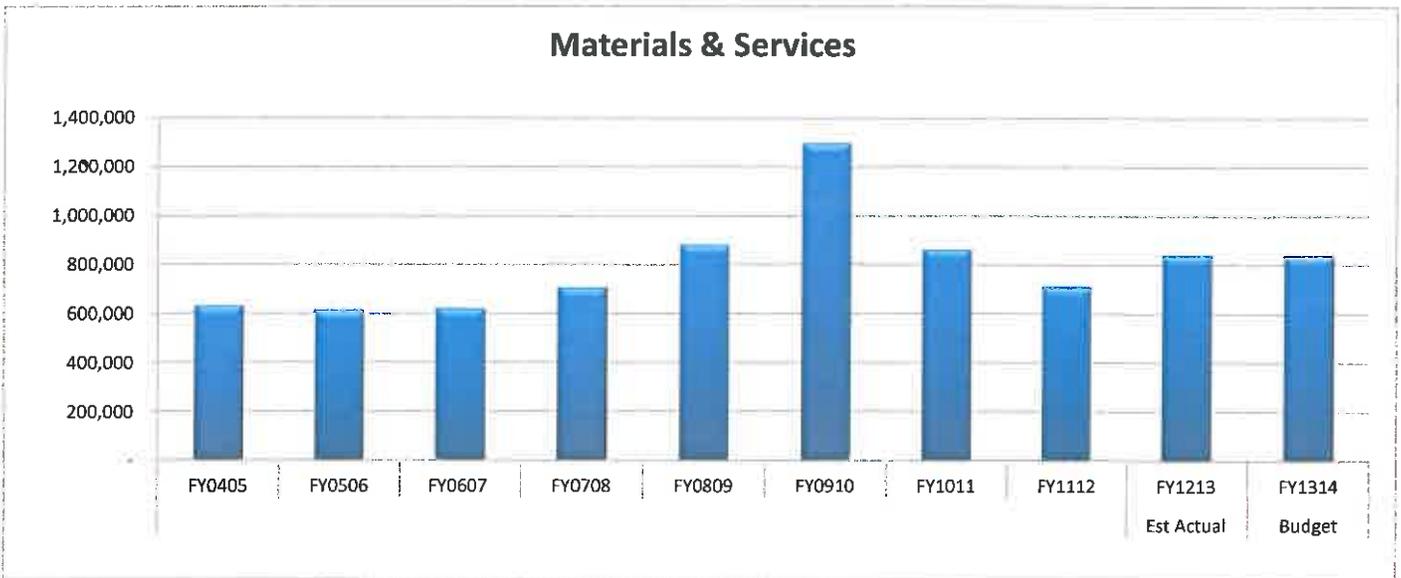
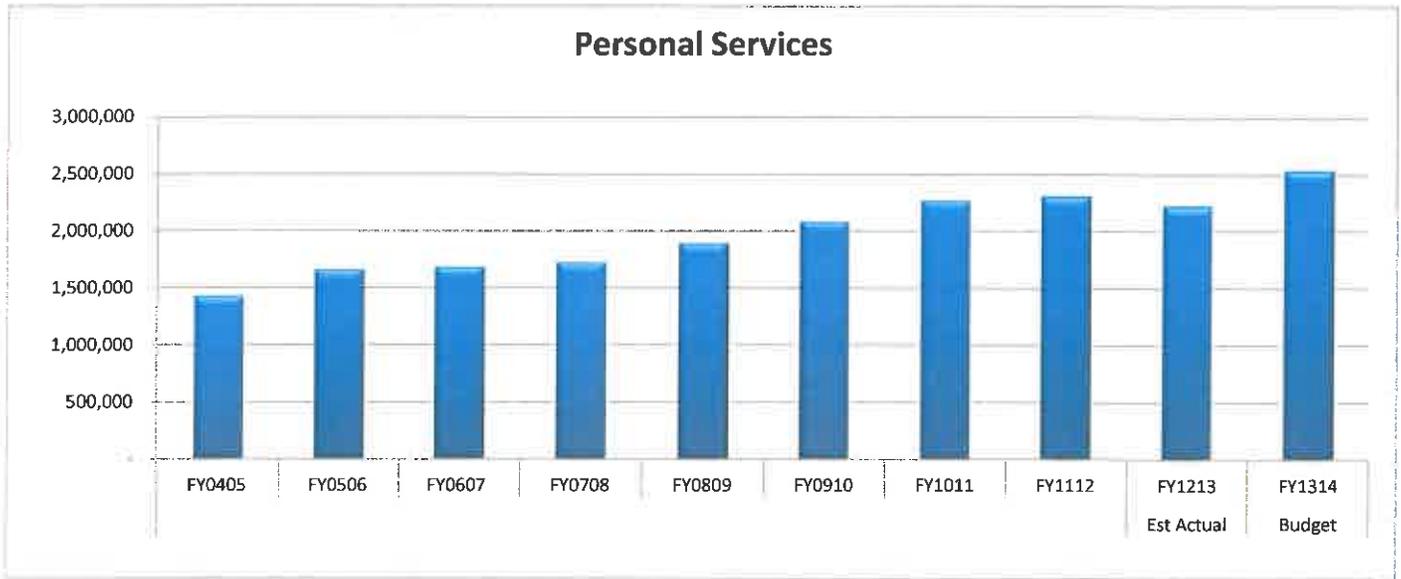
Note: FY12/13 data is estimated actuals and FY13/14 is as budgeted



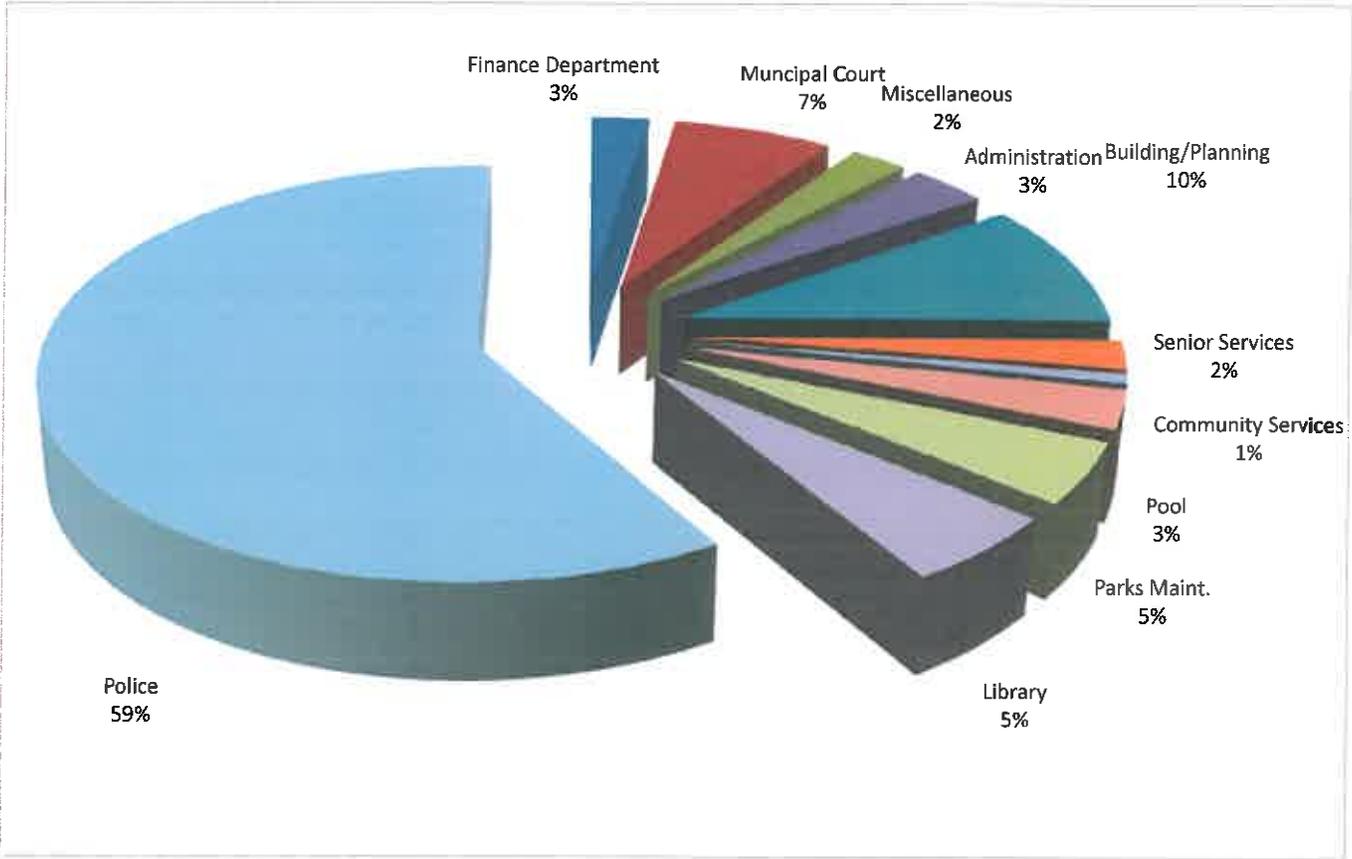
Note: FY12/13 data is estimated actuals and FY13/14 is as budgeted



Expenditures - General Fund



General Fund All Dept Expenses
FY2013/14 Budget



City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
General Fund							
1	1,723,910	1,914,202	1,880,000	400100 Beginning Fund Balance	1,979,300	1,979,300	1,979,300
2							
3				001-000 Resources - Taxes			
4	1,841,382	1,913,361	1,980,400	400200 Current Year Taxes	2,039,700	2,039,700	2,039,700
5	3,210	3,136	3,000	400220 Low Rent Hsng, In Lieu of Tax	3,200	3,200	3,200
6	55,501	39,440	50,000	400300 Previously Levied Taxes	60,000	60,000	60,000
7	7,232	6,550	7,000	408000 Transient Room Tax	10,000	10,000	10,000
8	1,907,325	1,962,487	2,040,400	Total Taxes	2,112,900	2,112,900	2,112,900
9							
10				001-000 Resources - Licenses & Fees			
11	-	15,878	7,800	401200 Verizon Franchise	8,400	8,400	8,400
12	51,769	52,151	51,500	401300 Natural Gas Franchise	51,500	51,500	51,500
13	20,552	17,966	21,500	401400 Telephone Franchise	21,500	21,500	21,500
14	49,577	50,420	50,000	401500 Comcast Cable Franchise	50,000	50,000	50,000
15	31,426	43,979	44,000	401600 EPUD Franchise	45,500	45,500	45,500
16	160,837	195,889	156,000	401700 Pacific Power Franchise	175,000	175,000	175,000
17	-	-	-	401710 Other Franchise Fees	5,000	5,000	5,000
18	735	584	1,000	401800 Licenses, Fees, & Permits	1,000	1,000	1,000
19	7,000	6,679	6,000	408100 Lien Search Fees	9,000	9,000	9,000
20							
21	321,896	383,546	337,800	Total Licenses & Fees	366,900	366,900	366,900
22							
23				001-000 Resources - Court & Public Safety			
24	201,430	213,519	205,000	403002 Muni Court Fines	200,000	200,000	200,000
25	2,537	1,596	3,000	403004 Parking Fines	1,500	1,500	1,500
26	8,600	3,300	5,000	403005 Towed Vehicle Fines	5,000	5,000	5,000
27	3,226	3,306	5,000	403008 Probation Supervision Fee	-	-	-
28	310	450	500	403009 Road Crew Fee	500	500	500
29	2,283	2,625	2,500	403111 Jail Booking Fees	2,500	2,500	2,500
30	30,095	21,179	-	403114 Muni Court - Surcharge Fees	2,000	2,000	2,000
31	12,809	13,743	15,000	403125 Assessments for Training	15,000	15,000	15,000
32	31,875	35,000	37,300	402650 JCRFPD Dispatching Contract	40,000	40,000	40,000
33	32,600	33,616	44,000	402740 Coburg Dispatching Contract	45,000	45,000	45,000
34	-	-	-	402742 Other Dispatch Contracts	6,000	6,000	6,000
35	1,628	7,367	17,200	402780 Grant: Local Law Enforcement	25,000	25,000	25,000
36	12,240	-	-	402830 LCC Dispatching Services	-	-	-
37	-	-	-	405200 School Reimbursements	5,000	5,000	5,000
38	339,633	335,701	334,500	Total - Court & Public Safety	347,500	347,500	347,500
39							
40				001-000 Resources - Building & Planning			
41	34,170	37,944	116,300	402100 Building Permits	92,800	92,800	92,800
42	7,204	6,292	13,300	402110 Mechanical Permit Fees	10,300	10,300	10,300
43	12,207	12,931	14,600	402120 Electrical Permit Fee	17,300	17,300	17,300
44	10,214	15,220	39,600	402130 Plumbing Permit Fees	32,300	32,300	32,300
45	27,698	30,711	48,000	402150 Plans Review Fees	63,800	63,800	63,800
46	3,505	3,175	4,000	402155 Clair Co. Surplus Charges	3,000	3,000	3,000
47	998	994	-	402175 Bldg Permit Admin Fees - City	4,000	4,000	4,000
48	6,335	4,707	7,800	402180 Land Use Applications	4,000	4,000	4,000
49	10,435	13,969	14,500	402185 Admin on SDC Fees	44,800	44,800	44,800
50	375	215	300	402199 Bldg/Plng - Misc Receipts	500	500	500
51	12,000	49,300	-	404420 Grant: Dept of Land Conserv	-	-	-
52	36,950	-	-	404450 Grant: CDBG Program	-	-	-

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
53	162,091	175,458	258,400	Total - Building & Planning	272,800	272,800	272,800
54							
55				001-000 Resources - Pool			
56	8,212	8,224	8,800	400500 Pool Daily Admission	9,500	9,500	9,500
57	1,120	1,350	900	400501 School Swim Pool Rental	1,300	1,300	1,300
58	8,577	7,683	8,000	400505 Swim Pass Sales	8,500	8,500	8,500
59	1,537	1,570	1,400	406600 Swim Team	1,600	1,600	1,600
60	13,383	13,062	12,500	406650 Swim Lessons	15,000	15,000	15,000
61	-	3,225	2,500	400550 Pool Income - Other	3,200	3,200	3,200
62	2,280	2,880	2,500	407200 Private Pool Rentals	2,500	2,500	2,500
63	35,109	37,994	36,600	Total - Pool	41,600	41,600	41,600
64							
65				001-000 Resources - Library			
66	6,741	6,718	6,500	403200 Library Receipts	6,500	6,500	6,500
67	-	-	500	403215 Grant: Education Together Fund	500	500	500
68	-	-	300	403225 Grant: Soroptimists	300	300	300
69	1,000	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
70	7,741	7,718	8,300	Total - Library	8,300	8,300	8,300
71							
72				001-000 Resources - Intergovernmental			
73	5,000	-	-	404440 Grant: OECD Microbusiness	-	-	-
74	70,547	67,430	71,200	402200 State Liquor Tax	72,500	72,500	72,500
75	7,624	8,611	7,600	402300 Cigarette Tax	7,200	7,200	7,200
76	28,768	-	-	404410 DOC Reimbursements Per Rev	-	-	-
77	296,969	-	-	404412 DOC Reimbursements Admin	-	-	-
78	408,908	76,041	78,800	Total - Intergovernmental	79,700	79,700	79,700
79							
80				001-000 Resources - Misc			
81	17,054	23,221	24,000	409000 Other Receipts	22,000	22,000	22,000
82	1,181	(96)	100	409100 Over/Under Receipts	100	100	100
83	25	-	-	408325 E Birch Settlement Principal	-	-	-
84	275	500	300	408330 E Birch Settlement Interest	300	300	300
85	35,542	22,012	24,300	400400 Investment Interest	15,700	15,700	15,700
86	-	-	-	402770 Surplus Property Sales	-	-	-
87	538	538	500	407300 Raintree Park - Land Rental	500	500	500
88	5,108	5,093	4,000	407250 Building Rentals	4,200	4,200	4,200
89	5,704	-	5,000	402710 Community Events Reimb. JCPD	-	-	-
90	13,470	13,874	14,000	401750 Cell Tower Lease	14,500	14,500	14,500
91	217	-	-	402870 JCA Electricity Reimburse	-	-	-
92	367	150	200	402860 Donations	200	200	200
93	2,231	1,870	2,000	402775 Animal Regulation Fees	2,000	2,000	2,000
94	81,712	67,162	74,400	Total - Misc	59,500	59,500	59,500
95							
96				001-000 Resources - Transfers In			
97	-	-	35,000	400525 Transfer from State Rev Sharing	-	-	-
98	-	6,552	6,800	400526 Transfer from Senior Center Fund	6,800	6,800	6,800
99	107,500	-	-	408500 Transfers from Other Funds	-	-	-
100	-	10,000	-	400556 Transfer from Admin Veh & Equip	-	-	-
101	107,500	16,552	41,800	Total - Transfers In	6,800	6,800	6,800
102							
103	3,371,915	3,062,659	3,211,000	Total New Resources	3,296,000	3,296,000	3,296,000
104							

City of Junction City
Fiscal Year 2013-14 Budget

2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
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Notes

- 4 The City's permanent tax rate is \$6.0445 per \$1,000 of assessed value, and was established
- 11 During FY11/12 city received fees for FY10/11 and FY11/12.
- 30 Court surcharge fee expired 12/31/2011 per state legislation, will be reduced in future
- 32 Current contract is for 7/1/10 through 6/30/14. Budget amount for FY13/14 is specified in
- 41 Building permit fees reflect current level of activity.
- 56 Increased based on averaging revenues of 2011 and 2012 swim season
- 57 Increased based on averaging revenues of 2011 and 2012 swim season
- 61 Increased based on revenues of 2012 swim season

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. The department also manages the Utility Billing function and the Municipal Court for the City.

FY 2012-13 Accomplishments

- **Finance Software:** Upgrade to the City's Finance Software which included conversion of the Payroll, General Ledger, Accounts Payable and Utility Billing modules. This was a large project affecting all aspects of the department's processes and will serve the City well in the future as we seek higher levels of efficiency, customer service and reporting.
- **CAFR:** Issued the fiscal year 2011/12 Comprehensive Annual Financial Report (CAFR), which received an unqualified (clean) financial audit opinion from the City's independent auditors.
- **Customer Payments:** Implemented several initiatives to streamline the customer payment process, including the availability of auto pay for utility customers, and direct payment to the City's bank accounts for payments received from customer bank's bill pay system.
- **Fiscal Policies:** The City's Fiscal policies were adopted by the Council during this year and represented many hours of work and research on the part of staff in support of this project.
- **Internal Control Document:** At the direction of the City's auditors, the City's control procedures were documented in a formal Internal Control Manual to meet outside reporting, auditing and internal control standards.
- **Annual Budget:** Facilitated and implemented the City's annual budget process for fiscal year 2013/14.

FY 2013-14 Goals, Projects & Products

- **Internal Services Fund (IS):** Implement the process and procedures to incorporate the internal services fund into the accounting and accounts payable process.
- **Governmental Finance Officers Association (GFOA) Budget Award:** Make improvements to the City's budget document and apply for the GFOA's budget award for the upcoming budget year (FY2014/15).
- **Budget:** Develop and implement the budget for FY2014/15.
- **Utility Collections:** Upgrade procedures and processes for more efficient collection within the City's utility billing system.
- **Financial Audit:** Manage the annual audit process efficiently with the goal of an unqualified opinion.
- **Purchasing Manual:** Completion of the City's purchasing manual to document purchasing procedures and processes.
- **Capital Project Financing:** Provide assistance in the financing of current public works department capital projects.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
105	Finance						
106	001-310 Personnel Services						
107	38,539	36,679	33,300	503780 Direct Wages	34,000	34,000	34,000
108	9,838	8,685	5,300	503783 In-Direct Wages	5,700	5,700	5,700
109	-	-	1,800	503790 Overtime	1,900	1,900	1,900
110	3,239	3,302	3,200	513344 FICA	3,200	3,200	3,200
111	6,480	7,800	7,300	539094 Pension - PERS	9,400	9,400	9,400
112	79	89	100	542344 Workers' Compensation Ins	100	100	100
113	10,065	12,897	11,400	546833 Insurance Benefits	12,400	12,400	12,400
114	-	-	600	548877 Unemployment Insurance	900	900	900
115	<u>68,240</u>	<u>69,452</u>	<u>63,000</u>	Total Personnel Services	<u>67,600</u>	<u>67,600</u>	<u>67,600</u>
116	001-310 Materials & Services						
117	001-310 Materials & Services						
118	300	300	300	602015 Audit Filing Fee	300	300	300
119	23	65	100	603200 Bank Fees	200	200	200
120	215	59	400	622171 Insurance	700	700	700
121	49	-	100	623425 Preventative Medical/OSHA	-	-	-
122	706	684	900	632677 Office Equipment Leases	900	900	900
123	-	93	500	632678 Computer/Office Equip Maint	500	500	500
124	-	-	500	632680 Office Equipment/Furnishings	500	500	500
125	1,331	826	1,000	636921 Office Supplies	1,000	1,000	1,000
126	90	59	300	640457 Postage	300	300	300
127	2,788	1,007	1,000	640733 Printing and Advertising	1,000	1,000	1,000
128	483	1,726	2,000	647030 Travel and Training	2,400	2,400	2,400
129	975	956	1,000	649843 Telephone	1,100	1,100	1,100
130	520	360	600	649989 Dues	600	600	600
131	988	639	1,100	652080 Internet Services	1,100	1,100	1,100
132	5,371	5,220	4,300	702013 Audit	4,400	4,400	4,400
133	-	387	1,500	706076 Legal Counsel	1,500	1,500	1,500
134	<u>13,839</u>	<u>12,381</u>	<u>15,600</u>	Total Materials & Services	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
135							
136	<u>82,079</u>	<u>81,833</u>	<u>78,600</u>	Total Finance	<u>84,100</u>	<u>84,100</u>	<u>84,100</u>
137							
138							

Notes

132 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 2012-13 Accomplishments

- **Audit:** The Court just completed and passed an audit with Oregon State Police Identification Services.
- **Road Crew:** The Court has continued to work with the Police Department to monitor the Road Crew more efficiently.
- **Court Records:** The Court Clerk continues to work through old case records for collection, closure and destruction.
- **Legislative Changes:** The Court is working through legislative changes as laws are being updated
- **Records Management:** The Court department has completed conversion of its records management system to a modern software platform. This was a significant upgrade from a database that was older than 10 years to a software platform that is currently being implemented by many courts across Oregon.
- **Collections:** The Court Clerk focused her efforts on the collections and processing of cases with funds owed to the City. In FY12/13 approximately \$154,550 was turned over for collections.
- **Certifications:** The Court Clerk has completed the second of the three Oregon Association Court Administration certifications.

FY 2013-14 Goals, Projects & Products

- **Records Project:** The Court Clerk will be working to clean up a large volume of old records currently in storage by reducing and securing closed cases, and sending cases with unpaid debt to collections.
- **Updates:** The Municipal Court will continue to work on updates that will enhance the court efficiency as well as the community service provided.
- **Closed Cases:** 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 delinquent cases turned over to collections and destruction of case records that will no longer need to be kept in the archives.
- **Warrant Forms:** The Court is updating warrant forms which will save Court Staff and Police Department time during the book in process and arraignments.
- **Certifications:** The Court Clerk is currently working on completing a Michigan State University Judicial Assistant Program, as well as the Oregon Association of Court Administration Program.
- **Records Updates:** The Court is working towards completing records updates on Caselle, the Court's software program, in order to eliminate the need for AIRS (the old Court software).

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
139	Court						
140	001-315 Personnel Services						
141	30,198	36,972	50,300	503780 Direct Wages	53,200	72,500	72,500
142	13,133	13,413	5,500	503783 In-Direct Wages	5,700	5,700	5,700
143	-	-	2,100	503790 Wages - Overtime	2,100	2,100	2,100
144	3,141	3,799	4,400	513344 FICA	4,700	6,200	6,200
145	6,556	9,590	11,800	539094 Pension - PERS	15,500	20,500	20,500
146	104	145	600	542344 Workers' Compensation Ins	700	1,400	1,400
147	24,299	23,058	21,800	546833 Insurance Benefits	22,600	22,700	22,700
148	-	-	1,200	548877 Unemployment Insurance	2,000	2,700	2,700
149	<u>77,431</u>	<u>86,977</u>	<u>97,700</u>	Total Personnel Services	<u>106,500</u>	<u>133,800</u>	<u>133,800</u>
150	001-315 Materials & Services						
151	001-315 Materials & Services						
152	35,738	36,990	38,200	602125 Prosecuting Attorney Fees	39,300	39,300	39,300
153	711	734	1,000	602130 Interpreter Fees	1,000	1,000	1,000
154	295	83	500	602171 Insurance	1,100	1,100	1,100
155	298	166	400	602225 Jury Trial Expense	400	400	400
156	9,512	9,150	9,000	602250 Court Appointed Attorney Fee	9,000	9,000	9,000
157	-	-	2,500	603050 Probation Activities	2,500	2,500	2,500
158	429	145	200	603200 Bank Fees	200	200	200
159	292	-	-	608925 Computer Software Support	1,500	1,500	1,500
160	706	684	900	632677 Office Equipment Leases	900	900	900
161	-	197	200	632678 Computer/Office Equipment Main	200	200	200
162	3,258	2,937	2,500	636921 Office Supplies	2,500	2,500	2,500
163	826	-	800	637917 Office Equipment/Furnishings	800	800	800
164	1,113	854	1,300	640457 Postage	1,000	1,000	1,000
165	733	1,775	1,100	647030 Travel and Training	1,300	1,300	1,300
166	1,068	1,106	1,100	649843 Telephone	1,200	1,200	1,200
167	50	130	200	649989 Dues	200	200	200
168	2,297	1,924	2,200	652080 Internet Services	1,000	1,000	1,000
169	11,758	12,180	1,500	701202 Application Support-AIRS	2,500	2,500	2,500
170	1,302	1,310	1,600	702013 Audit	1,700	1,700	1,700
171	30,000	30,600	30,600	702020 Judge Contract Services	31,200	31,200	31,200
172	-	1,496	300	706076 Legal Counsel	300	300	300
173	<u>100,386</u>	<u>102,461</u>	<u>96,100</u>	Total Materials & Services	<u>99,800</u>	<u>99,800</u>	<u>99,800</u>
174	Total Municipal Court						
175	<u>177,817</u>	<u>189,438</u>	<u>193,800</u>	Total Municipal Court	<u>206,300</u>	<u>233,600</u>	<u>233,600</u>
176							
177							

Notes

149 Probation officer moved during FY2011/12 from Police to Court

152 Includes 3% increase per contract

165 Includes two conferences and travel costs

169

AIRS Cost eliminated due to Court Software upgrade, current cost is Caselle at \$125/month

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
178	Non-Departmental						
179	001-320 Materials & Services						
180	93	176	200	603200 Bank Fees	200	200	200
181	316	-	-	608925 Computer Software Support	-	-	-
182	418	5,000	-	610211 Grant: Microbusiness Enterprise	-	-	-
183	9,572	2,699	2,700	611519 Electricity & Natural Gas	2,900	2,900	2,900
184	-	-	5,000	611770 IT Service Charges	8,000	8,000	8,000
185	1,078	1,091	5,100	611771 Professional Services	5,100	5,100	5,100
186	129,139	-	-	611775 DOC Reimbursable Costs	-	-	-
187	2,867	-	1,000	611780 Lien Reporting Services	500	500	500
188	75	-	500	612080 City Hall Vehicle Maint & Repair	500	500	500
189	4,577	1,706	6,800	622171 Insurance/Bonds	1,100	1,100	1,100
190	2,566	666	1,200	628651 Lane Council of Gov Dues	1,200	1,200	1,200
191	4,301	817	2,100	629001 League of Oregon Cities Dues	2,200	2,200	2,200
192	-	93	-	632678 Computer/Office Equip Maint	2,000	2,000	2,000
193	1,327	1,161	500	641134 Council Projects/Programs	800	800	800
194	-	-	-	644650 Building Maintenance Charges	7,000	7,000	7,000
195	7,409	4,482	6,500	644660 Repair & Care City Property	-	-	-
196	1,490	1,239	2,000	644670 General Supplies	2,000	2,000	2,000
197	498	36	1,000	647030 Council Travel and Training	1,000	1,000	1,000
198	3,822	846	1,000	647050 Public Relations	1,000	1,000	1,000
199	-	-	500	648775 Generator Maintenance & Fuel	-	-	-
200	2,229	206	900	648800 Employee Recognition	900	900	900
201	114	233	100	649843 Telephone	100	100	100
202	1,259	(19)	1,000	652080 Internet Services	1,000	1,000	1,000
203	-	-	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
204	71,354	46,193	50,000	706076 Legal Counsel	35,000	35,000	35,000
205	87	-	1,000	706100 Labor Negotiations	-	-	-
206	1,833	1,628	1,800	723450 Janitorial Contract	1,800	1,800	1,800
207	4,500	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
208	4,382	733	1,000	723530 Recruiting	2,000	2,000	2,000
209	255,304	72,986	97,900	Total Materials & Services	82,300	82,300	82,300
210							
211	255,304	72,986	97,900	Total Miscellaneous	82,300	82,300	82,300
212							
213							

Notes

- 178 Section previously labeled as "Miscellaneous".
- 185 Includes \$2,050 for Code Publishing
- 191 As of January 2013, all 242 Oregon Cities are members of the league.
- 194 Internal Services Fund charges
- 195 Moved to the Internal Services Fund
- 199 Moved to the Internal Services Fund
- 203 Grant for Water and Sewer costs, moved from Parks Department for FY2012/13

Overview

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



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

FY 12-13 Projects and Accomplishments

- Received City and County approval for the Customized Periodic Review Process and Urban Growth Boundary Expansion
- Completed City Hall Refurbishment Project
- Completed the 2012 General Elections Process
- Enhanced public information and outreach efforts
- Created Facilities Task Force Ad Hoc Committee

FY 13/14 Goals and Projects

- Work with the Council to conduct joint goal sessions with the School District and Tri-County Chamber of Commerce.
- Work with the Council to establish Council Committee structure, including roles, authority, and operating rules
- Work with the Council to achieve more structured Council meetings, including rules, protocol, and etiquette.
- Work with the Council to develop a long range budget plan.
- Complete entry of items into Agility Recovery Program
- Continue digital records archiving project

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
214	Administrative						
215	001-325 Personnel Services						
216	47,353	40,793	47,000	503780 Direct Wages	48,500	48,500	48,500
217	8	8	-	503781 Sick Leave Incentive	-	-	-
218	8,130	7,189	9,700	503783 In-Direct Wages	9,800	9,800	9,800
219	-	-	400	503790 Wages - Overtime	400	400	400
220	3,191	3,409	4,400	513344 FICA	4,500	4,500	4,500
221	6,512	8,940	11,500	539094 Pension - PERS	14,700	14,700	14,700
222	184	77	500	542344 Workers' Compensation Ins	500	500	500
223	9,787	10,970	15,800	546833 Insurance Benefits	16,500	16,500	16,500
224	-	-	800	548877 Unemployment Insurance	1,400	1,400	1,400
225	<u>75,165</u>	<u>71,386</u>	<u>90,100</u>	Total Personnel Services	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
226							
227	001-325 Materials & Services						
228	465	130	800	602171 Insurance	1,300	1,300	1,300
229	29	37	100	603200 Bank Fees	100	100	100
230	230	-	-	608925 Computer Software Support	-	-	-
231	98	583	1,000	612080 Administrator's Vehicle Expense	500	500	500
232	-	-	-	615100 Vehicle Maintenance Charges	500	500	500
233	706	684	800	632677 Office Equipment Leases	900	900	900
234	173	93	100	632680 Office Equipment/Furnishings	100	100	100
235	1,716	2,069	1,600	636921 Office Supplies	2,500	2,500	2,500
236	-	67	500	637917 Office Equipment Maintenance	500	500	500
237	319	131	500	640457 Postage	500	500	500
238	-	-	500	640733 Printing and Advertising	500	500	500
239	875	875	1,000	644609 Recorder Bond	-	-	-
240	685	1,771	3,000	647030 Travel and Training	3,500	3,500	3,500
241	2,038	1,848	1,900	649843 Telephone	2,600	2,600	2,600
242	300	981	1,000	649989 Dues	1,000	1,000	1,000
243	823	661	900	652080 Internet Services	900	900	900
244	274	228	200	702013 Audit	200	200	200
245	-	-	2,000	706076 Legal Counsel	2,000	2,000	2,000
246	<u>8,732</u>	<u>10,158</u>	<u>15,900</u>	Total Materials & Services	<u>17,600</u>	<u>17,600</u>	<u>17,600</u>
247							
248	<u><u>83,897</u></u>	<u><u>81,544</u></u>	<u><u>106,000</u></u>	Total Administration	<u><u>113,900</u></u>	<u><u>113,900</u></u>	<u><u>113,900</u></u>
249							
250							

Notes

- 216 Community Services Director's allocation increase included for FY2012/13
- 231 Repair portion of account moved to Internal Service Fund
- 232 Costs from Internal Services Fund

Overview

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

FY 12/13 Projects and Accomplishments

Planning within the City has been in a time of transition. The City has continued to contract with Lane Council of Government for planning services totaling 10+ hours a week. During the past year, planning activities have focused on completion of the Customized Periodic Review process. Building permit activity has started to pick-up over the last year, with over \$10 million in assessed building permits reviewed.

- The City made significant progress on the Customized Periodic Review process, receiving local and County co-adoption of the plan to expand the Urban Growth Boundary and re-designate properties to meet the City's 20-year residential, commercial and recreational land needs. The proposal has been submitted to the State for review.
- Continued planning work to complete the Transportation System Plan.
- Successfully completed the process to allow building permits to be submitted online. Developers will be able to monitor the status of their projects and schedule inspections online.
- Coordinated with Oregon Health Authority representatives to review different phases of the State Hospital project, with infrastructure development underway at the site.
- Coordinated with Grain Miller representatives to allow on-site preparation work to be made.
- Continued to coordinate with property owners and extraterritorial applications for services outside City Limits.
- Organized a community meeting to discuss new wetland regulations and coordination with state and federal agencies involved in wetlands management.
- Organized a Planning Commission Orientation, with an overview of Oregon Planning Basics and Meetings Law provisions.

- Worked with the Planning Commission to establish recommended legislative planning work activities and to address several potential code amendments.
- Continued to provide current planning activities include services to the public for development relative to zoning, subdividing, and floodplain management.

<u>Year</u>	<u>Total Building Permits Reviewed</u>
2012	230
2011	136
2010	185
2009	66
2008	48

FY 13/14 Goals and Projects

Now that the Customized Periodic Review process is nearing completion, the City has begun to 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.

- Develop and implement a transition plan for servicing the City's planning needs.
- Complete the Transportation System Plan.
- Complete an update to the Public Facilities Plan to bring this component of the Comprehensive Plan into consistency with the Customized Periodic Work Program activities and with recently amended Water and Wastewater System Plans.
- Continue to address Planning Commission recommended legislative planning work activities, as staffing levels permit.
- Continue to coordinate with property owners and extraterritorial applications for services outside City Limits.
- Work with property owners interested in annexing into the City Limits.
- Continue to improve customer service relations with regards to planning applications, building permits and code violations.

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
251	Planning						
252	001-330 Personnel Services						
253	85,191	70,763	33,200	503780 Direct Wages	33,800	33,800	33,800
254	12	20	-	503781 Sick Leave Incentive	-	-	-
255	13,667	11,344	12,200	503783 In-Direct Wages	13,000	13,000	13,000
256	-	-	-	503790 Wages - Overtime	-	-	-
257	7,107	5,586	3,500	513344 FICA	3,600	3,600	3,600
258	15,147	15,143	9,100	539094 Pension - PERS	11,700	11,700	11,700
259	282	163	100	542344 Workers' Compensation Ins	200	200	200
260	21,710	19,563	18,100	546833 Insurance Benefits	20,000	20,000	20,000
261	14	130	800	548877 Unemployment Insurance	1,300	1,300	1,300
262	<u>143,131</u>	<u>122,712</u>	<u>77,000</u>	Total Personnel Services	<u>83,600</u>	<u>83,600</u>	<u>83,600</u>
263							
264	001-330 Materials & Services						
265	367	682	900	603200 Bank Fees	-	-	-
266	544	-	-	608925 Computer Software Support	-	-	-
267	653	183	1,100	622171 Insurance	900	900	900
268	706	684	700	632677 Office Equipment Leases	800	800	800
269	-	106	100	632678 Computer/Office Equipment Main	100	100	100
270	61	-	300	632680 Office Equipment/Furnishings	300	300	300
271	2,070	1,623	1,500	636921 Office Supplies	4,000	4,000	4,000
272	916	563	1,500	640457 Postage	1,500	1,500	1,500
273	2,120	1,060	2,000	640733 Printing and Advertising	2,000	2,000	2,000
274	-	-	-	641134 Program Costs - Planning	12,900	12,900	12,900
275	120	451	300	647030 Travel and Training	300	300	300
276	369	20	200	647050 Public Relations	200	200	200
277	975	956	2,000	649843 Telephone	2,000	2,000	2,000
278	280	-	400	649989 Dues	400	400	400
279	929	622	900	652080 Internet Services	900	900	900
280	459	-	-	652085 Public Notices	-	-	-
281	1,845	2,993	1,900	702013 Audit	2,000	2,000	2,000
282	-	83	400	704410 Periodic Review Publications	400	400	400
283	12,000	46,300	-	704420 Grant: Customized Periodic Rev	-	-	-
284	36,950	-	-	704430 Grant: CDBG-JC Housing Rehab	-	-	-
285	9,338	15,060	15,000	706076 Legal Counsel	15,000	15,000	15,000
286	70,907	64,093	205,850	723440 Building Official Contract	162,400	162,400	162,400
287	16,224	74,811	80,000	723445 Planning Services Contracted	90,000	40,000	40,000
288	<u>157,833</u>	<u>210,290</u>	<u>315,050</u>	Total Materials & Services	<u>296,100</u>	<u>246,100</u>	<u>246,100</u>
289							
290	<u>300,964</u>	<u>333,002</u>	<u>392,050</u>	Total Building/Planning	<u>379,700</u>	<u>329,700</u>	<u>329,700</u>
291							
292							

Notes

- 262 Personnel 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.
- 274 Cost of Lane County application fee.
- 287 Includes cost of LCOG planning services & 10,000 for other services

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
293	Senior Services						
294	001-605 Personnel Services						
295	37,073	30,864	42,900	503780 Direct Wages	43,500	43,500	43,500
296	22	23	-	503781 Sick Leave Incentive	-	-	-
297	8,129	7,913	1,900	503783 In-Direct Wages	-	-	-
298	-	-	400	503790 Overtime	-	-	-
299	3,327	2,945	3,500	513344 FICA	3,400	3,400	3,400
300	5,748	6,593	7,900	539094 Pension - PERS	9,600	9,600	9,600
301	1,095	933	1,300	542344 Workers' Compensation Ins.	1,300	1,300	1,300
302	1,200	-	-	542346 Volunteer Workers Comp	-	-	-
303	14,938	15,350	17,700	546833 Insurance Benefits	17,900	17,900	17,900
304	-	-	900	548877 Unemployment Insurance	1,500	1,500	1,500
305	<u>71,531</u>	<u>64,621</u>	<u>76,500</u>	Total Personnel Services	<u>77,200</u>	<u>77,200</u>	<u>77,200</u>
306							
307	<u>71,531</u>	<u>64,621</u>	<u>76,500</u>	Total Senior Services	<u>77,200</u>	<u>77,200</u>	<u>77,200</u>
308							
309							

Notes

305 Allocations for the Community Services Director and an administrative aide are included in this section.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
310	Community Services						
311	001-610 Personnel Services						
312	41,790	44,202	11,000	503780 Direct Wages	10,900	10,900	10,900
313	162	171	-	503781 Sick Leave Incentive	-	-	-
314	4,296	3,254	3,100	503783 In-Direct Wages	3,700	3,700	3,700
315	3,376	3,602	1,100	513344 FICA	1,100	1,100	1,100
316	7,197	9,755	2,800	539094 Pension - PERS	3,700	3,700	3,700
317	837	1,356	400	542344 Workers' Compensation Ins	400	400	400
318	11,831	11,618	3,300	546833 Insurance Benefits	3,700	3,700	3,700
319	-	-	200	548877 Unemployment Insurance	300	300	300
320	<u>69,489</u>	<u>73,958</u>	<u>21,900</u>	Total Personnel Services	<u>23,800</u>	<u>23,800</u>	<u>23,800</u>
321							
322							
323	<u>69,489</u>	<u>73,958</u>	<u>21,900</u>	Total Community Services	<u>23,800</u>	<u>23,800</u>	<u>23,800</u>
324							
325							

Notes

320 Allocations for the Community Services Director are included in this section.

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

The Aquatics Division is comprised of two separate funds:

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

Staffing:

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

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 2012-2013 Accomplishments:

- American Red Cross certification of staff members to provide in-house training of guards.
- Total pool revenue 2012 season up 10% from 2011 season and 35% from 2010 season.
- Added Movie nights sponsored by Trillium and enhanced teen swim offering.
- 2012 Season increase in rentals, swim passes sold, and daily admissions.

FY 2013-2014 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.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
326	Swimming Pool						
327	001-620 Personnel Services						
328	46,038	59,261	52,500	503780 Direct Wages	53,700	53,700	53,700
329	13	19	-	503781 Sick Leave Incentive	-	-	-
330	5,977	5,608	2,300	503783 In-Direct Wages	2,500	2,500	2,500
331	-	-	800	503790 Overtime	800	800	800
332	3,896	4,941	4,300	513344 FICA	4,400	4,400	4,400
333	1,013	1,359	2,900	539094 Pension - PERS	3,700	3,700	3,700
334	1,348	1,902	1,600	542344 Workers' Compensation Ins	2,200	2,200	2,200
335	1,570	1,778	2,100	546833 Insurance Benefits	2,300	2,300	2,300
336	-	-	1,200	548877 Unemployment Insurance	2,000	2,000	2,000
337	59,855	74,868	67,700	Total Personnel Services	71,600	71,600	71,600
338	001-620 Materials & Services						
339	001-620 Materials & Services						
340	475	450	500	601124 Swim Team	500	500	500
341	711	199	1,200	602171 Insurance	1,000	1,000	1,000
342	29	54	100	603200 Bank Fees	100	100	100
343	3,563	4,036	3,500	605917 Chemicals	4,000	4,000	4,000
344	155	-	-	608925 Computer Software Support	150	150	150
345	6,030	6,576	6,500	611519 Electricity	6,750	6,750	6,750
346	2,038	1,033	1,000	612080 Pool Equip Repair and Renewal	1,000	1,000	1,000
347	775	1,240	1,500	623425 Preventative Medical/OSHA	1,200	1,200	1,200
348	-	-	-	623426 First Aid Supplies	650	650	650
349	-	-	-	623427 Instructional Supplies	500	500	500
350	489	662	400	632677 Office Equipment Leases	300	300	300
351	5,082	4,119	4,000	633850 Natural Gas	4,500	4,500	4,500
352	3,032	1,719	1,500	636921 Office Supplies	500	500	500
353	5	17	100	640457 Postage	100	100	100
354	-	-	-	644410 Janitorial Supplies	2,000	2,000	2,000
355	-	-	-	644650 Building Maintenance Charges	1,500	1,500	1,500
356	471	1,632	1,800	644660 Building / Property Maint.	-	-	-
357	3,185	1,315	2,000	647030 Travel and Training	2,000	2,000	2,000
358	3,326	5,596	3,500	648860 Pool Supplies	1,500	1,500	1,500
359	984	1,066	900	649843 Telephone	900	900	900
360	290	413	300	650250 Pool License	300	300	300
361	249	226	300	652080 Internet Services	450	450	450
362	426	303	500	702013 Audit	500	500	500
363	31,315	30,656	29,600	Total Materials & Services	30,400	30,400	30,400
364	Total Swimming Pool						
365	91,170	105,524	97,300	Total Swimming Pool	102,000	102,000	102,000
366							
367							
356	Moved to Internal Services Fund						

Overview

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

This includes the following sites for all ages:

Parks & Parks Properties (year round):

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



Junction City Skatepark: opened October 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

Parks Lead 1 FTE (Full Time Equivalent)

% Funded

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

FY 2012-2013 Accomplishments:

- Maintenance of existing Park sites with a continued reduction in Parks Maintenance dedicated staffing.
- Completed construction of a new neighborhood park, Raintree Park, with assistance from JC Public Works Department.
- Completed JC Skatepark with significant contribution of labor and materials from JC Public Works Department.
- Accepted the dedication of a parks parcel in Prairie Meadows.
- Anticipated completion of a new neighborhood park, Yellowwood Park with assistance of JC Public Works Department.
- Completed picnic table upgrades at Laurel gazebo.
- Drafted Adopt-A-Park Materials.

FY 2013-2014 Goals:

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

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
368	Parks Maintenance						
369	001-630 Personnel Services						
370	67,305	50,286	60,500	503780 Direct Wages	61,700	67,200	67,200
371	3	9	-	503781 Sick Leave Incentive	-	-	-
372	7,714	5,943	3,700	503783 In-Direct Wages	3,800	3,800	3,800
373	2,322	1,623	1,600	503790 Overtime	1,600	1,600	1,600
374	5,831	4,403	5,100	513344 FICA	5,200	5,600	5,600
375	11,867	11,953	13,600	539094 Pension - PERS	17,300	17,300	17,300
376	2,394	1,968	2,000	542344 Workers' Compensation Ins	2,500	2,800	2,800
377	29,513	19,735	23,800	546833 Insurance Benefits	24,600	24,600	24,600
378	-	-	1,000	548877 Unemployment Insurance	1,700	2,500	2,500
379	<u>126,949</u>	<u>95,920</u>	<u>111,300</u>	Total Personnel Services	<u>118,400</u>	<u>125,400</u>	<u>125,400</u>
380	001-630 Materials & Services						
381	001-630 Materials & Services						
382	1,946	545	3,300	602171 Insurance	2,600	2,600	2,600
383	25	51	100	603200 Bank Fees	100	100	100
384	195	-	-	608925 Computer Software Support	-	-	-
385	4,271	4,367	4,500	611519 Electricity	4,500	4,500	4,500
386	3,222	2,699	1,800	612080 Park Equipment Repair	1,800	1,800	1,800
387	6,579	3,000	4,000	615018 Fuel, Oil and Tires	3,000	3,000	3,000
388	708	773	800	623425 Preventative Medical/OSHA	800	800	800
389	1,012	1,181	1,100	628680 Laundry and Cleaning	1,200	1,200	1,200
390	1,309	1,332	1,000	632677 Office Equipment Leases	1,100	1,100	1,100
391	-	20	200	632678 Computer/Office Equipment Main	-	-	-
392	-	346	1,000	632700 Parks Tree Maintenance	2,000	2,000	2,000
393	706	1,048	1,000	636921 Office Supplies	900	900	900
394	3,635	1,319	1,000	637917 Operating Materials & Supplies	1,000	1,000	1,000
395	119	512	600	637920 Tools and Equipment	700	700	700
396	-	87	100	640457 Postage	100	100	100
397	-	-	-	644650 Building Maintenance Charges	1,000	1,000	1,000
398	1,582	357	1,000	644660 Building / Property Maint.	-	-	-
399	127	173	500	647030 Travel and Training	500	500	500
400	-	-	300	648000 License Certification Fee	-	-	-
401	2,969	4,666	1,000	648800 Parks Maintenance	1,000	1,000	1,000
402	1,708	291	1,500	648860 Parks Supplies	1,500	1,500	1,500
403	-	-	2,500	648861 Surfacing	2,500	2,500	2,500
404	-	-	1,700	648862 Fertilizer and Treatment	1,700	1,700	1,700
405	3,158	1,759	2,000	649843 Telephone	2,000	2,000	2,000
406	323	260	400	652080 Internet Services	400	400	400
407	743	1,155	1,500	654650 Vandalism and Other	1,500	1,500	1,500
408	1,231	353	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
409	2,000	2,000	-	702000 Grant to Historical Museum	-	-	-
410	584	588	600	702013 Audit	600	600	600
411	-	1,865	-	706076 Legal Counsel	1,000	1,000	1,000
412	<u>38,152</u>	<u>30,747</u>	<u>34,500</u>	Total Materials & Services	<u>34,500</u>	<u>34,500</u>	<u>34,500</u>
413	Total Parks Maintenance						
414	<u>165,101</u>	<u>126,667</u>	<u>145,800</u>	Total Parks Maintenance	<u>152,900</u>	<u>159,900</u>	<u>159,900</u>
415							

Notes

- 398 Moved to Internal Services Fund
- 397 Internal Services Fund charges
- 409 Grant was moved to the Non-Departmental 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 3,000 items a month. The Library averages 1,400 visits a month for services.
- The Library has approximately 1,400 registered users.
- The Library averages 15 year round volunteers.

The Library Division is comprised of two separate funds:

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

Staffing:

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

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

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

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 24% cost recovery of Materials and Services. The remainder of Materials and Services and staffing is funded by the General Fund.

FY 2012-2013 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.
- Began reserve of funds in the Library Equipment Reserve Fund for energy efficiency upgrades.
- Initiated reserve of funds over multiple years in the Building Replacement Reserve Fund for the expansion of the Children's Reading area space.
- Volunteer Job Descriptions and Customer Service Plan written for Library.
- Completed agreements and fee adoption for Reciprocal Lending Programs.

FY 2013-2014 Goals:

- Re-evaluation of the reciprocal lending programs.
- Maintain current level of cost recovery through the continued provision of existing services.
- Complete Standard Operating Procedures.
- Continue Summer Reading Program and Ready to Read efforts.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
416	Library						
417	001-674 Personnel Services						
418	68,224	70,632	81,300	503780 Direct Wages	83,800	83,800	83,800
419	17	17	-	503781 Sick Leave Incentive	-	-	-
420	6,456	6,063	3,300	503783 In-Direct Wages	3,400	3,400	3,400
421	-	-	1,000	503790 Overtime	1,000	1,000	1,000
422	5,528	5,743	6,500	513344 FICA	6,800	6,800	6,800
423	12,066	15,870	17,800	539094 Pension - PERS	22,800	22,800	22,800
424	242	229	500	542344 Workers' Compensation Ins	600	600	600
425	24,579	24,876	25,200	546833 Insurance Benefits	26,400	26,400	26,400
426	-	-	1,500	548877 Unemployment Tax	2,600	2,600	2,600
427	117,112	123,430	137,100	Total Personnel Services	147,400	147,400	147,400
428							
429	001-674 Materials & Services						
430	766	215	1,300	602171 Insurance	1,500	1,500	1,500
431	25	49	100	603200 Bank Fees	100	100	100
432	11,157	9,555	11,000	604056 Books	11,000	11,000	11,000
433	578	631	700	604080 Digital Audio Books	750	750	750
434	354	73	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
435	238	-	300	605100 Grant: Soroptimists	300	300	300
436	-	196	200	606633 Computer/Office Equipment Main	100	100	100
437	3,781	3,897	4,000	606640 Computer Catalog	4,050	4,050	4,050
438	400	-	200	606650 EBSCO Catalog	200	200	200
439	576	-	-	608925 Computer Software Support	1,200	1,200	1,200
440	3,632	3,604	3,200	618602 Electricity/Natural Gas	3,200	3,200	3,200
441	1,699	1,679	1,500	632677 Office Equipment Leases	1,500	1,500	1,500
442	365	-	100	632680 Office Equipment/Furnishings	100	100	100
443	1,512	1,628	1,200	636921 Office Supplies	1,200	1,200	1,200
444	555	780	900	640457 Postage	1,000	1,000	1,000
445	1,464	-	-	642200 Grant: Summer Reading Program	-	-	-
446	-	1,000	500	642300 Summer Reading Program	1,000	1,000	1,000
447	738	273	500	642301 ETF Grant	500	500	500
448	-	-	-	644650 Building Maintenance Charges	500	500	500
449	3,158	1,854	2,400	644660 Repair & Care of Library	1,800	1,800	1,800
450	390	277	500	647030 Travel and Training	500	500	500
451	449	317	500	648861 Supplies and Book Repair	500	500	500
452	933	769	800	649843 Telephone	900	900	900
453	269	1,595	1,500	652080 Internet Services	1,800	1,800	1,800
454	467	501	600	702013 Audit	600	600	600
455	33,506	28,893	33,000	Total Materials & Services	35,300	35,300	35,300
456							
457	150,617	152,323	170,100	Total Library	182,700	182,700	182,700
458							
459							

Notes

- 418 Community Services Director's allocation increase included for FY2012/13
- 448 Internal Services Fund charges
- 449 Portion moved to Internal Services Fund, remainder is Janitorial contract

Overview

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



The Patrol Division is staffed by one Chief of Police, two Patrol Sergeants 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 Crime Prevention Through Environmental Design (CPTED) principles, support neighborhood watch activities, address nuisance issues, traffic issues, apprehend criminals, and communicate to residents, trends in criminal actively.

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 Statues. 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 2012 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:

- Accreditation: The Police Department was re-accredited by the Oregon Accreditation Alliance in 2011. The department worked diligently in 2012 to maintain compliance with the required standards.

- Sector Policing: The department tried a new approach in 2012 by holding one city-wide sector meeting at the High School. We invited members from the Sheriff's Office to address the patrol and jail crisis in Lane County. Junction City officers discussed crime trends and prevention tips for the neighborhoods.
- 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 continues to conduct Crime Prevention Through Environmental Design reviews that bring the concept of crime prevention to a higher level. This year we conducted two training sessions for the Chamber of Commerce on how to protect your business from burglary.
- Reserve Officer Program: The reserve unit volunteered a total of 2,069 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.
- Vehicle replacement: The Police Department was able to purchase two used Dodge Chargers for \$7500 each with 50k miles. The vehicles came with a lighting package, controllers and mobile video.
- Grants: The department has a Federal Grant which continues to pay for approximately 50% of the replacement costs for bullet proof vests over the next two years. The department was also re-awarded grants for conducting DUII and safety belt enforcement. An additional grant for 5k to purchase speed equipment for the chargers was applied for this year and is expected to be awarded in 2013.

Future Goals:

- 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.

- 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.
- Truancy: Work with the school district to put into action the partnership for truancy enforcement.
- Code Enforcement: Utilize the Reserve Officer Program to address rising code enforcement violations in the city.
- Open House: Hold a Police Department Open House

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
460	Police						
461	001-710 Personnel Services						
462	862,254	884,344	931,300	503780 Direct Wages	973,700	973,700	973,700
463	1,637	1,056	-	503781 Sick Leave Incentive	-	-	-
464	20,659	17,452	16,600	503783 In-Direct Wages	17,300	17,300	17,300
465	22,488	27,755	-	503785 Reserve Officer Wages	-	-	-
466	38,612	38,987	43,400	503790 Wages OT Police Officers	44,300	44,300	44,300
467	10,141	14,749	16,200	503795 Wages OT CO's	16,500	16,500	16,500
468	72,220	75,332	77,100	513344 FICA	80,500	80,500	80,500
469	147,600	185,378	203,300	539094 Pension - PERS	262,900	262,900	262,900
470	17,682	19,916	29,700	542344 Workers' Compensation Ins	37,400	37,400	37,400
471	1,490	-	-	542345 Police Reserve Wkrs' Comp	-	-	-
472	243,601	232,790	267,000	546833 Insurance Benefits	248,700	248,700	248,700
473	6,180	6,159	7,400	546835 Life/LTD Insurance	7,600	7,600	7,600
474	13,631	9,860	14,000	548877 Unemployment Insurance	15,000	15,000	15,000
475	1,458,195	1,513,778	1,606,000	Total Personnel Services	1,703,900	1,703,900	1,703,900
476	001-710 Materials & Services						
477	001-710 Materials & Services						
478	14,977	4,061	24,700	602171 Insurance	24,900	24,900	24,900
479	1,710	-	-	603050 Probation Activities	-	-	-
480	106	-	-	603100 JC Work Crew Supplies	2,000	2,000	2,000
481	237	410	300	603200 Bank Fees	600	600	600
482	298	2,512	-	606085 Crime Prevention	2,500	2,500	2,500
483	2,302	1,519	5,000	608925 Computer Software Support	-	-	-
484	508	606	500	611519 Electricity	500	500	500
485	-	-	-	611770 IT Service Charges	20,000	20,000	20,000
486	-	2,564	3,000	611771 Professional Services	3,000	3,000	3,000
487	37,719	21,836	22,500	612080 Patrol Equipment & Supplies	22,500	22,500	22,500
488	8,305	7,367	8,000	615010 Vehicle Maintenance & Repairs	-	-	-
489	25,634	31,438	35,000	615018 Fuel and Tires	35,000	35,000	35,000
490	-	-	-	615100 Vehicle Maintenance Charges	8,000	8,000	8,000
491	142	-	500	622060 Animal Regulation Expenses	500	500	500
492	20,936	22,731	21,000	623423 Jail Costs	25,000	25,000	25,000
493	195	248	1,000	623425 Preventative Medical/OSHA	1,000	1,000	1,000
494	940	1,399	3,500	624624 Investigations	3,500	3,500	3,500
495	348	1,549	800	632677 Copier Lease/Maint Agreement	1,300	1,300	1,300
496	3,272	10,365	7,000	632679 Maint Agreement - Radios	7,000	7,000	7,000
497	4,846	5,978	6,500	636921 Office Supplies	6,500	6,500	6,500
498	748	711	1,000	640457 Postage	1,000	1,000	1,000
499	-	-	1,000	640733 Printing and Advertising	1,000	1,000	1,000
500	-	-	-	644650 Building Maintenance Charges	1,300	1,300	1,300
501	4,847	3,598	2,200	644660 Repair & Care of City Property	1,800	1,800	1,800
502	11,431	11,481	14,000	647030 Travel and Training	14,000	14,000	14,000
503	487	1,344	1,000	647050 Public Relations	1,000	1,000	1,000
504	8,059	7,768	9,500	649843 Telephone & Internet Access	21,900	21,900	21,900
505	295	320	500	649989 Dues	500	500	500
506	12,049	12,051	12,400	652080 Internet Services	-	-	-
507	6,304	5,619	6,000	653333 Uniforms	6,000	6,000	6,000
508	5,695	5,741	8,000	654324 Ammo & Shooting Supplies	8,000	8,000	8,000
509	26,646	25,594	24,000	701202 Application Support	27,200	27,200	27,200
510	2,914	2,606	3,600	702013 Audit	3,700	3,700	3,700
511	2,950	4,000	3,000	706050 Policy Manual	3,000	3,000	3,000
512	12,186	12,715	2,000	706076 Legal Counsel	12,000	12,000	12,000
513	3,557	42	-	706100 Labor Attorney	-	-	-

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
514	2,592	906	2,000	706150 Hiring Process	6,000	6,000	6,000
515	223,233	209,079	229,500	Total Materials & Services	272,200	272,200	272,200
516							
517	1,681,429	1,722,857	1,835,500	Total Police	1,976,100	1,976,100	1,976,100
518							

Notes

- 465 Reserve officer wages are included in direct wages
- 475 Includes vacant police officer position
- 483 Moved to Internal Services Fund, see IT Services Charges account (611770)
- 488 Moved to internal services Fund
- 501 Moved to internal service fund, see IT Services Charges account
- 506 Combined with telephone expense
- 509 CMI Maintenance, Cop Link and AIRS viewing costs

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
519				001-900 Transfers			
520	-	-	27,000	900003 Transfer to Computer Eq Reserve	10,000	17,500	17,500
521	-	-	-	900009 Transfer to Admin Vehicle/Equip	-	-	-
522	37,000	37,000	75,000	900010 Transfer to Police Equip Fund	75,000	75,000	75,000
523	-	-	1,000	900012 Transfer to Library Equip Reserve	2,000	2,000	2,000
524	-	-	14,000	900015 Transfer to Park & Pool Equipment	36,000	36,000	36,000
525	-	-	-	900018 Transfer To Bldg Replacement Rese	-	-	-
526	15,227	-	-	900020 Transfer to Comm Services Fund	-	-	-
527	-	-	46,000	900037 Transfer to DOC Fund	-	-	-
528	52,227	37,000	163,000	Total Transfers	123,000	130,500	130,500
529							
530				001-920 Fund Balance & Contingency			
531	-	-	4,000	900900 GF Operating Contingency	67,600	82,600	82,600
532	1,914,202	1,935,108	1,708,550	999000 Unapp Ending Fund Balance	1,703,700	1,696,900	1,696,900
533	1,914,202	1,935,108	1,712,550	Total	1,771,300	1,779,500	1,779,500
534							
535				Fund Totals			
536				Resources:			
537	1,723,910	1,914,202	1,880,000	Beginning Fund Balance	1,979,300	1,979,300	1,979,300
538	3,371,915	3,062,659	3,211,000	Operating Revenue	3,296,000	3,296,000	3,296,000
539	5,095,825	4,976,861	5,091,000		5,275,300	5,275,300	5,275,300
540							
541				Appropriations:			
542	3,129,396	3,004,753	3,219,450	Operating Expenditures	3,448,600	3,447,900	3,447,900
543				Transfers			
544	37,000	37,000	117,000	To Reserves	123,000	130,500	130,500
545	15,227	-	46,000	Other Transfers	-	-	-
546	3,181,623	3,041,753	3,382,450		3,571,600	3,578,400	3,578,400
547	1,914,202	1,935,108	1,708,550	Unappropriated Fund Balance	1,703,700	1,696,900	1,696,900
548	5,095,825	4,976,861	5,091,000		5,275,300	5,275,300	5,275,300
549	-	-	-		-	-	-

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 five 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 2012-13 Accomplishments

- Completed all service requests and locates
- Completed ADA ramp installations along 10th Street
- Completed various sidewalk improvements per Council direction

FY 2013-14 Goals

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

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Streets Fund							
005-000 Resources							
1	386,416	407,765	307,700	400100 Beginning Fund Balance	335,600	335,600	335,600
2	2,196	1,399	900	400400 Investment Interest	1,700	1,700	1,700
3	260,786	293,160	302,600	400500 State Tax Street Revenue	305,900	305,900	305,900
4	316	-	-	400600 Festival Labor Reimbursement	-	-	-
5	1,005	2,644	1,200	400625 Sidewalk Permits	2,200	2,200	2,200
6	-	-	220,000	403000 State 5,000 Population Distrib	280,000	280,000	280,000
7	106,648	-	-	407450 Grant: ODOT Stimulus	-	-	-
8	600	1,534	1,000	409000 Other Receipts	-	-	-
9	<u>757,966</u>	<u>706,502</u>	<u>833,400</u>	Total Resources	<u>925,400</u>	<u>925,400</u>	<u>925,400</u>
10							
11				005-576 Personnel Services			
12	37,088	33,669	32,700	503780 Direct Wages	28,000	28,000	28,000
13	26,969	19,698	13,700	503783 In-Direct Wages	14,400	14,400	14,400
14	1,782	2,522	4,100	503790 Wages - Overtime	4,200	4,200	4,200
15	4,162	4,060	3,900	513344 FICA	3,600	3,600	3,600
16	8,180	9,677	8,900	539094 Pension - PERS	10,300	10,300	10,300
17	1,059	1,011	1,400	542344 Workers' Compensation Ins	1,400	1,400	1,400
18	17,008	15,732	17,400	546833 Insurance Benefits	15,900	15,900	15,900
19	686	-	800	548877 Unemployment Insurance	1,100	1,100	1,100
20	<u>96,934</u>	<u>86,369</u>	<u>82,900</u>	Total Personnel Services	<u>78,900</u>	<u>78,900</u>	<u>78,900</u>
21							
22				005-576 Materials & Services			
23	3,609	1,071	6,100	602171 Insurance	9,500	9,500	9,500
24	-	-	2,000	603100 JC Work Crew Supplies	1,000	1,000	1,000
25	14	122	100	603200 Bank Fees	200	200	200
26	1,847	56	3,000	608925 Computer Software Support	3,000	3,000	3,000
27	64,050	64,920	65,000	611519 Electricity	68,000	68,000	68,000
28	-	-	-	611770 IT Service Charges	1,000	1,000	1,000
29	1,015	1,349	7,500	611771 Professional Services	7,000	7,000	7,000
30	4,109	6,126	6,000	612080 Equipment Maint & Repair	-	-	-
31	5,906	5,046	7,000	615018 Fuel, Oil and Tires	-	-	-
32	-	-	-	615100 Vehicle Maintenance Charges	27,000	27,000	27,000
33	2,206	4,942	2,500	623425 Preventative Medical/OSHA	2,000	2,000	2,000
34	-	-	200	628651 Lane Council of Gov Dues	200	200	200
35	1,012	1,287	1,100	628680 Laundry and Cleaning	1,300	1,300	1,300
36	-	-	300	629001 League of Oregon Cities Dues	400	400	400
37	2,486	2,558	2,800	632677 Office Equipment Leases	2,800	2,800	2,800
38	-	67	300	632678 Computer/Office Equip Maint	300	300	300
39	-	-	300	632680 Office Equipment/Furnishings	2,500	2,500	2,500
40	1,750	1,868	1,100	633850 Natural Gas	600	600	600
41	2,679	3,443	3,500	636921 Office Supplies	3,500	3,500	3,500
42	6,878	13,521	10,000	637917 Op Materials & Supplies	9,000	9,000	9,000
43	5,303	1,936	2,000	638000 Street Signs	2,000	2,000	2,000
44	(2,013)	6,445	10,000	638500 Street Maintenance	10,000	10,000	10,000
45	-	-	1,500	638510 Storm Drain Maintenance	1,500	1,500	1,500
46	4	-	500	640457 Postage	1,000	1,000	1,000
47	-	-	-	644650 Building Maintenance Charges	1,500	1,500	1,500
48	2,249	2,333	1,500	644660 Building / Property Maint.	-	-	-
49	396	346	1,000	647030 Travel and Training	1,000	1,000	1,000
50	32	66	100	648000 License Certification Fee	100	100	100
51	2,700	1,490	4,000	649843 Telephone	4,000	4,000	4,000
52	312	260	500	652080 Internet	300	300	300

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
53	1,605	1,635	1,900	702013 Audit	2,000	2,000	2,000
54	11,245	9,296	2,500	706076 Legal Counsel	1,500	1,500	1,500
55	119,395	130,183	144,300	Total Materials & Services	164,200	164,200	164,200
56							
57				005-576 Capital Outlay			
58	-	3,525	75,000	800704 Sidewalk Improvement Program	20,000	20,000	20,000
59	-	4,738	-	800750 Street Construction	-	-	-
60	-	100,000	170,000	800751 Street Refurbishment/Improvement	250,000	250,000	250,000
61	24,873	19,272	15,000	800800 Street Maintenance Program	20,000	20,000	20,000
62	-	85,140	-	800806 Storm System Oversize Repayment	-	-	-
63	24,873	212,675	260,000	Total Capital Outlay	290,000	290,000	290,000
64							
65				005-576 Transfers			
66	8,000	5,000	10,000	900001 Transfer to Street Equip. Reserve	15,000	15,000	15,000
67	100,000	-	-	900003 Transfer to General Fund	-	-	-
68	1,000	2,500	1,000	900004 Transfer to PW Building/Yard Res	5,000	5,000	5,000
69	-	-	-	900034 Transfer to Internal Services Fund	14,200	14,200	14,200
70	109,000	7,500	11,000	Total Transfers	34,200	34,200	34,200
71							
72				005-576 Fund Balance & Contingency			
73	-	-	25,000	900900 Operating Contingency	22,500	22,500	22,500
74	407,764	269,775	310,200	999000 Unapp Ending Fund Balance	335,600	335,600	335,600
75	407,764	269,775	335,200	Total	358,100	358,100	358,100
76							
77				Fund Totals			
78				Resources:			
79	386,416	407,765	307,700	Beginning Fund Balance	335,600	335,600	335,600
80	371,550	298,737	525,700	Operating Revenue	589,800	589,800	589,800
81	757,966	706,502	833,400		925,400	925,400	925,400
82							
83				Appropriations:			
84	241,202	429,227	512,200	Operating Expenditures	555,600	555,600	555,600
85				Transfers			
86	109,000	7,500	11,000	To Reserves	20,000	20,000	20,000
87	-	-	-	Other Transfers	14,200	14,200	14,200
88	350,202	436,727	523,200		589,800	589,800	589,800
89	407,764	269,775	310,200	Unappropriated Fund Balance	335,600	335,600	335,600
90	757,966	706,502	833,400		925,400	925,400	925,400
91							

Notes

- 6 One time distribution of Federal funds
- 28 Internal Services Fund charges
- 30 Moved to Internal Services Fund
- 31 Increase due to street sweeping, maintenance portion of account moved to the Internal Services Fund
- 32 Internal Services Fund charges
- 47 Internal Services Fund charges
- 48 Moved to Internal Services Fund
- 58 Capital Improvement Plan Items, see Street section of CIP
- 60 Capital Improvement Plan Items, see Street section of CIP
- 66 Increase to save for future needs
- 69 Maintenance & Mechanic Personnel transferred to the Internal Services Fund

Overview

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



This includes services and activities designed for individuals 55+:

- The center is open 5 days a week for a total of 30 scheduled open hours a week.
- Viking Sal averages 1,100 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 one Admin Specialist .38 FTE (Full Time Equivalent) direct service staff member is funded in entirety from the Viking Sal Senior Fund and the fund provides 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.

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 2012-2013 Accomplishments:

- Completion of fundraising and revenue generation to meet expenditures from the Viking Sal Fund and the budgeted transfer to General Fund.
- Completed all federal and LCOG requirements for the successful renewal of an IGA for Senior Meals and Meals on Wheels.
- Responded to approximately 1,100 visits for activities and services a month.
- Published and distributed a quarterly Program Guide of all activities and services.
- Draft of Standard Operating Procedures

FY 2013-2014 Goals:

- Successful continuation of the IGA for Senior Meals and Meals on Wheels
- 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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Viking Sal Senior Fund							
008-000 Resources							
1	5,733	15,109	12,100	400100 Beginning Fund Balance	11,200	11,200	11,200
2	50	95	100	400400 Investment Interest	100	100	100
3	-	-	3,200	400548 Transfer from Viking Sal Capital	-	-	-
4	-	8,096	9,000	400600 Grant: Thrivent	1,000	1,000	1,000
5	500	-	500	400625 Grant: Education Together Fund	500	500	500
6	1,000	-	500	400650 Grant: Other Sources	1,000	1,000	1,000
7	162	204	100	400675 Fundraising: Leisure Services	-	-	-
8	601	714	700	400700 Operations Fees	700	700	700
9	540	551	500	400705 Pepsi Sales	600	600	600
10	511	504	1,000	400725 Special Meal Sponsorships	1,500	1,500	1,500
11	390	408	400	400730 Bingo	400	400	400
12	20,599	11,024	7,500	400735 Nutrition Program	11,000	11,000	11,000
13	-	13,100	13,100	400741 IGA LCOG	13,100	13,100	13,100
14	-	-	-	400800 Senior Fundraising	-	-	-
15	7,433	8,345	7,000	400810 Senior Trip Fees	7,000	7,000	7,000
16	200	-	-	400820 Special Gifts	-	-	-
17	3,944	4,148	3,500	400840 Patron Donations	3,000	3,000	3,000
18	1,411	1,748	1,000	400850 Viking Sal Rentals	1,500	1,500	1,500
19	1,121	1,029	1,000	400860 Newsletter Subscriptions	1,000	1,000	1,000
20	19,699	15,800	20,000	400870 Fundraising Events	21,000	21,000	21,000
21	178	11	-	400880 Senior Craft Sales	-	-	-
22	70	6	-	400890 Instructor Fees	-	-	-
23	4,260	7,955	2,500	409000 Other Receipts	1,500	1,500	1,500
24	68,402	88,847	83,700	Total Resources	76,100	76,100	76,100
25							
26				008-678 Personnel Services			
27	5,517	12,444	11,300	503780 Wages	12,800	12,800	12,800
28	-	-	-	503783 In-Direct Wages	2,200	2,200	2,200
29	-	-	-	503790 Wages - Overtime	400	400	400
30	410	952	900	513344 FICA	1,200	1,200	1,200
31	-	1,456	2,200	539094 Pension - PERS	3,300	3,300	3,300
32	844	402	4,300	542344 Workers' Compensation Ins	4,700	4,700	4,700
33	-	62	-	546833 Insurance Benefits	600	600	600
34	-	-	200	548877 Unemployment Insurance	600	600	600
35	6,771	15,316	18,900	Total Personnel Services	25,800	25,800	25,800
36							
37				008-678 Materials & Services			
38	764	214	1,200	602171 Insurance	1,100	1,100	1,100
39	3	45	100	603200 Bank Fees	100	100	100
40	264	350	400	603322 Bathroom Supplies	400	400	400
41	1,368	-	1,200	608925 Computer Software Support	200	200	200
42	3,174	3,151	3,200	611519 Electricity	3,200	3,200	3,200
43	4,191	2,246	2,500	615051 Fundraising Expense	2,500	2,500	2,500
44	-	-	100	628651 Lane Council of Gov Dues	-	-	-
45	-	-	100	629001 League of Oregon Cities Dues	-	-	-
46	126	74	100	629033 Leisure Supplies	100	100	100
47	5,823	7,975	5,000	632677 Office Equipment Leases	5,000	5,000	5,000
48	-	202	900	632678 Computer/Office Equipment Main	500	500	500
49	233	40	100	632690 Office Equipment/Furnishings	100	100	100
50	791	783	700	633850 Natural Gas	800	800	800
51	1,502	780	700	636921 Office Supplies	600	600	600
52	1,447	1,291	1,500	640457 Postage	1,600	1,600	1,600

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
53	966	944	1,000	640733 Publications	1,000	1,000	1,000
54	2,013	2,287	1,500	643300 Kitchen Supplies	2,500	2,500	2,500
55	231	94	100	644400 Janitorial/Landscape Maint	500	500	500
56	1,056	1,602	4,000	644660 Building / Property Maint.	4,000	4,000	4,000
57	200	305	300	644670 Training	300	300	300
58	2,720	8,699	6,000	648317 Trips	6,000	6,000	6,000
59	710	492	500	648420 Special Events	500	500	500
60	95	128	200	648625 Class Scholarships	-	-	-
61	10,072	7,685	6,500	648635 Nutrition Program	6,500	6,500	6,500
62	276	450	600	648860 Supplies	500	500	500
63	801	598	400	648870 Pepsi Supplies	500	500	500
64	859	841	800	649843 Telephone	1,000	1,000	1,000
65	-	7,096	8,000	649850 Grant: Thrivent	-	-	-
66	15	401	500	649860 Volunteer Expenses	500	500	500
67	630	32	100	650100 Instructor Fees	100	100	100
68	797	714	700	652080 Internet	700	700	700
69	-	-	100	660000 Volunteer Coordinator Expenses	100	100	100
70	-	-	100	660050 Facilities Coordinator Expense	100	100	100
71	-	30	100	660100 Assistance Coordinator	100	100	100
72	121	116	100	660150 Recreation Coordinator	100	100	100
73	2,031	-	100	660200 Nutrition Coordinator Expenses	100	100	100
74	13	-	100	660250 Education Coordinator Expenses	100	100	100
75	734	899	700	702013 Audit	700	700	700
76	44,023	50,564	50,300	Total Materials & Services	42,100	42,100	42,100
77							
78				008-678 Transfers			
79	2,500	2,500	-	900003 Transfer To Vik Sal Capital Reserve	-	-	-
80	-	6,552	6,800	900004 Transfer To General Fund	6,800	6,800	6,800
81	2,500	9,052	6,800	Total Transfers	6,800	6,800	6,800
82							
83				008-678 Fund Balance & Contingency			
84	-	-	-	900900 Operating Contingency	-	-	-
85	15,109	13,915	7,700	999000 Unapp Ending Fund Balance	1,400	1,400	1,400
86	15,109	13,915	7,700	Total	1,400	1,400	1,400
87							
88				Fund Totals			
89				Resources:			
90	5,733	15,109	12,100	Beginning Fund Balance	11,200	11,200	11,200
91	62,669	73,738	71,600	Operating Revenue	64,900	64,900	64,900
92	68,402	88,847	83,700		76,100	76,100	76,100
93							
94				Appropriations:			
95	50,794	65,880	69,200	Operating Expenditures	67,900	67,900	67,900
96				Transfers			
97	2,500	2,500	-	To Reserves	-	-	-
98	-	6,552	6,800	Other Transfers	6,800	6,800	6,800
99	53,294	74,932	76,000		74,700	74,700	74,700
100	15,109	13,915	7,700	Unappropriated Fund Balance	1,400	1,400	1,400
101	68,402	88,847	83,700		76,100	76,100	76,100
102							

Overview

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



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

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

The Community Center Division is 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 2012-2013 Accomplishments:

- Completion of revenue generation to meet expenditures from the Community Center Fund.
- Responded to approximately 1,400 visits for activities and services a month.
- Published and distributed a quarterly Department Activity Guide of all activities and services.
- Host site for the Summer Meals Program, Summer Reading Program, AARP Tax Aide, SHIBA (Senior Health Insurance Benefits Assistance Program), AARP Driving Programs, etc.
- The center offered summer and spring break youth camps, an afterschool program, family activities, parent-tot activities, teen activities, business and career development courses, 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 2013-2014 Goals:

- Remain operational with a capped transfer from State Revenue Sharing fund of \$10,000 in FY13/14. Require 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.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted	
Community Center Fund								
012-000 Resources								
1	-	21,692	24,800	400100 Beginning Fund Balance	17,700	17,700	17,700	
2	40	136	100	400400 Investment Interest	100	100	100	
3	15,227	-	-	400500 Transfers from General Fund	-	-	-	
4	7,503	16,258	10,000	400525 Transfer from State Rev Sharing	10,000	10,000	10,000	
5	692	-	1,000	400600 Grant: Thrivent	-	-	-	
6	900	500	500	400625 Grant: Education Together	500	500	500	
7	-	205	300	400650 Grant: Other	1,500	1,500	1,500	
8	502	293	500	400700 Operations Fees	500	500	500	
9	700	150	2,000	400725 Event Sponsorships	2,500	2,500	2,500	
10	5,611	9,375	9,000	400730 Summer Program	12,000	12,000	12,000	
11	4,000	-	500	400740 Scholarship Donations	-	-	-	
12	100	800	1,000	400800 Youth Fundraising	1,100	1,100	1,100	
13	4,972	4,014	5,000	400810 Afterschool Release Program	8,000	8,000	8,000	
14	841	606	500	400840 Donations	800	800	800	
15	1,523	4,820	2,500	400850 Rentals	2,500	2,500	2,500	
16	1,373	1,423	1,000	400870 Fundraising Events	1,500	1,500	1,500	
17	14,867	16,500	13,000	400890 Instructor Fees	13,000	13,000	13,000	
18	-	1,232	1,200	400891 Sharing Tree Program	1,000	1,000	1,000	
19	2,684	1,776	2,500	409000 Other Revenue	500	500	500	
20	61,534	79,780	75,400	Total Resources	73,200	73,200	73,200	
21								
22	012-100 Personnel Services							
23	6,835	13,440	29,400	503780 Direct Wages	27,900	27,900	27,900	
24	-	-	-	503783 In-Direct Wages	-	-	-	
25	-	-	-	503790 Wages - Overtime	-	-	-	
26	523	1,028	2,200	513344 FICA	2,200	2,200	2,200	
27	871	1,015	1,800	539094 Pension - PERS	3,000	3,000	3,000	
28	250	418	1,200	542344 Workers' Compensation Ins	1,600	1,600	1,600	
29	561	-	-	542346 Worker's Comp Ins Volunteers	-	-	-	
30	-	124	-	546833 Insurance Benefits	-	-	-	
31	-	-	600	548877 Unemployment Insurance	1,100	1,100	1,100	
32	9,040	16,025	35,200	Total Personnel Services	35,800	35,800	35,800	
33								
34	012-100 Materials & Services							
35	210	59	300	602171 Insurance	700	700	700	
36	14	45	100	603200 Bank Fees	100	100	100	
37	144	433	400	603322 Bathroom Supplies	400	400	400	
38	60	55	300	608925 Computer Software Support	300	300	300	
39	3,569	3,793	3,300	611519 Electricity	3,300	3,300	3,300	
40	461	52	100	615051 Fundraising Expenses	100	100	100	
41	-	-	100	628651 Lane Council of Gov Dues	-	-	-	
42	-	-	100	629001 League of Oregon Cities Dues	-	-	-	
43	70	1,197	500	629033 Leisure Supplies	500	500	500	
44	976	909	1,200	632677 Office Equipment Leases	200	200	200	
45	54	140	200	632678 Computer/Office Equip. Maint	100	100	100	
46	135	78	200	632680 Office Equipment/Furnishings	200	200	200	
47	2,439	2,447	1,500	633850 Natural Gas	1,500	1,500	1,500	
48	970	941	1,000	636921 Office Supplies	700	700	700	
49	183	180	200	640457 Postage	100	100	100	
50	221	1,414	1,000	640733 Printing and Advertising	1,500	1,500	1,500	
51	3,181	4,997	6,000	641134 Program Costs	5,000	5,000	5,000	
52	-	1,024	1,400	641135 Sharing Tree Program	500	500	500	

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
53	987	2,286	1,600	644400 Janitorial/Landscape Maint	2,100	2,100	2,100
54	120	243	200	647030 Travel and Training	300	300	300
55	515	28	200	648420 Special Events	100	100	100
56	100	-	-	648625 Scholarships	-	-	-
57	1,360	1,809	1,000	648860 Supplies	1,000	1,000	1,000
58	193	218	200	649843 Telephone	200	200	200
59	461	-	800	649850 Grant: Thrivent	-	-	-
60	270	453	500	649860 Volunteer Expenses	500	500	500
61	100	155	200	649989 Dues	200	200	200
62	310	-	5,200	650000 Park District Impact Study	5,200	5,200	5,200
63	13,120	13,656	11,000	650100 Instructor Fees	11,000	11,000	11,000
64	579	464	500	652080 Internet Services	600	600	600
65	-	365	500	702013 Audit	500	500	500
66	30,802	37,441	39,800	Total Materials & Services	36,900	36,900	36,900
67							
68				012-100 Fund Balance & Contingency			
69	-	-	-	900900 Operating Contingency	-	-	-
70	21,692	26,314	400	999000 Unappropriated Fund Balance	500	500	500
71	21,692	26,314	400	Total	500	500	500
72							
73							
74				Fund Totals			
75				Resources:			
76	-	21,692	24,800	Beginning Fund Balance	17,700	17,700	17,700
77	61,534	58,088	50,600	Operating Revenue	55,500	55,500	55,500
78	61,534	79,780	75,400		73,200	73,200	73,200
79				Appropriations:			
	39,842	53,466	75,000	Operating Expenditures	72,700	72,700	72,700
				Transfers			
	-	-	-	To Reserves	-	-	-
	-	-	-	Other Transfers	-	-	-
80	39,842	53,466	75,000		72,700	72,700	72,700
81	21,692	26,314	400	Unappropriated Fund Balance	500	500	500
82	61,534	79,780	75,400		73,200	73,200	73,200
83							

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

Overview

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

This includes:

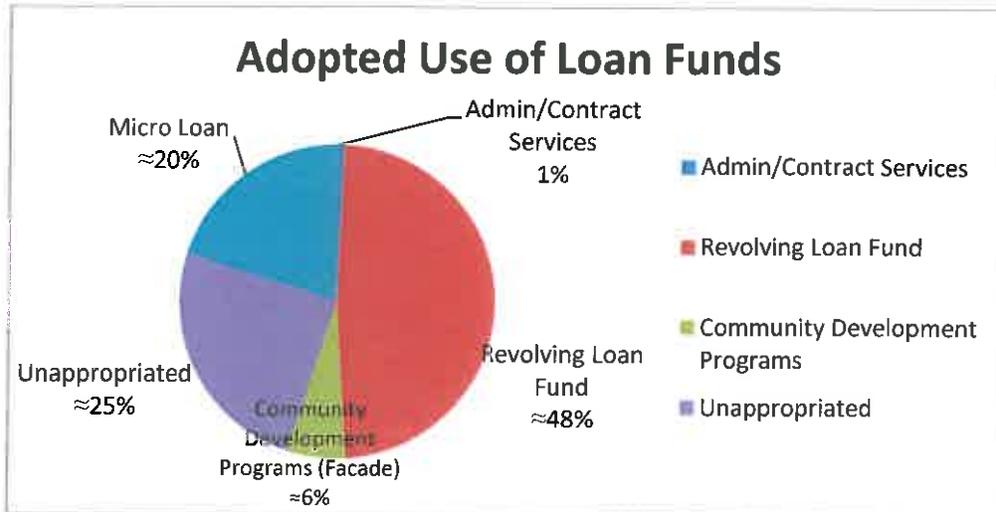
- Rural Tourism Marketing Program (RTMP) Funds, Grants, and Projects
- Microloan Program
- Revolving Loan Fund Program
- Façade Loan Program

Staffing:

Currently there are no city staff members that are funded from the Community Development Revolving Loan Fund. The Division is managed by the 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 2012-2013 Accomplishments:

- 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.
- Anticipated completion and implementation of a Special Event Process and Ordinance for a Special Event Permit.

FY 2013-2014 Goals:

- Completion of RTMP grant application for calendar year 2014 and acceptance of funds.
- Continued completion of Design Subcommittee priorities for downtown beatification projects and a long range plan.
- Implementation of a microloan and façade loan process and structure to implement the adopted funding structure.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	1,093,694	978,931	1,008,500	400100 Beginning Fund Balance	1,070,100	1,070,100	1,070,100
2	5,206	5,263	4,300	400400 Investment Interest	6,100	6,100	6,100
3	5,802	20,302	21,400	400505 Country Coach Principal	20,600	20,600	20,600
4	2,678	7,259	4,000	400510 Country Coach Interest	4,800	4,800	4,800
5	100	100	400	400800 Loan/Application Fees	400	400	400
6	7,175	6,322	4,000	400960 Nelson Depot Loan Principal	7,700	7,700	7,700
7	2,030	1,466	2,000	400970 Nelson Depot Loan Interest	900	900	900
8	3,634	3,852	3,300	401260 Moto Gear Principal	4,300	4,300	4,300
9	1,457	1,239	1,700	401270 Moto Gear Interest	800	800	800
10	4,036	3,316	2,400	401281 Tandri, LLC Principal	-	-	-
11	1,692	1,328	1,300	401282 Tandri LLC Interest	-	-	-
12	8,607	8,349	8,600	407400 Grant: Rural Tourism Marketing	8,600	8,600	8,600
13	-	51	-	409000 Other Receipts	-	-	-
14	<u>1,136,111</u>	<u>1,037,778</u>	<u>1,061,900</u>	Total Resources	<u>1,124,300</u>	<u>1,124,300</u>	<u>1,124,300</u>
15							
16							
17							
18				401-100 Materials & Services			
19	1,658	299	2,300	606313 Contract Services	2,300	2,300	2,300
20	150,000	-	496,500	606326 Business Dev Loans	526,300	526,300	526,300
21	-	-	206,900	606331 Business Dev Microloans	219,300	219,300	219,300
22	-	-	-	606330 Economic Development Program	-	-	-
23	-	-	62,100	606335 Facade Enhancement Loan	65,800	65,800	65,800
24	315	-	400	608925 Computer Software Support	400	400	400
25	110	79	300	636921 Office Expenses	500	500	500
26	544	65	100	702013 Audit	100	100	100
27	-	3,690	-	706076 Legal Counsel	1,000	1,000	1,000
28	<u>152,627</u>	<u>4,133</u>	<u>768,600</u>	Total Materials & Services	<u>815,700</u>	<u>815,700</u>	<u>815,700</u>
29							
30							
31							
32				401-200 Materials & Services			
33	-	11,400	11,500	606330 Economic Development Programs	15,000	15,000	15,000
34	4,554	3,000	27,800	632700 Grant: Rural Tourism Marketing	30,000	30,000	30,000
35	-	104	100	636921 Office Supplies	100	100	100
36	-	-	100	702013 Audit	100	100	100
37	<u>4,554</u>	<u>14,504</u>	<u>39,500</u>	Total Materials & Services	<u>45,200</u>	<u>45,200</u>	<u>45,200</u>
38							
39				401-900 Fund Balance			
40	<u>978,930</u>	<u>1,019,141</u>	<u>253,800</u>	999000 Unappropriated Fund Balance	<u>263,400</u>	<u>263,400</u>	<u>263,400</u>
41							
42							
43				Fund Totals			
44	1,136,111	1,037,778	1,061,900	Resources	1,124,300	1,124,300	1,124,300
45							
46	157,181	18,637	808,100	Appropriations	860,900	860,900	860,900
47	<u>978,930</u>	<u>1,019,141</u>	<u>253,800</u>	Unappropriated Fund Balance	<u>263,400</u>	<u>263,400</u>	<u>263,400</u>
48	<u>1,136,111</u>	<u>1,037,778</u>	<u>1,061,900</u>		<u>1,124,300</u>	<u>1,124,300</u>	<u>1,124,300</u>
49							

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	53,585	55,234	54,100	400100 Beginning Fund Balance	48,800	48,800	48,800
2	276	243	200	400400 Investment Interest	200	200	200
3	40,922	44,268	40,800	400500 Receipts	45,000	45,000	45,000
4	<u>94,783</u>	<u>99,745</u>	<u>95,100</u>	Total Resources	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>
5							
250-920 Materials & Services							
7	4,546	1,000	4,000	635290 Projects TBD	10,000	10,000	10,000
8	-	6,075	-	636100 Ordinance Codification	-	-	-
9	<u>4,546</u>	<u>7,075</u>	<u>4,000</u>	Total Materials & Services	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
10							
250-920 Capital Outlay							
12	-	-	-	800822 Police Projects	45,000	45,000	45,000
13	-	-	-	800824 Parks Projects	10,000	10,000	10,000
14	-	-	-	800826 Web Site Upgrade	10,000	10,000	10,000
15	<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
16							
250-920 Transfers							
18	10,000	10,000	5,000	900004 Transfer to Computer Equip Reserv	-	-	-
19	7,500	-	35,000	900005 Transfer to General Fund	-	-	-
20	10,000	10,000	10,000	900010 Transfer to Police Equip Fund	-	-	-
21	-	-	30,000	900015 Transfer to Park & Pool Equip.	-	-	-
22	<u>7,503</u>	<u>16,258</u>	<u>10,000</u>	900020 Transfer to Community Serv Fund	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
24	<u>35,003</u>	<u>36,258</u>	<u>90,000</u>	Total Transfers	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
25							
250-920 Fund Balance							
27	55,234	56,412	1,100	999000 Unapp Ending Fund Balance	9,000	9,000	9,000
28							
29							
Fund Totals							
31	94,783	99,745	95,100	Resources	94,000	94,000	94,000
32							
33	39,549	43,333	94,000	Appropriations	85,000	85,000	85,000
34	<u>55,234</u>	<u>56,412</u>	<u>1,100</u>	Unappropriated Fund Balance	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
35	<u>94,783</u>	<u>99,745</u>	<u>95,100</u>		<u>94,000</u>	<u>94,000</u>	<u>94,000</u>
36							

Notes

- 12 Police CIP projects include Radio upgrade \$25,000 and Fingerprint System \$20,000
- 13 Park CIP projects include Play Structure Fall Protection at Bailey Park for \$8,000 and Drainage/paving Repair Laurel for \$2,000
- 14 City Website upgrade project
- 22 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 and the Reserves program in FY12/13.

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Special Police Programs Fund							
339-000 Resources							
1	2,408	5,604	5,700	400100 Beginning Fund Balance	7,700	7,700	7,700
2							
3	19	35	100	400400 Investment Interest	100	100	100
4	875	1,050	5,000	400512 Donations - Shop w/Cop	5,000	5,000	5,000
5	-	-	-	400660 Fundraising - Shop w/Cop	500	500	500
6	2,888	2,032	-	400514 Donations - K9 Program	500	500	500
7	-	-	-	400662 Fundraising - Reserves	3,000	3,000	3,000
8	<u>6,190</u>	<u>8,721</u>	<u>10,800</u>	Total Resources	<u>16,800</u>	<u>16,800</u>	<u>16,800</u>
9							
Shop With a Cop Program							
339-100 Materials & Services							
12	500	1,224	5,000	642200 Gift Purchases	2,000	2,000	2,000
13	-	43	-	644610 Participants' Meals Expense	-	-	-
14							
K-9 Program							
339-400 Materials & Services							
17	-	-	-	644670 Supplies	1,000	1,000	1,000
18	86	-	-	647030 Travel & Training	500	500	500
19							
Reserve Officers							
339-450 Materials & Services							
22	-	-	-	644670 Supplies	2,000	2,000	2,000
23	-	-	-	647030 Travel & Training	1,000	1,000	1,000
24	<u>586</u>	<u>1,267</u>	<u>5,000</u>	Total Materials & Services	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
25							
339-100 Capital Outlay							
27	-	-	-	800600 Equipment Acquisition	-	-	-
28							
339-900 Fund Balance							
30	<u>5,604</u>	<u>7,454</u>	<u>5,800</u>	999000 Unappropriated Fund Balance	<u>10,300</u>	<u>10,300</u>	<u>10,300</u>
31							
Fund Totals							
34	6,190	8,721	10,800	Resources	16,800	16,800	16,800
35							
36	586	1,267	5,000	Appropriations	6,500	6,500	6,500
37	<u>5,604</u>	<u>7,454</u>	<u>5,800</u>	Unappropriated Fund Balance	<u>10,300</u>	<u>10,300</u>	<u>10,300</u>
38	6,190	8,721	10,800		16,800	16,800	16,800
39	-	-	-		-	-	-

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Health Insurance Fund							
	010-000 Resources						
1	139,505	89,421	47,900	400100 Beginning Fund Balance	49,400	49,400	49,400
2	640	304	200	400400 Investment Interest	300	300	300
3	<u>140,145</u>	<u>89,725</u>	<u>48,100</u>	Total Resources	<u>49,700</u>	<u>49,700</u>	<u>49,700</u>
4							
5	010-100 Personnel Services						
6	50,724	40,654	-	546833 Medical/Vision Insurance	-	-	-
7							
8	010-100 Fund Balance						
9	<u>89,421</u>	<u>49,071</u>	<u>48,100</u>	999000 Unapp Ending Fund Balance	<u>49,700</u>	<u>49,700</u>	<u>49,700</u>
10							
11							
12	Fund Totals						
13	140,145	89,725	48,100	Resources	49,700	49,700	49,700
14							
15	50,724	40,654	-	Appropriations	-	-	-
16	<u>89,421</u>	<u>49,071</u>	<u>48,100</u>	Unappropriated Fund Balance	<u>49,700</u>	<u>49,700</u>	<u>49,700</u>
17	140,145	89,725	48,100		49,700	49,700	49,700
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 six 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 2012-13 Accomplishments

- Completed sanitary survey of the water system
- Completed Consumer Confidence Report (CCR)
- Continued work on the Raw Water/2" Galvanized Pipe Replacement Project – Schedule C
- Completed the Water Treatment Pilot Study Project
- Installed a waterline to connect Elevated Storage Tank South (EST-S) (DOC IGA 8)
- Continued work on changing out the water meters to maintain accuracy of the billing system

FY 2013-14 Goals

- Complete 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.
- Construct and operate a new water treatment plant
- Continue investigational work on two new drinking water wells
- 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 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Water Fund							
002-000 Resources							
1	425,575	367,304	255,300	400100 Beginning Fund Balance	88,700	88,700	88,700
2	2,385	1,679	1,400	400400 Investment Interest	500	500	500
3	813,472	683,451	1,003,800	400500 Water Revenue (User Fees)	884,600	884,600	884,600
4	24	-	-	400600 Festival Labor Reimbursement	-	-	-
5	15,750	18,075	18,800	400800 Tap Charges	21,000	21,000	21,000
6	775	3,044	500	409000 Other Receipts	3,500	3,500	3,500
7	<u>1,257,981</u>	<u>1,073,553</u>	<u>1,279,800</u>	Total Resources	<u>998,300</u>	<u>998,300</u>	<u>998,300</u>
8							
9				002-276 Personnel Services			
10	186,227	209,485	265,200	503780 Direct Wages	214,700	214,700	214,700
11	128	241	-	503781 Sick Leave Incentive	-	-	-
12	57,580	45,110	34,500	503783 In-Direct Wages	48,700	48,700	48,700
13	6,597	11,194	14,100	503790 Wages - Overtime	14,400	14,400	14,400
14	17,140	19,770	24,000	513344 FICA	21,300	21,300	21,300
15	34,399	47,559	58,400	539094 Pension - PERS	64,700	64,700	64,700
16	4,005	5,332	7,700	542344 Workers' Compensation Ins	7,800	7,800	7,800
17	73,409	81,053	114,300	546833 Insurance Benefits	100,400	100,400	100,400
18	1,600	(65)	4,700	548877 Unemployment Insurance	6,500	6,500	6,500
19	<u>381,084</u>	<u>419,679</u>	<u>522,900</u>	Total Personnel Services	<u>478,500</u>	<u>478,500</u>	<u>478,500</u>
20							
21				002-276 Materials & Services			
22	5,724	5,348	9,700	602171 Insurance	10,000	10,000	10,000
23	2,334	2,522	1,200	603200 Bank Fees	2,000	2,000	2,000
24	21,255	21,717	15,000	605917 Treatment Chemicals	12,000	12,000	12,000
25	17	-	-	608921 Software	3,000	3,000	3,000
26	3,527	2,585	3,000	608925 Computer Software Support	3,000	3,000	3,000
27	57,119	75,803	78,000	611519 Electricity	80,000	80,000	80,000
28	-	-	-	611770 IT Service Charges	3,000	3,000	3,000
29	15,754	400	2,000	611771 Professional Services	2,000	2,000	2,000
30	-	1,432	1,300	611780 Lien Reporting Services	1,500	1,500	1,500
31	4,571	6,921	6,500	612080 Equipment Repair	-	-	-
32	7,249	4,624	9,000	615018 Fuel, Oil & Tires	-	-	-
33	-	-	-	615100 Vehicle Maintenance Charges	18,000	18,000	18,000
34	3,219	5,401	5,000	623425 Preventative Medical/OSHA	3,000	3,000	3,000
35	-	667	300	628651 Lane Council of Gov Dues	300	300	300
36	1,023	1,666	1,500	628680 Laundry and Cleaning	1,800	1,800	1,800
37	-	1,070	500	629001 League of Oregon Cities Dues	600	600	600
38	2,267	2,341	2,500	632677 Office Equipment Leases	2,500	2,500	2,500
39	1,452	82	500	632678 Computer Equip Maint	500	500	500
40	-	-	500	632680 Office Equipment/Furnishings	-	-	-
41	1,751	1,868	1,500	633850 Natural Gas	1,000	1,000	1,000
42	7,706	7,112	4,000	636921 Office Supplies	4,000	4,000	4,000
43	33,920	22,405	30,000	637917 Op Materials & Supplies	13,500	13,500	13,500
44	3,789	20,834	25,000	638500 Water System Repair & Maint	13,500	13,500	13,500
45	13,777	12,669	6,000	638900 Laboratory Analysis	6,000	6,000	6,000
46	6,096	7,350	5,000	640457 Postage	5,000	5,000	5,000
47	-	-	-	644650 Building Maintenance Charges	2,500	2,500	2,500
48	3,424	2,149	2,000	644660 Building / Property Maint.	-	-	-
49	75	18	500	644670 Cleaning/General Supplies	300	300	300
50	4,281	7,486	1,000	647030 Travel and Training	6,500	6,500	6,500
51	2,032	1,253	2,000	648000 License Certification Fee	1,500	1,500	1,500

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
52	-	249	900	648800 Employee Recognition	500	500	500
53	9,365	5,217	5,000	649843 Telephone	4,000	4,000	4,000
54	1,194	1,255	1,500	652080 Internet	1,500	1,500	1,500
55	3,630	3,946	4,400	702013 Audit	4,500	4,500	4,500
56	2,551	466	2,000	706076 Legal Counsel	1,500	1,500	1,500
57	-	-	1,500	710100 Leak Detection/Audit Program	-	-	-
58	-	-	500	710150 Tank Inspection/Cleaning	-	-	-
59	53,494	53,495	-	723500 Water Meter Lease	-	-	-
60	<u>272,594</u>	<u>280,351</u>	<u>229,300</u>	Total Materials & Services	<u>209,000</u>	<u>209,000</u>	<u>209,000</u>
61							
62				002-276 Capital Outlay			
63	-	450	300	800700 Equipment Refurbishment	300	300	300
64	-	213	300	800750 System Refurbishment/Replacemt	300	300	300
65	-	<u>663</u>	<u>600</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
66							
67				002-276 Transfers			
68	15,000	5,000	50,000	900001 Transfer to Water Equip Reserve	10,000	10,000	10,000
69	1,000	1,000	1,000	900002 Transfer to Computer Equip Res	1,000	1,000	1,000
70	1,000	2,500	1,500	900004 Transfer to PW Building/Yard Res	5,000	5,000	5,000
71	220,000	300,000	190,000	900005 Transfer to Water System Imp	90,000	90,000	90,000
72	-	-	-	900034 Transfer to Internal Services Fund	85,100	85,100	85,100
73	<u>237,000</u>	<u>308,500</u>	<u>242,500</u>	Total Transfers	<u>191,100</u>	<u>191,100</u>	<u>191,100</u>
74							
75				002-276 Fund Balance & Contingency			
76	-	-	30,000	900900 Operating Contingency	17,500	17,500	17,500
77	<u>367,304</u>	<u>64,360</u>	<u>254,500</u>	999000 Unapp Ending Fund Balance	<u>101,600</u>	<u>101,600</u>	<u>101,600</u>
78	<u>367,304</u>	<u>64,360</u>	<u>284,500</u>	Total	<u>119,100</u>	<u>119,100</u>	<u>119,100</u>
79							
80							
81				Fund Totals			
82				Resources:			
83	425,575	367,304	255,300	Beginning Fund Balance	88,700	88,700	88,700
84	<u>832,406</u>	<u>706,249</u>	<u>1,024,500</u>	Operating Revenue	<u>909,600</u>	<u>909,600</u>	<u>909,600</u>
85	<u>1,257,981</u>	<u>1,073,553</u>	<u>1,279,800</u>		<u>998,300</u>	<u>998,300</u>	<u>998,300</u>
86							
87				Appropriations:			
88	653,678	700,693	782,800	Operating Expenditures	705,600	705,600	705,600
89				Transfers			
90	237,000	308,500	242,500	To Reserves	106,000	106,000	106,000
91	-	-	-	Other Transfers	85,100	85,100	85,100
92	<u>890,678</u>	<u>1,009,193</u>	<u>1,025,300</u>		<u>896,700</u>	<u>896,700</u>	<u>896,700</u>
93	<u>367,304</u>	<u>64,360</u>	<u>254,500</u>	Unappropriated Fund Balance	<u>101,600</u>	<u>101,600</u>	<u>101,600</u>
94	<u>1,257,981</u>	<u>1,073,553</u>	<u>1,279,800</u>		<u>998,300</u>	<u>998,300</u>	<u>998,300</u>
95							

Notes

- 3 Decrease to reflect actual numbers due to water conservation
- 25 Updates to departmental software
- 28 Internal Services Fund charges
- 29 Increase due to project activities
- 31 Moved to Internal Services Fund
- 32 \$2,000 increase due to increased prices

City of Junction City
Fiscal Year 2013-14 Budget

2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
33			Internal Services Fund charges			
47			Internal Services Fund charges			
48			Moved to Internal Services Fund			
50			Every two year in-house training program			
70			Increase to cover water related expenses for building maintenance			
71			Reduced to reflect actual number of users			
72			Maintenance & Mechanic Personnel transferred to the Internal Services Fund			

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Water Equipment Reserve Fund							
346-000 Resources							
1	80,609	59,120	26,400	400100 Beginning Fund Balance	600	600	600
2	386	136	100	400400 Investment Interest	100	100	100
3	15,000	5,000	50,000	400500 Transfer From Water Fund	10,000	10,000	10,000
4	-	-	-	400800 Tap Charges	15,000	15,000	15,000
5	<u>95,995</u>	<u>64,256</u>	<u>76,500</u>	Total Resources	<u>25,700</u>	<u>25,700</u>	<u>25,700</u>
6							
346-100 Materials & Services							
8	201	14,637	50,000	637917 Meter Replacements	7,500	7,500	7,500
9	12,309	5,723	1,000	638500 Meter Repairs	7,500	7,500	7,500
10	<u>12,510</u>	<u>20,360</u>	<u>51,000</u>	Total Materials & Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
11							
346-100 Capital Outlay							
13	23,204	29,264	8,500	800600 Equipment Acquisitions	5,000	5,000	5,000
14	1,159	4,878	500	800700 Equipment Refurbishment	500	500	500
15	-	-	-	800725 Equipment Improvements	500	500	500
16	-	8,330	-	800814 Software Upgrades	-	-	-
17	<u>24,364</u>	<u>42,472</u>	<u>9,000</u>	Total Capital Outlay	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
18							
346-100 Fund Balance							
20	-	-	-	902000 Reserved for Future Expenditures	4,200	4,200	4,200
21	59,120	1,424	16,500	999000 Unapp Ending Fund Balance	500	500	500
22	<u>59,120</u>	<u>1,424</u>	<u>16,500</u>		<u>4,700</u>	<u>4,700</u>	<u>4,700</u>
23							
24							
Fund Totals							
26	95,995	64,256	76,500	Resources	25,700	25,700	25,700
27							
28	36,874	62,832	60,000	Appropriations	21,000	21,000	21,000
29	<u>59,120</u>	<u>1,424</u>	<u>16,500</u>	Fund Balance	<u>4,700</u>	<u>4,700</u>	<u>4,700</u>
30	<u>95,995</u>	<u>64,256</u>	<u>76,500</u>		<u>25,700</u>	<u>25,700</u>	<u>25,700</u>
31							

Notes

4 Revenue from charges for new water meters. Previously part of the Water Fund.

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 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Water System Improvement Fund							
264-000 Resources							
1	368,672	507,212	122,500	400100 Beginning Fund Balance	16,500	16,500	16,500
2	1,478	920	700	400400 Investment Interest	100	100	100
3	278	107	-	400500 Water Surcharge	-	-	-
4	7,300	7,655	7,000	400550 Fire Sprinkler User Fees	7,500	7,500	7,500
5	220,000	300,000	190,000	400575 Transfer from Water Fund	90,000	90,000	90,000
6	-	-	-	400601 DOC Reimb IGA Amd 8	-	-	-
7	550,000	-	-	408351 Interfund Loan from DOC Fund	-	-	-
8	-	-	223,000	408352 Interfund Loan from Sewer Sys	677,000	677,000	677,000
9	<u>1,147,727</u>	<u>815,894</u>	<u>543,200</u>	Total Resources	<u>791,100</u>	<u>791,100</u>	<u>791,100</u>
10							
11	264-100 Materials & Services						
12	315	-	400	608925 Computer Software Support	-	-	-
13	23,007	51,435	25,000	611771 Professional Services	1,000	1,000	1,000
14	27,338	6,915	10,000	638500 Operating System Repair/Maint	40,000	40,000	40,000
15	<u>50,660</u>	<u>58,350</u>	<u>35,400</u>	Total Materials & Services	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>
16							
17	264-100 Capital Outlay						
18	562,695	86,173	333,000	800100 System Improvements	300,000	300,000	300,000
19	1,133	32,808	10,000	800600 Equipment Acquisition	377,000	377,000	377,000
20	4,001	58,863	40,000	800750 System Refurbishment	5,000	5,000	5,000
21	<u>567,828</u>	<u>177,844</u>	<u>383,000</u>	Total Capital Outlay	<u>682,000</u>	<u>682,000</u>	<u>682,000</u>
22							
23	264-100 Debt Service						
24	22,027	22,027	22,100	750500 SPWF Debt Repayment	22,100	22,100	22,100
25	-	550,000	-	900031 Interfund Loan pmt DOC Fund	-	-	-
26	-	-	-	900035 Interfund Loan pmt Sew Sys Fund	22,300	22,300	22,300
27	<u>22,027</u>	<u>572,027</u>	<u>22,100</u>		<u>44,400</u>	<u>44,400</u>	<u>44,400</u>
28							
29	264-100 Fund Balance						
30	-	-	-	902000 Reserved for Future Expenditures	23,200	23,200	23,200
31	507,212	7,673	102,700	999000 Unapp Ending Fund Balance	500	500	500
32	<u>507,212</u>	<u>7,673</u>	<u>102,700</u>		<u>23,700</u>	<u>23,700</u>	<u>23,700</u>
33							
34							
35	Fund Totals						
36	1,147,727	815,894	543,200	Resources	791,100	791,100	791,100
37							
38	640,515	808,221	440,500	Appropriations	767,400	767,400	767,400
39	<u>507,212</u>	<u>7,673</u>	<u>102,700</u>	Fund Balance	<u>23,700</u>	<u>23,700</u>	<u>23,700</u>
40	1,147,727	815,894	543,200		791,100	791,100	791,100
41							

Notes

- 14 Capital Improvement Plan Items, see Water section of CIP
- 18 Capital Improvement Plan Items, see Water section of CIP
- 20 Capital Improvement Plan Items, see Water section of CIP
- 26 Interfund loan approved on 3/12/13 for \$223,000. Minimum payment required is \$22,300.

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Water System Development Fund							
405-000 Resources							
1	193,746	213,731	36,800	400100 Beginning Fund Balance	54,700	54,700	54,700
2	1,049	410	100	400400 Investment Interest	500	500	500
3	18,936	31,236	27,500	400500 System Development Fees	52,800	52,800	52,800
4	<u>213,731</u>	<u>245,377</u>	<u>64,400</u>	Total Resources	<u>108,000</u>	<u>108,000</u>	<u>108,000</u>
5							
405-100 Capital Outlay							
6							
7		195,531	50,000	800650 Water System Expansion	25,000	25,000	25,000
8							
405-100 Fund Balance							
9							
10	<u>213,731</u>	<u>49,846</u>	<u>14,400</u>	999000 Unapp Ending Fund Balance	<u>83,000</u>	<u>83,000</u>	<u>83,000</u>
11							
12							
Fund Totals							
13							
14	213,731	245,377	64,400	Resources	108,000	108,000	108,000
15							
16		195,531	50,000	Appropriations	25,000	25,000	25,000
17	<u>213,731</u>	<u>49,846</u>	<u>14,400</u>	Unappropriated Fund Balance	<u>83,000</u>	<u>83,000</u>	<u>83,000</u>
18	213,731	245,377	64,400		108,000	108,000	108,000
19							

Notes

- 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 six 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 2012-13 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 14th & Elm Sewer Pump Station
- Installed a bypass pumping system for all sewer Pump Stations for emergency operations.
- Upgraded/updated the 1st & Monaco, 10th & Rose, Rosewood, and Chapel Creek Pump Stations.
- Complete cleaning of 1/3 of the sewer mainlines to prevent blockages and other service problems
- Complete TV inspection of 1/5 of the sewer mainlines.

FY 2013-14 Goals

- Complete all state and federal monitoring requirements for sewage discharge
- Complete the SCADA installations for the sewer system.
- Complete the first phase 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.

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sewer Fund							
003-000 Resources							
1	403,363	348,864	225,100	400100 Beginning Fund Balance	310,100	310,100	310,100
2	2,539	2,454	1,400	400400 Investment Interest	1,500	1,500	1,500
3	1,310,830	1,278,471	1,507,500	400500 Sewer Use Charges	1,351,300	1,351,300	1,351,300
4	1,425	1,845	1,900	400800 Sewer Tap Inspections	3,600	3,600	3,600
5	88	11,002	500	409000 Other Receipts	1,000	1,000	1,000
6	<u>1,718,245</u>	<u>1,642,636</u>	<u>1,736,400</u>	Total Resources	<u>1,667,500</u>	<u>1,667,500</u>	<u>1,667,500</u>
7							
003-376 Personnel Services							
9	198,992	223,122	269,200	503780 Direct Wages	218,000	218,000	218,000
10	128	241	-	503781 Sick Leave Incentive	-	-	-
11	58,210	45,110	46,300	503783 In-Direct Wages	64,100	64,100	64,100
12	6,381	10,971	14,500	503790 Wages - Overtime	14,800	14,800	14,800
13	18,053	20,751	25,300	513344 FICA	22,700	22,700	22,700
14	36,367	50,185	61,000	539094 Pension - PERS	68,600	68,600	68,600
15	4,131	5,569	7,900	542344 Workers' Compensation Ins	8,000	8,000	8,000
16	78,598	86,493	117,400	546833 Insurance Benefits	106,400	106,400	106,400
17	1,828	(75)	4,900	548877 Unemployment Insurance	6,900	6,900	6,900
18	<u>402,688</u>	<u>442,367</u>	<u>546,500</u>	Total Personnel Services	<u>509,500</u>	<u>509,500</u>	<u>509,500</u>
19							
003-376 Materials & Services							
21	12,723	3,643	21,800	602171 Insurance	20,600	20,600	20,600
22	3,588	4,307	600	603200 Bank Fees	3,000	3,000	3,000
23	10,151	8,123	9,500	605917 Treatment Chemicals	8,500	8,500	8,500
24	17	-	-	608921 Software	3,000	3,000	3,000
25	4,223	222	1,000	608925 Computer Software Support	1,100	1,100	1,100
26	46,726	50,757	30,700	611519 Electricity	40,000	40,000	40,000
27	-	-	-	611770 IT Service Charges	3,000	3,000	3,000
28	1,371	450	3,000	611771 Professional Services	1,500	1,500	1,500
29	-	1,464	1,300	611780 Lien Reporting Services	1,300	1,300	1,300
30	7,058	6,690	5,000	612080 Equipment Repair	-	-	-
31	12,797	4,286	9,500	615018 Fuel, Oil & Tires	-	-	-
32	-	-	-	615100 Vehicle Maintenance Charges	34,000	34,000	34,000
33	3,212	5,501	3,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
34	-	666	700	628651 Lane Council of Gov Dues	300	300	300
35	1,094	1,269	1,200	628680 Laundry and Cleaning	1,500	1,500	1,500
36	-	1,070	1,100	629001 League of Oregon Cities Dues	600	600	600
37	2,595	2,659	2,900	632677 Office Equip Leases	2,900	2,900	2,900
38	-	82	100	632678 Computer/Office Equip Maint	100	100	100
39	-	-	-	632680 Office Equipment/Furnishings	-	-	-
40	1,751	1,868	1,100	633850 Natural Gas	1,000	1,000	1,000
41	-	120	-	635280 DEQ Permit Fee	1,000	1,000	1,000
42	5,334	5,439	3,000	636921 Office Supplies	3,500	3,500	3,500
43	16,967	18,925	15,000	637917 Op Materials & Supplies	21,000	21,000	21,000
44	3,857	4,638	4,000	638500 Sewer Line Maint/Repair	2,500	2,500	2,500
45	2,602	2,827	2,000	638600 Pump Station Maint/Repair	2,000	2,000	2,000
46	2,816	708	2,500	638900 Laboratory Analysis	1,500	1,500	1,500
47	6,481	3,596	7,000	638925 Lab Supplies	7,000	7,000	7,000
48	3,837	4,562	4,000	640457 Postage	4,000	4,000	4,000
49	-	-	-	644650 Building Maintenance Charges	2,000	2,000	2,000
50	3,361	2,838	1,000	644660 Building / Property Maint.	-	-	-
51	128	415	300	644670 Cleaning/General Supplies	300	300	300

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
52	3,741	7,313	1,000	647030 Travel and Training	6,500	6,500	6,500
53	2,256	2,091	1,500	648000 License Certification Fee	1,500	1,500	1,500
54	-	249	-	648800 Employee Recognition	300	300	300
55	16,064	13,510	14,000	649843 Telephone	10,000	10,000	10,000
56	1,182	1,255	1,300	652080 Internet	1,300	1,300	1,300
57	-	-	500	653000 I & I Abatement Supplies	500	500	500
58	-	-	500	653050 Pretreatment Program Supplies	500	500	500
59	2,378	2,878	2,900	702013 Audit	3,000	3,000	3,000
60	384	716	1,500	706076 Legal Counsel	3,000	3,000	3,000
61	<u>178,693</u>	<u>165,137</u>	<u>154,500</u>	Total Materials & Services	<u>195,800</u>	<u>195,800</u>	<u>195,800</u>
62							
63				003-376 Capital Outlay			
64	-	-	500	800700 Equipment Refurbishment	300	300	300
65	-	-	500	800750 System Refurbishment/Replacemt	300	300	300
66	<u>-</u>	<u>-</u>	<u>1,000</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
67							
68				003-376 Transfers			
69	25,000	10,000	9,000	900001 Transfer to Equipment Reserve	15,000	15,000	15,000
70	1,000	1,000	1,000	900002 Transfer to Computer Equipment	1,000	1,000	1,000
71	2,000	2,500	1,000	900004 Transfer to PW Building/Yard Res	10,000	10,000	10,000
72	760,000	820,000	730,000	900005 Transfer to Sewer System Imp	480,000	480,000	480,000
73	-	12,000	30,000	900032 Transfer to Ratepayer Assistance	30,000	30,000	30,000
74	-	-	-	900034 Transfer to Internal Services Fund	87,200	87,200	87,200
75	<u>788,000</u>	<u>845,500</u>	<u>771,000</u>	Total Transfers	<u>623,200</u>	<u>623,200</u>	<u>623,200</u>
76							
77				003-376 Fund Balance & Contingency			
78	-	-	30,000	900900 Operating Contingency	27,500	27,500	27,500
79	348,865	189,632	233,400	999000 Unapp Ending Fund Balance	310,900	310,900	310,900
80	<u>348,865</u>	<u>189,632</u>	<u>263,400</u>	Total	<u>338,400</u>	<u>338,400</u>	<u>338,400</u>
81							
82				Fund Totals			
83				Resources:			
84	403,363	348,864	225,100	Beginning Fund Balance	310,100	310,100	310,100
85	1,314,883	1,293,772	1,511,300	Operating Revenue	1,357,400	1,357,400	1,357,400
86	<u>1,718,245</u>	<u>1,642,636</u>	<u>1,736,400</u>		<u>1,667,500</u>	<u>1,667,500</u>	<u>1,667,500</u>
87							
88				Appropriations:			
89	581,380	607,504	732,000	Operating Expenditures	733,400	733,400	733,400
90				Transfers			
91	788,000	833,500	741,000	To Reserves	506,000	506,000	506,000
92	-	12,000	30,000	Other Transfers	117,200	117,200	117,200
93	<u>1,369,380</u>	<u>1,453,004</u>	<u>1,503,000</u>		<u>1,356,600</u>	<u>1,356,600</u>	<u>1,356,600</u>
94	348,865	189,632	233,400	Unappropriated Fund Balance	310,900	310,900	310,900
95	<u>1,718,245</u>	<u>1,642,636</u>	<u>1,736,400</u>		<u>1,667,500</u>	<u>1,667,500</u>	<u>1,667,500</u>
96							

Notes

- 3 Revenue is based off this year's figures plus anticipated new connections
- 22 Increased to reflect actual costs
- 27 Internal Services Fund charges
- 28 IT portion moved to Internal Services Fund
- 30 Moved to Internal Services Fund
- 31 Increase of \$1,500 due to increased prices, moved repair portion to Internal Services Fund

City of Junction City
Fiscal Year 2013-14 Budget

2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
32			Internal Services Fund charges			
43			Increase to better reflect actual costs			
49			Internal Services Fund charges			
50			Moved to Internal Services Fund			
52			Every two year in-house training program			
74			Maintenance & Mechanic Personnel transferred to the Internal Services Fund			

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sewer Ratepayer Assistance Fund							
016-000 Resources							
1	25,816	9,059	2,100	400100 Beginning Fund Balance	5,300	5,300	5,300
2	109	61	100	400400 Investment Interest	200	200	200
3	-	12,000	30,000	400522 Transfer from Sewer Fund	30,000	30,000	30,000
4	11	-	-	400600 Sewer Assistance Fees	-	-	-
5	<u>25,936</u>	<u>21,120</u>	<u>32,200</u>	Total Resources	<u>35,500</u>	<u>35,500</u>	<u>35,500</u>
6							
016-100 Materials & Services							
8	<u>16,877</u>	<u>20,862</u>	<u>30,000</u>	644622 Assistance Payments	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
9	<u>16,877</u>	<u>20,862</u>	<u>30,000</u>	Total Materials & Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
10							
016-100 Fund Balance							
12	<u>9,059</u>	<u>258</u>	<u>2,200</u>	999000 Unapp Ending Fund Balance	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
13							
14							
Fund Totals							
16	25,936	21,120	32,200	Resources	35,500	35,500	35,500
17							
18	16,877	20,862	30,000	Appropriations	30,000	30,000	30,000
19	<u>9,059</u>	<u>258</u>	<u>2,200</u>	Unappropriated Fund Balance	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
20	25,936	21,120	32,200		35,500	35,500	35,500
21							

Notes

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sewer Equipment Reserve Fund							
	347-000 Resources						
1	76,775	60,599	43,200	400100 Beginning Fund Balance	31,600	31,600	31,600
2	392	243	200	400400 Investment Interest	200	200	200
3	25,000	10,000	9,000	400500 Transfer From Sewer Fund	15,000	15,000	15,000
4	<u>102,166</u>	<u>70,842</u>	<u>52,400</u>	Total Resources	<u>46,800</u>	<u>46,800</u>	<u>46,800</u>
5							
6	347-100 Capital Outlay						
7	37,916	22,797	9,500	800600 Equipment Acquisitions	12,500	12,500	12,500
8	3,651	8,404	500	800700 Equipment Refurbishment	1,500	1,500	1,500
9	-	-	-	800725 Equipment Improvements	300	300	300
10	-	8,330	-	800814 Software Upgrades	-	-	-
11	<u>41,567</u>	<u>39,531</u>	<u>10,000</u>	Total Capital Outlay	<u>14,300</u>	<u>14,300</u>	<u>14,300</u>
12							
13	347-100 Fund Balance						
14	-	-	-	902000 Reserved for Future Expenditures	32,000	32,000	32,000
15	60,599	31,311	42,400	999000 Unapp Ending Fund Balance	500	500	500
16	<u>60,599</u>	<u>31,311</u>	<u>42,400</u>		<u>32,500</u>	<u>32,500</u>	<u>32,500</u>
17							
18							
19	Fund Totals						
20	102,166	70,842	52,400	Resources	46,800	46,800	46,800
21							
22	41,567	39,531	10,000	Appropriations	14,300	14,300	14,300
23	<u>60,599</u>	<u>31,311</u>	<u>42,400</u>	Fund Balance	<u>32,500</u>	<u>32,500</u>	<u>32,500</u>
24	<u>102,166</u>	<u>70,842</u>	<u>52,400</u>		<u>46,800</u>	<u>46,800</u>	<u>46,800</u>
25							

Notes

- 3 Increase to build reserves for future needs
- 7 \$3,000 increase to reflect current needs, includes Capital Improvement Plan items, see Fleet section of CIP

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 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sewer System Improvement Fund							
255-000 Resources							
1	1,676,650	2,251,679	3,742,500	400100 Beginning Fund Balance	3,635,400	3,635,400	3,635,400
2	9,458	14,912	8,800	400400 Investment Interest	24,400	24,400	24,400
3	128	25	-	400500 Sewer Surcharges	-	-	-
4	-	2,500,000	-	400557 Transfer from DOC Fund	-	-	-
5	-	-	-	400559 Interfund Loan Repayment	22,300	22,300	22,300
6	-	-	-	400601 DOC Reimb IGA Amd 8	-	-	-
7	760,000	820,000	730,000	400605 Transfer from Sewer Fund	480,000	480,000	480,000
8	2,015	2,015	2,000	400610 Rent	2,000	2,000	2,000
9	<u>2,448,251</u>	<u>5,588,631</u>	<u>4,483,300</u>	Total Resources	<u>4,164,100</u>	<u>4,164,100</u>	<u>4,164,100</u>
10							
255-100 Materials & Services							
11							
12	35,894	19,423	25,000	611771 Professional Services	25,000	25,000	25,000
13	-	40,955	25,000	638500 System Maintenance Projects	5,000	5,000	5,000
14	<u>35,894</u>	<u>60,378</u>	<u>50,000</u>	Total Materials & Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
15							
255-100 Capital Outlay							
16							
17	75,050	383,239	1,277,000	800100 System Improvements	1,400,000	1,400,000	1,400,000
18	85,628	39,559	25,000	800600 Equipment Acquisitions	300	300	300
19	-	730,082	2,800,000	800650 System Construction/Expansion	2,000,000	2,000,000	2,000,000
20	<u>160,678</u>	<u>1,152,880</u>	<u>4,102,000</u>	Total Capital Outlay	<u>3,400,300</u>	<u>3,400,300</u>	<u>3,400,300</u>
21							
255-100 Transfers							
22							
23	-	-	223,000	900036 Interfund Loan to Water Sys Imp	677,000	677,000	677,000
24							
255-100 Fund Balance							
25							
26	-	-	-	902000 Reserved for Future Expenditures	56,300	56,300	56,300
27	2,251,679	4,375,373	108,300	999000 Unapp Ending Fund Balance	500	500	500
28	<u>2,251,679</u>	<u>4,375,373</u>	<u>108,300</u>		<u>56,800</u>	<u>56,800</u>	<u>56,800</u>
29							
30							
Fund Totals							
31							
32	2,448,251	5,588,631	4,483,300	Resources	4,164,100	4,164,100	4,164,100
33							
34	196,572	1,213,258	4,375,000	Appropriations	4,107,300	4,107,300	4,107,300
35	<u>2,251,679</u>	<u>4,375,373</u>	<u>108,300</u>	Fund Balance	<u>56,800</u>	<u>56,800</u>	<u>56,800</u>
36	<u>2,448,251</u>	<u>5,588,631</u>	<u>4,483,300</u>		<u>4,164,100</u>	<u>4,164,100</u>	<u>4,164,100</u>
37							

Notes

- 5 Interfund Loan, approved 3/12/13 for 223,000. Payment #1
- 7 Corrected amount based on actual number of users
- 13 \$20,000 decrease to reflect curr
- 17 Funding for I&I Reduction Project
- 19 Funding for interim improvements required by DEQ
- 23 Remainder of interfund loan needed for Water Treatment Plant

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sewer System Development Fund							
406-000 Resources							
1	1,743,014	1,885,914	2,024,000	400100 Beginning Fund Balance	2,305,800	2,305,800	2,305,800
2	9,278	10,354	8,400	400400 Investment Interest	13,500	13,500	13,500
3	133,623	170,807	181,800	400500 System Development Fees	368,000	368,000	368,000
4	<u>1,885,914</u>	<u>2,067,075</u>	<u>2,214,200</u>	Total Resources	<u>2,687,300</u>	<u>2,687,300</u>	<u>2,687,300</u>
5							
406-100 Capital Outlay							
7			250,000	800650 Sewer System Expansion	2,000,000	2,000,000	2,000,000
8							
406-100 Fund Balance							
10	<u>1,885,914</u>	<u>2,067,075</u>	<u>1,964,200</u>	999000 Unapp Ending Fund Balance	<u>687,300</u>	<u>687,300</u>	<u>687,300</u>
11							
12							
Fund Totals							
14	1,885,914	2,067,075	2,214,200	Resources	2,687,300	2,687,300	2,687,300
15							
16			250,000	Appropriations	2,000,000	2,000,000	2,000,000
17	<u>1,885,914</u>	<u>2,067,075</u>	<u>1,964,200</u>	Unappropriated Fund Balance	<u>687,300</u>	<u>687,300</u>	<u>687,300</u>
18	1,885,914	2,067,075	2,214,200		2,687,300	2,687,300	2,687,300
19							

Notes

7 Funding for iterim improvements required by DEQ

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 six 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 Sanitation Fund activities. These positions are:

Position	% Funded	Position	% Funded
City Administrator	5%	Utility Billing Clerk	19.5%
City Recorder	10%	Permit Technician	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 2012-13 Accomplishments

- Completed all customer service requests
- Increased the recycle collection recovery rate from 18% to 28%
- Investigated the potential of offering food waste recycling

FY 2013-14 Goals

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

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sanitation Fund							
004-000 Resources							
1	261,444	240,924	209,900	400100 Beginning Fund Balance	261,100	261,100	261,100
2	1,265	1,299	1,000	400400 Investment Interest	1,000	1,000	1,000
3	694,181	692,824	701,300	400500 Garbage Collection Revenue	730,200	730,200	730,200
4	885	802	900	400600 Festival Labor Reimbursement	900	900	900
5	3,000	3,360	2,000	400625 Collection Licenses	1,500	1,500	1,500
6	16,185	23,360	30,000	400650 Recycling Revenue	25,000	25,000	25,000
7	787	830	1,000	409000 Other Receipts	2,000	2,000	2,000
8	<u>977,748</u>	<u>963,399</u>	<u>946,100</u>	Total Resources	<u>1,021,700</u>	<u>1,021,700</u>	<u>1,021,700</u>
9							
10				004-476 Personnel Services			
11	170,173	175,674	209,300	503780 Direct Wages	177,000	177,000	177,000
12	207	403	-	503781 Sick Leave Incentive	-	-	-
13	28,357	25,759	19,900	503783 In-Direct Wages	27,200	27,200	27,200
14	3,101	2,951	4,500	503790 Wages - Overtime	4,600	4,600	4,600
15	14,915	15,446	17,900	513344 FICA	16,000	16,000	16,000
16	28,791	39,433	44,400	539094 Pension - PERS	47,100	47,100	47,100
17	6,618	7,707	10,000	542344 Workers' Compensation Ins	10,100	10,100	10,100
18	67,700	70,026	83,300	546833 Insurance Benefits	85,000	85,000	85,000
19	457	(18)	3,700	548877 Unemployment Insurance	6,200	6,200	6,200
20	<u>320,318</u>	<u>337,381</u>	<u>393,000</u>	Total Personnel Services	<u>373,200</u>	<u>373,200</u>	<u>373,200</u>
21							
22				004-476 Materials & Services			
23	3,568	1,908	6,100	602171 Insurance	9,400	9,400	9,400
24	2,036	2,466	500	603200 Bank Fees	2,000	2,000	2,000
25	18	-	-	608921 Software	-	-	-
26	3,373	661	3,500	608925 Computer Software Support	3,000	3,000	3,000
27	3,345	7,122	5,500	611519 Electricity	6,500	6,500	6,500
28	-	-	-	611770 IT Service Charges	1,000	1,000	1,000
29	2,748	1,150	1,000	611771 Professional Services	1,000	1,000	1,000
30	53,650	61,583	65,000	615018 Fuel, Oil & Tires	-	-	-
31	-	-	-	615100 Vehicle Maintenance Charges	87,000	87,000	87,000
32	2,448	4,128	2,500	623425 Preventative Medical/OSHA	2,800	2,800	2,800
33	-	666	200	628651 Lane Council of Gov Dues	300	300	300
34	978	1,287	1,200	628680 Laundry and Cleaning	1,500	1,500	1,500
35	-	1,070	300	629001 League of Oregon Cities Dues	500	500	500
36	2,595	2,659	2,800	632677 Office Equip Leases	2,800	2,800	2,800
37	-	16	300	632678 Computer/Office Equip Maint	300	300	300
38	-	-	300	632680 Office Equipment/Furnishings	300	300	300
39	1,750	1,868	1,100	633850 Natural Gas	800	800	800
40	4,261	4,521	3,000	636921 Office Supplies	3,000	3,000	3,000
41	5,683	4,205	4,000	637917 Op Materials & Supplies	5,000	5,000	5,000
42	4,583	5,369	5,000	640457 Postage	5,000	5,000	5,000
43	2,033	1,800	1,000	640733 Printing and Advertising	1,000	1,000	1,000
44	-	-	-	644650 Building Maintenance Charges	800	800	800
45	2,851	2,963	1,000	644660 Building / Property Maint.	-	-	-
46	9,082	13,843	15,000	644661 Truck Repair	-	-	-
47	400	190	500	647030 Travel and Training	800	800	800
48	103,313	101,057	100,000	647788 Solid Waste Disposal	105,000	105,000	105,000
49	400	-	400	648000 License Certification Fee	-	-	-
50	-	249	-	648800 Employee Recognition	800	800	800
51	60	-	800	648866 Recycling Expense	800	800	800

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
52	7,196	6,510	6,000	649843 Telephone	4,000	4,000	4,000
53	621	605	500	652080 Internet	500	500	500
54	2,951	2,862	3,500	702013 Audit	3,600	3,600	3,600
55	57	293	300	706076 Legal Counsel	1,000	1,000	1,000
56	<u>220,001</u>	<u>231,051</u>	<u>231,300</u>	Total Materials & Services	<u>250,500</u>	<u>250,500</u>	<u>250,500</u>
57							
58				004-476 Capital Outlay			
59	-	-	300	800600 Equipment Acquisition	100	100	100
60	-	-	300	800700 Equipment Refurbishment	100	100	100
61	<u>-</u>	<u>-</u>	<u>600</u>	Total Capital Outlay	<u>200</u>	<u>200</u>	<u>200</u>
62							
63				004-476 Transfers			
64	94,505	105,000	50,000	900001 Transfer to Equip Reserve	86,000	86,000	86,000
65	1,000	1,000	800	900002 Transfer to Computer Equip Res	800	800	800
66	100,000	60,000	40,000	900003 Transfer to Sanitation Sys Improv	20,000	20,000	20,000
67	1,000	2,500	500	900004 Transfer to PW Building/Yard Res	5,000	5,000	5,000
68	-	-	-	900034 Transfer to Internal Services Fund	7,000	7,000	7,000
69	<u>196,505</u>	<u>168,500</u>	<u>91,300</u>	Total Transfers	<u>118,800</u>	<u>118,800</u>	<u>118,800</u>
70							
71				004-476 Fund Balance & Contingency			
72	-	-	20,000	900900 Operating Contingency	17,500	17,500	17,500
73	240,924	226,467	209,900	999000 Unapp Ending Fund Balance	261,500	261,500	261,500
74	<u>240,924</u>	<u>226,467</u>	<u>229,900</u>	Total	<u>279,000</u>	<u>279,000</u>	<u>279,000</u>
75							
76				Fund Totals			
77				Resources:			
78	261,444	240,924	209,900	Beginning Fund Balance	261,100	261,100	261,100
79	716,304	722,475	736,200	Operating Revenue	760,600	760,600	760,600
80	<u>977,748</u>	<u>963,399</u>	<u>946,100</u>		<u>1,021,700</u>	<u>1,021,700</u>	<u>1,021,700</u>
81							
82				Appropriations:			
83	540,319	568,432	644,900	Operating Expenditures	641,400	641,400	641,400
84				Transfers			
85	196,505	168,500	91,300	To Reserves	111,800	111,800	111,800
86	-	-	-	Other Transfers	7,000	7,000	7,000
87	<u>736,824</u>	<u>736,932</u>	<u>736,200</u>		<u>760,200</u>	<u>760,200</u>	<u>760,200</u>
88	240,924	226,467	209,900	Unappropriated Fund Balance	261,500	261,500	261,500
89	<u>977,748</u>	<u>963,399</u>	<u>946,100</u>		<u>1,021,700</u>	<u>1,021,700</u>	<u>1,021,700</u>
90							

Notes

- 28 Internal Services Fund charges
- 30 Increase to reflect increased prices, moved repair portion to Internal Services Fund
- 31 Internal Services Fund charges
- 41 Increase to reflect actual costs
- 44 Internal Services Fund charges
- 45 Moved to the Internal Services Fund
- 46 Moved to the Internal Services Fund
- 52 \$2,000 decrease to reflect change in plans
- 64 Increased to save for future needs
- 66 Decreased to reflect actual costs
- 67 Increased to reflect department portion of actual costs
- 68 Maintenance & Mechanic Personnel transferred to the Internal Services Fund

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted	
Sanitation Equipment Reserve Fund								
348-000 Resources								
1	64,194	83,369	180,500	400100 Beginning Fund Balance	4,800	4,800	4,800	
2	389	442	200	400400 Investment Interest	100	100	100	
3	94,505	105,000	50,000	400500 Transfer From Sanitation Fund	86,000	86,000	86,000	
4	-	-	-	400600 Asset Disposal Proceeds	-	-	-	
5	<u>159,088</u>	<u>188,811</u>	<u>230,700</u>	Total Resources	<u>90,900</u>	<u>90,900</u>	<u>90,900</u>	
6								
7	348-100 Capital Outlay							
8	58,027	71,789	225,000	800600 Equipment Acquisition	2,500	2,500	2,500	
9	17,692	16,936	5,000	800700 Equipment Refurbishment	15,000	15,000	15,000	
10	<u>75,719</u>	<u>88,725</u>	<u>230,000</u>	Total Capital Outlay	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>	
11								
12	348-900 Fund Balance							
13	-	-	-	902000 Reserved for Future Expenditures	72,900	72,900	72,900	
14	83,369	100,086	700	999000 Unapp Ending Fund Balance	500	500	500	
15	<u>83,369</u>	<u>100,086</u>	<u>700</u>		<u>73,400</u>	<u>73,400</u>	<u>73,400</u>	
16								
17								
18	Fund Totals							
19	159,088	188,811	230,700	Resources	90,900	90,900	90,900	
20								
21	75,719	88,725	230,000	Appropriations	17,500	17,500	17,500	
22	<u>83,369</u>	<u>100,086</u>	<u>700</u>	Fund Balance	<u>73,400</u>	<u>73,400</u>	<u>73,400</u>	
23	159,088	188,811	230,700		90,900	90,900	90,900	
24								

Notes

- 3 Increased to reflect savings for future needs
- 8 Decreased to reflect current needs
- 9 \$10,000 increase to reflect current needs

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Sanitation System Improvement							
266-000 Resources							
1	12,627	60,609	57,600	400100 Beginning Fund Balance	43,700	43,700	43,700
2	215	284	200	400400 Investment Interest	200	200	200
3	100,000	60,000	40,000	400500 Transfer From Sanitation Fund	20,000	20,000	20,000
4	<u>112,842</u>	<u>120,893</u>	<u>97,800</u>	Total Resources	<u>63,900</u>	<u>63,900</u>	<u>63,900</u>
5							
266-100 Materials & Services							
7			1,000	608927 Container Repairs	1,000	1,000	1,000
8							
266-100 Capital Outlay							
10			45,000	800100 System Improvements	9,500	9,500	9,500
11	25,053	36,089	42,500	800600 Equipment Acquisition	9,500	9,500	9,500
12	<u>25,053</u>	<u>36,089</u>	<u>87,500</u>		<u>19,000</u>	<u>19,000</u>	<u>19,000</u>
13							
266-100 Debt Service							
15	27,180	27,180	=	725100 Lease Payment for Containers	-	=	*
16							
266-100 Fund Balance							
18		-	=	902000 Reserved for Future Expenditures	43,400	43,400	43,400
19	60,609	57,624	9,300	999000 Unapp Ending Fund Balance	500	500	500
20	<u>60,609</u>	<u>57,624</u>	<u>9,300</u>		<u>43,900</u>	<u>43,900</u>	<u>43,900</u>
21							
Fund Totals							
24	112,842	120,893	97,800	Resources	63,900	63,900	63,900
25							
26	52,234	63,269	88,500	Appropriations	20,000	20,000	20,000
27	<u>60,609</u>	<u>57,624</u>	<u>9,300</u>	Fund Balance	<u>43,900</u>	<u>43,900</u>	<u>43,900</u>
28	112,842	120,893	97,800		63,900	63,900	63,900
29							

Notes

- 10 Decreased due to decreased demand for containers
- 11 Decreased due to decreased demand for containers

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Administrative Vehicle & Equipment Fund							
	328-000 Resources						
1	17,338	16,984	7,100	400100 Beginning Fund Balance	7,100	7,100	7,100
2	87	58	-	400400 Investment Interest	100	100	100
3	-	-	-	400520 Transfer From Other Funds	-	-	-
4	<u>17,425</u>	<u>17,042</u>	<u>7,100</u>	Total Resources	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
5							
6	328-100 Materials & Services						
7	-	-	-	612080 Equipment/Vehicle Maintenance	-	-	-
8							
9	328-100 Capital Outlay						
10	441	-	-	800600 Equip/Furniture Acquisitions	-	-	-
11	-	-	-	800720 Vehicle Improvements	-	-	-
12	<u>441</u>	<u>-</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	<u>-</u>	<u>10,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
17							
18	328-100 Fund Balance						
19	-	-	-	902000 Reserved for Future Expenditures	6,700	6,700	6,700
20	16,984	7,042	7,100	999000 Unapp Ending Fund Balance	500	500	500
21	<u>16,984</u>	<u>7,042</u>	<u>7,100</u>		<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
22							
23							
24	Fund Totals						
25	17,425	17,042	7,100	Resources	7,200	7,200	7,200
26							
27	441	10,000	-	Appropriations	-	-	-
28	<u>16,984</u>	<u>7,042</u>	<u>7,100</u>	Fund Balance	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
29	17,425	17,042	7,100		7,200	7,200	7,200
30							

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Bike Path Reserve Fund							
	334-000 Resources						
1	22,436	25,190	28,300	400100 Beginning Fund Balance	31,600	31,600	31,600
2	120	142	100	400400 Investment Interest	200	200	200
3	2,634	2,961	3,100	400450 State Hwy Tax (Bike Portion)	3,100	3,100	3,100
4	<u>25,190</u>	<u>28,293</u>	<u>31,500</u>	Total Resources	<u>34,900</u>	<u>34,900</u>	<u>34,900</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	<u>-</u>	<u>-</u>	<u>5,000</u>	800650 System Expansion	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
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	-	-	-	902000 Reserved for Future Expenditures	24,300	24,300	24,300
17	<u>25,190</u>	<u>28,293</u>	<u>21,400</u>	999000 Unapp Ending Fund Balance	<u>500</u>	<u>500</u>	<u>500</u>
18	<u>25,190</u>	<u>28,293</u>	<u>21,400</u>		<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
19							
20							
21	Fund Totals						
22	25,190	28,293	31,500	Resources	34,900	34,900	34,900
23							
24	-	-	10,100	Appropriations	10,100	10,100	10,100
25	<u>25,190</u>	<u>28,293</u>	<u>21,400</u>	Fund Balance	<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
26	<u>25,190</u>	<u>28,293</u>	<u>31,500</u>		<u>34,900</u>	<u>34,900</u>	<u>34,900</u>
27							

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Building Replacement Reserve Fund							
318-000 Resources							
1	433,084	379,937	320,200	400100 Beginning Fund Balance	184,500	184,500	184,500
2	2,096	1,921	1,600	400400 Investment Interest	1,600	1,600	1,600
3	-	-	-	400520 Transfer from General Fund	-	-	-
4	-	700	-	409000 Other Receipts	-	-	-
5	<u>435,180</u>	<u>382,558</u>	<u>321,800</u>	Total Resources	<u>186,100</u>	<u>186,100</u>	<u>186,100</u>
6							
318-100 Materials & Services							
8	1,690	-	-	611771 Professional Services	-	-	-
9	2,427	17,080	25,000	644660 Building Repairs/Maintenance	20,000	20,000	20,000
10	176	-	-	702013 Audit	-	-	-
11	<u>4,293</u>	<u>17,080</u>	<u>25,000</u>	Total Materials & Services	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
12							
318-100 Capital Outlay							
14	47,164	9,860	175,000	800760 Building Refurbishment	83,500	83,500	83,500
15	3,786	3,001	5,000	800780 Building Improvements	33,000	33,000	33,000
16	<u>50,950</u>	<u>12,861</u>	<u>180,000</u>		<u>116,500</u>	<u>116,500</u>	<u>116,500</u>
17							
318-100 Fund Balance							
19	-	-	-	902000 Reserved for Future Expenditures	15,000	15,000	15,000
20	379,937	352,617	116,800	999000 Unapp Ending Fund Balance	34,600	34,600	34,600
21	<u>379,937</u>	<u>352,617</u>	<u>116,800</u>		<u>49,600</u>	<u>49,600</u>	<u>49,600</u>
22							
Fund Totals							
25	435,180	382,558	321,800	Resources	186,100	186,100	186,100
26							
27	55,243	29,941	205,000	Appropriations	136,500	136,500	136,500
28	<u>379,937</u>	<u>352,617</u>	<u>116,800</u>	Fund Balance	<u>49,600</u>	<u>49,600</u>	<u>49,600</u>
29	435,180	382,558	321,800		186,100	186,100	186,100
30	-	-	-		-	-	-

Notes

- 9 \$2,000 Court Security projects
- 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

Reserves for Future Expenditures

Library Building CIP 15,000

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	29,860	35,181	5,400	400100 Beginning Fund Balance	10,600	10,600	10,600
2	165	102	100	400400 Investment Interest	100	100	100
3	-	-	27,000	400520 Transfer From General Fund	10,000	17,500	17,500
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	1,000	1,000	800	400523 Transfer From Sanitation Fund	800	800	800
7	10,000	10,000	5,000	400525 Transfer From State Revenue	-	-	-
8	<u>43,025</u>	<u>48,283</u>	<u>40,300</u>	Total Resources	<u>23,500</u>	<u>31,000</u>	<u>31,000</u>
9							
345-100 Materials & Services							
11	2,359	18,075	18,200	608925 Software Upgrades	3,000	10,500	10,500
12	-	12,433	12,500	608926 Computer Software Support	13,100	13,100	13,100
13	887	-	1,000	637917 Operating Equipment	-	-	-
14	<u>3,246</u>	<u>30,508</u>	<u>31,700</u>	Total Materials & Services	<u>16,100</u>	<u>23,600</u>	<u>23,600</u>
15							
345-100 Capital Outlay							
17	898	3,346	3,000	800100 System Improvement/Expansion	-	-	-
18	3,700	6,363	5,000	800600 Equipment Acquisitions	2,000	2,000	2,000
19	<u>4,598</u>	<u>9,709</u>	<u>8,000</u>	Total Capital Outlay	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
20							
345-100 Fund Balance							
22	-	-	-	902000 Reserved for Future Expenditures	4,000	4,000	4,000
23	35,181	8,066	600	999000 Unapp Ending Fund Balance	1,400	1,400	1,400
24	<u>35,181</u>	<u>8,066</u>	<u>600</u>		<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
25							
26							
Fund Totals							
28	43,025	48,283	40,300	Resources	23,500	31,000	31,000
29							
30	7,844	40,217	39,700	Appropriations	18,100	25,600	25,600
31	<u>35,181</u>	<u>8,066</u>	<u>600</u>	Fund Balance	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
32	43,025	48,283	40,300		23,500	31,000	31,000
33							

Notes

11 \$3,000 is for Springbrook updates

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Library Equipment Reserve Fund							
322-000 Resources							
1	19,838	6,120	3,200	400100 Beginning Fund Balance	3,500	3,500	3,500
2	78	29	100	400400 Investment Interest	100	100	100
3	-	-	-	400500 Grant: AMO Leer	-	-	-
4	-	-	1,000	400520 Transfer From General Fund	2,000	2,000	2,000
5	<u>19,916</u>	<u>6,149</u>	<u>4,300</u>	Total Resources	<u>5,600</u>	<u>5,600</u>	<u>5,600</u>
6							
7	322-100 Materials & Services						
8	-	581	-	637917 Operating Equipment	-	-	-
9	1,995	540	2,500	637925 Building Maintenance	500	500	500
10	<u>1,995</u>	<u>1,121</u>	<u>2,500</u>	Total Materials & Services	<u>500</u>	<u>500</u>	<u>500</u>
11							
12	322-100 Capital Outlay						
13	3,000	-	-	800575 Furniture Acquisition	-	-	-
14	8,801	1,385	1,000	800600 Equipment Acquisition	1,500	1,500	1,500
15	<u>11,801</u>	<u>1,385</u>	<u>1,000</u>	Total Capital Outlay	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
16							
17	322-100 Fund Balance						
18	-	-	-	902000 Reserved for Future Expenditures	3,000	3,000	3,000
19	6,120	3,643	800	999000 Unapp Ending Fund Balance	600	600	600
20	<u>6,120</u>	<u>3,643</u>	<u>800</u>		<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
21							
22							
23	Fund Totals						
24	19,916	6,149	4,300	Resources	5,600	5,600	5,600
25							
26	13,796	2,506	3,500	Appropriations	2,000	2,000	2,000
27	<u>6,120</u>	<u>3,643</u>	<u>800</u>	Fund Balance	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
28	19,916	6,149	4,300		5,600	5,600	5,600
29							

Notes

- 9 Includes Capital Improvement Plan Items, see Library section of CIP
- 14 Includes Capital Improvement Plan Items, see Library section of CIP
- 20 A Min. of \$3,000 is required as reserve for future projects see CIP Reserves (Library Section of CIP)

Reserves for Future Expenditures

Library Improvements

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Park & Pool Equipment Reserve Fund							
333-000 Resources							
1	31,912	25,691	13,500	400100 Beginning Fund Balance	6,600	6,600	6,600
2	140	117	100	400400 Investment Interest	100	100	100
3	2,888	-	-	400500 Skate Park Donations	-	-	-
4	4,682	1,060	-	400510 Skate Park Fundraising	-	-	-
5	-	-	30,000	400525 Transfer from State Rev Sharing	-	-	-
6	-	-	14,000	400540 Transfer from General Fund	36,000	36,000	36,000
7	-	-	33,200	404100 Grant: Oregon Parks & Recr	-	-	-
8	-	-	-	Grant: Foundation	-	-	-
9	-	5,650	-	409000 Other Income	3,000	3,000	3,000
10	<u>39,622</u>	<u>32,518</u>	<u>90,800</u>	Total Resources	<u>45,700</u>	<u>45,700</u>	<u>45,700</u>
11							
12				333-100 Materials & Services			
13	4,550	2,495	-	615051 Fundraising Expense	-	-	-
14	259	-	-	637917 Operating Equipment	3,000	3,000	3,000
15	<u>4,808</u>	<u>2,495</u>	<u>-</u>	Total Materials & Services	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
16							
17				333-100 Capital Outlay			
18	199	107	6,500	800100 Park System Improvements	5,000	5,000	5,000
19	-	33	32,000	800150 Skate park Development	-	-	-
20	-	-	1,500	800600 Equipment Acquisitions	6,500	6,500	6,500
21	-	658	33,200	800650 Grant: Skate Park Development	-	-	-
22	8,611	2,070	3,000	800700 Equipment Refurbishment	7,000	7,000	7,000
23	312	13,197	14,000	800725 Equipment Improvements	-	-	-
24	<u>9,122</u>	<u>16,065</u>	<u>90,200</u>	Total Capital Outlay	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>
25							
26				333-100 Fund Balance			
27				902000 Reserved for Future Expenditures	24,000	24,000	24,000
28	25,691	13,958	600	999000 Unapp Ending Fund Balance	200	200	200
29	<u>25,691</u>	<u>13,958</u>	<u>600</u>		<u>24,200</u>	<u>24,200</u>	<u>24,200</u>
30							
31							
32				Fund Totals			
33	39,622	32,518	90,800	Resources	45,700	45,700	45,700
34							
35	13,930	18,560	90,200	Appropriations	21,500	21,500	21,500
36	<u>25,691</u>	<u>13,958</u>	<u>600</u>	Fund Balance	<u>24,200</u>	<u>24,200</u>	<u>24,200</u>
37	39,622	32,518	90,800		45,700	45,700	45,700
38	-	-	-		-	-	-

Notes

- 18 Includes Capital Improvement Plan Items, see Parks section of CIP
- 19 Includes Capital Improvement Plan Items, see Parks section of CIP
- 20 Includes Capital Improvement Plan Items, see Pool section of CIP
- 21 Includes Capital Improvement Plan Items, see Parks section of CIP
- 22 Includes Capital Improvement Plan Items, see Pool section of CIP
- 23 Includes Capital Improvement Plan Items, see Parks section of CIP
- 29 A min. of \$24,000 is required as reserve for future projects

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Park System Development Fund							
335-000 Resources							
1	295,654	329,248	176,400	400100 Beginning Fund Balance	135,900	135,900	135,900
2	1,602	1,527	1,500	400400 Investment Interest	1,200	1,200	1,200
3	34,066	47,012	51,100	400500 System Development Fees	98,100	98,100	98,100
4	<u>331,321</u>	<u>377,787</u>	<u>229,000</u>	Total Resources	<u>235,200</u>	<u>235,200</u>	<u>235,200</u>
5							
335-100 Materials & Services							
6							
7	2,074	4,900	5,000	611771 Professional Services	-	-	-
8							
335-100 Capital Outlay							
9							
10	-	53,468	40,000	800150 Skateboard Park Development	-	-	-
11	-	10,789	30,000	800600 Playgrnd Equipment Acquisition	30,000	30,000	30,000
12	-	89,271	90,000	800650 Park System Expansion	100,000	100,000	100,000
13	-	-	-	800750 Park Development	5,000	5,000	5,000
14	<u>-</u>	<u>153,528</u>	<u>160,000</u>	Total Capital Outlay	<u>135,000</u>	<u>135,000</u>	<u>135,000</u>
15							
335-100 Fund Balance							
16							
17	<u>329,247</u>	<u>219,359</u>	<u>64,000</u>	999000 Unapp Ending Fund Balance	<u>100,200</u>	<u>100,200</u>	<u>100,200</u>
18							
19							
Fund Totals							
20							
21	331,321	377,787	229,000	Resources	235,200	235,200	235,200
22							
23	2,074	158,428	165,000	Appropriations	135,000	135,000	135,000
24	<u>329,247</u>	<u>219,359</u>	<u>64,000</u>	Unappropriated Fund Balance	<u>100,200</u>	<u>100,200</u>	<u>100,200</u>
25	331,321	377,787	229,000		235,200	235,200	235,200
26	-	-	-		-	-	-

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted	
Police Vehicle & Equipment Reserve								
301-000 Resources								
1	25,667	27,663	1,600	400100 Beginning Fund Balance	16,700	16,700	16,700	
2	133	196	100	400400 Investment Interest	100	100	100	
3	246	42	-	400500 Sale of Surplus Vehicles/Equipment	-	-	-	
4	10,000	10,000	10,000	400530 Transfer From State Revenue Shari	-	-	-	
5	-	-	1,700	400537 Transfer from Cumm Law Enforcern	-	-	-	
6	37,000	37,000	75,000	400540 Transfer from General Fund	75,000	75,000	75,000	
7	-	-	700	400558 Transfer from Police Def Fund	-	-	-	
8	-	-	-	400651 Grant	-	-	-	
9	-	-	8,000	409000 Other Receipts	-	-	-	
10	<u>73,046</u>	<u>74,901</u>	<u>97,100</u>		<u>91,800</u>	<u>91,800</u>	<u>91,800</u>	
11								
12	301-100 Capital Outlay							
13	3,453	-	25,000	800600 Equipment Acquisition	-	-	-	
14	-	29,513	31,100	800610 Software purchases	28,700	28,700	28,700	
15	<u>41,928</u>	<u>40,128</u>	<u>40,200</u>	800710 Purchase of Vehicles	<u>40,200</u>	<u>40,200</u>	<u>40,200</u>	
16	<u>45,382</u>	<u>69,641</u>	<u>96,300</u>		<u>68,900</u>	<u>68,900</u>	<u>68,900</u>	
17								
18	301-100 Fund Balance							
19	-	-	-	902000 Reserved for Future Expenditures	13,000	13,000	13,000	
20	<u>27,664</u>	<u>5,260</u>	<u>800</u>	999000 Unapp Ending Fund Balance	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>	
21	<u>27,664</u>	<u>5,260</u>	<u>800</u>		<u>22,900</u>	<u>22,900</u>	<u>22,900</u>	
22								
23								
24	Fund Totals							
25	73,046	74,901	97,100	Resources	91,800	91,800	91,800	
26								
27	45,382	69,641	96,300	Appropriations	68,900	68,900	68,900	
28	<u>27,664</u>	<u>5,260</u>	<u>800</u>	Fund Balance	<u>22,900</u>	<u>22,900</u>	<u>22,900</u>	
29	<u>73,046</u>	<u>74,901</u>	<u>97,100</u>		<u>91,800</u>	<u>91,800</u>	<u>91,800</u>	
30								

Notes

- 9 Transfer of misc police funds, in FY12/13
- 13 Narrow Band radios, Includes Capital Improvement Plan Items, see Police section of CIP
- 14 CMI Records management software, 3rd of 3 payments, Includes Capital Improvement Plan Items, see Police section of CIP
- 15 \$40,129 for lease payment 5 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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Prairie Road Street Improvement Fund							
	350-000 Resources						
1	239,207	240,412	241,400	400100 Beginning Fund Balance	243,100	243,100	243,100
2	1,205	1,265	1,100	400400 Investment Interest	1,400	1,400	1,400
3	<u>240,412</u>	<u>241,677</u>	<u>242,500</u>	Total Resources	<u>244,500</u>	<u>244,500</u>	<u>244,500</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>240,412</u>	<u>241,677</u>	<u>24,500</u>	999000 Unappropriated Fund Balance	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>
10							
11							
12	Fund Totals						
13	240,412	241,677	242,500	Resources	244,500	244,500	244,500
14							
15	=	=	218,000	Appropriations	218,000	218,000	218,000
16	<u>240,412</u>	<u>241,677</u>	<u>24,500</u>	Unappropriated Fund Balance	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>
17	240,412	241,677	242,500		244,500	244,500	244,500
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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
PW Building/Yard Reserve Fund							
354-000 Resources							
1	19,355	23,515	33,600	400100 Beginning Fund Balance	32,400	32,400	32,400
2	110	155	200	400400 Investment Interest	200	200	200
3	5,000	-	-	400500 Transfer from Other Funds	-	-	-
4	-	2,500	1,000	400501 Transfer from Sewer Fund	10,000	10,000	10,000
5	-	2,500	500	400502 Transfer from Sanitation Fund	5,000	5,000	5,000
6	-	2,500	1,000	400523 Transfer from Street Fund	5,000	5,000	5,000
7	-	2,500	1,500	400575 Transfer from Water Fund	5,000	5,000	5,000
8	<u>24,465</u>	<u>33,670</u>	<u>37,800</u>	Total Resources	<u>57,600</u>	<u>57,600</u>	<u>57,600</u>
9							
354-100 Capital Outlay							
11	950	-	8,000	800760 Building Refurbishment	20,000	20,000	20,000
12	-	-	5,000	800780 Building Improvements	37,000	37,000	37,000
13	<u>950</u>	<u>-</u>	<u>13,000</u>	Total Capital Outlay	<u>57,000</u>	<u>57,000</u>	<u>57,000</u>
14							
354-100 Fund Balance							
16	-	-	-	902000 Reserved for Future Expenditures	-	-	-
17	23,515	33,670	24,800	999000 Unapp Ending Fund Balance	600	600	600
18	<u>23,515</u>	<u>33,670</u>	<u>24,800</u>		<u>600</u>	<u>600</u>	<u>600</u>
19							
20							
Fund Totals							
22	24,465	33,670	37,800	Resources	57,600	57,600	57,600
23							
24	950	-	13,000	Appropriations	57,000	57,000	57,000
25	<u>23,515</u>	<u>33,670</u>	<u>24,800</u>	Fund Balance	<u>600</u>	<u>600</u>	<u>600</u>
26	24,465	33,670	37,800		57,600	57,600	57,600
27							

Notes

- 11 Includes Capital Improvement Plan Items, see Public Works Yard Reserve section of CIP
 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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Street Equipment Reserve Fund							
	349-000 Resources						
1	63,754	61,854	42,600	400100 Beginning Fund Balance	29,800	29,800	29,800
2	337	242	200	400400 Investment Interest	200	200	200
3	8,000	5,000	10,000	400500 Transfer From Street Fund	15,000	15,000	15,000
4	<u>72,091</u>	<u>67,096</u>	<u>52,800</u>	Total Resources	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
5							
6	349-100 Capital Outlay						
7	9,523	29,900	9,500	800600 Equipment Acquisition	7,500	7,500	7,500
8	715	9,975	1,500	800700 Equipment Refurbishment	7,500	7,500	7,500
9	-	-	-	800725 Equipment Improvements	-	-	-
10	<u>10,238</u>	<u>39,875</u>	<u>11,000</u>	Total Capital Outlay	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
11							
12	349-100 Fund Balance						
13	-	-	-	902000 Reserved for Future Expenditures	29,500	29,500	29,500
14	61,854	27,221	41,800	999000 Unapp Ending Fund Balance	500	500	500
15	<u>61,854</u>	<u>27,221</u>	<u>41,800</u>		<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
16							
17							
18	Fund Totals						
19	72,091	67,096	52,800	Resources	45,000	45,000	45,000
20							
21	10,238	39,875	11,000	Appropriations	15,000	15,000	15,000
22	<u>61,854</u>	<u>27,221</u>	<u>41,800</u>	Fund Balance	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
23	72,091	67,096	52,800		45,000	45,000	45,000
24							

Notes

7 Includes Capital Improvement Plan items, see PW Equipment section of CIP

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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Street System Development Fund							
				407-000 Resources			
1	554,149	578,222	600,700	400100 Beginning Fund Balance	646,600	646,600	646,600
2	2,869	3,109	2,600	400400 Investment Interest	3,800	3,800	3,800
3	21,204	27,712	27,900	400500 System Development Fees	53,600	53,600	53,600
4	<u>578,222</u>	<u>609,043</u>	<u>631,200</u>	Total Resources	<u>704,000</u>	<u>704,000</u>	<u>704,000</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>578,222</u>	<u>609,043</u>	<u>626,200</u>	999000 Unapp Ending Fund Balance	<u>699,000</u>	<u>699,000</u>	<u>699,000</u>
11							
12							
13				Fund Totals			
14	578,222	609,043	631,200	Resources	704,000	704,000	704,000
15							
16			5,000	Appropriations	5,000	5,000	5,000
17	<u>578,222</u>	<u>609,043</u>	<u>626,200</u>	Unappropriated Fund Balance	<u>699,000</u>	<u>699,000</u>	<u>699,000</u>
18	578,222	609,043	631,200		704,000	704,000	704,000
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 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
DOC IGA Infrastructure Fund							
410-000 Resources							
1	5,611,194	5,226,732	624,800	400100 Beginning Fund Balance	22,000	22,000	22,000
2	-	-	-	400500 DOC Advance	-	-	-
3	-	-	46,000	400540 Transfer from General Fund	-	-	-
4	-	550,000	-	400555 Interfund Loan Repayment Water S	-	-	-
5	10,507,822	-	-	400600 DOC Reimbursements	200,000	200,000	200,000
6	-	1,000,000	1,006,800	400601 DOC Reimbursements IGA8	-	-	-
7	-	-	-	409000 Other Receipts	-	-	-
8	16,119,016	6,776,732	1,677,600	Total Resources	222,000	222,000	222,000
9							
10							
11				410-100 Capital Outlay			
12	-	2,683,267	-	800201 South Industrial - SS & Water Ext	-	-	-
13	-	113,507	-	800202 West Side Trans Mains SS FM	-	-	-
14	-	379,305	-	800203 Elevated Tanks DOC & City Shops	-	-	-
15	-	191,561	72,400	800204 3rd & Maple SSPS & Water PS	-	-	-
16	-	64,498	-	800205 SCADA System	-	-	-
17	-	247,490	-	800206 Ground Storage at City Shops	-	-	-
18	-	308,053	46,000	800207 Construction Admin/Inspection	-	-	-
19	-	-	63,800	800210 Construction Contingency	-	-	-
20	-	-	200,000	800217 W/L from Spine Road to Tank	-	-	-
21	-	9,813	200,000	800218 Rechlorination Station	-	-	-
22	-	-	565,500	800219 IGA8 Contingency	-	-	-
23	-	-	20,000	800220 Potential Drainage Imps	-	-	-
24	-	-	-	800221 Future Water & Sewer Projects	207,000	207,000	207,000
25	-	3,997,494	1,167,700		207,000	207,000	207,000
26							
27				410-150 Capital Outlay			
28	-	-	74,700	800211 Land Acquisition	-	-	-
29	-	15,000	60,000	800212 Wastewater Facilities Plan	-	-	-
30	-	6,000	15,000	800213 Water Rights Consulting	-	-	-
31	-	55,722	-	800214 Engineering IGA Negotiations	-	-	-
32	-	13,060	-	800215 Legal & Administrative Costs	15,000	15,000	15,000
33	-	10,222	10,200	800216 IGA Contingency & Legal	-	-	-
34	-	-	50,000	800221 Water Source Imp OHA Capacity	-	-	-
35	-	-	300,000	800222 I/I OHA Waste Water Capacity	-	-	-
36	-	100,004	509,900		15,000	15,000	15,000
37							
38				410-200 Materials & Services			
39	10,000	-	-	611600 ROW Consulting	-	-	-
40	23,500	-	-	611777 Design Transmission Main	-	-	-
41	240,000	-	-	611780 Design Reservoirs	-	-	-
42	273,500	-	-	Total Materials & Services	-	-	-
43							
44				410-200 Capital Outlay			
45	168,327	-	-	800600 Equipment Acquisitions	-	-	-
46	7,419,326	-	-	800650 Water System Expansion	-	-	-
47	120,419	-	-	800680 Easemt/Land Acq South Corridor	-	-	-
48	7,708,072	-	-	Total Capital Outlay	-	-	-
49							
50				410-300 Materials & Services			

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
51	10,000	-	-	611600 ROW Consulting	-	-	-
52	30,000	-	-	611771 Wastewater Facility Plan	-	-	-
53	15,000	-	-	611774 Design 3rd/Maple Upgrades	-	-	-
54	<u>55,000</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
55							
56				410-300 Capital Outlay			
57	2,185,294	-	-	800650 Wastewater System Expansion	-	-	-
58	120,419	-	-	800680 Easemt/Land Acq South Corridor	-	-	-
59	<u>2,305,713</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
60							
61				410-900 Transfers			
62	550,000	-	-	900030 Interfund Loan to Water Sys Imp	-	-	-
63	-	2,500,000	-	900005 Transfer to Sewer System Imp	-	-	-
64	<u>550,000</u>	<u>2,500,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
65							
66				410-900 Fund Balance			
67	<u>5,226,732</u>	<u>179,234</u>	<u>-</u>	999000 Unappr Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
68							
69							
70				Fund Totals			
71	16,119,016	6,776,732	1,677,600	Resources	222,000	222,000	222,000
72							
73	10,892,284	6,597,498	1,677,600	Appropriations	222,000	222,000	222,000
74	<u>5,226,732</u>	<u>179,234</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
75	16,119,016	6,776,732	1,677,600		222,000	222,000	222,000
76	-	-	-		-	-	-

Notes

- 24 Includes Capital Improvement Plan Items, see DOC section of CIP
- 32 Includes Capital Improvement Plan Items, see DOC section of CIP

INTERNAL SERVICES FUND

INTERNAL SERVICES FUND

Description

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

**City of Junction City
Fiscal Year 2013-14 Budget**

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
1	Internal Services Fund						
2	050-000 Resources						
3				400100 Beginning Fund Balance			
4				405300 Charges for Services-Vehicle	174,500	174,500	174,500
5				405310 Charges for Services-Building	18,100	18,100	18,100
6				405320 Charges for Services-IT Services	36,000	36,000	36,000
7				400575 Transfer from Water	85,100	85,100	85,100
8				400600 Transfer from Sewer	87,200	87,200	87,200
9				400502 Transfer from Sanitation	7,000	7,000	7,000
10				400523 Transfer from Streets	14,200	14,200	14,200
11				Total Resources	422,100	422,100	422,100
12	050-100 Personnel Services						
13				503780 Direct Wages	102,200	102,200	102,200
14				503783 In-Direct Wages			
15				503790 Wages - Overtime	1,000	1,000	1,000
16				513344 FICA	7,900	7,900	7,900
17				539094 Pension - PERS	24,300	24,300	24,300
18				542344 Worker's Compensation Ins	4,300	4,300	4,300
19				546833 Insurance Benefits	41,200	41,200	41,200
20				548877 Unemployment Insurance	2,600	2,600	2,600
21				Total Personnel Services	183,500	183,500	183,500
22	Vehicle Maintenance						
23	050-200 Materials & Services						
24				615110 Police Vehicle Maintenance	8,000	8,000	8,000
25				615120 City Hall Vehicle Maintenance	500	500	500
26				615130 Water - Vehicle Maintenance	18,000	18,000	18,000
27				615140 Sewer - Vehicle Maintenance	34,000	34,000	34,000
28				615150 Sanitation - Vehicle Maintenance	87,000	87,000	87,000
29				615160 Streets - Vehicle Maintenance	27,000	27,000	27,000
30				Total Materials & Services	174,500	174,500	174,500
31	Building Maintenance						
32	050-300 Materials & Services						
33				645100 Police Building Maintenance	1,300	1,300	1,300
34				645110 City Hall Building Maintenance	7,000	7,000	7,000
35				645120 Library Building Maintenance	500	500	500
36				645130 Pool Building Maintenance	1,500	1,500	1,500
37				645140 Parks Building Maintenance	1,000	1,000	1,000
38				645150 Water Building Maintenance	2,500	2,500	2,500
39				645160 Sewer Building Maintenance	2,000	2,000	2,000
40				645170 Sanitation Building Maintenance	800	800	800
41				645180 Streets Building Maintenance	1,500	1,500	1,500
42				Total Materials & Services	18,100	18,100	18,100
43	IT Services						
44	050-400 Materials & Services						

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
52			-	611750 IT Services - City Hall	8,000	8,000	8,000
53			-	611752 IT Services - Police	20,000	20,000	20,000
54			-	611754 IT Services - Public Works	8,000	8,000	8,000
55		-	-	Total Materials & Services	36,000	36,000	36,000
56							
57				050-920 Fund Balance & Contingency			
58			-	900900 Operating Contingency	10,000	10,000	10,000
59			-	999000 Unapp Ending Fund Balance			-
60		-	-		10,000	10,000	10,000
61							
62							
63				Fund Totals			
64				Resources	422,100	422,100	422,100
65							
66				Appropriations	422,100	422,100	422,100
67		-	-	Unappropriated Fund Balance			-
68					422,100	422,100	422,100
69							

CLOSED FUNDS

Cumulative Law Enforcement

Police Defibrillator Trust Fund

Viking Sal Capital Reserve Fund

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Cumulative Law Enforcement Fund							
				303-000 Resources			
1	1,685	1,685	1,700	400100 Beginning Fund Balance	-	-	-
2	-	1	-	400400 Investment Interest	-	-	-
3	<u>1,685</u>	<u>1,686</u>	<u>1,700</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5				303-100 Transfers			
6	-	-	1,700	900015 Transfer to Police Equip Reserve	-	-	-
7							
8				303-100 Fund Balance			
9	<u>1,685</u>	<u>1,686</u>	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
10							
11							
12				Fund Totals			
13	1,685	1,686	1,700	Resources	-	-	-
14							
15	-	-	1,700	Appropriations	-	-	-
16	<u>1,685</u>	<u>1,686</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17	1,685	1,686	1,700		-	-	-
18	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Police Defibrillator Trust Fund							
				341-000 Resources			
1	597	600	700	400100 Beginning Fund Balance	-	-	-
2	3	3	-	400400 Investment Interest	-	-	-
3	9,914	-	-	400650 Grant Revenue	-	-	-
4	-	-	-	409000 Other Receipts	-	-	-
5	<u>10,514</u>	<u>603</u>	<u>700</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
6							
7				341-100 Capital Outlay			
8	<u>9,914</u>	<u>-</u>	<u>-</u>	800600 Equipment Acquisition	<u>-</u>	<u>-</u>	<u>-</u>
9							
10				341-100 Transfers			
11	<u>-</u>	<u>-</u>	<u>700</u>	900013 Transfer to Police Equipment Res	<u>-</u>	<u>-</u>	<u>-</u>
12							
13				341-100 Fund Balance			
14	<u>600</u>	<u>603</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
15							
16							
17				Fund Totals			
18	10,514	603	700	Resources	-	-	-
19							
20	9,914	-	700	Appropriations	-	-	-
21	<u>600</u>	<u>603</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
22	<u>10,514</u>	<u>603</u>	<u>700</u>		<u>-</u>	<u>-</u>	<u>-</u>
23							

Notes

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

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
Viking Sal Capital Reserve Fund							
				352-000 Resources			
1	1,735	1,842	3,200	400100 Beginning Fund Balance	-	-	-
2	6	4	-	400400 Investment Interest	-	-	-
3	2,500	2,500	-	400500 Transfer From Viking Sal Senior Fur	-	-	-
4	<u>4,242</u>	<u>4,346</u>	<u>3,200</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				352-100 Materials & Services			
7	<u>2,400</u>	<u>1,200</u>	-	632677 Equipment/Software Leases	-	-	-
8							
9				352-100 Capital Outlay			
10	-	500	-	800600 Equipment Acquisition	-	-	-
11							
12				352-100 Transfers			
13	-	-	3,200	900023 Transfer to Viking Sal Senior F	-	-	-
14							
15				352-100 Fund Balance			
16	<u>1,842</u>	<u>2,646</u>	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17							
18							
19				Fund Totals			
20	4,242	4,346	3,200	Resources	-	-	-
21							
22	2,400	1,700	3,200	Appropriations	-	-	-
23	<u>1,842</u>	<u>2,646</u>	-	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
24	<u>4,242</u>	<u>4,346</u>	<u>3,200</u>		<u>-</u>	<u>-</u>	<u>-</u>
25	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2013-14 Budget

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	Description	2013-14 Requested	2013-14 Approved	2013-14 Adopted
1				Totals - All Funds			
2	35,541,953	28,652,830	22,525,800	Resources	21,660,800	21,668,300	21,668,300
3							
4	18,984,737	16,370,493	16,302,250	Appropriations	16,608,400	16,622,700	16,622,700
5	<u>16,557,217</u>	<u>12,282,337</u>	<u>6,223,550</u>	Unappropriated Fund Balance	<u>5,052,400</u>	<u>5,045,600</u>	<u>5,045,600</u>
6	35,541,953	28,652,830	22,525,800		21,660,800	21,668,300	21,668,300
7							

Capital Improvement Plan

Section V

City of Junction City
Capital Improvement Plan



Proposed Projects and Capital Improvements
FY2013/14

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.

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

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
FY2013/14

No.	Admin & Finance	Type	Location	Fiscal Year							Source Fund
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future	
AD02	Building Reserve (1)	Reserve	Admin	-	10,000	10,000	10,000	10,000	10,000	10,000	General Fund: Transfers (900018)
	Annual Building Reserve Contribution										
AD04	Springbrook Upgrade	Project	Admin	18,160							Water and Sewer Equipment Reserve Funds: Software Upgrades (FY11/12: 800814)
	Upgrade to accounting, payroll, capital asset and utility billing software.		Complete								Computer Equipment Reserve(FY12/13)
AD05	City Hall Refurbishment	Project	Admin	150,000							Building Reserve (800760)
	Completion of refurbishment for City Hall started in FY11/12.		Complete								
AD06	Springbrook - additional updates	Project	Admin		3,000						Computer Equipment Reserve Fund: Software Upgrades (608925)
AD07	Court/Council Chambers Security Upgrades	Project	Court/Admin		5,000	5,000	5,000				Building Reserve Fund 3,000 Cap projects, 2,000 M&S
AD08	Web Site Upgrade Project	Project	Admin		10,000	10,000	10,000				State Revenue Sharing (800826)
	Totals			168,160	28,000	25,000	25,000	10,000	10,000	10,000	
	Funding Summary - FY2013/14			Budget	Total Items	Difference					
	Computer Equip Reserve 345-100-608925			3,000	3,000	-					
	State Revenue Sharing 250-920-800826			10,000	10,000	-					
	Building Reserve 318-100-800780			3,000	3,000	-					
	Building Reserve 318-100-644660			2,000	2,000	-					
	(1) Undeclared item			18,000	18,000	-					
					10,000						
					28,000						

2 – Administration & Finance Projects

AD02 – Building Reserve Contribution

Scope: Contribution to building reserve

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

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)

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)

AD06 –Springbrook – Additional updates

Scope: Minor updates to the finance software to continue a an up to date maintenance program.

Fiscal Year 2013/14
Cost: \$3,000
Source: Computer Reserve (608925)

2 -- Administration & Finance Projects

AD07 - Court/Council Chambers Security Upgrades

Scope: The continuation of an on-going security upgrade project to the Court Room/Council Chambers and customer service areas at City Hall. This is based on a facility security evaluation completed by the City's insurance provider.

Fiscal Year 2013/14

Cost: \$5,000

Source: Building Reserve (800780 & 644660)

AD08 - Web Site Upgrade Project

Scope: The Web Site Project will be to modernize the City's web site.

Fiscal Year 2013/14 through 2015/16

Cost: \$10,000 each year

Source: State Revenue Sharing (800826)

Capital Improvement Plan		Project Type	Location	Fiscal Year							Source Fund
No.	Parks			FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future	
PK02	Play Structure Fall Protection	Maintenance	Bailey Park	3,000	8,000						State Revenue Sharing Fund (800824)
	To replace existing fall protection										
PK03	Tennis Court Resurface	Reserve	Lyle Day Park		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	Reserve	Bailey Park		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	Maintenance	Various	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		(Complete)								Parks & Pool Equip Reserve (800150, 800650)
PK07	Playground Equipment Acquisition	Maintenance	Parks	30,000	30,000						Park System Development Fund (800600)
PK08	Park System Expansion	Construction	Parks	90,000	100,000	30,000	30,000	30,000	30,000	30,000	Park System Development Fund (800650)
PK09	Drainage/Paving Repair Laurel (2)	Maintenance	Laurel	3,500	2,000						State Revenue Sharing Fund (800824)
PK10	Mower replacement (replaced every 5 years, 8 years old)	Reserve	Parks	15,000	5,000	5,000	5,000	3,000	3,000		Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK11	Lyle Day Park-Community Park conversion with rentable features	Construction	Lyle Day	6,000							Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK12	Play Structure Fall Protection	Maintenance	Tequendama	3,000							Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK13	Laurel Gazebo-Picnic Area	Maintenance	Laurel	2,000							Park & Pool Equipment Reserve Fund: Equipment Imp (800725)
PK14	Sidewalk connection	Construction	Toftdahi and Laure	5,000							Park & Pool Equipment Reserve Fund: Park System Imp (800100)

4 – Park Projects

PK02 – Play Structure Fall Protection, Bailey Park

Scope: This project will replace the pea gravel with play chips and add two concrete pads, one as picnic and one as play space. Concrete pads to minimize play chip maintenance costs.

Fiscal Year 2013-14
Cost: \$8,000
Source: State Revenue Sharing (800824)

PK03 – Tennis Court Resurface

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

Fiscal Year 2013-18
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 2013-18
Cost: \$25,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

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)

4 – Park Projects

PK06 - Skate Park Development

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

Fiscal Year 2011/12 - 2012/13 Complete
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. 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 2013/14
Cost: \$30,000
Source: Park System Development Fund (800600)

PK08 – Park System Expansion

Scope: Priorities in Park Master Plan and eligible system expansion.

Fiscal Year 2013-14
Cost: \$100,000
Source: Park System Development Fund (800650)

4 – Park Projects

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: State Revenue Sharing (800824)

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 2013-16
Cost: \$15,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

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)

4 – Park Projects

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)

PK15– Playground Equipment Supports and Platforms at Tequendama

Scope: Replace existing supports and platforms to extend life of equipment.

Fiscal Year 2014-15
Cost: \$10,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

4 – Park Projects

PK16– Playground Equipment Supports and Platforms at Bailey

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

Fiscal Year 2015-16
Cost: \$10,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK17– Play Structure Fall Protection Refill

Scope: Refill of Play safe chips to maintain required levels

Fiscal Year 2014-15
Cost: \$9,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK18– Laurel Gazebo roof

Scope: Remove and replace existing roof.

Fiscal Year 2014-15
Cost: \$6,000
Source: Building Reserve (800760)

PK20– Parks Amenity Replacement

Scope: Replace existing deteriorated garbage cans and benches system wide

Fiscal Year 2014-15
Cost: \$6,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

4 – Park Projects

PK 21 (formerly BL15) – Founder’s Park

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

Fiscal Year 2013/14
Cost: \$2,000
Source: Building Reserve (800760)

PK 22 (formerly 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)

PK 23 (formerly 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)

Capital Improvement Plan		Fiscal Year										Future	Source Fund
FY2013/14													
No.	Pool	Type	Location	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future		Source Fund	
PP01	Flooring Office	Maintenance	Pool		3,500	500	500	500	500	1,500		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												
PP04	Security Wicket Lockers	Purchase	Pool			2,000						Park & Pool Equipment Reserve Fund (800600)	
	Service improvement												
PP05	Energy Efficiency (1)	Repair	Pool	2,500			2,500					Park & Pool Equipment Reserve Fund (800725)	
	Lighting conversion for energy savings												
PP06	Building Repairs/Maintenance	Maintenance	Pool		1,000	1,000	1,000	1,000	1,000			Park & Pool Equipment Reserve Fund (800700)	
	Replacement or repair of existing items												
PP07	Heater Replacement	Reserve	Pool	3,000	3,000	3,000	2,000	2,000	2,000			Park & Pool Equipment Reserve Fund (800700)	
	Approximately every 25 years												
PP08	Pool Blanket Replacement	Purchase	Pool		1,500	500	500	500	500	500		Park & Pool Equipment Reserve Fund (800600)	
	Approximately every 6 years												
PP09	Equipment Reels	Reserve	Pool			2,000	200	200	200			Park & Pool Equipment Reserve Fund (800700)	
	Approximately every 10 years												
PP10	Accessible Showers	Repair	Pool				2,500					Park & Pool Equipment Reserve Fund (800700)	
	Bench and barrier removal												
PP11	Pool Painting	Repair	Pool		6,000							Building Reserve (800760)	
	Paint pool building exterior												
PP12	Shell Repair	Reserve	Pool		3,000	3,000	3,000	3,000	3,000			Park & Pool Equipment Reserve Fund (800700)	
	Repairs to Pool Shell and resurfacing												
	Totals			7,000	18,000	17,000	17,200	12,200	7,200	2,200			

5 – Pool Projects

PP 01- Pool Carpet

Scope: Replacement of carpeting and reserve for future replacement.

Fiscal Year 2013/14, 2014/15-2020/21
Cost: \$3,500
Source: Park & Pool Equipment Reserve Fund (800600)

PP 02- Pool Locker Room Flooring

Scope: Remove paint and etch concrete

Fiscal Year 2014/15-2016/17
Cost: \$15,000
Source: Park & Pool Equipment Reserve Fund (800600)

PP 04 - Pool Security Wallet Lockers

Scope: Security Wallet Lockers to expand current set from 12 to 24

Fiscal Year 2014/15
Cost: \$2,000
Source: Park & Pool Equipment Reserve Fund (800600)

PP 05 - Pool Energy Efficiency

Scope: Convert lighting for energy savings

Fiscal Year 2012/13 and 2015/15
Cost: \$5,000
Source: Park & Pool Equipment Reserve Fund (800725)

5 – Pool Projects

PP 06 – General Repair/Maintenance of Pool Building

Scope: Funds for unanticipated repair issues.

Fiscal Year 2013/14-2017/18
Cost: \$1,000 each year
Source: Park & Pool Equipment Reserve Fund
(800700)

PP 07 – Pool Heater Replacement

Scope: Funds to replace the existing original heater

Fiscal Year 2012/13-2017/18
Cost: \$15,000
Source: Park & Pool Equipment Reserve Fund
(800700)

PP 08– Pool Blanket Replacement

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

Fiscal Year 2012/13-2013/14, 2014/15-Future
Cost: \$3,000 and reserve of funds for future replacement
Source: Park & Pool Equipment Reserve Fund
(800600)

PP 09– Pool Equipment Reels

Scope: Replacement of lane line reels every 10 years
(rotation)

Fiscal Year 2011/12, 2014/15, 2015/16-Future
Cost: \$2,000 each reel
Source: Park & Pool Equipment Reserve Fund
(800700)

5 – Pool Projects

PP 10- Pool Accessible Showers

Scope: Bench installation and barrier removal as
Fiscal Year 2011/12
Cost: \$7,500
Source: Building Reserve (800760)

PP 11 (formerly BL16) - Pool

Scope: This is to repaint the Max Strauss Pool building exterior.
Fiscal Year 2011/12
Cost: \$7,500
Source: Building Reserve (800760)

PP 12- Pool Shell Repair

Scope: Repairs to Pool Shell and resurfacing of the shell
Fiscal Year 2013/14-2017/18
Cost: \$15,000
Source: Park & Pool Equipment Reserve Fund (800700)

Capital Improvement Plan FY 2013/14		Fiscal Year										Source Fund
No.	Police	Type	Location	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future		
PD02	Replace Crown Victoria Unit #301	Reserve	JCPD		13,000	13,000	13,000	13,000	13,000	13,000	Police Vehicle & Equipmmt Reserve Fund (800710)	
PD03	Fleet Replacement Replace Ford Escape Unit #701	Lease	JCPD			13,000	13,000	13,000	13,000	13,000	Police Vehicle & Equipmmt Reserve Fund (800710)	
*PD04	Fleet Replacement Replace Crown Victoria Unit #601 (1)	Lease	JCPD	13,000					13,000	13,000	Police Vehicle & Equipmmt Reserve Fund (800710)	
*PD05	Fleet Replacement Upgrade Police Radio	Purchase	JCPD	25,000	25,000						State Revenue Sharing Fund (800822)	
PD07	Federal requirement for narrow band on C2 Records Management	Purchase	JCPD	31,100	28,700						Police Vehicle & Equipmmt Reserve Fund (800610)	
PD08	Software for a electronic records/report and jail management system Radio / CAD	Purchase	JCPD	4,000				6,000			Police Vehicle & Equipmmt Reserve Fund (800600)	
PD09	Computer Replacement Fingerprints	Purchase	JCPD		20,000						State Revenue Sharing Fund (800822)	
	Cogent Fingerprint System											
	Totals			73,100	86,700	26,000	26,000	32,000	39,000	39,000		
	(1) Unfunded											
	* PD04, Crown Victoria Unit #601, patrol car will have an estimated mileage of 100,000											
	* PD05, Postponed in FY 12/13 to purchase Dodge Chargers.											
	Funding Summary - FY2013/14			Budget	Total Items	Difference						
	Police Vehicle & Equip 301-100-800610			28,700	28,700	-						
	State Revenue Shar. 250-920-800822			45,000	45,000	-						
	Reserves Contributions			73,700	73,700	-						
				13,000	13,000							
				86,700	86,700							
	Police Reserve for future purchases:											
	Vehicle Purchase (PD02)				13,000							

6 – Police Projects

PD02 – 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 (800710)

PD03 – 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 (800710)

PD04 – Replace Patrol Unit 701, Ford Crown Victoria

Scope: Patrol Car # 701 is recommended to be replaced with another leased “marked” patrol vehicle.

Fiscal Year 2017-18

Cost: \$13,000/yr for 5 yrs.

Source: Police Vehicle Equipment Fund (800710)

PD05 – Upgrade Police Radio

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 2013-14

Cost: \$25,000

Source: State Revenue Sharing (800822)

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 (800610)

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)

PD09 – Cogent Fingerprint System

Scope: Every person arrested is fingerprinted. Currently the officers use the old method of fingerprinting with ink and paper cards. The Cogent System uses digital images to capture fingerprints. With this system you know immediately if the fingerprints are clear enough for entry into the national data system, images can be transferred electronically and it is easier to use.

Fiscal Year 2013-14

Cost: \$20,000

Source: State Revenue Sharing (800822)

Capital Improvement Plan		Fiscal Year										Source Fund
FY2013/14												
No.	Library	Type	Location	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future		
LI01	Replace Public Stations	Purchase	Public Library			5,000	4,000				Library Equipment Reserve Fund (800600)	
	To replace 4 outdated computer lab stations FY14-15											
LI03	Flooring Treatment	Reserve	Public Library		5,000						Building Replacement Reserve Fund (318-100-800780)	
	To clean and maintain the current floor. Reserve of funds for replacement carpeting.											
LI05	Energy Efficiency	Reserve	Public Library	1,500	1,500	1,500	1,500	1,500	2,500		Library Equipment Reserve Fund (637925)	
	Based on Energy Trust report (water heater, heat loss, etc.)											
LI06	Furniture Acquisition	Purchase	Public Library	1,000	1,500	500	1,000	1,500	500		Library Equipment Reserve Fund (800600)	
	Replacement or repair of existing items											
LI07	Building Repairs/Maintenance	Maintenance	Public Library	1,000	500	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	5,000	20,000	Building Replacement Reserve Fund (318-100-800780)	
	Anticipated need to expand based on usage and pop. Projection (supplemental fundraising required)											
	TOTALS			8,500	13,500	18,000	12,000	9,000	8,500	20,000		
	Funding Summary - FY2013/14			Budget	Total Items Difference							
	Library Equipment 322-100-637925			500	500							
	Library Equipment 322-100-800600			1,500	1,500							
	Building Reserve 318-100-800780			10,000	10,000							
	Reserve Contributions			12,000	12,000							
				1,500	1,500							
				13,500	13,500							
	Reserve for future purchases:				15,000							

7 – Library Projects

LI01 – Replace Public Stations

Scope: Replace the seven public computers
Fiscal Year 2014/15, FY15-16
Cost: \$9,000
Source: Library Equipment & Bldg Reserve Fund
(800600)

LI02 – Formerly three of the seven public computers (combined with LI01)

LI03 – Flooring

Scope: Replacement of carpeting.
Fiscal Year 2013/14-2014/15
Cost: \$10,000
Source: Building Replacement Reserve Fund: Capital Outlay
(800780)

LI05 – Energy Efficiency

Scope: Water heater and heat loss from windows.
Fiscal Year 2012/13-Future
Cost: \$10,000
Source: Building Replacement Reserve Fund: Capital Outlay
(637925)

LI06 – Furniture Acquisition

Scope: Furniture for public spaces (lab, shelving, etc.)
Fiscal Year 2012/13-Future
Cost: \$2,500
Source: Building Replacement Reserve Fund: Capital Outlay
(800600)

7 – Library Projects

LI07 – Building Repairs/Maintenance

Scope: General maintenance as needed

Fiscal Year 2012/13-Future

Cost: \$500

Source: Building Replacement Reserve Fund: Capital Outlay
(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-Future

Cost: \$50,000

Source: Building Replacement Reserve Fund: Capital Outlay
(800780)

Capital Improvement Plan													
FY2013/14													
No.	Water	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18				
WA01	Hydrant Maintenance Program To replace aging & nonfunctional hydrants	Maintenance	Various	10,000		5,000	5,000	5,000	5,000	5,000	5,000	5,000	Water System Imp Fund (800750)
WA02	Valve Maintenance Program To replace aging & nonfunctional valves	Maintenance	Various	10,000		5,000	5,000	5,000	5,000	5,000	5,000	5,000	Water System Imp Fund (800750)
WA03	2" Galvanized Line Replacement To replace existing undersized and aging water line	Maintenance	Various	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		25,000	25,000	25,000	25,000	25,000	25,000	25,000	Water Sys Imp Fund (800750/800100)
WA05	Auxiliary Power Addition of emergency power to existing City Wells	Construction	Various									100,000	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 (611771/800100)
WA11	Water Treatment Plant To Construct a pressure filter system.	Construction	1171 Elm Street	223,000	677,000								Water System Imp Fund (800100) \$300,000 / (800600) \$377,000
	Totals			393,000	677,000	35,000	35,000	35,000	35,000	35,000	35,000	785,000	
	Funding Summary - FY2013/14												
	Water System Imp Fund			Budget Total Items									
				300,000	300,000								
				377,000	377,000								
				677,000	677,000								

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: \$5,000
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: \$5,000
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 Future
Cost: \$100,000
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 Future
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 Future
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 Future
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)

WA11 – Water Treatment Plant

Scope: This improvement is to construct a water treatment plant with pressure filters to remove iron and manganese from the water.

Fiscal Year 2012/13, 2013/14

Cost: \$223,000 & \$667,000

Source: Water System Imp Fund (800100)

\$300,000 / Water System

Development Fund (800650) \$367,000

Capital Improvement Plan													
FY2013/14													
No.	Sewer	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18				
SW01	I & I Abatement Program Program for identifying and repairing sewer line.	Maintenance	Various	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	Sewer System Imp Fund (800650)
SW02	SCADA System Improvements Upgrading existing SCADA system.	Construction	Various	200,000									Sewer System Imp Fund (800650)
SW03	Rosewood PS Replacement Replacement of the Rosewood Sewer Pump	Reserve	- Completed -	50,000									Sewer System Imp Fund (800650)
SW04	Chapel Creek PS Replacement Replacement of the Chapel Creek Pump Station	Reserve		50,000									Sewer System Imp Fund (800650)
SW05	17th & Ivy PS Replacement Replacement of the 17th & Ivy Pump Station	Reserve		50,000									Sewer System Imp Fund (800650)
SW06	1st & Monaco PS Replacement Replacement of the 1st & Monaco Pump Station	Reserve		50,000									Sewer System Imp Fund (800650)
SW07	10th & Rose PS Replacement Replacement of the 10th & Rose Pump Station	Reserve		50,000									Sewer System Imp Fund (800650)
	Totals			650,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	
	Funding Summary - FY2013/14			Budget	Total Items	Difference							
	Sewer System Imp Fund	255-100-800650		200,000	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)

Capital Improvement Plan													
FY2013/14													
No.	Streets	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19			
ST01	Street Preservation Program Program for the sealing of cracks in roads	Maintenance	Various	15,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	500,000	Streets Fund (800800)
ST04	Holly Street Reconstruction Reconstruction of Holly Street after repair of the railroad	Maintenance	12th to 1st	75,000	-	-	-	-	-	-	-	500,000	Streets Fund (800751)
ST05	Sidewalk Repair/Installation Completion of sidewalks in town	Construction	Various	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	Streets Fund (800704)
ST06	Bike Path Expansion/Repair Repair of existing bike paths	Maintenance	Various	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	Bike Path Reserve Fund (800100 / 800650)
ST07	Laurel Street Reconstruction of Laurel Street from 6th Avenue to 12th Avenue	Maintenance	6th St to 12th St	-	250,000	-	-	-	-	-	-	-	Streets Fund (800751)
Totals				120,000	300,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000	
Funding Summary - FY2013/14				Budget	Total Items	Difference							
Streets Fund				20,000	20,000	-							
				250,000	250,000	-							
				20,000	20,000	-							
				290,000	290,000	-							
Bike Path Reserve Fund				10,000	10,000	-							
				300,000	300,000	-							

11 – 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 2017/18
Cost: \$15,000/\$20,000
Source: Streets Fund (800800)

ST04 – Holly Street Reconstruction

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

Fiscal Year Future
Cost: \$500,000
Source: Streets Fund (800751)

ST05 – Sidewalk Repair/Installation

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

Fiscal Year 2012/13 through 2017/18
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 2017/18
Cost: \$20,000
Source: Bike Path Reserve Fund (800100 / 800650)

11 – Street Projects

ST07 – Laurel Street Reconstruction

Scope:	This is for the reconstruction of Laurel Street from 6 th Avenue to 12 th Avenue.
Fiscal Year	2013/14
Cost:	\$250,000
Source:	Streets Fund (800751)

Capital Improvement Plan		Fiscal Year										Source Fund	
FY2013/14													
No.	Sanitation	Project Type	Location	Fiscal Year							Future	Source Fund	
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19			
GA01	Dumpster Replacement	Maintenance	Various	15,000	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	Sanitation System Improvement Fund (800600)
	To replace aging dumpsters												
GA02	Container Additions	Purchase	Various	15,000	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	Sanitation System Improvement Fund (800100)
	To add additional curbside containers as the service grows												
GA03	Recycle Containers	Purchase	Various	25,000								25,000	Sanitation System Improvement Fund (800600)
	Addition of trailer mounted containers to expand the Recycle services												
GA04	Recycle Depot	Construction	1395 Elm Street	25,000								25,000	Sanitation System Improvement Fund (800600)
	Creation of a centralized recycle depot to collect additional recyclables												
Totals				80,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	69,000	
Funding Summary - FY2013/14													
Sanitation Sys Imp Fund 266-100-800100				Budget	9,500	9,500	-						
266-100-800600				Total Items Difference	9,500	9,500	-						
					9,500	9,500	-						
					19,000	19,000	-						

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 2017/18
Cost: \$9,500
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 2017/18
Cost: \$9,500
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 Future
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 Future
Cost: \$25,000
Source: Sanitation System Improvement Fund (800600)

Capital Improvement Plan		Fiscal Year										Source Fund
FY2013/14												
No.	Public Works Equipment	Project Type	Location	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future		
EQ04	Lab Equipment Replacement Replacement of existing lab equipment due to age	Purchase	Sewer							5,000	Sewer Equipment Reserve Fund (800600)	
EQ05	Saw Replacement To replace existing saws due to age	Purchase	Water			500					Water Equipment Reserve Fund (800600)	
EQ06	Saw Replacement To replace existing saws due to age	Purchase	Streets	500	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 Equipment Reserve Fund (800600)	
EQ09	1st & Monaco Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer							10,000	Sewer Equipment Reserve Fund (800600)	
EQ10	10th & Rose Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer							10,000	Sewer Equipment Reserve Fund (800600)	
EQ11	Rosewood Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer							10,000	Sewer Equipment Reserve Fund (800600)	
EQ12	Chapel Creek Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer							10,000	Sewer Equipment Reserve Fund (800600)	
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 Equipment Reserve Fund (800600)	
EQ16	Oaklea Meadows Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer			10,000					Sewer Equipment Reserve Fund (800600)	
EQ17	3rd & Maple Rebuild To rebuild the existing pumps to improve performance and life	Maintenance	Sewer				10,000				Sewer Equipment Reserve Fund (800600)	

No.	Public Works Equipment	Project Type	Location	Fiscal Year						Source Fund
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	
EQ19	To rebuild the existing pumps to improve performance and life 8th & Deal Well Inspection	Maintenance	Water	7,500	5,000					Water System Improvement Fund (638500)
EQ20	To inspect well pump, casing, and screen. Make repairs as necessary. 5th & Maple Inspection	Maintenance	Water			5,000				Water System Improvement Fund (638500)
EQ21	To inspect well pump, casing, and screen. Make repairs as necessary. 13th & Elm Inspection	Maintenance	Water				5,000			Water System Improvement Fund (638500)
	Totals			18,000	15,500	17,000	15,000	500		55,000
	Funding Summary - FY2013/14			Budget	Total Items	Difference				
	Street Equipment Reserve Fun 349-100-800600			500	500	-				
	Sewer Equipment Reserve Fun 347-100-800600			10,000	10,000	-				
	Water System Imp Fund 264-100-638500			5,000	5,000	-				
				15,500	15,500	-				

13 – Public Works Equipment

EQ04 – Lab Equipment Replacement

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

Fiscal Year Future
Cost: \$5,000
Source: Sewer Equipment Reserve Fund (800600)

EQ05 – Saw Replacement

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

Fiscal Year 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 2013/14 & 2016/17
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)

13 – Public Works Equipment

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)

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 Equipment Reserve Fund (800600)

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 Equipment Reserve Fund (800600)

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 Equipment Reserve Fund (800600)

13 – Public Works Equipment

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.

Fiscal Year Future
Cost: \$10,000
Source: Sewer Equipment Reserve Fund (800600)

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 Equipment Reserve 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 Equipment Reserve Fund (800600)

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 Equipment Reserve Fund (800600)

13 – Public Works Equipment

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 Equipment Reserve Fund (800600)

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 System Improvement Fund (638500)

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 System Improvement Fund (638500)

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 System Improvement Fund (638500)

Capital Improvement Plan																			
FY2013/14																			
No.	Building Maintenance	Project Type	Location	Fiscal Year							Future	Source Fund							
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18										
BL01	14th & Elm Roof	Maintenance	Public works									15,000							PW Building/Yard Reserve Fund (800780)
BL03	Replacement of leaking roof 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					15,000											Building Reserve (800760)
BL05	Community Services Building Repaint the exterior of the building	Maintenance	Community Service Center		4,500														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			3,500													Building Reserve (800760)
BL10	17th & Ivy Pump Station Repaint the exterior of the building	Maintenance	Public Works																PW Building/Yard Reserve Fund (800780)
BL11	14th & Elm Building Repaint the exterior of the building	Maintenance	Public Works																PW Building/Yard Reserve Fund (800780)
BL17	Community Center Bay Door Repairs	Maintenance	Community Center	5,000	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	20,000														Building Reserve (800760)
BL19	1395 Elm Remodel Expand service shop, repaint interior, replace flooring	Maintenance	Public Works				20,000												PW Building/Yard Reserve Fund (800780)
BL20	1171 Elm Remodel Add Conference Room and offices.	Maintenance	Public works		40,000														PW Building/Yard Reserve Fund (800760)
Totals				27,500	89,500	6,000	-	15,000											20,000

No.	Building Maintenance	Project Type	Location	Fiscal Year						Future	Source Fund	
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18			
	Funding Summary - FY2013/14											
	Building Reserve	318-100-800760 318-100-800780										
				Budget	Total Items	Difference						
				69,500	69,500	-						
				20,000	20,000	-						

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)

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 2013/14
Cost: \$4,500
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)

14 – Building Maintenance Projects

BL07 – Library

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

Fiscal Year 2014/15
Cost: \$3,500
Source: Building Reserve (800760)

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)

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)

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 2013/14
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 2013/14
Cost: \$20,000
Source: Building Reserve (800760)

Capital Improvement Plan												
FY2013/14												
No.	Fleet	Project Type	Location	Fiscal Year					Future	Source Fund		
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17			FY17-18	
FL02	Garbage Truck Replacement To replace 22 year old equipment	Purchase	Sanitation			150,000						Sanitation Equipment Reserve Fund (800600)
FL03	Garbage Truck Replacement Saving for future truck replacement	Reserve	Sanitation	50,000	50,000	50,000	50,000	50,000	50,000	50,000		Sanitation Equipment Reserve Fund (800600)
FL05	Truck Replacement To replace 15 year old equipment	Purchase	Utility	12,000								Water /Sewer /Streets /Sanitation Equipment Reserve Funds (800600)
FL06	Truck Replacement To replace 15 year old equipment	Purchase	Utility									Water /Sewer /Streets /Sanitation Equipment Reserve Funds (800600)
FL07	Truck Addition Addition of administrative vehicle to be shared by PW staff	Purchase	Public Works	15,000								Water /Sewer /Streets /Sanitation Equipment Reserve Funds (800600)
	Totals			77,000	50,000	200,000	50,000	50,000	50,000	50,000		
	Funding Summary - FY2013/14			Budget	Total Items	Difference						
	Sanitation Equip Reserve	348-100-800600		-	-	-						
	Water Equipment Reserve	346-100-800600		-	-	-						
	Sewer Equipment Reserve	347-100-800600		-	-	-						
	Streets Equipment Reserve	349-100-800600		-	-	-						

15 – Fleet Projects

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 2017/18
Cost: \$50,000
Source: Sanitation Equipment Reserve Fund (800600)

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

15 – Fleet Projects

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															
FY2013/14															
No.	IT Services	Project Type	Location	Fiscal Year								Source Fund			
				FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future					
IT02	PW Server Replacement Replacement & upgrade of the server	Purchase	Public Works		5,000										Water, Sewer, Streets Funds Equipment Reserve Funds (800600)
IT04	CH Workstation Replacement	Purchase	City Hall	2,000	2,000	2,000	2,000	2,000	2,000						Computer Equipment Reserve Fund (800600)
	Replacement & Upgrade of workstations		- Complete -												
IT05	PW Workstation Replacement Replacement & Upgrade of workstations	Purchase	Public Works	2,000	2,000	2,000	2,000	2,000	2,000						Water, Sewer, Streets Funds Equipment Reserve Funds (800600)
IT06	PD Workstation Replacement	Reserve	Police	2,000	2,000	2,000	2,000	2,000	2,000						Computer Equipment Reserve Fund (800600)
	Replacement & Upgrade of workstations		- Complete -												
IT07	Networking Replacement	Reserve	Various	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														
	Totals			8,000	13,000	8,000	8,000	8,000	8,000	8,000				2,000	
	Funding Summary - FY2013/14			Budget	Total Items	Difference									
	Computer Equip Reserve	345-100-800600		2,000	2,000	-									
	Water Equip. Reserve	346-100-800600		2,334	2,334	-									
	Sewer Equip. Reserve	347-100-800600		2,333	2,333	-									
	Streets Equip Reserve	349-100-800600		2,333	2,333	-									
	Reserves			9,000	9,000	-									
				4,000	4,000										
				13,000	13,000										
	Reserve for Future Purchases														
	Computer Equipment Reserve Fund				4,000										

16 – IT Projects & Equipment

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)

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)

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)

16 – IT Projects & Equipment

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)

Capital Improvement Plan																
FY2013/14																
No.	Dept of Corrections	Type	Location	Fiscal Year										Future	Source Fund	
				FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18						
DOC01	Water & Sewer Projects	Construction	DOC	8,550,121	1,121,571	207,000										DOC Fund
	This project is the completion of the water and sewer projects and infrastructure under the current Intergovernmental Agreement (IGA) with the State.															
DOC02	Non-Construction Projects / Other	Non-Construction	DOC	233,000	522,718	15,000										DOC Fund
	Includes items for land acquisition, wastewater facilities plan costs, water rights consulting, engineering, legal and administrative costs.															
	Totals			8,783,121	1,644,289	222,000										
	Funding Summary - FY2013/14															
	DOC Fund	410-100-000000			Budget	Total Items Difference										
	DOC Fund	410-150-000000			207,000	207,000										
					15,000	15,000										

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 & 2013/14
Cost: \$1,121,571, 207,000
Source: DOC Fund (Capital outlay)

DOC02 –Non-Construction Projects/Other

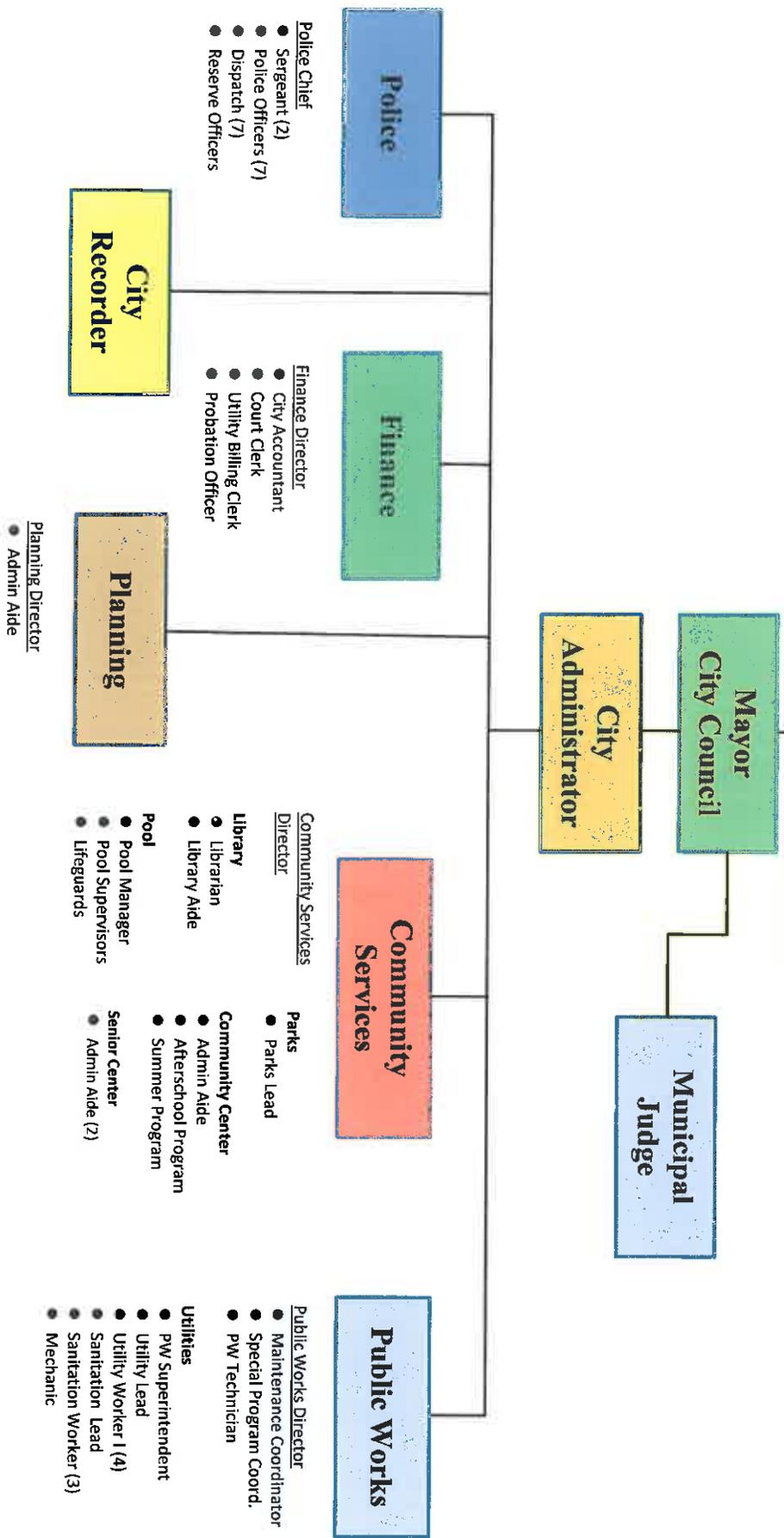
Scope: Includes items for land acquisition, wastewater facilities plan costs, water rights consulting, engineering, legal and administrative costs.

Fiscal Year 2012/13 & 2013/14
Cost: \$522,718, 15,000
Source: DOC Fund (Capital Outlay)

Personnel Services

Section VI

**City of Junction City
Personnel Organization Chart
FY2013/14**



City of Junction City
 FTE By Department
 FY2013/14

Departments	Council Adopted FTE FY2012/13	Budgeted FTE FY2012/13	Adopted FY2013/14	Proposed Changes
Finance	3.000	3.000	3.000	0.000
Court	1.200	1.200	1.500	0.300
Admin	2.000	2.000	2.000	0.000
Planning (1)	2.000	1.000	1.000	0.000
Community Services	1.000	1.000	1.000	0.000
Parks	1.000	1.000	1.000	0.000
Library	1.680	1.680	1.680	0.000
Police	16.000	16.000	16.000	0.000
Water	4.980	4.980	4.980	0.000
Sewer	5.080	5.080	5.080	0.000
Sanitation	4.245	4.245	4.245	0.000
Streets	0.695	0.695	0.695	0.000
Senior Center	1.325	1.325	1.325	0.000
Total	44.205	43.205	43.505	0.300

Key to Proposed Changes

None

Temporary/Seasonal/Intermittent Positions:

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

Court Additional court reserve officer to provide security during court

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

Parks Parks - One seasonal position (May - Sept) 20 hours/week

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.

(1) The planning director position was unfunded in FY2012/13 and is unfunded for FY13/14.

City of Junction City
 Allocated Personnel Services by Department and Fund
 FY2013/14

Fund/Department #:	001/310	001/315	001/325	001/330	001/674	001/610 Comm Services	002/276 Water	003/376 Sewer	004/476 Sanitation
	Finance	Court	Admin	Planning	Library				
Wages & Benefits									
Direct Wages	34,000	72,500	48,500	33,800	83,800	10,900	214,700	218,000	177,000
In-Direct Wages	5,700	5,700	9,800	13,000	3,400	3,700	48,700	64,100	27,200
Wages - Overtime	1,900	2,100	400	-	1,000	-	14,400	14,800	4,600
FICA	3,200	6,200	4,500	3,600	6,800	1,100	21,300	22,700	16,000
Pension - PERS	9,400	20,500	14,700	11,700	22,800	3,700	64,700	68,600	47,100
Workers' Compensation	100	1,400	500	200	600	400	7,800	8,000	10,100
Insurance Benefits	12,400	22,700	16,500	20,000	26,400	3,700	100,400	106,400	85,000
Unemployment Taxes	900	2,700	1,400	1,300	2,600	300	6,500	6,900	6,200
Total Wages & Benefits	67,600	133,800	96,300	83,600	147,400	23,800	478,500	509,500	373,200

City of Junction City
 Allocated Personnel Sen
 FY2013/14

Fund/Department #:	005/576	008/678	001/605	001/620	001/630	012/100	001/710	050/100	TOTAL
	Streets	Sen Fund	Sen Dept	Pool	Parks	CSC Fund	Police	Internal Services	
Wages & Benefits									
Direct Wages	28,000	12,800	43,500	53,700	67,200	27,900	973,700	102,200	2,202,200
In-Direct Wages	14,400	2,200	-	2,500	3,800	-	17,300	-	221,500
Wages - Overtime	4,200	400	-	800	1,600	-	60,800	1,000	108,000
FICA	3,600	1,200	3,400	4,400	5,600	2,200	80,500	7,900	194,200
Pension - PERS	10,300	3,300	9,600	3,700	17,300	3,000	262,900	24,300	597,600
Workers' Compensation	1,400	4,700	1,300	2,200	2,800	1,600	37,400	4,300	84,800
Insurance Benefits	15,900	600	17,900	2,300	24,600	-	256,300	41,200	752,300
Unemployment Taxes	1,100	600	1,500	2,000	2,500	1,100	15,000	2,600	55,200
Total Wages & Benefits	78,900	25,800	77,200	71,600	125,400	35,800	1,703,900	183,500	4,215,800

City of Junction City
 All Wages and Benefits
 FY2013/14

POSITION	FTE	Annual Salary & Benefits	Finance	Court	Admin	Planning	Library	Comm. Services-Gen Fund	Water
ADMINISTRATION:									
City Administrator	1.00	133,370	6,669	1,334	10,670	13,337	1,334	2,667	26,674
City Recorder	1.00	83,542	835	835	50,125	835	-	-	8,354
Budgeted Regular FTEs	2.00								
FINANCE:									
Finance Director	1.00	107,949	36,703	5,397	5,397	1,079	1,079	1,079	14,033
Accountant	1.00	74,836	18,709	1,497	3,742	5,238	2,993	1,497	7,484
Admin Aide II - UB/Reception	1.00	62,481	-	-	-	-	-	-	22,493
Budgeted Regular FTEs	3.00								
MUNICIPAL COURT:									
Admin Aide IV - Court	1.00	74,031	-	74,031	-	-	-	-	-
Probation Officer	0.50	35,753	-	35,753	-	-	-	-	-
Budgeted Regular FTEs	1.50								
PLANNING:									
Planning Director	1.00	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	1.00	78,380	1,568	-	7,838	62,704	-	-	1,568
Budgeted Regular FTEs	2.00								
PUBLIC WORKS:									
Public Works Director	1.00	127,552	-	-	-	-	-	-	57,399
Public Works Supervisor	1.00	115,117	-	-	-	-	-	-	51,803
Maintenance Coordinator	1.00	93,254	-	-	-	-	-	-	-
Special Program Coordinator	1.00	89,314	-	-	-	-	-	-	42,424
Utility Worker I	1.00	78,151	-	-	-	-	-	-	35,168
Sanitation Laborer	1.00	71,413	-	-	-	-	-	-	-
Sanitation Laborer	1.00	71,198	-	-	-	-	-	-	-
Sanitation Lead	1.00	84,825	-	-	-	-	-	-	-
Utility Worker II	1.00	82,282	-	-	-	-	-	-	36,204
Utility Worker Lead	1.00	105,449	-	-	-	-	-	-	51,670
Mechanic	1.00	88,671	-	-	-	-	-	-	-
Utility Worker I	1.00	77,623	-	-	-	-	-	-	35,707
Public Works Technician	1.00	74,648	-	-	-	-	-	-	33,592
Utility Worker I	1.00	76,367	-	-	-	-	-	-	31,310
Sanitation Laborer	1.00	73,163	-	-	-	-	-	-	-
Budgeted Regular FTEs	15.00								
COMMUNITY SERVICES									
Community Services Director	1.00	97,027	-	-	17,465	-	17,465	17,465	-
Summer Prog Lead (3)	-	13,817	-	-	-	-	-	-	-
Admin Aid: Summer/AfterSchool Prog (1)	-	6,328	-	-	-	-	-	-	-
AfterSchool Program Lead (2)	-	5,174	-	-	-	-	-	-	-
AfterSchool Program Lead (1)	-	9,669	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00								
LIBRARY:									
Library Director	1.00	73,035	-	-	-	-	73,035	-	-
Admin Aide III - Library	0.68	49,528	-	-	-	-	49,528	-	-
Budgeted Regular FTEs	1.68								
SENIOR CENTER									
Admin Aide II-Senior Cntr	0.95	59,557	-	-	-	-	-	-	-
Admin Aide II - Senior Center	0.38	17,781	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.33								
POOL									
Pool Manager		9,346	-	-	-	-	-	-	-
Pool- 3 Specialized Supervisors		17,439	-	-	-	-	-	-	-
Pool - 6 Lifeguard II		22,402	-	-	-	-	-	-	-
Pool - 4 Lifeguard I		7,275	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.00								
PARKS									
Parks Lead	1.00	90,601	-	-	-	-	-	-	-
Parks Seasonal (1)	-	6,901	-	-	-	-	-	-	-
POLICE									
Police Chief	1.00	144,514	-	-	-	-	-	-	-
Police Sergeant	1.00	114,436	-	-	-	-	-	-	-
Police Officer (I to II)	1.00	65,787	-	-	-	-	-	-	-
Police Officer (V)	1.00	100,051	-	-	-	-	-	-	-
Police Officer (V)	1.00	97,120	-	-	-	-	-	-	-
Police Officer (V)	1.00	111,857	-	-	-	-	-	-	-
Police Sergeant	1.00	112,782	-	-	-	-	-	-	-
Police Officer (V)	1.00	103,943	-	-	-	-	-	-	-
Police Officer (V)	1.00	107,847	-	-	-	-	-	-	-
Police Officer (V)	1.00	106,310	-	-	-	-	-	-	-
Communications Officer V	1.00	91,817	-	-	-	-	-	-	-
Communications Officer VI	1.00	77,115	-	-	-	-	-	-	-
Communications Officer VI	1.00	89,861	-	-	-	-	-	-	-
Communications Officer IV	1.00	64,667	-	-	-	-	-	-	-
Communications Officer VI	0.50	34,180	-	-	-	-	-	-	-
Communications Officer VI	0.50	34,780	-	-	-	-	-	-	-
Communications Officer VI	1.00	94,376	-	-	-	-	-	-	-
Paid Reserve - Court (2 reserves)		11,656	-	11,656	-	-	-	-	-
Paid Reserve		33,863	-	-	-	-	-	-	-
Budgeted Regular FTEs	16.00								
	44.51	4,042,210	64,483	130,504	95,237	83,195	145,434	22,708	455,882

City of Junction City
 All Wages and Benefits
 FY2013/14

POSITION	Sewer	Sanitation	Streets	Senior (General Fund)	Pool	Parks	Senior Fund	Comm Services Center	Police	Internal Services Fund
ADMINISTRATION:										
City Administrator	46,680	6,669	6,669	-	1,334	1,334	1,334	-	6,669	-
City Recorder	8,354	8,354	4,177	-	-	835	-	-	835	-
Budgeted Regular FTEs										
FINANCE:										
Finance Director	14,033	10,795	9,715	-	1,079	1,079	1,079	-	5,397	-
Accountant	7,484	5,987	1,497	-	1,497	1,497	748	-	14,967	-
Admin Aide II - UB/Reception	26,867	12,184	937	-	-	-	-	-	-	-
Budgeted Regular FTEs										
MUNICIPAL COURT:										
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-	-
Probation Officer	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
PLANNING:										
Planning Director	-	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	1,568	1,568	-	-	-	1,568	-	-	-	-
Budgeted Regular FTEs										
PUBLIC WORKS:										
Public Works Director	57,399	6,378	6,378	-	-	-	-	-	-	-
Public Works Supervisor	51,803	5,756	5,756	-	-	-	-	-	-	-
Maintenance Coordinator	-	-	-	-	-	-	-	-	-	93,254
Special Program Coordinator	42,424	4,466	-	-	-	-	-	-	-	-
Utility Worker I	35,168	-	7,815	-	-	-	-	-	-	-
Sanitation Laborer	-	71,413	-	-	-	-	-	-	-	-
Sanitation Laborer	-	71,198	-	-	-	-	-	-	-	-
Sanitation Lead	-	84,825	-	-	-	-	-	-	-	-
Utility Worker II	37,850	-	8,228	-	-	-	-	-	-	-
Utility Worker Lead	51,670	-	2,109	-	-	-	-	-	-	-
Mechanic	-	-	-	-	-	-	-	-	-	88,671
Utility Worker I	34,154	-	7,762	-	-	-	-	-	-	-
Public Works Technician	33,592	3,732	3,732	-	-	-	-	-	-	-
Utility Worker I	37,420	-	7,637	-	-	-	-	-	-	-
Sanitation Laborer	-	73,163	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
COMMUNITY SERVICES										
Community Services Director	-	-	-	17,465	9,703	17,465	-	-	-	-
Summer Prog Lead (3)	-	-	-	-	-	-	-	13,817	-	-
Admin Aid: Summer/Afterschool Prog (1)	-	-	-	-	-	-	-	6,328	-	-
Afterschool Program Lead (2)	-	-	-	-	-	-	-	5,174	-	-
Afterschool Program Lead (1)	-	-	-	-	-	-	-	9,669	-	-
Budgeted Regular FTEs										
LIBRARY:										
Library Director	-	-	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs										
SENIOR CENTER										
Admin Aide II-Senior Cntr	-	-	-	59,557	-	-	-	-	-	-
Admin Aide II - Senior Center	-	-	-	-	-	-	17,781	-	-	-
Budgeted Regular FTEs										
POOL										
Pool Manager	-	-	-	-	9,346	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	-	-	-	17,439	-	-	-	-	-
Pool - 6 Lifeguard II	-	-	-	-	22,402	-	-	-	-	-
Pool - 4 Lifeguard I	-	-	-	-	7,275	-	-	-	-	-
Budgeted Regular FTEs										
PARKS										
Parks Lead	-	-	-	-	-	90,601	-	-	-	-
Parks Seasonal (1)	-	-	-	-	-	6,901	-	-	-	-
POLICE										
Police Chief	-	-	-	-	-	-	-	-	144,514	-
Police Sergeant	-	-	-	-	-	-	-	-	114,436	-
Police Officer (I to II)	-	-	-	-	-	-	-	-	65,787	-
Police Officer (V)	-	-	-	-	-	-	-	-	100,051	-
Police Officer (V)	-	-	-	-	-	-	-	-	97,120	-
Police Officer (V)	-	-	-	-	-	-	-	-	111,857	-
Police Sergeant	-	-	-	-	-	-	-	-	112,782	-
Police Officer (V)	-	-	-	-	-	-	-	-	103,943	-
Police Officer (V)	-	-	-	-	-	-	-	-	107,847	-
Police Officer (V)	-	-	-	-	-	-	-	-	106,310	-
Communications Officer V	-	-	-	-	-	-	-	-	91,817	-
Communications Officer VI	-	-	-	-	-	-	-	-	77,115	-
Communications Officer VI	-	-	-	-	-	-	-	-	89,861	-
Communications Officer IV	-	-	-	-	-	-	-	-	64,667	-
Communications Officer VI	-	-	-	-	-	-	-	-	34,180	-
Communications Officer VI	-	-	-	-	-	-	-	-	34,780	-
Communications Officer VI	-	-	-	-	-	-	-	-	94,376	-
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	-	-	33,863	-
Budgeted Regular FTEs										
	486,463	366,487	72,412	77,021	70,075	121,280	20,942	34,988	1,613,172	181,925

City of Junction City
 All Wages
 FY2013/14

POSITION	FTE	Annual Salary	Finance	Court	Admin	Planning	Library	Comm. Services-Gen Fund	Water	Sewer
ADMINISTRATION:										
City Administrator	1.00	86,464	4,323	865	6,917	8,646	865	1,729	17,293	30,262
City Recorder	1.00	51,224	512	512	30,735	512	-	-	5,122	5,122
Budgeted Regular FTEs	2.00									
FINANCE:										
Finance Director	1.00	66,789	22,708	3,339	3,339	668	668	668	8,683	8,683
Accountant	1.00	43,587	10,897	872	2,179	3,051	1,743	872	4,359	4,359
Admin Aide II - UB/Reception	1.00	33,954	-	-	-	-	-	-	12,223	14,600
Budgeted Regular FTEs	3.00									
MUNICIPAL COURT:										
Admin Aide IV - Court	1.00	38,979	-	38,979	-	-	-	-	-	-
Probation Officer	0.50	25,175	-	25,175	-	-	-	-	-	-
Budgeted Regular FTEs	1.50									
PLANNING:										
Planning Director	1.00	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	1.00	42,216	844	-	4,222	33,773	-	-	844	844
Budgeted Regular FTEs	2.00									
PUBLIC WORKS:										
Public Works Director	1.00	77,932	-	-	-	-	-	-	35,069	35,069
Public Works Supervisor	1.00	67,761	-	-	-	-	-	-	30,492	30,492
Maintenance Coordinator	1.00	53,284	-	-	-	-	-	-	-	-
Special Program Coordinator	1.00	50,352	-	-	-	-	-	-	23,917	23,917
Utility Worker I	1.00	42,448	-	-	-	-	-	-	19,102	19,102
Sanitation Laborer	1.00	36,927	-	-	-	-	-	-	-	-
Sanitation Laborer	1.00	40,765	-	-	-	-	-	-	-	-
Sanitation Lead	1.00	48,998	-	-	-	-	-	-	-	-
Utility Worker II	1.00	45,667	-	-	-	-	-	-	20,094	21,007
Utility Worker Lead	1.00	58,875	-	-	-	-	-	-	28,849	28,849
Mechanic	1.00	48,862	-	-	-	-	-	-	-	-
Utility Worker I	1.00	42,448	-	-	-	-	-	-	19,526	18,677
Public Works Technician	1.00	41,016	-	-	-	-	-	-	18,457	18,457
Utility Worker I	1.00	41,212	-	-	-	-	-	-	16,897	20,194
Sanitation Laborer	1.00	38,226	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	15.00									
COMMUNITY SERVICES										
Community Services Director	1.00	58,923	-	-	10,606	-	10,606	10,606	-	-
Summer Prog Lead (3)	-	11,991	-	-	-	-	-	-	-	-
Admin Aid: Summer/After school Prog (1)	-	4,974	-	-	-	-	-	-	-	-
After school Program Lead (2)	-	3,784	-	-	-	-	-	-	-	-
After school Program Lead (1)	-	7,094	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.00									
LIBRARY:										
Library Director	1.00	47,951	-	-	-	-	47,951	-	-	-
Admin Aide III - Library	0.68	25,020	-	-	-	-	25,020	-	-	-
Budgeted Regular FTEs	1.68									
SENIOR CENTER										
Admin Aide II-Senior Cntr	0.95	32,861	-	-	-	-	-	-	-	-
Admin Aide II - Senior Center	0.38	12,719	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	1.33									
POOL										
Pool Manager	-	6,841	-	-	-	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	15,101	-	-	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	19,408	-	-	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	6,281	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	0.00									
PARKS										
Parks Lead	1.00	49,866	-	-	-	-	-	-	-	-
Parks Seasonal (1)	-	5,508	-	-	-	-	-	-	-	-
POLICE										
Police Chief	1.00	89,609	-	-	-	-	-	-	-	-
Police Sergeant	1.00	67,761	-	-	-	-	-	-	-	-
Police Officer (I to II)	1.00	41,904	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	61,224	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	64,664	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	65,888	-	-	-	-	-	-	-	-
Police Sergeant	1.00	67,761	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	61,224	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	62,975	-	-	-	-	-	-	-	-
Police Officer (V)	1.00	62,975	-	-	-	-	-	-	-	-
Communications Officer V	1.00	53,333	-	-	-	-	-	-	-	-
Communications Officer VI	1.00	50,132	-	-	-	-	-	-	-	-
Communications Officer VI	1.00	49,910	-	-	-	-	-	-	-	-
Communications Officer IV	1.00	44,304	-	-	-	-	-	-	-	-
Communications Officer VI	0.50	24,337	-	-	-	-	-	-	-	-
Communications Officer VI	0.50	24,337	-	-	-	-	-	-	-	-
Communications Officer VI	1.00	52,827	-	-	-	-	-	-	-	-
Paid Reserve - Court (2 reserves)	0.00	8,262	-	8,262	-	-	-	-	-	-
Paid Reserve	0.00	24,235	-	-	-	-	-	-	-	-
Budgeted Regular FTEs	16.00									
	44.51	2,409,144	39,285	78,004	57,998	46,650	86,853	13,875	260,928	279,635

City of Junction City
 All Wages
 FY2013/14

POSITION	Sanitation	Streets	Senior (General Fund)	Pool	Parks	Senior Fund	Comm Services Center	Police	Internal Services Fund
ADMINISTRATION:									
City Administrator	4,323	4,323	-	865	865	865	-	4,323	-
City Recorder	5,122	2,561	-	-	512	-	-	512	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	6,679	6,011	-	668	668	668	-	3,339	-
Accountant	3,487	872	-	872	872	436	-	8,717	-
Admin Aide II - UB/Reception	6,621	509	-	-	-	-	-	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Probation Officer	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PLANNING:									
Planning Director	-	-	-	-	-	-	-	-	-
Admin Aide IV-Building & Planning	844	-	-	-	844	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	3,897	3,897	-	-	-	-	-	-	-
Public Works Supervisor	3,388	3,388	-	-	-	-	-	-	-
Maintenance Coordinator	-	-	-	-	-	-	-	-	53,284
Special Program Coordinator	2,518	-	-	-	-	-	-	-	-
Utility Worker I	-	4,245	-	-	-	-	-	-	-
Sanitation Laborer	36,927	-	-	-	-	-	-	-	-
Sanitation Laborer	40,765	-	-	-	-	-	-	-	-
Sanitation Lead	48,998	-	-	-	-	-	-	-	-
Utility Worker II	-	4,567	-	-	-	-	-	-	-
Utility Worker Lead	-	1,178	-	-	-	-	-	-	-
Mechanic	-	-	-	-	-	-	-	-	48,862
Utility Worker I	-	4,245	-	-	-	-	-	-	-
Public Works Technician	2,051	2,051	-	-	-	-	-	-	-
Utility Worker I	-	4,121	-	-	-	-	-	-	-
Sanitation Laborer	38,226	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
COMMUNITY SERVICES									
Community Services Director	-	-	10,606	5,892	10,606	-	-	-	-
Summer Prog Lead (3)	-	-	-	-	-	-	11,991	-	-
Admin Aid: Summer/AfterSchool Prog (1)	-	-	-	-	-	-	4,974	-	-
AfterSchool Program Lead (2)	-	-	-	-	-	-	3,784	-	-
AfterSchool Program Lead (1)	-	-	-	-	-	-	7,094	-	-
Budgeted Regular FTEs									
LIBRARY:									
Library Director	-	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
SENIOR CENTER									
Admin Aide II-Senior Cntr	-	-	32,861	-	-	-	-	-	-
Admin Aide II - Senior Center	-	-	-	-	-	12,719	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Manager	-	-	-	6,841	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	-	-	15,101	-	-	-	-	-
Pool - 6 Lifeguard II	-	-	-	19,408	-	-	-	-	-
Pool - 4 Lifeguard I	-	-	-	6,281	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks Lead	-	-	-	-	49,866	-	-	-	-
Parks Seasonal (1)	-	-	-	-	5,508	-	-	-	-
POLICE									
Police Chief	-	-	-	-	-	-	-	89,609	-
Police Sergeant	-	-	-	-	-	-	-	67,761	-
Police Officer (I to II)	-	-	-	-	-	-	-	41,904	-
Police Officer (V)	-	-	-	-	-	-	-	61,224	-
Police Officer (V)	-	-	-	-	-	-	-	64,664	-
Police Officer (V)	-	-	-	-	-	-	-	65,888	-
Police Sergeant	-	-	-	-	-	-	-	67,761	-
Police Officer (V)	-	-	-	-	-	-	-	61,224	-
Police Officer (V)	-	-	-	-	-	-	-	62,975	-
Police Officer (V)	-	-	-	-	-	-	-	62,975	-
Communications Officer V	-	-	-	-	-	-	-	53,333	-
Communications Officer VI	-	-	-	-	-	-	-	50,132	-
Communications Officer VI	-	-	-	-	-	-	-	49,910	-
Communications Officer IV	-	-	-	-	-	-	-	44,304	-
Communications Officer VI	-	-	-	-	-	-	-	24,337	-
Communications Officer VI	-	-	-	-	-	-	-	24,337	-
Communications Officer VI	-	-	-	-	-	-	-	52,827	-
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	-	24,235	-
Budgeted Regular FTEs									
	203,845	41,967	43,467	55,928	69,741	14,687	27,843	986,292	102,146

City of Junction City										
FY13/14 Personnel Services										
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							36.0%	43.0%	19.50%
	3.00									
Municipal Court										
Admin Aide IV - Court	1.00		100.0%							
Probation Officer	0.50		100.0%							
	1.50									
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									
Special Program Coordinator	1.00							47.5%	47.5%	5.0%
Utility Worker I	1.00							45.0%	45.0%	
Sanitation Laborer	1.00									100.0%
Sanitation Laborer	1.00									100.0%
Sanitation Lead	1.00									100.0%
Utility Worker II	1.00							44.0%	46.0%	
Utility Worker Lead	1.00							49.0%	49.0%	
Mechanic	1.00									
Utility Worker I	1.00							48.0%	44.0%	
Public Works Technician	1.00							45.0%	45.0%	5.0%
Utility Worker I	1.00							41.0%	49.0%	
Sanitation Laborer	1.00									100.0%
	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									
Parks Seasonal (1)	-									
	5.01									
Police										
Police Chief	1.00									
Police Sergeant	1.00									
Police Officer (I to II)	1.00									
Police Officer (V)	1.00									
Police Officer (V)	1.00									
Police Officer (V)	1.00									
Police Sergeant	1.00									
Police Officer (V)	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 IV	1.00									
Communications Officer VI	0.50									
Communications Officer VI	0.50									
Communications Officer VI	1.00									
Paid Reserve - Court (2 reserves)	-		100.0%							
Paid Reserve	-									
	16.00									
	44.51									

City of Junction City									
FY13/14 Personnel Services									
Allocation Percentages									
POSITIONS	Streets	Senior Dept	Pool	Parks	Senior Fund	Com Srv Fund	Police	Internal Services	Total
Administration									
City Administrator	5.0%		1.0%	1.0%	1.00%		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%		2.0%	2.0%	1.0%		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								100.0%	100.0%
Special Program Coordinator									100.0%
Utility Worker I	10.0%								100.0%
Sanitation Laborer									100.0%
Sanitation Laborer									100.0%
Sanitation Lead									100.0%
Utility Worker II	10.0%								100.0%
Utility Worker Lead	2.0%								100.0%
Mechanic								100.0%	100.0%
Utility Worker I	10.0%								100.0%
Public Works Technician	5.0%								100.0%
Utility Worker I	10.0%								100.0%
Sanitation Laborer									100.0%
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				100.0%					100.0%
Parks Seasonal (1)				100.0%					100.0%
Police									
Police Chief							100.0%		100.0%
Police Sergeant							100.0%		100.0%
Police Officer (I to II)							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%
Police Sergeant							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 IV							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 (2 reserves)							0.0%		100.0%
Paid Reserve							100.0%		100.0%

Fiscal Policies

Section VII

CITY OF JUNCTION CITY

FISCAL POLICIES

1. Operating Budget Policy

The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures in all operating funds. Any year-end operating surpluses will be calculated as ending fund balance and become part of the beginning balance in the following year. ^(a)

2. Accounting, Auditing and Financial Reporting Policies

The City will comply with Generally Accepted Accounting Principles, Government Finance Officers Association auditing and reporting standards, Oregon state law external audit requirements, and Oregon Revised Statutes relating to municipal finance. The Finance Department will issue a Comprehensive Annual Financial Report (CAFR) each year and file the report with the Secretary of State. The Finance Department will issue monthly financial reports, and any other reports necessary to facilitate full and transparent reporting. ^(b)

3. Revenues

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

4. Expenditures

Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each department manager or director will be responsible for the administration of his/her department budget. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. ^(b)

5. Purchasing

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

6. Capital Improvement Plan (CIP) Policies

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

7. Cash management and investment policies

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

8. Debt Management Policies

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

9. Fund Balance – General Fund

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

10. Fund Balance – Enterprise Funds

Measurement of the fund ending balances will occur annually on June 30th. The minimum targeted unrestricted fund balance shall be no less than 25% of next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unrestricted fund balance

amount shall be in addition to non-spendable, restricted, or committed fund balance amounts. ^(c)

11. Contingency

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

- (a) Adopted: December 11, 2012
- (b) Adopted: February 26, 2013
- (c) Adopted: March 26, 2013

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.